

## Michigan Profile for Healthy Youth (MiPHY) Quick Start

Step-by-Step instructions for implementing the MiPHY

### Entering the Michigan School Health Survey System

#### New Users

##### **For New Survey Administrators:**

- Go to the Michigan School Health Survey System: [www.michigan.gov/shs](http://www.michigan.gov/shs) and click on **Security Agreement**.
- Login with your MEIS login name and password. If you do not have a MEIS account, click on Create New Login Name/Password.
- Confirm your contact information.
- Select the district and or building and level of access you require.
- Print the security agreement for superintendent signature.
- Submit signed security agreement to gain access to the survey system.
- You will be notified when your access is active.

#### Returning Users

##### **You are a Returning User if:**

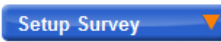
- **You had access to the old MiPHY Administration site.** Your MEIS account has automatically been linked to the School Health Survey System.
- **You have used the Michigan School Health Survey System before.**
- **Proceed to Login**

#### Login to the School Health Survey System

- Go to the Michigan School Health Survey System: [www.michigan.gov/shs](http://www.michigan.gov/shs)
- Use personal MEIS login under **Coordinate a Survey**.

### Setup Survey

**A school must be registered for the MiPHY survey on the Survey System prior to administration:**

At the left navigation, select  and complete these 2 steps to set the school up for survey implementation.

#### **Step 1: Enrollment Data**

Ensure that staff and student counts for all grades in building are entered regardless of those grades taking any survey. If this has already been done, proceed to step 2.

#### **Step 2: Registration**

Follow the instructions for registration. Make sure to register for both MS and HS if desired, and the correct version.

	<b>MiPHY</b> – Survey includes all 6 key health behavior topics including tobacco, alcohol and drugs, violence, nutrition, physical activity, sexual behavior, and suicide.	<b>MiPHY Basic</b> – Does not include questions on sexual behavior and suicide.
MS Grades: 7 <sup>th</sup>	• <b>MiPHY - Middle School (2015-2016)</b>	• <b>MiPHY Basic - Middle School (2015-2016)</b>
HS Grades: 9 <sup>th</sup> , 11 <sup>th</sup>	• <b>MiPHY - High School (2015-2016)</b>	• <b>MiPHY Basic - High School (2015-2016)</b>


## Administering the Survey: STUDENTS

### Prior to survey day:



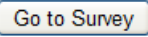
- Send out the **Parental Notification Form** (provided as an additional document).
- **Schedule** lab and survey times for students

### On survey day:

#### Obtain **daily** survey login and password

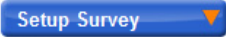
- 1) Enter the Survey System using steps on page 1.
- 2) Go to **Step 3: Generate Password** under 
- 3) Follow the steps to generate a login and password for registered **MiPHY** survey(s).
- 4) These login and passwords are building and survey specific.

### In the computer lab: Set up each student computer

- 1) Go to: [www.michigan.gov/shs](http://www.michigan.gov/shs)
  - 2) Under **Take a Survey**, Select 
  - 3) On the **Student Survey Login** page, use the daily **Login and Password** generated for your building.  
Then 
  - 4) On the **Select a Student Survey** page, select the correct **MiPHY** survey from the drop down and then 
- Computers should be at the introduction screen when students enter the lab.
  - Read Script (provided as an additional document) and instruct students to click **CONTINUE**.
  - Close web browser after each session.

## Track Progress and Close Surveys

### Track survey progress.

- 1) Enter the Survey System using steps on page 1.
- 2) Go to **Step 4: Survey Progress** under 
- 3) Follow the steps to track progress for the MiPHY and see initiated surveys for each group.


### Close a survey.

When **all** surveying is complete for students,

- 1) Go to **Step 4: Survey Progress**
- 2) Follow the steps to close each Survey.

## Reports

**Generate reports.** After closing the building/district, reports are available within three business days. They can be accessed and generated in the Michigan School Health Survey System.

- 1) Enter the Survey System using steps on page 1.
- 2) Select 
- 3) Follow the steps to generate reports for MiPHY.