



2019

Survey Coordinator Training Information

Online Survey Option

This training packet contains information and materials related to the following steps:

1. Prepare Schools and Set Survey Date
2. Establish a Process for Surveying Appropriate Students in the 6th, 8th, 10th, and 12th Grades in Your School/District
3. Prepare Proctors for the Survey
4. Establish a Process for Distributing Passive Parent Consent Forms and Tracking Parent Refusals
5. Online Survey Preparation
6. Survey Day Instructions/Final Steps

Your main contact for the 2019 PAYS project will be Project Director **Mary Johnstun** at Bach Harrison LLC (Survey Contractor). She can be reached anytime at:

mary@bach-harrison.com or **801-842-2682**.

Contact her with ANY questions or survey needs.

Note:

If you are overseeing a large district and would prefer to set up one survey contact at each school to help with survey planning and administration at that level, feel free to do so.

The instructions in this manual approach a district-level planning and administration strategy, but you are welcome to delegate the tasks for planning and administration as you see fit.

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Step 1: Prepare Schools and Set Survey Date(s)

- Inform principals (of the school(s) you are overseeing) of the survey via phone, letter, memo, personal contact, or email.
 - Share web links below and/or copies of the enclosed survey administration materials via your method of contact to provide more information on the survey.
 - Consult the PAYS webpage for links to share:
[http://www.pccd.pa.gov/Juvenile-Justice/Pages/Pennsylvania-Youth-Survey-\(PAYS\)-2019.aspx](http://www.pccd.pa.gov/Juvenile-Justice/Pages/Pennsylvania-Youth-Survey-(PAYS)-2019.aspx)
 - PAYS 101 Webinar – How to make the most of your PAYS data:
<http://www.episcenter.psu.edu/resources/pays101/videos>
 - Reach out to your local prevention coalition for more information on the Risk and Protective Factor Model. If you are unsure of whom your local prevention coalition would be, contact Geoff Kolchin, Program Analyst at the Office of Juvenile Justice and Delinquency Prevention, Pennsylvania Commission on Crime and Delinquency at 717-265-8483 or gkolchin@pa.gov.
- Meet with school personnel to check the district and school schedules to determine a proper survey date for the district (or survey dates for each school) within the following timeframe:

September 9th through November 20th

- Avoid dates and times many students will be absent from schools such as Mondays, Fridays, standardized testing days, partial days, release/job periods for seniors, and days on which many students will be gone. See the “Quick Reference Survey Coordinator Instructions– Paper/Pencil Administration” for “Tips for Planning for the Administration of the Survey” for more details.
 - Check with each school’s technical/computer staff to determine the best day(s) and time of day for making use of the school’s computer labs or other technology (iPads, laptop carts, etc.)
- Once the survey date has been chosen for your district (or individual survey dates have been chosen for your district’s schools), notify school principals and Mary Johnstun at Bach Harrison – mary@bach-harrison.com or 801-842-2682.

Materials for Step 1

- Pennsylvania Youth Survey 2019 Frequently Asked Questions
- Quick Reference Survey Coordinator Instructions- Online Administration
- PAYS webpage for links to share: [http://www.pccd.pa.gov/Juvenile-Justice/Pages/Pennsylvania-Youth-Survey-\(PAYS\)-2019.aspx](http://www.pccd.pa.gov/Juvenile-Justice/Pages/Pennsylvania-Youth-Survey-(PAYS)-2019.aspx)
- PAYS 101 Webinar - How to make the most of your PAYS data: <http://www.episcenter.psu.edu/resources/pays101/videos>

Step 2: Establish a Process for Surveying Appropriate Students in the 6th, 8th, 10th, and 12th Grades in Your School/District

- In the Introductory email you received from Mary Johnstun at Bach Harrison, information was supplied regarding the survey sample size/type for your school/district. If you have any questions about who will be surveyed in your school, or **if you need to update your registration information**, contact Mary Johnstun at Bach Harrison – mary@bach-harrison.com or 801-842-2682.
 - The 2019 PAYS is offered at no cost to all 6th, 8th, 10th, and 12th grade students (public or private) in the state.
 - An overwhelming majority of participating schools/districts have chosen to survey all students in 6th, 8th, 10th, and 12th grades in their schools/district.
- Figure out the best way to survey students in your school(s) based on the sample plan for your school/district.
 - A primary goal of the survey is to survey all students in ONE school day. This helps to prevent students from talking about the survey outside of school, inadvertently biasing the results.
 - Brainstorm with school administrators and IT staff to determine effective ways to conduct an online survey in a manner that will allow the survey to be completed within one school day.
 - Some options for conducting a survey for all 6th, 8th, 10th, and 12th grade students at a school include:
 - Selecting core classes (English, History, Government, Health, or Homeroom) to take the survey in all of the school's computer labs throughout the day.
 - Rotating students through computer labs as you would on a school picture day – for example, calling all 6th, 8th, 10th, 12th grade students with last names beginning with A-C to the computer lab first, then calling students with names D-F down next, etc.
 - Making use of other technology (such as iPads, laptops, notebooks, etc.) in the classroom for the survey.
- Once you have identified how to survey your student population, move on to Step 3.

Step 3: Prepare Proctors for the Survey

- Once the survey date(s) is (are) set and you know how the school will be taking the survey, begin preparing survey proctors for the survey.
 - On the day of the survey, teacher/proctors will receive thorough instructions (**Classroom Proctor Instructions - Online**) on how to administer the survey; however, notify proctors in advance of when the survey is scheduled and what they will be expected to do on the survey date. A Sample Introductory Proctor Letter is provided.
 - Notify proctors in advance of the survey date:
 - How the survey will be conducted using school technology,
 - The URLs for administration (if available at that time), and
 - What they will be expected to do.

