

Data portal user guide

March 2022



Introduction

The Centre for Youth Impact data portal includes ‘modules’ that capture, collate and graphically display data gathered using the Adult Rating of Youth Behaviour (ARYB), the Youth Engagement Survey (YES) and the Youth Report of SEL Skill (YRSS).

These measures represent three of the four social and emotional learning measures developed and used by the Centre for Youth Impact and its research partner, QTurn.

Introduction - the Measures

The Youth Engagement Survey (YES) is a self-report survey, completed by young people, that is used to assess *mental engagement* (e.g., enjoyment, inclusion, attention, voice) during provision. YES scores tend to reflect closely the quality of provision, so these scores can be an especially efficient way to assess how well staff understand the SEL skills of participating young people and adjust their practices to ‘meet young people where they are at.’

The Youth Report of SEL Skills (YRSS) is a self-report survey used to assess young people’s *functional* mental and behavioural skills in six domains of SEL functioning (i.e., Emotion Management, Empathy, Problem Solving, Initiative, Teamwork, and Responsibility). Functional skills are the best an individual can do with no additional supports from the setting, so they are good indicators of how young people are likely to perform in most life settings.

Introduction - the Measures

The ARYB focuses on specific, observable behaviours associated with the social and emotional learning of young people from 5 to 18 years of age. It is designed to be used by youth workers and other adults supporting young people's informal and non-formal learning.

More detailed information about the ARYB can be found in [this document](#), which opens on a separate page.

Getting set up on the portal

The Centre for Youth Impact creates organisational profiles based on details we collect from organisations prior to their starting to use the data portal.

Each organisation has at least one staff member with administrator permissions.

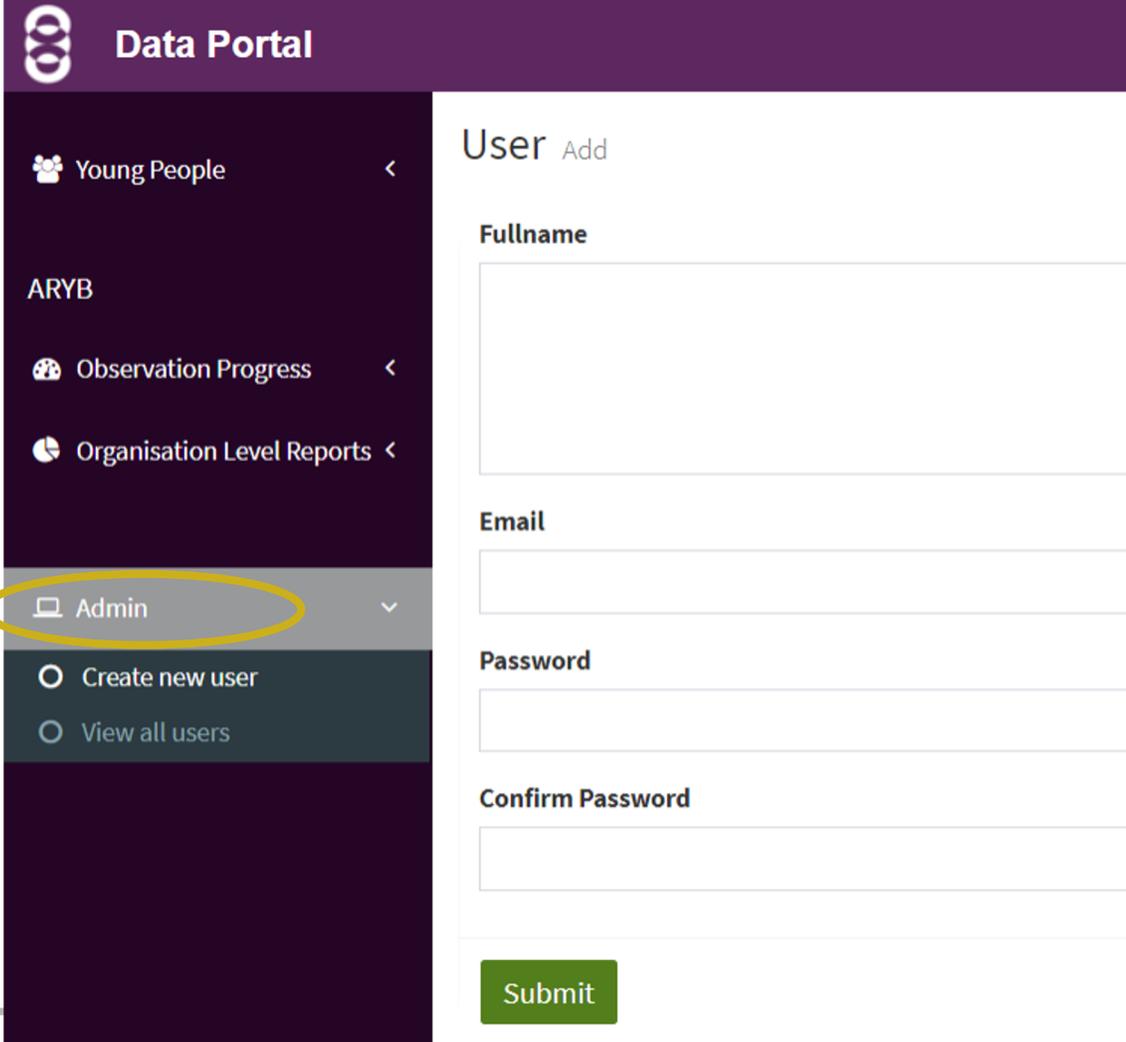
These permissions allow the creation of further individual staff accounts for each practitioner at the organisation.

All staff members can add participating young people to the data portal, and then add observational data, gathered through the ARYB, YES and YRSS for each young person.

Getting set up on the portal

For the staff member with
'Administrator' permissions:

- Click on 'Admin' in the navigation bar.
- Click 'Create new user' and add the staff member's name and email address.
- The screen displayed will load.
- Create a temporary password for them and confirm it in the textbox below.
- **Keep this password safe**, as you will need to give it to the new user for their first log in to the portal.
- New users will be prompted to change their password on first login.

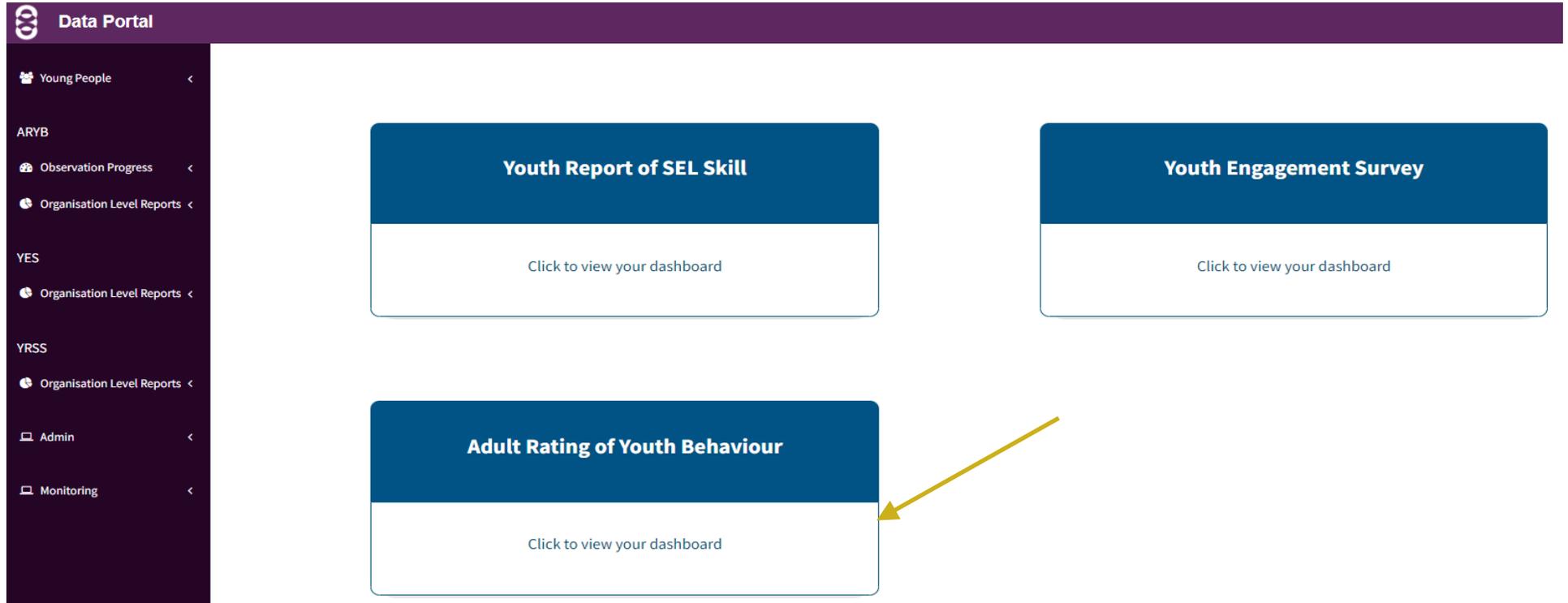


The screenshot shows the 'Data Portal' interface. On the left is a dark navigation sidebar with the following items: 'Young People', 'ARYB', 'Observation Progress', 'Organisation Level Reports', 'Admin' (highlighted with a yellow circle), 'Create new user', and 'View all users'. On the right is the 'User Add' form, which includes input fields for 'Fullname', 'Email', 'Password', and 'Confirm Password', and a green 'Submit' button at the bottom.

Measures

This screen will appear. Here, you can see all the measures that your organisation has signed up to.

You can view by selecting the relevant measure.



The screenshot displays the 'Data Portal' interface. On the left is a dark purple sidebar with a menu containing the following items: 'Young People', 'ARYB', 'Observation Progress', 'Organisation Level Reports', 'YES', 'Organisation Level Reports', 'YRSS', 'Organisation Level Reports', 'Admin', and 'Monitoring'. The main content area features three blue-topped cards, each with a white bottom section containing a link: 'Youth Report of SEL Skill', 'Youth Engagement Survey', and 'Adult Rating of Youth Behaviour'. A yellow arrow points to the 'Click to view your dashboard' link on the 'Adult Rating of Youth Behaviour' card.

