# Explanation of TTA Codebook Elements

**Note:** This TTA Codebook is intended to aid grantees in understanding the current TTA tool used for TTA events and participant post-event and follow-up surveys beginning January 2024. Remember to check the SPARS Resource site to ensure you are working with the most current version of the codebook.

**Overview:** This TTA Codebook contains information about the fields available for batch upload and data download for the current TTA tool used for TTA event-level and participant-level forms beginning in January 2024.

This codebook should be used for:

 - CSV Batch Upload - for the current TTA tool version
 - Data Download - for current and previous versions of the TTA tool.

Grantees should refer to the previous iteration of the TTC codebook when downloading TTC tool data.

**Codebook columns:** Columns A and B indicate if a field is used for batch upload and/or appears in data download. Grantees should filter based on these columns to determine all the fields needed for batch upload and all the fields to expect in a data download.

Column C indicates the form to which the field applies.  Note the TTA tool is comprised of three forms: 1) Event Description; 2) Post-Event Form; and 3) Follow Up Form.

Column D indicates the field name that should be used for batch upload and the name that appears in data download. Note that not all field names appear in the tool as some are system derived.

Column E indicates the question number from the TTA form associated with the field.

Column F indicates the question text from the TTA form associated with the field.

Columns G and H should be referenced to determine the valid values that can be used for batch upload and the valid values to expect when viewing a data download file.

Column I indicates the data type of the field.

Column J indicates additional notes related to warnings, skip logic, and conditions for the field.

**Codebook rows:** There is a row in the codebook for every field that is required when batch uploading data or that will appear in a download of current TTA tool data.

When reviewing a download of expired TTC tool data, the previous iteration of the TTC tool should be referenced.

# TTA Event and Participant Codebook (January 2024)

| CSV Batch Upload Field | Data Download Field | Form name | Field Name | Question Number | Field Description | Value Definitions (CSV Batch Upload) | Value Definitions (Data Download) | Data Type | Validation Notes |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Yes | Event Description | GrantNo | N/A | Grant number | Assigned by SAMHSA | Assigned by SAMHSA | Text 15 | Key field. |
| Yes | Yes | Event Description | EventCode | N/A | Event alphanumeric code. Assigned by grantee to identify event. | | | Text 30 | Key field. |
| Yes | Yes | Event Description | EventTitle | N/A | Title of event. | | | Text 250 | Key field. |
| Yes | Yes | Event Description | EventDate | N/A | Date event begins. | mm/dd/yyyy | mm/dd/yyyy | Date | Key field.<br>1. EventDate must be between grant start date and grant end date, inclusive.<br><br>2. EventDate should be no later than uploading date. |
| No | Yes | Event Description | FFY | N/A | Federal fiscal year event occurred. | | yyyy | Numeric | AUTOFILL - Calculated field, created by SPARS. |
| No | Yes | Event Description | Quarter | N/A | Quarter of the FFY in which event occurred. | | 1 = Oct - Dec<br>2 = Jan - Mar<br>3 = Apr - Jun<br>4 = Jul - Sep | Numeric | AUTOFILL - Calculated field, created by SPARS. |
| No | Yes | Event Description | Month | N/A | Calendar month event occurred. | | 1 = Jan<br>2 = Feb<br>3 = Mar<br>4 = Apr<br>5 = May<br>6 = Jun<br>7 = Jul<br>8 = Aug<br>9 = Sep<br>10 = Oct<br>11 = Nov<br>12 = Dec | Numeric | AUTOFILL - Calculated field, created by SPARS. |
| Yes | Yes | Event Description | EventType | N/A | Event type (presentation or training, meeting, or technical assistance) | 1 = Presentation or training<br>2 = Meeting<br>3 = Technical assistance | 1 = Presentation or training<br>2 = Meeting<br>3 = Technical assistance | Numeric | |
| Yes | Yes | Event Description | EventFormat | N/A | Event format | 1 = Virtual<br>2 = In-Person<br>3 = Hybrid (virtual and in person)<br>999 = Other (specify) | 1 = Virtual<br>2 = In-Person<br>3 = Hybrid (virtual and in person)<br>999 = Other (specify) | Numeric | |
| Yes | Yes | Event Description | EventFormatSpec | N/A | Event format, other specify. | | | Text 50 | Complete if EventFormat = 999. |
| Yes | Yes | Event Description | NrParticipants | N/A | Total # of participants. | 1 - 9999 = Number of participants | 1 - 9999 = Number of participants | Numeric | |
| Yes | Yes | Event Description | NrParticipantsFlwp | N/A | Number of participants consenting to follow-up. | 0 - 9999 = Number of participants consenting to follow-up<br>-1 = Not Applicable | 0 - 9999 = Number of participants consenting to follow-up<br>-1 = Not Applicable | Numeric | Cannot be greater than total # of participants (NrParticipants).<br>Code Not Applicable (-1) if ContactHours < 3.00. |
| Yes | Yes | Event Description | ContactHours | N/A | How many contact hours is this event? | 0.00 - 100.00 = number of contact hours<br>-1 = Not Applicable | 0.00 - 100.00 = number of contact hours<br>-1 = Not Applicable | Numeric | Enter two digits after the decimal place |
| No | Yes | Event Description | ProgEventCreateDate | N/A | Date Event Form was entered in SPARS. | mm/dd/yyyy | mm/dd/yyyy | Date | AUTOFILL - Calculated field, created by SPARS. |
| Yes | Yes | Event Description | PrimAudProfsOrgs | N/A | Primary audience - Professionals or organizations | 0 = No<br>1 = Yes | 0 = No<br>1 = Yes | Numeric | At least one primary audience must be selected. |
| Yes | Yes | Event Description | PrimAudEduc | N/A | Primary audience - Students or educators | 0 = No<br>1 = Yes | 0 = No<br>1 = Yes | Numeric | At least one primary audience must be selected. |
| Yes | Yes | Event Description | PrimAudComm | N/A | Primary audience - Community members | 0 = No<br>1 = Yes | 0 = No<br>1 = Yes | Numeric | At least one primary audience must be selected. |
| Yes | Yes | Event Description | PrimAudTribes | N/A | Primary audience - American Indian and Alaska Native tribes | 0 = No<br>1 = Yes | 0 = No<br>1 = Yes | Numeric | At least one primary audience must be selected. |
| Yes | Yes | Event Description | PrimAudHispLat | N/A | Primary audience - Hispanic and Latino communities | 0 = No<br>1 = Yes | 0 = No<br>1 = Yes | Numeric | At least one primary audience must be selected. |
| Yes | Yes | Event Description | PrimAudRural | N/A | Primary audience - Rural communities | 0 = No<br>1 = Yes | 0 = No<br>1 = Yes | Numeric | At least one primary audience must be selected. |
| Yes | No | Event Description | BatchID | N/A | N/A | N/A - Internal record ID | | Text | BATCH UPLOAD ONLY<br>* This field is system generated. It is added to the error reports and noted in the Batch Upload History Table for the grant.<br>Users do not need to add a value to this column for batch upload. |

