

## **SUPPORTING STATEMENT FOR THE TECHNOLOGY TRANSFER CENTERS (TTC) NETWORK PROGRAM MONITORING**

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

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

The Substance Abuse and Mental Health Services Administration's (SAMHSA) has funded the Technology Transfer Center Network (TTC), Comprised of the Addiction Technology Transfer Centers (ATTC), the Mental Health Technology Transfer Centers (MHTTC), and the Prevention Technology Transfer Centers (PTTC), to provide training and technical assistance and to meet with an estimated 105,000 individuals per year across 10 Regional Centers, 2 National Focus Area Centers, and the Network Coordinating Office. The TTC Network program was based on the ATTC, which is a program that has been continuously funded by SAMHSA since 1993. The purpose of the TTC Network program is to develop and strengthen the specialized behavioral healthcare and primary healthcare workforce that provides substance use disorder (SUD) and mental health prevention, treatment and recovery support services. In addition, SAMHSA, through funding from the President's Emergency Plan for AIDS Relief (PEPFAR) project in the Department of State, has established several international HIV ATTCs. At the time of the writing of this narrative, international HIV ATTCs exist in Thailand (covering 8 countries in Southeast Asia), Vietnam, Ukraine and Central Asia (covering Ukraine and 5 countries in Central Asia), and South Africa. The purpose of the international HIV ATTCs is to reduce the global burden of HIV/AIDS by building capacity to provide effective, safe interventions for substance use disorders.

A wide variety of event participants are anticipated, ranging from addictions counselors to professionals in other fields who work with individuals with substance use disorders. Participants self-refer to all events provided by the TTC Network. Since this is the case, the respondent universe is made up of participants of events of the TTC Network.

Consistent with the approach used in the GPRA Customer Satisfaction Surveys for the SAMHSA Knowledge Application Programs, sampling methods will be used for the follow-up portion of this project. It was determined that the use of sampling in the follow-up phase of the performance monitoring would be most efficient because of the wide variety of training topics and formats offered by the TTC Network. Sampling allows the TTC Network to collect information on the entire variety of events, and to allow for comparisons by topic of event and by format of event. The Event Description Form collects information about the format and topic of events, allowing for comparisons between topics and formats. A random sample of 25% of participants who have consented for follow-up will be contacted 30 days after the event by e-mail or traditional mail to complete follow-up forms. The random sample will be selected using a random number generator.

Participants will be asked at each event if they are willing to participate in a 30-day follow-up survey, and if so, how they would prefer to be contacted (e-mail or traditional mail). The sample will be drawn randomly from the pool of consenting participants. TTCs will use a standard method for follow-up, with changes based on the contact method (e-mail or traditional mail). Sample cover letters for follow-up are attached (Attachment 6).

## 2. Information Collection Procedures

As explained previously, SAMHSA intends to use five (5) instruments for program monitoring of TTC events as well as for ongoing quality improvement. SAMHSA is requesting approval to use these instruments. The four data collection instruments for which SAMHSA is seeking approval in this application are described below, summarized in Table 4, and are provided in Attachments 1 through 5.

- **Event Description Form (EDF).** The EDF collects descriptive information about each of the events of the TTC Network. This form is completed by TTC staff (Attachment 1).
- **TTC Post Event Form - Domestic:** this form will be administered immediately following the event. It asks approximately 11 questions of each individual that participated in the event (Attachment 2). The instrument asks the participants to report on general demographic information (gender, race, level of education, primary profession), principal employment setting, employment zip code, satisfaction with the event, if they expect the event to benefit them professionally, if they expect the event to change their practice and if they would recommend the event to a colleague.
- **TTC Post Event Form - International:** this form will be administered immediately following the event. It asks 9 questions of each individual that participated in the event (Attachment 3). The instrument is very similar to the Post Event Form – Domestic and asks the participants to report gender, highest degree received, principal employment setting, employment postal code, satisfaction with the event, if they expect the event to benefit them professionally, if they expect the event to change their practice and if they would recommend the event to a colleague. The main difference between the international and domestic versions of the post event forms is the modification of the demographic questions to make the forms appropriate for distribution outside the U.S. context and relevant to existing PEPFAR indicators. For example, the race/ethnicity questions from the domestic form are not included in the international form. Also, the personal code offers more spaces for characters to provide flexibility in how the personal code is constructed in different countries. Making these change assists SAMHSA in being culturally appropriate (e.g., participants of events of the South Africa HIV ATTC could be offended by being asked if they are “African American”; the concept of “mother’s maiden name” does not exist in Vietnam). The change also makes the information better match the needs of PEPFAR, which provides the funding for these centers.
- **TTC Follow-up Form – Domestic:** this form will be administered 30-days after all events that last a minimum of three (3) hours. The form will be administered to a minimum of 25% of participants who consent to participate in the follow-up process. The participants will be randomly chosen from the pool of participants who consented to participate in the follow-up using a random number generator. The form asks about 10 questions (Attachment 4). The instrument asks the participants to report if the information provided in at the event benefited their professional development, will change their practice, if they will use the information in their future work, if information will be shared with colleagues, how the event supported their work responsibilities, how the TTC can improve the events, what other topics would participants like to see TTCs address and in what format.

