Schedule A: CCWS Information Package (Student Version)

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

Information Package 2023-2024
Student Version

Contents

Overview

With over 2 million young adults attending post-secondary institutions in Canada, an opportunity exists to gather information and intervene on the mental health and wellbeing of this demographic. Such interventions, however, require measurement tools that support intervention planning, monitoring, and evaluation. Population-level health and wellbeing data collection tools are invaluable, and significantly contribute towards the capacity to link research with policy and practice.

In the absence of a local equivalent, many Canadian post-secondary institutions have participated in the US-based National College Health Assessment (NCHA), a health behaviour survey administered by the American College Health Association. There have been concerns regarding the appropriateness and value of the NCHA in a Canadian context, and so the Canadian Campus Wellbeing Survey (CCWS) was developed to address this. The CCWS is a common surveillance tool that provides a necessary basis for assessing the mental health and wellbeing of students and identifying priorities for intervention at an institutional level.

Project Summary

The CCWS is a uniquely Canadian system for information sharing and analysis of institutional-level policies, practices and strategies relevant to student mental and physical health. Collected data allows post-secondary institutions to explore differences between geographic regions, and provide a basis for making comparisons of prevalence and progress to national and provincial norms. In sharing a common surveillance tool such as the CCWS, it becomes possible to pinpoint promising policies or strategies associated with such change, which can then be disseminated.

The CCWS provides a coordinated system for collecting health-related data on Canadian post-secondary students. Portions of the CCWS data are accessible for academic research and appropriate third-party agencies (i.e., Mental Health Commission of Canada, Public Health Agency of Canada) upon approval by the Data Access Committee, so long as their purpose is in keeping with the aim to increase capacity for linking research with policy and practice at Canadian post-secondary institutions. The Data Access Committee will review proposals and ensure institutions and individuals are not identifiable in the research dataset.

The CCWS is a collaborative partnership between post-secondary stakeholders, research experts and government:
- With funding support from The Rossy Foundation, the University of British Columbia and the University of Toronto were collaborating partners on the development of the CCWS (see Faulkner et al., 2019)[1]. With this funding, an initial pilot for this survey was deployed in November 2019 with Langara College and the University of British Columbia.
- The B.C. Ministry of Advanced Education, Skills and Training provided additional financial support for the administration of this survey to all 25 public post-secondary institutions across the province. The B.C.-wide survey was deployed between January-March 2020.
- The CCWS has since been deployed across Canada by over 65 post-secondary institutions with cohorts in the Atlantic region (Fall 2020) and Saskatchewan (Spring 2021).

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[1] Faulkner, G., Ramanathan, S., Kwan, M., & the CCWS Expert Panel Team (2019). Developing a coordinated Canadian post-secondary surveillance system: a Delphi survey to identify measurement priorities for the Canadian Campus Wellbeing Survey (CCWS). BMC Public Health.

- The CCWS was initially developed for students, and an employee version has been developed so that institutions can take a whole campus approach in collecting data on health and wellbeing.
- The CCWS has employed analysts to provide logistical and technical support for the deployment of the CCWS. The analyst(s) will act as the data steward(s) for the data collected from the CCWS. UBC does not have access to the research dataset without an application to the Data Access Committee.
- Communications support is provided by UBC Wellbeing, the Best Practices in Canadian Higher Ed Network (https://bp-net.ca), and the Canadian Network for Health Promoting Campuses (http://healthpromotingcampuses.ca).

The CCWS is comprehensive, voluntary and confidential. The 15-20 minute core survey for students, administered online, covers nine sections related to student health and wellbeing:

- mental health assets
- student experience
- mental health deficits
- health service utilization/help seeking
- physical health/health behaviours
- academic achievement
- substance use
- food security
- sexual health behaviour

Institutions also have the option to add up to five institution-specific questions, and one additional module, at no extra cost.

Students may opt out of questions with which they are not comfortable.

Institutions will receive a dataset of survey responses for their own institution, as well as a comparison against aggregate results from participating comparative institutions[2] via a Tableau dashboard. Institution-specific additional questions will be included in the dataset but may not be included in the Tableau dashboard.