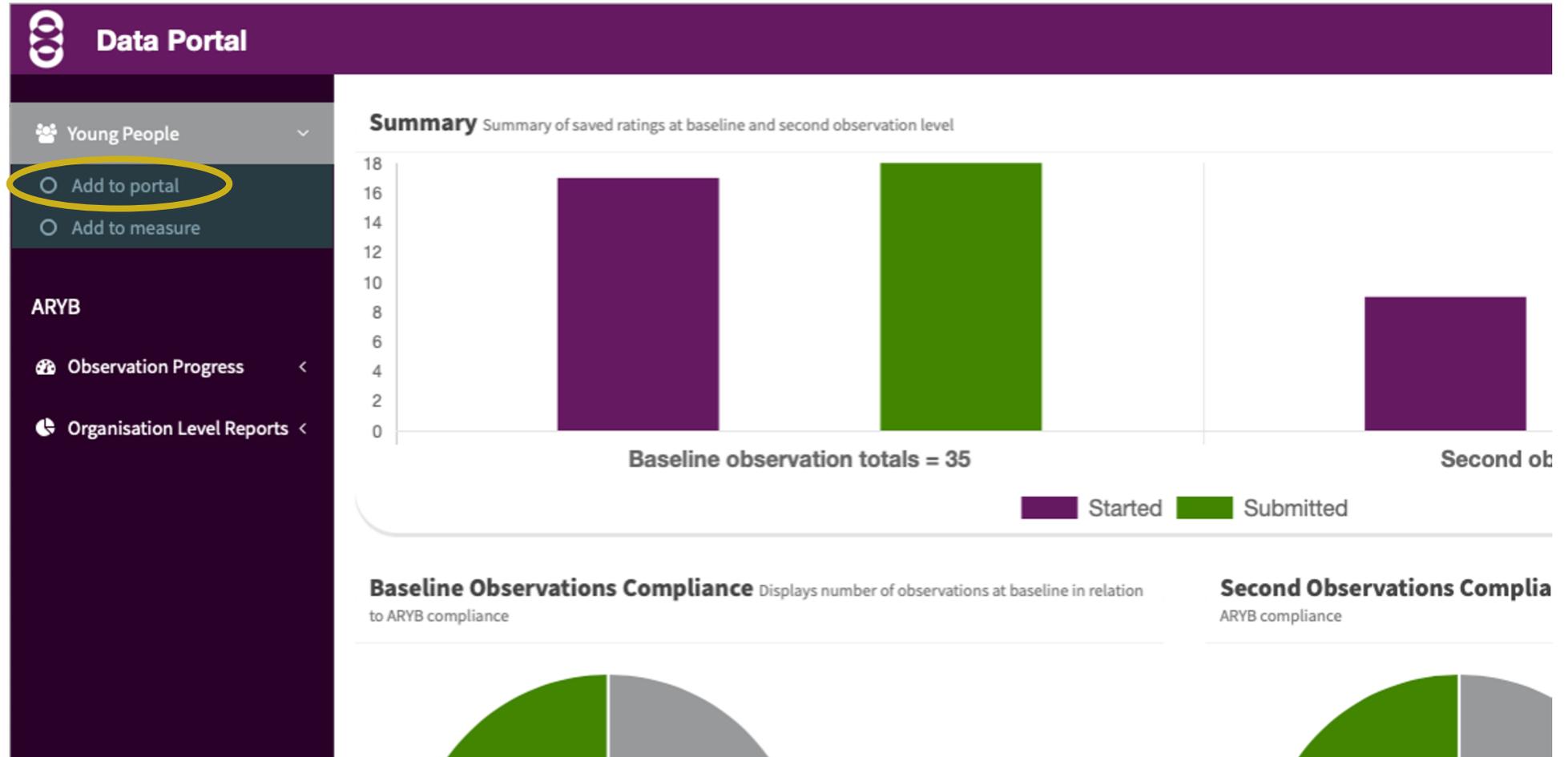
Contents

This guide will illustrate how to add a young person to your organisation's account and how to input data for each measure.

1. Adding a young person
 2. Youth Engagement Survey (YES)
 3. Youth Report of SEL Skills (YRSS)
 4. Adult Rating of Youth Behaviour (ARYB)
-

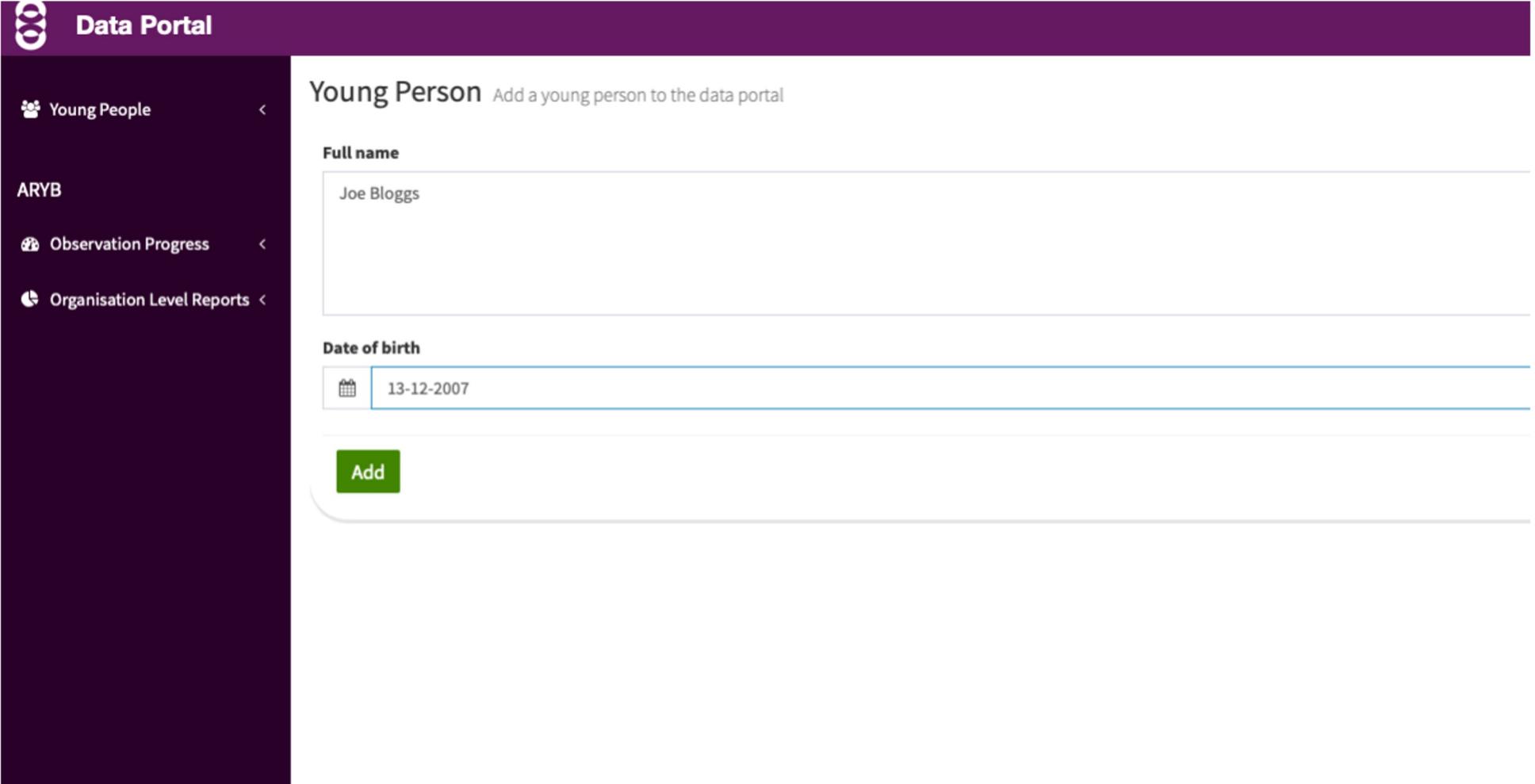
1. Adding a young person

To add a young person, click 'Young People' in the navigation bar on the left-hand side of the screen and then click 'add to portal'



