

**Attachment 3: Key Staff at Selected Treatment Organization
Interview Protocol**

Expiration Date: xx/xx/xx

Public Burden Statement: 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 respondent, 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 2-1057, Rockville, Maryland, 20857.

Introductory Protocol and verbal consent

Hello, this is *[Name of the interviewer]* from *[ATTC NO]*. I am calling you to conduct the provider interview that we have scheduled for today. Thank you for agreeing to participate in this study. The information you provide will be used to develop a report for SAMHSA to share with state substance abuse authorities to help them improve recruitment and retention of addiction treatment staff across the country.

Read the Burden Statement above.

The interview is expected to take no more than an hour. During this time you will answer a number of open-ended questions. If you feel uncomfortable at any point, you can decline to answer any question or end the interview.

To facilitate our note-taking, we would like to audio tape our conversation today. For your information, only researchers on the project will have access to the voice recordings which will be eventually destroyed after they are transcribed. The results of the research study may be published, but your name will not be used. It is required by IRB that we ask for your verbal consent to conduct this interview.

Do you wish to participate? Record Subject's response: Yes No

Do you agree to be audio-taped? Record Subject's response: Yes No

Interview Questions

Q1 Based on feedback from the SSA, ATTC and your provider association, we have determined that the facility at which you work has employed effective strategies to prepare and recruit individuals to enter the workforce, and encourage them to remain in the workforce and stay current on clinical and other job related skills (e.g., evidence based practices). Can you talk about any strategies that you use?

Q2. Please describe for me your experience in implementing these ideas at your work setting.

Q2a. What sorts of barriers did you experience when implementing these ideas?

Q2b. When you implemented these strategies, what kinds of adaptations or changes were required at your organization?

Q2c. What sorts of positive changes did you (or your organization) experience when you implemented this strategy?

Q3. Is this a strategy that you feel has applicability to other organizations? If so, what kinds of resources would another organization need in order to successfully implement this strategy?

Q4. Do you have any other tips or advice you would offer to others in the field who are considering implementing similar efforts?

Q5. Imagine that you had a sudden influx of funding for recruitment, retention and training. What would you do differently?

Q6. What, if any, strategies has your agency tried that have not worked well and that you would recommend against?

Q7. How does clinical supervision impact(/-) clinical staff retention at your organization?

Q7a. How do you define clinical supervision?

Q7b. What resources do you invest towards clinical supervision?

Q8. Are there state policies/requirements that impact(+/-) your organizations clinical staff retention?

Q9. What measures do you use to determine whether an effort to improve recruitment, retention or improving job skills are effective?

Probes: Is there anything else you would like to add?

Thank you very much for taking the time to talk with me about your experience with recruitment and retention of addiction treatment staff. Your input is going to be very valuable to the continuing development of this project.