

**Substance Abuse and Mental Health Services Administration  
(SAMHSA)**

**GOVERNMENT PERFORMANCE AND RESULTS ACT  
(GPRA)**

**Training and Technical Assistance (TTA) Tools  
Question-By-Question Guide**

Updated November 2023

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# TTA Event Description Form Questions

The Training and Technical Assistance (TTA) Event Description Form is to be completed by grantee staff after an event has occurred. For a series of events on the same topic, grantees should consider the series as one event and administer the TTA tool at the end of the series. The TTA Event Description Form must be completed for each event implemented or sponsored by the grantee's program center. Grantees must enter all data in SPARS as close to the actual time of the event as possible. SAMHSA recommends entering data within 1 business day and no later than 7 business days after completing or receiving TTA forms.

## Event Date

Date the event was conducted.

## TTA Program

Training and Technical Assistance Program implementing or sponsoring the event.

## Event Format

Type of event delivery modality. The response options are: Virtual, In-Person, Hybrid (Virtual and in-person); Other. If grantees select "Other", they can specify the delivery modality of the event.

## Event Title

Title of the event.

## Event Code

The event code is created by the grantee. The event code will assist the grantee to sort types of events by subject area or modality. It can be numeric, alphabet characters, or a combination of both.

## Total number of participants

Number of participants attending the event when implemented (not listening to recorded sessions) or number of participants expected to attend the event if it is a required/ mandatory session. If the event is a self-paced online training, then this variable should be left unanswered.

## How many contact hours is this event?

Number of hours that the event was conducted with participants.

## Number of participants consenting to follow-up

The number of participants who consented to participate for follow-up data collection. Enter N/A for "Not applicable" if the event is less than 3 hours.

## Event Type

Type of event session.

- **Presentation or Training.** Presentations may include the delivery of awareness, information/explanation related to an idea, a practice, or a new product to an audience delivered in person, virtual/webinar, private audience or in a major, local, or national conference. Trainings includes teaching a skill, knowledge, or experience for personal or professional development.
- **Meeting.** A meeting is the assembly of individuals or committees for discussion of a specific topic or planning.
- **Technical Assistance.** A technical assistance event is a series of activities designed to reach an outcome via sharing of information and expertise, skills training, transmission of knowledge, consulting services, or the transfer of technical guidance or data.

### Event Primary Audience

Grantees select the primary audience the event was created for. This information is used for the purpose of SAMHSA reporting obligations. The primary audience response options are defined below. Grantees can select more than one primary audience for the event.

- **Professionals or organizations.** This audience includes practicing professional and paraprofessional healthcare providers, including substance use and mental health prevention, treatment, recovery, and peer support services, or staff of local, state, tribal, and other health care organizations; counselors; social workers; case managers; faith leaders; and criminal justice/law enforcement professionals.
- **Students or educators.** This audience includes faculty, administrators, supervisors, etc.
- **Community members.** This audience includes members of a community or consumers.
- **American Indian and Alaska Native Tribes.** This audience includes community members that identify as members of American Indian and Alaska Native Tribes.
- **Hispanic and Latino communities.** This audience includes Hispanic and Latino community residents.
- **Rural communities.** This audience includes rural residents or providers serving rural communities.

# TTA Post-Event Form Questions

The Training and Technical Assistance (TTA) Post-Event Form contains a total of 16 questions. The Post-Event Form should be completed by the participant immediately after attending an event. Grantees must enter all data in SPARS within 7 business days after completing or receiving TTA forms.

## Event Name

Title of the event. This should be the same event name listed in the Event Description Form.

### 1. How satisfied were you with the overall quality of this event?

This question asks the participant the degree of satisfaction they have regarding the event. The participant can rate their satisfaction on a scale with the following options: very satisfied, satisfied, neutral, dissatisfied, very dissatisfied.

### 2. I expect this event to benefit me and /or my community.

This question asks about the benefits of the event to the participant, and/or to their community. The participant selects from the following responses: strongly agree, agree, neutral, disagree, strongly disagree.

### 3. I expect this event will improve my ability to work effectively.

This question asks the participant to rate their level of agreement that the event will improve their work in their primary profession. The participant selects from the following responses: strongly agree, agree, neutral, disagree, strongly disagree.

### 4. I would recommend this event to a friend/colleague.

This question asks whether the participant would recommend this event to a friend or colleague. The participant can answer Yes or No.

