

Frequently Asked Questions (FAQ)

This document provides answers to frequently asked questions about The London Young People Study (LYPS), which is the name given to the independent evaluation of the Your Choice programme.

The London Young People Study

Q: What is a SPOC?

A: SPOCs are the Single Point of Contact for the study in each Local Authority. SPOCs are responsible for the study in their LA and serve as a primary contact for the programme and evaluation teams.

Q: Is there a difference between the Control teams and the Business As Usual teams?

A: There is no difference - Business As Usual (BAU) and Control are two terms that are used interchangeably to refer to the team(s) that do not receive Your Choice training but continue to operate in the same way as before.

Q: When will the London Young People Study end? And when will we know the results of the study?

A: There are three distinct phases of the Your Choice Project. It began with the Home Office phase in December 2021, which concluded in March 2022. The evaluation began with the Pilot phase between April 2022 and March 2023. Following a review by YEF, the Efficacy phase of the evaluation started in August 2023, marking the current stage of the study. The Efficacy stage, spanning approximately 16 months, is set to continue until December 2024. The pilot report will be published at the end of October 2023 and the full study report is due to be released in August 2025.

Transition to Efficacy

Q: I started working with a young person during the transitional phase. Their engagement with the study is ending and I want to complete the Endline Questionnaire. How can I do this?

A: If you have recruited a young person during the Pilot or the Transition period and they are nearing the completion of the programme please contact the Evaluators using the email LondonStudy@ifs.org.uk to organise the endline questionnaires.

Q: I have done pre-engagement work with a young person. Can I now sign them up to the study?

A: Yes, as long as your Local Authority has followed the steps to enable access to the Portal you can now sign the young person via the LYPS Portal.

Q: Will the Efficacy Data Workbook be different from the Pilot?

A: The Data Workbook will be slightly different These changes are minor and have been based on feedback received from LA colleagues. You can [watch this video](#) for more information.

Q: If the Data Workbook is completely new for Efficacy how will we be able to submit missing data from the Pilot and Transitional stage?

A: Any outstanding data from the Pilot stage will be collected by the IFS who will contact LAs with missing items from their Pilot and Transition stage Data Workbook. If you have a young person who was recruited during the Transition stage and is coming to the end of the programme, then please get in touch with the Evaluation team at LondonStudy@ifs.org.uk to complete the endline questionnaires.

Questionnaires & Forms

Q: How much time should pass between completing the baseline and starting the endline questionnaire?

A: The baseline questionnaires should be completed at the beginning of the study in an initial session with the young person. The endline questionnaires should be completed by participants and their practitioner 12 - 20 weeks after recruitment. All of these questionnaires can be

completed on the LYPS Portal. The LYPS Portal will signal when the endline is due for a particular young person.

Q: Should the questionnaires be filled out by young people not doing Your Choice

A: The questionnaires should be completed by all participants enrolled in the London Young People Study, including both young people in the Your Choice and the Business As Usual groups.

Q: Is there a 'test' version of the questionnaire so Practitioners can test out the questionnaires and read the questions that a young person would be asked? So they can explain to YP what to expect.

A: PDF versions of all the questionnaires and the consent forms can be found on the [IFS Practitioners Page](#). Please note that these versions are for viewing purposes only - all data should be submitted on the LYPS Portal.

Q: Do practitioners in Business As Usual teams still have to fill out session forms?

A: The session forms should be filled out by practitioners in both Your Choice and in Business As Usual teams. The session forms should include information about when the session took place, for how long as well as very brief details about the content of the session.

Q: Will we still have to arrange sessions with peer researchers for the Endline Questionnaires for Young People?

A: Based on feedback from the Pilot the endline will no longer have to be completed with a peer-researcher. For Efficacy, the endline questionnaires can be completed online using the LYPS Portal.

Q: Has the Love2Shop amount been increased for the Endline Questionnaire?

A: The Love2Shop voucher amount has been increased from £15 to £25 for the Efficacy trial.

Q: Are practitioners and LAs able to see the information inputted in the forms?

A: The information entered into the forms is confidential and cannot be accessed by practitioners and Local Authorities.

Resources

Q: Where can I access the explainer videos and copies of the presentations shown in the LYPS training sessions?

A: The explainer videos and copies of the presentations demonstrated during the LYPS training sessions are accessible on the [IFS Practitioners Page](#).

Q: How do we present the London Young People Study to young people?

A: When presenting the London Young People Study to young people you could explain how the study investigates different approaches to working with young people and emphasise that they will be working with their designated practitioner throughout the study. You can also use various resources such as the [Explainer Video](#) and the [Information Sheet](#).

