How to Access OHYES! Results on the Ohio Department of Health Data Warehouse Application Gateway

For Superintendents and Principals

Revised 11/28/2016

Contents

OHYES! Data Availability 3

Quick Guide 4

Access the Website 5

Create Reports 8

Important Notes 8

Run a Pre-Selected Report 10

Customizing Reports 12

Export a Report 17

Creating Charts/Graphs 18

Important Notes 18

Run a Report or Chart with Results for one District (for Superintendents) 22

Run a Report or Chart with Results for one School 23

Run Reports or Charts with Results by County, Mental Health and Recovery Board, or other Geographical Classification 24

OHYES! Data Availability

Superintendents and principals can access their district and school level data through the ODH Application Gateway (secure data warehouse): https://odhgateway.odh.ohio.gov/

If you want to access county, state, or regional data, please go to the Public Data Warehouse at: http://publicapps.odh.ohio.gov/EDW/DataCatalog

The process for creating reports and charts is the same in both warehouses.

This guide provides instructions specifically for superintendents and principals on how to access the secure warehouse, and how to print district and school results.

Instruction Guides are available on the Details Page in each warehouse.

Quick Guide

This quick guide is for accessing and printing school-level results. Detailed instructions and screen shots follow.

1. Open an internet browser (Chrome and Firefox are recommended)
2. Go to the ODH Application Gateway at https://odhgateway.odh.ohio.gov/
3. Enter your User name and Password and click 'Continue'.
4. Select the 'Ohio Public Health Information Warehouse – Secure' application.
5. Click 'Mental Health' and then 'Filter'.
6. Click 'OHYES! Ohio Healthy Youth Environments Survey Data'.
7. Click the 'Reports' tab.
8. Click on the heading text or the arrow to expand the **blue report headings**.
9. Click 'Customize' to the right of 'Alcohol Use – Key Indicators by School'.
10. Click the Filter icon in the 'School' bar, select only your school(s).
    - To see district-level data (superintendents): Click 'Location' under Variable Choices to expand the options. Move 'School District' over to Column Selection. Move 'School' back over to the Variable Choices. Click the filter icon to make sure your district is selected.
11. Click the Export icon to export tables to Excel, PDF, or Word. (For Excel, expand the row height to see all of the text).
12. Repeat steps 9-11 for to obtain a snapshot of all your school's results:
    - Tobacco Use – Key Indicators by School
    - Illicit Substance Use – Key Indicators by School
    - Behavioral Health – Key Indicators by School
    - Health and Well-being – Key Indicators by School
    - Sexual Behavior – Key Indicators by School
    - Family, School and Community Environment – Key Indicators by School
13. These steps can be used to get school results by gender, by grade, and by race.
    - Click 'Location' to expand the options. Click the filter icon next to 'School' or 'School District' to select your desired report.

Access the Website

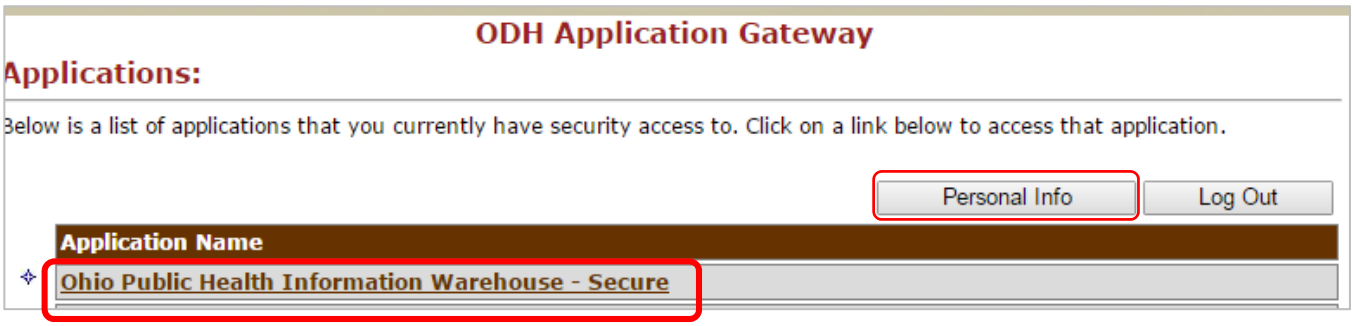
1. Open an Internet browser. Please note that charts and tables do not display well on Internet Explorer, Chrome and Mozilla Firefox are recommended.

2. Go to the Ohio Department of Health Application Gateway at https://odhgateway.odh.ohio.gov/

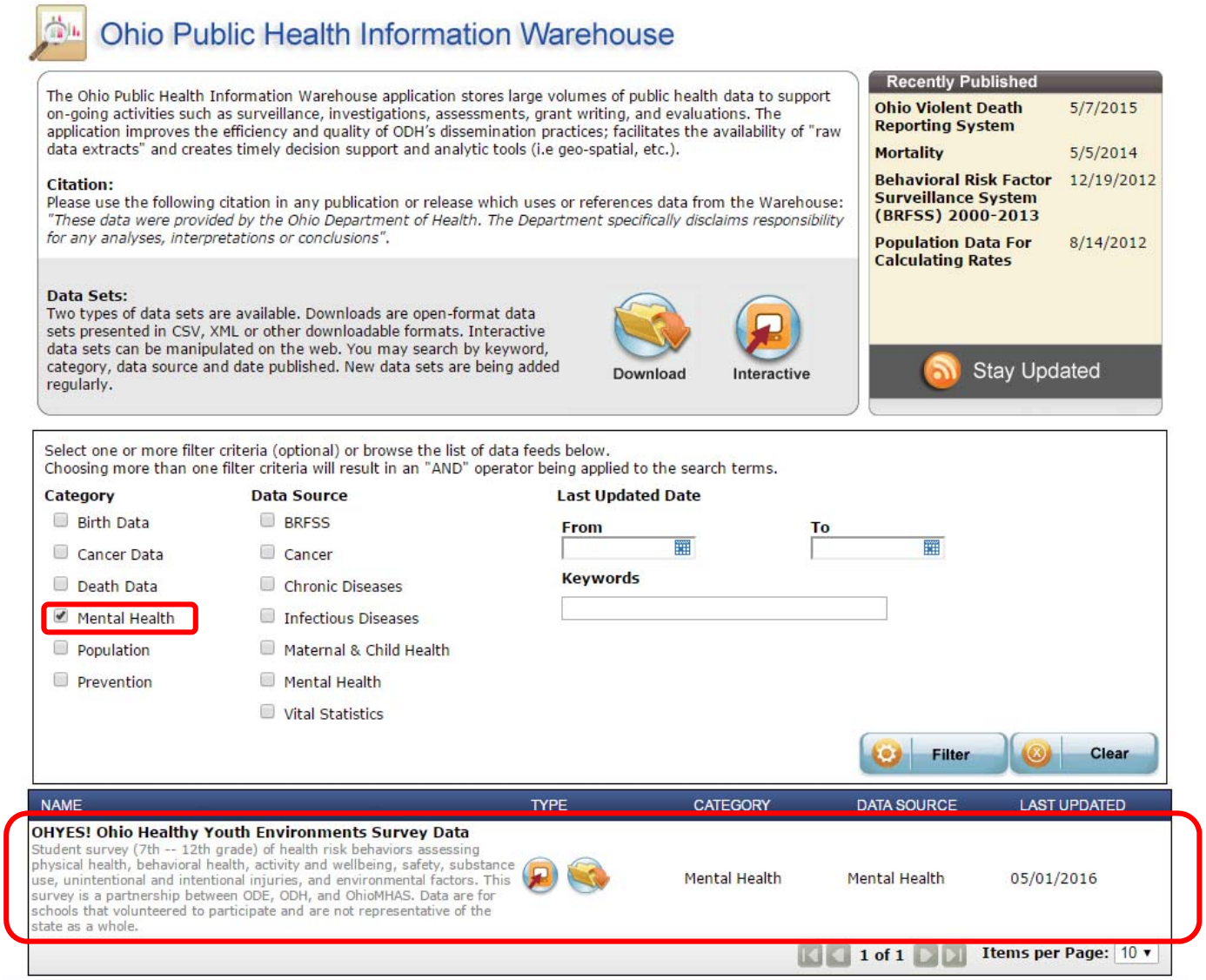
3. Enter your User name and Password.
   - Use the login and temporary password sent to you by email from the OHYES! team. If you did not receive this email, please contact the OHYES! team at OhioMHAS at 866-563-6904 or info@oyes.ohio.gov.
   - If there are superintendent or principal staffing changes, please contact the OHYES! team at OhioMHAS at 866-563-6904 or info@oyes.ohio.gov.
   - The first time you log in you must change your password. If you forget your password or user name, please use the links provided.

