



Maine Department of Health and Human Services  
Maine Department of Education

# Online Administration Handbook for 2023 MIYHS Coordinators (Grades 5 – 12)

*For schools using the online web-based Administration*

## 2022 – 2023 School Year

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## I. INTRODUCTION

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The purpose of this *Administration Handbook for MIYHS Coordinators (Grades 5 – 12)* is to inform the MIYHS Coordinators within each school of their roles and responsibilities in conducting the 2023 Maine Integrated Youth Health Survey (MIYHS) for the following modules: 5<sup>th</sup>/6<sup>th</sup> grade (5/6), Middle School (MS), and High School (HS). This document provides information on the administration procedures employed in the MIYHS, as well as some background and rationale for the way that the MIYHS is conducted. The following *Administration Handbook for MIYHS Coordinators* includes all the information that you will need to administer the 2023 MIYHS for grades 5 – 12.

This is the Online Administration Handbook, but your school may wish to complete a paper-based MIYHS administration. If so, please use the Paper Administration Handbook which can be found on the MIYHS 2023 website:

[www.maine.gov/miyhs/2023-survey-information](http://www.maine.gov/miyhs/2023-survey-information).

### **Quick Facts:**

- ✓ The MIYHS is sponsored by the Maine Department of Education, in collaboration with the Department of Health and Human Services, Maine Center for Disease Control and Prevention.
- ✓ The first administration of the MIYHS took place in February 2009, after many years of collaboration and planning to integrate several surveys that had previously been administered separately, including the Maine Youth Drug and Alcohol Use Survey (MYDAUS), the Youth Risk Behavior Survey (YRBS), and the Youth Tobacco Survey (YTS).
- ✓ The MIYHS has been administered every two years (2009-2021) during January and February (except during the pandemic).
- ✓ The 2023 MIYHS is composed of three modules:
  1. “5/6” – 5<sup>th</sup> and 6<sup>th</sup> grade student survey
  2. “MS” – 7<sup>th</sup> and 8<sup>th</sup> grade (middle school) student survey, composed of four sub-versions
  3. “HS” – 9<sup>th</sup> through 12<sup>th</sup> grade (high school) student survey, composed of four sub-versions

### **Benefits:**

- ✓ The benefits of participating in the MIYHS include, but are not limited to:
  - School and SAU access to a school specific report with a wide range of data on youth behaviors, risk factors, and protective factors; including comparisons to past MIYHS results and state level data. (*Please note that restrictions apply to the availability of School and SAU reports, based on minimum participation rates and school size.*)
  - Availability of data to evaluate the impact of national, state, and local efforts to prevent certain risk behaviors and to improve school health education policies and programs.
  - Access to local, public health district, and state data that show how student health risk behaviors change over time, and how they affect the success of Maine youth in attaining the Maine Learning Results.

## I. INTRODUCTION (continued)

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### Other Information:

- ✓ After managing the past seven MIYHS administrations, Pan Atlantic Research in Portland, Maine, is looking forward to working with schools on administering the 2023 MIYHS. Past MIYHS administrations have been successful, with approximately 65,000 completed student surveys in each survey year.
- ✓ While many MIYHS Coordinators and teachers have assisted with the MIYHS and/or other student surveys in the past, our experience with and feedback from past MIYHS administrations indicate that a small number of school personnel misunderstood the survey procedures and protocol, which may have impacted students' rights and/or the validity of schools' survey data, sometimes resulting in surveys that were not usable.

Therefore, as the designated MIYHS Coordinator for your school, it is extremely important that you:

- a) thoroughly review and complete the information contained within this document, and
- b) complete the online knowledge review by December 15, 2022 (see STEP 3).

Both of these items are **mandatory** parts of your school's participation in the MIYHS and must be completed.

- ✓ **Please let us know if you change your MIYHS Coordinator or if you have any questions, comments, or concerns throughout the survey administration process.**
- ✓ **Contact Pan Atlantic Research (email: [miyhs@panatlanticresearch.com](mailto:miyhs@panatlanticresearch.com) or call (207) 221-8877 ext. 2) at any time.**

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES

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### **OVERVIEW**

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 pages following this Overview section.

**STEP 1** - Decide **how** (online or paper) and **when** your school will administer the MIYHS during the **survey period of January 17, 2023 – February 17, 2023**.

**STEP 2** - Send Pan Atlantic Research a **spreadsheet containing enrollment figures for each classroom** participating in the MIYHS as soon as 2023 classes form and no later than December 9, 2022. The spreadsheet, also known as your “Class List,” should reflect the classroom information for the *selected date and method of the survey administration* and should include any vocational and/or alternative education students in your school.

**STEP 3** - Complete the **online knowledge review** for MIYHS Coordinators by December 15, 2022; we will send you the link.

**STEP 4** - 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.

**STEP 5** - ASAP after receipt of your survey materials in December or January, **check every classroom survey packet** containing your Access Code Cards against your school’s MIYHS Classroom Enrollment Confirmation Form(s).

**STEP 6** - **Train the teachers** in your school on how to administer the survey.

**STEP 7** - **Administer the survey** during the survey period of January 17, 2023 - February 17, 2023.

**STEP 8** - **You’re done! Throw away/recycle the Classroom Envelopes.**

Timeline for Survey Administration Steps for the 5/6, MS & HS MIYHS Modules				
October	November	December	January	February
	STEP 1			
		STEP 2 (by Dec. 9)		
		STEP 3 (by Dec. 15)		
			STEP 4	
			STEP 5	
				STEP 6
			STEP 7 (Jan. 17, 2023 – Feb. 17, 2023)	
				STEP 8

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

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### DETAILED INFORMATION FOR EACH STEP

Please see below for specific information about each step in administering the 2023 5/6, MS, and HS MIYHS modules.

