

Process monitoring protocol

1. The importance of the process monitoring

Process monitoring, evaluation, and reporting are essential components of any intervention.

Monitoring the process is a quality assurance requirement both for the intervention as such and for the study as a whole.

Moreover, the exact knowledge of level of exposure of the population to the intervention is important for the evaluation of the effectiveness of the program (fidelity analysis). A thorough control on the field operations is of course unfeasible, because it would involve a constant surveillance of the activities in each single class, school, and country. Moreover, the surveillance itself would be part of the process, therefore differences in the surveillance system may account for different capability of detecting important pitfalls in the program application.

To be able to effectively accomplish a successful monitoring, the monitoring plan should:

- 1. tackle few relevant dimensions
- 2. be included in the activity package from the very beginning
- 3. employ as few and as easy instruments as possible.

When implementing the Unplugged program, some aspects of program implementation can be easily monitored at the level of the minimal unit (the class). In the following pages a description of these aspects and a presentation of the tools to be used to perform the monitoring is provided.

The Unplugged coordination group will provide the teachers with the necessary copies of the forms during the training course.

2. Objectives of the process monitoring

The main objective of the process monitoring is to evaluate and increase the quality of the implementation of the program.

Specific objective are:

- 1. to evaluate the adherence to the program activities, i.e. whether each unit and within the unit each single activity takes place as planned;
- 2. to evaluate the attendance of the target population;
- 3. to get a rating of the success/usefulness of the units from the deliverer;
- 4. to record the prevention activities implemented in the control classes;
- 5. to evaluate the teachers' satisfaction of the programme;
- 6. to evaluate the students' satisfaction of the programme;
- 7. to provide the teachers with a feedback on the work done, and suggestions on improvements for the next waves of implementation.



3. Tools to evaluate the adherence to the Unplugged activities

Three dimensions deserve to be monitored at this level:

- The sessions application (i.e. if each single session and its suggested components have been implemented and when in the time course)
- The size of the exposed group (i.e. how many children were present in the class)
- Qualitative aspects of implementation (i.e. subjective judgment of children interest, of own performance, etc.)

To monitor these aspects, a process monitoring form (see Annex Unit 1- Unit 12) must be completed for each unit in each intervention class, i e. The final number of forms should be equal to $(12 \times 10^{12} \times 10^{12}$

The teachers should complete the form immediately after each session.

4. Tools to evaluate teachers satisfaction

To evaluate teachers' satisfaction, a short questionnaire (see Annex pages 16-17) must be completed at the end of the program by each teacher who implemented the programme.

5. Tools to evaluate students satisfaction

To evaluate students' satisfaction, a short questionnaire (see Annex pages 18-19) must be completed at the end of the program by each student.

6. Collecting and sending monitoring forms to UNODC and OED

The Unplugged focal point staff will be in constant contact with the teachers and will monitor the completion of the forms all along the program. As soon as the program will be completed, they will collect and send the Unplugged 12 monitoring forms, the teachers' and the students' satisfaction forms to UNODC, which in turn will send them to OED/Unplugged coordination group for the analysis and reporting.



Table. Timeline of the process monitoring

Activity	who	when
Draft protocol and forms	OED	March 2015
Unplugged piloting in 5 schools: completion of monitoring forms	UNODC	April-May 2015
Sending the pilot phase I monitoring forms to OED	UNODC	August 2015
Protocol for process monitoring	OED	September 2015
Entering monitoring forms	OED	September 2015
 Providing monitoring forms to UNODC for November training course 12 units forms * N intervention classes 1 teacher satisfaction form * N intervention classes 50 student satisfaction forms * N intervention classes 	OED	October 2015
Analysis and reporting of pilot phase I monitoring forms	OED	November 2015
Providing monitoring forms to the teachers during the training	UNODC	November 2015
Monitoring the process	UNODC	January-May 2016
Collection of monitoring forms - 12 units forms * N intervention classes - 1 teacher satisfaction form * N intervention classes - 50 student satisfaction forms * N intervention classes	UNODC	May 2016
Sending monitoring forms to OED	UNODC	June 2016
Entering monitoring forms	OED	June-July 2016
Analysis and reporting	OED	August 2016

