

Attachment 3: Data Collection Protocols

Data Collection Protocols

Title: Core Competencies for Peer Workers in the Behavioral Health Workforce

Data Collected: Core Competency Survey

<u>Target Date</u>	<u>Activity</u>
Within one week of OMB approval	Contact project advisors and BRSS TACS partners to identify expert peer workers in behavioral health in all 10 HHS regions. Advisors and partners will also be asked to recommend behavioral health agencies and organizations that employ peer workers. Continue outreach to partners and advisors for recommendations until 100 peer workers have completed the survey.
Within 2 weeks of OMB approval	Contact potential respondents via email inviting them to participate in the survey. Those who respond with an interest in participating will be sent the survey within one business day
Within 2 weeks of OMB approval	Contact behavioral health agencies and organizations that were nominated by BRSS TACS partners and advisors to identify expert peer workers within those agencies
Week 3 and 4	Send repeat email invitations to potential respondents who have not responded to the invitation. Potential respondents will be sent 2 additional invitations. If the person has not responded within 2 weeks after the 2 nd email reminder they will be categorized as “not interested in participating.”
Weeks 3-8	Send email reminders to potential respondents who agreed to participate in the survey but have not returned the survey to BRSS TACS
Weeks 3-8	Send honorarium to peer workers who returned a survey to BRSS TACS
End of week 8	Close out data collection if 100 completed surveys have been collected. If 100 completed surveys have not been collected, then continue data collection until 100 completed surveys have been collected.

Title: Core Competencies for Peer Workers in the Behavioral Health Workforce
Data Collected: Telephone Survey with Peer Workers

<u>Target Date</u>	<u>Activity</u>
Within one week of OMB approval	Contact project advisors and BRSS TACS partners to identify 2 expert peer workers in behavioral health from each of the 10 HHS regions, one working in mental health and one in addiction to participate in the telephone interview
Within 2 weeks of OMB approval	Contact potential respondents via email inviting them to participate in the telephone interview. Those who respond with an interest in participating will be sent an email response to schedule the interview within one business day
Week 3 and 4	Send repeat email invitations to potential respondents who have not responded to the invitation. Potential respondents will be sent an additional invitation. If there is no response after 2 weeks, they will be categorized as “not interested in participating.”
Weeks 3-8	Schedule and conduct 20 telephone interviews with peer workers.
Weeks 3-8	Send honorarium to peer workers who participated in the telephone interview
End of week 8	Close out data collection if 20 telephone interviews have been conducted with 2 peer workers from each of the 10 HHS regions.