



Maine Department of Health and Human Services  
Maine Department of Education

# Administration Handbook for 2021 MIYHS Coordinators (Grades 5 – 12)

## 2021 – 2022 School Year (Version 2 with updated dates)

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## 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 2021 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 the information that you will need to administer the 2021 MIYHS for grades 5 – 12.

### **Quick Facts:**

- ✓ The MIYHS is sponsored by the Maine Department of Education, in collaboration with the Department of Health and Human Services, Maine Center for Disease Control and Prevention.
- ✓ 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 has been administered every two years (2009-2019) during the first half of February. Due to COVID-related remote-learning schedules at Maine schools, the 2021 administration of the MIYHS was moved to the Fall of 2021. We will resume the timing of administering the survey during the Spring of the school year again in 2023.
- ✓ The 2021 MIYHS is composed of three modules:
  1. “5/6” – 5<sup>th</sup> and 6<sup>th</sup> grade student survey
  2. “MS” – 7<sup>th</sup> and 8<sup>th</sup> grade (middle school) student survey, composed of four sub-versions
  3. “HS” – 9<sup>th</sup> through 12<sup>th</sup> grade (high school) student survey, composed of four sub-versions
- ✓ *Note: This version, Version 2 of the Handbook, contains new dates: **September 10 to deliver the Class Lists to Pan Atlantic and establishes a suggested Administration Window in your school from October 18-29, 2021.** Due to COVID-19, the 2021 administration was changed from Spring 2021 to Fall 2021, causing several changes to the established schedule. Thanks for your patience.*

### **Benefits:**

- ✓ The benefits of participating in the MIYHS include, but are not limited to:
  - School and SAU access to a school specific report with 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 restrictions 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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### **Other Information:**

- ✓ After managing the past six MIYHS administrations, Pan Atlantic Research in Portland, Maine, is looking forward to working with schools on administering the 2021 MIYHS. Past MIYHS administrations have been successful, with approximately 65,000 completed student surveys in each survey year.
- ✓ While 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 number of school personnel misunderstood the survey procedures and protocol, which 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:

- a) thoroughly review and complete the information contained within this document, and
- b) complete the online training review by June 10, 2021 (see STEP 2).

Both of these items are **mandatory** parts of your school's participation in the MIYHS and must be completed.

- ✓ **Should you have any questions, comments, or concerns throughout the survey administration process, please contact Pan Atlantic Research (email: [miyhs@panatlanticresearch.com](mailto:miyhs@panatlanticresearch.com) or call toll-free at 1-844-308-8906) at any time.**

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

### **OVERVIEW**

The 8 steps below and the timeline represent an overview of the Administration of the MIYHS at your school. Your specific actions are detailed in the pages following this Overview section.

**STEP 1** - Decide how and when your school will administer the MIYHS during the **survey administration period of October 18-29, 2021**. (Note: We had previously suggested September or October.)

**STEP 2** - Complete the **online training review** for MIYHS Coordinators by June 10, 2021, we will send you the link.

**STEP 3** - Send Pan Atlantic Research a **spreadsheet containing enrollment figures for each classroom** participating in the MIYHS as soon as classes form and no later than September 10, 2021 (*previous date was September 3*). The spreadsheet, also known as your “Class List,” 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 4** - ASAP after receipt of your survey materials in September/October 2021, **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 e-mailed to parents/guardians **at least two weeks, but not more than six weeks, prior** to your school’s scheduled survey administration date.

**STEP 6** - **Train the teachers** in your school on how to administer the survey.

**STEP 7** - **Administer the survey** during the survey period of **October 18-29, 2021** (Note: *previous survey period was September or October 2021*).

**STEP 8** - **Return completed paper surveys** to Pan Atlantic Research by the end of November.

Timeline for Survey Administration Steps for the 5/6, MS & HS MIYHS Modules					
May	June	July/August	September	October	November
STEP 1					
	STEP 2 (by June 10, 2021)				
		STEP 3 (by September 10, 2021)			
			STEP 4		
			STEP 5		
			STEP 6		
				STEP 7	
					STEP 8

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

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### **DETAILED INFORMATION FOR EACH STEP**

Please see below for specific information about each step in administering the 2021 5/6, MS, and HS MIYHS modules.

