

# Survey Administration Checklist



## STEP 1 COLLECT CONSENT

- \* **Collect consent from parents or caregivers before you administer surveys**

Your program may already be collecting consent, and your organization may have strict standards to follow. Be sure to do your research and plan ahead.

■ Learn About Collecting Consent and Download Sample Forms: [www.ins.gt/consent](http://www.ins.gt/consent)
- \* **Follow internet regulations for young people 13 and below**

The federal law COPPA regulates internet usage for people ages 13 and younger. Before you survey young people online, you must send scanned copies of parent/guardian consent forms to [support@helloinsight.org](mailto:support@helloinsight.org). Otherwise, they must take the surveys on paper.

■ Learn How to Follow COPPA: [www.ins.gt/coppa](http://www.ins.gt/coppa)

## STEP 2 PREPARE SURVEYS

### TO TAKE ON PAPER

- \* **Download the survey specific to the group**

Confirm the header of the PDF match the name of the program, site, and group to be surveyed. If they don't match, find the correct survey on your dashboard.
- \* **Print enough survey copies**

You'll need one survey for each young person. Also print a copy for each adult administrator so that they can provide support and answer questions.

To save time, consider filling in the survey date on Question #1 before making copies.

### TO TAKE ONLINE

- \* **Find the survey link specific to the group**

You must use the URL that loads the exact name of the program, site, and group to be surveyed. If they don't match, find the right URL on your dashboard.
- \* **Print copies of the survey for reference**

Have a survey on hand for each adult administrator so that they can provide support and answer questions.

### STEP 3 SET UP THE ROOM

\* **Provide a quiet, confidential space for young people**

This will help them complete the survey openly and honestly.

\* **Schedule at least 20-30 minutes for the entire survey process**

You'll need 5-10 minutes for young people to settle in and listen to instructions and another 10-20 minutes for them to take the survey.

■ If you're surveying online, be sure you have scheduled tech access for the right amount of time. If you don't have enough devices, young people can take turns.

\* **Have a plan for young people who finish early**

You'll want those who complete quickly to remain engaged and not distract others.

\* **Prepare for young people who need assistance**

You may need to account for young people with reading level differences or translational needs.

■ Learn More: [www.ins.gt/survey-support](http://www.ins.gt/survey-support)

### STEP 4 GO LIVE

\* **Double check that young people are using the right surveys**

Paper surveys have the program, site, and group in the header and footer. Online surveys will show the program, site, and group names on the first page.

\* **Communicate the purpose of the survey**

Young people will feel more relaxed and be honest when they know why they're taking a survey.

■ Download the Survey Administration Script: [www.ins.gt/script](http://www.ins.gt/script)

\* **Focus on getting initials and date of birth**

Young people are identified in the survey platform by this information, so this information is critical. If young people are completing surveys on paper, be sure these answers are legible.

■ Date of birth is noted as Month/Day/Year. Young people with multiple first or last names should enter the first initial of each name (for example, "Cruz Sanchez" would be entered as "C").

\* **Make sure young people hit submit**

Ask young people to show you the "Thank You" screen, which confirms that they at least scrolled through all the questions and hit the submit button. The online survey must be taken in one sitting (the survey will not save until submitted).

■ Their voices are critical to the success of the program, so don't forget to thank young people for their honest responses!

# What's Next?

## Track Survey Responses

- \* Log in to your account; the Dashboard will show the number of surveys submitted that have been included in reports.
- \* Incomplete or duplicate responses won't be included in reports, neither will post responses that don't match a pre response.
- \* Review who has taken the survey in the "Track Responses" feature on your Dashboard. Follow up with young people who still need to take the survey.
  - Learn more about tracking survey responses: [www.ins.gt/track](http://www.ins.gt/track)

## Reflect on the Survey Process

- \* Plan your next survey cycle by incorporating lessons learned from this experience surveying young people.

## Get Insight from the Data You've Collected

- \* Log in to your account, and go to the Reports tab. You don't need to wait for all surveys to be collected to start learning about those you serve.
- \* Schedule time with your team to reflect on reports. You can use reports to plan for program improvement, and take advantage of the PYD resources in your reports to build the capacity of program staff.
  - Learn more about PYD resources: [www.ins.gt/pyd-exp](http://www.ins.gt/pyd-exp)
- \* Share reports and insights with others in your organization, such as your leadership/board, grant writers, communications team, etc. The Hello Insight data and recommendations are useful for grant proposals/reports, supporting your impact story to your Board and community and for professional development for your staff.