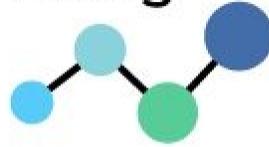


College Health and Well-Being

**DATA HUB**



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A PROGRAM OF  ACHA

# User's Guide and Training Manual

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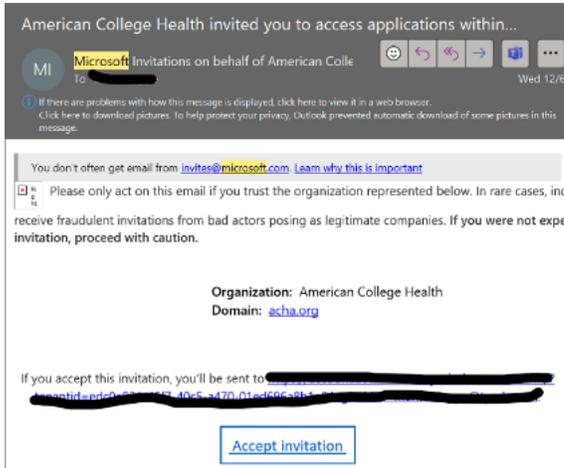
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# Getting Started

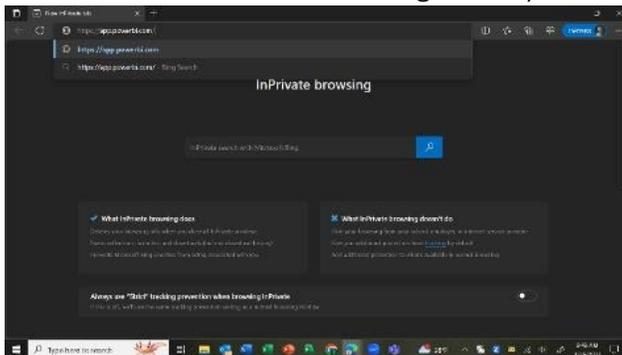
## Logging in for the First Time

Logging into Data Hub requires access to a Microsoft365 ACHA Account that is created for users by the Data Hub Team.

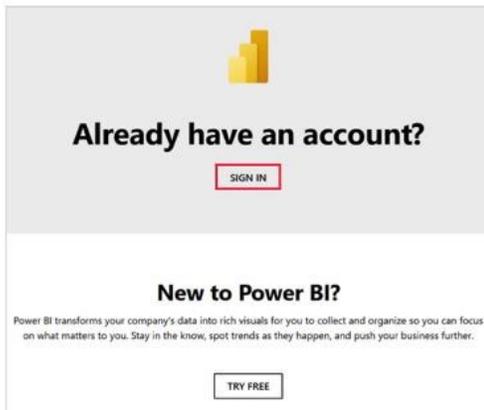
1. You should have received an email from Microsoft (see screenshot below). You will need to click **“Accept Invitation”**. If you did not receive this email, please check your spam folder.



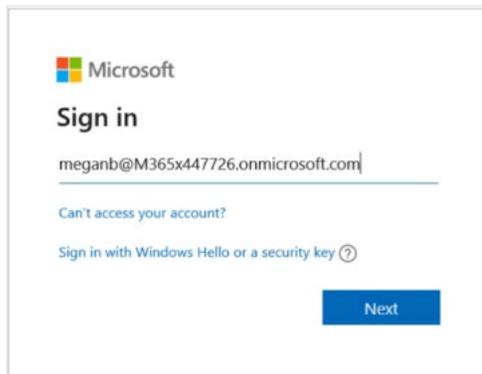
2. Once the invite is Accepted, Navigate to the following link:  
<https://app.powerbi.com/groups/me/apps/a723ba6d-c2f3-46bc-95c3-778ae71c0bb6/reports/79593a5e-9455-42f3-b557-6a0411b6e306?ctid=edc0e921-45f7-40c5-a470-01ed696a8b1e&experience=power-bi>
  - a. Note: It is recommended to use a “In Private” browser window. In Microsoft Edge, this can be done by pressing Ctrl+Shift+N. (This step may not be required, based on your institution’s browser configuration.)



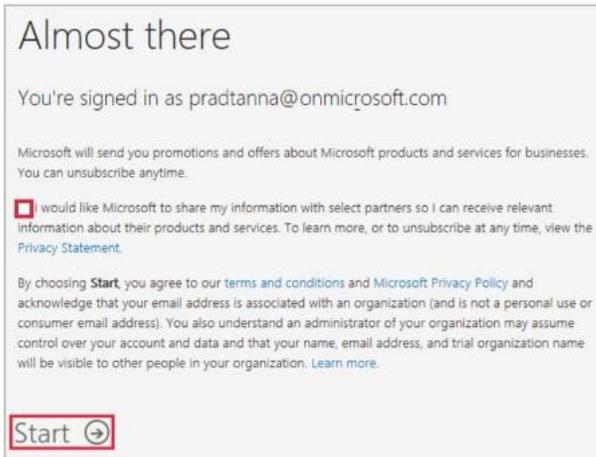
3. The first time you sign in, Microsoft will ask if you already have a Microsoft 365 account (which has recently been created for you). Please select **SIGN IN**.



4. Sign into your new account using your institution's credentials. These are just your standard work credentials.



5. On the next page, 'Action Required', click '**Next**' to connect your Microsoft Authenticator to your account. You can use the same Microsoft Authenticator that you use for other accounts. (Note: other authentication apps may be utilized, based on your institutional standard.)
6. Follow the steps provided to finish setting up your Authenticator, and to set up your cell phone number as an alternate way to access your account. When you get to the dialog '**Stay signed in**', click 'Yes' to complete this account setup process.
7. Review the terms and conditions. If you agree, select the checkbox, and then select **Start**. During the setup process, you'll typically be given the option to set up an authenticator app (such as Microsoft Authenticator, Google Authenticator, etc.) or a phone number as an alternate way to access your account. If you choose the authenticator app, you'll usually need to download the app to your smartphone, scan a QR code provided during setup, and follow the prompts to complete the setup process. If you choose to set up your phone number, you'll likely be prompted to enter your phone number and choose whether you want to receive verification codes via text message or phone call.



If you have any questions or problems setting up your new password, please contact the Tyrula Help Desk at [helpdesk@tyrula.com](mailto:helpdesk@tyrula.com) for assistance.

## Forgot My Password Process

If you have forgotten your password and require a reset:

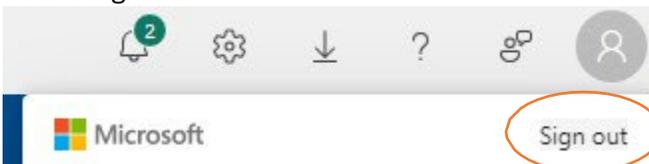
1. Send [helpdesk@tyrula.com](mailto:helpdesk@tyrula.com) an email asking for a password reset.
2. You will receive an email from Microsoft with a Reset Link and specific instructions on how to reset your password.

## Logging Out

1. Navigate to and Select the Account Manager Icon on the top right



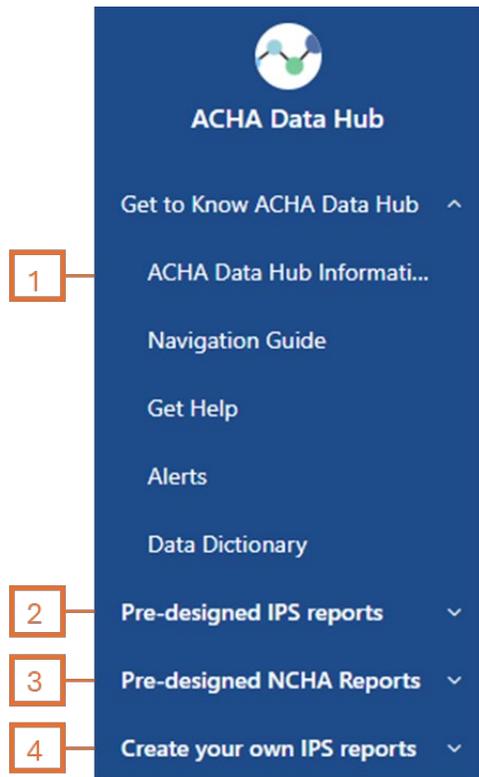
2. Select Sign Out



## Data Hub Homepage Key Components

Once a user has successfully logged in, they will see the Data Hub homepage.

