



Website: <http://healthymindsnetwork.org/participate/how-to-participate>

Email: healthyminds@umich.edu

School Participation Overview Guide | Academic Year 2018-2019

Dear colleague,

Welcome to the *Healthy Minds Study School Participation Guide*! This guide is an extension to the Healthy Minds Qualtrics Enrollment Form and is intended to make your participation in the study as easy as possible. The guide describes each step in the process from enrollment to data collection and highlights specific tasks at each step.

By enrolling your institution in HMS, you are joining a group of colleges and universities dedicated to understanding and addressing issues related to student mental health through scientifically rigorous research. The ultimate goal is that HMS data can be used to inform policy and practice on college and university campuses. If you have not already done so, we hope you will join us in our efforts to achieve this goal by enrolling your institution in HMS.

The HMS research team is deeply committed to strengthening the research-to-practice link. We are continuously refining our efforts to meet the needs of participating schools, and we truly value your input and suggestions. If you have questions or concerns that are not addressed in this guide, please feel free to contact us at healthyminds@umich.edu.

Sincerely,

The Healthy Minds Network Team

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Notes:

- One person on your campus will serve as the *Primary Campus Contact*. This guide is written primarily for the Primary Campus Contact (“you”). The HMS research team (“we”) are available to communicate directly with you throughout the preparation, data collection, and data reporting phases.
- Throughout this guide, several tasks are described that require submission in the HMS research team through our online enrollment form. The email address to use for all HMS-related communication is healthyminds@umich.edu.
- The deadlines listed in certain section (e.g., two weeks pre-launch) refer to the timeframe for completing the task. The timeline of these tasks is based on the dates you select for the survey launch. The survey launch date is up to you and should be chosen based on your academic calendar and other campus events.
- **Acronyms:**
 - HMS=Healthy Minds Study
 - UM=University of Michigan
 - IRB=Institutional Review Board
 - ORSP= Office of Research Sponsored Projects
 - JED= The Jed Foundation or JED Campus Program
 - CCMH= Center for Collegiate Mental Health

Tasks:

There are several items that need to be completed to administer HMS at your campus. We will email the primary contact at your institution a link to an individualized HMS Qualtrics Online Enrollment Form.

The Enrollment Form will serve as a step-by-step guide to the steps necessary for enrolling and on-boarding your school in HMS for the given academic year. There will be one task per page, with instructions at the top of each page, and the opportunity to input necessary information at the end of each page.

Primary campus contacts will be given the ability to skip through the form and complete what they can, when they are able—they will not be required to complete one page before advancing to the next. That being said, in order to enable the form’s “behind-the-scenes” data features, which provide you school-specific instructions for the most labor-intensive tasks, **you will want to complete as much of the first section of the form (i.e., “Basic Info”) as possible on your first go.**

With that in mind, here is a list of information that will be helpful to have on hand before you start your enrollment form:

- Name of your school
- Preferred version of HMS (Standard, JED, CCMH, or CCMH+JED)
- Desired survey-launch month
- Which elective modules you wish to include in your survey
- Contact information for authorized contract official at your institution
 - *Typically a legal contact authorized to sign for service agreements/contracts*
- Your contact information (title, department, address, phone number, and email address)
- Whether you would like to include up to 10 custom questions
- A list of your school's local mental health resources
- A .png or .jpeg file of your school's logo

The primary contact should **upload all items needed for the study directly to their enrollment form.** The HMS study coordinator can assist the primary contact with any items along the way. If you are unsure who your HMS Coordinator is, please email healthyminds@umich.edu.

Section 1. About the Healthy Minds Study

What is the Healthy Minds Study?

The Healthy Minds Study (HMS) is an annual survey-based study examining mental health and related issues (depression, anxiety, and substance use) and service utilization among college students. Since its national launch in 2007, HMS has been fielded at over 200 college and university campuses across the U.S., with over 200,000 survey respondents.

What measures are in the Healthy Minds Study?

HMS is organized into ‘modules’ (sections) covering specific topics (see menu below). Campuses customize the survey by choosing two elective modules to accompany the three standard modules that all campuses cover.

Information on the pre-selected elective modules for schools participating in the Jed Campus Program (JED) or the Center for Collegiate Mental Health Campuses (CCMH) can be found later on in this guide.

