

# Administration Handbook for MIYHS Coordinators (Grades 5 – 12)

## 2014-2015 School Year

*As of September 1<sup>st</sup>, 2014*

## I. INTRODUCTION

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The purpose of this *Administration Handbook for MIYHS Coordinators (Grades 5 – 12)* is to inform the MIYHS Coordinators within each school of their roles and responsibilities in conducting the 2015 Maine Integrated Youth Health Survey (MIYHS) for the following modules: 5<sup>th</sup>/6<sup>th</sup> grade (5/6), Middle School (MS), and High School (HS). This document provides information on the administration procedures employed in the MIYHS, as well as some background and rationale for the way that the MIYHS is conducted. The following *Administration Handbook for MIYHS Coordinators* includes all of the information that you will need to administer the 2015 MIYHS for grades 5 – 12. **Note:** Administration instructions for the Kindergarten/3<sup>rd</sup> grade (K/3) module can be found in the *MIYHS Administration Handbook for School Nurses*.

### **Quick Facts:**

- ✓ The MIYHS is sponsored by the Maine Department of Education, in collaboration with the Maine Center for Disease Control & Prevention and Substance Abuse & Mental Health Services in the Department of Health and Human Services.
- ✓ The first administration of the MIYHS took place in February, 2009, after many years of collaboration and planning to integrate several surveys that had previously been administered separately, including the Maine Youth Drug and Alcohol Use Survey (MYDAUS), the Youth Risk Behavior Survey (YRBS), and the Youth Tobacco Survey (YTS).
- ✓ The MIYHS is administered every two years (2009, 2011, 2013, 2015, etc.) during the first half of February.
- ✓ The MIYHS is composed of four overall modules:
  1. “K/3” – Kindergarten and 3<sup>rd</sup> grade parent survey<sup>1</sup>
  2. “5/6” – 5<sup>th</sup> and 6<sup>th</sup> grade student survey<sup>2</sup>
  3. “MS” – 7<sup>th</sup> and 8<sup>th</sup> grade (middle school) student survey, composed of four sub-versions
  4. “HS” – 9<sup>th</sup> through 12<sup>th</sup> grade (high school) student survey, composed of four sub-versions

<sup>1</sup> School nurses are asked to conduct height/weight and oral health screenings (with assistance) of Kindergarten and 3<sup>rd</sup> grade students.

<sup>2</sup> School nurses are asked to conduct height/weight screenings of 5<sup>th</sup> grade students.

### **Benefits:**

- ✓ The benefits of participating in the MIYHS include, but are not limited to:
  - School and SAU access to a wide range of data on youth behaviors, risk factors, and protective factors, including comparisons to past MIYHS results and state level data. (*Please note that some restrictions may apply to the availability of School and SAU reports, based on participation rates and school size.*)
  - Availability of data to evaluate the impact of national, state, and local efforts to prevent certain risk behaviors and to improve school health education policies and programs.
  - Access to local, public health district, and state data that show how student health risk behaviors change over time, and how they affect the success of Maine youth in attaining the Maine Learning Results.

## I. INTRODUCTION (continued)

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### **Special Notes:**

- ✓ After managing the 2009, 2011, and 2013 MIYHS administrations, Pan Atlantic SMS Group out of Portland, Maine, is looking forward to working with schools on administering the 2015 MIYHS.
- ✓ Past MIYHS administrations have been very successful, with approximately 70,000 completed surveys in each survey year – 2009, 2011, and 2013.
- ✓ Schools will receive a small participation stipend based on the number of parental consent letters that are mailed. We are working to obtain additional funding that would help schools further offset costs associated with the MIYHS.
- ✓ While we understand that many MIYHS Coordinators and teachers have assisted with the MIYHS and/or other student surveys in the past, our experience with and feedback from past MIYHS administrations indicate that a small minority of school personnel had misunderstandings of survey procedures and protocol that may have impacted students' rights and/or the validity of schools' survey data – sometimes resulting in surveys that were not usable.
- ✓ Therefore, as the designated MIYHS Coordinator for your school, it is extremely important that you thoroughly review the information contained within this document and complete the online training review by the end of January (see STEP 3); both of these items are **mandatory** parts of your school's participation in the MIYHS and must be completed in order for your school to receive its participation stipend.
- ✓ **Please contact Pan Atlantic SMS Group (email: [miyhs@panatlanticsmsgroup.com](mailto:miyhs@panatlanticsmsgroup.com) or call toll-free at 1-866-487-2810) at any time throughout the survey administration process should you have any questions, comments, or concerns.**

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES

**STEP 1** - Decide how and when your school will administer the MIYHS during the survey period of February 2<sup>nd</sup> - 13<sup>th</sup>, 2015.

**STEP 2** - Send Pan Atlantic SMS Group a spreadsheet containing enrollment figures for each classroom participating in the MIYHS. The spreadsheet should reflect the classroom information for the selected date and time of the survey administration and should include any vocational and/or alternative education students in your school.

**STEP 3** - Complete the online training review for MIYHS Coordinators.

**STEP 4** - ASAP after receipt of your survey materials, check every classroom survey packet against your school's MIYHS Classroom Enrollment Confirmation Form(s).

**STEP 5** - Work with your principal/main office to make sure that the requisite parental consent letters have been mailed at least two weeks (but not more than six weeks) prior to your school's scheduled survey administration date.

**STEP 6** - Work with your school nurse to make sure s/he is trained on how to conduct height/weight screenings, and that s/he gathers the measurements for any 5<sup>th</sup> grade students in your school BEFORE the written survey administration date.