1. Adding a young person

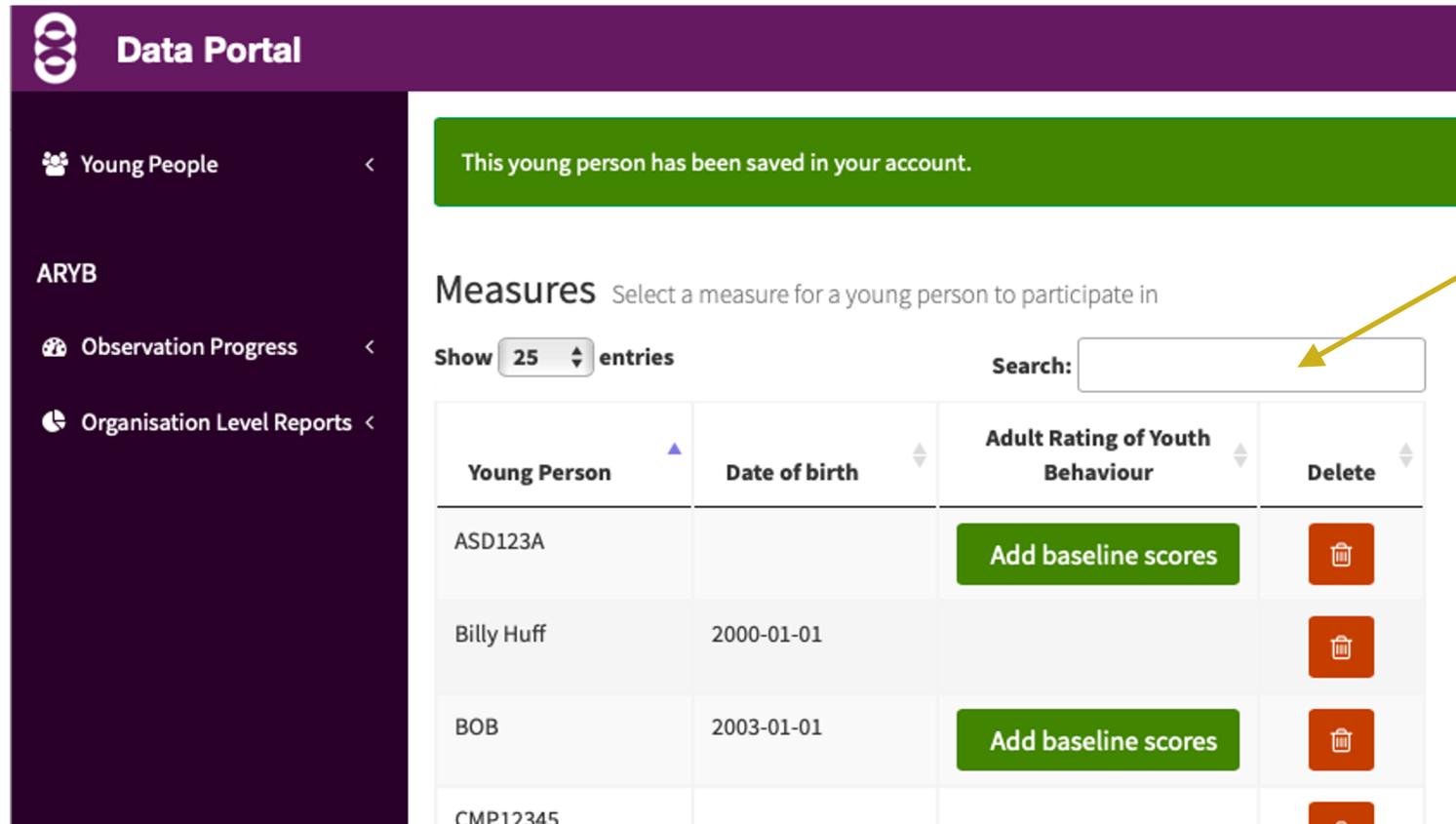
Enter the young person's full name and date of birth *or* ID number - if your organisation has chosen to use ID numbers instead of identifying details (like names and birth dates) - then click **'add'**



The screenshot shows a web interface for adding a young person. At the top, a purple header bar contains the 'Data Portal' logo and title. Below this is a dark purple sidebar with navigation options: 'Young People', 'ARYB', 'Observation Progress', and 'Organisation Level Reports'. The main content area is titled 'Young Person' with a subtitle 'Add a young person to the data portal'. It features two input fields: 'Full name' with the text 'Joe Bloggs' and 'Date of birth' with a calendar icon and the date '13-12-2007'. A green 'Add' button is positioned below the date field.

1. Adding a young person

This screen will appear. Here, you can see all the young people that have been added to the portal (in alphabetical order).



Data Portal

Young People <

ARYB

Observation Progress <

Organisation Level Reports <

This young person has been saved in your account.

Measures Select a measure for a young person to participate in

Show 25 entries Search:

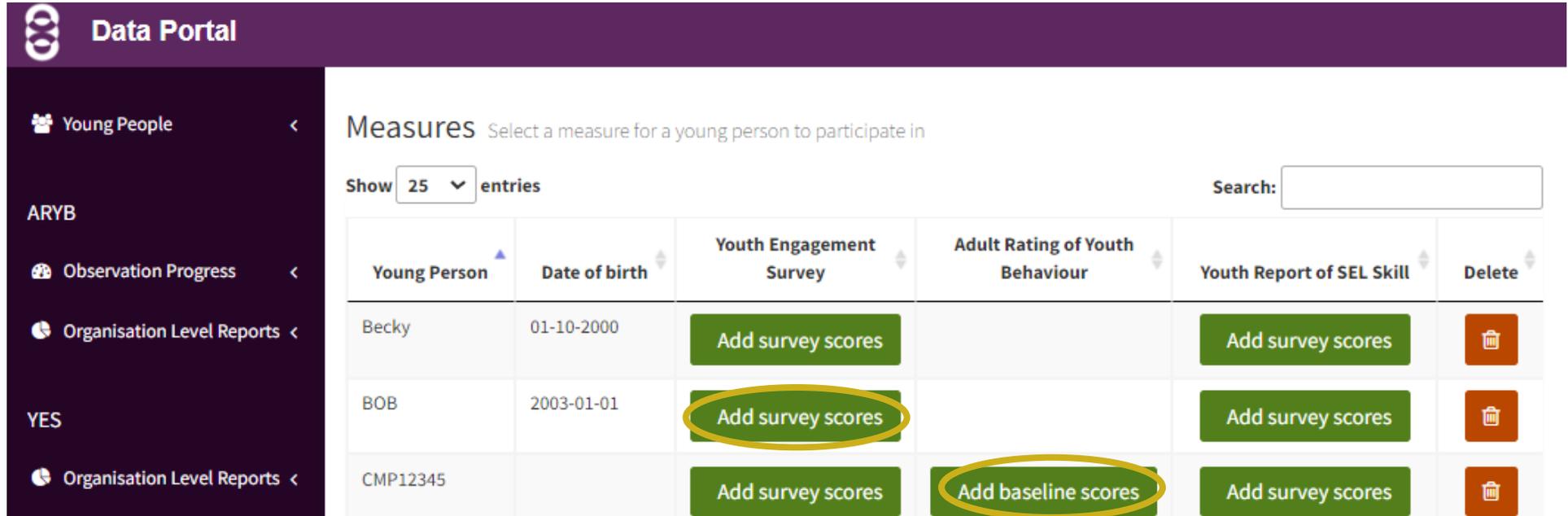
Young Person	Date of birth	Adult Rating of Youth Behaviour	Delete
ASD123A		Add baseline scores	
Billy Huff	2000-01-01		
BOB	2003-01-01	Add baseline scores	
CMP12345			

Use the search function to find the young person for whom you want to add data.

1. Adding a young person

Then click on **'add survey scores'** for YES and YRSS.

To add baseline data for the ARYB; click on **'add baseline data'**.



Data Portal

Measures Select a measure for a young person to participate in

Show entries Search:

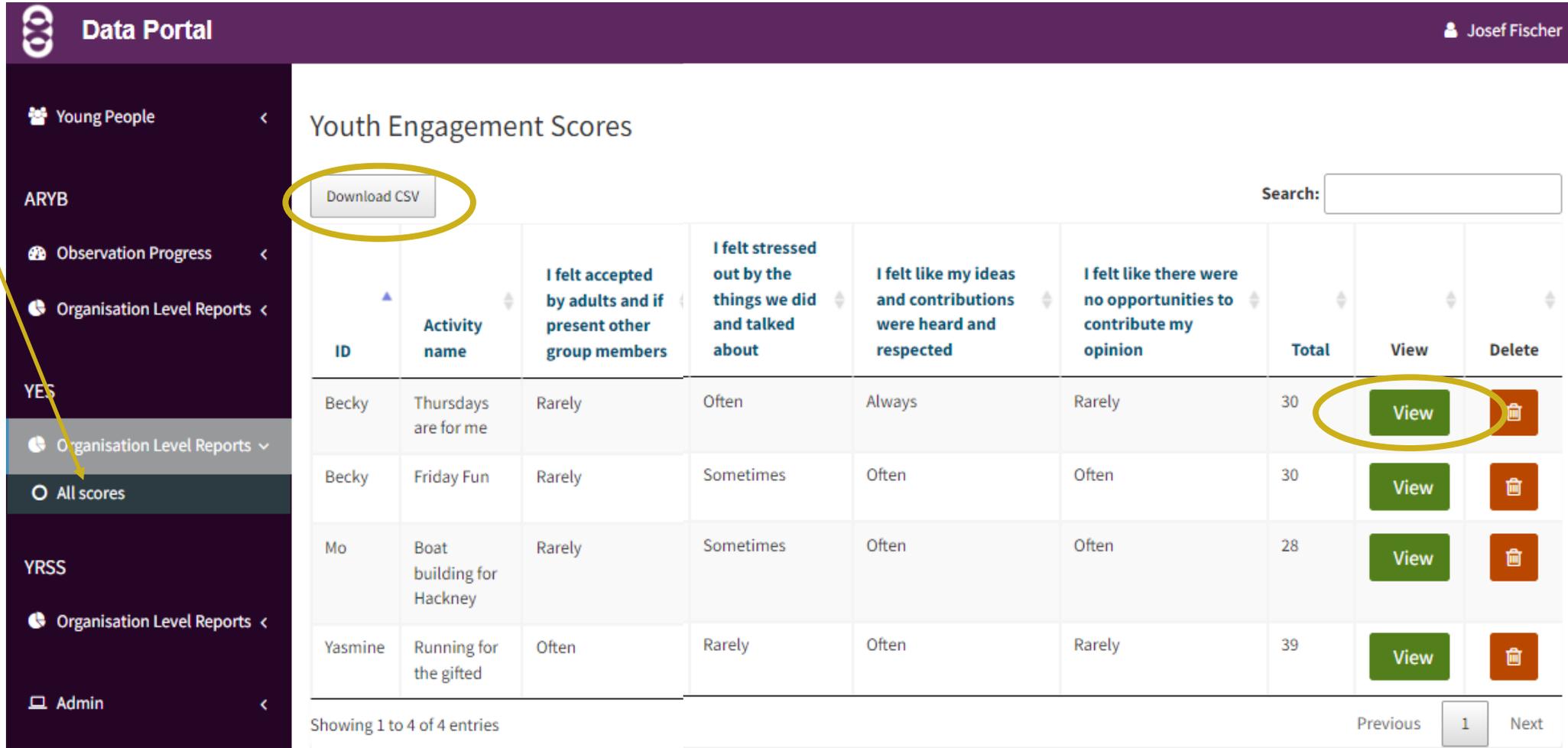
Young Person	Date of birth	Youth Engagement Survey	Adult Rating of Youth Behaviour	Youth Report of SEL Skill	Delete
Becky	01-10-2000	Add survey scores		Add survey scores	
BOB	2003-01-01	Add survey scores		Add survey scores	
CMP12345		Add survey scores	Add baseline scores	Add survey scores	

2. The YES – viewing individual scores

To view YES scores for all young people click **'all scores'**.

