Youth Survey Check List for Online Surveys

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

- ❑ Forward the appropriate email to the site/group leader (survey implementer); they must use the corresponding URL for their *exact* site/group (it will be noted in the email subject line and within the email and it will be displayed on the first page of the survey).

- ❑ For group settings, ideally load the survey onto all devices before youth arrive and bookmark to reload, if necessary. Staff should print one copy of the PDF survey to be ready to answer any questions.

- ❑ If many devices will be accessing the same internet/wifi, test bandwidth prior to launch – surveys must be connected to the internet at all times.

- ❑ For individual use, email/text hyperlink or bit.ly (shortened URL) directly to youth with your own introduction (script).

ROOM SET-UP

- ❑ Provide a **quiet, confidential space** for youth to complete the survey honestly.

- ❑ **Click to upload the survey link or type in the bit.ly** (case sensitive) to any internet accessible device. For easy access, bookmark the link. **AND/OR** read out loud or text/email the bit.ly 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.

- ❑ To **ensure completion**, ask youth to NOT close the browser after the survey but to show you the "thank you" screen. Then reload the URL for the next youth.

- ❑ In a group setting, provide youth with **enough time** to settle in, hear instructions and complete the survey (~30 minutes total, 10-15 minutes for the survey).

- ❑ 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 survey administrator should read the **Survey Administration Script** aloud to youth. Explain what the survey is and how it will be used.

- ❑ All youth in the system will be identified by their first and last **initials combined with their birth date** (month, day, year). This is the only required information.

- ❑ Youth are allowed to skip any uncomfortable questions or ask for clarification from you.

- ❑ Remind youth that the survey must be completed in one sitting. If they accidentally close the browser, they must start again.

- ❑ Youth must hit submit at the end of the survey. A "Thank You" screen will appear at the conclusion.

- ❑ Thank youth for their honest responses!

Youth Survey Check List for Paper Surveys

COLLECTING CONSENT

- ❑ Collect permission forms from parent/guardian for youth 11 to 18 <u>before</u> 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

- ❑ Forward the appropriate email to the site/group leader (survey implementer); they must download and print from the email with their *<u>exact</u>* site/group (it will be noted in the email subject line and within the email and it will be displayed in the footer of the survey PDF).
- ❑ If collecting data en masse, consider entering in "today's date" on the PDF **<u>before</u>** copying and distributing (one less question for youth to complete). Print enough copies for all youth and for the survey facilitator.
- ❑ If copying double-sided, ensure printing reflects all pages of the original survey.
- ❑ If possible, write in youth initials and date of birth and hand-out individually to youth to ensure legibility for data entry. If not possible, check legibility of initials and date of birth when youth hand in their survey.
- ❑ Paper data entry link is the second link in the email and is unique to each group.

ROOM SET-UP

- ❑ Provide a **quiet, confidential space** for youth to complete the survey honestly.
- ❑ Ensure the footer of the paper survey matches the youth's program, site and group.
- ❑ Make sure all youth have a dark pencil or pen to complete the survey.
- ❑ In a group setting, provide youth with **enough time** to settle in, hear instructions and complete the survey (~30 minutes total, 10-15 minutes for the survey).
- ❑ 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 survey administrator should read the **Survey Administration Script** aloud to youth. Explain what the survey is and how it will be used.
- ❑ All youth in the system will be identified by their first and last **initials combined with their birth date** (month, day, year). This is the only required information. Be sure these identifiers are legible.
- ❑ Youth are allowed to skip any uncomfortable questions or ask for clarification from you.
- ❑ If youth change an answer, be sure it is clearly marked.
- ❑ Remind youth to flip over the paper if survey is copied double-sided.
- ❑ Thank youth for their honest responses!

DATA STORAGE/ENTRY

- ❑ Keep the data completely confidential; Store the data in a confidential, secure location.
- ❑ Enter your paper surveys online through the exact link provided; it is the second link at the bottom of the YDiLS email. If you need data entry support, contact Algorhythm.

ALGORHYTHM * For the original YDiLS, the survey is validated for youth 11 through 22 and, in YDILS2.0, the survey is validated for youth ages 9 through 22 as calculated by the date of the PRE-survey. Data on youth older or younger beyond this age range can be collected but will not be displayed on the online reports.