



Maine Department of Health and Human Services
Maine Department of Education

Administration Handbook for MIYHS Coordinators (Grades 5 – 12)

2018 – 2019 School Year

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 2019 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 2019 MIYHS for grades 5 – 12. **Note:** Administration instructions for the Kindergarten/3rd grade (K/3) module can be found in the *MIYHS Administration Handbook for School Nurses (which will be distributed shortly after this Handbook)*.

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, 2011, 2013, 2015, 2017 and 2019) during the first half of February.
- ✓ The MIYHS is composed of four overall modules:
 1. “K/3” – Kindergarten and 3rd grade oral health and height/weight screenings¹
 2. “5/6” – 5th and 6th grade student survey²
 3. “MS” – 7th and 8th grade (middle school) student survey, composed of four sub-versions
 4. “HS” – 9th through 12th grade (high school) student survey, composed of four sub-versions

¹ School nurses are asked to conduct oral health and height/weight screenings of Kindergarten and 3rd grade students. The assistance of a Registered Dental Hygienist will be provided to K/3 schools to help school nurses complete the oral health screening.

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

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 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 2009, 2011, 2013, 2015, and 2017 MIYHS administrations, Pan Atlantic Research, out of Portland, Maine, is looking forward to working with schools on administering the 2019 MIYHS. Past MIYHS administrations have been successful, with approximately 65,000 completed 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 the end of January (see STEP 3).

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

- ✓ **Should you have any questions, comments, or concerns throughout the survey administration process, please contact Pan Atlantic Research (email: miyhs@panatlanticresearch.com or call toll-free at 1-844-308-8906) at any time.**

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

OVERVIEW

The 9 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 and when your school will administer the MIYHS during the survey period of February 4th – 15th, 2019.

STEP 2 - Send Pan Atlantic Research a spreadsheet containing enrollment figures for each classroom participating in the MIYHS. The spreadsheet 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 training review for MIYHS Coordinators by January 11, 2019.

STEP 4 - ASAP after receipt of your survey materials, check every classroom survey packet against your school’s MIYHS Classroom Enrollment Confirmation Form(s).

STEP 5 - 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 6 - Work with your school nurse to make sure s/he is trained on how to conduct height/weight screenings, and that s/he gathers the measurements for any 5th grade students in your school BEFORE the written survey administration date.

STEP 7 - Train the teachers in your school on how to administer the survey.

STEP 8 - Administer the survey during the survey period of February 4th – 15th, 2019.

STEP 9 - Return completed surveys to Pan Atlantic Research.

Timeline for Survey Administration Steps for the 5/6, MS & HS MIYHS Modules						
September	October	November	December	January	February	March
STEP 1						
	STEP 2 (by Nov. 16 th)					
			STEP 3 (by Jan. 11 th)			
				STEP 4		
				STEP 5		
				STEP 6		
					STEP 7	
					STEP 8 (Feb. 4 th - 15 th)	
						STEP 9

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 2019 5/6, MS, and HS MIYHS modules.

STEP 1 - Decide how and when your school will administer the MIYHS during the survey period of February 4th – 15th, 2019.

- ✓ **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 February 4th – 15th timeframe that will have **maximum attendance** as the quality of your school’s data will be proportional to the survey participation rate of eligible students.

Note for Grade 5: Height/weight screenings must be conducted by the school nurse BEFORE the survey is administered to students (See Step 6).

- ✓ Decide how best to administer the surveys in your school, keeping in mind that the 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 5th 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 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 February 4th – 15th timeframe conflicts with other initiatives, an alternative date can be selected so long as it falls prior to the April school vacation.

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. The spreadsheet 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.

- ✓ Because survey materials need to be prepared well 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** and no later than **November 16th, 2018**.
- ✓ Be sure that the classroom enrollment spreadsheet you send is for the **FEBRUARY 2019 survey administration date**, not the current schedule of classes. 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 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
 - 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
 - Notes – add anything you think Pan Atlantic Research needs to know about the classes at your school
- ✓ Note: The classroom enrollment spreadsheet **does not** need to include a list of the individual student names. However, if the classroom enrollment spreadsheet you provide must include 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.
- ✓ Note: If you have any classrooms with 5th and 6th grade students together, include a note with the number of 5th grade students in each of those classrooms. This enables us to provide enough envelopes for your **school nurse** to use when recording the height/weight measurements for 5th grade students before the paper survey is administered.
- ✓ Email the classroom enrollment spreadsheet in an electronic format that is compatible with Excel to Pan Atlantic Research (miyhs@panatlanticresearch.com); please contact Pan Atlantic Research (toll-free 1-844-308-8906) if this is not possible. The preferred layout of the classroom enrollment spreadsheet is as follows:

