



YOS/COS AGENCY INSTRUCTIONS

The August 2020 revisions of the YOS and COS differ from previous versions of these surveys in that they include optional question sets that BBBS agencies can choose to include or exclude on the surveys they administer. This instruction sheet provides guidance on the use of these optional question sets.

- All BBBS agencies are required to administer the base YOS and COS. Administration of these surveys is not optional.
- There are seven optional question sets that BBBS agencies can choose to add to the base YOS. These question sets are as follows:
 - YOS Optional Question Set 1: Excused Absences
 - YOS Optional Question Set 2: Goal Setting and Pursuit Skills
 - YOS Optional Question Set 3: School Misbehavior
 - YOS Optional Question Set 4: Personal Conduct
 - YOS Optional Question Set 5: Protective Behaviors
 - YOS Optional Question Set 6: My Interests
 - YOS Optional Question Set 7: Life Satisfaction
- There are three optional question sets that BBBS agencies can choose to add to the base COS. These question sets are as follows:
 - COS Optional Question Set 1: School Misbehavior
 - COS Optional Question Set 2: Personal Conduct
 - COS Optional Question Set 3: Protective Behaviors
- While the optional COS question sets cover the same material as the optional YOS question sets with the same name, they are often abbreviated versions of the YOS question sets and cannot be used interchangeably. COS question sets must be only used with the COS and YOS question sets must only be used with the YOS.
- BBBS agencies can choose to use all, none, or any number of the optional question sets.
- If a BBBS agency chooses to administer an optional question set for one survey (YOS or COS) and the question set has an associated question set for the other survey, the question set must be administered for both surveys. For example, if an agency decides to administer the *School Misbehavior* question set on the YOS, it must also administer the *School Misbehavior* question set on the COS.
- Optional question sets can be administered via Matchforce or via paper surveys.
- All optional question sets are defaulted to being excluded from the YOS and COS in Matchforce. BBBS agencies can "turn on" the optional question sets they want included on their surveys by having their Matchforce Agency Admin check the appropriate boxes in the *Optional YOS Constructs* section of their *Agency Account* record in Matchforce. For optional question sets that are shared between the YOS and COS, turning on the optional question set in Matchforce will cause the question set to be included on both the YOS and COS.
- PDF versions of all optional question sets are available on The Learning Exchange.
- When administering paper versions of the YOS and COS, agencies should include the same optional question sets as are included on their agency's Matchforce created surveys. In addition, paper versions of the optional question sets should only be administered after administration of the base YOS or COS and only in the proper numerical order.
- Optional question sets should always be administered in their entirety.