#### **STEP 1 - Decide how (online or paper) and when your school will administer the MIYHS during the survey period of January 17 - February 17, 2023.**

- ✓ **All** students in the grades participating in the MIYHS must be given the opportunity to take the survey including vocational and alternative education students, if applicable. Please pick a day within the January 17 - February 17 timeframe that will have **maximum attendance** to improve the reliability of your school's data.
- ✓ Decide how best to administer the surveys in your school, keeping in mind that the online survey administration period should be 30 minutes. Please note: students will not have enough time to complete the survey if they are not given a complete block of at least 30 minutes.
  - Note that the Appendix of 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.
  - Please choose a time (e.g., homeroom, English classes, Period 2 classes) in which all students have an opportunity to take the survey; but please ensure that no students take the survey more than once. **As a reminder, be sure that vocational and/or alternative education students, as applicable, have an opportunity to take the survey.**
  - Please ensure that students in the different MIYHS grade segments (5/6, MS, and HS) are in separate classrooms during survey administration and are not interspersed with other grade segments. For example, 5<sup>th</sup> and 6<sup>th</sup> grade students may be in the same classroom with one another, but 6<sup>th</sup> and 7<sup>th</sup> grade students may not as they belong to different MIYHS grade segments (and therefore will be given different survey modules). This will help guarantee that each student will receive the appropriate Access Code Cards for the module of the MIYHS they should complete.
  - For the Middle School and High School modules, half of the schools participating in the MIYHS will receive "A" and "C" versions of the survey, while the other half of schools will receive "B" and "D" versions. Pan Atlantic Research will assign the survey version to your classes, with half of the classes at your school receiving one version and the other half receiving the other version. Each class envelope will be clearly marked with the survey version that class will complete. The first three letters of the Access Code that your class receives on the cards in the envelope correspond to the survey version that students will complete.
  - Specifically, the following MIYHS grade segments will be receiving **different modules** of the survey:
    - Grades 5 and 6 will complete the 5/6 version;
    - Grades 7 and 8 (2 of 4 versions – MS-A & MS-C \*OR\* MS-B & MS-D); and
    - Grades 9 through 12 (2 of 4 versions – HS-A & HS-C \*OR\* HS-B & HS-D).
- ✓ **NOTE:** If the January and February timeframe conflicts with other initiatives, an alternative date can be selected so long as it falls prior to March 17, 2023.

**CHECK THIS BOX ONCE STEP 1 HAS BEEN COMPLETED.**

II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

**STEP 2 - 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 December 9, 2022. The spreadsheet, also known as your “Class List,” should reflect the classroom information for the *selected date and method of the survey administration* and should include any vocational and/or alternative education students in your school.**

- ✓ Because survey materials and Access Code Cards need to be prepared in advance of the survey administration date, we ask that you email the classroom enrollment spreadsheet (see below for spreadsheet format) to Pan Atlantic Research ([miyhs@panatlanticresearch.com](mailto:miyhs@panatlanticresearch.com)) **as soon as possible** after classes have been formed and no later than **December 9, 2022**. Pan Atlantic will include additional Access Code Cards to account for small enrollment changes occurring in the time since the classroom enrollment spreadsheet was sent to Pan Atlantic Research. If these extra Access Code Cards will not be sufficient to cover the enrollment or add/drop changes your school may experience OR if your school changes the way in which the survey will be administered, **you must let Pan Atlantic Research know immediately so that arrangements can be made to get you the survey materials you need.**
- ✓ Ensure that the classroom enrollment spreadsheet (see below) includes the **anticipated survey administration date** and the following information for each classroom:
  - Survey Administration Date(s) (estimated date is fine if you haven’t scheduled the actual date yet)
  - Format: Enter “Online” for the online web-based survey or “Paper” for the paper-based survey.
  - School Name
  - Name of teacher
  - Type of class (e.g., “English,” “Homeroom”); if you choose to administer the survey throughout the day (for example, in English classes), be sure to include the class period as well.
  - Grade(s) of the students in the classroom
  - **Number** of students in the classroom (leave out student names please)
  - Notes – add anything you think Pan Atlantic Research needs to know about the classes at your school
- ✓ Note: The classroom enrollment spreadsheet **should not** include a list of the individual student names. However, if the classroom enrollment spreadsheet you provide includes students’ names, **please ensure that they are grouped and labeled by teacher** so that the appropriate number of Access Code Cards per classroom can be readily packed for each teacher.
- ✓ Email the classroom enrollment spreadsheet in an electronic format that is compatible with Excel (Excel or Google Sheets) to Pan Atlantic Research ([miyhs@panatlanticresearch.com](mailto:miyhs@panatlanticresearch.com)); please contact Pan Atlantic Research if this is not possible. Do not send a PDF version. The preferred layout of the classroom enrollment spreadsheet is as follows:

