



**PENNSYLVANIA YOUTH SURVEY**

IT PAYS TO ASK. IT PAYS TO KNOW.

2023 Survey Coordinator  
Training Webinar

# Agenda

- 2023 survey features
- Our three survey options
- Survey coordinator responsibilities
- Questions

# A little bit about PAYS

- PAYS History:
  - Founded in 1989
  - Conducted every two years by the Pennsylvania Commission on Crime and Delinquency
  - Penn State and Bach Harrison oversee the administration of the survey
  - 385 School Districts and non-traditional schools participated in the 2021 PAYS
- Survey Window:
  - September 18 through November 17
- Grades Involved:
  - PAYS focuses on surveying all students in grades 6, 8, 10, and 12
- Who helps us plan at the district level?
  - You!

# A little bit about PAYS (Continued)

- **Two survey options:**
  - Online administration
    - The online survey will be offered in English and Spanish format
  - Paper survey administration
- **Time to complete:**
  - Online versions of the survey can be completed in roughly 30 minutes.
  - The paper form can be completed in 40-50 minutes.

# A little bit about PAYS (Continued)

- **Passive parent permission**
- **New (and new-ish) changes to the PAYS:**
  - Skip logic to reduce survey link and increase speed (Online only)
  - PAYS 1<sup>st</sup> Wednesdays @ 1 p.m. Webinar Series
  - Modernization of some survey items
  - New proctor video for students to watch before the survey begins
  - Shift to use of a Support Team model for working with Survey Coordinators
    - Please add [PAYSSupport@bach-Harrison.com](mailto:PAYSSupport@bach-Harrison.com) to your contacts and let us know if you aren't receiving our emails.
- **Data release:**
  - Districts choosing our online administration will receive an early release report in December 2023
  - Full District-level profile reports of PAYS data to be released on April 30<sup>th</sup>, 2024
  - Password-protected district-level data access made available through the PAYS webtool
  - Option to access a three-year “all questions by grade” report

# PAYS Administration: Two Options

1

## In-Class Online

Bach Harrison will send materials (scripts, instructions, etc.) & school-specific weblinks to Survey Coordinator via email (links sent by September 5)

Students click on link or type URL in internet browser

All data is sent automatically to Bach Harrison. SC checks completion rates via their Survey Coordinator Planning Portal.

2

## In-Class Paper

Bach Harrison will send paper survey materials (scripts, instructions, forms, envelopes, etc.) to Survey Coordinator

Students complete paper surveys. Teachers take survey packets to front office for SC pick-up.

Survey packets gathered and returned to BH for processing

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## Hybrid

Districts can choose to do a Hybrid of these methods.

### Online Notes:

- Skip logic is only applicable to the online survey.
- Early Release reporting is only possible for those taking the survey online.
- The Spanish survey is only offered online.



# Survey Coordinator Responsibilities

Step 1. Get your ducks in a row:

- Familiarize yourself with the planning materials provided
- Prepare schools and set survey dates

Step 2. Figure out how you're going to get there:

- Determine a means of surveying 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grade students at your schools

Step 3: Prepare your co-pilots:

- Prepare teachers for the survey

Step 4: Notify all the parents:

- Establish a passive parental consent process

Step 5: Go!:

- Implement your survey plan

Step 6: Keep your eyes on the road:

- Oversee the survey's administration

# 1. Prepare your schools and set survey window

- **Select a one- or two-week survey window** in which your schools will complete the survey. Use your Survey Coordinator Planning Portal to notify BH of your survey window.
  - Sample SC Planning Portal Link: <insert link here>
- **If you haven't already done so, consider your survey options (i.e. paper vs. online).** Which option is most realistic and will allow you to get the most students surveyed? If you've chosen paper as a survey option, are you okay with foregoing the benefits that come with online?
- For districts choosing online surveying, have some **preliminary discussions with your administrators and IT staff** about the odds and ends of your chosen survey method.
- Assess whether you or your team (administrators, counselors, teachers, etc.) have **any unanswered questions** and reach out to Bach Harrison to get answers
  - [PAYSSupport@bach-Harrison.com](mailto:PAYSSupport@bach-Harrison.com)

Let's take a look at the Planning Portal!



## 2. Take your planning to the next level – Determine a means of surveying ALL 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> graders in your district.

- The survey is predominantly intended for grades 6, 8, 10, and 12. Schools will be conducting a census survey for those grades.
- The best way to achieve a census for these grades is to either:
  - *Select one core class per grade to administer the survey*
  - *Select one set class period (for example 2<sup>nd</sup> period or advisory) to administer the survey*

### 3. Prepare teachers for the survey

- Find a way to notify all teachers involved of...
  - The survey date/window
  - The classes that will be involved
  - The specific survey distribution method chosen
  - The WHYs
- Consider using the template we provide in your Planning Portal

## 4. Establish a process for distributing passive parent letters and tracking parent refusals

- The PAYS is a voluntary survey. Every parent has the right to see the survey and to choose whether or not their child can participate.
- Passive parent permission ensures parents are notified of the survey's timing, their right to see the questions, and their child's rights during the survey. Parents will DO NOT wish for their child to take the survey need to contact their school's front office.
- BH has provided templates in English and Spanish.
- Letters must be sent out to parents no later than two weeks before the survey.
- Children who are opted out of the survey should not be offered the survey.
- A copy of the survey(s) can be requested by using the following form request link:  
<https://www.episcenter.psu.edu/index.php/paysquestion>

## 5. Implementing your survey plan: Online Surveying

- Via email, you will receive the following materials from Bach Harrison:
  - *Survey Coordinator Instructions*
  - *Teacher Instructions*
  - *URLs/web addresses to be used for your administration – one per school.*
  - *A NEW video for students to watch before the survey*
- If you are missing any URLs, notify Bach Harrison immediately.
- Find a means of getting the links + instructions to teachers.

