Canadian Campus Wellbeing Survey | Bien-être sur les campus canadiens

Technical Documentation 2023-2024

Employee Survey Version

Contents

Introduction

Welcome to the Technical Documentation of the Canadian Campus Wellbeing Survey for employees. Within this document, you will find detailed information and assistance with the technical aspects of your survey deployment.

If you require additional assistance that has not been addressed in this Technical Documentation, please contact us at survey@ccws-becc.ca. Your feedback will help shape future deployments of the CCWS.

We encourage all interested institutions to take part in the Winter deployment so that more comparison options will be available. If your institution would like to take part in the Fall deployment you can choose to do so, but there may be limited comparisons available with institutions taking part at the same time.

Post-secondary institutions can choose when they would like to deploy the survey. **The recommended timelines below are meant to avoid any delays in your survey deployment, but there is some flexibility depending on how long each step takes at your post-secondary institution and whether or not you have taken part in the student or employee surveys before.** There may be some efficiencies if your REB allows one application to be submitted for both surveys. Please indicate your interest in participating as close to the recommended timeline as you can so that we can hire and train additional data analysts, if needed. Participating at shorter notice may not be able to be accommodated depending on the workload for our data analyst(s). If you have any questions about your timeline, please contact us at survey@ccws-becc.ca.

The recommended timelines for 2023-24 deployments are as follows:

Fall 2023 Deployment

- By April 1, 2023: Initiate REB applications and approval of service agreement at one's institution
  - Begin discussions at your institution about additional questions, promoting the survey, and the mail out option that will work best for you and your IT department
  - Request a service agreement for your institution from the CCWS team
- By July 31, 2023: Submit REB approval and signed service agreement to CCWS
- By mid-September 2023: Submit implementation checklist and aliased email file to CCWS
  - *Must be provided two weeks before survey launch date*
- October-November 2023: Survey deployment window
- Spring 2024: CCWS preparing deliverables to institutions

Winter 2024 Deployment

- By June 1, 2023: Initiate REB applications and approval of service agreement at one's institution
  - Begin discussions at your institution about additional questions, promoting the survey, and the mail out option that will work best for you and your IT department
  - Request a service agreement for your institution from the CCWS team
- By October 31, 2023: Submit REB approval and signed service agreement to CCWS
- By mid-January 2024: Submit implementation checklist and aliased email file to CCWS
  - *Must be provided two weeks before survey launch date*
- February-March 2024: Survey deployment window
- Summer 2024: CCWS preparing deliverables to institutions

These timelines provide a general overview of preparations for deployment. Please review the Implementation Checklists (Appendix 5) for full details.

Aliased Email File Variables

Institutions are requested to prepare an aliased email file with the following variables. This file is used to send a unique survey link to each employee that you would like to invite to participate. Please see Appendix 1 for more information.

Option #1: Proxy mail out (CCWS analyst emails participants using aliased email addresses):

PSI sends to CCWS:

Sample format of the aliased email file (to be shared on Microsoft OneDrive):

Email
24cf8f1eb@ccws.ca
24cf8f1ec@ccws.ca

This table includes alias email addresses created by PSI's IT team. Please **do not include any employee identifiable information** such as actual employee ID, name, and email address in the file.

Option #2: Self-managed mail out (Institution emails participants):

PSI sends to CCWS:

Sample format of the aliased email file (to be shared on Microsoft OneDrive):

ID
PSI10243
PSI10244

Desired Sample Size

Assuming a total post-secondary population of 250,000, the overall goal would be a 4% response rate with the actual rate differing by institution: a minimum of 200/smaller institution and 1,000/larger school.

Population Size of PSI	Minimum Number of Responses Needed	Response Rate Needed (If census is used)
2k	200	10%-20%
5k	300	6% to 8%
10k	400	4% to 7%
20k	800	4% to 7%
40k	1000	2.5% to 4%
54k	1000	1.8%

The implication is that we would need to survey <u>all</u> employees at smaller institutions unless their historical survey response rates are higher than the figures above. For larger institutions, a stratified random sample would be appropriate. Please note that survey results will not be presented when disaggregated in groups of less than 5 participants. Having at least the minimum number of responses will help to avoid having to obscure data.

To make sure the number of respondents in your random sample will allow meaningful interpretations to be drawn, check out this blog post.

For the employee survey, your post-secondary institution may want to consider whether you would like student staff members to be sent the survey invitation. Whether you do or do not invite them has implications for messaging in your recruitment emails (e.g., you may want to specify that the link should not be shared with student staff members; if you are including them you may want to include an employment group for them in the demographic question response options that you provide).

Generating a Random Sample in Excel

Adapted from https://www.surveymonkey.com/mp/random-sample-in-excel/

Once you have your sampling frame (potential survey respondents) in Excel, you can easily select a random sample of them. For example, if you have 3,000 employees and you would like to select a random sample of 500 to receive the survey, follow these steps:

1. Add a new column within the spreadsheet and name it Random_number
2. In the first cell underneath your heading row, type "= RAND()"
3. Press "Enter," and a random number will appear in the cell
4. Copy and paste the first cell into the other cells in this column
5. Once each row contains a random number, sort the records by Random_number column
6. Choose the first 500 emails. Those will be the random 500 out of 3000 emails.

Options for Mail-Out Administration

The CCWS is administered via the UBC Survey Tool, a cloud database service provisioned by Qualtrics. It complies with the BC Freedom of Information and Protection of Privacy Act (FIPPA) as the data are kept secure and are stored and backed up in Toronto, Ontario and Montreal, Quebec. The Survey Tool has completed UBC's Privacy Impact Assessment process, which assesses the privacy and security of UBC systems. Information collected using the Survey Tool is kept secure using measures including data encryption.

When choosing your mail out option, please consult with your IT department to select the option that works best at your institution. For example, at some institutions proxy emails may conflict with IT security policy, or, for self-managed mail out, your institution may have a limit on the number of emails that your can send at one time (i.e., you may need to send invitations and reminders in batches if you have a large sample size). Although you can change your mail out method if required by submitting a REB amendment, getting the amendment prepared and approved can take time. We recommend

initiating conversations with your IT team about mail out methods before submitting your REB application to avoid making changes later that could delay your deployment.

We recommend sharing the following information with your IT department when choosing a mail out method.

The following survey steps were adapted from the B.C. Student Housing Demand Survey.