**Sample Class List** (this template is available at <https://www.maine.gov/miyhs/2023-survey-information>):

	A	B	C	D	E	F	G	H
1	Survey Date	Format	School Name	Teacher Name	Type of Class	Grade(s)	Number of Students	Notes
2	19-Jan-23	Paper*	District Community School	Ms. Leia	English	5 & 6	32	
3	24-Jan-23	Online	District Community School	Mr. Solo	Homeroom	7	24	
4	24-Jan-23	Online	District Community School	Mr. Skywalker	Homeroom	8	16	
5	7-Feb-23	Online	District Community School	Ms. Rey	English, Period 1	9 & 10	22	
6	9-Feb-23	Online	District Community School	Mr. Kenobi	English, Period 2	11 & 12	25	
7								
8	*Paper is used here only as an example. The 5th and 6th grade module can also be administered online.							
9								

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

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- ✓ Be sure to **include** any vocational/alternative education students in your school, but **do not** include homeschooled students on the classroom enrollment spreadsheet as they are not included in the parameters of the MIYHS.
  - ✓ Small enrollment changes may occur between the time that the classroom enrollment spreadsheets are provided and the survey administration period. If these cannot be corrected with the extra Access Code Cards that are packed for each school or if your school changes the way in which the survey will be administered, it is **VITAL** that you call Pan Atlantic Research immediately to request additional Access Code Cards.
- CHECK THIS BOX ONCE STEP 2 HAS BEEN COMPLETED.

**STEP 3 - Complete the online training review for MIYHS Coordinators by December 15, 2022.**

- ✓ An online knowledge review is required of all MIYHS Coordinators; this step must be completed prior to administering the survey. We are asking Coordinators to complete the training by December 15<sup>th</sup>, 2022. The review is a short, 10-question review. The training for the 2023 MIYHS, which is similar to the training method employed in the 2021 MIYHS, can be completed in just TWO easy steps:
1. **Read the *Administration Handbook for MIYHS Coordinators (this document)* thoroughly.** Please keep this handbook readily available as it should answer most of the questions you may have about how to administer the 2023 MIYHS. *Remember, please do not hesitate to contact Pan Atlantic Research with any questions ([miyhs@panatlanticresearch.com](mailto:miyhs@panatlanticresearch.com) or (207) 221-8877 ext. 2).*
  2. **Complete the online knowledge review.** You will be sent an email containing a link to the online training review. Please be on the lookout for an email with the subject: “2023 MIYHS Coordinator Knowledge Review.” Simply complete the brief training review at your convenience between receipt of the email and December 15, 2022.

NOTE: You will be contacted by Pan Atlantic Research if you answered more than one training review question incorrectly. The purpose of this follow-up is to answer any questions you may have and to ensure that the MIYHS is being administered according to the protocol in exactly the same way in each school.

CHECK THIS BOX ONCE STEP 3 HAS BEEN COMPLETED.



## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

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### STEP 4 - Work with your principal/main office to make sure that the requisite parental consent letters have been sent at least two weeks (but not more than six weeks) prior to your school's scheduled survey administration date.

- ✓ **Be sure to use this year's (2023) version of the parental consent letter.** The parental consent letter (PCL) has been translated into select languages; these versions are available upon request. *It is very important to send the parental consent letters to parents/guardians at least two weeks– but not more than six weeks – prior to your school's scheduled survey administration date to provide sufficient time to decide consent.* **As an example,** the parent consent letters should be sent between December 30<sup>th</sup> and January 27<sup>th</sup> for students taking the survey on February 10<sup>th</sup>
- ✓ Informed parental consent is vital to the success of the MIYHS. The parental consent letters must be sent to the parents/guardians of all students in the grades participating in the MIYHS.
- ✓ As in 2021, the 2023 MIYHS will utilize email delivery for PCLs, aimed to make the consent process easier for schools. Email delivery is the recommended method to deliver the parent consent letters. For the step by step protocol of mailing out your consent letters, please refer to “Parent/Guardian Consent Letter Delivery Options” in the Appendix. For those schools that do not utilize email or have a need to send the letters via U.S. Mail, you may follow the steps in the Appendix for U.S. Marketing Mail bulk rate delivery.
- ✓ PDF versions of the actual MIYHS surveys and question banks for the middle and high school surveys are available on the MIYHS website, [www.maine.gov/miyhs/2023-survey-information](http://www.maine.gov/miyhs/2023-survey-information). Please refer parents to this website so that they may review the survey questions, if requested.
- ✓ It is **vital** that someone in your school (for example, you as the MIYHS Coordinator, or someone such as your attendance secretary in the main office) creates a list of students who **won't** be participating in the survey – either due to parental non-consent or parental consent letters being returned as undeliverable. **Since these students will not be able to participate in the survey, they should be given an alternate activity during the survey administration period.** Please note that Pan Atlantic Research does not need to receive this list – it is for you and your staff to be sure that non-eligible students are not surveyed.
- ✓ Email distribution of PCLs has become the norm for most schools and is recommended.
- ✓ U.S. Postal Service Marketing Mail bulk rate postage reimbursement is available to schools that utilize U.S. Mail to send the parent consent letters. It is important to note that postage reimbursements will be released to schools after Pan Atlantic Research has received the following:
  1. “Request for Postage Reimbursement Form,” (see Appendix) completed in full;
  2. A copy of the parental consent letter on your school letterhead;
  3. Documentation of the MIYHS Coordinator's participation in the online training review (Pan Atlantic Research will automatically receive the documentation upon your completion of the online training review -- see STEP 3 for more information); and
  4. Pan Atlantic Research will confirm your school's participation in the data and then provide reimbursement.

