



INTRODUCTORY EMAIL TO GRANTEES

Dear [Insert Harm Reduction Grantee name]:

The PEERS evaluation team is reaching out to you to follow up with additional information on the evaluation plan and to introduce a proposed Point-in-Time (PiT) Harm Reduction (HR) Survey of clients served by HR grantees.

The PiT HR Survey is designed to capture a snapshot of the socio-demographic characteristics and drug use trends of the clients you serve, the HR services accessed, and any unmet needs and barriers to accessing and receiving services. We believe this survey will help to capture the breadth of the impact of your lifesaving work in your communities and across the country and help SAMHSA learn how we can better reach those at greatest need for services.

This survey is intended to occur over an up to four-week period at each HR grantee site. We hope to launch it in November 2024. The PEERS evaluation will provide an honorarium to sites to provide support for your involvement. We hope to pilot-test the protocols with one or two sites in January of 2024. We also plan to convene an advisory panel of interested grantees to guide the development of our protocols.

We would be grateful if you would take 35 minutes to complete this Grantee Planning Tool to help guide the development of our survey protocols. The link to the survey is below this message. This survey asks about your organization's capacity to support the recruitment of individuals to participate in a future 15-minute online "point in time" survey. This PiT survey would be completed by HR participants on tablets provided by the PEERS evaluation team. Clients would receive a \$25 incentive for their participation in the survey."

INSERT LINK HERE

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 09300397. Public reporting burden for this collection of information is estimated to average 35 minutes per respondent per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 5600 Fishers Lane, Room 15E57A, Rockville, Maryland, 20857.



Point-in-Time Harm Reduction Survey Grantee Planning Tool

This brief Grantee Planning Tool is intended to gather information about each HR grantee who may be interested in participating in the Point-in-Time Harm Reduction Survey (PiT HR Survey) of the clients you serve. We will use the information to help decide the most practical and least burdensome methods for survey recruitment and administration.

Please note completion of this planning tool is voluntary. Should you have any questions about this planning tool please feel free to reach out to Dr. Hanno Petras at PIRE (hpetras@pire.org).

Q1. Organization's Name: _____

Q2. Your Name: _____

Q3. Your Title: _____

Q4. Your Email address: _____

Q5. Your Phone number: _____

Q6. How many physical locations, including mobile outreach, does your organization have that provide HR services? ____ (please insert number)

Q7. Do you offer mail-based HR services?

- YES
- NO (Skip to Q8)

Q7a. If **YES** does your organization:

- Offer mail-based delivery of HR supplies only? (If **YES** move to Q9)
- Offer mail-based delivery of HR supplies and in-person HR services? (If **YES** move to Q8)

Q8. Of the setting, or settings, where you provide HR services, how many are:

- 1) Physical locations of the grantee: _____
- 2) Physical locations of grantee partners (e.g., social service organizations, housing programs): _____
- 3) Mobile and Community Outreach: _____
- 4) Other (please specify): _____

Client Volume and Demographics

We will use your responses in this section to help us determine an appropriate recruitment and survey administration strategy and to work with you to estimate how many participants we may expect to recruit at your location. These questions assume that we would provide tablets to grantees with a loaded online survey and consent form that would be completed by the client.

If your organization has more than one physical service location that provides HR services, please answer the following questions for up to three sites that would be the most successful in recruiting HR clients served by your organization. These sites will be referred to below as “Site 1,” “Site 2,” and “Site 3.”

Q9. How many site(s) at your organization will you provide information about?

- 1
- 2
- 3

Please list the name of the site(s) here (if only one site, please include it here and leave the rest blank):

Site 1: _____

Site 2: _____

Site 3: _____

Please answer the following questions regarding Site 1:

Q10. About how many individual (unique) clients who receive HR services does this location (Site 1) serve in a typical week (please include both on-site and mobile services associated with the site)?