### Left - Hand Menu



1. The **ACHA Data Hub Information** page includes introductory information about how to use the Data Hub dashboard. It provides a detailed overview of the navigation features of the Data Hub and detailed graphics to explain report formats and other tools available to users, including a video tutorial library. All the information on these pages will be useful for efficiently and easily accessing and understanding information in the Data Hub.
2. The **Pre-designed IPS reports** are reports from select IPS questions and include all years of IPS data (new IPS data is available in the Data Hub in the second quarter of every year). These reports have been created for you and can be customized using selected institutional-level filter options.
3. The **Pre-designed NCHA reports** are reports from select NCHA questions and include data from Fall 2019 to the most current survey available. These reports have been created for you and address key areas of student health and well-being including academic performance, mental health and well-being, general health and campus climate, food security and substance use. These reports can be customized using both institutional and student-level filters.
4. The **Create Your Own IPS Reports** host all IPS questions asked in the most recent IPS survey and include all years of IPS data (new IPS data is available in the Data Hub in the second quarter of every year). You will be able to create your own reports by choosing specific IPS questions and selecting additional institutional-level filters. These reports are separated into

3 report types:

- a. **Categorical reports** - these are questions that have multiple answer choices but only 1 answer is selected.
- b. **Yes/No reports** - these are questions that were select all that apply questions or yes/no questions in the IPS.
- c. **Numeric reports** - these are questions where you entered a numeric value in the answer.

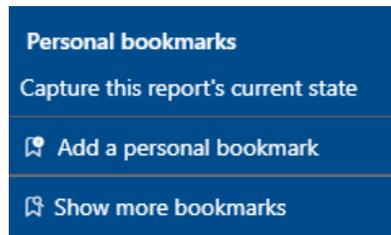
## Navigating the Report Menu Bar



1. **File Menu:** Hovering over the file menu option provides you with the print page option that prints the current page.
2. **Share Menu:** This menu provides a shareable link that will allow other Data Hub users to access the dashboard. Note: this link is not a public link and will not work for people who do not have access to Data Hub.
3. **Export Menu:** The export menu provides users with multiple ways to export the current page, in either PowerPoint or PDF format.
  - a. **Export as PDF**
    - i. Select Export as PDF.
    - ii. Select the export option of using the default values or the values that are currently shown on the report.
    - iii. Unselect the "Exclude Hidden Report Tabs".
    - iv. Select Export.
    - v. After a few moments, you will be able to choose where you would like the file downloaded.
    - vi. Select Save.
  - b. **Export as PowerPoint**
    - i. Select Export as PowerPoint.
    - ii. Select the export option of using the default values or the values that are currently shown on the report.
    - iii. Unselect the "Exclude Hidden Report Tabs".
    - iv. Select Export.
    - v. After a few moments, you will be able to choose where you would like the file downloaded.
    - vi. Select Save.
4. **Bookmark Menu:** This bookmark menu allows a user to add the current state of the report as a bookmark for easy accessibility. The bookmark menu saves the page's current state under a name chosen by the user. It includes the settings you've made to filters, slicers, and visuals on that page.

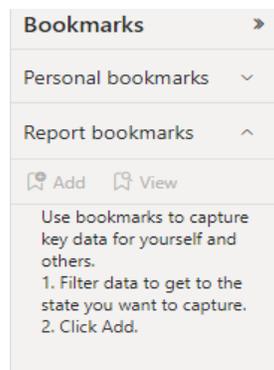
a. **Add a Personal Bookmark**

- i. Name The Bookmark.
- ii. Select if it should be the default view whenever the report is selected.
- iii. Select Save.

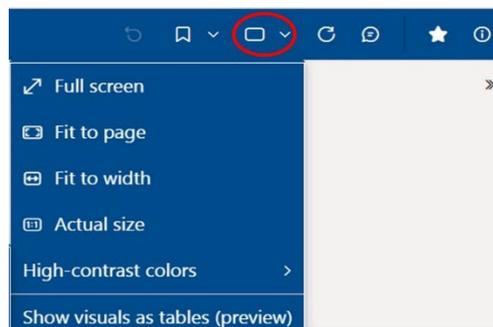


b. **Show more bookmarks:**

- i. By selecting this option, you'll be able to view all the bookmarks associated with this report.



5. **View Menu:** The view menu contains multiple options for the dashboard page format and visuals including screen size and the report's fit.

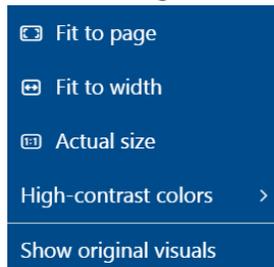


- a. **Full Screen** – This option expands the report to fill a user's entire screen. A user can press Esc to exit Full Screen mode.
- b. **Fit to Page** \* (Recommended) - This option fits the report to the page.
- c. **Fit to Width** – This option adjusts the report to fit the width of the screen (rather than the height).
- d. **Actual Size** – This option adjusts the report to the original size in development.

- e. **High Contrast Colors** - The menu also contains options for changing the contrast colors.
  - i. Select High Contrast Colors
  - ii. Select between the 4 High Contrast Options
  - iii. The Report will automatically update once an option has been selected.



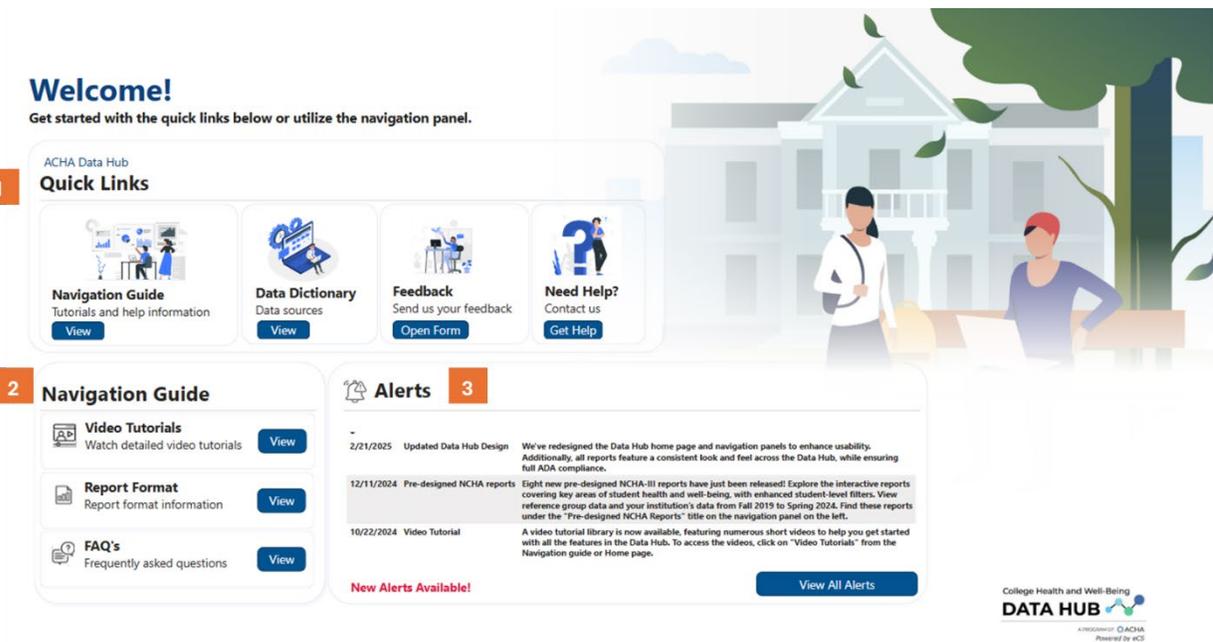
- f. **Show visuals as tables (preview)** - This converts all graphical elements of the report into tables.
  - i. To view the graphical elements in their original format:
    - 1. Hover over the View Menu
    - 2. Select Show original visual



- 6. **Refresh Menu Visuals:** Clicking on the refresh visuals button will allow you to view the author's default view of the report.
- 7. **App Info:** App Info includes Metadata about the Data Hub Application itself including: the Name, Owner, and a description.