The scores can also be downloaded as a **CSV file**.

Click **'view'** to see a graphical display.



Data Portal Josef Fischer

Young People < **Youth Engagement Scores** Search:

ARYB **Download CSV**

Observation Progress <

Organisation Level Reports <

YES

Organisation Level Reports ▾

All scores

YRSS

Organisation Level Reports <

Admin <

ID	Activity name	I felt accepted by adults and if present other group members	I felt stressed out by the things we did and talked about	I felt like my ideas and contributions were heard and respected	I felt like there were no opportunities to contribute my opinion	Total	View	Delete
Becky	Thursdays are for me	Rarely	Often	Always	Rarely	30	View	
Becky	Friday Fun	Rarely	Sometimes	Often	Often	30	View	
Mo	Boat building for Hackney	Rarely	Sometimes	Often	Often	28	View	
Yasmine	Running for the gifted	Often	Rarely	Often	Rarely	39	View	

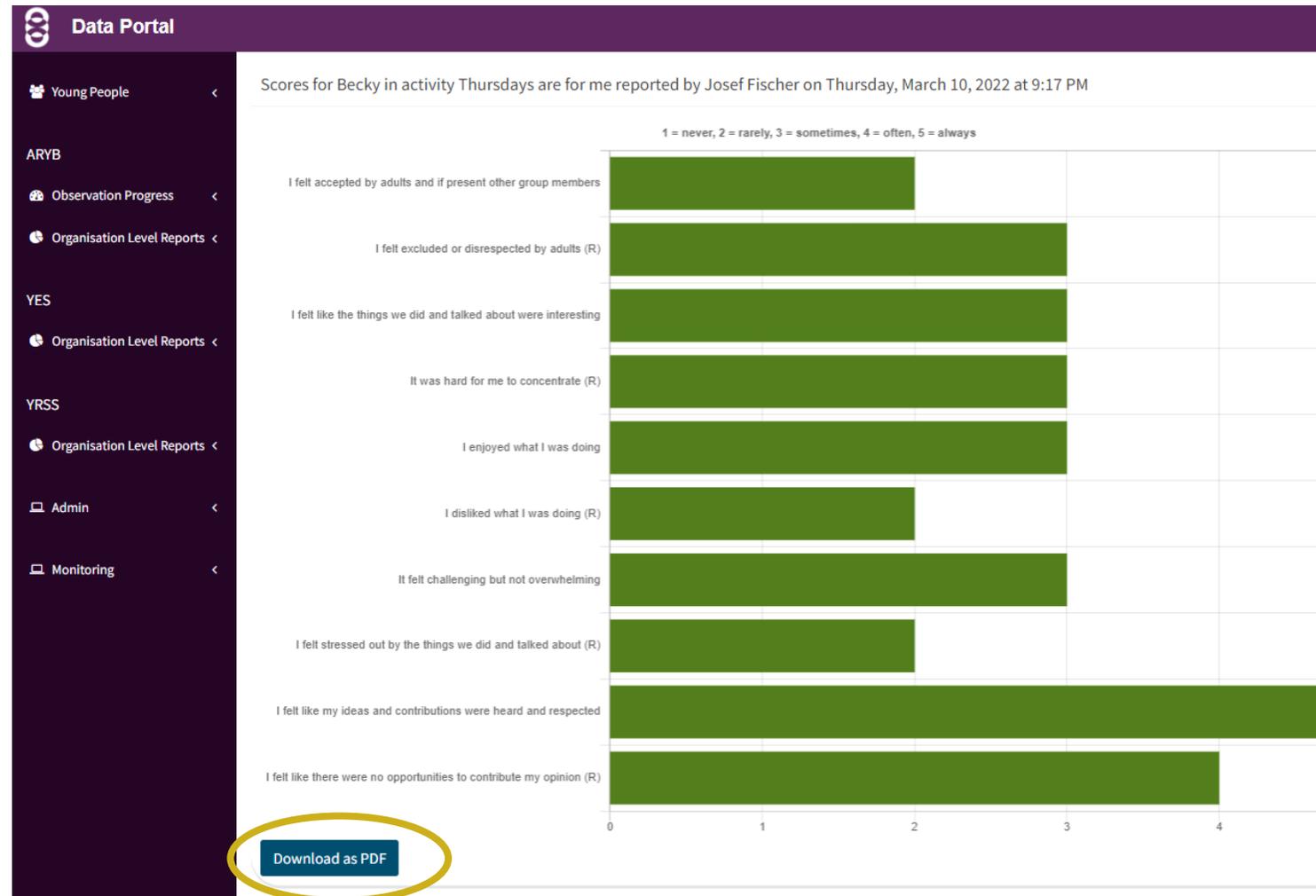
Showing 1 to 4 of 4 entries Previous **1** Next

2. The YES – viewing individual scores

This screen will appear.

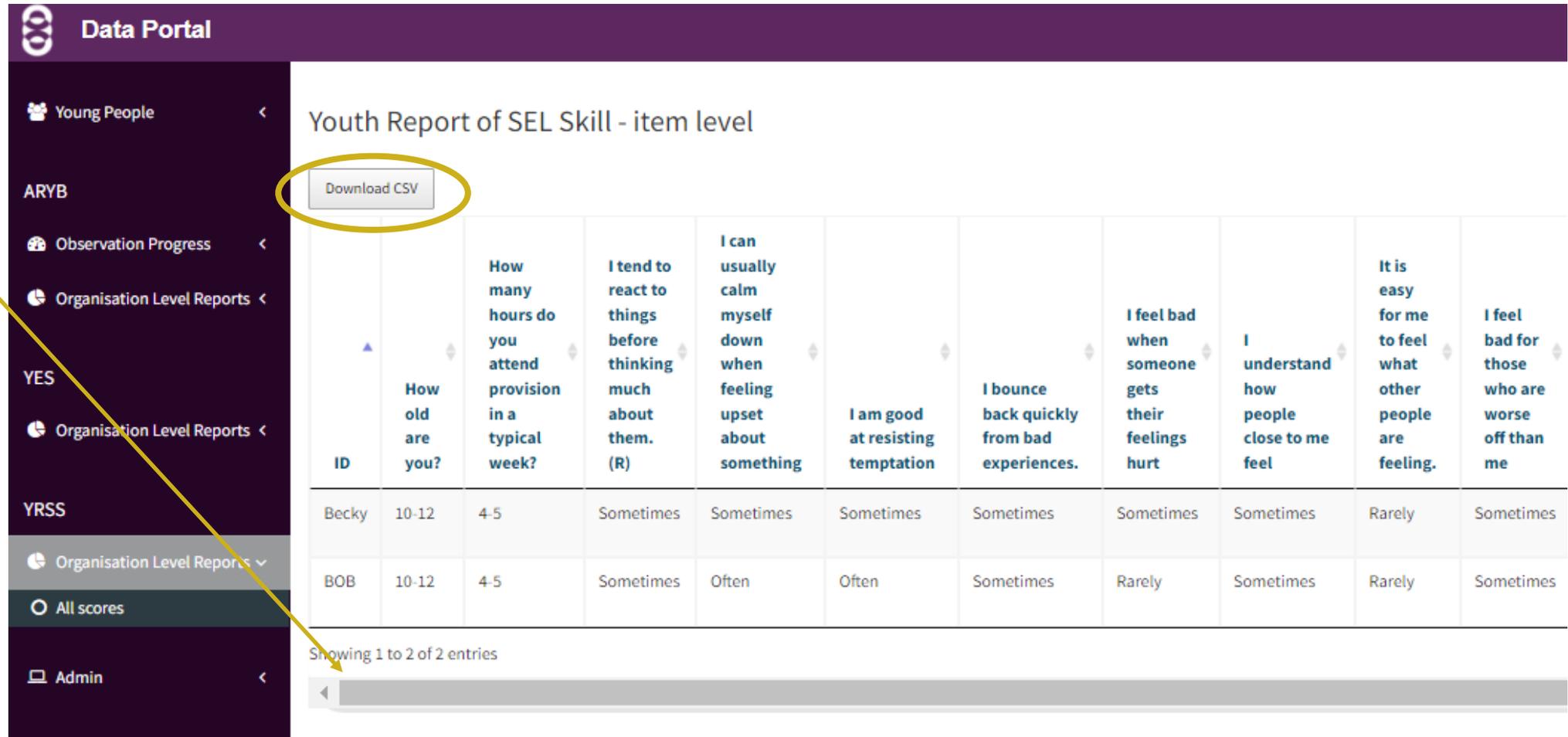
You will be able to see a chart (with reverse scoring) for each young person.

The graph can be downloaded as a PDF file.



3. The YRSS – viewing individual scores

Remember to scroll across to see all score entries.



Data Portal

Young People <

ARYB

Observation Progress <

Organisation Level Reports <

YES

Organisation Level Reports <

YRSS

Organisation Level Reports >

All scores

Admin <

Youth Report of SEL Skill - item level

Download CSV

ID	How old are you?	How many hours do you attend provision in a typical week?	I tend to react to things before thinking much about them. (R)	I can usually calm myself down when feeling upset about something	I am good at resisting temptation	I bounce back quickly from bad experiences.	I feel bad when someone gets their feelings hurt	I understand how people close to me feel	It is easy for me to feel what other people are feeling.	I feel bad for those who are worse off than me
Becky	10-12	4-5	Sometimes	Sometimes	Sometimes	Sometimes	Sometimes	Sometimes	Rarely	Sometimes
BOB	10-12	4-5	Sometimes	Often	Often	Sometimes	Rarely	Sometimes	Rarely	Sometimes

Showing 1 to 2 of 2 entries

3. The YRSS – viewing individual scores

This is what will appear when you scroll across.

To view a graphical display click **‘view’**.