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

	A	B	C	D	E	F	G
1	Survey Date	School Name	Teacher Name	Type of Class	Grade(s)	Number of Students	Notes
2	5-Feb-19	District Community School	Ms. Betts	English	5 & 6	32	(18 5th graders)
3	6-Feb-19	District Community School	Ms. Martinez	Homeroom	7	24	
4	6-Feb-19	District Community School	Mr. Price	Homeroom	8	16	
5	7-Feb-19	District Community School	Ms. Benintendi	English, Period 1	9 & 10	22	
6	7-Feb-19	District Community School	Mr. Kimbrel	English, Period 2	11 & 12	25	
7							
8							

- ✓ **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 training review for MIYHS Coordinators by January 11, 2019.

- ✓ An online training review is required of all MIYHS Coordinators; this step must be completed prior to administering the survey. The review is a short, 10-question review. The training for the 2019 MIYHS, which is similar to the training method employed in the 2017 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 2019 MIYHS. *Remember, please do not hesitate to contact Pan Atlantic Research with any questions (miyhs@panatlanticresearch.com or toll-free 1-844-308-8906).*
 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: "2019 MIYHS Coordinator Online Training Review." Simply complete the training review at your convenience between receipt of the email and January 11th, 2019.

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 - 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 contact you in December with more information on receiving survey materials. Please be on the lookout for an email with the subject: "2019 MIYHS – Important Information about Survey Materials."
- ✓ When you receive your survey box(es), inside you will find:
 - A folder containing the following documents:
 - MIYHS Classroom Enrollment Confirmation Form(s) (customized for each school, one form per module)
 - Information Sheet for School Nurses Conducting 5th Grade Height/Weight Screenings (as applicable to 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 grade – Survey booklets and one large envelope per student (bundled by classroom): See Step 6 for more information about how envelopes are used to match height/weight data with student surveys.
 - 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 (toll-free 1-844-308-8906) **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 4-1 – 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

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

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. **Note:** The additional surveys will be packed in separate envelopes as opposed to being packed in individual classroom envelopes as was done in previous administrations.

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 4-1 HAS BEEN COMPLETED.

Step 4-2 – For MS and HS modules: 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 4-2 HAS BEEN COMPLETED.

Step 4-3 – For 5th grade height/weight screenings: Does each classroom packet contain enough survey booklets and blank outer envelopes for one per 5th grade student?

The instructions listed for Step 4-1, above, apply to the blank outer envelopes as well. (Note: these individual envelopes are used to contain survey booklets after the school nurse records the height/weight data but before the survey is filled out by students.) Please contact Pan Atlantic Research ASAP if you need any additional survey materials, including envelopes for 5th grade students if your school cannot provide them.

CHECK THIS BOX ONCE STEP 4-3 HAS BEEN COMPLETED.

CHECK THIS BOX ONCE ALL OF STEP 4 HAS BEEN COMPLETED.

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

STEP 5 - 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 (2019) 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.* In 2019, based on a MIYHS administration date during the February 4th – 15th window, you should **send the PCLs between January 7th and January 18th** to provide parents sufficient time to decide consent for any date during the two-week window. The PCLs should not go out earlier than December 21st for a February 4th administration or later than January 31st for a February 15th administration.
- ✓ The parental consent letters must be sent to the parents of all students in the grades participating in the MIYHS.
- ✓ As in 2017, the 2019 MIYHS will utilize email delivery for PCLs, aimed to make the consent process easier for schools. Email delivery is perfectly acceptable and 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 go ahead and do so following the steps in the Appendix for U.S. Mail delivery.
- ✓ The list of survey questions are available on the MIYHS website -- <https://data.mainepublichealth.gov/miyhs/>. You will need to keep the list of survey questions on file for parental review, upon request.
- ✓ It is **vital** that someone in your school (for example, you as the MIYHS Coordinator, or someone 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. **As 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.
- ✓ 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 not be released to schools until Pan Atlantic Research has received the following:
 - The “Confirmation of Parental Consent Letter Mailing Form” and “Request for Participation Reimbursement Form,” (see Appendix) completed in full;
 - A sample 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);
 - Documentation of your school nurse's participation in the online training review, as applicable (for more information please see the *MIYHS Administration Handbook for School Nurses* provided to your school nurse); 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 2019 MIYHS, but are not eligible for postage reimbursement. Volunteer Schools are those that were not chosen as part of the 2019 5/6 sample of schools but have chosen to participate in the 5/6 module.

