

# MIYHS Administration Handbook for School Nurses Conducting the K/3 and 5<sup>th</sup> Grade Modules

2014-2015 School Year

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

## I. INTRODUCTION

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The purpose of this *MIYHS Administration Handbook for School Nurses* is to inform school nurses of their roles and responsibilities in conducting the 2015 Maine Integrated Youth Health Survey (MIYHS) for the following: Kindergarten and 3<sup>rd</sup> grade (K/3) module and 5<sup>th</sup>/6<sup>th</sup> grade (5/6) module. 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 *MIYHS Administration Handbook for School Nurses* includes all of the information that you will need to administer the 2015 MIYHS for Kindergarten and 3<sup>rd</sup> grade students (including height/weight screenings), and to conduct height/weight screenings for the 5<sup>th</sup> grade students in your school.

### **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, 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 versions
  4. “HS” – 9<sup>th</sup> through 12<sup>th</sup> grade (high school) student survey, composed of four 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.*)
  - 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.
  - Aggregate data gathered from the height/weight screenings will: 1) be used as a longitudinal measure of overall student risk of obesity, 2) inform local, regional, and state stakeholders of the overall health of school-aged children; and 3) measure the effectiveness of systemic interventions aimed at reducing the obesity burden of school-aged children in Maine.

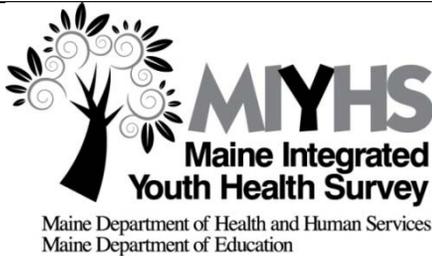
## I. INTRODUCTION (continued)

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### **Special Notes:**

- ✓ After coordinating the MIYHS administrations since its inception in 2009, 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 to 2013.
- ✓ While we understand that many school nurses have assisted with the MIYHS and/or other student surveys in the past, our experience with and feedback from previous 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, it is extremely important that you thoroughly review the information contained within this document and complete an open note, online training review in December for how to conduct height/weight screenings; 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. This *MIYHS Administration Handbook for School Nurses* will outline all of the steps in the MIYHS administration process that involve school nurses. Please call Pan Atlantic SMS Group toll-free at **1-866-487-2810** at any time throughout the survey administration process should you have any questions, comments, or concerns.
- ✓ According to our records, you will be assisting with the following modules:
  - K/3 module
  - 5/6 module
- ✓ The remaining sections of the *MIYHS Administration Handbook for School Nurses* are as follows:
  - II. School Nurse Check List Reference Sheet (K/3 and 5/6 Modules)**
  - III. School Nurse Responsibilities - K/3 Module**
  - IV. School Nurse Responsibilities - 5/6 Module**
  - Appendix A- Measuring Height and Weight**
  - Appendix B- Height Conversion Chart**
  - Appendix C- Online Training Review Questions**

II. SCHOOL NURSE CHECK LIST REFERENCE SHEET



## 2015 MIYHS – School Nurse Reference Sheet for K/3 and 5/6 Modules

**K/3 module – Use the following checklist to ensure that you have completed the following key tasks:**

- K/3 STEP 1** - A) Provide potential dates for the height/weight and oral health screening to Pan Atlantic SMS Group ([miyhs@panatlanticsmsgroup.com](mailto:miyhs@panatlanticsmsgroup.com) or 1-866-487-2810), and B) Provide a list of your Kindergarten and 3<sup>rd</sup> grade students to Pan Atlantic SMS Group.

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- K/3 STEP 2** - Complete the brief, open note online training review for how to conduct height/weight screenings.

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- K/3 STEP 3** - Prepare and distribute survey packets to the Kindergarten and 3<sup>rd</sup> grade teachers in your school.

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- K/3 STEP 4** - Conduct the height/weight and oral health screenings (with assistance) for the Kindergarten and 3<sup>rd</sup> grade students in your school at least one week after the parent surveys are sent home with students.

