



## **BAI Local Evaluator Data Collection Instructions and Due Dates for the Texas SPF-SIG Sustainability Study**

Texas SPF-SIG Sustainability Study conducted through BAI will give a detailed overview of the resources and actions used to sustain coalition activities. Local evaluators will be responsible for the following data gathering procedures:

- 1) **Coalition staff and stakeholders** are defined as any individual who is identified as or self-identifies as a member of the local coalition and who has worked on substance abuse related SPF, DFC, or similar projects; a staff employee of the local coalition; an employee of a coalition member agency; or a paid service provider of the coalition. Stakeholders are defined as other coalition members who have been active in planning and/or implementing SPF, DFC or related services. Local evaluators will utilize the Staff/Stakeholder Form and collect **25** surveys from each coalition.
- 2) **Community members** are defined as anyone who may be familiar with the work of the Coalition or a recipient of Coalition services who is not defined as a coalition staff or stakeholder. Local evaluators will utilize the Community Member Form and collect **25** surveys from each coalition.
- 3) Conduct a **focus group interview** or interview of at least 7 focus group participants utilizing the Focus Group Interview Protocol.

### Focus Group Member Definition

- a) A **focus group member** should be any individual who is identified as being **well informed** and **specifically involved with SPF or DFC** as either a community member or coalition staff / stakeholder (in the case of outside states coalition planning or implementation).
- 4) **Focus group recruiting, screening and incentives.** When recruiting for focus group participants, remember that it is critical to get a truly informed and representative sample of the key informants of the coalition. Please allow enough time for recruiting.
- 5) **All data collection, both surveys and Focus Groups, must occur between June 1, 2010 and July 15, 2010.**
- 6) The interviewer should use a digital audio recording and send file to BAI upon completion.
- 7) Incentives of \$20 in the form of a gift card will be offered per completed survey or for individual focus group participants. BAI will provide these gift cards in advance upon request, to each data collection site. You can request the cards by sending an email to Mr. Dennis Beaver at [IDIACORP@aol.com](mailto:IDIACORP@aol.com). You must also provide BAI documentation that each individual received their incentive.

For additional questions, comments or suggestions about the Texas Sustainability Study, please contact: Richard Cevantes, Ph.D. ([bassessment@aol.com](mailto:bassessment@aol.com)) or Tony Rey, Ph.D. ([t.rey@att.net](mailto:t.rey@att.net))