



# Online Administration Addendum to the Administrator’s Handbook for 2021 MIYHS Coordinators (Grades 7 – 12)

## 2021 – 2022 School Year

### Contents

Introduction .....	2
MIYHS Online Administration Timeline .....	3
Administering the Online MIYHS at Your School.....	6
IT Tip Sheet for the Maine Integrated Youth Health Survey.....	8

## Introduction

The purpose of this Online Administration Addendum for MIYHS Coordinators (Grades 7 – 12) is to inform the MIYHS Coordinators within each school of their roles and responsibilities in conducting the **online**, also known as web-based, version of the 2021 Maine Integrated Youth Health Survey (MIYHS). This document provides information on the online administration procedures employed in the MIYHS, and should be used in addition to the Administration Handbook for MIYHS Coordinators that includes all the information that you will need to administer the 2021 MIYHS for grades 5 – 12.

### Quick Facts

- ✓ New for 2021, selected schools in Maine are eligible to have students complete the MIYHS online using a unique, random access code to access the survey online. Your school's MIYHS Coordinator will be notified if you are eligible for online administration.
- ✓ Only students in grades 7-12 are eligible to take the online version of the MIYHS. There is no online option for students in grades 5 and 6 in 2021.
- ✓ Remote students are not eligible to complete the survey, even if a school opts for the online version. All surveys must be completed by students who are physically at school.

### Background

In 2008, the US Centers for Disease Control and Prevention (CDC) conducted a methodological study to assess the feasibility of moving from a paper-and-pencil MIYHS survey administration to an online, web-based administration. Based on the results of that study, CDC decided the youth risk behavior surveys, such as the MIYHS, were not ready at that time to move to using an online, web-based administration system. Although the study found no evidence the mode of administration caused a significant difference in the prevalence of the risk behaviors, questions remained regarding privacy and the ability to protect anonymity in computer labs, cost, burden on the schools, and the capability of individual schools to provide a reliable internet connection and sufficient computer access.

Since then, the logistics of conducting an online, web-based survey within schools are less of a barrier and schools are requesting that survey administration be done using an online, web-based system. Given the increased availability of technology in schools, including “bring your own device” approaches, CDC decided in 2019 to offer online, web-based administration on a voluntary basis. In 2019, seven states and one district administered their high school survey using an online, web-based system and three of the seven states conducted their middle school survey using the same online, web-based system. All eleven surveys that were conducted using an online, web-based system in 2019 produced representative data.

Based on the success of the online, web-based surveys conducted in 2019, CDC will continue to support online, web-based administration for the 2021 MIYHS. Having said that, no school is required to use an online, web-based system to administer their MIYHS. [Please choose paper or online administration in by](#)

[clicking this link or in Step 1 below](#). Please note that you must choose one method per school: online or paper-based, not both.

As a reminder, the timeline of tasks and activities is found below. Note that only Step 4 is different for schools using the online mode of administration.

## MIYHS Online Administration Timeline

*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 MIYHS Administration Handbook for MIYHS Coordinators. However, the online administration of the survey has some minor differences noted in Step 4 and Step 8.*

**STEP 1 - Decide by June 4, 2021** how (paper or web-based) and when your school will administer the MIYHS during the **survey period of October 18-29, 2021**. [Click here to register your school's decision by June 4, 2021](#). (If the link isn't working, please type this URL into your browser: <https://app.smartsheet.com/b/form/6f4036c10e3b4a5f805ad3e1e1d900cb>)

**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. 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. **Reminder:** This list should not contain individual student names.

**STEP 4 -** ASAP after receipt of your survey materials in September 2021, **check every classroom survey packet** against your school's MIYHS Classroom Enrollment Confirmation Form(s).

**NOTE:** Step 4 is slightly different for schools using the online, web-based mode of MIYHS administration in that, instead of paper surveys, you will receive individual classroom packets containing index cards, one per student, with the MIYHS survey website address (URL) and an access code on them. (Each packet will also contain one paper copy of the survey to assist the teacher with any student questions that may arise. Please refer to the 2021 Administration Handbook for MIYHS Coordinators for more detail about answering student questions during the administration of the survey.)

