

**ATTACHMENT 4:
STAKEHOLDER INTERVIEW GUIDES**

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 0930-0XXX. Public reporting burden for this collection of information is estimated to average 1 hour 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, 5600 Fishers Lane, Room 15E57-B, Rockville, Maryland, 20857.

**CROSS-SITE EVALUATION OF SAMHSA'S FY 2012 – FY 2015 PORTFOLIO OF
COOPERATIVE AGREEMENTS FOR STATE ADOLESCENT AND TRANSITIONAL AGED YOUTH
TREATMENT ENHANCEMENT AND DISSEMINATION
DISCRETIONARY GRANT PROGRAMS**

**[SYT-ED/SYT-I] STAKEHOLDER INTERVIEW GUIDE
NOVEMBER 2015**

Introduction

Thank you for taking the time to speak with us today. The Substance Abuse and Mental Health Services Administration (SAMHSA) has contracted with RTI International and its partners—the University of Arizona's Southwest Institute for Research on Women (SIROW) and the Health and Education Research, Management, and Epidemiologic Services, LLC (HERMES)—to conduct an evaluation of SAMHSA's portfolio of Cooperative Agreements for State Adolescent and Transitional Aged Youth Treatment Enhancement and Dissemination discretionary grant programs.

As you know, these programs provide funding to states/territories/tribes to improve treatment for youth with substance use disorders and co-occurring mental health disorders by strengthening existing treatment infrastructure and developing a learning laboratory with local community-based treatment provider sites to help disseminate evidence-based practices.

Information gathered from this interview will help us gain insight into the substance abuse treatment system for youth in your state/territory/tribe as well as the facilitators and challenges of implementing the [SYT-ED/SYT-I] program. Although we are funded by SAMHSA, we are not part of that federal agency (or any other federal agency). We are independent evaluators of SAMHSA's youth treatment discretionary grant programs. Participation in this interview is completely voluntary. We greatly value any information you may be able to provide. Your name and title will not appear in any report unless we specifically ask for and receive your approval. Although we are taking detailed notes, we would also like to tape record

the interview in case we need to verify our notes with the interview dialogue. This recording will only be used to ensure that our notes are complete and that we are accurately capturing your input. Recordings will be deleted after our notes are assembled. Is this OK with you?

We expect this interview may take about an hour. Do you have any questions before we begin? If not, let's get started.

Background/Involvement

We will begin with questions about your personal involvement and your organization's involvement with the [SYT-ED/SYT-I] program.

1. Can you please describe your organization (e.g., government agency, treatment provider agency, school-based health center, entity in juvenile justice, primary care, etc.) and your role within it?
2. How long have you been in this role?
3. How would you describe your organization in terms of its mission and its role in the [state/territory/tribe] treatment system for youth with substance use disorders and co-occurring mental health disorders and their families?
4. What is your organization's role(s) related to the [SYT-ED/SYT-I] program in your state/territory/tribe?

Probe with:

- o Did your organization participate in the [GRANTEE NAME]'s [SYT-ED/SYT-I] interagency council?
 - What was your organization's involvement in the interagency council to date?
 - What has been your organization's involvement in other interagency councils or workgroups relevant to the target population?
 - o *[For SYT-I Only]:* Did your organization participate in [GRANTEE NAME]'s SYT-I provider collaborative?
 - What was your organization's involvement in the provider collaborative to date?
 - What has been your organization's involvement in other provider collaboratives or workgroups relevant to the target population?
 - o What has been your organization's involvement with any state/territorial/tribal-level infrastructure, financing, workforce, interagency collaboration, or other system-level activities carried out by [GRANTEE NAME] as part of the [SYT-ED/SYT-I] program?
 - o What has been your organization's involvement with any implementation or service delivery activities carried out by the provider sites as part of the [SYT-ED/SYT-I] program?
5. How familiar with or involved have you been with the [SYT-ED/SYT-I] program?
 6. Does your organization receive funding from the [SYT-ED/SYT-I] program? If yes:
 - a. For what does it receive funding for?

