



**AIR**<sup>®</sup>

AMERICAN INSTITUTES FOR RESEARCH<sup>®</sup>

# **Administration of the *Youth Skills and Beliefs Survey***

## **American Institutes for Research**

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April 3 & 10, 2015

## Topics

- Review history, purpose, and goals of the survey
- Outline data collection process
- Answer your questions about these data collection processes and get your feedback

## Who is AIR?

- Established in 1946
- Independent, nonpartisan, not-for-profit organization that conducts behavioral and social science research and delivers technical assistance
- AIR is overseeing the statewide evaluation of 21<sup>st</sup> CCLC

# *Youth Skills and Beliefs Survey*

- Survey was developed by YDEKC in partnership with the Weikart Center for Youth Program Quality over the past two years.
- Initial pilot test with YDEKC in 2013 – led to revisions
- Second pilot Spring 2014 – further revisions
- Implementing in all WA 21<sup>st</sup> CCLC sites this year
- Goal is to establish a new measure of young people's skills and beliefs
- Measuring things like academic mindset, persistence, school belonging, personal identity, and social and civic values

## Data Collection Preparation

Each project director has already received:

- A set of instructions
- Criteria for selecting young people to survey
- Parent/guardian passive consent forms


## Data Collection Preparation, Cont.

### Next steps:

- Distribute consent forms if you haven't yet
- You will receive an email from our survey system with a username and password to access our online system
- Enter the online system and follow instructions
- Begin surveying Wednesday, April 15\*
- Complete all surveys by May 31

# Log In Page for Site Coordinators

Username  
and  
password  
will be  
supplied to  
each site  
coordinator

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Youth Skills and Beliefs Survey

**Log In**

Please enter your username and password.

Username:

Password:

Keep me logged in

[Forgot password?](#)

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# Center Main Page



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Youth Skills and Beliefs Survey

[Log Out](#)

## Center Main Page

**Center: Test Center OSPI**

**Link to Survey:**

<http://survey.airprojects.org/WA21stCCLCStudent/Center/SurveyLogin.aspx?cid=4QMDVJ9zFe>

The American Institutes for Research (AIR) is partnering with Office of the Superintendent of Public Instruction (OSPI) and the Youth Development Executives of King County (YDEKC) to implement the *Youth Skills and Beliefs 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. Thank you for being a part of it!

On this page, you will be able to tell us more about the young people you intend to survey.

PLEASE NOTE THE DEADLINE FOR YOUTH SURVEY COMPLETION IS **MAY 31**. If you have any questions about the process of completing this data collection activity, please send an email to AIR at [WA21stcclc@air.org](mailto:WA21stcclc@air.org).

**Information about Youth Participants**

Please tell us about the youth you plan to survey. Remember, you should only survey young people who have participated in your program for at least 30 days during the 2014-15 school year. **Please be sure to survey all students who took this survey last year who meet the 30 days of participation criteria.**





# Indicate number of surveys to be administered

Below, we ask you to tell us:

- 1) How many youth you plan to survey.
- 2) The names, date of birth, and state IDs of the youth

**IMPORTANT:** Please click the **SAVE UPDATE** button to save your updates to the system. Leaving this page before doing so will result in a loss of your changes.

**Please indicate how many youth you plan to survey (i.e., the number of youth survey IDs that you want to generate?)**

**SAVE UPDATE**

This should equal the number of students 30 days or more that are able to take the survey.

**In the table below, please enter the names, dates of birth, and student state ID numbers for all the youth you plan to survey. You must enter the student's name before you can start the surveys. If you do not have the state ID or DOB available, you may come back to enter it later, but you will not be able to finalize your surveys until you enter the SSID.**

No youth students have been added for this center.