All participating institutions must agree to include all responses into a **research dataset**. Access to the research dataset may be granted to academic researchers and other appropriate parties (such as the Public Health Agency of Canada, Mental Health Commission of Canada) according to the Data Access Policy and upon approval of applications made to the CCWS Data Access Committee. Institutions or individuals will not be identifiable in the case-level dataset provided. A fee-for-service will apply to cover costs associated with preparing requested data files.

More information can be found in the following pages and online at http://ccws-becc.ca/.

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[2] This comparison with comparative institutions is available only if enough comparative institutions participate (e.g. at least 3 or more institutions). If not enough comparative institutions participate, then comparisons are made only if all parties agree to such comparisons.

General Services Provided

The CCWS analysts will:

- Provide survey setup
- Review cohort file for completeness
- Issue email invitations/reminder management via use of proxy emails or support the management of institutions handling invitation and reminder management internally via distribution of unique survey IDs to institutions (see next section, **Options for Mail-Out Administration**)
  - One email invitation, plus up to five reminders (or templates for internal management).
  - Email ghost address ('From') will display a name and address specified by the institution.
  - Email replies (from students) will be directed to an email address specified by the institution.
  - Option available for students to 'Unsubscribe' from the survey (click 'Unsubscribed' link in email invitation), OR students can contact the institution directly and request to be unsubscribed (institution must forward unsubscribe requests to survey@ccws-becc.ca OR students can directly contact survey@ccws-becc.ca and request to be removed from future email reminders.
- Support institution to set an optimal launch window. Surveys may be open for two to eight weeks, with the exact duration specified by the institution.
- Prepare the following deliverables and provide them directly to each participating institution:
  - Deployment report– provided within a week of survey closing
    - A short report with the deployment window, response rates, time taken to complete the survey, and list of prize winners (if provided)
  - Case-level data set for institution only – provided within 1 month of survey closing
    - This dataset will be cleaned, including removing the aliased email or URL (depending on the mail out method) used to identify students, and any small cell identifiers (<5 cases).
  - Dashboard on Tableau Server[3] – access provided within 3 months after the deployment window closes
    - Frequency and statistical comparison (own institution vs. other cohort institutions)
    - Respondents' demographic profile
    - If your institution has taken part in both the employee and student survey in the same deployment (e.g., winter 2022), an integrated dashboard with frequency data for both populations
    - Survey administration summary (response rates by student attributes in the cohort file)
    - If your institution has participated previously, a dashboard comparing the current and previous deployments.
- Ensure Microsoft OneDrive file sharing is used for all file transfers

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[3] Tableau dashboards will be maintained for 2 years. If institutions are still using their Tableau dashboard at this point they can request an additional year of access. After this time the dashboards will be discontinued and participating institutions will no longer have access. Institutions may save content as pdfs or images before this time, and will receive a dashboard with multiple time points if they participate again.

Note: Up to five institution-specific questions may be added for the 2023-24 CCWS deployment. Participating institutions can request access to de-identified additional questions and response options that were used in previous deployments.

Options for Mail-Out Administration

Institutions will have the option of two different survey mail-out protocols.

Option 1: Proxy Emails

Participating institutions may provide the CCWS analysts with a specified FROM email address to administer the survey on their behalf. Aliased email addresses for participants will be used so that the participating institution will not need to share student names, student emails, or student numbers with the CCWS analysts, yet the survey data can still be tied to the participating institution's administrative data via the unique, random identifier assigned to each student, and the unique survey link that each student receives.

Additionally, participating institution will not need to send the email invitation and email reminders to the students, as the CCWS analysts will do this on their behalf after jointly determining the desired invitation and reminder schedule.

Option 2: Self-Managed Mail-Out

Participating institutions may choose to self-manage their survey mail-out, using a unique survey link for each student generated by the CCWS analysts. The participating institution will not need to share student names, student emails, or student numbers with the CCWS analysts, yet the survey data can still be tied to the participating institution's administrative data via the unique, random identifier assigned to each student, and the unique survey link that each student receives.

