



SURVEY COORDINATOR GUIDELINES

Washington State Healthy Youth Survey 2018

The work you do is important to the success of the survey. Carefully following these instructions helps ensure that results for your school will be accurate and useable.

Use the Survey Coordinator Checklist with these guidelines to mark off each important step in the survey administration process. We greatly appreciate your help in this effort!

Registration Confirmation



A confirmation email was sent in August to the Principal, the Survey Coordinator and the Back-up Coordinator listed on the 2018 HYS survey registration form.

Work with the Principal to review the registration information in the email, to verify the Survey Coordinator information, the number of students, and classrooms registered. Make any changes to your registration online.

- ❑ Provide updates if there are any changes to the registration information no later than **September 7**.
- ❑ Make changes online using your **school-specific registration link**. This link was included in your Confirmation Email when you registered. The link will look like:
<http://www.askhys.net/Form/Register?ri=1aa1aa11-1aa1-111a-11a1-a1111aa1a11a>
- ❑ Then confirm that your registration using the same **school-specific link** by **September 7**. Click Registration – Update & Confirm, forward through your online registration form, make any needed changes, and hit Submit
- ❑ If you have questions or need your **school-specific link**, email surveyadmin@askHYS.net or call toll-free 1-877-HYS-7111.

Upon Receipt of Survey Instructional Packet

Survey materials are being sent in two separate mailings in 2018. You will receive a packet of survey instructional materials first, around **September 10**. After properly notifying parents and students about the survey and verifying that all notification procedures are complete online, you will receive a second shipment with the Survey Booklets and other administration materials.

Survey orders are packed for each school. If you are a Survey Coordinator for multiple schools, you will receive each school's materials as a separate packet.

1. Review the packet of instruction materials to verify you have:

- ❑ A cover letter, these Coordinator Guidelines, a Coordinator Checklist, the School Office Information and Student Opt Out List, and one copy of each Survey Booklet.
- ❑ The Parent and Student Information Letter.
- ❑ Enough Survey Administration Instructions for each class or group that is taking the survey. If you do not have enough Administration Instructions, please make additional copies.

Email surveyadmin@askHYS.net or call toll-free 1-877-HYS-7111 immediately if there are problems with your order or if you have questions.

2. Notify parents and students about the survey if you have not done so, no later than **September 24. And verify that you have completed the notification, so Survey Booklets can be shipped.**

3. **Carefully review these Guidelines and make use of the Checklist. These instructions contain information regarding what you must do as Survey Coordinator before, during, and after the survey is administered.**
 - ❑ Save these instructions until your job as Survey Coordinator is completed.
4. **Notify school office staff about the survey.**
 - ❑ Give staff a copy of the School Office Information and Student Opt Out List after filling in your name on the “Your school’s HYS Survey Coordinator is:” line on the front of the form.
 - ❑ Place a copy of the Parent and Student Information Letter and Survey booklets in the school’s main office. Parents may review the Survey booklets if they wish (but not students). The Letter can be reviewed by both parents and students.
 - ❑ Educate staff in the school’s main office so they are aware of the survey and know where copies of the Parent and Student Information Letter and Survey booklets are. Ensure they know how to respond to questions about the survey and how to use the Student Opt Out List for any students or parents who decline participation.

Take the Required Survey Coordinator Training

Complete the online Survey Coordinator Training by **September 17**, available at <http://www.askhys.net/Registration/Training>:

- ❑ Go through the Coordinator Training Presentation PowerPoint
- ❑ Take the short online Training Quiz (to fulfill your training requirement)

Both the Survey Coordinator and the Back-up Coordinator should take the training.

Parent and Student Notification Requirements



All of the following steps are required by the Institutional Review Board to appropriately notify parents and students about the survey. Online verification of the completed steps is a newer IRB requirement.

Copies of the Parent and Student Information Letter in English and Spanish are provided in your Instructional Packet. They are also:

- ❑ Posted online at www.AskHYS.net/Administration in Spring 2018, with the additional languages: Amharic, Arabic, Cambodian/Khmer, Chinese, Chuukese, Fijian, Korean, Marshallese, Punjabi, Russian, Samoan, Somali, Tagalog, Tongan, Ukrainian, Vietnamese.
- ❑ Sent with the Registration Confirmation e-mail when your school registered and e-mailed to Survey Coordinators in September.

All three of these steps must be completed by September 24. Once all three are complete, your school **must verify online that parents and students have been properly notified using your school-specific registration link** (the link was provided in your Confirmation Email when you registered). **Surveys will not be sent unless parent and student notification is verified online.**

1. **Notify parents about the survey by September 24 using an appropriate method to reach parents.**
 - ❑ Mail the Parent and Student Information Letter in a packet with essential forms or information at the beginning of the school year.
 - ❑ Email parents about the survey using the approved Parent Email Notification text (available at www.AskHYS.net/Administration) and attach a copy of the Letter to the email.
 - ❑ Make robocalls to parents about the survey using the approved Parent Robocall Notification language (available at www.AskHYS.net/Administration).
 - ❑ Send the Information Letter home with students with other important school information.
 - ❑ Mail the Information Letter as a stand-alone letter.

