

## **The Independent Evaluation of 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 60 minutes per survey per year, 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.

Dear Site Visit Monitor:

The Community Mental Health Services Block Grant (CMHS BG), funded by Congress to develop community-based systems of care for adults with serious mental illness and children with a serious emotional disturbance, is the largest Federal program dedicated to improving community mental health services. The sponsor of the program, the Substance Abuse and Mental Health Services Administration's Center for Mental Health Services, has contracted with Altarum to conduct an independent evaluation of this program.

We are soliciting feedback about the CMHS BG from key program stakeholders. As a past Site Visit Monitor, you have important insights and views about the intent, implementation, and impact of the CMHS BG from your visits to States. We therefore would appreciate greatly your assistance with the evaluation by completing this survey. Most of the questions are closed-ended questions, where you will be asked to check the appropriate answer or answers. In addition, there are several open-ended questions, where you have the opportunity to comment. We urge you to be as honest and thoughtful as possible.

Please be assured that your answers will be strictly confidential. We will report responses to questions only in the aggregate, and we will never attribute specific comments to particular individuals. Your responses will not be used by the sponsoring organization to assess State compliance with the requirements and will not have any repercussions for any particular State; they will be used solely for the purposes of evaluating the CMHS BG as a whole.

Thank you very much for taking the time to participate.

**1a) Do the five criteria provide an adequate framework for States to describe their State mental health systems?**

☐ Yes

☐ No

**1b) Please explain.**

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**1c) Are there other criteria that could be helpful in developing States' plan?**

☐ Yes

☐ No

**1d) If so, please discuss.**

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**2a) How effective are monitoring site visits at verifying State mental health activities described in a State's CMHS BG State plan?**

☐ Not at all

☐ Somewhat

☐ Mostly

☐ Completely

☐ Cannot answer

**2b) Please discuss.**

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**3a) How effective is the monitoring site visit process in helping States identify technical assistance (TA) needs regarding CMHS BG-related activities?**

- ☐ Not at all  
☐ Somewhat  
☐ Mostly  
☐ Completely  
☐ Cannot answer

**3b) Please discuss.**

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**4) Do you review all of the legislative requirements before site visits?**

- ☐ Yes  
☐ No  
☐ Cannot answer

**5) How often does a State representative identify compliance issues for the site visit monitors during the visits?**

- ☐ Never  
☐ Rarely  
☐ Sometimes  
☐ Usually  
☐ Always  
☐ Cannot answer

**6) When conducting monitoring visits, how often do you identify potential issues for Federal or State action?**

- ☐ Never  
☐ Rarely  
☐ Sometimes  
☐ Usually  
☐ Always  
☐ Cannot answer

**7) How are issues that require a substantive response communicated to the States? (Check all that apply)**

- ☐ E-mail contact
- ☐ Phone contact
- ☐ Exit interview at the conclusion of site visit
- ☐ Site visit monitoring report
- ☐ Other site visit products \_\_\_\_\_
- ☐ Other (please describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8) How are issues that require a substantive response from States communicated to the CMHS? (Check all that apply)**

- ☐ E-mail contact
- ☐ Phone contact
- ☐ Exit interview at the conclusion of site visit
- ☐ Site visit monitoring report
- ☐ Other site visit products \_\_\_\_\_
- ☐ Other (please describe) \_\_\_\_\_  
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**9) What are the strengths of the current site visit monitoring process?**

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**10) What are the weaknesses of the current site visit monitoring process?**

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**11) To what extent do you agree that the monitoring site visits are useful to States?**

- ☐ Strongly disagree
- ☐ Somewhat disagree
- ☐ Neither disagree nor agree
- ☐ Somewhat agree
- ☐ Strongly agree
- ☐ Cannot answer

**12) Please list any ways in which you feel the monitoring site visits could be more useful to States.**

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**Site Visits**

**13a) For FY 2005, did you receive training on the monitoring site visit process?**

- ☐ Yes
- ☐ No

**13b) If not, had you received training on the monitoring site visit process previously?**

- ☐ Yes
- ☐ No

**13c) If so, what types of training did you receive to prepare you for conducting the monitoring site visits? (Check all that apply)**

- ☐ In-person training
- ☐ Written instructions
- ☐ No training received
- ☐ Other (please describe)

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**14) How prepared did you feel following the training to perform your duties as a monitoring site visitor?**

