

Attachment 11: Data Collection Protocols

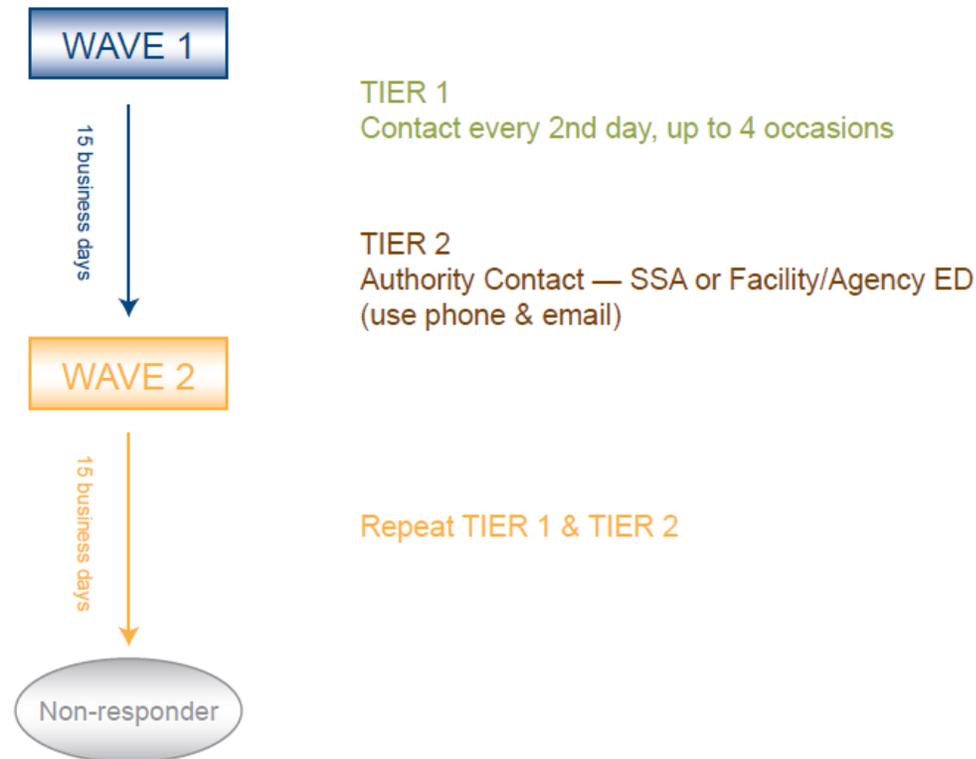


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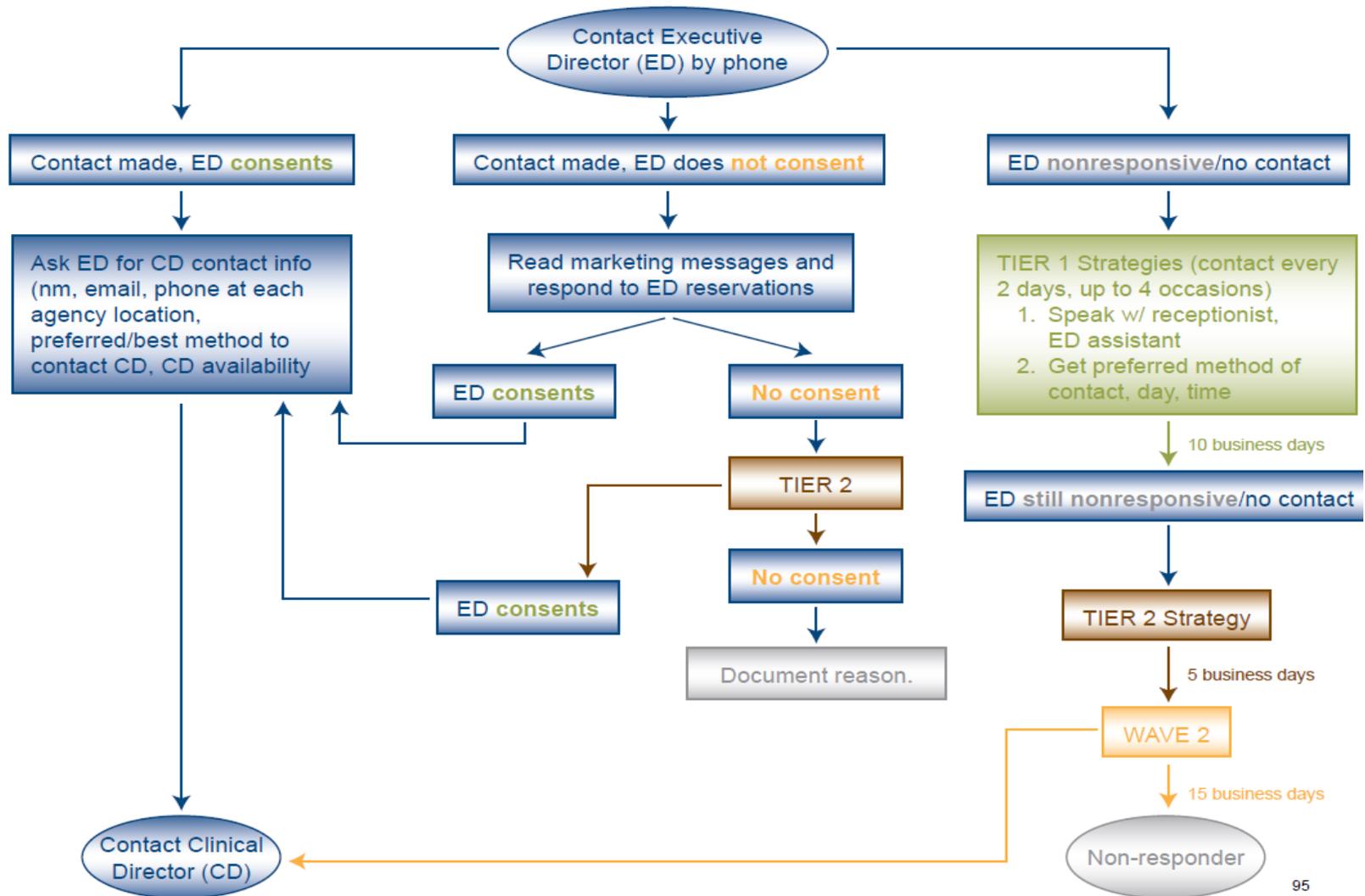
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Addiction Technology Transfer Center Network
Funded by Substance Abuse and Mental Health Services Administration

