

**ATTACHMENT 3:
SUSTAINABILITY INTERVIEW GUIDES**

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 0930-0XXX. Public reporting burden for this collection of information is estimated to average 1 hour 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 15E57-B, Rockville, Maryland, 20857.

**CROSS-SITE EVALUATION OF SAMHSA'S FY 2012 - FY 2015 PORTFOLIO OF
COOPERATIVE AGREEMENTS FOR STATE ADOLESCENT AND TRANSITIONAL AGED YOUTH
TREATMENT ENHANCEMENT AND DISSEMINATION
DISCRETIONARY GRANT PROGRAMS**

**[SYT-ED/SYT-I] GRANTEE SUSTAINABILITY INTERVIEW GUIDE
NOVEMBER 2015**

Introduction

Thank you for taking the time to speak with us today. The Substance Abuse and Mental Health Services Administration (SAMHSA) has contracted with RTI International and its partners—the University of Arizona's Southwest Institute for Research on Women (SIROW) and the Health and Education Research, Management, and Epidemiologic Services, LLC (HERMES)—to conduct an evaluation of SAMHSA's portfolio of Cooperative Agreements for State Adolescent and Transitional Aged Youth Treatment Enhancement and Dissemination discretionary grant programs.

As you know, these programs provide funding to states/territories/tribes to improve treatment for youth with substance use disorders and co-occurring mental health disorders by strengthening existing treatment infrastructure and developing a learning laboratory with local community-based treatment provider sites to help disseminate evidence-based practices.

Information gathered from this interview will help us gain insight into the substance abuse treatment system for youth in your state/territory/tribe as well as the facilitators and challenges of sustaining the [SYT-ED/SYT-I] program. Although we are funded by SAMHSA, we are not part of that federal agency (or any other federal agency). We are independent evaluators of SAMHSA's youth treatment discretionary grant programs. Participation in this interview is completely voluntary. We greatly value any information you may be able to provide. Your name and title will not appear in any report unless we specifically ask for and receive your approval. Although we are taking detailed notes, we would also like to tape record the interview in case we need to verify our notes with the interview dialogue. This recording will only be used to ensure that our notes are complete and that we are accurately capturing

your input. Recordings will be deleted after our notes are assembled. Is this OK with you?

We expect this interview may take about an hour. Do you have any questions before we begin?
If not, let's get started.

Involvement/Overview

We will start with questions about your involvement and your organization's role in the [state/territory/tribe]'s [SYT-ED/SYT-I] program.

1. Please describe your position/role at {GRANTEE NAME}.
2. How long have you worked at {GRANTEE NAME}?
3. What was your role with your [state's/territory's/tribe's] [SYT-ED/SYT-I] program?
4. How long were you involved with the [SYT-ED/SYT-I] program?
5. How involved were you in the overall planning and implementation of the [SYT-ED/SYT-I] program?
6. How would you describe your organization in terms of its mission and its role in the [state/territory/tribe] treatment system for youth with substance use disorders and co-occurring mental health disorders and their families?
 - Have there been any recent changes to its mission or role?
 - How did the [SYT-ED/SYT-I] program help fulfill this mission?
7. Why did your organization decide to become part of the [SYT-ED/SYT-I] program?

PROBE with:

 - How did you learn about the [SYT-ED/SYT-I] grant?
 - What were the deciding factors to apply?
 - How was the decision made?
 - Were other agency staff involved in the decision?
 - What were your concerns about applying and how were these concerns addressed?
8. Does your agency have any other SAMHSA grants?
 - If yes, are they related to youth and family-centered treatment?
9. Has your agency applied for or is it planning to apply for any other SAMHSA grants?
 - If yes, are they related to youth and family-centered treatment?

Sustainability

10. Can you briefly describe the treatment system for youth and their families within your [state/territory/tribe]?
11. How did the [SYT-ED/SYT-I] program complement this system or help fill any gaps in this system?

12. Which components of the [SYT-ED/SYT-I] program did you find most useful?

13. Which components of the [SYT-ED/SYT-I] program, if any, does your agency plan to continue now that SAMHSA grant funding has ended?