**SAVE UPDATE**

[Upload Excel Template](#)

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**SAVE UPDATE**

**Once you click save update, rows will fill in for each student**

**In the table below, please enter the names, dates of birth, and student state ID numbers for all the youth you plan to survey. You must enter the student's name before you can start the surveys. If you do not have the state ID or DOB available, you may come back to enter it later, but you will not be able to finalize your surveys until you enter the SSID.**

Youth Survey ID	Student State Identifier	DOB	Youth Name	Survey Completion Status
2792	<input type="text"/>	<input type="text"/>	<input type="text"/>	Incomplete
2793	<input type="text"/>	<input type="text"/>	<input type="text"/>	Incomplete
2794	<input type="text"/>	<input type="text"/>	<input type="text"/>	Incomplete
2795	<input type="text"/>	<input type="text"/>	<input type="text"/>	Incomplete

**SAVE UPDATE**

[Upload Excel Template](#)

**Make sure to click SAVE UPDATE any time you enter students or make any updates.**

Below, we ask you to tell us:

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2794	<input type="text"/>	<input type="text"/>	<input type="text"/>	Incomplete
2795	<input type="text"/>	<input type="text"/>	<input type="text"/>	Incomplete

**SAVE UPDATE**

[Upload Excel Template](#)

**Instead of manual entry, you may upload an excel file.**

# Excel Template

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Youth Skills and Beliefs Survey [Log Out](#)

## Center Import Page

[Return to Main Page](#)

**Center: Test Center OSPI**

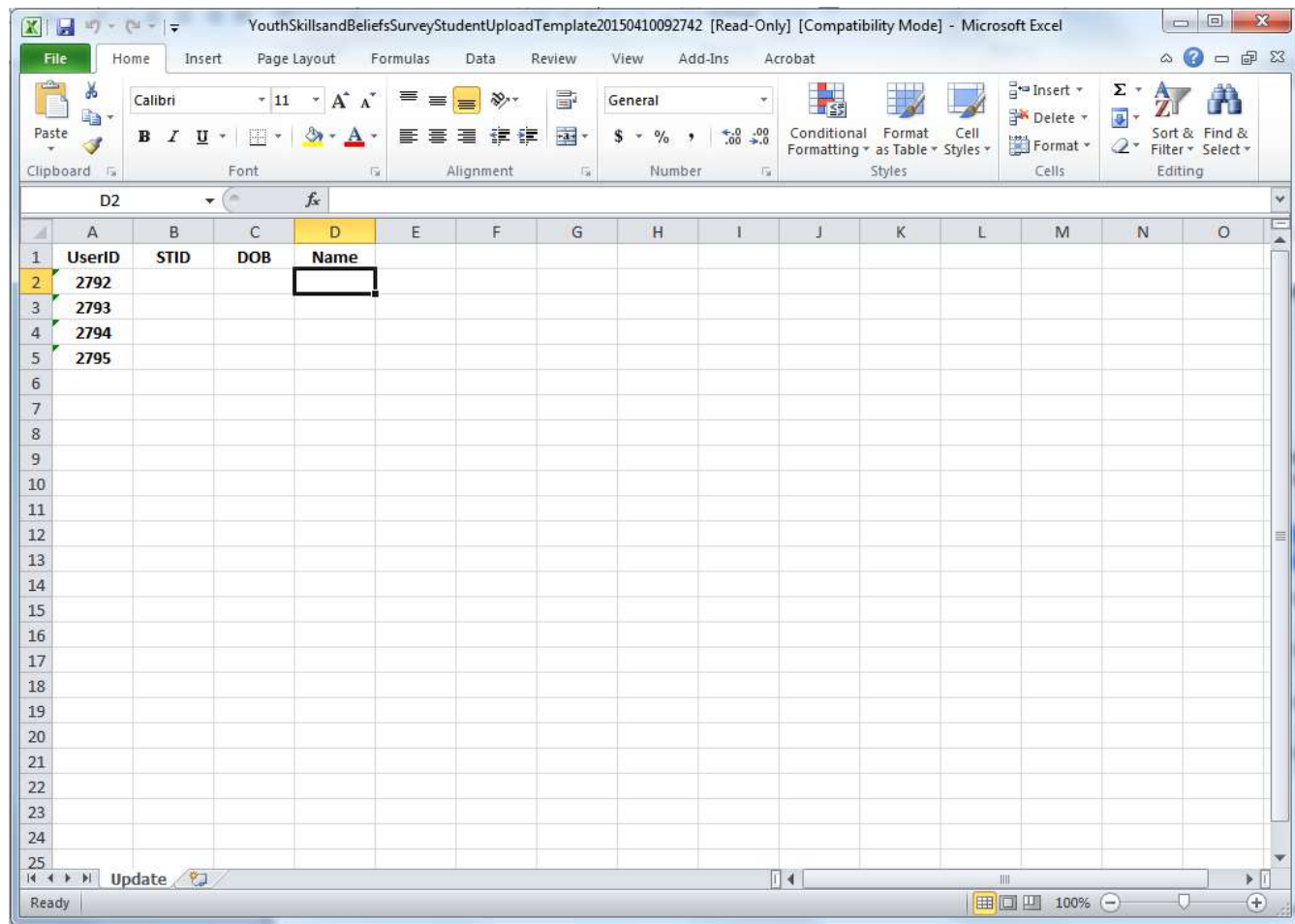
[Download Import Template](#)

