

Treatment Perceptions Survey (TPS) Checklist

October 16-20, 2023, Survey Period

Preparing for the TPS

TPS County Coordinators

- ✓ Check the TPS website regularly for updated information/materials.
- ✓ Consider the survey data collection options that may be used (e.g., online, paper forms) and provide county-specific guidance to providers.
- ✓ Be sure your provider list has been reviewed/updated and you have received the customized provider links/QR codes from UCLA.
- ✓ Provide guidance to treatment providers on the specific procedures for administering the TPS in your county (e.g., survey methods to be used, where to find/get the paper forms).
 - Email the links to providers so they may become familiar with the survey and ensure they have access (e.g., not blocked by firewalls). The links are also posted on the TPS website.
 - Email the unique/customized survey link(s)/QR codes to each provider prior to the survey period.
 - If using paper survey forms, be sure that treatment providers know their CalOMS Provider IDs, Reporting Units (if required by your county) and treatment settings.

TPS County Coordinators and/or Providers

- ✓ Be sure to use the appropriate survey – youth (12-17 years old) and adults (18 years old or older).
- ✓ Consider how providers will distribute paper forms, survey links/QR codes to clients who receive services in person, over the phone, or via video-conferencing.
- ✓ If clients are receiving services in person, consider whether they will be offered a paper form, access to a desktop computer, laptop, or tablet computer on site, or a phone, and ensure clients can complete the survey in privacy. Consider texting clients the survey link or printing out the QR codes (e.g., flyer) if they have access to a smart phone.
- ✓ If using paper survey forms, complete the top portion (CalOMS Provider ID, Reporting Unit [if required by your county], treatment setting) using the fillable PDFs prior to printing them. Counties may choose to complete this section or have providers complete this step.

For Providers

- ✓ Each participating provider must ensure their individual implementation of TPS procedures adheres to 42 CFR, part 2.
- ✓ Ask clients who receive services during the survey period to participate in the survey.
- ✓ Follow county-specific guidance/instructions for the TPS.
- ✓ Follow the confidentiality procedures included in the TPS instructions and presentation slides.
- ✓ Do NOT mail the completed surveys directly to UCLA; they must be submitted only to your county coordinator.

Submission of Paper Forms to UCLA for Scanning – TPS County Coordinators

- ✓ Collect survey forms from providers and email the completed Shipment Form to UCLA. Please include a completed Cover Sheet when sending the forms to UCLA using the FedEx shipping label provided by UCLA. Both forms are posted on the TPS website.
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Questions? Visit the TPS website and/or contact Marylou Gilbert at
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