About Survey of Academic and Youth Outcomes -Youth

The National Institute on Out-of-School Time (NIOST) has developed the **Survey of Academic and Youth Outcomes -Youth (SAYO-Y)** to give programs the opportunity to learn more about youths' experiences, attitudes, perceptions, and beliefs in key areas related to their future success. Research suggests that certain youth experiences and outcomes are critical to future success, and SAYO-Y can show where a program is succeeding or in need of extra attention within these areas. The tool has been adapted to gather data in all or part of the following areas: Program Experiences, Sense of Competence, Future Expectations.

DC OST SAYO-Y

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 **SAYO-Y**.

The OST Office has also provided two additional short surveys called **SAYO Reading** and **SAYO Math**. These surveys are participant self-reported sense of competency in Reading and Math. Programs that are funded by the **High Impact Tutoring** grant and mentoring programs funded by the DC OST Office will have access to and will sometimes be required to administer these surveys as applicable in lieu of the overall SAYO-Y.

Survey Length

The OST Office version of the SAYO-Y has **29 multiple choice** questions. It is expected to take approximately **10 minutes** for a participant to complete. Only those in **grades 4 and above** should complete the SAYO-Y. The survey will be made available in **7 languages**: English, Spanish, Amharic, Chinese, Korean, French, and Vietnamese. The survey questions are available under *"OST SAYO-Y Survey Questions"* section.

The SAYO Reading has **5 multiple choice** questions and SAYO Math has **6 multiple choice** questions. It is expected to take less than **5 minutes** for a participant to complete either survey. Only those in **grades 4 and above** should answer. The survey will be made available in **7 languages**: English, Spanish, Amharic, Chinese, Korean, French, and Vietnamese. The survey questions are available under the sections *"OST SAYO Reading Survey Questions" and "OST SAYO Math Survey Questions"*.

How the SAYO-Y is Administered

The SAYO-Y is answered through the **Learn24 Cityspan database**. Each student gets a **unique SAYO link** which allows them to complete **any of the three SAYO-Y surveys**. Providers will be able to download the list of students attending programs at each site along with their unique SAYO-Y survey link.

Providers can provide their students their unique SAYO link and request students to complete their survey(s) on a computer / tablet during one of the program sessions.

Providers can also email the students/family their unique SAYO link so that the students can complete their survey(s) at home if they have access to an electronic device like a computer / tablet / phone.

More detailed instructions are included below, under the section **"*Process to administer the SAYO-Y electronically*"**.

*In some circumstances programs can also administer the SAYO on paper. To do so programs should contact the **OST Office (learn24@dc.gov)** for more detailed instructions and to protect youth response confidentiality. Circumstances could include programs with no access to any electronic device like a desktop / laptop / tablet, or for programming that does not occur in a fixed indoor location or virtually, 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).
  - Programs whose focus is on *1-on-1 activities, such as mentoring programs, won't be asked to administer the SAYO-Y*.
  - Mentoring programs who focus on either Math and/or English Language Arts mentoring should administer the SAYO Math survey and/or SAYO Reading survey.
- **High Impact Tutoring** providers should administer the **SAYO Math** survey and/or **SAYO Reading** survey and are not required to administer the SAYO-Y survey.

Number of Learn24 funded participants in grades 4 and above:

For the results of the survey to be most reliable at least 30 or more youth participant survey responses are required. Results based on less than 30 survey responses should be interpreted with caution.

- **Less than 10:**
  - If a program has **less than 10** youth participants across all sites, the program will **not** need to administer the SAYO-Y survey(s), however they can if they would like to.
- **Greater than 10 and less than 30:**
  - If a program has **greater than 10** youth participants and **less than 30** youth participants across all sites, the program should try and get as many youth participants as possible to complete the SAYO-Y survey(s).
- **More than 30:**
  - If a program has **greater than 30** youth participants across all sites then the program should try and get a minimum of 30 youth participant responses to have a more reliable interpretation of SAYO-Y results. The list of those taking the survey can be chosen randomly. Meaning the administrator can randomly choose participants to take the SAYO-Y survey until they have reached the required number of responses.