4. In addition, the first time you log in you will be asked a Secret Question, this question and response will be used if you forget your password or user name. The click '**Continue**'.

5. Select the '**Ohio Public Health Information Warehouse – Secure**' application. (There may be other applications visible if you have access to other Department of Health data warehouses.)
   - Using the '**Personal Info**' button you can add/edit your phone, email, address, secret question, and change your password.



6. To find the OHYES! data, click on '**Mental Health**' under Category then click **'Filter'**. Select the OHYES! dataset (see blue box).

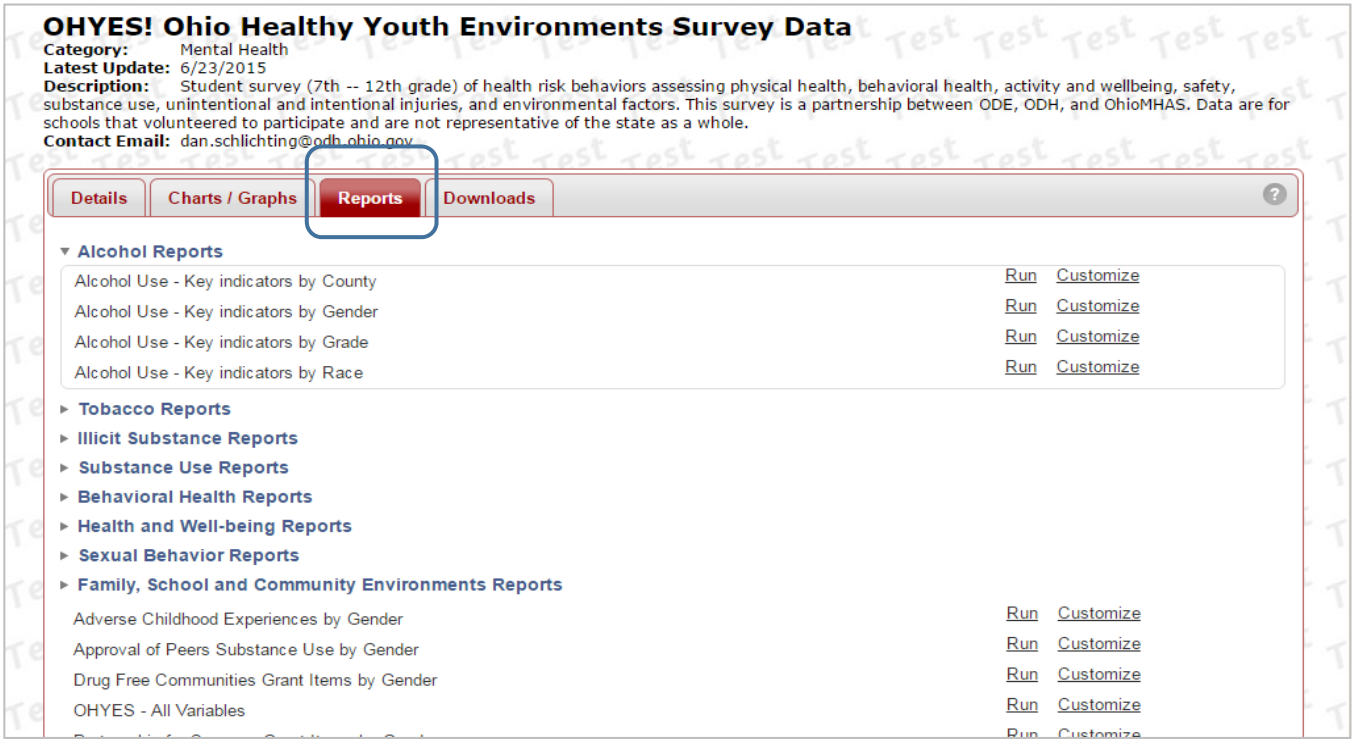


7. The landing page or '**Details**' tab includes information about the survey. **<u>Please review the Data Use Guidelines on this page.</u>** Across the top you will find tabs that

   - Click on the '**Charts/Graphs**' tab to create graphs.
   - Click on the '**Reports**' tab outputs data in table format.
   - Click on the '**Downloads**' tab to find resources to assist you. Currently you can access:
     - A Data User's Guide/Codebook
     - This Instruction guide
     - A Training PowerPoint

Create Reports

1. Click on the '**Reports**' tab.



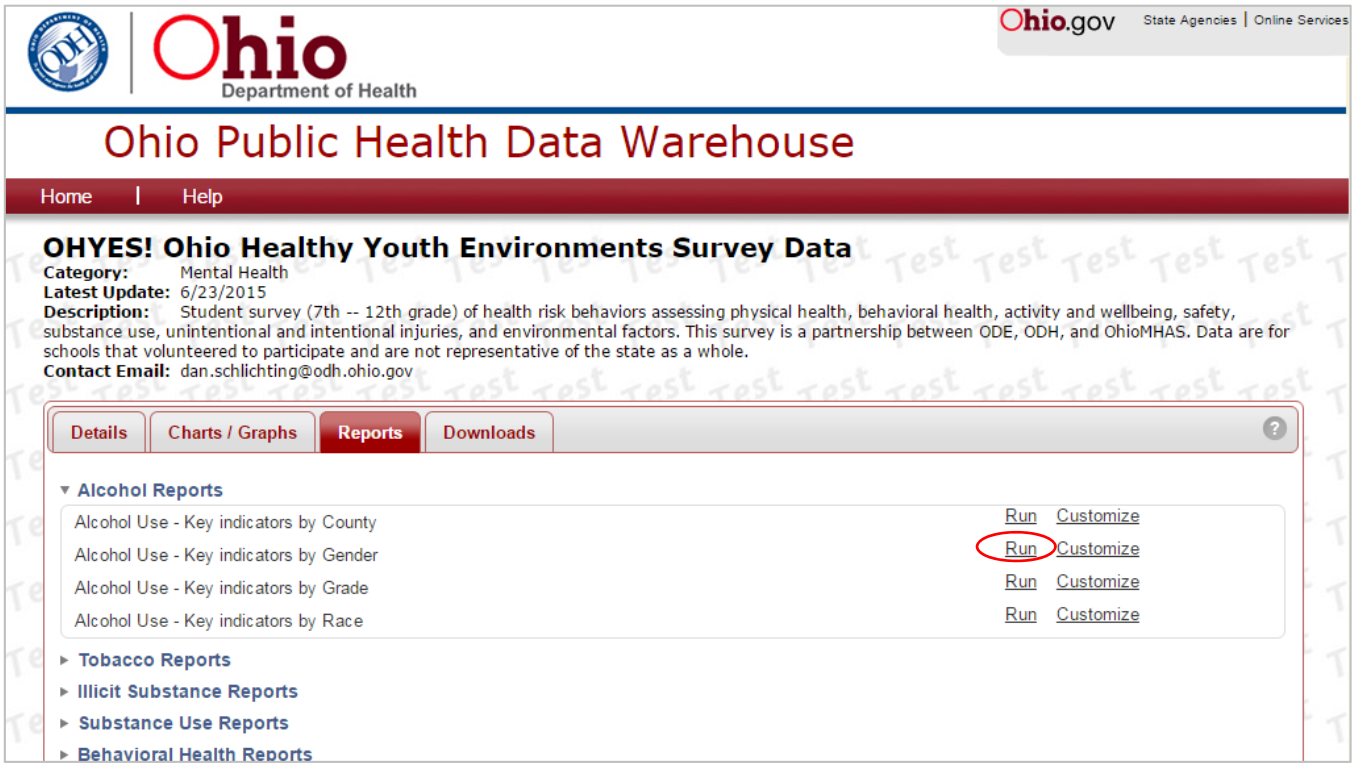
Important Notes

- All the results coming out of the 'Reports' section are tables.
- Data is suppressed when there are less than 15 respondents in the cell. These show as stars in the table. If any of the cells in the table are starred, the total will also not display.
    - In order to see data you may want to un-select particular categories in that variable (for example only select certain gender, grade, or race options).
    - If your school is small, consider replacing the gender, grade, or race variable with your school variable to get the results for the whole school. See the 'How to customize reports' section for information on how to do this.
- Each report has 'Run' and 'Customize' links.
- Most reports are grouped together under a content area like alcohol, tobacco, etc. Click on the **blue report heading name** to see the list of sub-reports.
- The sub-reports include pre-selected reports by school, gender, grade, and race.
- Titles in black text are individual reports; they do not have sub-reports.

