

2011 MIYHS Administration Training



What you will learn

1. Background and Rationale
2. Importance of consent and confidentiality
3. Importance of data validity and response rates
4. How to get your surveys
5. What you will find in the survey box
6. What happens during survey administration
 - Your responsibilities
 - Each teacher's responsibilities
7. Instructions for Returning your Surveys to Pan Atlantic SMS Group



Background and Rationale

MIYHS is sponsored by:



Maine Department of Education



Maine Center for Disease Control and Prevention



Office of Substance Abuse in the Maine Department of Health and Human Services



Importance of Consent and Confidentiality



Parents have the right to opt their child out of the survey.

- Documentation of this is very important.



Students have the right to opt out of the survey.

- Teachers SHOULD NOT try to convince students to take the survey.



Student anonymity is extremely important.



Importance of Data Validity and Response Rates



Data Validity is the second most important goal after protecting students rights.



All steps in the *Data Validity and Response Rates* document must be followed to ensure valid data and high response rates for your school.



How to Get Your Surveys



Sign up for a pick-up location by filling out the *Survey Materials Pick-Up Confirmation Form*.



Make sure you or a designated representative is present at the survey pick-up location at the designated time.

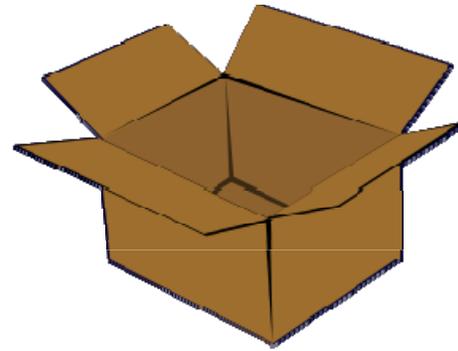


There will be no formal training at the pick-up location this year.



What you will find in the survey box

- ✓ Information regarding your responsibilities
- ✓ Information on your teacher's responsibilities and how to train them
- ✓ Survey Materials
- ✓ Instructions on returning the surveys to Pan Atlantic SMS Group



What happens during survey
administration?

Your Responsibilities



Survey Administration – Your Responsibilities



Ensure that the Parent Consent Letters are sent out.



Call Pan Atlantic SMS Group if class lists have changed.



Pick up your surveys at a designated location / time.



Check each classroom packet for materials. Contact Pan Atlantic SMS Group if additional materials are needed.



Survey Administration – Your Responsibilities



Review procedure for 5th grade height/weight screening (if applicable) and coordinate with your school nurse.



Train your teachers.



Designate a safe, confidential collection area where surveys can be collected after administration.



Coordinate a make-up session for absentees.



Fill out the *School Packing Form*.



Return surveys to Pan Atlantic SMS Group.



What happens during survey administration?

Each Teacher's
Responsibilities



Survey Administration – Each Teacher's Responsibilities



Check classroom packet for materials.



If participating in 5th grade height/weight screening, make sure nurse has conducted screening **PRIOR** to survey administration.



Follow the *Survey Administration Instructions for Teachers* document and the *Classroom Script*.



Survey Administration – Each Teacher's Responsibilities



Fill out the *Classroom Summary Information Form*.



Set aside blank surveys (fill in school & class codes) for absent students.



Deliver surveys to the designated safe, confidential collection area.



How to return your surveys



Sign up to have your surveys picked up at a designated location by filling out the *Survey Materials Collection Location Form* (this will be sent to you via email at a later date).



Drop-off your completed surveys at a designated survey materials collection location/time.

OR



Mail or deliver your completed surveys to Pan Atlantic SMS Group in Portland.

