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Common Measures FAQ

COMMON MEASURES BASICS

1. Why were Common Measures created?
   a. Common Measures were created to provide state 4-H programs with resources to assist in the planning of local, state-wide, and regional evaluations.
   b. They were created to identify a common core of child/youth outcomes and indicators that are included in the National Institute of Food and Agriculture Plan of Work system.
   c. Lastly, they were created to identify a common core of outcomes, indicators and measures to create a standard survey tool that will be used by National 4-H Council grantees.

2. How were Common Measures created?
   a. Common Measures started with the development and review of the National 4-H Logic Models.
   b. In the spring of 2012: Common outcomes, indicators, and items were identified for all outcome areas for both 4th-7th and 8th-12th grade.
   c. In the summer of 2012: Surveys were pilot tested in LA, MT, WV, NE, and VA with 500 4-Hers; facilitator input was also included.
   d. In the fall of 2012: Print versions of the Common Measures tools were made available.
   e. In the spring of 2013: The online data collection system launched.

3. What are the benefits to using Common Measures?
   a. A study conducted by Payne & McDonald, 2012 titled *Using Common Evaluation Instruments Across Multi-State Community Programs: A Pilot Study* highlight many benefits of using a common set of evaluation instruments. Some of these highlights include the ability to improve quality of program evaluations which will ultimately help in securing and maintaining scarce or limited funding and increase accountability to funders, participants, and policy makers. For more details, reference the full study at [www.joe.org/joe/2012august/rb2.php](http://www.joe.org/joe/2012august/rb2.php).
   b. Common Measures can also increase our ability to describe 4-H consistently and simply. Benefits include:
1. Writing impact statements for county, state and federal reports.
2. Easy ability to populate other reports that you are already doing.
3. Ability to describe 4-H consistently and simply.
4. Friendly, feasible, and brief.
5. Open access to the product- free and readily available.
6. Measures are applicable to a broad range of programs.

4. Where can I find training videos on how to use Common Measures and the Online System?
   a. Three training videos are available at www.4-h.org/commonmeasures.

5. Who can I contact for more information about Common Measures?
   a. Questions about the Common Measures tools can be directed to Dr. Jill Walahoski (jwalahoski2@unl.edu) or Dr. Suzanne Le Menestrel (slemenestrel@nifa.usda.gov).
   b. Questions about the Online Reporting System can be e-mailed to commonmeasures@4-h.org.

6. Where can I find the Common Measure tools?
   a. http://www.4-h.org/commonmeasures/ (print)
   b. http://measures.4-h.org (online)

7. What ages and areas do the Common Measures address?
   a. Eight Common Measure surveys were designed to assess the outcomes found on the National 4-H Logic Models.
      i. 4-7 and 8-12 Grade Universal Measures
      ii. 4-7 and 8-12 Grade Citizenship Measures
      iii. 4-7 and 8-12 Grade Healthy Living Measures
      iv. 4-7 and 8-12 Grade 4-H Science Measures

8. Can Common Measures be administered to grades 3 and under?
   a. It’s not recommended to administer Common Measure tools to grades below third grade as the 4-7th grade tools were designed and written to target a 4th grade audience. Youth below 4th grade may struggle with the concept of the questions and wording used.

9. What outcomes do the Common Measures Target?
   a. The targeted outcomes for each tool are listed below. A “4-H Common Measures Reference Table” is also available at www.4-h.org/commonmeasures which maps each item back to an outcome. This table could be helpful when determining if a Common Measures tool is the right tool for you!
      i. Universal Outcomes
         1. Make positive choices
         2. Effectively communicate
         3. Build connections
         4. Apply content
         5. Contribute to the health, growth and well-being of self, family, community, nation and the world
      ii. 4-H Science Outcomes
         1. Interest and engagement in Science
         2. Positive attitudes and aspirations toward Science
         3. Develop Science skills and abilities
         4. Apply learning, make a contribution through Science
      iii. Citizenship Outcomes
         1. Awareness of community and community issues
         2. Appreciation of cultural diversity
3. Engagement in community and engagement with community issues
4. Understanding of the Democratic process

iv. Healthy Living Outcomes
1. Choose food consistent with dietary guidelines
2. Improve physical activity practices
3. Avoid and prevent negative risk behaviors
4. Assess and regulate emotions & behaviors
5. Establish & maintain healthy relationships

10. Are there any psychometrics available on the Common Measures Tools?
   a. No, at this time psychometrics on the Common Measures tools are not available. Psychometric analysis will be conducted in the fall of 2013. If you are interested in contributing data for this measure analysis, please contact Dr. Jill Walahoski at jwalahoski2@unl.edu.

