

INTERVIEW GUIDE FOR STATE STAFF INVOLVED WITH THE SAPT 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 3 hours 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.

State: _____

Interviewer: _____

Date of Interview: _____

Study ID No: _____

Organization: _____

Address: _____

Respondent 1: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

Respondent 2: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

Respondent 3: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

Respondent 4: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

Respondent 5: _____
Title: _____
Phone: _____
Fax: _____
E-mail: _____

Respondent 6: _____
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 Centers for Substance Abuse Treatment (CSAT) and Prevention (CSAP) have contracted with Health Systems Research, Inc. to conduct an evaluation of the Substance Abuse Prevention and Treatment Block Grant Program (SAPT BG). The purpose of our discussion today is to learn how SAPT BG activities are implemented and to understand the impact of the SAPT BG in your State.

As described in the letter we sent you earlier, your agency's name and location and your general job title (e.g., State Mental Health Commissioner, State Planner) may be identified in reports prepared for this study and in data files provided to CSAT and CSAP. However, none of your responses during the interview will be released in a form that identifies you or any other State staff member by name. Please remember that this study is not part of an audit or management review of State operations. Your participation in the interview is completely voluntary. Failure to complete the interview will not affect your State's SAPT BG in any way.

The estimated total time to complete this interview is 3 hours.

Do you have any questions before we begin?

BACKGROUND

1. What is your title, and how long have you been in this position?
2. Briefly describe your responsibilities with regard to the SAPT BG. [Interviewers: Please be sure to gather this information from all State participants.]

FEDERAL ACTIVITIES**Application Template and Guidance for States**

3. Is there a formal mechanism for your State to provide feedback on the application guidance and template?
4. In past years, there were changes to both the application template and the application guidance. Was there any official notification regarding these changes prior to the release of the application template and the guidance?
5. How far in advance of the application deadline did your State receive the template and the guidance? Were you satisfied with this time frame?
6. How would you improve the application template and guidance? Their dissemination?

Application Review and Approval

7. What are the benefits to the State of the application review and approval process?
8. What are the weaknesses of the application review and approval process?
9. How would you improve the application review and approval process?

Program Monitoring***Technical Reviews***

[Interviewers: The following questions should be administered to State staff members who work in substance abuse treatment. If you are not speaking with any State staff involved with CSAT Technical Reviews, skip to the next section.]

Core Elements Technical Reviews

10. When was your State's most recent Federally required Core Elements Technical Review site visit?

11. Prior to a Core Elements Technical Review site visit, does your State receive guidance from Federal staff about expectations for the site visit (e.g., materials that should be prepared)? If so, please describe.
12. What products does your State receive after a Core Elements Technical Review site visit? Approximately how long after a site visit do you receive the products? Are you satisfied with this time frame?
13. What changes, if any, have been made as a result of a Core Elements Technical Review site visit and the subsequent products (e.g., report, recommendations)?
14. How does your State use the Core Elements Technical Review reports?
15. What are the benefits of the Core Elements Technical Review? Are these reviews useful to your State? If so, how?
16. What are the weaknesses of the Core Elements Technical Review?
17. How would you improve the Core Elements Technical Review? How could these reviews be more useful to your State?
18. Have there been any unintended positive or negative results of the Core Elements Technical Review? If so, please describe.
19. Do the Core Elements Technical Reviews improve State and Federal communication and information exchange? Please explain.

State-Requested Technical Reviews

20. Has your State participated in a State-Requested Technical Review? [Interviewer: If yes, continue. If no, skip to the next section.]
21. Please describe the most recent State-Requested Technical Reviews in which your State has participated.
Probes:
 - a) Why did your State request a technical review?
 - b) What issues did your State wish to address through the technical review?
 - c) What was the process for requesting and receiving a State-requested site visit?
22. What were the results of any State-Requested Technical Reviews? Was your State satisfied with the requested technical reviews? Please explain.
23. How could the State-Requested Technical Reviews have been more helpful to your State?

24. What products did your State receive after a State-Requested Technical Review site visit? Approximately how long after the site visit did you receive the products? Were you satisfied with this time frame?
25. What changes, if any, have been made as a result of State-Requested Technical Review site visits and the subsequent products (e.g., reports, recommendations)?
26. Were there any unintended positive or negative results of the State-Requested Technical Reviews? If so, please describe.
27. Do the State-Requested Technical Reviews improve State and Federal communication and information exchange? Please explain.

