Program Evaluation for Prevention: SPF-Rx

Substitute Data Source Request

This instrument is not OMB approved and is provided for informational purposes only while the instrument is under OMB review. The final items are subject to change as part of the OMB approval process.

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Outcome Data > Substitute Data Source Request Submission

Substitute Data Source Request

1 **Select Grantee:** <Select>

Use this section to obtain approval from your State Project Officer for the use of substitute outcome measures in place of SPF-Rx Required Outcome Measures.

Note that you need to submit a substitute data request only for measures you are using to meet the annual outcome measure requirements for opioid overdoses and deaths, Prescription Drug Monitoring Program indicators, and survey indicators of prescription drug misuse.

You do not need to submit a substitute data request for any other additional, non-required measures you plan to submit.

To begin the substitute measure approval process:

First, decide whether your proposed substitute is likely to be approved. Click here to view the SPF-Rx Community Outcomes Guidance Manual. Table x of the manual shows the SPF-Rx Required Outcome Measures and Table x shows a comparison between SPF-Rx Required Outcome Measure survey items and items from commonly used surveys.

Note: If an item is listed in the Guidance Manual as an acceptable (or unacceptable) SPF-Rx Required Outcome Measure substitute, then you will not need to submit a substitute data request for the measure.

2 Add a Substitute Data Source Request

Page 1

Page ID: x.x.

Page Title: Substitute Data Source Request

Page Details

1. Only SPO and higher roles will see this field. SPOs will see only their grantees. Higher roles will see all grantees. Grantee-level roles will not see the label or dropdown menu.
2. Clicking on "Add a Substitute Data Source Request" will direct the user to the Add a Substitute Data Source Request Detail page (3.4.1), where a record can be added/edited and submitted for review by the Project Officer or viewed in read-only mode.

Note: If the status is Submitted, Under Review, Approved, or Not Approved, the record will be read-only. If the status is Not Submitted or Requires Revision, it can be edited.

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Outcome Data > Substitute Data Source Request Submission

Outcome Measure (1)	Submitter Name (2)	Date Submitted	Status (3)
Measure (4)	Name	mm/dd/yyyy	

Click on Grantee-level information or each Subrecipient community below to complete additional questions related to grantee or subrecipient data. Once you have completed the questions for the grantee or for each subrecipient, you will be able to click the Submit button to submit your request. You may also click on the Supporting Documents link if you wish to submit documents related to your request.

(5) Supporting Documents

Subrecipient(s)	Status
Lorem ipsum. Da veri nonecer spedit labo.	Lorem ipsum.
Lorem ipsum. Da veri nonecer spedit labo.	Lorem ipsum.

(6) Submit

Measure	Name	mm/dd/yyyy	

Click on Grantee-level information or each Subrecipient community below to complete additional questions related to grantee or subrecipient data. Once you have completed the questions for the grantee or for each subrecipient, you will be able to click the Submit button to submit your request. You may also click on the Supporting Documents link if you wish to submit documents related to your request.

Supporting Documents

(7) Grantee-level information (grantee: DEMO SPF-Rx DEPT OF HEALTH (Armed Forces Americas), status: Incomplete)

Submit

Page 2

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Page Title: Substitute Data Source Request

Page Details

1. The “Outcome Measure” list will display the “Substitute Measure Name (Label of the Substitute Measure)” of the saved record.
2. The “Submitter Name” will display the “Submitter Name” of the saved record.
3. The “Status” will display the status of the record, which could include Not Submitted, Submitted, Under Review, Requires Revision, Approved, or Not Approved.
4. Clicking on a “Measure” name will direct user to the Substitute Data Source Request Detail page (x.x.x).
5. Clicking the “Supporting Documents” link will direct user to the Substitute Data Source Request Supporting Documents page (x.x.x).
6. Clicking the “Submit” button will send an email to the SPOs, CSAP Management, and the PEP-C team notifying the submission of the substitute data source request.
7. Clicking the “Grantee-level information XXX” link will direct user to Substitute Data Source Request Subrecipient Detail page (x.x.x).

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Outcome Data > Substitute Data Source Request Submission > Substitute Data Source Request Detail

Substitute Data Source Request Detail

General Data Source Information

OPTIONAL: Copy data from another record

You can copy the data from an existing, submitted Substitute Data Source Request (SDS) by selecting an existing SDS and clicking the Copy and Insert into this record button.

