



# Youth Post-Survey Administration Protocol



This protocol is to be used by health unit staff working in schools with Youth. The protocol is designed to increase the response rate to the Youth post-survey.

When distributing the post-survey, please also ensure that you obtain the youths email address on a separate sheet of paper. The email address will be used to enter the youth into the incentive draw. Please follow the instructions carefully and thoroughly.

## Option 1: School computer

1. Public Health Leads (PHL's) in the schools will set up a time and location to complete the post-survey on a computer. Ideally a group of Youth will be asked to meet at a specified time and location in the school where they have computer access. Ask only those who have not already completed a post-survey online.

2. Public Health Leads will meet with the youth and read the following script:

### Script

*“This survey is part of the evaluation activities for the YMHAC Initiative. Your responses to these questions will help us and the Registered Nurses’ Association of Ontario to improve the YMHAC Initiative to better meet your information and learning needs. You completed a similar survey at the beginning of the Initiative. We are asking you to complete the survey again so that we can know how well we are doing. Completing the survey will mean that you will be entered into a draw to win a grand prize of an Apple iPad mini or one of three smaller prizes of an iTunes gift card valued at \$50 each!”*

3. Ask if there are any questions. **Reiterate that the survey should only be completed if they have not already completed a post-survey online.**

4. Give the participants the link to the youth post-survey:





5. Ask the participants 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.

6. Following completion of the post-survey, collect the email addresses on a separate sheet of paper and forward these to their PH lead. Explain to the youth that their email address is being collected if they are under 18 years of age in order to let their parents know that they are going to participate in the incentive draw. Further instructions about how to enter the draw will be contained in an email sent to the youth. (Instructions will follow the original protocol which asks youth to forward the email to their parents to obtain parental consent for the draw).

7. Send the list of email addresses to your PHL. The PHL will then forward the youth's email addresses to the program evaluator, after which time parental consent will be obtained by the evaluator to enter the youth's names into the incentive draw.



## Option 2: Paper-based post-survey

1. PHL's in the schools will set up a time and location for Youth Champions to complete the post-survey on paper and/or provide Youth Champions with a paper survey to complete on their own and return back to the PHL. The post-survey should only be completed by youth who have not already completed a post-survey online.

2. PHL's will read the following script when asking youth to complete the post-survey:

### Script

*“This survey is part of the evaluation activities for the YMHAC Initiative. Your responses to these questions will help us and the Registered Nurses’ Association of Ontario to improve the YMHAC Initiative to better meet your information and learning needs. You completed a similar survey at the beginning of the Initiative. We are asking you to complete the survey again so that we can know how well we are doing. Completing the survey will mean that you will be entered into a draw to win a grand prize of an Apple iPad mini or one of three smaller prizes of an iTunes gift card valued at \$50 each!”*

3. Ask if there are any questions. **Reiterate that the survey should only be completed if they have not already completed a post-survey online.**





4. Give the participants the paper-based post-survey.

5. If completing the survey in a group, give the youth as much time as is needed to complete the survey—do not cut them off before they are finished.



6. Following completion of the post-survey, collect the email address on a separate sheet of paper and forward these to the PH lead. Explain to the youth that their email address is being collected if they are under 18 years of age in order to let their parents know that they are going to participate in the incentive draw. Further instructions about how to enter the draw will be contained in an email sent to the youth. (Instructions will follow the original protocol which asks youth to forward the email to their parents to obtain parental consent for the draw).

7. Collect the post-surveys and place these and the list of emails into a manila envelope and seal it.