**STEP 7** - Train the teachers in your school on how to administer the survey.

**STEP 8** - Administer the survey.

**STEP 9** - Return completed surveys.

Timeline for Survey Administration Steps for the 5/6, MS & HS MIYHS Modules						
September	October	November	December	January	February	March
STEP 1						
	STEP 2 (by Nov. 14 <sup>th</sup> )					
			STEP 3 (by Jan. 16 <sup>th</sup> )			
				STEP 4		
				STEP 5		
				STEP 6		
					STEP 7	
					STEP 8 (Feb. 2 <sup>nd</sup> – 13 <sup>th</sup> )	
						STEP 9

**STEP 1 - Decide how and when your school will administer the MIYHS during the survey period of February 2<sup>nd</sup> - 13<sup>th</sup>, 2015.**

- ✓ **All students in the grades in your school participating in the MIYHS must be given the opportunity to take the survey including vocational and alternative education students, if applicable.** Please pick a day within the February 2<sup>nd</sup> – 13<sup>th</sup> timeframe that will have **maximum attendance** as the quality of your school's data will be proportional to the survey participation rate of eligible students.

**Note for Grade 5: Height/weight screenings must be conducted by the school nurse BEFORE the survey is administered to students.**

- ✓ Decide how best to administer the surveys in your school, keeping in mind that the survey administration period should be 45 minutes.

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

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- The following MIYHS grade segments will be receiving **different modules** of the survey:
    - Grades 5 and 6;
    - Grades 7 and 8 (2 of 4 versions – MS-A & MS-C OR MS-B & MS-D); and
    - Grades 9 through 12 (2 of 4 versions – HS-A & HS-C OR HS-B & HS-D).
  - Please ensure that students in the different MIYHS grade segments (5/6, MS, and HS) are in distinct classrooms during survey administration and are not interspersed with other grade segments. For example, 5<sup>th</sup> and 6<sup>th</sup> grade students may be in the same classroom with one another, but 5<sup>th</sup> and 7<sup>th</sup> grade students may not as they belong to different MIYHS grade segments (and therefore will be given different survey modules). This will help guarantee that each student will receive the appropriate module of the MIYHS to complete.
  - Please choose a time (e.g., homeroom, English classes, Period 2 classes) in which all students have an opportunity to take the survey; but please ensure that no students take the survey more than once. **As a reminder, be sure that vocational and/or alternative education students, as applicable, have an opportunity to take the survey.**
- ✓ **NOTE:** If the February 2<sup>nd</sup> – 13<sup>th</sup> timeframe conflicts with other initiatives, an alternative date can be selected so long as it falls prior to April school vacation.

CHECK THIS BOX ONCE STEP 1 HAS BEEN COMPLETED.

**STEP 2 - Send Pan Atlantic SMS Group a spreadsheet containing enrollment figures for each classroom participating in the MIYHS. The spreadsheet should reflect the classroom information for the *selected date and time of the survey administration* and should include any vocational and/or alternative education students in your school.**

- ✓ Because survey materials need to be prepared well in advance of the survey administration date, we ask that you email the classroom enrollment spreadsheet to Pan Atlantic SMS Group (miyhs@panatlanticsmsgroup.com) **as soon as possible** and no later than **November 14<sup>th</sup>, 2014**.
- ✓ Be sure that the classroom enrollment spreadsheet you send is for the **FEBRUARY survey administration date**, not the current set of classes. Additional surveys will be included to account for small enrollment changes occurring in the time since the classroom enrollment spreadsheet was sent to Pan Atlantic SMS Group. If these extra surveys will not be sufficient to account for the enrollment changes your school may experience OR if your school changes the way in which the survey will be administered, **you must let Pan Atlantic SMS Group know immediately so that arrangements can be made to get you the survey materials you need.**
- ✓ Ensure that the classroom enrollment spreadsheet includes the **anticipated survey administration date** and the following information for each classroom:
  - Name of teacher
  - Grade(s) of the students in the classroom
  - Number of students in the classroom
  - Type of class (e.g., “English,” “Homeroom”); if you choose to administer the survey throughout the day (for example, in English classes), be sure to include the class period as well.
- ✓ Note: The classroom enrollment spreadsheet **does not** need to include a list of the individual student names. However, if the classroom enrollment spreadsheet you provide must include students’ names, **please ensure that they are grouped and labeled by teacher** so that the appropriate number of surveys per classroom can be readily packed.

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

- ✓ Email the classroom enrollment spreadsheet in an electronic format that is compatible with Excel to Pan Atlantic SMS Group ([miyhs@panatlanticsmsgroup.com](mailto:miyhs@panatlanticsmsgroup.com)); please contact Pan Atlantic SMS Group (toll-free 1-866-487-2810) if this is not possible. The preferred layout of the classroom enrollment spreadsheet is as follows:

Name of teacher	Grade(s)	Number of students	Type of class
Mr. Smith	5 & 6	32	English
Ms. Jones	7	24	Homeroom
Mrs. Brown	8	16	Homeroom
Mr. White	9 & 10	22	English, Period 1
Mr. White	11 & 12	25	English, Period 2

- ✓ **Be sure to include any vocational/alternative education students in your school, but do not include homeschooled students on the classroom enrollment spreadsheet as they are not included in the parameters of the MIYHS.**
- ✓ Small enrollment changes may occur between the time that the classroom enrollment spreadsheets are provided and the survey administration period. If these cannot be corrected with the extra surveys that are packed for each school or if your school changes the way in which the survey will be administered, it is **VITAL** that you call Pan Atlantic SMS Group immediately.

**CHECK THIS BOX ONCE STEP 2 HAS BEEN COMPLETED.**

### STEP 3 - Complete the online training review for MIYHS Coordinators.

- ✓ An online training review is required of all MIYHS Coordinators; this step must be completed in order for your school to receive its participation stipend (see STEP 5 for more information). The online training review for the 2015 MIYHS, which is similar to the training method employed in the 2013 MIYHS, can be completed in just TWO easy steps:
  1. **Read the *Administration Handbook for MIYHS Coordinators (this document)* thoroughly.** Please keep this handbook readily available as it should answer most of the questions you may have about how to administer the 2015 MIYHS. Please do not hesitate to contact Pan Atlantic SMS Group with any questions ([miyhs@panatlanticsmsgroup.com](mailto:miyhs@panatlanticsmsgroup.com) or toll-free 1-866-487-2810).
  2. **Complete the online training review.** In December, you will be sent an email containing a link to the online training review. Please be on the lookout for an email with the subject: "2015 MIYHS Coordinator Online Training Review." Simply go through the training review at your convenience between receipt of the email and January 16<sup>th</sup>, 2015.
  3. You will be contacted by Pan Atlantic SMS Group if you answered more than one training review question incorrectly. The purpose of this contact will be to answer any questions you may have and to ensure that the MIYHS is being administered in exactly the same way in each school.

