

## *Procedures for the MY Healthy Future Online Course*

### Instructions for Youth doing the course on their own/with parents (not school affiliated)

1. For the best user experience, make sure you complete the course on a **laptop, desktop, or tablet**. We **do not** recommend taking the course on a cell phone since it makes it challenging to see all of the text and visuals. In terms of the best internet/web browser, please use **Google Chrome or Firefox**. Please avoid Safari and Microsoft Edge.
2. Here is the registration link for the course: <https://mededucation.stanford.edu/my-healthy-future-registration/>
  - a. Complete this self-registration form first to enroll. You can use your **personal e-mail address** and **create your own password**.
3. Upon completion of the course, you will receive a **certificate of completion**.

### Introducing the Course (for school staff only)

1. When you first meet with the student, thank them for coming and acknowledge that they probably aren't too excited about being there, but that this is merely a **40- to 60-minute online commitment**.
2. Make sure to give the student these 2 pieces of information before they start, which they will need to enter at the end of the course:
  - a. **E-mail address of the adult/staff member** who will follow up with them
  - b. **Their student ID number from school**
3. For the best user experience, make sure the student completes the course on a **laptop, desktop, or tablet**. We **do not** recommend taking the course on a cell phone since it makes it challenging to see all of the text and visuals. In terms of the best internet/web browser, please ask the student to use **Google Chrome or Firefox**. Please tell them to avoid Safari and Microsoft Edge.
4. Provide this registration link to the course: <https://mededucation.stanford.edu/my-healthy-future-registration/>. Have the student complete the self-registration form first to enroll. They can use their **school e-mail address** and **create their own password**.
5. Upon completion of the course, the student will receive a **certificate of completion**.
6. Once the student has completed the course, ask them, "May I provide you with some quit resources to take with you, that might be helpful?" If the student does not accept your offer, respond back with, "Okay. Here are the next steps."
7. **Schedule a 15- to 30-minute follow-up meeting** with the student within 3 days of completing the program.

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### Following Up with the Student

8. Prior to the follow-up meeting with the student, have ready for discussion the student's results from the MY Healthy Future course. The adult following up with the student should have received an email from Google Form with the student's answers to the questions below. We provided some examples of conversation starters. It's the adult's job to listen to what the student has to say and have a conversation rather than a confrontation.

**(a) "Thank you for completing this course. What did you think of the course?"**

**(b) "What are 2 new things you learned?"**

**(c) "I want to review some of the questions that were asked in the course."**

**(d) On a scale from 1 to 10 (where 1 means not ready and 10 means very ready to quit), "How ready are you to change your e-cigarette/vaping use?"**

- a. For example, if youth said, "I'm a 6."  
Adult responds to youth: "Why did you choose a 6 and not a 4?"  
(Go a number or two lower than what the youth said).

**(e) "What sentence best describes where you are at now with regards to changing your e-cigarettes/vaping use?"**

- a. Not interested in making any changes  
b. I may consider cutting back  
c. I want to cut back  
d. I want to quit
- i. If the youth picks answer **a** then thank them for their time and wish them all the best.
- ii. If the youth picks answers **b-c** then provide youth with a quit resource list and if the youth is interested, school site resources such as the Brief Intervention Program, Quit Program Services, or other programs

**(f) The last question is for fun. "How would you describe this course, in your own words, to one of your friends, who is going to do it too?"**

- a. This question is mainly for developers of the course. There may be benefits to sharing any positive feedback or descriptions of the course with future youth taking the course, especially youth who are not excited to begin with.

**(g) "Thank you again for completing the course. You're always welcomed to see me (other staff) if you need any additional support."**