**TTA Event and Participant Codebook (January 2024)**

| CSV Batch Upload Field | Data Download Field | Form name | Field Name | Question Number | Field Description | Value Definitions (CSV Batch Upload) | Value Definitions (Data Download) | Data Type | Validation Notes |
|---|---|---|---|---|---|---|---|---|---|
| Yes | No | Event Description | QAOnly | N/A | N/A | blank = validated record will be saved in SPARS<br>0 = validated record will be saved in SPARS<br>1 = validated record will not be saved in SPARS | | Numeric | BATCH UPLOAD ONLY<br>Setting the QAOnly column to 1 will treat those rows as test data. They will be validated by SPARS, and any errors will be returned, but the rows will not be added to the SPARS database even if they have no errors.<br>Either a blank or 0 value will result in the validated record being saved in SPARS (uploader's preference). |
| Yes | No | Post-Event Form | ExternalRecordID | N/A | N/A | Unique identifer assigned by grantee to each record included in an upload file | | Alphanumeric | BATCH UPLOAD ONLY - OPTIONAL<br>Field is available to assist uploaders when identifying records in error reports.<br>Leave blank if uploader does not want to utilize this field. |
| Yes | Yes | Post-Event Form | GrantNo | N/A | As specified in the Event Description Form. | | | | |
| Yes | Yes | Post-Event Form | EventCode | N/A | As specified in the Event Description Form. | | | | |
| Yes | Yes | Post-Event Form | EventTitle | N/A | As specified in the Event Description Form. | | | | |
| Yes | Yes | Post-Event Form | EventDate | N/A | As specified in the Event Description Form. | | | | |
| No | Yes | Post-Event Form | PostEventRecordID | N/A | System assigned unique identifier for post event record. | | | Integer | AUTOFILL - System generated field, created by SPARS. |
| No | Yes | Post-Event Form | PersonID | N/A | Personal code grantee assigned unique identifier for event attendee | | #########AAA<br>where<br> ######### are numeric<br> AAA are upper case letters | Text 12 | - First nine positions must be a Number (0-9)<br>- Last three positions must be an Upper Case Letter (A-Z)<br>- Cannot match an existing PersonID  for <u>same</u> event<br>NOTE:  Applicable to Post-Event forms completed & entered into SPARS December 2023 and prior. |
| Yes | Yes | Post-Event Form | QualGeneral | 1 | How satisfied were you with the overall quality of this event? | 1 = Very Satisfied<br>2 = Satisfied<br>3 = Neutral<br>4 = Dissatisfied<br>5 = Very Dissatisfied<br>-9 = Missing data | 1 = Very Satisfied<br>2 = Satisfied<br>3 = Neutral<br>4 = Dissatisfied<br>5 = Very Dissatisfied<br>-9 = Missing data | Numeric | |
| Yes | Yes | Post-Event Form | ProfessionalBenefit | 2 | I expect this event to benefit me and/or my community. | 1 = Strongly Agree<br>2 = Agree<br>3 = Neutral<br>4 = Disagree<br>5 = Strongly Disagree<br>-9 = Missing data | 1 = Strongly Agree<br>2 = Agree<br>3 = Neutral<br>4 = Disagree<br>5 = Strongly Disagree<br>-9 = Missing data | Numeric | |
| Yes | Yes | Post-Event Form | UseInfo | 3 | I expect this event will improve my ability to work effectively. | 1 = Strongly Agree<br>2 = Agree<br>3 = Neutral<br>4 = Disagree<br>5 = Strongly Disagree<br>-9 = Missing data | 1 = Strongly Agree<br>2 = Agree<br>3 = Neutral<br>4 = Disagree<br>5 = Strongly Disagree<br>-1 = Not Applicable<br>-9 = Missing data | Numeric | |
| Yes | Yes | Post-Event Form | Recommend | 4 | I would recommend this event to a friend/colleague. | 1 = Yes<br>0 = No<br>-9 = Misssing data | 1 = Yes<br>0 = No<br>-9 = Misssing data | Numeric | |
| Yes | Yes | Post-Event Form | MostUsefulPostEvent | 5 | What about the event was most useful to you? | | | Text 500 | |
| Yes | Yes | Post-Event Form | HowCouldBeImproved | 6 | How could this event be improved? | | | Text 500 | |

