

MIYHS Administration Handbook for School Nurses Conducting the 5th Grade Module

2016-2017 School Year

November 21, 2016

I. INTRODUCTION

The purpose of this *MIYHS Administration Handbook for School Nurses* is to inform school nurses of their roles and responsibilities in conducting the 2017 Maine Integrated Youth Health Survey (MIYHS) for the 5th/6th grade (5/6) module. 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 *MIYHS Administration Handbook for School Nurses* includes all of the information that you will need to conduct height/weight screenings for the 5th grade students in your school.

Quick Facts:

- ✓ The MIYHS is sponsored by the Maine Department of Education, in collaboration with the Maine Center for Disease Control & Prevention and Substance Abuse & Mental Health Services in the Department of Health and Human Services.
- ✓ 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 is administered every two years (2009, 2011, 2013, 2015, etc.) during the first half of February.
- ✓ The MIYHS is composed of four overall modules:
 1. “**K/3**” – Kindergarten and 3rd grade parent survey¹
 2. “**5/6**” – 5th and 6th grade student survey²
 3. “**MS**” – 7th and 8th grade (middle school) student survey, composed of four versions
 4. “**HS**” – 9th through 12th grade (high school) student survey, composed of four versions

¹ School nurses are asked to conduct height/weight and oral health screenings (with assistance) of Kindergarten and 3rd grade students.

² School nurses are asked to conduct height/weight screenings of 5th grade students.

Benefits:

- ✓ The benefits of participating in the MIYHS include, but are not limited to:
 - School and SAU access to 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 some restrictions may apply.*)
 - 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.
 - Aggregate data gathered from the height/weight screenings will: 1) be used as a longitudinal measure of overall student risk of obesity, 2) inform local, regional, and state stakeholders of the overall health of school-aged children; and 3) measure the effectiveness of systemic interventions aimed at reducing the obesity burden of school-aged children in Maine.

I. INTRODUCTION (continued)

Special Notes:

- ✓ After coordinating the MIYHS administrations since its inception in 2009, Pan Atlantic Research out of Portland, Maine, is looking forward to working with schools on administering the 2017 MIYHS.
- ✓ Past MIYHS administrations have been very successful, with approximately 70,000 completed surveys in each survey year - 2009 to 2015.
- ✓ While we understand that many school nurses have assisted with the MIYHS and/or other student surveys in the past, our experience with and feedback from the previous MIYHS administrations indicate that a small minority of school personnel had misunderstandings of survey procedures and protocol that may have impacted students' rights and/or the validity of schools' survey data – sometimes resulting in surveys that were not usable.
- ✓ Therefore, it is extremely important that you thoroughly review the information contained within this document and complete an open note, online training review in December for how to conduct height/weight screenings; both of these items are mandatory parts of your school's participation in the MIYHS. This *MIYHS Administration Handbook for School Nurses* will outline all of the steps in the MIYHS administration process that involve school nurses. Please call Pan Atlantic Research toll-free at **1-844-308-8906** at any time throughout the survey administration process should you have any questions, comments, or concerns.
- ✓ According to our records, you will be assisting with the following modules:
 - 5/6 module
- ✓ The remaining sections of the *MIYHS Administration Handbook for School Nurses* are as follows:
 - II. School Nurse Responsibilities – 5/6 Module**
 - Appendix A-** Measuring Height and Weight
 - Appendix B-** Height Conversion Chart
 - Appendix C-** Online Training Review Questions

II. SCHOOL NURSE RESPONSIBILITIES – 5/6 MODULE

5/6 STEP 1 – Complete the brief, open note online training review for how to conduct height/weight screenings.

- ✓ An online training review is required of all school nurses conducting height/weight screenings as part of the MIYHS. This step must be completed in order for your school to receive its participation stipend in the MIYHS. The online training review for the 2017 MIYHS, which is different from the training method employed in past years, can be completed in just TWO easy steps:
 1. **Read the *MIYHS Administration Handbook for School Nurses* (this document) thoroughly, including Appendix A which has more information directly related to survey administration procedures.** *Please keep this MIYHS Administration Handbook for School Nurses handy as it should answer many of the questions you may have about how to administer the 2017 MIYHS. Please do not hesitate to contact Pan Atlantic Research (miyhs@panatlanticresearch.com or 1-844-308-8906) with any questions that you may have.*
 2. **Complete the online training review.** In December, 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: “2017 MIYHS – School Nurse Online Training Review.” Simply go through the training review at your convenience between receipt of the email and **January 20th, 2017.**
 - You must complete the online training review **BEFORE*** conducting height/weight screenings.
Height/weight screenings completed in the fall of 2016 **may be used for the 2017 MIYHS provided that the protocol described in Appendix A was followed.*
 - You will be contacted by Pan Atlantic Research if you answer more than one training review question incorrectly. The purpose of this contact will be to answer any questions you may have and to ensure that the MIYHS is being administered in exactly the same way in each school.

