

2021 MIYHS Teacher Training

Core MIYHS Administration Teacher Training based on a paper-based 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.
 - By keeping a copy of their own survey booklet so they do not have to look at a student's survey to answer any questions.
 - By having students pass around the classroom survey packet envelope to deposit their completed surveys, having the last student seal the envelope.



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 “Survey Administration Instructions for Teachers” and the “Classroom Script” documents.

Be sure the survey codes printed on all surveys match the one listed on the front of the packet. (5/6, HS-A, MS-B, etc.)

- Check their classroom packet(s) to make sure there are enough survey materials, including an extra survey booklet for the teacher.

Contact the school’s designated MIYHS Coordinator if there are not enough surveys or if there seems to be any other problem with the surveys **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:

- 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 “Survey Administration Instructions for Teachers” document.
- **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.



Teacher Responsibilities in Administering the MIYHS

During survey administration (cont.):

- Display the following information on the front board of the classroom:
 - SCHOOL ID and CLASS ID codes (printed on the front of the classroom survey packet)
 - Contact information of the school’s substance abuse counselor and/or guidance counselor, and the State Crisis Hotline (1-888-568-1112)
- Ensure that students use pencil or blue or black ink to complete the survey. Magic markers of any color as well as red, pink, and orange ink will not be read by the scanners and will result in unusable surveys.
- Read aloud and follow the “Classroom Script.”



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



Teacher Responsibilities in Administering the MIYHS

During survey administration (cont.):

- 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 blank survey booklets for students who are absent during survey administration. Be sure to fill in the SCHOOL ID and CLASS ID codes for these students. Set the surveys aside so that the surveys can be taken during your school’s make-up session.



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 pass around the envelope provided to deposit their completed surveys, having the last student seal the envelope. Never open the envelope once it has been sealed.
- **MS and HS modules:** Return ANSWER SHEETS ONLY. (Please recycle the survey booklets.)
- Deliver the completed surveys to the school's survey collection area, as designated by the MIYHS Coordinator.
- 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!