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| CSV Batch Upload Field | Data Download Field | Form name | Field Name | Question Number | Field Description | Value Definitions (CSV Batch Upload) | Value Definitions (Data Download) | Data Type | Validation Notes |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Yes | Post-Event Form | Gender | 7 | What do you consider yourself to be? | 1 = Male<br>2 = Female<br>3 = Transgender (Male to Female)<br>4 = Transgender (Female to Male)<br>5 = Gender non-conforming<br>999 = Other, specify<br>-7 = Prefer not to answer<br>-9 = Missing data | 1 = Male<br>2 = Female<br>3 = Transgender (Male to Female)<br>4 = Transgender (Female to Male)<br>5 = Gender non-conforming<br>999 = Other, specify<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | |
| Yes | Yes | Post-Event Form | GenderSpec | 7 | What do you consider yourself to be? Other, specify. | | | Text 50 | |
| Yes | Yes | Post-Event Form | SexualOrientation | 10 | Do you think of yourself as…: Other, please specify. | 1 = Straight or Heterosexual<br>2 = Homosexual (Gay Or Lesbian)<br>3 = Bisexual<br>4 = Queer, Pansexual, and/or Questioning<br>5 = Asexual<br>999 = Other (please specify)<br>-7 = Prefer not to answer<br>-9 = Missing data | 1 = Straight or Heterosexual<br>2 = Homosexual (Gay Or Lesbian)<br>3 = Bisexual<br>4 = Queer, Pansexual, and/or Questioning<br>5 = Asexual<br>999 = Other (please specify)<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | |
| Yes | Yes | Post-Event Form | SexualOrientationSpec | 10 | Do you think of yourself as…: Other, please specify (free text) | | | Text 50 | |
| Yes | Yes | Post-Event Form | HispanicLatino | 8 | Are you Hispanic, Latino/a, or Spanish origin? | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | |
| Yes | Yes | Post-Event Form | CentralAmerican | 8 | [IF YES] What ethnic group do you consider yourself? Central American. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | Must be -1 if HispanicLatino = 0.<br>If HispanicLatino is -7 or -9, then all ethnicity fields must be coded with the same code as HispanicLatino.<br>If any ethnicity field is set to -1, -7, or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | Cuban | 8 | [IF YES] What ethnic group do you consider yourself? Cuban. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | Must be -1 if HispanicLatino = 0.<br>If HispanicLatino is -7 or -9, then all ethnicity fields must be coded with the same code as HispanicLatino.<br>If any ethnicity field is set to -1, -7, or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | Dominican | 8 | [IF YES] What ethnic group do you consider yourself? Dominican. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | Must be -1 if HispanicLatino = 0.<br>If HispanicLatino is -7 or -9, then all ethnicity fields must be coded with the same code as HispanicLatino.<br>If any ethnicity field is set to -1, -7, or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | Mexican | 8 | [IF YES] What ethnic group do you consider yourself? Mexican. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | Must be -1 if HispanicLatino = 0.<br>If HispanicLatino is -7 or -9, then all ethnicity fields must be coded with the same code as HispanicLatino.<br>If any ethnicity field is set to -1, -7, or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | PuertoRican | 8 | [IF YES] What ethnic group do you consider yourself? Puerto Rican. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | Must be -1 if HispanicLatino = 0.<br>If HispanicLatino is -7 or -9, then all ethnicity fields must be coded with the same code as HispanicLatino.<br>If any ethnicity field is set to -1, -7, or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | SouthAmerican | 8 | [IF YES] What ethnic group do you consider yourself? South American. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | Must be -1 if HispanicLatino = 0.<br>If HispanicLatino is -7 or -9, then all ethnicity fields must be coded with the same code as HispanicLatino.<br>If any ethnicity field is set to -1, -7, or -9, then all must be set to that code. |

**TTA Event and Participant Codebook (January 2024)**

| CSV Batch Upload Field | Data Download Field | Form name | Field Name | Question Number | Field Description | Value Definitions (CSV Batch Upload) | Value Definitions (Data Download) | Data Type | Validation Notes |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Yes | Post-Event Form | HispanicOther | 8 | [IF YES] What ethnic group do you consider yourself? Other, specify. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | Must be -1 if HispanicLatino = 0.<br>If HispanicLatino is -7 or -9, then all ethnicity fields must be coded with the same code as HispanicLatino.<br>If any ethnicity field is set to -1, -7, or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | HispanicSpec | 8 | [IF YES] What ethnic group do you consider yourself? Other, please specify (free text). | | | Text 50 | Complete if HispanicOther = 1. |
| Yes | Yes | Post-Event Form | RaceAmericanIndian | 9 | What is your race? American Indian. | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceAlaskaNative | 9 | What is your race? Alaska Native. | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceAsianIndian | 9 | What is your race? Asian Indian. | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceChinese | 9 | What is your race? Chinese. | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceFilipino | 9 | What is your race? Filipino. | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceJapanese | 9 | What is your race? Japanese. | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceKorean | 9 | What is your race? Korean. | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceVietnamese | 9 | What is your race? Vietnamese. | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceOtherAsian | 9 | What is your race? Other Asian. | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceNativeHawaiian | 9 | What is your race? Native Hawaiian. | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceGuamanianChamorro | 9 | What is your race? Guamanian or Chamorro. | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceSamoan | 9 | What is your race? Samoan. | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceOtherPacificIslander | 9 | What is your race? Other Pacific Islander | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |

