



## MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is entered between the Communities for Youth Empowerment Team and District (School) on this date 9/8/25 for the purpose of participating in the Idaho State Department of Education's Youth Well-being Survey.

### **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 survey is approved by the Idaho State Department of Education and contains research-based questions on youth mental health. Survey results are available within a month of survey 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 survey, 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 Survey Administration window**
4. **Parent Communication & Collect Consent**
5. **Administer Survey**
6. **Optional: Review the "Making the Most of Your Data" toolkit**
7. **Optional: Identify any additional wrap around services desired**

### **Timeline**

**May-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 survey 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 survey administration time frame window (of up to 5 business days) and signing this MOU.

**May-September: Communicate with Parents and Collect Consent.** At least **65% of currently enrolled students at your school** have to receive parental consent to participate in the well-being survey for us to complete a data administration cycle for your school. All consent must be collected at least one week prior to student data collection.

**October: Administer Survey** If consent has been collected for at least **65% of students**, then an electronic, secure, and confidential survey will be administered to all consented students sometime in October or early November at the latest.

**November: Data Summaries to Schools.** Data analysis is completed by the Communities for Youth team and a summary report is provided to school leaders within one month of survey 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 here. 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 how to decide "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 survey approved by the Idaho State Department of Education with evidence-informed questions on youth mental health. This survey 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 survey 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 survey is available electronically to the school via a secure, confidential online link.
4. Summarize survey results and provide a summary report to the school within one month post-survey.

**School Obligations**

1. Approve youth well-being survey, appoint a lead school contact and set dates for communication, consent collection and survey 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 survey administration procedures to ensure robust, valid data collection.

**Agreement and Signatures:**

***Communities for Youth***

Meredith Spivak

Signature

Meredith Spivak

Printed Name

9/9/2025

Date

***School Leader***

Stefanie Shew

Signature

Stefanie Shew

Printed Name

9/8/25

Date