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- K/3 STEP 5** - Send the: 1) Height/weight and oral health screening measurements, and 2) ‘Request for Participation Stipend Form (K/3 Module)’ to Pan Atlantic SMS Group as soon as data collection has been completed.

Timeline for Survey Administration Steps for the K/3 Module								
September	October	November	December	January	February	March	April	May
		K/3 STEP 1						
			K/3 STEP 2 (by January 19, 2015)					
			K/3 STEP 3					
			K/3 STEP 4					
				K/3 STEP 5				

**5/6 module – Use the following checklist to ensure that you have completed the following key tasks:**

- 5/6 STEP 1** - Complete the brief, open note online training review for how to conduct height/weight screenings. **(Note: This is the same online training review as in K/3 STEP 2; you only need to complete one training review.)**

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- 5/6 STEP 2** - Work with your school’s designated MIYHS Coordinator (grades 5-12) to make sure you are aware of how the 5<sup>th</sup> grade survey will be administered. Gather the height and weight measurements for the 5<sup>th</sup> grade students in your school **BEFORE** the grade 5-12 written survey administration date in your school. **It is vital that the heights/weights are collected first in order to ensure student confidentiality.**

### III. SCHOOL NURSE RESPONSIBILITIES – K/3 MODULE

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As school nurse, you have been automatically designated as the MIYHS Coordinator\* for the Kindergarten/3<sup>rd</sup> grade (K/3) module. As the designated MIYHS Coordinator for the K/3 module, please review this section which outlines all of the steps in the K/3 parent survey administration process.

***\*Please note that you may or may not also have been designated by your school's Principal as MIYHS Coordinator for grades 5-12; if you have been designated as MIYHS Coordinator for grades 5-12, you should receive and refer to Administration Handbook for MIYHS Coordinators (Grades 5 – 12) for information about the policies and procedures for administering the MIYHS to students in grades 5-12.***

**K/3 STEP 1 – A) Provide potential dates for the height/weight and oral health screening to Pan Atlantic SMS Group ([miyhs@panatlanticsmsgroup.com](mailto:miyhs@panatlanticsmsgroup.com) or 1-866-487-2810), and B) Provide a list of your Kindergarten and 3<sup>rd</sup> grade students to Pan Atlantic SMS Group.**

#### Part A:

- ✓ The K/3 survey module can be administered anytime between **December, 2014 and April, 2015.**

*Please note that the overall timeline involved with the K/3 module is fairly flexible. Note that the timeframe listed on Page 3 might not reflect the actual timeline for your school. What is most important in terms of timing is that the steps follow one another sequentially and that the precise dates for your school within K/3 STEP 3 are followed closely.*

- ✓ We are pleased to inform you that school nurses will not have to participate in a regional oral health screening training session this year. Rather, assistance from an oral health professional will be provided; **you should not conduct this portion of the screening by yourself.** The oral health screenings will be managed by Nicole Breton from the Maine CDC Oral Health Program. School nurses are asked to provide potential screening dates to Pan Atlantic SMS Group ([miyhs@panatlanticsmsgroup.com](mailto:miyhs@panatlanticsmsgroup.com) or 1-866-487-2810), who will coordinate with you and Nicole Breton to finalize arrangements for the oral health screening at your school.
- ✓ **Note:** The potential screening dates that you select for the height/weight and oral health screening can be completely independent of the date your school has selected for the MIYHS administration date for grades 5-12 (as applicable to your school).