Data Collection Protocol



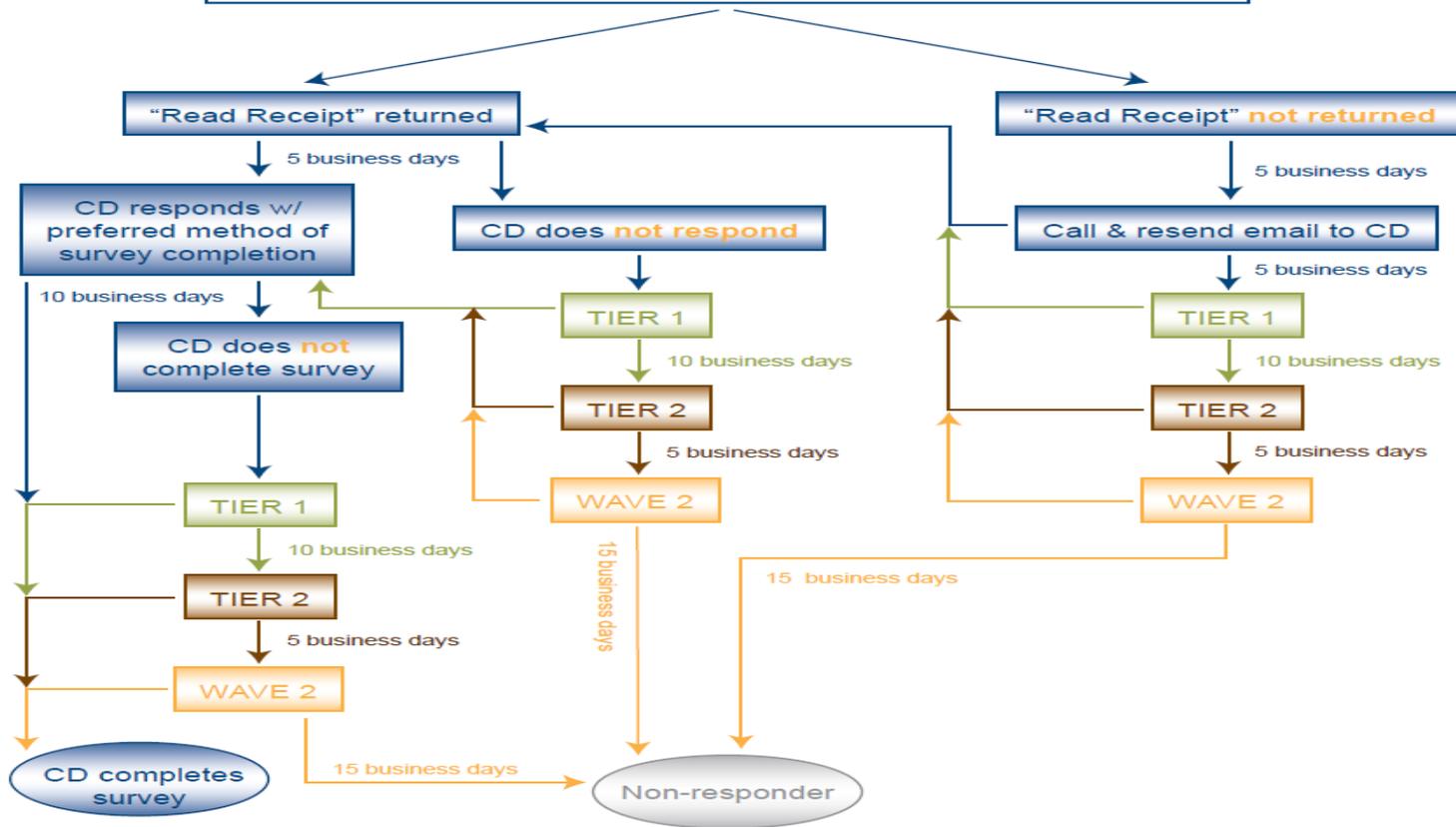
Executive Director Contact Protocol





Clinical Director Contact Protocol

METHOD 1: Email with Clinical Director
 > send email (use HTML without graphic) with "Read Receipt" message with 3 options:
 1. Link to online survey (preferred).
 2. Mail paper survey to CD with stamped, addressed return envelope.





