



2023 MIYHS – Classroom Script

(For online web-based survey administration)

[PLEASE PASS OUT THE ACCESS CODE CARDS AND READ THE FOLLOWING ALOUD TO THE CLASS:]

Read: “Today, you will have an opportunity to complete the Maine Integrated Youth Health Survey. This survey is part of a study being done by the Maine Department of Health and Human Services and the Maine Department of Education to help us gather the information needed to plan important health-based programs to deal with problems such as drug use or violence in our school and community. This information will also help us to learn how well current programs are working.”

For teachers: Students will now login to the survey at the web address on their Access Code card. The web address (also known as a URL) for the survey is <https://us1se.voxco.com/SE/1422/MIYHS2023/> and is also located on their Access Code cards and listed on the front of this envelope. They may also use the QR Code listed on their cards.

Read: “Please go ahead and login to the survey at the web address on your Access Code card or scan the QR Code. I will read out the web address to type into your browser: h-t-t-p-s, colon, forward slash, forward slash, the letter u, the letter s, the number one, the letter s, the letter e, dot, v-o-x-c-o, dot, c-o-m, forward slash, capital S, capital E, forward slash, 1-4-2-2, forward slash, M-I-Y-H-S-2-0-2-3, all one word, forward slash. Now press Enter. Once you see the landing page, go ahead and enter your Access Code located on your Access Code card. These cards have been distributed randomly and the code is for administrative purposes only. Your answers are confidential and cannot be linked to you in any way.”

Read: “I’m going to read some instructions to you about completing the survey. Please listen carefully and once you log in, you can read the information along with me.”

[READ THE SURVEY INSTRUCTIONS ON THE FRONT PAGE OF A BLANK SURVEY ALOUD TO THE CLASS. Students will see this text after successfully logging in to the survey.]

Read: “If you do not wish to do the survey, please leave it on your desk, and read or work quietly instead. If you choose to participate, please answer the questions as honestly as you can, so that the information from these surveys is correct and useful.”

[AFTER ALL STUDENTS HAVE SUCCESSFULLY ACCESSED THE SURVEY WEBSITE AND LOGGED IN WITH THEIR ACCESS CODES:]

Read “You may begin.”

[INSTRUCTIONS CONTINUE ON SECOND PAGE]

****GENERAL INSTRUCTION FOR ANSWERING STUDENTS' QUESTIONS****

The general responses listed below should be used when a student has a question about a particular item or set of items on the survey. Choose the most appropriate general response from the set of responses listed below:

Student does not understand the question or a particular word in the question:

- "If you are not sure what a particular word or question means, try to answer it to the best of your ability or leave it blank."

Student is not sure if they know the right answer:

- "I want to stress that there are no right or wrong answers. Answer the best that you can."

Student cannot find a response option that fits exactly:

- "If you can't find an answer that fits exactly, choose the one that comes closest."

Student says the question doesn't apply:

- "If the question does not apply to you, try to answer it to the best of your ability or leave it blank."

Student asks why there are no skip patterns:

- "There are no skip patterns in the survey to make sure that student confidentiality is protected."

[AT THE END OF THE SURVEY CLASS PERIOD:]

Read: "The survey time is over now. If you have not finished the survey, please click the "NEXT" button to skip the questions you have not answered and then click the "SUBMIT" button. It is very important that you click "SUBMIT" before exiting the survey or closing the webpage. Has everyone clicked "SUBMIT" so that your answers can be recorded? Thank you."

Read: "If this survey has raised concerns about alcohol or drug use or any other issue, please speak to a school counselor or other trusted adult. You can also call the Maine Crisis Line at 888-568-1112. There is also a poster in the School Nurse or Guidance Offices with a variety of crisis hotline numbers. If you have questions about your rights related to the survey, I can give you information on whom to call. On behalf of our school, the Maine Department of Health and Human Services, and the Maine Department of Education, I would like to thank you for your participation in this important study."

Read: "Please go ahead and throw away or recycle your used Access Code cards as you exit the classroom."

[IMMEDIATELY RETURN UNUSED ACCESS CODE CARDS TO THE CLASSROOM ENVELOPE AND WRITE A LIST OF ABSENT STUDENTS ON THE FRONT. THEN DELIVER THIS ENVELOPE TO THE SAFE, CONFIDENTIAL COLLECTION AREA THAT WAS DESIGNATED BY YOUR SCHOOL'S MIYHS COORDINATOR.]