How many times should the SAYO-Y be administered?

School Year Programs

The SAYO-Y surveys including the SAYO Reading and SAYO Math are to be administered **twice for programs running during the school year**.

- The **first administration** is to be completed during the beginning period of programming and the administration and results can be treated as a **pre**.
- The **second administration** is to be completed during the ending period of programming and the administration and results can be treated as a **post**.
- This will allow Learn24 grantees to **compare the pre and post survey results**.

Summer Programs

Summer programs have to administer the SAYO-Y survey **only once**. The results will be based on this **one-time administration** of the survey.

Youth Participants

Youth Participants can submit the SAYO-Y survey(s) more than once during the pre or the post administration. The most recent survey response of a youth participant during the pre-administration or post-administration period will be considered as the final response when aggregate results for the program are generated.

General timeline for SAYO-Y survey administration.

School Year Programs

- The first administration (pre) of the SAYO-Y survey(s) is to be completed **by January 14, 2022**.
- Only youth participant responses **on or before January 14, 2022** will be used for generating the aggregate survey results for the providers.
- We expect to provide the aggregate survey results report back to providers within a **month from January 14, 2022**.
- The second administration (post) of the SAYO-Y survey(s) is to be completed between **May 2, 2022 and May 27, 2022**.
- Only youth participant responses **on or before May 27, 2022** will be used for generating the aggregate survey results for the providers.
- We expect to provide the aggregate survey results report back to providers within a **month from May 27, 2022**.
- If a program **ends prior to May 2, 2022**, the second administration (post) of the SAYO-Y survey(s) should be completed in the last three weeks of the program.

High Impact Tutoring Grantees & Mentoring Programs

High Impact Tutoring providers and other 1-on-1 mentoring programs should administer the SAYO Math survey and/or SAYO Reading survey as applicable and follow the **same timelines indicated above**.

Summer Programs

Summer programs have to administer the SAYO-Y survey only once. Once within the **last 2 weeks of programming**.

Youth Participant Assent for the SAYO-Y surveys

"Youth must agree to complete the SAYO-Youth survey, and no youth should be pressured, or given negative consequences for not participating. Staff administering the SAYO survey to youth will be instructed to explain to youth: the purpose of their participation; that participation is voluntary; and that participation can be terminated at any time. Prior to youth completing the SAYO-Y survey, program staff will need to obtain verbal—assent from youth. Any youth who does not wish to participate should be given an alternative activity choice during survey administration time. If incentives are provided to youth for completing the survey, all youth must receive the incentive regardless of whether they actually completed the survey." *(Survey of Academic & Youth Outcomes – Youth Survey (SAYO-Y) USER GUIDE for SAYO-Y Project Managers and Survey Administrator, National Institute on Out-of-School Time at the Wellesley Centers for Women, 2013)*

Youth Participant Confidentiality

Providers are to ensure that the youth participants are able to complete and submit their survey with confidentiality when administering the surveys at their sites. The responses submitted by youth participants will not be accessible to anybody. The DC OST office will only provide aggregate results to the provider with no youth identification.

Parent/Guardian Consent

Providers will provide parents/guardian the Passive Consent forms unless they have incorporated the required SAYO language into their overall consent forms. These passive consent forms only need to be returned if the parent/guardian does not want the youth to take the assessment. The NIOST Passive Consent Form will be provided as a sample.

Prerequisites to administer the SAYO-Y surveys.

1. Providers should go through this user guide completely and if any pending questions on administering the survey please reach out to learn24@dc.gov.

2. Providers should register youth participants at each site (if more than one) in their Learn24 CitySpan database account, add program(s) information at each site in CitySpan, enroll the youth participants into those programs and have at least one day of attendance submitted for each of the youth participants.
   a. Without the above information providers will not be able to administer the SAYO-Y surveys to their youth participants.
   b. A unique SAYO link is only generated for youth participants who have at least one day of attendance in Learn24 CitySpan database.