(Select)

Include Grantee/Subrecipient Information

Copy and Insert into this record

Submitter Name:*

1 **Submitter Role:***

<Select>

2 **Other Role (Specify):*** : (If Other is selected)

3 **Submitter Email:***

4 **Label of the SPF-Rx Required Outcome Measure(s) indicator for which you are requesting a substituted proxy measure (e.g., 30-Day Nonmedical Use of Prescription Drugs):***

<Select>

Data Source Name:*

(maximum 100 chars)

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Page ID: x.x.x

Page Title: Substitute Data Source Request Detail

Page Details

1. The “Submitter Role” dropdown contains the values “Project Director,” “Grantee Evaluator,” and “Other.”
2. If “Other” is selected in the “Submitter Role” field, then the “Other Role (Specify)” field is displayed.
3. The field will accept only properly formatted email addresses.
4. The “Label of the SPF-Rx Required Outcome Measure(s) Indicator”… dropdown contains the values “Emergency department visits or hospitalizations involving opioid overdose,” “Opioid overdose deaths,” “PDMP indicators,” “30-day nonmedical use of prescription drugs,” “30-day nonmedical use of prescription pain relievers,” “Past year nonmedical use of prescription drugs,” “Past year nonmedical use of prescription pain relievers,” and “Other.”

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Outcome Data > Substitute Data Source Request Submission > Substitute Data Source Request Detail

5 **For administrative data, describe/define the proxy item. For survey data, provide the exact wording of the proxy item and response options the grantee is requesting to substitute for the SPF-Rx Required Outcome Measure:***

(maximum 1000 chars)

6 **Exact wording of the outcome that will be reported to SAMHSA/CSAP:***

(maximum 3000 chars)

7 **Formulae for calculating the outcome measure or deriving the prevalence estimate (reported outcomes):**

8 **Summarize how the collection and reporting of community-level SPF-Rx Required Outcome Measure was written in your approved SPF-Rx Strategic Plan:**

(maximum 3000 chars)

9 **Does the requested substitution differ from what was written in your approved SPF-Rx Strategic Plan?**

( ) Yes (•) No

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Page Title: Substitute Data Source Request Detail

Page Details

5. The "Exact wording of the proxy…" will be a free text field. For example, grantees could report, "In the past 12 months, did you use any prescription pain relievers in a way that a doctor did not direct you to use them?" Response options: Yes / No.
6. The "Exact wording of the outcome…" will be a free text field. For example, grantees could report, "Percentage who reported any nonmedical use of prescription drugs during the past 30 days."
7. The "Formulae for calculating…" will be a free text field. For example, grantees could report, "Recode any response indicating use on at least one occasion as having used during the past 30 days."
8. The "Provide a summary…" question will have a free text field for the response option.
9. The "Does the requested substitution…" will contain the two values Yes and No. "No" is the default.

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10 **If yes, why?*** (If Yes is selected)

(maximum 3000 chars)

11 **Reason for the substitution request:***

(maximum 3000 chars)

12 **Agency/Organization responsible for data collection:***

(maximum 1000 chars)

13 **Who is substitute request for?***

<Select>

Subrecipient(s):* (If "Subrecipient(s)" is chosen)

14 **Data source type:***

<Select>

Page ID: x.x.x *(continued)*

Page Title: Substitute Data Source Request Detail

Page Details

10. If "Yes" is chosen for "Does the request substitution differ...strategic plan?", then the question "If yes, why?" and the free text field will appear.
11. The "Reason for the substitution request" will be a free text field. Justification should include evidence that new data collection or the modification of an existing data collection effort necessary for reporting an approved NOM was investigated and deemed unviable.
12. The "Agency/Organization responsible for data collection" will be a free text field.
13. The "Who is substitute request for?" dropdown will contain the values "Grantee" and "Subrecipients." If "Subrecipients" is selected, a checklist of their subrecipients will appear and the grantee will select the relevant subrecipients. The first option on the checklist will allow the grantees to "Select all."
14. The dropdown for "Data Source Type" will contain "PDMP Data," "Other Administrative Data," and "Survey Data." If "Survey Data" is chosen, additional items will appear.

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Outcome Data > Substitute Data Source Request Submission > Substitute Data Source Request Detail

Survey Data Source Information (from the most recent implementation of the survey) If "Survey Data" is chosen

15 **Were there validity and reliability tests of the survey items constituting the substitute measure?***

( ) Yes (•) No

Were validity and reliability tests conducted for the relevant survey items, either in previous studies/evaluations or for the purpose of SPF-Rx?