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| CSV Batch Upload Field | Data Download Field | Form name | Field Name | Question Number | Field Description | Value Definitions (CSV Batch Upload) | Value Definitions (Data Download) | Data Type | Validation Notes |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Yes | Post-Event Form | RaceBlack | 9 | What is your race? Black or African American. | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceWhite | 9 | What is your race? White. | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceOther | 9 | What is your race? Other (please specify). | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | If any Race field is set to -7 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | RaceSpec | 9 | What is your race?  Other (please specify) (free text). | | | Text 50 | Must be completed if RaceOther = 1. |
| Yes | Yes | Post-Event Form | CommunityMetroSuburban | 11 | Please select the best category that describes your community: Metropolitan or Suburban Community. | 0 = No<br>1 = Yes<br>-8 = Unknown<br>-9 = Missing | 0 = No<br>1 = Yes<br>-8 = Unknown<br>-9 = Missing | Numeric | If any Community field is set to -8 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | CommunityTribal | 11 | Please select the best category that describes your community: Tribal Community. | 0 = No<br>1 = Yes<br>-8 = Unknown<br>-9 = Missing | 0 = No<br>1 = Yes<br>-8 = Unknown<br>-9 = Missing | Numeric | If any Community field is set to -8 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | CommunityRuralFrontier | 11 | Please select the best category that describes your community: Rural or Frontier Community. | 0 = No<br>1 = Yes<br>-8 = Unknown<br>-9 = Missing | 0 = No<br>1 = Yes<br>-8 = Unknown<br>-9 = Missing | Numeric | If any Community field is set to -8 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | CommunityOther | 11 | Please select the best category that describes your community: Other (please specify). | 0 = No<br>1 = Yes<br>-8 = Unknown<br>-9 = Missing | 0 = No<br>1 = Yes<br>-8 = Unknown<br>-9 = Missing | Numeric | If any Community field is set to -8 or -9, then all must be set to that code. |
| Yes | Yes | Post-Event Form | CommunitySpec | 11 | Please select the best category that describes your community: Other (please specify) (free text). | | | Text 50 | Must be completed if CommunityOther = 1. |
| Yes | Yes | Post-Event Form | Education | 12 | What is the highest degree you have received? | 1 = Less than 12th Grade<br>2 = 12th Grade/High School Diploma/Equivalent<br>3 = Vocational/Technical (Voc/Tech) Diploma<br>4 = Some College or University<br>5 = Bachelor's Degree<br>6 = Graduate Work/Graduate Degree<br>999 = Other (specify)<br>-7 = Prefer not to answer<br>-9 = Missing data | 1 = Less than 12th Grade<br>2 = 12th Grade/High School Diploma/Equivalent<br>3 = Vocational/Technical (Voc/Tech) Diploma<br>4 = Some College or University<br>5 = Bachelor's Degree<br>6 = Graduate Work/Graduate Degree<br>999 = Other (specify)<br>-7 = Prefer not to answer<br>-9 = Missing data | Numeric | |
| Yes | Yes | Post-Event Form | EducationSpec | 12 | What is the highest degree you have received? Other (please specify) (free text) | | | Text 50 | Must be completed if Education = 999 |

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| CSV Batch Upload Field | Data Download Field | Form name | Field Name | Question Number | Field Description | Value Definitions (CSV Batch Upload) | Value Definitions (Data Download) | Data Type | Validation Notes |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Yes | Post-Event Form | PrimaryProfession | 13 | What is your primary profession? | 10 = Addictions professional<br>20 = Advanced Practice Registered Nurse<br>30 = Business owner<br>40 = Case manager/care coordinator<br>50 = Clinical supervisor<br>60 = Community Health Worker/Health Educator<br>70 = Counselor/therapist (all types)<br>80 = Criminal justice/law enforcement professional<br>90 = Dentist<br>100 = Faith Leader<br>110 = Family member/caregiver<br>120 = Midwife<br>130 = Nurse/Nurse Practitioner<br>140 = Peer or Recovery Specialist<br>150 = Public or Business Administrator<br>160 = Researcher<br>170 = Pharmacist<br>180 = Physician<br>190 = Physician assistant<br>200 = Prevention specialist | 10 = Addictions professional<br>20 = Advanced Practice Registered Nurse<br>30 = Business owner<br>40 = Case manager/care coordinator<br>50 = Clinical supervisor<br>60 = Community Health Worker/Health Educator<br>70 = Counselor/therapist (all types)<br>80 = Criminal justice/law enforcement professional<br>90 = Dentist<br>100 = Faith Leader<br>110 = Family member/caregiver<br>120 = Midwife<br>130 = Nurse/Nurse Practitioner<br>140 = Peer or Recovery Specialist<br>150 = Public or Business Administrator<br>160 = Researcher<br>170 = Pharmacist<br>180 = Physician<br>190 = Physician assistant<br>200 = Prevention specialist | Numeric | |
| Yes | Yes | Post-Event Form | PrimaryProfession (cont'd) | 13 | What is your primary profession? | 210 = Psychiatrist<br>220 = Psychologist<br>230 = Recovery coach<br>240 = Rural worker or Farmer<br>250 = Social worker<br>260 = Student, Full time<br>270 = Student, Part-time (not working)<br>280 = Student, Part-time (working)<br>290 = Teacher/educator<br>300 = Retired<br>310 = Unemployed<br>999 = Other (please specify)<br>-9 = Missing data | 210 = Psychiatrist<br>220 = Psychologist<br>230 = Recovery coach<br>240 = Rural worker or Farmer<br>250 = Social worker<br>260 = Student, Full time<br>270 = Student, Part-time (not working)<br>280 = Student, Part-time (working)<br>290 = Teacher/educator<br>300 = Retired<br>310 = Unemployed<br>999 = Other (please specify)<br>-9 = Missing data | Numeric | |
| Yes | Yes | Post-Event Form | PrimaryProfessionSpec | 13 | What is your primary profession? Other (please specify) (free text) | | | Text 50 | Must be completed if PrimaryProfession = 999 |
| Yes | Yes | Post-Event Form | StudentPrimaryField | 14 | If you are a student, what is your primary field of study? | 20 = Addiction Medicine<br>30 = Counseling<br>40 = Criminal Justice/Law Enforcement<br>50 = Ceritfication program<br>55 = Medicine (general or residency)<br>60 = Nursing (general or registered nurse)<br>70 = Nursing Practitioner<br>80 = Peer or Recovery Specialist<br>90 = Pharmacy<br>100 = Physician Assistant<br>110 = Prevention science<br>120 = Psychiatry<br>130 = Psychology<br>140 = Public Health(Master's or PhD)<br>150 = Recovery Coach<br>160 = Social Work<br>-1 = Not Applicable - not a student<br>999 = Other (please specify)<br>-9 = Missing data | 20 = Addiction Medicine<br>30 = Counseling<br>40 = Criminal Justice/Law Enforcement<br>50 = Ceritfication program<br>55 = Medicine (general or residency)<br>60 = Nursing (general or registered nurse)<br>70 = Nursing Practitioner<br>80 = Peer or Recovery Specialist<br>90 = Pharmacy<br>100 = Physician Assistant<br>110 = Prevention science<br>120 = Psychiatry<br>130 = Psychology<br>140 = Public Health(Master's or PhD)<br>150 = Recovery Coach<br>160 = Social Work<br>-1 = Not Applicable - not a student<br>999 = Other (please specify)<br>-9 = Missing data | Numeric | Code -1 Not Applicable if not a student. |
| Yes | Yes | Post-Event Form | StudentPrimaryFieldSpec | 14 | If you are a student, what is your primary field of study? Other (please specify) (free text) | | | Text 50 | Must be completed if StudentPrimaryField = 999. |