- All of the sub-reports and individual reports include pre-selected key indicators to provide a snapshot of majority of the variables collected.
- Most often these key indicators include collapsed variables, for example:
    - Race and ethnicity were combined.
    - How many hours of sleep has seven response options. The collapsed item displayed in the key indicators categorizes sleep into less than 8 hours (no), and 8 hours or more (yes).
    - The age at first alcohol use was collapsed from individual ages to had a first drink before age 13 (Yes/No).
- All the pre-selected reports can be customized to include any other variables or demographics.
    - See **the OHYES! Data User's Guide** for a list of all the original items/variables by content area, all of the computed variables, and the variable name for each question.
- When you run a report, all the variables selected display in separate tables, so you will have many tables for each pre-selected report.
- ***In order to access data for a particular group or area (e.g., district, school), you will need to click on the 'Customize' link.***

Run a Pre-Selected Report

1. If you expand each of the **blue report headings**, the following key indicator reports have been pre-selected for you to run:
    - Alcohol Use – Key Indicators by School, Gender, Grade, and Race
    - Tobacco Use – Key Indicators by School, Gender, Grade, and Race
    - Illicit Substance Use – Key Indicators by School, Gender, Grade, and Race
    - Behavioral Health – Key Indicators by School, Gender, Grade, and Race
    - Health and Well-being – Key Indicators by School, Gender, Grade, and Race
    - Sexual Behavior – Key Indicators by School, Gender, Grade, and Race
    - Family, School and Community Environment – Key Indicators by School, Gender, Grade, and Race
2. Click 'Run' for any report of interest.

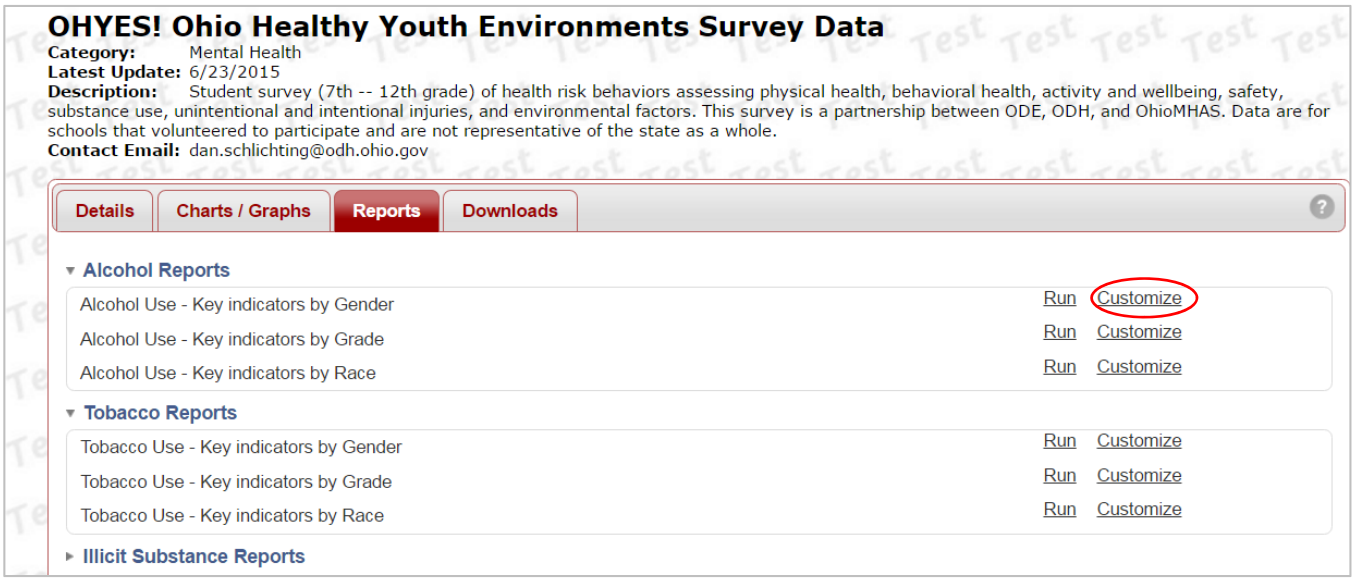


- **To get a snapshot of all of the results from all of the OHYES! questions, run each of the Key Indicator reports in each blue subheading (7 reports total).**

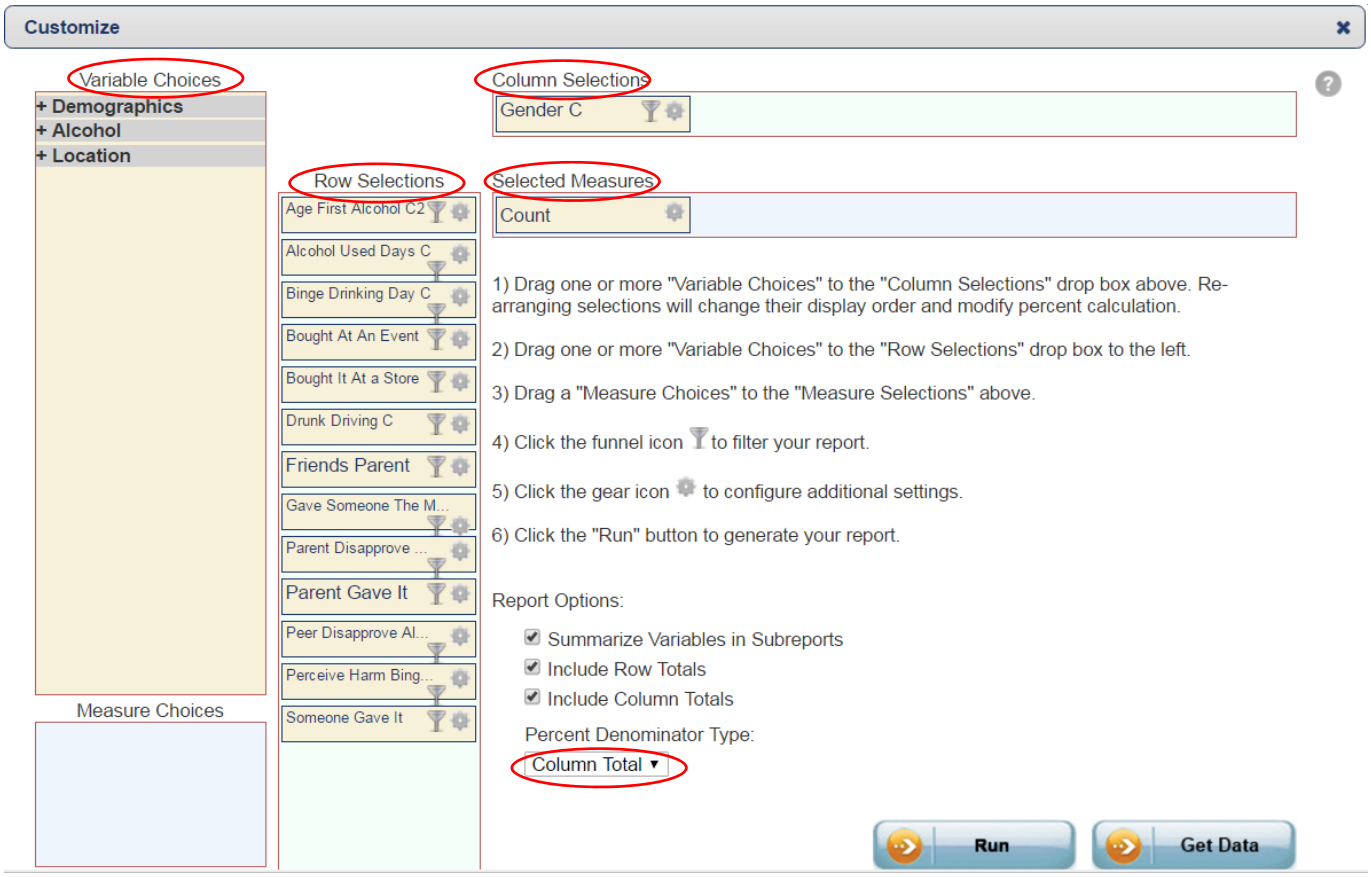
3. Other pre-selected reports have also been created which include many of the items in the key indicator reports but are organized around various themes:
    - The Substance Use Reports is only by gender and includes cross-substance items (alcohol, tobacco, marijuana, and prescription drugs)
    - The Adverse Childhood Experiences report presents the results only for the ACE items
    - The Drug Free Communities Grant Items pull the data required for federal DFC grant reporting
    - The Partnerships for Success Grant Items pull the data required for federal Strategic Prevention Framework Partnerships for Success (SPF-PFS) grant reporting
    - The Safe Schools/Healthy Students Grant Items pull the data required for federal SS/HS grant reporting
    - The SAMHSA National Outcomes Measures (NOMS) pull the data required for federal NOMS reporting

Customizing Reports

1. Pick a report and click 'Customize'.



2. The row and column selections will auto-populate with the key indicators.



- *Variable Choices* – show the content areas included in this report – if you click on the gray bars they expand to show additional variable options.

