

Programs that are funded by the DC Office of Out of School Time Grants and Youth Outcomes (OST Office) will have access to, and will sometimes be required to, administer the Survey of Academic & Youth Outcomes- Youth Survey (SAYO-Y). The SAYO-Y is comprised of three brief survey sections that are completed by youth participants to measure their program experiences, future expectations, and sense of competence. Research suggests that certain youth experiences and outcomes are critical to future success, and SAYO-Y can show where programs are succeeding or in need of extra attention within these areas. The survey was developed by the National Institute on Out-of-School Time (NIOST).<sup>i</sup> The OST Office has edited the master version of the survey to create a shorter version which Learn24 grantees in DC will use for their Learn24 program sites.

## Survey Length

The DC OST Office version of the SAYO has **26 multiple choice questions for the School Year and 13 in the Summer**.<sup>ii</sup> It is expected to take approximately **10 minutes** for a participant to complete. **Only those in grades 4 and above should answer the SAYO**. The survey asks students questions such as “Is there an adult here who is interested in what you think about things?” and the response options include a short scale with response options including *No/Mostly No/Mostly Yes/ and Yes*. An additional 3 retrospective questions are included when the SAYO is administered near the end of the program. **The survey is available in 7 languages:** English, Spanish, Amharic, Chinese, Korean, French, and Vietnamese.

## HOW the SAYO-Y is Administered

The SAYO is answered through the Learn24 Cityspan database, where providers can search for students and then students can anonymously enter responses directly into the database. *Database users can log into **multiple computers** at once to administer the SAYO on multiple computers*. More detailed instructions are included below, under “Process to administer the assessment by computer”.

*In some circumstances program sites **can also administer the SAYO on paper**, but to do so they need to contact the OST Office (learn24@dc.gov) for more detailed instructions to protect confidentiality. **Paper administration would be for sites where programming does not primarily occur in a fixed indoor location, for programs without computers on site, or small organizations receiving Community Based or Small Nonprofit Grants**.*

## WHO needs to take the survey?

- **Learn24 funded participants in grades 4 and above:** These are program participants whose programming is being supported by Learn24 grants. It’ll be left to the discretion of the organization to make that determination. These participants are at the sites in the Learn24 database and should be registered in the database.
  - The SAYO-Y is designed for programs that meet as a group regularly (at least 2 hours a week), therefore programs whose focus is on *1-on-1 activities, such as mentoring programs, won’t be asked to administer the SAYO-Y*.<sup>iii</sup>

- **Number of Learn24 funded participants in grades 4 and above:**
  - **Less than 10:**
    - The program will **not** need to administer the SAYO, however they can if they would like to.
  - **Less than 30:**
    - If a program site has less than 30 participants in grades 4-12, then all participants who are present during the days of SAYO administration should take the survey.
  - **More than 30:**
    - If a program has more than 30 participants at a site then only 30 participants need to take the SAYO. The list of those taking the survey should be chosen randomly. Meaning the administrator should randomly choose participants to take the survey until they have reached the required number of responses.
    - ***Programs with more than 3 sites can spread the 30 required responses across multiple sites, as long as they get at least 10 responses per site or at least 50% of participants at the site, whichever is the fewer number of responses.***

## WHEN should the assessment be administered?

- **School year programs:**
  - **If program is more than 5 months in length:**
    - Participants who have not taken the SAYO before should take the Pre version of the SAYO within **the first 4 weeks** of programming. A report, "**Completed SAYO's**" can be generated at the site levels which lists the participants who have taken the survey before.
    - All participants (or a sufficient sample) should take the Post version of the SAYO **within the last 3 weeks** of programming.
  - **If program is less than 5 months in length:**
    - Once **within the last 3 weeks** of programming. This would be a Post version of the survey.
- **Summer programs:**
  - Once **within the last 2 weeks** of programming. This would be the Summer version of the survey.

## Process to administer the assessment by computer:

1. Provider will let the OST Office know who will administer the survey. If no name is provided to the OST Office, then the OST Office will assume it's the same individuals who are the database users.
  - a. Only one person from each organization, who will be present during SAYO administration, need watch the online webinar.  
 This SAYO administrator will receive an email providing them with access to the **SAYO-Y** online training. The email will come from [system@litmos.com](mailto:system@litmos.com) (alias name is NIOST) with the subject line "NIOST Online Training - Login Information". This email will contain a link to complete the registration process where you will create your own password. Please

record your password for future reference. Once this step is complete you will find your courses on your Home page. If you do not see the email in your inbox, please check your spam folder. The online trainings are available to you 24/7 for one-year. To return to the NIOST online training login page, go to: <https://niost.litmos.com>

- c. You will need have flash enable on your browser to view this. If you run into trouble, please email [Learn24@dc.gov](mailto:Learn24@dc.gov) for more instructions.
2. Program will give out the NIOST Passive Consent forms, unless they have incorporated the required SAYO language into their consent form per United Way's guidance. **These passive consent forms only need to be returned if the guardian does not want the youth to take the assessment.**
3. The administrator will schedule a time slot (a few days) during which the students will take the survey, this time slot should be during typical program day (so not a special day or field trip, etc.)
4. The administrator will read the script below and **ask for youth's verbal assent.**
  - a. "Today, we need your help with something. We are interested in hearing what you think about our program. The information from this survey lets us find out what you really think about our program so we can do an even better job. In just a minute we'd like you to take this online survey, but first let me explain a little more about it.  
 This is not a test, whatever you answer is the 'right answer'. However, the results of this survey are important. Your answers to this survey will be kept private. No one will see how you answered the survey. Don't worry if it takes you a little longer to answer than someone else."  
**Gain youths' verbal consent: Ask "Is everyone OK and ready to take the survey?"** Be sure to pause and wait for all youth to give a sign of agreement. **If anyone refuses to take the survey, you must allow them to do something else. No youth should be forced to answer the survey.**
5. The administrator will prepare a laptop (or multiple) to pass around to students to take the assessment or designate a desktop(s) to take the assessment on. **Before administering the SAYO you will need to have the participants registered to the site location in the database.**
6. **Log into the Learn24 database through the regular login:**
  - a. *Note: You can log into your Learn24 database account on multiple computers at once.*
  - b. Click on the **site location** where you are administering the SAYO.

