

## **Attachment 2-1**

### **INSTRUCTIONS TO PROVIDERS/GRANTEES ON COMPLYING WITH THE SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA) INFORMATION NEEDS**

SAMHSA has a corporate strategy to standardize its client/participant outcome measures wherever programs and grants would usually be collecting the same information items. This strategy addresses a requirement under GPRA to report program outcomes as a part of the Federal budgeting cycle. Recipients of grants for Targeted Capacity Expansion (TCE) and some Knowledge Application (KA) programs will be required to collect these measures.

The attached document lists the standard measures for which you are expected to provide client/participant outcome information. SAMHSA's goal is to measure program performance using these measures, not to require the use of a specific instrument or question. As a general guide, the approach to creating GPRA measures has been designed to minimize any increase in the time and financial costs associated with complying. The list of standard measures was developed with input from programs across all parts of SAMHSA, and is intended to produce comparable outcome estimates for all SAMHSA efforts.

#### **CSAP SPECIFIC INSTRUCTIONS**

Recipients of grants for TCE and some KA programs will be required to collect these measures pre and post intervention and at 6-month follow-up. Most grants already include items from this list appropriate to the grant goals and population. You may already be using the same question with more detail. If your measure is equivalent and the response categories can be rolled up into the same reporting categories required, please contact the GPRA point of contact for CSAP to confirm that this is acceptable.

It is assumed that you will already be collecting some of these measures on all client/participants in your program as a standard part of identifying client/participants and baselining their needs or prevention status. Relevant sites would use a census approach at baseline and post-test. Response rates for follow-up are expected to be 80% of the baseline.

Reporting processes will not change. If your grant reports to a coordinating center, forward your client/participant information in the same method and at the same frequency. If you report directly to your GPO, these data should be included in your standard annual report. The only change required may be the addition of items to your instruments if you are not now covering the set identified in the attachment.



## **General Instrument Instructions**

You are being asked to complete this survey because you have agreed to participate in a local and a national evaluation, ANAME OF PROGRAM@. Through your participation, you will helping us to learn more about the effectiveness of prevention programs to prevent substance abuse and related risk factors as well as strengthen protective factors among children, youth, adults, families, and communities.

Answering these questions is voluntary; you do not have to answer any question that makes you feel uncomfortable.

Your responses will be kept private. Your name will NOT be on any of the pages with your answers. Your survey will be given a code number so that your answers will NOT and CANNOT be linked to your name. You will be completing this survey several times, once before the start of the study and at two follow-up times.

### Instructions for Completing Responses

- \$ Read all the possible choices before marking your answers.
- \$ Mark the oval for the answer that best fits your response.
- \$ Make heavy marks that fill the oval for your answer.

### **Specific Instructions developed for CSAP GPRA Questions**

#### B. DRUG AND ALCOHOL USE

The questions in this section ask about cigarettes, alcohol and other drugs. Sometimes people feel uncomfortable when answering these questions. Remember that these questions are voluntary. Also remember that your answers are private --the page with your name was taken off the survey.

There are different groups of people in the United States that may use alcohol for religious reasons. However, this may not be true for your religious, cultural or ethnic group. For example, some churches serve wine during a church service. If you drink wine at church or for some other religious reason, do not count these times in your answers to the questions below.

Please mark one response for each question. The next questions ask about alcohol, tobacco, and other drug use within the past month (30 days).

#### (Age of First Use Items)

The next few questions ask about age of first use for alcohol, tobacco, and other drugs. These questions do NOT assume that YOU have used alcohol, tobacco or other drugs.

(Problems Related to Drug Use)

The next few questions ask about problems related to alcohol or other drug use. This does not mean that we think YOU have these problems. Please mark the answer that shows how much you think the statement describes you.

(Attitudes Toward Drug Use)

The next few questions ask about attitudes toward alcohol, tobacco, and other drugs.

Please read each question and mark the answer that best describes what YOU think. Remember that there are no right or wrong answers. Fill in only one bubble per question.

(Risk for Drug Use Behavior)

The following statements ask about how risky you think some things are.

For these next few questions, the answers include:

No Risk: You think nothing bad will happen if people do this.

Slight Risk: You think something bad might happen if people do this.

Moderate Risk: You are pretty sure something bad will happen if people do this.

Great Risk: You really think something bad will happen if people do this.

Please read each question and mark the answer that best describes what YOU think. Remember that there are no right or wrong answers.

## **General Instrument Instructions Youth Instrument**

You are being asked to complete this survey as part of an evaluation study so that we may understand how young people feel about themselves, friends, school, and family. You will be asked questions about your feelings toward alcohol, tobacco, and other drugs, and whether or not you use them. Please answer all of the questions honestly and thoughtfully. Your answers will be kept private. Your completion of this survey will help us to learn more about the effectiveness of programs to prevent substance abuse and related risk factors as well as enhance protective factors among youth.

No one in your school or community will ever know how you answered the questions. The survey is completely voluntary. If you do not want to fill out the survey or any of the questions, you do not have to. No one else will know your decisions.

This is not a test, so there are no right or wrong answers. Please work quietly and by yourself. We think you will find the survey interesting and that you will like filling it out. Thank you very much for taking the time to complete this survey.

### **Specific Instructions developed for CSAP GPRA Questions.**

#### **DRUG AND ALCOHOL USE**

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There are different groups of people in the United States that may use alcohol for religious reasons. However, this may not be true for your religious, cultural or ethnic group. For example, some churches serve wine during a church service. If you drink wine at church or for some other religious reason, do not count these times in your answers to the questions below.

Mark one answer for each question.

*NOTE: The rest of the instructions are the same as adults, since the questions are the same.*