PROBE with:

- Were there any significant changes in service provision after SAMHSA grant funding ended?
- Have there been any other recent changes to the treatment system for youth and their families or related funding?
- What has been the impact on access, availability, or continuity of care?
- Do you currently have in place an interagency council? If so, do you plan to sustain the interagency council going forward?
- *[For SYT-I only: Do you currently have in place a provider collaborative? If so, do you plan to sustain the provider collaborative going forward?]*

14. Did you develop a formal written sustainability plan for the [SYT-ED/SYT-I] program?

- If yes, what are the sustainability goals, key elements for achieving them and timeline?
- If not, please describe the informal efforts you are currently engaged in to sustain [SYT-ED/SYT-I] program components? What are your future plans?

PROBE with:

- Has your agency had any discussions about approaches for sustaining organizational changes due to the [SYT-ED/SYT-I] program?
- What efforts is your organization undertaking to try and sustain the [SYT-ED/SYT-I] program without SAMHSA grant funding?

15. How does your organization's sustainability efforts:

- Fit within your agency's overall strategic plan?
- Fit within the [state/territory/tribe]'s treatment system for youth and their families?

16. Are any partners currently involved in sustainability planning/efforts, and how?

Probe with:

- Who are the champions (or key stakeholders) for your program?
- Who are engaging in future sustainability planning/efforts? (i.e., who do you believe is essential to ensure future funding and/or maintaining services?)

17. What resources are needed by your agency to sustain the treatment approach and infrastructure development supported by the [SYT-ED/SYT-I] program within your [state/territory/tribe]?

Probe with:

- What staff positions related to [SYT-ED/SYT-I] will be sustained, if any?
- What funding/financing streams are being utilized currently (or being pursued) to sustain [SYT-ED/SYT-I] services?
- What types of other resources are being utilized currently (or being pursued) to sustain [SYT-ED/SYT-I] related services?

- What types of data are you using (or planning to use) to support sustainability? If so, how?

18. What factors are contributing to successfully sustaining the treatment approach and infrastructure development supported by [SYT-ED/SYT-I] program?

19. What factors are impeding successful sustainability of the treatment approach and infrastructure development supported by [SYT-ED/SYT-I] program?

20. What impact will not sustaining this treatment approach and developed infrastructure have on clients, the community, or the [state/territory/tribe]'s treatment system?

End of Interview

21. Are there other issues that you think are important that have not been covered? If yes, please describe.

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**[SYT-ED/SYT-I] PROVIDER SUSTAINABILITY INTERVIEW GUIDE
NOVEMBER 2015**

Introduction

Thank you for taking the time to speak with us today. The Substance Abuse and Mental Health Services Administration (SAMHSA) has contracted with RTI International and its partners—the University of Arizona's Southwest Institute for Research on Women (SIROW) and the Health and Education Research, Management, and Epidemiologic Services, LLC (HERMES)—to conduct an evaluation of SAMHSA's portfolio of Cooperative Agreements for State Adolescent and Transitional Aged Youth Treatment Enhancement and Dissemination discretionary grant programs.

As you know, these programs provide funding to states/territories/tribes to improve treatment for youth with substance use disorders and co-occurring mental health disorders by strengthening existing treatment infrastructure and developing a learning laboratory with local community-based treatment provider sites to help disseminate evidence-based practices.

Information gathered from this interview will help us gain insight into the substance abuse treatment system for youth in your state/territory/tribe as well as the facilitators and challenges of sustaining the [SYT-ED/SYT-I] program. Although we are funded by SAMHSA, we are not part of that federal agency (or any other federal agency). We are independent evaluators of SAMHSA's youth treatment discretionary grant programs. Participation in this interview is completely voluntary. We greatly value any information you may be able to provide. Your name and title will not appear in any report unless we specifically ask for and receive your approval. Although we are taking detailed notes, we would also like to tape record the interview in case we need to verify our notes with the interview dialogue. This recording

will only be used to ensure that our notes are complete and that we are accurately capturing your input. Recordings will be deleted after our notes are assembled. Is this OK with you?

We expect this interview may take about an hour. Do you have any questions before we begin? If not, let's get started.

