

YIP Outcome Survey Protocol

Youth Intervention Programs vary in duration, intensity, and services offered. Therefore, a general outcome survey has been designed to measure protective factors developed as a result of the program.

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The outcome survey consists of 4 demographic questions, a checklist of 9 statements, and 1 short answer question. It will take approximately **5 minutes to complete**.

What You Need to Know About the Survey

- All YIP grantees **are required to administer the outcome survey** to youth and to **collect 20 or more responses each year**. Twenty is the minimum number needed to protect confidentiality and to calculate valid percentages.
- The Minnesota Office of Justice Programs (OJP) is notified by YIPA annually regarding the number of surveys each YIP grantee collects.
- Programs with limited contact with youth or primarily serving youth under the age of 10 may be granted exemption for the 2022-2023 grant cycle. **Exemptions must be preapproved by YIPA.**
- Youth must willingly agree to participate. There are to be no consequences imposed upon youth who do not wish to participate and similarly, incentives to take the survey should not exceed a small token of thanks.
- Because the survey has no unique identifiers parental consent is not needed. It is recommended that programs inform parents or guardians that their youth will be asked to take a survey.
- If your program is "open ended" we ask that the survey be administered no later than 3 months after a youth starts your program. You may give the survey earlier based on your average length of participation.
- To protect their confidentiality, programs cannot access individual survey responses by youth.
- **Responses cannot be back-dated. The date of entry will be the completed date so be sure all responses are entered prior to the end of year reporting deadline.**

How to Administer the Survey

Youth will be asked to enter a program code that corresponds to your program name. Without this code YIPA cannot tell which programs submitted surveys, nor



can your data be relayed back to your program. If you don't know your code, email info@yipa.org and we'll let you know.

Your program can choose to administer the survey in one of two ways:

Online Survey Link

- On any computer with internet, enter this SurveyMonkey link to start the survey: https://www.surveymonkey.com/r/YIP_outcomes. Consider adding this link to the "Favorites" menu on computers used by youth. This will make for quick and easy access when it is time to use the survey.
- Youth must take the survey all the way to the end or their answers may not be saved. Do not start or stop mid-survey.
- Any staff can test-drive the survey by going to the SurveyMonkey link. On **question number 2**, which asks for the program code, scroll all the way to the bottom and select "**Test/Train.**" These responses will be excluded from outcome analysis.

Paper Administration

- Programs that elect to use a paper survey will be responsible for having a staff person enter the paper responses into the online survey website before the reporting deadline.
- A staff who does not work with the youth should access the same SurveyMonkey link shown above and enter youths' responses as they appear on the paper copy.
- Using paper surveys can be less reliable than online surveys. Youth may accidentally answer questions with more than one answer or cross out an answer they wish to change. This leaves staff in a position of having to interpret youth responses at the time of data entry. Generally, if a youth left any questions blank, or if the intent of any youth's response is not clear because they marked more than one answer, the staff should select "**I do not wish to answer.**"
- Once a staff has entered a youth's paper response into the online survey site, the paper copy of the survey should be destroyed. Use of a shredder or confidential recycling is preferred.

The Different Types of Survey Reports

The outcome survey data provides invaluable information for grantees and YIPA to utilize in support of the social and economic benefits of Youth Intervention. YIPA generates three types of reports for you from the survey responses:



- **Individual Grantee Report** This report is organization-specific and is generated for organizations that have **at least one survey response** entered into the SurveyMonkey database.
- **All Grantees Report** This report includes responses from all organizations that have survey responses in the SurveyMonkey database.
- **Outcome Summary Report** At the end of each year YIPA generates a written report that summarizes the outcome data for the entire year. We email this report to all grantees at the end of year.

When to Expect Your Survey Reports

Mid-year (January 1 to June 30)

- During the first full week in July, we'll email your Individual Grantee Report and the All Grantees Report to you.

End of year (January 1 to December 31)

- By January 31, we'll email your Individual Grantee Report, the All Grantees Report, and the Outcome Summary to you.

Thank you for your service to our youth. We value you and the work you do. We won't rest in our relentless advocacy on your behalf until Youth Intervention is wholeheartedly supported and fully funded.

If you have questions about administering the outcome survey, please contact us at info@yipa.org.

Sincerely,

Your friends at YIPA