3. Providers will provide parents/guardian the NIOST Passive Consent forms unless they have incorporated the required SAYO language into their overall consent forms. ***These passive consent forms only need to be returned if the guardian does not want the youth to take the assessment.***

4. Providers have the option to take the 30-minute Survey Administrator training webinar conducted by NIOST virtually. The Survey Administrator training webinar will provide an additional overview of the SAYO-Y and general instructions around administering a survey like SAYO-Y.

a. It is recommended that at minimum at least one individual from each organization, who will be leading the SAYO administration watch the online training webinar.

b. Providers should complete the following form for each individual who wants to watch the NIOST Survey Administrator training webinar **by or before December 31, 2021 -** https://dcgov.seamlessdocs.com/f/SAYO_NIOST_Training_Access

c. You will then receive an email within a week providing you with access to the SAYO-Y online training. The email will come from 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. This link is no longer valid after the registration is complete. If you do not see the email in your inbox, please check your spam folder.

d. You will need have flash enable on your browser to view this. If you run into trouble, please email Learn24@dc.gov for more instructions.

Process to administer the SAYO-Y electronically:
To administer the survey(s) at the site during a program:

1. 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.)

2. 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 any of the SAYO-Y survey(s) Providers should register youth participants at each site (if more than one) in their Learn24 CitySpan database account, add program(s) information at each site in CitySpan, enroll the youth participants into those programs and have at least one day of attendance submitted for each of the youth participants.*

3. 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. –
      i. 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."
      ii. **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.*

4. Providers will download the list of students attending the program at that site along with their unique SAYO-Y survey link from the Learn24 CitySpan database.

a. Provider can then open this downloaded MS Excel spreadsheet on a designated laptop / desktop and request students one by one to click their respective link and complete their surveys.

b. Provider also has the choice to send their students their unique SAYO link and request students to complete their survey(s) on a computer / tablet by clicking on their link.

To administer the survey(s) by sending the survey(s) to the student/family:
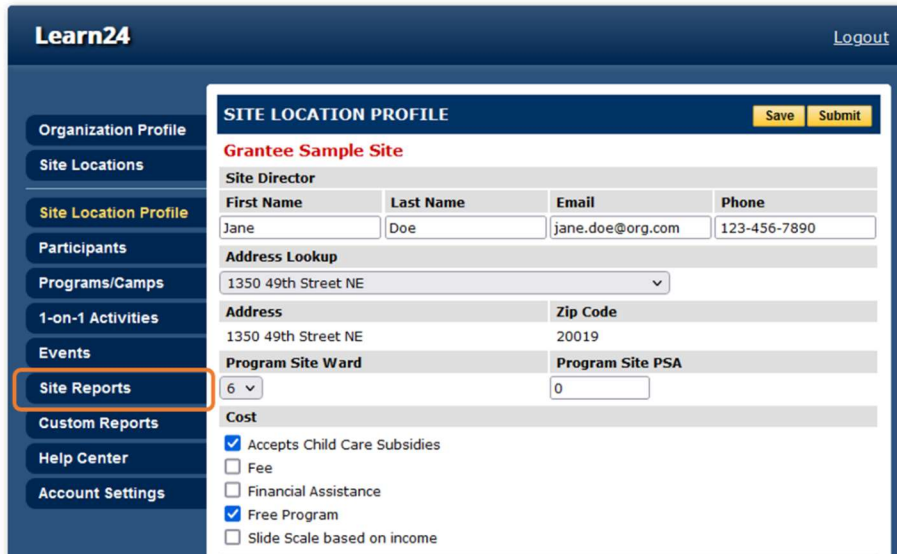
1. ***Before administering any of the SAYO-Y survey(s) Providers should register youth participants at each site (if more than one) in their Learn24 CitySpan database account, add program(s) information at each site in CitySpan, enroll the youth participants into those programs and have at least one day of attendance submitted for each of the youth participants.***

2. Program will provide parents/guardian the NIOST Passive Consent forms unless they have incorporated the required SAYO language into their overall consent forms. ***These passive consent forms only need to be returned if the guardian does not want the youth to take the assessment.***

3. Providers will download the list of students attending the program at that site along with their unique SAYO-Y survey link from the Learn24 CitySpan database as a MS Excel spreadsheet.