State Prevention and Synar System Reviews

[Interviewers: The following questions should be administered to State staff members who work in substance abuse prevention. If you are not speaking with any prevention staff, skip to the next section.]

28. When was your State's most recent State Prevention and Synar System Review conducted for the SAPT Block Grant?
29. Prior to a State Prevention and Synar System Review site visit, does your State receive guidance from Federal staff about expectations for the site visit (e.g., materials that should be prepared)? If so, please describe.
30. What products does your State receive after a State Prevention and Synar System Review site visit? Approximately how long after a site visit do you receive the products? Are you satisfied with this time frame?
31. What changes, if any, have been made as a result of a State Prevention and Synar System Review site visit and the subsequent products (e.g., report, recommendations)?
32. How does your State use the State Prevention and Synar System Review reports?
33. What are the benefits of the State Prevention and Synar System Reviews? Are the State Prevention and Synar System Reviews useful to your State? If so, how?
34. What are the weaknesses of the State Prevention and Synar System Reviews?
35. How would you improve the State Prevention and Synar System Reviews? How could the State Prevention and Synar System Reviews be more useful to your State?
36. Are there any unintended positive or negative results of the State Prevention and Synar System Reviews? If so, please describe.

37. Do the State Prevention and Synar System Reviews improve State and Federal communication and information exchange? Please explain.

Grants Management

38. What role does Grants Management play in monitoring compliance with the SAPT BG program?

Probes:

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

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

Other Program Monitoring

40. What is the purpose of any other Federal program monitoring (e.g., compliance, program improvement)?

41. How are potential issues with State compliance identified?

Probes:

- 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 CSAT and CSAP to determine if potential issues have been addressed?

42. What are the strengths of any other SAPT BG program monitoring?

43. What are the weaknesses of any other SAPT BG program monitoring?

44. How would you improve any other SAPT BG program monitoring?

45. Have there been any unintended positive or negative results of any other SAPT BG program monitoring? If so, what were they?

SAPT BG Technical Assistance (TA) and Training (Federal to State)

[Interviewer: Make sure to ask about both prevention and treatment TA and training, depending on the composition of the interview group.]

46. In the past few years, has your State received TA and training through Federal SAPT BG resources? If yes, in what areas? In what formats?

47. Was your State satisfied with the TA and training received through Federal SAPT BG resources? Why or why not?

48. In the past few years, has your State utilized any off-the-shelf Federal TA products supported by the SAPT BG? If yes, which products?
49. What, if any, specific changes has your State made as a direct result of Federal TA or training? Were they made as a result in person TA delivered by consultants or as a result of the Federal TA products?
50. How would you improve consultant-based Federal TA and training to States?
51. How would you improve the Federal TA products currently available?

Data Collection (e.g., Treatment Episode Data Set, Voluntary Prevention and Treatment Measures), Analysis, and Dissemination

52. Do CSAT and CSAP solicit feedback from the States about Federally required data collection? If so, how?
53. Has your State ever provided feedback – either officially or unofficially – about SAPT BG data collection for the Treatment Episode Data Set and National Outcome Measures? If so, please describe. Were CSAT and CSAP responsive to your feedback? Please explain.
54. How prepared is your State to respond to NOMS? What is the current status of your State's capacity to collect data for NOMS?
55. Does your State receive Federal reports based on data from the SAPT BG Program? If so, how does your State use these reports?
56. Have there been any unanticipated positive or negative results from complying with SAPT BG data collection, analysis, and reporting? If so, please describe.
57. What are the strengths of the Federally required SAPT BG data collection?
58. What are the weaknesses of the Federally required SAPT BG data collection?
59. How would you improve the data collection process?

STATE ACTIVITIES

SAPT BG Application Development

60. Please describe the SAPT BG application development process.
Probes:
 - a) Who is involved (roles rather than names)?
 - b) How long does the process take?

- c) What feedback is sought?
61. What is the process for conducting a State needs assessment required by the SAPT BG program?
- Probes:
- a) Who is involved?
 - b) How are your State's needs assessments funded?
 - c) How often does your State conduct needs assessments?
 - d) How does your State use needs assessment information?
62. Is your State BG application used for any purpose other than obtaining Federal SAPT BG funds? If so, what are the other uses?
63. What are the benefits of the application process to your State?
64. What are the weaknesses of the application process?
65. How would you improve the SAPT BG application process?
66. Have there been any unanticipated positive or negative results from producing the SAPT BG application? If so, please describe.

