

PEN Instrument Development Checklist

Activity	Target Completion Date	Check if completed
1. Complete PEN orientation training for authors.		<input type="checkbox"/>
2. Establish or review outcomes and document references in APA format.		<input type="checkbox"/>
3. Create draft questionnaire.		<input type="checkbox"/>
4. Establish reading level. Indicate the reading grade level.		<input type="checkbox"/>
5. Consult with Program Development and Evaluation Specialist.		<input type="checkbox"/>
6. Provide a copy of the draft instrument and the outcomes to the State Program Leader for review (and for use with the expert panel).		<input type="checkbox"/>
7. Suggest to your State Program Leader 3-5 experts to review the instrument for face and content validity. List suggested experts.		<input type="checkbox"/>
8. Make changes based on feedback from expert panel.		<input type="checkbox"/>
9. Begin the reliability study. Pilot instrument with at least three sites and 100 participants. List pilot sites and cooperating agents.		<input type="checkbox"/>
10. Collect pilot instruments from Extension Agents.		<input type="checkbox"/>
11. Enter the data collected into statistical software.		<input type="checkbox"/>
12. Use appropriate reliability test to analyze the data. Indicate reliability test used.		<input type="checkbox"/>
13. Obtain R value which must be greater than or equal to 0.70. Indicate R value.		<input type="checkbox"/>
14. If questions were deleted to obtain R value, create a final copy of the instrument.		<input type="checkbox"/>
15. Submit the following to your State Program Leader: references, outcomes from SUPER, data analysis output, draft instrument, final instrument and pilot questionnaires.		<input type="checkbox"/>

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