**CHECK THIS BOX ONCE K/3 STEP 1A HAS BEEN COMPLETED.**

#### Part B:

- ✓ Work with your school's main office to prepare an **electronic list** (compatible with Excel) of the Kindergarten and 3<sup>rd</sup> grade students in your school. We ask that you email the list to Pan Atlantic SMS Group ([miyhs@panatlanticsmsgroup.com](mailto:miyhs@panatlanticsmsgroup.com)) **at least one month before the finalized height/weight and oral health screening date (once determined).**
- ✓ The list should include the following information:
  - The potential screening dates you selected (if not already submitted to Pan Atlantic SMS Group)
  - Teacher name
  - Grade
  - Student names
  - Parent names
  - Mailing addresses (for multiple households as applicable)
  - Telephone numbers

### III. SCHOOL NURSE RESPONSIBILITIES – K/3 MODULE (continued)

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- **NOTE:** Do not include homeschooled students in the list as they are not included in the parameters of the MIYHS.
  - ✓ Please note that the Federal Education Rights Protection Act (FERPA) allows schools to release directory information, such as what we are requesting, without prior consent from parents. We understand that the list you provide will not include information on students whose parents have already requested that you not release such directory information. Please be assured that *any and all identifying information will be kept confidential and will be destroyed after use.*
  - ✓ Pan Atlantic SMS Group will send you an Excel spreadsheet based on this list to use during the height/weight and oral health screenings.
- CHECK THIS BOX ONCE K/3 STEP 1B HAS BEEN COMPLETED.**

#### **K/3 STEP 2 – Complete the brief, open note online training review for how to conduct the height/weight screenings.**

- ✓ An online training review is required of all school nurses conducting height/weight screenings as part of the MIYHS. This step must be completed in order for your school to receive its participation stipend (see K/3 STEP 5). The online training review for the 2015 MIYHS, which is different from the training method employed in past years, can be completed in just TWO easy steps:
  1. **Read the *MIYHS Administration Handbook for School Nurses (this document)* thoroughly, including Appendix A which has more information directly related to survey administration procedures.** *Please keep this MIYHS Administration Handbook for School Nurses handy as it should answer many of the questions you may have about how to administer the 2015 MIYHS. Please do not hesitate to contact Pan Atlantic SMS Group ([miyhs@panatlanticsmsgroup.com](mailto:miyhs@panatlanticsmsgroup.com) or 1-866-487-2810) with any questions that you may have.*
  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 – School Nurse Online Training Review.” Simply go through the training review at your convenience between receipt of the email and **January 20<sup>th</sup>, 2015.**
    - You must complete the online training review **BEFORE\*** conducting height/weight screenings.  
*\*Height/weight screenings completed in the fall of 2014 may be used for the 2015 MIYHS provided that the protocol described in Appendix A was followed.*
    - You will be contacted by Pan Atlantic SMS Group if you answer 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 K/3 STEP 2 HAS BEEN COMPLETED.**

### III. SCHOOL NURSE RESPONSIBILITIES – K/3 MODULE (continued)

#### K/3 STEP 3 – Prepare and distribute survey packets to the Kindergarten and 3<sup>rd</sup> grade students in your school.

- ✓ A few weeks prior to your school’s scheduled height/weight and oral health screening date, Pan Atlantic SMS Group will send survey packets to you in the mail for each Kindergarten and 3<sup>rd</sup> grade student in your school based on the student list you provided in K/3 STEP 1B. Each survey packet will contain the following:
  - Parental Consent Form
  - Survey instrument
  - Postage-paid return envelope
- ✓ Pan Atlantic SMS Group will alert you via email when the survey packets are sent to you; we will also include in that email a document entitled ‘Parent Letter for K/3 School Distribution,’ and the spreadsheet that you will use to record the height/weight and oral health screening measurements.
- ✓ Update the ‘Date #1,’ ‘Date #2,’ and ‘Date #3’ fields in the ‘Parent Letter for K/3 School Distribution’ document, as follows:
  - ‘Date #1’ in the letter should be the date that the survey packets will go home with students in their backpacks.
  - ‘Date #2’ in the letter should be **at least one week** after you plan to send the survey packets home with students (Date #1). **\*\*The survey packets contain a parental consent form that informs parents of their right to opt their child out of the height/weight and oral health screening, thus it is VITAL that at least one week is allowed for parents to respond.**
  - ‘Date #3’ should be **two weeks** after you plan to send the survey packets home with students (Date #1).
- ✓ Photocopy the finalized ‘Parent Letter for K/3 School Distribution’ onto your school’s letterhead and add a copy to each survey packet. *Pan Atlantic SMS Group can do this step for you, upon request\**. Check to be sure that each packet includes the ‘Parent Letter for K/3 School Distribution’ document, a Parental Consent Form, the survey instrument, and a postage-paid return envelope. Please seal the envelopes prior to distribution.

