

THE LONDON YOUNG PEOPLE STUDY

WELCOME PACK FOR SPOCs



Welcome to the new phase of the London Young People Study (LYPS) – Efficacy!

This Welcome Pack contains all the essential information and resources you will need to take part in the London Young People Study (LYPS). Please take the time to familiarise yourself with these materials. If you have any questions, please reach out to the London Study Team who will be happy to help you.

SPOCs Checklist

- ☐ Watch the [LYPS Overview video](#)
- ☐ Access your account on the [LYPS portal](#)
 - ☐ Watch the [LYPS Portal demonstration video](#)
 - ☐ Set your password
- ☐ Sign the **Data Processing Agreement** that will be sent to you by the IFS via Docusign allowing you to manage the data collection process through the LYPS portal
- ☐ Ensure practitioners have access to the '[Welcome Pack for Practitioners](#)' and are familiar with requirements around recruitment of young people and data collection
- ☐ Data collection
 - ☐ Watch the [LA workbook demonstration video](#) and read the '[How to guide](#)' and [FAQs](#) about the workbook
 - ☐ Complete (or work with your data lead to complete) the **LA workbook** and submit it on the 10th of every month
 - ☐ Ensure consent forms, questionnaires and session forms are completed on time by the practitioners in your LA through the [LYPS portal](#)
- ☐ Safeguarding
 - ☐ Report serious safeguarding incident to funder and evaluation team via the [Safeguarding Reporting Incident form](#)
 - ☐ If the evaluation team alerts you and a practitioner that the young person's questionnaire answers suggest there is a likely or very likely risk of harm to themselves or to others, follow internal appropriate safeguarding procedures to ensure the young person is safe

In Brief: What is the London Young People Study?

[Watch the LYPS Overview video for more details on this.](#)

Access the PowerPoint Slides [here](#)

- The LYPS is the research study that evaluates the impact of Your Choice on young people's outcomes.
- Your Choice provides training in Cognitive Behavioural Therapy (CBT) techniques to youth practitioners working with young people aged 11-18 at medium to high risk of contextual harm.
- In the London Young People Study we are interested in understanding whether and how the Your Choice programme improves young people's outcomes relative to those receiving usual support (or Business As Usual support) they would receive in absence of the programme.
- The study has been rolled out in three successive stages. *The Pilot trial*, which aimed to test out the evaluation design, ran between June 2022 and March 2023. This was followed by a four-month *transitional period* in which the project and evaluation team has been preparing for Efficacy. The *Efficacy trial*, which started in August 2023, will run until December 2024, and is expected to involve over 120 teams across London and around 2000 young people. Having such a large sample size enables the researchers to measure the impacts of the YC programme with confidence. The results of the study will be published in the middle of 2025.

The LYPS Portal

The new LYPS Portal has been designed, using inputs from Local Authority colleagues, to help administer the study in a secure and efficient way. The Portal aims to streamline the data collection process and will act as a 'one-stop-shop' where Practitioners can submit all relevant data whilst SPOCs can oversee this process. Please consult the **LYPS Portal 'how to'** guide and the **demonstration video** for a more detailed overview.

[LYPS Portal - How to guide](#)

[Please watch this video for a demonstration of the portal's functionalities.](#)

If you are logging in for the first time you will be able to access your account by using the 'Forgotten password' feature and entering your Local Authority email. Please check your spam folder if you can't see the email in your inbox.

Once you have logged in you will be asked to set up your account with two-factor authentication. You can use the Google or the Microsoft Authentication app to do so.

Login

Email address

Use your email address to login

Password

Enter the password that accompanies your email address.

Login

[Forgot password?](#)



If you experience any issues, please consult the Portal FAQ document, or get in touch with our support team at support@dxdigital.co.uk.

We would love to hear your feedback about the new portal! If you want to submit comments about what you like about the portal, what you believe needs improvement or have ideas for functionalities we can add please fill in this feedback form:

<https://forms.office.com/e/J88pPm4Ltj>

Recruiting into the London Young People Study

Watch **LYPS Recruitment video** for a full explanation of the recruitment process.