- **TTC Follow-up Form – International:** this form will be administered 30-days after all events that last a minimum of three (3) hours. The form will be administered to a minimum of 25% of participants who consent to participate in the follow-up process. The participants will be randomly chosen from the pool of participants who consented to participate in the follow-up using a random number generator. The form asks about 10 questions (Attachment 5). The instrument asks the participants to report if the information provided in at the event benefited their professional development, will change their practice, if they will use the information in their future work, if information will be shared with colleagues, how the event supported their work responsibilities, how the TTC can improve the events, what other topics would participants like to see TTCs address and in what format. The only difference between the domestic and international follow-up forms is that the international form offers more spaces for characters for the personal code to provide flexibility in how the personal code is constructed in different countries

Event participants will be asked to complete the Post Event Forms for the type of event they attended (meeting, technical assistance or training) at the end of the event. Prior to completing the Post Event form, participants will receive the Cover Page for Instruments (Attachment 7) and will be told about the purpose of the data collection (See Model Statement, Attachment 8). Participants will also be asked if they are willing to participate in the 30-day follow-up and if so, to provide contact information for their preferred method of contact (e-mail or traditional mail; see Attachment 9). This is often done in conjunction with the completion of a consent form (See Model Consent Form in Attachment 10).

Table 4: Data Collection Methods

Form	Data Collection Method	Timeline
<b>TTC Faculty/Staff</b>		
Event Description Form	Paper and pencil instrument	Beginning of each training event
<b>Event Participants</b>		
TTC Post Event Form – Domestic	Paper and pencil instrument (10% online)	Completion of each training event
TTC Post Event Form – International	Paper and pencil instrument (10% online)	Completion of each training event
TTC Follow-up Form – Domestic	Mail-out instrument (Estimated 75% online via online survey tools)	30 days after completion of training event
TTC Follow-up Form – International	Mail-out instrument (Estimated 75% online via online survey tools)	30 days after completion of training event

### **Methods to Maximize Response Rate**

The TTC Network anticipates an 80% overall response rate for this performance monitoring project. The TTC expects receiving at least 90% of the TTC Post-event forms, as these forms are completed at the time and location of the event. The TTC anticipates a 100% response rate on the Event Description Form, as this is completed by TTC staff and/or faculty, and is a requirement of their position. The TTC

Network anticipates receiving 80% of the follow-up forms. The 25% sampling strategy described above is in place to allow for repeated attempts to contact participants for follow-up.

Methods to maximize response rates include:

- Brief and easy to complete instruments;
- One of the instruments is completed at the time and location of the training event;
- One instrument is completed by TTC training staff;
- Standard language in the grant announcement requiring all TTC sites to participate in the program monitoring;
- Semi-annual reports summarizing findings to TTC directors and SAMHSA;
- Annual summary reports of findings for broader dissemination;
- All sites will emphasize the importance of completing these instruments in order to continue the funding that provided the opportunity for the event for no cost or at low cost;
- Ease and convenience of electronic reporting; and
- The TTC Network has a history of a strong positive relationship with event participants who are receptive to the request for follow-up participation with a traditional single mailing methodology.

#### **4. Tests of Procedures**

For approximately the past eighteen years, one of the TTC Network programs, the ATTC Network, has successfully collected data for performance monitoring, therefore no difficulty is anticipated in maintaining and continuing the past successes.

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

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## **ATTACHMENTS**

- Attachment 1: TTC Event Description Form
- Attachment 2: TTC Post Event Form – Domestic
- Attachment 3: TTC Post Event Form – International
- Attachment 4: TTC Follow-up Form – Domestic
- Attachment 5: TTC Follow-up Form – International
- Attachment 6: TTC Sample Cover letters
- Attachment 7: TTC cover page for instruments
- Attachment 8 : TTC Model Statements
- Attachment 9: TTC Contact Information Form
- Attachment 10: TTC Statement of informed consent