- *Row Selections* – show the variables selected to print in this report.
- *Column Selections* – show the demographic variable selected for this report
- *Selected Measures* – show the type of measure that will show (Count is pre-selected; the percent will also automatically display).
- *Percent Denominator Types* – You have four options: Subtotal, Column Total, Row Total, and Grand Total. ***Column Total has been pre-selected for you.***
  - Subtotal – provides only the count in each cell, all percents equal 100.
  - **Column Total** – Whatever variable is in your Column Selection, each column total will add to 100%. So if you have Gender selected you will see the distribution of how all the males responded, all the females responded, and so on. In the example on the right, 70.5% of the males have never drunk alcohol, 7.4% of the males were 10 or younger, 4.8% of the males were 11-12, 7.7% of the males were 13-14, 8.4% of the males were 15-16, and 1.3% of the males were 17 or older.

Gender
Age when first drunk more than few sips of alcohol

	Male	
Age First Alcohol	Survey Count	Survey Count %
Never drank alcohol	12,680	70.5
10 or younger	1,334	7.4
11-12	866	4.8
13-14	1,377	7.7
15-16	1,511	8.4
17+	228	1.3
Total	17,996	100.0

  - **Row Total** – Whatever variable is in your Row Selection, each row total will add to 100%. You will see the distribution of gender within the variable. In the example below, of the respondents that never drank alcohol, 50.9% were male, 48.3% were female, 0.3% were transgender, 0.6% were gender non-conforming, totaling 100%.

Gender
Age when first drunk more than few sips of alcohol

	Male		Female		Transgender		Gender Nonconforming		Total	
Age First Alcohol	Count	%	Count	%	Count	%	Count	%	Count	%
Never drank alcohol	12,680	50.9	12,018	48.3	65	0.3	140	0.6	24,903	100
10 or younger	1,334	58.9	828	36.6	48	2.1	55	2.4	2,265	100
11-12	866	52	760	45.6	16	1	24	1.4	1,666	100
13-14	1,377	48.2	1,402	49.1	25	0.9	50	1.8	2,854	100
15-16	1,511	48.1	1,593	50.7	*	*	26	0.8	*	*
17+	228	57.9	160	40.6	*	*	*	*	*	*
Total	17,996	51.1	16,761	47.6	*	*	*	*	*	*

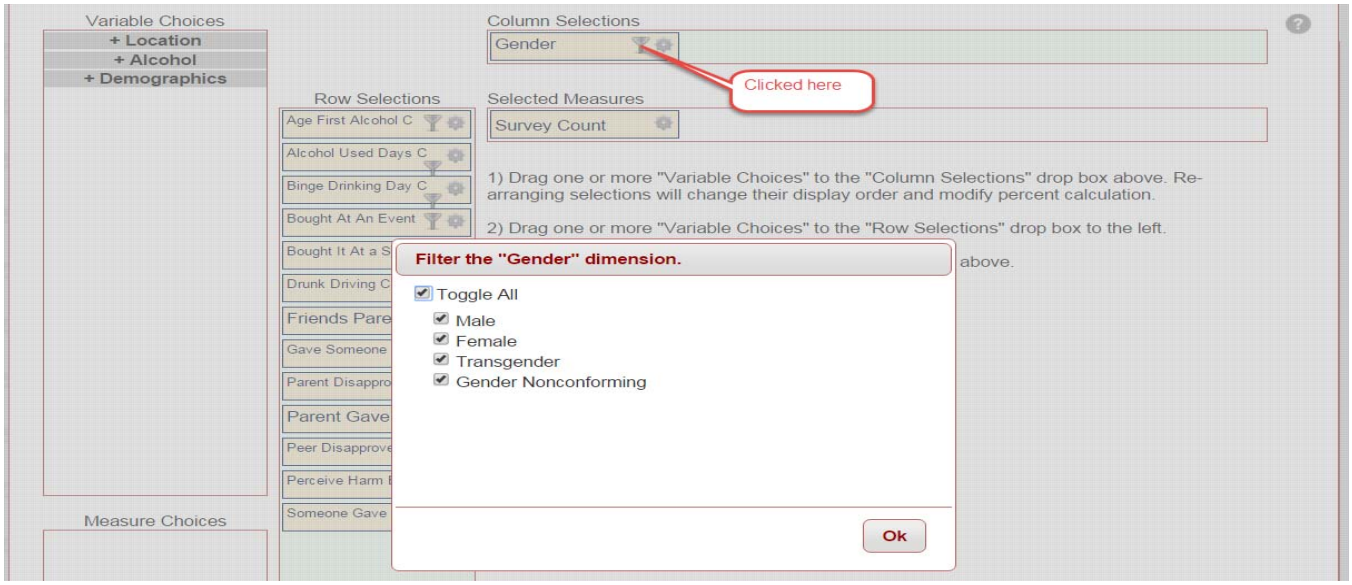
- **Grand Total** – The total across rows and columns adds to 100%. In the example below:
  - 35,777 OHYES! respondents answered the question about alcohol and the question about gender, 50.7% of those were male, 48.0% were female, and 1.2% were transgender and gender non-conforming (0.4+0.8).
  - 91.3% of the OHYES! respondents said they had not consumed alcohol in the last 30 days, of those 91.3%, 46.5% were male, 43.9% were female, 0.3% were transgender, and 0.6% were gender non-conforming.
  - 8.7% of the OHYES! respondents said they had consumed at least one drink of alcohol in the last 30 days, of those 8.7%, 4.2% were male, 4.1% were female, 0.2% were transgender, and 0.2% were gender non-conforming.

Gender
Consumed at least one drink of alcohol on one or more of the past 30

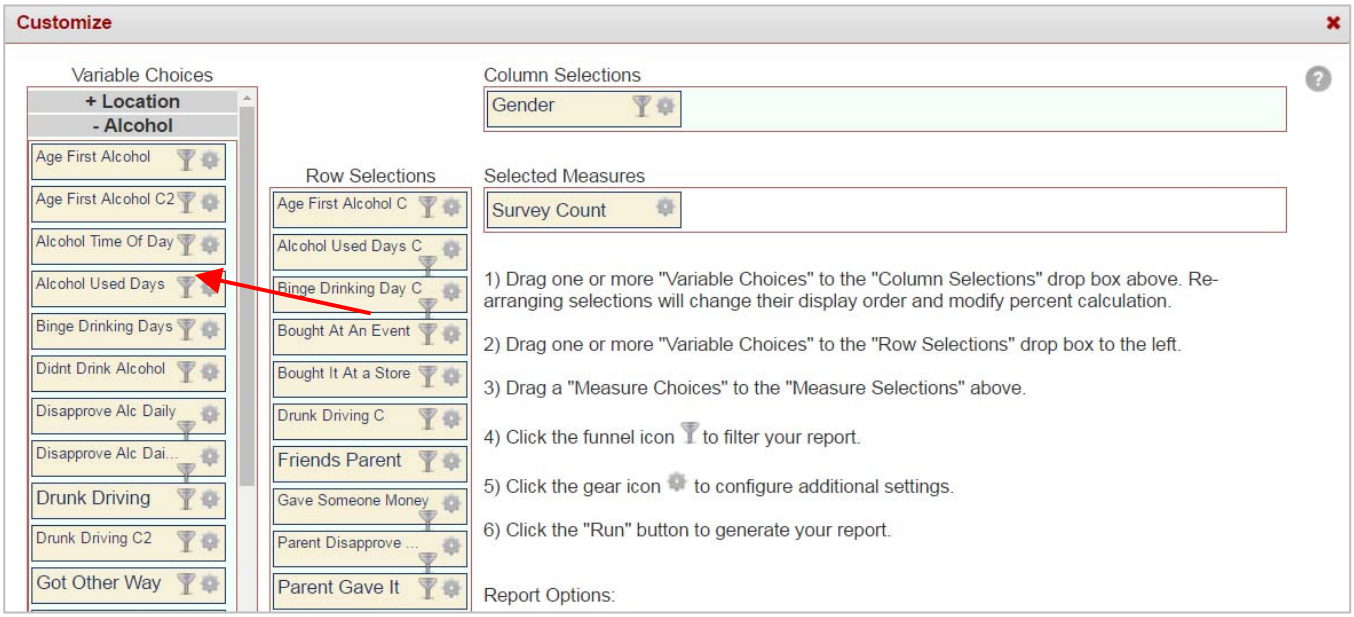
	Male		Female		Transgender		Gender Nonconforming		Total	
Alcohol Used Days C	Count	%	Count	%	Count	%	Count	%	Count	%
No	16,640	46.5	15,722	43.9	95	0.3	220	0.6	32,677	91.3
Yes	1,515	4.2	1,461	4.1	61	0.2	63	0.2	3,100	8.7
Total	18,155	50.7	17,183	48.0	156	0.4	283	0.8	35,777	100.0

- Click '**Run**'.
- The 'Get Data' button, produces zip Excel files that are in individual files you can open on your computer with the aggregate data. While the contents of the files match what is in the report they are not formatted like a report.