Access the PowerPoint Slides [here](#).

Recruitment of young people into LYPS is to be done by practitioners, but it is useful that SPOCs are familiar with the processes and go over them with all practitioners involved in the study (both in Your Choice and Business As Usual teams) so that recruitment is done in a uniform way across the Local Authority.

Identifying eligible young people for the study:

1. 11-18 years old.
2. Medium to high risk of contextual harm.
3. Young person discussed at multi-agency risk panel or equivalent in the last 30 days.

Recruiting into LYPS: Five key steps

1. Show the [LYPS Explainer video](#) to the young person.

The LYPS Explainer video has been designed to capture the most essential elements of being a part of the study.

2. Provide and explain the [information sheet for young people](#)

After the young person has watched this video, please provide a hard copy of the information sheet for young people. If the young person is aged 11-15, their parent or guardian should also be given an [information sheet for parents](#). The information sheet explains what the LYPS is, how it will work and why the young person has been invited to participate.

3. Watch the Privacy Video and read the [Privacy Notice](#)

Please provide the young person with a hard copy of the privacy notice, which is a document that outlines what information is collected in the study, how this information is handled and stored in line with the law. The privacy notice also explains what options young people have if they want to correct or delete their personal data. The privacy notice video should also be shown to the young people. This 2-minute animation breaks down and visualises these concepts in a more understandable way.

4. Answer any questions young people have.

To ensure that the young person fully understands what taking part in the study means, the practitioners should take the time to go over all these materials in detail. Enough time should be given to the young person to think through their decision and to ask questions.

5. Complete consent forms.

Obtaining consent should happen only once the young person has had time to consider their decisions and all their questions have been answered. To provide consent, the young person needs to complete an online consent form ([here for 11-15-year-olds](#) and [here for 16-18-year-olds](#)). If the young person is 15 and under, their parents/carers must also fill in a [parental consent form](#).

Data Collection Requirements

[Watch the LYPS Data Collection video for a full explanation of all data requirements.](#)

Access the PowerPoint Slides [here](#)

SPOCs have the responsibility to ensure data is collected as required for the quantitative evaluation. Data for the quantitative evaluation is collected in two ways:

- through the online forms and questionnaires submitted on the LYPS Portal and
- through the LA Data Workbooks.

Forms on the LYPS Portal

Through the LYPS Portal, they are able to see, for each participant, which forms have been completed, which forms are overdue and which session forms have been logged.

Below is an overview of the forms to be completed by young people or by practitioners about the young person through the LYPS Portal.

- **[Baseline Young Person Questionnaire \(BLYQ1\)](#)**
- Completed by participant upon their recruitment into study (*approx. 15 min to complete*).
- Self-reported measures of emotional and behavioural difficulties (SDQ), engagement in risky behaviour, and social connectedness.
- To be completed on the Portal during a session with a practitioner.
- The PDF above is only for viewing.

- **[Baseline Practitioner Questionnaire \(BLPQ2\)](#)**
- Completed by a practitioner upon recruitment of a young person (*approx. 5 min to complete*).
- Assessment of young person's risk and engagement in risky behaviour
- To be completed on the Portal
- The PDF above is only for viewing.

- **[Session forms](#)**
- Should be completed after any session scheduled to happen between the practitioner and the young person (*approx. 2 min to complete*).
- Includes questions about the session's date, duration and content.
- We recommend that the practitioner completes this as soon as possible after the session.
- Practitioners will be able to download their responses as a PDF which can be attached to case notes.

