

CaISCHLS Administration 2020-21 Webinar FAQs

Core Modules

1. Were questions added to the Mini-core? No. The Mini-core is not available this year.
2. Were any questions removed from the core? Yes, there were questions removed, but also some additions given the need to reformat our survey to appropriately address students during the current learning environment. You can preview our [Surveys](#) on our website.
3. Can we choose to implement just the standard core module without the added questions? No. The standard core is not available this year.

Parental Consent

4. Do we have to use your parent consent form or can we do our own through a Google form? Our modifiable [Consent Form](#) is a document you may use if you choose. You are welcome to create your own or modify ours.
5. Parents are not turning in the packets; how should we get parent permission (especially for 6th graders)? We recommend that you use the Learning Management System and/or the mass communication system used by your district/school such as Google forms, Google docs, Google classrooms, ClassDojo, remind, robo-calling, robo-texting, postal service, school lunch distribution sites, etc.
6. Can parent permission be given through other platforms (ClassDojo, etc...) Yes, please share with us your best practices so we can share with other districts.
7. Is there a digital consent form being developed, or one to use? No, but we encourage you to develop one consistent with your district and school policies.
8. Can we convert the consent form to something like a Google form to get consent? Absolutely, please share with us if you develop one. You can find our modifiable [Consent Form](#) on our website.
9. Can these consent forms be made into a Google form for parent tracking? Yes.
10. Is there any way that 6th grade students can utilize passive consent? No, the California state education code states grades K-6 must use active consent and grades 7-12 must use passive consent.
11. Is 6th grade active consent vs 7-12 being passive consent? Yes, we have a sample modifiable consent form for 6th grade using secondary survey.
12. 6th grade is in middle school for us; can it be passive consent? No, 6th grade must use active consent per the California state education code.

Grade Levels

13. Remind me again, which grades are required to take CHKS? Suggested grade levels are 5,7,9 & 11. Depending on the make-up of your district, you may want to survey all grades. TUPE requires grades 6,7,9 & 11—please see the [TUPE Resource](#) webpage for more information and TUPE specific FAQs.

14. So, we don't survey 5th graders at all? Surveying 5th grade is optional, but we do recommend it.
15. What if we are using the CHKS to satisfy surveying at all grade spans? Surveying 5th grade is optional, but we do recommend it.
16. What about 6th graders in elementary school? 6th graders in elementary school must complete the middle school survey to meet [TUPE](#) grant requirements.

Fees

17. Has fee structure changed this year? Or same as previous years? The [Fee Schedule](#) is the same as 2019/20.
18. In the past, we have not had to pay for the Core modules if we administer the survey biannually. Does this still apply? The cost of administering the survey is the same for all districts; however, in some counties, that cost is not paid by the district, but rather by the County Office of Education or a community-based organization. If you have questions about who has covered the costs of your surveys in the past, please [contact](#) your regional TA Advisor.

Timeline

19. Will we have until the end of the 2021 school year to administer the survey? Yes.
20. We missed doing the survey last spring due to COVID. Can we conduct the survey this Fall for those missed students grades 8-10-12 this year, then can we do our normal survey for grades 7-9-11 in Spring? Please [contact](#) your regional TA to discuss options.
21. If we typically administer the survey in February, are you recommending that we continue to do it at the same time? Yes, it is recommended that you survey the same time of year. However, if you are satisfying a [TUPE requirement](#), you may need to survey this Fall.

Registration

22. What are the regions. Region 1: North Central Region, 2: North Coastal Region, 3: Southern Region
23. You want MOU's from each district, correct? A COE can't sign a master MOU covering each district in a TUPE consortium grant? Yes, we will ask each District to sign an MOU unless the County Coordinator will be paying for all the fees and coordinating the Districts administration. If the county coordinator is our contact for all districts, they may sign the MOU for each district. If we communicate with each district in the consortia separately, that district coordinator will need to complete the MOU. In the latter case, we can note in the district MOU what the county will be paying for.
24. What types of signatures are acceptable on the forms? This is a decision made by each district or school board.
25. Do we all need to sign up? This is new because of online this year? Each year we require a new registration form. This year our form is on our new online system. Please visit our [Registration Portal](#) to register.