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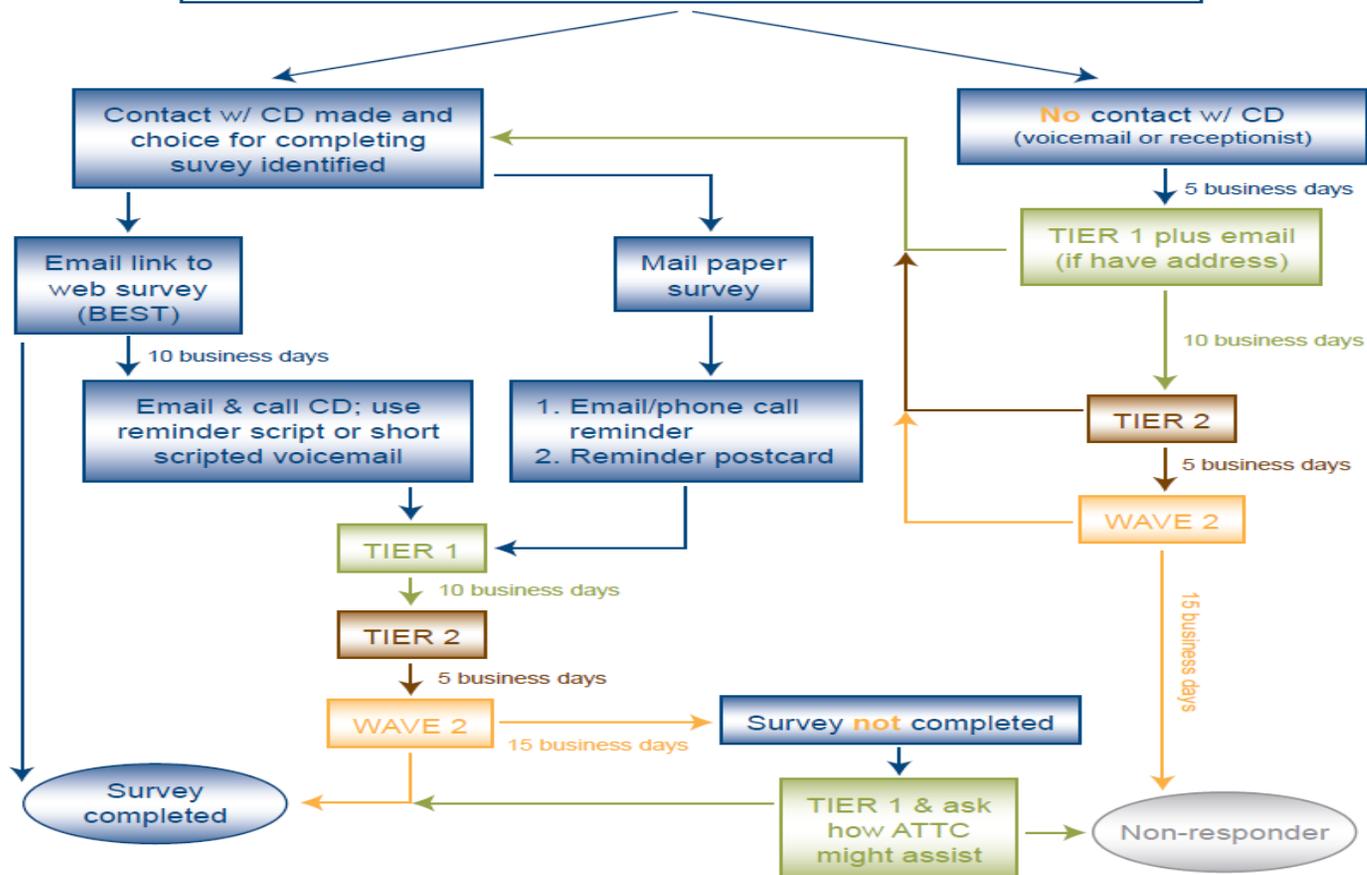
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Clinical Director Contact Protocol