Standard Modules

- (1) Demographics
- (2) Mental Health Status
- (3) Mental Health Service Utilization/Help-Seeking

Elective Modules

- (4) Substance Use
 - (5) Sleep (*half module*)
 - (6) Eating and Body Image
 - (7) Sexual Assault
 - (8) Overall Health
 - (9) Knowledge and Attitudes about Mental Health and Mental Health Services
 - (10) Upstander/Bystander Behaviors (*half module*)
 - (11) Mental Health Climate
 - (12) Climate for Diversity and Inclusion
 - (13) Competition
 - (14) Resilience and Coping
 - (15) Persistence and Retention
 - (16) Financial Stress
 - (17) Attitudes about Mobile Resources
-

What are the benefits of participation?

Participation in HMS brings numerous benefits for schools. You will receive a customized data report, access to your data on a user-friendly data visualization site (data.healthymindsnetwork.org), a de-identified data set of your students’ responses, and a customized memo summarizing the economic case for services and programs on your campus based on your data. We are always available to provide research consultation and we often organize webinars and other events to guide the use and understanding of HMS data.

Campus administrators can use the research/data in many ways, including to:

- Strengthen grant applications (e.g., SAMHSA Garrett Lee Smith grants)

- Advocate for mental health services and programs on campus
- Evaluate existing programs (e.g., reductions in stigma following a major campaign)
- Assess need for programs and services
- Raise awareness of mental health and campus resources
- Make comparisons with peer institutions

[Click here](#) to view more about our data reporting efforts.

How does the survey work?

HMS is hosted online, and the instrument is maintained and customized by the HMS research team. Data are securely stored on the HMS servers. HMS is designed to protect the privacy of participants. Students' personal information is never attached to survey data.

Based on embedded skip logic, some measures are assessed only for students with certain responses to survey items. The HMS survey takes 25-30 minutes and is conducted entirely online. Students may skip any questions that they do not wish to answer.

How are students recruited to participate?

Students are recruited to participate via email. Recruitment begins with a brief "pre-notification". Survey methodologists have concluded that this initial notification can boost participation rates. Two to three days later, students receive their official recruitment email with a link to the online survey. We follow up with reminder emails to non-responders. In total, students may receive up to five emails about participating in HMS over the three-week data collection period. Students who complete the survey, or indicate they do not wish to participate, do not receive any further invitations.

Where can I learn more about the Healthy Minds Study protocol?

To review the complete HMS protocol, [click here](#) to download a copy of our IRB-approved Research Design document.

Section 2. Overview of Campus Participation Process



1.) Preparation/Enrollment Form Phase:

Below you will find a list of the nine different sections to be completed in the online Qualtrics Enrollment Form. Each of those sections includes a checklist of the tasks to be completed for that section.

Enrollment Form - Basic Information:

These tasks are the easiest to complete, as they are questions about your school and your desired HMS survey options. At most, you will need to briefly consult with other departments at your school to obtain the necessary information to respond to the questions. **We strongly recommend that, at the least, you complete Basic Information sections 1 - 4 before starting any of the "Priority Tasks," below.**

1. *School and Contact Information*
 - Personal Contact Information
 - School Characteristics
2. *Survey Version*
 - We currently have 4 versions of HMS:
 - Standard HMS
 - HMS-Center for Collegiate Mental Health partnership version (HMS-CCMH)
 - HMS-JED Campus Program partnership version (HMS-JED)
 - HMS-CCMH+JED combo version
3. *Survey Launch Date*
4. *Survey Options*
 - Module Selections
 - Custom Questions
 - Selection of Additional Registrar Variables
5. *School Customization*
 - School Logo
 - Mental Health Resources
 - Incentives
 - Recruitment Email Contacts Information

Enrollment Form - Priority Tasks:

These are tasks that take the most time to complete, as they usually involve working with other departments at your school. However, we recommend completing the "Basic Information," first, as many of the "Priority Tasks" are dependent on your responses in the previous sections.