2. **Notify students at school about the survey by *September 24* using both of the following IRB-approved methods agreed to by the school principal at registration.**
 - ❑ Post the Parent and Student Information Letter in a school common area, the cafeteria or on bulletin boards, **AND**
 - ❑ Notify students about the survey during a school assembly **or** by announcing it in the classroom in which the students will take the survey. Include the following information:
 - Remind students to read the Parent and Student Information Letter that is available on their school's website.
 - Inform students they may also see the Parent and Student Information Letter by viewing a copy in the office and give them the name of a person (such as the Survey Coordinator) to contact if they have any questions regarding the survey.
3. **Post information about survey on your school's web site by *September 24*.**
 - ❑ Post the information in a prominent location using the Website Notification text (available at www.AskHYS.net/Administration), including a link to the Parent and Student Information Letter.
 - Work with your school or district Information Technology staff to post the survey information and Letter on the school's web site.
4. **Verify online that parents and students have been properly notified using your school-specific registration link.**
 - ❑ The link was included in your confirmation email and other email correspondence.
 - ❑ Click Verify Notification, complete the form, and hit Submit.

Feel free to add additional information about your school's HYS administration to the parent email, robocall or on your website. You may also notify parents and students by other methods, if desired, although these do not replace the required methods listed above. Additional notification could include announcing the survey on the intercom or public announcement system, using social media, posting on reader boards, posters, handing out extra copies of the Parent and Student Information Letter, or any other method the school uses to communicate with students.

Upon Receipt of Survey Materials

1. **Survey materials should arrive by October 3rd** (if online notification verification is submitted by September 24th)
2. **Open the box or boxes of survey materials immediately to verify you have:**
 - ❑ The School Packing Form, a pre-paid return shipping label, and one copy of each Spanish translation of the Survey booklets used at the school.
 - ❑ Enough Survey booklets for the students in each grade who are taking the survey. The booklets come in packs of 30.
 - ❑ The correct Survey booklets. Make sure you have the right TYPE of booklet (and the right COLOR for the GRADES you will survey:
 - The blue survey Forms A/B are for Grades 8, 10 and 12 (also used for Grades 9 and 11 if you're registered as a "small school")
 - The green survey Form C is for Grade 6 (also Grade 7 if a "small school")
 - ❑ Enough Answer Sheet Envelopes for each class or group taking the survey.
 - ❑ Enough If You Need Some Help resource lists for each student taking the survey. These also come in packs of 30.

Survey orders were packed for each school. If you are a Survey Coordinator for multiple schools, you will receive each school's materials as a separate shipment.

Email surveyadmin@askHYS.net or call toll-free 1-877-HYS-7111 immediately if there are problems with your order or if you have questions.

3. Retain the items you will need for returning the survey materials after administration.

- ❑ Save one of the boxes your order came in, for shipping the answer sheets back to Looking Glass Analytics. Email surveyadmin@askHYS.net or call toll-free 1-877-HYS-7111 if you have any questions about shipping completed surveys.
- ❑ Save the School Packing Form to put in the return box.
- ❑ Save the pre-paid return shipping label to place on the box for return delivery.

Before the Survey Administration

1. Select a date for the survey to be administered.

- ❑ The survey **should be administered** during the weeks of **October 8-19**. If you need extra time, you can administer the survey the next week as long as completed surveys are sent back by October 26.
- ❑ Work with your school administrators and other staff to pick a day that will be the most convenient for the school and a day when large groups of students will not be missing.
- ❑ Schedule the administration for a **single class period of one day** to prevent students from talking about their answers with classmates who have not taken the survey.
- ❑ Students who are not present at the school full-time, including those participating in alternative programs and Running Start, may take the survey on a different day or time during the same one-week period as the rest of the school. This does not include full-time students who were absent on the day of the survey.

2. Arrange for an alternative activity for students who choose not to take the survey.

- ❑ Decide what alternative activity will be provided and whether or not these students will remain in the same room or be asked to move to another room.
- ❑ Each building may decide what alternative activity to provide in the school, as long as it is an appropriate activity (e.g., free reading time, assigned supplemental reading, a library assignment, if arranged in coordination with the school librarian, or another appropriate activity). Activities such as cleaning litter off the football field or allowing students to leave school early are inappropriate.