### **STEP 1 - Decide how and when your school will administer the MIYHS during the survey period of October 18-29, 2021 (previous period was September or October).**

- ✓ **All** students in the grades 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 October 18-29, 2021 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.
- ✓ Decide how best to administer the surveys in your school, keeping in mind that the survey administration period should be 45 minutes. Please note: students will not have enough time to complete the survey if they are not given a complete block of at least 45 minutes.
  - 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.**
  - Please ensure that students in the different MIYHS grade segments (5/6, MS, and HS) are in separate 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 6<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.
  - For the Middle School and High School modules, half of the schools participating in the MIYHS will receive “A” and “C” versions of the survey, while the other half of schools will receive “B” and “D” versions. Pan Atlantic Research will assign the survey version to your classes, with half of the classes at your school receiving one version and the other half receiving the other version. Each class envelope will be clearly marked with the survey version that class will complete. Specifically, the following MIYHS grade segments will be receiving **different modules** of the survey:
    - Grades 5 and 6 will complete the 5/6 version;
    - 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).
- ✓ **NOTE:** If the October 18-29 timeframe conflicts with other initiatives, an alternative date can be selected so long as it falls prior to the Thanksgiving school vacation.

*(In 2021, a pre-determined list of schools was made eligible to administer an online, web-based version of the MIYHS. If your school is eligible for the online, web-based version, you will be notified by Pan Atlantic Research. We are working toward all Maine schools taking the online, web-based version in 2023.)*

**CHECK THIS BOX ONCE STEP 1 HAS BEEN COMPLETED.**

## STEP 2 - Complete the online training review for MIYHS Coordinators by June 10, 2021.

- ✓ An online training review is required of all MIYHS Coordinators; this step must be completed prior to administering the survey. We are asking Coordinators to complete the training prior to summer break this year. The review is a short, 10-question review. The training/knowledge review for the 2021 MIYHS, which is similar to the training method employed in the 2019 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 2021 MIYHS. *Remember, please do not hesitate to contact Pan Atlantic Research with any questions ([miyhs@panatlanticresearch.com](mailto:miyhs@panatlanticresearch.com) or toll-free 1-844-308-8906).*
  2. **Complete the online training review.** In May, 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: “2021 MIYHS Coordinator Online Training Review.” Simply complete the brief training review at your convenience between receipt of the email and June 10, 2021.

NOTE: You will be contacted by Pan Atlantic Research if you answered more than one training review question incorrectly. The purpose of this follow-up is to answer any questions you may have and to ensure that the MIYHS is being administered according to the protocol in exactly the same way in each school.

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

**STEP 3 - Send Pan Atlantic Research a spreadsheet containing enrollment figures for each classroom participating in the MIYHS as soon as classes form and no later than September 10, 2021 (original date was Sept. 3). The spreadsheet, also known as your “Class List,” 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 in advance of the survey administration date, we ask that you email the classroom enrollment spreadsheet (see below for spreadsheet format) to Pan Atlantic Research ([miyhs@panatlanticresearch.com](mailto:miyhs@panatlanticresearch.com)) **as soon as possible** after classes have been formed and no later than **September 10, 2021 (original date was Sept. 3)**. Pan Atlantic will include additional surveys to account for small enrollment changes occurring in the time since the classroom enrollment spreadsheet was sent to Pan Atlantic Research. If these extra surveys will not be sufficient to cover the enrollment or add/drop changes your school may experience OR if your school changes the way in which the survey will be administered, **you must let Pan Atlantic Research know immediately so that arrangements can be made to get you the survey materials you need.**
- ✓ Ensure that the classroom enrollment spreadsheet (see below) includes the **anticipated survey administration date** and the following information for each classroom:
  - Survey Administration Date(s) (estimated date is fine if you haven’t scheduled the actual date yet)
  - School Name
  - Name of teacher
  - 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.
  - Grade(s) of the students in the classroom
  - **Number** of students in the classroom (leave out student names please)
  - Notes – add anything you think Pan Atlantic Research needs to know about the classes at your school
- ✓ Note: The classroom enrollment spreadsheet **should not** include a list of the individual student names. However, if the classroom enrollment spreadsheet you provide includes 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 for each teacher.
- ✓ Email the classroom enrollment spreadsheet in an electronic format that is compatible with Excel to Pan Atlantic Research ([miyhs@panatlanticresearch.com](mailto:miyhs@panatlanticresearch.com)); please contact Pan Atlantic Research (toll-free 1-844-308-8906) if this is not possible. The preferred layout of the classroom enrollment spreadsheet is as follows:

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

	A	B	C	D	E	F	G
1	Survey Date	School Name	Teacher Name	Type of Class	Grade(s)	Number of Students	Notes
2	21-Oct-21	District Community School	Ms. Leia	English	5 & 6	32	
3	21-Oct-21	District Community School	Ms. Solo	Homeroom	7	24	
4	21-Oct-21	District Community School	Mr. Skywalker	Homeroom	8	16	
5	22-Oct-21	District Community School	Ms. Rey	English, Period 1	9 & 10	22	
6	22-Oct-21	District Community School	Mr. Kenobi	English, Period 2	11 & 12	25	
7							

- ✓ **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 Research immediately to request additional surveys.

**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 Research will contact you in August with more information on receiving survey materials. Please be on the lookout for an email with the subject: "2021 MIYHS – Important Information about Survey Materials."  
*(Schools that have been notified that they are eligible to administer the survey using the online, web-based version will receive a separate Online Addendum that describes the online, web-based protocol.)*
- ✓ When you receive your survey box(es), inside you will find:
  - A folder containing the following documents:
    - MIYHS Classroom Enrollment Confirmation Form(s) (customized for each school, one form per module)
    - 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> and 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 Research (toll-free 1-844-308-8906) RIGHT AWAY if you find any problems with your survey materials. While Pan Atlantic Research does everything possible to double-check all the survey materials before they are packed and distributed, errors sometimes happen with 90,000 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.
  - 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 you provided in STEP 3. 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

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

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envelope for each school to account for small enrollment changes occurring in the time since the classroom enrollment spreadsheet was sent to Pan Atlantic Research.

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., if your class used MS-A, you must use MS-A surveys only; if it was HS-B, you can only use HS-B to supplement, and so on).**

If not enough extra surveys are available, call Pan Atlantic Research **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 only: 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 Research 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.

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

**STEP 5 - Work with your principal/main office to make sure that the requisite parental consent letters have been sent 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 (2021) version of the parental consent letter.** The parental consent letter (PCL) has been translated into select languages; these versions are available upon request. It is very important to send the parental consent letters to parents/guardians at least two weeks– but not more than six weeks – prior to your school's scheduled survey administration date to provide sufficient time to decide consent. **As an example,** the parent consent letters should be sent between September 7 and October 4 for students taking the survey on October 21, 2021.
- ✓ Informed parental consent is vital to the success of the MIYHS. The parental consent letters must be sent to the parents/guardians of all students in the grades participating in the MIYHS.
- ✓ As in 2019, the 2021 MIYHS will utilize email delivery for PCLs, aimed to make the consent process easier for schools. Email delivery is the recommended method to deliver the parent consent letters. For the step by step protocol of mailing out your consent letters, please refer to “Parent/Guardian Consent Letter Delivery Options” in the Appendix. For those schools that do not utilize email or have a need to send the letters via U.S. Mail, you may follow the steps in the Appendix for U.S. Marketing Mail bulk rate delivery.
- ✓ The list of survey questions is available on the MIYHS website, [www.maine.gov/MIYHS](http://www.maine.gov/MIYHS). You will need to keep the list of survey questions on file for parental review, upon request.
- ✓ It is **vital** that someone in your school (for example, you as the MIYHS Coordinator, or someone such as your attendance secretary 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. ***Since 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 Research does not need to receive this list – it is for you and your staff to be sure that non-eligible students are not surveyed.
- ✓ Email distribution of PCLs has become the norm for most schools and is highly recommended. U.S. Postal Service Marketing Mail bulk rate postage reimbursement is available to schools that utilize U.S. Mail to send the parent consent letters. It is important to note that postage reimbursements will be released to schools after Pan Atlantic Research has received the following:
  - A copy of the “Confirmation of Parental Consent Letter Mailing Form” that you sent to Korey Pow at Maine CDC and “Request for Participation Reimbursement Form,” (see Appendix) completed in full;
  - A sample copy of the parental consent letter on your school letterhead;
  - Documentation of the MIYHS Coordinator's participation in the online training review (Pan Atlantic Research will automatically receive the documentation upon your completion of the online training review -- see STEP 2 for more information); 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.

