



Ohio Youth Survey

# County Participation Packet



- ◆ Roles and Responsibilities
- ◆ Survey Plan
- ◆ Survey Timeline
- ◆ Intention for Participation

## Roles and Responsibilities Ohio Youth Survey Pilot

The State of Ohio will:

- Provide financial support for the pilot survey administration and processing, and
- In collaboration with the Interagency Prevention Partnership (IPP) demonstrate collective use of data for informed decision making and track progress towards improved results.

EPP	Smart Track	OSU-CLE	County Partners	Schools
<ul style="list-style-type: none"> <li>• Determine feasibility of a multi-agency supported youth survey.</li> <li>• Obtain cabinet level approval for administering survey in 10 counties.</li> <li>• Develop and finalize survey instrument.</li> <li>• Select 10 Counties for OYS Pilot.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare survey instrument for web based administration.</li> <li>• Prepare survey Proctor User Guide.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct agency surveys on the need for and utilization of youth data.</li> <li>• Provide/ update rationale for survey items.</li> <li>• Complete survey edits/changes.</li> <li>• Provide rationale for county designations.</li> <li>• Update Roles &amp; Responsibilities.</li> <li>• Complete pilot county school listings by grade.</li> <li>• Contract with Vendor for survey administration.</li> </ul>		
<ul style="list-style-type: none"> <li>• Monitor progress of county survey administration by reviewing process</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in a conference call with County contact and OSU-CLE.</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminate letters of invitation to county partners.</li> <li>• Facilitate a</li> </ul>	<ul style="list-style-type: none"> <li>• Agree to partner &amp; participate.</li> <li>• Review the <i>Roles &amp; Responsibilities</i></li> </ul>	<ul style="list-style-type: none"> <li>• Agree to participate.</li> <li>• Designate a contact person from each</li> </ul>

<p>and qualitative reports.</p> <ul style="list-style-type: none"> <li>• Make changes to the Survey Instruments as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide marketing to pilot county schools.</li> <li>• Train schools how to administer the web based survey.</li> <li>• Provide technical assistance and direct survey administration with schools.</li> </ul>	<p>conference call with County contact and Smart Track offering on-going technical assistance.</p> <ul style="list-style-type: none"> <li>• Monitor progress of county administration.</li> </ul>	<p><i>Matrix</i> and SmartTrack Documents.</p> <ul style="list-style-type: none"> <li>• Complete the <i>Survey Plan</i> and the <i>Intent to Participate Form</i>.</li> <li>• Participate in a conference call with OSU-CLE and Smart Track to develop a survey administration timeline.</li> <li>• Recruit schools to participate and designate a contact person for each school.</li> <li>• In coordination with schools determine access to school data.</li> <li>• Facilitate the communication between Smart Track and the County Schools.</li> <li>• Oversee local survey administration by providing customized assistance to schools consistent with their indicated needs.</li> </ul>	<p>school responsible for survey logistics and correspondence with Smart Track and OSU-CLE.</p> <ul style="list-style-type: none"> <li>• Schedule survey administration period.</li> <li>• Schedule computer labs as necessary.</li> <li>• Utilize passive consent.</li> <li>• Provide County Partners &amp; Smart Track with logistical information and request for special assistance.</li> </ul>
<ul style="list-style-type: none"> <li>• Attend county presentations as available.</li> <li>• Present progress</li> </ul>	<ul style="list-style-type: none"> <li>• Compile data from web based questionnaires.</li> <li>• Store and Archive</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct interviews with county partners to provide a “lessons learned” qualitative</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate the results of the surveys with key community stake holders.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate the results of the surveys with key community stake</li> </ul>

<p>update of survey pilot to Cabinet Council.</p>	<p>data.</p> <ul style="list-style-type: none"> <li>• Train schools/county partners on how to access data using Smart Track System.</li> <li>• Provide on-site presentation of data in each pilot county.</li> </ul>	<p>report.</p> <ul style="list-style-type: none"> <li>• Provide training for county partners on how to understand and utilize data.</li> <li>• Prepare a process report on the efforts of coordinating a state administered survey covering multiple domains.</li> <li>• Serve as staff for the EPP in developing materials for presentation at Cabinet level meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize survey results for making informed decisions and tracking progress towards improved results.</li> <li>• Communicate with the Center for Learning Excellence during and after the administration process by providing requested feedback and participating in post administration interviews.</li> </ul>	<p>holders.</p> <ul style="list-style-type: none"> <li>• Utilize survey results for making informed decisions and tracking progress towards improved results.</li> <li>• The designated school contact will communicate with OSU-CLE after the administration process by providing requested feedback and participating in post administration interviews.</li> </ul>
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# OYS Survey Plan

