GPRA Best Practices Summary

*Importance of GPRA:*

As part of our funding from SAMHSA, we are required to submit data on attendee demographics and the utility of our events. Maintaining compliance with SAMHSA’s funding requirements allows us to continue our work and improve the services we provide. We are required to obtain responses from 80% of individuals who consent to participate in the evaluation of our services.

The language we use when inviting event participants to evaluate our services is critical to meet the 80% response rate. Below are some considerations on how to present GPRA to attendees and a template/example script with language that could potentially increase responsiveness.

*When evaluating a live event (face to face or online):*

1. Start by thanking individuals for participating in the specific event.
2. Then, respectfully invite them to complete GPRA forms by stating clearly and concisely the purpose, importance, confidential, and voluntary nature of GPRA evaluation.
3. Let them know the potential benefit of evaluation for them and others (continue receiving our services free of charge, shaping services to better meet their needs, etc.)
4. Allot 5-10 minutes at the end of each event for GPRA evaluation (explicitly include GPRA in the agenda and slides for the event).

*When sending an email invitation:*

* Use specific title of event you are evaluating with “follow-up” right after it for the email subject line (e.g., TTC’s Leadership Institute Follow-up).
* Be courteous, clear, and concise.
* Include purpose, importance, confidentiality, and voluntary nature of GPRA evaluation.
* Include information on how to access the post-event survey (e.g., include URL).

*Script Template:*

***[NOTE: This template should be altered to reflect your Center’s evaluation practices.]***

Thank you for using the services provided by the [**insert your agency’s name**]. Funding for our programs comes from a grant from the Substance Abuse and Mental Health Services Administration (SAMHSA). In compliance with SAMHSA policies, we are required to evaluate our services. If you choose to participate in this evaluation, you will be asked to answer some questions regarding the quality and usefulness of this event. You may also be asked to answer some follow up questions approximately [**insert specific follow up time frame**] from today.

Your answers will not be released to anyone and will remain anonymous. Your name will not be written on the questionnaire or be kept in any other records. All responses you provide for this study will remain confidential. When the results of the questionnaire are reported, you will not be identified by name or any other information that could be used to infer your identity. Only SAMHSA and its grantee will have access to view any data collected. The information gained will be used to enhance and improve future training events.

Your participation is voluntary, and you may withdraw from completing this questionnaire at any time you wish or skip any question you don’t feel like answering. You may also decide to participate today and not participate in later assessments. Your cooperation is greatly appreciated.