4. Providers then have the option to email the students/family their unique SAYO link so that the students can complete their survey(s) at home if they have access to an electronic device like a computer / tablet / phone.

5. Ensure that the correct unique SAYO link is sent to the matching student/family

6. Provide instructions for the student on how to complete the survey and information about the survey. Inform youth that the survey is voluntary and provide information similar to obtaining verbal consent as provided in the example above when administering the survey during the program.

7. Youth can then complete and submit the survey by clicking the link provided to them.

Learn24 CitySpan Database youth participants and their unique SAYO link:

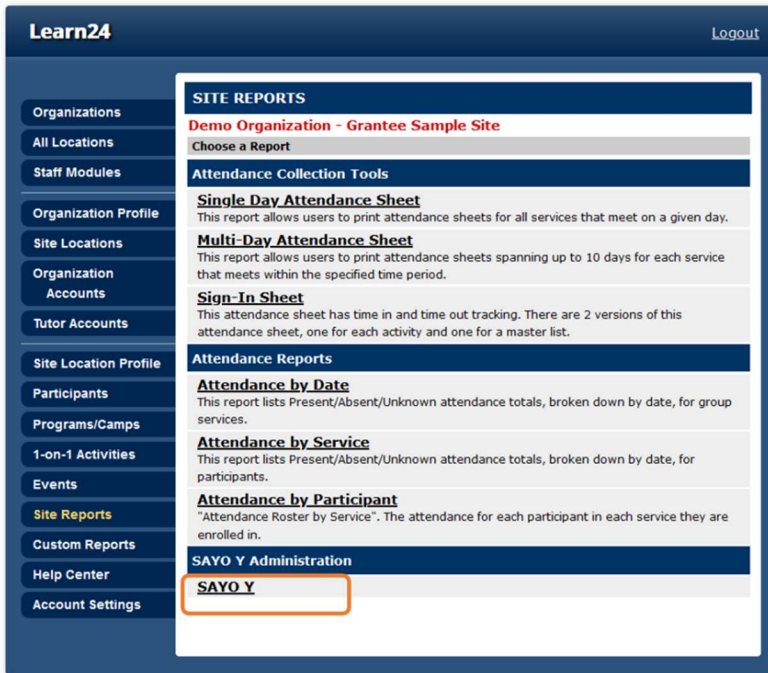**Log into Learn24 Database account: https://learn24.cityspan.com**

1. Database Administrator(s) will have access.
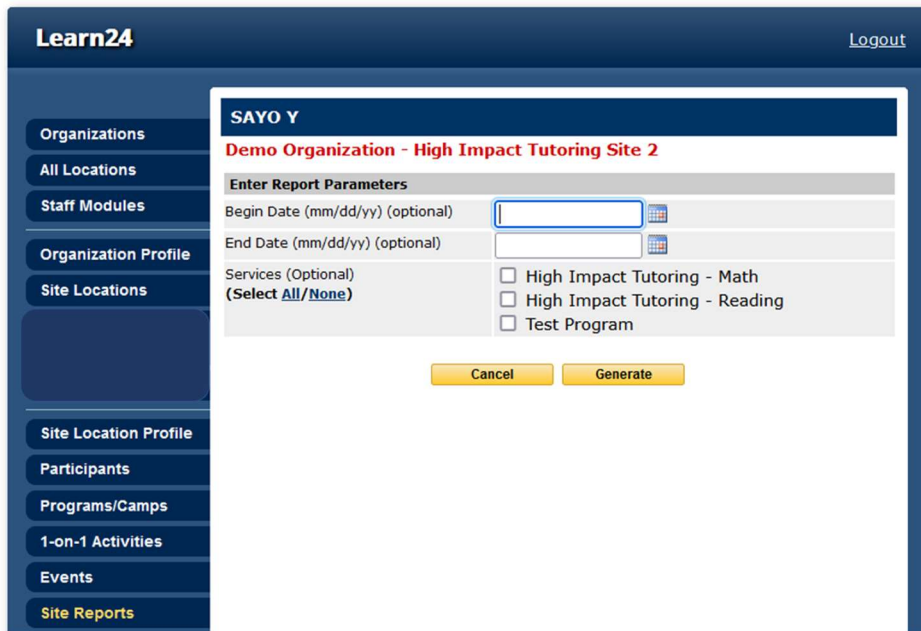2. Select the site location where you are administering the SAYO.