Materials for Step 3

- Sample Introductory Proctor Letter
- Classroom Proctor Instructions - Online

Step 4: Establish a Process for Distributing Passive Parent Consent Forms and Tracking Parent Refusals

- Distribute and track Passive Parent/Caregiver Consent Forms.
 - The Pennsylvania Youth Survey is a strictly anonymous and voluntary survey. While the project requires that you distribute passive consent forms, distribution of that letter will be all that will be required regarding parental consent.
 - Passive parental consent allows parents to be informed about the survey, their right to see a list of the survey's questions, their child's rights in the survey process, and their right to refuse to allow their child to participate if they wish. Students whose parents refuse permission are not allowed to take the survey. Students whose parents do not refuse permission are allowed to take the survey.
 - We are asking survey coordinators to establish a process for schools to distribute these forms and track refusals using whatever means the district/schools are most accustomed to. Consider using the sample Passive Parental/Caregiver Permission Letter (in English and Spanish).
 - A copy of the list of the questions can be requested if parents/caregivers want to view the survey questions. Request a list of questions by filling out the following request form:
<http://episcenter.psu.edu/node/599>
- Parent/Caregiver refusals (parents or caregivers who indicate that they do not want their children to participate) will need to be tracked and the information distributed to appropriate proctors before the survey date to ensure that students who do not have consent do not take the survey. Consider using the sample Passive Parental/Caregiver Request Tracking Form.
- Please contact Mary Johnstun, Survey Project Director, at 801-842-2682 or mary@bach-harrison.com if your district or school has any questions about the passive parental consent process.

Materials for Step 4

- Sample Passive Parental/Caregiver Permission Letter (English and Spanish)
- Sample Passive Parental/Caregiver Request Tracking Form

Step 5: Survey Preparation

Approximately two weeks (or more) before your scheduled survey date, Bach Harrison will email you URLs (one per school) to be distributed to schools. The email will also contain the following attachments:

- **Instructions** for you on how to prepare for your online survey.
- **Instructions for proctors** to read to the students at the beginning of the survey administration. See **Classroom Proctor Instructions – Online**.

See the **Quick Reference Survey Coordinator Instructions – Online Administration** for more information.

NOTE REGARDING SPANISH FORMS: An online-version Spanish survey has been developed. If your district or school has a need for Spanish format, please alert Mary Johnstun at mary@bach-harrison.com or 801-842-2682 as soon as possible. She will email you the information necessary to access the online version.

- Examine the attached materials of that email to ensure that instructions are clear.
- Check to make certain that each of your Survey URLs works on the internet platform to be used at each school. Each survey will get one unique URL for all students in each school building to use.
- Figure out the best way to distribute the URLs to each school and to each teacher/survey proctor.
- Proctors will also need to be given very clear information regarding the computer lab (if multiple computer labs exist at your school) or technology they are to use on the day of the survey, and the system you would like to follow for getting the survey done in one school day. See **Classroom Proctor Instructions – Online**.
- Some ideas for gearing up for each school's survey are as follows:
 - Consider bringing all proctors together to conduct a training session for how you would like the survey to be administered and the system you would like to use for moving students through the computer labs.
 - Forward the URLs and your online survey plan via email to your school-level contacts or proctors.
 - Supply the URLs to school-level IT staff and ask that the survey location be bookmarked in the school's computer labs (NOTE: We will set up an activation timeframe to ensure that students do not take the survey ahead of time).

Materials for Step 5

- Quick Reference Survey Coordinator Instructions – Online Administration
- Classroom Proctor Instructions – Online

Step 6: Survey Day Instructions/Final Steps

- If schools and proctors have been properly trained and prepared prior to the day of the survey, the administration should go quite smoothly. However, should any technical problems arise on the day of the survey, please contact Mary Johnstun at Bach Harrison LLC or contact the IT staff at your school. Some day-of-the-survey specifics:
 - On the day of the survey, each school will use the unique online survey URL that has been set up for them by Bach Harrison. Each computer that is to be used should have the URL bookmarked and ready for use. Prior to students entering the computer lab, the survey proctor should open the URL for each computer.
 - The last screen of the survey will read “Thank you for completing the survey. On behalf of the Commonwealth of Pennsylvania, we would like to thank you for your participation in this important study.” Students should click the “Done” button/option. When they do so, the survey will refresh for the next student taker.
 - If a student does not finish the survey and leaves the computer lab without hitting that final “Done” button, the survey proctor should merely reload the URL for the next student
 - These instructions are also located in the instructions/scripts for survey proctors.
- Check with each school after the survey to make sure that they completed the survey as planned. Assess whether or not the school needs more time to get all students surveyed and if they have a plan for doing so.
- Survey links will be set to expire shortly after the day of the survey. If any school needs to reschedule their survey, please alert Bach Harrison to the change so that they can modify the settings on the link.
- When the survey is completed, please send thank you letters and/or emails to superintendents, principals, proctors, and individuals within the school (i.e., teachers, aides, office staff, etc.) who helped with the survey process.

Thank you!

We wouldn't be able to do this without your time and attention and we are appreciative of your efforts!

We are excited to provide your school district and schools with data that they can use to plan prevention services and better your community!