



Successful Families 2020

Reynolds Partnership
Consent & Survey Administration Training
Full Study
October 2016



Packet Overview

- PowerPoint Slides
- Consent Form Copy
- Student Survey Script
- Copy of Student Survey Questions
- Copy of Parent Survey Questions
- Stipend Administration Log & Instructions
- Survey FAQs
- Survey Administrator Checklist
- Timeline

Training Outline

- Introductions
 - Sign In Sheet
 - Who is in the room?
 - Successful Families 2020 Overview
- The Study
 - SF2020 Reynolds Partnership Project
 - What we want to learn
 - Who we're surveying
 - Benefits to participants and beyond
 - Involvement so far
- Role & Responsibilities
 - Informed Consent
 - Survey Basics
 - Responsibilities
 - Survey Administration Checklist
- Role Play

Introductions

Who is in the room?

Overview:

We are going to go around the room to introduce ourselves and share what we know about SF2020.

Instructions:

Introduce yourself, by sharing...

1. Name
2. Organization
3. How long you have been working at that org or in the Reynolds School District?
4. One thing you know about SF2020
5. One word to describe how you've felt when you took or take surveys

Successful Families 2020 Overview

- **Who:** A collaborative of nonprofits who are successfully improving outcomes for youth and families of color in Multnomah County
- **Vision:** A day when cultural identity is valued as an asset; and every system and service becomes a reflection of the communities they serve.
- **Mission:** To be a nationally-recognized model for reducing poverty in communities of color
- **Part of the Plan:**
 - Change systems to reduce barriers to success for people of color
 - Scale up by establishing credible evidence of what works in communities of color to improve outcomes for kids and families*

Successful Families 2020 Overview

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The Study

SF2020 Reynolds Partnership Review

- **Partners:** IRCO, Latino Network, MFS, NAYA, SEI, United Way, 3 schools in Reynolds School District, PSU
- **Aim:** To work in partnership with teachers, staff and school leadership to foster a positive school environment and ensure students of color graduate from high school prepared for college and career.
- **Location:** 3 schools
 - H.B. Lee Middle School
 - Reynolds Middle School
 - Reynolds High School



Research Overview- What do we want to learn?

- How culturally-specific and culturally-responsive organizations, when working together in SF2020, can make impacts in:
 - Academic achievement
 - Family engagement
 - School climate
 - Capacity to share information, work together and create a lasting partnership
- To do this, we will be looking at:
 - School records
 - Survey data
 - Focus group findings



Research Overview- Who are being surveyed and why?

- We are looking at the potential impacts from different angles.
- That's why we need to talk to lots of people:
 - Students who use SF2020 partner programs (including SUN)
 - Parents of students who use SF2020 programs
 - Students who don't use SF2020 or similar programs*
 - Parents of students who don't use SF2020 or similar programs*
 - Educators (teachers, staff and administrators) at the 3 schools*
 - SF2020 Program Staff*

*you are not responsible for surveying these groups, but we will ask you to complete the Program Staff surveys!

Research Overview- Number of surveys

- Pilot year – last year, completed nearly 100 student surveys and over 80 parent surveys.
- Full Study

Organization	Expected Number of Student Surveys	Expected Number of Parent Surveys (for parents of students who take the surveys)
IRCO	150	150
Latino Network	180	180
MFS	100	100
NAYA Family Center	20	20
SEI	750	750

- We have over 1300 students served in the 3 schools by SF2020 partner programs but do not know the actual duplication rate. Thus the reason these are estimates.

Research Overview- How will this benefit respondents and communities?

- Philosophy
 - Ensure this research helps, and doesn't exploit students and families of color
- Short-term
 - Information for:
 - SF2020 organizations
 - Public school administrators
 - Public officials
- Long-term
 - Validated survey tools
 - Learn what's most important about the work you do
 - More funding
 - Replication

Research Overview- Who has been involved in creating these tools?



- SF2020 Organizations' Staff
- Portland State University Researchers
- United Way Staff
- Students, parents and school staff- we have utilized what we learned in the Pilot Study to refine the tools.

Role & Responsibilities

Your Role

The next slides prepare you to:

- Have participants sign the informed consent
- Answer questions about the study
- Understand the “how” and the “why” of your roles in this research study
- Gain a clear understanding of your responsibilities



Informed Consent

In order for students to participate in the study, you must have a signed consent form from both the student AND their parent (unless the student is over 18).

In order for parents to participate in the study, they must have a signed consent form.

What is Informed Consent?

Consent Form

*General Informed Consent, including release of student records for this study:
Blueprint for Academic Success for Students of Color:
Determining Effective Policies and Practices in Public Schools*

Parents and their students are invited to participate in a research study led by Ann Curry-Stevens from the Portland State University School of Social Work. This study is about students and families who are part of educational and cultural support programs (like those offered by Immigrant and Refugee Community Organization, Latino Network, Metropolitan Family Service, Native American Youth and Family Center and Self-Enhancement, Inc.) and finding out how these programs are helpful for students inside and outside of school. Parents/guardians and their student have been invited to participate because the student is enrolled in one of these programs.