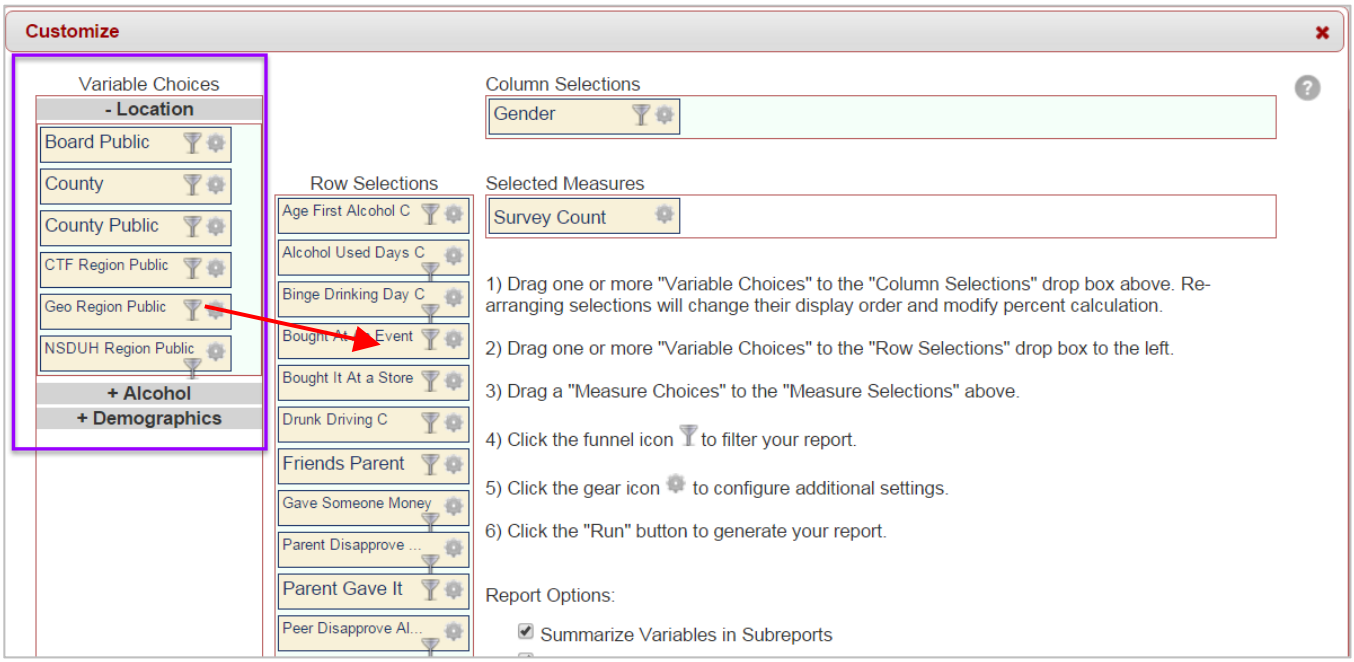
3. To only include some of the responses for a variable (filtering) click the filter icon . A dialog box appears for you to un-select any response you do not want displayed. Both row selection and column selection variables can be filtered to show only desired data.



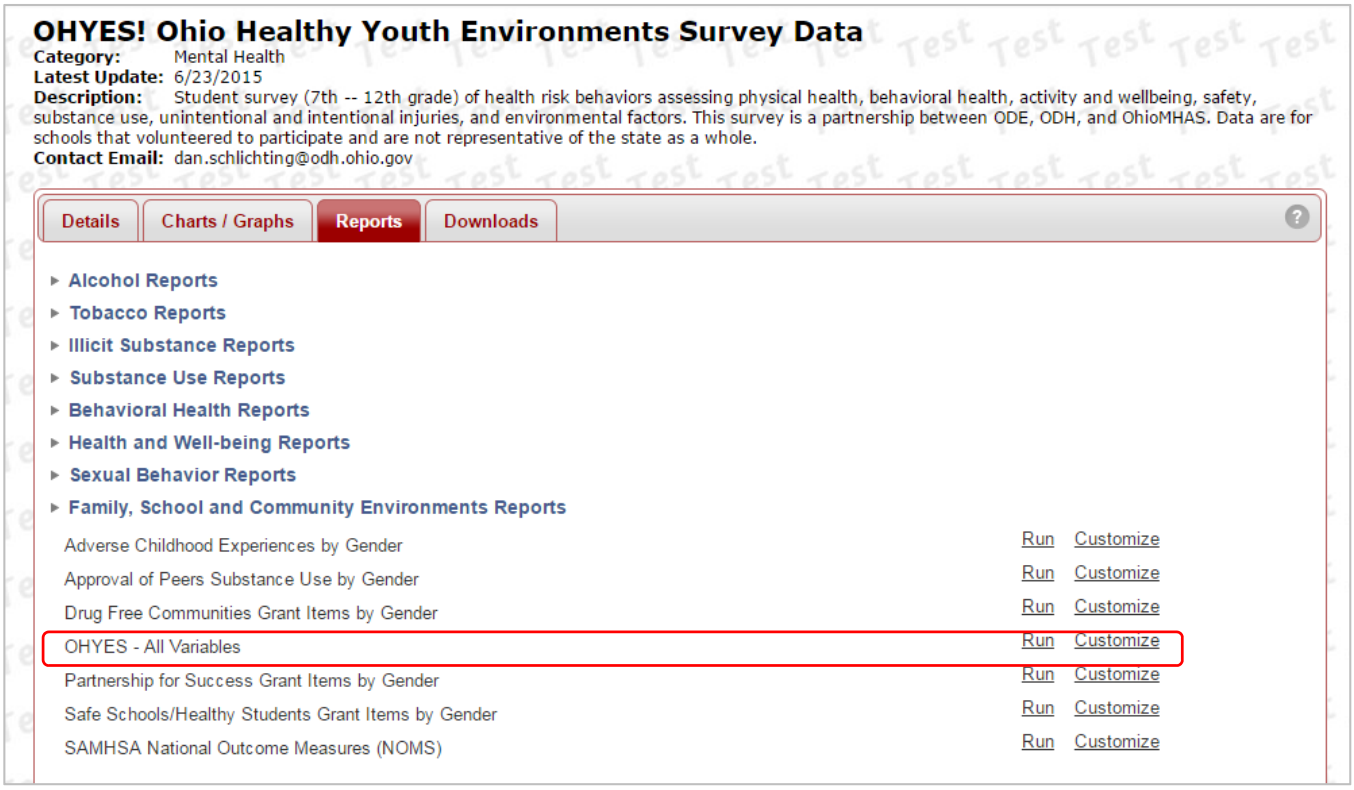
4. To delete a variable, drag the yellow box with the un-desired variable title from the 'Row Selections' column to the 'Variable Choices' column (it may hide it back under the content area box or put it at the bottom of the column).



5. To add a variable, drag the yellow box with the desired variable title from the 'Variable Choices' column (purple box) to the 'Row Selections' column (it may put it at the bottom of the column).