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

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- ✓ 'Volunteer' schools are welcome to participate in the 2023 MIYHS but are not eligible for PCL postage reimbursement. Volunteer Schools are those that were not chosen as part of the 2023 5/6 sample of schools but have chosen to participate in the 5/6 module.

***Step 4-1 - Forward a copy of the parent consent letter on your school letterhead to Korey Pow Haggerty.***

Once your school has delivered the parental consent letters, please forward a copy of the letter on school letterhead to Korey Pow Haggerty via email to: [korey.pow@maine.gov](mailto:korey.pow@maine.gov).

**CHECK THIS BOX ONCE STEP 4-1 HAS BEEN COMPLETED.**

**CHECK THIS BOX ONCE STEP 4 HAS BEEN COMPLETED.**

**STEP 5 - ASAP after receipt of your survey materials, check every classroom survey packet against your school’s MIYHS Classroom Enrollment Confirmation Form(s).**

- ✓ Pan Atlantic Research will mail your survey materials directly to your school.
- ✓ When you receive your survey box(es), inside you will find:
  - A folder containing the following documents:
    - MIYHS Classroom Enrollment Confirmation Form (customized for each school)
    - Laminated poster to be displayed in a prominent area of the school for at least two weeks starting on the day before your school’s survey administration date
  - Classroom packets (one per class) containing the Access Code Cards and a Teacher code so that teachers can complete the online Classroom Summary Information Form to confirm classroom enrollment, participation, and the number of absent students on the day of the survey administration.
- ✓ **As soon as possible after receiving the survey materials and at least one week prior to your school’s survey administration date, make sure to check every classroom survey packet against your school’s MIYHS Classroom Enrollment Confirmation Form(s). If your school has a large number of classes, you may find it helpful for each teacher to check his/her own survey materials.**
  - Please review your materials at least one week prior to your school’s survey administration date and contact Pan Atlantic Research (207) 221-8877 ext 2) RIGHT AWAY if you find any problems with your survey materials. While Pan Atlantic Research does everything possible to double-check all the survey materials before they are packed and distributed, errors sometimes happen with 90,000 surveys being packaged. Unfortunately, solutions to any packing errors will be extremely limited if there isn’t enough time for additional survey materials to be sent in the mail.
  - Now is a good time to check the network. Contact your IT staff to “whitelist” the survey URL [<https://us1se.voxco.com/SE/1422/MIYHS2023/>] or [<http://bit.ly/3F9hPaD>] or QR Code and check to ensure they are accessible from the network at the school prior to the survey administration window. All surveys will be accessible from this one URL (the Bitly link and the QR Code both point to [<https://us1se.voxco.com/SE/1422/MIYHS2023/>]).
  - The survey material review check list should be as follows:



***Step 5-1 – Are there enough Access Code Cards in each classroom packet given current enrollment figures?***

We will provide enough Access Code Cards to cover the enrollment figures documented in the classroom enrollment spreadsheet you provided in STEP 2 and include extras to account for small enrollment changes or in case a code isn’t working for some reason. There will also be one paper survey booklet in each classroom survey packet for the teacher to read through and refer to during the survey administration period.

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

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However, if a classroom packet still doesn't have enough Access Code Cards due to more substantial enrollment changes, call Pan Atlantic Research **IMMEDIATELY** so that we can get the proper survey materials to you prior to your school's administration date.

CHECK THIS BOX ONCE STEP 5-1 HAS BEEN COMPLETED.

***Step 5-2 – For MS and HS modules only: For each classroom packet, do all of the Access Code Cards have the same SURVEY CODE on them (e.g., MS-A, HS-B) and does this code match the one listed on the “Classroom Summary Information Form” printed on the front of each classroom survey packet?***

If there is an obvious packing error, please contact Pan Atlantic Research **ASAP** if you have any questions at all as to the best way of fixing something that seems to have been done in error.

CHECK THIS BOX ONCE STEP 5-2 HAS BEEN COMPLETED.

CHECK THIS BOX ONCE ALL OF STEP 5 HAS BEEN COMPLETED.

## STEP 6 - Train the teachers in your school on how to administer the survey.

- ✓ Train classroom teachers on how to administer the MIYHS:
  - The MIYHS Coordinator should display a laminated poster (to be provided with your materials) with various hotline numbers in a prominent location in their school for at least two weeks, beginning on the day prior to your school’s survey administration date. In addition, the poster will be available on the MIYHS website for staff to download, print, and display in their respective offices. Alert teachers where in your school the posters will be displayed by adding the location to the **‘Classroom Script’ prior to the document being photocopied/e-mailed and distributed to teachers.**
  - Organize a training session – either done individually or in a larger group – to ensure that the teachers adhere to the Teacher MIYHS Protocol (listed below). This training can be done in-person or virtually. You will have access to a PowerPoint presentation and a video, created by the MIYHS Team, to use in the training session(s).
  - Email or photocopy and distribute (along with the classroom survey packets) the “Survey Administration Instructions for Teachers” and “Classroom Script” documents. You will be receiving these documents via email in November. Before emailing or photocopying the “Classroom Script,” be sure to update this document with information regarding where the posters will be displayed. Teachers will also need the list of students who cannot take the survey due to parental refusal or undeliverable parental consent letters (see STEP 4 for more information). **Distribute these survey materials including Access Code Cards to teachers at least one day\* prior to your school’s survey administration date to ensure that teachers have enough time to familiarize themselves with the survey materials.** *\*This could be done earlier if you want teachers to help check through their own classroom materials to be sure that they have enough Access Code Cards in their classrooms.*

