### Appendix 4: Implementation Checklists



Implementation Checklist: Winter 2024 Deployment

Student Version

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

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 January 15, 2024 *(must be provided at least two weeks prior to your deployment to avoid any delays)* | Submit to CCWS:1. Institutional contacts
2. Mail-out administration method
3. Estimate of sample size
4. Sampling method
5. Recruitment schedule, survey launch/close dates
6. Complete cohort file – *may delay until stable enrolment date, if preferred*
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
11. Incentives (if applicable)
12. Survey Language(s)
13. Comparison group selection
14. Additional questions and/or module selection, if including
15. New mental health help seeking questions
 |

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 data analyst.

**[ ] 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

October 31 Deadline:

**[ ] 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 review be 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 or a member of your institution’s wellness portfolio.
* 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.

January 15 Deadline:

**[ ] 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

|  |  |
| --- | --- |
| If self-managed, # of URLs required: |  |

|  |  |
| --- | --- |
| If proxy, specify FROM address:  |  |

**[ ] 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?
	1. [ ] Random sample
	2. [ ] Census (all students)
	3. [ ] Other – please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Are any groups of students being excluded (e.g., part-time, continuing education, graduate students)?
	1. [ ] Yes – please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. [ ] 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: |  |

**[ ] Cohort File**

The cohort file variables are available in the Technical Documentation. Please prepare the cohort file as a CSV file. The cohort file can be submitted to the CCWS analyst via [Microsoft OneDrive](https://it.ubc.ca/services/web-servers-storage/microsoft-onedrive?m365=). Please specify the email of the person(s) who will submit the cohort 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 student mental health services, your logo can be integrated into this page as well. Vector format is recommended.

**[ ] Email Invitation and Reminders**

Review the proposed invitation and reminders language 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.

**[ ] Termination Page**

At the termination of the survey, institutions will have the *option* to provide information for students 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 students. 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: |  |

**[ ] Incentives**

Please let the CCWS know if your institution is providing incentives to students to participate. This information will be helpful to track in relation to response rates.

|  |  |
| --- | --- |
| Please identify any incentives: |  |

**[ ]** **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ] 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 anonymous. 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

**[ ] Modules**

Extra modules will be developed that institutions can elect to add to the CCWS core survey. Please visit the [Development](https://www.ccws-becc.ca/development) page of the CCWS website for more information on available modules. One additional module can be included at no additional cost.

As of March 2023, there are two additional modules: the ‘Food Security’ module and the ‘Eco-anxiety’ module. The core CCWS uses a 6-item short form version of the Household Food Security Survey Module (HFSSM). The module consists of the 18-item HFSSM and this provides additional data when food insecurity prevalence is high, including assessing the food insecurity status of students with children. Including the module does not increase survey time burden for the majority of respondents.

If you would like to include additional modules, please list them in the table below:

|  |  |
| --- | --- |
| Module name: |  |

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.

**[ ]** [**National Standard for Mental Health and Well-being for Post-secondary Students**](https://mentalhealthcommission.ca/studentstandard/)

The CCWS assesses many individual-level indicators from the Standard. We ask the following questions to understand if participating institutions are using the Standard in tandem with the CCWS.

Is your post-secondary institution implementing the Standard?

[ ] Yes

[ ] No

Does your institution plan to use CCWS to inform any action related to implementing the Standard?

 [ ] Yes

 [ ] No

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