11. How many hours of programming are recommended before administering a Common Measures tool?
   a. There is no prescribed number of hours associated with the use of the Common Measures tool. However, it’s encouraged that the program frequency and duration are necessary for youth to accomplish the outcomes assessed by the Common Measures instrument you’re using.

12. How can Common Measures be implemented?
   a. The instruments were designed for use in the following ways
      1. Unique program – Used to evaluate a specific or individual program. Designed to be used post-program.
      2. Needs Assessment – Used to measure what the current status of a program is to inform future decision making
      3. Cross-Sectional – Used to measure a specific sample of your population that you would like to evaluate at one particular point in time.

13. How long does it take for participants to complete a Common Measures survey tool?
   a. It will take youth approximately 15-20 minutes to complete an online or paper Common Measures survey. Note, the length of time will vary based on the number of items you select from Common Measures.

COMMON MEASURES ONLINE SYSTEM

14. What are the features of the Online System?
   a. The Common Measures Online System allows authorized users to create, distribute, and print survey tools, as well as collect and report survey data.

15. How do I access the Common Measures Online System?
   a. You can access the Common Measures Online System by visiting https://measures.4-h.org/.

16. How do I know that my participants are safe and the integrity of the data is maintained?
   a. Designated administrators for the LGU or the grant will manage the authentication and authorization process for their LGU or grantees.
b. Institutional Review Board approval will be governed by each participating LGU (see IRB Section for More Details).

c. Each LGU will determine the access to their data for aggregate reporting unless designated by the grant; grants will require IRB approval for national aggregation.

INSTITUTIONAL REVIEW BOARD (IRB)

17. Are my participants and data secure?

   a. The protection of the participants and the integrity of the data are maintained through multiple efforts. Data collected and reported will governed by the Institutional Review Board (IRB) for each participating Land Grant University (LGU) and each LGU will determine who has access to the surveys and data.
   
b. If paper surveys are used, the on-site facilitator will return the completed surveys to the investigator(s). The investigators(s) will then enter paper survey responses via the online link, after which they will be stored in a secure location for the length of the study and then destroyed.

18. Is parental permission required?

   a. The requirements for parental consent are governed by each LGU’s IRB.
   
b. No information obtained in this study will identify an individual child. Demographic information, which does not include personally identifiable information, is not linked to IP addresses or email address used to disseminate surveys. The information obtained in this study will be analyzed and reported as aggregated data.
   
c. All data will be submitted via the online link to the 4-H Common Measures site hosted by National 4-H Council. Staff providing support to Common Measures data collection at the National 4-H Council will not be able to trace data back to specific individuals and will not be able to identify individual persons based on their data.

19. Do I need IRB approval to use the 4-H Common Measures?

   a. Institutional Review Board approval will be governed by each participating LGU.
   
b. Contact your IRB office when determining if approval is necessary.
   
c. Grants requiring the use of Common Measures will need to gain IRB approval.
   
d. An IRB protocol help sheet has been created to help you in securing approval with your LGU’s IRB. The sheet can be found at www.4-h.org/commonmeasures.
GETTING STARTED

20. How do I get access to the Common Measures Online System?
   a. Authorization to access the Common Measures Online System begins at the LGU or
      grant level. The State Leader at each LGU, or the grant manager, will determine who
      has access to the administrative level permissions. Those who have administrative level
      permissions will then be able to grant sub-level permissions. For example, the LGU level
      administrators will be able to create county level administrators who can then create
      and report surveys and data for their particular county.
   b. If you don’t have authorization to access the Common Measures Online System and
      would like it, contact your state leader at your LGU to determine the appropriate level
      of authorization. Your state leader can then assist you in gaining authorization to the
      online system by e-mailing a new request for an account at commonmeasures@4-h.org.

