CALIFORNIA YOUTH TOBACCO SURVEY

School Coordinator: _____

Classroom(s) Proctored: _____

Questions?
CYTS@rti.org
833-870-0483
https://cyts.rti.org

CYTS TEACHER & PROCTOR OVERVIEW, INSTRUCTIONS, and TROUBLESHOOTING

OVERVIEW

- ❑ Step 1: Learn.
  - ✓ Review materials and watch the training video.
  - ✓ Preview the survey if you wish, using a special preview link.

- ❑ Step 2: Prepare.
  - ✓ Distribute and collect Parent Permission Forms.
  - ✓ Receive student survey link.

- ❑ Step 3: Proctor the Survey.
  - ✓ Start survey at beginning of class.
  - ✓ Use provided Proctor Script.

- ❑ Step 4: Submit the Attendance Log.

- ❑ Step 5: Return Permission Forms to School Coordinator.

Survey Purpose

The **California Youth Tobacco Survey (CYTS)** is used to determine the statewide prevalence rates for adolescent use of tobacco (including vapes) and co-use of marijuana and/or alcohol. In addition to questions about use, the survey examines student attitudes and exposure to these products, as well as perceptions of harm associated with their use.

CYTS (formerly known as the California Student Tobacco Survey, or CSTS) has been administered to middle and high school students since 2001. The California Departments of Public Health and Education have contracted RTI International to conduct the CYTS beginning with the Spring 2022 administration.

Survey Overview

Schools choose a date that works best for them

Students in selected 8th, 10th, and 12th grade classrooms

30-minute online survey during a designated class

What has happened so far

Your principal has chosen a **School Coordinator** who is working closely with RTI project staff to schedule and prepare for the survey. The School Coordinator will provide you with training materials, parent permission forms, and the link(s) to the survey.

Your Role

The **Teacher/Proctor**'s responsibilities include: managing parent permission forms, proctoring the survey, completing Attendance Logs for each classroom, and maintaining confidentiality.

As the survey proctor, **your role is critical to the successful administration of CYTS**. We appreciate your assistance with ensuring the successful facilitation of this survey. The RTI CYTS project team is available to assist you, and you may contact us through your designated School Coordinator, or directly at CYTS@rti.org or 833-870-0483.

Teacher/Proctor Instructions

Step 1: LEARN

❑ **Review training materials and watch training video by clicking the image below.**
   Or visit https://www.youtube.com/watch?v=ia2O9sVwBqU&ab_channel=UploadAccount**:**

❑ **Familiarize yourself with the survey.**
   ✓ Preview the survey using a special teacher link here:
     https://cyts.rti.org/index.aspx?schoolid=39999000&classid=9990&mode=4
       ∗ *Confirm you are in Ms. Teacherman's class to continue to the preview survey.*
       ∗ *It is very important that teachers and proctors only view the survey using the preview link. Due the anonymous nature of the survey, it is not possible to distinguish a proctor preview from a completed survey when the student survey link is used.*
   ✓ Skip patterns are used so that students will not be asked questions that do not pertain to their experience.
   ✓ The survey can be taken in English or Spanish.

Step 2: PREPARE (4-6 weeks before survey date)

❑ **Confirm survey date(s)** with your School Coordinator.
   ✓ If you are proctoring more than one session, please keep in mind:
       ∗ Plan to collect, track and store returned refusal parent permission forms for each classroom/period separately.
       ∗ You will receive a unique survey link for each classroom/period that will be prepopulated with the period number and teacher name.
       ∗ You will complete an Attendance Log for each classroom/period separately.

❑ **Determine what devices students will use to complete the survey.**
   ✓ Students can complete the survey on any internet-connected tablet, laptop, or computer.