**TTA Event and Participant Codebook (January 2024)**

| CSV Batch Upload Field | Data Download Field | Form name | Field Name | Question Number | Field Description | Value Definitions (CSV Batch Upload) | Value Definitions (Data Download) | Data Type | Validation Notes |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Yes | Post-Event Form | PrincipalEmpSetting | 15 | Which of the following best describes your principal employment setting? | 10 = State/county/jurisdiction/territorial/tribal government<br>20 = Substance use disorder treatment program<br>30 = Substance use prevention program<br>40 = Community recovery support program<br>50 = Group home<br>60 = Transitional/supported living facility<br>70 = Mental health clinic or treatment program (Community mental health program)<br>80 = Community health/Community health coalition<br>90 = Community coalition<br>100 = Primary Care<br>110 = Federally Qualified Health Centers (FQHC)<br>120 = Hospital<br>130 = State or private psychiatric hospital<br>140 = Aging Services Network<br>150 = Skilled nursing facility<br>160 = Criminal justice/corrections (court, prison, jail, prison/probation, TASC)<br>170 = Military/VA<br>180 = Higher education setting<br>190 = Elementary or secondary education setting<br>200 = Community-based organization (including faith-based organizations) | 10 = State/county/jurisdiction/territorial/tribal government<br>20 = Substance use disorder treatment program<br>30 = Substance use prevention program<br>40 = Community recovery support program<br>50 = Group home<br>60 = Transitional/supported living facility<br>70 = Mental health clinic or treatment program (Community mental health program)<br>80 = Community health/Community health coalition<br>90 = Community coalition<br>100 = Primary Care<br>110 = Federally Qualified Health Centers (FQHC)<br>120 = Hospital<br>130 = State or private psychiatric hospital<br>140 = Aging Services Network<br>150 = Skilled nursing facility<br>160 = Criminal justice/corrections (court, prison, jail, prison/probation, TASC)<br>170 = Military/VA<br>180 = Higher education setting<br>190 = Elementary or secondary education setting<br>200 = Community-based organization (including faith-based organizations) | Numeric | Code -1 Not Applicable if not employed. |
| Yes | Yes | Post-Event Form | PrincipalEmpSetting (cont'd) | 15 | Which of the following best describes your principal employment setting? | 210 = Self-employed (any type of business)<br>220 = Farm or rural establishment<br>230 = Family-run or consumer-run organization<br>240 = Homecare<br>250 = Shelter<br>260 = Government<br>-1 = Not Applicable, not employed<br>999 = Other (please specify)<br>-9 = Missing data | 210 = Self-employed (any type of business)<br>220 = Farm or rural establishment<br>230 = Family-run or consumer-run organization<br>240 = Homecare<br>250 = Shelter<br>260 = Government<br>-1 = Not Applicable, not employed<br>999 = Other (please specify)<br>-9 = Missing data | Numeric | Code -1 Not Applicable if not employed. |
| Yes | Yes | Post-Event Form | PrincipalEmpSettingSpec | 15 | Which of the following best describes your principal employment setting? Other (please specify) (free text) | | | Text 50 | Must be completed if PrincipalEmpSetting = 999. |
| Yes | Yes | Post-Event Form | ZipCode | 16 | What is the zip code of your principal employment setting or school (if you are a student)? | | | Text 5 | Use 00000 for missing information |
| No | Yes | Post-Event Form | PostEventCreateDate | N/A | Date Post-Event Form was entered into SPARS. | | mm/dd/yyyy | Date | AUTOFILL - Calculated field, created by SPARS. |
| Yes | No | Post-Event Form | BatchID | N/A | N/A | N/A - Internal record ID | | Text | BATCH UPLOAD ONLY<br>* This field is system generated. It is added to the error reports and noted in the Batch Upload History Table for the grant.<br>Users do not need to add a value to this column for batch upload. |

