

**National Resource Center for Mental Health Promotion
and Youth Violence Prevention**

Supporting Statement

B. STATISTICAL METHODS

1. RESPONDENT UNIVERSE AND SAMPLING METHODS

The respondent universe and sampling methods are described for each of the data collection instruments below. Table 4 shows the number of respondents that are expected in each data collection activity. The number of anticipated respondents is based upon the number of grantees SAMHSA has funded through the National Resource Center for Mental Health Promotion and Youth Violence Prevention (NRC) for Safe Schools/Healthy Students (SS/HS) grant program and the Project LAUNCH grant program.

Data Collection Activity	Number of Respondents
Needs assessment focus groups and surveys	46
Site visit assessment interviews and surveys	67
Annual performance assessment surveys	183
Case study interviews	55

Needs Assessment Focus Groups and Surveys: For Project LAUNCH, a total of two focus groups of resource specialists (five per focus group), and 36 surveys (one per grantee) will be conducted annually to assess the annual training and technical assistance (T/TA) needs of grantees. The results will be reported in annual needs assessment reports, and submitted to NRC leadership to support annual T/TA planning. Needs assessments are not planned for SS/HS grantees, because they are nearing the ending of their grant cycle.

Site Visit Assessment Surveys and Interviews: The CAT will gather information regarding the quality and impact of the NRC’s T/TA site visits through interviews with all SS/HS and all Project LAUNCH grantees that participated in a site visit during the year. We estimate that all seven SS/HS grantees and seven Project LAUNCH grantees will receive site visits in a given year. We also conduct an online survey with up to 42 state or local partners of grantees (3 per grantee) who participated in the SS/HS or Project LAUNCH site visits. The results will be reported in grant-specific reports, submitted to NRC leadership to inform and improve NRC’s T/TA approach with each grantee.

Annual Performance Assessment Surveys. This online performance assessment survey will survey seven SS/HS grantees and all 36 Project LAUNCH grantees and up to 140 state and local partners on an annual basis. Survey questions will focus on the content, dosage, and value of

T/TA services provided over the previous year. The findings will be reported in annual performance assessment reports to the NRC and to SAMHSA for accountability and T/TA improvement purposes.

Case Study Interviews. All seven SS/HS grantees and a purposive sample of four Project LAUNCH grantees (11 total), as well as their assigned resource specialists (11 total) and three partners per grantee (33 total), will be interviewed by phone to learn more about specific ways in which the NRC has been instrumental in building grantee capacity over the last year. These new data will be combined with other collected data (such as the needs assessment findings and performance assessment survey data) to tell short, grantee-specific stories of how the combination of NRC services and contextual factors that may have affected the choice and success of NRC efforts.

A purposive sampling strategy will be used to select the four Project LAUNCH grantees from the universe of 36 Project LAUNCH grantees. The four-grantee sample will represent a range of geographic areas, grant goals, and levels of grantee capacity. The four grantees selected will include one territorial grantee, one tribal grantee, and two grantees from other cohorts.

2. PROCEDURES FOR COLLECTION OF INFORMATION

Staff from the SS/HS and Project LAUNCH project teams will be instrumental in identifying the respondents for the NRC assessment activities.

Needs Assessment Focus Groups and Surveys: To identify respondents for the focus groups, the Project LAUNCH project team will be asked to supply a list of the resource specialists that worked with Project LAUNCH grantees during in the past year. Each resource specialist identified will be invited to participate in a needs assessment focus group. The CAT team will send an email invitation to each resource specialist inviting them to attend one of two focus groups that are scheduled at different dates and times to encourage maximum participation. The focus groups will be conducted over the phone and will last approximately one hour each. Prior to beginning the focus group, each respondent will provide verbal consent. The focus groups will be audio-recorded with the respondents' permission. Notes will be compiled for analysis.

To identify respondents for the needs assessment surveys, the Project LAUNCH project team will be asked to supply a list of its grantees. Each grantee identified will be asked to complete a needs assessment survey. Once the grantee list is compiled, NRC staff will be asked to inform the selected participants of NRC's support for the data collection. The CAT will send out an email invitation to each grantee with a link to the web-based survey. The surveys will take an average of 20 minutes to complete. To enhance the response rate, the CAT will offer non-responders an additional week to complete the survey, after the initial two-week survey field period has ended.

Site Visit Assessment Interviews and Surveys: To identify respondents for the site visit interviews, the SS/HS and Project LAUNCH project teams will be asked to supply a list of the grantees that participated in a site visit in the past year. Each grantee identified will be invited to participate in a phone interview. The CAT will send an e-mail invitation to potential respondents

and follow up with a telephone call, if necessary, to schedule and conduct the interviews. The interviews will be conducted over the phone and will last approximately 45 minutes each. Prior to beginning the interview, each respondent will provide verbal consent. The interviews will be audio-recorded. Notes will be compiled for analysis.