**CHECK THIS BOX ONCE STEP 3 HAS BEEN COMPLETED.**

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

### STEP 4 - ASAP after receipt of your survey materials, check every classroom survey packet against your school's MIYHS Classroom Enrollment Confirmation Form(s).

- ✓ Pan Atlantic SMS Group will contact you in December with more information on receiving survey materials. Please be on the lookout for an email with the subject: "2015 MIYHS – Important Information about Survey Materials."
- ✓ What you will find in your survey box(es):
  - A folder containing the following documents:
    - MIYHS Classroom Enrollment Confirmation Form(s) (customized for each school, one form per module)
    - Information Sheet for School Nurses Conducting 5th Grade Height/Weight Screenings (as applicable to each school)
    - School Packing Form
    - Laminated poster to be displayed in a prominent area of the school for at least two weeks starting on the day before your school's survey administration date
    - Absentee Survey Envelope
  - Classroom survey packets (for each class) containing the following survey materials:
    - 5<sup>th</sup> grade – Survey booklets and one large envelope per student (bundled by classroom)
    - 6<sup>th</sup> grade – Survey booklets
    - MS & HS modules – Survey booklets with attached (perforated) answer sheets
- ✓ **As soon as possible after receiving the survey materials and at least one week prior to your school's survey administration date, make sure to check every classroom survey packet against your school's MIYHS Classroom Enrollment Confirmation Form(s). If your school has a large number of classes, you may find it helpful for each teacher to check his/her own survey materials.**
  - Please review your materials at least one week prior to your school's survey administration date and contact Pan Atlantic SMS Group (toll-free 1-866-487-2810) RIGHT AWAY if you find any problems with your survey materials. While Pan Atlantic SMS Group does everything possible to double-check all of the survey materials before they are packed and distributed, mistakes sometimes happen with upwards of 100,000 surveys being packaged. Unfortunately, solutions to any packing errors will be extremely limited if there isn't enough time for additional survey materials to be sent in the mail.

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

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- The survey material review check list should be as follows:

### ***Step 4-1 – Are there enough surveys in each classroom packet given current enrollment figures?***

Surveys are packed to match the exact enrollment figures documented in the classroom enrollment spreadsheet provided in STEP 2. There will be one extra survey booklet in each classroom survey packet for the teacher to read through and refer to during the survey administration period. Additional surveys will be packed in a separate envelope for each school to account for small enrollment changes occurring in the time since the classroom enrollment spreadsheet was sent to Pan Atlantic SMS Group. **Note:** The additional surveys will be packed in separate envelopes as opposed to being packed in individual classroom envelopes as was done in previous administrations.

If a classroom survey packet still doesn't have enough surveys due to more substantial enrollment changes, you can supplement them with survey booklets from another classroom survey packet if that packet has extras. **However, for the MS and HS modules, you MUST make sure that the two classrooms have the same SURVEY CODE (e.g., MS-A, HS-B).**

If not enough extra surveys are available, call Pan Atlantic SMS Group **IMMEDIATELY** so that you can get the proper survey materials by your school's administration date.

- CHECK THIS BOX ONCE STEP 4-1 HAS BEEN COMPLETED.

### ***Step 4-2 – For MS and HS modules: For each classroom packet, do all of the survey booklets have the same SURVEY CODE on them (e.g., MS-A, HS-B) and does this code match the one listed on the "Classroom Summary Information Form" printed on the front of each classroom survey packet?***

If there is an obvious packing error that you are able to fix yourself, you may go ahead and do so. However, please contact Pan Atlantic SMS Group ASAP if there is a larger problem and/or if you have any questions at all as to the best way of fixing something that seems to have been done in error.

- CHECK THIS BOX ONCE STEP 4-2 HAS BEEN COMPLETED.

### ***Step 4-3 – For 5<sup>th</sup> grade height/weight screenings: Does each classroom packet contain enough survey booklets and blank outer envelopes for one per student?***

The instructions listed for Step 4-1, above, apply to the blank outer envelopes as well. (Note: these individual envelopes are used to contain survey booklets after the school nurse records the height/weight data but before the survey is filled out by students.) Please contact Pan Atlantic SMS Group ASAP if you need any additional survey materials, including envelopes for 5<sup>th</sup> grade students if your school cannot provide them.

- CHECK THIS BOX ONCE STEP 4-3 HAS BEEN COMPLETED.

- CHECK THIS BOX ONCE ALL OF STEP 4 HAS BEEN COMPLETED.

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

**STEP 5 - Work with your principal/main office to make sure that the requisite parental consent letters have been mailed at least two weeks (but not more than six weeks) prior to your school's scheduled survey administration date.**