6. *Research Agreement*
 - Uploaded Research Agreement

7. *Student Sample File(s)*
8. *Invoicing*
 - Invoicing Contact Information
 - Paid Invoice
9. *Emailing and Whitelisting*
 - Email Alias
 - Whitelist Qualtrics

2.) Data Collection Phase:

The data collection period is ~3.5 weeks. Students voluntarily access the HMS survey via the unique survey link listed in the recruitment and reminder emails. The link takes students to the online survey, where they are presented with the HMS consent form. Students must give their consent to progress to the first question in the online survey. The anticipated response rate is approximately ~25% overall, with considerable variation across institutions. Within a week of your school's survey being completed, your study coordinator will provide you with your survey's final response rate, as well as an "Initial Data Report," which contains response frequencies for every item asked in your HMS survey.

3.) Data Reporting Phase (Your School's Data Deliverables):

Data reporting for all participating schools occurs during the summer (June-September) following HMS participation. Given the nature and size of our international study, we cannot conduct data reporting for any individual school until we are ready to conduct data reporting for every school. This does not begin until June, once the very last school of the year has completed HMS participation. Your data deliverables will start to become available to you in July, with the last of them being delivered to you in August and September.

HMN's data reporting initiatives are designed to facilitate the translation of mental health research into practice on college and university campuses. In order to make the research as useful as possible, the HMN team provides participating institutions with numerous ways to examine their data, including:

- **Customized data sets:** Participating institutions receive a de-identified data set containing their students' responses to the survey items. These data are provided in multiple file formats (e.g., SPSS, Stata, and Excel). Institutions also receive spreadsheets containing their students' responses to open-ended survey questions. To ensure that individuals are able to work efficiently with their campus data, the HMN team also provides access to a comprehensive codebook.
- **Customized data reports:** Participating institutions receive a customized data report with tables and graphs illustrating findings for key survey items and an appendix containing descriptive statistics for other items. These reports include comparisons to the national sample of schools. Institutions receive electronic and hard copies of their customized data reports.
- **Interactive data interface:** Contacts at participating institutions are able to log in to a secure server to further explore their data. In a drop-down menu format, the data interface allows individuals to easily generate graphs and tables for presentations. It is also easy to examine sub-groups of interest, such as differences in depressive symptoms between men and women or undergraduate and graduate students.
- **Translation of findings to an economic case for services/programs:** Participating institutions receive a brief customized memo summarizing how their data can be translated to an economic case for student mental health services and programs.

[Click here](#) to find examples of each of these.

Section 3. Survey Options

Module Selections

1. **A standard HMS** survey includes 3 core modules and 2 elective modules. The 3 core modules include questions on demographics, mental health status, and mental health service utilization/help-seeking, along with questions that collect a brief overview of data related to many of the elective module topics. Your school may choose any 2 elective modules you wish, per survey.
2. **The HMS/CCMH** survey version includes 3 core modules (with the CCAPS-34 and some SDS measures), and the Sleep module. You then have a choice of adding either:
 - a. One additional module of your choice, or
 - b. The Upstander/Bystander half-module, plus up to 10 custom questions of your choice

The 3 core modules include questions on demographics, mental health status, and mental health utilization/help-seeking, along with questions that collect a brief overview of data related to many of the elective module topics (along with the Sleep module). If you select Option a. above, you can also administer an elective module of your choice.

3. **The HMS/JED** survey version includes the 3 core modules on demographics, mental health status, and mental health service utilization/help-seeking, along with questions that collect a brief overview of data related to many of the elective module topics. The 4 elective modules utilized in HMS/JED surveys are: Knowledge and Attitudes about Mental Health and Mental Health Services, Resilience and Coping, Campus Culture and Climate, and Upstander/Bystander.

If you are a JED campus and wish to utilize other elective modules, you can administer additional, concurrent surveys that includes those modules by providing the HMS team with additional student samples. We must have 1 sample of >4,000 students per every additional 2 modules. This process is explained further in your Qualtrics Enrollment Form.

4. **The HMS/CCMH+JED** survey version includes aspects from both the JED and CCMH survey versions. Schools are required to provide an additional sample for both iterations of the study (over the course of 3-4 years) to administer an additional, concurrent survey that includes other required elective modules (see details below):

First survey includes: 3 core modules (with the CCAPS-34 and some SDS measures), the Knowledge and Attitudes about Mental Health and Mental Health Services elective module, and the Upstander/Bystander half-module

Second survey includes: 3 core modules (with the CCAPS-34 and some SDS measures), the Resilience and Coping elective module, the Campus Culture and Climate elective module, and the Sleep half-module

If your school wishes to collect data from other elective modules, your school must have at least 12,000 currently enrolled, degree-seeking students. You must provide the HMS Team with additional student samples (in addition to the two samples requisite for the HMS/CCMH+JED version). For every additional sample of students provided, you may choose one additional elective module to field at your school.