- ☐ Not at all
- ☐ Somewhat
- ☐ Mostly
- ☐ Completely
- ☐ Cannot answer

**15a) If you received in-person training, please rate how useful you feel the training you received was.**

- ☐ Not useful
- ☐ A little useful
- ☐ Somewhat useful
- ☐ Mostly useful
- ☐ Extremely useful
- ☐ Cannot answer

**15b) If you received in-person training, how long before the actual site visits began did the training occur? (Check one)**

- ☐ Within 1 week
- ☐ Within 2 to 3 weeks
- ☐ Within 1 month
- ☐ Within 2 months
- ☐ Longer than 2 months
- ☐ Other (please describe)

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**16a) If you received written instructions, please rate how useful they were.**

- ☐ Not useful
- ☐ A little useful
- ☐ Somewhat useful
- ☐ Mostly useful
- ☐ Extremely useful
- ☐ Cannot answer

**16b) If you received written instructions, how long before the actual site visits began did you receive them? (Check one)**

- ☐ Within 1 week  
☐ Within 2 to 3 weeks  
☐ Within 1 month  
☐ Within 2 months  
☐ Longer than 2 months  
☐ Other (please describe)

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**17) How useful were the CMHS BG monitoring prompts in helping to gather the information needed to prepare the site visit monitoring report?**

- ☐ Not useful  
☐ A little useful  
☐ Somewhat useful  
☐ Mostly useful  
☐ Extremely useful  
☐ Cannot answer

**18a) Do you think that there are aspects of the CMHS BG process that are not reflected adequately in the monitoring prompts?**

- ☐ Yes  
☐ No

**18b) If so, please discuss.**

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**19a) Were you provided any other materials in preparation for the site visits?**

- ☐ Yes  
☐ No

**19b) If so, what other material?**

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**19c) Please rate how helpful these additional materials were in enabling you to understand your responsibilities as a site visit monitor.**

- ☐ Not helpful
- ☐ A little helpful
- ☐ Somewhat helpful
- ☐ Mostly helpful
- ☐ Extremely helpful
- ☐ Cannot answer

**20a) Are there any training materials or supplemental information that you did not receive that would have been helpful?**

- ☐ Yes
- ☐ No

**20b) If so, what other material?**

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**21) Please rate how prepared the last State you visited was for the site visit?**

- ☐ Very unprepared
- ☐ Somewhat unprepared
- ☐ Minimally prepared
- ☐ Very prepared
- ☐ Completely prepared
- ☐ Cannot answer



**22a) Do you feel that the time allotted for the monitoring site visit is sufficient for a comprehensive review?**

- ☐ Yes  
☐ No  
☐ Cannot answer

**22b) If not, please discuss.**

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**23a) Do you have any recommendations for improving the training and preparation for the site visits to make you a more effective monitor?**

- ☐ Yes  
☐ No

**23b) If so, what are they?**

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**24) How long after a site visit do you typically submit your drafts of site visit products to CMHS? (Check one)**

- ☐ Within 1 week  
☐ Within 2 to 3 weeks  
☐ Within 1 month  
☐ Within 2 months  
☐ Longer than 2 months  
☐ Other (please describe)

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- ☐ Don't know

**25) How long after the submission of your drafts do States typically receive the finalized version of the site visit report (after CMHS staff edits are made)? (Check one)**

- ☐ Within 1 week
- ☐ Within 2 to 3 weeks
- ☐ Within 1 month
- ☐ Within 2 months
- ☐ Longer than 2 months
- ☐ Other (please describe)

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☐ Don't know

**26a) Do you know how Federal program staff and grants management use site visit products?**

- ☐ Yes
- ☐ No
- ☐ Don't know

**26b) If so, how?**

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**27a) Do you know how States use site visit products?**

- ☐ Yes
- ☐ No
- ☐ Don't know

**27b) If so, how?**

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**28a) Do you have any recommendations for improving the dissemination of monitoring site visit products?**

- ☐ Yes  
☐ No  
☐ Don't know

**28b) If so, what are they?**

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**29a) Do you have any recommendations for more effective uses of the monitoring site visit products?**

- ☐ Yes  
☐ No  
☐ Don't know

**29b) If so, what are they?**

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**30a) Are there any unintended positive results of the monitoring site visit process?**

- ☐ Yes  
☐ No  
☐ Don't know

**30b) If so, what are they?**

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**31a) Are there any unintended negative results of the monitoring site visit process?**

- ☐ Yes  
☐ No  
☐ Don't know

**31b) If so, what are they?**

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