

Youth Pre-Survey Administration Protocol

This protocol is to be used by health unit staff involved in distributing and collecting the Youth Mental Health and Addiction Champions (YMHAC) Initiative Youth pre-survey. The individual distributing this survey must have no evaluative relationship with those asked to participate.

The pre-survey will be distributed by each local public health unit partner site. Please ensure that everyone has returned a signed consent form prior to providing them with the pre-survey. Please also ensure that you obtain contact information, including email address. Please follow the instructions carefully and thoroughly.


Note: Informed consent for completion of pre-survey must be obtained prior to administration of the pre-survey.

1. Read the following script:

Script

“This survey is part of the evaluation activities for the Youth Mental Health and Addiction Champions (YMHAC) Initiative. Your responses to these questions will help us and the Registered Nurses’ Association of Ontario (RNAO) to improve the YMHAC Initiative to better meet your information and learning needs. After 3-6 months, our evaluator will be contacting you again via email to ask you to complete a similar survey so that we can know how well we are doing.

2. Ask if there are any questions.
3. Give the participant the survey.
4. Ask again if they have any questions.
5. Ask the participant to begin the survey. Give them as much time as is needed to complete the survey—do not cut them off before they are finished. They may also choose to take the survey with them to complete at a later time.

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- a. If the completing the survey in person, collect the survey and in clear view of the participant, place the survey into a manila envelope and seal it. Label the front of the envelope with: Date, Name of survey (i.e., YMHAC Initiative Youth Leads Pre-survey).
- b. If the youth is completing the survey at another time, provide them with a self-addressed (to the evaluator) stamped envelope in which to return the survey.