- c. Then at the left you should see the SAYO menu, click on that:



**Learn24** Logout

**SITE LOCATION PROFILE** Save Submit

**Training Site**

Site Director

First Name	Last Name	Email	Phone
Dave	Doe	johndoe@gmail.com	312-145-2345

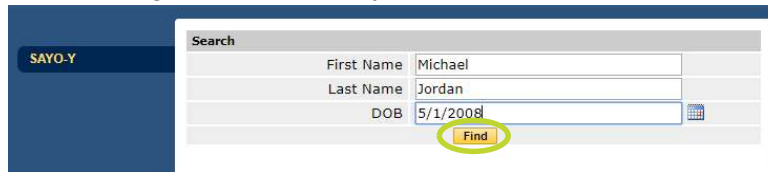
Address Lookup

1301 Pennsylvania Ave SE

Address: 1301 Pennsylvania Ave SE Zip Code: 20003

Program Site Ward: 1 Program Site PSA: 555

- d. A new browser window should then open up.
- e. **\*Once the new window opens, please CLOSE the previous tab with the other database menus/modules so that the participant cannot access the full database.** You won't need this old window to add more participant responses.
- f. Enter in the first name, last name, and DOB for the participant who is responding. The spelling needs to exactly match.



**SAYO-Y**

Search

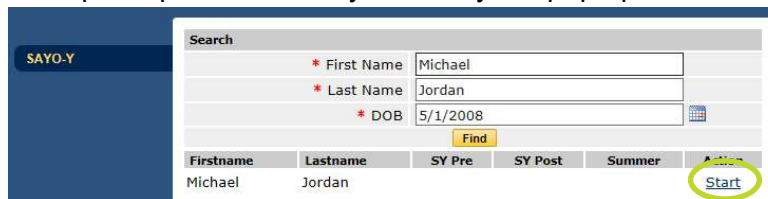
First Name: Michael

Last Name: Jordan

DOB: 5/1/2008

**Find**

- g. Then click **Find**
- h. If the participant is in the system they will pop up below.



**SAYO-Y**

Search

\* First Name: Michael

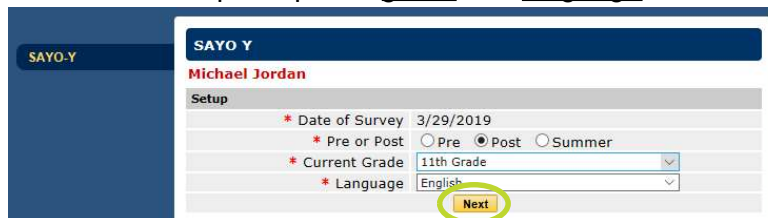
\* Last Name: Jordan

\* DOB: 5/1/2008

**Find**

Firstname	Lastname	SY Pre	SY Post	Summer	Action
Michael	Jordan				<b>Start</b>

- i. Then click **Start** to start the SAYO.
- j. At the top then select whether it's a Pre, Post or Summer version. A Pre survey is for new participants who have not answer the SAYO survey previously.
- k. Then select the participant's grade and language.



**SAYO Y**

**Michael Jordan**

Setup

\* Date of Survey: 3/29/2019


\* Pre or Post:  Pre  Post  Summer

\* Current Grade: 11th Grade

\* Language: English

**Next**

- l. Once those required fields are selected click **Next**
- m. Then the participant can answer all the questions.
- i. Most questions are multiple choice with drop down menus and one is open response where they type their response. **All questions are optional.**

- n. ***Once the participant is finished they should just click*** 
- o. The browser should then return to the participant search page where you can enter in the next respondent's information so they can take the SAYO.
- p. When done with all of the responses simply logout and close the window.

## How to use the results

The OST Office will send providers reports that summarize the responses. Individual responses will not be available to programs. NIOST warns that the SAYO-Y alone should not be used to make definitive judgments on programs or individual youth. Additional caution should be taken in interpreting results from **less than 30 participant responses**.

## Versions

There are three versions of the assessment, one for those in grades 4-5, one for grades 6-8 and one for grades 9-12. These three versions then have three additional questions when administered as a Post survey near the end of a program. The Summer version will be approximately half the length and focus on their experience with the Summer program.

## SAYO-Y User Agreement

- The SAYO-Y user agreement is considered signed once the 30 minute webinar is completed.
- **A site may NOT distribute the SAYO-Y to any other site or organization.** Distribution for any purpose other than internal program evaluation may result in termination of that site's license to use the SAYO-Y. Any changes to the SAYO-Y not described in the SAYO training are prohibited without prior permission from NIOST and the Massachusetts Department of Elementary and Secondary Education (MADESE), and may also result in termination of a site's license to use the tool.

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<sup>i</sup> NIOST is located at Wellesley College. The SAYO-Y is owned by the Massachusetts Department of Elementary and Secondary Education (MADESE).

<sup>ii</sup> There are slight variations in questions based on respondent's grade

<sup>iii</sup> Only programs that have at least 2 hours a week of group programming will be asked to administer the SAYO-Y. <https://www.niost.org/Training-Descriptions/survey-of-afterschool-youth-outcomes-youth-survey-sayo-y>