Search:

my t when adult s me to ething	I am good at finding things to do	I give up when things get difficult. (R)	I work as long and hard as necessary to get a job done	I am willing to risk some failures to reach my goals	I start a new task by brainstorming lots of ideas about how to do it	I make step- by-step plans to reach my goals	I make alternative plans for reaching my goals when things don't work out	I am good at managing time when I have to meet a deadline	Total	View	Delete
Sometimes	Sometimes	Often	Sometimes	Sometimes	Sometimes	Sometimes	Rarely	Never	71	View	
Sometimes	Sometimes	Sometimes	Sometimes	Sometimes	Often	Often	Often	Sometimes	77	View	

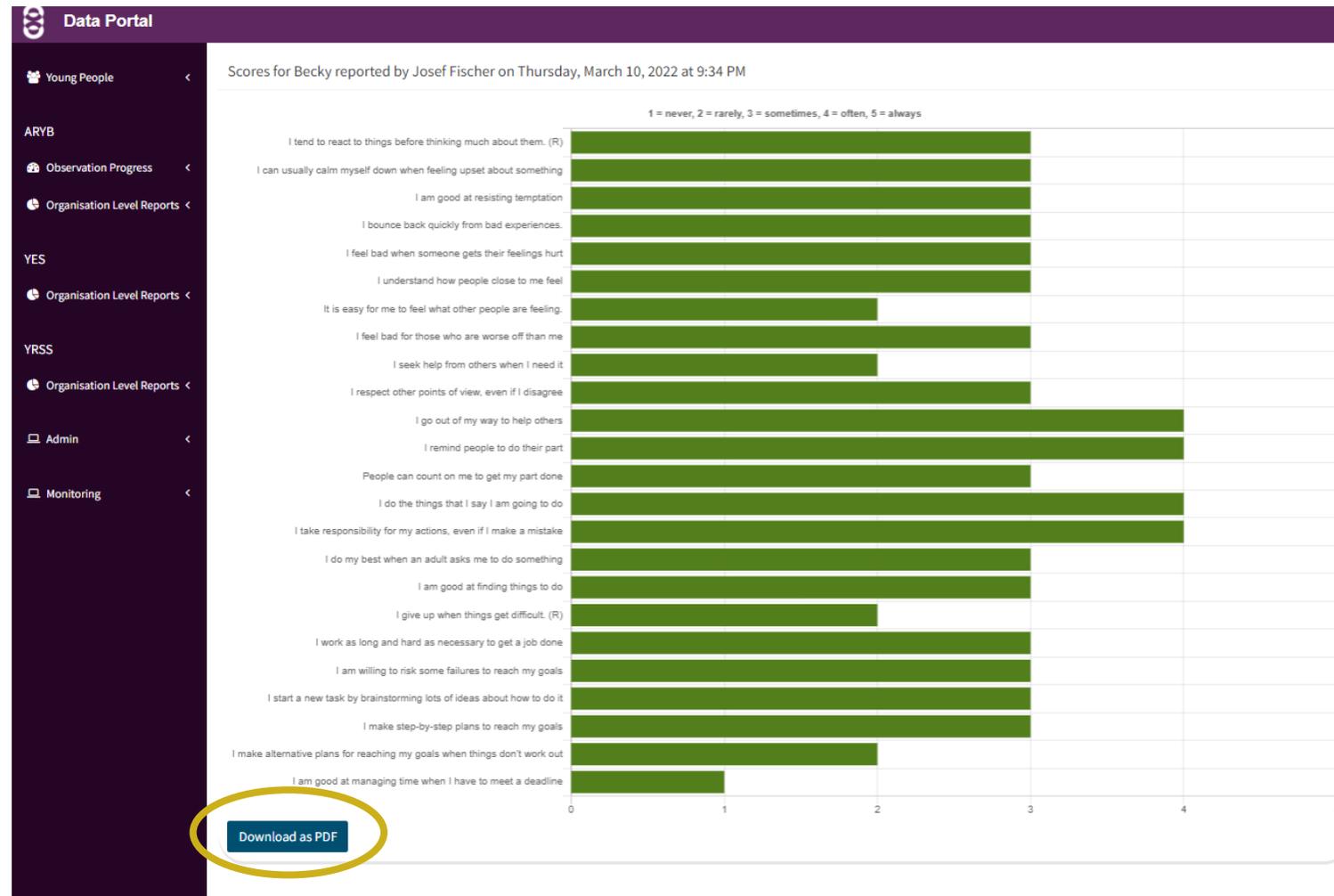
Previous 1 Next

3. The YRSS – viewing individual scores

This screen will appear.

You will be able to see a chart for each young person.

The graph can be downloaded as a PDF file.



4. The ARYB: An important note on compliance

In the data portal, you will see reference to the ‘compliance’ of your ARYB data. ‘Compliance’ means that data has been gathered with **‘fidelity’** (or faithfulness) to the guidance for using the measure. In order for your data to be ARYB compliant, you need to adhere to the following for your observations:

- The adult must have observed the young person in the provision setting for at least four hours in total before undertaking the first (‘baseline’) observation;
- The observation interval, defined as the time between when observations start and end, must not exceed 14 days;
- The time between observations ending and scoring/recording the observation, must not exceed 14 days.

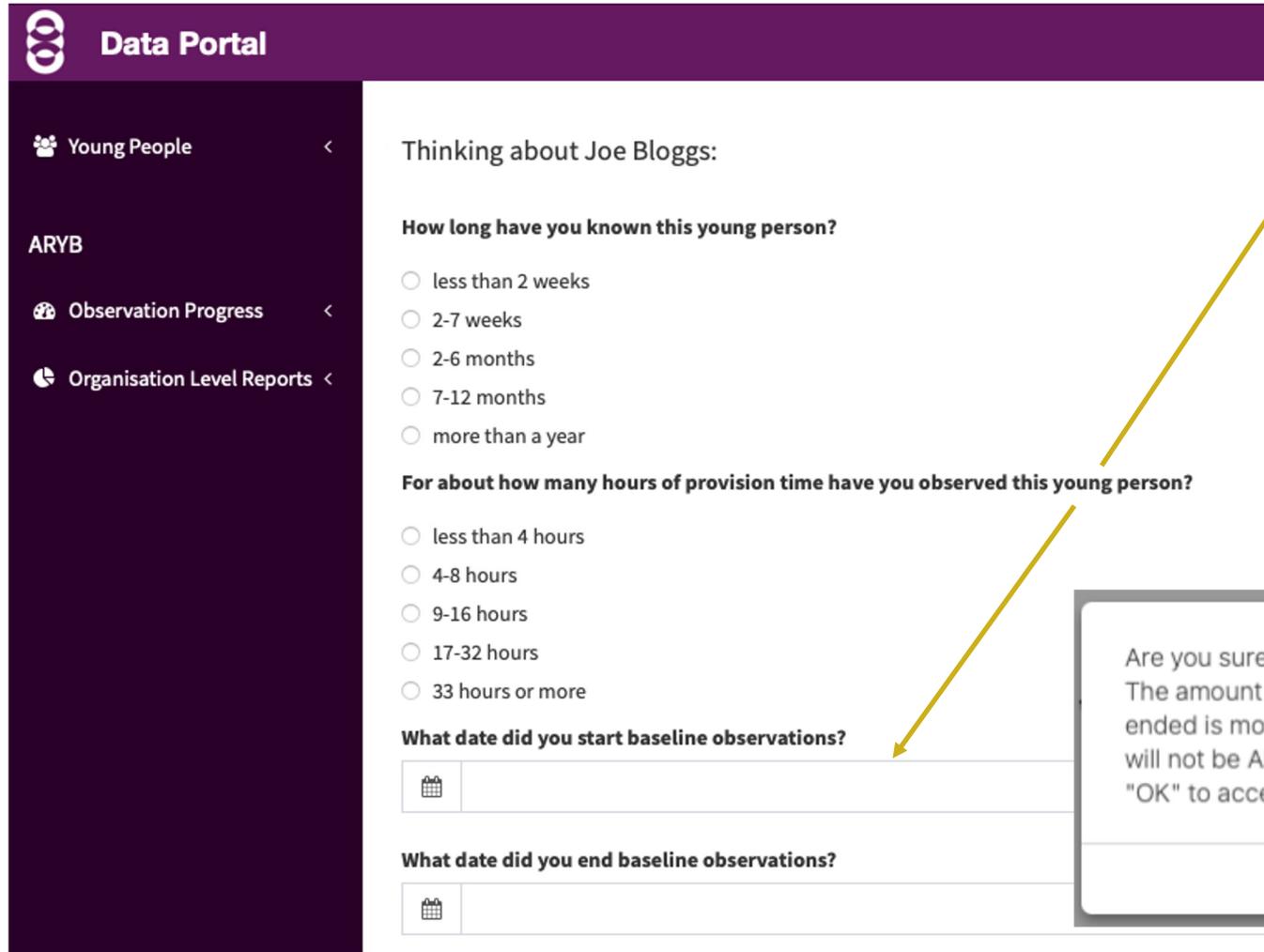
Ideally, the observer will score their observations immediately when the observation period has ended. This is so the observer does not have to recall situations further back than 14 days. Observations can be scored offline before being entered into the data portal.

This applies to both baseline and second observations.

The minimum time interval between baseline observations and second observations is 60 days or two months.

4. ARYB - Adding baseline observational data

This screen will appear. Here, you can begin entering the background details of the young person's first observation.



Data Portal

Young People <

ARYB

Observation Progress <

Organisation Level Reports <

Thinking about Joe Bloggs:

How long have you known this young person?

- less than 2 weeks
- 2-7 weeks
- 2-6 months
- 7-12 months
- more than a year

For about how many hours of provision time have you observed this young person?

- less than 4 hours
- 4-8 hours
- 9-16 hours
- 17-32 hours
- 33 hours or more

What date did you start baseline observations?

What date did you end baseline observations?

If the dates entered for the observation period are more than two weeks apart, the message below will appear.

(Amend the dates for the observation to be ARYB compliant!)

Are you sure of the dates the young person was observed?
The amount of days between when observations started and ended is more than 14 days. This means that this observation will not be ARYB compliant. Click "cancel" to amend dates or "OK" to accept the dates.

Cancel OK

4. ARYB - Adding baseline observational data

Scroll to the bottom of the page to enter the details about your provision (if different from the default ones that were set up in the organisational profile).

Click 'save' to save these details and move on to the next screen.

What date did you start baseline observations?

 01-05-2021

What date did you end baseline observations?

 14-05-2021

What date did you record your observations?

 15-05-2021

Mode of engagement?