### 5. What about the event was most useful to you?

This open-ended question asks for the participant to provide feedback about what they thought was most useful about attending the event.

### 6. How could this event be improved?

This open-ended question asks for feedback from the the participant on how the event could be improved.

### 7. What do you consider yourself to be?

This question is meant to identify the participant's gender identity. The response options are:

- Male
- Female
- Transgender (Male to Female)
- Transgender (Female to Male)
- Gender non-conforming

- Other (Specify)
- Prefer not to answer

If the response “Other (Specify)” is selected, the participant can specify an additional write-in response.

## **8. Are you Hispanic, Latino/a, or Spanish origin?**

**[IF YES] What ethnic group do you consider yourself? You may indicate more than one.**

This question asks if the participant identifies as Hispanic, Latino/a, or of Spanish origin. The response options are Yes, No, and Prefer not to answer. If the participant responds “Yes,” they are also asked to specify the ethnic group(s) they identify with. The response options for ethnic groups are:

- Central American
- Cuban
- Dominican
- Mexican
- Puerto Rican
- South American
- Other (Specify)
- Prefer not to answer

The participant can select more than one ethnic group. If a participant belongs to an ethnic group that is not represented as an answer choice, the participant should select “Other (Specify)” and write in the group in the space provided. If a participant responds “No” or “prefer not to answer,” they can continue to the next question.

## **9. What is your race? You may indicate more than one.**

This question asks about the race categories they identify with. The response options are:

- Black or African American
- White
- American Indian
- Alaska Native
- Asian Indian
- Chinese
- Filipino
- Japanese
- Korean
- Vietnamese
- Other Asian
- Native Hawaiian
- Guamanian or Chamorro
- Samoan
- Other Pacific Islander
- Other (Specify)
- Prefer not to answer

The participant can choose multiple response options. The “Other (Specify)” option should be used to write-in a response. If a participant responds “prefer not to answer,” they can continue to the next question.

#### **10. Do you think of yourself as...**

This question asks the participant about their sexual orientation. The response options are:

- Straight Or Heterosexual
- Homosexual (Gay Or Lesbian)
- Bisexual
- Queer, Pansexual, and/or Questioning
- Asexual
- Other (Specify)
- Prefer not to answer

The “Other (Specify)” option should be used to write-in a response. If a participant responds “prefer not to answer,” they can continue to the next question.

#### **11. Please select the best category that describes your community (Select one or more):**

This question is meant to identify the type of community setting that the participant is from. Multiple response options can be selected. The response options are defined as follows:

- **Metropolitan or Suburban Community.** Participant’s community is located in a city or town.
- **Tribal Community.** Participant’s community is any American Indian or Alaska Native tribe, band, pueblo, village, or community.
- **Rural or Frontier.** Participant lives in a sparsely populated areas that are geographically isolated from population centers and services, usually has few homes or other buildings, and not very many people.
- **Unknown.** Participant is unsure about how to categorize their community.
- **Other (Specify).** The participant has the option of adding a write-in response to identify their community.

#### **12. What is the highest degree you have received? (Select one):**

This question is meant to record the highest degree the participant has received. The participant should select one response from the options below:

- **Less than 12<sup>th</sup> Grade.** The participant should choose this response if they never attended school or completed schooling prior to the 12<sup>th</sup> grade.
- **12<sup>th</sup> Grade/High School Diploma/Equivalent.** The participant completed the 12<sup>th</sup> grade, graduated from high school, or completed a general equivalence degree.
- **Vocational/Technical (Voc/Tech) Diploma.** The participant completed their vocational or technical training after high school.
- **Some College or University.** The participant completed less than 4 years of college or university coursework or completed some college coursework but did not graduate.
- **Bachelor’s Degree (For example: BA, BS).** The participant received their undergraduate degree.

- **Graduate Work/Graduate Degree.** The participant received a graduate degree or completed some graduate coursework. This includes those who have a received a master, professional, or doctoral level degree.
- **Other (Specify).** The participant received a degree that is not listed. Participant specifies the highest degree they have received.
- **Prefer not to answer.** The participant preferred not to provide information about the highest degree they received. If a participant responds, “prefer not to answer,” they can continue to the next question.

### 13. What is your primary occupation/profession? (Select one):

This question asks the participant to identify their primary occupation or profession. If a participant selects “Other (Specify),” they should specify the primary occupation/profession in the write-in space provided. Students should select if they are a full-time student, part-time student (not working), or a part-time student (working).