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

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- ✓ 'Volunteer' schools are welcome to participate in the 2021 MIYHS but are not eligible for postage reimbursement. Volunteer Schools are those that were not chosen as part of the 2021 5/6 sample of schools but have chosen to participate in the 5/6 module.

### ***Step 5-1 - Send in Form A: Principal Confirmation of Parental Consent Letter Mailing to Korey Pow.***

Once your school has delivered the parental consent letters, **please complete Form A found in the Appendix** and send a PDF copy of the letter on school letterhead via email to: [korey.pow@maine.gov](mailto:korey.pow@maine.gov) or via mail to: Korey Pow, 286 Water Street, 4<sup>th</sup> floor, 11 State House Station, Augusta, ME 04333. Once the form has been received, an email will be sent to the MIYHS Coordinator of your school **giving approval to administer the survey**. If this approval is not sent, your school's data will be removed from the analysis as specified in the informed consent protocol.

**CHECK THIS BOX ONCE STEP 5-1 HAS BEEN COMPLETED.**

**CHECK THIS BOX ONCE STEP 5 HAS BEEN COMPLETED.**

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

### STEP 6 - Train the teachers in your school on how to administer the survey.

- ✓ Train classroom teachers on how to administer the MIYHS:
  - The MIYHS Coordinator should display a laminated poster (to be provided with your surveys) 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/e-mailed and distributed to teachers.**
  - 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). This training can be done in-person or virtually. You will have access to a PowerPoint presentation, created by Pan Atlantic Research, to use in the training session(s).
  - 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 August. 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 could 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.*

#### MIYHS Teacher Protocol:

- ✓ 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 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 survey versions (approximately half of your school’s students – split by classroom – will receive each survey version):
      - MS-A and MS-C; or
      - MS-B and MS-D; or
      - HS-A and HS-C; or
      - 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

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

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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 Research 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, or those whose parental consent letters are returned undeliverable are: 1) **NOT** surveyed, and 2) given an alternative activity during survey administration.
- **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 or screen at the front of the classroom:
  - 1) 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.
  - 2) Contact information (name, office #, and/or phone number) of the school’s substance abuse counselor and/or guidance counselor, county crisis resources, 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:
  - Korey Pow, Maine Center for Disease Control and Prevention at [korey.pow@maine.gov](mailto:korey.pow@maine.gov) or (207) 287-5084,
  - Jean Zimmerman, Maine Department of Education, at [Jean.Zimmerman@maine.gov](mailto:Jean.Zimmerman@maine.gov) or (207) 215-6841, or
  - USM Human Protections Administrator at (207) 228-8434 and/or email [usmorio@maine.edu](mailto:usmorio@maine.edu).

Note: The Institutional Review Board (IRB) at the University of Southern Maine has approved the use of this survey. The IRB is responsible for protecting the rights and welfare of survey participants.

✓ 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’

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

**anonymity** and **confidentiality**; if teachers are walking 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.

### Important - when a student asks a question about the survey:

- 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 about 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. Be aware that the survey contains alternate words that will help students understand what is being asked.