### MIYHS Teacher Protocol:

- ✓ In the days leading up to the survey administration period, teachers should:
  - Read the “Survey Administration Instructions for Teachers” and the “Classroom Script” documents.
  - Make sure that all the contents of their classroom packets including the Access Code Cards are accounted for and accurate:
    - Make sure that each Access Code Card has the same SURVEY CODE (first three digits of the access codes) and that the survey code matches the “Classroom Summary Information Form” printed on the front of each classroom survey packet. Middle schools and high schools are given one of two sets of survey versions (approximately half of your school’s students – split by classroom – will receive each survey version):
      - MS-A and MS-C; or
      - MS-B and MS-D; or
      - HS-A and HS-C; or
      - HS-B and HS-D

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

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- **PRIOR** to the survey administration period, ensure that there are enough Access Code Cards in the classroom survey packet for the students in their classroom, including an extra paper survey booklet for the teacher. If not, teachers should contact **you**, as your school’s MIYHS Coordinator. **You** should make sure that they are given additional access code cards; for MS and HS modules, it is **VITAL** that the new access codes have the correct “SURVEY CODES” on them that match the rest of the classroom and the “Classroom Summary Information Form” printed on the front of the classroom survey packet. **Note: This should be done as far in advance as possible, so that Pan Atlantic Research has time to send you additional Access Code Cards in the mail, if necessary.**
  
- ✓ During the actual survey administration period, teachers should:
  - Ensure that students whose parents refused their participation, who decline to participate in the survey themselves, or those whose parental consent letters are returned undeliverable are: 1) **NOT** surveyed, and 2) given an alternative activity during survey administration.
  - Separate the Access Code Cards that come in sheets of perforated cards. There should be plenty of Access Code Cards in the classroom packet to account for enrollment changes or replacement for codes that might not work or were entered improperly. In addition, the random distribution of the cards also reinforces confidentiality and privacy, i.e., that the codes are random and cannot be linked back to the student.
  - Display the contact information (name, office #, and/or phone number) of the school’s substance use prevention counselor and/or guidance counselor, county crisis resources, and the Maine Crisis Line (1-888-568-1112). Teachers should refer students to these resources to discuss additional questions or concerns regarding issues raised by the survey.
  - Follow the “Survey Administration Instructions for Teachers” and the “Classroom Script,” which is a set of **verbatim** instructions to be read to the students before they begin the survey.
  - Supply the following contact information to students who have questions about the survey or about their rights regarding the survey:
    - Korey Pow Haggerty, Maine Center for Disease Control and Prevention at [korey.pow@maine.gov](mailto:korey.pow@maine.gov) or (207) 287-5084,
    - Jean Zimmerman, Maine Department of Education, at [Jean.Zimmerman@maine.gov](mailto:Jean.Zimmerman@maine.gov) or (207) 215-6841, or
    - USM Human Protections Administrator at (207) 228-8434 and/or email [usmorio@maine.edu](mailto:usmorio@maine.edu).

Note: The Institutional Review Board (IRB) at the University of Southern Maine has approved the use of this survey. The IRB is responsible for protecting the rights and welfare of survey participants.
  
- ✓ While the students are taking the survey, teachers should:
  - Insert any extra Access Code Cards back into the Classroom Envelope. Teachers should then write the list of absent students on the outside of the envelope and return the envelope to the MIYHS Coordinator in preparation for the makeup session(s). As MIYHS Coordinator, you will hold makeup session(s) for students that were absent on the day of administration, which will help improve the reliability of your school’s data.
  - Remain seated at the front of the room once the Access Code Cards are distributed, instructions are given, and students have successfully entered their Access Codes. This is an essential part of preserving students’ **anonymity** and **confidentiality**; if teachers are walking around the room, the students’ answers and/or privacy may be impacted.

## II. SURVEY ADMINISTRATION STEPS – 5/6, MS & HS MODULES (continued)

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- Keep their paper copy of the survey handy so that they do not have to look at a student’s computer or iPad in order to answer specific questions about survey content.

### **Important - when a student asks a question about the survey:**

- A. It is okay to clarify questions regarding grammar and vocabulary not related to the survey content. It is not okay, however, to clarify questions about 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. Be aware that the survey contains alternate words that will help students understand what is being asked.

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.”

- B. 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. Please contact Pan Atlantic Research with any questions about administering the survey to students with language barriers and/or any other special need(s).
- **Completes the “Day of” Enrollment Form:** On the day of survey administration, teachers will **use the same 2023 MIYHS survey URL** <https://us1se.voxco.com/SE/1422/MIYHS2023/> and use their **unique Teacher Code** to login and fill out the “Classroom Summary Information Form” in its entirety. The unique Teacher Code will be provided on the classroom packet) and contains the School ID and Class ID teachers need to access the short form to provide the actual count of students in the class **on the day of administration**. The survey will also ask you to include the actual number of students who are absent on the day of the survey. These numbers will be updated later by Pan Atlantic Research after the absent students participate in your school’s make-up session. **Please do hold make-up sessions for absent students** - improving the response rate with make-up sessions boosts the reliability of the results.

✓ After the survey administration period, teachers should:

- Be sure that all used Access Code Cards are thrown away or recycled. Note that the Access Codes are single-use, and once used to complete the survey, cannot be used again.
- Deliver the Classroom envelopes containing the extra Access Codes Cards and list of absent students to the designated safe, confidential collection area (as pre-determined by **you**, the MIYHS Coordinator).
- Follow the make-up session plan that **you** (your school’s MIYHS Coordinator) have put into place to administer the survey to absent students.