**First, download the template**

Select File Please select file(s) to upload.

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# Open the Template



# Fill in the Template

Be sure to save the file in a place where you can relocate it.

YouthSkillsandBeliefsSurveyStudentUploadTemplate20150410092742 [Read-Only] [Compatibility Mode] - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	UserID	STID	DOB	Name										
2	2792	000001	3/31/2015	John Smith										
3	2793	000002	3/31/2015	Jane Smith										
4	2794	000003	3/31/2015	Jim Smith										
5	2795	000004	3/31/2015	Julie Smith										
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# Excel Template

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Youth Skills and Beliefs Survey [Log Out](#)

## Center Import Page

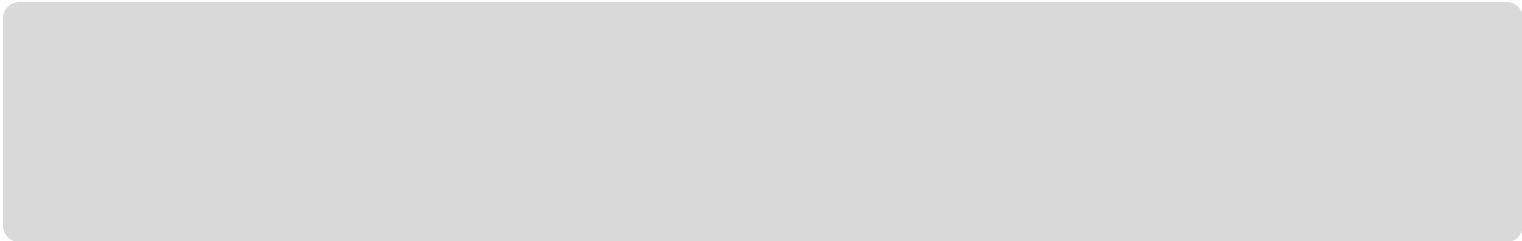
[Return to Main Page](#)

**Center: Test Center OSPI**

[Download Import Template](#)

**Select File** ← **Now, upload your complete file.** Please select file(s) to upload.

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Youth Skills and Beliefs Survey

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### Center Import Page

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**Center: Test Center OSPI**

[Download Import Template](#)

Select File

1 file(s) in queue.

**YouthSkillsandBeliefsSurveyStudentUploadTemplate20150410092742.xls** *(pending)*

[Remove](#)

[Upload](#)



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## Center Import Page

[Return to Main Page](#)

**Center: Test Center OSPI**

[Download Import Template](#)

Select File

All Files Uploaded. Please select file(s) to upload.

**YouthSkillsandBeliefsSurveyStudentUploadTemplate20150410092742.xls** (Uploaded)

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2794	<input type="text" value="000003"/>	<input type="text" value="3/31/2015"/>	<input type="text" value="Jim Smith"/>	Incomplete
2795	<input type="text" value="000004"/>	<input type="text" value="3/31/2015"/>	<input type="text" value="Julie Smith"/>	Incomplete

**SAVE UPDATE**

[Upload Excel Template](#)

## Preliminary Steps

- Plan procedure for administering surveys:
  - When? Where?
  - Group or individual administration?
- Make list of participants

# Administering the Surveys

1. Inform activity leaders that you will be pulling select students into the computer lab to complete a short survey.
2. Prior to students arriving to the computer lab, tape a **post-it note** to the computer monitor **with the student's name**.
3. **Fill out the first page** of the survey for each student, referring to center main page to find the student's survey ID.
4. Select English or Spanish.
5. Click next.
6. As students enter the computer lab, **direct them to the appropriate computer with their name** on the sticky note.
7. **Students wait for directions.**
8. Once all students are seated at their respective computers, **begin reading the directions** to the survey.
9. When each student has completed the survey, please visit each student's computer to **make sure the survey has been submitted**.