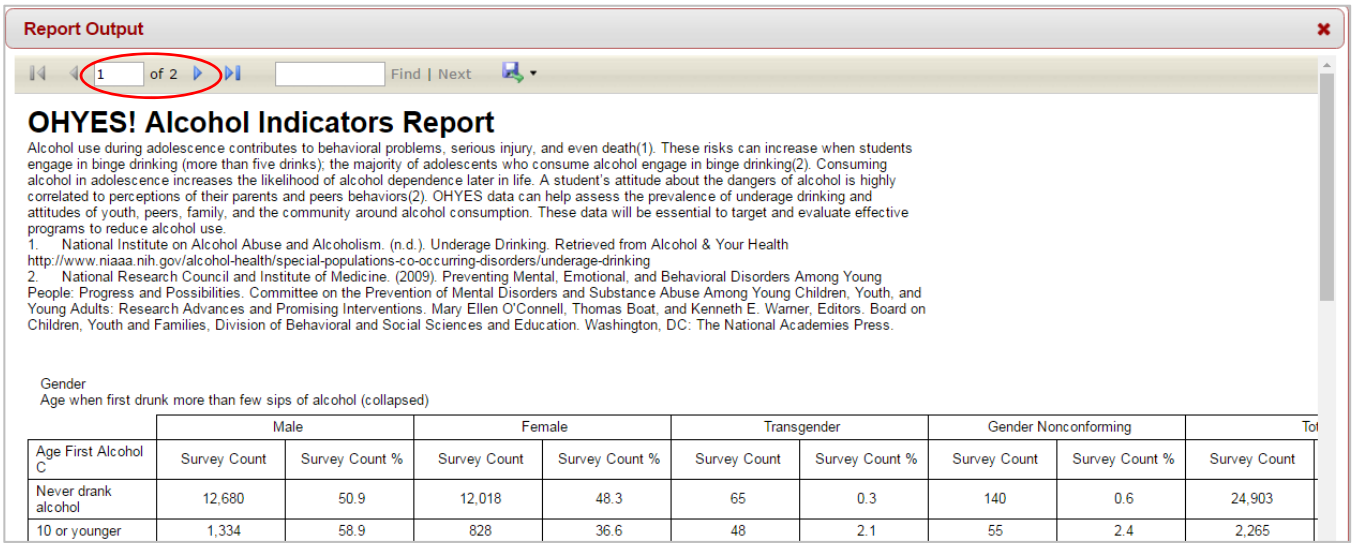


6. For the Key Variable sub-reports, the variables allowed include the variables in only some the content areas assigned to that report. Under the '**OHYES – All Variables**' Report click on **'Run'** to access all content areas and variables.

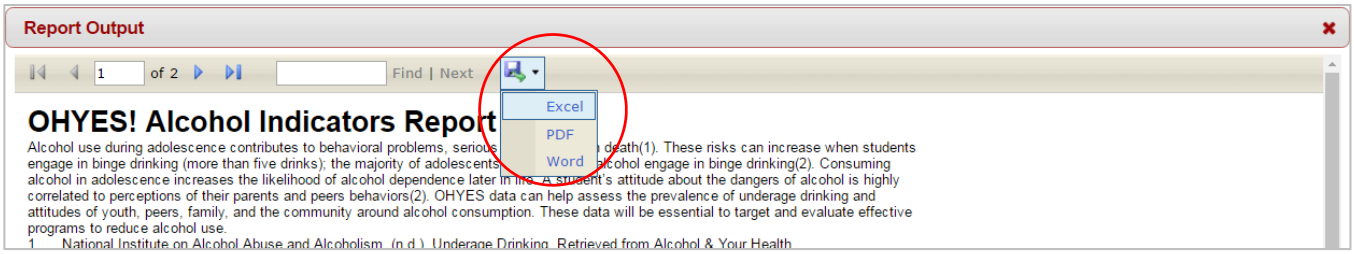


Export a Report

1. Once you 'Run' a report, the tables show in a viewer window. There may be multiple pages, to view the next pages, click the arrows at the top.
    - Sometimes a table may be split in the Viewer between pages 1 and 2.
    - Scroll bars are along the side and the bottom.



2. Click on the format you want to export (Excel, PDF, and Word).
    - **In Excel:** some of the text before the tables may be hidden (rows look collapsed on the left)
        - Expand the collapsed rows and decrease the column size so you can print the entire table on 1 page
        - Consider printing on Legal size or Tabloid (11x17)
    - **In PDF:** tables with multiple columns may split across pages (e.g., male, female and transgender on one page and gender nonconforming and total on another).
    - **In Word:** you can often view the entire table; however, there are sometimes margin issues, which may affect printing.



