

**GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)
CENTER FOR SUBSTANCE ABUSE TREATMENT
BEST PRACTICES
INSTRUCTIONS**

[These Instructions are not intended for ATTC, PIC and RCSP Best Practices Grantees.]

There are several events that you must collect data on, and report on, in your bi-annual report. The events covered by the GPRA forms are:

- Meetings
- Trainings
- Technical Assistance
- Products

When to collect the data:

Meetings

If the meeting is a recurring or on-going meeting, in that the same participants are expected to be present at each meeting, it is only necessary to collect the MEETING FORM (CSAT Baseline Meeting Satisfaction Survey) at the end of the series and 30 post meeting MEETING FOLLOW-UP FORM (CSAT Follow-Up Meeting Satisfaction Survey).

If the meeting is a one-time only meeting, in that the participants are not expected to be at subsequent meetings on the same topic, it is necessary to collect the MEETING FORM (CSAT Baseline Meeting Satisfaction Survey) at the end of the meeting and 30 post meeting MEETING FOLLOW-UP FORM (CSAT Follow-Up Meeting Satisfaction Survey).

Training

If the training is a recurring or on-going training, in that the same participants are expected to be present at each training, it is only necessary to collect the TRAINING FORM (CSAT Baseline Training Satisfaction Survey) at the end of the series and 30 post training TRAINING FOLLOW-UP FORM (CSAT Follow-Up Training Satisfaction Survey).

If the training is a one-time only training, in that the participants are not expected to be at subsequent trainings on the same topic, it is necessary to collect the TRAINING FORM (CSAT Baseline training Satisfaction Survey) at the end of the training and 30 post training TRAINING FOLLOW-UP FORM (CSAT Follow-Up Training Satisfaction Survey).

Technical Assistance

If the technical assistance is a recurring or on-going technical assistance, in that the same participants are expected to be present at each session, it is only necessary to collect the TECHNICAL ASSISTANCE FORM (CSAT Baseline Technical Assistance Satisfaction Survey) at the end of the series and 30 post technical assistance TECHNICAL ASSISTANCE FOLLOW-UP FORM (CSAT Follow-Up Technical Assistance Satisfaction Survey).

If the technical assistance is a one-time only technical assistance, in that the participants are not expected to be at subsequent sessions on the same topic, it is necessary to collect the TECHNICAL ASSISTANCE FORM (CSAT Baseline technical assistance Satisfaction Survey) at the technical assistance and 30 post technical assistance TECHNICAL ASSISTANCE FOLLOW-UP FORM (CSAT Follow-Up Technical Assistance Satisfaction Survey).

Products

If the contractor is disseminating a CSAT product, the mailing of the product should include the CSAT PRODUCTS AND MATERIALS SURVEY with a self-addressed envelope for mailing back to CSAT.

Type of Event	“Immediately following event”	“30 days after event”
Meetings		
One-time	MEETING FORM	MEETING FOLLOW-UP FORM
Recurring	MEETING FORM (at the end of the series)	MEETING FOLLOW-UP FORM
Training		
One-time	TRAINING FORM	TRAINING FOLLOW-UP FORM
Recurring	TRAINING FORM (at the end of the series)	TRAINING FOLLOW-UP FORM
Technical Assistance		
One-time	TA FORM	TA FOLLOW-UP FORM
Recurring	TA FORM (at the end of the series)	TA FOLLOW-UP FORM
Products		
With product mailings, include (1) CSAT PRODUCTS AND MATERIALS SURVEY and (2) self-addressed envelope directing to CSAT.		