METHOD 2: Phone Call with Clinical Director

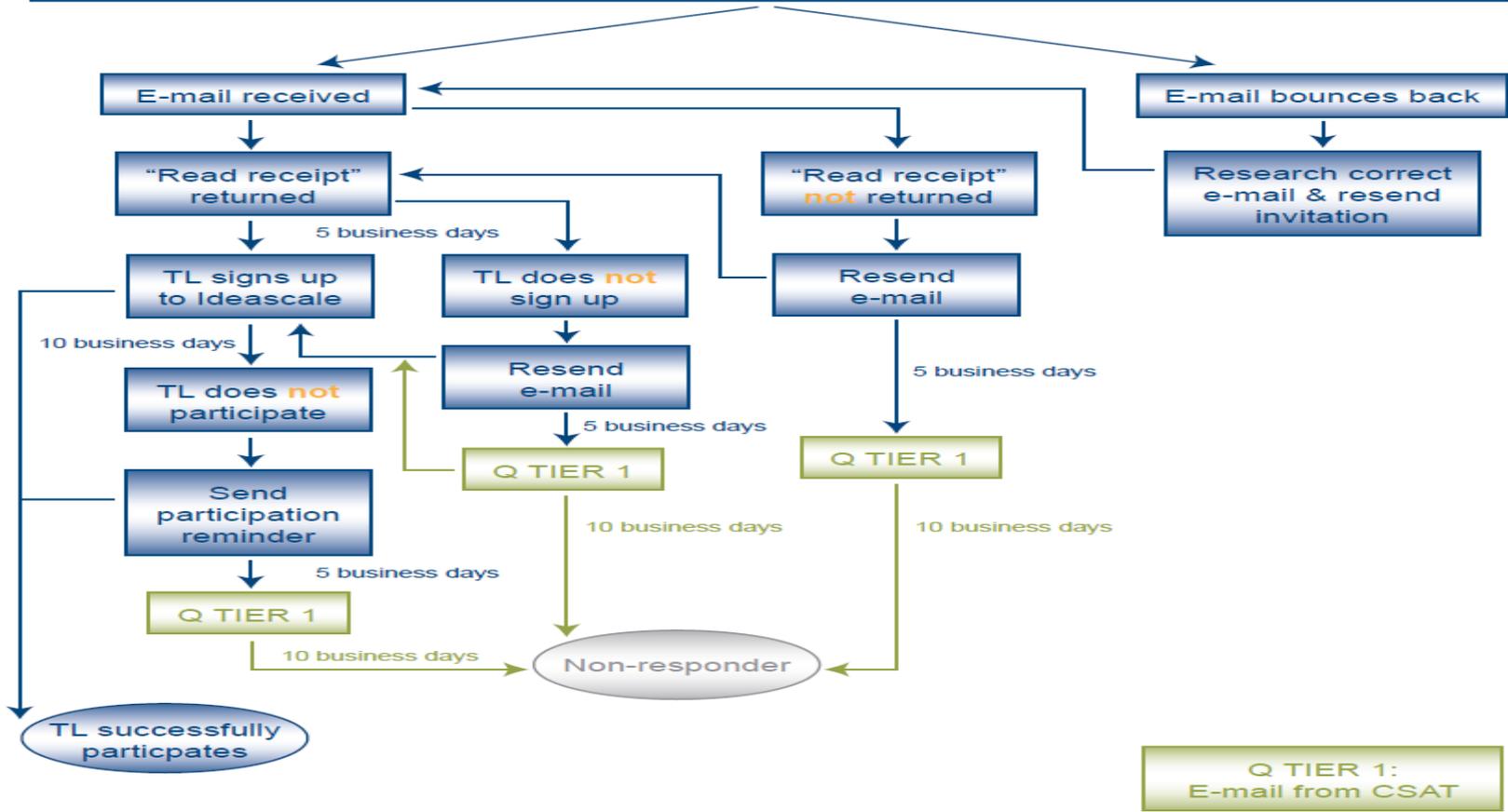
- > phone call script will indicate the options available to complete survey
- 1. Send link to online survey (preferred).
- 2. Mail paper survey to CD with stamped/addressed return envelope to return to RC. RC will send all received surveys to ATTC National Office.





