

# 2021

## Survey Coordinator Training Information

### **Online** and **Paper/Pencil** Survey Options

*(Most planning instructions for PAYS 2021 are the same for any type of survey administration. When instructions differ, we will note those specifically. Please follow **Green** highlight cues for instructions specific to Online administrations and **Yellow** highlight cues for instructions specific to Paper administrations)*

This training packet contains information related to the following steps:

1. Prepare Schools and Set Survey Dates
2. Establish a Process for Surveying Appropriate Students in the 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> 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. Online and Paper/Pencil Survey Preparation
6. Survey Day Instructions/Final Steps

**PLEASE NOTE:** The supporting materials referenced at the end of each step have been sent along with this manual as separate attachments so that you can better access and use them throughout the survey planning and administration process.

Your main contacts for the 2021 PAYS project are  
Project Coordinator **Kelsey Kraft** ([kelsey@bach-harrison.com](mailto:kelsey@bach-harrison.com)) and  
Project Director **Mary Johnstun** at Bach Harrison LLC (Survey Contractor, [mary@bach-harrison.com](mailto:mary@bach-harrison.com)). Contact Kelsey or Mary 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.

**Table of Contents**

Step 1: Prepare Schools and Set Survey Date(s)..... 3

Materials for Step 1..... 3

- Pennsylvania Youth Survey 2021 Frequently Asked Questions..... 3
- Quick Reference Survey Coordinator Instructions– Paper/Pencil Administration..... 3
- PAYS webpage for links to share: [http://www.pccd.pa.gov/Juvenile-Justice/Pages/Pennsylvania-Youth-Survey-\(PAYS\)-2021.aspx](http://www.pccd.pa.gov/Juvenile-Justice/Pages/Pennsylvania-Youth-Survey-(PAYS)-2021.aspx) ..... 3
- PAYS 101 Webinar - How to make the most of your PAYS data: <http://www.episcenter.psu.edu/PAYSwebinars>..... 3

Step 2: Establish a Process for Surveying Appropriate Students in the 6th, 8th, 10th, and 12th Grades in Your School/District..... 4

Step 3: Prepare Proctors for the Survey..... 5

Materials for Step 3..... 5

- Sample Introductory Proctor Letter ..... 5
- Classroom Proctor Instructions – Online and Paper/Pencil..... 5

Step 4: Establish a Process for Distributing Passive Parent Consent Forms and Tracking Parent Refusals ..... 6

Materials for Step 4..... 6

- Sample Passive Parental Permission Letter (English and Spanish)..... 6
- Sample Passive Parental/Caregiver Request Tracking Form ..... 6

**Step 5: Survey Preparation (Online)..... 7**

Preparing Materials (Online)..... 9

**Step 6: Survey Day Instructions/Final Steps (Online) ..... 8**

**Step 5: Survey Preparation (Paper/Pencil) ..... 10**

Preparing Materials (Paper/Pencil)..... 10

Distributing Materials (Paper/Pencil) ..... 10

Materials for Step 5..... 11

- Quick Reference Survey Coordinator Instructions – Paper/Pencil Administration... 11
- Classroom Proctor Instructions – Paper/Pencil ..... 11

**Step 6: Survey Day Instructions/Final Steps ..... 11**

Picking up the Completed Surveys (Paper/Pencil Only)..... 11

Shipping Completed Surveys (Paper/Pencil Only) ..... 11

## 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:  
[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)
  - PAYS 101 Webinar – How to make the most of your PAYS data:  
<http://www.episcenter.psu.edu/PAYSwebinars>
- 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 7<sup>th</sup> through November 19<sup>th</sup>

- 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 your survey window has been chosen for your district, notify school principals and provide that window in your district’s online Survey Coordinator Planning Portal.

### Materials for Step 1

- Pennsylvania Youth Survey 2021 Frequently Asked Questions
- Quick Reference Survey Coordinator Instructions
- PAYS webpage for links to share: [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)
- PAYS 101 Webinar - How to make the most of your PAYS data:  
<http://www.episcenter.psu.edu/PAYSwebinars>

## 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 or Kelsey Kraft at Bach Harrison – [mary@bach-harrison.com](mailto:mary@bach-harrison.com) or [kelsey@bach-harrison.com](mailto:kelsey@bach-harrison.com).
  - The 2021 PAYS is offered at no cost to all 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grade students (public or private) in the state.
  - An overwhelming majority of participating schools/districts have chosen to survey all students in 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> 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 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> 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.
- **If you will be administering the survey online**, engage your district's IT staff at this point to discuss the devices to be used (i.e. computer labs, student laptops, notebooks/iPads, etc.).
- 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.
  - Roughly three days before the survey, proctors should receive thorough instructions (**Classroom Proctor Instructions**) 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,
    - **(Online Only)** How the survey will be conducted using school technology,
    - **(Online Only)** The URLs for administration (if available at the time), and
    - What they will be expected to do.