Option #1: Proxy emails (CCWS analysts send out email invitations and reminders to employees)

PSI = post-secondary institution

Owner	Action
PSI	Convert existing dataset of email addresses for all employees selected to participate in the survey into an *aliased* format. For example, John Smith (jsmith@ubc.ca) becomes 24cf8f1eb@ubc.ca. This is the master dataset.
PSI	IT department adds *aliased* email addresses to email system (e.g. as aliases in Exchange), so that emails sent to *24cf8f1eb*@ubc.ca are delivered to jsmith@ubc.ca. *Note for IT departments: The suggested proxy (alias) email address format is a random HEX code longer than 9 characters, for instance 78CD93F0B2195F404B21A52A8728B9B2@xxxxx.ca. Formats that are NOT suggested include aztl52v@xxxx.ca, ccws_aztl52v@xxxx.ca, and Employee1234@xxxx.ca.* Please contact survey@ccws-becc.ca if you have any questions.
PSI	Separate the aliased e-mails from the master dataset and forward to CCWS analysts. This is the "aliased email file".
CCWS	CCWS contact UBC IT to create DKIM record for PSI's email domain name. CCWS analyst forwards DKIM to PSI IT.
CCWS	Provides PSI with Qualtrics IP range information so their IT department can add to their server's whitelist. This will help avoid any potential delivery issues as it makes sure e-mails coming from Qualtrics servers are, for the entire duration of this survey, not blocked or considered SPAM.
PSI	PSI ensures that emails originating from noreply@survey.svc.ubc.ca are whitelisted within their email system.
CCWS	CCWS analyst informs UBC IT to activate DKIM record on Qualtrics so Qualtrics can send invitation/reminder emails on PSI's behalf.
CCWS	Upload contact list (aliased emails) to Qualtrics mail module.
CCWS	Create e-mail invitation/reminder templates and schedule the send dates. Invite aliased employees to participate.
CCWS	Qualtrics sends emails on PSI's behalf to participants via their alias emails address. Emails go to PSI servers.
PSI	If IP Whitelisting has been done as recommended, PSI servers will accept CCWS invitation emails without blocking or throttling.

PSI	PSI servers convert aliased addresses to actual employee addresses and forward a survey invitation to each employee eligible to participate.
CCWS	Collects response data generated from e-mail invitations. Anyone who has completed their survey or clicked the "unsubscribe" link at the bottom of their e-mail invitation is automatically excluded from getting any more messages about the survey.
CCWS	Creates template for 1st reminder and sends reminder to anyone who has not yet completed their survey or clicked on the unsubscribe link in the original email.
PSI	Servers convert aliased addresses to actual employee addresses and forwards Reminder #1 to each employee eligible to participate.
CCWS	Continue to collect response data generated from e-mail campaigns. Completes and unsubscribes are automatically excluded from future e-mails.
CCWS	Create e-mail template for Reminder #2 and send reminder to remaining employees who have not yet completed or unsubscribed.
PSI	Ensure that PSI servers continue to accept CCWS Reminder #2 emails without blocking.
ETC.	This process will repeat according to the number of reminders chosen by the institution.

Prize distribution for prizes offered by PSI

CCWS	At survey close, aggregate responses from each PSI. For responses from each PSI, use a random number generator to select the appropriate number of prize winners.
CCWS	Forward the aliased email address of each winner to the PSI.
PSI	Using master dataset, identify the winners by matching the alias email address to students' names.
PSI	Contact each winner and award prize.

For institutions selecting Option #1, the following information regarding whitelisting must be relayed to your institution's IT team https://www.qualtrics.com/support/survey-platform/distributions-module/email-distribution/avoid-being-marked-as-spam/#AllowlistQualtricsServers:

Some institutions may need to set their email firewall to accept emails from Qualtrics. This is done by 'whitelisting' the IP addresses of the Qualtrics mail servers. Your institution's server admins will know how to do this. Reach out to them for this request. Use the following IP address ranges to whitelist:

- EMEA and Asia Pacific: 139.60.152.0/22, 64.69.212.0/24
- All other regions: 162.247.216.0/22

You can use this IP Address range to whitelist for Email Distributions, Salesforce, and some SSO setups. Note. All emails will be sent from the standard noreply@survey.svc.ubc.ca address.

Option #2: Self-managed mail out (PSI sends out email invitations and reminders to employees)

PSI = Post-secondary institution

Owner	Action
PSI	Send CCWS file with a unique identifier for each employee selected to receive the email invitations and reminders.
CCWS	Send PSI an adequate number of unique survey links to meet the requirement that each employee selected to participate in the survey has a unique survey link
PSI	Create a master dataset of employees eligible to participate along with their unique survey link. Create a copy of dataset for emailing; this is the "*email dataset*." Store master dataset.
CCWS	Distribute suggested text for survey invitations and reminders to PSIs (see Technical Documentation – these should be the same templates that were submitted to your REB)
PSI	Using the "email dataset," merge survey invite text with employee name and unique survey link
PSI	Email each eligible employee and invite them to participate.
CCWS	One day before Reminder #1 to be sent out, prepare a survey completion status dataset. The dataset includes fields for unique employee identifier, survey completion status, unique survey link, and send reminder flag.
CCWS	Forward the survey completion status dataset to the PSI
PSI	Create Reminder #1 list of recipients by using the survey completion status dataset: filter out the employees who have not started/finished the survey by "send reminder flag = yes". At the same time purge email dataset of responders as well as anyone who requested they be unsubscribed to avoid sending them any more messages about the survey.
PSI	Merge text of Reminder #1 with dataset of employees who have not unsubscribed and distribute. Send reminder #1 to the recipients.
ETC.	This process will repeat according to the number of reminders chosen by the institution to be sent.

Prize distribution for prizes offered by PSI

CCWS	At survey close, aggregate responses from each PSI. For responses from each PSI, use a random number generator to select the appropriate number of prize winners.
CCWS	Forward the unique survey link of each winner to the PSI.
PSI	Using master dataset, identify the winners by matching the unique IDs to employees' names.
PSI	Contact each winner and award prize.

For institutions selecting Option #2, a few unique survey test links will also be provided to each PSI in order to trial run their mail-out process upon request.

It is highly recommended to have an unsubscribe/opt-out option included in the mail-out. This must comply with institutional ethics requirements.

Using Mail Merge to Send Bulk Email Messages

You may use this feature if you choose self-managed mail out. For assistance with this feature, please review Microsoft Office Support *Use mail merge to send bulk email messages*.

Promotion

Email Invitation and Reminders

Qualtrics XM Support provides recommendations to improve the likelihood of a survey invitation to be delivered to a recipient (https://www.qualtrics.com/support/survey-platform/distributions-module/email-distribution/avoid-being-marked-as-spam/#IncludeQualityEmailContent).

The content and subject line of each email are given a 'spam score' – an accumulation of points that help determine whether an email is marked as spam or not. Though every email provider has a different algorithm for this, the following considerations can help you keep your spam score low:

- Avoid sending attachments in your email.
- Brand your emails so recipients know who it's from. Including an institutional logo can be an important step to ensuring the authenticity of your message.
- If not branding your email, avoid the use of excess HTML. This includes random or unnecessary pictures, embedded videos, bright and unappealing fonts, and so on.
- Be specific in what the message is for. For example, "survey" can be vague – try using terms like assessment, study, or feedback instead.
- Write engaging subject lines. Instead of "We want your opinion on our counselling service," try, "How was your experience with health and wellbeing?" Try to use your institution's name where applicable.
- Avoid excessive use of caps and punctuation. (e.g., "PLEASE FILL OUT THIS SURVEY!!!")
- Avoid using bright green or red fonts.
- Avoid phrases like "This isn't spam!" in the subject heading.