- ❏ **Send parent permission forms home with students about <u>2 weeks before</u> the survey**.
  - ✓ Passive, or implicit, permission will be used according to the State of California Education Code Section 51938.
    - ＊ "Implicit" means students who return signed parental permission forms are <u>opted out</u> of the survey. All other students are eligible to participate.
  - ✓ PPFs are in English and Spanish. Additional languages are available upon request (Arabic, Farsi, Korean, Punjabi, Russian, Simplified Chinese, Tagalog, Vietnamese). Please work with your School Coordinator to obtain copies of these additional languages if needed.
  - ✓ **It is your responsibility to collect any returned refusal forms and be aware of each student's eligibility to participate.**
  - ✓ We recommend keeping a running list of any returned parent consent forms.

- ❏ **Obtain student survey link(s) and proctor script** from School Coordinator <u>1-2 weeks</u> before the survey.
  - ✓ Each classroom/period has a unique student survey link.
  - ✓ It is critical that <u>only students</u> use the student survey link. Staff can use the proctor preview link in Step 1, to view the survey.

- ❏ If you would like, you can choose a quiet assignment or activity for students who do not complete survey or finish early. CYTS does provide a link to an alternative activity at the end of the survey for students to participate in. The activity is "Social Media Test Drive: Healthy Social Media Habits". The provided activity is in English only.

Step 3: PROCTOR SURVEY

- ❏ **Review any refusal parent consent forms (if applicable)** <u>before</u> beginning the survey.
  - ✓ Students whose parents have refused and those that finish the survey early will be able to work on an alternative activity accessed through the study website. Or, they can work on a quiet activity assigned by the teacher.
  - ✓ Students who are absent do <u>not</u> have to make up the survey. However, if a large number of students are absent, please consider waiting to proctor the survey on a different day.

- ❏ **Please begin the survey at the start of the class period** to ensure sufficient time for all students to complete.

- ❏ **Read aloud the Proctor Script on page 7 of this document** prior to providing survey link to students.
  - ✓ This provides important information about confidentiality and anonymity.
    - ＊ If a student wishes to decline, they can do so after logging in and reading the student assent.

- ❑ <mark>After the Proctor Script has been read,</mark> **provide survey link and classroom/period information to students.**
  - ✓ We recommend writing the survey link and verification information on a physical or virtual whiteboard visible to all students (example below).
  - ✓ Students should enter link exactly as written, do *not* Google the link.
  - ✓ Due to confidentiality, do *not* forward the link by email.

  www.hatteras......
  School: Awesome HS
  Period: 1
  Grade: 10

- ❑ **Ask students to use the student URL to log into the CYTS portal.**
  - ✓ Students will verify their school, class period, grade, and teacher's name.
    - ∗ It may take up to 30 seconds for the website to load if everyone is logging in at the same time.
    - ∗ If you discover that you have the wrong link (i.e., wrong period # or teacher's name) please inform your School Coordinator immediately to obtain the correct link.
  - ✓ Upon login, a **computer-generated personal ID number** will be generated for the student. <mark>IMPORTANT:</mark> Students should write this number on paper at the beginning of the survey in case they get logged out, so they can continue where they left off.
  - ✓ Students will read the assent to themselves and begin the survey.
- ❑ **Make sure students LOG OUT of survey when they finish** to ensure student confidentiality.
- ❑ <mark>**Use <u>Troubleshooting: Proctor Guide to Solving Day-of-Survey Issues</u>, on page 8, as needed.**</mark>

Step 4: SUBMIT ATTENDANCE LOG (DURING OR IMMEDIATELY AFTER THE SURVEY)

- ❑ **Submit Attendance Logs for each classroom/period proctored**.
  - ✓ Survey Date
  - ✓ # students enrolled in the class
  - ✓ # students returning "opt out" forms from parents (parent sent in a refusal parent permission form)
  - ✓ # students absent on survey day
  - ✓ Number of students who completed the survey
- ❑ **Double check your logs for accuracy and submit same day as survey**.

Step 5: RETURN FORMS TO SCHOOL COORDINATOR

- ❑ **Return any refusal parent permission forms to your School Coordinator**.
  - ✓ Forms from different classrooms/periods should be kept separate.

