

INTERVIEW GUIDE FOR FEDERAL STAFF INVOLVED WITH THE CMHS BG PROGRAM**Estimates of Burden for the Collection of Information.**

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-xxxx. Public reporting burden for this collection of information is estimated to average 90 minutes per interview, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 1 Choke Cherry Road, Room 7-1044, Rockville, Maryland, 20857.

Organization: _____
 Address: _____

Interviewer: _____
 Date of Interview: _____
 Study ID No.: _____

Respondent: _____
 Title: _____
 Phone: _____
 Fax: _____
 E-mail: _____

Introduction

Thank you so much for taking the time to participate in this interview. We know that you are extremely busy, and we greatly appreciate your input. As you know, the Center for Mental Health Services contracted with Altarum to conduct an evaluation of the Community Mental Health Services Block Grant Program (CMHS BG). The purpose of our discussion today is to learn how the CMHS BG is implemented at the Federal level and to understand the impact of the CMHS BG within States. As part of this evaluation, we are collecting information about activities in Fiscal Year 2006 and the planning process for these activities.

Your agency's name, location, and your general job title (e.g., Public Health Advisor) may be identified in reports prepared for this study and in data files provided to the Center for Mental Health Services. However, none of your responses during the interview will be released in a form that identifies you or any other Federal staff member by name. Please remember that this study is not part of an audit or management review of Federal operations. Your participation in the interview is completely voluntary.

The estimated total time to complete this interview is 120 minutes, which can be done over two sessions.

Do you have any questions before we begin?

1. What is your title and how long have you been in this position?
2. Briefly describe your responsibilities with regard to the CMHS BG.

Federal Funding Distribution

3. How does the Center for Mental Health Services allocate CMHS BG funds to States?
Probes:
 - a) Is there an allocation formula? If so, on what is the allocation formula based?
 - b) Who is involved? What roles do they play?
 - c) What is the timeframe by which the allocation follows?
 - d) What role do State Project Officers (SPOs) play in the allocation of CMHS BG funds?
 - e) Do you feel the allocation formula can be improved? If so, in what ways?
4. What administrative activities are supported by the CMHS BG within the Division of State and Community Systems Development?

Development of Application Guidance for States

5. What is the intended purpose of the application guidance?
6. What is the process for the development of the application guidance for States?
Probes:
 - a) Who is involved?
 - b) How are changes to the guidance communicated to stakeholders (e.g., other Federal staff members, State stakeholders)?
 - c) What is involved in order to make changes to the application guidance?
 - d) What have some of the most recent changes been, and why? What future changes are anticipated?
 - e) What is the time frame for the development and distribution of the application template and guidance each year?
 - f) Are there challenges related to keeping the timeframe?
7. What are the strengths of the application guidance document?
8. What are the weaknesses of the application guidance document?
9. Is the application guidance used in ways by States beyond its intended purpose? If so, what are other uses?
10. How would you improve the application guidance document?
11. How would you improve the process of developing the application guidance?

12. Do the five criteria provide an adequate framework for States to describe their State mental health systems? Please explain.

13. Are there other criteria that could be helpful in developing States' plan?

Application Review and Approval

14. How are CMHS BG applications reviewed and approved?

Probe:

- a) What role do SPOs play in the review and approval of applications?
- b) How is approval status communicated to other Federal staff members and to the States?

15. What are the strengths of the regional review process?

16. What are the weaknesses of the regional review process?

17. How would you improve the regional review process?

18. Have there been any unintended positive or negative results of the regional review process? If so, please describe.

Implementation Report Review and Approval

19. What is the purpose of the implementation report?

20. What is the process by which implementation reports are reviewed and approved?

Probe:

- a) What role do SPOs play in the review and approval of implementation reports?
- b) How is approval status communicated to other Federal staff members and to the States?

21. What are the strengths of the implementation report review process?

22. What are the weaknesses of the implementation report review process?

23. How would you improve the process of reviewing and approving implementation reports?

24. Do you use States' implementation reports? If so, in what ways?

Program Oversight

25. How does the Center for Mental Health Services oversee State compliance to the CMHS BG requirements?

26. How are potential issues with State compliance identified?

Probe:

- a) Who decides what potential issues require Federal or State action?
- b) How are issues that require action communicated to States?
- c) Is there followup from the Center for Mental Health Services to determine if potential issues have been addressed?

