

**ATTACHMENT 7:
TELEPHONE INTERVIEW GUIDES SUPPORTING DOCUMENTS**

7.1 Introductory Lead Letter for Implementation Interview

[Name]

[Title]

[Grantee/Provider's Organization Name]

[Address]

Dear [Name]:

The Substance Abuse and Mental Health Services Administration (SAMHSA), an agency of the U.S. Department of Health and Human Services (HHS) (www.samhsa.gov), has funded an independent national evaluation of the State Youth Treatment Enhancement and Dissemination (SYT-ED) programs that are being implemented across the nation. Specifically, these programs include the 2013 SYT-ED, 2015 SYT-Implementation (SYT-I), and 2015 SYT-Planning (SYT-P) grant programs. SAMHSA has hired RTI International (RTI), an independent non-profit research organization along with their partners, the University of Arizona's Southwest Institute for Research on Women (SIROW) and Health and Education Research, Management, and Epidemiological Services, LLC (HERMES), to conduct this evaluation.

Specifically, we are interested in identifying how States/Territories/Tribes and their providers are currently implementing their SYT programs along with the challenges and facilitators in implementing these programs; the infrastructure development activities they have engaged in; and any plans made towards sustaining the SYT program once SAMHSA funding has ended. As a member of the [Grantee/Provider's SYT Program], we believe you can provide valuable insight for this evaluation.

We would like to invite you to participate in a telephone interview with members of our project team. We estimate that this interview will take about 1 hour and you do not have to do any preparation prior to the call. If you are able to participate, we will work with you to find an interview time that best suits your schedule.

Listed below is an overview of the interview topics that you will be asked:

(For Providers)

- I. [SYT-ED/SYT-I] Program Implementation
 - A. How has the [SYT-ED/SYT-I] program been implemented at your site?
 - B. What types of trauma-informed services are being provided?
 - C. In what ways are the family members of [SYT-ED/SYT-I] clients involved in the treatment process?
- II. Infrastructure and Development
 - A. What start-up or ongoing implementation infrastructure development activities have you engaged in because of your participation in the [SYT-ED/SYT-I] program?
 - i. Were any additional staff hired because of the [SYT-ED/SYT-I] program?
 - ii. What kinds of trainings were provided for existing staff?

iii. Were additional resources needed in order to join the [SYT-ED/SYT-I] program?

III. Facilitators, Challenges, and Outcomes

- A. What factors have supported or challenged the successful implementation (i.e., start-up) of [SYT-ED/SYT-I] within your organization?
- B. Has the existing treatment system prior to the [SYT-ED/SYT-I] program changed since the implementation of [SYT-ED/SYT-I]?

(For Grantees)

I. Treatment and Service Delivery

- A. What is the State/Territory/Tribe's current treatment and service delivery system in terms of its ability to support family-informed approaches for adolescents and/or transitional aged youth?
- B. How well is the [SYT-ED/SYT-I/SYT-P] program meeting the needs or gaps in the treatment and service delivery system for adolescents and/or transitional aged youth that influenced its implementation?

II. [SYT-ED/SYT-I/SYT-P] Program Implementation

- A. How has the [SYT-ED/SYT-I/SYT-P] program been implemented in your State/Territory/Tribe?
- B. What infrastructure and workforce development activities have been conducted as part of your [SYT-ED/SYT-I/SYT-P] program?
- C. What are the biggest challenges and facilitators in implementing the [SYT-ED/SYT-I/SYT-P] program, and how have these challenges been overcome?

III. Funding

- A. Beyond funds from the [SYT-ED/SYT-I/SYT-P] program, what other funding do States/Territories/Tribes utilize to provide treatment and services for youth and their families?

IV. Sustainability

- A. Which components might the State/Territory/Tribe consider continuing after [SYT-ED/SYT-I/SYT-P] program funding ceases?
- B. Has a formal written sustainability plan been developed?

If you have any questions, please feel free to contact me. Thank you for your assistance. We look forward to speaking with you.

Sincerely,

[Name]

7.2 Introductory Lead Letter for Sustainability Interview

[Name]

[Title]

[Grantee/Provider's Organization Name]

[Address]

Dear [Name]:

The Substance Abuse and Mental Health Services Administration (SAMHSA), an agency of the U.S. Department of Health and Human Services (HHS) (www.samhsa.gov), has funded an independent national evaluation of the State Youth Treatment Enhancement and Dissemination (SYT-ED) programs that are being implemented across the nation. Specifically, these programs include the 2013 SYT-ED, 2015 SYT-Implementation (SYT-I), and 2015 SYT-Planning (SYT-P) grant programs. SAMHSA has hired RTI International (RTI), an independent non-profit research organization along with their partners, the University of Arizona's Southwest Institute for Research on Women (SIROW) and Health and Education Research, Management, and Epidemiological Services, LLC (HERMES), to conduct this evaluation.