**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.

**NOTE:** Please be sure to utilize the correct parent consent letter version, so parents/guardians are aware their student is participating in an online, web-based survey rather than a paper-based version. Parent consent letters will be translated, so please let us know which language/s you need.

**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**.

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

**Note:** If you administered the online version of the survey, you're done! Thank you!

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

**Is Your School Ready for Online Administration of the MIYHS?**

As mentioned, the increased availability of technology in schools, including “bring your own device” means many schools have the online infrastructure required to successfully administer online assessments, surveys, or tests to the entire student body. Pan Atlantic Research will be sending invitations to those schools that are eligible to administer the MIYHS online. (Again, not all Maine schools are eligible to administer the MIYHS online in 2021. Based on your success in 2021 with an online, web-based administration, we hope to roll out online MIYHS administration to all Maine schools in 2023. Thanks in advance for your help in making this year a success!)

In preparation of your school’s request for online administration please [click this link to make your administration choice by June 4, 2021](#). Please note that choosing web-based online administration is optional and schools may request a paper-based survey administration instead.

Here are the questions you will find on the [online administration form](#):

Your 2021 MIYHS Administration Choice: (Does your school wish to administer the 2021 MIYHS online?)

- Yes, our school will administer the online, web-based MIYHS version
- No, we will continue to use the paper-based option to administer the MIYHS survey

Infrastructure for Online: (Does your school have the online infrastructure required to successfully administer online assessments, surveys, or tests to the entire student body?)

- Yes, we have the online infrastructure we need.
- No, we do not have sufficient infrastructure to use the online, web-based option

Experience with Online: (Does your school have prior experience administering online assessments, surveys, or tests to the entire student body?)

- Yes, we have administered web-based, online assessments, surveys, or tests
- No, we have not administered web-based, online assessments, surveys, or tests

If yes, please provide the name/s of the assessments or surveys your school completed:

Do you have any questions for the MIYHS team about administering the MIYHS online this fall?

Thank you!

**Again, here is the link to the online administration form:**

[Click here to make your administration choice by June 4, 2021.](#)

(If the link isn't working, please type this URL into your browser:

<https://app.smartsheet.com/b/form/6f4036c10e3b4a5f805ad3e1e1d900cb>

## Administering the Online MIYHS at Your School

For state assessments, Maine Department of Education (DOE) has established policies, defined procedures, and must enforce rules to ensure the integrity of the state assessment system. While the MIYHS is not required by Maine Statute 20-A §6202 to a specific set of requirements, we will adhere to Maine’s test security expectations to ensure that the MIYHS will yield high-quality data that can be trusted to support valid conclusions.

### Accessing the survey

Pan Atlantic Research will be using unique, random access codes to access the survey online via a web browser. These access codes will be randomly generated, and students will use them on the login page for the survey. Importantly, these access codes are not tied to student identity to ensure anonymity.

In addition to the Teacher Script to be read aloud to students prior to accessing the MIYHS, you will receive an envelope containing index cards to be distributed to each individual student. The index cards will contain the URL (the web address of the survey) and the student’s unique access code. Surveys must be completed within the same class period where index cards are distributed. Remote students are not eligible to participate in the survey. Surveys must be completed within the school building.

Note that no survey logic or skip patterns will be used to ensure that all students complete the survey in approximately the same time frame, regardless of how they answer a question. Once surveys are submitted, the access codes are no longer active, and students should discard their index cards.

### Anonymity

The online survey will not collect IP addresses nor email addresses. Access codes are randomly generated independent of student identity and cannot be traced back to individual students. The same level of anonymity ensured in the paper survey applies to the online version as well.

### Seating arrangements

Students will be seated so there is enough space between them to minimize opportunities to review each other’s work.

### Maine DOE Guidance

To help ensure appropriate administration of state assessments, the Maine DOE seeks to develop a common understanding of what practices are appropriate and to establish procedures to reinforce their consistent implementation.