*\* In order to do this for you, you must send the three dates and an electronic version of your school’s letterhead with the principal’s signature to [miyhs@panatlanticsmsgroup.com](mailto:miyhs@panatlanticsmsgroup.com).*
- ✓ Deliver the survey packets to the appropriate Kindergarten and 3<sup>rd</sup> grade teachers in your school.
- ✓ Please notify Pan Atlantic SMS Group ([miyhs@panatlanticsmsgroup.com](mailto:miyhs@panatlanticsmsgroup.com) or 1-866-487-2810) once the survey packets have been distributed. Include in your communication a sample copy of the ‘Parent Letter for K/3 School Distribution’ with the three dates (Date #1, Date #2 and Date #3) filled in.
- ✓ Collaborate with the main office and K/3 teachers, as needed, to maintain a list of students whose parents either call or write a note or email message indicating that they do not want their child to participate in the height/weight and oral health screening.
  - **Note: Please let Pan Atlantic SMS Group know IMMEDIATELY if a parent contacts you or your school after the height/weight and oral health screening has been completed to opt their child out of the survey, so we can delete the screening data for that student.**

CHECK THIS BOX ONCE K/3 STEP 3 HAS BEEN COMPLETED.

III. SCHOOL NURSE RESPONSIBILITIES – K/3 MODULE (continued)

**K/3 STEP 4 – Conduct the height/weight and oral health screenings (with assistance) for the Kindergarten and 3<sup>rd</sup> grade students in your school at least one week after the parent surveys are sent home with students.**

- ✓ Screenings can be completed anytime after ‘Date #2’; see K/3 STEP 3 above for more information.
- ✓ Refer to the list created in K/3 STEP 3 of students whose parents contacted the school and indicated that they do not want their child to participate in the height/weight and oral health 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.**
- ✓ Use the Excel spreadsheet provided by Pan Atlantic SMS Group (referred to in K/3 STEP 3) to record the height/weight and oral health screening measurements for the Kindergarten and 3<sup>rd</sup> grade students in your school. The spreadsheet will look like this:

A	B	C	D	E	F	G	H	I	J
Student Name	Survey Code	Parental Opt Out <i>(Yes, Absent, Moved)</i>	Height		Weight* <i>(Rounded to the nearest pound)</i>	Oral Health Screening			
			Feet	Inches* <i>(Rounded to the nearest inch)</i>		Untreated Decay	Treated Decay	Sealants on Permanent Molars	Treatment Urgency

\* Round down if below .5, round up if .5 or above.

- The ‘Student Name’ and ‘Survey Code’ columns will be pre-filled for you.
- Type ‘**Yes**’ in the ‘Parental Opt Out’ column for the parents who indicate that they do not want to have their child participate in the height/weight and oral health screening (specify as needed if a parent wishes their child not to participate in just one of the screenings). Keep this column blank for students participating in the screening. Type ‘**Absent**’ in this column if the student is absent on the day of the height/weight and oral health screening. Type ‘**Moved**’ in this column if the student is no longer enrolled in the class or school.
  - **Note:** A student can only be added to the list if their parents received the parental consent letter included in the survey packet.
- Please see Appendix A for more information on how to collect height and weight measurements for the 2015 MIYHS.
- **\*\*The height will be collected in TWO columns – one for FEET and one for INCHES. Please do not provide the height in inches only.\*\*** (Note: Appendix B contains a conversion chart for your reference.)