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 Research 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 Research should any of the absent students participate in your school's make-up session. Please do hold make-up sessions for absent students - improving the response rate with make-up sessions boosts the reliability of the results.
- 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 during the make-up session.

✓ 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, please recycle the survey booklets - MS and HS students should return **only** their completed and detached **answer sheets**.
- Deliver the completed survey packet envelopes to the designated safe, confidential collection area (as pre-determined by **YOU**, the MIYHS Coordinator).
- Follow the make-up session plan that **YOU** (your school's MIYHS Coordinator) have put into place to administer the survey to absent students.

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

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

### STEP 7 - 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 7-1 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 7-2 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 7-3 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 7-4 HAS BEEN COMPLETED.
- ✓ **Administer the survey during the survey administration period of October 18-29, 2021.** (Previous administration period was September or October 2021. Due to COVID-19, the 2021 administration was changed from Spring 2021 to Fall 2021, causing several changes to the established schedule.)
- ✓ It is extremely important to follow up with students who are absent on the original survey administration date:
  - **Following up with absent 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. For 5/6, the school and class codes must match; for the MS and HS, the school, class, and survey codes must match, e.g., "MS-A," or "HS-C" must match.
  - 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 7 HAS BEEN COMPLETED.



### STEP 8 - Return completed surveys.

- ✓ Once you have finished administering the make-up session for students who were absent on the original survey administration date, you should put all 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 Research 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 Research.
  - ✓ As soon as possible after the administration of the make-up survey session, return the completed survey materials. There are two options for returning completed surveys:
    1. Drop off completed surveys at a regional drop-off site (Pan Atlantic Research will provide further details) during the designated return time frame.
    2. Drop off completed surveys at Pan Atlantic Research’s office:  
Attn: MIYHS Survey  
Pan Atlantic Research  
*Address currently to be determined. We will provide further details.*
- Note:** If neither of the above options is possible, please contact Pan Atlantic Research.
- ✓ Be sure to return your “Confirmation of Parental Consent Letter Mailing” form to Korey Pow at the Maine Center for Disease Control and Prevention as outlined on the document; along with the “Request for Participation Reimbursement” to Pan Atlantic Research, if needed. See the Appendix for the forms.

**CHECK THIS BOX ONCE STEP 8 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 to consent will be **violated** if:
  - Parents
    - **Do not receive the parental consent letter.** Thus, it is vital that schools document any parental consent emails/letters that are returned as undeliverable (these students need to be given an alternate activity during survey administration).
    - **Do not receive the parental consent emails/letters in time to opt their child out of participating in the survey.** Thus, it is vital that the parental consent emails/letters are sent out **two to six weeks** prior to each school's chosen survey administration date(s).
  - 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 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. Once the envelope is sealed by the last student to put his/her survey in, do not open the envelope.
  - While the survey can be read aloud by a proctor, only administer the survey to students who are able to follow along and understand the survey by themselves. Please contact Pan Atlantic Research with any questions about administering the survey to students with language barriers and/or any other special need(s).

#### IV. IMPORTANCE 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 Research 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 Research (toll-free 1-844-308-8906) as soon as possible.
  - **Check through all your survey materials as soon as you receive them.** While Pan Atlantic Research does everything possible to double-check all the survey materials before they are packed and distributed, mistakes sometimes happen with 90,000 surveys being packaged. Please contact Pan Atlantic Research **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 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 a make-up session to complete 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 Research 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 if you need to redistribute surveys.** 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 Research ASAP should you need any survey booklets in addition to the extras provided.

#### 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. IMPORTANCE OF DATA VALIDITY AND RESPONSE RATES (continued)

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- 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 a pencil or blue or black ink to complete the survey. Magic markers of any color as well as red, pink, and orange ink cannot be read by the scanning machine and will result in unusable surveys.
- Fill out the “Classroom Summary Information Form” correctly.

