



2019

Survey Coordinator Training Information

Paper/Pencil Survey Option

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

1. Prepare Schools and Set Survey Dates
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 or Caregiver Refusals
5. 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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- PAYS 101 Webinar - How to make the most of your PAYS data:
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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 Manager 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 when 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.
- 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.
 - Ask yourself which classes could be surveyed to get the maximum completion of ALL students in pertinent grades.
 - 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.
 - Selecting one designated period during the day in which all classes with students in grades 6, 8, 10, and 12 will take the survey.
 - Consider using an assembly schedule on each school's survey date to minimize class time lost by any one teacher.
- 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 proctors or survey proctors for the survey.
 - On the day of the survey, proctors will receive thorough instructions (**Classroom Proctor Instructions – Paper/Pencil**) on how to administer the survey; however, notify proctors in advance of when the survey is schedule and what they will be expected to do on the survey date. A Sample Introductory Proctor Letter is available.
 - Notify proctors in advance of the survey date:
 - Survey day schedule (if it is different than the usual bell schedule),
 - In which classes the survey will be conducted and,
 - What they will be expected to do.

Materials for Step 3

- Sample Introductory Proctor Letter
- Classroom Proctor Instructions – Paper/Pencil

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 information, 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 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

Preparing Materials

Approximately two weeks (or more) before your scheduled survey date, you should receive a box (or boxes) of survey materials for your school district (or school). See the **Quick Reference Survey Coordinator Instructions – Paper/Pencil Administration** for more information on how to compile these classroom-level packets. The package(s) shipped to you will contain the following:

- Instructions** for you on how to assemble the survey materials.
- Blank survey booklets** for the students to complete. Enough booklets will be sent for your survey population to each receive one survey booklet. You will receive a stack of interleaved booklets. Officially, there are three different survey booklets for the PAYS project – PAYS A, PAYS B, and PAYS C. All PAYS booklets contain survey question sets to ensure even gathering of all survey data. The surveys should be handed out at random to students. Due to the varying order of questions, it will NOT be possible for a proctor to read the survey aloud and have students follow along.

NOTE REGARDING SPANISH SURVEY BOOKLETS: A Spanish version of the PAYS is available. If your district or school needs Spanish survey booklets, please alert Mary Johnstun at mary@bach-harrison.com or 801-842-2682 as soon as possible. She will email you a copy of the survey booklet that you can print at your convenience. If a school requires a large number of survey booklets and would prefer to not incur those printing costs, please let Mary know and she will ship survey booklets to you.

- Instructions for proctors** to read to the students at the beginning of the survey class period. See the **Classroom Proctor Instructions – Paper/Pencil**.
- Large Envelopes** (one for each 18-20 survey booklets) in which students should place their completed surveys or the proctor to place the completed surveys into at the conclusion of the class. Printed on each envelope is the Survey Summary Form that each proctor should complete at the end of the survey class period.
- Pre-paid FedEx shipping label(s)** with the return address for the surveys and materials. NOTE: Keep the box(es) that survey materials were mailed in to return the completed surveys to Bach Harrison, LLC. Other appropriately-sized box(es) are acceptable as well.
- Please examine the materials to ensure that there are enough surveys for the students. If you do not have enough survey booklets, please contact Mary Johnstun immediately at mary@bach-harrison.com or 801-842-2682. Also, check to make certain that there are enough instructions and envelopes for the classes that will participate in the survey.
- Once you have obtained classroom counts for each proctor you have identified, divide the survey booklets and materials into groups and distribute to the class. Each proctor should receive enough survey booklets for each participating student in their class, one copy of the proctor instructions (**Classroom Proctor Instructions – Paper/Pencil**), and a large envelope for each 18-20 survey booklets with the summary form printed on it.

- Attached to the instructions in your shipment, you will find AUN numbers for each district or charter/private school in the Commonwealth. Survey Coordinators should record the appropriate AUN and School Building ID on the large envelopes in advance of providing them to each classroom proctor/proctor on the day of administration. This is a very important step, as it allows Bach Harrison to correctly attribute your returned materials to the right school, and as your proctors will need to know their AUN number during the survey administration (students will be recording that AUN number on the first page of their survey forms).
- Following are two ideas for accomplishing this task:
 - Write the appropriate IDs on each large envelope for proctors
 - Create labels with the numbers and stick them to the outside of the envelope.
- If you did not receive enough survey booklets or other materials, please contact Mary Johnstun at [801-842-2682](tel:801-842-2682)/mary@bach-harrison.com immediately and she will arrange to have additional copies shipped to you.

Distributing Materials

- Distribute the packets to each school and/or proctor at least two days before the survey date. During this step, please:
 - Remind each school of its survey date and survey procedures.
 - Alert proctors to the AUN number that you recorded on the outside of each class envelope. There is a step in the proctor script that will alert proctors to the AUN number (i.e., the district or charter/private school number) and it is important that they know where to quickly and easily locate that number on survey day.
 - Set a date and time in which you will be in the school to pick up the materials.
 - Make yourself available to school staff and proctors to answer any questions about the survey.
 - **List of any students that have been opted out from participating in the survey.**

Materials for Step 5

- Quick Reference Survey Coordinator Instructions – Paper/Pencil Administration
- Classroom Proctor Instructions – Paper/Pencil

Step 6: Survey Day Instructions/Final Steps

Picking up the Completed Surveys

- Return to the school to pick up completed survey materials on the day that the survey is administered.
- Go through materials completed on the survey date, organize the survey packets, and double-check the information written on the outside of the envelopes for accuracy **ESPECIALLY** the AUN number. This step is crucial in verifying the validity of the student survey data that we are receiving from each school district. Please take care to make sure you have the correct survey information from each of the schools and to follow up with individual proctors if necessary.
- Please do not remove completed materials from their packets – Bach Harrison will need survey materials to be returned packaged/labeled at the school level in order to correctly process and scan materials.
- Check all returned packets for missing information. Double check that all information was filled out on the outside of the envelope. If a proctor didn't fill out all of the information, follow up with proctors who have missing or incomplete survey information. If the numbers on the outside of the survey do not add up correctly – do not worry. As long as the packets contain a district name, school name, and proctor name, scanning will be successful.
- Put all completed packets in an appropriately-sized box (whether it be the box that the materials were shipped in or another appropriately sized box).
- When all the classroom packets are gathered and doubled checked, please return completed survey materials to Bach Harrison L.L.C. via the following methods:

Shipping Completed Surveys

- Use either the box that the survey materials came in or another suitable box.
- Put completed classroom survey packets in the box along with any unused survey materials. Seal tightly.
- Place the enclosed, red prepaid FedEx Ground mailing label on the box. If you have more than one box to send, use one label for each box.
 - Keep the label-backing for information on how to arrange for a FedEx Ground pickup. Also retain an account of the Shipper Receipt number and information (found at the top of the red prepaid label) for tracking purposes.
 - Arrange for a FedEx pickup by calling 1-800-Go-FedEx (800-463-3339), or drop the box(es) off at any FedEx mailing station or Staples/Kinko's/FedEx Office Store.

- 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!