



Youth Survey Check List

COLLECTING CONSENT

- ☐ Collect permission forms from parent/guardian for youth 11 to 18 before they complete the survey.

For youth ages 11 to 13*, the Federal [COPPA](#) law requires organizations to adhere to one of the following:

- ☐ If youth 11 to 13 will be completing the survey ONLINE, you must submit scanned copies of the parent/guardian permission forms to support@algorhythm.io
- ☐ Conduct surveys on PAPER and have staff enter surveys.

SURVEY ACCESS

- ☐ **PAPER:** Download the paper survey and check the header/footer to make sure you have your correct paper version for the exact program/site/group. To assist youth in completing the survey, **consider adding in the survey date** (Q1) before printing/copying. Print enough copies for each youth and the adult facilitator(s) (to provide support and answer youths' questions, as needed). You may also **consider writing the initials and birthdates** on behalf of youth to ensure they are legible. The paper data entry link is the second link in the email. **AND/OR**
- ☐ **ONLINE:** Forward the appropriate email to the site/group leader; they must use the corresponding URL for their **exact** site/group (it will be displayed on the first page of the survey). Staff should print one copy of the PDF survey to be ready to answer any questions. OR email the bit.ly (hyperlink) to youth to complete on their own.

ROOM SET-UP

- ☐ Provide a **quiet, confidential space** for youth to complete the survey honestly.
- ☐ For online launch, open the correct email corresponding to the exact program/ site/group and **click to upload the survey link** to any internet accessible device. For easy access, keep a copy of the email open on the computer for re-launching or bookmark the link. AND/OR read out loud the bit.ly (shortened URL) to youth to enter into their own internet accessible device. Ensure the first page of the survey matches the youth's program, site and group.
- ☐ Provide youth with **enough time** to settle in, hear instructions and complete the survey (~30 minutes total, 10-15 minutes for the survey). For online, ensure youth have access to technology for the allotted time scheduled.
- ☐ If you need to offer **special survey assistance** (reading out loud, translation, etc.), be sure that you are ready to offer this effectively.
- ☐ **Have a plan** for youth who finish early.

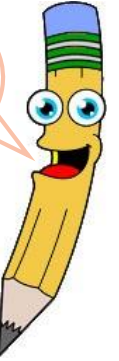
COMMUNICATION

- ☐ In order to ensure that youth understand why they are filling out the surveys, the adult survey administrator should read the **Survey Administration Script** aloud to youth.
- ☐ For online surveys, have youth confirm that the first screen of the survey has the **correct program, site and group** before beginning.
- ☐ All youth in the system will be identified by their first and last **initials combined with their birth date** (month, day, year), which is required information. Please be sure any paper surveys are legible for data entry later by staff.
- ☐ Youth are allowed to skip any uncomfortable questions or ask for clarification from you.
- ☐ Thank youth for their honest responses!

Tips

Online Surveys

Helpful
Tips!



- ✓ Use ONLY the assigned URL/Link assigned to each program/site/group, which is included in EACH of the unique emails for each group.
- ✓ Google Chrome is the ideal browser but the survey system has been tested on all other major browsers.
- ✓ Load the URL to any internet-accessible device prior to youth entering the room and ensure that the youth don't change the URL in any way (data will not match).
 - ✓ Launch the survey directly from the email or use the exposed bit.ly to load to each device, read aloud or put the bit.ly on the whiteboard for youth to enter into their device, or email the bit.ly for youth to complete on their own.
- ✓ Ensure there is enough Internet access (bandwidth) to accommodate the number of devices accessing the online system at the same time.
- ✓ Prepare a few paper copies in case of any technology challenges or youth questions.
- ✓ There are several sections to the youth survey, including the optional modules.
 - ✓ There is a clear end to the survey so encourage youth to complete the whole survey and to not close the browser since a youth cannot re-access their survey if they have started it. To ensure completion, have youth show you the final “thank you” screen before closing the browser.

Tips



Paper Surveys

- ✓ If possible, complete the “survey date” prior to printing/copying so as to eliminate one step for youth to complete.
- ✓ For page 1, ensure the youth initials and DOB are easy to read.
 - ✓ To ensure matches, hand write initials/DOB on behalf of youth and then distribute.
- ✓ If printing double-sided, remind youth that there are “back” pages to complete.
- ✓ If a youth makes an incorrect mark, ensure that it is clear to the data enterer which is the correct response (i.e. clearly “x”ed out, correct answer circled). An unclear answer should not be entered (should be skipped by data enterer).
- ✓ Keep the data completely confidential; Store the data in a confidential location in a secure office space. Do not store the data in an open room where other staff members/youth may have access to it.
- ✓ Enter your paper surveys online through the “data entry” link provided in each of the specific program/site/group emails or send your pre/post data to Algorhythm for cost of \$1/survey. (Please contact us prior to emailing/sending data.).

Tips

Paper/Online Surveys



- ✓ Use only the assigned program/site/group link or PDF
- ✓ Ensure youth initials and DOB are entered as requested:
 - ✓ DOB is noted as Month/Day/Year
 - ✓ Youth with multiple first and/or last names, should enter first initial of first name (i.e. Rose Marie or Ramos-Hernandez = R)
 - ✓ If no middle initial, they leave it blank
 - ✓ If there's a possibility of youth with the exact initials and date of birth, such as twins in the same program/site/group, assign one of the youth (twin) a different set of initials, such as "Z" and "Z" as first and last initials (and take note for the post implementation)
- ✓ # surveys collected and/or entered are noted on your online report. At post, this number only reflects the number matched from pre-to-post.
- ✓ At Pre, questions about "who takes care of you most often" aren't used in the analytics, so if the question is confusing for youth, they can skip.