- b. Have there been any challenges to integrating the grant program within your organization?

Implementation

Implementing any new service program requires planning. We'd like to turn to implementation now.

7. What is the central focus of the [SYT-ED/SYT-I] program, as it relates to your organization?

Probe with:

- What service gaps does the program respond to?
- What racial, ethnic, sexual/gender minority groups or other subpopulations vulnerable to health disparities is your program focusing on?

8. To the extent that you know, what external factors or organizational issues have supported or challenged the successful implementation of the [SYT-ED/SYT-I] program?

Probe with:

- Organizational cultures?
- Implementation strategies?
- Community or Provider buy-in
- Management buy-in?
- Issues of budgets or available resources?
- Current regulatory requirements?
- State/tribal/other political leadership?
- Competing/complementary state policy priorities?
- Relationships among state agencies and leaders; interagency issues?
- Political environment in the state/tribe?
- Specific legislated requirements?
- Are there other factors that are having an impact? *(If yes, please explain.)*

9. What factors within your organization (internal) have supported or challenged successful implementation of the [SYT-ED/SYT-I] program?

Probe with:

- Lack of implementation plans?

- Issues of budgets or available resources?
- Current regulatory requirements?
- Organizational leadership support?
- Clinical leadership support?
- Competing priorities within the organization?
- Dealing with other agencies or organizations?
- Separating [SYT-ED/SYT-I] supported services from other services?
- Monitoring accountability?
- Are there other factors that are having an impact? *(If yes, please explain.)*

10. What needs in your state/territory/tribe was [SYT-ED/SYT-I] intended to meet?

11. What resources were needed by your agency/organization to support the [SYT-ED/SYT-I] program?

Impact and Utility

12. How well is the [SYT-ED/SYT-I] program integrated into the existing substance abuse treatment system for youth and their families?

PROBE with:

- How and to what extent do you think the treatment approach, infrastructure and workforce development supported by the [SYT-ED/SYT-I] program fits into your state/tribe's portfolio of substance abuse grants and other substance abuse-related activities?
- How do you see the fit with other state/tribal substance abuse and health care initiatives? Please explain.
- Do you think that the provision of [SYT-ED/SYT-I] supported services has filled an unmet need in your client population? If yes, how.

13. Based on your understanding of the [SYT-ED/SYT-I] implementation process, overall how successfully has it been implemented in your state/territory/tribe, scored on a scale of 1 to 5, with 1 being not successfully at all and 5 being very successfully?

PROBE with:

- What makes you choose this score?
- What were the key aspects that have made it successful or not successful so far?
- If respondent indicates <4, what would it take to get you to a 4?

14. At your organization and/or the [state/territorial/tribal]-level, what has been the impact of the [SYT-ED/SYT-I] program on:

- a. Health disparities?
- b. Access to and use of EBPs and recovery services?
- c. Client-level outcomes?
- d. Family/caregiver involvement?
- e. State/tribal/territorial policies and procedures?
- f. Retention of workforce?
- g. Improved health information sharing?

What measurable evidence supports this?

Facilitators, Challenges, Outcomes and Lessons Learned

The next few questions address the facilitators, challenges, and outcomes related to the [SYT-ED/SYT-I] program, as well as your recommendations on improving overall program implementation.

15. What facilitators or challenges has the program encountered regarding workforce development and other infrastructure development activities at the [State/Territorial/Tribal-Level]?
 - How have these challenges been overcome?
16. What facilitators or challenges has the program encountered regarding implementation or service delivery at the provider sites?
 - How have these challenges been overcome?
17. Has the [SYT-ED/SYT-I] program influenced any other processes or outcomes at your organization and/or the [state/territorial/tribal]-level?
18. What has been the biggest impact/value added by the [SYT-ED/SYT-I] grant?
19. If you were leading the [SYT-ED/SYT-I] program, what would you do differently?
20. Do you have any recommendations regarding:
 - a. Program organization or approach?
 - b. Successfully serving this target population?
 - c. Improving client outcomes?