## Additional “Best Practices” for Online Surveying

- 1) Spend some time reviewing the instructions you have been sent and share them with any appropriate/involved IT staff.
- 2) Take time to test the DEMO link on the specific devices to be used for the survey.
  - PAYS DEMO Link (For SC and IT testing only – DO NOT SHARE WITH TEACHERS OR STUDENTS):
    - <https://survey.alchemer.com/s3/7487894/PAYS2023DEMO-ForITtestingonline-donotdistributetoteachersorstudents>
- 3) Check in with teachers the day before the survey window is to open to remind them of the survey plan and to make certain everything is set.

## 5. Implementing your survey plan: Paper Surveying

- **Districts will receive the following materials from BH for paper surveying:**
  - Survey coordinator instructions
  - Teacher instructions/scripts
  - Survey forms
  - Envelopes
  - Prepaid PRP labels
- **When you receive these materials, please count materials and see if you are short of any item.**
- **Create bundles** for each teacher and **distribute at least two days before the survey** is scheduled to begin.
- **Ask schools/teachers if they have any final questions.**
- **Work out a plan with schools/teachers for gathering up completed materials.**

## 6. Survey window instructions: Online Surveying

- Keep an eye on school-level participation rates in your Survey Coordinator Planning Portal.
- Check in with teachers to see how all went. Get a sense of whether there are any classes that will need to administer the survey on another date.
- Let BH know if things aren't working as planned and if you need to extend your survey window.
- When the survey is done, use your Planning Portal to indicate the survey can be closed.

## 6. Survey window instructions: Paper Surveying

- At the end of the survey day, gather completed packets and check in on any missing materials.
- Review the outside of each envelope, but don't stress too much about the completeness or accuracy of the information.
- If you notice that a packet has blank materials inside, ask the teacher what happened.
- Let BH know if things aren't working as planned and if you need to extend your survey window.
- When you've gathered all materials, return them to BH using the provided pre-paid shipping labels.



# General Timeline

## **As soon as possible (relative to your survey window):**

- Select a survey window and enter it into your SC Planning Portal.
- Determine which classes/teachers will be surveyed and notify teachers.
- Determine your plan for distributing passive parent letters.
- For districts choosing an online survey method, meet with IT staff and discuss necessary testing of the DEMO link.

## **No later than two weeks before the survey is to begin:**

- Distribute parent letters and track refusals.
- Keep an eye out for paper or online survey materials from Bach Harrison and prepare to distribute those materials to schools/teachers.

## **No later than three days prior to the survey window opens:**

- Distribute survey administration materials (i.e. paper packets or online survey links and materials) to teachers.

# General Timeline, Continued

## On the day the survey window opens until it closes:

- For all survey methods, stand by for assistance as needed. For online administrations, ask IT staff to do the same.
- Throughout the survey date or window, check in with schools and teachers to see how things are going and troubleshoot as needed. If you are doing the survey online, check out your Planning Portal!

## After the survey:

- For paper survey administrations, when you have confirmed that the survey is finished across your district (i.e. you've gathered all paper survey packets), package all materials up and return to BH using the provided pre-paid labels.
- For online administrations, when you have confirmed that a school or the entire district is done, use your Planning Portal to let BH know we can close your links.

# Online Tools Referenced in this Presentation

- General PAYS Information:
  - [https://www.pccd.pa.gov/Juvenile-Justice/Pages/Pennsylvania-Youth-Survey-\(PAYS\).aspx](https://www.pccd.pa.gov/Juvenile-Justice/Pages/Pennsylvania-Youth-Survey-(PAYS).aspx)
- Your Survey Coordinator Planning Portal
  - *Check your emails from PAYSSupport@bach-Harrison.com to access that portal*
- PAYS DEMO Link (For SC and IT testing only – DO NOT SHARE WITH TEACHERS OR STUDENTS):
  - <https://survey.alchemer.com/s3/7487894/PAYS2023DEMO-ForITtestingonline-donotdistributetoteachersorstudents>
- PAYS Questions Request Form for Parents:
  - <https://www.episcenter.psu.edu/index.php/paysquestion>
- PAYS Webtool:
  - <http://www.bach-harrison.com/payswebtool/>
- EPIS Center:
  - <https://epis.psu.edu/>

What questions do you have?

# THANKS!!!

From all the Project Team at  
Bach Harrison, Penn State, PCCD, and EPIS Center...

# WE THANK YOU!!!!!!