Additional words to avoid:

- Marketing
- Market
- Free
- Bonus
- Click
- Click here
- Advertising
- Advertise
- Ads
- Sales
- Sell
- Selling
- Shop
- Shopping

- Package
- Buy
- Purchase
- Mortgage
- Finance
- Refinance
- Free Trial

Please see Appendix 2 for templates may be adapted and used for the email invitation to participate and the reminders.

Survey Promotion

Participating post-secondary institutions are encouraged to use additional recruitment strategies beyond email invitations. This can help to increase response rates by increasing employee awareness of the survey, and why the survey results are important to the institution. For example, posters, announcements, or work time dedicated to completing the survey for all employees. This is a recommendation but institutions must plan their own promotion that complies with any institutional and/or provincial policies. Survey promotion may need to be approved by your institution's research ethics board, if ethical approval is required to participating in the CCWS.

The CCWS provides a media toolkit with examples of key messages to use in promotions, and resources such as CCWS logos and the brand guidelines, at https://www.ccws-becc.ca/toolkit.

Incentives

During the 2019-2020 student survey deployment, 12 institutions offered some kind of incentives to complete CCWS, and obtained a higher average response rate of 18.9%. Six institutions which did not offer any incentive obtained an average response rate of 12.8%. Based on these results the CCWS recommends that institutions provide modest incentives (prize draw) for participation if they are able to do so.

While incentives may improve employee response rates, they are not required for deploying the CCWS and it is up to individual institutions to decide whether or not to offer incentives. Each institution has to comply with their own institutional and provincial regulations as it pertains to incentives. As an example, the Province of British Columbia must comply with BC provincial lottery rules that limits the incentive amount that can be offered. We recommend that time is spent in socializing employees to the planned CCWS implementation, the importance of the information derived from the CCWS to the institution, and plans for how policies and programs may be modified based on the collected results to support the health and wellbeing of all employees.

Institution-specific Demographic Information

Some of the demographic questions in the employee survey require institution-specific response options. These questions are:

- What is your employment category?
- What is your primary work location? *(if applicable at your institution)*
- Which employment group are you part of? *(staff only)*

Example response options are included in the employee survey document on the CCWS website and in appendix 4. Please submit your response options with your implementation checklist (see Appendix 5).

When considering which response options to include, you may want to consider that the results will only be included in the case-level dataset for your institution and the Tableau dashboards sent to your institution if there are no small cell identifiers (I.e., there are at least 5 responses for a response option). If there are fewer than 5 responses for a specific response option, those responses may be obscured to promote anonymity. For example, if "Academic Leader" is selected by only three respondents as their employment category, the employment category for those three respondents would not be provided and would appear as "Sanitized" in the case-level dataset.

Termination Page

At the termination of the survey, institutions will have the option to provide information for employees to access help resources related to their location/institution. This has been a key addition to assist with concerns that arise during ethics review. The CCWS recommends adding institution-specific resources both within the survey (immediately following the two questions related to suicide ideation, there is an option for a link to local resources for employees) as well as a more fulsome description of available resources for employees. Please see Appendix 3 for a sample termination page.

Accessing Survey Reports

Participating institutions will receive a login and password to a secure UBC Tableau server to access the interactive dashboard. As part of the Implementation Checklist (Appendix 5), institutions will be asked to identify a "data owner" who can approve any changes to who can access an institution's Tableau server.

Case-level data for individual institutions will be transferred via UBC's Microsoft OneDrive.

Please note that survey results will not be presented when disaggregated in groups of less than 5 (i.e. where the number of respondents is less than 5).

Additional Questions and Modules

Up to **five** additional questions can be programmed into the end of your institution's version of the CCWS. These questions can be institution-specific, or part of a collaboration with other institutions if you are taking part with a consortium. We encourage you to begin conversations early about whether or not to include additional questions so that you can submit them as part of your initial REB application.

Please note that the CCWS follows guidelines set out in the *Tri-Council Policy Statement*[1] and can not include questions that do not follow these guidelines. If you have questions about whether the content you have selected is appropriate to include, or about formatting options within the survey, please contact us at your earliest convenience.

Additional questions will be included on the last page of the survey with the message "The following question(s) were selected by your institution to inform current or planned initiatives."

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[1] CIHR, NSERC, SSHRC (2014). Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans. Ottawa: Government of Canada. https://ethics.gc.ca/eng/documents/tcps2-2018-en-interactive-final.pdf

Please consider the following when determining if your institution will include additional questions and/or modules:

- The longer the questions and the more additions to the core CCWS, the longer it will take to complete the survey. This may lead to a lower response rate or fewer participants completing the survey.
    - o Note: If including a matrix, the matrix is not considered to be one question. Each question within the matrix is an individual question.
- The data from the questions that your institution adds will be included in the raw data set of your institution's data that we send to you so that you can do your own analyses with them. However, they may not be included as part of the Tableau dashboard.
- Once you have decided on the questions and/or modules that you would like to add to the core CCWS you will need to get ethical approval for them (either in your initial application or as an amendment).
    - o If an amendment is made to the REB application to include additional questions or modules, it must be approved at least 2 weeks prior to the first recruitment email being sent.

Please contact us (survey@ccws-becc.ca) if you would like to access the additional question repository (de-identified so that the PSI(s) who used the questions are anonymous).

New modules measuring additional wellness topics may be developed over time and selected to include as additions to the core CCWS modules. Please refer to the Development page of the CCWS website for more information on existing modules. We welcome proposals for new modules.

There are 2 optional modules that are part of the **core** CCWS for employees:
1. Suicidal ideation
2. Substance use (alcohol, cannabis, and tobacco)

As of March 2023, there is one optional **additional** module: 'Eco-anxiety' module.

When deciding whether or not to include these modules, post-secondary institutions may want to consider their employee's comfort providing this information and the institution's ability to support employees with each topic (e.g., if the data are actionable and informative).

Appendix 1: Sample Aliased Email File Format

Option #1: Proxy mail out (CCWS analyst emails participants using aliased email addresses):

PSI sends to CCWS:

Sample format of the aliased email file (to be shared on Microsoft OneDrive):

Email
24cf8f1eb@ccws.ca
24cf8f1ec@ccws.ca

This table includes alias email addresses created by PSI's IT team. Please **do not include any employee identifiable information** such as actual employee ID, name, and email address in the file.

Option #2: Self-managed mail out (Institution emails participants):

PSI sends to CCWS:

Sample format of the aliased email file (to be shared on Microsoft OneDrive):

ID
PSI10243
PSI10244

Please **do not include any student identifiable information** such as actual employee ID, name and email address in the aliased email file.

PSI:

On your end, please save a file containing email addresses of employees (and any other information) corresponding to the IDs mentioned above (the "master file":

ID	Email address	Employee ID	First Name	Last Name	Any other information
PSI10243	harry.potter@hmail.com				
PSI10244	ron.weasly@hmail.com				

CCWS sends to PSI:

Once the CCWS receives the aliased email file, the CCWS analyst will add a column in it with unique survey URLs corresponding to each ID, and share it with the institution via Microsoft OneDrive. The IDs are used to link both the data tables mentioned above, in order for the institution to send out the survey invitations.

