



Canadian Centre  
on Substance Use  
and Addiction

Centre canadien sur  
les dépendances et  
l'usage de substances

**PEP – MA**  
Partenariat en  
éducation postsecondaire  
Méfaits de l'alcool



**PEP – AH**  
Postsecondary  
Education Partnership  
Alcohol Harms

# CPADS Toolkit for PEP-AH Members—Worksheets

## CPADS Data Worksheet

### *Purpose of This Worksheet*

This worksheet will help your team to effectively share and use the Canadian Postsecondary Education Alcohol and Drug Use Survey (CPADS) results on your campus by developing key messages from your CPADS data, and planning products and events. Restate the goals for CPADS data that your team set using the CPADS Data Planning Worksheet.

Example goal: Use CPADS data to track efforts to reduce the proportion of students who report that the quality of their work or schoolwork has suffered because of their alcohol use by Sept. 2022.

#### **CPADS Data: Goal 1**

#### **CPADS Data: Goal 2**

#### **CPADS Data: Goal 3**

#### **CPADS Data: Goal 4**

When considering key messages, products, events and facilitating use of CPADS data, consider your goals for the data.



## ***CPADS Data Key Messages***

Enter your draft CPADS data key messages below. Update them once your team has had the chance to review them with stakeholders and feel they are ready to share with your key audiences on campus and in the community. Select specific messages that lend themselves to sharing through products or events for specific audiences.

Example key message: Based on survey results from 2019, 55% of undergraduate students consume less than three standard drinks of alcohol on days when they use alcohol.

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## **Products**

Which products can help achieve your team goals related to sharing CPADS data? As noted in the toolkit we suggest:

- Social media posts
- E-mail
- Fact sheets
- Posters
- Infographics
- Presentation slides
- Summary reports

Note potential products in the table below along with goals for CPADS data noted by your team. Record next planned actions. Consider product timelines carefully to ensure that your team has the capacity and resources needed to complete and share your planned products.



Table 1: CPADS Data Products, Next Actions

CPADS Data Goal	Product	Next Action	Responsible	Product Timeline
<i>Example goal: Use CPADS data as part of a campaign to increase awareness of <a href="#">Canada's Low-Risk Alcohol Drinking Guidelines</a> among undergraduate students by Sept. 2021</i>	<i>-social media messages (tweets)</i>	<i>-draft -review/consultation -translation</i>	<i>health promoter, communications department</i>	<i>Sept. 2021</i>



## Events

Key audiences can come together at events to discuss the findings and implications of CPADS data. Potential events include:

- Town halls
- Forums
- Media events (radio or television)
- Annual meetings
- Debates

Note potential events that relate to your goals for CPADS data below and related next steps:

**Table 2: CPADS Data Events, Next Actions**

CPADS Data Goal	Event	Next Action	Responsible	Event Timeline
<i>Example goal: Use CPADS data as part of campaign to increase awareness of Canada's Low-Risk Alcohol Drinking Guidelines among undergraduate students by Sept. 2021.</i>	<i>-orientation week residence session</i>	<i>-organize session on substance use education and campus resources for 1<sup>st</sup> year students</i>	<i>-PEP-AH student leads, RAs</i>	<i>Sept. 2021</i>



## CPADS Data Use

Track how your team will follow up with key audiences to ensure that CPADS data is used in planning and evaluating campus initiatives. Follow up with specific campus audiences or data users to ensure they are aware of CPADS data and how it can be used for planning and evaluation. Work with stakeholders to ensure data is not misused or misinterpreted, and to prevent important, actionable key messages from being lost or ignored as time passes.<sup>2</sup>

**Table 3: CPADS Data Use, Next Actions**

Potential Use of CPADS Data	Data User (Audience)	Next Action to Facilitate Use of CPADS data	Responsible	Timeline
<i>Example use: Evaluation of Canada's Low-Risk Alcohol Drinking Guidelines awareness campaign during orientation.</i>	<i>First-year students</i>	<i>-track indicator for alc01 on CPADS questionnaire to monitor changes over time -share results with PEP-AH team to show progress, gaps, plan next steps</i>	<i>-PEP-AH team leaders</i>	<i>-winter 2021</i>

<sup>2</sup> U.S. Department of Health and Human Services, Centers for Disease Control and Prevention. (2011). *Introduction to program evaluation for public health programs: A self-study guide*. Retrieved from <https://www.cdc.gov/eval/guide/cdcevalmanual.pdf>



## ***CPADS Debrief Questions***

Now that your team has participated in CPADS, shared data and used CPADS data on campus, use the questions below to debrief the process and record lessons learned for the next round of CPADS data collection in two years.

Were you able to achieve your goals for CPADS data on your campus? What were the main facilitators and barriers to achieving your goals?

Who were the key stakeholders that helped share and use CPADS data on your campus?

What CPADS data surprised your team?

What key messages were had the most impact on your campus?

What were the most effective products and events to share CPADS data?

How did CPADS data help planning and evaluation of campus initiatives?

What tips would your team want to share with a future group planning participation in CPADS and use of CPADS data?

Which members of your team will be in place to plan participation and use of CPADS data in upcoming years? How can you ensure that future teams can learn from your experience with CPADS?