**CHECK THIS BOX ONCE STEP 6 HAS BEEN COMPLETED.**

## STEP 7 - Administer the survey.

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- ✓ Prior to your school's administration date, it is important that you:
1. Determine the prominent location in your school where the laminated poster with various hotline numbers will be displayed. Check with the school nurse and guidance office to make sure that non-laminated copies of the poster are displayed in their respective offices as well. Add the locations of the posters to the 'Classroom Script' prior to the document being photocopied and distributed to teachers.  
 **CHECK THIS BOX ONCE STEP 7-1 HAS BEEN COMPLETED.**
  2. Distribute Classroom Envelopes to teachers, **including the list of students who won't be participating in the survey** – either due to parental non-consent or parental consent letters returned as undeliverable.  
 **CHECK THIS BOX ONCE STEP 7-2 HAS BEEN COMPLETED.**
  3. Designate a safe, confidential collection area where all teachers can deposit the classroom envelopes containing the extra Access Code Cards for the make-up session.  
 **CHECK THIS BOX ONCE STEP 7-3 HAS BEEN COMPLETED.**
  4. Organize a make-up session for students who were absent on the day of survey administration. Communicate the plans of this make-up session with teachers **before** your school's survey administration date so that they know what to do with the extra Access Codes in the envelopes that they have set aside for the list of absent students.  
 **CHECK THIS BOX ONCE STEP 7-4 HAS BEEN COMPLETED.**
- ✓ **Administer the survey during the survey administration period of January 17 – February 17, 2023.**
- ✓ It is extremely important to follow up with students who are absent on the original survey administration date:
- **Following up with absent students is vital to the success of the MIYHS as a whole, as well as to the integrity of your school's individual data set.**
  - Each student who was absent on the survey administration date should be given the same survey instrument (with matching school, class, and survey codes [MS and HS only]) that the rest of **their class** used during the original survey administration. Use the extra Access Codes from the class that they were absent from so that their data can be added into their class.
  - Schools that provide a make-up session for their absent students (or that have no absent students during survey administration) will be entered into a raffle to receive \$250 for their school's general fund.
- CHECK THIS BOX ONCE ALL OF STEP 7 HAS BEEN COMPLETED.**



**STEP 8 - Throw away/recycle the Classroom Envelopes.**

- ✓ Once you have finished administering the make-up session for students who were absent on the original survey administration date, you should go through the collected survey materials to ensure that all classroom survey packets are accounted for. Throw away or recycle all the Classroom Envelopes containing the extra Access Code Cards and blank paper copies of the survey.
- ✓ If you used U.S. Mail to send your Parent Consent Letters, please complete **the Request for Postage Reimbursement Form** to request reimbursement.

**CHECK THIS BOX ONCE STEP 8 HAS BEEN COMPLETED.**

### III. IMPORTANCE OF CONSENT, CONFIDENTIALITY, AND ANONYMITY

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- ✓ It is vital for everyone involved in the survey administration process to be aware that parents and/or students have the right to choose *not* to participate in the survey (informed consent).

**This right to consent will be *violated* if:**

- Parents
    - **Do not receive the parental consent letter.** Thus, it is vital that schools document any parental consent emails/letters that are returned as undeliverable (these students need to be given an alternate activity during survey administration).
    - **Do not receive the parental consent emails/letters in time to opt their child out of participating in the survey.** Thus, it is vital that the parental consent emails/letters are sent out **two to six weeks** prior to each school's chosen survey administration date(s).
  - Students
    - **Are not clearly informed that their participation in the MIYHS is voluntary.** Thus, 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 following up with absent students.)
- ✓ Please be aware that 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.

Student anonymity is extremely important. If students feel that someone may see their answers, they are less likely to answer honestly. 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.

- ✓ Please follow these steps to make sure that student anonymity is protected:
  - Be sure that each teacher administering the survey is properly trained and receives the proper survey administration materials ("Survey Administration Instructions for Teachers" and the "Classroom Script").
    - Seat students so there is enough space between them to minimize opportunities to review each other's work.
    - Ask teachers not to 'wander' around the classroom during the survey administration period.
    - Limit clarification and explanation of questions to pronunciation and to the standard answers given to frequently asked questions. Reassure students that they can leave any questions they don't understand blank.
  - While the survey can be read aloud by a proctor, only administer the survey to students who are able to follow along and understand the survey by themselves. Please contact Pan Atlantic Research with any questions about administering the survey to students with language barriers and/or any other special need(s).