Specifically, we are interested in identifying the steps States/Territories/Tribes and their providers have taken towards sustaining the [SYT-ED/SYT-I] program once grant funding has ended and what factors are contributing or impeding the successful sustainability of the program. As a member of the [Grantee/Provider's SYT Program], we believe you can provide valuable insight for this evaluation.

We would like to invite you to participate in a telephone interview with members of our project team. We estimate that this interview will take about 1 hour and you do not have to do any preparation prior to the call. If you are able to participate, we will work with you to find an interview time that best suits your schedule.

Listed below is an overview of the interview topics that you will be asked:

- I. *(For Providers Only): Service Delivery*
 - A. What services for substance use and/or co-occurring substance use and mental disorders for youth are currently provided by your organization?
 - B. What support services for family members are currently provided by your organization?
- II. Sustainability
 - A. Which components of the [SYT-ED/SYT-I] are most useful?
 - B. Was a formal written sustainability plan developed for the [SYT-ED/SYT-I] program?
 - C. Are any partners currently involved in sustainability planning/efforts?
 - D. What resources are needed by your organization to sustain the [SYT-ED/SYT-I] program?

7.3 Introductory Lead Letter for Stakeholder Interview

[Name]

[Title]

[Stakeholder's Organization Name]

[Address]

Dear [Name]:

The Substance Abuse and Mental Health Services Administration (SAMHSA), an agency of the U.S. Department of Health and Human Services (HHS) (www.samhsa.gov), has funded an independent national evaluation of the State Youth Treatment Enhancement and Dissemination (SYT-ED) programs that are being implemented across the nation. Specifically, these programs include the 2013 SYT-ED, 2015 SYT-Implementation (SYT-I), and 2015 SYT-Planning (SYT-P) grant programs. SAMHSA has hired RTI International (RTI), an independent non-profit research organization along with their partners, the University of Arizona's Southwest Institute for Research on Women (SIROW) and Health and Education Research, Management, and Epidemiological Services, LLC (HERMES), to conduct this evaluation.

Specifically, we are interested in identifying key stakeholders involvement in supporting the [SYT-ED/SYT-I] program, any sustainability plans, and the impact of the [SYT-ED/SYT-I] program on the stakeholder's organization. As a member of [Stakeholder's organization] we believe you can provide valuable insight for this evaluation.

We would like to invite you to participate in a telephone interview with members of our project team. We estimate that this interview will take about 1 hour and you do not have to do any preparation prior to the call. If you are able to participate, we will work with you to find an interview time that best suits your schedule.

Listed below is an overview of the interview topics that you will be asked:

I. Implementation

- A. What is the central focus of the [SYT-ED/SYT-I] program, as it relates to your organization?
- B. What factors within your organization have supported or challenged the successful implementation of the [SYT-ED/SYT-I] program?
- C. What resources were needed by your agency/organization to support the [SYT-ED/SYT-I] program?

II. Impact and Utility

- A. At your organization, what has been the impact of the [SYT-ED/SYT-I] program on health disparities, access to and use of EBPs and recovery services, client-level outcomes, and/or state/tribal/territorial policies and procedures?

III. Facilitators, Challenges, Outcomes and Lessons Learned

- A. What facilitators or challenges has the [SYT-ED/SYT-I] program encountered regarding implementation or service deliver, workforce development and other infrastructure development activities and how have these challenges been overcome?

B. Has the [SYT-ED/SYT-I] program influenced any other processes or outcomes at your organization and/or the [state/territorial/tribal]-level?

C. What has been the biggest impact/value added by the [SYT-ED/SYT-I] program?

IV. Sustainability

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

7.4 Introductory Lead Letter for In-person Implementation and Stakeholder Interview and Focus Groups

[Name]

[Title]

[Stakeholder's Organization Name]

[Address]

Dear [Name]:

The Substance Abuse and Mental Health Services Administration (SAMHSA), an agency of the U.S. Department of Health and Human Services (HHS) (www.samhsa.gov), has funded an independent national evaluation of the State Youth Treatment Enhancement and Dissemination (SYT-ED) programs that are being implemented across the nation. Specifically, these programs include the 2013 SYT-ED, 2015 SYT-Implementation (SYT-I), and 2015 SYT-Planning (SYT-P) grant programs. SAMHSA has hired RTI International (RTI), an independent non-profit research organization along with their partners, the University of Arizona's Southwest Institute for Research on Women (SIROW) and Health and Education Research, Management, and Epidemiological Services, LLC (HERMES), to conduct this evaluation.