Annual Synar Report (ASR)

67. Please describe the ASR development process.
- Probes:
- a) Who is involved (roles rather than names)?
 - b) How long does the process take?
 - c) What feedback is sought?
68. Is your ASR used for any purpose other than obtaining Federal SAPT BG funds? If so, what are the other uses?
69. What are the benefits of the ASR process to your State?
70. What are the weaknesses of the ASR process?
71. How would you improve the ASR process?
72. Have there been any unanticipated positive or negative results from producing the ASR? If so, please describe.

State Funding Allocation

73. What is the process by which your State allocates SAPT BG funds (e.g., allocation formula)?

Probes:

- a) Who is involved (roles rather than names)?
- b) How long does the process take?

- 74. Does the allocation of SAPT BG funds affect the way that other funds are distributed in the State? If so, please describe.
- 75. What are the advantages of your State's SAPT BG funding allocation process?
- 76. What are the disadvantages of your State's SAPT BG funding allocation process?
- 77. How would you improve your State's process for allocating SAPT BG funds?

Programs and Services Funded Through the SAPT BG

- 78. Are there any programs that have been developed or supported originally using SAPT BG funds that have been continued using other means of support? If so, please describe the program and the other means of support?
- 79. Are there any State-level administrative activities that are directly supported by SAPT BG funds? If so, please describe.

TA and Training Provided to Subrecipients

[Interviewer: Make sure to ask about prevention, treatment, and Synar TA and training, depending on the composition of the interview group.]

- 80. In the past few years, has your State used SAPT BG resources to provide TA or training to subrecipients? If so, please describe the types of TA and training that your State has provided.
- 81. What is the process for deciding what TA and training should be offered to SAPT BG subrecipients?
 - Probe:
 - a) Who identifies training or TA needs?
- 82. Who has provided TA or training? State staff, contractors, other?
- 83. Using your best estimate, how many TA and training events were conducted in the past year?
- 84. Using your best estimate, how many different subrecipients participated in the TA and training events in the past year?
- 85. To the extent that you are aware, please describe any programmatic changes that have occurred as a result of receiving TA or training.

86. How would you improve TA and training to subrecipients (organizations that receive SAPT BG funds)?
87. Have there been any unanticipated positive or negative results from providing TA and training to subrecipients? If so, please describe.

Performance Monitoring of Programs and Services that Receive SAPT BG Funding

88. How does your State collect prevention and treatment data from subrecipients?
Probe:
 - a) Does your State provide data collection forms or templates to subrecipients? If so, please describe.
 - b) Does your State conduct onsite monitoring site visits? If so, please describe.
89. How does the State analyze data collected for the SAPT BG Program?
90. How does your State use the data provided by SAPT BG subrecipients (e.g., produce SAPT BG State application, the ASR, and other reports)?
91. Is there a formal process for subrecipients to provide feedback to the State about the data collection for the SAPT BG? If so, please describe the process.
92. What types of feedback have subrecipients provided to the State about data collection?
93. Has this feedback been incorporated? If so, please provide examples of incorporated feedback.
94. Have there been any unanticipated positive or negative results from collecting, analyzing, and reporting subrecipient SAPT BG data? If so, please describe.
95. How would you improve the subrecipient-to-State data collection process?

SAPT BG PROGRAM OUTCOMES

Federal Outcomes

96. Do CSAT and CSAP play a leadership role in improving the substance abuse prevention and treatment system? In guiding the States in the SAPT BG? If yes, please describe.

State Outcomes

97. As a result of SAPT BG activities, has your State improved its coordination of substance abuse prevention and treatment services and programs? If so, please describe any improvements and how the SAPT BG contributed to them.

98. Has there been an increase in the number of evidence-based practices and innovative services available because of the SAPT BG program? If so, please describe the newer services and how the SAPT BG contributed to their availability.
99. Has your State leveraged SAPT BG requirements and resources to implement State policy changes? If so, please provide examples.

CLOSING

Thank you very much for your time. Your participation is greatly appreciated. If you think of anything else you would like to add, please contact me by phone or e-mail.