21. How do I create a log in?
   c. Follow these steps to create a user name and password to log into the Common
      Measures Online System. By creating a log in you will be able to access features to
      which you have been given authorization.
      1. To gain access to the Common Measures System, you must first be authorized
         by your state leader in your LGU or your grant manager. See “How do I get
         access to the Common Measures Online System?” question for more details.
      2. Once authorized, you will receive an e-mail invitation to set up/gain access to
         your account. Follow the link included in the e-mail.
      3. Accept the Terms and Conditions.
      4. Finally, set your password and provide other requested information.
      5. You will now be allowed to access features within the Common Measures
         Online Systems to which you have been granted access.

22. Where do I access the Common Measures Online System?
   a. Once you have access, you can access the Common Measures Online System by visiting
      https://measures.4-h.org/.

NAVIGATING THE COMMON MEASURES ONLINE SYSTEM

23. What is the Dashboard?
   a. The dashboard is the home screen of the Common Measures online system. Here you
      will be able to see the most recent surveys created, as well as how many have been
      completed. You will also see up to 4 tabs (Surveys, Users, Organizations, and Reports
      tabs). You will only see tabs you have been given authorization to use. For example, if
      you have not been given authorization to create and share reports, the Reports tab will
      not appear.

24. What is the Users tab?
   a. Users who have permission to access the Users tab will be able to create and edit “sub
      users” underneath their larger organization.
25. What is the Organizations tab?
   a. Users who have permission to access the Organizations tab will be able to create and edit “sub organizations” underneath their larger organization.

26. What is the Surveys tab?
   a. Users who have permission to access the Survey tab will be able to create and edit surveys at the level at which they are authorized. If a user is authorized at the county level, they will only be able to create and edit surveys within their county.

27. What is the Reports tab?
   a. Users who have permission to access the Reports Tab will be able to print and edit a Comma Separated Values (CSV) file that includes the collected survey data. Data can be accessed as raw data or as aggregate data.
      1. A CSV file is a common, relatively simple file format that is widely supported by many programs and easily transferable. A typical excel file can easily be changed to a CSV by simply changing the file type when saving the document.

28. What is the Users tab?
   a. Users who have permission to access the Users tab will be able to create and edit “sub users” underneath their larger organization.

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CREATING, EDITING, SENDING SURVEYS

29. How do I create a Survey?
   a. Follow these steps to create and send a survey.
      1. Under the Surveys Tab, select the “+ New Survey” link in the upper right hand corner.
      2. Select the appropriate organization for the survey to be associated with.
      3. Select how the survey will be administered by selecting the survey type (Unique Program, Cross-Sectional, or Needs Assessment).
         a. Unique program – Used to evaluate a specific or individual program. Designed to be used post-program.
         b. Needs Assessment – Used to measure what the current status of a program is to inform future decision making
         c. Cross-Sectional – Used to measure a specific sample of your population that you would like to evaluate at one particular point in time.
      4. Name the Survey you are creating. Make sure to include descriptive details in your survey title, such as name of program, date of administration, and location.
      5. Include grant name if applicable.
      6. Include the start and end dates you would like the survey to be available. Once the end date has passed, the survey will not be accessible (unless the end date is extended).
      7. Select which questions you would like to be included in your survey. As a default, all questions are selected. You must de-select the questions you would not like to appear in your survey.
a. Entire surveys can be de-selected by unchecking the box located to the left of the survey title.
b. Items should remain selected or deselected all together under the individual sections which are grouped together by outcome. To better understand what questions need to remain together, reference the printable tools found at www.4-h.org/commonmeasures. Here, each printable survey has section titles; all items falling under a section title must remain together as a group.

8. Your survey has now been successfully created! You can see all created surveys under the surveys tab.

30. Can I add questions that aren’t currently a part of the Common Measures items?
   a. At this time, additional questions that are not already included in the Common Measures, cannot be added to the instruments.

31. Can a survey created at the LGU level be copied for use at the county level?
   a. No, at this time surveys will have to be individually created for each site.
   b. However, a survey created at the LGU level can be distributed to multiple counties by a user with survey rights at the LGU level. A county identifier can be found in the demographic questions section.