16 **Description of the reliability/validity studies:*** (If "Yes" is chosen)

(maximum 1000 chars)

17 **Are there any published validity or reliability studies for this instrument?***

( ) Yes (•) No

Were validity and reliability tests conducted for the survey instrument as a whole, either in previous studies/evaluations or for the purpose of SPF-Rx?

18 **Bibliographic Information:*** (If "Yes" is chosen)

(maximum 2000 chars)

19 **Project Officer Feedback**

20 **Status:**

Not Submitted

Feedback:

21 Save 22 Cancel 23 Delete

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Page ID: x.x.x *(continued)*

Page Title: Substitute Data Source Request Detail

Page Details

15. The "Were there validity and reliability tests …" field will contain the two values Yes and No. "No" is the default.
16. If "Yes" is selected in the "Were there validity and reliability test of the survey items constituting the substitute measure?" field, then the "Description of the reliability/validity studies" appears.
17. The "Are there any published validity or reliability studies for this instrument?" field will contain the two values Yes and No. "No" is the default.
18. If "Yes" is selected in the "Are there any published validity/reliability studies for this instrument?" field, then the "Bibliographic Information" appears.
19. The "Project Officer Feedback" section will display any feedback provided by the project officer. The fields Status and Feedback will appear under the Project Officer Feedback section and will be populated from the data entered in the Substitute Data Source Request Approval section (x.x) by the Project Officer for this record.
20. Once the status is approved, then the grantee is assured that the substitute data source can be reported on in the "SPF-Rx Selected Outcome Measures" module.
21. Clicking the "Save" button will save the record and return the user to the Substitute Data Source Request listing page (x.x). If not all fields required to save are completed or invalid data is entered, the user will be prevented from saving and a message will list the fields and related issues.
22. Clicking the "Cancel" button will not save any changes and will return the user to Substitute Data Source Request listing page (x.x).
23. Clicking the "Delete" button will delete the record and return the user to the Substitute Data Source Request listing page (x.x).

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Outcome Data > Substitute Data Source Request Submission > Substitute Data Source Request Subrecipient Detail

Substitute Data Source Request Recipient Detail

General Data Source Information

OPTIONAL: Copy data from another record

You can copy the data from an existing, submitted Substitute Data Source Request (SDS) by selecting an existing SDS and clicking the Copy and Insert into this record button.

(Select)

Include Grantee/Subrecipient Information

Copy and Insert into this record

1 **Do the data approximate the community (e.g., county, city, town, school) where SPF-Rx interventions are delivered?**

Yes No

Please report whether the boundaries within which data collection occurred approximately match the SPF-Rx community target area. For example, if the SPF-Rx community is a town within a larger county and the data are county-level data, select "No."

2 **If no, indicate how they differ:** (If "No" is chosen)

(maximum 3000 chars)

Most recent month and year for which data are available? *

3 **Is there a data point collected at least 6 months before the implementation of SPF-Rx interventions in the community? (i.e., a baseline prevalence estimate):***

Yes No

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Page Title: Substitute Data Source Request Subrecipient Detail

Page Details

1. The "Do the data approximate the community …" field will contain the two values Yes and No. "No" is the default.
2. If "No" is selected from "Does the data approximate… where interventions are delivered?", then the question "If no, indicate how they differ" and the free text field should appear.
3. The "Is there a data point collected at least 6 month …" field will contain the two values Yes and No. "No" is the default.

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Outcome Data > Substitute Data Source Request Submission > Substitute Data Source Request Subrecipient Detail

4 **Is the data collection repeated every year?***

( ) Yes (•) No

5 **Frequency of data collection:*** (If “No” is selected)

6 **Are trend data available?***

( ) Yes (•) No

Please select "Yes" if data are available for two or more time points before the baseline data point.

Start year of trend data:* (If “Yes” is selected)

Date of data collection:*

Sample size:*

Sampling ratio:*

7 **What type of sampling strategy was used to select respondents?***

<Select>

8 Please complete the following information as applicable to the sample. (If Random sample or Stratified random sample is selected)

Stratified sampling - identify each stratum: (If Random sample or Stratified random sample is selected)

(maximum 1000 chars)

Page ID: x.x.x *(continued)*

Page Title: Substitute Data Source Request Subrecipient Detail

Page Details

4. The “Is the data collection repeated every year?” field will contain the two values Yes and No. “No” is the default.
5. If “No” is selected in the “Is the data collection repeated every year?” field, then the “Frequency of data collection” field is displayed. This is a free-text field.
6. The “Are trend data available?” field will contain the two values Yes and No. “No” is the default.
7. The “What type of sampling strategy was used to select respondents” dropdown includes the values “Census,” “Convenience sample,” “Random sample,” and “Stratified random sample”.
8. If “Random sample” or “Stratified random sample” is selected in the “What type of Sampling Strategy was used to select respondents?” field, then “Please complete the following information as applicable to the sample” is displayed.