3. Then select Site Reports after clicking the site location where you are administering the SAYO.

4. Then select SAYO_Y from the list of Site Reports available

5. Now you should be able to export the list of students registered by the Site.

- a. You have the option to export the list of students attending programs at the site from a specific Begin Data to a specific End Date.
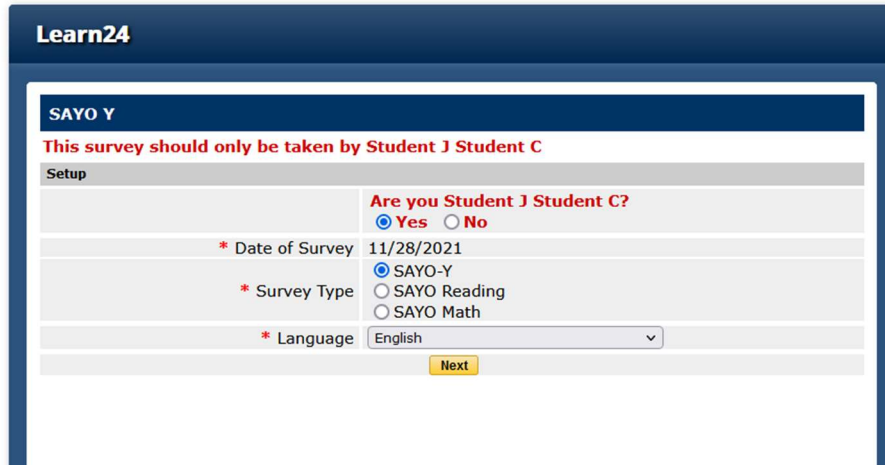- b. You have the option to export the list of students attending specific programs at the site.

    c. Once you have selected your options click Generate and you will be provided spreadsheet with the list of students and their unique SAYO links which allows them to complete any of the three SAYO-Y surveys