Custom Questions

You have the option to add up to 10 custom items (for a small additional fee, to cover the extra staff time we will need to program the questions and incorporate during data reporting). We are experienced in survey design methodology and can provide guidance and insight as needed as you create your custom items.

General tips for your custom questions:

- Choose easy-to-comprehend, education-appropriate words
- Choose as few words as possible to pose the question
- Avoid conversational text—the survey is being read *by* respondents not *to* respondents
- Use complete sentences
- Develop response categories that are mutually exclusive
- Be sure each item is technically accurate
- Whenever possible, use questions that have already been well-validated in other studies (you may use questions from elective modules in HMS!)

Grid style questions (with common response categories and multiple question stems) are common in online surveys. Each row equates to one item (so a grid with 10 rows would use up the allotment of 10 custom items).

Ultimately, our study team reserves the right to review and approve (or disapprove) of your custom questions. This is because we are required by our IRB to ensure that all custom questions meet the same standards for data integrity and minimal risk as the rest of our questionnaire.

Selection of Additional Registrar Variables

All schools must provide the HMS team with a sample of students, including the students' first names and email addresses, in order for our team to disseminate HMS. We also request that your school provides the HMS team with students' sex or gender, race/ethnicity, degree level (undergrad v. grad), school/program-year, and GPA. These variables are requested for the purposes of conducting a robust non-response analysis, and creating survey response weights. This enables us to make the HMS survey data obtained from students who took the survey more generalizable to your school's entire student population. Without these additional variables, the survey weights we generate for your data will be considerably less accurate.

Providing these variables to our study team, upfront, is considered permissible under FERPA legislation. Although most schools do choose to provide us with the variables listed below, in accordance with FERPA legislation, it is up to your school's officials to deem whether your institution is willing to share such information with our study team for research purposes. For more on the reasoning behind requesting these variables, or how sharing the variables relates to FERPA, please review the [FERPA website](#), [FERPA section 99.31](#) on sharing information without prior consent, our [Research Design document](#), or contact your Study Coordinator.

Section 4. School Customization

Logo

Depending on your institution's policy regarding logo use, we recommend including your school logo within the HMS survey. This will increase legitimacy for your students. Please check to see if your school logo or seal is available for use. If a school logo is not submitted, only the standard HMS logo will be used in your students' surveys.

Local Mental Health Resources

We are required to display a campus counseling phone number on each page of the online survey. This is a precaution in case a student respondent is distressed and needs immediate help. Please enter the name of this provider/resource (e.g., counseling and psychological services, university health services) and the phone number in your online enrollment form.

Within the HMS questionnaire, participants are asked about resources at your institution that they may have used such as the counseling center and health services center. Please enter a list of campus providers of mental health counseling in your enrollment form, along with each provider's comprehensive contact information (phone, email, website, address, hours of operation, etc.). This information will be inserted as response categories for the relevant survey items, and will be included at the end of the survey resource page for students.

Incentives

As part of our standard study protocol, we offer a sweepstakes for the following incentives: one of ten \$100 prizes and one of two \$500 prizes in the form of Amazon.com gift cards. Winners will be selected and contacted during the summer following your survey administration.

All recruited students, from every HMS-school in a given academic year, are eligible to win one of the 12 prizes, regardless of whether they actually participate.

Almost every school elects to have their students entered in to our sweepstakes, given that the offering of prizes tends to increase response rates. However, if your school does not wish to have your students be eligible for these prizes, you may indicate so in the enrollment form, and we will exclude them from the annual sweepstakes drawing.

In addition to our sweepstakes, some schools wish to offer their own students an additional incentive. Additional incentives are often the best way to increase a school's HMS response rates, given they are often only available to participants who complete the survey (up to your school), and the chances of winning are much higher given the smaller sampling pool (i.e., just your school's HMS sample, as opposed to the entire HMS national sample).