Similarly, one day before each reminder, the CCWS analyst will add a 'Status' column in the file, which shows whether an employee has finished a survey or not:

ID	Survey Link	Status	Send Reminder?
PSI10243	https://ubc.ca1.qualtrics.com/jfe/form/randomlink1	Survey Not Started	Yes
PSI10244	https://ubc.ca1.qualtrics.com/jfe/form/randomlink2	Survey Finished	No
PSI10245	https://ubc.ca1.qualtrics.com/jfe/form/randomlink3	Survey Started	Yes

The PSI sends out reminder emails to the employees who have not finished the survey.

Appendix 2: Sample Invitation and Reminder Emails

NOTE: you can customize this template except for the paragraph "By completing…", which is required by UBC's REB and must be included in invitation and reminder emails sent to participants.

Highlighted text should be edited as needed to make the content applicable to your institution.

Invitation Email

Subject: Participate in the Canadian Campus Wellbeing Survey

Hi [Employee Preferred Name] or simply 'Employee' if using proxy emails:

You are invited to participate in the new Canadian Campus Wellbeing Survey (CCWS) for employees. The CCWS is a comprehensive, voluntary and confidential survey that assesses the health and wellbeing status of staff and faculty in the post-secondary sector.

The survey takes 15-20 minutes to complete and responses will be confidential. Results of the survey will be reported in statistically aggregated form only. The deadline is [survey close date]. Participants can choose to withdraw their data from the [PSI-specific unit] dataset by contacting survey@ccws-becc.ca within two months of participating.

You can access the survey at: [insert link to survey]

Please note: student employees are asked not to take this survey as there is a separate CCWS for students.

Why should faculty and staff participate?
Your wellbeing impacts your experience as a [PSI] employee and it is a significant priority for [PSI]. This survey is one way in which the university/college can monitor progress in implementing our goals related to promoting health and wellbeing.

Your participation will also provide important feedback that will help shape the programs, services and initiatives that support you at [PSI] and beyond. It will also allow us to compare [PSI] employee experiences with those at similar post-secondary institutions across Canada.

By completing this survey you are giving your informed consent to the collection of the information in the Canadian Campus Wellbeing Survey. Your data will be anonymously stored in a data registry. The data registry is solely under the custodianship of the CCWS analysts and may only be accessed through case-level datasets prepared by CCWS analysts for approved researchers and third-parties for research purposes.

If you have any questions about this project, please contact the local principal investigator [name, position, contact email]. More information about the CCWS is available at https://www.ccws-becc.ca/ Thank you for taking the time to provide your valuable feedback.

Sincerely,

[survey administrator]

Reminder Email (1)

NOTE: you can customize this template except for the paragraph "By completing…", which is required by UBC's REB and must be included in invitation and reminder emails sent to participants. Please remove the refences to incentives and questions on suicide risk if they are not relevant to your institution's survey.

SUBJECT: Don't forget: Take the survey & enter the prize draw

Hi [Employee Preferred Name] or simply 'Employee' if using proxy emails:

Last week, we asked you to fill out a survey to help us learn more from you about your experiences at [PSI] with respect to wellbeing. If you haven't done so already, there is still time to complete the Canadian Campus Wellbeing Survey and be entered into the draw for [**incentive**]**.** If you have completed it already, thank you and please ignore this email.

The survey will take approximately 15-20 minutes to complete – [insert survey URL]:

Please complete the survey by [date].

If you have any questions about this project at [PSI] or how we plan to use the results, please contact [survey administrator] [unit] [email].

The Canadian Campus Wellbeing Survey (CCWS) is a national survey that is coordinated by the University of British Columbia. More information about the CCWS is at https://www.ccws-becc.ca/. The questions in the survey are from well-established surveys often used in Canadian populations. However, there is a potential that some questions focused on mental health may spark uncomfortable feelings. There are two questions related to suicide risk within the last year. The survey will include information on local mental health support and resources provided at [PSI].

Your responses will be used by [PSI] for quality improvement purposes. Data will be analyzed by [PSI-specific unit], and they may also use the survey responses for research purposes. All data is collected will be kept CONFIDENTIAL. Participants can choose to withdraw their data from the [PSI-specific unit] dataset by contacting survey@ccws-becc.ca within two months of participating. Results of the survey will be reported in statistically aggregated form only, without identifying individual employees. No part of your response to this survey will become part of your employee record.

By completing this survey you are giving your informed consent to the collection of the information in the Canadian Campus Wellbeing Survey. Your data will be anonymously stored in a data registry. The data registry is solely under the custodianship of the CCWS analysts and may only be accessed through case-level datasets prepared by CCWS analysts for approved researchers and third-parties for research purposes.

Personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the sole purpose of this survey. If you have questions about the survey, please contact the CCWS at survey@ccws-becc.ca.

Thank you in advance for taking the time to provide valuable feedback.

Sincerely,

[survey administrator]
[position]
[PSI]

Reminder Email (2)

NOTE: you can customize this template except for the paragraph "By completing…", which is required by UBC's REB and must be included in invitation and reminder emails sent to participants.

SUBJECT: Take the Canadian Campus Wellbeing Survey & enter to win [incentive]

Hi [Employee Preferred Name] or simply 'Employee' using proxy emails:

A couple of weeks ago, we asked you to fill out a survey to help us learn more from you about your experiences at [PSI] with respect to wellbeing. If you haven't done so already, there is still time to complete the Canadian Campus Wellbeing Survey and be entered into the draw for [**incentive**]**.** If you have completed it already, thank you and please ignore this email.

The survey will take approximately 15-20 minutes to complete – [insert survey URL]:

Please complete the survey by [date].

If you have any questions about this project at [PSI] or how we plan to use the results, please contact [survey administrator] [unit] [email].

The Canadian Campus Wellbeing Survey (CCWS) is a national survey that is coordinated by the University of British Columbia. More information about the CCWS is at https://www.ccws-becc.ca/. The questions in the survey are from well-established surveys often used in Canadian populations. However, there is a potential that some questions focused on mental health may spark uncomfortable feelings. There are two questions related to suicide risk within the last year. The survey will include information on local mental health support and resources provided at [PSI].

Your responses will be used by [PSI] for quality improvement purposes. Data will be analyzed by [PSI-specific unit], and they may also use the survey responses for research purposes. All data will be kept CONFIDENTIAL. Participants can choose to withdraw their data from the [PSI-specific unit] dataset by contacting survey@ccws-becc.ca within two months of participating. Results of the survey will be reported in statistically aggregated form only, without identifying individual employees. No part of your response to this survey will become part of your employee record.

By completing this survey you are giving your informed consent to the collection of the information in the Canadian Campus Wellbeing Survey. Your data will be anonymously stored in a data registry. The data registry is solely under the custodianship of the CCWS analysts and may only be accessed through case-level datasets prepared by CCWS analysts for approved researchers and third-parties for research purposes.

Personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the sole purpose of this survey. If you have questions about the survey, please contact the CCWS at survey@ccws-becc.ca.

Thank you in advance for taking the time to provide valuable feedback.

Sincerely,

[survey administrator]
[position]
[PSI]

Reminder Email (3)

NOTE: you can customize this template except for the paragraph "By completing…", which is required by UBC's REB and must be included in invitation and reminder emails sent to participants.