Materials Checklist

- ❑ Proctor "Overview, Instructions, and Troubleshooting"
- ❑ Parent Permission Forms
- ❑ Survey preview link
- ❑ Proctor Script
- ❑ Student survey links
- ❑ Attendance Logs link

Thank you for your participation!

For any questions, please contact your RTI Liaison or RTI Project Staff at CYTS@rti.org or 833-870-0483.
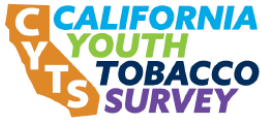
Proctor Script

Script to be read to students:

"You are being asked to participate in the California Youth Tobacco Survey, an annual statewide survey, paid for by the California Department of Public Health. The California Department of Public Health is interested in your opinions on the use of cigarettes, e-cigarettes, vapes, hookah, and other products. The results help in planning programs and policies that can improve health for youth.

Our school was chosen to participate at random—like pulling a name out of a hat. The survey is anonymous and confidential. You are one of thousands of students across California taking this survey and your answers will be combined with other students so you will not be identified. Please answer questions as accurately as possible as your unique experience is important.

Taking part in this survey may not have direct benefits to you, but it will help our state provide better services and programs for students your age. There are no foreseeable risks for participation since the survey is anonymous and confidential.

The survey will take approximately 30 minutes. You can skip any questions you do not want to answer. This survey is not part of your regular school program, and your grades and enrollment will not be affected by your choice to participate. No one from your school, including your teacher or principal, will know how you answered.

Are there any questions about what I just read?"

Survey Instructions to be read to students:

1. Type the survey link into your browser. It will not work if you "google" it.
2. Confirm your classroom information.
3. Please write down your computer-generated **personal ID number** (for example: CYTSID_1234) – either in a document on your computer or on paper. You will need this if you get logged out, so you can continue where you left off.
   - BE VERY CAREFUL not to close the browser window during the survey.
   - If you accidentally close it, you will need the ID number to continue where you left off.
   - Do not share your ID number with anyone else.
   - Throw away the ID number after you finish the survey.

   You can now get started by reading the onscreen instructions.

TROUBLESHOOTING

Proctors Guide to Solving Day-of-Survey Issues

What if...

A student has questions about a particular survey item?

The proctor can help with logistics of the survey (e.g., accidental sign out or tech issues) but should *not* help with the content. If a student asks about a particular item, the proctor should let them know that there are no right or wrong answers and they should try their best to answer on their own but can skip an item if they're really not sure.

The survey link does not work?

If the link provided to access the survey is not working, please check you have communicated the correct link and that the students are typing in the link correctly. If none of the students in the class can access the link, contact your School Coordinator or CYTS Liaison at 833-870-0483.

A student's confirmation screen doesn't "match" the student's classroom information?

When a student logs in they will need to confirm their grade, classroom, and teacher. This information is provided to the study by the School Coordinator in advance of the survey. If a student indicates that they cannot confirm the information, ask to view the confirmation screen:

- If all the information on the screen is incorrect, confirm that the student has typed in the correct link. They may have mistyped the address and accessed a page for a different classroom. If you are unable to resolve the issue, contact your SC or CYTS Liaison at 833-870-0483.
- If there is a typo, or you have an explanation of why the information is incorrect (e.g., there is currently a substitute teacher), tell the student to confirm the information and proceed. Make note of any changes needed on the Attendance Log.

Student accidentally signs out of survey?

If a student accidentally signs out of the survey, they can sign back in using the Student ID that was automatically generated for them at the beginning of the survey and that they were instructed to write down. They should type in the classroom-specific URL/web address provided and then look for the "Need to log back in?" link. If the student did not write the Student ID down, they will need to restart the survey. If this happens, please make note of this issue on the Attendance Log.

Your class gets interrupted during the survey?

Student safety is top priority. If the class needs to stop the survey abruptly, ask them to log out of the survey and take their login ID with them. They can use the login ID to sign back in when the class is able to resume. Please make note of the issue on the proctor Attendance Log.