If your school wishes to offer your own incentive, please note that a description of these incentives must be reviewed by the HMS Team at least 2 weeks in advance of the planned survey launch date. After the survey has been closed on your campus, the HMS Team will provide your primary contact with the randomly selected student(s)' first name(s) and email(s) of the winner(s) of the school-specific incentive(s). At that point, it is up to your school to contact and communicate instructions to those students about how to obtain their prize.

Recruitment and Reminder Emails

Students are contacted by email to participate in the study. Our IRB has approved our [**recruitment and reminder emails**](#) for use at participating institutions. Emails are sent by the HMS research team on behalf of a local contact at your school, to increase the legitimacy and email open-rates of our study. Please provide the contact information (name, position, email, phone number, campus address) for your local contact in your enrollment form. This will increase your students' understanding that the study is important for their local campus community.

Section 5. IRB Guide

Do you need IRB approval?

No. The main IRB for HMS is maintained under [Advarra](#), a provider of IRB services in North America. By the federal definition of research engagement, HMS participating colleges and universities are considered “not engaged” in our research. This does not limit your ability to work with the de-identified survey data or to use the research to inform practice on your campus. It simply means that you are not directly engaging with subjects on the study’s behalf and that you are not managing the study’s sensitive data. [Click here](#) to review the HHS federal policy on research engagement.

Given that your school is considered a “non-engaged performance site,” neither our study team nor the Advarra IRB need any formal review, documentation, or approval from your school’s IRB to conduct HMS on your campus. Moreover, by federal definitions and guidelines, there should be no need for your IRB to formally review our study—having the appropriate officials review and sign our Research Agreement should suffice. That being said, we rely on you to know the required procedure for running an “outside” research study on your campus, and recommend that you abide by your own institutional requirements and policies.

To clarify that all participating schools are “non-engaged performance sites,” we have obtained a [Letter of Non-Engagement](#) from Advarra IRB/the University of Michigan (the HMS “Primary Research Site”). We recommend presenting this letter when explaining your school’s non-engaged status to any school official on your campus, including anyone from your IRB.

In addition to the Letter of Non-Engagement, you may wish to provide our [IRB approval letter](#).

Finally, it may also help to present our [NIH-issued Certificate of Confidentiality](#) to any interested parties, which shows that our research team is able to exercise extreme discretion in maintaining the confidentiality of all study participants. For more on Certificates of Confidentiality, please visit [the NIH website](#).

Material Needed to Complete an IRB Application (if applicable)

If your IRB would like to proceed with a review of its own, we have provided information below that will allow you to easily complete the application. You may be eligible for a “review for determination of exemption” (most ideal), or an “abridged” or “expedited review” (more ideal than “full board review”) because the Advarra IRB has already approved HMS and deemed it a study that poses minimal risk to subjects. Ask your local IRB representative if you qualify for this method of submission or if you will need to complete the full form.

[Click here](#) to download a copy of our IRB-approved Research Design protocol document.

We encourage you to use this material to cut and paste text directly into your IRB forms. Although we cannot complete your IRB application for you, we are happy to help in any way we can. If you or your local IRB have any questions, please don’t hesitate to contact us.

Again, the HMS team do not need any formal review, documentation, or approval from a participating school’s IRB to run HMS on your campus.

Section 6. Research Agreement

Deadline: Two weeks pre-launch

We must have a fully-executed Research Agreement (contract) from your school before we may (1) receive your student sample file, and (2) disseminate the HMS survey to your students.

The Research Agreement outlines what your school agrees to provide the University of Michigan (on behalf of the Healthy Minds Team--no one else at the University of Michigan will ever have access to your data), and your associated costs with participating in HMS.

In addition, the Agreement outlines the deliverables and services that the Healthy Minds Team agrees to provide back to your school, in return for your participation in our study.

This Research Agreement is a necessary contract for all services provided by groups within the University of Michigan and is thus a standardized process controlled primarily by our contracts and finance offices ([ORSP](#)). Therefore, the **terms outlined in the contract are generally not subject to change**. If your school's administration, legal counsel, or other regulating body requires modifications or additions to the template, please add these as additions to "Exhibit A," rather than changing any language in the contract. Make sure that you add to the Agreement using "track-changes" in a Word document, or write in the additions using a red pen in a scanned document, and send us this tracked-changes copy. Please note that because this is a standardized process, any requested changes to the Research Agreement by your school will significantly delay the amount of time it takes the University of Michigan to review your Agreement, and thus may delay your survey administration timeline.