One-to-one

What is the provision's setting?

Building or site based

Is the provision targeted or universal?

Targeted

Any comments about this young person?

Save

Exit without saving

4. ARYB - Adding baseline observational data

Here,
you can
begin
adding
ratings
to each
of the
scales

 **Data Portal** Sarah Rose

Background has been saved.

Young People <

ARYB

Observation Progress <

Organisation Level Reports <

Emotion Management Add ratings to the Emotion Management Scale

Does Joe Bloggs...

Easily manage both positive and negative feelings (e.g., didn't lash out at others when feeling bad; didn't brag or gloat when feeling good)?

- No opportunity to observe
- Never
- Rarely
- Occasionally
- Most of the time
- All of the time

Get frustrated easily (e.g., challenging tasks, minor set-backs, disagreements, or critical feedback cause more frustration than expected for a successful provision experience)?

- No opportunity to observe
- Never
- Rarely
- Occasionally
- Most of the time
- All of the time

Respond constructively when frustrated by challenging tasks, minor set-backs, disagreements, or critical feedback (e.g., didn't blame others or give up; thought about it and tried again or sought help)?

- No opportunity to observe

4. ARYB - Adding baseline observational data

Click 'save' at the bottom of the screen. This means that all the data entered so far is saved, so you can come back later and enter the rest, if you need to. Or you can do it in one go.

Respond constructively when frustrated by challenging tasks, minor set-backs, disagreements, or critical feedback (e.g., didn't blame others or give up; thought about it and tried again or sought help)?

- No opportunity to observe
- Never
- Rarely
- Occasionally
- Most of the time
- All of the time

Display disruptive behaviour

- No opportunity to observe
- Never
- Rarely
- Occasionally
- Most of the time
- All of the time

Save

Exit without saving

4. ARYB - Adding baseline observational data

Once you have entered the scores for a scale and clicked 'save', the message in green will appear and take you to the next scale.

Emotion Management saved. 1 of 6 scales completed

Empathy Add ratings to the Empathy Scale

How often did Joe Bloggs...

Notice when someone was sad, upset, uncomfortable, or feeling rejected or bullied?

- No opportunity to observe
- Never
- Rarely
- Occasionally
- Most of the time
- All of the time

Respond without judgement to other people's opinions, feelings, or situation?

- No opportunity to observe
- Never
- Rarely
- Occasionally
- Most of the time
- All of the time

4. ARYB - Submitting the scores

Once you have entered data for all six scales and the data have been saved, this screen will appear.

Teamwork saved. 6 of 6 scales completed

Success - all scales for baseline survey added.

Unsubmitted baseline observations Click on the ticks to edit

Show entries

Search:

Young person	Emotion management	Empathy	Initiative	Problem solving	Responsibility	Teamwork	Last baseline observation	Delete	Next Steps
CMP12345	✓						10/01/2021		+ scores
CYI4538	✓						20/08/2021		+ scores
HAS1234	✓						10/12/2021		+ scores
Joe Bloggs	✓	✓	✓	✓	✓	✓	14/05/2021		Submit

Ticks should appear in each column for each completed scale. Click 'submit' to submit this observation to the portal.

4. ARYB - Submitting the scores

The young person will then appear on this page, underneath 'submitted baseline observations'

Click on the binoculars symbol to view the ratings at scale level and item level for the young person.

Submitted baseline observations Click on the ticks to view

Show entries

Search:

Young Person	Emotion management	Empathy	Initiative	Problem solving	Responsibility	Teamwork	ARYB compliant	Baseline observations end	Earliest next observations	Delete	View
Billy Huff	✓	✓	✓	✓	✓	✓	✓	15/10/2020	14/12/2020		
CMP9876	✓	✓	✓	✓	✓	✓	✗	20/06/2021	19/08/2021		
CVA1236	✓	✓	✓	✓	✓	✓	✗	20/01/2021	21/03/2021		
CYI4668	✓	✓	✓	✓	✓	✓	✓	10/02/2021	11/04/2021		
CYI9124	✓	✓	✓	✓	✓	✓	✓	28/08/2021	27/10/2021		
Jo Biscuit	✓	✓	✓	✓	✓	✓	✓	12/12/2020	10/02/2021		
Joe Bloggs	✓	✓	✓	✓	✓	✓	✓	14/05/2021	13/07/2021		

This column indicates whether an observation is ARYB compliant

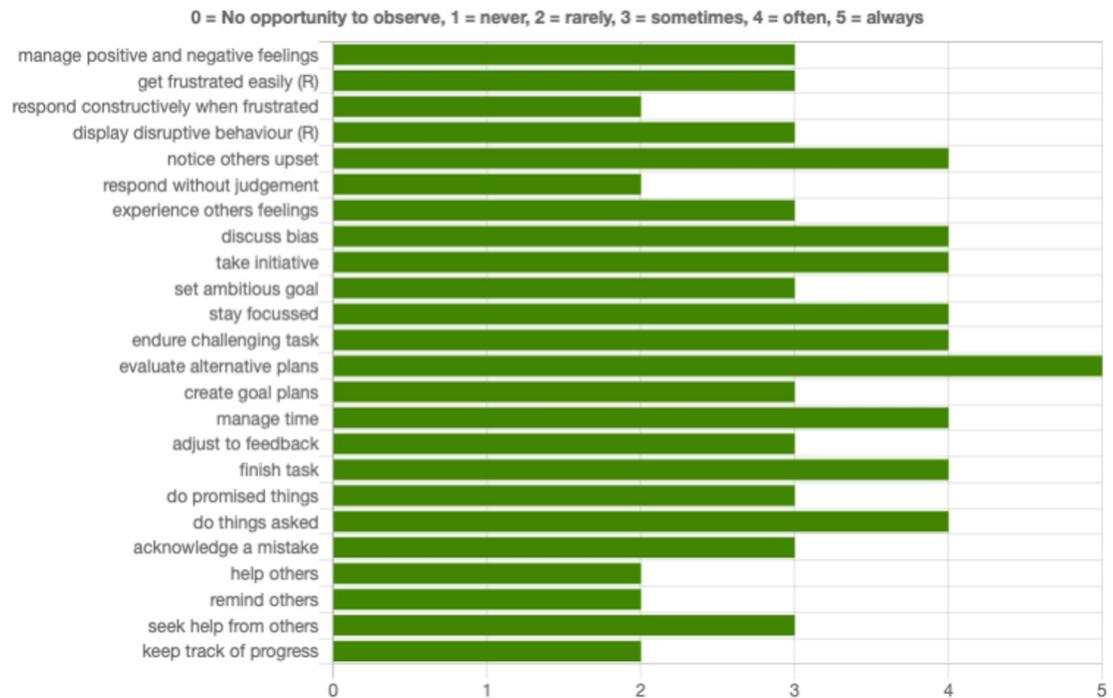
This column highlights when the second observation can begin



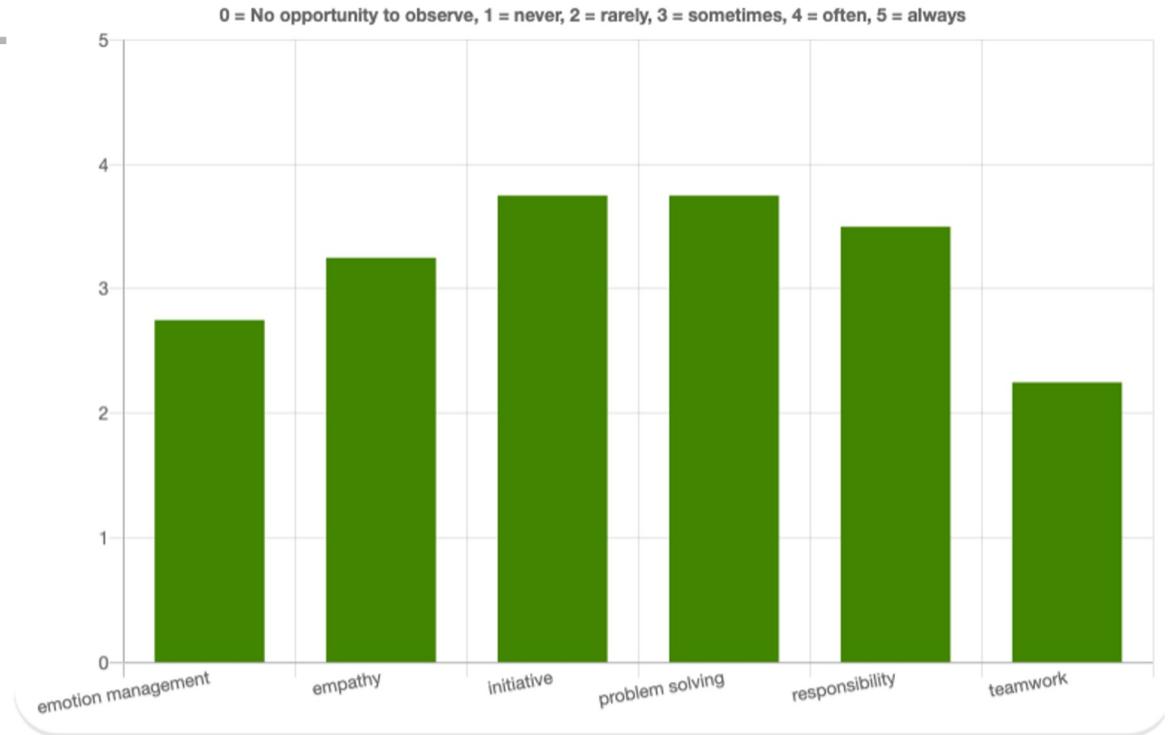
4. ARYB - Interpreting the baseline scores

Clicking the binoculars icon will take you to a page that shows both of these graphs. Each one can be downloaded as a PDF document or CSV file.

