

2021 MIYHS Teacher Training

Core MIYHS Administration Teacher Training based
on an **ONLINE** implementation at your school.



Course Content

- MIYHS Background
- Importance of consent and confidentiality
- Your responsibilities in administering the survey



Background

- The Maine Integrated Youth Health Survey (MIYHS) has been administered every two years since 2009.
- The MIYHS is sponsored by:
 - Maine Department of Education
 - Maine Department of Health and Human Services, Maine Center for Disease Control and Prevention



Background

- The MIYHS covers a wide range of topics -- from nutrition, physical activity, and performance in school to substance use and other risky behaviors.
- Data obtained from the MIYHS are used for a variety of purposes in evaluating student health and risk behaviors.
- Based on participation rates, schools have access to their own reports, as well as county, public health district and state-level data.
- The results often help point out the areas where improvements have been made. The results can also identify where students may still be at risk, and school administrators can take action in the form of health programs, campaigns and increased awareness.



Importance of Consent

- **Parents have the right to opt their child out of the survey.**
 - Parental consent letters (passive consent) are sent via email (or U.S. Mail) 2-6 weeks prior to the survey administration date.
 - Teachers work with their school's MIYHS Coordinator to ensure that students who have been opted out DO NOT take the survey. Documentation of this is very important.
- **Students also have the right to opt out of the survey.**
 - 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 providing a make-up session for absent students.



Importance of Confidentiality

- **Student anonymity is extremely important.**
- How can teachers help ensure confidentiality?
 - By making sure students have their own, individual working space to complete surveys.
 - By remaining at the front of the classroom once surveys are passed out and instructions are given, and not wandering around the room.
 - Refer to their own paper survey booklet so they do not have to look at a student's screen to answer any questions.



Importance of Confidentiality

Please note:

- 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.



Teacher Responsibilities in Administering the MIYHS

In the days prior to survey administration:

- Read the “Online Survey Administration Instructions for Teachers” and the “Classroom Script for Online Administration” documents.
- Be sure the Survey Codes printed on all Access Code Cards match the one listed on the Classroom Summary Information Form on the front of the envelope. (MS-B, MS-D, HS-B, HS-D)
- Check your classroom packet envelope to make sure there are enough access code cards and a paper survey booklet for the teacher.

Contact the school’s designated MIYHS Coordinator if there are not enough Access Code Cards or if there seems to be any other problem with the cards **ASAP PRIOR** to the survey administration period so that the issue can be resolved before the students take the survey.



Teacher Responsibilities in Administering the MIYHS

During survey administration:

MIYHS
Maine Integrated
Youth Health Survey

iPad users scan here ->

Type this URL into your browser:

<https://tinyurl.com/MiddleSchoolMSB>

Make sure you see MS-B and then enter this Access Code:

B-017-001-855

Click **SUBMIT** after you have completed the survey.

Letter School Code Class Code Random number

- Distribute the **Access Code Cards** to each student at the beginning of the class period. Instruct them to **type the URL** into their browser exactly as it is shown on the Card. iPad users can also **scan the QR Code** to access the survey without typing the URL.
- Once each student has accessed the survey site and can see the matching Survey Code on the site, they will then **enter their Access Code** found in the box on the card.



Teacher Responsibilities in Administering the MIYHS

During survey administration (cont.):

- Be sure that students whose parents refused their participation, who decline to participate in the survey themselves, and those whose parental consent letters are returned undeliverable are: 1) **NOT** surveyed, and 2) given an alternative activity during survey administration.
- Follow the “Online Survey Administration Instructions for Teachers” document.
- Display the following information on the front board of the classroom:
 - Contact information of the school’s substance use counselor and/or guidance counselor, and the State Crisis Hotline (1-888-568-1112)
- Read aloud and follow the “Classroom Script.”



Teacher Responsibilities in Administering the MIYHS

During survey administration (cont.):

- If the survey URL, QR code, or Access Code does not work, please have the student carefully re-enter it again. If that doesn't work, please give them a new Access Code Card and try again.
- While the students are taking the survey, teachers should:
 - 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 the school's make-up session.
 - Set aside extra Access Code Cards for students who are absent during survey administration.



Teacher Responsibilities in Administering the MIYHS

During survey administration (cont.):

- While the students are taking the survey, teachers should:
 - Remain seated at the front of the room once the surveys are passed out and instructions are given. This is an essential part of preserving students' **anonymity** and **confidentiality**; if teachers are wandering around the room, the students' answers and/or privacy may be impacted.
 - A paper copy of the survey booklet will be included in each classroom survey packet. Please refer to this if a student has questions about the survey so you do not have to look at a student's screen during the survey.



Teacher Responsibilities in Administering the MIYHS

Please note:

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

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

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

- 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.



Teacher Responsibilities in Administering the MIYHS

After the survey administration period:

- Teachers should have students skip to the end and **SUBMIT** their survey even if they are not finished.
- Used Access Code Cards should be recycled as they are no longer valid. Unused Access Code Cards should be placed in the envelope to be returned to the MIYHS Coordinator.
- Deliver the completed “Classroom Summary Information Form” printed on the front of the classroom survey envelope to the survey collection area, as designated by the MIYHS Coordinator. **ALL envelopes must be returned.**
- Follow the school’s make-up session plan for students absent on the day of the survey administration. **For many schools, completing this step can make the vast difference in the quality of the data contained in their school report at the conclusion of the project.**



Questions?

Please contact your school's MIYHS Coordinator with any questions

OR

Call or email Pan Atlantic Research

207-221-8877 ext 2

miyhs@panatlanticresearch.com

Thank you for your assistance with the MIYHS!