26. Can we get step by step written directions? There are a written set of [Registration Instructions](#) available on our website along with a demonstration video.
27. If we are a county-wide coordinator, how will we be able to select surveys for each district? Please [contact](#) your regional TA and they can help add all districts to your account.
28. Do we populate our students or are they synced with our student information system? You will need to populate the student enrollment on the enrollment tab (last step of registration).
29. Where can we preview the surveys? You may preview them on our website www.calschls.org in [Survey Downloads](#).
30. Do we sign up for the teacher and parent survey online as well? Yes, you may sign up for all three surveys on our new [Registration Portal](#).
31. When will the accounts be approved? As long as your regional TA has verified you are the district coordinator, they will approve accounts as soon as possible, often within 24 hours of creating an account.
32. We are two people working on this project and would prefer both are registered. Our system does not have the capability at this point but will certainly look into it and get back to you when that becomes available.
33. But then the emails sent will go only to the person registered right? Correct, see question 32.
34. My district is not listed as part of my County in the registration portal. Does that mean someone from my district already registered? Please make sure you don't have "directly funded" selected.
35. How do you know if you are directly funded? This applies to charter schools only. It depends on where you receive your funding from.

Remote Administration

36. Are there options for administering CHKS for districts that administered last year? Yes, please [contact](#) your regional TA, we can discuss your administration options.
37. What about student learning remotely, without internet access? Please [contact](#) your regional TA and we will make arrangements for this situation.
38. Are there paper surveys for those doing independent study? Please [contact](#) your regional TA to discuss options.
39. What is our target participation rate? The 70% target participation rate will remain the same as previous years. You will still receive data as long as the minimum reporting requirements are met. Minimum reporting requirements are based on whole number of respondents, not a response rate.
40. How do we know who is answering the survey if we give it remotely? Unfortunately, we cannot know that for sure. We will be relying on the honor system.
41. How will know if kids take the survey multiple times? We won't. We have to use the honor system on this.
42. Are there any districts who have administered the CHKS remotely? If so, is there any advice they could share? As mentioned several times, making sure the

target student answers the survey, confidentiality is maintained, maximizing participation rate? For those who have done remote administration, was it done during class or as homework? Please see the [Coordination](#) and [Administration](#) pages on the website. We will continue to update these pages with additional suggestions, tips, and best practices.

43. I am wondering if this can be done in Advisory with teacher on Google meets? Yes, it this works for your school/district.
44. If a district registers for a type of survey now and switches to in-person before they administer, can that be accommodated? Yes, our survey is set up to address the current learning situation. Question #1 on all surveys will determine which set of survey questions are appropriate and those that are not relevant will drop off automatically.
45. Or the other way around, how do we know if a student didn't take the survey? Unfortunately, there isn't a way for us to determine this as our survey is anonymous and un-trackable.
46. If we are to give the additional surveys, do we still have to identify the computers...? I think we had to before. We do not identify computers; our survey is completely anonymous.

Confidentiality

47. Do you have suggestions on how to maintain confidentiality for students who might be taking it at their home? Encourage students to take the survey in the same area they use for schoolwork or homework. Reinforce the idea that this is not a test, that it is voluntary, and that it is confidential. Please see the [Coordination](#) and [Administration](#) pages on the website. We will continue to update these pages with additional suggestions, tips, and best practices.
48. Can we download and KEEP the data after our money ran out? Sure, you can download pdf's of the charts on our district data dashboard. If you want to purchase raw data sets, [contact](#) your regional TA to order.

Impact on Data

49. How might administering the survey remotely in a home setting impact longitudinal comparisons from years when they survey was administered at school? Will youth being surveyed from home feel less comfortable and therefore less likely to answer the questions honestly? The short answer is that we do not know how differences in survey administration this year will affect survey responses. Comparisons of 2020/21 CHKS data with data collected in prior years should be made with a high degree of caution. The extent to which differences in survey results will be due to differences in instructional models used in schools (in-school, hybrid, remote), differences in the circumstance of youth, or simply due to differences in survey settings is unclear. There is no research on how survey responses among elementary and secondary students might be different in classroom and home settings.

One of the benefits of in-class online surveys is that administration occurs in the same setting using similar devices, while online surveys taken from home can be

completed with different devices (laptop, tablet, phone) and with different levels and types of privacy. Although it is well-known that confidentiality and privacy affect student responses about sensitive matters (e.g., substance use), it is unclear whether students taking the online surveys from home will have greater or lesser concerns about survey confidentiality than they have when taking surveys in class. There is certainly a greater likelihood of reduced privacy from family members when surveys are taken from home, but family members are not likely to be aware of what is on students' screens during online instruction, or survey administration. Still, the mere presence of adult and non-adult family members may affect students' responses. Again, it is difficult to disentangle the potential effects of taking the survey at home from all the other unique factors affecting students in the 2020/21 academic year.