An example Research Agreement, along with a fillable Research Agreement for your school, are included in your enrollment form.

Section 7. Student Sample File(s)

Deadline: Two weeks pre-launch

You will need to work with the appropriate campus unit (typically the Registrar) to obtain the sample file of students. Once you obtain the sample, follow the instructions in the Enrollment Form for transferring the file to the HMS research team.

The following variables are requested, to recruit students for the study and to adjust for potential response biases (differences between survey responders and non-responders—read more in [Section 3](#)).

- Preferred first name
- Email address
- Date of birth
- Sex
- Race/ethnicity
- School/program year
- GPA

Sampling

Our sampling approach is designed to yield statistically accurate estimates for key measures in the study. HMS can be administered on any campus, regardless of student body size (we have fielded the survey at schools with fewer than 1,000 students and at schools with more than 50,000 students). At institutions with more than 4,000 students, our typical approach is to select a random sample of 4,000 students from the full student population and invite these students to participate in the survey. A sample of 4,000 is generally sufficient for obtaining precise, representative estimates of key measures such as the prevalence of mental health symptoms and service use. At institutions with fewer than 4,000 students, our approach is to invite the full student population to participate. When available, we typically include both undergraduate and graduate students in the sample. If possible, we advise excluding students currently studying abroad.

Additionally, some schools (typically those with at least 8,000 students) choose to administer the survey to two or more separate samples of 4,000 students each; in this case, campuses may choose different elective modules for each sample in addition to the three standard modules.

Section 8. Invoicing

Once your Research Agreement is fully executed (signed by the University of Michigan contracts officials and returned to the HMS Team), your school will be invoiced for your HMS participation.

In order to pay for your participation in HMS, the HMS Team will need to invoice your school, your department, or an individual faculty member with the funds to be used to pay for HMS. To do this, you must be invoiced through University of Michigan's [Shared Services department](#).

In order for the Study Team to initiate your invoice, you must provide them with the contact information of your appropriate staff, faculty, or representative member who will be handling your school's payment for HMS. Once the team has that contact information, and your school's Research Agreement has been fully executed, our team will instruct Shared Services to send you an invoice.

The contact you provided will receive an invoice via email within 1-2 weeks of your Research Agreement being fully executed. They will have the option to pay that invoice either electronically or by mail.

If you have any questions regarding payment, visit the [Shared Services payments webpage](#), or call Shared Services at 734.615.2000 (press 3, then press 1). You may also email Shared Services at sharedservices@umich.edu. If you choose to email Shared Services, please CC your study coordinator on all correspondences.

Do *not* send our team, or anyone at the University of Michigan, a Purchase Order.

Although we ask that you submit your payment for HMS as soon as possible, your survey launch is not dependent on having submitted your payment—in other words, a delay in paying your invoice will not delay your survey administration.

**Note: HMS-JED schools, CHASCo schools, and some other schools being funded by a third-party organization or government office may not be invoiced, if their organization is paying for HMS on their behalf.*

Section 9. Emailing and Whitelisting Qualtrics

Emailing

HMS recruitment is conducted by email. The HMS Team will create an email alias for HMS at your school, through Qualtrics. Unless requested otherwise, we build the email alias in the following format:

healthyminds+*yourschoolname*@umich.edu

The email alias must start with "healthyminds+" and end with the @umich.edu domain in order to be compatible with Qualtrics emailing distribution. This email alias is not a real email address, and does not have its own inbox—it is simply a “from address” entered into Qualtrics ([click here](#) for more information on custom from addresses). The account will have the forwarding address of healthyminds@umich.edu (the main account for HMS). Only the HMS study team has access to this main email account.

All emails that students respond or send to “healthyminds+*yourschoolname*@umich.edu” will automatically forward to our study team’s email, “healthyminds@umich.edu.” This is necessary given your school’s non-engaged status in the research. In the case where a student emails us with a question or concern related directly to your school, or seeking help on campus, we immediately forward their email to you.