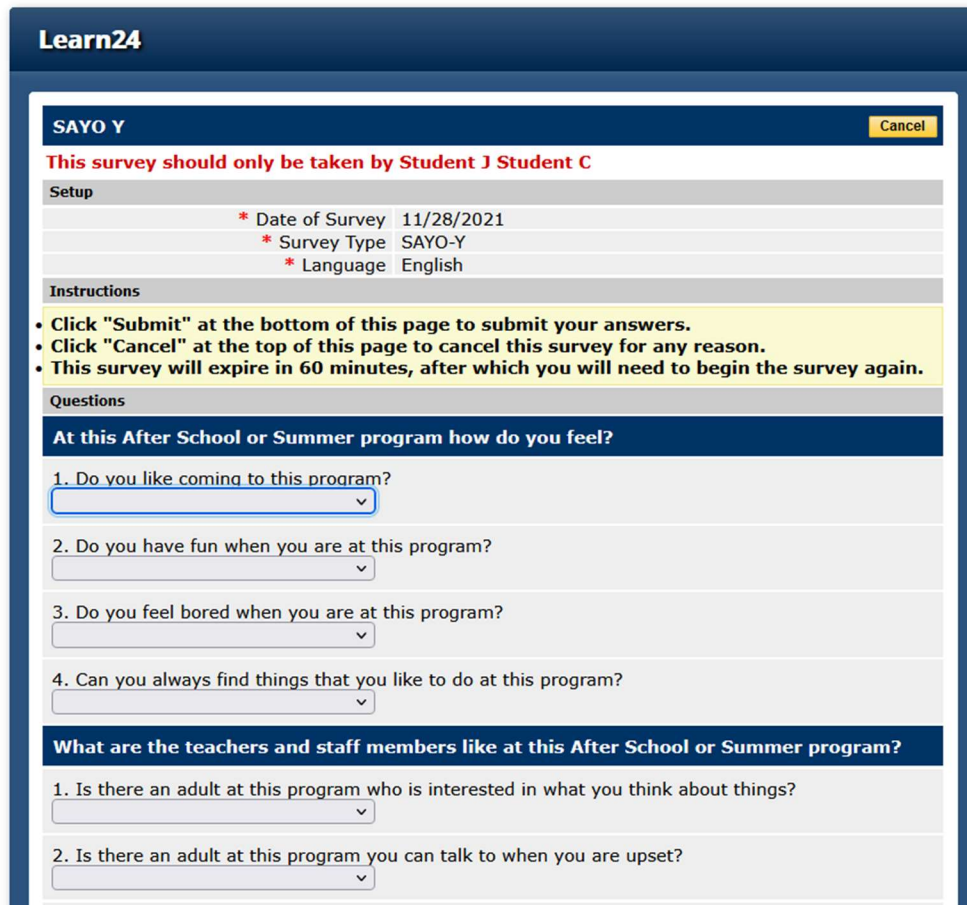|	A	B	C	D	E	F
2	Creation Date: 11/16/2021, 6:06:59 AM (PT)					
3						
4	Site:	Demo Organization - High Impact Tutoring Site 2				
5	Date Range:	12/30/1899 - 12/30/1899				
6						
7	Cityspan ID	First Name	Last Name	DOB	Participant Upload ID	Survey Link
8	51737166	Student B	Student B	2/21/2009	1000212	https://learn24.cityspan.com/web/public/survey.asp?m=6A22A713&p tkn=5715901D-4BFD-40A3-B1F5-96D1B81107EB
9	51737167	Student C	Student C	3/30/2008	1000323	https://learn24.cityspan.com/web/public/survey.asp?m=6A22A713&p tkn=8D78D323-8AC5-4CC1-8E26-2CA446D35511
10	51737168	Student D	Student D	5/15/2010	1000434	https://learn24.cityspan.com/web/public/survey.asp?m=6A22A713&p tkn=7AB12342-C1C9-4A8A-A989-13F6A1B49AF7
11	51737169	Student E	Student E	6/26/2009	1000545	https://learn24.cityspan.com/web/public/survey.asp?m=6A22A713&p tkn=9EA05B64-6FD1-4FBB-A213-E3EA11D4C168
12	51737170	Student F	Student F	7/15/2008	1000656	https://learn24.cityspan.com/web/public/survey.asp?m=6A22A713&p tkn=C5C8E25D-85EA-4C20-B0B0-E1E5A691C8C2
13	51737171	Student G	Student G	9/12/2010	1000767	https://learn24.cityspan.com/web/public/survey.asp?m=6A22A713&p tkn=6C322BD0-E3C8-4948-9E0B-20C927A78A68
14	51737181	Student A	Student A	1/10/2010	1000101	https://learn24.cityspan.com/web/public/survey.asp?m=6A22A713&p tkn=ED5D3100-814B-4825-96EF-5288DCEBC5A3
15	51737182	Student H	Student A	1/10/2010	2000101	https://learn24.cityspan.com/web/public/survey.asp?m=6A22A713&p tkn=3E95271E-DDAB-40C1-820A-659435425413
16	51737183	Student I	Student B	2/21/2009	2000212	https://learn24.cityspan.com/web/public/survey.asp?m=6A22A713&p tkn=74801E25-269B-4F1B-9E87-66C4C2A4DE36
17	51737184	Student J	Student C	3/30/2008	2000323	https://learn24.cityspan.com/web/public/survey.asp?m=6A22A713&p tkn=97FB9827-0BEA-4672-A838-6A7B1AC596F5
18	51737185	Student K	Student D	5/15/2010	2000434	https://learn24.cityspan.com/web/public/survey.asp?m=6A22A713&p tkn=410DD7E8-B4A4-4871-B3CF-8AE0B971ED25

6. With this spreadsheet:
    a. Students can click their unique SAYO link next to their name on a laptop / desktop / tablet setup for administering the SAYO during a program and submit their survey.
    b. Providers can send each student/family their unique SAYO links and have them complete the survey if they have access to an electronic device computer / tablet / phone.