Thought Leader Contact Protocol — Ideascale

E-mail with Thought Leader
> send e-mail (use HTML without graphic) with "Read Receipt" message including:



Q TIER 1:
E-mail from CSAT



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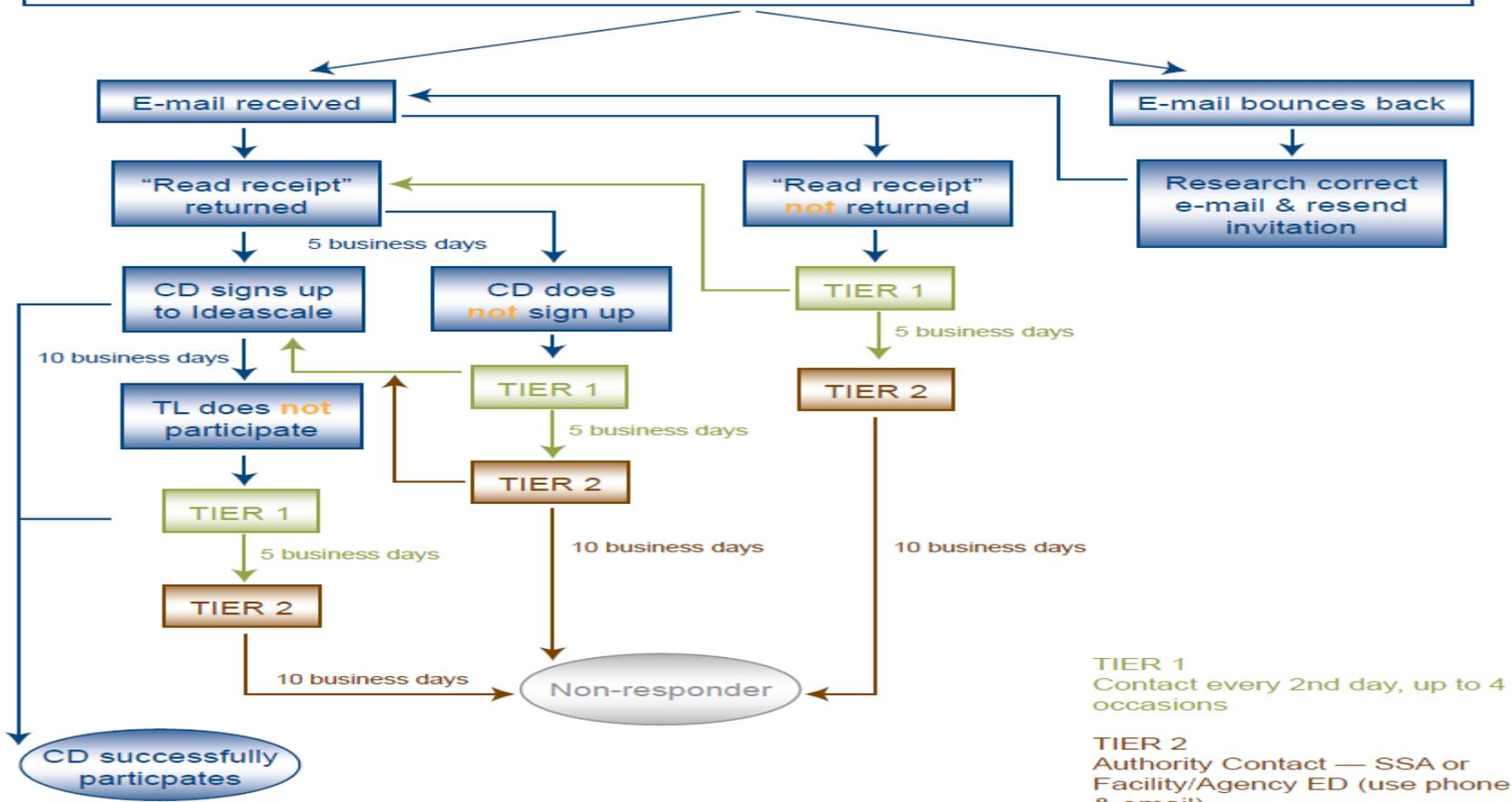
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Clinical Director Contact Protocol — Ideascale

E-mail with Clinical Director

- > send e-mail (use HTML without graphic) with "Read Receipt" message including:





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Key Informant Contact Protocol — Phone Interview



Phone Call with Key Informant

> phone call script with overview of process