- ✓ **Be sure to use this year's (2015) version of the parental consent letter.** There is no need to re-type the letter as you should have received an electronic version of the parental consent letter with this document. The parental consent letter has been translated into select languages; these versions are available upon request.
- ✓ The parental consent letters must be sent to the parents of all students in the grades participating in the MIYHS.
- ✓ **The parental consent letters MUST be sent in the U.S. Mail** even if your school normally communicates with parents electronically (email, website, etc.). **There can be no exceptions to this rule.** However, the parental consent letter can be posted online and/or sent via email if this is **in addition** to the letter being sent in the U.S. Mail. Also, the parental consent letter may be included in mass mailings, such as with report cards, provided that the mailing is within the 2 to 6 week timeframe prior to your school's selected administration date.
- ✓ You will need to keep the list of survey questions on file for parental review, upon request. The list of survey questions are available on the MIYHS website -- <https://data.mainepublichealth.gov/miyhs/>.
- ✓ It is **vital** that someone in your school (for example, you as the MIYHS Coordinator, or someone in the main office) creates a list of students who won't be participating in the survey – either due to parental non-consent or parental consent letters being returned as undeliverable. ***As these students will not be able to participate in the survey, they should be given an alternate activity during the survey administration period.*** Please note that Pan Atlantic SMS Group does not need to receive this list – it is for you and your staff to be sure that non-eligible students are not surveyed.
- ✓ Schools will receive a small participation stipend based on the number of parental consent letters that are mailed. We are working to obtain additional funding that would help schools further offset costs associated with the MIYHS.
- ✓ It is important to note that participation stipends will not be released to schools until Pan Atlantic SMS Group has received the following:
  - The "Confirmation of Parental Consent Letter Mailing and Request for Participation Stipend Form," completed in full; you will be receiving this via email in February;
  - A sample copy of the parental consent letter on the school letterhead;
  - Documentation of the MIYHS Coordinator's participation in the online training review (Pan Atlantic SMS Group will automatically receive the documentation upon your completion of the online training review -- see STEP 3 for more information);
  - Documentation of your school nurse's participation in the online training review, as applicable (for more information please see the *MIYHS Administration Handbook for School Nurses* provided to your school nurse); and
  - Your school's completed survey materials: A) All classroom envelopes (each with a completed 'Classroom Summary Information Form'), B) Absentee surveys (unless there were no students absent on the survey administration day), and C) 'School Packing Form' completed in full.
- ✓ Due to the volume of schools and survey materials involved with the MIYHS (10 separate surveys, 320 schools and 70,000+ completed surveys in past MIYHS administrations), Pan Atlantic SMS Group will not be able to send out participation stipends until June, 2015. Every effort will be made to send out all of the participation stipends as soon as possible.

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

- ✓ Have your principal complete the “Confirmation of Parental Consent Letter Mailing and Request for Participation Stipend Form” (this document will be emailed to you).
- ✓ Please note that while ‘volunteer’ schools\* are welcome to participate in the 5/6 module, they will not be able to receive a participation stipend for the 5/6 module. \*‘Volunteer’ schools are those that were not chosen as part of the 2015 5/6 sample of schools but would like to participate in the 5/6 module.

CHECK THIS BOX ONCE STEP 5 HAS BEEN COMPLETED.

**STEP 6 - Work with your school nurse to make sure s/he is trained on how to conduct height/weight screenings, and that s/he gathers the measurements for any 5<sup>th</sup> grade students in your school BEFORE the written survey administration date.**

- ✓ Check with your school nurse to make sure that s/he received and reviewed the *MIYHS Administration Handbook for School Nurses*, and that s/he completed the online training review. A link to the online training review will be emailed to school nurses in December.
- ✓ Coordinate with your school nurse to make sure that the height/weight screenings are completed **BEFORE** your school’s planned survey administration date. It is vital that the height/weight measurements are collected **first** in order to ensure student confidentiality.
- ✓ The procedure for the 5<sup>th</sup> grade surveys is as follows:
  1. **YOU**, as MIYHS Coordinator, send parental consent letters via U.S. Mail 2-6 weeks prior to your school’s written survey administration date (February 2<sup>nd</sup> – 13<sup>th</sup>, 2015). Note that height/weight screenings (or the transferring of height/weight measurements previously collected in the fall) cannot be done until at least one week after parental consent letters have been mailed.
  2. **YOU** receive the survey packets for the 5<sup>th</sup> grade from Pan Atlantic SMS Group (see STEP 4).
  3. As soon as possible and at least one week prior to your school’s written survey administration date for grades 5-12, **YOU** check to be sure that each 5<sup>th</sup> grade classroom survey packet contains enough survey booklets **AND** blank outer envelopes for each student to have one of each. If you do not have enough survey materials (survey booklets and/or envelopes), please contact Pan Atlantic SMS Group (toll-free 1-866-487-2810) **IMMEDIATELY** so that there is time for additional materials to be sent in the mail.
  4. **YOU** deliver the 5<sup>th</sup> grade classroom survey packets to the **school nurse**. Be sure that **YOU** provide the school nurse with the list of students whose parents contacted the school and indicated that they do not want their child to participate in the height/weight screening. It is **VITAL** that these students **are not** screened.

**Note: Students can also opt out of the screening by indicating their unwillingness to participate.**

5. The **school nurse** completes the school nurse online training review and conducts the height/weight screenings for each 5<sup>th</sup> grade student **BEFORE\*** the students take the survey. \* *Height/weight screenings completed in the fall of 2014 may be used for the 2015 MIYHS provided that the protocol described in the MIYHS Administration Handbook for School Nurses was followed.*
6. The **school nurse** records the height/weight measurements for each student on the back of his/her survey booklet.

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

**Height** is recorded in **two** columns in Section A of the “FOR OFFICE USE ONLY” box on the back page of the 5<sup>th</sup> grade individual survey booklets:

- Column 1 (unlabeled) – Feet
- Column 2 (unlabeled) – Inches; round to the nearest inch (round down if below .5, round up if .5 or above)

**Weight** is recorded in **three** columns in Section B of the “FOR OFFICE USE ONLY” box on the back page of the 5<sup>th</sup> grade individual survey booklets:

- Column 1 (unlabeled) – First digit of weight; place a 0 in this column for students weighing less than 100 pounds; Example: If a student weighed 99 pounds, the entry in the three columns would be “0 9 9”
- Column 2 (unlabeled) – Second digit of weight
- Column 3 (unlabeled) – Third digit of weight; round to the nearest pound (round down if below .5, round up if .5 or above)