# Landing Page & Other Helpful Pages

## Landing Page



- 1. Quick Links:** This section provides easy access to essential resources:
  - a. Navigation Guide:** Detailed instructions on how to navigate the platform.
  - b. Data Dictionary:** Definitions and descriptions of data elements sources.
  - c. Feedback Form:** Submit your feedback to help us improve the Data Hub.
  - d. Get Help:** Access support resources and contact information.
- 2. Navigation Guide:** Find helpful resources to assist with using the platform:
  - a. Video Tutorials:** Step-by-step video guides.
  - b. Report Format:** Templates and guidelines for report creation.
  - c. FAQ's:** Frequently asked questions and their answers.
- 3. Alert Notification Guide:** Stay informed with the latest updates:
  - a. Latest Alerts:** View the three most recent alerts.
  - b. Alert Log:** Access all previous alerts by clicking the "View All Alerts" button.

# Navigation Guide

**< Back** **1**

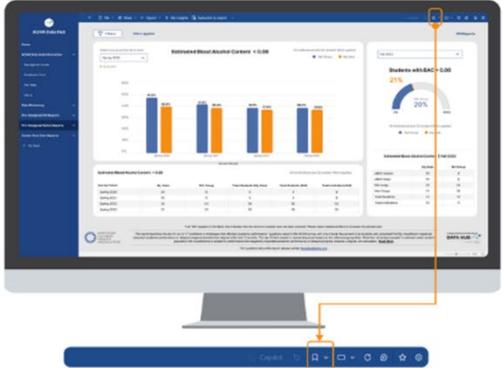
## Navigation Guide

Choose a topic to explore detailed information

**2** **Select a Topic**

<b>Bookmark Page</b> Save frequently visited reports	<b>Page Navigation</b> Information on page navigation
<b>Copyright Notice</b> Information on Copyright notice	<b>Report Format</b> Report format information
<b>Expand Visualization</b> How to expand chart visualizations	<b>Video Tutorials</b> Watch detailed video tutorials
<b>Export Visualization</b> How to export chart visualizations	<b>Zoom Controls</b> Information on zoom in/out controls
<b>Filter Options</b> Information on filter options used	<b>FAQ's</b> Frequently asked questions
<b>Filter Reset</b> Information on how to reset filters	

**3**



**4**

### Bookmark Page

The bookmark feature lets you save the current state of a report page, including filters, slicers, visuals and their configurations.

To create a personal bookmark, click on the **bookmarks drop-down** located on the right side of the top banner. From there, choose "Create a Personal Bookmark" give it a name and save it. You can repeat this process for each report in the Data Hub. Your saved bookmarks can be accessed later through the drop-down menu.

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1. The back button returns you to the Home page.
2. Select the topic by clicking on any title in the list.
3. A visual or written description for the specific topic will be displayed.
4. A detailed description of the topic will appear below the visual.

# Report Format

[← Back](#)

## Navigation Guide

Choose a topic to explore detailed information

### Select a Topic

<b>Bookmark Page</b> Save frequently visited reports	<b>Page Navigation</b> Information on page navigation
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<b>Filter Options</b> Information on filter options used	<b>FAQ's</b> Frequently asked questions
<b>Filter Reset</b> Information on how to reset filters	

### Report Format

Click on each report type for more information. NCHA and IPS report formats were created with the same format and features for more seamless experience

---

### Create Your Own IPS Reports

These Reports include all IPS questions from the most recent survey and covers data from all available years. New IPS data is released in the Data Hub every second quarter. Here, you can create custom reports by selecting specific IPS questions and applying additional institutional-level filters. These reports are divided into three types:

---

### Pre-Designed IPS Reports

Reports are based on select IPS questions and include all available years of IPS data (new IPS data is released in the Data Hub during the second quarter of every year). These reports have been pre-built for you, with the option to customize them using the available filter options.

---

### Pre-Designed NCHA Reports

Reports are from select NCHA questions and include data from Fall 2019 to the most current survey available. These reports have been created for you and address key areas of student health and well-being including academic performance, mental health and well-being, general health and campus climate, food security and substance use.

1. Select the Report Format topic under Navigation Guide.
2. This will open up a list on the left-hand side (marked as 2) that has corresponding formats for the 3 main types of reports.
  - a. Click on "Create Your Own IPS Reports", "Pre-Designed IPS Reports", or "Pre-Designed NCHA Reports" to view the details of each report type.

### 1 Create Your Own IPS Reports

These Reports include all IPS questions from the most recent survey and covers data from all available years. New IPS data is released in the Data Hub during the second quarter of every year. Here, you can create custom reports by selecting specific IPS questions and apply additional institutional-level filters. These reports are divided into three reports types:

- Categorical - questions that have multiple answer choices but only 1 answer is selected.
- Yes/No - questions that were select all that apply questions or yes/no questions.
- Numeric - questions where you entered a numeric value.



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### Filter Panel

You can filter data using Institutional filters. Hovering over "Filters Applied" will display the active filters. Clicking the Filters button opens the filter panel, where you can make your selections.

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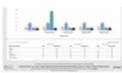
### Filters Applied

The filters that were selected in the filter panel appear to the right of the chart in the "Filters Applied" box.

---

### Report Summary

Each report includes a summary description at the bottom of the page. Click on the copyright icon to read ACHA's copyright and trademark notice.



- i. Title of the specific report is displayed.
- ii. Detailed information about each report type is displayed below the report title.

## Video Tutorials

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### Navigation Guide

Choose a topic to explore detailed information

**Select a Topic**

<b>Bookmark Page</b> Save frequently visited reports	<b>Page Navigation</b> Information on page navigation
<b>Copyright Notice</b> Information on Copyright notice	<b>Report Format</b> Report format information
<b>Expand Visualization</b> How to expand chart visualizations	<b>Video Tutorials</b> Watch detailed video tutorials
<b>Export Visualization</b> How to export chart visualizations	<b>Zoom Controls</b> Information on zoom in/out controls
<b>Filter Options</b> Information on filter options used	<b>FAQ's</b> Frequently asked questions
<b>Filter Reset</b> Information on how to reset filters	



### Video Tutorials

Select the section of the video you want to watch. We recommend watching them in order. Each video opens in a separate tab. To save a video, right-click on the open video tab and select 'save video as' or click the three dots on the bottom right corner to download. You can then watch the videos in your preferred media player installed on your computer.