### III. SCHOOL NURSE RESPONSIBILITIES – K/3 MODULE (continued)

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#### **ORAL HEALTH SCREENING (conducted by oral health professional):**

- ✓ The oral health information will be collected in **four** columns, as follows: **Untreated Decay, Treated Decay, Sealants on Permanent Molars,** and **Treatment Urgency.**
  
- CHECK THIS BOX ONCE K/3 STEP 4 HAS BEEN COMPLETED.**

#### **K/3 STEP 5 – Send the: 1) Height/weight and oral health screening measurements, and 2) ‘Request for Participation Stipend Form (K/3 Module)’ to Pan Atlantic SMS Group as soon as data collection has been completed.**

- ✓ Send the Excel spreadsheet containing the measurements obtained during the height/weight and oral health screening to Pan Atlantic SMS Group **as soon as data collection has been completed.** The results should be sent to Pan Atlantic SMS Group ([miyhs@panatlanticsmsgroup.com](mailto:miyhs@panatlanticsmsgroup.com)) no later than April 26<sup>th</sup>, 2015.
  
- ✓ Schools participating in the **K/3 module** will receive \$100 for their participation in the 2015 MIYHS. In addition, we are able to offer one of the following tools to help complete the screening as a thank you for participating: stadiometer, digital scale, or privacy screen. Please send us your selections (in order of priority) via email and we will do our best to provide you with your top choice (as supplies last). Schools participating in the **5/6 module** will receive an additional small participation stipend (the actual amount will be dependent upon the number of parent consent letters sent in the mail).
  
- ✓ It is important to note that participation stipends will not be released to schools until Pan Atlantic SMS Group has received the following:
  - The “Request for Participation Stipend Form (K/3 module only),” completed in full;
  - A sample copy of the ‘Parent Letter for K/3 School Distribution’ on school letterhead; and
  - Documentation of your participation in the online training review (the documentation will be sent automatically upon completion of the online training review).
  
- ✓ Due to the volume of schools and survey materials involved with the MIYHS (10 separate surveys, 320 schools and 70,000+ completed surveys in 2011), Pan Atlantic SMS Group will not be able to send out participation stipends until early June, 2015. Participation stipends will be sent out in the order that the materials listed above were received; every effort will be made to send out all of the participation stipends as soon as possible.
  
- CHECK THIS BOX ONCE K/3 STEP 5 HAS BEEN COMPLETED.**

#### IV. SCHOOL NURSE RESPONSIBILITIES – 5/6 MODULE

**5/6 STEP 1 – Complete the brief, open note online training review for how to conduct height/weight screenings. (Note: This is the same online training review as in K/3 STEP 2; you only need to complete one training review.)**

- ✓ An online training review is required of all school nurses conducting height/weight screenings as part of the MIYHS. **Note: This is the same online training review as in K/3 STEP 2; you only need to complete one training review.** This step must be completed in order for your school to receive its participation stipend in the MIYHS. The online training review for the 2015 MIYHS, which is different from the training method employed in past years, can be completed in just TWO easy steps:
  1. **Read the *MIYHS Administration Handbook for School Nurses* (this document) thoroughly, including Appendix A which has more information directly related to survey administration procedures.** *Please keep this MIYHS Administration Handbook for School Nurses handy as it should answer many of the questions you may have about how to administer the 2015 MIYHS. Please do not hesitate to contact Pan Atlantic SMS Group ([miyhs@panatlanticsmsgroup.com](mailto:miyhs@panatlanticsmsgroup.com) or 1-866-487-2810) with any questions that you may have.*
  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 – School Nurse Online Training Review.” Simply go through the training review at your convenience between receipt of the email and **January 20<sup>th</sup>, 2015.**
    - You must complete the online training review **BEFORE\*** conducting height/weight screenings.  
*\*Height/weight screenings completed in the fall of 2014 **may be used** for the 2015 MIYHS provided that the protocol described in Appendix A was followed.*
    - You will be contacted by Pan Atlantic SMS Group if you answer 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 5/6 STEP 1 HAS BEEN COMPLETED.**