SUBJECT: Final Reminder! Take the Canadian Campus Wellbeing Survey to enter to win [incentive]

Hi [Employee Preferred Name] or simply 'Employee' if using proxy emails:

Here is your final reminder to fill out a survey to complete the Canadian Campus Wellbeing Survey and enter into the draw for [**incentive**], if you haven't done so already. If you have completed it already, thank you and please ignore this email.

The survey will take approximately 15-20 minutes to complete – [insert survey URL]:

Please complete the survey by [date] at [time].

If you have any questions about this project at [PSI] or how we plan to use the results, please contact [survey administrator] [unit] [email].

The Canadian Campus Wellbeing Survey (CCWS) is a national survey that is coordinated by the University of British Columbia. More information about the CCWS is at https://www.ccws-becc.ca/. The questions in the survey are from well-established surveys often used in Canadian populations. However, there is a potential that some questions focused on mental health may spark uncomfortable feelings. There are two questions related to suicide risk within the last year. The survey will include information on local mental health support and resources provided at [PSI].

Your responses will be used by [PSI] for quality improvement purposes. Data will be analyzed by [PSI-specific unit], and they may also use the survey responses for research purposes. All data will be kept

CONFIDENTIAL. Participants can choose to withdraw their data from the [PSI-specific unit] dataset by contacting survey@ccws-becc.ca within two months of participating. Results of the survey will be reported in statistically aggregated form only, without identifying individual employees. No part of your response to this survey will become part of your employee record.

By completing this survey you are giving your informed consent to the collection of the information in the Canadian Campus Wellbeing Survey. Your data will be anonymously stored in a data registry. The data registry is solely under the custodianship of the CCWS analysts and may only be accessed through case-level datasets prepared by CCWS analysts for approved researchers and third-parties for research purposes.

Personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the sole purpose of this survey. If you have questions about the survey, please contact the CCWS at survey@ccws-becc.ca.

Thank you in advance for taking the time to provide valuable feedback.

Sincerely,

[survey administrator]
[position]
[PSI]

Appendix 3: Sample Survey Termination Page
(from The University of British Columbia)

Thank you for participating in the Canadian Campus Wellbeing Survey! Your survey response has been submitted and will remain confidential.

Your participation will provide valuable input for UBC to better support employees, and increase capacity to link research with policy and practices on our campuses and beyond. It will help UBC monitor our progress in working towards our vision of becoming a health and wellbeing promoting institution, as identified in the Wellbeing Strategic Framework.

If you are in need of mental health support, please reach out. UBC Human Resources has a variety of health and wellbeing resources available to support you.

If you are in imminent risk and/or in a high level of distress:

Access any of the following 24/7 supports:

- **Urgent Care:** 9.1.1 or nearest hospital emergency department
- **Crisis Centre:** 800.784.2433, crisiscentre.bc.ca
- **Crisis Line**: 1.888.353.2273
- **Campus Security:** 807.8111

Community resources

- Mind Health BC: Take an online mental health assessment and find resources
- Health Link BC: Check physical health symptoms online and find resources

If you are interested in learning more about UBC plans and strategies that will be supported with the data from the CCWS, please check out:

- UBC Wellbeing Strategic Framework
- Shaping UBC's Next Century: UBC's Strategic Plan
- Focus on People

If you have any questions or concerns about this survey, please contact us at survey@ccws-becc.ca.

Appendix 4: **Sample** Institution-specific response options

What is your employment category?	What is your primary work location? *(If applicable at your institution – if not applicable leave blank and this item will not be included in your survey)*	Which employment group are you part of? *(Staff only)*
Academic Leader (Dean, Associate Dean, Department Head, etc.)	Vancouver –Point Grey	BCGEU –Okanagan
Research and teaching, tenure-stream	Vancouver –Hospital Site (other than Point Grey)	BCGEU (Childcare) –Vancouver
Teaching, tenure stream	Vancouver –Robson Square	CUPE 116
Clinical Faculty	Greater Vancouver –Other locations	English as an additional language instructor
Lecturer and Sessional Lecturer	Okanagan Campus	CUPE 2950
Non-Tenure Stream Professors and Instructors	Other: _____	Excluded Management & Professional
Research Associate		Executive Administrative Staff
Adjunct Professor		International Union of Operating Engineers
Program Director		Management & Professional (AAPS)
Librarian		Non-Union Technician and Research Assistant
Other faculty appointments (e.g. Emeriti, Visiting, etc.)		Senior Executive
Decline to answer		Service Unit Director
		Decline to answer
		Other (please specify)

Canadian Campus Wellbeing Survey | Bien-être sur les campus canadiens

Implementation Checklist: Fall 2023

Employee Version

Thank you for confirming your participation in the Canadian Campus Wellbeing Survey (CCWS) for employees.

The following checklist will assist your institution through the process of deploying the CCWS. Please submit all documents to survey@ccws-becc.ca, or to the shared OneDrive folder sent by the CCWS data analyst, unless otherwise specified:

By July 31, 2023	Submit to CCWS:
	1. Service agreement (signed)
	2. Payment for service (within 60 days of Effective Date on service agreement)
	3. REB approval certificate (or exemption documentation)
By mid-September, 2023 *(must be provided at least two weeks prior to when you would like survey invitations to be sent)*	Submit to CCWS:
	1. Institutional contacts and data owner
	2. Mail-out administration method
	3. Estimate of sample size
	4. Sampling method
	5. Recruitment schedule, survey launch/close dates
	6. *Complete aliased email file*
	7. Institutional logo (if applicable)
	8. Termination page information (if applicable)
	9. Local resource link (if including)
	10. Finalize wording of the email invitation and reminders – *only if using proxy mail out*
	11. Incentives (if including)
	12. Survey language(s)
	13. Comparison group selection
	14. Institution-specific demographic questions
	15. Additional questions and/or module selection, if including

Please complete this checklist and send a copy to survey@ccws-becc.ca, or please upload the documents to the shared OneDrive folder sent to you by the CCWS analyst and email them to confirm that you did so.

[ ] Institutional Contacts
You are receiving this checklist as you are currently listed as the institutional contact for the CCWS. Please confirm all institutional contacts (including yourself) who are responsible for the CCWS

deployment at your institution (i.e. obtaining approvals, preparing cohort file, requiring access to reports, etc.):

Name(s):			
Institution:			
Position(s) and contact information:			
Primary contact for deployment?			
Require access to Microsoft OneDrive?			
Requires Tableau Dashboard access?			

Please note that CWL account and CCWS Tableau Server access (the key) is provisioned based on the information you have provided in the CCWS Implementation Checklist. We typically provide two keys for the data/project owner at each PSI, since more keys bring more risk in terms of access security. Any of you can share you CWL and password with your employees whom you are going to give access to the dashboards. If there is employee turnover in the future, the password can be updated and the former employee will not have the access to the dashboards any more. We can provide additional key(s) if needed.