Sustainability

These final questions ask about your organization's involvement in any [SYT-ED/SYT-I] sustainability planning as well as what you think the effect would be if the [SYT-ED/SYT-I]

program was not sustained.

21. Is your organization involved in any formal or informal sustainability planning with [GRANTEE/PROVIDER SITE] regarding the [SYT-ED/SYT-I] program?

PROBE with:

- What are the sustainability goals, key elements for achieving them and timeline?
- Which [SYT-ED/SYT-I] program components does the plan seek to sustain?
- How will they be funded?
- How do these sustainability efforts/plans:
 - Fit within your organization's strategic plan?
 - Fit within the [state/territory/tribe]'s treatment and service system for youth and their families?
- What types of data are you using (or planning to use) to support sustainability? If so, how?

22. What are the plans for sustaining financing and other resources?

23. What impact do you think not sustaining the treatment approach, workforce development, and other infrastructure development supported by the [SYT-ED/SYT-I] program will have on clients, the community, or the [state/territory/tribe]'s treatment and service system?

End of Interview

24. Are there other issues that you think are important that have not been covered? If yes, please describe.

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CROSS-SITE EVALUATION OF SAMHSA'S FY 2012 – FY 2015 PORTFOLIO OF COOPERATIVE AGREEMENTS FOR STATE ADOLESCENT AND TRANSITIONAL AGED YOUTH TREATMENT ENHANCEMENT AND DISSEMINATION DISCRETIONARY GRANT PROGRAMS

**SYT-P STAKEHOLDER INTERVIEW GUIDE
NOVEMBER 2015**

Introduction

Thank you for taking the time to speak with us today. The Substance Abuse and Mental Health Services Administration (SAMHSA) has contracted with RTI International and its partners—the University of Arizona's Southwest Institute for Research on Women (SIROW) and the Health and Education Research, Management, and Epidemiologic Services, LLC (HERMES)—to conduct an evaluation of SAMHSA's portfolio of Cooperative Agreements for State Adolescent and Transitional Aged Youth Treatment Enhancement and Dissemination discretionary grant programs.

As you know, the SYT-Planning – or SYT-P - program provides funding to states/territories/tribes to develop a comprehensive strategic plan in order to improve treatment for youth with substance use disorders and co-occurring substance use and mental disorders. These cooperative agreements support state/territory/tribe infrastructure development only; and therefore do not include grant funds for the provision of direct treatment services.

Information gathered from this interview will help us gain insight into the substance abuse treatment system for youth in your state/territory/tribe as well as the facilitators and challenges of developing a strategic plan that will support future efforts to increase access to and improve the quality of treatment for youth and their families. Although we are funded by SAMHSA, we are not part of that federal agency (or any other federal agency). We are independent evaluators of the SYT-P program. We greatly value any information you may be able to provide. Your name and title will not appear in any report unless we specifically ask for and receive your approval. Although we are taking detailed notes, we would also like to tape record the interview in case we need to verify our notes with the interview dialogue. This recording will only be used to ensure that our notes are complete and that we are accurately capturing your input. Recordings will be deleted after our notes are assembled. Is this OK with you?

We expect this interview may take about an hour. Do you have any questions before we begin? If not, let's get started.

Background/Involvement

We will begin with questions about your personal involvement and your organization's involvement with the SYT-P program.

1. Can you please describe your organization (e.g., government agency, treatment provider agency, school-based health center, entity in juvenile justice, primary care, etc.) and your role within it?
2. How long have you been in this role?
3. How would you describe your organization in terms of its mission and its role in the [state/territory/tribe] treatment system for youth with substance use disorders and co-occurring mental health disorders and their families?
4. What is your organization's role(s) related to the SYT-P program in your state/territory/tribe?

