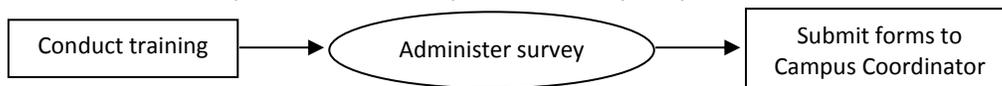


CCC Campus Training Survey (Paper Form) Administration Directions

The CalMHSA statewide evaluation team led by the RAND Corporation asks that all trainers conducting CalMHSA-supported trainings coordinate the administration of **CCC Campus Training Surveys**. The survey responses provide CCC campuses, RAND, and CalMHSA with important information about how trainings impact the knowledge, attitudes, and behaviors of participants. The information will be combined with data from program partners at UC and CSU to demonstrate the impact of CalMHSA-supported trainings across higher education.

How do I administer the Campus Training Survey?

After trainers deliver CalMHSA-supported training,* they instruct participants to complete the training survey, and submit the completed forms. The process is fairly simple and illustrated below.



Please be sure trainers inform participants that survey responses are anonymous and voluntary by following the script and directions below.

Before the training:

1. Place the survey in each participant's training packet. If no packets are available, please hand out the survey to complete while at the training.
Note: the training surveys are available in both a *student* and a *staff/faculty* version. If your audience includes both, please make both versions available for participants to complete.
2. Place a manila envelope in a convenient location of the training room in which participants can submit their completed surveys before they leave.

While at the training:

1. Ask participants to complete the survey before they leave. Please use this suggested script:

Thank you for attending today's training. I have distributed an evaluation survey I would like you to complete as part of an important statewide study conducted by the RAND Corporation. The survey is anonymous, so you should not write your name on it, and the survey is voluntary, so you do not have to complete it. But I hope you will, because your answers will provide information that may help to improve and sustain future trainings like this one.

Before you begin, I would like us to look at questions 11 and 12 together, so that I can make sure everyone is clear about how to complete them. The directions ask that you read each statement and then rate the extent to which you would have agreed with the statement BEFORE participating in this training. Then, rate the extent to which you agree with the statement now AFTER participating in this training. Not all of the topics may have been covered in our training. If you believe this is the case, your ratings may be the same for "Before" and "After." If you have any questions about how to answer these items or any other survey items, please just ask me.

Once you have completed the survey, please place it face down in the envelope. Thank you!

2. Label the envelope with
 - a. Trainer name(s) and campus affiliation
 - b. Date(s) of training; Length of session(s) in hours
 - c. Title/topic of training
 - d. Total number of participants in training
3. Seal and deliver the envelope to **(Campus Coordinator Name, Location)**

* Trainings excluded from this process are Kognito online trainings and ASIST trainings, which each include CalMHSA statewide evaluation-approved surveys as standard practice.