County

Family and Children First Representative

ADAMH/ADAS Board Representative

Participating Schools

School Contact

Contact Information

Participating Schools	School Contact	Contact Information



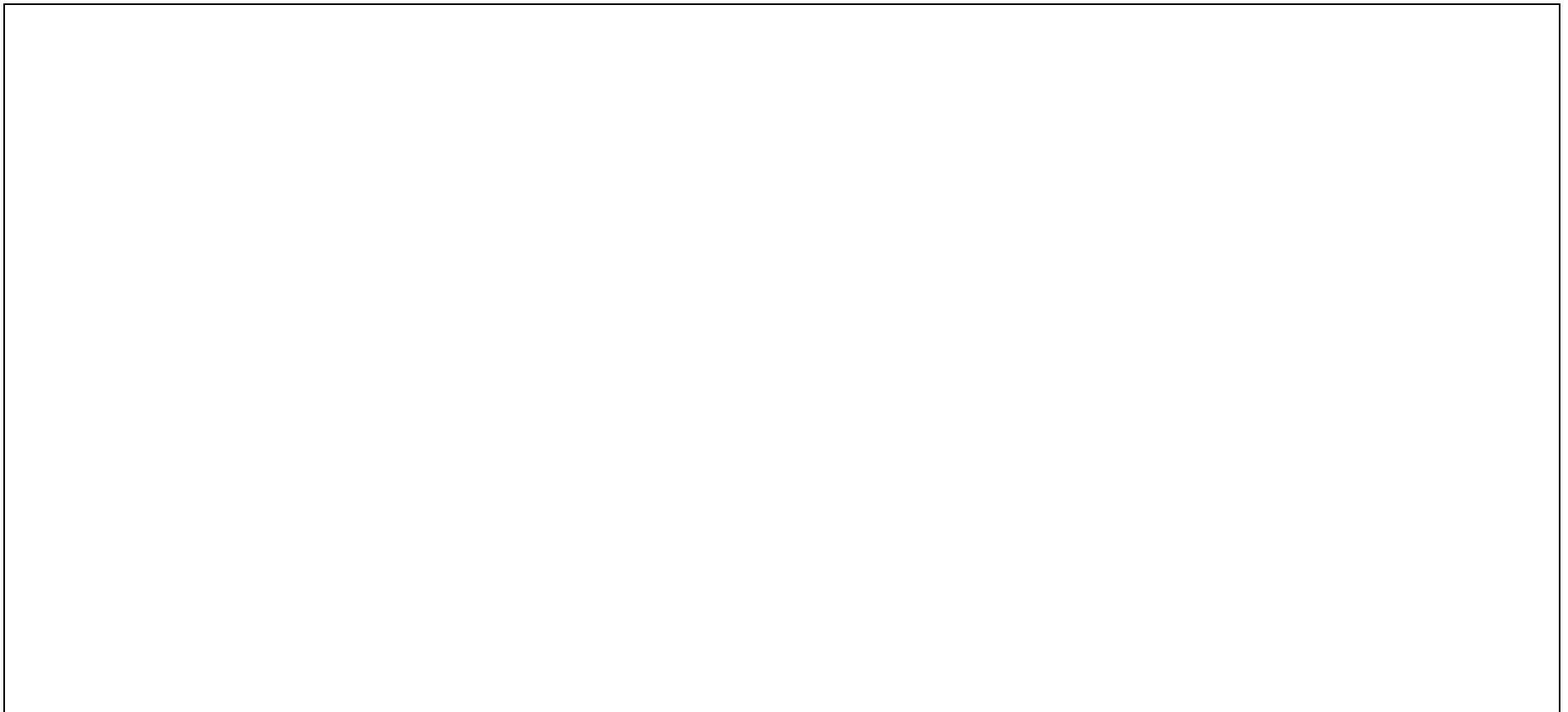
## Methods for Marketing the Survey

**Example:** *The Survey Team will provide Smarttrack with addresses of all schools to send Survey Post Cards. Tom from the ADAMH Board will contact the school superintendents to get the green light. Susan, our local prevention coordinator and Sara, the FCF Coordinator who both have good relationships with the schools will help contact the principals in each of the schools to get the name and contact information for each site. We will stay in contact with Smarttrack and OSU-CLE in providing feedback on the process and request any assistance if we have any problems. We will schedule planning meetings