**5/6 STEP 2 – Work with your school’s designated MIYHS Coordinator (grades 5-12) to make sure you are aware of how the 5<sup>th</sup> grade survey will be administered. Gather the height and weight measurements for the 5<sup>th</sup> grade students in your school BEFORE the grades 5-12 written survey administration date in your school. It is vital that the heights/weights are collected first in order to ensure student confidentiality.**

As school nurse, you will be responsible for collecting height and weight measurements for the 5<sup>th</sup> grade students in your school. *(Please note that if you have been designated as your school’s MIYHS Coordinator for grades 5-12, you should refer to Administration Handbook for MIYHS Coordinators (Grades 5 – 12) for information about additional responsibilities you will have for the MIYHS survey for grades 5-12.)* Please review this section which outlines all of the steps for conducting the height/weight screening for the 5<sup>th</sup> grade students in your school.

- ✓ Coordinate with your school’s designated MIYHS Coordinator to make sure that the height/weight screenings are completed **BEFORE** your school’s planned MIYHS administration date for grades 5-12. (Please note that the height/weight screening date for the 5<sup>th</sup> grade students can be different from the screening for the Kindergarten and 3<sup>rd</sup> grade students.) **It is vital that the height/weight screening is conducted first in order to ensure student confidentiality.**

#### IV. SCHOOL NURSE RESPONSIBILITIES – 5/6 MODULE (continued)

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✓ The procedure for the 5<sup>th</sup> grade is as follows:

1. Your school's designated MIYHS Coordinator (Grades 5-12) sends 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). 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. Your school's designated MIYHS Coordinator receives the survey packets for the 5<sup>th</sup> grade from Pan Atlantic SMS Group in January, 2015.
3. As soon as possible and at least one week prior to your school's written survey administration date for grades 5-12, your school's MIYHS Coordinator will 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.
4. Your school's MIYHS Coordinator delivers the 5<sup>th</sup> grade classroom survey packets to **YOU**, the school nurse. Be sure that **YOU** obtain from the MIYHS Coordinator 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. **YOU** complete the school nurse online training review and conduct the height/weight screenings for each 5<sup>th</sup> grade student **BEFORE\*** the students take the written survey. *\*Height/weight screenings completed in the fall of 2014 may be used for the 2015 MIYHS provided that the protocol described in Appendix A was followed.*
  - If you do not have enough survey materials (survey booklets and/or envelopes), please contact your school's designated MIYHS Coordinator or Pan Atlantic SMS Group (call toll-free 1-866-487-2810) **IMMEDIATELY.**
6. **YOU** record the height/weight measurements for each student on the back of his/her survey booklet.
  - **Please see Appendix A for more information on how to collect height and weight measurements for the 2015 MIYHS.**
  - Height, recorded in **feet and inches** (rounded to the nearest inch -- round down if below .5, round up if .5 or above), goes in Section A in the "FOR OFFICE USE ONLY" box on the back page of the survey booklet. Please **do not** provide the height in inches only. **(Note: Appendix B contains a conversion chart for your reference.)**
  - Weight, recorded in **pounds** (rounded to the nearest pound -- round down if below .5, round up if .5 or above), goes in Section B in the "FOR OFFICE USE ONLY" box on the back page of the survey. Nurses should place a 0 in the first column for students weighing less than 100 pounds (for example, 99 pounds would be "0 9 9").
7. **YOU** put each survey booklet in a separate blank outer envelope, seal the envelope, and write the student's name on the outside of the envelope.

#### IV. SCHOOL NURSE RESPONSIBILITIES – 5/6 MODULE (continued)

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8. Your school's MIYHS Coordinator collects the sealed envelopes from **YOU** and distributes 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 surveys. 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.

## APPENDIX A – MEASURING HEIGHT AND WEIGHT

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### Maine Integrated Youth Health Survey (MIYHS) Measuring Height and Weight

The following are specific instructions to accurately assess a student’s growth status for the MIYHS. The State of Maine School Nurse Manual has a more detailed explanation including calculating body mass index which is NOT necessary for this survey.