If the parent decides to participate in this research study, we will ask him/her to complete at least two online or paper surveys: once in the coming few weeks, and once at the end of their youth's time in their program. This survey will ask questions about the family, income, race/ethnicity, and living situation, as well as questions about parents and students experience the school and the classroom. Each survey may take 30-45 minutes to complete. The parent/guardian will receive \$10 for their time each time they do one of the surveys.

If parents decide to allow their youth to participate, we will ask the youth to complete at least two online surveys during the 2016-2017 academic year: once in the coming few weeks, once at the end of the school year. We may follow-up with students after the 2016-2017 school year for a final survey. These surveys will ask the student to share their thoughts and experiences about their school, teachers, community, cultural and racial identity, and education overall. Each survey may take 30-45 minutes to complete, but students will receive \$5 each time they finish a survey.

We also would like permission to look at the youth's academic records, which may include their student ID#, grade level, attendance record, course grades and grade point average, economic status, standardized/achievement test scores, discipline record and graduation. We are gathering a lot of information because we have been asked by the organizations to figure out what works and what doesn't work to help students do well at school.

We would look at student records during this school year (2016-2017), the next two school years (2017-2018 and 2018-2019), and at expected high school graduation year. Attendance and discipline reports will be shared with program staff working with your youth in order for them to better support students. Other school records, as well as anything the parent or student tells us on the surveys, will be confidential. Only researchers who are part of this study will see anyone's individual survey answers. We will not share any answers with the individual name or personal information for either the parent or student with teachers, school staff, other parents, or the staff of community organizations that work with the student.

Your decision (both parent's and student's) to participate in this research is voluntary. Even if the parent gives permission for the youth to participate, the youth can still choose not to participate. The parents don't have to participate if they don't want to, and can choose to stop participating at any time without it affecting the parent's or youth's relationship with the community organization, school, United Way, or Portland State University. Parents and students do not have to take part in this research in order to be part of the programs offered by your community organization.

Parents and youth will not receive any special benefits by participating in the surveys, except for helping us learn more about what works and doesn't work to help improve student success. There is a risk that parents or students may experience feelings of discomfort or loss of privacy when being asked certain questions. Parent or student may skip any question or stop participating at any time without penalty. We will take all possible precautions to avoid any loss of confidentiality by keeping paper records in locked offices and keeping electronic records on secure computer servers and password-protected computers.

If either of you have any questions about this research project or participating in it, contact Ann Curry-Stevens at 503-725-5315. If you have concerns about your rights as a research participant, please contact the PSU Office of Research Integrity at Market Center Building Suite 620, Portland State University, or call 503-725-2227.

PARENT PERMISSION: By signing in the yellow box below, you are saying that you understand the information written above, that you give permission for your youth to participate in this research study, and that you agree to participate in this research study. You also agree to authorize the release and exchange of your youth's student data including name, ID#, grade level, achievement test scores, course grades and grade point averages, economic status, attendance data, and discipline data between Reynolds School District, Portland State University, United Way of Columbia-Willamette, and research and evaluation staff conducting this study.

Parent Contact Info e-mail: phone:

Parent/Guardian Name (Printed) Parent/Guardian Signature Date

Student Name (Printed)

STUDENT PERMISSION: By signing in the yellow box below, you are saying that you understand the information written above and that you agree to participate in this research study.

Student Contact Info e-mail: phone:

☐ Please check if you, the student, are over 18 years old. Student Signature Date

- Informed consent is a process to make sure a person understands what research entails before agreeing to be part of it.
- We will get signed consent before surveys are administered and online consent while students and parents are taking surveys.

Why Informed Consent?

- Getting informed consent from every participant taking the survey is:
 - A federal regulation
 - Part of our commitment to the PSU Institutional Review Board
 - Important to be able to publish results
- It is important that:
 - For all students under 18 participating, that a parent/guardian has provided consent in addition to the student.
 - Every participant understands the informed consent process.
 - Answer questions
 - Interpretation
 - **No participant feels pressured to take part in the survey.**
 - **No disappointment**
 - **No punishment**

Informed Consent Overview



We need your help! ...and will compensate you for your time.

Successful Families 2020 is a joint effort by the nonprofits IRCO, Latino Network, Metropolitan Family Service, NAYA Family Center and SEI focused on working to improve academic outcomes for students of color by honoring and infusing cultural identity and practices in programs.

Successful Families 2020 is partnering with **H.B. Lee Middle School, Reynolds Middle School** and **Reynolds High School** to foster a positive school environment and ensure students of color graduate from high school prepared for college and career.

United Way of the Columbia-Willamette and Portland State University are working with these nonprofits and these schools to learn more about how their programs help students in and out of school. To learn more about students and parents/guardians' experience with these programs, we need your help and will compensate you for your time!

