

YOYO Interviewer Best Practices

These best practices focus on collecting former students' contact information, preparing them for the Youth One Year Out (YOYO) interview, and increasing interview completion rates.

Educate your students on the YOYO

- Let students know that someone from their high school will contact them one year after they exit high school, between **April 1 and August 31**, to participate in a voluntary phone interview about how their life is going.
- Share our [YOYO Flyer for Students and Families](#) and our webpage dedicated to [Students and Families](#).

Collect student contact information **before** they exit

- Districts with consistently high contact rates make a strong effort to **collect current student contact information before students exit school**. This is best done by the student's Case Manager or ARC Chairperson during the year-end Summary of Performance conference or final IEP meeting.
- Contact information can be collected in several ways, such as using a [Google Form](#). KYPSO also provides a [Student Contact Information Form](#) that can be printed and stored securely.

Before the YOYO begins, let former students know you'll be calling

- Two to four weeks before YOYO interviews, **send a reminder to former students** to confirm contact information and, if possible, schedule a time to conduct the interview.
- KYPSO provides sample materials, including a [former student letter](#) (email/mail) and a [YOYO postcard](#) (PNG) for text or email, along with a [customizable postcard version](#).

Attend a YOYO interviewer training

- Every year, KYPSO holds live Zoom trainings for new and returning YOYO interviewers. Training is usually held each year in March.

- **It is essential that you attend a training** to learn why the YOYO is conducted, how to conduct interviews via the Data Collection Reporting site, learn about any new updates, and ask any questions you may have.
- New interviewers must pass a quiz after training. Returning interviewers must pass a quiz every two years.

Become familiar with KYP SO's Data Collection & Reporting site

- [KYP SO's Data Collection & Reporting](#) site is where YOYO interviews are collected.
- **Note:** You must be an approved interviewer to access our Data Collection & Reporting site. To become an approved new interviewer, your DoSE must notify us at information@kypso.org, you must attend a training, and pass an interviewer quiz.
- KYP SO provides several [short tutorials on how to navigate portions of the Data Collection & Reporting site](#).
- Prior to the YOYO beginning each year, former student data will be loaded so that you can **acquaint yourself with the system and practice conducting interviews**. On April 1, the data will be deleted, and the system will go live.
- **Review your list of former students for accuracy.** Former students must have had an IEP in place at the time of exit and exited during the previous school year. If you need to remove or add a former student, please notify KYP SO via the [Secure Student Information Portal](#). **Never share students' personally identifiable information via email.**

Other reminders and helpful tips

- Become familiar with resources on KYP SO's [For Educators](#) page.
- Familiarize yourself with the [Kentucky Disability Resource Guide](#) and KYP SO's [Supplemental YOYO Resource Manual](#). Both contain relevant resources for former students when conducting the YOYO.
- Join our [KYP SO and YOYO Discussion Forum](#) – a private Facebook group for YOYO interviewers, DoSEs, and SERTAC personnel.
- Check out our [public post-school outcome data](#) and our [annual reports](#)! **The names of YOYO interviewers and students are strictly confidential and are never included in reports.**
- Participating in the voluntary YOYO interview **will never impact a student's benefits.**
- Post-school outcome data collection is **required by state and federal law under the Individuals with Disabilities Education Act (IDEA), Indicator 14.** Not all students can be contacted or have to respond, but at least three attempts must be made.