7. The **school nurse** puts each survey booklet in a separate blank outer envelope, seals the envelope, and writes the student’s name on the outside of the envelope.
  8. **YOU** collect the sealed envelopes from the **school nurse** and distribute them to the appropriate classroom teachers. **If there is going to be a gap in time between the height/weight screenings and the survey administration period, be sure that the surveys are kept in a secure location.**
  9. On the school’s written survey administration date (February 2<sup>nd</sup> – 13<sup>th</sup>, 2015), each 5<sup>th</sup> grade **teacher** distributes the envelopes to the respective students.
  10. The **students** take out and complete their survey. The envelopes are thrown away (recycled), thereby removing any identifying information from the surveys.
  11. At the end of the survey period the **teacher** passes around the classroom survey packet for students to deposit their survey booklets, having the **last student** seal the classroom survey packet envelope.
- ✓ In order to bolster the validity and reliability of the height/weight data, we ask that all schools with a 5<sup>th</sup> grade participating in the 5/6 module (including ‘volunteer’ schools) participate in this portion of the survey. Please let Pan Atlantic SMS Group know as soon as possible if your school is not able to participate in the 5<sup>th</sup> grade height/weight portion of the survey.

**CHECK THIS BOX ONCE STEP 6 HAS BEEN COMPLETED.**

### **STEP 7 - Train the teachers in your school on how to administer the survey.**

- ✓ Train classroom teachers on how to administer the MIYHS:
- MIYHS Coordinator should display a laminated poster (to be provided) with various hotline numbers in a prominent location in their school for at least two weeks, beginning on the day prior to your school’s survey administration date. In addition, the poster will be available to school nurses and guidance counselors (through State listservs) for those individuals to display the poster in their respective offices. You will need to alert the teachers where in your school the posters will be displayed. **The information specific to your school needs to be added to the ‘Classroom Script’ prior to the document being photocopied and distributed to teachers.**

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

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- Photocopy and distribute (along with the classroom survey packets) the “Survey Administration Instructions for Teachers” and “Classroom Script” documents. You will be receiving these documents via email in January. Before photocopying the “Classroom Script,” be sure to update this document with information regarding where the posters will be displayed. Teachers will also need the list of students who cannot take the survey due to parental refusal or undeliverable parental consent letters (see STEP 5 for more information). **Distribute these survey materials to teachers at least one day\* prior to your school’s survey administration date to ensure that teachers have enough time to familiarize themselves with the survey materials.** *\*This should be done earlier if you want teachers to help check through their own classroom survey packets to be sure that they have enough survey booklets in their classrooms.*
- Organize a training session – either done individually or in a larger group – to ensure that the teachers adhere to the Teacher MIYHS Protocol (listed below). You will have access to a PowerPoint presentation, created by Pan Atlantic SMS Group, to use in the training session(s).

### MIYHS Teacher Protocol:

- ✓ For 5<sup>th</sup> grade – Double check to be sure that the school nurse has conducted the height/weight screenings **PRIOR** to the survey administration period. **Due to confidentiality and anonymity reasons, height/weight measurements CANNOT BE COLLECTED after the students have taken the survey.**
- ✓ In the days leading up to the survey administration period, teachers should:
  - Read the “Survey Administration Instructions for Teachers” and the “Classroom Script” documents.
  - Make sure that all of the contents of their classroom survey packets are accounted for and accurate:
    - For MS and HS modules: Make sure that each survey booklet has the same SURVEY CODE and that the code matches the “Classroom Summary Information Form” printed on the front of each classroom survey packet. Middle schools and high schools are given one of two sets of surveys (approximately half of your school’s students – split by classroom – will receive each survey type):
      - MS-A and MS-C
      - MS-B and MS-D
      - HS-A and HS-C
      - HS-B and HS-D
    - **PRIOR** to the survey administration period, ensure that there are enough surveys in the classroom survey packet for the students in their classroom, including an extra survey booklet for the teacher. If not, teachers should contact **YOU**, as your school’s MIYHS Coordinator. **YOU** should make sure that they are given additional surveys; for MS and HS modules, it is **VITAL** that the new surveys have the correct SURVEY CODES on them that match the rest of the classroom and the “Classroom Summary Information Form” printed on the front of the classroom survey packet. **Note: This should be done as far in advance as possible so that Pan Atlantic SMS Group has time to send you additional survey materials in the mail, if necessary.**
- ✓ During the actual survey administration period, teachers should:
  - Ensure that students whose parents refused their participation, who decline to participate in the survey themselves, and those whose parental consent letters are returned undeliverable are: 1) **NOT** surveyed, and 2) given an alternative activity during survey administration.

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

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- **For MS and HS modules:** Have students gently fold the answer sheet at the perforation line and carefully tear the answer sheet from the survey booklet, instructing them to mark their answers only on the detached answer sheet. *If a student rips his or her survey, provide the student with another survey booklet if there are extras in your classroom survey packet. If there are no extra survey booklets, have the student continue taking the survey with the ripped answer sheet.*
- Make sure that students only use pencil or blue or black ink to complete the survey. Do not have students use magic markers of any color or red, pink, orange, or yellow ink as those colors will not be read by the scanner.
- Display the following items on the board at the front of the classroom:
  - SCHOOL ID and CLASS ID codes -- These can be found on the “Classroom Summary Information Form” printed on the front of the classroom survey packet. It is essential that teachers have the students fill in these ID codes correctly or your school runs the risk of your surveys not being processed correctly.
  - Contact information (name, office #, and/or phone number) of the school’s substance abuse counselor and/or guidance counselor and the State Crisis Hotline (1-888-568-1112). Teachers should refer students to these resources to discuss additional questions or concerns regarding issues raised by the survey.
- Follow the “Survey Administration Instructions for Teachers” and the “Classroom Script,” which is a set of **verbatim** instructions to be read to the students before the survey is administered.
- Supply the following contact information to students who have questions about the survey or about their rights regarding the survey:
  - Jessie Meisner Francis, Maine Department of Health and Human Services, at [Jessie.Meisner@maine.gov](mailto:Jessie.Meisner@maine.gov) or 207-287-5084;
  - Jean Zimmerman, Maine Department of Education, at [Jean.Zimmerman@maine.gov](mailto:Jean.Zimmerman@maine.gov) or 207-624-6687; or
  - Warren Bartlett, Chair of the Institutional Review Board,\* (toll-free in-state) 1-866-292-3474 or 207-287-4311.

