



INSTRUCTIONS FOR COMPLETING THE ANNUAL SURVEY

- Information requested in this survey pertains to the past Academic/Fiscal Year **2023-2024**
- Complete only one survey per college.
- Deadline for completing the survey: **November 22, 2024**

1. Print the attached pdf:

- Use as a worksheet to gather information requested in order to enter complete information online in one sitting.
- Keep this hard copy for your records. This will serve as reference for completing the survey next year.

2. Read over all survey items and highlight those that may require more time or may require consultation with others to collect.

- Consider sending emails right away to those who may be able to provide you with the information; consider delegating to others who can assist you.
- Enter information as it is received, onto the hard copy worksheet.
- Refer to “DEFINITIONS” (p.3) if you have questions regarding terms used.

3. Add survey deadline date to your calendar: **November 22, 2024**

4. When ready to submit the data online:

Go to: <https://www.surveymonkey.com/r/Q65DNT3>

- It is most efficient and highly recommended to enter all the data at one time. However, you do have the ability to start and go back later to edit or finish.

5. If deadline is approaching and you are unable to get answers to all items, **please enter any data you have**, leave unanswered questions blank or indicate inability to collect the data in comment boxes, as allowed.

*Thank you for supporting HSACCC!
(see FAQs & Definitions to follow)*

FAQ

Why is it important for our college to participate in this survey?

- Provides critical data (evidence) to support advocacy for the health and student success of California Community College (CCC) students throughout the state.
- Highlights the fiscal status of our programs and describes collaborations with relevant agencies, grantors, and community partners.
- Organizes data on the infrastructure and program activities of CCC Health Services.
- Assists in orienting health services professionals regarding compliance, program development and administrative issues in the CCC system.
- Provides ongoing information to health services personnel on program models throughout the state in support of local program development and advocacy.
- Offers trend analysis and reporting on the status of CCC health centers and services.
- Identifies training needs and professional development topics for HSACCC and MHWA conferences and meetings.

Why do you ask me to do this every year?

- The larger the number and more complete the survey responses each year, the more valuable the information is for everyone.
- Annual trends demonstrate how our services and system is dynamic and changing quickly. Current information provides an accurate snapshot of areas of need in order to prioritize system response.
- Offers a way to track trends each year on the local level. Time spent organizing this information is readily applicable to Program Review and Accreditation requirements.

When can I see the data results?

- A summary report will be provided at HSACCC's Annual Conference in the spring following survey implementation.
- Results will be available to HSACCC members within the Members-Only section of the HSACCC website. HSACCC Research Committee members will assist as needed.

DEFINITIONS and REFERENCES

Unduplicated Headcount - The total number of individual students enrolled

Credit Courses – Courses that provide credit to a student at the end of the class in their academic records. These courses may be taken as a “credit - no credit” option, or a “pass-no pass” option, but at the end of the course the student receives credit on their record.

Non-Credit Courses – Courses that do not provide credit to a student at the end of the class.

Campus SAVE ACT – A Federal law that requires comprehensive and specific Prevention, Response and Reporting of sexual misconduct on college campuses.

<http://thecampussaveact.com/faq/>; <https://www.acenet.edu/Documents/VAWA-Summary.pdf>

Campus Opioid Safety Act – aims to reduce opioid-related overdoses and deaths through public colleges and universities providing life-saving education, information, and federally approved opioid overdose reversal medication on campus. The law is in effect as of January 1, 2023.

<https://www.cdph.ca.gov/Programs/CCDPHP/sapb/Pages/Campus-Opioid-Safety-Act.aspx>

DFSCA (DRUG-FREE SCHOOLS AND COMMUNITIES ACT) – A Federal law that requires all institutions of higher education that receive Federal money for financial aid purposes, to provide a substance abuse prevention program. Certain activities are required and reports are due every two years. <https://www.congress.gov/bill/101st-congress/house-bill/3614/text>

COLA – Cost of Living Adjustment. Education Code specifies the CCC Health Fee may increase by increments of \$1 based on a State calculation of an inflation index (price deflator). When inflation has increased sufficiently the CCC Chancellor’s Office notifies the system that a \$1 increase is allowable. This notice is customarily sent in late February to all district finance and student services administrators. Updates can be found in the CCCCO Fee Handbook. <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/Student-Fees>

Family PACT- California’s Family Planning, Access, Care and Treatment program, to provide comprehensive family planning services to eligible low-income men and women.

<http://www.familypact.org/>

LEA – Local Education Agency – A billing option program that allows CCCs to receive reimbursements for providing health and mental health services to students who are covered by Medi-Cal. <https://www.dhcs.ca.gov/ProvGovPart/Pages/LEA.aspx>

MAA – Medi-Cal Administrative Activities program - A federal matching program under Medi-Cal that reimburses select agencies for work being done to improve access to Medi-Cal covered services. <http://californiamaa.org/>

MHSA – Mental Health Services Act – A California law that taxes individuals earning more than \$1,000,000/year, 1% of their income to support mental health services across the State. Current and comprehensive information on mental health in the California community colleges (first funded through MHSA) maybe be found here: <https://ccstudentmentalhealth.org/>

SBIRT – Screening, Brief Intervention, Referral and Treatment services, typically used in the context of alcohol screening. <https://www.integration.samhsa.gov/clinical-practice/sbirt>

CLIA – Clinical Laboratory Improvement Amendments - A federal program for certification and oversight of clinical laboratory testing. <https://www.cdc.gov/clia/law-regulations.html>

SLO - Student Learning Outcome – A statement of a desired outcome that measures what students learn as a direct result of an intervention. Student Support services may implement “*Service Area Learning Outcomes*” (SAOs). This is an Accreditation requirement for community colleges.

<https://www.cas.edu/>