



Maine Department of Health and Human Services
Maine Department of Education

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

For schools using a Paper-based Administration

2022 – 2023 School Year

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I. INTRODUCTION

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: 5th/6th 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 Paper Administration Handbook, but your school may wish to complete an online web-based MIYHS administration. If so, please use the Online Administration Handbook which can be found on the MIYHS 2023 website: 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” – 5th and 6th grade student survey
 2. “MS” – 7th and 8th grade (middle school) student survey, composed of four sub-versions
 3. “HS” – 9th through 12th 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)

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 training 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 or call (207) 221-8877 ext. 2) at any time.**

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

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** 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 - **Return completed paper surveys** to Pan Atlantic Research by the end of February 2023.

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)

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 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 accuracy of your school's data.
- ✓ Decide how best to administer the surveys in your school, keeping in mind that the paper survey administration period should be 45 minutes. Please note: students will not have enough time to complete the survey if they are not given a complete block of at least 45 minutes.
 - 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, 5th and 6th grade students may be in the same classroom with one another, but 6th and 7th 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 module of the MIYHS to 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. 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.

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 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) **as soon as possible** after classes have been formed and no later than **December 9, 2022**. Pan Atlantic will include additional surveys to account for small enrollment changes occurring in the time since the classroom enrollment spreadsheet was sent to Pan Atlantic Research. If these extra surveys 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 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 surveys per classroom can be readily packed for each teacher.
- ✓ Email the classroom enrollment spreadsheet in an electronic format that is compatible with Excel (Excel, Google Sheets) to Pan Atlantic Research (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:

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

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								

- ✓ **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 surveys 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 surveys.

CHECK THIS BOX ONCE STEP 2 HAS BEEN COMPLETED.

STEP 3 - Complete the online knowledge 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 review by December 15th, 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 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)

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 30th and January 27th for students taking the survey on February 10th
- ✓ 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. 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:
 - “Request for Postage Reimbursement Form,” (see Appendix) completed in full;
 - A copy of the parental consent letter on your school letterhead;
 - 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
 - Your school's completed survey materials: A) All classroom envelopes (each with a completed 'Classroom Summary Information Form'), B) Absentee surveys (unless there were no students absent on the survey administration day), and C) 'School Packing Form' completed in full.

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

- ✓ 'Volunteer' schools are welcome to participate in the 2023 MIYHS but are not eligible for 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.

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

CHECK THIS BOX ONCE STEP 4 HAS BEEN COMPLETED.

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

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 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)
 - School Packing Form
 - 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
 - Absentee Survey Envelope
 - Classroom survey packets (for each class) containing the following survey materials:
 - 5th and 6th grade – Survey booklets
 - MS & HS modules – Survey booklets with attached (perforated) answer sheets
- ✓ **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.
 - The survey material review check list should be as follows:

Step 5-1 – Are there enough surveys in each classroom packet given current enrollment figures?

Surveys are packed to match the exact enrollment figures documented in the classroom enrollment spreadsheet you provided in STEP 2. There will be one extra survey booklet in each classroom survey packet for the teacher to read through and refer to during the survey administration period. Additional surveys will be packed in a separate envelope for each school to account for small enrollment changes occurring in the time since the classroom enrollment spreadsheet was sent to Pan Atlantic Research.

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

If a classroom survey packet still doesn't have enough surveys due to more substantial enrollment changes, you can supplement them with survey booklets from another classroom survey packet if that packet has extras. **However, for the MS and HS modules, you MUST make sure that the two classrooms have the same SURVEY CODE** (e.g., if your class used MS-A, you must use MS-A surveys only; if it was HS-B, you can only use HS-B to supplement, and so on).

If not enough extra surveys are available, call Pan Atlantic Research **IMMEDIATELY** so that you can get the proper survey materials by 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 survey booklets 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 that you are able to fix yourself, you may go ahead and do so. However, please contact Pan Atlantic Research ASAP if there is a larger problem and/or 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.