#### EQUIPMENT

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##### Height:

1. Use a portable or wall-mounted stadiometer. The tool should:
  - Be stable with a large base, and
  - Have a horizontal headpiece at least 4 inches wide that can be brought into contact with the most superior part of the head.
2. Do not use cloth tapes, yardsticks, or graphics attached to wall.
3. Do not use a metal measuring rod attached to a scale.

##### Weight:

1. Use a properly calibrated balance beam or electronic/digital scale to weigh students. The scale should:
  - Have a stable weighing platform that can be easily set at zero; and
  - Be able to be calibrated through a professional service or by standard known weight.

#### SPECIFIC PROCEDURES for MIYHS

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##### Measuring Height:

1. Have students remove shoes, hair ornaments, buns, and braids to extent possible;
2. Have students stand on footplate portion of the scale with:
  - a. Backs against the stadiometer rule (cut out feet can be placed in position to assist the students);
  - b. Legs brought together, contacting at some point (whatever touches first);
  - c. Knees not bent, arms at sides, shoulders relaxed, feet flat on the floor;
  - d. Back of body touching/making contact with the stadiometer at some point;
  - e. Body in straight line (mid-axillary line parallel to stadiometer) -- see Figure 1 (next page); and
  - f. Head in appropriate “Frankfort plane position” -- see Figure 2 (next page);
3. Lower headpiece snugly to fit crown of head with sufficient pressure to press hair, and read value at eye level;
4. Measure in feet and inches and round to nearest inch (  $3'2\frac{1}{4}'' = 3'2''$  and  $3'2\frac{1}{2}'' = 3'3''$ ); and
5. Record value immediately (Note: **Do not** provide height in inches only; Appendix B contains a conversion chart for your reference):

Kindergarten/3<sup>rd</sup> grade – Recorded in **two** columns in the “Height” section of the electronic spreadsheet (provided):

- Column D – Feet
- Column E – Inches; Round to the nearest inch (round down if below .5, round up if .5 or above)

## APPENDIX A – MEASURING HEIGHT AND WEIGHT (continued)

5<sup>th</sup> grade – 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)

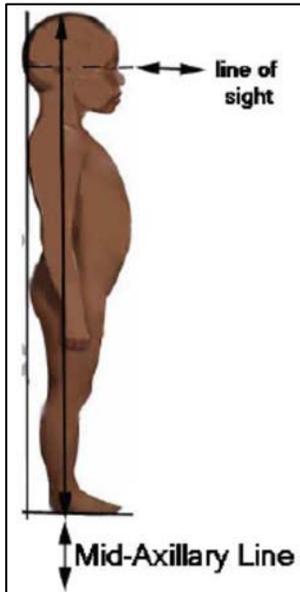


Figure 1

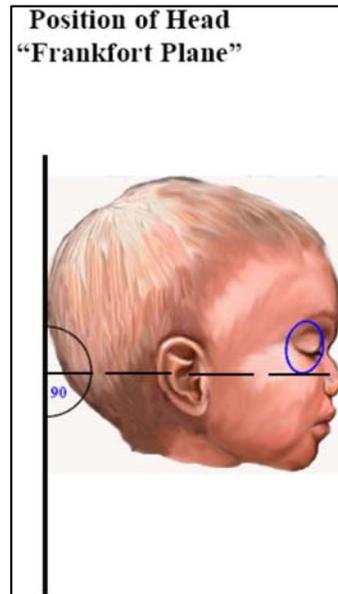


Figure 2

### Measuring Weight:

1. Set scale on firm surface. Have students empty their pockets and remove their shoes and heavy outer clothing such as sweaters, vests, and/or jackets;
2. Set scale at zero reading;
3. Have students step on the center of the platform and stand still, with their backs toward the scale and both feet on the platform;
4. Before students step off of the scale, immediately record weight value, rounded to nearest pound (30 ¼ lb. = 30; 30 ½ lb. = 31; or, if digital 30.25 = 30; 30.50 = 31);
5. If using a balance beam scale, return weights to zero position before subsequent student is weighed.