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ADMINISTERING SURVEYS and ENTERING DATA

32. How do I send a Survey?
   a. Once a survey has been created, it can be administered either online or in print.
   b. To e-mail a survey, follow these instructions
      9. Under the surveys tab, locate the survey you would like to send.
      10. Under the actions header, click on the envelope icon.
      11. You will then be prompted to enter the recipient e-mail addresses, select which age range the survey targets, enter a subject for the survey, and lastly, include the message you would like to send.
      12. Hit send. You will then see an “e-mail(s) sent successfully” notification.
   c. To administer a paper survey, follow these instructions
      13. Under the surveys tab, locate the survey you would like to send.
      14. Under the actions header, click on the printer icon.
      15. Enter the number of surveys you would like to print.
      16. Hit send. This will generate a PDF, complete with individually numbered surveys in the quantity you entered (the number will be found in the upper right hand corner of the survey). It’s recommended to save the PDF file to ensure you have record of the survey number range that was generated for your surveys.
      a. NOTE – It’s important to track the number range generated on the printable PDF. When it’s time to enter the data, you will be asked to provide the survey number for each survey.
b. NOTE – If you print the tools from 4-H.org but wish to enter data in the online system, you will need to repeat steps 2 and 3 as this is the only way to generate the unique survey number necessary to enter surveys.

c. NOTE – To help with ease of printing/copying surveys in large quantities, you could copy the same survey multiple times (understanding that the same survey # will be printed on each survey). However, when it’s time to enter the collected data, don’t enter the same survey number over and over, follow the number sequence and range of the total numbers assigned to the surveys you printed.

33. Why do I have to keep track of the survey number printed on the surveys?
   a. The survey numbers are collected to ensure there is an accurate record of the response rate for your particular survey.
   b. These unique survey numbers are required at the point of data entry.

34. How do I know how many people have completed my survey?
   a. Under the surveys tab, you can see the number of surveys e-mailed and printed, as well as how many of each that have been completed.

35. Does the Common Measures System send e-mail reminders to participants?
   a. No, at this time the online system does not have the capacity to send follow up reminders to participants. We recommend sending an introductory e-mail from your own work/personal e-mail account to your participants before the actual link is sent from the Common Measures Online System. Then also send follow up/reminder e-mails, again from your own work/personal e-mail account.

36. How do I enter survey data collected on paper surveys?
   a. Users who have permission to access the Surveys tab can enter data. Under the surveys tab, select the pencil icon associated with the survey you would like to enter data. You will be required to enter the Unique survey number for each survey you enter. (See question “How do I send a Survey?” for more details).

37. Can I upload data into the Common Measures Online System?
   a. At this time, survey data must be entered in the online system one survey at a time. The Common Measures online system does not have the capability to upload survey data from multiple surveys at one time. For example, you cannot upload an excel file of survey data into the system, you must enter the survey data one survey at a time.

38. Can a Survey be deleted or edited if data has already been collected?
   a. A survey cannot be deleted if data has already been collected, however the survey can still be edited. Keep in mind, if a survey is edited after data has already been collected, the integrity of the data could be compromised.
REPORTING SURVEY DATA

39. How do I run reports on data that I have entered?
   a. Users who have permission to access the Reporting tab will be able to run reports. Under the Reports tab, you can select to sort data by site or by survey.
   b. Select survey data to aggregate, by survey or groups of surveys, by selecting the check box to the left of the survey title(s). When you have selected all surveys desired for the report, click on the button for raw data or aggregate data.
      ii. Raw Data – The raw data represents each individual item response by participant. Data for each individual participant responses are displayed in a unique row.
      iii. Aggregate Data – The aggregate data represents the cumulative responses for each survey item. Aggregate results are displayed by response options in unique columns.
   c. To help you better understand the reporting features, pop up descriptions on the sample Comma Separated Values (CSV) file and annotated samples can be downloaded.

40. Does the Common Measures Online System analyze my data for me?
   a. The system will generate a raw data report (CSV file) which can be imported into programs such as SPSS, Qualtrics, and other data analysis programs. See the “How do I run reports on data that I have entered?” question to learn how to generate a raw data report.
   b. Additional analysis features are being explored for phase 2.

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