**TTA Event and Participant Codebook (January 2024)**

| CSV Batch Upload Field | Data Download Field | Form name | Field Name | Question Number | Field Description | Value Definitions (CSV Batch Upload) | Value Definitions (Data Download) | Data Type | Validation Notes |
|---|---|---|---|---|---|---|---|---|---|
| Yes | No | Post-Event Form | QAOnly | N/A | N/A | blank = validated record will be saved in SPARS<br>0 = validated record will be saved in SPARS<br>1 = validated record will not be saved in SPARS | | Numeric | BATCH UPLOAD ONLY<br>Setting the QAOnly column to 1 will treat those rows as test data. They will be validated by SPARS, and any errors will be returned, but the rows will not be added to the SPARS database even if they have no errors.<br>Either a blank or 0 value will result in the validated record being saved in SPARS (uploader's preference).. |
| Yes | No | Follow-Up Form | ExternalRecordID | N/A | N/A | Unique identifer assigned by grantee to each record included in an upload file | | Alphanumeric | BATCH UPLOAD ONLY - OPTIONAL<br>Field is available to assist uploaders when identifying records in error reports.<br>Leave blank if uploader does not want to utilize this field. |
| Yes | Yes | Follow-Up Form | GrantNo | N/A | As specified in the Event Description Form. | | | | |
| Yes | Yes | Follow-Up Form | EventCode | N/A | As specified in the Event Description Form. | | | | |
| Yes | Yes | Follow-Up Form | EventTitle | N/A | As specified in the Event Description Form. | | | | |
| Yes | Yes | Follow-Up Form | EventDate | N/A | As specified in the Event Description Form. | | | | |
| No | Yes | Follow-Up Form | FollowUpRecordID | N/A | System assigned unique identifier for follow up event record. | | | Integer | AUTOFILL - System generated field, created by SPARS. |
| No | Yes | Follow-Up Form | PersonID | N/A | Personal code grantee assigned unique identifier for event attendee | | #########AAA<br>where<br>######### are numeric<br>AAA are upper case letters | Text 12 | - First nine positions must be a Number (0-9)<br>- Last three positions must be an Upper Case Letter (A-Z)<br>- Cannot match an existing PersonID  for same event<br>- Must match a PersonID from a post-event record for the same event<br>NOTE:  Applicable to Follow-Up forms completed & entered into SPARS December 2023 and prior. |
| Yes | Yes | Follow-Up Form | UrgentNeedToChange | 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. | 1 = Strongly Agree<br>2 = Agree<br>3 = Neutral<br>4 = Disagree<br>5 = Strongly Disagree<br>-9 = Missing data | 1 = Strongly Agree<br>2 = Agree<br>3 = Neutral<br>4 = Disagree<br>5 = Strongly Disagree<br>-9 = Missing data | Numeric | |
| Yes | Yes | Follow-Up Form | HasBenefitToAll | 2 | The information from this event has benefited or met a need for me, my family and/or community. | 1 = Strongly Agree<br>2 = Agree<br>3 = Neutral<br>4 = Disagree<br>5 = Strongly Disagree<br>-9 = Missing data | 1 = Strongly Agree<br>2 = Agree<br>3 = Neutral<br>4 = Disagree<br>5 = Strongly Disagree<br>-9 = Missing data | Numeric | |
| Yes | Yes | Follow-Up Form | HasBenefit | 3 | The information from this event has benefited me professionally. | 1 = Strongly Agree<br>2 = Agree<br>3 = Neutral<br>4 = Disagree<br>5 = Strongly Disagree<br>-1 = Not Applicable - not professionally engaged<br>-9 = Missing data | 1 = Strongly Agree<br>2 = Agree<br>3 = Neutral<br>4 = Disagree<br>5 = Strongly Disagree<br>-1 = Not Applicable - not professionally engaged<br>-9 = Missing data | Numeric | Code -1 Not Applicable if not professionally engaged. |
| Yes | Yes | Follow-Up Form | UsedInfo | 4 | I have used the information gained from this event to make changes in my practice or to help my family and/or my community. | 1 = Strongly Agree<br>2 = Agree<br>3 = Neutral<br>4 = Disagree<br>5 = Strongly Disagree<br>-9 = Missing data | 1 = Strongly Agree<br>2 = Agree<br>3 = Neutral<br>4 = Disagree<br>5 = Strongly Disagree<br>-9 = Missing data | Numeric | |

**TTA Event and Participant Codebook (January 2024)**

| CSV Batch Upload Field | Data Download Field | Form name | Field Name | Question Number | Field Description | Value Definitions (CSV Batch Upload) | Value Definitions (Data Download) | Data Type | Validation Notes |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Yes | Follow-Up Form | ContinueUseInfo | 5 | I expect to continue using the information from this event in the future. | 1 = Strongly Agree<br>2 = Agree<br>3 = Neutral<br>4 = Disagree<br>5 = Strongly Disagree<br>-9 = Missing data | 1 = Strongly Agree<br>2 = Agree<br>3 = Neutral<br>4 = Disagree<br>5 = Strongly Disagree<br>-9 = Missing data | Numeric | |
| Yes | Yes | Follow-Up Form | ShareInfo | 6 | I have shared the information gained from this event with my family, community, or colleagues. | 0 = No<br>1 = Yes<br>-9 = Missing | 0 = No<br>1 = Yes<br>-9 = Missing | Numeric | |
| Yes | Yes | Follow-Up Form | MostUsefulHandoutsRes | 7 | What about the event was most useful in supporting your work responsibilities or your role in your community? Handouts and resources. | 0 = No<br>1 = Yes<br>-9 = Missing | 0 = No<br>1 = Yes<br>-9 = Missing | Numeric | If any MostUseful field is set to -9, then all must be. |
| Yes | Yes | Follow-Up Form | MostUsefulOnlineRes | 7 | What about the event was most useful in supporting your work responsibilities or your role in your community? Online resources. | 0 = No<br>1 = Yes<br>-9 = Missing | 0 = No<br>1 = Yes<br>-9 = Missing | Numeric | If any MostUseful field is set to -9, then all must be. |
| Yes | Yes | Follow-Up Form | MostUsefulGeneralInfo | 7 | What about the event was most useful in supporting your work responsibilities or your role in your community? General information acquired. | 0 = No<br>1 = Yes<br>-9 = Missing | 0 = No<br>1 = Yes<br>-9 = Missing | Numeric | If any MostUseful field is set to -9, then all must be. |
| Yes | Yes | Follow-Up Form | MostUsefulIdeasHelpCom | 7 | What about the event was most useful in supporting your work responsibilities or your role in your community? New ideas to help my community. | 0 = No<br>1 = Yes<br>-9 = Missing | 0 = No<br>1 = Yes<br>-9 = Missing | Numeric | If any MostUseful field is set to -9, then all must be. |
| Yes | Yes | Follow-Up Form | MostUsefulIdeasHelpPracPatCom | 7 | What about the event was most useful in supporting your work responsibilities or your role in your community? New ideas to help my practice/patients/consumers, | 0 = No<br>1 = Yes<br>-9 = Missing | 0 = No<br>1 = Yes<br>-9 = Missing | Numeric | If any MostUseful field is set to -9, then all must be. |
| Yes | Yes | Follow-Up Form | MostUsefulInteraction | 7 | What about the event was most useful in supporting your work responsibilities or your role in your community? Networking/interaction with trainers/leaders and participants. | 0 = No<br>1 = Yes<br>-9 = Missing | 0 = No<br>1 = Yes<br>-9 = Missing | Numeric | If any MostUseful field is set to -9, then all must be. |
| Yes | Yes | Follow-Up Form | MostUsefulInterventionsCom | 7 | What about the event was most useful in supporting your work responsibilities or your role in your community? Learning new modalities/interventions to improve life in my community. | 0 = No<br>1 = Yes<br>-9 = Missing | 0 = No<br>1 = Yes<br>-9 = Missing | Numeric | If any MostUseful field is set to -9, then all must be. |
| Yes | Yes | Follow-Up Form | MostUsefulInterventionsPrac | 7 | What about the event was most useful in supporting your work responsibilities or your role in your community? Learning new modalities/interventions to improve my practice. | 0 = No<br>1 = Yes<br>-9 = Missing | 0 = No<br>1 = Yes<br>-9 = Missing | Numeric | If any MostUseful field is set to -9, then all must be. |
| Yes | Yes | Follow-Up Form | MostUsefulEmpathic | 7 | What about the event was most useful in supporting your work responsibilities or your role in your community? Learning how to be more empathic with community members or patients/consumers. | 0 = No<br>1 = Yes<br>-9 = Missing | 0 = No<br>1 = Yes<br>-9 = Missing | Numeric | If any MostUseful field is set to -9, then all must be. |
| Yes | Yes | Follow-Up Form | MostUsefulUnderstandContent | 7 | What about the event was most useful in supporting your work responsibilities or your role in your community? Better understanding of the content of the event. | 0 = No<br>1 = Yes<br>-9 = Missing | 0 = No<br>1 = Yes<br>-9 = Missing | Numeric | If any MostUseful field is set to -9, then all must be. |
| Yes | Yes | Follow-Up Form | MostUsefulUnderstandNeeds | 7 | What about the event was most useful in supporting your work responsibilities or your role in your community? Better understanding of patients/consumers' needs. | 0 = No<br>1 = Yes<br>-9 = Missing | 0 = No<br>1 = Yes<br>-9 = Missing | Numeric | If any MostUseful field is set to -9, then all must be. |

