

Guide to Custom Modules

This document will walk you through the various considerations to think through when deciding whether to add a custom module to your survey administration. Should you ultimately decide to do so, this document will then guide you through the steps of working with your Regional TA to ensure a smooth registration and approval process.

If there are specific questions you want to add to your survey administration, you have the option of creating a custom module. A custom module can be created with questions of your own selection or by selecting questions from existing CalSCHLS supplementary modules. Custom questions can refer to a specific topic, a program (for evaluation purposes), or almost anything else where additional information is needed.

Districts wishing to develop a custom module should consult with their CalSCHLS TA at the beginning of the process, during your CalSCHLS registration consultation call.

Please note.

If you decide to add custom questions, please inform us as soon as possible **before** you submit your survey registration.

Things to determine when considering a custom module

1. Is a custom module necessary for your data collection needs?
 - a. The Core module will provide districts with sufficient information to meet reporting requirements for the Local Control Accountability Plan (LCAP), Tobacco-Use Prevention Education (TUPE) grant, the Comprehensive School Safety Plan (CSSP), and the School Plan for Student Achievement (SPSA).
 - b. The Core module plus existing supplemental modules will provide districts with sufficient information to meet reporting requirements for grants such as the Drug-Free Communities (DFC) grant and the Learning Communities for School Success Program (LCSSP) grant.

2. Has your district used an existing custom module in the past?

- a. If you are unsure, please ask your TA.

3. Does your county ask you to use their custom module?

Please note.

If you are the county developing a custom module, contact your TA for support in developing your module.

4. Have you been asked to use a custom module by a third party other than the COE?

- a. Third parties might include external grant evaluators, county public health departments, substance use prevention grants, local hospitals, etc.

5. Do you want to create a new custom module?

Things to keep in mind when adding a custom module

1. Parental consent must be obtained after the custom module is created and made available to parents/guardians.
2. Custom modules may extend the timeline for receiving your reports and data. Please consult with your TA.
3. Custom modules carry an additional fee for development and use. Often these fees are covered by County Offices of Education (COE) or other third parties. Please consult with your TA.

Steps for getting a custom module added to your survey registration

1. Contact your CalSCHLS TA **as soon as** you know you want to add custom questions. If needed, consultations are available to help develop questions.

Please note.

A late decision to add custom modules can delay the survey administration process by several days/weeks.

2. When registering for your surveys, select “Cust” from the module options. If using a county or third-party custom module, give your TA this information, then skip to step 7.
3. Provide your TA a copy of the custom questions via email and indicate whether it’s new or existing.
4. Your TA will review the questions and may suggest revisions by email or a scheduled call.
5. Your TA will email you a PDF of the finalized questions and a link for the DC to review how the questions will appear once online.

6. Email your TA to approve the finalized questions and confirm that the online display of the survey is correct.
7. When your survey registration is complete and your custom module has been approved, your TA will send an Excel file with survey links that include the custom module.

Please note.

Any changes after your custom module has been approved will require a repeat of steps 4-6 and may delay survey administration as parental consent must be obtained every time a change to the survey occurs.