OED Staff involved in the project will be coordinated by:

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UNIT 1: Opening "Unplugged"	
ZONE	
SCHOOL	
CLASS	
Teacher (name, surname)	
Date of implementation of this unit (dd/mm/yy)	
This unit was carried on in approximately:	LI hours LII minutes
Number of students participating in this unit: \square	
The following activities were performed: pleas activities <u>actually carried out</u> during <u>this particular</u> skipping any activity in the free space at the bottor	unit. Please report the reasons for
 Activity (please tick √ the boxes) ☐ Opening: introduction to Unplugged ☐ Brainstorm "Unplugged" ☐ Main activities: work in small groups: "what do ☐ Creating the class contract ☐ Closure: personal reflection 	Activity code 1A 1B we expect?" 1C 1D 1E
Your subjective rating on the work with this u	init:
	None/ Moderate/ High/ Very high/ Not at all Moderately Fairly Very much
Students' interest Interactivity level How comfortable the teacher felt teaching this unit	
Anything you feel worth to report on the work skipping/modifying particular activities, etc)	with this unit (include reasons for

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UNIT 2: To be or not to be in a group	0			
ZONE				
SCHOOL				
CLASS				
Teacher (name, surname)				
			•••••	
Date of implementation of this unit (dd/mm/yy)				
This unit was carried on in approximately:	L hours	5 LLI min	utes	
Number of students participating in this unit: \square				
The following activities were performed: pleas activities <u>actually carried out</u> during <u>this particular</u> skipping any activity in the free space at the bottor	unit. Pleas	se report the		
 Activity (please tick √ the boxes) □ Opening: discussion on group pressure □ Role play 1: "How groups sometimes act" □ Role play 2: "how groups should act" □ Evaluation of situation plays □ Closure on the student workbook 	Ac	2A 2B 2C 2D 2E		
Your subjective rating on the work with this u	nit:			
	None/ Not at all	Moderate/ Moderately	High/ Fairly	
Students' interest Interactivity level How comfortable the teacher felt teaching this unit				
Anything you feel worth to report on the work skipping/modifying particular activities, etc)	with thi	s unit (incl	ude rea	asons for



UNIT 3: Alcohol				
ZONE				
SCHOOL				
CLASS				
Teacher (name, surname)				
			•••••	•••••
Date of implementation of this unit (dd/mm/yy)				
This unit was carried on in approximately:	⊥ _{hours}	LLL min	utes	
Number of students participating in this unit: \square				
The following activities were performed: please activities <u>actually carried out</u> during <u>this particular</u> skipping any activity in the free space at the bottom	unit. Please	report the		
Activity (please tick √ the boxes) ☐ Opening: group discussion ☐ Collage ☐ Create a character		i vity code 3A 3B 3C		
Your subjective rating on the work with this u	nit:			
				Very high/ Very much
Students' interest Interactivity level How comfortable the teacher felt teaching this unit				
Anything you feel worth to report on the work skipping/modifying particular activities, etc)	with this	unit (incl	ude rea	asons for



UNIT 4: Reality check				
	•••••		•••••	•••••
ZONE				
SCHOOL				
CLASS				
Teacher (name, surname)				
Date of implementation of this unit (dd/mm/yy)				
This unit was carried on in approximately: \Box	LJ hours	s LLL min	utes	
Number of students participating in this unit: \square				
The following activities were performed: please activities <u>actually carried out</u> during <u>this particular</u> skipping any activity in the free space at the bottom	unit. Pleas	se report the	•	-
 Activity (please tick √ the boxes) ☐ Opening: discussion on information sources ☐ How many times ☐ Estimated figures about drug use ☐ Actual figures about drug use ☐ Closure: critical thinking 	Ac	tivity code 4A 4B 4C 4D 4E		
Your subjective rating on the work with this u	nit:			
	None/ Not at all	Moderate/ Moderately	High/ Fairly	Very high/ Very much
Students' interest Interactivity level How comfortable the teacher felt teaching this unit				
Anything you feel worth to report on the work skipping/modifying particular activities, etc)	with thi	s unit (incl	ude rea	asons for



