AMERICAN COLLEGE HEALTH ASSOCIATION

Connected College Health Network (CCHN)
Institutional Profile Survey (IPS)
2018-2019 Academic Year

The ACHA Institutional Profile Survey (IPS) will establish a baseline profile for your institution, using data you provide on institution type, and budget, as well as staff and student numbers and other details. The Institutional Profile will form the foundation for the Connected College Health Network (CCHN) and is required for participation in CCHN.

The goal of the institutional profile is to gather a complete picture about the institutional resources that support student health and well-being at ACHA Member Institutions. Once the CCHN is operational you will be able to compare your institution to the averages of peers – you'll be able to benchmark your own institution against these averages, supporting you in your strategic decision-making. While the initial survey will take about 60 - 90 minutes to complete, your information will be stored, and you will be able to update your profile annually. We expect that you will have access to a benchmarking report in late 2020.

The reporting period for this Institutional Profile is Academic Year 2018-2019 (typically July 1, 2018 - June 30, 2019), though your data systems may require you use a slightly different reporting period. If you are unable to report for academic year 2018-2019, please report for the last 12-month operating period you can access.

If you submitted an IPS for the 2017-2018 Academic Year, you'll notice that your survey already contains your responses from last year. You will be able to update your responses to participate this year.

The profile is organized in two sections.

Section A will gather information about services offered, number of visits, staffing, and budgets. Section A* can be completed multiple times, once for each facility/unit/organization providing services for students. We strongly encourage you to review Section A before completing it: click here. As you begin the survey, you'll have the opportunity to tell us how many different facilities/units/organizations you anticipate will submit responses on behalf of your institution. Once you take a look at the way Section A is organized, you'll be better able to determine how many and which units need to complete it for your campus.

If more than one facility/unit/organization will be contributing data in Section A, you have 2 options for data entry:

- You may share the PDF of Section A questions with the other facility/unit/organization(s), asking them to complete Section A in hard copy and then return it to you. You would then combine the responses for your facility/unity/organization with the responses from the other unit(s.) For Question #1, please select the second response option, indicating that you'll be submitting the data from your school in aggregate.
- If you prefer that the other facility/unit/organization(s) on your campus enter their own data into Section A, then you would select the third response option for Question #1, signaling to ACHA that we will receive multiple submissions from your school that we will need to aggregate for you. When you select the third response option for Question #1, it will trigger ACHA staff to contact you with further instructions. You will receive, via email, a special survey link you can distribute to your campus partners allowing them to submit their own data towards the

institutional profile for your campus. The survey link will direct them to Section A questions only (questions 2 - 39) and contain a code allowing us to connect their responses to your institution.

Include in Section A only facilities/units/organizations whose primary mission is to provide services to students. Please do not include any facilities/units/organizations whose primary mission is to provide services to faculty or staff or members of the community. Please also omit any facilities/units/organizations that may provide clinical care to students, but their primary mission is to train students in clinical program.

It is suggested that respondents read through the questions in Section A before determining the best way to complete this section. Once you have a better sense of the kind of information we are trying to gather, you'll be in a position to determine how many different facilities/units/organizations will be contributing data to this portion the Institutional Profile.

Section B of the profile collects campus-wide information about policies, services, student health insurance, and immunization requirements. Section B will be completed only once per institution. If you'd like to print a copy of Section B to review before completing it, click here.

The Internet-based approach makes it possible to enter data at your own pace and the task can be spread over several occasions during the collection period.

Definitions and Clarifications
We have prepared a document defining many terms and measures used throughout the Institutional profile. You may also find it helpful to open and bookmark the CCHN Institutional Profile Definitions and Clarifications. Links to this document are provided throughout the survey, but you may prefer to print a copy or keep it open in another window in your web browser for ease of access. Right-click on the link to open it in a new browser window.

Privacy
Several items are marked "**OPEN**" throughout the Institutional Profile, and tend to be data elements that are already publicly known or available for your institution. ACHA individual and institutional members who complete an Institutional Profile will have access to the **"OPEN"** data elements identifiable by school. It is intended that access to this information will provide an important ACHA member benefit in allowing members to consult and network with one another based on their responses to these questions. For example, whether or not you offer a Student Health Insurance Program and the particular carrier if you do, is information that is generally available on your website. Likewise, the division or department that your facility/unit/organization reports to is also likely readily available on the campus website. Having this information in the CCHN and identifiable by institution may be useful for members who have questions about such programs.

Those items **not marked "OPEN,"** will be accessible to ACHA individual and institutional members, but without naming the particular institution the data comes from. For example, who staffs your medical on-call services is not likely publicly available information, so while ACHA individual and institutional members who submit an Institutional Profile will be able to run reports that includes this information, they will not have access to these responses by institution. Those questions **not marked "OPEN"** will only be reported in aggregate and not tied specifically to your institution.

Please help us protect your data by ensuring that any open-ended comments beyond question 2 do not give away the identity of your institution. Avoid using the name of the institution or a unique department name that could identify the institution as you progress through the survey.

We understand that student medical, mental health, and health promotion services are organized in various ways. For some institutions, these services may be delivered at different facilities, but are administratively integrated. Information about these services, such as budget, staffing, facilities, and clinical activity, is available in aggregate. In this example, the responses for Section A will come from a single source. In other settings, the services may be delivered by multiple,

completely separate facilities/units/organizations. Information about these services is not available in aggregate. For example, medical, health promotion and mental health services may be provided or located at two separate facilities for your campus, but are administered together with a single budget and electronic health records. In a different example, medical and mental health services may be located in the same building or space, but have separate budgets and activity reporting.

<u>Consent</u>
By clicking the 'Begin Institutional Profile' button below, you agree that:

- your IPS responses will be imported into the ACHA Connected College Health Network,
- data elements marked **"OPEN"** will identify your institution and your responses will be accessable to other ACHA institutional members that complete an IPS, and
- you are authorized to submit IPS responses on behalf of your institution.