*\* Please note that the Institutional Review Board has reviewed and approved this study to make sure that students’ and parents’ rights are protected.*

✓ While the students are taking the survey, teachers should:

- Remain seated at the front of the room once the surveys are passed out, instructions are given, and students have filled in their SCHOOL ID and CLASS ID codes. This is an essential part of preserving students’ **anonymity** and **confidentiality**; if teachers are wandering around the room, the students’ answers and/or privacy may be impacted.
- Keep their own copy of the survey so that they do not have to look at a student’s survey in order to answer specific questions about survey content. An extra copy of the survey booklet will be included in each classroom survey packet for this purpose.

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

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### Please note:

- A. It is okay to clarify questions regarding grammar and vocabulary not related to the survey content. It is not okay, however, to clarify questions that have to do with specific survey content.

**EXAMPLE:** A student doesn't understand a question having to do with marijuana. It may be possible that the student doesn't recognize the word as it is spelled. It is acceptable for the teacher to read the question aloud for the student. However, it is not acceptable for the teacher to define the word or give an alternate word for it.

A good way to address students' questions related to survey content is to say, "If you don't know what it means, leave it blank."

- B. While the survey can be read aloud by a proctor, the survey should only be administered to students who are able to follow along by themselves. Please contact Pan Atlantic SMS Group with any questions about administering the survey to students with language barriers and/or any other special need(s).

- Fill out the "Classroom Summary Information Form" printed on the front of the classroom survey packet in its entirety. Include the actual number of students who are absent on the day of the survey. This number will be changed later by Pan Atlantic SMS Group should any of the absent students participate in your school's make-up session.
- Set aside blank survey booklets for students who are absent during survey administration:
  - Fill in the SCHOOL ID and CLASS ID codes for these students. Set the surveys aside so that the surveys can be taken at a later date.

✓ After the survey administration period, teachers should:

- Pass around the classroom survey packet for students to deposit their survey booklets (5/6 module) or detached answer sheets (MS and HS modules), having the last student seal the classroom survey packet envelope. **For MS and HS modules:** In order to keep the return mailing costs and processing time to a minimum, teachers should recycle the survey booklets, only having MS and HS students return their completed detached answer sheets.
- Deliver the completed surveys to the designated safe, confidential collection area (as pre-determined by **YOU**, the MIYHS Coordinator).
- Follow the make-up plan that **YOU** (as your school's MIYHS Coordinator) have put into place to administer the survey to absentee students.

CHECK THIS BOX ONCE STEP 7 HAS BEEN COMPLETED.

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

### STEP 8 - Administer the survey.

- ✓ Prior to your school's administration date, it is important that you:
  1. Determine the prominent location in your school where the laminated poster with various hotline numbers will be displayed. Check with the school nurse and guidance office to make sure that non-laminated copies of the poster are displayed in their respective offices as well. Add the locations of the posters to the 'Classroom Script' prior to the document being photocopied and distributed to teachers.
    - CHECK THIS BOX ONCE STEP 8-1 HAS BEEN COMPLETED.
  2. Distribute survey materials to teachers, **including the list of students who won't be participating in the survey** – either due to parental non-consent or parental consent letters returned as undeliverable.
    - CHECK THIS BOX ONCE STEP 8-2 HAS BEEN COMPLETED.
  3. Designate a safe, confidential collection area where all teachers can deposit the sealed classroom survey packet envelopes containing the completed surveys.
    - CHECK THIS BOX ONCE STEP 8-3 HAS BEEN COMPLETED.
  4. Organize a make-up session for students who were absent on the day of survey administration. Communicate the plans of this make-up session with teachers **before** your school's survey administration date so that they know what to do with the extra surveys they have set aside for absentee students.
    - CHECK THIS BOX ONCE STEP 8-4 HAS BEEN COMPLETED.
  
- ✓ **Administer the survey during the survey administration period of February 2<sup>nd</sup> - 13<sup>th</sup>, 2015.**
  
- ✓ It is extremely important to follow up with students who are absent on the original survey administration date:
  - **Following up with absentee students is vital to the success of the MIYHS as a whole, as well as to the integrity of your school's individual data set.**
  - Each student who was absent on the survey administration date should be given the same survey instrument (with matching school, class, and survey codes [MS and HS only]) that the rest of their class used during the original survey administration.
  - Provided that the school and class codes have been properly filled in for each survey, all surveys from the make-up session(s) can be bundled together and put into the 'Absentee Survey Envelope' (which will be provided), even if students weren't in the same class originally.
  - Schools that provide a make-up session for their absentee students (or that have no absent students during survey administration) will be entered into a raffle to receive \$250 for their school's general fund.
  
- CHECK THIS BOX ONCE ALL OF STEP 8 HAS BEEN COMPLETED.

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

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### STEP 9 - Return completed surveys.

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- ✓ Once you have finished administering the make-up session for students who were absent on the original survey administration date, you should put all of the make-up surveys in the “Absentee Survey Envelope.” **DO NOT** alter the information on the “Classroom Summary Information Forms” to account for the fact that the make-up session took place (for example, moving students originally in the “Absentee” row to the “Participating” row) – **Pan Atlantic SMS Group will change the “Classroom Summary Information Forms” accordingly.**
- ✓ Go through the collected survey materials to ensure that all classroom survey packets are accounted for and that the “Classroom Summary Information Forms” on the front of each classroom survey packet are completed in full. **DO NOT** open the sealed classroom survey packets to make sure that information on the “Classroom Summary Information Form” is correct; simply make sure that the information is completely filled out and that any obvious omissions and/or errors (which can be addressed by the teacher for that classroom) are addressed immediately.
- ✓ Fill out the “School Packing Form,” being sure to keep a copy for your records. Include a copy of this form in each package you return to Pan Atlantic SMS Group.
- ✓ As soon as possible after the administration of the make-up survey session, return the completed survey materials. There are three options for returning completed surveys:
  - Drop off completed surveys at a regional drop-off site (TBD) during the designated return time frame.
  - Mail the surveys **using a traceable method to prevent survey materials being lost in the mail** to:

Attn: MIYHS Survey  
Pan Atlantic SMS Group  
6 City Center, Suite 200  
Portland, ME 04101
  - Drop off completed surveys at Pan Atlantic SMS Group’s office in Portland (address listed above).
- ✓ Be sure to return the “Confirmation of Parental Consent Letter Mailing and Request for Participation Stipend Form” to Pan Atlantic SMS Group so that your school can receive its **participation stipend**.