Ratings at item level for Joe Bloggs reported by Sarah Rose on 14-05-2021



Ratings at scale level for Joe Bloggs reported by Sarah Rose on 14-05-2021

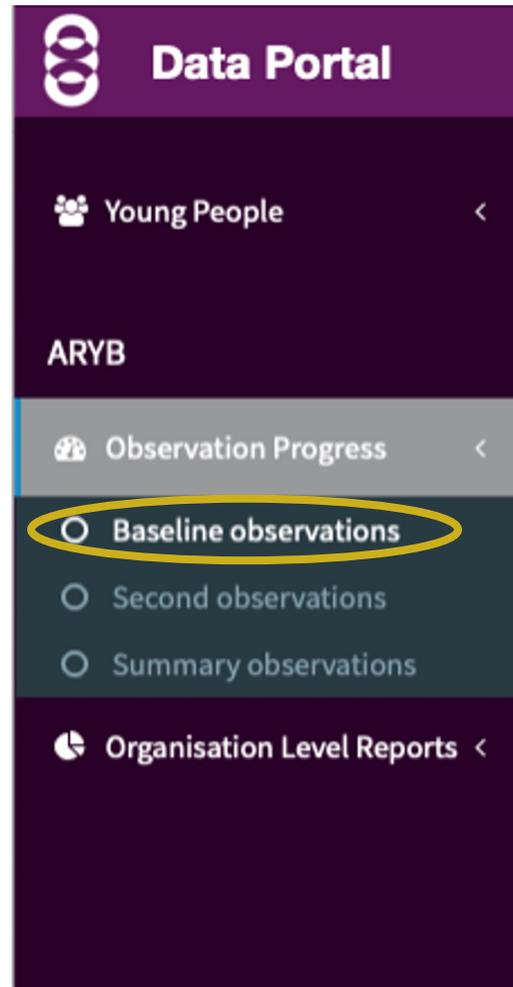


[Download as PDF](#)

[Download as CSV](#)

4. ARYB - Adding second round observational data

To navigate back to the baseline observations page, click '**baseline observations**' in the left-hand side navigation bar.



4. ARYB - Adding second round observational data

Scroll down to 'submitted baseline observations' and find the young person you need to enter second round scores for. Young people without second round scores entered will have a green box in the 'next steps' column.

Scroll across, to the right of the binoculars symbol. Click on **'add second round scores'**

Submitted baseline observations [Click on the ticks to view](#)

Search:

Empathy	Initiative	Problem solving	Responsibility	Teamwork	ARYB compliant	Baseline observations end	Earliest next observations	Delete	View	Next Step
						15/10/2020	14/12/2020			+ second round scores
						20/06/2021	19/08/2021			
						20/01/2021	21/03/2021			
						10/02/2021	11/04/2021			+ second round scores
						28/08/2021	27/10/2021			+ second round scores
						12/12/2020	10/02/2021			
						14/05/2021	13/07/2021			+ second round scores

4. ARYB - Adding secondary observational data

Complete the same process as before – add the background information, then progress through rating each scale for the young person.

Thinking about Joe Bloggs:

How long have you known this young person?

- less than 2 weeks
- 2-7 weeks
- 2-6 months
- 7-12 months
- more than a year

For about how many hours of provision time have you observed this young person?

- less than 4 hours
- 4-8 hours
- 9-16 hours
- 17-32 hours
- 33 hours or more

What date did you start second observations?

 01-09-2021

What date did you end second observations?

 14-09-2021

What date did you record your observations?

 15-09-2021

Remember: there needs to be at least 60 days between the baseline and second observation rounds for the observation to be ARYB compliant!

4. ARYB - Submitting the scores

Once you've finished scoring, the young person's name will appear in 'unsubmitted second observations'. As before, click the green 'submit' button, and the young person will appear in 'submitted second observations'. Note that the portal tells you whether there's a problem with compliance.

Submitted second observations [Click on the ticks to view](#)

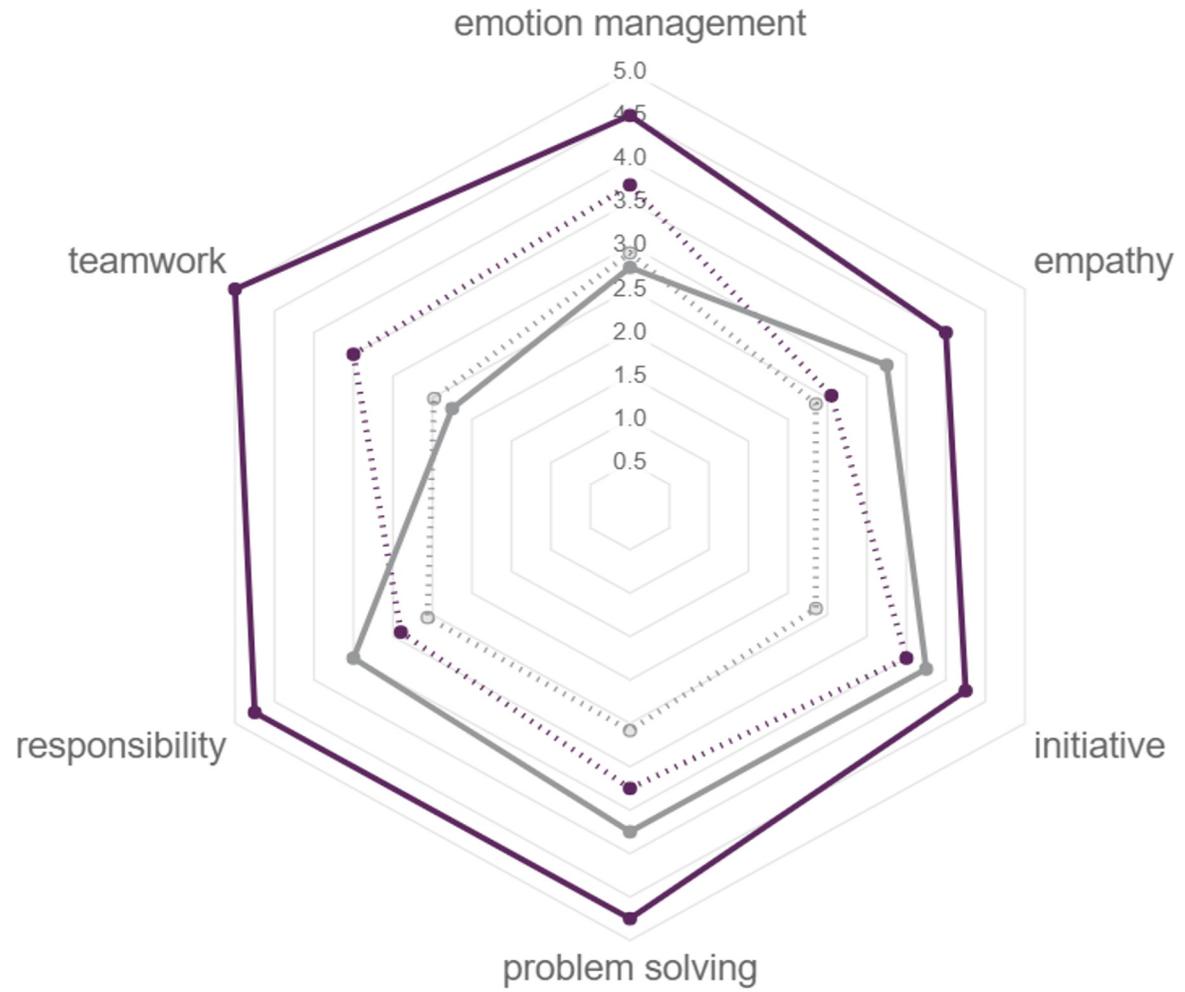
Show entries

Click on the graph icon in this column to see the change from baseline to second observations.

Young Person	Emotion management	Empathy	Initiative	Problem solving	Responsibility	Teamwork	ARYB Compliant	Start of second observations	Delete	View	Change from Baseline
CVA1236	✓	✓	✓	✓	✓	✓	✘	01/04/2021			
Dolly Parton	✓	✓	✓	✓	✓	✓	✘	01/12/2021			
Joe Bloggs	✓	✓	✓	✓	✓	✓	✓	01/09/2021			
sierra	✓	✓	✓	✓	✓	✓	✓	01/06/2021			
tango	✓	✓	✓	✓	✓	✓	✘	01/07/2021			

4. ARYB - Interpreting the results

Report for Joe Bloggs



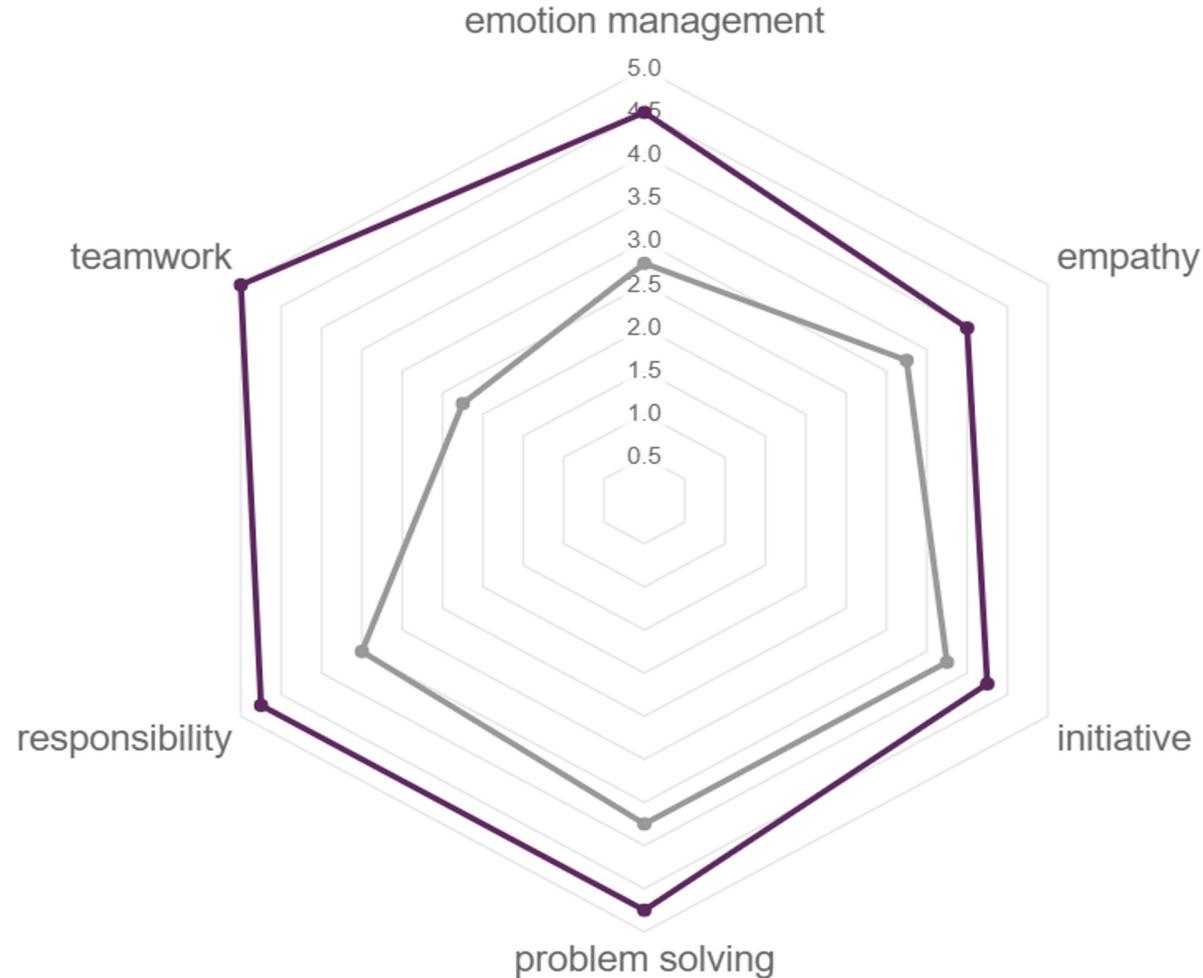
After you've clicked on the graph icon next to the young person's name, you will be taken to this page.