CHECK THIS BOX ONCE 5/6 STEP 1 HAS BEEN COMPLETED.

5/6 STEP 2 – Work with your school’s designated MIYHS Coordinator (grades 5-12) to make sure you are aware of how the 5th grade survey will be administered. Gather the height and weight measurements for the 5th grade students in your school **BEFORE** the grades 5-12 written survey administration date in your school. It is vital that the heights/weights are collected *first* in order to ensure student confidentiality.

As school nurse, you will be responsible for collecting height and weight measurements for the 5th grade students in your school. *(Please note that if you have been designated as your school’s MIYHS Coordinator for grades 5-12, you should refer to Administration Handbook for MIYHS Coordinators (Grades 5 – 12) for information about additional responsibilities you will have for the MIYHS survey for grades 5-12.)* Please review this section which outlines all of the steps for conducting the height/weight screening for the 5th grade students in your school.

- ✓ Coordinate with your school’s designated MIYHS Coordinator to make sure that the height/weight screenings are completed **BEFORE** your school’s planned MIYHS administration date for grades 5-12. **It is vital that the height/weight screening is conducted *first* in order to ensure student confidentiality.**

II. SCHOOL NURSE RESPONSIBILITIES – 5/6 MODULE (continued)

✓ The procedure for the 5th grade is as follows:

1. Your school's designated MIYHS Coordinator (Grades 5-12) sends parental consent letters via electronic mail or, if necessary, via U.S. Mail 2-6 weeks prior to your school's written survey administration date (February 6th – 17th, 2017). Screenings (or the transferring of height/weight measurements previously collected in the fall) cannot be done until at least one week after parental consent letters have been mailed.
2. Your school's designated MIYHS Coordinator receives the survey packets for the 5th grade from Pan Atlantic Research in January, 2017.
3. As soon as possible and at least one week prior to your school's written survey administration date for grades 5-12, your school's MIYHS Coordinator will check to be sure that each 5th grade classroom survey packet contains enough survey booklets **AND** blank outer envelopes for each student to have one of each.
4. Your school's MIYHS Coordinator delivers the 5th grade classroom survey packets to **YOU**, the school nurse. Be sure that **YOU** obtain from the MIYHS Coordinator the list of students whose parents contacted the school and indicated that they do not want their child to participate in the height/weight screening. It is **VITAL** that these students **are not** screened.
 - **Note: Students can also opt out of the screening by indicating their unwillingness to participate.**
5. **YOU** complete the school nurse online training review and conduct the height/weight screenings for each 5th grade student **BEFORE*** the students take the written survey. **Height/weight screenings completed in the fall of 2016 may be used for the 2017 MIYHS provided that the protocol described in Appendix A was followed.*
 - If you do not have enough survey materials (survey booklets and/or envelopes), please contact your school's designated MIYHS Coordinator or Pan Atlantic Research (call toll-free 1-844-308-8906) **IMMEDIATELY**.
6. **YOU** record the height/weight measurements for each student on the back of his/her survey booklet.
 - **Please see Appendix A for more information on how to collect height and weight measurements for the 2017 MIYHS.**
 - Height, recorded in **feet and inches** (rounded to the nearest inch -- round down if below .5, round up if .5 or above), goes in Section A in the "FOR OFFICE USE ONLY" box on the back page of the survey booklet. Please **do not** provide the height in inches only. (**Note: Appendix B contains a conversion chart for your reference.**)
 - Weight, recorded in **pounds** (rounded to the nearest pound -- round down if below .5, round up if .5 or above), goes in Section B in the "FOR OFFICE USE ONLY" box on the back page of the survey. Nurses should place a 0 in the first column for students weighing less than 100 pounds (for example, 99 pounds would be "0 9 9").
7. **YOU** put each survey booklet in a separate blank outer envelope, seal the envelope, and write the student's name on the outside of the envelope.