**2**

Welcome Video	Create Your Own IPS Reports: True/False Reports
Pre Designed IPS Reports	Create Your Own IPS Reports: Numeric Reports
Data Dictionary	Create Your Own IPS Reports: Secondary Question Cross Analysis
Create Your Own IPS Reports: Getting Started	Pre Designed NCHA Reports
Create Your Own IPS Reports: Categorical Reports	

1. Select the Video Tutorials topic under Navigation Guide. This will open up a list on the right-hand side (marked as 2) that has the corresponding video tutorials.
2. Select a video title from this list. This will open a YouTube video in a new tab.

# Frequently Asked Questions

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## Navigation Guide

Choose a topic to explore detailed information

**Select a Topic**

<b>Bookmark Page</b> Save frequently visited reports	<b>Page Navigation</b> Information on page navigation
<b>Copyright Notice</b> Information on Copyright notice	<b>Report Format</b> Report format information
<b>Reset Filters</b> Information on how to reset filters	<b>Video Tutorials</b> Watch detailed video tutorials
<b>Expand Visualization</b> How to expand chart visualizations	<b>Zoom Controls</b> Information on zoom in/out controls
<b>Export Visualization</b> How to export chart visualizations	<b>FAQ's</b> Frequently asked questions
<b>Filter Options</b> Information on filter options used	

**Frequently Asked Questions**  
[View questions](#)

**2**

- Can I save a report that I've created in the "Create Your Own reports" section so I can come back to it at a later date and not re-create it?
- Can I share my "create your own" IPS report with other Data Hub users?
- How can I export and save my visualizations?
- How can I provide feedback on current reports or make suggestions for future reports in the Data Hub?
- How do I choose which question to select as my primary and secondary questions?
- How do I get started creating my own IPS report?
- I can't login to the ACHA Data Hub – how can I find my username and password?
- I received a notice that there is a new report available on the Data Hub, but I don't see it in my reports.
- I see on the chart that I have 1 institutional filter and 1 student filter applied. How can I see which filters I've applied to my report in the NCHA pre-designed reports?
- I want to create my own IPS report but can't find the question.
- I want to get in touch with similar institutions to mine to discuss their answers to questions in the Data Hub. How can I do this?
- I want to see the results of a particular report in a different format (e.g. different chart type, color, calculation). Is this possible?
- I want to see the results of a specific question from the IPS but I don't see a pre-designed report for it in the Data Hub. Why is this report not available?
- I'm in one of the reports that shows institutional data but I'm not seeing my institution's data. What's wrong?
- I'm not sure I understand what the data is showing. Can you help me?

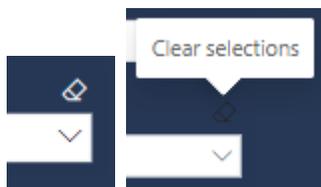


1. Select the FAQ's topic under the Navigation Guide.
2. A list of commonly asked questions is displayed. Click the plus sign to reveal the answer to the FAQ.

## Additional Tips

### Clearing Filters

1. To clear individual filter selections in the filter panel, hover over the filter title and look for the white eraser button on the right, above the expand down arrow for filter selection. Click on the eraser icon to clear all filters for that specific filter selection (this will default to "select all").

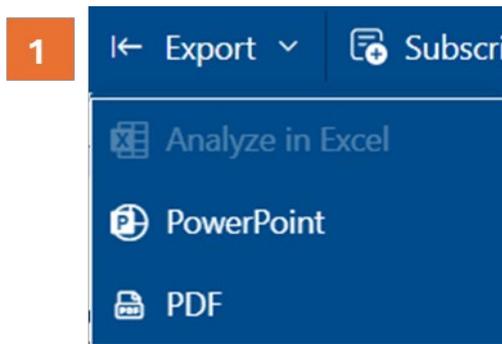


2. Alternatively, to clear ALL filters on the filter panel page, you can use the big eraser located on the top right corner of the filter panel screen.

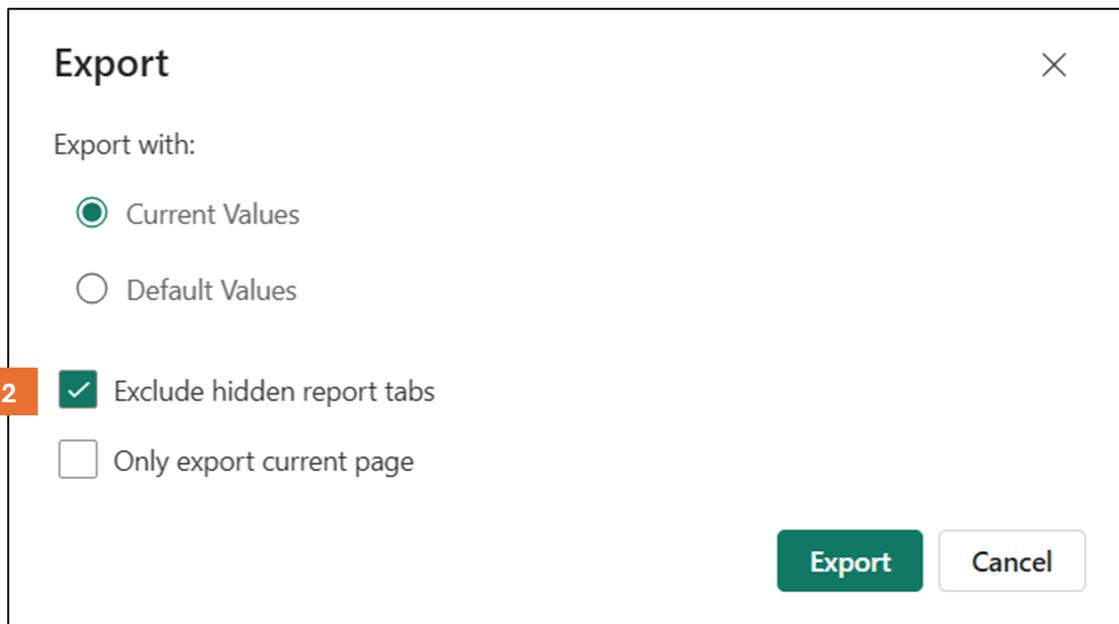


3. If your reports are not loading or the questions are not populating in the drop-down boxes, please try refreshing your browser and/or opening a new tab.

### *Exporting Reports with Filters Applied Section*



1. Export a report as either a PDF or PowerPoint slide.



2. To export the report in PDF or PowerPoint format with the Filters Applied section included, ensure you **UNCHECK** the "Exclude Hidden Report Tabs" option during export.

## Get Help Page

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### 1 Get Help

Help is just a click away! Below are some helpful contact details, along with links to the user guide and training manual.

2



A complete overview and guide to the Data Hub can be found here  
[User's Guide and Training Manual](#)

3



For questions about the **Data Hub Reports**, please contact  
[ktanabe@acha.org](mailto:ktanabe@acha.org)

4



For technical questions about the **Data Hub Power BI App**, please contact  
[helpdesk@tyrula.com](mailto:helpdesk@tyrula.com)



1. Get Help Page, you can navigate here from the "Left hand Panel" under "Get to Know ACHA Data Hub" or you can also navigate here from the "Landing Page" under "Quick Links"
2. Click the link to access this training manual.
3. For questions about the Data Hub Reports, please email Kawai Tanabe at [ktanabe@acha.org](mailto:ktanabe@acha.org)
4. For technical questions about the Data Hub Power BI App, please contact [helpdesk@tyrula.com](mailto:helpdesk@tyrula.com)

## Alert Log Page

**1**  **Alerts**

---

2/21/2025 Updated Data Hub Design We've redesigned the Data Hub home page and navigation panels to enhance usability. Additionally, all reports feature a consistent look and feel across the Data Hub, while ensuring full ADA compliance.

