

SPARS CSAT GPRA Follow-up Fact Sheet

This fact sheet provides Center for Substance Abuse Treatment (CSAT) discretionary services grantees with general guidelines and strategies used to stay in touch with and locate clients for follow-up interviews and to increase CSAT Government Performance and Results Act (GPRA) follow-up rates. For additional follow-up assistance, please submit a technical assistance request through the SAMHSA's Performance Accountability and Reporting System (SPARS).

CSAT GPRA Follow-up Guidelines

- The minimum follow-up rate is 80 percent. However, please strive to conduct a follow-up interview with all clients to achieve a 100 percent follow-up rate.
- The follow-up rate increases when the follow-up interview is successfully conducted within the client's window period (see guidance below regarding follow-up interview window periods).
- One 6-month follow-up interview is required for each client.
- For **select CSAT programs**, one 3-month follow-up interview is required *in addition* to one 6-month follow-up interview for each client.
- For **most CSAT programs**, the follow-up interview window period is 1 month before and 2 months after the 6-month anniversary of the intake interview.
- For **select CSAT programs conducting a 3-month follow-up interview**, the same window applies (i.e., 1 month before and 2 months after the 3-month anniversary of the intake interview).
- For **CSAT-designated homeless programs**, the follow-up interview window period is 2 months before and 2 months after the 6-month anniversary of the intake interview.
- If a client is discharged before the follow-up window period opens, a follow-up interview is still required.

Recommended Follow-up Strategies

- Use a locator form to enhance your ability of staying in touch with and locating clients. The form includes detailed contact information (residential addresses, phone numbers, e-mail addresses, social media usernames, etc.) for the client and any alternative contacts (e.g., family member, friend) that the client has consented to you reaching as secondary option.
- Clients can receive up to \$30 in incentives for completing follow-up interviews. For select CSAT programs that conduct an additional 3-month follow-up, the \$30 incentive is allowed for each follow-up interview.

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- Run the SPARS Follow-up Notification Report on a weekly basis, which provides a list of clients who are due for follow-up interviews based on the follow-up window.
- Download and review the following guides from the SPARS Resource Library:
 - *Staying in Touch: A Fieldwork Manual of Tracking Procedures*: [https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/Ref-604 Staying%20in%20Touch%20Manual Third%20Edition.pdf](https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/Ref-604%20Staying%20in%20Touch%20Manual%20Third%20Edition.pdf) ↗
 - *SPARS CSAT Technical Assistance Guide: Improving Client Participation in GPRA Follow-up Interviews*: [https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/Ref-679 CSAT Follow up-TA-Guide 508C.pdf](https://spars.s3-us-gov-west-1.amazonaws.com/public/prod/spars-ta/Ref-679%20CSAT%20Follow%20up-TA-Guide%20508C.pdf) ↗
- View the following SPARS online trainings:
- Introduction to Follow-up: <https://spars-lc.samhsa.gov/course/view.php?id=182>
- Advanced Follow-up: <https://spars-lc.samhsa.gov/course/view.php?id=181>