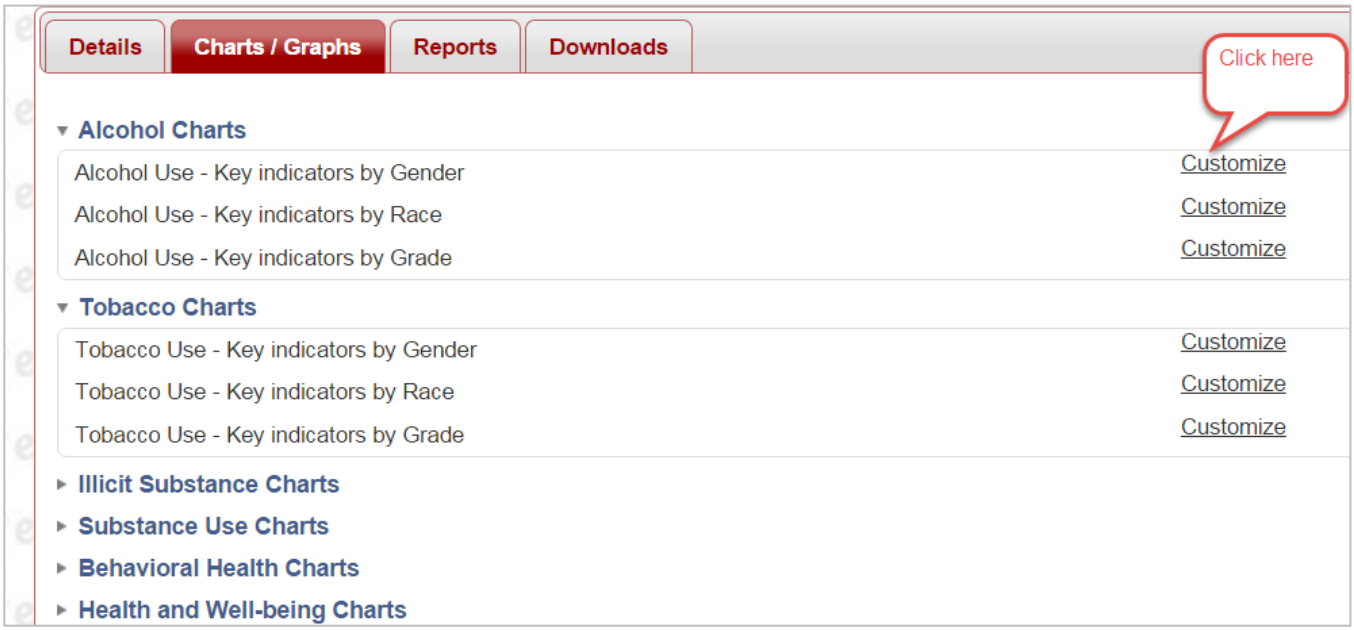
Creating Charts/Graphs

1. Click on the 'Charts/Graph' tab.

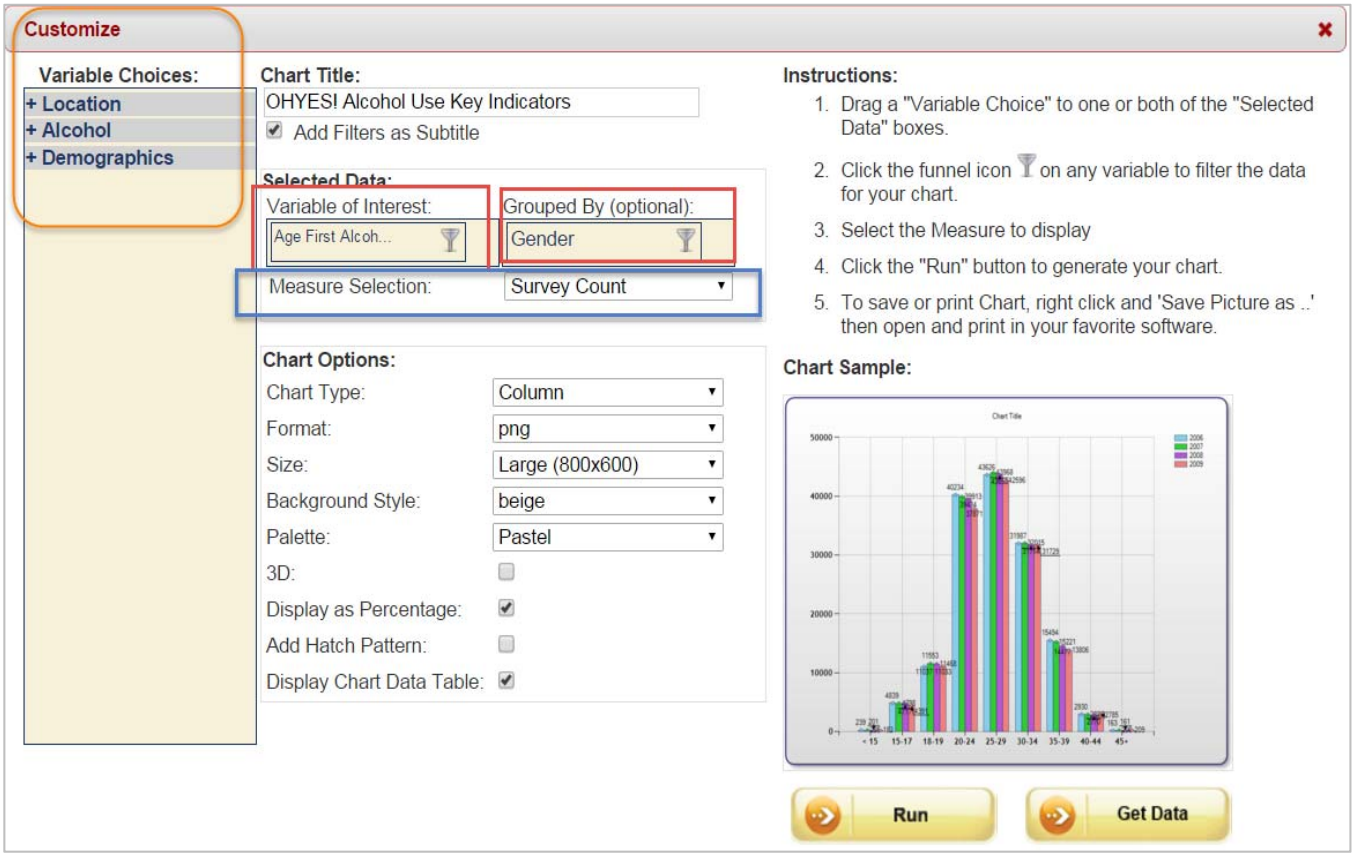
Important Notes

- It is easiest to run a report first and examine the data tables so that you can view the charts that may be of most interest to you.
- Charts or graphs of indicators by gender, grade, and race, have been created. Expand the **blue headings** to see the list. The black text cannot be expanded and are individual graphs.
- The graphs are currently set up to produce column bar charts but many different chart options are available; only one graph can be run at a time.
- The same format has been used with the charts as with the reports (e.g., key indicators and other pre-selected reports). While you can select several variables at once in Reports, you can only select one variable for each Graph.
- The charts/graphs include all the indicators under the variable content area that are possible for producing graphs.
- In order to select variables in other areas you will have to select another report or go to the '**OHYES – All Variables**' report.
- See the **OHYES! Data User's Guide** on the 'Details' tab for a list of all the variables by content area, all of the computed variables, and the variable name for each question.

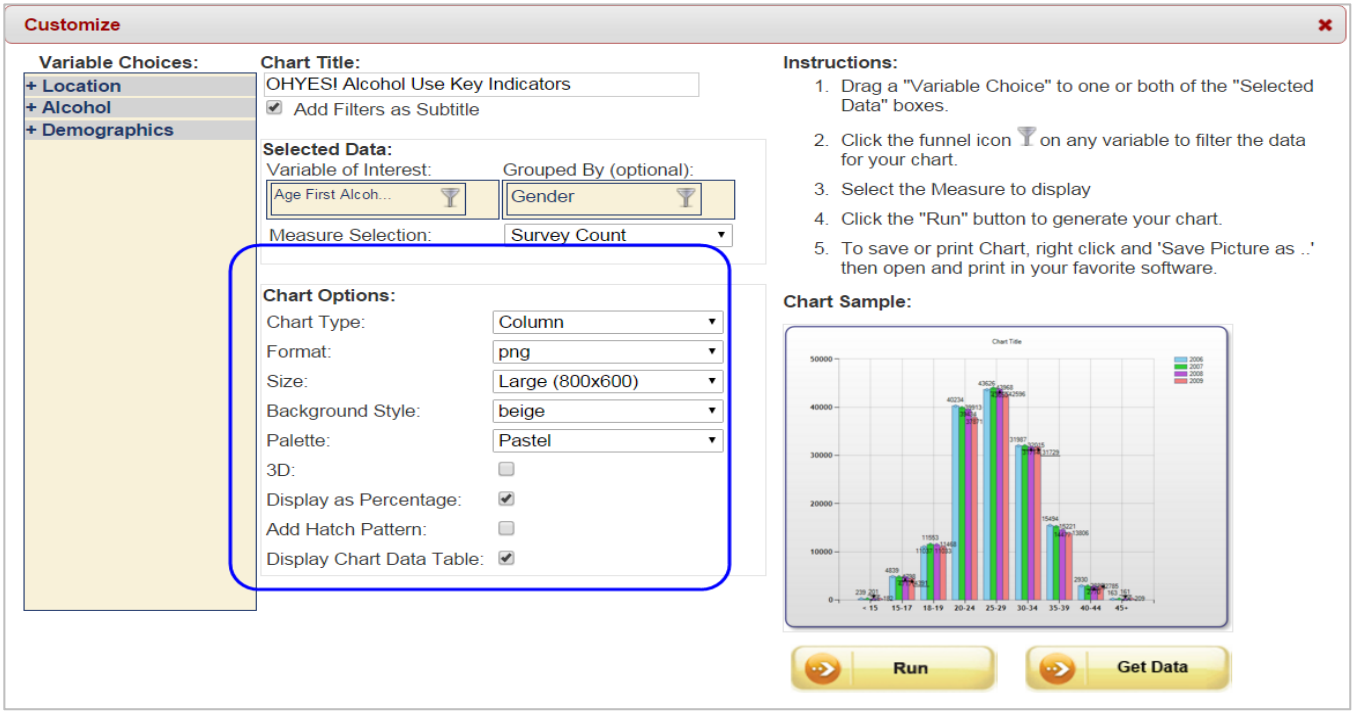
2. Click on ‘Customize’ link



3. The chart options come pre-loaded with a Variable of Interest e.g., survey item (see red box on left), a Grouped By variable, usually a demographic variable such as gender, race, or grade (see red box on the right), and a Measure Selection – Survey Count is pre-selected for you, (see blue box).



4. To change the Variable of Interest:
    - Drag the current variable listed back to the Variable Choice column (see orange box).
    - Expand the gray content area bar under Variable Choices to see all of the options.
    - Drag the variable you want in the chart over to Variable of Interest box.
5. You can also change several chart options (see blue rounded box):
    - Chart Title – You can change this text to whatever you would like
    - Chart Type – currently all of the charts are set to Column, you can experiment with different types, however most data are best as Column, Bar, or Pie charts
    - Format – current format is a .png – .jpeg, .bmp, and .gif are also available
    - Five different sizes are available
    - Background colors are changeable
    - Palette lets you customize the chart colors – the default is pastel
    - 3D is not recommended because it makes the chart harder to read
    - Display as Percentage defaults to being checked. If you un-check it, counts will display.
    - Display Chart Data Table is checked as default, you can un-check it – the values already print on the chart
    - *You cannot change the Percent Denominator type, it automatically uses the Column Total (the default option that is displayed for Reports)*