We will be conducting surveys during the 2016-17 school year for students and their parents/guardians in programs at H.B. Lee, RMS and RHS who benefit from Successful Families 2020 partner programs.

Participation is voluntary. If you would like to help us, please sign the consent form in this packet.

We will be giving \$5 cash for each survey completed by students in this study, for a total of up to \$10 over this school year. Parents/guardians, receive \$10 cash per completed survey in this study for up to \$20 over this school year.

Translation and interpretation services are available upon request.

THANK YOU FOR YOUR TIME!

1

Consent Overview

The following pages describe the consent that parents, guardians and students are giving. If you agree, sign the last page of the Consent Form.

When both student and parent/guardian signs this form, you:

- ☒ Let us know that you are willing to participate in the study and complete surveys about student and family's experience in and out of school
- ☒ Give us permission to contact you during the 2016-17 and possibly the 2017-18 school year to participate in surveys
- ☒ Let us look at and use your student records like attendance, grades, credits, discipline and graduation
- ☒ Give us permission to use program/service records Successful Families 2020 partners may have about you (student and/or family) to help us better understand your experiences
- ☒ Understand that no individual's (student or parent) survey answers will be shared publicly and they will not be shared with teachers, school staff, other parents and staff from the nonprofits
- ☒ Understand that participating in this survey is voluntary, and you can stop at any time

2

Informed Consent Review

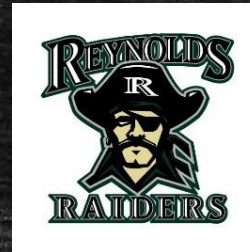
- Review Consent
 - What concerns may arise?
 - How do we address them?



Survey Basics- Where?

- Students

- Students in SF2020 programs will be asked to complete surveys- sometimes in groups, and sometimes individually.
- It is important that school-based teams plan how they may want to administer surveys.
 - For example: If a SUN class does their surveys in a computer lab after school.



- Parents

- Parents will complete surveys either:
 - During SF2020 program activities, community events or home visits (using electronic devices like phones, tablets, laptops or paper surveys).
 - On their own time using a public or personal computer/phone.

Survey Basics- How long & when?

- Students
 - 30-45 minutes
 - PRE Test will start this month and run through Nov. 22
- Parents
 - 30-45 minutes
 - PRE Test will start this month and run through Nov. 22



Survey Basics- How do participants get compensated?

Survey Administrators will be responsible for distributing stipends. Students will have to sign for their compensation and Parents for theirs.

- Students
 - Students will receive \$5 for a completed survey.
- Parents
 - Parents will receive \$10 for a completed survey.
 - If after a month the money is not picked up, we will need to find an alternate way to get the money to them.

***Each organization will receive a check for stipends.



Survey Basics- Interpretation, Ratings and Review

- Translation and interpretation
 - Consents & Surveys in English & Spanish for both students and parents
 - Consents & Surveys will be available in other languages as well for parents
 - Ask about interpretation will be available
- Likert Scale Ratings
- Activity: Review Survey
 - Think
 - Pair
 - Share



Survey Administrator Responsibilities

- Understand purpose and details of survey
- Ensure safe and supportive survey environment
 - Presence of trained survey administrator (you!)
 - Quiet environment few distractions
 - Translated surveys available
 - Interpreter availability
 - Other accommodations if needed
 - Maintain confidentiality
 - Non-coercive, non-judgmental attitude
- Confirm informed consent
- Provide assistance before, during and after survey administration
- Ensure payment of respondent after survey completion
- Ensure security of materials- keeping money and paper surveys locked away.

Survey Administrator Responsibilities- Check List



LatinoNetwork



SF2020 Reynolds Partnership Survey Administrator Checklist

- ☐ Trained survey administrator is in the room and available
- ☐ Survey environment is as safe, quiet, and supportive as possible
- ☐ Survey administrator is familiar with and understands survey instructions, content, and structure
- ☐ Informed consent has been verified and completed
- ☐ Participants have been provided translated surveys, interpreters, or other accommodations if needed
- ☐ Survey administrator maintains a neutral, non-judgmental attitude
- ☐ Survey administrator stands out of the line of sight of participants' computer screens (to maintain confidentiality)
- ☐ Survey administrator remains available before, during, and after survey administration to answer questions
- ☐ Survey administrator ensures participants receive payment after completing survey

Survey Administrator Responsibilities- Role Play!

- Pair with a partner
- Partner A:
 - Explain the consent form and the study to Partner B- what it is and why we're asking them to participate. (You can use the script provided).
- Partner B:
 - Partner A chooses a question and asks Partner A to explain what the question is asking.
- If we have time, switch roles and repeat.



Survey Basics- FAQs

What questions are
missing?

Questions & Evaluations

- **Email:** Cassie Lovett (CassieL@unitedway-pdx.org)
- **Cell Phone:** 503.953.2014
- **Resources Page:** www.unitedway-pdx.org/community-transformation-partner-resources