Please select one contact to be the "Data Owner". If there are changes in Tableau access (e.g., late additions, changes in project personnel) for your institution, this contact will be asked to confirm and approve the changes. The Data Owner at your institutions is:

Name: _____

Position(s) and contact information: _____

By July 31, 2023:

[ ] Service Agreement
Please contact survey@ccws-becc.ca to request a service agreement for your institution. This agreement must be reviewed and signed by appropriate authorities. Any requested revisions to the document should be arranged by contacting the CCWS team. Please indicate your interest in participating as close to this timeline as possible so that we can hire and train additional data analysts, if needed. Participating at shorter notice may not be able to be accommodated depending on the workload for our data analyst(s).

[ ] REB Documentation
Because there is a dual nature to the CCWS (i.e. quality assurance and research database), participating institutions are responsible for securing ethics approval from their institution's research ethics board (REB) or a letter from senior administration, prior to participation.

When seeking this approval for participation, institutions will typically experience one of the following three scenarios:

1. REB may indicate review is not required (may be deemed quality assurance and not fit definition of 'research') and the need for a review is exempt/waived.
2. REB may determine that it requires review, expedited or full.
3. If there is no REB at the institution, a letter from senior administration stating that there is no REB and granting approval.

In all cases, documentation will need to be provided to CCWS of the institution's approval or exemption from their institution's REB review. In cases where your institution's REB requires review, or if senior administration requires further guidance for granting approval, support will be provided by the CCWS team to help institutions obtain the approvals that are required for conducting the survey – this could be in the form of template answers for ethics application or assistance with specific ethics questions. Please contact us with any questions (survey@ccws-becc.ca).

Helpful hints:
- The principle investigator (PI) for institution when submitting your REB is the person at your institution who is deemed responsible for ensuring that the survey is carried out ethically. This may be an institutional research staff member, a member of your institution's wellness portfolio, or a Human Resources contact.
- Mail-out administration method and incentives (see following sections) as well as sample size will need to be determined prior to submitting an ethics application. We recommend that you communicate with your IT department to select your mail-out method so that no last-minute changes are required that could delay your deployment.
- If you are including additional questions or modules they will need to be submitted along with the core CCWS questions as part of your REB application.

By mid-September 2023 (or at least 2 weeks prior to your deployment):

[ ] Mail-Out Administration Method
Please see the detailed comparison of the proxy and self-managed mail-out methods in the Technical Documentation.
　　　　[ ] Proxy mail-out 　　　　　　or 　　　　　　[ ] Self-managed mail-out

[ ] Sample Size Estimate
Please indicate the approximate sample size to whom to intend to distribute this survey.

Sample size:	

[ ] Sampling method
To help us with our research dataset management, please complete the following information:
1. How are you selecting students to participate?
    [ ] Random sample
    [ ] Census (all employees)
    [ ] Other – please describe: _____
2. Are any groups of employees being excluded (e.g., part-time, student staff)?

[ ] Yes – please specify: _____

[ ] No

[ ] Recruitment Schedule

Please determine the dates you wish to launch and close the CCWS. The CCWS analyst will be in touch to confirm the reminder schedule within your launch dates. We recommend that you keep the survey open for at least 3 weeks with at least 3 reminders. You may include up to 5 reminders.

Please note that if you select self-managed mail out and plan to send out reminders on a Sunday or Monday you will not get an updated list of respondents until 9:00am Pacific time for the closest business day.

Launch date:	
Reminder 1:	
Reminder 2:	
Reminder 3:	
Close date:	

[ ] Aliased Email File

The aliased email file format is available in the Technical Documentation. Please prepare the aliased email file as a CSV file. The aliased email file can be submitted to the CCWS analyst via Microsoft OneDrive. Please specify the email of the person(s) who will submit the aliased email file (in the table on page 1) and a Microsoft OneDrive account link will be sent for the file submission. Institutions may delay this submission until stable enrolment date, if preferred.

Email :	

[ ] Institution Logo (if applicable)

Your logo may be integrated into your institution's version of the survey if desired. **If using proxy mail-out**, please submit your institution's logo so that it can be added to the email invitation and reminders. If you are using the termination page to communicate employee mental health services, your logo can be integrated into this page as well. Vector format is recommended.

[ ] Termination Page

At the termination of the survey, institutions will have the *option* to provide information for employees to access help resources related to their location/institution. If you are providing a termination page, please ensure that you send the information for the language(s) that you select for your deployment.

[ ] Local Resource Link within Survey

Immediately following the two questions related to suicide ideation, there is an option for a link to local resources for employees. If you would like to link to your institution's local resources, please provide us this link. If you are providing a local resource, please ensure that you send the information for the language(s) that you select for your deployment.

Link:	

[ ] Email Invitation and Reminders

Review the sample templates for email invitation and reminders in the Technical Documentation, adapting them for your institution. **If using proxy mail-out**, please submit approved communications to the CCWS analyst via Microsoft OneDrive. We recommend that you provide an option for recipients to unsubscribe from the survey reminders. Please ensure that you send the invitation and reminder email templates for the language(s) that you select for your deployment.

[ ] Incentives (if applicable)
Please let the CCWS know if your institution is providing incentives to employees to participate and, if so, how many participants you would like identified as incentive recipients. This information is necessary for facilitating the incentive draw, and will be helpful to track in relation to response rates.

Please identify any incentives:	
How participants need to be selected?	

[ ] Language
Please select the language(s) that you would like your survey to be available in.
        [ ] English
        [ ] French

Note: only the survey is available in both English and French. At this time the CCWS is only able to provide resources for deployment and reporting via Tableau Dashboard in English. **Your institution is responsible for providing any email templates (if selecting proxy emails) and institution-specific additional questions, the local resource link within the survey, and the termination page in the language(s) that you select.**

[ ] Comparison Group Selection
Institutions will receive a dataset of survey responses for their own institution, as well as a comparison against aggregate results from participating comparative institutions via Tableau Dashboard. This comparison with comparative institutions is available only if enough comparative institutions participate (e.g. at least 3 or more institutions). If there are not enough comparative institutions taking part, then comparisons are made only if all parties agree to such comparisons. Please select the comparison group that you are most interested in. If this comparison group is not available for your deployment, we will contact you to discuss alternative options that are available.
        [ ] Institutions from the same province/territory
        [ ] Institutions of a similar type and size to yours (e.g., Universities with 10,000-20,000 students)
        [ ] Other (e.g., a consortium if you are part of one). Please specify: _____

[ ] Institution-specific Demographic Information
Some of the demographic questions require response options specific to your institution. Please include the response options you would like for each question below. You can add rows as needed to include all the response options. For examples of response options please see the employee survey document on the CCWS website, or Appendix 4.

What is your employment category	What is your primary work location? *(if applicable at your institution – if not applicable leave blank and this item will not be included in your survey)*	Which employment group are you part of? *(staff only)*

[ ] Optional core survey modules
The CCWS for employees was designed with a modular system. The core survey consists of modules on mental health assets, mental health deficits, workplace experience, health service utilization, physical health/health behaviours, food security, and demographics. In addition to these core modules, your institution has the option to include the modules listed below. For more information on the items in these modules please refer to the employee survey document on the CCWS website. Please select any optional core survey modules you would like included in your institution's survey:

       [ ] Substance use – alcohol
       [ ] Substance use – tobacco
       [ ] Substance use – cannabis
       [ ] Suicidal ideation

Have these modules been approved by your ethics board?
       [ ] Yes
       [ ] Not yet – we are waiting for confirmation. **Please confirm with the CCWS once approval is granted.**
       [ ] No – there is no REB at our institution but the additional questions and core CCWS were reviewed by a senior administrator.

