

2018 YOUTH ASSESSMENT School Timeline

WHAT	BY WHEN
<ul style="list-style-type: none"> • Announce beginning of planning process to district AODA counselors, confirm representatives • Invite districts that have not previously participated 	<p>January 2017</p> <p>February 2017</p>
Prepare MMSD MOA & review with corporation counsel	March 2017
Prepare District/YC MOU and get DHS corporation counsel approval	March 2017
1 st school district planning meeting <ul style="list-style-type: none"> • Review feedback form 2015 process • Review 2015 survey—Goal is minimal to no change • Review fee and MOU 	<p>April 20, 2017 as part of AODA meeting</p> <p>Location TBD</p>
Attend school superintendent meeting (Brian)	March or April 2017
Send MOU to participating school districts with due date of May 15	April 2017
Follow-up on any outstanding MOUs	May 30, 2017
Finalize Survey administration guidelines, passive consent and script	August 2017
2 nd school district meeting <ul style="list-style-type: none"> • Review final survey draft and approve (send out before meeting) • Review survey administration guidelines, passive consent & script for introducing the survey to students • Review electronic administration process • Schedule 1:1 district/vendor administration planning meetings with district technical support staff (K12 Associates) 	<p>September 21, 2017 as part of AODA meeting</p> <p>Location TBD</p>
District staff set up internal procedures and passive consent process	October – Dec. 2017
Survey Monkey links created for each school district (K12 Associates)	November 2017
3 rd school district meeting <ul style="list-style-type: none"> • Confirm administration readiness in district • Follow-up vendor technical support as needed • Review survey-monkey survey • Review survey transparency and parent opt out process • Review Proctor training/materials 	<p>December 21, 2017 as part of AODA meeting</p> <p>Location TBD</p>
Survey accounts set up at districts and tested	Dec. 2017
Administer Survey in each participating middle/high school	Jan – March 2018
4 th District meeting <ul style="list-style-type: none"> • Provide each district with data summary through Survey Monkey • Train on data analysis & creating reports using Survey Monkey • Debrief • Explore other reporting and analysis template options 	April 2018