**CHECK THIS BOX ONCE STEP 9 HAS BEEN COMPLETED.**

### III. IMPORTANCE OF CONSENT, CONFIDENTIALITY, AND ANONYMITY

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- ✓ It is vital for everyone involved in the survey administration process to be aware that parents and/or students have the right to choose *not* to participate in the survey (informed consent). This right will be violated if:
  - Parents:
    - **Do not receive the parental consent letter.** Thus, it is vital that schools document any parental consent letters that are returned as undeliverable (these students need to be given an alternate activity during survey administration).
    - **Do not receive the parental consent letters in time to opt their child out of participating in the survey.** Thus, it is vital that the parental consent letters are sent out **at least two weeks** prior to each school's chosen survey administration date.
  - Students:
    - **Are not clearly informed that their participation in the MIYHS is voluntary.** Thus, teachers **MUST NOT** try to convince students to take the survey. (While student response rates are important, they can be bolstered in other ways, such as following up with absentee students.)
- ✓ Please be aware that the surveys do not contain skip patterns (e.g., "If you answered \_\_\_ to this question, skip ahead to question \_\_\_"). This helps protect student confidentiality in that it should take each student approximately the same amount of time to complete the survey, regardless of how they answer the questions.
- ✓ Student anonymity is also extremely important. If students feel that someone may see their answers, they are less likely to answer honestly. Please follow these steps to make sure that student anonymity is protected:
  - Be sure that each teacher administering the survey is properly trained and receives the proper survey administration materials ("Survey Administration Instructions for Teachers" and the "Classroom Script").
    - Ask teachers not to 'wander' around the classroom during the survey administration period.
    - Limit clarification and explanation of questions to pronunciation and to the standard answers given to frequently asked questions. Reassure students that they can leave any questions they don't understand blank.
    - Have students put their own surveys into the classroom survey packet envelope. Never open this envelope once sealed by the last student to put his/her survey into the envelope.
  - While the survey can be read aloud by a proctor, only administer the survey to students who are able to follow along by themselves. Please contact Pan Atlantic SMS Group with any questions about administering the survey to students with language barriers and/or any other special need(s).

#### IV. IMPORANTACE OF DATA VALIDITY AND RESPONSE RATES

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- ✓ After protecting students' rights, the second most important goal is returning the highest number of valid surveys possible. This happens by following the procedures outlined below:
  - Make sure the survey is administered in the classes specified in the classroom enrollment spreadsheet that you send to Pan Atlantic SMS Group by verifying the MIYHS Classroom Enrollment Confirmation Form(s). You are encouraged to keep to your plan for administering the surveys once you have sent in your classroom enrollment spreadsheet, but if for some reason you need to make a change, please contact Pan Atlantic SMS Group (toll-free 1-866-487-2810) as soon as possible.
  - **Check through all of your survey materials as soon as you receive them.** While Pan Atlantic SMS Group does everything possible to double-check all of the survey materials before they are packed and distributed, mistakes sometimes happen with upwards of 100,000 surveys being packaged. Please contact Pan Atlantic SMS Group **ASAP** if you find any problems with your survey materials so that there is time to address any issues and more survey materials can be sent in the mail if necessary. Unfortunately, solutions to any packing errors will be extremely limited if there isn't enough time for additional survey materials to be sent in the mail.
  - Ensure that students who are absent on the day of the survey are given a later opportunity to participate in the survey. **For many schools, completing this step can make a vast difference in the quality of the data contained in their school report at the conclusion of the project.**
  - Be sure that all teachers have filled out their "Classroom Summary Information Forms" correctly and in full, and that **YOU** complete the "School Packing Form" in its entirety.
  - Deliver the completed surveys (survey booklets for Grade 5/6; detached answer sheets for MS and HS modules) to a designated drop-off point, or deliver/mail them (using a traceable method) to Pan Atlantic SMS Group in a timely manner.

#### FOR MS AND HS MODULES:

- **At least one week prior to your school's survey administration date**, make sure that the survey code (e.g., MS-A, HS-B) on each student's survey booklet matches the rest of the surveys for that classroom. This code should match the one listed for that classroom on your school's "MIYHS Classroom Enrollment Confirmation Form" and is printed on the "Classroom Summary Information Form" on the front of each classroom survey packet.
- Redistribute surveys, if needed, to account for small enrollment changes. Be sure to match the survey code from the survey booklet to the MIYHS Classroom Enrollment Confirmation Form(s) provided for the MS and HS modules. **IT IS VITAL NOT TO MIX SURVEY CODES DURING THIS PROCESS.** If, for example, one of your classrooms taking MS-B needs extra survey booklets, the additional surveys needed should be taken from the extra survey booklet supply and/or from other classrooms also taking the MS-B version. Please contact Pan Atlantic SMS Group ASAP should you need any extra survey booklets.

#### DURING THE SURVEY ADMINISTRATION PERIOD, TEACHERS SHOULD:

- Be sure, for the MS and HS modules, that the survey code (e.g., MS-A, HS-B) on each student's survey booklet matches the rest of the surveys for that classroom. This code should match the one listed for that classroom on your school's "MIYHS Classroom Enrollment Confirmation Form" and is printed on the "Classroom Summary Information Form" on the front of each classroom survey packet.

