U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Substance Abuse and Mental Health Services Administration
Center for Mental Health Services
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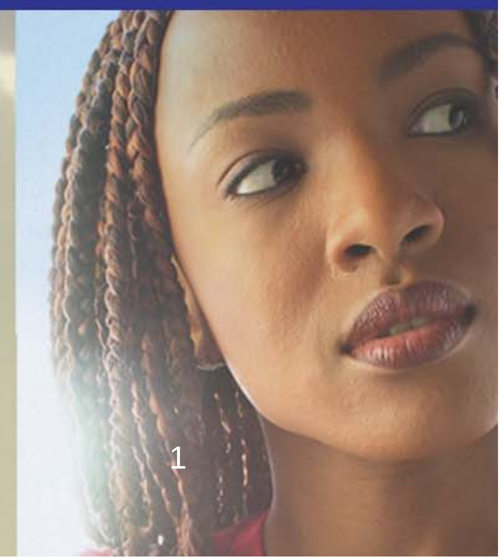
The Garrett Lee Smith Memorial Suicide Prevention Evaluation – Campus Program

MACRO INTERNATIONAL INC.

START-UP AND IMPLEMENTATION:

Training Activity Report; Product and Services Inventory; Suicide Prevention Data Center

January 21, 2009



Webcast Agenda

- **Getting started:**
  - **Technical Assistance Liaisons**
  - **Institutional Review Boards**
  - **Introduction to the GLS Cross-Site Performance Monitoring**
- **Data collection activities**
  - **Training Activity Report**
  - **Product and Services Inventory**
- **Suicide Prevention Data Center**

Technical Assistance

<u>Technical Assistance Liaisons (TAL) Responsibilities</u>

- **Continuing contact with each assigned grantee**
  - **Monthly email updates**
  - **Technical assistance by email and phone as needed**

- **Assist grantees in obtaining IRB approval and data use agreements, where appropriate**

- **Monitor data collection and submission**

INSTITUTIONAL REVIEW BOARDS

Institutional Review Board (IRB)

- **Cross-site evaluation team has received approval from Macro International IRB**
- **Next Step: Determine if performance monitoring data collection activities will require campus IRB approval**

GLS PERFORMANCE MONITORING

Training Activity Report (TAR)

TAR

Purpose

- **Document the number and type of training or educational seminars sponsored by the GLS Suicide Prevention Program**
- **Document aggregate count of participants for each activity**
- **Document aggregate demographic breakdown on participants (i.e., gender, race, campus role)**

Training Activity Report

<u>What purpose does it serve SAMHSA?</u>

- **Identifies the training and educational seminar activities being conducted as a function of the GLSMA**
- **Identifies the types of populations being targeting by training and educational seminar activities**
- **Provides how many individuals are being reached through training and educational seminar activities**

Training Activity Report

What purpose does it serve YOU?

- **In conjunction with other data collection activities (PSI), the data can provide important contextual information to support continued collaborations between program stakeholders**
- **Can be used to inform stakeholders of the reach of training related program activities**
- **Used to support annual SAMHSA report**

Training Activity Report

Who is responsible for data collection?	Campus program staff
How is instrument administered?	Web-enabled data entry on SPDC
Who are the respondents?	Program staff and/or project evaluator will be responsible for obtaining information and for data entry into system
How are respondents identified?	Each grantee is responsible for identifying individual to complete the inventory
How is consent obtained?	N/A – Entry of aggregate training data

Training Activity Report

<u>What can you do at this time to prepare for data collection?</u>

- **Training and educational seminar information should be documented at the training level as soon as these activities begin**

- **A data collection template is included in the manual that contains the required variables to be collected**
  - **If you have begun training activities, please contact your liaison now, so that we can give you the necessary forms to collect these data**

- **Utilize your local evaluation forms**

- **Identify local project staff to complete TAR data entry**

Training Activity Report (TAR)

TIMELINE	
Submission Guidelines	•Recommend ongoing data entry •All training activities must be up to date on a quarterly basis
Last Day to Submit Data	FY 2009 Quarter 2: March 31 FY 2009 Quarter 3: June 30 FY 2009 Quarter 4: September 30 FY 2010 Quarter 1: December 31 FY 2010 Quarter 2: March 31 FY 2010 Quarter 3: June 30 FY 2010 Quarter 4: September 30 FY 2011 Quarter 1: December 31 FY 2011 Quarter 2: March 31 FY 2011 Quarter 3: June 30 FY 2011 Quarter 4: September 30

Products and Services Inventory (PSI)

Product and Services Inventory

Purpose

- **To catalogue the suicide prevention program activities being developed, delivered, and utilized on your campus**
- **To collect expenditures for types or categories of activities**
- **To identify target populations of suicide prevention activities on your campus**

