

Strategic Prevention Framework State Incentive Grant (SPF SIG) Program

Supporting Statement

PART B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

B1. Respondent Universe and Sampling Methods

All currently active grantees will be required to submit their data. All of the grantees' subrecipients will be required to submit data as well. SAMHSA's CSAP funded 24 grantees in July 2009 (Cohort IV), which included 12 states, the District of Columbia, 6 tribal entities, and 5 jurisdictions, and 10 grantees in October 2010 (Cohort V), which included 3 states and 7 tribal entities. SPF SIG grantees select, assist, and support selected community subrecipients (i.e., communities that receive SPF SIG funds from the Cohort IV and V grantees) to implement effective programs, policies, and practices to reduce substance use and its related problems. Each grantee can pursue diverse strategies and methods for selecting the community subrecipients in their areas. It is estimated that an average of 15 community subrecipients are awarded by each grantee. As of May 2012, 203 communities had been funded by 20 grantees.

Completion of the two Grantee-Level Instruments (GLI Infrastructure Instrument and the GLI Implementation Instrument) and Community-Level Instrument (CLI; Parts I and II) is required of all active Cohort IV and V SPF SIG grantees as well as their active community subrecipients. Given the 100 percent response rate achieved for FY 2009, the estimated response rate for these activities is 100 percent.

B2. Information Collection Procedures

To initiate collection of the two GLIs, the SPF SIG Project Director in each jurisdiction will be contacted by the Cohorts IV and V cross-site evaluation team by e-mail. This e-mail will request that the Project Director provide and/or verify the name of the grantee-level evaluator who would be responsible for completing the two GLIs. The grantee-level evaluator will be provided with a Username and Password and will be granted access to the Performance Management and Reporting Tool System (PMRTS) online data collection portal for completing data entry.

A second e-mail will be initiated by the Cohorts IV and V cross-site evaluation team to request and/or verify the name and contact information of the person responsible (i.e., grantee-level reviewer) for completing Sections I–III of the CLI (Part I). Once a grantee-level reviewer is given access to the PMRTS website, they will be able to complete Sections I-III of the CLI (Part I), which includes registering the community agencies that have been awarded SPF SIG funds in their jurisdiction (i.e., community sub-recipients). All community sub-recipients that receive SPF SIG funding from the grantee will be required to register in the web-based system. The grantee-level reviewer will complete separate forms for each of their community subrecipients. Upon submission of the data to the Cohorts IV and V cross-site evaluation team, each community subrecipient will be provided with a user profile in the web-based system and given access to the CLI (Parts I Section IV-VIII, and II) on the Web site.

The grantee-level evaluators will complete the GLI twice over the period of the SPF SIG award, once at baseline and once at the end of the grant period. Grantee-level reviewers and community subrecipients receiving SPF SIG awards will be required to complete Part I of the CLI annually. Community subrecipients will be required to enter updates on Part II of the CLI every six months. Reminder e-mails requesting completion of the GLI and CLI will be sent at one-month and two-weeks prior to the deadline for completing the instruments. Follow-up e-mail reminders will be sent the day after the deadline date to grantee-level evaluators and community subrecipients who have not submitted their instruments to the Cohorts IV and V cross-site evaluation team. Federal Project Officers will be copied on all reminder e-mails sent prior to and after the deadline dates. A second follow-up e-mail will be sent two weeks after the deadline to Federal Project Officers and grantee Project Directors for those grantee-level evaluators or community subrecipients who still have not completed the instruments two weeks after the deadline notifying them of any outstanding instruments.

B3. Methods to Maximize Response Rates

Since all grantees and community subrecipients will be required to complete the GLI and CLI (Parts I and II) as a condition of award, the response rate should approach 100 percent. The follow-up procedures, described in the preceding section, will further increase the likelihood that a very high percentage of grantee-level evaluators, grantee-level reviewers, and community subrecipients will respond. Issues related to response rates, as well as other data collection

issues, will be discussed at grantee meetings in order for Federal Project Officers to identify problems and provide technical assistance.

B4. Tests of Procedures

The two GLIs and CLI (Parts I and II) are modified versions of those used in the previously approved SPF SIG Cohort III, IV, and V Cross-site Evaluation data collections (OMB No. 0930-0279 expiration 11/30/12). Earlier uses of these protocols did not identify any problems with questions being answered inappropriately and did not receive negative feedback from respondents about the topics covered. Modifications in the instruments were the result of a request, from OMB, to reduce the total burden. Grantee State Project Officers and CSAP Federal Project Officers reviewed the final versions and their comments and suggestions on content and format were incorporated where appropriate.

B5. Statistical Consultants

Cross-site Evaluation Staff

The primary individuals responsible for the analytic tasks for the Cohorts IV and V SPF SIG Cross-site Evaluation are:

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Agency Responsibility (SAMHSA/CSAP)

Within the agency, the following individuals will have programmatic/evaluation oversight responsibility for Cohorts IV and V:

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Attachments:

A1a: SPF SIG IV and V GLI Implementation

A1b: SPF SIG IV and V GLI Infrastructure

A1c: SPF SIG IV and V CLI Part I

A1d: SPF SIG IV and V CLI Part II