## Center Main Page

### Center: Test Center OSPI

#### Link to Survey:

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To access  
Youth  
Survey

Once all youth have completed their surveys, please click the **FINALIZE** button to close the survey and submit the data.

**FINALIZE**

#### Survey Procedures

A PDF version of the youth survey can be accessed by clicking on the following link. Please note this is just for information purposes. The Web interface should be used by youth to complete the actual youth survey. **NO PAPER SURVEYS WILL BE ACCEPTED.**

[PDF Version of Youth Survey](#)

#### Survey Location and Instructions:

Click the youth [survey link](#) to access the survey. On the main page, enter the youth survey ID from above. Make sure the correct survey is taken by the student with the corresponding youth survey ID.



### Youth Skills and Beliefs Survey

Welcome to the *Youth Skills and Beliefs Survey*!

Please enter the survey ID for the youth that will be taking the survey, and click on the *Take Survey* button.

Youth Survey ID:

Survey Language:   
 English  
 Spanish

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1. Enter survey ID from center main page and click take survey.
2. Select English or Spanish.
3. Click Take Survey

2) The names, date of birth, and state IDs of the youth

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2795	<input type="text" value="000004"/>	<input type="text" value="3/31/2015"/>	<input type="text" value="Julie Smith"/>	Incomplete

[Upload Excel Template](#)





## Youth Skills and Beliefs Survey

### Page 1 of 2 Pages

**Instructions:** The purpose of this survey is to find out more about youth and programs in Washington State. Our goal is to help make out-of-school time programs better for you and other young people. This survey should take about 20 Minutes. Below are questions that ask about you and some of the things you think and feel about yourself and your afterschool program. This is not a test. There are no "wrong" answers. Please choose the answer that is most true or most like you.

This survey is completely voluntary. You do not have to answer any of the questions if you don't want to, and you can stop doing this survey at any time. This survey does not have your name on it, so everything you write is confidential and anonymous to the extent permitted by law, which means that no one (not your parents, teachers, school staff or other students) will be allowed to know how you answer these questions.

**1. Young people might describe themselves in many ways. We have listed some things youth might say or think about themselves. For each one, pick the answer that is most true for you.**

		<i>Not at all true</i>	<i>Somewhat true</i>	<i>Mostly true</i>	<i>Completely true</i>
a.	Doing well in school is an important part of who I am	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b.	I try things even if I might fail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c.	Getting good grades is one of my main goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d.	I work well with others on group projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e.	When my solution to a problem is not working, I try to find a new solution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f.	I finish whatever I begin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g.	When I'm sad, I do something that will make me feel better	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

h.	I take pride in doing my best in school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i.	I think of my past choices when making new decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j.	When I make a decision, I think about how it will affect other people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k.	I respect what other people think, even if I disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l.	I can calm myself down when I'm excited or upset	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m.	I can handle stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n.	Getting a college education is important to me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o.	I can stop myself from doing something I know I shouldn't do	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
p.	I can control my temper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
q.	I am a hard worker when it comes to my schoolwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
r.	I feel bad when someone gets their feelings hurt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
s.	It is important to me to learn as much as I can	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
t.	I stay positive when things don't go the way I want	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
u.	I listen to other people's ideas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
v.	I don't give up easily	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
w.	I can solve difficult problems if I try hard enough	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
x.	I can do a good job if I try hard enough	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
y.	I stay focused on my work even when it's boring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
z.	I try to help when I see someone having a problem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Next

**There are two pages  
to this survey**




2. Below are some statements that might describe how you feel about your after school program. For each statement, please indicate how true the statement is for you.