#### Materials for Step 3

- Sample Introductory Proctor Letter
- Classroom Proctor Instructions

## 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 ([mary@bach-harrison.com](mailto:mary@bach-harrison.com)) or Kelsey Kraft ([kelsey@bach-harrison.com](mailto:kelsey@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 – Online Survey Administration

(If you are administering the survey in **paper/pencil format**, please skip to page 8 for Step 5)

Approximately two weeks (or more) before your scheduled survey date, Bach Harrison will email you URLs (one per school) to be distributed to schools. The email will also contain the following attachments:

- **Instructions** for you on how to prepare for your online survey.
- **Instructions for proctors** to read to the students at the beginning of the survey administration. See **Classroom Proctor Instructions – Online**.

See the **Quick Reference Survey Coordinator Instructions – Online Administration** for more information.

**NOTE REGARDING SPANISH FORMS:** An online-version Spanish survey has been developed. If your district or school has a need for Spanish format, please alert Mary Johnstun at [mary@bach-harrison.com](mailto:mary@bach-harrison.com) or Kelsey Kraft at [kelsey@bach-harrison.com](mailto:kelsey@bach-harrison.com) as soon as possible. She will email you the information necessary to access the online version.

- Examine the attached materials of that email to ensure that instructions are clear.
- Check to make certain that each of your Survey URLs works on the internet platform to be used at each school. Each survey will get one unique URL for all students in each school building to use.
- Figure out the best way to distribute the URLs to each school and to each teacher/survey proctor.
- Proctors will also need to be given very clear information regarding the computer lab (if multiple computer labs exist at your school) or technology they are to use on the day of the survey, and the system you would like to follow for getting the survey done in one school day. See **Classroom Proctor Instructions – Online**.
- Some ideas for gearing up for each school's survey are as follows:
  - Consider bringing all proctors together to conduct a training session for how you would like the survey to be administered and the system you would like to use for moving students through the computer labs.
  - Forward the URLs and your online survey plan via email to your school-level contacts or proctors.
  - Supply the URLs to school-level IT staff and ask that the survey location be bookmarked in the school's computer labs (NOTE: We will set up an activation timeframe to ensure that students do not take the survey ahead of time).

### Materials for Step 5

- Quick Reference Survey Coordinator Instructions – Online Administration
- Classroom Proctor Instructions – Online

## **Step 6: Survey Day Instructions/Final Steps - Online Survey Administration**

(If you are administering the survey in **paper/pencil format**, please skip to page 11 for Step 6)

- If schools and proctors have been properly trained and prepared prior to the day of the survey, the administration should go quite smoothly. However, should any technical problems arise on the day of the survey, please contact Kelsey Kraft or Mary Johnstun at Bach Harrison LLC or contact the IT staff at your school. Some day-of-the-survey specifics:
  - On the day of the survey, each school will use the unique online survey URL that has been set up for them by Bach Harrison. Each computer that is to be used should have the URL bookmarked and ready for use. Prior to students entering the computer lab, the survey proctor should open the URL for each computer.
  - The last screen of the survey will read “Thank you for completing the survey. On behalf of the Commonwealth of Pennsylvania, we would like to thank you for your participation in this important study.” Students should click the “Done” button/option. When they do so, the survey will refresh for the next student taker.
  - If a student does not finish the survey and leaves the computer lab without hitting that final “Done” button, the survey proctor should merely reload the URL for the next student
  - These instructions are also located in the instructions/scripts for survey proctors.
- Check with each school after the survey to make sure that they completed the survey as planned. Assess whether or not the school needs more time to get all students surveyed and if they have a plan for doing so.
- Check your District’s Survey Coordinator Planning Portal to see updates of your schools’ participation – participation numbers are not live and will not update as the survey is administered. Numbers will be manually pulled and updated every weekday morning. When schools are done with their survey administration, you can indicate this by checking the “Survey is Complete” box for each school to alert BH that the school’s link is ready to be closed.
- 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.



## Step 5: Survey Preparation – Paper/Pencil Survey Administration: Preparing Materials

(If you are administering the survey in **online format**, please go back to page 7 for Step 5)

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 Kelsey Kraft at [kelsey@bach-harrison.com](mailto:kelsey@bach-harrison.com) or Mary Johnstun at [mary@bach-harrison.com](mailto:mary@bach-harrison.com) 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 Kelsey or Mary know and they 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 Kelsey Kraft at [kelsey@bach-harrison.com](mailto:kelsey@bach-harrison.com) or Mary Johnstun at [mary@bach-harrison.com](mailto:mary@bach-harrison.com). 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 Kelsey Kraft at [kelsey@bach-harrison.com](mailto:kelsey@bach-harrison.com) or Mary Johnstun at [mary@bach-harrison.com](mailto:mary@bach-harrison.com) 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
- Classroom Proctor Instructions – Paper/Pencil

## **Step 6: Survey Day Instructions/Final Steps – Paper/Pencil Survey Administration: Picking up the Completed Surveys**

(If you are administering the survey in **online format**, please go back to page 8 for Step 6)

- 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!