- **Full-time student.** If a participant is enrolled in 12 or more credit hours per week for undergraduate enrollment and 9 or more credit hours per week for graduate enrollment.
- **Part-time student (not working).** If a participant is enrolled in school for anything less than full time and is not employed.

**Part-time student (working).** If a participant is enrolled in school for anything less than full time and is employed. The response options are:

- Addictions Professional
- Psychiatrist
- Psychologist
- Counselor/therapist (all types)
- Social Worker
- Recovery coach
- Peer or recovery specialist
- Prevention specialist
- Case manager/care coordinator
- Clinical supervisor
- Faith leader
- Community Health Worker/Educator/Health Educator
- Criminal Justice/Law Enforcement Professional
- Public or Business Administrator
- Researcher
- Physician
- Physician Assistant
- Pharmacist
- Nurse/Nurse Practitioner
- Advance Practice Registered Nurse
- Midwife
- Teacher/educator
- Dentist
- Student



- Full-time
- Part-time (not working)
- Part-time (working)
- Business owner
- Rural worker or Farmer
- Family member/caregiver
- Retired
- Unemployed
- Other (Specify)

#### **14. If you are a Student, what is your primary field of study?**

This question asks the participant to identify their primary field of study. If participant is not a student, they should select the first response, “Not Applicable – not a student.” The participant may only select one option. The response options are:

- Not Applicable – not a student
- Addiction Medicine
- Counseling
- Criminal Justice/Law Enforcement
- Medicine (general or residency)
- Nursing (general or registered nurse)
- Nursing Practitioner
- Peer or Recovery Specialist
- Pharmacy
- Physician Assistant
- Prevention science
- Psychiatry
- Psychology
- Public Health (Master’s or PhD)
- Recovery Coach
- Social Work
- Certification program
- Other (Specify)

The “Other (Specify)” option should be used to write-in an additional primary field of study response.

#### **15. Which of the following best describes your principal employment setting?**

This question aims to identify the setting of the participant’s place of primary employment or primary occupation/profession specified on question 13. If the participant is not employed, they should select the first item, “Not Applicable – not employed.” Only one option can be selected. The response options are:

- Not Applicable – not employed
- State/county/jurisdiction/territorial/tribal government
- Substance use disorder treatment program

- Substance use prevention program
- Community recovery support program
- Group home
- Transitional/supported living facility
- Mental health clinic or treatment program (Community mental health program)
- Community health/Community health coalition
- Community coalition
- Primary care
- Federally Qualified Health Centers (FQHC)
- Hospital
- State or private psychiatric hospital
- Aging Services Network
- Skilled nursing facility
- Criminal justice/corrections (court, prison, jail, prison/probation, TASC)
- Military/VA
- Higher education setting
- Elementary or secondary education setting
- Community-based organization (including faith-based organizations)
- Self-employed (any type of business)
- Farm or rural establishment
- Family-run or consumer-run organization
- Homecare
- Shelter
- Government
- Other (Specify)

The “Other (Specify)” option should be used to write-in an primary occupation/profession.

**16. What is the Zip Code of your principal employment setting or school (if you are a student)?**

The participant enters the 5-digit zip code of the location of their primary employment setting or school. Grantees can enter “00000” if they do not have a current employment or school zip code.

# TTA Follow-Up Form Questions

The Training and Technical Assistance (TTA) Follow-Up Form contains a total of 13 questions. The Follow-Up Form should be completed by the participant 60 days after the completion of the event or event series. Completed follow-up forms should be entered into SPARS no later than 120 days after the event. SAMHSA recommends entering data within 1 business day and no later than 7 business days after completing or receiving TTA forms.

## Event Name

Title of the event. This should be the same event name listed in the Event Description Form and Post-Event Form.

### **1. Prior to participating in this event, I felt there was a need for me, my organization, and/or my community to make a change related to the topic of the event.**

This question asks the participant if prior to the event, there was a need for themselves, their organization, and/or community to make a change related to the event topic. This question uses the following responses: strongly agree, agree, neutral, disagree, strongly disagree.

### **2. The information from this event has benefited or met a need for me, my family, and/or community.**

This question asks participants if the event was beneficial to themselves, their family, and/or community. This question uses the following responses: strongly agree, agree, neutral, disagree, strongly disagree.

