County of Los Angeles – Department of Public Health

Substance Abuse Prevention and Control

**SURVEY SUMMARY FORM**

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| **AGENCY** |  | **AGENCY CODE** |  |
| **CONTRACT TYPE**  |  | **DATE**  |  |

**PURPOSE:** The purpose of the *Survey Summary* is to provide a preliminary overview of survey responses as well as document how the surveys were conducted, under what circumstances and with whom. With the *Local Data Key Findings Summary*, *Environmental Scan*, and other data sources, including focus groups and key informant interviews, the *Survey Summary Form* will help agencies identify prevalent alcohol and other drug (AOD) problems and contributing factors to inform program development in target community(ies).

**DIRECTIONS:** Completing this form will help agencies interpret important survey data and communicate it in simpler terms. Using an Excel, Access, or other database developed for the SAPC community-based needs assessment, identify general patterns and unusual or interesting results in the data and describe them in the boxes below. Percentages are effective ways to summarize data, and because different people understand data in different ways, tables and graphs can be useful. Try to use different formats to present the data, including verbal narratives, tables, and graphs. The evaluator can be a key resource in helping determine how to prioritize, compare and present the information. The information presented should highlight the data-driven trends that most accurately describe accessibility, availability, norms, and community conditions in the target community; it should not consist of or illustrate selected findings based on an agency’s mission, agenda, or expectation. Let the data speak for itself.

**SCOPE & TIME COMMITMENT:** Comprehensive data analysis is not necessary for the purposes of this form. Assuming data entry has been completed, the following questions could take1-3 days of dedicated staff time depending on level of experience.

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| **In your view, what were the purpose, goals and objectives of conducting the surveys? Did you expect to learn anything in particular? Were the agency’s goals and objectives met?** |
| [INSERT RESPONSE HERE] |

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| **List the cities/communities, dates, and locations of survey administration among respondents in each age group. What was the atmosphere of the survey locations? Give a generalized idea of the environments (insert rows as needed to list all target cities/communities).** |
| **YOUTH (12-17)** |
| **City/Community #1**  [INSERT RESPONSE HERE]**:** |
| **City/Community #2**  [INSERT RESPONSE HERE]**:** |
| **City/Community #3**  [INSERT RESPONSE HERE]**:** |
| **YOUNG ADULT (18-24)** |
| **City/Community #1** [INSERT RESPONSE HERE]**:** |
| **City/Community #2**  [INSERT RESPONSE HERE]**:** |
| **City/Community #3**  [INSERT RESPONSE HERE]**:** |
| **ADULT (>25)** |
| **City/Community #1** [INSERT RESPONSE HERE]**:** |
| **City/Community #2**  [INSERT RESPONSE HERE]**:** |
| **City/Community #3**  [INSERT RESPONSE HERE]**:** |

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| **What were the demographic characteristics (e.g., age, gender, and ethnicity) of respondents in each age group? Please include the number and percent of the total sample represented by each demographic category. (Hint: A frequency table might be a useful way to present this data.)**  |
| **YOUTH 12-17**: [INSERT RESPONSE HERE] |
| **YOUTH 18-24** [INSERT RESPONSE HERE] |
| **ADULT (>25)** [INSERT RESPONSE HERE] |

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| **Which three or more questions (from each age group) generated responses that stood out or were surprising or interesting in terms of AOD consumption patterns, community conditions or policy issues? Why? State each question and summarize responses using percentages (e.g. “85% of respondents indicated that they got alcohol from house parties.”) Include the number of respondents per question.** |
| **YOUTH 12-17**: [INSERT RESPONSE HERE] |
| **YOUNG ADULT 18-24**: [INSERT RESPONSE HERE] |
| **ADULT >25**: [INSERT RESPONSE HERE] |

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| **In each age group, which questions were participants least likely to answer (i.e., which were the most likely to be refused)?**  |
| **YOUTH 12-17**: [INSERT RESPONSE HERE] |
| **YOUNG ADULT 18-24**: [INSERT RESPONSE HERE] |
| **ADULT 25+**: [INSERT RESPONSE HERE] |

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| **Did the participants make additional comments regarding the survey? Did you get a general sense about how participants felt about the questions they were being asked? Include the age group and specific quotes that seem significant to the results.**  |
| [INSERT RESPONSE HERE] |

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| **Do the results reinforce or refute the agency’s previous assessment findings (Archival Data Review, Media Coverage Review, Political Record Review, and/or Environmental Scan)? In what ways?** |
| [INSERT RESPONSE HERE] |

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| **What is your overall interpretation of what you saw in the data? Does this summary suggest anything about AOD misuse among youth and young adults and/or the accessibility, availability, norms, and community conditions conducive to AOD use?**  |
| [INSERT RESPONSE HERE] |

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| **Considering these results together with the Archival Data Review, Political Record Review, Media Coverage Review, and Environmental Scan for this community, are there any topics that should be investigated further, perhaps due to conflicting or insufficient data or strong and consistent results? Would these be effective focus group or key informant interview topics?**  |
| [INSERT RESPONSE HERE] |