UNIT 5: Smoking the cigarette drug	
ZONE	
SCHOOL	
CLASS	
Teacher (name, surname)	
Date of implementation of this unit (dd/mm/yy)	
This unit was carried on in approximately:	LI hours LLI minutes
Number of students participating in this unit: \Box	
The following activities were performed: pleas activities <u>actually carried out</u> during <u>this particular</u> skipping any activity in the free space at the botton	unit. Please report the reasons for
Activity (please tick √ the boxes) ☐ Opening: knowledge test on cigarettes ☐ Pro and contra arguments ☐ The court ☐ Closure: feedback on Unplugged	Activity code 5A 5B 5C 5D
Your subjective rating on the work with this u	ınit:
Students' interest Interactivity level How comfortable the teacher felt teaching this unit	None/ Moderate/ High/ Very high/ Not at all Moderately Fairly Very much
Anything you feel worth to report on the worl skipping/modifying particular activities, etc)	with this unit (include reasons for



UNIT 6: Express yourself	
ZONE	
SCHOOL	
CLASS	
Teacher (name, surname)	
Date of implementation of this unit (dd/mm/yy)	
This unit was carried on in approximately:	⊥ → hours ↓ → minutes
Number of students participating in this unit: \square	
The following activities were performed: please activities <u>actually carried out</u> during <u>this particular</u> skipping any activity in the free space at the bottom	unit. Please report the reasons for
Activity (please tick √ the boxes) ☐ Opening: working on emotion-word cards ☐ Situations and emotion expression ☐ Closure: the telephone book	Activity code 6A 6B 6C
Your subjective rating on the work with this u	init:
	None/ Moderate/ High/ Very high/ Not at all Moderately Fairly Very much
Students' interest Interactivity level How comfortable the teacher felt teaching this unit	
Anything you feel worth to report on the work skipping/modifying particular activities, etc)	with this unit (include reasons for



ZONE				
SCHOOL				
CLASS				
Teacher (name, surname)				
Date of implementation of this unit (dd/mm/yy)			1	
This unit was carried on in approximately: \square	∐ _{hour}	rs LLI mi	nutes	
Number of students participating in this unit: \Box				
The following activities were performed: pleas activities <u>actually carried out</u> during <u>this particular</u> skipping any activity in the free space at the botton	unit. Plea	ise report th		
activities actually carried out during this particular	unit. Plea n of the p	ise report th	e reasor	
 activities <u>actually carried out</u> during <u>this particular</u> is skipping any activity in the free space at the bottom Activity (please tick √ the boxes) Opening: short review of the previous unit Teacher-led discussion Main activities: when am I assertive? Main activities: practical refusal statements Main activities: individual processing 	unit. Plea ח of the ן A	ise report th bage. ctivity code 7A 7B 7C 7D 7E	e reasor	
<pre>activities actually carried out during this particular of skipping any activity in the free space at the botton Activity (please tick √ the boxes)</pre>	unit. Plea ח of the ן A	ise report th page. ctivity code 7A 7B 7C 7D 7E 7F Moderate/	e reasor e High/	ns for Very high/
<pre>activities actually carried out during this particular of skipping any activity in the free space at the botton Activity (please tick √ the boxes)</pre>	unit. Plea n of the p A nit: None/	ise report th page. ctivity code 7A 7B 7C 7D 7E 7F Moderate/	e reasor e High/	ns for Very high/

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UNIT 8: Party tiger				
	•••••			•••••
ZONE				
SCHOOL				
CLASS				
Teacher (name, surname)				
				•••••
Date of implementation of this unit (dd/mm/yy)			I	
This unit was carried on in approximately: \Box	L hours	s LLL min	utes	
Number of students participating in this unit: \square				
The following activities were performed: please activities <u>actually carried out</u> during <u>this particular</u> skipping any activity in the free space at the bottom	unit. Plea	se report the		
Activity (please tick √ the boxes) ☐ Opening: short review of the previous unit ☐ Main activities: role play - step by step ☐ Closure: giving and receiving compliments	Ac	ctivity code 8 8 8 8	A B	
Your subjective rating on the work with this u	nit:			
	None/ Not at all	Moderate/ Moderately	High/ Fairly	Very high/ Very much
Students' interest Interactivity level How comfortable the teacher felt teaching this unit				
Anything you feel worth to report on the work skipping/modifying particular activities, etc)	with thi	s unit (incl	ude rea	asons for