12/11/2024 Pre-designed NCHA reports Eight new pre-designed NCHA-III reports have just been released! Explore the interactive reports covering key areas of student health and well-being, with enhanced student-level filters. View reference group data and your institution's data from Fall 2019 to Spring 2024. Find these reports under the "Pre-designed NCHA Reports" title on the navigation panel on the left.

10/22/2024 Video Tutorial A video tutorial library is now available, featuring numerous short videos to help you get started with all the features in the Data Hub. To access the videos, click on "Video Tutorials" from the Navigation guide or Home page.

**2** **New Alerts Available!** **3** [View All Alerts](#)

1. The Alerts section on the Landing Page will show the three latest alerts.
2. The "New Alerts Available!" indicator notifies you that these alerts are new.
3. Clicking on the "View All Alerts" button will redirect you to the Alerts Log Page for a list of all past alerts.

**Alert Log Page:** This page lists all the alerts, the new and older ones as well.

[Back](#)

### Alert Log

Status	Date	Topic	Message
New	2/21/2025	Updated Data Hub Design	We've redesigned the Data Hub home page and navigation panels to enhance usability. Additionally, all reports feature a consistent look and feel across the Data Hub, while ensuring full ADA compliance.
	12/11/2024	Pre-designed NCHA reports	Eight new pre-designed NCHA-III reports have just been released! Explore the interactive reports covering key areas of student health and well-being, with enhanced student-level filters. View reference group data and your institution's data from Fall 2019 to Spring 2024. Find these reports under the "Pre-designed NCHA Reports" title on the navigation panel on the left.
	10/22/2024	Video Tutorial	A video tutorial library is now available, featuring numerous short videos to help you get started with all the features in the Data Hub. To access the videos, click on "Video Tutorials" from the Navigation guide or Home page.
	9/16/2024	Create Your Own IPS reports	Create your own IPS reports is now live! In this section, you will be able to create your own reports by choosing specific IPS questions and selecting additional institutional filters. The reports are separated into 3 report types. For details, please refer to the report format page in the Navigation guide and select "Create your own IPS report". Alternatively, watch tutorials on how to create your own reports by navigating to the "Video Tutorials" page from the Navigation Guide or Home page.
	9/16/2024	Data dictionary	Searchable data dictionaries for IPS, NCHA and IPEDS are now available on the Data Hub. The data dictionaries will identify questions by question number, data theme, question type and question label (condensed). Find the data dictionaries on the navigation panel on the left.
	5/20/2024	Feedback button	We welcome your feedback and suggestions about the Data Hub! If you have feedback on current reports or suggestions for new reports, please share them with us by clicking on the "Feedback" button on the page.

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# Data Dictionary

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## 1 Data Dictionary

### Choose a Data Dictionary to View

2

Click on the dictionaries below to see the corresponding information

Information IPEDS View Dictionary NCHA-III View Dictionary NCHA-IIIb View Dictionary IPS 6 (AY 2022-23) View Dictionary IPS 7 (AY 2023-24) View Dictionary

**3**



[The Institutional Profile Survey \(IPS\)](#)  
An annual ACHA survey that collects information about the institutional resources that support student health and well-being at ACHA Member Institutions (for the previous academic year).



[The National College Health Assessment \(NCHA\)](#)  
A nationally recognized ACHA research survey that collects precise data on a wide range of health and wellness issues, including health habits, behaviors and perceptions from the student population.  
**NCHA-III** corresponds to surveys from Fall 2019 - Spring 2023  
**NCHA-IIIb** corresponds to surveys from Fall 2023 - current

**IPEDS**

[The Integrated Postsecondary Education Data System \(IPEDS\)](#)  
"A system of interrelated surveys conducted annually by the U.S. Department of Education's National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs."



College Health and Well-Being  
**DATA HUB**  
A PROGRAM OF ACHA  
POWERED BY eCS

1. You can navigate to the data dictionary from the left-hand panel or from the ACHA Data Hub Information home page.
2. Data dictionaries are available for IPEDS, NCHA-III, NCHA-IIIb and IPS surveys. Click on any of these boxes to view the list of all questions available in the surveys.
3. Below the data dictionaries are hyperlinks to each of the data sources utilized in the Data Hub. Click on the link for a detailed description of each data source.

# IPEDS

< Back

## Data Dictionary

### Choose a Data Dictionary to View

Click on the dictionaries below to see the corresponding information

Information

1

IPEDS  
View Dictionary

NCHA-III  
View Dictionary

NCHA-III B  
View Dictionary

IPS 6 (AY 2022-23)  
View Dictionary

IPS 7 (AY 2023-24)  
View Dictionary

2

Search

Search

Question Selection Choices

Question	Label
ACHA Affiliate	Central College Health Association
ACHA Affiliate	Mid-America College Health Association
ACHA Affiliate	Mid-Atlantic College Health Association
ACHA Affiliate	New England College Health Association
ACHA Affiliate	New York College Health Association
ACHA Affiliate	North Central College Health Association
ACHA Affiliate	Ohio College Health Association
ACHA Affiliate	Pacific College Health Association
ACHA Affiliate	Rocky Mountain College Health Association

1. There are 7 variables that we use from IPEDS, plus an additional variable that we derive from IPEDS (ACHA Affiliate). These variables are listed in alphabetical order. You can scroll through the list or use the search bar highlighted in 2.
2. You can search by the question or the selection choice. Select the desired choice under the search bar.

# IPS 6 or IPS 7

[Back](#)

## Data Dictionary

### Choose a Data Dictionary to View

Click on the dictionaries below to see the corresponding information

Information

IPEDS  
View Dictionary

NCHA-III  
View Dictionary

NCHA-IIIB  
View Dictionary

IPS 6 (AY 2022-23)  
View Dictionary

IPS 7 (AY 2023-24)  
View Dictionary

2

Search

Question Number Keywords

Question Number	Themes	Question Type	Question
10	Health Center Services	Categorical Questions	Who provides primary care?
11	Health Center Services	Yes/No Questions	Do you offer 24-hour medical on-call service?
12	Health Center Staffing	Yes/No Questions	Medical after hours staff: Campus medical providers
12	Health Center Staffing	Yes/No Questions	Medical after hours staff: Campus nurses
12	Health Center Staffing	Yes/No Questions	Medical after hours staff: Contracted service, medical providers
12	Health Center Staffing	Yes/No Questions	Medical after hours staff: Contracted service, nurses
12	Health Center Staffing	Yes/No Questions	Medical after hours staff: Multiple providers/coverage
12	Health Center Staffing	Yes/No Questions	Medical after hours staff: Other off-campus coverage by specific agreement
12	Health Center Staffing	Yes/No Questions	Medical after hours staff: Other on-campus medical providers by specific agreement

1. The IPS 6 and 7 data dictionaries are organized by question number, data theme, question type, and a brief description of the question asked in the IPS.
2. You can search for a question by the corresponding IPS question # or by keyword by typing it into the search bar.

# NCHA III or NCHA IIIb

[Back](#)

## Data Dictionary

### Choose a Data Dictionary to View

Click on the dictionaries below to see the corresponding information

- Information
- IPEDS View Dictionary
- NCHA-III View Dictionary
- NCHA-IIIb View Dictionary**
- IPS 6 (AY 2022-23) View Dictionary
- IPS 7 (AY 2023-24) View Dictionary

2

Search

Question Number	Report Theme	Question Type	Question
Academic Level	Student-level Filter	Categorical	Academic level
Age Category	Student-level Filter	Categorical	Age Categories
ALCOHOLRISK	Substance Use	Categorical	ASSIST alcohol risk
BAC	Substance Use	Numeric	Blood Alcohol Content
CANNABISRISK	Substance Use	Categorical	ASSIST cannabis risk
CDRISC2	Mental Health & Well-Being	Numeric	Connor-Davidson Resilience Scale 2 (CD-RISC2) Score
COCAINERISK	Substance Use	Categorical	ASSIST cocaine risk
DIENER	Mental Health & Well-Being	Numeric	Diener Flourishing Score
Gender	Student-level Filter	Categorical	Gender



1. The NCHA-III and NCHA-IIIb data dictionaries are organized by question number, data theme, question type, and a brief description of the question asked in the respective NCHA survey.
2. You can search for a question by the corresponding NCHA-III or NCHA-IIIb question # or by keyword by typing it into the search bar.