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

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 surveys) 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 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 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 survey packets to be sure that they have enough survey booklets 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 survey packets are accounted for and accurate:
 - For MS and HS modules: Make sure that each survey booklet has the same SURVEY CODE and that the 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
 - **PRIOR** to the survey administration period, ensure that there are enough surveys in the classroom survey packet for the students in their classroom, including an extra survey booklet for the teacher. If

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

not, teachers should contact **you**, as your school’s MIYHS Coordinator. **you** should make sure that they are given additional surveys; for MS and HS modules, it is **VITAL** that the new surveys 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 survey materials 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.
- **For 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. *If a student rips his or her survey, provide the student with another survey booklet if there are extras in your classroom survey packet. If there are no extra survey booklets, have the student continue taking the survey with the ripped answer sheet.*
- Make sure that students only use pencil or blue or black ink to complete the survey. Do not have students use magic markers of any color or red, pink, orange, or yellow ink as those colors will not be read by the scanner.
- Display the following items on the board or screen at the front of the classroom:
 - 1) SCHOOL ID and CLASS ID codes -- These can be found on the “Classroom Summary Information Form” printed on the front of the classroom survey packet. It is essential that teachers have the students fill in these ID codes correctly or your school runs the risk of your surveys not being processed correctly.
 - 2) 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 the survey is administered.
- 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 or (207) 287-5084,
 - Jean Zimmerman, Maine Department of Education, at Jean.Zimmerman@maine.gov or (207) 215-6841, or
 - USM Human Protections Administrator at (207) 228-8434 and/or email 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:

- 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’

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

anonymity and **confidentiality**; if teachers are walking 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.

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).
- 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 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.
- Set aside blank survey booklets for students who are absent during survey administration:
 - Fill in the SCHOOL ID and CLASS ID codes for these students. Set the surveys aside so that the surveys can be taken during the make-up session.

✓ After the survey administration period, teachers should:

- Pass around the classroom survey packet for students to deposit their survey booklets (5/6 module) or detached answer sheets (MS and HS modules), having the last student seal the classroom survey packet envelope.
- **For MS and HS modules:** In order to keep the return mailing costs and processing time to a minimum, please recycle the survey booklets - MS and HS students should return **only** their completed and detached **answer sheets**.
- Deliver the completed survey packet envelopes 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.

- ✓ 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 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.
 - CHECK THIS BOX ONCE STEP 7-2 HAS BEEN COMPLETED.
 3. Designate a safe, confidential collection area where all teachers can deposit the sealed classroom survey packet envelopes containing the completed surveys.
 - 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 surveys they have set aside for absentee 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. For 5/6, the school and class codes must match; for the MS and HS, the school, class, and survey codes must match, e.g., "MS-A," or "HS-C" must match.
 - Provided that the school and class codes have been properly filled in for each survey, all surveys from the make-up session(s) can be bundled together and put into the 'Absentee Survey Envelope' (which will be provided), even if students weren't in the same class originally.
 - 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.

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

STEP 8 - Return completed surveys.

- ✓ Once you have finished administering the make-up session for students who were absent on the original survey administration date, you should put all the make-up surveys in the “Absentee Survey Envelope.” **DO NOT** alter the information on the “Classroom Summary Information Forms” to account for the fact that the make-up session took place (for example, moving students originally in the “Absentee” row to the “Participating” row) – **Pan Atlantic Research will change the “Classroom Summary Information Forms” accordingly.**
- ✓ Go through the collected survey materials to ensure that all classroom survey packets are accounted for and that the “Classroom Summary Information Forms” on the front of each classroom survey packet are completed in full. **DO NOT** open the sealed classroom survey packets to make sure that information on the “Classroom Summary Information Form” is correct; simply make sure that the information is completely filled out and that any obvious omissions and/or errors (which can be addressed by the teacher for that classroom) are addressed immediately.
- ✓ Fill out the “School Packing Form,” being sure to keep a copy for your records. Include a copy of this form in each package you return to Pan Atlantic Research.
- ✓ As soon as possible after the administration of the make-up survey session, mail completed surveys to Pan Atlantic Research:

Pan Atlantic Research
Attn: MIYHS Survey
P.O. Box 527
Portland, ME 04112

CHECK THIS BOX ONCE STEP 8 HAS BEEN COMPLETED.

III. IMPORTANCE OF CONSENT, CONFIDENTIALITY, AND ANONYMITY

- ✓ 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. 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").
 - 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.
 - Have students put their own surveys into the classroom survey packet envelope. Once the envelope is sealed by the last student to put his/her survey in, do not open the envelope.
 - 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

- ✓ 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 surveys 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 before they are packed and distributed, mistakes sometimes happen with 90,000 surveys 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 survey materials can be sent in the mail if necessary. Unfortunately, solutions to any packing errors will be limited if there isn't enough time for additional survey materials to be sent in the mail.
 - 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.**
 - Be sure that all teachers have filled out their "Classroom Summary Information Forms" correctly and in full, and that **YOU** complete the "School Packing Form" in its entirety.
 - Deliver the completed surveys (survey booklets for Grade 5/6; detached answer sheets for MS and HS modules) to a designated drop-off point or deliver/mail them (using a traceable method) to Pan Atlantic Research in a timely manner.

