

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE NEW MEXICO DEPARTMENT OF HEALTH AND THE STATE DEPARTMENT OF EDUCATION

THIS MEMORANDUM OF UNDERSTANDING is entered into on the first (1) day of July, 2000 between the New Mexico Department of Health and the State Department of Education. The purpose of this agreement is to support the implementation and administration of a single youth survey in New Mexico Public Schools, grades pre-K through twelfth, for the purpose of gathering data on youth risk and resiliency factors.

WHEREAS, both Departments of Health and Education monitor trends in youth risk and resiliency behaviors so as to provide appropriate programs and activities that improve the health and success of New Mexico's youth; and

WHEREAS, both the Departments of Health and Education are required to report data to many national agencies on youth risk behaviors; and

WHEREAS, both the Departments of Health and Education often utilize separate surveys in order to meet these national agency requirements; and

WHEREAS, these separate surveillance tools often ask similar questions; and

WHEREAS, these separate surveillance tools often result in state agencies and programs competing for time in the classroom to survey students; and

WHEREAS, schools are being asked to participate in numerous surveys, and school administrators and school staff are being asked to administer these surveys during scheduled class time; and

WHEREAS, a single survey for gathering data around youth risk and resiliency would increase compliance by school districts to administer one youth survey which in turn would increase the likelihood of obtaining weighted data; and

WHEREAS, without a consistent survey instrument, trend data is difficult to establish; and

WHEREAS, combining resources to administer a single survey would allow for the opportunity of useful data at school district, county, state, and national levels; and

WHEREAS, a single survey that examines multiple behavioral risk and resiliency factors, instead of a categorical survey, allows for cross tabulation of data and correlation of risk factors increasing the richness of the data received; and

WHEREAS, the New Mexico Youth Risk and Resiliency Survey (YRRS) is defined as the primary state survey for gathering youth risk and resiliency data and all other surveys are secondary surveys to the YRRS.

IT IS AGREED AS FOLLOWS:

1. Both the Departments of Health and Education agree that:
 - 1.1 The New Mexico YRRS will be supported as the primary survey for gathering data for youth risk and resiliency factors. All other school youth surveillance surveys will be considered secondary surveys to the YRRS.
 - 1.2 The New Mexico YRRS will be administered every other school year.
 - 1.3 Secondary school surveys may be considered for administration during the school year in which the New Mexico YRRS is not administered.
 - 1.4 Only secondary school surveys which have been agreed upon by both agencies may be administered during the school year in which the New Mexico YRRS is not administered.
 - 1.5 Secondary school surveys may be administered alongside the New Mexico YRRS during the same class period if an acceptable sampling design can be developed that allows for school district, county and state level data from the YRRS and is agreed upon by both agencies.
 - 1.6 Secondary school surveys which have been agreed upon, using the procedures outlined in Attachment A, may be administered to schools that have volunteered to participate.
 - 1.7 Neither agency will penalize a school for non-participation in a secondary survey, such as withholding programmatic funding for not agreeing to do a school district-wide surveillance.
 - 1.8 In order to avoid duplication of surveillance, all data collected around youth risk and resiliency factors will be shared equally between the agencies.
 - 1.9 Data will be shared with schools and communities as appropriate while maintaining confidentiality, and technical assistance will be provided so that they may successfully interpret and use the data.
2. The Department of Health agrees to:
 - 2.1 Cooperate with the Department of Education in determining acceptable secondary surveys.
 - 2.2 Support and strongly encourage schools to participate in the New Mexico YRRS in all letters of solicitation for funding and all contracts that impact schools through the Department of Health
i.e.: "The New Mexico Youth Risk and Resiliency Survey (YRRS, a statewide school survey, serves as a core element to the statewide surveillance effort as comparison data. Offerors are requested to

advocate for the full participation in the YRRS during spring <school year>, of all school districts with students represented in your proposal."

- 2.3 Any solicitation for a secondary survey will include: a recognition and support of the YRRS as the primary youth survey, a clear statement that the secondary survey is optional, and a statement that indicates that participation in the secondary survey should not deter a school from participation in the YRRS.
3. The Department of Education agrees to:
- 3.1 Cooperate with the Department of Health in determining acceptable secondary surveys.
- 3.2 Support and strongly encourage schools to participate in the New Mexico YRRS in all letters of solicitation for school health funding and all contracts through the Department of Education.
i.e.: "The New Mexico Youth Risk and Resiliency Survey (YRRS) a statewide school survey serves as a core element to the statewide surveillance effort as comparison data. Offerors are requested to advocate for the full participation in the YRRS during spring <school year>, of all school districts with students represented in your proposal."
- 3.3 Any solicitation for a secondary survey will include: a recognition and support of the YRRS as the primary youth survey, a clear statement that the secondary survey is optional, and a statement that indicates that participation in the secondary survey should not deter a school from participation in the YRRS.

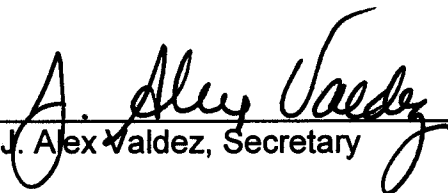
TERMS OF AGREEMENT

1. This Memorandum of Understanding shall become effective on July 1, 2000, and shall remain in effect until terminated by either party upon written notice delivered to the other party at least 30 days prior to termination.
2. This Memorandum of Understanding may be amended at any time by a written agreement of both parties.


By the signature below of the authorized officers, the parties do agree to this Memorandum of Understanding.

Department of Health

State Department of Education


J. Alex Valdez, Secretary

8-23-00
(date)


Michael J. Davis
State Superintendent
Of Public Instruction

9/6/2000
(date)

ATTACHMENT A

PROCEDURES FOR APPROVING SECONDARY SURVEYS

Secondary school surveys that are to be considered for administration during the school year in which the New Mexico YRRS is not administered, and/or to be considered for administration concurrently during the YRRS testing time frame, shall follow the following procedures for approval:

1. The program generating the survey will contact their agency school health program to initiate a meeting of Youth Survey Review Group. Programs from State Department of Education would contact the School Health Unit. Programs from Department of Health would contact the Office of School Health.
2. A meeting of the Youth Survey Review Group would be called by the contacted agency with representatives from: the School Health Unit, State Department of Education; the Office of School Health and the Office of Epidemiology, Department of Health; the program requesting the secondary survey, and any other entity as deemed appropriate by the Department of Health and the Department of Education.
3. The collaborative meeting of the Youth Survey Review Group will be conducted within 30 days of initial request to allow for adequate review of the proposed surveillance instrument, sampling design, and site selection for proposed administration.
4. The program proposing the survey will submit at the initial review request a written plan for the solicitation of school participation for the survey proposed. The plan shall include, but not be limited to:
 - a letter of solicitation to schools for participation in the secondary survey
 - a sampling design for the proposed survey
 - a description of the process in which information will be disseminated to selected schools for participation in the survey, including:
 - a) a description of how the office or unit proposing the secondary survey will strongly encourage school district participation in the YRRS as the primary survey for gathering data for youth risk and resiliency factors.
 - b) a description of any incentives that will be provided to selected schools for participation in the secondary survey
 - c) a description of how approval will be obtained from sites selected for participation in the secondary survey
 - a description as to whether any or all of the following reports will be made available from the data:
 - a) school district specific
 - b) county
 - c) state
5. Upon full review of the proposed survey, the Youth Survey Review Committee will provide a signed letter of agreement for the approval of the secondary survey. In the event that the secondary survey is not approved then a letter of denial with justification for the denial will be provided to the requesting office or unit.