#### **NOTES ON 2021 MIYHS REPORTS:**

- ✓ The 2021 MIYHS data reports (by school, SAU, county, geographic public health district, and state) will be found on the MIYHS website, [www.maine.gov/MIYHS](http://www.maine.gov/MIYHS).
- ✓ Please note that the school and SAU reports will be available on the password protected portion of the website. Principals and superintendents who do not have access to school data currently should contact Korey Pow at [korey.pow@maine.gov](mailto:korey.pow@maine.gov) to set up an account. 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 Coordinators upon the availability of the reports (projected to be by June 2022). Please contact Korey Pow at the Maine Center for Disease Control and Prevention ([korey.pow@maine.gov](mailto:korey.pow@maine.gov) or (207) 287-5084) with any data, confidentiality policies, or website questions you may have.
- ✓ **School Reports (password protected):**
  - Schools must have at least 20 participating students (unweighted) in the final data set within a given survey module (e.g., 5/6, MS, or HS).
  - Student response rates 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 module (e.g., 5/6, MS, or HS).
  - 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 your assistance in administering the 2021 MIYHS in your school. We are also very appreciative of your principal, 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 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@panatlanticresearch.com](mailto:miyhs@panatlanticresearch.com) or toll-free 1-844-308-8906).

Thank you again for your participation!



## Appendix Table of Contents

### Appendices:

A-1. 2021 MIYHS Coordinator Checklist

A-2. Parent/Guardian Consent Letter Delivery Process

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A-4. Form B: Request for Postage Reimbursement Form



Maine Department of Health and Human Services  
Maine Department of Education

## 2021 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 October 18-29 2021.
- STEP 2** - Complete the online training review for MIYHS Coordinators by June 10, 2021. The link will be sent to MIYHS Coordinators.
- STEP 3** - Send Pan Atlantic Research a spreadsheet containing enrollment figures for each classroom participating in the MIYHS as soon as classes form and no later than September 10, 2021. The spreadsheet, also known as your "Class List," 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 4** - ASAP after receipt of your survey materials, check every classroom survey packet against your school's MIYHS Classroom Enrollment Confirmation Form(s).  
**This step 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?"
- STEP 5** - Work with your principal/main office to make sure that the requisite parental consent letters have been emailed at least two weeks (but not more than six weeks) prior to your scheduled survey administration date.
  - 5-1 - Send in Form A: Principal Confirmation of Parental Consent Letter Mailing to Corey Pow.
- STEP 6** - Train the teachers in your school on how to administer the survey.
- STEP 7** - 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 8** - Return completed surveys.  
Lastly, if applicable, send in Form B: Request for Postage Reimbursement

**THANK YOU!**

## Parent/Guardian Consent Letter Delivery Process

(Consent emails/letters to be sent to parents/guardians at least two weeks, but not more than six weeks, prior to your school's survey date)

### Electronic Delivery (Email) + U.S. Mail Delivery as needed

### U.S. Mail Delivery

**Step 1:** Compile home email addresses for all families.

**1B:** Start a list of all students unable to receive electronic letter (no contact listed, undeliverable, etc.)

**Step 2:** Insert school logo/letterhead into *Standard MIYHS Electronic Parental Consent Letter*, which will be sent to participating principals via email

**Step 3:** Send parent consent letters via email to all parents/guardians

**3B:** Update list from **1B** to include undeliverable messages

**Step 4:** Insert school letterhead into *Standard MIYHS Parental Consent Letter*

**4B:** Using the list from **1B** & **3B**, send Consent Letters through U.S. Mail to families who did not receive the electronic version

**Step 5:** Fill out "Form A: Confirmation of Parental Consent Letter Mailing" and email it to Korey Pow

**5B:** Complete "Form B: Request for Participation Reimbursement" and send to Pan Atlantic Research to receive a full reimbursement for the cost of bulk rate postage for your USPS mailings

**Step 1:** Compile home addresses for all families of the students eligible to be surveyed

**Step 2:** Insert school logo/letterhead into *Standard MIYHS Parental Consent Letter*, which will be sent to participating principals via email

**Step 3:** Send parental consent letters via U.S. Marketing Mail bulk rate to all parents/guardians

**Step 4:** Fill out "Form A: Confirmation of Parental Consent Letter Mailing" and email it to Korey Pow

**4B:** Complete "Form B: Request for Participation Reimbursement" to receive a reimbursement for the cost of postage for your USPS Mailings and email to Pan Atlantic Research



## Form A: Principal Confirmation of Parental Consent Letter Mailing

Thank you for agreeing to participate in the 2021 Maine Integrated Youth Health Survey (MIYHS). This form is necessary to ensure both the consent and safety of the participants and the use of your school's data.