### **3. The information from this event has benefited me professionally.**

This question asks the participant if they believe that the information presented from the event benefited them professionally. This question uses the following responses: strongly agree, agree, neutral, disagree, strongly disagree. If a participant is not employed, they can mark “not applicable – not professionally engaged.”

### **4. I have used the information gained from this event to make changes in my practice or to help my family and/or community.**

This question asks the participant if they believe that the information gained from the event has been used to make changes at their practice or help their family and/or community. This question uses the following responses: strongly agree, agree, neutral, disagree, strongly disagree.

### **5. I expect to continue using the information from this event in the future.**

This question asks if the participant believe they will continue to use information presented at the event in the future. This question uses the following responses: strongly agree, agree, neutral, disagree, strongly disagree.

### **6. I have shared the information gained from this event with my family, community, or colleagues.**

This question asks the participant if they have shared information from the event with their family, community, or colleagues. This question is responded with yes or no.

### **7. What about the event was most useful in supporting your work responsibilities or your role in your community?**

This question asks the participant what aspects of the event they found to be the most useful for their work responsibilities or for their role in their community. The participant can select from the following options:

- Handouts and resources
- Online resources
- General information acquired
- New ideas to help my community
- New ideas to help my practice/patients/consumers
- Networking/interaction with trainers/leaders and participants
- Learning new modalities/interventions to improve life in my community
- Learning new modalities/interventions to improve my practice
- Learning how to be more empathic with community members or patients/consumers
- Better understanding of the content of the event
- Better understanding of patients/consumers' needs
- Learning the importance of making ongoing improvements to my practice
- Other (Specify)

The participant may select multiple responses to this question. The “Other (Specify)” is used to write-in a response.

### **8. If you are a healthcare provider, what has improved in your organization/practice because of this event.**

This question asks healthcare providers what has improved in their organization/practice because of the event. If a participant is not a healthcare provider, they should select the first response, “I am not a healthcare provider.” The participant can select from the following options:

- I am not a healthcare provider
- Improved communication/interaction with patients/consumers/participants/key stakeholders
- Improved communication with staff
- Improved leadership/management style
- Increased awareness of patients/consumers/participants/key stakeholders' needs
- Better application of culturally responsive practices
- Adopted new practices/interventions
- Improved implementation of existing practices/interventions
- Implemented telehealth
- Expanded access to underserved populations
- Improved collection and/or use of assessment and/or evaluation data
- Adapted programs, policies, practices, or other interventions to meet local culture
- Improved community readiness and/or increased community mobilization
- No change
- Other (Specify)

Healthcare providers include professional and paraprofessional healthcare providers, including prevention, addiction and mental health treatment and recovery services from states, local, tribal, or healthcare organizations. The participant may select more than one response option. The participant can also use the “Other (Specify)” option to write-in their own response.

### **9. If you are a student, how has this event impacted you?**

This question asks the participant how they have been impacted by the event. If a participant is not a student, they should answer “Not applicable – not a student.” The participant can select from the following options:

- Not applicable – not a student
- Improved my understanding of the subject
- Inspired me to learn more about the subject
- Prepared me to better serve patients/consumers/participants/key stakeholders
- Helped me to choose a specialty area
- It did not
- Other (Specify)

The participant may select more than one response option. The participant can also use the “Other (Specify)” option to write-in their own response.

### **10. If you are a community member, from your observation, what has improved in your community because of this event.**

This question should only be answered by the participant who attended the event as a community member. If a participant is not a community member, they should select, “Not Applicable – not a community member.” The participant can select from the following options:

- Not Applicable – not a community member
- Better understanding of substance use disorders and/or mental illness
- Better understanding of effective behavioral health interventions
- Increased implementation of prevention programs
- Better communication with family or community members
- Increased awareness of community members’ needs
- Increased community action/group action/collective advocacy
- Enhanced community dialogue or increased accessibility to support groups
- Decreased stigma toward people with substance use disorders or mental illness
- Collective sense of wellbeing
- No change
- Other (Specify)

This question is meant to determine how communities have improved since the event. More than one response option can be selected. The “Other (Specify)” option should be used to write-in a response.

### **11. What, if any, barriers exist to applying the information presented at this event?**

This open-ended question asks the participant to record any barriers that have made it difficult to apply the information presented at the event.

### **12. What about the event was most useful to you?**

This open-ended question asks for feedback from the participant about what they found to be the most useful aspects of the event.

### **13. How could this event be improved?**

This open-ended question asks for feedback from the participant on how the event could be improved in the future.