



## MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is entered between the Communities for Youth Empowerment Team and Kimberly School District on this date \_\_\_\_\_ for the purpose of participating in the Idaho State Department of Education's Youth Well-being Assessment.

### **Background**

The Idaho State Department of Education aims to support schools in identifying risk and protective factors for youth well-being. In order to better understand youth in the context of their local community, the Communities for Youth team administers a confidential survey to middle and high school students. This assessment is approved by the Idaho State Department of Education and contains research-based questions on youth mental health. Assessment results are available within a month of assessment completion in summary form, allowing the school leaders to view real-time results and use the data to create locally-informed and actionable goals for improved well-being for youth.

### **General Process**

In order to participate in the well-being assessment, schools will need to complete the following steps:

- 1. Initial meeting with Communities for Youth team for onboarding**
- 2. Identify a Lead School Contact (LSC)**
- 3. Sign the MOU & choose an Assessment Administration Time Frame**
- 4. Parent Communication & Collect Consent**
- 5. Assessment Administration**
- 6. Optional: Review the "Making the Most of Your Data" toolkit**
- 7. Optional: Identify any additional wrap around services desired**

### **Timeline**

**August-September: Initial meeting with Communities for Youth team for onboarding.** During this meeting, school leaders will meet with a member of the Communities for Youth team to review the assessment process, answer questions, and identify the Lead School Contact. At this meeting, or within two weeks after the meeting, schools will be responsible for setting an Assessment Administration Time Frame (of up to 5 business days) and signing this MOU. This MOU will also be signed by Communities for Youth, and both parties will receive a final signed copy for their records.

**August-September: Parent Communication & Collect Consent.** At least **65% of currently enrolled students at your school** must receive parental consent to participate in the well-being assessment in order for Communities for Youth to complete a data administration cycle for your school. Schools must inform Communities for Youth of total enrollment numbers before starting the consent process. All consent must be collected at least one week prior to assessment administration.

**October: Assessment Administration.** If consent has been collected for at least **65% of enrolled students**, then an electronic, secure, and confidential assessment will be administered by the school to all consented students sometime in October (or early November at the latest).

**November: Data Summary Reports to Schools.** Data analysis will be completed by the Communities for Youth team and a summary report will be provided to school leaders within one month of assessment administration.

**[Optional] December: Review the "Making the Most of Your Data" toolkit and identify any additional wrap around services desired.** If your school wishes to participate in an evidence-based upstream prevention approach for youth well-being, Communities for Youth does offer additional services for this. An overview of upstream prevention along with

a list of services, their descriptions, and fees can be found in the toolkit. If your school requests additional services, you must inform the Communities for Youth team sometime in December.

An example of services provided include a **Data Summary Meeting with School Leader(s)**. We can provide a summary meeting with the school leader’s selected participants to “unpack,” review, and explain the data. This meeting typically runs about an hour and alleviates the burden of deciding “what to do” with the findings.

**A Special Note for Schools & Districts**

We know that participating in data collection can be stressful. Our team will be with you every step of the way to make this a smooth and safe process for both you and your school community. No data will be collected from students that is identifiable in any way. All data summary reports will be for your school’s use only. Our team will not share information about your school’s outcomes with the public in any way. It will be up to your school leadership whether or not you share your summary report with relevant stakeholders/partners for collaboration or pursuit of grant funding. Aggregated data will be shared with the Idaho State Department of Education and will not be linked to your individual school. If you are interested in getting additional support from the Idaho State Department of Education, you are welcome to reach out with your results and contact Katie Watkins (email: [kwatkins@sde.idaho.gov](mailto:kwatkins@sde.idaho.gov)).

**Communities for Youth Obligations**

1. Create an assessment approved by the Idaho State Department of Education with evidence-informed questions on youth mental health. This assessment will be available for the school to review prior to signing this MOU.
2. Provide the school with electronic parental consent forms for participation at least two months prior to assessment administration date. If needed, track consents and update the Lead School Contact with consent information weekly (daily during the final week of consenting).
3. Ensure the assessment is available electronically to the school via a secure, confidential online link.
4. Summarize assessment results and provide a summary report to the school within one month post-assessment.

**School Obligations**

1. Approve youth well-being assessment, appoint a Lead School Contact and set dates for parent communication, consent collection, and assessment administration.
2. Provide the Communities for Youth team with enrollment totals for the school.
3. Collect parental consent for at least 65% of currently enrolled students at the school. If needed, track consents and update the Communities for Youth team with consent information weekly (daily during the final week of consenting).
4. Follow best practices and assessment administration procedures to ensure robust, valid data collection.

**Agreement and Signatures:**

***Communities for Youth***

***School Leader***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

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Date

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Date