The Maine Test Security Handbook found at <https://www.maine.gov/doe/sites/maine.gov.doefiles/inline-files/Test%20Security%20Handbook%202019-2020%20Updated%20January%202020.pdf> presents the general expectations of the Maine DOE for the administration of statewide assessments, and the MIYHS team will follow these guidelines as appropriate. Maine’s policies and procedures around test security are presented in four sections in the document as described in the list below:

1. Prevention of Testing Irregularities – Best practices for avoiding test irregularities including training to prepare for testing, handling of test materials, expectations for students, appropriate testing environments, etc.
2. Detection of Irregularities – Steps to be taken at both the state level and the local level to monitor the test administration and detect/report any irregularities that may threaten the validity of the test results.
3. Investigation of Irregularities – Outline of the steps to be taken by the local education leaders in collaboration with the Maine DOE to best understand the incident and its implications should an irregularity require investigation.
4. Resolution of Irregularities – Guidelines for working with the Maine DOE to optimally resolve irregularities and to ensure valid results for all students.

## IT Tip Sheet for the Maine Integrated Youth Health Survey

This document provides IT-related information that may be helpful for district or school IT staff as the survey administration is planned at the district and school levels. The MIYHS is conducted using a high quality, cloud-based, online survey software program (Voxco). While it is designed to work smoothly, these tips may be helpful as you prepare for your survey.

### Preparing Your School and Network

- 1) If you have concerns about your network, consider staggering your survey over several class periods or a few days to minimize the load on your network.
- 2) Ask IT staff to let you know if they have concerns about your internet bandwidth. If so, consider staggering the survey over a few class periods. If you have already selected your date between October 18-29, 2021, you may want to divide your actual survey administration between the day(s) you selected and your back-up date to reduce the load on your network.
- 3) Make sure you have a recent version of your internet browser. The system works on any browser but may not work on the oldest versions.

a) You or your IT staff can make sure that your school's browser versions are TLS1.2 compatible. A short list is provided in the table below.

#### Browser Version Needed (TLS 1.2)

- Google Chrome Version 30 or higher (most recent is 91)
- Mozilla Firefox Version 27 or higher (most recent is 88)
- Android Version 5.0 or higher (most recent is 11.0)
- Safari Version 7 or higher (most recent is 12)
- Internet Explorer/ Microsoft Edge IE Version 11 or any version of Edge

b) Your IT staff can update your browsers if needed.

- 4) Contact your IT staff to “whitelist” the survey URLs and check to ensure it is accessible from the network at the school prior to the survey administration window.

a) High school students (grades 9-12) will use this link to access the survey: [\[Pan Atlantic Research will provide the URL as soon as the surveys are tested and available\]](#).

b) Middle school students (grades 7-8) will use this link to access the survey: [\[Pan Atlantic Research will provide the URL as soon as the surveys are tested and available\]](#).

- 5) Ask IT staff to actively monitor your Internet bandwidth to ensure it is not overreaching capacity.
- 6) Ask IT staff to actively monitor your Internet provider for reported or scheduled outages that may impact availability.
- 7) Be prepared to use your “make-up” date if you encounter issues during administration



### **Troubleshooting during the survey**

With most students having been successful with the recent move to an online environment, students should have little problem accessing and completing the survey. Please let Pan Atlantic Research know if you would like assistance with any troubleshooting prior to your scheduled survey date.

If you encounter issues during the survey administration, please consider the following troubleshooting steps:

1) If students encounter slow page loads:

a) First try a different browser

b) If that doesn't work, check other websites.

i) If those websites are also slow, there may be a strain on the school's network. It may be best to reduce the number of students concurrently taking the survey or to reschedule the administration to the use of a staggered approach.

2) If the survey URL is unavailable:

a) Try again to make sure it was typed in correctly

b) Try a different browser

c) Check other websites. If other website are inaccessible, the internet service provider may be unavailable. If this happens you may want to contact your ISP status updates.

3) If students can't log on, make sure they are correctly entering the URL and their access code.

4) If a student gets bumped off, encourage them to try logging in again.

5) If a major technical error prevents students from finishing the survey, or you encounter the worst case scenario, such as a school-wide internet outage, please notify [miyhs@panatlanticresearch.com](mailto:miyhs@panatlanticresearch.com) as soon as possible to ascertain whether we received the data that was entered for your school. Please note that you will need to re-administer the survey if we have not received your school's data.