27. What are the strengths of CMHS BG program oversight?

28. What are the weaknesses of CMHS BG program oversight?

29. How would you improve CMHS BG program oversight?

30. Have there been any unintended positive or negative results of CMHS BG program oversight? If so, what are they?

Monitoring Site Visits

31. What is the selection process for determining which States will receive site visits in a particular year?

32. Do site visitors receive training about how to conduct the CMHS BG program site visits? If so, what training do they receive?

Probe:

- a) What training materials are provided?
- b) What instructions are provided?
- c) How long before the actual site visits does the training occur?

33. What guidance do you or other SPOs provide to States concerning the monitoring site visits?

Probe:

- a) What materials are provided?
- b) What instructions are provided?

34. What products result from monitoring site visits?

35. What is the timeliness of the submission of site visit products?

36. Do you use site visit products (e.g., reports)? If so, in what ways?

Grants Management

37. What role does Grants Management play in monitoring compliance with the CMHS BG program?

Probe:

- a) Are there specific grants management policies that govern the monitoring of compliance with the CMHS BG program?
- b) If so, what are they?
- c) How are they enforced?

38. How would you improve the services provided by Grants Management to States?

BG Development and Support

39. How does the Center for Mental Health Services provide CMHS BG-related support (e.g., training, technical assistance) to States?

Probe:

- a) What types of support are provided?
- b) Who provides CMHS BG-related support to States?
- c) If SPOs, in what areas do they provide support?
- d) If contractors, in what areas and through what vehicles do they provide support?

40. What are the strengths of the CMHS BG-related support that the Center for Mental Health Services provides to States?

41. What are the weaknesses of the CMHS BG-related support that the Center for Mental Health Services provides to States?

42. How would you improve the CMHS BG-related support that the Center for Mental Health Services provides to States?

Data Collection (e.g., Uniform Reporting System, National Outcome Measures), Analysis, and Dissemination

43. How does the Center for Mental Health Services collect data on the CMHS BG program? For what purposes?

Probe:

- a) What types of data are collected?

44. Does the Center for Mental Health Services solicit feedback from States about CMHS BG data collection? If so, how?

45. Does the Center for Mental Health Services incorporate State feedback about CMHS BG data collection? If so, please provide examples of State feedback that the Center for Mental Health Services has incorporated.

46. How does the Center for Mental Health Services analyze data on the CMHS BG program?
Probe:
a) Who analyzes data on the CMHS BG program?
47. How does the Center for Mental Health Services disseminate data on the CMHS BG program?
Probe:
a) What are examples of reports that are developed using CMHS BG program data?
b) Who are the audiences for these reports on CMHS BG program data?
c) Does the Center for Mental Health Services share CMHS BG data with States? If so, how?
d) What other stakeholders receive CMHS BG program data? For what purposes?
48. Do you use CMHS BG program data? If so, in what ways (e.g., Federal administration and management)?
49. How useful are CMHS's data collection activities (including the NOMS and URS) in helping describe your State's mental health agency activities?
50. What are the strengths of CMHS BG data collection, analysis, and dissemination?
51. What are the weaknesses of CMHS BG data collection, analysis, and dissemination?
52. How would you improve CMHS BG data collection, analysis, and dissemination?
53. Have CMHS BG program data been used for purposes other than those originally intended? If so, please describe?
54. Have there been any unintended positive or negative results of CMHS BG data collection, analysis, and dissemination? If so, please describe.

Federal Outcomes

55. Do the regional reviews and monitoring site visits improve State and Federal communication and information exchange? Please explain.
56. Does the Center for Mental Health Services provide leadership to States related to the CMHS BG program? If so, please describe.
57. Through the CMHS BG program, does the Center for Mental Health Services play a national leadership role in mental health system transformation? If so, how?

Closing

Thank you very much for your time. Your participation is greatly appreciated. If you think of anything else you would like to add, feel free to get in touch with me.