3. Prepare survey materials for distribution.

- ❑ If your school is not asking the questions on sexual behavior, orientation, and abuse, remove the second to the last perforated page of each survey booklet.
 - If you are using the blue Forms A and B, re-interleave them so that they are alternated A-B-A-B.
 - Do not remove the last page of the survey booklet – the answer sheet where students “bubble-in” their answers
- ❑ Prepare any Spanish translation version(s) of the survey(s) if needed:
 - Determine the number of students in each grade who need a Spanish version.
 - The box of survey materials contains Spanish version(s). The Spanish versions are labeled Forms A, B, and C and correspond to the English Survey booklet Forms A, B, and C.
 - Make copies of the appropriate number of Spanish versions of the survey(s) for each of the students using the Spanish survey.
 - Remember that the Survey booklet Forms A and B are for grades 8, 10 and 12 and the forms need to be alternated (A, B, A, B). For example, if you have ten Grade 8 students using the Spanish version, make five copies of Form A and five copies of Form B and alternate them.
 - The Spanish versions do not have scannable answer sheets, so you will need to give every student using the Spanish survey a matching English Survey booklet. If you have ten Grade 8 students using the Spanish version, you will need five English Form A

Survey booklets and five English Form B Survey booklets, then group the matching Spanish and English Forms together (keeping them alternated A, B, A, B).

- Students taking the Spanish survey will tear out and use the answer sheet at the end of the English Survey booklet to mark their answers.
- You may add local telephone numbers to the If You Need Some Help resource list if you wish. Contact the district office, school counselor, drug-free schools coordinator, county prevention coordinator, or local health jurisdiction to find local telephone numbers.

4. Create sets of survey materials to distribute to each classroom or group, including:

- One Answer Sheet Envelope
- One Survey Administration Instructions
- One Survey booklet for each student
- One If You Need Some Help resource list for each student.
- One Spanish survey and one matching English Survey booklet for each student taking the survey in Spanish.

5. Train teachers to administer the survey.

- Arrange a time to meet with the teachers/staff who will be administering the survey.
- Discuss the following key elements needed for a successful administration:
 - Describe the survey's purpose.
 - Review the Administration Instructions, including the new **Classroom Instructional Video**.
 - Access the Video at www.AskHYS.net/Administration
 - If the school or certain classrooms cannot show the Instructional Video, point out the additional information that need to be read from the Administration Instruction.
 - Emphasize the importance of correctly completing the information on the Answer Sheet Envelope (grade level of students in the class, number of students taking the survey, number of students not taking the survey and reason for not taking the survey).
 - Emphasize that student participation in the survey is **anonymous and voluntary**. It's important that students do not feel that they must participate in the survey.
 - Inform teachers about the alternative activity for students who will not participate in the survey.
 - Describe the importance of teachers protecting the anonymity of the data.
 - Ask teachers to create an environment where students feel comfortable providing honest answers.
 - Explain to teachers the importance of the survey and how the results can be used to better understand your school's climate, for school planning and improvements, and justify existing programs or apply for funding for programs to help students.
- A Classroom Administrator Training PowerPoint to help you train teachers to administer the survey is available at <http://www.askhys.net/Registration/Training>.

The Day Before Administration

1. Provide another notification to students about the survey.

- Repeat an announcement to students about the survey on the day prior to the administration.

The Day of Administration

1. **Pick up the Student Opt Out List from the school office and inform teachers of students who are to participate in the alternative activity rather than taking the survey.**
2. **Before the survey administration time or class period, distribute the sets of survey materials to each classroom.**
3. **After the survey is complete, collect the survey materials:**
 - ❑ The Answer Sheet Envelopes containing the completed answer sheets.
 - Make sure all completed survey answer sheets from that classroom are in the same Answer Sheet Envelope.
 - Make sure the information on the Answer Sheet Envelope is complete for each classroom.
 - ❑ The Survey Administration Instructions
 - ❑ The used and unused Survey booklets and resource lists.
4. **Recycle any unused administration or survey materials. Shred the Student Opt Out List.**

After the Survey Administration

If you are the Coordinator for multiple schools, it is essential that you keep the materials from each school separate and return them to Looking Glass Analytics as separate shipments just as they were shipped to you.

1. Repackage the survey materials for return shipping.

Package **only** the sealed Answer Sheet Envelopes containing the completed answer sheets and the School Packing Form in one of the boxes in which they were originally sent to you. *If it is not possible to reuse an original box, use an appropriately sized, sturdy shipping box.*

- ❑ Stack the Answer Sheet Envelopes flat in the box.
- ❑ Place the School Packing Form on top of the stack.
- ❑ Add packaging material to the remaining space in the box to protect the envelopes.
- ❑ Remove or completely cover up the original shipping label
- ❑ Attach the pre-paid return shipping label to the box.
- ❑ Recycle all other materials.

2. Return the survey materials no later than **October 26.**

- ❑ To schedule a pickup or find a FedEx shipping location, go to www.fedex.com/us/
- ❑ Request a FedEx **Express** Pick-up.
- ❑ Your shipping label is pre-paid, so you should not have to pay anything or sign up for a FedEx account.
- ❑ If FedEx requires an account, if there is not FedEx service in your area, if FedEx will not pick up your box, or if you have any questions about returning materials, email surveyadmin@askHYS.net or call toll-free 1-877-HYS-7111 to arrange other return options.

Thank you for your assistance!

If you have other questions about any of these instructions, please email surveyadmin@askHYS.net or call toll-free 1-877-HYS-7111.

If you need your **school-specific registration link** to verify your school has completed the parent and student notification, please email surveyadmin@askHYS.net