

## 2018 YOUTH ASSESSMENT

### School Timeline

WHAT	BY WHEN
<ul style="list-style-type: none"> <li>Announce beginning of YA planning process to district AODA counselors and confirm school representatives</li> <li>Invite districts that have not previously participated</li> </ul>	January 2017
Prepare District/YC MOU and get DHS corporation counsel approval	March 2017
1 <sup>st</sup> school district planning meeting <ul style="list-style-type: none"> <li>Get verbal commitment for participation</li> <li>Review Timeline</li> <li>Review feedback form 2015 process</li> <li>Review 2015 survey—preserve items regularly used</li> <li>Review fee and MOU</li> </ul>	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 <sup>nd</sup> school district meeting <ul style="list-style-type: none"> <li>Review final survey draft and approve (send out before meeting)</li> <li>Review survey administration guidelines, passive consent &amp; script for introducing the survey to students</li> <li>Review electronic administration process</li> <li>Schedule 1:1 district/vendor administration planning meetings with district technical support staff (K12 Associates)</li> </ul>	September TBD, 2017  Location TBD
District staff setting up computer lab time and passive consent process	October – Dec. 2017
Survey Monkey links created for each school district (K12 Associates)	November 2017
3 <sup>rd</sup> school district meeting <ul style="list-style-type: none"> <li>Confirm administration readiness in district</li> <li>Follow-up vendor technical support as needed</li> <li>Review survey-monkey survey</li> <li>Review survey transparency and parent opt out process</li> <li>Review Proctor training/materials</li> </ul>	December TBD, 2017  Location TBD
Survey accounts set up at districts and tested	Dec. 2017
Administer Survey in each participating middle/high school	Jan – March 2018
4 <sup>th</sup> District meeting <ul style="list-style-type: none"> <li>Provide each district with district-specific data</li> <li>Train on data analysis &amp; creating reports using Survey Monkey</li> <li>Debrief</li> </ul>	April 2018