



Classroom(s) sampled: _____

Questions?

CYTS@rti.org

833-870-0483

<https://cyts.rti.org/>

CYTS SCHOOL COORDINATOR OVERVIEW & INSTRUCTIONS

Thank you for serving as the School Coordinator for the **California Youth Tobacco Survey (CYTS)**. Data from CYTS are used to understand local trends and prevent youth tobacco use in California.

OVERVIEW

- Step 1: Plan.
 - ✓ Work with RTI Liaison to determine survey logistics.
 - ✓ Receive survey materials from RTI.

- Step 2: Prepare.
 - ✓ Send Parent Permission Forms home about 2 weeks before survey.
 - ✓ Determine what equipment students will use to complete survey.
 - ✓ Provide survey link and attendance log link to teachers/proctors.

- Step 3: Administer survey.
 - ✓ Ensure teachers/proctors follow survey protocols.
 - ✓ Obtain a high student response rate.

- Step 4: After the survey.
 - ✓ Collect signed Parent Permission Forms from teachers/proctors.
 - ✓ Email RTI staff to confirm survey completion.

- Step 5: Verify completion.
 - ✓ Complete a brief verification survey.
 - ✓ Receive \$500 gift card incentive for school.

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

Your Role

As the liaison between RTI Project Staff and your teachers/proctors, your role is critical to the successful administration of the CYTS. We appreciate your willingness to learn about the CYTS survey and facilitate participation of students at your school. Your RTI CYTS project team is available to provide support anytime. Please call or email your RTI Liaison or other CYTS staff at CYTS@rti.org or 833-870-0483.

Responsibilities

- Work with RTI Project Staff to sample classrooms and choose survey dates.
- Determine what internet-connected computer equipment will be used by students to take the survey.
 - RTI Project staff provide the web address and login information for each classroom.
- Ensure that teachers/proctors are trained and have the materials and equipment they need to administer survey:
 - Proctor training video and “Proctor Overview, Instructions, and Troubleshooting”
 - Parent permission forms
 - Preview survey link
 - Live student survey link and attendance logs
- Ensure that parent permission forms are sent home about 2 weeks before the survey.
- After the survey, collect returned refusal parent forms from teachers/proctors and verify any discrepant or missing participation data/logs.
- Complete a brief verification survey and confirm receipt of school incentive.

School Coordinator Instructions

Step 1: PLAN

- ❑ Work with your RTI Liaison to determine the following survey logistics:
 - ✓ Determine the date that works best for your school to complete the survey. Anytime between January 2023 and June 2023.
 - ✓ Use CYTS template to provide a list of classes for sampling. Provide teacher name, class name, period, and number of students enrolled in the class.
 - Accurate and complete information is vital – we will ship materials for each participating classroom and track response rates based on the information you provide in this step.

- ❑ RTI Project Staff will provide the materials you need to administer the survey:
 - ✓ Parent permission forms
 - ✓ A link to preview the survey
 - ✓ Proctor instructions and script
 - ✓ Survey link(s) (each classroom receives a unique link)
 - ✓ Link(s) for Attendance log (each classroom receives a unique link)

Step 2: PREPARE

- ❑ Ensure teachers/proctors complete training (video, checklist, preview link).

- ❑ Provide survey preview link to teachers/proctors.
 - ✓ 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 survey preview.
 - *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.
 - ✓ Survey can be taken in English or Spanish.

- ❑ Send parent permission forms (PPF) home with students about 2 weeks before the survey.
 - ✓ If teachers will distribute, provide forms to teachers.
 - ✓ Passive, or implicit, permission will be used according to the State of California Education Code Section 51938.
 - "Implicit" means parents do not need to do anything if they agree to their child's participation.
 - Students who return signed refusal parental permission forms are opted out 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 RTI liaison to determine whether you need copies of these additional languages.
- ❑ Remind teachers/proctors of the survey date. **Plan to administer at the beginning of the class period.**
- ❑ Ensure classrooms have enough internet-connected laptops or computers available for each student or that a computer lab is reserved for the survey session.

Step 3: SURVEY DAY

- ❑ Verify that teachers/proctors administer the survey and complete attendance logs during or immediately after proctoring the survey.
 - ✓ There should be a separate log for each class surveyed.
- ❑ Work with RTI Project Staff and teachers/proctors to **obtain a high response rate**.
 - ✓ RTI will monitor incoming data and online participation logs to track your school's participation rates. An 80% response rate is the goal.
 - ✓ For data to be valid and representative, it is important that ALL sampled classrooms participate.

Step 4: AFTER THE SURVEY

- ❑ Collect any signed refusal parent permission forms (if applicable) from teachers/proctors and file and store them as required by school or district.
- ❑ Email your RTI Liaison and/or RTI Project Staff to confirm that your school has finished administering the survey (CYTS@rti.org).

Step 5: VERIFICATION & RECEIVE INCENTIVE

- ❑ Complete a brief verification survey.
- ❑ As a thank you, your school will receive a \$500 gift card.

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.