

# 2015 YRBS Administrator Training

NH Department of Health & Human Services

Winter/Spring 2015

# Who We Are

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JSI Research & Training Institute, Inc.**

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# Objectives for Today

- Learn the survey administration process
- Become familiar with the forms
- Understand the flow and control of materials and information
- Understand the rationale and uses of the YRBS

# Eligible Students

The survey is limited to students in grades 9 – 12.

Participation is limited to only those students who are able to take the YRBS without assistance

# Options:

## State or Community Survey

- State Survey: Approximately 50% of eligible classes, selected at random are surveyed
- Community Survey: All eligible high school students are surveyed and includes the State Survey classes

# State Survey

The DOE's state report is based upon data derived from these classroom surveys.

Community reports are not provided to schools that participate only in the State Survey.

# Community Survey

Schools will survey all eligible high school students and will receive a customized “community report.”

There is no cost to eligible schools that choose to participate in the 2015 YRBS Community Survey.

Data may be used to obtain grant funding

# Substance Misuse Prevention Coordinators

Coordinators in each of the 13 public health regions are available to assist schools in identifying grants and other opportunities to use YRBS data.

Their contact information is included in the training information packet.

# Public Health Regions

A report will be generated if a sufficient number of schools and their participating students complete the YRBS in any of the 13 public health regions.

This subject will be discussed later in the training.

# Select Survey Dates

- Weighted, valid data depends upon a high rate of student participation
- Select a date that historically experiences high student attendance
- Dates between February to mid-April are ideal
- Avoid:
  - Monday and Friday
  - First period
  - Right before or after holidays
  - Dates scheduled for other testing, field trips etc.

# Select Survey Dates

- Pick a class period/block when most students are in school - second period/block is recommended
- Notify DHHS as soon as a date is selected, but no later than 3 weeks prior to the date your school will administer the YRBS.
- If a group of students become unavailable it is better to reschedule your YRBS on a high attendance day – but notify DHHS immediately.
- Allow makeup sessions for absent students?
  - **ABSOLUTELY NOT!**

# Provide School's Master Schedule to DHHS

DHHS needs your school's master schedule for your survey administration date to:

- Select the classrooms that will participate in the State Survey using CDC's random selection process
- Assemble and ship packets containing the correct number of survey materials for each classroom to your school

# Parental Notification

- Be sure to provide adequate notice to parents
- If requested, allow parents to visit the school to preview the questionnaire – do not release the questionnaire or provide copies of the questionnaire
- **PASSIVE Parental Permission**  
Must be returned **ONLY** by those parents wishing to opt their child out of the survey

# Parental Notification

- If your district requires active permission, forms are available but more advanced notice to parents is required.
- Please contact Claire Gendron well in advance of your survey administration date if your district will require active permission.

# Choose & Train The Teachers Who Will Survey

- Summarize your training
- Review administrator instructions
- Review the Survey Administrator's script
- Review materials handling
- You can use this power point for training or
- DHHS' interactive online training course

# Confidentiality Pledge

This document must be signed by the school's survey coordinator and also may be signed by staff who help to administer the YRBS

# Get the Documentation Right!

## Tracking sheets:

- for the community survey will have the same classroom code
- for the State Sample Survey will each have their own unique code number and must be tracked very carefully to generate a statistically valid State Survey.

# Get the Documentation Right!

- The number of classes included in the State Sample Survey have increased dramatically this year from just 2 – 3 classes to up to half of the classes
- Teachers must pay particular attention to these classes to ensure a successful State Survey

# Survey Procedures - Privacy

Ensuring students' privacy is an absolute mandate to be sure that students feel safe in answering sensitive questions.

To protect students' privacy, DHHS will combine classes of less than 5 students with a larger class

**Students must place their own completed surveys in the classroom envelope**

# Survey Procedures

## Tracking Student Participation

A high percentage of students must participate and attendance must be accurately documented to ensure weighted, useable data for the State report and Public Health Region reports.

Class enrollment from your school's master class list **must be accurate** as it will serve as the basis for the number of surveys provided to you and class enrollment on the tracking form

# Survey Procedures

## Tracking Student Participation

At the beginning of the survey, to account for blank or missing surveys, teachers must note on the tracking form

1. The number of students in attendance
2. The number of students absent
3. The number of students that are no longer or are newly enrolled in that classroom

# Survey Procedures

## Administering the YRBS

**Do not combine classrooms – call DHHS if attendance in a classroom falls below 5 students**

**Do not place surveys from one classroom into another classroom's envelope**

**Blank and completed surveys should be placed together in the classroom envelope**

**The number of blank and completed surveys returned for each classroom must equal the number of enrolled students in attendance**

# Collecting Surveys

- Surveys must be **immediately** collected by the Survey Administrator
- Teachers must ensure that the appropriate forms are attached and the envelope label is completed with correct tracking codes and attendance information

# Survey Materials

From DHHS to You:

DHHS will notify you when the survey materials are shipped to your school. You will be provided with:

- YRBS surveys and supplies
- A packet of surveys for each classroom

# Survey Materials

- Ask school administration to notify you when survey materials are received from DHHS
- **Immediately review** the contents to be sure that you have received a packet for each classroom and a sufficient number of surveys and materials for each class.
- **Notify DHHS immediately** if any survey materials are missing

# Returning Survey Materials

## From You to the YRBS Contractor

- Notify DHHS when all of the surveys and tracking forms have been collected and boxed (contact information will be provided to you).
- Provide the number and the weight of the boxes and DHHS will provide UPS mailing labels

# Support the Students

- Some of the content of the survey can be disturbing to students
- Be sure that all staff are aware of the possibility that students may have unanticipated or unpleasant feelings
- Arrange for support staff to be available and give the students information about whom to go to discuss their feelings

# Quality Data

Depends on school attitude - if the administration and the survey coordinator take the survey seriously, the process will go smoothly and the product will be reliable.

Contact Claire Gendron if you have any questions with questions or concerns @ 271-4988 or [yrbs@dhhs.state.nh.us](mailto:yrbs@dhhs.state.nh.us)

**Please contact DHHS if you need  
additional staffing assistance**

***Thank you for participating  
in the  
2015 Youth Risk  
Behavior Survey!***