Specifically, we are interested in identifying how States/Territories/Tribes and their providers are currently implementing their SYT programs along with the challenges and facilitators in implementing these programs; the infrastructure development activities they have engaged in; and any plans made towards sustaining the SYT program once SAMHSA funding has ended. As a member of the [Grantee/Provider's SYT Program], we believe you can provide valuable insight for this evaluation.

We would like to invite you to participate in a series of in-person interviews with staff at [Grantee/Provider's SYT Program], your program's stakeholders and providers.

We estimate that this the visit occur over one to three days with staff, providers and stakeholders participating in a total of 6 to 8 interviews. Clinicians at your providers will also be able to participate in a focus group. You, your staff, stakeholders or providers do not have to do any preparation prior to the visit. If you are able to participate, we will work with you to find a time for the visit that best suits your schedule.

Listed below is an overview of the interview topics that you will be asked:

(For Providers)

- [SYT-ED/SYT-I] Program Implementation
 - How has the [SYT-ED/SYT-I] program been implemented at your site?
 - What types of trauma-informed services are being provided?
 - In what ways are the family members of [SYT-ED/SYT-I] clients involved in the treatment process?
- Infrastructure and Development
 - What start-up or ongoing implementation infrastructure development activities have you engaged in because of your participation in the [SYT-ED/SYT-I] program?

- Were any additional staff hired because of the [SYT-ED/SYT-I] program?
 - What kinds of trainings were provided for existing staff?
 - Were additional resources needed in order to join the [SYT-ED/SYT-I] program?
- Facilitators, Challenges, and Outcomes
 - What factors have supported or challenged the successful implementation (i.e., start-up) of [SYT-ED/SYT-I] within your organization?
 - Has the existing treatment system prior to the [SYT-ED/SYT-I] program changed since the implementation of [SYT-ED/SYT-I]?
- Clinician Focus Group
 - Discuss the clinician's perspective on implementing SYT services.

(For Grantees)

- Treatment and Service Delivery
 - What is the State/Territory/Tribe's current treatment and service delivery system in terms of its ability to support family-informed approaches for adolescents and/or transitional aged youth?
 - How well is the [SYT-ED/SYT-I/SYT-P] program meeting the needs or gaps in the treatment and service delivery system for adolescents and/or transitional aged youth that influenced its implementation?
- [SYT-ED/SYT-I/SYT-P] Program Implementation
 - How has the [SYT-ED/SYT-I/SYT-P] program been implemented in your State/Territory/Tribe?
 - What infrastructure and workforce development activities have been conducted as part of your [SYT-ED/SYT-I/SYT-P] program?
 - What are the biggest challenges and facilitators in implementing the [SYT-ED/SYT-I/SYT-P] program, and how have these challenges been overcome?
- Funding
 - Beyond funds from the [SYT-ED/SYT-I/SYT-P] program, what other funding do States/Territories/Tribes utilize to provide treatment and services for youth and their families?
- Sustainability
 - Which components might the State/Territory/Tribe consider continuing after [SYT-ED/SYT-I/SYT-P] program funding ceases?
 - Has a formal written sustainability plan been developed?

(For Stakeholders)

- Implementation
 - What is the central focus of the [SYT-ED/SYT-I] program, as it relates to your organization?
 - What factors within your organization have supported or challenged the successful implementation of the [SYT-ED/SYT-I] program?
 - What resources were needed by your agency/organization to support the [SYT-ED/SYT-I] program?

- Impact and Utility
 - At your organization, what has been the impact of the [SYT-ED/SYT-I] program on health disparities, access to and use of EBPs and recovery services, client-level outcomes, and/or state/tribal/territorial policies and procedures?
 - Facilitators, Challenges, Outcomes and Lessons Learned
 - What facilitators or challenges has the [SYT-ED/SYT-I] program encountered regarding implementation or service deliver, workforce development and other infrastructure development activities and how have these challenges been overcome?
 - Has the [SYT-ED/SYT-I] program influenced any other processes or outcomes at your organization and/or the [state/territorial/tribal]-level?
 - What has been the biggest impact/value added by the [SYT-ED/SYT-I] program?
- Sustainability
 - What are the plans for sustaining financing and other resources?

If you have any questions, please feel free to contact me. Thank you for your assistance. We look forward to speaking with you.

Sincerely,

[Name]