Youth Development Instrument

Administrator's Guide to Delivering the Youth Development Instrument (YDI)

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Youth Development Instrument

About the YDI

Youth who establish healthy social, emotional, mental and physical behaviours in early life are more likely to achieve academic success and other positive developmental outcomes. Our team has created the Youth Development Instrument (YDI), a survey of high school students, to identify which resources, opportunities, and practices set youth up for success in adolescence and adulthood. As researchers at SFU, the UBC Human Early Learning Partnership (HELP-UBC), and the BC Centre for Disease Control (BCCDC), we have built the YDI in collaboration with school administrators, teachers, healthcare providers, policymakers, community partners, and young people themselves.

What does the YDI measure?

We have expanded on HELP-UBC's Early Years Development Instrument (EDI, Kindergarten) and Middle Years Development Instrument (MDI, Grades 4 to 8) instruments by asking questions about five areas: social and emotional development, social well-being, learning environment and engagement, physical and mental well-being, and navigating the world. The YDI asks questions about students' social and emotional competencies, social connections and school experiences, physical and mental health, positive and adverse childhood experiences, substance use, civic engagement, and food and housing security.

What will happen to YDI results?

As our goal is to create actionable findings you can use to improve your students' well-being, participating districts will receive district and school-level reports 2-3 months after the YDI survey is delivered. School reports are not made public. In the long-term, YDI results will complement data from the Student Learning Survey and Adolescent Health Survey by comprehensively linking important outcomes such as high school graduation to students' experiences in school, their life at home and in their communities, and other data on their physical and mental well-being. YDI data can also be linked to EDI and MDI data to provide a picture of young people's health and well-being from early childhood to adolescence.

Contact the YDI research team

We encourage those with general queries about the YDI project to contact ydi@sfu.ca. Contact details for specific project personnel are as follows.

YDI Principal Investigator:
Dr. Hasina Samji
hsamji@sfu.ca

YDI Team
ydi@sfu.ca

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Pre-administration checklist

- ☐ Review this administration guide.
- ☐ Select an administration date(s) for delivery of the YDI survey at your school between January 16 and March 31, 2023.
- ☐ Send the date(s) selected for YDI delivery at your school to the YDI research team at ydi@sfu.ca.
- ☐ Ensure that space and appropriate technology is available and has been booked for students to take the YDI survey on the administration dates designated by your school. If convenient and consistent with your district and school policies, students may take the YDI on their personal computers, tablets, or mobile devices. **Students' responses are confidential, so they will need enough workspace so that others cannot see their responses.**
- ☐ Check that the YDI Parent/Guardian Passive Consent Letter signed by your school district contact was sent out to parents at least 4 weeks prior to the date selected for survey administration.
- ☐ Send the date on which passive consent letters were distributed to parents and guardians to the YDI research team at ydi@sfu.ca.
- ☐ Inform students that the YDI is set to be delivered 1 week prior to administration. Share the 2-minute YDI introductory video described in Step 2 of "Administering the YDI" below with students at any time in the week prior to delivery. The video can be accessed using this link: https://youtu.be/vpDXPvuTMxE.
- ☐ Please communicate with the YDI team and ensure that you identify the students whose parents/guardians have withdrawn them from the study.
- ☐ Prepare an appropriate activity for students who do not receive consent or decline to participate in the YDI (for example, regular schoolwork)
- ☐ While not a test, please ensure that students do not discuss answers in the interest of student privacy.
- ☐ Communicate any student withdrawals from the YDI project to the research team at ydi@sfu.ca.

Optional:

- ☐ You will receive the survey link at least one week prior to survey implementation. You may review survey questions by logging in with the survey code '0123456789'.

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Administering the YDI

Step 1: Print list of student Personal Education Numbers (PEN) and "More about the YDI" slips

Students taking the YDI will use their Personal Education Number (PEN) to participate. **Please ensure they have their PENs available in advance**. They will not be able to complete the survey without them.