as needed and schedule Smarttrack to talk to schools as necessary and to provide web based surveying training. We will provide schools with information on why getting current and timely data is important to our county for planning and the provision of services.*



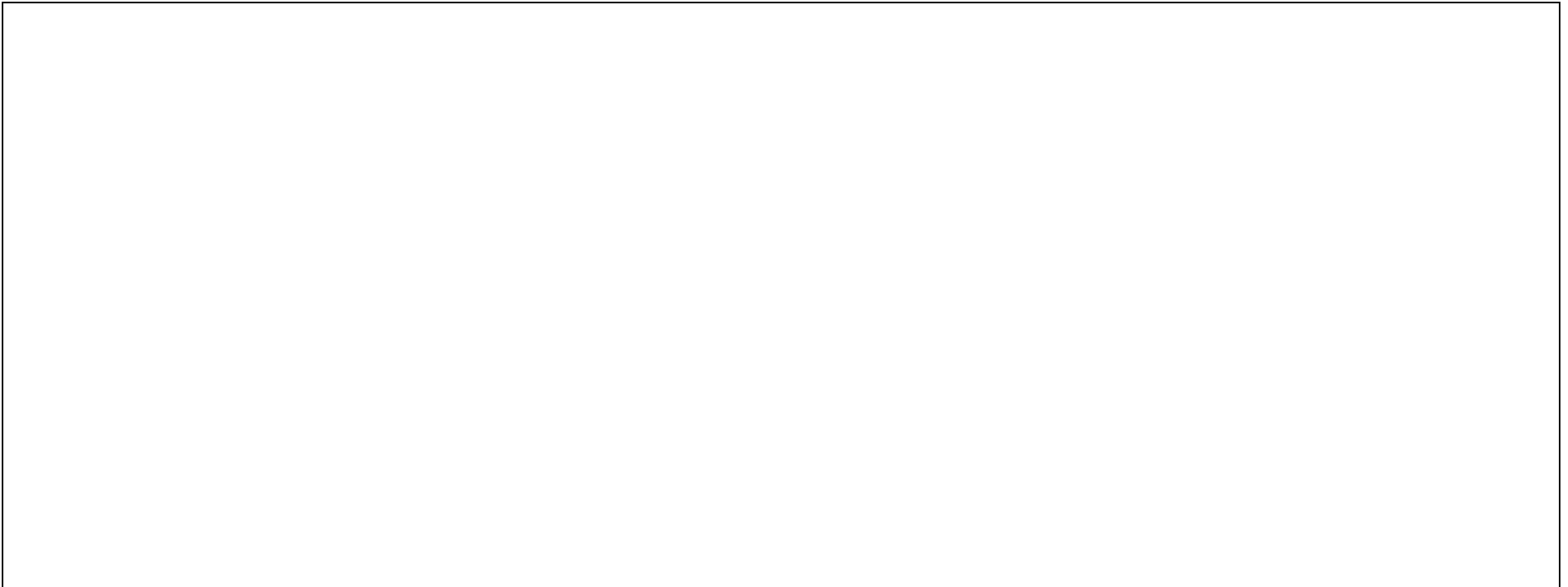
## Methods for Providing Assistance to Schools in Administering the Survey

**Example:** The County Survey Team will complete a list of all school contacts that will be participating in the survey. The Board will provide space for a meeting to discuss survey administration. A survey administration timeline will be completed with the schools in coordination with OSU/CLE and SmartTrack. Will work with each school to identify their individualized needs that include rescheduling and restructuring classes, computer access, and if additional proctors or monitors are needed.