When a student clicks on their unique SAYO link:

1. A new browser window will open up and the students can complete either of the three surveys – SAYO-Y, SAYO Reading, SAYO Math.
2. They can only take one survey at a time. If they are requested to take more than one survey then they will have to click their unique SAYO link and select the next survey and submit it.
3. After submitting their survey the student can close the browser window.
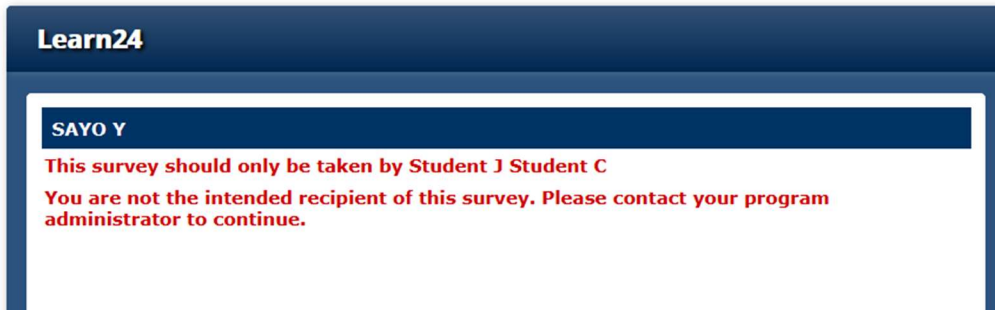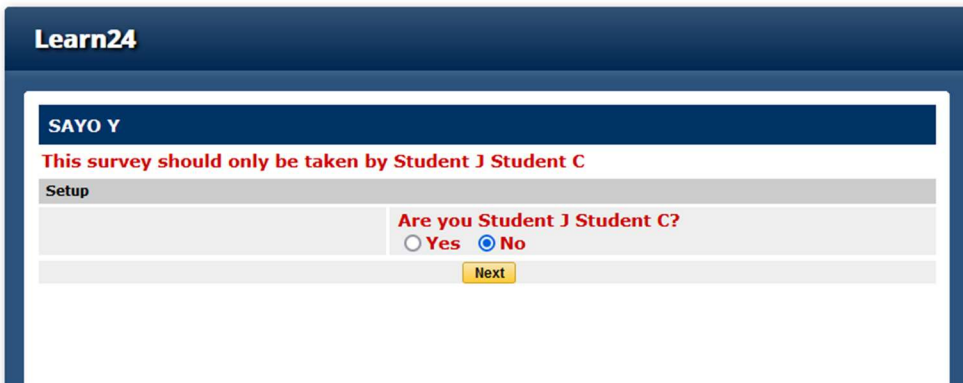4. The student's response after they submit the survey is protected.

5. On clicking their unique SAYO link the student gets to confirm if they are indeed the student indicated on the screen. Select the Survey Type and the Language in which they would like to complete the survey in.

6. On Clicking Next they get to see the Survey selected and submit their responses. They also have the option to cancel the survey for any reason.

7. On submitting their survey they will see a Thank you Note and they can close the browser.
8. If a student wants to retake the survey and/or submit a different survey they can do that by clicking their unique SAYO link.

Provider is responsible for sending the correct unique SAYO link to a student:

1. It is the Provider's responsibility to send the correct unique SAYO link associated with a student to that student.
2. If the wrong unique student survey link is sent to a student then the student who receives the link should say No when they click the link. They should then let the Provider know about the error it and the Provider should rectify the error by sending the student the correct unique SAYO link associated with their name.

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**.

SAYO-Y User Agreement

- **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.