**TTA Event and Participant Codebook (January 2024)**

| CSV Batch Upload Field | Data Download Field | Form name | Field Name | Question Number | Field Description | Value Definitions (CSV Batch Upload) | Value Definitions (Data Download) | Data Type | Validation Notes |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Yes | Follow-Up Form | MostUsefulImportanceImprove | 7 | What about the event was most useful in supporting your work responsibilities or your role in your community? Learning the importance of making ongoing improvements to my practice. | 0 = No<br>1 = Yes<br>-9 = Missing | 0 = No<br>1 = Yes<br>-9 = Missing | Numeric | If any MostUseful field is set to -9, then all must be. |
| Yes | Yes | Follow-Up Form | MostUsefulOther | 7 | What about the event was most useful in supporting your work responsibilities or your role in your community? Other (please specify). | 0 = No<br>1 = Yes<br>-9 = Missing | 0 = No<br>1 = Yes<br>-9 = Missing | Numeric | If any MostUseful field is set to -9, then all must be. |
| Yes | Yes | Follow-Up Form | MostUsefulSpec | 7 | What about the event was most useful in supporting your work responsibilities or your role in your community? Other (please specify) (free text). | | | Text 100 | Must be completed if MostUsefulOther = 1. |
| Yes | Yes | Follow-Up Form | OrgImpNewPractices | 8 | If you are a healthcare provider, what has improved in your organization/practice because of this event? Adopted new practices/interventions. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any OrgImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | OrgImpMeetLocalCulture | 8 | If you are a healthcare provider, what has improved in your organization/practice because of this event? Adapted programs, policies, practices, or other interventions to meet local culture. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any OrgImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | OrgImpCultResp | 8 | If you are a healthcare provider, what has improved in your organization/practice because of this event? Better application of culturally responsive practices. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any OrgImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | OrgImpAccessUnderserved | 8 | If you are a healthcare provider, what has improved in your organization/practice because of this event? Expanded access to underserved populations. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any OrgImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | OrgImpTelehealth | 8 | If you are a healthcare provider, what has improved in your organization/practice because of this event? Implemented telehealth. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any OrgImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | OrgImpCommParticipants | 8 | If you are a healthcare provider, what has improved in your organization/practice because of this event? Improved communication/interaction with patients/consumers/participants/key stakeholders. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any OrgImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | OrgImpCommStaff | 8 | If you are a healthcare provider, what has improved in your organization/practice because of this event? Improved communication with staff. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any OrgImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | OrgImpLeadership | 8 | If you are a healthcare provider, what has improved in your organization/practice because of this event? Improved leadership/management style. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any OrgImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | OrgImpImplementation | 8 | If you are a healthcare provider, what has improved in your organization/practice because of this event? Improved implementation of existing practices/interventions. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any OrgImp field is set to -1, -8, or -9, then all must be set to that code. |

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|---|---|---|---|---|---|---|---|---|---|
| Yes | Yes | Follow-Up Form | OrgImpData | 8 | If you are a healthcare provider, what has improved in your organization/practice because of this event? Improved collection and/or use of assessment and/or evaluation data. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any OrgImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | OrgImpCommReadiness | 8 | If you are a healthcare provider, what has improved in your organization/practice because of this event? Improved community readiness and/or increased community mobilization. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any OrgImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | OrgImpAwarenessNeeds | 8 | If you are a healthcare provider, what has improved in your organization/practice because of this event? Increased awareness of patients/consumers/participants/key stakeholders' needs. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any OrgImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | OrgImpOther | 8 | If you are a healthcare provider, what has improved in your organization/practice because of this event? Other (please specify). | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any OrgImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | OrgImpSpec | 8 | If you are a healthcare provider, what has improved in your organization/practice because of this event? Other (please specify) (free text). | | | Text 100 | Must be completed if OrgImpOther = 1. |
| Yes | Yes | Follow-Up Form | StudUnderstanding | 9 | If you are a student, how has this event impacted you? Improved my understanding of the subject. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No impact<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No impact<br>-9 = Missing data | Numeric | If any Stud field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | StudInspiredLearn | 9 | If you are a student, how has this event impacted you? Inspired me to learn more about the subject. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No impact<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No impact<br>-9 = Missing data | Numeric | If any Stud field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | StudBetterServe | 9 | If you are a student, how has this event impacted you? Prepared me to better serve patients/consumers/participants/key stakeholders. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No impact<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No impact<br>-9 = Missing data | Numeric | If any Stud field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | StudChooseSpec | 9 | If you are a student, how has this event impacted you? Helped me to choose a specialty area. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No impact<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No impact<br>-9 = Missing data | Numeric | If any Stud field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | StudOther | 9 | If you are a student, how has this event impacted you? Other (please specify). | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No impact<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No impact<br>-9 = Missing data | Numeric | If any Stud field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | StudSpec | 9 | If you are a student, how has this event impacted you? Other (please specify) (free text). | | | Text 100 | Must be completed if StudOther = 1. |
| Yes | Yes | Follow-Up Form | ComImpDisorders | 10 | If you are a community member, from your observation, what has improved in your community because of this event? Better understanding of substance use disorders and/or mental illness. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any ComImp field is set to -1, -8, or -9, then all must be set to that code. |

