## County/CESA Guide to Conducting the OYRBS

This document provides a brief overview for county or CESA-level users looking to conduct the OYRBS. More detailed information and instructions can be found here: <https://dpi.wi.gov/sspw/yrbs/online>.

**You can also participate in our** [**Google Community**](https://plus.google.com/u/0/communities/107142512833913527665) **to learn from other Counties or CESAs**

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| **GETTING BUY-IN** |  |
| **Step 1- Decide to conduct survey; assess/gain local interest and support.**   * Determine your purpose and audience for the survey results. This will guide you in creating the survey. * Begin efforts to involve partners now to harness more resources and combine survey efforts to reduce the number of student surveys. * Review district policies and federal and state laws and ensure your survey complies. |  |
| **Step 2- Choose a Survey Administrator.**   * The Survey Administrator drives the survey process at the County/CESA level. * They will need local supports in each school district and building. These support people will have Survey Creator or Report Viewer roles. |  |
| **Step 3- Get school district authorization of the Survey Administrator using the New Survey Administrator Form found on the website above.**   * Each school district must sign a form to authorize. * If you need permission to view school-level data, rather than just aggregate data, now is a good time to get those permissions as well. * Forms are sent to Mariah Geiger at [Mariah.Geiger@dhs.wisconsin.gov](mailto:Mariah.Geiger@dhs.wisconsin.gov). |  |
| **SETTING UP THE SURVEY** |  |
| **Step 4- Set up user accounts in the online system at** <http://yrbs.learningpt.org/admin>**.**   * Each Survey Administrator needs an account. School representatives who want to review results should also make accounts. |  |
| **Step 5- Use online system to make survey.**   * Use the instructions on the “Create a Survey” page of <http://yrbs.learningpt.org/admin>. * Generally, schools and counties or CESAs work together to determine survey questions. In order to generate county/CESA-level results, all schools must take the same survey. * Recommendation: To enhance data quality, use as many questions from the “Core” or default clusters as possible. At the high school level, this will also allow you to compare to state and national rates. * Be aware that once your chosen start date has passed, you will no longer be able to add questions to the survey. |  |
| **Step 6- Plan to administer the survey.**   * Each school should use the “Internet Tips for OYRBS” info sheet to prepare for survey administration. * Each school must undergo an active or passive parental consent process. Allow more time for an active consent process. Sample forms are available here: <https://dpi.wi.gov/sspw/yrbs/online>. * Students need a private, quiet place to take the survey, and an activity to complete on their computers when they are finished. |  |
| **Step 7- Test your survey.**   * Use the test functionality on the OYRBS website by navigating to <http://yrbs.learningpt.org/> and entering your survey ID with YrbsTestPWD as the password. * Note: Surveys must have “started” in order to test them. You can always change the start date to be later after you have tested the survey. * You can also double check your survey or print a PDF copy by clicking the “View Survey” option at the top of the “Create a Survey” page, just under the Survey ID. |  |
| **CONDUCTING AND USING THE SURVEY** |  |
| **Step 8- Administer the survey.**   * Distribute Survey ID and passwords. In order to obtain school-level results, each school should use their unique survey password. To avoid confusion, only give each school their own password, not a list of all of the passwords. * Every school taking the survey will use the same Survey ID and their unique survey password. |  |
| **Step 9- Get your results.**   * Navigate to “View Reports” in the online system. County or CESA level survey administrators or creators will only be to see County or CESA level results. * To access school-level results, you need to be added as a school-level report viewer. * Note: The survey must be closed to view results. Make sure all schools and all students have taken the survey prior to the “end date.” After the survey end date has passed, your results will automatically generate. The end date can be changed during survey administration by going to “View/Edit a Survey.” |  |