UNIT 9: Drugs-get informed	
ZONE	
SCHOOL	
CLASS	
Teacher (name, surname)	
Date of implementation of this unit (dd/mm/yy)	
This unit was carried on in approximately:	LI hours LLI minutes
Number of students participating in this unit: \square	
The following activities were performed: pleas activities <u>actually carried out</u> during <u>this particular</u> skipping any activity in the free space at the bottor	unit. Please report the reasons for
 Activity (please tick √ the boxes) ☐ Opening: group division ☐ Main activities: drug questions ☐ Main activities: scores and processing ☐ Closure: common feelings and findings 	Activity code 9A 9B 9C 9D
Your subjective rating on the work with this u	nit:
	None/ Moderate/ High/ Very high/ Not at all Moderately Fairly Very much
Students' interest Interactivity level How comfortable the teacher felt teaching this unit	
Anything you feel worth to report on the work skipping/modifying particular activities, etc)	with this unit (include reasons for



UNIT 10: Coping competences	
ZONE	
SCHOOL	
CLASS	
Teacher (name, surname)	
Date of implementation of this unit (dd/mm/yy)	
This unit was carried on in approximately:	LI hours LLI minutes
Number of students participating in this unit: \square	
The following activities were performed: pleas activities <u>actually carried out</u> during <u>this particular</u> skipping any activity in the free space at the botton	r unit. Please report the reasons for
Activity (please tick √ the boxes) Opening: short review of the previous unit Main activities: ways people cope with problem Main activities: coping with difficulties or limita Main activities: the story of Jacob Closure	
Your subjective rating on the work with this u	unit:
	None/ Moderate/ High/ Very high/ Not at all Moderately Fairly Very much
Students' interest Interactivity level How comfortable the teacher felt teaching this unit	
Anything you feel worth to report on the worl skipping/modifying particular activities, etc)	-

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UNIT 11: Problem solving and decis	ion making
ZONE	
SCHOOL	
CLASS	
Teacher (name, surname)	
Date of implementation of this unit (dd/mm/yy)	
This unit was carried on in approximately: \Box	LI hours LLI minutes
Number of students participating in this unit: \square	
The following activities were performed: pleas activities <u>actually carried out</u> during <u>this particular</u> skipping any activity in the free space at the bottor	unit. Please report the reasons for
Activity (please tick √ the boxes) □ Opening: short review of the previous unit □ Amazon adventure □ Family problem □ Main activities: the five-step-plan to problem solving □ Group work □ Closure: assignment of tasks 	Activity code 11A 11B 11C 11D 11E 11F
Your subjective rating on the work with this u	nit:
	None/ Moderate/ High/ Very high/ Not at all Moderately Fairly Very much
Students' interest Interactivity level How comfortable the teacher felt teaching this unit	
Anything you feel worth to report on the work skipping/modifying particular activities, etc)	with this unit (include reasons for

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UNIT 12: Goal setting and closure
ZONE
SCHOOL
CLASS
Teacher (name, surname)
Date of implementation of this unit (dd/mm/yy)
This unit was carried on in approximately: LLL hours LLL minutes
Number of students participating in this unit:
The following activities were performed: please, <u>tick the boxes</u> corresponding to the activities <u>actually carried out</u> during <u>this particular</u> unit. Please report the reasons for skipping any activity in the free space at the bottom of the page.
Activity (please tick √ the boxes)Activity code□ Opening: short review of the previous unit12A□ A personal goal12B□ Working in small groups about short-term objectives12C□ Report in class12D□ Closure: individual evaluation of Unplugged12E
Your subjective rating on the work with this unit:
None/ Moderate/ High/ Very high/ Not at all Moderately Fairly Very much Students' interest Image: Compared by the second
How comfortable the teacher felt teaching this unit
Anything you feel worth to report on the work with this unit (include reasons for skipping/modifying particular activities, etc)