**TTA Event and Participant Codebook (January 2024)**

| CSV Batch Upload Field | Data Download Field | Form name | Field Name | Question Number | Field Description | Value Definitions (CSV Batch Upload) | Value Definitions (Data Download) | Data Type | Validation Notes |
|---|---|---|---|---|---|---|---|---|---|
| Yes | Yes | Follow-Up Form | ComImpInterventions | 10 | If you are a community member, from your observation, what has improved in your community because of this event? Better understanding of effective behavioral health interventions. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any ComImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | ComImpPrevention | 10 | If you are a community member, from your observation, what has improved in your community because of this event? Increased implementation of prevention programs. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any ComImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | ComImpCommunication | 10 | If you are a community member, from your observation, what has improved in your community because of this event? Better communication with family or community members. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any ComImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | ComImpAwarenessNeeds | 10 | If you are a community member, from your observation, what has improved in your community because of this event? Increased awareness of community members' needs. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any ComImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | ComImpActionAdvocacy | 10 | If you are a community member, from your observation, what has improved in your community because of this event? Increased community action/group action/collective advocacy. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any ComImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | ComImpDialogSupport | 10 | If you are a community member, from your observation, what has improved in your community because of this event? Enhanced community dialogue or increased accessibility to support groups. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any ComImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | ComImpDecreasedStigma | 10 | If you are a community member, from your observation, what has improved in your community because of this event? Decreased stigma toward people with substance use disorders or mental illness. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any ComImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | ComImpWellbeing | 10 | If you are a community member, from your observation, what has improved in your community because of this event? Collective sense of wellbeing. | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any ComImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | ComImpOther | 10 | If you are a community member, from your observation, what has improved in your community because of this event? Other (please specify). | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | 0 = No<br>1 = Yes<br>-1 = Not applicable<br>-8 = No change<br>-9 = Missing data | Numeric | If any ComImp field is set to -1, -8, or -9, then all must be set to that code. |
| Yes | Yes | Follow-Up Form | ComImpSpec | 10 | If you are a community member, from your observation, what has improved in your community because of this event? Other (please specify) (free text). | | | Text 100 | Must be completed if ComImpOther = 1. |
| Yes | Yes | Follow-Up Form | BarriersToApplyInfo | 11 | What, if any, barriers exist to applying the information presented at this event? | | | Text 500 | |
| Yes | Yes | Follow-Up Form | MostUsefulToYou | 12 | What about the event was most useful to you? | | | Text 500 | |
| Yes | Yes | Follow-Up Form | Improve | 13 | How could this event be improved? | | | Text 500 | |
| No | Yes | Follow-Up Form | FollowupCreateDate | N/A | Date follow-up form was entered into SPARS. | | mm/dd/yyyy | Date | AUTOFILL - Calculated field, created by SPARS. |

| CSV Batch Upload Field | Data Download Field | Form name | Field Name | Question Number | Field Description | Value Definitions (CSV Batch Upload) | Value Definitions (Data Download) | Data Type | Validation Notes |
|---|---|---|---|---|---|---|---|---|---|
| **TTA Event and Participant Codebook (January 2024)** | | | | | | | | | |
| Yes | No | Follow-Up Form | BatchID | N/A | N/A | N/A - Internal record ID | | Text | BATCH UPLOAD ONLY<br>* This field is system generated. It is added to the error reports and noted in the Batch Upload History Table for the grant.<br>Users do not need to add a value to this column for batch upload. |
| Yes | No | Follow-Up Form | QAOnly | N/A | N/A | blank = validated record will be saved in SPARS<br>0 = validated record will be saved in SPARS<br>1 = validated record will not be saved in SPARS | | Numeric | BATCH UPLOAD ONLY.<br>Setting the QAOnly column to 1 will treat those rows as test data. They will be validated by SPARS, and any errors will be returned, but the rows will not be added to the SPARS database even if they have no errors.<br>Either a blank or 0 value will result in the validated record being saved in SPARS (uploader's preference). |

# Updates to previous TTA Codebook

1. Changes specifically related to 2023 approved TTA tool:

    Reordered fields to align with the question sequence in the new tool

    UseInfo – Not Applicable (-1) response option dropped

    PersonID – dropped from data entry and batch upload.  Previously saved entries are included in data download.

    PostEventRecordID – System assigned unique identifier for a post event record (replaces PersonID).

    FollowUpRecordID – System assigned unique identifier for a follow-up record (replaces PersonID).

    ExternalRecordID field (Batch Upload only) – Unique identifier assigned by the grantee. Optional field available to assist uploaders when identifying problem records in error reports.

2. Revised length of the following text fields from 100 to 50 to align with existing Data Entry and Batch Upload rules:

    EventFormatSpec

    GenderSpec

    SexualOrientationSpec

    HispanicSpec

    CommunitySpec

    EducationSpec

    PrimaryProfessionSpec

    StudentPrimaryFieldSpec

    PrincipalEmpSettingSpec

3. Revised codebook format to provides separate filters for users to isolate fields required for batch upload or fields included in a data download:

    BatchID – applicable to Batch Upload only

    QAOnly – applicable to Batch Upload only

4. Minor edits

    NrParticipantsFlwp field:  Adjusted to lower case the last three letters in the field name to align with CSV batch upload rule; field name is case sensitive

    Gender field:  In Value Definitions cells, removed space between minus sign and 7 in  '-7 = Prefer not to answer'