Probe with:

- o Does your organization participate in the [GRANTEE NAME]'s SYT-P interagency council?
 - What was your organization's involvement in the interagency council to date?
 - What has been your organization's involvement in other interagency councils or workgroups relevant to the target population?
 - Did your organization participate in the interagency councils subcommittees?
 - o What has been your organization's involvement with any state/territorial/tribal-level infrastructure, financing, workforce, interagency collaboration, or other system-level activities carried out by [GRANTEE NAME] as part of the SYT-P program?
5. How familiar with or involved have you been with the SYT-P program?
 6. Does your organization receive funding from the SYT-P program? If yes:
 - a. For what does it receive funding for?
 - b. Have there been any challenges to integrating the grant program within your organization?

Implementation

7. Now we would like to turn to activities and planning regarding implementation of the SYT-P program. What is the central focus of the SYT-P program, as it relates to your organization?

Probe with:

- What service gaps does the program plan to respond to?
- What racial, ethnic, sexual/gender minority groups or other subpopulations vulnerable to health disparities is your program focusing on?

8. To the extent that you know, what external factors have supported or challenged the successful development of the comprehensive strategic plan as part of the SYT-P program?

Probe with:

- Implementation strategies?
- Community or Provider buy-in
- Management buy-in?
- Issues of budgets or available resources?
- Current regulatory requirements?
- State/tribal/other political leadership?
- Competing/complementary state policy priorities?
- Relationships among state agencies and leaders; interagency issues?
- Political environment in the state/tribe?
- Specific legislated requirements?
- Are there other factors that are having an impact? *(If yes, please explain.)*

9. What factors within your organization (internal) have supported or challenged the successful development of the comprehensive strategic plan as part of the SYT-P program?

Probe with:

- Lack of implementation plans?
- Issues of budgets or available resources?
- Current regulatory requirements?
- Organizational leadership support?
- Clinical leadership support?
- Competing priorities within the organization?

- Dealing with other agencies or organizations?
- Separating SYT-ED supported services from other services?
- Monitoring accountability?
- Are there other factors that are having an impact? *(If yes, please explain.)*

10. What needs in your state/territory/tribe does SYT-P intend to meet?

PROBE with:

- What are the planning activities being conducted in order to meet the needs in your state/territory/tribe?

11. What resources are needed by your agency/organization to support the SYT-P program?

Impact and Utility

12. How well is the SYT-P program integrated into the existing substance abuse treatment infrastructure for youth and their families?

PROBE with:

- How and to what extent do you think the workforce development and other infrastructure development supported by the SYT-P program fits into your state/tribe's portfolio of substance abuse grants and other substance abuse-related activities?
- How do you see the fit with other state/tribal substance abuse and health care initiatives? Please explain.

13. Based on your understanding of the SYT-P implementation process, overall how successfully has it been implemented in your state/territory/tribe, scored on a scale of 1 to 5, with 1 being not successfully at all and 5 being very successfully?

PROBE with:

- What makes you choose this score?
- What were the key aspects that have made it successful or not successful so far?
- If respondent indicates <4, what would it take to get you to a 4?

15. At your organization and/or the [state/territorial/tribal]-level, what impact do you think the SYT-P program will have on:

- h. SUD and/or co-occurring screening, assessment, treatment, and recovery practices and procedures?
- i. Health disparities?
- j. Access to EBPs and recovery services?
- k. Workforce licensing/certification/credentialing?

- I. State policies and/or procedures?

What measureable evidence supports this?

Facilitators, Challenges, Outcomes and Lessons Learned

The next few questions address the facilitators, challenges, and outcomes related to the SYT-P program, as well as your recommendations on improving overall program implementation.

16. What facilitators or challenges has the program encountered regarding workforce development and other infrastructure development at the [State/Territorial/Tribal-Level]?
 - How have these challenges been overcome?
17. Has the SYT-P program influenced any other processes or outcomes at your organization and/or the [state/territorial/tribal]-level?
18. What has been the biggest impact/value added by the SYT-P grant?
19. If you were leading the SYT-P program, what would you do differently?
20. Do you have any recommendations regarding:
 - d. Program organization or approach?
 - e. Successfully serving this target population?

End of Interview

21. Are there other issues that you think are important that have not been covered? If yes, please describe.