

# 2021 NH YOUTH RISK BEHAVIOR SURVEY ADMINISTRATOR TRAINING



# WHO WE ARE

## NH Department of Health and Human Services

- Chiahui Chawla

Chief, Bureau of Public Health Statistics  
and Informatics

[chiahui.chawla@dhhs.nh.gov](mailto:chiahui.chawla@dhhs.nh.gov)

- Jill A. Burke

NH Bureau of Drug and Alcohol Services

[jill.burke@dhhs.nh.gov](mailto:jill.burke@dhhs.nh.gov)

- Scot Foster

Community Strategies Coordinator

[scot.foster@dhhs.nh.gov](mailto:scot.foster@dhhs.nh.gov)

## NH Department of Education

- Gretchen Tetreault

Business Systems Analyst

[gretchen.tetreault@doe.nh.gov](mailto:gretchen.tetreault@doe.nh.gov)

## Arkansas Foundation for Medical Care

- Linda Newell  
Survey Supervisor  
[lnewell@afmc.org](mailto:lnewell@afmc.org)

- Shalini Manjanatha  
Statistician  
[smanjanatha@afmc.org](mailto:smanjanatha@afmc.org)

- Shayla Dixon  
Statistician  
[sdixon@afmc.org](mailto:sdixon@afmc.org)

- Jennifer Chaney  
Administrative Support II  
[jchaney@afmc.org](mailto:jchaney@afmc.org)

# OBJECTIVES

- Administering web-based survey format
- Refresh your understanding of, or learn the survey administration process
- Become familiar with the forms
- Understand the flow of materials and information

# 2021 UPDATE

- In 2019, the CDC allowed for state and local parts of the YRBS to move to web-based administration on a voluntary basis
- The 2021 NH YRBS will be available to be administered online
- Community Survey: All eligible and willing high schools in grades 9-12
- Subset of participants is submitted to the CDC

# PARENTAL PERMISSION

## Passive Parental Permission

- If your district allows passive parental permission, forms must be returned only by those parents wishing to opt their child out of the survey
- Parent permission to participate in the survey is assumed if no form is returned before the survey start date

## Active Parental Permission

- A signature is required from a parent authorizing the student's participation
- If your district requires active permission, forms are available but advanced notice to parents is required to ensure a successful survey
- Please contact Scot Foster prior to your survey administration date if your school will require active permission

# NEW HAMPSHIRE STATUE 186:11

- School districts must notify parents of a non-academic survey or questionnaire and its purpose
- A copy of the questionnaire must be made available at the school and on the school or school district's website, for review by a student's parent or legal guardian **at least 10 days** prior to distribution to students
- The law does not require active parental permission

# STUDENT CHOICE

- Students may choose at any time to opt out of the survey
- Students may choose to reconsider their participation and take part in a makeup session
- Students who choose not to participate are not required to provide a parental opt-out form
- All students must be told that the survey is voluntary and anonymous

# SELECT SURVEY DATES

PRIOR TO DECEMBER 31, 2021

- The dates selected for survey administration can affect school and student response rates
- Avoid:
  - Monday or Friday
  - First period
  - Right before or right after holidays
  - Dates scheduled for other testing, field trips, etc.
- Pick a period/block when most students are in school
- 2<sup>nd</sup> period/block or required English classes are highly recommended
- Notify Scot Foster at DHHS as soon as a date is selected, and class list is prepared (no later than 3 weeks prior to the date your school will administer the YRBS)



# MAKEUP SESSIONS

- If a group of students become unavailable (i.e., quarantine) it is better to reschedule your survey on a high attendance day – but notify Scot Foster at DHHS immediately
- If you choose not to reschedule, you should conduct a makeup session for the group of students when they return to school
- To maximize student response rate, makeup sessions should also be scheduled for other students who were absent from school only if they can be surveyed in groups of at least 5 students
- Makeup sessions may include students from different classes, but the surveys must be placed in the envelope of the student's assigned classroom and the Classroom-Level Sample Information Form should be updated

# MASTER CLASS SCHEDULE

- DHHS/AFMC 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
- Your master class schedule should list all the classes during the period/block in which the YRBS will be administered and must include:
  - Teacher Name
  - Class Name (subject)
  - Classroom ID (physical location)
  - Number of students enrolled in each class
  - Identify ineligible classes

# STUDENT PARTICIPATION

- Students must be in school to participate
- Participation is limited to only those students who are able to take the YRBS without assistance
- Students unable to complete the survey independently might include those who cannot read English well enough or students with disabilities such as visual or dexterity impairments

# RESPONSIBILITIES

## School Coordinator

This person will:

- Receive boxes with survey materials
- Distribute Survey Administrator Packets
- Collect all survey materials after the survey is administered
- Communicate with Survey Administrators if there are any questions or concerns
- Act as the liaison to other agencies
- Hold responsibility for the overall management of the survey

## Survey Administrator

This person will:

- Oversee the execution of the survey
- Monitor students as the survey is being administered
- Adhere to specific guidelines to ensure the students' privacy

# ONLINE SURVEY MATERIALS

AFMC will notify the School Coordinator when the survey materials are shipped to your school

The School Coordinator Packet will include:

- Coordinator training document
- 5 paper questionnaires/5 pencils/5 scantron answer forms
- School-Level Sample Information Form
- Return envelope

The Survey Administrator Packet will include:

- YRBS access code cards
- Survey script
- Survey instructions
- Classroom-Level Sample Information Form

# PAPER SURVEY MATERIALS

AFMC will notify the School Coordinator when the survey materials are shipped to your school

The School Coordinator Packet will include:

- Coordinator training document
- School-Level Sample Information Form
- Return envelope

