Dear 21st CCLC Project Directors and Site Coordinators,

We are ready to launch the newly revised *Youth Skills and Beliefs Survey*. Thank you in advance for conducting the survey! We are excited about the potential for this survey to provide you and programs like yours with valuable information about the skills and beliefs of your participants as well as their views on the impact of your program. The survey will be required for all students meeting the attendance requirement in grades 4-12, in all 21st CCLC sites.

This letter contains important information about the survey, including instructions for how to implement it with young people, the timeline for completion, and how to get answers to your questions. In addition, we held two webinars on **April 3 and April 10 from 11:30 AM-1:00PM** to explain the process in greater detail. This webinar was mandatory for Program Directors and Site Coordinators. Please see below for where to access the webinar recording.

We realize that the webinar dates listed above may coincide with your school district’s spring break. If you are unable to attend the live Webinar we will post a link to the recording after it is completed and will send it out via email.

**Important Things to Know about the Survey**

Survey data will be collected in a way that will allow OSPI to connect youth survey responses with data about that youth contained in the state data warehouses maintained by OSPI. When you log into the survey site, you will see a place where you will be asked to identify the young person’s name, date of birth, and SSID (10-digit state student ID number). Each youth will also be assigned a unique survey ID.

**Site Coordinator Instructions for Implementing the Survey**

*General Instructions – please use this detailed list to assist you in survey administration. You may also reference the power point slides associated with the webinar presented on April 10th for further guidance (the webinar administered on April 10th contains the most up-to-date information). The webinar recording is located at:*


**Before you survey youth**

1. Identify participants who have attended your program at least 30 days or more since September 2014. Please plan to survey all participants at your site with more than 30 days of attendance. In particular, we want to be sure that all students who took this survey last year and meet the 30+ days of attendance criteria for this year are surveyed along with any new students. **Note:** You will need the SSID number and Date of Birth for all students in advance of final survey submission.

2. Distribute the attached parent/guardian consent form to each young person who will be participating in the survey. This form needs to be sent home at least 6 days in advance of youth taking the survey. If you receive a form back indicating that a parent/guardian does not give permission for their child to take the survey, be sure to remove that young person from your list of survey participants.
3. Once you have finalized your list, please log in to the online survey system (your project director should have sent you a link to create your own user account).

4. Please tell the system how many students will be completing the survey and click “Save Update.” This should be the same number of students who are on your list that have attended 30+ days AND whose parents have NOT sent back the parent passive consent form.
   a. Once you click “Save Update,” the webpage will reload with single rows for the number of students you plan to survey. Each row should have a Survey ID and then blank information for SSID, Date of Birth, and Student Name.

5. Please select your method of entering the missing information.
   a. You can choose to enter each student’s information manually, or upload the information from an Excel template.

6. Enter as much information as possible PRIOR to surveying students. If you do not have all of the information at the time you would like to survey the students, that’s okay. You can come back and re-enter this information later.

**Surveying the Students**

7. Identify a time during your program when it will be least disruptive for young people to take a survey (e.g., during snack or an open recreation period).
   a. The survey should take young people about 20 minutes to complete, but block out 30 minutes so you have enough time to bring young people together, hand out the survey, provide them with instructions, and collect the survey.

8. Identify a computer lab (if surveying youth as a group) or a computer workstation (if surveying one young person at a time).

9. Prepare the computers before young people arrive by opening the survey link on your site coordinator main page.

10. On the opening page, enter the young person’s survey ID number, and select either English or Spanish. Then click the “take survey” button. You may want to put a post-it note on the computer with the young person’s name on it if you are surveying a group of youth together in a computer lab.
   a. If you are doing this in a group setting, there is the possibility that some computers will “time-out” while you are getting them set up. Because each school is different, we recommend that you work with your IT/Computer specialist to assist you in extending the amount of time at which computers will time out.

11. Once youth are gathered, read them the following instructions:
   a. “Thank you for participating in this survey. The survey asks you questions about how you think and feel about yourself. This is not a test and there are no right answers. Just check the answer that is most true for you. Please do not put your name on the survey. It is confidential which means no one including staff at this program, your parents, or teachers, will know how you answered a question. Once you submit the survey, no one but the research team will be able to see your answers. If you don’t want to take the survey you do not have to and you can stop anytime once you have started. Take your time and read each question carefully, then check the answer that is most true for you. If you have any questions, raise your hand and I will come around to answer them.”

12. Ask young people to complete the survey and click submit.
13. Check to ensure all surveys are submitted.

After surveying the youth
14. Once you have finished surveying youth, you will need to finalize your submission. Go back into the main survey page and make sure you have a name, DOB and SSID entered for all students that have a completed survey (green survey complete checkmark in the last column).
15. After you have entered all information, click the “finalize” button underneath the table on the main page. This will signal to AIR that you have completed your survey.

Please complete all surveys by May 31, 2015. If you have questions about the survey, you may contact us at WA21stcclc@air.org.