Initially all data is displayed in a radar chart. However, by clicking on the legend below you can select which data you want to view.

- Baseline Scale Data
- Second Scale Data
- Baseline Org Average
- Second Observation Org Average

4. ARYB - Interpreting the results

Report for Joe Bloggs

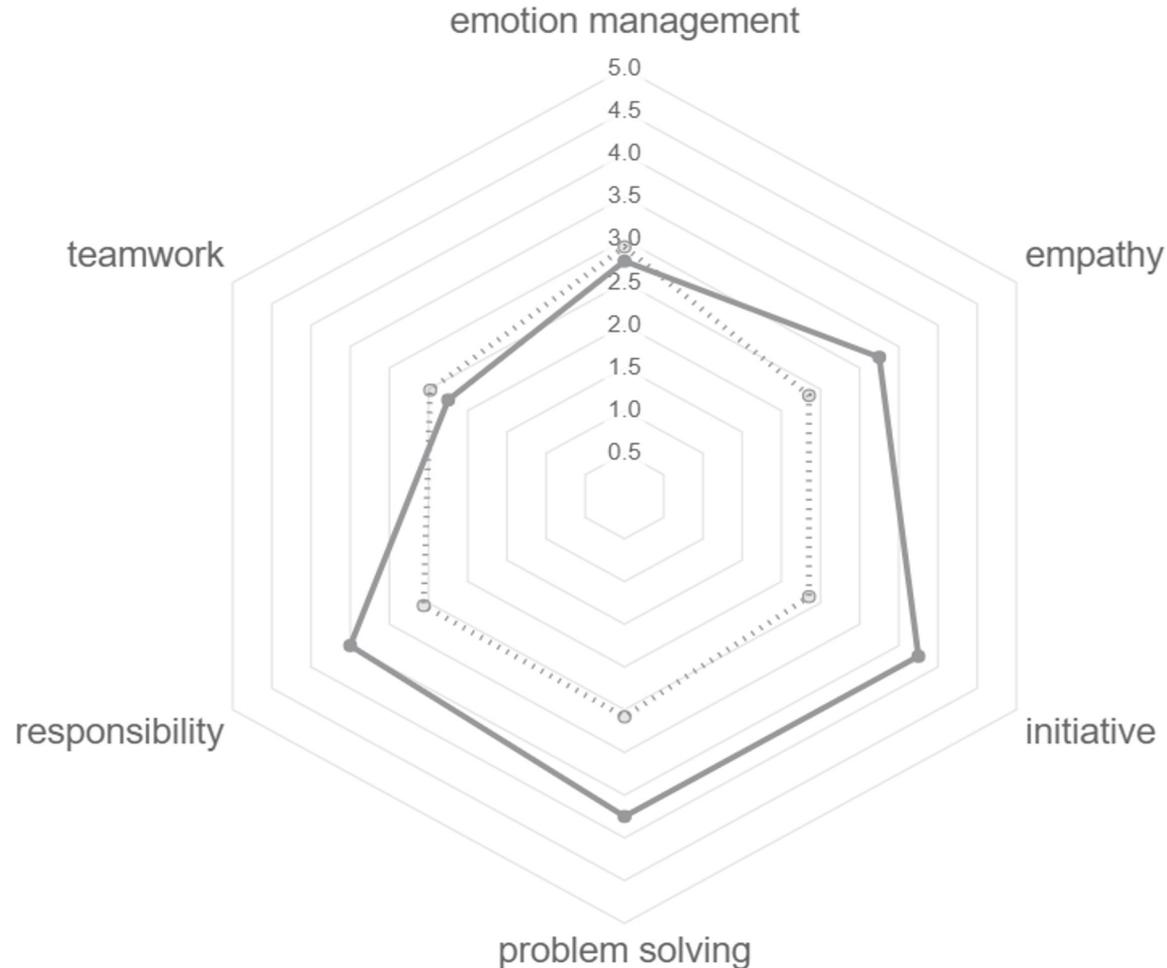


Here, you can see just the baseline and second scores for the individual young person, as the baseline org average and second observation org average have been crossed out. The results show that Joe's second round of observations have shifted positively from his baseline observations.



4. ARYB - Interpreting the results

Report for Joe Bloggs

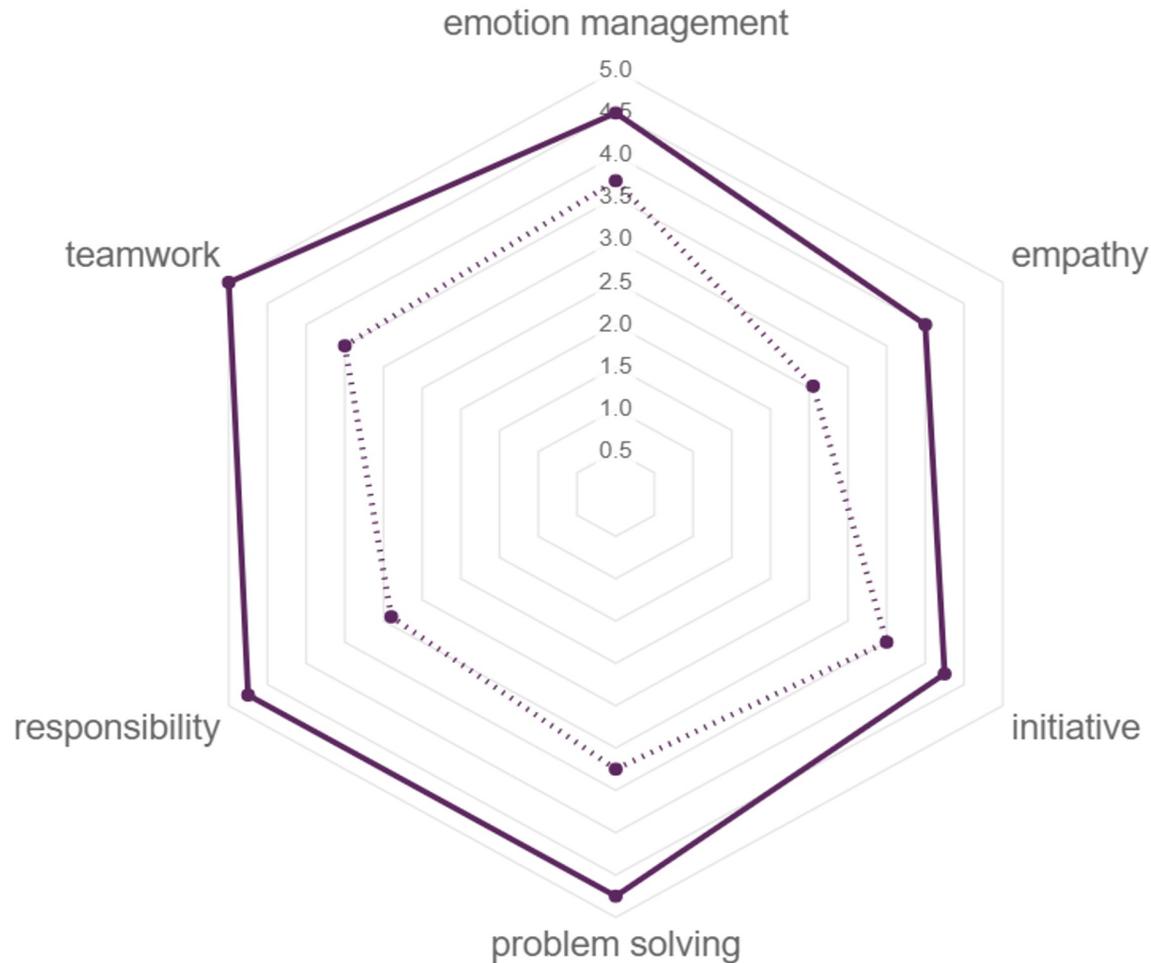


Here, we can compare Joe's baseline scores with the organisational baseline scores. The chart indicates that Joe had more positive scores at baseline than the organisation's average.

- Baseline Scale Data
- Second Scale Data
- Baseline Org Average
- Second Observation Org Average

4. ARYB - Interpreting the results

Report for Joe Bloggs



Similarly when Joe's second scores are compared with the organisation's second scores, the chart indicates that Joe also has more positive scores at his second observation round than his organisation's average.

- Baseline Scale Data
- Second Scale Data
- Baseline Org Average
- Second Observation Org Average



For further help, please get in touch with our Data Lead, Josef, at hello@youthimpact.uk

<https://www.youthimpact.uk/adult-rating-youth-behaviour>

