



PENNSYLVANIA YOUTH SURVEY

IT PAYS TO ASK. IT PAYS TO KNOW.

2023 Survey Coordinator

Training Webinar

(PAYS + 4th Grade Pilot Survey)

Agenda

- 2023 survey features
- Our surveys and 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 and 10 districts participated in the 2021 4th Grade Pilot
- Survey Window:
 - September 18 through November 17
- Grades Involved:
 - The “Main PAYS” focuses on surveying all students in grades 6, 8, 10, and 12
 - The 4th Grade Survey Pilot focuses on... (use guessed it) the 4th grade
- Who helps us plan at the district level?
 - You!

A little bit about PAYS (Continued)

- **One survey option for those doing both the Main PAYS and the 4th grade pilot:**
 - Online administration
 - The online survey will be offered in English and Spanish format
 - The 4th Grade pilot is only offered in online format
- **Time to complete:**
 - For the Main PAYS, the online version can be completed in roughly 30 minutes.
 - The 4th Grade Survey takes roughly 30 minutes to complete.

A little bit about PAYS (Continued)

- **Passive parent permission – Separate forms for the Main PAYS and the 4th Grade Pilot**
- **New (and new-ish) changes to the PAYS:**
 - Skip logic in the Main PAYS to reduce survey link and increase speed (Online only)
 - PAYS 1st Wednesdays @ 1 p.m. Webinar Series
 - Modernization of some survey items
 - New proctor video for students to watch before the survey begins (Main PAYS only)
 - Shift to use of a Support Team model for working with Survey Coordinators
 - Please add 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 30th, 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: Two Surveys, One Administration

1

Main PAYS Online

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



Teachers play our Proctor Video and 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

4th Grade Pilot Survey

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



Teachers read script AND survey aloud to students while they follow along on their computers.



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

H

Hybrid

While the 4th Grade Pilot is only offered online, districts can choose to administer the Main PAYS in paper format.

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 4th, 6th, 8th, 10th, and 12th 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 whether an online survey is realistic for your district.**
- Have some **preliminary discussions with your administrators and IT staff** about the odds and ends of an online 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

Let's take a look at the PAYS Planning Portal!

2. Take your planning to the next level – Determine a means of surveying ALL 4th, 6th, 8th, 10th, and 12th graders in your district.

- The survey is predominantly intended for grades 4, 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 or a homeroom class to administer the survey*
 - *Select one set class period (for example 2nd 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
 - What they will be asked to do (note the key differences between the Main PAYS and the 4th Grade Pilot
 - The WHYs
- Consider using the templates 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 for most schools. Elementary schools will receive TWO URLs (one for the Main PAYS and one for the 4th Grade Pilot)*
 - *A NEW video for students to watch before the survey (Main PAYS only)*
- 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>
 - 4th Grade Survey DEMO Link (For SC and IT testing only – DO NOT SHARE WITH TEACHERS OR STUDENTS):
 - <https://survey.alchemer.com/s3/7454178/4thGradePAYSPilotDEMO-NOTforsharingwithteachersorstudents>
- 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.

Please remind 4th grade teachers that they will need to read the survey aloud to students.

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.

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., 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:

- 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>
- 4th Grade Survey DEMO Link (For SC and IT testing only – DO NOT SHARE WITH TEACHERS OR STUDENTS):
 - <https://survey.alchemer.com/s3/7454178/4thGradePAYSPilotDEMO-NOTforsharingwithteachersorstudents>
- 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!!!!!!