#### IV. IMPORTANCE OF DATA VALIDITY AND RESPONSE RATES

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- ✓ After protecting students' rights, the second most important goal is returning the highest number of valid surveys possible. This happens by following the procedures outlined below:
  - Make sure the survey is administered in the classes specified in the classroom enrollment spreadsheet that you send to Pan Atlantic Research by verifying the MIYHS Classroom Enrollment Confirmation Form(s). You are encouraged to keep to your plan for administering the survey once you have sent in your classroom enrollment spreadsheet, but if for some reason you need to make a change, please contact Pan Atlantic Research (207-221-8877 ext. 2) as soon as possible.
  - **Check through all your survey materials as soon as you receive them.** While Pan Atlantic Research does everything possible to double-check all the survey materials and Access Code Cards before they are packed and distributed, mistakes sometimes happen with 90,000 surveys and Access Code Cards being packaged. Please contact Pan Atlantic Research **ASAP if you find any problems with your survey materials** so that there is time to address any issues and more Access Code Cards can be sent to you. Unfortunately, solutions to any packing errors will be limited if there isn't enough time for additional survey materials to be sent.
  - Ensure that students who are absent on the day of the survey are given a later opportunity to participate in a make-up session to complete the survey. **For many schools, completing this step can make a vast difference in the quality of the data contained in their school report at the conclusion of the project.**
  - **At least one week prior to your school's survey administration date,** make sure that the School Code and Class Code match the classroom on your school's "MIYHS Classroom Enrollment Confirmation Form" and is printed on the "Classroom Summary Information Form" on the front of each classroom envelope. There should be plenty of extra Access Code Cards in the Classroom Envelopes but please contact Pan Atlantic Research ASAP should you need any more Access Code Cards in addition to the extras provided.

#### **DURING THE SURVEY ADMINISTRATION PERIOD, TEACHERS SHOULD:**

- Be sure that the School ID and Class ID matches the information on the Classroom Envelope. These codes should match the ones listed for that classroom on your school's "MIYHS Classroom Enrollment Confirmation Form" and printed on the "Classroom Summary Information Form" on the front of each classroom survey packet.
- Access and complete the "Online Classroom Summary Information Form" correctly. Follow the link and enter the Teacher's Access Code Card supplied in the Classroom Envelope.

#### IV. IMPORTANCE OF DATA VALIDITY AND RESPONSE RATES (continued)

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##### **NOTES ON 2023 MIYHS REPORTS:**

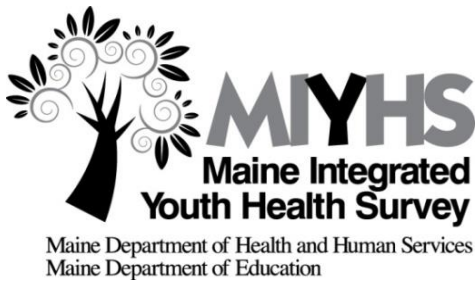
- ✓ The 2023 MIYHS data reports (by school, SAU, county, geographic public health district, and state) will be found on the MIYHS website, [www.maine.gov/MIYHS](http://www.maine.gov/MIYHS).
- ✓ Please note that the school and SAU reports will be available on the password protected portion of the website. Principals and superintendents who do not have access to school data currently should contact Korey Pow Haggerty at [korey.pow@maine.gov](mailto:korey.pow@maine.gov) to set up an account. Principals and superintendents are encouraged to share their login information with their respective school and SAU contacts.
- ✓ The MIYHS team will notify principals, superintendents, and MIYHS Coordinators upon the availability of the reports (projected to be by October 2023). Please contact Korey Pow Haggerty at the Maine Center for Disease Control and Prevention ([korey.pow@maine.gov](mailto:korey.pow@maine.gov) or (207) 287-5084) with any data, confidentiality policies, or website questions you may have.
  
- ✓ **School Reports (password protected):**
  - Schools must have at least 20 participating students (unweighted) in the final data set within a given survey module (e.g., 5/6, MS, or HS).
  - Student response rates within a school must be at least 50%.
  
- ✓ **SAU/District Reports (password protected):**
  - SAU/District must have at least 20 participating students (unweighted) in the final data set within a given survey module (e.g., 5/6, MS, or HS).
  - The overall response rate (equivalent to the school response rate in the SAU/district multiplied by the average student response rate within the participating school) must be at least 50%.

**Everyone involved with the MIYHS project would like to thank you for your assistance in administering the 2023 MIYHS in your school. We are also very appreciative of your principal, teachers, and students in your school for supporting this very important project.**

With approximately 300 schools, thousands of teachers, and 70,000+ students participating in the survey each year, the MIYHS is a large project. It is important to us that your experience with the MIYHS is as positive as possible.

We welcome your feedback and/or suggestions for improvements at any time  
([miyhs@panatlanticresearch.com](mailto:miyhs@panatlanticresearch.com)).

Thank you again for your participation!



## Appendix Table of Contents

### Appendices:

A-1. 2023 MIYHS Coordinator Checklist

A-2. Parent/Guardian Consent Letter Delivery Process

A-3. Postage Reimbursement Form

A-4. Maine Test Security Handbook information

A-5. IT Tip Sheet for Schools



Maine Department of Health and Human Services  
Maine Department of Education

## 2023 MIYHS Coordinator Checklist

Use this checklist to ensure that you have completed the following key tasks:

- STEP 1** - Decide how and when your school will administer the MIYHS during the survey period of January 17 – February 17, 2023.
- STEP 2** - 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 December 9, 2022**. 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.
- STEP 3** - Complete the online knowledge review for MIYHS Coordinators **by December 15, 2022**. The link will be sent to MIYHS Coordinators.
- STEP 4** - Work with your principal/main office to make sure that the requisite parental consent letters have been **emailed at least two weeks (but not more than six weeks) prior** to your scheduled survey administration date.
  - 4-1 - Forward a copy of the parent consent letter on your school letterhead to Korey Pow Haggerty.
- STEP 5** - ASAP after receipt of your survey materials, check every classroom envelope against your school’s MIYHS Classroom Enrollment Confirmation Form(s).