If you would like to request an email alias other than healthyminds+*yourschoolname*@umich.edu, please enter your email alias in the Qualtrics Enrollment Form.

Whitelisting Qualtrics

Despite appearing that they are from “healthyminds+*yourschool*@umich.edu”, the survey emails are actually being sent directly from Qualtrics, which is the Healthy Minds survey administration and dissemination software. Although many higher education institutions use Qualtrics for similar purposes, to ensure that these emails are not blocked by your school's firewalls, we request that your IT department go through the process of whitelisting Qualtrics ([click here](#) for instructions; IP address: 162.247.216.0/22). Make sure they also go through any additional procedures that may be necessary at your school to ensure your email servers allow for incoming emails from the @umich.edu domain, without being flagged as spam or otherwise blocked from student inboxes. In the past, when this crucial step was not successfully completed, schools ended up with none of their students receiving HMS survey emails, or all emails sent to students' spam folders.

If your IT Department expresses any concerns, you may direct them to [Qualtrics Security Statement](#), [Qualtrics Privacy Statement](#), or any of the study documents listed above in [section 5](#).

If you have any other questions or concerns regarding your email alias and/or whitelisting Qualtrics for your school, please contact your study coordinator, or the HMS Study Team at healthyminds@umich.edu.

Section 10. Partnerships

1. The Jed Campus Program

The Jed Campus Program (JED) is designed to help colleges and universities promote emotional wellbeing and mental health programming, reduce substance abuse, and prevent suicide among their students. The program is conducted over four years. During this time, campuses work to identify opportunities to enhance mental health and substance abuse prevention programming. School officials complete confidential, self-assessment surveys on their mental health promotion, substance abuse, and suicide prevention efforts.



Participation in the HMS/JED Partnership

Campuses participating in the JED are usually required to participate in HMS twice over the course of four years (in the first/second year and in the third/fourth year of the JED). The data obtained allow schools to assess systems change (as measured by the JED) alongside changes in student attitudes/behaviors (as measured by HMS) over time. When implemented together, these initiatives yield a comprehensive approach to using research to enhance campus mental health programs and policies.

2. The Center for Collegiate Mental Health

The Center for Collegiate Mental Health (CCMH) is a multidisciplinary, member-driven, practice-research-network focused on providing accurate and up-to-date information on the mental health of today's college students. The collaborative efforts of more than 300 college counseling centers and key partners allows for CCMH to maintain one of the nation's largest clinical aggregate databases, as well as manage and develop assessments and reports.



Participation in the HMS-CCMH Partnership

Our team has partnered with CCMH to offer a discount to institutions that are members of CCMH who participate in CCMH version of HMS (please see [section 11](#) for more information about participation fees). In this version, CCMH's CCAPS-34 and some SDS measures are included in the core modules.

Section 11. Participation Fee

How are the participation fees used?

Participating in HMS is a short-term cost for a long-term gain, providing colleges and universities with the data needed to improve student well-being. All participation fees support the work of the Healthy Minds Network and our efforts to improve campus-based mental health research and practice.

Submitting Payment

You will be contacted by the [University of Michigan Shared Services department](#) regarding payment. They will send you an invoice that you can pay by mail or electronically.

Do *not* send our team, or anyone at University of Michigan, a Purchase Order.

HMS Participation Fee Structures (Standard and CCMH versions)

The table below shows the breakdown of participation fees for HMS. The fees are based on institutional size and type.

HMS Standard Version pricing

Type of Institution	Standard Participation Fee¹	Additional Sample Fee²	Batch of Custom Questions³	Large Sample Size⁴
Large colleges/universities (≥15,000)	\$4,000	\$500	\$100	\$100
Medium-sized colleges/universities (5,000-14,999)	\$3,250	\$250	\$100	\$100
Small colleges/universities (<5,000)	\$2,500	\$250	\$100	\$100
Community colleges	\$500	\$100	Free	\$100

¹The 'Standard Participation Fee' includes the 3 standard modules and 2 elective modules. All participating institutions receive a customized data set (in multiple file formats), customized data report, access to their data via the Healthy Minds Network data interface, a customized report of the economic case for mental health services based on school-specific survey and administrative data, and on-going research/statistical consultation.