Q: Has the information sheet and privacy notice now been updated for Efficacy?

A: The information sheet and privacy notice have been revised to align with the Efficacy phase. You can access the updated versions on the [IFS Practitioners Page](#).

Q: Has the LYPS Explainer video now been updated as payment has changed for the endline?

A: The LYPS Explainer video has been updated to reflect the changed voucher amount for Endline. The revised version is accessible on the resources page of the LYPS Portal and the IFS Practitioner page but you can also use this link to [watch the video](#).

The LYPS Portal

Q: Is the LYPS Portal an app you can download in the App Store?

A: No, the LYPS portal is not an app but a phone/tablet friendly website. For ease, you can bookmark or save this page as a favourite on your computer, tablet or phone.

Q: When filling in the Baseline Questionnaire it asks for the young person's email address. If they don't have an email address what do we include here?

A: The email addresses are used so that the young person can receive their voucher for completing the questionnaire. If the young person does not have an email you can include the

practitioner's email address. They will then receive the voucher and pass this on to the young person.

Q: What is the CYP Case ID and what should I do if I don't have access to this?

A: The CYP case ID is a unique identification number for the young people. This can be the case number found on your LA system. However, the ID only needs to be unique for the purposes of the study. As such, you can create an ID for your young person but you need to make sure that this is consistent across all information submitted about them. For instance, you can create an ID based on the LA and the practitioner: BarSmi1.

Q: What happens if you can't locate the Worker ID?

A: The Worker ID should be an ID number that should be unique for the purposes of the study. If your LA has internal ID numbers these can be used. Alternatively, you can create an ID for the worker but you need to make sure that this is consistent across all information submitted about them. The IDs will be included in the Data Workbook so it is important you are able to recognise these numbers.

Q: Will Trainers and Clinical Leads have access to this website?

A: Clinical Leads are being given "SPOC access" to the website. If workers in your LA such as Trainers would like access we would suggest emailing the London Study team to request access.

Q: When would it be appropriate to override the parental consent form?

A: It would be appropriate in cases where the parents are unable to provide consent online using the practitioner's tablet. If the parent has provided consent on a physical copy of the form the override function can for example be used. However, the physical copy of the form would have to be sent over secure email (e.g., Egress) to the London Study team. More information about this can be found in the [How to Guide](#).

Q: If the Lead practitioner changes can we swap the young person to a new practitioner on the Interface?

A: You can swap the lead practitioner by going into the young person's profile and choosing a different practitioner in the drop down box. You can read the [How to Guide](#) for further instructions.

Q: Do we still use the physical goals tracker for Your Choice delivery, or should everything be done within the website?

A: You should fill in the goals tracker on the LYPS Portal but you are also welcome to continue using the physical version of the form.

Q: In the privacy notice for practitioners it is mentioned that the LYPS Portal is hosted by Amazon Web Services. Does this mean that Amazon has access to my data?

A: The LYPS Portal is hosted by Amazon Web Services (AWS) and your information will be stored on a secure server based in the UK or EU. AWS is a subsidiary of Amazon that focuses on online platforms. It is important to clarify that this hosting service does not provide Amazon access to your personal data.

Other queries

Q: What happens if a young person chooses to leave the study, what paperwork needs to be completed?

A: If a young person chooses to leave the study please indicate this by going to the young person's profile on the Portal. At the top of the page there is an option to update Participant Status. If the young person wants to leave the study switch the status from "Active" to "Young person wishes to drop out of the LYPS". For cases where the young person has gone missing or no longer engages with their LA worker you can also select "Young person disengaged from LA work". For more information please see the [How to Guide](#).

Q: What happens if you are no longer working with a young person because the case has been stepped up to social care?

A: If you are no longer working with a young person as they have gone missing or have been moved elsewhere you can indicate this in the Data Workbooks and on the Portal.

Q: If there is staff turnover or new hires join the team can we train them at a later date and onboard them separately into the study later in the year?

A: New staff that join teams involved in the London Young People Study can be trained and then be onboarded into the study. All new workers should watch the training videos on the [IFS](#)

[Practitioner Page](#). If the new worker has joined a Treatment team they should receive the four day Your Choice training. SPOCs will be able to add new practitioners to the LYPS Portal. We would appreciate it if you could notify the Evaluation team (londonstudy@ifs.org.uk) of any new workers that join the study.

Questions to answer:

- Why is a Data Processing Agreement needed to access the LYPS Portal?
- Will Local Authorities receive funding for the non-randomised teams historically involved in the study?