**Please complete this form when consent letters have been sent to all parents/guardians.**

- Parental consent letters must be distributed **two to six weeks prior** to the survey administration date(s). The parental consent letter has been translated into select languages and these versions are available upon request. The survey questions, which will be emailed to you, should be kept on file for parental review.
- The delivery must follow the protocol outlined in the consent section of the 2021 Administration Handbook (please refer to the "Consent Letter Delivery Process"). You must ensure that all parents/guardians receive the consent letter **two to six week** prior to survey administration.

It is **vital** that someone in your school (for example, your 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 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.***

Once your school has delivered the parental consent letters, **please sign below and return this form with a PDF copy of the letter on school letterhead** via email to: [korey.pow@maine.gov](mailto:korey.pow@maine.gov) or via mail to: Korey Pow, 286 Water Street, 4<sup>th</sup> floor, 11 State House Station, Augusta ME 04333. When the form has been received, an email will be sent to the MIYHS Coordinator of your school **giving approval to administer the survey**. If this approval is not sent, your school's data will be removed from the analysis as specified in the informed consent protocol.

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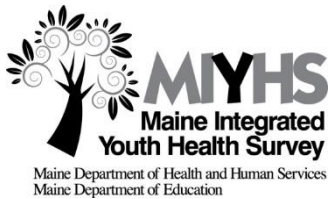
"I verify that the parental consent letter for the 2021 Maine Integrated Youth Health Survey was sent via electronic delivery or U.S. Mail to the parents or guardians of the eligible students (grades 5 – 12) in my school on \_\_\_\_\_ (Date).

Signed: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Principal

Printed name: \_\_\_\_\_





## Form B: Request for Postage Reimbursement Form

Thank you for agreeing to participate in the 2021 Maine Integrated Youth Health Survey (MIYHS). This form is for schools who used hard copy USPS mailing (using USPS Marketing Mail postage rate) to deliver the informed consent letters to some/all students and their guardians. **If you used only electronic mail delivery for the consent letters, this form does not need to be included in the completed survey materials.**

Please Note the Following:

1. Schools will be offered a **participation reimbursement** (consisting of USPS Marketing Mail postage reimbursement for the number of hard copy letters mailed by USPS) to help offset the expenses incurred with this mailing. The funds will be released to schools once the following documents have been received by Pan Atlantic Research:
  - This form, completed in full
  - A copy of the parental consent letter on school letterhead
  - Proof of completion of the online training review (to be completed by your school's designated MIYHS Coordinator)
  - Your school's completed survey materials (all classroom envelopes, each with a completed 'Classroom Summary Information Form'; absentee surveys, unless there were no students absent on the survey administration day; and the 'School Packing Form' completed in full).

Please sign below and email this form to Pan Atlantic Research at [MIYHS@panatlanticresearch.com](mailto:MIYHS@panatlanticresearch.com).

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### Participation Reimbursement Information:

Number of Letters Mailed\*: \_\_\_\_\_

(Reimbursement rate is \$0.26 per letter based on the USPS Marketing Mail rate, also known as the bulk rate.)

Check made payable to: \_\_\_\_\_

\* Note: While we welcome 'volunteer' schools (those not chosen as part of the 2021 5/6 sample of schools) to participate in the 5/6 module, 'volunteer' 5/6 students cannot be counted toward the participation reimbursement.

Send check to:

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Address

**Questions? Contact Pan Atlantic Research at [miyhs@panatlanticresearch.com](mailto:miyhs@panatlanticresearch.com) or 1-844-308-8906**  
**Thank you for your participation!**