Involvement/Overview

We will start with questions about your personal involvement and your organization's role in the [state/territory/tribe]'s treatment and service system and the [SYT-ED/SYT-I] program.

1. Please describe your position at [ORGANIZATION NAME], and tell us how long you have been in this position.
2. How long have you worked at [ORGANIZATION NAME]?
3. How would you describe your organization (e.g., community-based, school-based)?
4. How would you classify the ownership structure of your organization (e.g., public, private, for-profit, not-for-profit)?
5. How is your organization structured to provide services (e.g., outpatient, IOP, etc.)?
6. How would you describe your organization in terms of its mission and its role in the [state/territory/tribe] treatment system for youth with substance use disorders and co-occurring mental health disorders and their families?

PROBE with:

- Have there been any recent changes to its mission or role?

7. What was your role with the SAMHSA-funded [SYT-ED/SYT-I] program that was implemented within your organization?

Service Delivery

In this next section we will discuss the types of services that you currently provide to youth and their families.

8. What services for substance use and/or co-occurring substance use and mental disorders (e.g., treatment, recovery support) for youth are currently provided by your organization?
9. What support services for family members are currently provided by your organization?
10. What services, if any, were added or expanded by your organization because of the [SYT-ED/SYT-I] grant?

PROBE with:

- Were there any significant changes in service provision during the [SYT-ED/SYT-I] program?

- Will any of these services be sustained after the [SYT-ED/SYT-I] grant ends?
 - How will they be funded?
 - What challenges to you anticipate in sustaining these services?

11. Did your organization have experience with the evidence-based service(s) prior to [SYT-ED/SYT-I] program?

12. Are current staff certified as proficient in providing <Insert [SYT-ED/SYT-I] EBP>?

13. Have you made any modifications to the EBP(s)? If so, why?

Sustainability

14. Which components of the [SYT-ED/SYT-I] program did you find most useful?

15. Which components, if any, does your organization plan to continue now that SAMHSA grant funding for the [SYT-ED/SYT-I] program has ended?

PROBE with:

- Were there any significant changes in service provision after SAMHSA grant funding ended?
- [For SYT-I only] Are you currently a member of the provider collaborative?

If YES:

Do you plan to participate in the provider collaborative going forward?

16. Did you develop a formal written sustainability plan for the [SYT-ED/SYT-I] program?

Interviewer—follow-up with:

- If yes, what are the sustainability goals, key elements for achieving them and timeline?
- If not, please describe the informal efforts you are currently engaged in to sustain [SYT-ED/SYT-I] program components? What are your future plans?

PROBE with:

- Has your organization had any discussions about approaches for sustaining organizational changes due to the [SYT-ED/SYT-I] program?
- What efforts is your organization undertaking to try and sustain the [SYT-ED/SYT-I] program without SAMHSA grant funding?

17. How do your sustainability efforts/plans for your program:

- Fit within your organization's strategic plan?
- Fit within the [state/territory/tribe]'s treatment system for youth and their families?

18. Are any partners currently involved in sustainability planning/efforts, and how?

PROBE with:

- Who are the champions (or key stakeholders) for your program?
- Who are engaging in future sustainability planning/efforts? (i.e., who do you believe is essential to ensure future funding and/or maintaining services?)

19. What resources are needed by your organization to sustain the [SYT-ED/SYT-I] program?

PROBE with:

- What staff positions related to [SYT-ED/SYT-I] will be sustained, if any?
- What funding/financing streams are being utilized currently (or being pursued) to sustain [SYT-ED/SYT-I] services?
- What types of other resources are being utilized currently (or being pursued) to sustain [SYT-ED/SYT-I] services?
- What types of data are you using (or planning to use) to support sustainability? If so, how?

20. What factors are contributing to successfully sustaining the [SYT-ED/SYT-I] program?

21. What factors are impeding the successful sustainability of the [SYT-ED/SYT-I] program?

22. What impact do you think not sustaining this program will have on clients, the community, or the [state/territory/tribe]'s treatment system?

End of Interview

23. Are there other issues that you think are important that have not been covered? If yes, please describe.