

Below are instructions to get your started in rating the instrument packets. At the bottom of this email you will find a FAQ. All resources, including your specific packets can be found in your personal folder of the Instrument Review Task Force Drop Box (an email inviting you to Drop Box will arrive separately).

1) You can view a video tutorial on the rating process at the following link:
<http://www.seattleimplementation.org/instrument-review-task-force-subpage-tast-force-tutorial/> This will be visible when you log in to the site using your SIRC username and password. If you don't currently have a SIRC username and password then you will need to take 5 minutes to get one started here:

<http://www.seattleimplementation.org/wp-login.php?action=register>

2) The EBA criteria survey can be accessed at the following link:

https://iupsych.qualtrics.com/SE/?SID=SV_3ecXwED4ZQrDTox

2) Each instrument to be rated has been assigned a 6-digit number (e.g., 01.01.01). You will need to enter this number (i.e., the file name of the packet) into the first line of the survey to distinguish your work on each instrument from that of others.

3) Once the packet and the survey are opened you will be asked to select the most appropriate anchor for each criterion in the survey pertaining to that specific instrument. For your convenience, the packets have been highlighted and comments added to alert you to information pertaining to each specific EBA criterion (sometimes pieces of information are relevant to more than one criterion which is specified in the comments). To use the comments efficiently we recommend you open the packet in an Adobe program and click on the "comments" button on the upper right hand corner of the Adobe screen which will produce a "comment list" below. By following this approach, if you are looking to assign a rating for "norms" then you would want to click on all the comment bubbles that state "norms". Because the information for each criterion will be dispersed throughout the articles in the packet you will have to scroll through the comment list to review all relevant information before rating.

4) We have included spaces for your notes on the survey to assist you in keeping track of all relevant info while navigating the packet, though it is not required that you write any information here. Additionally, through our pilots, we have learned that having a hard copy of the survey with notes sections was optimal for some and as such we have attached a document (EBANotes.doc) that you can print out and use for note-taking (also found in your Drop Box of resources).

Thank you again for taking the time to participate in this project. If you have any questions please e-mail Cara Lewis (lewiscc@indiana.edu) or Ruben Martinez (rgm@indiana.edu).

**Rating FAQ
General**

Q: What is the "worst score counts" rule and why are we following it?

A: The "worst score counts" rule is that we will take into account each score we see for a criterion, but we will use only the lowest score as a reflection of the instrument. We are doing this because we want to make sure we are as conservative with this rating process as possible.

Q: What do I do if I see relevant info that has not been highlighted?

A: Though we have tried to be comprehensive in highlighting, it is entirely possible that a piece of information relevant to a criterion could be missed. In this case, please determine if the unhighlighted information is cited from another source, as opposed to that which has been generated by the study under review. If so, please DO NOT take this data into account, we have deliberately chosen to only highlight statistical or psychometric information generated in each study to avoid double counting it. If data is original, please take that information into account while performing ratings.

Q: Why is there only an instrument/survey in my packet? How do I go about rating this packet?

A: Unfortunately, it is sometimes the case that there was no identifiable literature available for an instrument. Please give these instruments a 0 in all categories (except usability, which you can determine by identifying the number of items in an instrument), as there is no statistical or psychometric information on which to judge the instrument.

Q: To which criteria do I apply the "worst score counts" rule?

A: To all criteria except for norms (see below for alternative instructions in this case).

Internal Consistency

Q: If there are multiple reports of internal consistency, which do I choose and why?

A: Please choose the lowest alpha value applicable to an instrument as we are employing the "worst counts" methodology.

Q: What if the authors refer back to the original tool developers' article and quote their statistics regarding internal consistency, meaning that they didn't test the instrument again themselves, does this count as a "0" or as an exclusion?

A: You can ignore articles that simply re-report alpha coefficients from other studies. So, only use the alpha coefficients in articles where they were actually calculated based on the study sample responses.

Q: What if we see internal consistency scores for an individual subscale? Do these count towards the rating?

A: No, we are only interested in scores for the whole instrument

Structural Validity

Q: For the structural validity assessment, are we looking for the percent of total variance explained? For example, if we have an article with the 8 factors with the variance explained per factor ranging from .32 to .04. The total variance explained by

the 8 factors together exceeds .50. Since the sample size is 7 times the number of items and greater than 100 in total, should this be a “4” (excellent)?

A: Yes, a “4” here is appropriate and is calculated by adding the individual factors variance explained.

Q: What if the information that is labeled structural validity tells me if the confirmatory factor analysis explained greater or less than 50% of the variance?

A: You can calculate a “variance explained” for CFA, although there seems to be some inconsistency in reporting it in published articles.

Norms

Q: For norms, which N should we rate the instrument on? Is this a case where “worst score counts”?

A: Please use the largest N.