Teacher's satisfaction questionnaire:

ZONE _____

SCHOOL

1. With one word, how satisfied are you overall with the implementation of Unplugged?

very satisfied	satisfied	neither satisfied, nor dissatisfied	dissatisfied	very dissatisfied

2.	Can you identify:	
	two things you liked most of the	1
	program	2

3.	Can you identify:	
	two things you liked less of the	1
	program	2

4. Did the programme improve your knowledge and skills about drug prevention?

a lot	yes	neither yes, nor not	no	nothing	I don't know

5. Do you think that the implementation of the programme enriched your teaching skills?

a lot	yes	neither yes, nor not	no	nothing	I don't know

6. Do you think that the programme improved the relationship with your students?

a lot	yes	neither yes, nor not	no	nothing	I don't know

7. Do you think that the programme improved the group climate?

a lot	yes	neither yes, nor not	no	nothing	I don't know



8. Do you think that the teacher handbook supported you in conducting the Unplugged units?

a lot	yes	neither yes, nor not	no	nothing

9. How useful was the training you have participated concerning the skills and knowledge needed to implement Unplugged?

very useful	useful	neither useful, nor useless	useless	very useless

10. Was the help desk service useful?

very useful	useful	neither useful, nor useless	useless	very useless

11. Do you think you will conduct Unplugged again in the next school year?

	S	e	y
	1		Г

no

Ι	don't	: know
	Γ	7

12. Do you have any suggestions to improve the programme?

yes	no

If yes, please tell us

Any other comment you would like to make.....

Thank you for your participation!!



Student's satisfaction questionnaire:

ZONE _

SCHOOL _____

CLASS _____

1. How much did you like to participate to Unplugged?

I liked it very much	I liked it much	I neither liked it, nor disliked it	I didn't like it	I didn't like it at all

2. Can you identify: 1 two things you liked most of the program 2

3.	Can you identify:	4.
	two things you liked less of the	1
	program	2

5. Which unit did you like more?

1 OPENING UNPLUGGED	5 SMOKING THE CIGARETTE DRUG – INFORM YOURSELF	9 DRUGS – GET INFORMED	
2 TO BE OR NOT TO BE IN A GROUP	6 EXPRESS YOURSELF	10 COPING COMPETENCES	
3 CHOICES – ALCOHOL, RISK AND PROTECTION	7 GET UP, STAND UP	11 PROBLEM SOLVING AND DECISION MAKING	
4 YOUR BELIEFS, NORMS AND INFORMATION - DO THEY REFLECT REALITY?	8 PARTY TIGER	12 GOAL SETTING	

6. Which unit did you like less?

1 OPENING UNPLUGGED	5 SMOKING THE CIGARETTE DRUG – INFORM YOURSELF	9 DRUGS – GET INFORMED	
2 TO BE OR NOT TO BE IN A GROUP	6 EXPRESS YOURSELF	10 COPING COMPETENCES	
3 CHOICES – ALCOHOL, RISK AND PROTECTION	7 GET UP, STAND UP	11 PROBLEM SOLVING AND DECISION MAKING	
4 YOUR BELIEFS, NORMS AND INFORMATION - DO THEY REFLECT REALITY?	8 PARTY TIGER	12 GOAL SETTING	



7. Do you think that the programme helped you to answer questions you had about yourself and your choices?

a lot	yes	neither yes, nor not	no	nothing	I don't know

8. Do you think that the program changed the way you see yourself?

a lot	yes	neither yes, nor not	no	nothing	I don't know

9. After participating to the program do you know now more things about the consequences of using cigarettes, alcohol and other drugs?

a lot	yes	neither yes, nor not	no	nothing	I don't know

10. Do you think that the overall programme improved the relationship with your mates?

a lot	yes	neither yes, nor not	no	nothing	I don't know

11. Do you think that the overall programme improved the relationship with your teachers?

a lot	yes	neither yes, nor not	no	nothing	I don't know

12. Would you like to have a programme like Unplugged in the next school years?

yes		

no

13. Do you have any suggestions or comments about the programme?

Thank you for your participation!!