²The standard recruitment sample at each participation institution is 4,000 students. At participating institutions with fewer than 4,000 students, all students are typically recruited. Participating institutions (typically those with ≥8,000 students) may field additional modules by providing 2 or more recruitment samples.

³If an institution provides 2 or more recruitment samples, it may field the same batch of custom questions for each sample at no additional charge (\$100 total). If there are 2 or more batches of custom questions, institutions are charged \$100 for each additional batch.

⁴The standard sample size per sample is 4,000 students. Schools that send a sample(s) with over 4,000 students per sample will pay an extra \$100 per large sample.

HMS CCMH Version pricing

HMS/CCMH Participation Fee ^{1,2}	Additional Sample Fee ³	Large Sample Size ⁴
\$2,500	\$250	\$100

¹The 'HMS/CCMH Participation Fee' includes 3 core modules (with the CCAPS-34 and some SDS measures), and the Sleep module. Schools then have a choice of adding either:

- a) One additional module of their choice, or
- b) The Upstander/Bystander half-module, plus up to 10 custom questions of their choice.

²All participating institutions receive a customized data set (in multiple file formats), customized data report, access to their data via the Healthy Minds Network data interface, a customized report of the economic case for mental health services based on school-specific survey and administrative data, and on-going research/statistical consultation.

³The standard recruitment sample at each participation institution is 4,000 students. At participating institutions with fewer than 4,000 students, all students are typically recruited. Participating institutions (typically those with $\geq 8,000$ students) may field additional modules by providing 2 or more recruitment samples.

⁴The standard sample size per sample is 4,000 students. Schools that send a sample(s) with over 4,000 students per sample will pay an extra \$100 per large sample.

*Institution must be a member of CCMH

*CCMH will receive school-identified (*not student-identified*) survey data

Additional Research Opportunities

Based on our 10+ years of experience conducting the survey on over 200 campuses, we've developed several additional research opportunities.

First, to examine changes over time, we offer a longitudinal (or repeated measures) option, whereby we conduct the survey two or more times with the same sample of students. This allows for the examination of changes in mental health and other factors within individuals.

Second, in order to examine how mental health symptoms predict academic outcomes (GPA and retention), we offer an option to link student survey data with academic records. For example, we can help you link your HMS survey data with grades and persistence/retention over time, to see how mental health predicts academic outcomes.

You will be able to indicate your interest in a longitudinal survey in your Qualtrics Enrollment Form. For further questions about these additional research opportunities and the associated fees please contact us at healthyminds@umich.edu.

Section 12. Frequently Asked Questions

Below are responses to several frequently asked questions?

Q: Will the results from our school be made public?

A: No, data specific to an individual school will not be published anywhere unless that school chooses to do so itself.

Q: Our students already receive so many surveys – won't this burden them further?

A: Keep in mind that on most college campuses (those with enrollment over 4000), only a subset of students will be sampled for HMS. The survey takes ~20-25 minutes for most respondents to complete. Also, we hope you will agree with us that, of the many topics you could survey your students about, the topics covered in HMS are a top priority.

Q: How will you maintain the confidentiality of individual students?

A: Identifying information will only be used to recruit students to the survey. This information will then be stored securely and separately from the response data, and destroyed once it is no longer of use. We further protect data using the rights granted to our team under our [Certificate of Confidentiality](#). For more on data security, please review our [Research Design document](#).

Q: How will you handle cases where students screen positive for mental health issues?

A: At the end of the survey, all respondents will receive a list of local mental health resources, which we will work with you to compile before we field the survey. Students who indicate suicidal thoughts in the recent past or screen positively for a mental health condition (e.g., depression or anxiety) will also be presented with tailored resources and a special note emphasizing the importance of getting in touch with one of the listed resources.

Q: What is unique about this study? Are there others like it?

A: HMS is the only annual survey of college/university populations with a primary focus on mental health and related issues, allowing for substantial detail in this area. The study has a special emphasis on understanding service utilization and help-seeking behavior, including factors such as stigma, knowledge, and the role of peers and other potential gatekeepers. The study allows colleges and universities to examine how mental health symptoms predict academic outcomes (e.g., grade point average and retention), which can be translated into an economic case for mental health services and programs.