The Survey Administrator Packet will include:

- Paper questionnaires
- Scantron answer forms
- Pencils
- Survey script
- Survey instructions
- Classroom-Level Sample Information Form

# RECEIPT SURVEY MATERIALS

- Ask school staff who receive shipments to notify School Coordinator as soon as the survey materials are delivered to your school
- Immediately review the Coordinator Packet to ensure all contents are provided
- Be sure the shipment includes a packet for each classroom
- Notify AFMC immediately if any survey materials are missing
  - [LNEWELL@AFMC.ORG](mailto:LNEWELL@AFMC.ORG), cc [SMANJANATHA@AFMC.ORG](mailto:SMANJANATHA@AFMC.ORG)

# TRACKING STUDENT PARTICIPATION

- The Classroom-Level Information Form is included to gather details on student participation
- The form will only help if the teachers accurately document student participation at the time of the survey
- Instructions are included to help navigate the process of correctly reporting student participation
- This form must be completed and returned for every sampled class even if no student participated
- The completed form must be delivered to the School Coordinator
- The School Coordinator must collect, review and resolve any discrepancies in the number of enrolled, absent and participating students on the Classroom-Level Sample Information Form



# CLASSROOM-LEVEL SAMPLE INFORMATION

## Classroom-Level Sample Information Form Youth Risk Behavior Survey

### INSTRUCTIONS:

- 1) Make enough copies of this form so there is one for EACH selected class in each school.
- 2) A Classroom-Level Sample Information Form MUST be completed for EACH of the classes selected for your survey. This includes forms for any classes that did not participate.
- 3) Please complete all fields below, even if the class did not participate. Do not leave any fields blank. If the answer is zero, enter 0.
- 4) The completed Classroom-Level Sample Information Form should include the FINAL counts, including any make-up surveys.
- 5) Please check that the sum of (C) + (D1) + (D2) equals the number in (B) before you submit your forms.
- 6) Please send a completed Classroom-Level Sample Information Form for ALL sampled classes to Westat when you send the answer sheets for scanning. If you scan your own answer sheets, please send the completed Classroom-Level Sample Information Forms with the data.

State or Local Agency: [pre-filled]

School: [pre-filled]

PCSample ID: [pre-filled]

Class ID: \_\_\_\_\_  
(Use the random class number shown on the School-Level Sample Information Form.)

(A) What is the PREDOMINANT GRADE in this class?	(Circle one) 9 10 11 12 Other (specify):
(B) How many students in grades 9-12 are currently ENROLLED in this class?	
(C) How many students in this class participated in this survey? (This should include any make-up surveys received.)	
(D) For currently enrolled students who did NOT participate in this survey, please answer the following:	
(D1) How many students could not complete the survey independently (e.g., special needs, language barriers)?	
(D2) How many students not counted in (D1) did not complete the survey (e.g., absence, parent refusal, student refusal)? This should not count any make-up surveys. Please count make-up surveys in (C).	
NOTE: The sum of (C) + (D1) + (D2) should equal the number in (B).	

If the class did not participate in the survey, please provide the reason: \_\_\_\_\_

- The Survey Administrator must provide the following information on the Classroom-Level Sample Information Form:
  - The predominate grade
  - Student enrollment
  - Number of non-participating students and reasons for non-participation: (ineligible, opted out, absent)
  - Number of participating students
- Completed forms need to be checked by the School Coordinator and returned to AFMC

# ADMINISTERING THE YRBS

- To prevent discrepancies in the student participation rate, do not combine classrooms or materials for each classroom
- Do not place survey materials from one classroom in another classroom's envelope for any reason
- Allow enough time for students to complete the survey without feeling rushed
- Students should be told the importance of providing honest answers, that no one will know how they respond, and how the data will be used to improve programs and policies for students
- Respond to all student requests for question clarification with "Do the best you can and give an honest answer"

# SURVEY PRIVACY

- For online surveys - upon completion, the Survey Administrator will instruct the students to tear their used access code cards in half and place in the Classroom Packet envelope of their enrolled classroom
- For paper surveys - upon completion, the Survey Administrator will instruct the students to place their scantron answer form in the Classroom Packet envelope of their enrolled classroom
- The School Coordinator and any individuals who help to administer the YRBS shall sign a Confidentiality Agreement prior to the survey

# RETURNING SURVEY MATERIALS

- Notify AFMC when all survey materials: School-Level Sample Information Forms, Classroom-Level Sample Information Forms, scantron answer forms (if applicable) have been collected and boxed
  - [JCHANNEY@AFMC.ORG](mailto:JCHANNEY@AFMC.ORG), cc [LNEWELL@AFMC.ORG](mailto:LNEWELL@AFMC.ORG)
- Provide the number of boxes and the weight of the boxes and FedEx mailing labels will be provided to you

# SUPPORT THE STUDENTS

- Some of the contents of the survey can be disturbing to students
- Be sure that staff is 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

# SUPPORT THE SURVEY ADMINISTRATORS

## Assigned Classroom Packet:

- Review material checklist
- Review Survey Administrator instructions
- Review the Survey Administrator's script
- Review Classroom-Level Sample Information Form
- Return Classroom Packet to School Coordinator upon survey completion

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# Thank you for participating in the 2021 NH Youth Risk Behavior Survey!

Please contact Scot Foster if you have any questions or concerns

[DHHS.NH.Youth.Risk@dhhs.nh.gov](mailto:DHHS.NH.Youth.Risk@dhhs.nh.gov)

This PowerPoint is available on New Hampshire's DHHS website:

<https://www.dhhs.nh.gov/dphs/hsdm/yrbs.htm>

