



2021 MIYHS – ONLINE Survey Administration Instructions for Teachers (for online survey administrations)

Prior to Survey Administration:

1. Look through the survey materials to make sure that you have the following:
 - 2021 MIYHS – Classroom Script** document
 - An envelope with a **Classroom Summary Information Form** label on the front showing the Teacher's name. This packet contains all the **Access Code Cards** for your classroom. The packet contains:
 - Cards with survey links and access codes. You will receive sheets of Access Codes Cards that are perforated for easy tearing. Please separate the cards to provide one per student. You will have extras in case a code doesn't work or was entered errantly. Please check the following:
 - Are there enough cards for the students in your class? If not, please contact your school's designated MIYHS Coordinator IMMEDIATELY.
 - For each classroom, do the Access Code Cards have the same SURVEY CODE on them (for example: MS-B, MS-D, HS-B, HS-D) and does this code match the SURVEY CODE listed on the front of your Classroom Summary Information Form envelope?
 - A paper copy of the survey for you to read through and refer to during the survey administration period
 - The list of students who cannot participate in the survey due to parental refusal. This will be provided to you by your MIYHS Coordinator or front office administrative staff.
2. Please familiarize yourself with the **2021 MIYHS – Classroom Script** prior to survey administration.
3. Plan an alternative activity for non-participating students. This activity should be something that students can perform at their desk while the other students are taking the survey, such as reading or working quietly. High participation in the student survey is important to the overall success of the study, so it is important that you select a neutral alternative activity, so students are not discouraged from participating in the survey.
4. Verify that your class seating is arranged so that students cannot see each other's answers.
5. Reserve the whole class period (about 45 minutes) on the selected survey date so that your students have time to finish the survey without feeling rushed.

During Survey Administration:

1. 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 random Access Code** found in the box on the card. Below is an example of an **Access Code Card** for a class in School 017, with Class 001 taking survey version MS-B (these numbers should match the School ID and Class ID shown on the front of the envelope in the Classroom Summary Information Form):

MIYHS
Maine Integrated Youth Health Survey
The School and Class Information

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.

Protecting Student Privacy and Confidentiality: Please note that we gather the School and Class information with the Access Code that we need in order to process the data, but importantly, each unique 10-digit alphanumeric code with a letter in front, only provides single-use access to the survey for that session only and cannot be linked back to any individual student in any way. Not only are the last three digits random, the method of distribution to students in each classroom is random. Furthermore, we do not ask for, nor collect, any student names in the administration of the MIYHS.

2. Carefully and clearly read the **2021 MIYHS — Classroom Script** document **word-for-word** to your students.
3. If students have questions about the survey, please give them the following contact information:
 - ✓ Korey Pow, Maine Center for Disease Control & Prevention, at Korey.Pow@maine.gov or 207-287-5084;
 - ✓ Jean Zimmerman, Maine Department of Education, at Jean.Zimmerman@maine.gov or 207-215-6841; or
 - ✓ The USM Human Protections Administrator,* at usmorio@maine.edu or 207-228-8434.

** Please note that the USM Institutional Review Board has reviewed and approved this study to make sure that students' and parents' rights are protected.*

4. Provide students with contact information (name, office #, and/or phone number) of the school's substance use counselor and/or guidance counselor and the State Crisis Hotline (1-888-568-1112). You should refer students to these resources to discuss additional questions or concerns regarding issues raised by the survey.

5. Please remain at the front of the classroom while students are completing the survey. It is important that the students feel comfortable and that no one will see their answers to survey questions.
6. Please refer to the **2021 MIYHS — Classroom Script** document as to how to answer students' questions. Refer to your paper survey so that you will not have to look at a student's screen to answer specific questions.
7. Complete the **Classroom Summary Information Form** on the front of your class envelope. ***This information is very important to ensure the validity of the data.*** Return unused Access Code Cards and the envelope to your MIYHS Coordinator.
8. Students should work quietly at their desks when they are finished with the survey. Students that don't finish in the allotted time should skip to the end and **click the SUBMIT button** even if they didn't finish.
9. After reminding the students to **click the SUBMIT button** at the end of class, students should recycle their Access Code Cards. Access Codes are single use and no longer valid once used in the classroom survey administration.

After Survey Administration:

At the end of the class period, ensure the unused Access Code Cards are back in the envelope to be used for any students absent on the day of administration. Your school's MIYHS Coordinator will hold makeup sessions for absent students. Please return the classroom survey packet envelope with the **Classroom Summary Information Form completed** to the location that your school's MIYHS Coordinator has designated.

Thank you very much for your participation in the 2021 MIYHS!

PLEASE CONTACT YOUR SCHOOL'S DESIGNATED MIYHS COORDINATOR WITH ANY QUESTIONS.