- **[Endline Young Person Questionnaire \(ELYQ3\)](#)**
- Completed by a participant 20 weeks after recruitment (*approx. 30 mins to complete*).
- Self-reported measures of emotional and behavioural difficulties (SDQ), engagement in risky behaviour, social connectedness, wellbeing, experience in the study.
- To be completed on the Portal during a session with a practitioner.
- The PDF above is only for viewing

- **[Endline Practitioner Questionnaire \(ELPQ4\)](#)**
- Completed by a practitioner 20 weeks after recruitment (*approx. 5 min to complete*).
- Practitioner's assessment of young person's risk
- To be completed on the Portal
- The PDF above is only for viewing.

LA Data Workbook

Watch the [LA Data Workbook video](#) for more information about how to complete this.

- The Local Authority Workbook is an excel spreadsheet where Local Authorities log four types of information:
 - Some background information about the participant that LAs hold on their information system

- Whether and when practitioners in teams involved in the study trained in Your Choice
- When clinical supervision sessions took place
- Some minimal and non-identifying information about young people who were approached to participate in the study but who did not provide consent
- This workbook would usually be filled by the LA's SPOC or Data lead and shared with the evaluation team monthly.
- By the 10th of each month, you need to click the button on the second tab of the Efficacy Data Workbook. This creates a summarised copy of the Efficacy Data Workbook. It will be automatically saved in the same folder that you have the Efficacy Data Workbook saved in. It will be saved with your LA name and the name of the previous month, and the current year.
- This summarised copy is then sent to: sherian.bateson@londoncouncils.gov.uk
- To help you complete and submit the workbook, please consult the [User Guide](#) and a [FAQ document](#).

Optional interview with researchers

The qualitative evaluation also carries out interviews with young people and LA staff involved in the study. Participation of LA staff and young people in these interviews is voluntary.

- Practitioners involved in the study and young people who indicated they would be interested in being interviewed will be contacted by the Anna Freud Centre who conducts the qualitative research (approx. 30 minutes to complete).
- Interviews can take place in-person or online.

Vouchers

The young people participating in the study will receive vouchers upon completion of the various questionnaires.

- To thank young people for participating in the study and encourage them to complete questionnaires, they will receive a **£10** Love2Shop voucher upon completion of the baseline young person questionnaire and a **£25** Love2Shop voucher upon completion of the endline questionnaire
- These vouchers will be sent by the evaluation team to the young person via the email address provided at the start of the questionnaire. It is imperative that the young person provides an email to receive the voucher upon completion of the questionnaire. If the young person does not have an email address, they can enter their practitioners' email address.
- Young people who speak with the Evaluation team about their experiences will receive another **£10** voucher.
- These Love2Shop vouchers can be used to access more than 50 popular brands that include online shops such as Argos, Asos; high street favourites such as H & M, New Look, Nike; delivery services such as Uber, Deliveroo, Just Eat; and cafes like Costa and Caffè Nero, and so much more.

Safeguarding

SPOCs and practitioners are required to following the following two safeguarding procedures

- 1. The funder and evaluation team must be informed of a safeguarding incident taking place within the project, within 48 hours of it happening**

This applies to the following cases:

- In serious cases involving rape, homicide, attempted murder
- When safeguarding allegation is made against staff member funded by the Project
- Where safeguarding incident happens during/on the premises of an activity in the project

To report this incident, the practitioner or SPOC must complete the [Safeguarding Reporting Incident form](#)

- 2. Local Authorities will be notified of any safeguarding concerns based on young people's answers to questionnaires**

- If the young person indicates through their answer to the baseline or endline young person questionnaire that there is a likely or very likely risk of harm to themselves or others, the evaluation team has the duty to break the confidentiality of questionnaires and inform the Local Authority about it.
- The evaluation team will send an email to the young person's lead practitioner and the LA's SPOC to alert them of the safeguarding concern
- The Local Authority is then required to notify the evaluation team that they have received the alert and to follow internal safeguarding procedures to address the concern

Terms & Terminology

- **SPOC:** Single Point of Contact
- **RCT:** Randomised Control Trial
- **BAU team:** Business As Usual. They are the *control* teams in the study.
- **YC team:** Your Choice. They are the *treatment* teams in the study.
- **LYPS:** The London Young People Study