# YOUTH DEVELOPMENT MEASUREMENT TOOL IMPLEMENTATION GUIDE

King County

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## Introduction

The Youth Development Measurement Tool (YDMT) is designed to help organizations learn how their programs are doing at supporting young people ages 11-24. The tool contains four themes. Each theme has multiple modules, or sets of questions, that ask about specific topics. Your organization can select the modules you want to include on your survey. This ensures that the survey is relevant to your organization's services, your focus population, and the type of information you want to analyze.

Please visit this link to review all modules of the Youth Development Measurement Tool.

## Selecting Modules for Your Survey

We recommend you start by assembling a team to review the different modules to assess their relevance for your organization. This team may include a mix of program administrative staff and/or program director, direct service staff, and parents/caregivers of young people who participate in the program (if applicable). The checklist below will help your team determine which modules are most relevant. If you answer "yes" to any of the modules, consider using it in your survey.

| Do your programs or services include lessons, support, or activities that address the following topic areas? | Yes | No |
|---|---|---|
| Social and Emotional Development Modules | | |
| **Self-Awareness**: this module is meant to help better understand how well youth/young adults feel they know themselves. | ❑ | ❑ |
| **Growth Mindset**: this module is meant to help better understand youth/young adults' perspective towards goals and challenges in life. | ❑ | ❑ |
| **Relationships**: this module is meant to help better understand how youth/young adults engage in relationships with others. | ❑ | ❑ |
| **Community**: this module is meant to help better understand what is important to youth/young adults about their community. | ❑ | ❑ |
| Identity Development Modules | | |
| **Racial Identity**: this module is meant to help better understand youth/young adults' relationship to their racial identity and how important it is to them. | ❑ | ❑ |
| **Ethnic Identity**: this module is meant to help better understand youth/young adults' relationship to their ethnic identity and how important it is to them. | ❑ | ❑ |
| **Gender Identity**: this module is meant to help better understand youth/young adults' relationship to their gender identity and how important it is to them. | ❑ | ❑ |
| Program Environments Modules | | |
| **Opportunity to Explore Identity**: this module is meant to help better understand youth/young adults' experience with the program they have participated in as it relates to exploring their racial and ethnic identity. | ❑ | ❑ |

| | | |
|---|---|---|
| **Opportunities to Explore Gender Identity:** this module is meant to help better understand youth/young adults' experience with the program they have participated in as it relates to exploring their gender identity. | ❑ | ❑ |
| **Adult Support and Expectations**: this module is meant to help better understand the quality of support youth/young adults received from adults leading the program. | ❑ | ❑ |
| **Peer and Adult Relationships**: this module is meant to help better understand youth/young adults' experience engaging in relationships with peers and adults involved with the program. | ❑ | ❑ |
| Health and Well-Being Modules | | |
| **Physical and Social Wellbeing**: this module is meant to help better understand youth/young adults' physical well-being and the extent to which they feel safe and supported in their community. | ❑ | ❑ |
| **Mental Health**: this module is meant to help better understand youth/young adults' mental health. | ❑ | ❑ |
| **School Engagement**: this module is meant to help better understand how engaged youth/young adults are with school. | ❑ | ❑ |

## Questions within Each Module

Each module includes a set of three to four questions. It is strongly encouraged you use all the questions within each module in the order listed. These questions were developed and tested by King County Best Starts for Kids grantees, young people, and University of Washington researchers to validate their accuracy in measuring the concepts the tool is intended to measure. By keeping all the questions within each module, you maintain the validation of the survey design and honor the work of the survey creators.

Some questions may be difficult or triggering for young people. It is important to be mindful of this and to create an environment in which young people will feel safe and supported during and after their completion of the survey.

## Implementing Your Survey

Once you have finalized which module(s) to include in your survey, you will need to determine the "when" and the "how" of survey administration.

### Timing and frequency of survey administration

First you will want to decide on what type of survey you want to administer. There are generally two types:

1. **Pre-/Post-Survey**: A pre-/post-survey is meant to be used at two different times with the same participant. The pre-survey should be administered around the start of services or programs and the post-survey should be administered toward the end of the services. The pre-/post- design may work well for your organization if:
    - There is time for program participants and staff to complete the survey twice or more (as determined by the program) and for the staff to score the survey twice or

more. (See the *Analyzing Your Data* section below for more information on scoring).
    - There are low dropout rates for the program participants you work with, or if your program doesn't mind that it may miss post-survey data for some participants.
    - Programs or service providers who interact with participants long-term might find this format particularly useful, as it might be difficult to ask participants to think back to a previous time period (i.e., over a multi-year period).