Kindergarten/3<sup>rd</sup> grade – Recorded in **one** column in the “Weight” section of the electronic spreadsheet (provided):

- Column F – Weight in pounds; Round to the nearest pound (round down if below .5, round up if .5 or above)

5<sup>th</sup> grade – 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)

**Questions?** Call Nancy Dube, School Nurse consultant at 624-6688. Source: <http://www.maine.gov/education/sh/>

**APPENDIX B – HEIGHT CONVERSION CHART**

*Prior to using the conversion chart below, please round to the nearest inch (round down if below .5, round up if .5 or above).*

<b>Inches</b>	<b>→</b>	<b>Feet</b>	<b>Inches</b>
36	→	3	0
37	→	3	1
38	→	3	2
39	→	3	3
40	→	3	4
41	→	3	5
42	→	3	6
43	→	3	7
44	→	3	8
45	→	3	9
46	→	3	10
47	→	3	11
48	→	4	0
49	→	4	1
50	→	4	2
51	→	4	3
52	→	4	4
53	→	4	5
54	→	4	6
55	→	4	7
56	→	4	8
57	→	4	9
58	→	4	10
59	→	4	11
60	→	5	0
61	→	5	1
62	→	5	2
63	→	5	3
64	→	5	4
65	→	5	5
66	→	5	6
67	→	5	7
68	→	5	8
69	→	5	9
70	→	5	10
71	→	5	11
72	→	6	0

## APPENDIX C – ONLINE TRAINING REVIEW QUESTIONS

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**NOTE:** These questions are the same as the ones that will be appearing in the online training review in December. As this will be an open-note review, you may refer to this *MIYHS Administration Handbook for School Nurses* when taking the online training review.

### 2015 MIYHS Height and Weight Training Review

1. Heights and weights collected in the fall of 2014 may be used for this survey.
  - A. True under any condition
  - B. True only if the protocol outlined in Appendix A of the *MIYHS Administration Handbook for School Nurses* is followed
  - C. False
  
2. Who can opt students out of participating in the height/weight screening?
  - A. Parents only
  - B. Students only
  - C. Both students and parents
  - D. Neither parents nor students
  
3. Appropriate scales to be used for screening can be:
  - A. Electronic/digital
  - B. Calibrated balance beam scale
  - C. Both A and B
  - D. Neither A or B
  
4. For accurate screening data, students screened for height and weight must:
  - A. Remove shoes and hair ornaments
  - B. Stand in the center of the scale
  - C. Put legs together (feet if possible)
  - D. All of the above
  
5. While screening students, the school nurse must:
  - A. Place the scale on a solid preferably non-carpeted floor
  - B. Use a stadiometer (free standing or wall mounted)
  - C. Both A and B
  - D. Neither A or B
  
6. Height is recorded in feet and inches, rounded to the nearest inch.
  - A. True
  - B. False
  
7. Weight is recorded:
  - A. In pounds and ounces
  - B. In pounds only (rounded to the nearest pound)
  
8. For 5<sup>th</sup> grade, heights and weights are recorded onto the survey booklets:
  - A. BEFORE the student has completed the survey
  - B. AFTER the student has completed the survey

**2015 MIYHS Height and Weight Training Review (continued)**

9. It is acceptable for you to conduct the oral health screening portion of the Kindergarten/3<sup>rd</sup> grade survey without the assistance provided by an oral health professional designated by Nicole Breton.
- A. True
  - B. False
10. School nurses must calculate BMI before submitting their MIYHS materials.
- A. True
  - B. False
11. The height and weight for a student measuring 59.5 inches tall and weighing 100.4 pounds would be recorded as:
- A. 4 feet, 11 inches and 100 pounds
  - B. 60 inches and 100.4 pounds
  - C. 5 feet, 0 inches and 100 pounds
  - D. 4 feet, 11 inches and 101 pounds
  - E. 59 inches and 100 pounds