II. SCHOOL NURSE RESPONSIBILITIES – 5/6 MODULE (continued)

8. Your school's MIYHS Coordinator collects the sealed envelopes from **YOU** and distributes them to the appropriate classroom teachers. **If there is going to be a gap in time between the height/weight screenings and the survey administration period, be sure that the surveys are kept in a secure location.**
9. On the school's written survey administration date (February 6th – 17th, 2017), each 5th grade **teacher** distributes the envelopes to the respective students.
10. The **students** take out and complete their surveys. The envelopes are thrown away (recycled), thereby removing any identifying information from the surveys.
11. At the end of the survey period the **teacher** passes around the classroom survey packet for students to deposit their survey booklets, having the **last student** seal the classroom survey packet envelope.

APPENDIX A – MEASURING HEIGHT AND WEIGHT

Maine Integrated Youth Health Survey (MIYHS) Measuring Height and Weight

The following are specific instructions to accurately assess a student’s growth status for the MIYHS. The State of Maine School Nurse Manual has a more detailed explanation including calculating body mass index which is NOT necessary for this survey.

EQUIPMENT

Height:

1. Use a portable or wall-mounted stadiometer. The tool should:
 - Be stable with a large base, and
 - Have a horizontal headpiece at least 4 inches wide that can be brought into contact with the most superior part of the head.
2. Do not use cloth tapes, yardsticks, or graphics attached to wall.
3. Do not use a metal measuring rod attached to a scale.

Weight:

1. Use a properly calibrated balance beam or electronic/digital scale to weigh students. The scale should:
 - Have a stable weighing platform that can be easily set at zero; and
 - Be able to be calibrated through a professional service or by standard known weight.

SPECIFIC PROCEDURES for MIYHS

Measuring Height:

1. Have students remove shoes, hair ornaments, buns, and braids to extent possible;
2. Have students stand on footplate portion of the scale with:
 - a. Backs against the stadiometer rule (cut out feet can be placed in position to assist the students);
 - b. Legs brought together, contacting at some point (whatever touches first);
 - c. Knees not bent, arms at sides, shoulders relaxed, feet flat on the floor;
 - d. Back of body touching/making contact with the stadiometer at some point;
 - e. Body in straight line (mid-axillary line parallel to stadiometer) -- see Figure 1 (next page); and
 - f. Head in appropriate “Frankfort plane position” -- see Figure 2 (next page);
3. Lower headpiece snugly to fit crown of head with sufficient pressure to press hair, and read value at eye level;
4. Measure in feet and inches and round to nearest inch ($3'2 \frac{1}{4}'' = 3'2''$ and $3'2 \frac{1}{2}'' = 3'3''$); and
5. Record value immediately (Note: **Do not** provide height in inches only; Appendix B contains a conversion chart for your reference):

5th grade – Recorded in **two** columns in Section A of the “FOR OFFICE USE ONLY” box on the back page of the 5th grade individual survey booklets:

- Column 1 (unlabeled) – Feet
- Column 2 (unlabeled) – Inches; Round to the nearest inch (round down if below .5, round up if .5 or above)

APPENDIX A – MEASURING HEIGHT AND WEIGHT (continued)

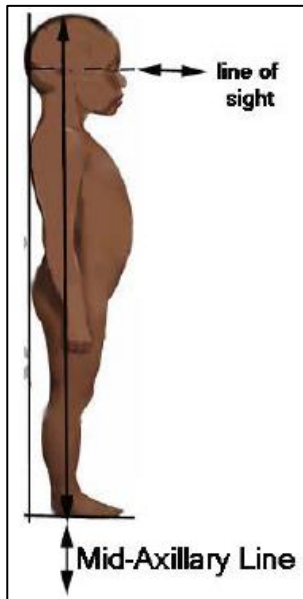


Figure 1

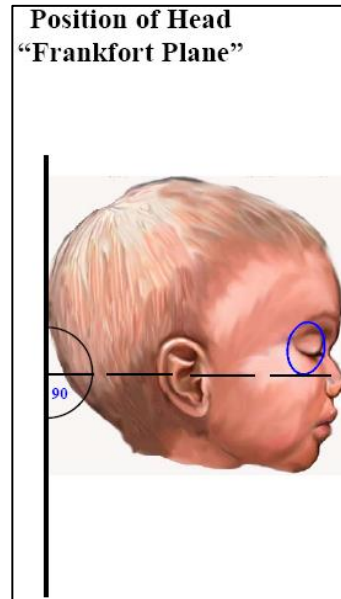


Figure 2

Measuring Weight:

1. Set scale on firm surface. Have students empty their pockets and remove their shoes and heavy outer clothing such as sweaters, vests, and/or jackets;
2. Set scale at zero reading;
3. Have students step on the center of the platform and stand still, with their backs toward the scale and both feet on the platform;
4. Before students step off of the scale, immediately record weight value, rounded to nearest pound (30 ¼ lb. = 30; 30 ½ lb. = 31; or, if digital 30.25 = 30; 30.50 = 31);
5. If using a balance beam scale, return weights to zero position before subsequent student is weighed.

5th grade – Recorded in **three** columns in Section B of the “FOR OFFICE USE ONLY” box on the back page of the 5th grade individual survey booklets:

- Column 1 (unlabeled) – First digit of weight; place a 0 in this column for students weighing less than 100 pounds. Example: If a student weighed 99 pounds, the entry in the three columns would be “0 9 9”
- Column 2 (unlabeled) – Second digit of weight
- Column 3 (unlabeled) – Third digit of weight; round to the nearest pound (round down if below .5, round up if .5 or above)

Source: <http://www.maine.gov/education/sh/>

APPENDIX B – HEIGHT CONVERSION CHART

Prior to using the conversion chart below, please round to the nearest inch (round down if below .5, round up if .5 or above).

Inches	→	Feet	Inches
36	→	3	0
37	→	3	1
38	→	3	2
39	→	3	3
40	→	3	4
41	→	3	5
42	→	3	6
43	→	3	7
44	→	3	8
45	→	3	9
46	→	3	10
47	→	3	11
48	→	4	0
49	→	4	1
50	→	4	2
51	→	4	3
52	→	4	4
53	→	4	5
54	→	4	6
55	→	4	7
56	→	4	8
57	→	4	9
58	→	4	10
59	→	4	11
60	→	5	0
61	→	5	1
62	→	5	2
63	→	5	3
64	→	5	4
65	→	5	5
66	→	5	6
67	→	5	7
68	→	5	8
69	→	5	9
70	→	5	10
71	→	5	11
72	→	6	0

APPENDIX C – ONLINE TRAINING REVIEW QUESTIONS

NOTE: These questions are the same as the ones that will be appearing in the online training review in December. As this will be an open-note review, you may refer to this *MIYHS Administration Handbook for School Nurses* when taking the online training review.

2017 MIYHS Height and Weight Training Review

1. Heights and weights collected in the fall of 2016 may be used for this survey.
 - A. True under any condition
 - B. True only if the protocol outlined in Appendix A of the *MIYHS Administration Handbook for School Nurses* is followed
 - C. False

2. Who can opt students out of participating in the height/weight screening?
 - A. Parents only
 - B. Students only
 - C. Both students and parents
 - D. Neither parents nor students

3. Appropriate scales to be used for screening can be:
 - A. Electronic/digital
 - B. Calibrated balance beam scale
 - C. Both A and B
 - D. Neither A or B

4. For accurate screening data, students screened for height and weight must:
 - A. Remove shoes and hair ornaments
 - B. Stand in the center of the scale
 - C. Put legs together (feet if possible)
 - D. All of the above

5. While screening students, the school nurse must:
 - A. Place the scale on a solid preferably non-carpeted floor
 - B. Use a stadiometer (free standing or wall mounted)
 - C. Both A and B
 - D. Neither A or B

6. Height is recorded in feet and inches, rounded to the nearest inch.
 - A. True
 - B. False

7. Weight is recorded:
 - A. In pounds and ounces
 - B. In pounds only (rounded to the nearest pound)

8. For 5th grade, heights and weights are recorded onto the survey booklets:
 - A. BEFORE the student has completed the survey
 - B. AFTER the student has completed the survey

2017 MIYHS Height and Weight Training Review (continued)

9. School nurses must calculate BMI before submitting their MIYHS materials.
- A. True
 - B. False
10. The height and weight for a student measuring 59.5 inches tall and weighing 100.4 pounds would be recorded as:
- A. 4 feet, 11 inches and 100 pounds
 - B. 60 inches and 100.4 pounds
 - C. 5 feet, 0 inches and 100 pounds
 - D. 4 feet, 11 inches and 101 pounds
 - E. 59 inches and 100 pounds