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Outcome Data > Substitute Data Source Request Submission > Substitute Data Source Request Subrecipient Detail

Cluster sampling - identify the clustering units: (If Random sample or Stratified random sample is selected)

(maximum 1000 chars)

Multistage design - identify the unit sampled at each stage: (If Random sample or Stratified random sample is selected)

(maximum 1000 chars)

Potential sources of bias in the sample design: (If Random sample or Stratified random sample is selected)

(maximum 1000 chars)

9 **Method of administration:***

<Select>

10 **Other method (specify):*** (If Other is selected)

(maximum 1000 chars)

11 **Was this a computer-assisted interview?***

Yes No

What was the survey response rate?*

12 Save 13 Cancel 14 Delete

Page ID: x.x.x *(continued)*

Page Title: Substitute Data Source Request Subrecipient Detail

Page Details

9. The "Method of Administration" dropdown will contain the values "Mail-in," "Telephone," Face-to-Face," Self-administered: School-based," Self-administered: survey site other than school," and "Other".
10. If "Other" is selected in the Method of Administration field, then the "Other Method (Specify)" field is displayed.
11. The "Was this a computer assisted interview?" field will contain the two values Yes and No. "No" is the default.
12. Clicking the Save button will save the record and return the user to the Substitute Data Source Request listing page (x.x). If not all fields required to save are completed, or invalid data are entered, the user will be prevented from saving and a message will list the fields and related issues.
13. Clicking the "Cancel" button will not save any changes and will return the user to Substitute Data Source Request listing page (x.x).
14. Clicking the Delete button will delete the record and return the user to the Substitute Data Source Request listing page (x.x).

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Outcome Data > Substitute Data Source Request Submission > Substitute Data Source Request Supporting Documents

Substitute Data Source Request Supporting Documents

Supporting Documents

Upload documents to support your request. Include any reliability and/or validity data if possible.

Upload documents:

No data to display

Upload file:

Browse... 1

Upload

2 **For each data file, describe the contents of the data records:***

(maximum 4000 chars)

3 Save | 4 Cancel | 5 Delete

Page ID: x.x.x

Page Title: Substitute Data Source Request Supporting Documents

Page Details

1. Clicking the "Browse" button will allow user to search for a file from their computer. Clicking the "Open" button will load the file name into the Upload Agenda text field. Note: Standard file types for the MRT are .doc, .docx., .pdf, .xls, and .xlsx. The size limit is 10MB.
2. Regardless of the number of files uploaded, the user receives only one field to describe the contents of the files.
3. Clicking the "Save" button will save the record and return the user to the Substitute Data Source Request listing page (x.x). If not all fields required to save are completed, or invalid data are entered, the user will be prevented from saving and a message will list the fields and related issues.
4. Clicking the "Cancel" button will not save any changes and will return the user to the Substitute Data Source Request listing page (x.x).
5. Clicking the "Delete" button will delete the record and return the user to the Substitute Data Source Request listing page (x.x).

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Outcome Data > Substitute Data Source Request Approval

Substitute Data Source Request Review/Approval

Use this section to review your grantee's Substitute Data Source Requests. Click on the link in the Substitute Measure Name column to review/approve the request.

Select Grantee: <Select>

1

Award Number	Grantee Name	Substitute Measure Name 3	Submitter Name	Date Submitted	Report Status 2	Initial Record
Number	Lorem ipsum.	Lorem ipsum. Da veri nonecer spedit labo.	John Doe	mm/dd/yyyy	Lorem ipsum.	Lorem ipsum.
Number	Lorem ipsum.	Lorem ipsum. Da veri nonecer spedit labo.	John Doe	mm/dd/yyyy	Lorem ipsum.	Lorem ipsum.

Page ID: x.x

Page Title: Substitute Data Source Request Approval

Page Details

This is the Substitute Data Source listing page as viewed by the Project Officer. Any request from grantees tied to the project officer will be listed here.

1. **Grantee** drop-down menu will contain all programs related to the user and a default value of “All Grantees”.
2. All requests will be organized by report status: Submitted, Under Review, Revision Required, Approved, and Not Approved. Each request will have only one status at a time and will appear on the appropriate status tab as well as on the “All Requests” tab.
3. Clicking on the “Substitute Measure Name” link will direct the user to the review page for the selected record (x.x.x).