



2024 Kentucky Incentives for Prevention (KIP) Youth Survey Memorandum of Understanding

Name of School District: _____

This agreement serves as a commitment by the above-named school district to participate in the 2024 KIP Youth Survey. Outlined below are the conditions to be met by the above-named school district in order to administer the 2024 KIP Youth Survey. Support and technical assistance will be provided to the district by the KIP survey evaluation contractor, REACH of Louisville, Inc. (DBA REACH Evaluation), designated by the Department for Behavioral Health, Developmental and Intellectual Disabilities, Division of Substance Use Disorder (DSUD) within the Kentucky Cabinet for Health and Family Services.

The District agrees to the following conditions:

Survey Administration:

- 1) Provide **one** district-level contact person to coordinate the 2024 KIP Youth Survey, and provide this person's name, telephone number, and e-mail address to the KIP survey evaluation contractor (REACH Evaluation).
- 2) Identify a liaison for each participating school.
- 3) Provide all necessary staff for planning and administering the survey.
- 4) Utilize an **active consent** model involving both general and specific notification to parents that requires explicit parental permission for student participation in the survey. Parents will be informed about the content and rationale of the survey and that they have the right to inspect the survey. Parents will have the opportunity to provide permission that allows their student to participate.
- 5) Distribute active consent notices, including a KIP Youth Survey Fact Sheet, a notification letter from the district that the school is offering the survey, and a permission form to parents at least **two weeks prior** to administration of the survey.
- 6) Provide the opportunity for all students **learning in-person only** in grades 6, 8, 10, and 12, with signed parental permission forms, to participate in the 2024 KIP Youth Survey.
- 7) Ensure that students are informed that they are not required to participate and that no coercion or consequence will occur if they decline to participate.
- 8) Maintain a list, by classroom, of submitted permission forms, and review this list with survey administrators on the survey date to ensure that students not participating are given something else to do during the time the survey is being administered.
- 9) It will ensure that all teachers and staff members involved in administering the survey adhere to all confidentiality standards and administration protocols.
- 10) Obtain a signed confidentiality agreement from each person involved in administration of the survey, including staff at the classroom level up to the district coordinator.
- 11) Complete a Classroom Report Form for each participating classroom.
- 12) Complete online administration of the survey no later than **November 15, 2024**.

Administration Cost:

- 1) Do **not** use US Department of Education funds (e.g., Safe and Drug Free Schools) to pay for any costs associated with the KIP survey. There is **no cost to the school district** for materials, scoring, analysis, interpretation, report writing, or report production. These

costs are paid by the Department for Behavioral Health, Developmental and Intellectual Disabilities, Division of Substance Use Disorder (DSUD).

The KIP survey evaluation contractor (REACH Evaluation) designated by DSUD will support the district in the following ways:

- 1) Provide each district with a KIP training manual and technical assistance.
- 2) Provide all forms and documents associated with administration of the survey.
- 3) Analyze survey data and interpret the results.
- 4) Provide a web page offering technical assistance, such as downloadable KIP forms and materials.
- 5) Produce a school district report for each superintendent that reports percentage response patterns by grade.
- 6) Produce additional reports on individual schools, or groups of schools, when the district makes arrangements for special handling of the groups of surveys, at a small cost.

Assurance of Confidentiality:

The KIP survey evaluation contractor (REACH Evaluation) designated by DSUD will not publish district or school level reports. However, under the Freedom of Information Act, any outside agency can request district reports. In such instances, DSUD and the evaluation contractor will recommend to requesting parties that they contact school district representatives directly and will inform the district representative in a timely manner of any such request.

By signing this document, you maintain that you have read and understood it, that your district will comply with the conditions as they apply to your school district, that your district will utilize an active consent process, and that you confirm your school district's agreement to conduct the survey according to the quality assurance protocols specified. You also confirm your understanding that your district will utilize the web-based survey platform to administer the survey to students learning in-person only. You are further confirming that the schools in your district have adequate capacity to support the web-based survey.

School District Superintendent, please sign below:

Signature

Printed Name

School District Name: _____

Address: _____

E-mail address: _____

Telephone: _____

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REACH Evaluation

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