[ ] Additional questions
Up to five additional questions can be programmed into the institution's version of the CCWS. Please review the Technical Documentation for more information. Additional questions will be included on the last page of the survey with the message "The following question(s) were selected by your institution to inform current or planned initiatives."

If your institution will be including additional questions, please enter the questions and response options as you would like them to be programmed into the survey in the table below, or attach them as a separate document along with this checklist when emailing survey@ccws-becc.ca.

Question	Response options

Have these questions been approved by your ethics board?

       [ ] Yes

       [ ] Not yet – we are waiting for confirmation. **Please confirm with the CCWS once approval is granted.**

       [ ] No – there is no REB at our institution but the additional questions and core CCWS were reviewed by a senior administrator.

Additional questions may be added to a question repository that participating institutions can request to access. Only questions and response options that have been de-identified by the CCWS team will be shared so that participating institutions remain confidential. Redundant questions may not be added. Do you agree to have your de-identified additional questions and responses added to the repository?

       [ ] Yes

       [ ] Yes, but only some questions. Please specify which questions **can** be added to the repository
          _____

       [ ] No

[ ] Additional Modules

Extra modules will be developed that institutions can elect to add to the CCWS core survey. Please visit the [Development](#) page of the CCWS website for more information on available modules. One additional module can be included at no additional cost.

As of May 2023, there is one additional module for the employee survey on 'Eco-anxiety'.

If you would like to include an additional module, please list it in the table below:

Module name:	

Has this module been approved by your ethics board?

[ ] Yes

[ ] Not yet – we are waiting for confirmation. **Please confirm with the CCWS once approval is granted.**

[ ] No – there is no REB at our institution but the additional questions and core CCWS were reviewed by a senior administrator.

Feel free to contact the CCWS team with any other questions [survey@ccws-becc.ca.](mailto:survey@ccws-becc.ca)

Appendix 5b: Implementation Checklist – Winter 2024

Canadian Campus Wellbeing Survey | Bien-être sur les campus canadiens

Implementation Checklist: Winter 2024

Employee Version

Thank you for confirming your participation in the Winter 2024 Canadian Campus Wellbeing Survey (CCWS) for employees.

The following checklist will assist your institution through the process of deploying the CCWS. Please submit all documents to survey@ccws-becc.ca, or to the shared OneDrive folder sent by the CCWS data analyst, unless otherwise specified:

By October 31, 2023	Submit to CCWS: 1. Service agreement (signed) 2. Payment for service (within 60 days of Effective Date on service agreement) 3. REB approval certificate (or exemption documentation)
By mid-January, 2024 *(must be provided at least two weeks prior to your deployment in order to avoid any delays)*	Submit to CCWS: 1. Institutional contacts 2. Mail-out administration 3. Estimate of sample size 4. Sampling method 5. Recruitment schedule, survey launch/close dates *6.* Complete aliased email file 7. Institution logo (if applicable) 8. Termination page information (if applicable) 9. Local resource link (if including) 10. Finalize wording of the email invitation and reminders – *only if using proxy mail out* 11. Incentives (if applicable) 12. Survey language(s) 13. Comparison group selection 14. Institution-specific demographic questions 15. Additional questions and/or module selection, if including

Please complete this checklist and send a copy to: survey@ccws-becc.ca, or upload it to your shared OneDrive folder created by the CCWS analyst and email them to confirm that you did so.

[ ] Institutional Contacts
You are receiving this checklist as you are currently listed as the institutional contact for the CCWS. Please confirm all institutional contacts (including yourself) who are responsible for the CCWS

deployment at your institution (i.e. obtaining approvals, preparing cohort file, requiring access to reports, etc.):

Name(s):			
Institution:			
Position(s) and contact information:			
Primary contact for deployment?			
Require access to Microsoft OneDrive?			
Requires Tableau Dashboard access?			

Please note that CWL account and CCWS Tableau Server access (the key) is provisioned based on the information you have provided in the CCWS Implementation Checklist. We typically provide two keys for the data/project owner at each PSI, since more keys bring more risk in terms of access security. Any of you can share you CWL and password with your employees whom you are going to give access to the dashboards. If there is employee turnover in the future, the password can be updated and the former employee will not have the access to the dashboards any more. We can provide additional key(s) if needed.

Please select one contact to be the "Data Owner". If there are changes in Tableau access (e.g., late additions, changes in project personnel) for your institution, this contact will be asked to confirm and approve the changes. The Data Owner at your institutions is:

Name: _____

Position(s) and contact information: _____

By October 31, 2023:

[ ] Service Agreement
Please contact survey@ccws-becc.ca to request a service agreement for your institution. This agreement must be reviewed and signed by appropriate authorities. Any requested revisions to the document should be arranged by contacting the CCWS team. Please indicate your interest in participating as close to this timeline as possible so that we can hire and train additional data analysts, if needed. Participating at shorter notice may not be able to be accommodated depending on the workload for our data analyst(s).

[ ] REB Documentation
Because there is a dual nature to the CCWS (i.e. quality assurance and research database), participating institutions are responsible for securing ethics approval from their institution's research ethics board (REB) or a letter from senior administration, prior to participation.

When seeking this approval for participation, institutions will typically experience one of the following three scenarios:
1. REB may indicate review is not required (may be deemed quality assurance and not fit definition of 'research') and the need for a review is exempt/waived.
2. REB may determine that it requires review, expedited or full.
3. If there is no REB at the institution, a letter from senior administration stating that there is no REB and granting approval.

In all cases, documentation will need to be provided to CCWS of the institution's approval or exemption from their institution's REB review. In cases where your institution's REB requires review, or if senior administration requires further guidance for granting approval, support will be provided by the CCWS team to help institutions obtain the approvals that are required for conducting the survey – this could be in the form of template answers for ethics application or assistance with specific ethics questions. Please contact us with any questions (survey@ccws-becc.ca).

Helpful hints:
- The principle investigator (PI) for institution when submitting your REB is the person at your institution who is deemed responsible for ensuring that the survey is carried out ethically. This may be an institutional research staff member, a member of your institution's wellness portfolio, or a Human Resources contact.
- Mail-out administration method and incentives (see following sections) as well as sample size will need to be determined prior to submitting an ethics application. We recommend that you communicate with your IT department to select your mail-out method so that no last-minute changes are required that could delay your deployment.
- If you are including additional questions or modules they will need to be submitted along with the core CCWS questions as part of your REB application.

By mid-January, 2024 (or at least 2 weeks prior to your deployment):

[ ] Mail-Out Administration Method
Please see the detailed comparison of the proxy and self-managed mail-out methods in the Technical Documentation.
  [ ] Proxy mail-out   or   [ ] Self-managed mail-out

[ ] Sample Size Estimate
Please indicate the approximate sample size to whom to intend to distribute this survey.