The participating institutions will need to be responsible for the email invitations and email reminders during the data collection period. Each week they will be provided a list of the random identifiers that were assigned to the students who have not completed the survey, and will send out reminders. The institution will need to ensure that each student receives the correct unique survey link, and merge response data with the random identifier data from the CCWS analyst to remove students who have completed or unsubscribed from the survey before sending each email reminder.

The CCWS will be administered via the UBC Survey Tool, a cloud-based 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.

Ethics Approval Requirements

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), prior to participation. It is important to begin the ethics approval process early, as unexpected

delays and revisions to applications often occur – please do not underestimate the suggested timeline (p. 9).

When completing an ethics application, it is important to designate the participating institution as the 'Principle Investigator' who is responsible for ensuring ethical standards are met during the deployment of the CCWS at their institution. **The CCWS is not the Principle Investigator for an institution's ethics application.**

When seeking 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 that they grant approval is required

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 an 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. A template for ethics applications is available on the CCWS website, under 'Preparing for Deployment – Student Survey.' The University of British Columbia's research dataset ethics certificate can be provided upon request.

Note: If institutions are interested in deploying the CCWS on a regular cycle, it is advised to have conversations with their REB to set themselves up for ease in future deployments – this may include setting up a renewal schedule of the ethics application, as opposed to initiating a new application with each deployment.

Deliverables – From CCWS to Institution

Pre-deployment

1. Cohort file requirements (see Technical Documentation on the CCWS website, under 'Preparing for Deployment – Student Survey')
2. Template email invitation/reminders (see Technical Documentation on the CCWS website, under 'Preparing for Deployment – Student Survey')
3. Communications toolkit (available on the CCWS website)

Post-deployment

1. Deployment report – provided within a week of survey closing
   a. A short report with the deployment window, response rates, time taken to complete the survey, and list of prize winners (if prizes are provided)

2. Case-level data set for institution only – provided within 1 month of survey closing

   a. This dataset will be cleaned, including removing the aliased email or URL (depending on the mail out method) used to identify students, and any small cell identifiers (<5 cases).
3. Dashboard on Tableau Server – access provided within 3 months after the deployment window closes
   a. Frequency and statistical comparison (own institution vs. other cohort institutions)
   b. Respondents' demographic profile
   c. If your institution has taken part in both the employee and student survey in the same deployment (e.g., winter 2022), an integrated dashboard with frequency data for both populations
   d. If your institution has participated previously, a dashboard comparing the current and previous deployment.
   e. Survey administration summary (response rate) by student attributes in cohort file

Deliverables – From Institution to CCWS

Pre-deployment

A checklist is available (see Technical Documentation on the CCWS website, under 'Preparing for Deployment – Student Survey') that outlines the following deliverables:

1. Letter of approval, or exemption, from institutional REB for participation (see 'Ethics Approval Requirements', p. 6)
2. Decide whether the institution or CCWS analysts will email the survey invitation (see **Options for Mail-Out Administration**, p. 6, for more details)
   a. If the institution would like the CCWS to email the survey invitations/reminders, the institution will need to provide CCWS with proxy emails for the students
   b. If the institution would like to email the survey invitations/reminders, the CCWS analysts will provide a list of unique survey links to the institution
3. Create recruitment schedule, survey launch/close dates
4. Completed cohort file (i.e. from template)
5. Institution logo
6. Finalize wording of the email invitation/reminders (if choosing proxy mail-out; institutions choosing self-managed mail-out may receive feedback on these email invitations/reminders from the CCWS, if desired)
7. Finalize incentives
8. Select survey language, comparison group
9. Provide additional question(s) and/or modules, if including
10. Provide termination page information, if including

Files containing identifiable institutional data are restricted to CCWS analysts. The CCWS is only allowed to archive and maintain, in confidence, versions of the dataset that can only be used in the context of executing CCWS data collection.

Timeline

Institutions will have the option of selecting one or both of the following deployments. The following timelines provide a general overview of preparations for deployment. Please review the Technical Documentation and Implementation Checklist for full details.