#### IV. IMPORANTACE OF DATA VALIDITY AND RESPONSE RATES (continued)

- Make sure that students fill in the correct SCHOOL ID and CLASS ID codes. The SCHOOL ID and CLASS ID codes will be listed on the “Classroom Summary Information Form” printed on the front of the classroom survey packets. It is vital that teachers post this information clearly and correctly on the board for students. It is also extremely important that teachers pre-fill the correct SCHOOL ID and CLASS ID codes on the surveys that are to be set aside for absentee students to fill out during the survey make-up session.
- Ensure that students use pencil or blue or black ink to complete the survey. Magic markers of any color as well as red, pink, and orange ink will not be read by the scanners, and will result in unusable surveys.
- Fill out the “Classroom Summary Information Form” correctly.

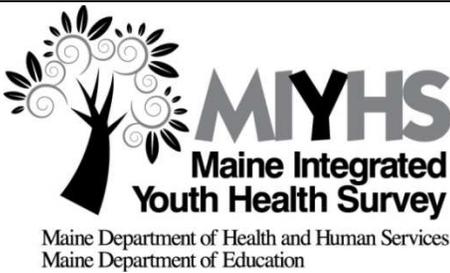
#### **NOTES ON 2015 MIYHS REPORTS:**

- ✓ The 2015 MIYHS data reports (by school, SAU, county, public health district, and state) will be found on the MIYHS website -- <https://data.mainepublichealth.gov/miyhs/>. Please note that the school and SAU reports will be available on the password protected portion of the website. The MIYHS website administrator has created secure user accounts for principals and superintendents and has notified them about their user account information using the email accounts listed on Maine Department of Education’s School System Contact Directories (<http://www.maine.gov/doe/schools/directories.html>). Principals and superintendents are encouraged to share their login information with their respective school and SAU contacts. The MIYHS team will notify principals, superintendents, and MIYHS school coordinators upon the availability of the reports (projected to be by December, 2015). Please contact Stephen Corral at the Office of Substance Abuse and Mental Health Services ([Stephen.Corral@maine.gov](mailto:Stephen.Corral@maine.gov) or (207) 287-2964) with any data, confidentiality policies, or website questions you may have.
- ✓ **School Reports (password protected):**
  - School must have at least 20 participating students (unweighted) in the final data set (within a given survey level).
  - Student response rate within a school must be at least 50%.
- ✓ **SAU/District Reports (password protected):**
  - SAU/District must have at least 20 participating students (unweighted) in the final data set (within a given survey level).
  - The overall response rate (equivalent to the school response rate in the SAU/district multiplied by the average student response rate within the participating school) must be at least 50%.

**Everyone involved with the MIYHS project would like to thank you for assistance in helping to administer the 2015 MIYHS in your school. We also are very appreciative of your principal and the teachers and students in your school for supporting this very important project.**

With approximately 300 schools, thousands of teachers, and 70,000+ students participating in the survey each year, the MIYHS is a very large project. It is important to us that your experience with the MIYHS is as positive as possible. We welcome your feedback and/or suggestions for improvements at any time ([miyhs@panatlanticsmsgroup.com](mailto:miyhs@panatlanticsmsgroup.com) or toll-free 1-866-487-2810).

Thank you again for your participation!



## 2015 MIYHS Coordinator Checklist

Use this checklist to ensure that you have completed the following key tasks:

- STEP 1** - Decide how and when your school will administer the MIYHS during the survey period of February 2<sup>nd</sup> - 13<sup>th</sup>, 2015.
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- STEP 2** - Send Pan Atlantic SMS Group a spreadsheet containing enrollment figures for each classroom participating in the MIYHS. The spreadsheet should reflect the classroom information for the selected date and time of the survey administration and should include any vocational and/or alternative education students in your school.
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- STEP 3** - Complete the online training review for MIYHS Coordinators.
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- STEP 4** - ASAP after receipt of your survey materials, check every classroom survey packet against your school's MIYHS Classroom Enrollment Confirmation Form(s).
- This must be done at least one week prior to your school's survey administration date. (Note: If your school has a large number of classes, you may find it helpful for each teacher to check his/her own survey materials.)**
- 4-1 - Are there enough surveys in each classroom packet given current enrollment figures?
- 4-2 - **For MS and HS modules:** For each classroom packet, do all the survey booklets have the same SURVEY CODE on them (MS-A, HS-B, etc.) and does this code match the one listed on the "Classroom Summary Information Form?"
- 4-3 - **For 5<sup>th</sup> grade height/weight screenings:** Does each classroom packet contain enough survey booklets and blank outer envelopes for one (1) per student?
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- STEP 5** - Work with your principal/main office to make sure that the requisite parental consent letters have been mailed at least two weeks (but not more than six weeks) prior to your scheduled survey administration date.
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- STEP 6** - Work with your school nurse to make sure s/he is trained on how to conduct height/weight screenings, and that s/he gathers the measurements for the 5<sup>th</sup> grade students in your school BEFORE the written survey administration date.
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- STEP 7** - Train the teachers in your school on how to administer the survey.
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- STEP 8** - Administer the survey.
- 8-1 - Determine the prominent location in your school where the laminated poster with various hotline numbers will be displayed. Check with the school nurse and guidance office to make sure that non-laminated copies of the poster are displayed in their respective offices as well. Add the locations of the posters to the 'Classroom Script' prior to the document being photocopied and distributed to teachers.
- 8-2 - Distribute survey materials to teachers, **including the list of students who won't be participating in the survey** – either due to parental non-consent or parental consent letters returned as undeliverable.
- 8-3 - Designate a safe, confidential collection area where all teachers can deposit the sealed classroom survey packet envelopes containing the completed surveys.
- 8-4 - Organize a make-up session for students who were absent on the day of survey administration.
- Communicate the plans of this make-up session with teachers **before** your school's survey administration date so that they know what to do with the extra surveys they have set aside for absentee students.
- 
- STEP 9** - Return completed surveys.