

2021 Iowa Youth Survey Instructions & Script for Classroom Teachers

PLEASE READ CAREFULLY.

- Follow these instructions exactly as they are written. Read the script exactly as it is written. This ensures consistent procedures across classrooms and school districts and supports the collection of reliable data statewide.
 - The survey is completely voluntary for the students at any time. **Students must be allowed to opt out of the survey at any time, even after starting, without any penalty.**
 - **Ensure every computer/electronic device to be used to take the survey is connected to the Internet.** Please ensure every computer/electronic device is fully charged or plugged into a power source. If a student loses power during the survey, incomplete data will be saved but they won't be able to finish the survey.
 - If you experience problems with the survey link on administration day, please contact our survey administrator, the Center for Social and Behavioral Research at the University of Northern Iowa, at (319) 273-2105.
 - If you have feedback on the survey administration process or other concerns about the Iowa Youth Survey, please send an email to iowayouthsurvey@idph.iowa.gov.
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STEP 1: *PREPARE FOR EFFECTIVE ADMINISTRATION*

- Locate the list received from your IYS Coordinator of all students in your classroom who will not participate in the survey. This will include students listed on the returned *Refusal of Consent* forms and, although unlikely, the names of all 11th grade students in a YRBS-sampled classroom.
- Plan an alternate activity for the above-described students. They should not take the IYS.
- **Write your school district number, the names of the most common counties in which your students live, and your building name on a whiteboard** for all students to see. You can locate your school district number by finding your district's survey administration link. For public schools, use the last four numbers in the URL. For private schools, use the last eight numbers in the URL. Lists of numbers for both public and private schools can be found at <https://iowayouthsurvey.idph.state.ia.us/>.
- Prepare the classroom by rearranging desks, if possible, away from one another to prevent students from looking at other screens and to optimize privacy.

STEP 2: *INTRODUCE SURVEY TO THE CLASS.*

Read this script exactly as it is written.

“Thank you for participating in the Iowa Youth Survey. Your answers will help the State of Iowa and our school to better understand the health of students.

Participating in this survey is voluntary. Your grade in this class will not be affected. This is not a test of you or this school. Honest answers are very important so that the final results are accurate. You may skip any question you do not wish to answer. You may stop participating at any time without any penalty.

You will be asked about many different topics including nutritional habits, physical activity, alcohol and tobacco use, other drug use, experiences with bullying, and more. It is important that you answer the questions based on what you really know, really believe, and really do. Do not pick a response just because you think that is what someone would want you to say.

Because the survey is confidential, no one will know your answers. Please protect your screen from the view of others and do not attempt to look at others' screens.

We have allowed 40 minutes for the survey. You may finish the survey before then. If so, you will be automatically directed to a site called Your Life Iowa for resources that you may find useful. You may browse this site while your classmates complete the survey. When you are finished with the survey and checking out the Your Life Iowa resources, please close the browser.

After the first three survey questions, which we will complete together in a moment, I am not allowed to answer any questions during the survey unless you are experiencing technical difficulties. Otherwise, simply do the best that you can.

Do you have any questions?"

PAUSE HERE TO ANSWER ANY QUESTIONS.

STEP 3: STUDENTS LOG INTO SURVEY

- Distribute the survey link for the 2021 Iowa Youth Survey to your students by the means identified by your district's IYS Coordinator.

Read this script exactly as it is written.

"Please open the survey on your computer/electronic device. You should see the logo for the Iowa Department of Public Health. Please read the welcome message below the logo. Do not progress further until I tell you to do so. If you need help, please raise your hand."

- Assist students who need help accessing the survey.

If the survey fails to load or displays an error message, check your internet connection. If you continue to experience problems with the survey link on administration day, please contact our survey administrator, the Center for Social and Behavioral Research at the University of Northern Iowa, at (319) 273-2105.

STEP 4: ONCE ALL STUDENTS HAVE SURVEY ACCESS, COMPLETE SURVEY INSTRUCTIONS

Read this script exactly as it is written.

"You can complete the survey in either English or Spanish. Use the dropdown menu in the upper right to switch languages.

Now select the blue ‘Begin’ button following the welcome message. You will see the first three questions of the survey. Please listen carefully as I provide these answers for you.

The first question asks you to enter the name of the county where you live. The most common counties for students in our district are written on the board. Please enter your county now.

The second question asks for your School District Number. Please enter the number written on the board.

The third question asks for your school name. Please enter our school name exactly as you see it on the board.

Please raise your hand if you need help identifying your county of residence. If you do not need help, please proceed to the rest of the survey by selecting ‘Next’.

- Assist any student who need help identifying their county of residence. To protect student confidentiality, provide this assistance from the front of the room if at all possible.
- Once the survey starts, do not walk around the room or answer questions.
- If you notice any students who seem distressed by the survey, notify the school counselor after the class period is over. Be sure to maintain that student’s confidentiality.
- If students need to quit the survey before finishing, ask them to close the browser window. All previous screens will be saved.

STEP 5: VERIFY THAT ALL STUDENTS HAVE CLOSED THE SURVEY BROWSER

Read this script exactly as it is written.

“Thank you for all for participating in the 2021 Iowa Youth Survey.”

STEP 6: REPORT ANY PROBLEMS

If there were any problems with computers, survey completion issues, or any other problems, please take a moment now to share this information with the Center for *Social and Behavioral Research at the University of Northern Iowa* at csbr@uni.edu. Please provide as much detail as possible, such as date, time, number of computers affected, etc.

STEP 7: PLAN FOR MAKE-UPS

Create a list of any students absent due to illness or otherwise who are eligible to make-up the survey at a future date. Contact your district’s IYS Coordinator for your district’s make-up plan.

Thank You for administering the 2021 Iowa Youth Survey!