YOUTH SERVICES SURVEYS (YSS) GUIDELINES

Survey dates: May 13-17, 2019    Submission Deadline: May 22, 2019

• IMPORTANT REMINDER: Meds Only Clients do not need to complete the YSS

• The YSS should be administered to all youth, ages 13 and older, who receive services (other than Meds Only) between May 13 and May 17, 2019. The packet is available in English (Blue coversheet) and Spanish (Purple coversheet).

• The Youth Services Survey for Families (YSS-F) is given to the parent or caregiver of all youth (under age 18) who receive services (other than Meds Only) between May 14 and May 18, 2018. The packet is available in English (White coversheet) and Spanish (Goldenrod coversheet).

• Please DO NOT make photocopies of the forms. If you need additional forms, please contact SOCE at 858-966-7703 ext 243604 to arrange pick-up/delivery of additional materials.

• If you need surveys in Vietnamese, Chinese, Tagalog, Russian or Hmong, please contact SOCE.

• Be sure to fill in the program information BEFORE giving the packet to the youth or parent. This includes the CCBH Client Number (client ID#), the date the survey was administered, and your program’s Sub Unit.

• Because names are not used on the forms, please double check that you have entered the Youth’s CCBH Client Number accurately and legibly on both the youth and parent forms. We use this number to link to CCBH and generate the YSS Compliance reports.

• An envelope should be given to each respondent with the following written on it: the program’s Sub Unit Number, the CCBH Client ID #, and whether it is a Youth or Parent/Family survey. After the youth or parent completes the packet, they must seal it in an envelope before returning it to program staff. One survey per envelope.

• Please ask respondents to use a black or dark blue pen when completing the forms. All bubbles must be fully and completely marked to ensure maximum recognition. If an error is made, simply place an “X” over the incorrect entry and then mark the correct bubble.

• If the youth or parent is unable to complete the survey, you must fill in the “Reasons for Non-Completion” section and submit the packet to SOCE. Refer to the YSS manual for an explanation of the “Reasons for Non-Completion” categories.

• Respondents should have privacy while completing the survey and be assured that their responses will be confidential and not shared with their treatment providers. Treating clinicians should not assist their own clients with completing the YSS.

• All completed YSS packets must be returned to SOCE by 4pm on May 22. Each program is responsible for the security of the completed packets.

• For more information on any of these topics, please review the YSS Manual. Contact the SOCE program at 858-966-7703 x243604 or SOCE@ucsd.edu if you have additional questions.