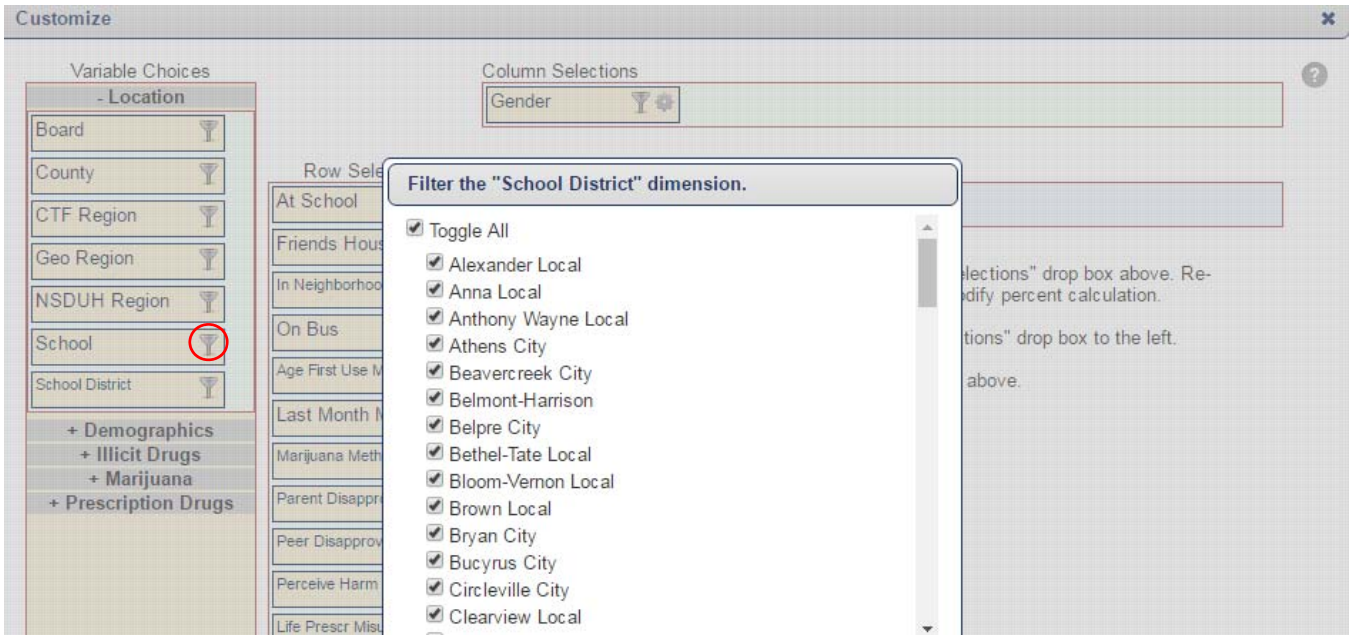


6. Click on '**Run**' to generate the chart.
    - To save: while your cursor is in the chart, right click and select 'Copy image', or 'Save image as'.
    - 'Get Data' – produces zip Excel files that are in individual files you can open on your computer with the aggregate data. While the contents of the files match what is in the report they are not formatted like a report.

Run a Report or Chart with Results for one District (for Superintendents)

This option is only available to Superintendents signed into the ODH Application Gateway.

1. Click on '**Customize**' for the report or chart you want to print.
2. Click on the '**Location**' gray bar under variable choices to expand the selection.
3. Click on the filter icon on the yellow '**School District**' bar.

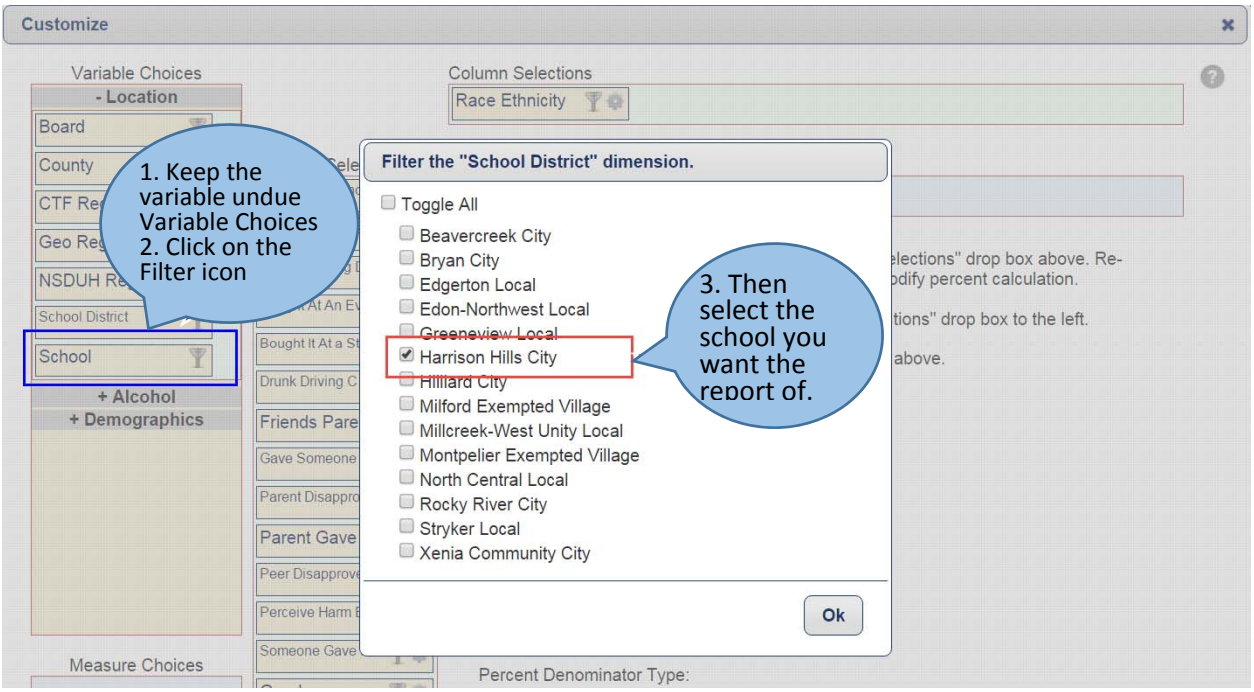


4. Confirm that only your district is listed (Only the administrators can see all districts). Make sure your district is the only one displayed/checked.
    - Hit '**Run**'. The report lists your district name (last text line before the tables). The chart displays this information just below the title.
    - Confirm that your district is selected each time you run to a new report or create a new chart.

Run a Report or Chart with Results for one School

This option is only available to Superintendents and Principals signed into the ODH Application Gateway.

1. Click on '**Customize**' for the report or chart you want to create.
2. Click on the '**Location**' gray bar under variable choices to expand the selection.
3. Click on the filter icon on the yellow '**School**' bar.



4. Confirm that the school you want is listed and selected. Due to the security protocols, only the results will print for the schools you have access to, all other schools' data will be stars.
    - Hit '**Run**'.
    - The report lists the selected school(s) – It is the last text line before the tables. The chart displays this information just below the title.
    - Confirm the school selection each time you create a new report or chart.
    - ***For superintendents***: If you select multiple schools in your district more than one school, the data for each school should display in separate columns.

Run Reports or Charts with Results by County, Mental Health and Recovery Board, or other Geographical Classification

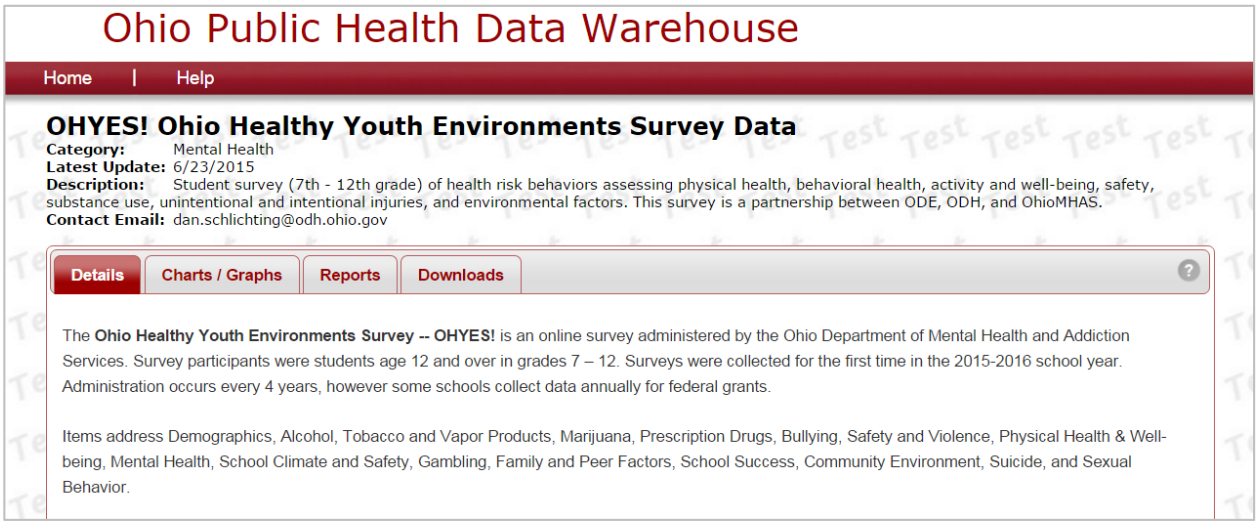
This data will be available on the public warehouse beginning summer 2016.

1. Go to the Ohio Department of Health's website at http://www.odh.ohio.gov/ and click on the '**Data & Statistics**' tab.

2. Click on the '**Ohio Public Health Data Warehouse**' button.

3. Click on OHYES! dataset (see blue box).

4. The landing page or '**Details**' tab includes information about the survey. Here, the OHYES! policies, a Data User's Guide, and instructions on how to access results are available for download.



Please use the, "How to Access OHYES! Results on the Ohio Department of Health Public Health Data Warehouse" instructions provided on the Details tab.