State Opioid and Stimulant (SOS) Response Grant Quarterly Survey

Overview

The SOS Quarterly Survey is a compilation of multiple survey and reporting instruments for the State Opioid and Stimulant Response Grant. The survey consists of 3 parts:

- **SOR/TOR Survey** is an instrument that collects information on prevention, education, and harm reduction services conducted by SOS agencies funded wholly or in part by SOS 3.0 grant. This survey is fielded ever quarter.
- **Non-GPRA Survey** is intended for SOS 3.0-funded providers who utilize funding to deliver prevention projects that do not meet the requirement to complete the CSAT GPRA tool. The Non-GPRA Reporting Tool collects National Outcomes Measures, demographics, and program-specific information including goals and outcomes where GPRA is not applicable. This survey is fielded every quarter but is only filled out by a specific sub-set of grantees who have been given instruction to fill out this tool.
- **Mid-Year/End-of-Year Performance Progress Report** is an instrument that SOS funded providers fill out twice annually to report on accomplishments, challenges, and impact stories. This instrument is fielded after Quarter 2 and Quarter 4.

Survey Operations

The survey is distributed by the SOS evaluation team from the Ohio Colleges of Medicine Government Resource Center (GRC). The survey is hosted in REDCap and the link will be distributed quarterly by the GRC through the SOSEval@osumc.edu email address.

The survey instruments proceed in the following order:

Introduction:
- Select your organization's name from the drop down menu.
    - o If your organization is not included on this list, please select "other, not listed". A text box will appear and you will be prompted to type your organization's name. Please spell out the full name of your organization and do not use acronyms.
- Select the funding stream you are reporting for – SOS 3.0 NCE or SOS 4.0. If you have both, you will report for both separately. See more information below in FAQ.
- Press "next page" to proceed.

SOR/TOR:
- Fill out the SOR/TOR data for your organization:
    - o Please answer all questions using only numerical digits.
    - o Only report information and data for programs and activities funded wholly or in party by the SOS grant funding.

- o If you have sub-awardees, combine all the data and submit together once.
- If you have questions relating to the content of the SOR/TOR survey, please reference the [question by question guide](#) provided by SAMHSA.
- **For SOS 3.0 NCE grantees**, once you have filled out all the required fields for the SOR/TOR:
  - o If you need to fill out the Non-GPRA survey, press "next page". If you need access to the Non-GPRA, please reach out to SOSEval@osumc.edu.
  - o If you do not need to fill out the Non-GPRA, you will press submit if it is Q1 and Q3 and your survey is complete. If it is Q2 or Q4, you will press "next page" and proceed to the Performance Progress Report.
- **For SOS 4.0 grantees**, once you have filled out all the required fields for the SOR/TOR, you will answer the following question: "Are you going to be reporting on the non-GPRA for this quarter? The non-GPRA reports on prevention or service activities not covered by SOR-TOR or GPRA."
  - o If you need to fill out the Non-GPRA tool, select "Yes" and press "Next Page" to proceed.
  - o If you do not, select "No".
    - ▪ If you are reporting in Q1 or Q3, the survey will then prompt you to "End Survey" and you have completed submission of the survey.
    - ▪ If you are reporting in Q2 or Q3, you will then proceed to the Performance Progress Report.

NON-GPRA:
- After selecting "Yes" and pressing "Next Page", the Non-GPRA survey will populate and you will fill out the data for your organization:
  - o There are directions in the PDF and survey link on certain terms included in the Non-GPRA tool including the Institute of Medicine (IOM) Level of Risk.
  - o After completing the survey for a particular intervention strategy, you may select "yes" if you have another non-GPRA intervention to report. The survey will repopulate and you will fill it out.
- When you are done reporting on all interventions for your organization or sub-awardees, you will do the following depending on which quarter it is:
  - o If you are reporting for Q2 or Q4, press "next page" and proceed to the Performance Progress Report.
  - o If you are reporting for Q1 or Q3, press "submit" and your response is complete.

Mid-Year/End-of-Year Performance Progress Report:
- Fill out the PPR for your organization:
  - o This survey is fielded twice annually, during the Q2 and Q4 distributions.
  - o If you have sub-awardees, combine all the data and submit together once.
- Press submit. This is the conclusion of the survey instrument. On this page, you will be able to press "Download" to save a PDF of all your responses.

Frequently Asked Questions

Who conducts the survey and how will we receive it?

The survey is conducted by the GRC and hosted in REDCap. Each quarter, a new link will be distributed through the SOSEval@osumc.edu email address. Do not attempt to access the link from a previous quarter's link.

GRC will send an email one week prior to sending the link for the survey to let the field know that the survey will be opening. The survey link will then be sent and open for 4 weeks. Two reminder emails will be sent during the 4 week window.

How does the survey work?

All the survey instruments are housed in the REDCap survey link that you will receive from GRC each quarter via email. When you click the link, you will begin on an introductory page and select your organization. When you press submit, it will take you through the survey instruments that your organization is expected to respond to in the following order: 1) SOR/TOR, 2) Non-GPRA, and 3) Mid-Year/End-of-Year Progress Report.

Not every organization fills out all tools, so if you have any questions about which surveys you should be filling out, please contact us at SOSEval@osumc.edu.

Please see above in "survey operations" for more detailed instructions.

As an organization with sub-awardees, how am I supposed to fill out the survey?

For the SOR/TOR and Mid-Year and End-of-Year Performance Progress Report, please collect all the responses from your sub-awardees and compile them together to submit at one time. The GRC will send PDFs of each program instrument that you can send to your sub-awardees so they can fill out the questions and report back to you. Do not submit the survey more than one time.

The only survey instrument that allows multiple submissions is the non-GPRA survey which has the option to enter multiple "interventions". Please see above in "survey operations" for more information on the Non-GPRA.

My organization receives grant funding for SOS from SOS 3.0 NCE and SOS 4.0. How do we respond to this survey?

Grantees will respond to this survey quarterly for programs operated with SOS funds from either SOS 3.0 NCE and SOS 4.0. There is a prompt on the introduction page to select which grant you are reporting for. If you have **both** SOS 3.0 NCE and SOS 4.0, you will need to submit your data separately and ensure you are not submitting duplicate data. You should know which of your programs are funded by which funding stream to ensure you are reporting for each accurately and appropriately.

Can I receive my response when I am done submitting?

Yes. Upon successful completion of the survey, you will be able to download a PDF after pressing submit.

When I go through the survey, I am not seeing a part of the survey that I believe I need to fill out (such as the non-GPRA). How do I gain access to that survey?

If you need to fill out a tool on the survey such as the non-GPRA tool that is not filled out by all grantees, please reach out to our team at SOSEval@osumc.edu. Please let us know that you need access to the non-GPRA tool and please include some additional information on what programming you will be responding on behalf of so that we can confirm that this tool is appropriate.

If you have any other questions, please reach out to our team at SOSEval@osumc.edu.