



# Young Adult Health Care Survey (YAHCS)

## Administration Information

### Example Letters for Parents/Guardians

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# Administration

The YAHC survey can be administered either through a telephone **OR** mail mode of administration. The YAHC survey administration protocol is consistent with the Society for Adolescent Medicine's Guidelines for Adolescent Health Research. Further information about these guidelines can be found in the Journal of Health, Volume 17, Number 5, November 1995.

## Mail Mode of Administration Protocol

TASKS	TIMELINE
<p>Send parental waive of authorization letter.</p> <ul style="list-style-type: none"> <li>Two weeks prior to sending the pre-notification letter to teens, parents receive a letter informing them about the project.</li> <li>The letter describes the survey administration protocol and provides a high-level description of the questions that are included in the survey.</li> <li>The letter provides a toll free number that parents can call if they have any questions about the survey or how the survey responses are going to be used.</li> <li>The letter tells the parents that they have two weeks to decide if they want their son or daughter to participate. If they <b>do not</b> want their son or daughter to participate then they must call a toll free number to have their son or daughter removed from the sample.</li> </ul> <p><a href="#">Click here to see an example of the parent waive of authorization letter.</a></p>	<b>0 days</b>
<p>Send pre-notification letter on letterhead one week before the first survey questionnaire mailing.</p> <ul style="list-style-type: none"> <li>One week prior to sending the survey to the teen, the teen receives a letter informing them about the project.</li> <li>The letter describes the survey administration protocol and provides a high-level description of the questions that are included in the survey.</li> <li>The letter provides a toll free number that teens can call if they have any questions about the survey or how the survey responses are going to be used.</li> <li>The letter tells the teen that they have a week to decide if they want to participate. If they <b>do not</b> want to participate then they must call a toll free number to have themselves removed from the sample.</li> </ul> <p><a href="#">Click here to see an example of the pre-notification letter.</a></p>	<b>14 days</b>
<p>Send the first questionnaire with cover letter on letterhead and postage-paid return envelope one week after the pre-notification letter.</p> <p><a href="#">Click here to see an example of the cover letter.</a></p>	<b>21 days</b>
<p>Telephone follow-up phone call serves as a reminder to non-respondents. Offer to mail the non-respondents the survey. This is approximately 7 days after mailing the first questionnaire.</p>	<b>28-35 days</b>
<p>Send a postcard thank you/reminder to all those sampled 19 days after the first mailing of the questionnaire.</p> <p><a href="#">Click here to see an example of the reminder post card.</a></p>	<b>40 days</b>
<p>Second telephone reminder call to non-respondents. Offer to mail the survey, provide telephone line for requesting this. This is approximately 14 days after mailing the second questionnaire.</p>	<b>50-55 days</b>
<p>Third telephone follow-up phone call to serve as a reminder to non-respondents. Offer to mail the non-respondents the survey.</p>	<b>64-70 days</b>

## Telephone Mode of Administration

TASKS	TIMELINE
<p>Send parental waiver of authorization letter.</p> <ul style="list-style-type: none"> <li>Two weeks prior to sending the pre-notification letter to the teen, parents receive a letter informing them about the project.</li> <li>The letter describes the survey administration protocol and provides a high-level description of the questions that are included in the survey.</li> <li>The letter provides a toll free number that parents can call if they have any questions about the survey or how the survey responses are going to be used.</li> <li>The letter tells the parents that they have two weeks to decide if they want their son or daughter to participate. If they <b>do not</b> want their son or daughter to participate then they must call a toll free number to have their son or daughter removed from the sample.</li> </ul> <p><a href="#">Click here to see an example of the parent waiver of authorization letter.</a></p>	<p><b>0 days</b></p>
<p>Send pre-notification letter on letterhead one week before the first survey questionnaire mailing.</p> <ul style="list-style-type: none"> <li>One week prior to calling the teen, the teen receives a letter informing him/her about the project.</li> <li>The letter describes the survey administration protocol and provides a high-level description of the items that are included in the survey.</li> <li>The letter provides a toll-free number that teens can call if they have any questions about the survey or how the survey responses are going to be used.</li> <li>The letter tells teens that they have a week to decide if they want to participate. If they <b>do not</b> want to participate then they must call a toll free number to have themselves removed from the sample.</li> </ul> <p><a href="#">Click here to see an example of the pre-notification letter.</a></p>	<p><b>14 days</b></p>
<p>Telephone administration of the survey. At least 10 attempts to reach the respondent will be made at different times of the day and different days of the week.</p>	<p><b>19-31 days</b></p>
<p>Send reminder post card informing respondent that someone is trying to contact them for the survey. Ask respondent to phone the 800 number and to indicate a good time to call.</p> <p><a href="#">Click here to see an example of the reminder post card.</a></p>	<p><b>31 days</b></p>
<p>Final telephone administration to non-respondents approximately two weeks after the reminder post card is sent. At least 3 attempts to reach adolescent will be made.</p>	<p><b>45 days</b></p>
<p>Complete the survey sequence (completed interviews obtained or maximum calls reached for all non-respondents) for approximately 7-10 days.</p>	<p><b>52-55 days</b></p>

### ***Things to Keep in Mind:***

The survey was fielded in **English** and **Spanish**. FACCT strongly encourages sites who plan on using this survey in populations that do not speak English to 1) **translate** the survey and 2) have the survey's **cultural competency** assessed for the population to be surveyed.