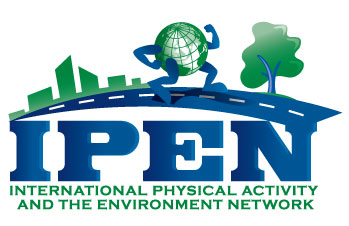
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**IPEN-Adolescent Survey Requirements**

September 3, 2012

The IPEN Adolescent Coordinating Center recommends that study sites use the enclosed surveys in their study. You will notice two surveys: a survey for the adolescent and a survey for the parent. We **highly recommend** recruiting a parent in the study to complete the survey items. Because adolescents and parents do not necessarily have the same views on items, particularly within the NEWS (one of the key measures), inclusion of the parent-reported items ensures comparability across countries. Also, parents are better able to provide demographic information which is important to have across all countries.

The adolescent and parent surveys are comprised of “required” and “preferred” items. Required items are needed in the pooled dataset and we expect every country to have these items. Preferred items are highly recommended and will allow for analysis of secondary aims and for subsets of countries to pool their data for papers.

Here are some general guidelines for using these surveys:

* **Please retain all required items**, even if they do not apply for your country. We encourage you to add items of special interest and to keep us informed of additions so we can inform other countries who may want to adopt them also. You may also want to work with other investigators to develop new items for your region.
* **Please try to include all the preferred items, if possible.**
* **Please do not change or combine response options.** It is very important to keep these uniform across countries.
* **Guidelines for translation/back-translation:** Any translation of survey measures from English to another language should be done by someone who is fluent in writing, reading and spoken English.  It is up to your team to decide how to verify the quality of the translation (through independent reviews of the translation, pre-tests, etc.)  After the survey has been translated, a different person should conduct the back-translation of all survey items to English.  This person does not need to be a "professional" translator, but should be someone who is unfamiliar with the survey and again is fluent in writing, reading and spoken English. **Back-translated surveys need to be sent to the Coordinating Center for approval before data collection begins**. We may have requests for additions or modifications to your surveys to ensure comparability across countries.
* The items in the survey are labeled with the **IPEN Adolescent variables names** (e.g., P\_TH\_1 = Parent Traffic Hazards #1). We ask that when data are transferred to the Coordinating Center, variables are named according to these names in the surveys. This might be easiest to achieve if you use these variable names when setting up your data entry database.
* The response options are labeled with the **IPEN Adolescent value codes** (e.g., for the item below, enter 1 for strongly disagree, 2 for somewhat disagree, etc.).

1 2 3 4

strongly disagree somewhat disagree somewhat agree strongly agree

In some cases, there may not be an obvious value code because the responses *are* the codes. For example, responses such as 0 days, 1 day, or 2 days would have 0, 1 or 2 response codes.

* For **missing items** due to participant non-response, please use -999 as the code.
* Please take note that there are **additional coding guidelines** that are noted in the survey item, such as how to code physical activity duration responses when the frequency of the activity is “0”. Using the surveys as a data entry guide is one possible strategy to implement these guidelines.
* There will be **some survey items that you will need to change to adapt** to your population, such as race and income. There are notes by these items to indicate these adaptations are expected.
* **Data Entry templates are** **available** that are set up with the required variables names and value labels. We have databases in SPSS and Excel. Please contact the Coordinating Center for a copy.
* If you have questions, please contact Kelli Cain @ [kcain@ucsd.edu](mailto:kcain@ucsd.edu)