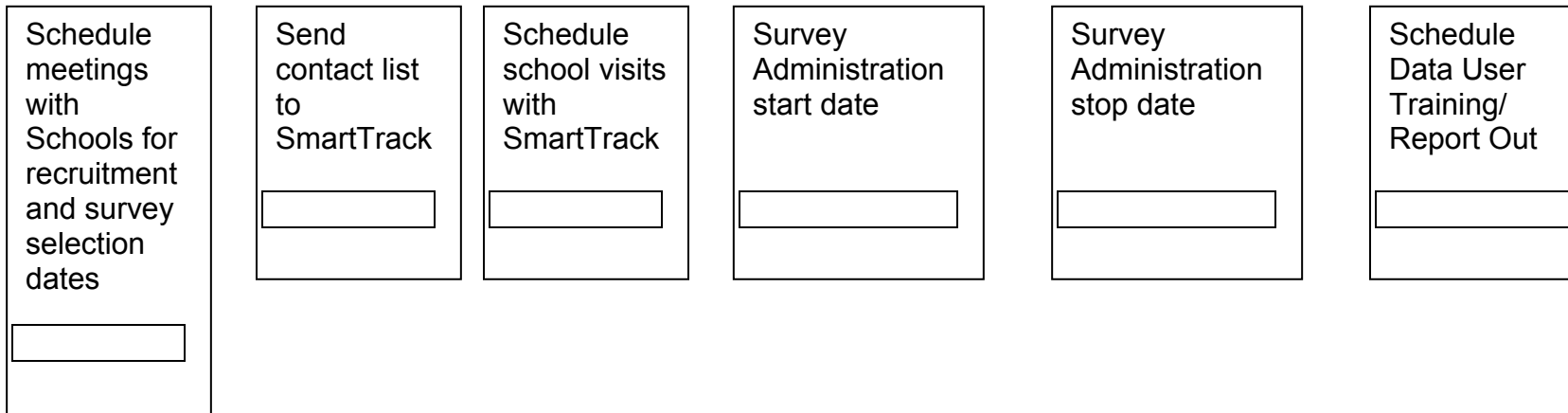
## Methods for Disseminating Survey Results

**Example:** The FCF Council will work with the schools to provide space for the data user trainings and insure that there are enough computers for each school representative. Representatives from the Council and ADAMH/ADAS Boards will attend the data report out to provide immediate planning with the schools. All parties in the team including the schools signed a memorandum of agreement to share the data for planning. One of our prevention staff and a Safe and Drug Free Schools Coordinator has agreed to complete a brief report of our County results called the "Hancock County Highlights" that will include a section on the demographics of our county, both positive and negative survey outcomes and a final summary on where to go from here. This report will be disseminated to all service providers, agencies, organizations and coalitions. The county information will also be placed on the FCF website. The data will be utilized for county planning for service coordination and to sustain funding. The schools will use the data for federal and state reporting and to help them implement needed practices, programs and policies in a timely manner.



# Survey Administration Timeline

*EXAMPLE*



## Intent for Participation in OYS Survey

County

Family and Children First Representative

ADAMH/ADAS Board Representative

The purpose of the Ohio Youth Survey is: 1) to provide a method to collect required data and information that can only be captured through surveying youth; 2) to meet the shared state and federal data and information needs of the Interagency Prevention Partnership; 3) to support county statutory needs assessment requirements; 4) to provide county level youth data and information to support needs assessment activities to facilitate planning and investment in prevention programming and services; 5) to provide baseline data and information for ongoing needs assessment and performance management; and 6) to educate community, county and state stakeholders of the potential prevention needs of youth in grades 6-12.

1. We understand the purpose and intent of the pilot project.
2. We agree to partner with the Local Family & Children First Councils, ADAMHS/ADAS Boards and Schools in our county to insure successful administration of the survey and utilization of the data to inform planning.
3. We will recruit schools to participate and designate a contact person for each school.
4. We will facilitate the community between SmartTrack and the County Schools.
5. We will oversee local survey administration by providing customized assistance to schools consistent with their indicated needs.
6. We will in coordination with SmartTrack, communicate the results of the surveys with key stake holders in the community.
7. We will communicate with the Center for Learning Excellence at The Ohio State University during and after the administration process by providing requested feedback and participating in post administration interviews.

Signatures

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Board Representative

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Family & Children First Representative