

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 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.

Returning Users

You are a Returning User if:


- You have used the Michigan School Health Survey System before.
- Proceed to Login

Login to the Michigan School Health Survey System

- Login using MiLogin
- If your MiLogin is not set up, go to the Michigan School Health Survey System
 - Use personal MEIS login under **Coordinate a Survey**.
 - Follow instructions in popup notice for setting up MiLogin for the survey system

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.

	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: 7 th	• MiPHY - Middle School	• MiPHY Basic - Middle School
HS Grades: 9 th , 11 th	• MiPHY - High School	• MiPHY Basic - High School

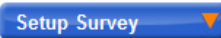
Administering the Survey: STUDENTS

Prior to survey day:



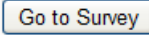
- Send out the **Parental Notification Form** (provided as an additional document).
- **Schedule** survey times for students

On survey day:

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

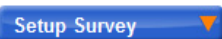
- 1) Enter the Survey System using steps on page 1.
- 2) Go to **Step 3: Generate Password** under 
- 3) Follow the steps to generate a login and password for registered **MiPHY** survey(s).
- 4) These login and passwords are building and survey specific.

In the computer lab or with classroom devices:

- 1) Go to: 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 
 - Read Script (found in Guidance section) 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.

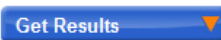
Close a survey.

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

- 1) Go to **Step 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 
- 3) Follow the steps to generate reports for MiPHY.