		<i>Not at all true</i>	<i>Somewhat true</i>	<i>Mostly true</i>	<i>Completely true</i>
a.	This program helps me build new skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b.	This program has helped me to become more interested in what I'm learning in school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c.	This program has helped me to become better at controlling my temper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d.	I feel proud to be part of my program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e.	The adults in this program take the time to get to know me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f.	This program has helped me to do better in school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g.	This program has helped me learn to resist doing something when I know I shouldn't do it	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h.	This program has helped me learn that my feelings affect how I do at school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i.	What we do in this program is important to me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j.	This program has helped me to do a better job on my schoolwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k.	This program has helped me to handle stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l.	What we do in this program will help me succeed in life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m.	This program has helped me to connect my schoolwork to my future goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n.	This program has helped me learn how to be patient with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o.	This program has helped me get better at staying focused on my work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
p.	I fit in at this program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
q.	This program has helped me to complete my schoolwork on time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
r.	This program has helped me learn how to calm myself down when I'm excited or upset	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
s.	There are things happening in this program that I feel excited about	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
t.	What we do in this program is challenging in a good way	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
u.	This program helps me explore new ideas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Make sure each student has clicked "Finalize and Submit"**



# Completed Surveys

 <b>AIR</b> AMERICAN INSTITUTES FOR RESEARCH®
Youth Skills and Beliefs Survey
<b>Thank you for completing the survey!</b>

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## Answer questions as needed—

During the survey, students may ask questions about words they do not understand.

You may:

- Offer an easier word
- Simplify the sentence.
- If students still don't understand, just ask them to answer as best they can and remind them that they can skip the question if they want to.

In the table below, please enter the names, dates of birth, and student state ID numbers for all the youth you plan to survey. You must enter the student's name before you can start the surveys. If you do not have the state ID or DOB available, you may come back to enter it later, but you will not be able to finalize your surveys until you enter the SSID.

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**SAVE UPDATE** [Upload Excel Template](#)

Once all youth have completed their surveys, please click the FINALIZE button to close the survey and submit the data.

**FINALIZE**

### Survey Procedures

A PDF version of the youth survey can be accessed by clicking on the following link. Please note this is just for information purposes. The Web interface should be used by youth to complete the actual youth survey. **NO PAPER SURVEYS WILL BE ACCEPTED.**

[PDF Version of Youth Survey](#)

[PDF Version of Youth Survey - Spanish](#)

### Survey Location and Instructions:

Click the youth [survey link](#) to access the survey. On the main page, enter the youth survey ID from above. Make sure the correct survey is taken by the student with the corresponding youth survey ID.

Once all students who are going to take the survey have completed, click on the Finalize button to complete your site's submission. You cannot finalize until all data in table is entered.

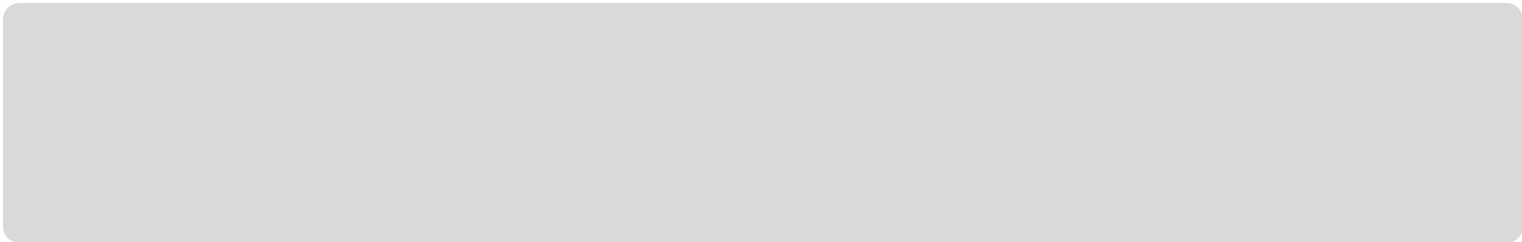


## System Errors

- All names, DOB and SSID must be entered for completed surveys in order to finalize submission.
- You can come back and fill in the information any time before finalization.
- Duplicate SSIDs are not allowed.

## Timeline and Support

- Survey administration begins **April 15**
- Goal is to try to complete survey process by **May 31**
- Realize this is a complex data collection process, so we are committed to being supportive and flexible in the process
- Questions about the student report process can be directed to [WA21stCCLC@air.org](mailto:WA21stCCLC@air.org)



**Questions?**