FOR MS AND HS MODULES:

- **At least one week prior to your school's survey administration date**, make sure that the survey code (e.g., MS-A, HS-B) on each student's survey booklet matches the rest of the surveys for that classroom. This code should match the one listed for that 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 survey packet.
- Redistribute surveys, if needed, to account for small enrollment changes. Be sure to match the survey code from the survey booklet to the MIYHS Classroom Enrollment Confirmation Form(s) provided for the MS and HS modules. **It is vital not to mix survey codes if you need to redistribute surveys.** If, for example, one of your classrooms taking MS-B needs extra survey booklets, the additional surveys needed should be taken from the extra survey booklet supply and/or from other classrooms also taking the MS-B version. Please contact Pan Atlantic Research ASAP should you need any survey booklets in addition to the extras provided.

DURING THE SURVEY ADMINISTRATION PERIOD, TEACHERS SHOULD:

- Be sure, for the MS and HS modules, that the survey code (e.g., MS-A, HS-B) on each student's survey booklet matches the rest of the surveys for that classroom. This code should match the one listed for that 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 survey packet.

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

- Make sure that students fill in the correct SCHOOL ID and CLASS ID codes. The SCHOOL ID and CLASS ID codes will be listed on the “Classroom Summary Information Form” printed on the front of the classroom survey packets. It is vital that teachers post this information clearly and correctly on the board for students. It is also extremely important that teachers pre-fill the correct SCHOOL ID and CLASS ID codes on the surveys that are to be set aside for absentee students to fill out during the survey make-up session.
- Ensure that students use a pencil or blue or black ink to complete the survey. Magic markers of any color as well as red, pink, and orange ink cannot be read by the scanning machine and will result in unusable surveys.
- Fill out the “Classroom Summary Information Form” correctly.

NOTES ON 2023 MIYHS REPORTS:

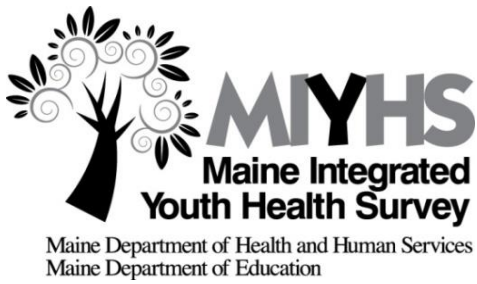
- ✓ The 2023 MIYHS data reports (by school, SAU, county, geographic public health district, and state) will be found on the MIYHS website, www.maine.gov/MIYHS.
- ✓ Please note that the school and SAU reports will be available on the password protected portion of the website. Principals and superintendents who do not have access to school data currently should contact Korey Pow Haggerty at korey.pow@maine.gov 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 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).

Thank you again for your participation!



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Appendices:

A-1. 2023 MIYHS Coordinator Checklist

A-2. Parent/Guardian Consent Letter Delivery Process

A-3. Postage Reimbursement Form



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 survey packet 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 surveys in each classroom packet given current enrollment figures?
 - 5-2 - **For MS and HS modules:** For each classroom packet, do all the survey booklets have the same SURVEY CODE on them (MS-A, HS-B, etc.) and does this code match the one listed on the “Classroom Summary Information Form?”
- 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 sealed classroom survey packet envelopes containing the completed surveys.
 - 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 surveys they have set aside for absentee students.
- STEP 8** - Return completed surveys by mail to Pan Atlantic Research.

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)

5B: Complete "Request for Postage Reimbursement" and send to Pan Atlantic Research to receive a reimbursement for the PCL 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 at 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



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; return postage for completed surveys is not reimbursable. 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)
 - Your school's completed survey materials (all classroom envelopes, each with a completed 'Classroom Summary Information Form'; absentee surveys, unless there were no students absent on the survey administration day; and the 'School Packing Form' completed in full).

Please sign below and email this form to Pan Atlantic Research at MIYHS@panatlanticresearch.com.

PCL Postage 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:

Address

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