2. **Retrospective Survey**: A retrospective survey is designed to be given one time, toward the end of services or program delivery by asking "before" and "now" questions. In answering the "before" questions, participants reflect on what was accurate before they started services or the program. For "now" questions, they answer how they feel at that moment, after receiving services or spending time in the program. This retrospective version may be helpful if:
    - Your staff has a short, limited amount of time to complete a new assessment.
    - Participants have challenging schedules and you would like to collect pre-/post-data from them at one time as opposed to two.
    - Some of the topics are particularly sensitive to ask participants, so asking them once rather than multiple times may be preferable.
    - It is feasible for participants to remember the period before services began.

### Survey format

Next, you will want to decide on survey format. Two typical options are online and print. For online formats, you will want to consider which platform works best for your organization (e.g., SurveyMonkey, Google Forms). There are templates of the YDMT survey in Google Forms ready for your organization to use. Please see Appendix A for more information and instructions. If you use a printed format, it will be important to think about how data entry will be handled and how you will analyze the data.

## Storing Your Incoming Data

Whether your organization collects survey data on paper or electronically, your team likely stores the data in a central location, like a spreadsheet or database. This can help keep data easily accessible and ready for analysis. However, storing data safely is important to protect confidential participant information and in accordance with other relevant guidelines (e.g., HIPAA). It is important to know which regulations pertain to your data.

Surveys can collect identifiable data or be anonymous. Identifiable data include name and date of birth. Anonymous surveys do not ask survey participants for information that can link a survey to an individual. These surveys exclude name and date of birth (but can ask for birth year). While the YDMT does not ask for identifiable data, you might decide to collect names or other identifiable participant information to track survey responses. If so, it is important that you consider data security.

## Analyzing Your Data

There are several ways to analyze your survey data. One common method is to convert survey responses to a numeric score. This can be helpful if you want to find averages or quantify changes over time for a particular question, module, or participant.

The YMDT uses four different answer scales. We suggest using the below corresponding values:

- Strongly Disagree = 1, Disagree = 2, Neither Agree nor Disagree = 3, Agree = 4, Strongly Agree = 5
- Never = 1, Rarely = 2, Sometimes = 3, Almost Always = 4, Always = 5
- Nearly everyday = 1, More than half the days = 2, Several days = 3, Not at all = 4
- Mostly Es or Fs = 1, Mostly Ds = 2, Mostly Cs = 3, Mostly Bs = 4, Mostly As = 5

Another common method is to assess the frequency of responses. This approach would lead you to report results like “70% of respondents Agreed with this statement. 30% of respondents Neither Agreed or Disagreed.”

For examples of each of these approaches, view this tip sheet on Reporting on Survey Data from Youth Development Executives of King County.

If you would like additional resources on how to analyze survey results, you may visit the King County Communities Count Data Resource Hub page.

## Communicating Your Results

It is important to plan for the communication of survey results. Think about the various audiences for your survey results and how you will share with them. For example, you might debrief with staff during a staff meeting, or send a special summary to families, or bring together young people to discuss interesting findings. Click here to view a worksheet on communicating your results.

## Appendix A: Instructions for Using Google Forms Templates

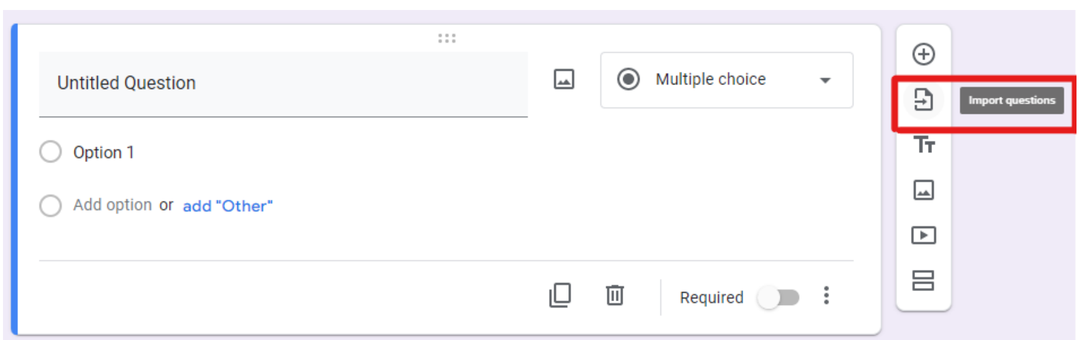
The following are instructions for adapting the survey modules into a Google Forms survey. The YDMT is also available in Word format if you'd prefer to manually enter the questions or use a different survey platform like SurveyMonkey or Typeform.