CHECK THIS BOX ONCE STEP 5 HAS BEEN COMPLETED.

STEP 6 - Work with your school nurse to make sure s/he is trained on how to conduct height/weight screenings, and that s/he gathers the measurements for any 5th grade students in your school BEFORE the written survey administration date.

- ✓ Check with your school nurse to make sure that s/he received and reviewed the *MIYHS Administration Handbook for School Nurses*, and that s/he completed the online training review. A link to the online training review will be emailed to school nurses in December.
- ✓ Coordinate with your school nurse to make sure that the height/weight screenings are completed **BEFORE** your school's planned survey administration date. It is vital that the height/weight measurements are collected **first** in order to ensure student confidentiality.
- ✓ The procedure for the **5th grade surveys** is as follows:
 1. **YOU**, as MIYHS Coordinator, send parental consent letters as outlined in the delivery protocol in the Appendix 2-6 weeks prior to your school's written survey administration date (February 4th – 15th, 2019). Note that height/weight 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 sent.
 2. **YOU** receive the survey packets for the 5th grade from Pan Atlantic Research (see STEP 4).
 3. As soon as possible and at least one week prior to your school's written survey administration date for grades 5-12, **YOU** 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. If you do not have enough survey materials (survey booklets and/or envelopes), please contact Pan Atlantic Research (toll-free 1-844-308-8906) **IMMEDIATELY** so that there is time for additional materials to be sent in the mail.
 4. **YOU** deliver the 5th grade classroom survey packets to the **school nurse**. Be sure that **YOU** provide the school nurse with 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. The **school nurse** completes the school nurse online training review and conducts the height/weight screenings for each 5th grade student **BEFORE*** the students take the survey. * *Height/weight screenings completed in the fall of 2018 may be used for the 2019 MIYHS provided that the protocol described in the MIYHS Administration Handbook for School Nurses was followed.*

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

6. The **school nurse** records the height/weight measurements for each student on the back of his/her survey booklet.

Height is 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)

Weight is 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)

7. The **school nurse** puts each survey booklet in a separate blank outer envelope, seals the envelope, and writes the student’s name on the outside of the envelope.
 8. **YOU** collect the sealed envelopes from the **school nurse** and distribute 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 4th – 15th, 2019), each 5th grade **teacher** distributes the envelopes to the respective students.
 10. The **students** take out and complete their survey. 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 envelope into which students deposit their survey booklets, having the **last student** seal the classroom survey packet envelope.
- ✓ In order to bolster the validity and reliability of the height/weight data, we ask that all schools with a 5th grade participating in the 5/6 module (including ‘volunteer’ schools) participate in this portion of the survey. Please let Pan Atlantic Research know as soon as possible if your school is not able to participate in the 5th grade height/weight portion of the survey.

CHECK THIS BOX ONCE STEP 6 HAS BEEN COMPLETED.

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

STEP 7 - 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 hotline 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 to school nurses and guidance counselors (through State listservs) for those individuals to display the poster in their respective offices. You will need to alert the teachers where in your school the posters will be displayed. **The information specific to your school needs to be added to the ‘Classroom Script’ prior to the document being photocopied 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). You will have access to a PowerPoint presentation, created by Pan Atlantic Research, to use in the training session(s).
 - 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 January. 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 5 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:

- ✓ For 5th grade – Double check to be sure that the school nurse has conducted the height/weight screenings **PRIOR** to the survey administration period. **Due to confidentiality and anonymity reasons, height/weight measurements CANNOT BE COLLECTED after the students have taken the survey.**
- ✓ 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 of 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 surveys (approximately half of your school’s students – split by classroom – will receive each survey type):
 - MS-A and MS-C
 - MS-B and MS-D
 - HS-A and HS-C
 - 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 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 abuse counselor and/or guidance counselor, county crisis resources, and the State Crisis Hotline (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:
 - Reid Plimpton, Maine Center for Disease Control and Prevention at reid.plimpton@maine.gov or (207) 287-5084,
 - Jean Zimmerman, Maine Department of Education, at Jean.Zimmerman@maine.gov or (207) 624-6687, 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 wandering 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. Also note 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. 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 go ahead and 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 7 HAS BEEN COMPLETED.