Product and Services Inventory (PSI)

- **A two-part Web-enabled instrument administered quarterly beginning in April 2009**
- **Part 1 catalogues the activities being developed, delivered, and utilized**
- **Part 2 asks about the budget utilized for each type of activity:**
  - **Outreach and awareness**
  - **Training**
  - **Policy and protocol development**
  - **Other activities**

Product and Services Inventory (PSI)

Who is responsible for data collection?	Program staff and/or project evaluator
How is instrument administered?	Web-based Inventory
Who are the respondents?	Program staff and/or project evaluator will be responsible for obtaining information and for data entry into system
How are respondents identified?	Each grantee is responsible for identifying individual to complete the inventory
How will consent be obtained?	Log-in process
When will instrument be administered?	Baseline: April 2009 Updated quarterly thereafter

Product and Services Inventory (PSI)

- **What purpose does it serve SAMHSA?**
  - **Identifies types of activities developed by grantees**
  - **Determines which types of activities are most widely implemented**

Product and Services Inventory (PSI)

- **What purpose does it serve YOU?**
  - **Allows you to compare program plans to actual product and service development and dissemination**
  - **Provides a systematic way to track program expenditures and activities**
  - **Satisfies SAMHSA quarterly reporting requirement**
  - **Identifies gaps in dissemination of materials and potential areas for collaboration**

Product and Services Inventory (PSI)

How to prepare for data collection:

- **Review the PSI and the PSI Administration Guide**
- **Note that the initial PSI reporting period is from the beginning of grant funding through March 31, 2009 and will occur quarterly thereafter**
- **Start to document products and services developed and utilized during the first two quarters of grant funding**
- **Identify one PSI respondent from your campus**
- **If grantees have subcontractors or multiple campuses involved, these activities need to be included as well**

PSI Calculating the Budget

The PSI tracks the percentage of your total budget expended to date on the following:

- **Outreach and awareness**
- **Training**
- **Policy and protocol development**
- **Other activities**

To calculate the percentages, divide the total amount spent in each category to date by the total grant funds spent to date for all types of activities

The Suicide Prevention Data Center (SPDC)

Major Topics

- **Data Center (SPDC) functions**
- **Data Access: Procedures & Security**
- **Navigating the SPDC**
- **Resources**

Data Center Functions and Overview

- **On-line tool for cross-site evaluation data collection and storage**
  - **Allows for data entry**
  - **Allows for data download**
  - **Ability to download cross-site evaluation instruments**
  - **Provides tool to monitor data collection**
  - **Provides access to reports**
  - **Provides links to additional resources**

Users

- **Grantee & people affiliated with grantee:**
  - **Project Director**
  - **Evaluator**
  - **Program staff**
  - **Sub grantee staff**
  - **Trainers**

- **Other Users:**
  - **Cross-site Evaluation Team**
  - **SAMHSA**
  - **GLS Program Partners**

- **No public access**

Data Access: Procedures and Security

- **Access requires a user name and password**
- **Security level will control what functions user may access**
- **Primary functions to determine level of security:**
  - **Data Entry**
  - **Data Download**
  - **Grantee-level Report Access**
  - **Aggregate Report Access**
- **User Security Levels:**
  - **Site Administrator – highest level of access**
  - **Site User – medium level of access**
  - **Contact User – lowest level of access**

Security

Security Level	Data Download	Report Download: Grantee-level	Report Download: Aggregate	Data Entry
Site Administrator	X	X	X	X
Site User		X	X	X
Contact User			X	

*Respondent may include any of the user levels above.

Site Administrator

- Each grantee has a Site Administrator:
  - ➢ Designates users
  - ➢ Step 1: Identify your site's Site Administrator
    - ✓Username and password assigned by Macro
  - ➢ Step 2: Site Admin registers new users for your site's on-line function
    - ✓Assigns User-level: site user or contact user
    - ✓Provides user name and password
    - ✓Edit users
    - ✓Delete users

System Walk-through

Timelines for SPDC Use & Data Collection

- **SPDC Use**
  - **January 2009 – email will be sent with:**
    - **Url, Username, and Password to Site Administrator**
- **TAR Data Reporting**
  - **As soon as training activities begin**
- **PSI Reporting**
  - **Baseline administration will be April 1-16, 2009**

Resources to Help You Use the SPDC

- **Implementation and Procedures Manual**
  - ✓ **Chapter 4, provides screen captures and step-by-step instructions for using central repository website**
- **Email address to send questions**

  spdc-help@macrointernational.com
- **Liaisons trained in using the SPDC and able to answer questions**
- **Webcast recording accessible on SPDC website and slides emailed to you**

QUESTIONS?

Cross-site Evaluation Contacts

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