# Pre-designed Reports (IPS & NCHA)

## Report Formats

The screenshot displays a report interface with several key components:

- 3 Filter Button:** A button labeled "Filters" with a funnel icon.
- 4 Filters Applied:** A status indicator showing "Filters Applied".
- 2 Report Title:** A header area for the report title.
- 1 Institutional Filters Applied:** A sub-indicator showing "1 Institutional Filters Applied".
- 5 Selected Year:** A dropdown menu for "Select Academic Year" set to "AY 2023-2024".
- Graphical Representation:** Two bar charts. The left chart, titled "Mean Square Footage", shows a single bar for "Mean assignable square footage" at 38,214. The right chart, titled "Mean Square Footage per 1000 eligible students\* & per 1000 enrolled students\*\*", shows two bars: "Mean square footage per 1000 eligible students" at 3.8K and "Mean square footage per 1000 enrolled students" at 2.9K.
- 1 Institutional Filters Applied:** Two sub-indicators above the table.
- Tabular Representation:** A data table with two sections. The first section has columns: Category, Mean, Median, Min, Max, Count, Total Institutions. The second section has columns: Category, Mean, Median, Min, Max, Count, Total Institutions.
 

Category	Mean	Median	Min	Max	Count	Total Institutions
Mean assignable square footage	38,214	19280	1200	321430		
Mean square footage per 1000 eligible students	3.755	850	149	98794	45	74
Mean square footage per 1000 enrolled students	2.874	736	104	85540	55	74
- 6 Read More:** A button labeled "Read More".
- 7 Copyright:** A footer note: "© 2025 American College Health Association. All rights reserved."

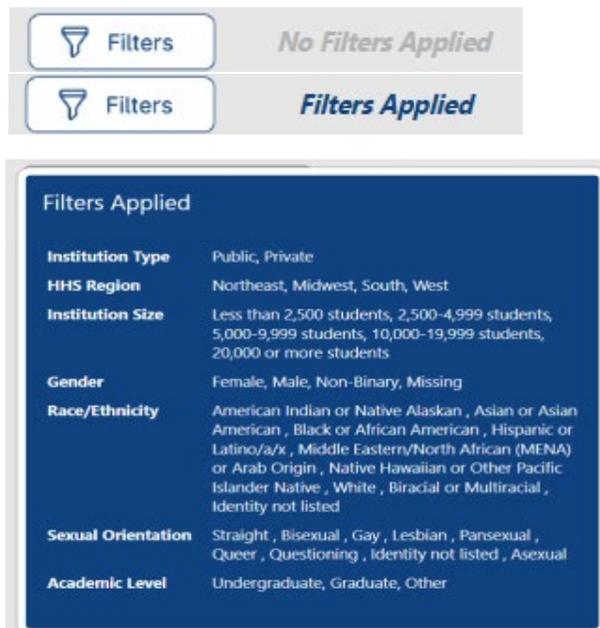
- 1. Filters Applied:** Indicates whether filters (institution-level or student-level) affecting visualizations and data tables have been selected. This will display 'No Filters Applied' when filters are not selected or will display the number of institutional and/or student-level filters selected.
- 2. Report Title:** Displays the title of the report.
- 3. Filter Button:** Clicking this button opens the filters that can be applied to the report, this filter panel allows you to filter the data by Institutional Filters and/or Student Filters (available for NCHA reports only). The default setting is set to select all options.

The filter panel is divided into two columns:

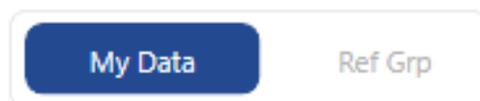
- Institution Filters:**
  - HHS Region: All
  - ACHA Affiliate: All
  - Campus Setting: All
  - Institution Type: All
  - Institution Level: All
  - Enrollment Size Category: All
  - Carnegie Category: All
  - Religious Affiliation: All
  - Minority Serving Institution: All
- Student Filters:**
  - Gender: All
  - Race/Ethnicity: All
  - Sexual Orientation: All
  - Academic Level: All
  - Age Category: All

Buttons at the bottom: "Reset Filters" and "Apply Filters".

4. **Filters Status:** Shows either "No Filters Applied" or "Filters Applied":
  - a. **No Filters Applied:** Indicates no filters are selected.
  - b. **Filters Applied:** Changes to blue text and, on hover, displays a list of all applied filters.



5. **Academic Year/ Survey Period Selector:** Allows selection of academic years, which will then be displayed under the report title on the graph.
  - a. **IPS Reports** will have the Academic Year selector.
  - b. **NCHA Reports** will have the Survey Period selector.
  
5. **Report Summary and Read More Button:** Each report includes a summary with a description of the report, important considerations, and contact information. Located in the footer of some reports the "Read More" button indicates additional pertinent information about the report. Clicking it opens a popup with more details.
  
7. **Copyright Disclaimer:** Provides information about copyright and usage rights for the report content.
  - a. **Toggle My Data/Ref Group:** For reports where applicable, Switch between My Data (your specific data) and Reference Group (comparison data) by toggling the respective buttons.



- b. **Toggle Singel Survey Period/Trends:** Switch between Single Survey Period (your specific chart) and Trends (comparison data) by toggling the respective buttons.

### Select Chart View

Select your view to toggle between single survey period charts and trend charts.

---

### Survey Period

Select a survey period to view the corresponding data in charts

## Accessing IPS Reports

All pre-designed reports have similar options and formats that will be described below to help you navigate through the reports. Select a report to explore from the Left-Hand-Menu to get started.



## Accessing NCHA Reports

All pre-designed reports have similar options and formats that will be described below to help you navigate through the reports. Select a report to explore from the Left-Hand-Menu to get started.



