*****Massachusetts Department of***

***Elementary and Secondary Education***

### 75 Pleasant Street, Malden, Massachusetts 02148-5023

### Telephone: (781) 338-3000

## TTY: N.E.T. Relay 1-800-439-2370

Dear Colleague,

## Thank you for your interest in data collected by the Massachusetts Department of Elementary and Secondary Education (DESE). With this letter you will find an agreement that outlines the terms and conditions of sharing DESE data with individual researchers and organizations. This agreement must be filled out completely and returned to DESE; it will serve as your official data request.

Currently, the following data are available from the Office of Student and Family Support at DESE:

* ***Massachusetts Youth Risk Behavior Survey (MYRBS*) –** The MYRBS is an anonymous paper-and-pencil survey administered every other year to several thousand students in randomly selected public high schools. The survey is conducted in the spring of odd-numbered years, and the data are typically available to outside parties in the summer of the following year. The survey asks about risk behaviors in those areas most closely associated with morbidity and mortality: tobacco use, alcohol and other drug use, behaviors related to intentional and unintentional injuries (such as fighting, drunk driving, and suicide attempts), sexual behavior, dietary behavior, and physical activity. Questions can change from one administration to the next, but the categories of behaviors remain the same. Because school and student response rates are consistently high (at or above 75-80%), the U.S. Centers for Disease Control and Prevention (CDC) considers the MYRBS data to be representative of all public high school students in the state.

**Please note: A disclaimer on the use of MYRBS data is included at the end of the data sharing agreement.**

* ***Massachusetts School Health Profile Surveys (Profiles)–*** The Profiles surveys are questionnaires sent to the principal and lead health teacher (or appropriate principal-designee) in every secondary school (i.e., middle and high) in the Commonwealth. Beginning in 2004, a questionnaire was also sent to the lead physical education teacher. The surveys ask about health-related policies and education programming. Response rates for the Profiles are generally at or above 80%. The Profiles surveys are implemented every even-numbered year, and the data are typically available to outside researchers in the spring of the following year.

Data from each of these surveys are not available until DESE has published an official results report for each administration. Copies of the most recent questionnaires or reports associated with each of these surveys can be obtained by contacting DESE.

Typically, data requests fall into one of three categories:

1. *For student use:* Students and instructors can request a copy of one of our datasets for use in classroom projects or for practice in using statistical techniques or programs.

1. *To fulfill requirements of grant applications or government reports:* Often valid and current information about adolescent risk behavior, such as information found in the MYRBS, is needed to support grant applications or to complete reports for organizations or federal or state agencies There are several sources of such information:
2. The MYRBS report (*Health and risk behaviors of Massachusetts youth)*, which can be found on our website: <http://www.doe.mass.edu/sfs/yrbs/>.
3. Youth Online, which can be found on the CDC website <https://nccd.cdc.gov/youthonline/App/Default.aspx> **.** Youth Online is a web-based YRBS surveillance data exploration system.
4. If the information required is fairly straightforward (requiring a relatively small number of analyses), but is not included in the MYRBS report or Youth Online, it may be possible for us to provide you with the specific information you need rather than the full dataset. Please contact DESE at osfs.schoolbasedsurveys@mass.gov with the subject line: MYRBS Data Question.

1. *For use by individual researchers:* Often researchers wish to do secondary analyses of the MYRBS data to investigate research questions of special interest to them or their organizations or agencies. The intended result of such studies is often publication in journals or monographs or presentations at meetings of professional societies. In order to keep DESE informed about MYRBS research findings that may be published in professional or popular media, and in order to avoid conflicts between researchers studying the same topics, an agreement must be completed and submitted to DESE prior to the release of data. DESE staff may wish to discuss your research project with you further before sending the dataset, particularly if the proposed project significantly overlaps with another project currently underway.

## If you would like more information about the data that are currently available, or if you would like to discuss your data needs, please contact Chiniqua Milligan.

## Otherwise, please complete the “AGREEMENT FOR USE OF DATA” on the following pages and submit it to:

Office of Student and Family Support

Massachusetts Department of Elementary and Secondary Education

75 Pleasant St., 4th floor

Malden, MA 02148

## Phone: 781-338-3010

Fax: 781-338-

Email: osfs.schoolbasedsurveys@mass.gov

Whenever possible, your request will be processed no more than ten business days from the time it was received. Unless otherwise requested, data files will be sent via email, and special instructions regarding the data set, as well as a codebook for understanding the data, will be included.