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 cohort file to CCWS (stable enrolment date)
  - *Must be provided at least two weeks before survey launch date*
- October-December 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 cohort file to CCWS (stable enrolment date)
  - *Must be provided at least two weeks before survey launch date*
- February-March 2024: Survey deployment window
- Summer 2024: CCWS preparing deliverables to institutions

Costs for Survey Participation

The cost of survey administration is based on your institution's total enrolment (head count; including all full- and part-time students, and graduate students if applicable) as set out in the table below, and may be adjusted at the sole discretion of the survey Administrator. This fee is payable for each deployment that you select.

Institutional Enrolment (head count)	Fee
1000 or fewer	$1000
1001-5000	$3000
5001-10 000	$4000
10 001-20 000	$5000
20 001-40 000	$6000
40 001 +	$7000

Fees are payable no later than 60 days following the Effective Date in the service agreement.

Please contact us with any concerns over the fee schedule and/or to confirm your institution's fees.

Privacy and the CCWS

The CCWS team is committed to executing the presented services in compliance with data privacy, scientific rigour and integrity, as well as ethical conduct in data collection and processing. To this end, it adheres to all ethics and privacy rules set forth in the *Tri-Council Policy Statement*[4] as well as those stated by the participating institutions, so as to protect the confidentiality of institutions and students participating in the survey and/or prevent disclosure about the current state of programs in a given institution.

The CCWS team recognizes that the Survey Administrator (UBC) holds all intellectual property rights on the CCWS questionnaire and exclusive rights over the research dataset. CCWS analysts are only allowed to archive and maintain, in confidence, versions of the dataset that can only be used in the context of executing CCWS data collection.

The CCWS team shall undertake all necessary steps to assure that privacy, scientific rigour and integrity are adhered to by all staff and students involved in the present survey, for every professional service provided.

Research Dataset Access

The data collected by CCWS are governed by the CCWS Data Access Policy and are made available to researchers for research related purposes. The core principle is ensuring both individual and institutional anonymity in analyses and any output. Accordingly, a Data Access Committee (DAC) will monitor and approve requests to ensure this anonymity. Starting summer 2020, the DAC reviews requests, on a rolling basis, for accessing pooled data where institutional data is combined and compared in some way (e.g., at a national or provincial level; institutions of similar types or sizes) or for access to student-level data. Individual institutions may grant approval to share their own institutional CCWS data with researchers and subject to institutional REB approval for secondary data analysis. Approval of the DAC is not required in such circumstances. DAC approval is required for accessing aggregated data.

For more information, see the CCWS Data Access Policy (available at http://ccws-becc.ca/).

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[4] 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

FAQs

Can my institution add questions to the core survey?
Yes. Up to five additional questions can be added to the end of the institution's version of the CCWS. Alterations to the core CCWS will not be permitted; this is to ensure a common surveillance tool that allows comparisons to national norms/similar institutions, informed by priorities of post-secondary institutions. Additional modules will be developed in the future that institutions can elect to add to the CCWS core survey.

Can changes in wording be made to the survey?
We understand that due to the sensitive nature of some of the questions, there may be suggestions for wording changes. The CCWS research team has taken great care with the sensitive demographic questions and have relied on the UBC Office of Equity and Inclusion to inform us how best to ask these questions based on current 'best' practice – that is rapidly evolving.

How will data be kept secure?
The CCWS is administered via the UBC Survey Tool, a cloud-based 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 is stored and backed up in Toronto, Ontario and in 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.

Files are transferred between participating institutions and the CCWS team using Microsoft (MS) OneDrive. MS OneDrive is a file hosting and synchronization service operated by Microsoft that allows users to securely store, share, and synchronize files and folders from anywhere at anytime. MS OneDrive is hosted in Canada content is encrypted at rest. MS OneDrive has completed UBC's Privacy Impact Assessment process, which assesses the privacy and security of UBC systems.

For more FAQs, please visit https://www.ccws-becc.ca/.