## Introduction to Creating your Own IPS Reports

### Create Your Own IPS Reports Section

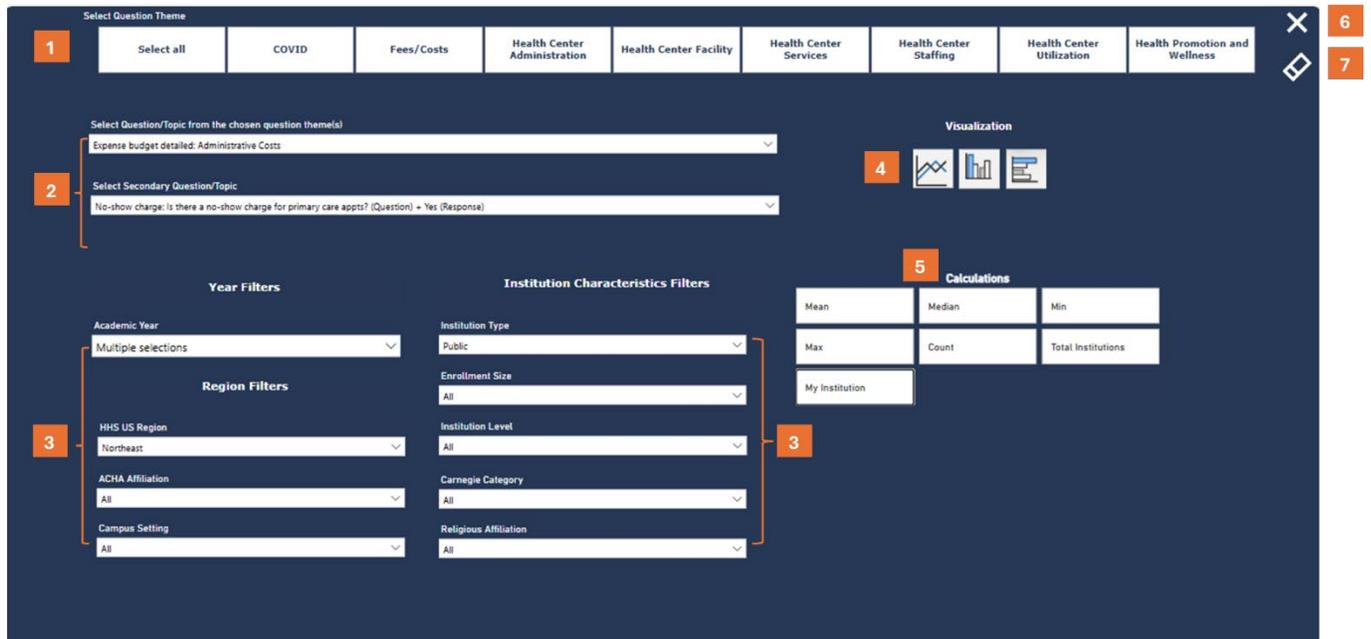


1. Navigate to the “Create your own IPS reports” section and expand the selection by clicking on the down arrow.
  - a. When you click on a report type, a pre-selected report may be visible on your screen. To select your question, you will need to open the filter panel.

### Filter Panel



1. To get started with a new report, click on the filter icon (the top icon) on the left-hand side. This will open up the filter panel.



1. The filter panel is organized with the question themes across the top.
  - a. By selecting one of the question themes, the questions that appear in the first box, “select question/topic from the chosen data themes” will be filtered to only those questions that are categorized in that theme. If you click on “Select All” (which is the default), all the questions will appear in the first box. **(NOTE: selecting a question theme will turn the box black. The default for “select all” is represented by either all white or all black boxes)**
2. Below the question themes, you will find the question and response options on the top left side.
3. Institutional filters are accessible below the questions.
4. Visualization options are available on the top right side of the filter panel.
5. For CYO IPS numeric reports, a calculations section will appear below the visualization options.
6. Click the ‘X’ to close out of the filter panel and return to the report page.
7. The eraser button will reset all filters selected.

## Categorical Reports

1



Select Question/Topic from the chosen question theme(s)

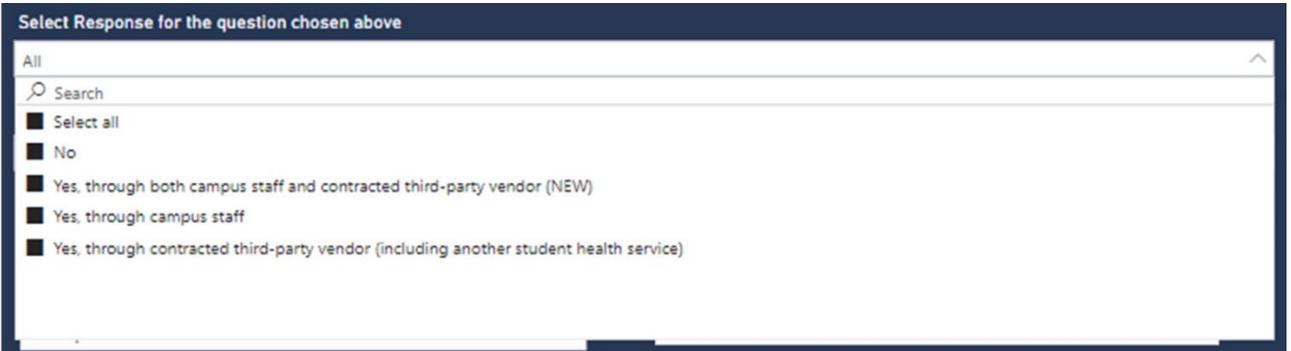
Administrative support services: Primary support: Assessment and Evaluation

tele

- Is telepsychiatry offered?
- Was telecounseling offered?
- Were telemedicine or e-visits offered?
- When did telecounseling services begin to be offered?
- When did telemedicine consults/e-visits begin to be offered?
- When did telepsychiatry services begin to be offered?
- Administrative support services: Primary support: Assessment and Evaluation

1. To select your question, click in the top dropdown box under “select question/topic from the chosen data themes”. Here you can scroll through all the available categorical questions or you can type in a keyword in the search bar. For example, if you type in “telemedicine” you can find all questions that mention “telemedicine”. Select a question by clicking on it.

2



Select Response for the question chosen above

All

Search

- Select all
- No
- Yes, through both campus staff and contracted third-party vendor (NEW)
- Yes, through campus staff
- Yes, through contracted third-party vendor (including another student health service)

2. Next, select the answer options you would like to see on the chart by clicking in the next box labeled “Select response for the question chosen above”.
  - a. To select only one answer, **unselect the “select all” option** and click on your desired response.
  - b. To select more than one option, hold the control button on your keyboard while selecting multiple options.
  - c. Or you can choose to show all answer options by clicking on the "select all" button.  
**NOTE:** “select all” is the default answer option.

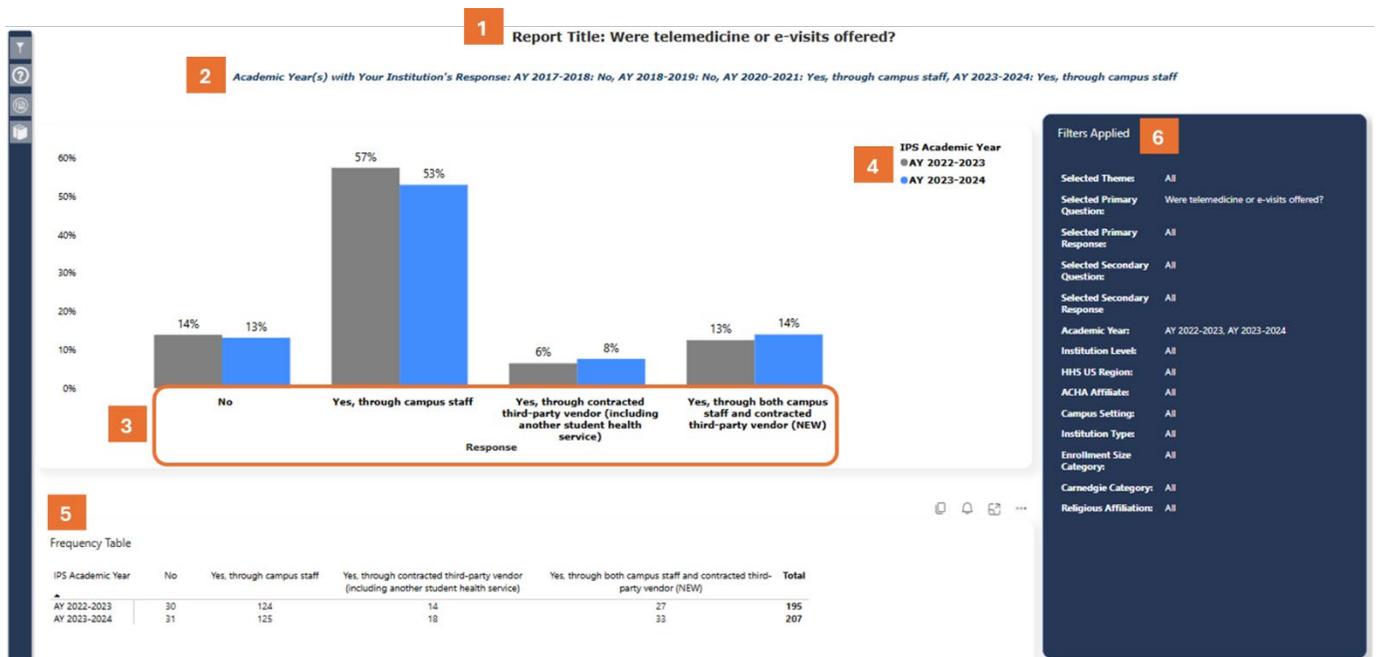
3



3. To do a cross analysis with a second question in the IPS, you can select a secondary question/topic by clicking on the dropdown box under “select secondary question/topic”.
  - a. By selecting a secondary question, you will be able to see how one question in the IPS affects your selected question.
  - b. You can further select the response option to the secondary question/topic by first clicking on the “select all” to *unselect* all the questions.
  - c. Next, click on the down arrow next to the question and select a response option.