You will find attached a second file containing "More about the YDI" slips. Print this file as a two-sided document; every copy of the file is equivalent to 10 slips. Print enough copies so that each participant receives one slip. Students can use these to contact the research team if they would like to withdraw from the YDI project after taking the survey or have any further questions about their participation. On the backside, these slips also include information on how to access Kids Help Phone (kidshelpphone.ca), a national 24/7 support hotline for young people with support in multiple languages, and for provincial counseling services provided by Foundry BC.

Step 2: Prepare the survey session

i) The YDI survey is hosted on the online survey platform Qualtrics. Qualtrics works best in Apple Safari, Google Chrome, Microsoft Edge, Microsoft Internet Explorer, and Mozilla Firefox. To begin, open the following page on each computer that will be used for survey administration. **You will receive the link to the page at least one week prior to survey implementation.** Alternatively, you may instruct students to access the survey on their personal devices by entering the short link provided one week to implementation on their web browser. Each student will use the same link but will enter their unique PEN.

ii) Open the following YouTube video on a large screen with audio capability which is visible to all students taking the survey https://youtu.be/vpDXPvuTMxE. This 2-minute video was co-created with the YDI Youth Advisory Council to introduce the YDI project to participants. Please feel free to watch this video yourself before the survey session if you wish!

Step 3: Distribute "More about the YDI" slips.

Ensure that each student receives their PEN. Students will be prompted to enter this at the end of the assent script at the beginning of the survey if they choose to take part in the survey. Students should also receive a copy of the "More about the YDI" slip so that they can later access support resources if they wish.

Confirm before moving to step 4 that all students have their PEN and a "More about the YDI" slip.

Please ensure that students whose parents/guardians have withdrawn consent do not participate in the survey. The survey is completely voluntary. Students can choose not

to participate or stop the survey any time. Please ensure that students not participating in the survey are given quiet, alternate work to do.

Step 4: Administer the survey

READ THE FOLLOWING SCRIPT:

"Thank you for participating in the YDI survey which asks about your thoughts, feelings, and experiences inside and outside school. After watching a short video about the project and reading the assent form on the survey, you can decide whether or not you would like to take part in the survey. Even if you decide to take part, you may skip any questions or stop the survey at any time. If you would like to take part in the survey, enter your PEN at the bottom of the assent form to get started. Your data is completely confidential and your responses will not be shared with school staff or parents/guardian, so please answer honestly. To respect your fellow students' confidentiality, we ask they you do not look at other people's responses. Schools, community organizations, health care, and government use YDI data to help make decisions on how to support youth health and well-being. This is your chance to make sure your opinions and experiences are included in these decisions. If you are interested in learning about the combined results of student responses to the survey or participating in future research, you can share your contact information at the end of the survey. We will send you infographics with survey results. Please let me know if you have any questions or concerns at any point."

If students have not yet viewed the 2-minute YDI introductory video described in Step 2, play the video once all students are ready to begin. After watching the video, students may read the assent form on the survey and choose whether or not to participate. If they do not want to participate, they do not enter their PEN. Please provide a regular quiet school activity for non-participating students.

Students will start by reading and agreeing to an assent form before completing the YDI survey. Please allow 5-10 minutes for students to ask any questions about the YDI project or their participation at the start of the survey-taking session. Refer to the FAQs section for answers to some of the most common questions students might ask. If you have any additional questions about the YDI project after reviewing these FAQs and prior to survey delivery, please feel free to contact us at ydi@sfu.ca. If you can't answer the question, let the student know they can contact the research team using details provided on the "More about the YDI" slip.

The assent form will inform students that they are able to skip questions or stop taking the survey at any time. Students can also withdraw themselves and their answers from the study by notifying you, the survey administrator. **If a student expresses that they wish to withdraw, note the student's PEN and contact the research team at ydi@sfu.ca after the survey taking session has concluded.** Similar to students who have been withdrawn by their parents/guardians, please ensure that students who do not assent to participating have something else to work on.