OST SAYO-Y Survey Questions

Questions	Answer Options
At this program how do you feel?	**No, Mostly No, Mostly Yes, Yes**
1. Do you like coming to this program?	
2. Do you have fun when you are at this program?	
3. Do you feel bored when you are at this program?	
4. Can you always find things that you like to do at this program?	
What are the teachers and staff members like at this program?	**No, Mostly No, Mostly Yes, Yes**
1. Is there an adult at this program who is interested in what you think about things?	
2. Is there an adult at this program you can talk to when you are upset?	
3. Is there an adult at this program who helps you when you have a problem?	
4. Is there an adult at this program who you will listen to and respect?	
When you are at this program…	**No, Mostly No, Mostly Yes, Yes**
1. Do you get help to plan activities for the program?	
2. Do you get the chance to lead an activity?	
3. Are you in charge of doing something to help the program?	
4. Do you get to help make decisions or rules for the program?	
5. Do you get to do things that help people in your community?	
What are you like as a learner? Read each sentence. Do you agree?	**Don't agree, Agree a little, Mostly agree, Agree a lot**
1. I like to give new things a try, even if they look hard.	
2. In school, I'm as good as other kids.	
3. I'm good at solving problems.	
4. I'm as good as other kids my age at learning new things.	
5. When I can't learn something right away, I keep trying until I get it.	
How do you get along with others? Read each sentence. Do you agree?	
1. It's very easy for me to get along with other kids.	

2. When I meet someone new, I know they will like me.	
3. I get along with friends as well as other kids my age.	
4. It's easy for me to join a new group of kids.	
How else has this program helped you?	**Don't agree, Agree a little, Mostly agree, Agree a lot**
1. Coming to this program has helped me to get my homework done.	
2. Coming to this program has helped me to try harder in school.	
3. Coming to this program has helped me to do better in school.	
What are you doing right now to make sure you will reach your future goals?	**Don't agree, Agree a little, Mostly agree, Agree a lot**
1. I try hard in school.	
2. I tell myself that doing well in school now will help me later.	
3. When I don't understand something, I get help so I can get it done.	
4. I set goals for myself. For instance, things I want to learn or get better at.	
Please answer the question. Don't worry about spelling!	
What is something new you'd like to learn or get better at?	**Open text**

OST SAYO Reading Survey Questions

How do you feel about reading? Read each sentence. Do you agree?	Don't agree, Agree a little, Mostly agree, Agree a lot
1. I like to read at home during my free time.	
2. I enjoy reading when I'm at school.	
3. I enjoy reading when I'm at this program.	
4. I'm good at reading.	
5. I like to give new books a try, even if they look hard.	

OST SAYO Math Survey Questions

How do you feel about math? Read each sentence. Do you agree?	Don't agree, Agree a little, Mostly agree, Agree a lot
1. I like to learn new things in math.	
2. I like to do math when I'm at school.	
3. I like to do math when I'm at this program.	
4. Math is something I'm good at.	
5. I'm interested in math.	
6. I like to give new math problems a try, even when they look hard.	

NIOST SAYO-Y Passive Consent Form Sample

Dear parents / guardians:
We would like to know more about the children and youth who come to our program so wecan better help them learn and develop.

To find out how children and youth are doing, we will be using a questionnaire called the Survey of Academic and Youth Outcomes (SAYO). The SAYO looks at youth's participation in afterschool activities and measures healthy outcomes for children and youth.

Your child may be invited to complete a brief after-school survey. The survey will ask questions about what your child thinks of the program and about some of the ways he or she may be benefiting from attending the program. The information your child provides will be extremely valuable in helping us to improve our program.

All information collected will be kept confidential. Your child's name will not appear on SAYO materials. All findings from the surveys will be combined and reported on the grouplevel. No individual children or youth will be identified. We do not see any risks to you or your child associated with participating.

The information gathered will be used to improve our afterschool program and to generate greater support for afterschool programs in the community.

Your participation is voluntary. We encourage all parents to agree to allow their childrento participate so that we can have the most complete information possible about how our program is affecting children and youth. Please sign and return this form to your afterschool program only if you <u>DO NOT</u> wish for your child to participate.

If you have any questions about the SAYO please contact the Afterschool Site Coordinator,

_____.

Return this form only if you <u>do not</u> wish for your child to participate. *If you agree tohave your child participate, you do not need to sign this form.*

I_____(your name) <u>DO NOT</u> wish for my son/daughter
(your child's name)_____to participate in the afterschool program survey.

_____   _____
Parent or Guardian Signature   Date

_____
Print your name