

**2021 DANE COUNTY YOUTH ASSESSMENT
STEERING COMMITTEE
ADMINISTRATION TIMELINE**

WHAT	BY WHEN
Select vendor to develop survey, analyze data and produce reports	February 2020
Develop budget and confirm project funding with PH, UW & Districts	February 2020
Steering committee approval of budget and vendor	February 17, 2020
Youth Commission approval of budget and vendor selection	February 19, 2020
Submit bid waiver request and resolution to receive and expense revenue	February 21, 2020
Solicit input on 2018 survey items from stakeholders including MOST, YRN, researchers, United Way, Public Health and the school districts	February - March 2020
Solicit input from youth Summit participants—how and on what, tbd	March - April 2020
Pre-administration tasks: <ul style="list-style-type: none"> • Convene survey development work group • Outline parameters and process for survey development • Review and approve final survey content • Review and approve school district MOU/Talking points • Review and approve Passive Consent letter to parents • Review and approve survey administration guidelines • Review the survey FAQ • Review all of above with school partners • Report monthly progress to Youth Commission 	Feb. – December 2020
Administer Survey	December 2020 – March 2021
Post-administration tasks: <ul style="list-style-type: none"> • Hold debrief/appreciation meeting with school partners • Review county frequency data reports • Recommend results to highlight in the Executive Summary • Recommend format for Executive Summary • Review and approve Executive Summary 	March – June 2021
<ul style="list-style-type: none"> • Provide 2021 data set to current research partners • Promote data use • Lead community awareness efforts of data trends • Host research summits/presentations 	On going
Steering Committee meets quarterly between survey administrations	Quarterly

Proposed Steering Committee meeting schedule:

In 2020, the Steering Committee will meet from 8:30 to 10:00 a.m. on:

February 17

April 6

June 1

August 3

October 5

November 2

December 7 (if needed)

All meetings will be held at the United Way of Dane County, 2059 Atwood Avenue.