**NOTE:**

1. Unless you select a specific response, the chart will show the values for all responses combined.
2. If you do not want to include a secondary question/topic, keep the secondary question/topic to the default “select all”.
3. Numeric questions are not available as secondary questions. To analyze numeric questions with a secondary question, please go to the Numeric reports section and choose that question as your primary question.



1. On the report page, you will see the report title at the top which shows you the question you selected.
2. Below the title will be your institution's response by academic year if you answered this question in the IPS
  - a. If your institution did not respond, you will see a note "No response was submitted by your institution for the selected question".
3. The bar chart shows the answer options on the x-axis
4. The colors of the bars represent different academic years.
5. A frequency table below the chart shows the frequency for each of the answer options and the academic years selected.
6. The blue "filters applied" box is where you can see all the filters that you've selected (from the filter panel) for this report.
  - a. The data in both the chart and the table are updated according to the filters selected, which will be shown in the filters applied box on the right.

## Yes/No Reports

1 Select Question/Topic from the chosen question theme(s)

Multiple selections

Search

2 Select all

- Accreditation status: Accredited APA training site
- Accreditation status: Accredited by AAAHC
- Accreditation status: Accredited by another agency
- Accreditation status: Accredited by IACS
- Accreditation status: Accredited by The Joint Commission
- Accreditation status: Not accredited

1. The Yes/No report filter panel and question selections are similar to Categorical Reports.
2. The Yes/No question types are IPS questions that were “select all that apply” or had a yes/no answer option. Each answer option is listed separately and can be selected individually.
  - a. For example, if you want to only see whether an institution was accredited as an APA training site and by AAAHC, then you can select only those 2 options.

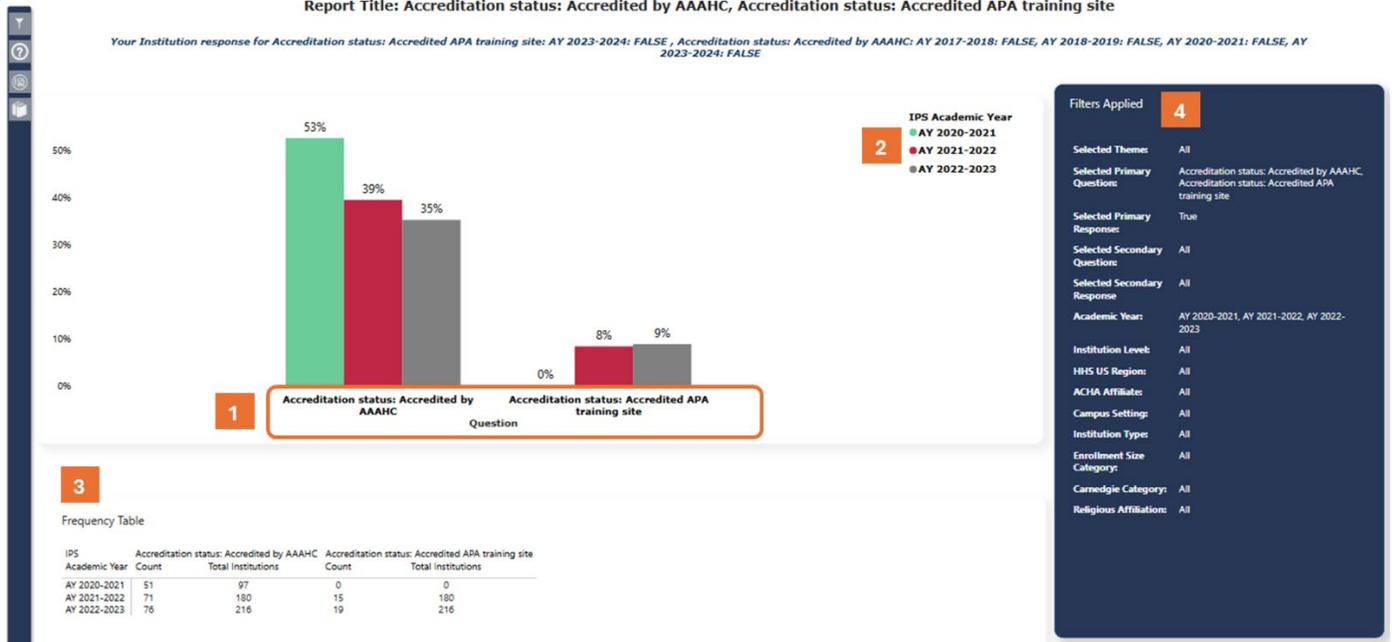
1 Select Response for the question chosen above

True

False

True

1. In the “Select Response” box, select the response option you would like to see (true or false).



1. The bar chart shows the selected questions on the x-axis
2. The colors of the bars represent different academic years.
3. A frequency table below the chart shows the frequency for each of the answer options and the academic years selected.
4. The blue “filters applied” box is where you can see all the filters that you’ve selected (from the filter panel) for this report.
  - a. The data in both the chart and the table are updated according to the filters selected which will be shown in the filters applied box on the right.

# Numeric Reports

1. The numeric reports have an additional “calculation” section in the filter panel where you can select between the mean, median, min or max to display on the chart as well as the count for your institution’s data and the total institutions that answered this question.
  - a. To select more than one calculation option, click on the desired options. The chart and table will update according to the selections you’ve made in the filter panel.
 

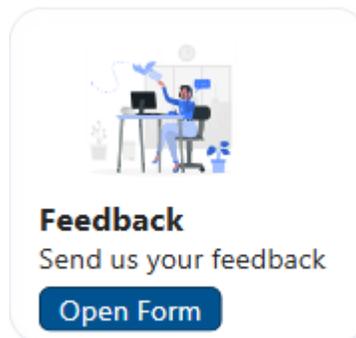
**NOTE:** When you select a calculation option, the box will turn black.

Report Title: Total in-person + telehealth visits: medical & mental health

IPS Academic Year	Mean	Median	Count	Total Institutions	My Institution
AY 2021-2022	20,865.8	11,762.5	138	180	
AY 2022-2023	20,819.5	9,036.0	173	216	

1. The bar chart shows the selected Academic Years on the x-axis
2. The colors of the bars represent the selected calculations.
3. A frequency table below the chart shows the calculations and academic years selected.
4. The blue “filters applied” box is where you can see all the filters that you’ve selected (from the filter panel) for this report.
  - a. The data in both the chart and the table are updated according to the filters and calculations selected which will be shown in the filters applied box on the right.

## Feedback or Questions?



Please email Kawai Tanabe at [ktanabe@acha.org](mailto:ktanabe@acha.org) if you have any questions, notice anything that is not working or would like to provide general feedback. You can also use the feedback button located on the Homepage under Quick Links.

Thank you for your support!