- 0–50

- 51–100
- 101–250
- > 250

- What percentage of your HR clients would you estimate are able to participate in a self-administered, brief 15-minute online survey (*with time for the client to read and click through an online consent page (5 minutes) and obtain a Visa gift card (5 minutes), for a total of 25-30 minutes*)? *The survey will include an audio component to increase accessibility and inclusivity for participants.*
 - 0–25%
 - 26%–50%
 - 51%–75%
 - 76%–100%

Q11. What percentage of your HR clients are non-English speakers?

- 0% (If selected, will not show Q13)
- 1%–25%
- 26%–50%
- 51%–75%
- 76%–100%

Q12. Of the non-English speakers, what percentage are Spanish speakers?

- 0%
- 1%–25%
- 26%–50%
- 51%–75%
- 76%–100%

Keeping in mind your site 2, please answer the following questions (if your organization does not have a second site, then survey will skip to Q15):

Repeat Q10-13 here

Keeping in mind your site 3, please answer the following questions (if your organization does not have a third site, then survey will skip to Q15):

Repeat Q10-13 here

If grantee offers mail-based HR Services only, they will be prompted to answer tailored questions Q10-Q13.

Q10. About how many individual (unique) clients who receive mail-based HR services do you serve in a typical week?

- 0–50
- 51–100

- 101–250
- > 250

Q11. If a survey link was provided to HR clients who order services online, what percentage of your clients would be able to participate in a self-administered, brief 15-minute online survey (with time *for the client to read and click through an online consent page (5 minutes) and obtain a Visa gift card (5 minutes), for a total of 25-30 minutes*)?

- 0–25%
- 26%–50%
- 51%–75%
- 76%–100%

Q12. What percentage of your HR clients are non-English speakers?

- 0% (If selected, will not show Q13)
- 1%–25%
- 26%–50%
- 51%–75%
- 76%–100%

Q13. Of the non-English speakers, what percentage are Spanish speakers?

- 0%
- 1%–25%
- 26%–50%
- 51%–75%
- 76%–100%

Q13. Thinking about your locations that may be involved in the PiT HR Survey, what is the general capacity of your organization to carry out the following recruitment and survey administration activities?

	NONE	SOME	FULL	Please add any comments regarding each of these tasks.
	(our organization is not able to support in that way)	(our organization could support this, but our ability may be limited and perhaps not consistent)	(our organization can fully support this without any problem)	
Q14a. Announce the survey to clients and answer any questions they may have.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q14b. Distribute a recruitment packet (with recruitment card and empty loadable gift card) to eligible clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q14c. Track clients (either via confidential code or other methods) to help ensure the survey is offered to each client only once.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q14d. Provide a private space for clients to participate in the survey.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q14e. Distribute a tablet (provided by PEERS Evaluation Team) to participating clients to use on-site to complete the survey, and then receive it back once the survey is completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q14f. Provide time for staff to stay with a client to provide any needed assistance with the tablet and online survey.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q14g. Provide time for training for staff to verbally administer the survey to clients who may not be able to complete the online survey on their own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q14h. Provide time for staff to participate in an online onboarding training. The purpose of the training is to learn about the survey, including recruitment protocol, survey administration, and incentive distribution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Q14i. Please describe any support that your site(s) may need from the PEERS evaluation team to be involved in this data collection effort (e.g., financial support, help with data collection, technical assistance)

Please insert comments here:

- Q14. Which of the following best describes your organization's research requirements?
- We have an institutional review board (IRB) and will need to submit all research related materials to them.
 - We have a research review panel or other internal group that will review research related materials.
 - We have an IRB, but we would be able to utilize the PEERS evaluation IRB approval if approval materials are shared with our organization.
 - My organization does not have any research review requirements. [If selected, skip to Q19.]
 - Other: *please specify:* _____
- Q15. If your organization has a research review requirement, how long do you expect the review process to take? (Please report in weeks.)
- Q16. Is there any additional information related to the research review process that we should be aware of?
- Q17. Is there anything else you would like to share with us about your harm reduction program and/or your capacity to support the PiT HR Survey?