To identify state and local partners for the surveys, the Project LAUNCH and SS/HS project teams will be asked to supply a list of grantees' state and local partners who attended a site visit. Each person identified will be asked to complete a site visit assessment survey. Once the list is compiled, NRC staff will be asked to inform the selected participants of NRC's support for the data collection. The CAT will send out an email invitation to each potential respondent with a link to the web-based survey. The surveys will take an average of 20 minutes to complete. To enhance the response rate, the CAT will offer non-responders an additional week to complete the survey, after the initial two-week survey field period has ended.

Annual Performance Assessment Surveys. To identify respondents for the surveys, the SS/HS and Project LAUNCH project teams will be asked to supply a list of grantees and three state and local partners per grantee. Each person identified will be asked to complete an annual performance assessment survey. Once the list is compiled, NRC staff will be asked to inform the selected participants of NRC's support for the data collection. The CAT will send out an email invitation to each potential respondent with a link to the web-based survey. The surveys will take an average of 30 minutes to complete. To enhance the response rate, the CAT will offer non-responders an additional week to complete the survey, after the initial two-week survey field period has ended.

Case Study Interviews. To identify respondents for the interviews, the SS/HS and Project LAUNCH project teams will be asked to supply a list of grantees, resource specialists, and three state and local partners per grantee. Each person identified will be asked to participate in a case study phone interview. The CAT will send an e-mail invitation to potential respondents and follow up with a telephone call, if necessary, to schedule and conduct the interviews. The interviews will be conducted over the phone and will last approximately 45 minutes each. Prior to beginning the interview, each respondent will provide verbal consent. The interviews will be audio-recorded. Notes will be compiled for analysis.

3. METHODS TO MAXIMIZE RESPONSE RATES

Efforts to maximize response rates in all activities will involve providing ongoing training to CAT staff in order to identify and implement specific procedures that will improve the participation of resource specialists, grantees and their state and local partners in all assessment activities. The timeline for data collection will be staggered in an effort to decrease the data collection burden on the SS/HS and Project LAUNCH teams and potential respondents, and the field period for administering the data collection will be long enough to obtain maximum participation. In addition, specific steps will be table for each data collection activity to increase the numbers of responses.

Needs Assessment Focus Groups and Surveys: The CAT team will send an email invitation to each resource specialist inviting them to attend one of two focus groups that are scheduled at

different dates and times to encourage maximum participation. To enhance the needs assessment response rate, the CAT will offer non-responders an additional week to complete the survey, after the initial two-week survey field period has ended.

Site Visit Assessment Interviews and Surveys: The CAT will send an e-mail invitation to potential interview respondents and follow up with a telephone call, if necessary, to schedule and conduct the interviews. For the site visit assessment surveys, after the survey list is compiled, NRC staff will be asked to inform the selected participants of NRC's support for the data collection. The CAT will send out an email invitation to each potential respondent with a link to the web-based survey. To enhance the response rate, the CAT will offer non-responders an additional week to complete the survey, after the initial two-week survey field period has ended.

Annual Performance Assessment Surveys. After the annual performance assessment survey list is compiled, NRC staff will be asked to inform the selected participants of NRC's support for the data collection. The CAT will send out an email invitation to each potential respondent with a link to the web-based survey. To enhance the response rate, the CAT will offer non-responders an additional week to complete the survey, after the initial two-week survey field period has ended.

Case Study Interviews. The CAT will send an e-mail invitation to potential interview respondents and follow up with a telephone call, if necessary, to schedule and conduct the interviews.

4. TESTS OF PROCEDURES

Earlier versions of the needs assessment, site visit assessment, and annual performance assessment instruments were used in previous years of NRC data collection and cleared by OMB many years ago. The case study interview guide is the only data collection instrument new to SAMHSA for the NRC.

5. STATISTICAL CONSULTANTS

None of the data collection activities included in this supporting statement require statistical sampling methods. All data collection activities, except for the case studies, will be collecting data from the universe of potential SS/HS and Project LAUNCH respondents. Qualitative purposive sampling strategies will be used to select four Project LAUNCH grantees for the Project LAUNCH case studies.

Federal Contact

Michelle Bechard, Government Project Officer
SAMHSA/CMHS
5600 Fishers Lane
Rockville, MD 20852

Additional Contacts:

Sandra Williamson, Project Director
AIR

1000 Thomas Jefferson Street, NW
Washington, DC 20007
202-527-4224

Amy Mack, Psy.D., Data Task Lead
AIR
1000 Thomas Jefferson Street, NW
Washington, DC 20007
202-403-5863

Attachments

Attachment 1: Needs Assessment Focus Group and Interview Instruments

Attachment 2: Site Visit Assessment Interview and Survey Instruments

Attachment 3: Annual Performance Assessment

Attachment 4: Case Study Assessment