

**Substance Use Disorder Identification and Referrals in Human Services
Programs**

ASPE Generic Information Collection Request
OMB No. 0990-0421

Supporting Statement - Section B

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Program Official/Project Officer

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Section B - Data Collection Procedures

1. Respondent Universe and Sampling Methods

This exploratory qualitative study seeks to engage OVC grantees who work for substance use treatment organizations and human services agencies. We expect to speak to a convenience sample of respondents. The data generated from this project is not generalizable.

With input from the JBS International and other agencies within HHS, we have identified four program areas (TANF, Child Welfare, Domestic Violence Prevention, and Head Start). Program site areas are where OVC grantees serve individuals who suffer with a Substance Use Disorder. APSE and JBS International will select OVC grantees based on site selection criteria—1) findings of a literature review with a focus on substance use identification treatment, and outcomes, 2) potentially promising SUD identification models and treatment models for integrating human services with SUD treatment, 3) high SUD prevalence and overdose mortality rates, 4) geographic diversity, and 5) rurality.

For each program area, we expect to conduct interviews with program managers, case managers/case workers, family services managers, home visitors, victim advocates, child advocates, staff attorney, protective investigators, and teachers.

2. Procedures for the Collection of Information

The contractor will conduct interviews via phone or video conference. The contractor will conduct semi-structured individual interviews with up to 40 individual interviews across all program areas. We estimate that interviews will last 1.0 hour. These interviews will elicit information and perspectives about the local context and strategies to identify SUDs in human services populations and referrals to treatment.

We plan to record and take notes during each interview. The contractor will prepare a report for ASPE to summarize study findings.

3. Methods to Maximize Response Rates and Deal with Nonresponse

We intend identify individual grantees to interview based on the selection criteria. If the contractor finds that initial outreach is unsuccessful, the contractor will follow up one week later with the grantee using a reminder to solicit their participation. Once we obtain a response from study participants, we will confirm their participation in an email and send suggested times to schedule the interview.

4. Test of Procedures or Methods to be Undertaken

All contractor staff who will be leading and participating in interviews and discussion groups will attend a training on the discussion guide protocols. All interviewers have subject matter expertise in substance use disorder and human service program delivery. Discussion guide protocols have been developed by the contractor in close coordination with ASPE.

5. Contacts for Statistical Aspects and Data Collection

ASPE and JBS subject matter experts with technical and statistical expertise were consulted on the development of this exploratory data collection. This includes: (1) Annette Waters, Social Science Analyst at HHS/ASPE, email: Annette.Waters@hhs.gov, phone: 202-568-9900; and (2) Robin Ghertner, Director of the Data and Technical Analysis Division at HHS/ASPE, email: Robin.Ghertner@hhs.gov, phone: 202-795-7582.

In addition, contractor staff include key subject matter experts in substance use and human services with extensive experience with performing qualitative data collection. These include:

Individual	Affiliation and Position	Role
Pamela Baston, MPA, MCAP, CPP	JBS International, Project Director	Qualitative Interviewer
Kathy Meyers, PhD	JBS International, Senior Researcher	Qualitative Interviewer
Sophia Shepard, BS	JBS International, Research Assistant II	Qualitative Interviewer
Joann Roser, BS	JBS International, Technical Assistance Manager	Qualitative Interview Scheduler

LIST OF ATTACHMENTS - Section B

Note: Attachments are included as separate files as instructed.
Attachment A-Discussion Guide and Script for Verbal Consent