1. Sign into your Gmail account in order to access Google Forms.

2. Start by creating your own copies of each of the modules that you would like to pull questions from. You can do this by clicking the below links and clicking "Make a copy." This will create a copy of the form that is linked to your Gmail account.
    - Social and Emotional Development Modules
    - Identity Development Modules
    - Program Environments Modules
    - Health and Well-Being Modules

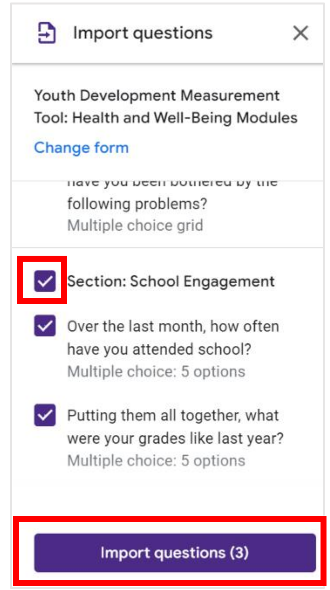
3. Go to Google Forms and create a blank form by clicking the colorful + under "Start a new form."

4. You should now be viewing a new form. Along the righthand side of your screen, you will see an icon that looks like a document with an arrow over it for "Import questions." Click on that icon.




5. This will open a window with your other Google Forms. Click on one of the Youth Development Measurement Tool forms you copied and then click Select.

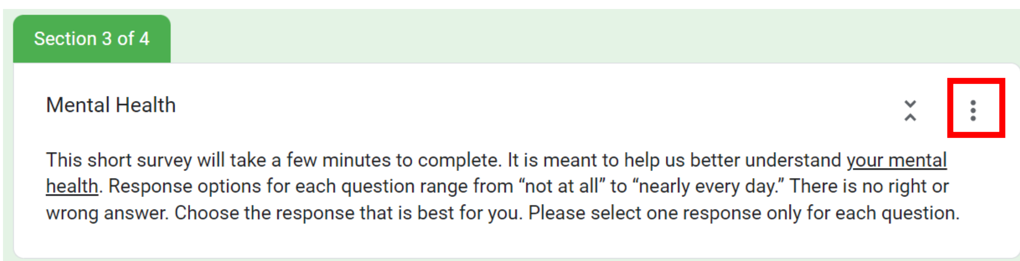
6. Along the righthand side of your screen, you will now see a list of all of the questions from the Youth Development Measurement Tool form you selected. If you would like to use all of the questions from that form, you can check "Select all." If you would only like to use certain modules, scroll down until you see the title of the module you want to use (i.e., "Section: Mental Health") and check the box next to that module title. Then click "Import Questions" on the bottom right. This will import the instructions and all of the questions from that module. Please be sure to use all of the questions from a module, rather than picking and choosing individual questions in order to preserve the tool's validation.



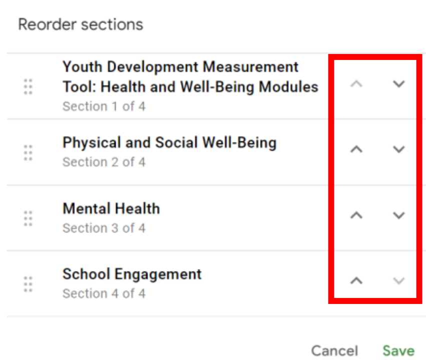

7. You can repeat this process for additional sections of the tool until you've combined all of the modules you'd like to use in your survey.

8. Be sure to delete the "Untitled Question" box at the top of your form by clicking on the box and then clicking the trash can icon on the bottom right.

9. If you'd like to change the order of the modules on your form, click on the three stacked dots to the right of the module title and then click "Move Section."




This will open a list of all modules in the form with arrows. You can use the arrows to change the order of the modules. Then click "Save" to save your changes.




10. Finally, be sure to add a title and any necessary instructions to the top of your form under "Untitled form" and "Form description." Common things to include in your instructions are how long you expect the survey to take, whether the survey is anonymous, what the results will be used for, whether you will be following up with respondents after the survey, etc. You can find example instructions in each survey module here. You may also add name, date of birth, ID, or any other questions to help you identify survey

respondents. Please see the “Storing Your Incoming Data” section in this document for more information about data security.

11. You can preview your survey at any point by clicking the eye icon in the top right corner of the page. This is a good way to test your survey without having to submit fake responses yourself.


12. When your survey is complete, click on the "Responses" tab at the top of the page and change the toggle to "Accepting responses." You can now share your survey by clicking "Send" in the top right corner and choosing how you'd like to share your survey.