Sample size:	

To help with our research database management, please describe your sampling strategy (e.g., stratified random sampling, census, etc.): _____

[ ] Sampling method

To help us with our research dataset management, please complete the following information:
1. How are you selecting employees to participate?
    a. [ ] Random sample
    b. [ ] Census (all employees)
    c. [ ] Other – please describe: _____
2. Are any groups of employees being excluded (e.g., part-time, student staff)?
    a. [ ] Yes – please specify: _____
    b. [ ] No

[ ] Recruitment Schedule
Please determine the dates you wish to launch and close the CCWS. The CCWS analyst will be in touch to confirm the reminder schedule within your launch dates. We recommend that you keep the survey open for at least 3 weeks with at least 3 reminders. You may include up to 5 reminders.

Please note that if you select self-managed mail out and plan to send out reminders on a Sunday or Monday you will not get an updated list of respondents until 9:00am Pacific time for the closest business day.

Launch date:	
Reminder 1:	
Reminder 2:	
Reminder 3:	
Close date:	

[ ] Aliased Email File
The aliased email file format is available in the Technical Documentation. Please prepare the aliased email file as a CSV file. The aliased email file can be submitted to the CCWS analyst via Microsoft OneDrive. Please specify the email of the person(s) who will submit the aliased email file (in the table on page 1) and a Microsoft OneDrive account link will be sent for the file submission. Institutions may delay this submission until stable enrolment date, if preferred.

Email :	

[ ] Institution Logo (if applicable)
Your logo may be integrated into your institution's version of the survey if desired. **If using proxy mail-out**, please submit your institution's logo so that it can be added to the email invitation and reminders. If you are using the termination page to communicate employee mental health services, your logo can be integrated into this page as well. Vector format is recommended.

[ ] Termination Page
At the termination of the survey, institutions will have the *option* to provide information for employees to access help resources related to their location/institution. If you are providing a termination page, please ensure that you send the information for the language(s) that you select for your deployment.

[ ] Local Resource Link within Survey

Immediately following the two questions related to suicide ideation, there is an option for a link to local resources for employees. If you would like to link to your institution's local resources, please provide us this link. If you are providing a local resource, please ensure that you send the information for the language(s) that you select for your deployment.

Link:	

[ ] Email Invitation and Reminders
Review the sample templates for email invitation and reminders in the Technical Documentation, adapting them for your institution. **If using proxy mail-out**, please submit approved communications to the CCWS analyst via Microsoft OneDrive. We recommend that you provide an option for recipients to unsubscribe from the survey reminders. Please ensure that you send the invitation and reminder email templates for the language(s) that you select for your deployment.

[ ] Incentives (if applicable)
Please let the CCWS know if your institution is providing incentives to employees to participate and, if so, how many participants you would like identified as incentive recipients. This information is necessary for facilitating the incentive draw, and will be helpful to track in relation to response rates.

Please identify any incentives:	
How participants need to be selected?	

[ ] Language
Please select the language(s) that you would like your survey to be available in.
>   [ ] English
>   [ ] French

Note: only the survey is available in both English and French. At this time the CCWS is only able to provide resources for deployment and reporting via Tableau Dashboard in English. **Your institution is responsible for providing any email templates (if selecting proxy emails) and institution-specific additional questions, the local resource link within the survey, and the termination page in the language(s) that you select.**

[ ] Comparison Group Selection
Institutions will receive a dataset of survey responses for their own institution, as well as a comparison against aggregate results from participating comparative institutions via Tableau Dashboard. This comparison with comparative institutions is available only if enough comparative institutions participate (e.g. at least 3 or more institutions). If there are not enough comparative institutions taking part, then comparisons are made only if all parties agree to such comparisons. Please select the comparison group that you are most interested in. If this comparison group is not available for your deployment, we will contact you to discuss alternative options that are available.
>   [ ] Institutions from the same province/territory
>   [ ] Institutions of a similar type and size to yours (e.g., Universities with 10,000-20,000 students)
>   [ ] Other (e.g., a consortium if you are part of one). Please specify: _____

[ ] Institution-specific Demographic Information

Some of the demographic questions require response options specific to your institution. Please include the response options you would like for each question below. You can add rows as needed to include all the response options. For examples of response options please see the employee survey document on the CCWS website, or Appendix 4.

What is your employment category	What is your primary work location? *(if applicable at your institution – if not applicable leave blank and this item will not be included in your survey)*	Which employment group are you part of? *(staff only)*

[ ] Optional core survey modules

The CCWS for employees was designed with a modular system. The core survey consists of modules on mental health assets, mental health deficits, workplace experience, health service utilization, physical health/health behaviours, food security, and demographics. In addition to these core modules, your institution has the option to include the modules listed below. For more information on the items in these modules please refer to the employee survey document on the CCWS website. Please select any optional core survey modules you would like included in your institution's survey:

        [ ] Substance use – alcohol
        [ ] Substance use – tobacco
        [ ] Substance use – cannabis
        [ ] Suicidal ideation

Have these modules been approved by your ethics board?
        [ ] Yes
        [ ] Not yet – we are waiting for confirmation. **Please confirm with the CCWS once approval is granted.**
        [ ] No – there is no REB at our institution but the additional questions and core CCWS were reviewed by a senior administrator.

[ ] Additional questions

Up to five additional questions can be programmed into the institution's version of the CCWS. Please review the Technical Documentation for more information. Additional questions will be included on the last page of the survey with the message "The following question(s) were selected by your institution to inform current or planned initiatives."

If your institution will be including additional questions, please enter the questions and response options as you would like them to be programmed into the survey in the table below, or attach them as a separate document along with this checklist when emailing survey@ccws-becc.ca.

Question	Response options

Have these questions been approved by your ethics board?

      [ ] Yes

      [ ] Not yet – we are waiting for confirmation. **Please confirm with the CCWS once approval is granted.**

      [ ] No – there is no REB at our institution but the additional questions and core CCWS were reviewed by a senior administrator.

Additional questions may be added to a question repository that participating institutions can request to access. Only questions and response options that have been de-identified by the CCWS team will be shared so that participating institutions remain confidential. Redundant questions may not be added. Do you agree to have your de-identified additional questions and responses added to the repository?

      [ ] Yes

      [ ] Yes, but only some questions. Please specify which questions **can** be added to the repository

            _____

      [ ] No

[ ] Additional Modules

Extra modules will be developed that institutions can elect to add to the CCWS core survey. Please visit the Development page of the CCWS website for more information on available modules. One additional module can be included at no additional cost.

As of May 2023, there is one additional module for the employee survey on 'Eco-anxiety'.

If you would like to include an additional module, please list it in the table below:

Module name:	

Has this module been approved by your ethics board?

[ ] Yes

[ ] Not yet – we are waiting for confirmation. **Please confirm with the CCWS once approval is granted.**

[ ] No – there is no REB at our institution but the additional questions and core CCWS were reviewed by a senior administrator.

Feel free to contact the CCWS team with any other questions survey@ccws-becc.ca.