



## Frequently Asked Questions 2.0: More detailed questions about the Michigan Profile for Healthy Youth (MiPHY)

Q. Is there a MiPHY website?

A. Yes, actually there are three to meet different purposes.

The MiPHY general information site is [www.michigan.gov/miphy](http://www.michigan.gov/miphy).

The MiPHY administration site is [www.michigan.gov/miphypadmin](http://www.michigan.gov/miphypadmin).

The MiPHY survey site is [www.michigan.gov/miphysurvey](http://www.michigan.gov/miphysurvey).

Q. How long is the survey window?

A. The survey is open for the entire school year through May 31<sup>st</sup>. Registration and survey implementation may begin at any point during the 2009-10 school year.

Q. How is MiPHY and YRBS administration coordinated between the district and the state?

A. The MiPHY is offered every other year opposite the Michigan Youth Risk Behavior Survey. The MiPHY was live beginning with the 2007-2008 school year, and open again in 2009-10. The YRBS was implemented Spring 2009, with next implementation in 2011.

Q. Why isn't MiPHY offered every year?

A. The Michigan Department of Education does not want to burden schools with multiple surveys in the same school year. Allowing the MiPHY to be open during a YRBS year could cause a conflict in choosing which one the school can take. The YRBS provides invaluable statewide data, and the MiPHY provides valuable local data.

Q. Why is the MiPHY for students in grades 7, 9, and 11 rather than 8, 10, and 12?

A. By surveying in grades 7 and 9, transition years are likely to be captured. Transition years have an impact on dropout rates, academic achievement, disciplinary referrals, etc. The delivery of programming is critical during this time to reduce risk taking behavior.

By surveying in 11<sup>th</sup> rather than 12<sup>th</sup> grade, programming can be re-directed to address the issues identified due to the availability of rapid results. There is still a chance to impact 11<sup>th</sup> grade students prior to graduation where there is little opportunity to reach 12<sup>th</sup> grade students.

Q. How long does it take to complete the survey?

A. It takes students approximately 30-40 minutes to complete the online survey, well within a class period.

Q. Do we need parental consent?

A. For this survey, parental notification is necessary allowing parents to opt-out their student from the survey; this is known as passive consent. This may be superseded by a local district policy that requires active consent for survey participants. A sample parent notification is available for district use on the MiPHY websites.



### LOGIN questions

Q. I have tried everything in the book and I can't get to that security agreement form. I have a MEIS account but I can't figure out where to go.

**A. The security agreement form can be downloaded from the login page at [www.michigan.gov/miphyadmin](http://www.michigan.gov/miphyadmin) and general information page at [www.michigan.gov/miphy](http://www.michigan.gov/miphy). Once you have MiPHY access, you will use your MEIS account information and password to log into the MiPHY administration site at [www.michigan.gov/miphyadmin](http://www.michigan.gov/miphyadmin).**

Q. I was unable to login on the MiPHY administration site with my MEIS account number.

**A. Make sure that your MEIS account and password are valid. Do not use your MEIS Account Number as a password. Contact the HELP desk with any concerns about MEIS accounts/passwords at 517-335-0505 or [Help-desk@michigan.gov](mailto:Help-desk@michigan.gov).**

Q. When I login to the MiPHY administration site ([www.michigan.gov/miphyadmin](http://www.michigan.gov/miphyadmin)), I do not have a tab to get daily passwords.

**A. It may be that you only have clearance to read the reports and not administer the survey. You will need to resubmit the security agreement form, making sure your superintendent (or designee) check the survey administrator's box.**

Q. I need to know how to get the passwords for the school since they change every day. Could you let me know?

**A. The building survey administrator will need to log onto the MiPHY administration site ([www.michigan.gov/miphyadmin](http://www.michigan.gov/miphyadmin)) with their MEIS login everyday and attain the daily password.**

Q. I'm the survey administrator for three schools; do I need 3 MEIS accounts and three Security agreements or just one?

**A. Just one MEIS account/person will do, but you'll need a security agreement for each building.**

Q. If my Superintendent or other district administrator has a MEIS account, can he/she assign it to me or do I have to set up a new one?

**A. Each person should have their own MEIS account and will need a MiPHY Security Agreement form on file.**

### Survey Administration Questions

Q. How is confidentiality maintained if the survey is done on-line?

**A. Numerous actions have been taken to ensure confidentiality and anonymity of the data. In addition to the secure technology called "secure socket layer"(SSL), daily passwords are required to ensure security of the survey. Students remain anonymous and are not asked identifying information. All student responses are aggregated or combined in a variety of categories (i.e., grade, gender, race/ethnicity, and grades earned) with a large enough number of responses.**



Q. Why is there a need for a daily password?

**A. This is an additional security method so students aren't able to access the survey after hours. Daily passwords expire at 6 p.m. each day.**

Q. A parent wanted us to mail the survey because they can't make it into the school to preview it. Do you see any reason why we should not do so?

**A. We would prefer not to send the survey out to the public. We would suggest, if the parent is uncomfortable about having their student take the survey without seeing it first, that the student be excluded from taking it. The concern has to do with parents sharing the survey with their kids, and therefore, undermining the integrity of the survey.**

Q. When trying to obtain the daily survey password, my building did not appear in the drop-down box.

**A. In many cases this could be a result of not having the security access for that building. You may need to resubmit the security agreement, making sure the district code and/or the building code is filled in.**

**Alternatively, the school code master (maintained by the state) must show the building as having one of the grades 7, 9, or 11 in order to be listed.**

Q. How are students selected to be sure to have a cross-section?

**A. The participants are selected by grade. If you need 125 students to meet your minimum number you would randomly select the number of classrooms that would get you to at least 125. (Guidance is provided on random selection in the User's Guide.)**

Q. Are there two different MiPHY's and how do I know which one is which?

**A. The MiPHY contains all the questions, including sex, suicide, and depression. The MiPHY Basic is all the questions minus sexual behavior, suicide, and depression. When obtaining the daily password, you will select which survey you want. The password is unique to the building and survey type and will only allow you and your students to see the selected survey.**

Q. We would like to exclude the sexuality questions in the middle school and include them for 9th and 11th grades. Is that possible? What do we have to do differently for that to happen?

**A. Yes, you may choose to administer the MiPHY at the high school and the MiPHY Basic at the middle school. When you go to the survey administration site to get the daily password(s) be sure to choose the MiPHY Basic for the middle school, which will exclude the sex, suicide, and depression questions.**

### **Report Questions**

Q. How soon will we have access to our data or be able to get our reports?

**A. When your building has completed the survey and the building administrator has checked complete on the survey administration site, the data in summary tables should be available online within 2-4 business days. The same is true for the district; when the buildings have checked complete and the district administrator has checked the district complete, the summary tables and graphical reports will be available online in 2-4 business days.**



Q. Can we obtain our report by school and by district?

A. Yes, the reports, generated by building and district, will be available on the MiPHY administration site ([www.michigan.gov/miphyadmin](http://www.michigan.gov/miphyadmin)) under “reports.” Only those with MiPHY reports access (security agreement on file) will be able to view the reports.

Q. How will results be communicated to the schools? (Will the district receive a report that we will then share, will it come from state, etc.?)

A. The results are available to buildings and district via the MiPHY administration web site ([www.michigan.gov/miphyadmin](http://www.michigan.gov/miphyadmin)), under the reports tab. They are generated only upon computer request to the MiPHY database. Reports are not stored at the Michigan Department of Education.