

# **SERVICES GRANT PROGRAM FOR RESIDENTIAL TREATMENT FOR PREGNANT AND POSTPARTUM WOMEN (PPW) QUARTERLY PROGRESS REPORT**

## **SUPPORTING STATEMENT**

### **B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS**

#### **B.1. Respondent Universe and Sampling Methods**

All 25 new grantees will be included in this data collection. The sampling plan is a census of all new PPW grantee programs. The quarterly reports are based on aggregated data and used to monitor progress as well as evaluate effectiveness and best practices. The number of grantees is small and there is a need for a census of information from all grantees to monitor progress in a timely manner. The GPO needs timely information for discussions with individual grantees about progress and achievement of program goals, as well as to report progress of the PPW program overall. Up to two follow-up emails will be sent each quarter, followed by a telephone call, to encourage participants who have not submitted each quarterly progress report to do so.

#### **B.2. Information Collection Procedures**

The data collection procedure is to email grantees a quarterly progress report format that can be completed electronically or printed, completed, and returned via electronic transmission means – i.e., encrypted email or mail. The report will include quantitative questions and a narrative, qualitative section. The methods selected for this progress report have been determined based on several factors including: (1) the most efficient method of reaching the target audience, (2) the most cost-effective method of reaching the target audience, and (3) the best way to maximize response rates while minimizing burden to participants.

To support this effort, a quarterly progress report format (see Attachment 1) will be distributed via email to each grantee administrator (i.e., Project Directors and/or Program Managers) four times a year, at approximately 3-month intervals, over a period of up to 3 years (Cohort 1 grantees); the quarterly format will be collected via email or mail (based on the recipients' preference). Before the first progress report is distributed, each individual will be provided a unique identifying number. As discussed in Section A.10, these numbers will be used to track progress report responses and to determine if additional follow up is needed to achieve the desired response rate and will not be used to identify individual respondents.

Data collection will begin by sending the quarterly report format to each grantee administrator via email. An email cover letter will inform respondents about the purpose and significance of the progress report questions, ensure confidentiality to the respondent, and encourage a response as soon as possible. Participants will be asked to respond to the progress report questions and return the completed progress report electronically via email or, if they prefer, to print, complete, and return the progress report via mail.

#### **B.3. Methods for Maximizing the Response Rate**

To maximize initial response rates, the following protocols will be used to reduce the burden on grantee administrators. The report format will be distributed to respondents via email on a quarterly basis. Respondents will be asked to complete the progress report and submit their responses electronically or, if they prefer, to print, complete, and return the progress report via mail. This approach will reduce burden to respondents who choose to use email by eliminating the time it takes to write out responses on a paper-and-pencil progress report and the time associated with mailing a hard copy of the progress report back to the contractor.

Within 2 weeks of progress report distribution, reminder emails will be sent to encourage respondents to complete the progress report and return their completed responses via email or mail. Up to 3 additional follow-up emails will be sent weekly to respondents who have not yet participated, followed by a telephone call 1 week after the final reminder email, to ensure high response rates. In addition, all respondents will be informed of the significance of the progress report to encourage their participation. Finally, the efficiency of the progress report and the assurance of privacy will make progress report completion more amenable to participants.

#### **B.4. Tests of Procedures or Methods**

Pilot tests of a similar instrument were conducted with a subsample of the grantee population. There were no complaints or other critical comments expressed by the respondents on the appropriateness of the questions or other topics. Only minor changes were made to the progress report form based on the pilot tests including removing duplicative questions and clarifying response categories. Attachment 2 details these changes and the pilot test results.

#### **B.5. Statistical Consultants**

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#### **Agency Responsibility**

Within the agency, the following individual will have oversight responsibility for all program implementation and monitoring activities:

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## List of Attachment

1. Quarterly Progress Report Format
2. Pilot Test Results of Quarterly Survey