At this point, students can continue to complete the survey by themselves. If students have questions, please refer to the survey administration guide for responses. In order to respect students' privacy, we ask that you do not observe students' responses to questions. Please also discourage students from looking at each other's answers.

After administration

Students can indicate at the end of the YDI survey that they would like to speak to a someone regarding a problem they are having. The YDI research team will flag these students to the principal. Keep an eye on your email inbox for these messages which you will receive from research staff. If a student requests help, you can follow your school's procedure for assisting students. We recommend communicating with the school counsellor about school-based resources to support students in this event.

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How to answer student FAQs

How long will the survey take?
Most students will take one class period to complete the YDI survey.

What types of questions will be included?
Among others, students will be asked questions about their background, how they think, feel, or act in general and in certain circumstances, their relationships with peers, friends, and adults inside and outside school, positive and challenging experiences they have faced, and their plans for and thoughts about the future.

What does it mean when it says my responses may be linked to other education and health information?
Government agencies and health services maintain records on most people living in BC to support research on the factors that affect well-being, development, and health in the province. YDI researchers will use a highly secure and confidential process to connect YDI responses to students' previous responses on developmental surveys like the MDI and other data on health and demographics. YDI researchers will be able to see individual-level data on students who take the YDI, but they will not know who these students are because their names are removed from their responses. By creating a comprehensive picture of youth health and educational outcomes, we will be able to better understand how to support young people throughout early life to maximize their well-being.

If I start the YDI survey and decide I want to stop, will the answers I already gave be recorded?
You can stop answering questions on the YDI survey at any time. The responses you gave will be recorded and included in the study. If you don't want any of the questions you answered to be counted, tell your survey administrator you wish to be withdrawn from the YDI project.

Will I be able to go back and see/change my answers once I've gone to another page or after I've submitted the survey?

Yes, you can use the back button the survey to go back and change responses.

Do our parents/guardians know that we are taking the survey?
Yes, your parents/guardians were sent a consent form four weeks ago that explained all the study details. We use a "passive consent" procedure with the YDI. This means that parents/guardian return the form to the school if they do NOT want you to participate.

Do I have to participate if my parents/guardians said it was okay to participate?
It is completely up to you whether you want to complete the survey or not. Even if your parents/guardians provide passive consent, you can still choose not to complete the survey or stop the survey any time. You can also choose to complete some questions and skip any questions you don't feel comfortable answering.

Can I complete the survey if my parents/guardians returned the form saying I am not allowed?
No. If your parents/guardians indicated they do not want you to participate, you may not take the survey.

Can I start the survey now and complete it later? Please contact the YDI team in advance, and we will consider requests on a case-by-case basis. If a pre-arrangement has not been made, students may stop the survey at any time, but they are not able to complete it later. Their data will still be included even if they do not complete the survey unless they request to withdraw all their responses.

Can I complete the survey from home? Please contact the YDI team in advance, and we will consider requests on a case-by-case basis.

What do I do if a Student Seems Upset and Acts Differently after Completing the Survey?

The YDI asks students questions about their experiences. Some students may have experienced challenges in their lives that could be upsetting to think about. For example, the YDI asks about whether students have experienced bullying or discrimination. This information is important to better understand how these experiences may contribute to students' health and well-being and identify ways to promote wellness in students who have experienced adversity (resilience). If a student is noticeably upset after completing the YDI survey, this may be a sign that they need additional support.

If a student is upset, please encourage them to see the school counsellor. We encourage you to share YDI survey questions with the school counsellor in advance and advise them of survey implementation dates. If you notice a change in students' behaviour or attendance after completing the survey, please connect the student with school supports as per your school policies. We also provide students with supports they can contact outside of school, such as Kids Help Phone (kidshelpphone.ca) and Foundry BC (foundrybc.ca), that they can contact. Please encourage them to take the slip of paper with them and use it if they notice they feel upset.