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

STEP 8 - 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 8-1 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 8-2 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 8-3 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 8-4 HAS BEEN COMPLETED.
- ✓ **Administer the survey during the survey administration period of February 4th - 15th, 2019.**
- ✓ It is extremely important to follow up with students who are absent on the original survey administration date:
- **Following up with absentee 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 absentee 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 8 HAS BEEN COMPLETED.**

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

STEP 9 - 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 of 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, return the completed survey materials. There are two options for returning completed surveys:
 1. Drop off completed surveys at a regional drop-off site (Pan Atlantic Research will provide further details) during the designated return time frame.
 2. Drop off completed surveys at Pan Atlantic Research’s office in Portland:
Attn: MIYHS Survey
Pan Atlantic Research
217 Commercial Street, Suite 303
Portland, ME 04101
- Note:** If neither of the above options is possible, please contact Pan Atlantic Research.
- ✓ Be sure to return your “Confirmation of Parental Consent Letter Mailing” form to Reid Plimpton at the Maine Center for Disease Control and Prevention as outlined on the document; along with the “Request for Participation Reimbursement” to Pan Atlantic Research, if needed. See the Appendix for the forms.

CHECK THIS BOX ONCE STEP 9 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 **at least two weeks** prior to each school's chosen survey administration date.
 - 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 absentee 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 also 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 (toll-free 1-844-308-8906) as soon as possible.
 - **Check through all of 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 upwards of 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 extremely 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 pencil or blue or black ink to complete the survey. Magic markers of any color as well as red, pink, and orange ink will not be read by the scanners and will result in unusable surveys.
- Fill out the “Classroom Summary Information Form” correctly.

NOTES ON 2019 MIYHS REPORTS:

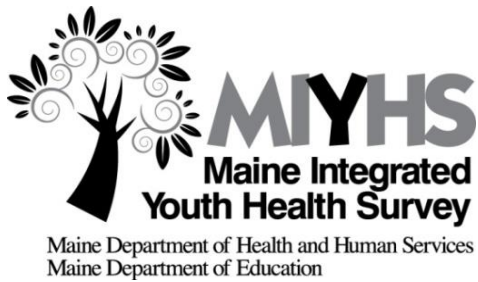
- ✓ The 2019 MIYHS data reports (by school, SAU, county, public health district, and state) will be found on the MIYHS website -- <https://data.mainepublichealth.gov/miyhs/>.
- ✓ Please note that the school and SAU reports will be available on the password protected portion of the website. The MIYHS website administrator has created secure user accounts for principals and superintendents and has notified them about their user account information using the email accounts listed on Maine Department of Education’s School System Contact Directories (<http://www.maine.gov/doe/schools/directories.html>). 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 school coordinators upon the availability of the reports (projected to be by December, 2019). Please contact Reid Plimpton at the Maine Center for Disease Control and Prevention (reid.plimpton@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 level).
 - 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 level).
 - 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 2019 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 very 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 or toll-free 1-844-308-8906).

Thank you again for your participation!



Appendix Table of Contents

Appendices:

- A-1. 2019 MIYHS Coordinator Checklist
- A-2. Parent/Guardian Consent Letter Delivery Process
- A-3. Form A: Principal Confirmation of Parental Consent Letter Mailing
- A-4. Form B: Request for Postage Reimbursement Form



Maine Department of Health and Human Services
Maine Department of Education

2019 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 February 4th - 15th, 2019.

- STEP 2** - Send Pan Atlantic Research a spreadsheet containing enrollment figures for each classroom participating in the MIYHS by November 16, 2018. The spreadsheet 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 training review for MIYHS Coordinators. The link will be sent to MIYHS Coordinators.

- STEP 4** - 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.)
 - 4-1 - Are there enough surveys in each classroom packet given current enrollment figures?
 - 4-2 - **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?"
 - 4-3 - **For 5th grade height/weight screenings:** Does each classroom packet contain enough survey booklets and blank outer envelopes for one (1) per student?

- STEP 5** - 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.
Send in Form A: Principal Confirmation of Parental Consent Letter Mailing to Reid Plimpton.

- STEP 6** - Work with your school nurse to make sure s/he is trained on how to conduct height/weight screenings, and that s/he gathers the measurements for the 5th grade students in your school BEFORE the written survey administration date.

- STEP 7** - Train the teachers in your school on how to administer the survey.

- STEP 8** - Administer the survey.
 - 8-1 - 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.
 - 8-2 - 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.
 - 8-3 - Designate a safe, confidential collection area where all teachers can deposit the sealed classroom survey packet envelopes containing the completed surveys.
 - 8-4 - 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 9** - Return completed surveys.
Lastly, if applicable, send in Form B: 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)

**2019 Delivery Method:
Electronic Delivery (Email) +
U.S. Mail Delivery as needed**

**Standard Delivery
Method:
U.S. Mail Delivery**

Step 1: Compile home email addresses for all families.