**This step must be done at least one week prior to your school’s survey administration date. (Note: If your school has a large number of classes, you may find it helpful for each teacher to check his/her own survey materials.)**

  - 5-1 - Are there enough Access Code Cards in each classroom packet given current enrollment figures?
- STEP 6** - Train the teachers in your school on how to administer the survey.
- STEP 7** - Administer the survey.
  - 7-1 - Determine the prominent location in your school where the laminated poster with various hotline numbers will be displayed. Check with the school nurse and guidance office to make sure that non-laminated copies of the poster are displayed in their respective offices as well. Add the locations of the posters to the ‘Classroom Script’ prior to the document being photocopied and distributed to teachers.
  - 7-2 - Distribute survey materials to teachers, **including the list of students who won’t be participating in the survey** – either due to parental non-consent or parental consent letters returned as undeliverable.
  - 7-3 - Designate a safe, confidential collection area where all teachers can deposit the classroom envelopes containing the extra Access Code Cards.
  - 7-4 - **Organize a make-up session** for students who were absent on the day of survey administration.
  - Communicate the plans of this make-up session with teachers **before** your school’s survey administration date so that they know what to do with the extra Access Code Cards set aside for absentee students.
- STEP 8** - **Throw away/recycle the Classroom Envelopes**. Lastly, if applicable, send in the Request for Postage Reimbursement

**THANK YOU!**

## Parent/Guardian Consent Letter Delivery Process

(Consent emails/letters to be sent to parents/guardians at least two weeks, but not more than six weeks, prior to your school's survey date)

### Electronic Delivery (Email) + U.S. Mail Delivery as needed

### U.S. Mail Delivery

**Step 1:** Compile home email addresses for all families of the students eligible to be surveyed.

**1B:** Start a list of all students unable to receive electronic letter (no contact listed, undeliverable, etc.)

**Step 2:** Insert school logo/letterhead into *the MIYHS Parental Consent Letter*

**Step 3:** Send parent consent letters via email to all parents/guardians

**3B:** Update list from **1B** to include undeliverable messages

**Step 4:** Using the list from **1B** & **3B**, send Consent Letters through U.S. Mail to families who did not receive the electronic version

**Step 5:** Forward a copy of your Parent Consent Letter on school letterhead to Korey Pow Haggerty ([korey.pow@maine.gov](mailto:korey.pow@maine.gov))

**Step 5:** Complete "Request for Participation Reimbursement" and send to Pan Atlantic Research to receive a full reimbursement for the cost of bulk rate postage for your USPS mailings

**Step 1:** Compile home addresses for all families of the students eligible to be surveyed

**Step 2:** Insert school logo/letterhead into *MIYHS Parental Consent Letter*

**Step 3:** Send parent consent letters via U.S. Marketing Mail bulk rate to all parents/guardians

**Step 4:** Forward a copy of your Parent Consent Letter on school letterhead to Korey Pow Haggerty ([korey.pow@maine.gov](mailto:korey.pow@maine.gov))

**Step 5:** Complete "Request for Postage Reimbursement" to receive a reimbursement for the cost of PCL postage for your USPS Mailings and email to Pan Atlantic Research



## Request for Postage Reimbursement Form

Thank you for agreeing to participate in the 2023 Maine Integrated Youth Health Survey (MIYHS). This form is for schools who used hard copy USPS mailing (using USPS Marketing Mail postage rate) to deliver the informed consent letters to some/all students and their guardians. **If you used only electronic mail delivery for the consent letters, this form does not need to be included in the completed survey materials.**

Please Note the Following:

1. Schools will be offered a **postage reimbursement** (consisting of USPS Marketing Mail postage reimbursement for the number of hard copy PCL letters mailed by USPS) to help offset the expenses incurred with this mailing. The funds will be released to schools once the following documents have been received by Pan Atlantic Research:
  - This form, completed in full
  - A copy of the parental consent letter on school letterhead
  - Proof of completion of the online training review (to be completed by your school's designated MIYHS Coordinator)

Pan Atlantic Research will confirm your school's participation in the data and then provide reimbursement.

Please sign below and email this form to Pan Atlantic Research at [MIYHS@panatlanticresearch.com](mailto:MIYHS@panatlanticresearch.com).

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### Participation Reimbursement Information:

Number of PCL Letters Mailed\*: \_\_\_\_\_

(Reimbursement rate is \$0.26 per letter based on the USPS Marketing Mail rate, also known as the bulk rate.)

Check made payable to: \_\_\_\_\_

\* Note: While we welcome 'volunteer' schools (those not chosen as part of the 2023 5/6 sample of schools) to participate in the 5/6 module, 'volunteer' 5/6 students cannot be counted toward the participation reimbursement.

Send check to:

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Address

**Questions? Contact Pan Atlantic Research at [miyhs@panatlanticresearch.com](mailto:miyhs@panatlanticresearch.com) (207) 221-8877 ext. 2.  
Thank you for your participation!**



## Maine Test Security Handbook

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.

### 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.doe/files/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 schools administering 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 or your IT Staff 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) 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 107)
- Mozilla Firefox Version 27 or higher (most recent is 107)
- Safari Version 7 or higher (most recent is 16)
- Internet Explorer Version 11/ Microsoft Edge (most recent is 107)

b) Your IT staff can update browsers if needed.

4) Contact your IT staff to "whitelist" the survey URL [<https://us1se.voxco.com/SE/1422/MIYHS2023/>] or  and check to ensure they are accessible from the network at the school prior to the survey administration window.

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 websites 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.