**STUDY INFORMATION:**

Title of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Funder (if study is to be conducted under a grant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Study (i.e., publication, thesis, grant application): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Study (including specific research questions or hypotheses to be examined). *Attach additional page if necessary:*

**CONTACT INFORMATION:**

Name of Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Data Requested:**

**Massachusetts Youth Risk Behavior Survey (MYRBS)** – MYRBS data have been collected every odd-numbered year since 1993 (i.e., 1993, 1995, 1997, etc.).

Please specify year(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Massachusetts School Health Profile Surveys (Profiles)** – Profiles data have been collected every even-numbered year since 1998 (i.e., 1998, 2000, 2002, etc.). The earliest data available are from 1998.

Please specify year(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note about data format****: YRBS data will be sent in all available formats (ASCII, SPSS, SAS and Microsoft Access. Early years of the YRBS are available in ASCII only. Profiles data will typically be sent in SAS but ASCII and Excel formats are available for most years. All data are typically sent via email by program staff at the Centers for Disease Control and Prevention (CDC).*

## **Terms and Conditions**

This is an agreement between the Massachusetts Department of Elementary and Secondary Education (DESE) and the principal investigator and organization or agency named previously regarding the use of data collected by DESE through the Massachusetts Youth Risk Behavior Survey (MYRBS) or the School Health Education Profile Survey (Profiles). The agreement incorporates the following terms and conditions that the principal investigator and organization or agency named previously agree to in order to be provided access to the requested data.

1. The data supplied to the principal investigator through this agreement will be used for the specific research purposes of the study named above. If the above named principal investigator (or organization) wishes to conduct a second study using the data supplied through this agreement, he/she will inform DESE in writing prior to the start of the study. A new agreement will be initiated.
2. This agreement applies only to the data identified above. If additional data are needed, a new agreement will be initiated.
3. In order to ensure the confidence of the public regarding the confidentiality of information collected and maintained by DESE, all parties requesting such data are expected to comply with the following terms and conditions:
	1. The principal investigator and organization or agency understand that no identifying information will be included in the dataset(s). The principal investigator and organization or agency shall make no attempt to identify any specific school or student whose record is included in the file(s), or to link records included in the file(s) to any other school specific source of information.
	2. The principal investigator and organization or agency shall not at any time disclose, in part or in whole, the data supplied through this agreement to any other party. Appropriate administrative, technical, procedural, and physical safeguards shall be established by the principal investigator and organization or agency to prevent unauthorized access to the data.
4. The principal investigator and organization or agency shall have the non-exclusive right to use information and findings derived from the study named above in publications (including postings to electronic media), presentations, and other professional activities upon the explicit review and comment from DESE. The principal investigator and organization or agency will:
	1. provide DESE with a copy of the report, article, or presentation in sufficient time to permit DESE’s review and response prior to publication or use; and
	2. inform DESE of the expected date of publication or use.

The report, article, or publication shall include a clear reference to DESE as the source of that data used for the study.

**Signatures**

I agree to the terms and conditions of the data sharing agreement:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_

Signature of Principal Date

Investigator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Signature and Title of Date

Organization or Agency

Representative

(if different from principal investigator)

Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_

Kristen McKinnon Date

Assistant Director

Student and Family Support

Massachusetts Department of Elementary and Secondary Education

Please email, fax or mail this agreement to:

Chiniqua Milligan

Massachusetts Department of Elementary and Secondary Education

75 Pleasant St.

Malden, MA 02148

Fax: (781) 338-3399

Email: osfs.schoolbasedsurveys@mass.gov

**Disclaimer on the use of MYRBS data:**

Massachusetts Youth Risk Behavior Survey (MYRBS) data are weighted to allow for generalization of the results to all students in grades 9 – 12 in Massachusetts public high schools. Research studies that rely, in part or in total, on the MYRBS data should utilize the weighting variable in each dataset if statements are to be generalized to all high school students in Massachusetts. If the weighting factor is not used, or if the data used were not inclusive of all schools in the random sample, then the following disclaimer is to be used in any report of the study results:

“Massachusetts Youth Risk Behavior Survey (MYRBS) data are weighted to allow for generalization of results to all students in grades 9 – 12 in Massachusetts public high schools. Use of these data without weighting disrupts the generalization of results. The data used in this study were not weighted and therefore represent only those students who participated in the survey. Inferences should not be made to any non-participating students.”

Please initial that you have read and understand this disclaimer: \_\_\_\_\_