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

Step 2: Insert School logo/letterhead into *Standard MIYHS Electronic Parental Consent Letter* which will be sent to participating principals via email.

Step 3: Send Electronic Version to all applicable families

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

Step 4: Insert school letterhead into *Standard MIYHS Parental Consent Letter*

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

Step 5: Fill out "Form A: Confirmation of Parental Consent Letter Mailing" and send to Reid Plimpton

5B: Fill out "Form B Request for Participation Reimbursement" to receive a full reimbursement for the cost of postage for your USPS mailings

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

Step 2: Insert School Letterhead into *Standard MIYHS Parental Consent Letter*

Step 3: Send Parental Consent Letters out via U.S. Mail to students and families

Step 4: Fill out "Form A: Confirmation of Parental Consent Letter Mailing" and send to Reid Plimpton

4B: Fill out "Form B: Request for Participation Reimbursement" to receive a full reimbursement for the cost of postage for your USPS Mailings



Maine Department of Health and Human Services
Maine Department of Education

Form A: Principal Confirmation of Parental Consent Letter Mailing

Thank you for agreeing to participate in the 2019 Maine Integrated Youth Health Survey (MIYHS). This form is necessary to ensure both the consent and safety of the participants and the use of your schools data. **If you have not yet sent the informed consent letter out to all parents or guardians, do not complete this form.** Please note the following with regard to the Parental Consent Letters (grades 5 – 12):

- Parental Consent Letters must be distributed **at least two weeks, but no more than six weeks, prior** to the survey administration date. The parental consent letter has been translated into select languages and these versions are available upon request. The survey questions, which will be emailed to you, should be kept on file for parental review.
- The delivery must follow the protocol outlined in the consent section of the 2019 Informational packet or the 2019 Administration Handbook (please refer to the “Consent Letter Delivery Process”). If your school has an electronic mailing system that can be tracked; that may be used for the first delivery of letters. **However, any student who doesn’t have access to the electronic method, or has an “undeliverable return” must receive the consent letter via US Postal Service.** Also, the parental consent letter may be included in mass mailings, such as with report cards provided that the mailing is within the 2 to 6 week timeframe prior to your school’s selected administration date. A school must keep track of the number of students who received the letter via USPS, and be able to ensure that all students and guardians have received the consent letter.

It is **vital** that someone in your school (for example, your MIYHS Coordinator or someone 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 returned as undeliverable. **As these students will not be able to participate in the survey, they should be given an alternate activity during the survey administration period.**

Once your school has delivered the parental consent letters, please sign below and return this form with a copy of the letter on school letterhead via fax at (207) 287-4631, or via email to: reid.plimpton@maine.gov or via mail to: Reid Plimpton, Division of Disease Prevention, 4th floor, 286 Water Street Augusta ME 04330. When the form has been received, an email will be sent to the MIYHS coordinator of your school **giving approval to administer the survey**. If this approval is not sent, your school’s data will be removed from the analysis as specified in the informed consent protocol.

“I verify that the Parental Consent Letter for the 2019 Maine Integrated Youth Health Survey was sent via electronic delivery or U.S. Mail to the parents or guardians of the eligible students (grades 5 – 12) in my school on _____ Date

“I (Principal) intend to have following MIYHS Coordinator _____ (MIYHS Coordinator) complete the training review by: _____ (Date).

Signed: _____ Today’s Date: _____

Principal

Printed name: _____



Maine Department of Health and Human Services
Maine Department of Education

Form B: Request for Postage Reimbursement Form

Thank you for agreeing to participate in the 2019 Maine Integrated Youth Health Survey (MIYHS). This form is for schools who used hard copy mailing (either USPS, or school mass mailing) to deliver the informed consent letters to some/all students and their guardians. **If you used only electronic 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 full **participation reimbursement** (consisting of postage reimbursement for the number of hard copy letters sent out) 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)
 - 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 return this form to Pan Atlantic Research, 217 Commercial St. Suite 303 Portland, ME 04101.

Participation Reimbursement Information:

Number of Letters Sent*: _____

Check made payable to: _____

** Note: While we welcome 'volunteer' schools (those not chosen as part of the 2019 5/6 sample of schools) to participate in the 5/6 module, per earlier communications (including the Administration Handbook for MIYHS Coordinators), 'volunteer' 5/6 students cannot be counted toward the participation reimbursement.*

Send check to:

Address

Questions? Contact Pan Atlantic Research at miyhs@panatlanticresearch.com or 1-844-308-8906
Thank you for your participation!