YIP Outcome Survey Protocol

Because YIP Programs vary in duration, intensity, and are diverse in their services offered, a general outcome survey has been designed to capture protective factors developed as a result of the program.

These protective factors are based on Search Institute's Developmental Assets® and are used with permission. (Copyright © 1997, 2006 Search Institute®, Minneapolis, MN, 55413. www.search-institute.org.)

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

- All YIP grantees are **required** to administer the outcome survey to youth. **Only programs with limited contact with youth or those serving youth less than 10 years of age will be granted exemption for the 2018-19 grant cycle.** Exemptions must be approved by YIPA.

- Programs can administer the survey in one of two ways: On the computer using the online Survey Monkey program or using a paper survey. Programs that elect to use a paper survey will be responsible for having a staff person enter the paper responses into the on-line survey website at a later time.

- 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 starting your program. You may give the survey earlier based on your average length of participation.

- 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.

- Individual programs **cannot** access individual survey responses by youth.

In June, YIPA will analyze survey data submitted. **Your program will receive data back provided 20 or more surveys have been entered into the *Survey Monkey* database**. Twenty is the minimum number needed to protect confidentiality and to calculate valid percentages.

Computer Survey Link

On any computer with internet, select the following link and it will start an exit survey: https://www.surveymonkey.com/r/YIP_outcomes

Youth must take the survey all the way to the end or their answers may not be saved. Do not start and stop mid-survey.

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.

Paper Administration

A staff who does not work with the youth should access the same Survey Monkey link named above and enter youths' responses as they appear on the paper copy.

Paper surveys do not have the fail-safes of computer surveys. Youth may answer questions with more than one answer or do unconventional things like crossing 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 on-line survey site, the paper copy of the survey should be destroyed. Use of a shredder or confidential recycling is preferred.

Staff Training

Any staff can test-drive the survey by going to the *Survey Monkey* link. On **question number 2,** which asks for the program code, go all the way to the bottom and select "**Test/Train**." These responses can be excluded from outcome analysis.

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