

**2018 DANE COUNTY YOUTH ASSESSMENT**  
**STEERING COMMITTEE**  
**ADMINISTRATION TIMELINE**

<b>WHAT</b>	<b>BY WHEN</b>
Select vendor to develop survey, analyze data and produce reports	February 2017
Develop budget and confirm project funding with PH, UW & Districts	February 2017
Steering committee approval of budget and vendor	February 6, 2017
Youth Commission approval of budget and vendor selection	March 2017
Submit bid waiver request and resolution to receive and expense revenue	March 2017
Solicit input on 2015 survey items from stakeholders including YRN, researchers, United Way, Public Health and the school districts.	February - March 2017
Pre-administration tasks: <ul style="list-style-type: none"> <li>• Outline parameters and process for survey development</li> <li>• Review and approve project fees, budget and vendor</li> <li>• Review and approve final survey content—provide final decision making on issues/items</li> <li>• Review and approve school district MOU/Talking points</li> <li>• Review and approve Passive Consent letter to parents</li> <li>• Review and approve survey administration guidelines</li> <li>• Review the survey FAQ</li> <li>• Identify other issues to be addressed</li> <li>• Report monthly progress to Youth Commission</li> </ul>	Feb. – December 2017
Administer Survey	January – March 2018
Post-administration tasks: <ul style="list-style-type: none"> <li>• Hold debrief/appreciation meeting with school partners</li> <li>• Review county frequency data reports</li> <li>• Recommend results to highlight in the Executive Summary</li> <li>• Recommend format for Executive Summary</li> <li>• Review and approve Executive Summary</li> </ul>	March – June 2018
<ul style="list-style-type: none"> <li>• Provide 2018 data set to current research partners</li> <li>• Promote data use</li> <li>• Lead community awareness efforts of data trends</li> <li>• Host research summits/presentations</li> </ul>	On going
Steering Committee meets quarterly between survey administrations	Quarterly