MICHIGAN
Department of Education

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	Returning Users

For New Survey Administrators:
- Go to the Michigan School Health Survey System: 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.

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
- 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 [Setup Survey ▼] 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.

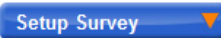|	MiPHY – Survey includes all 6 key health behavior topics including tobacco, alcohol and drugs, violence, nutrition, physical activity, sexual behavior, and suicide.	MiPHY Basic – Does not include questions on sexual behavior and suicide.
MS Grades: 7th	• **MiPHY - Middle School**	• **MiPHY Basic - Middle School**
HS Grades: 9th, 11th	• **MiPHY - High School**	• **MiPHY Basic - High School**

## Administering the Survey: STUDENTS
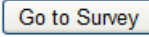
Prior to survey day:
- Send out the **Parental Notification Form** (provided as an additional document).
- **Schedule** lab and survey times for students

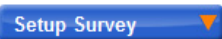On survey day:
Obtain **daily** survey **login and password**
1) Enter the Survey System using steps on page 1.
2) Go to **Step 3: Generate Password** under [Setup Survey ▼]
3) Follow the steps to generate a login and password for registered **MiPHY** survey(s)**.**
4) These login and passwords are building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

In the computer lab: Set up each student computer
1) Go to: www.michigan.gov/shs

2) Under **Take a Survey**, Select [Student]
3) On the **Student Survey Login** page**,** use the daily **Login and Password** generated for your building. Then [Login]
4) On the **Select a Student Survey** page, select the correct **MiPHY** survey from the drop down and then [Go to Survey]

- 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 [Setup Survey ▼]
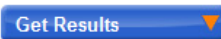3) Follow the steps to track progress for the MiPHY and see initiated surveys for each group.

Close a survey.
When **all** surveying is complete for students,
1) Go to **Step 5: Close Survey**
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 [Get Results ▼]
3) Follow the steps to generate reports for MiPHY.