



KEYS TO SUCCESS for SURVEY COORDINATORS Healthy Youth E-Survey 2019 Pilot

- 1. Understand and communicate the importance of the survey**
 - Results can have important value in proposal writing, county prevention plans, School Improvement Plans, etc.
 - Recognize the importance of a high student participation rate
- 2. Know the timeline — it is critical**
- 3. Be familiar with the 3 survey forms**
 - Elementary form has one version (Form C in green)
 - The secondary form has two versions A and B (Forms A & B in blue)
 - Forms A/B have extra questions your school may choose to ask or not
 - Schools in small districts can also survey Grades 7, 9 and 11. Grade 7 takes Form C, and grades 9 and 11 take Forms A/B
- 4. Know where to find more information**
 - Check the HYS web site www.AskHYS.net regularly
 - E-mail updates from OSPI and Looking Glass Analytics
- 5. Notify parents and students about the survey and verify that you've completed the proper notification**
 - Verify completion online at: www.AskHYS.net/Form/Notification.
 - **Survey access will not be shipped until you verify notification is complete.**
- 6. Ongoing communication among district superintendent, school principal, survey coordinator, and survey administrators is a must**
- 7. Verify that the registration information is accurate or make changes online at: www.AskHYS.net/Form/RegUpdate**
- 8. Understand and follow all institutional Review Board (IRB) requirements**
- 9. Carefully administer the survey**
 - Carefully read and follow all instructions, and use the checklist
 - Open box of materials immediately upon receipt to check the order
 - Keep survey information handy for reference