

Treatment Perceptions Survey (TPS) Checklist

Preparing to Administer the TPS during the October 7-11, 2019 Survey Period

For County TPS Coordinators/Administrators and/or Providers

- ✓ Check the TPS website for current information/materials, including Information Notices, current survey forms, TPS forms/data submission instructions, and FAQs.
- ✓ Be sure to use the correct TPS form – youth (12-17 years old); adult (18 years old or older)
- ✓ Complete the top portion (CalOMS Provider ID, Reporting Unit [if required by your county], treatment setting) of the form using the fillable PDFs prior to printing them. Counties may choose to complete this section or have providers complete this step.
- ✓ Print the forms directly from the PDFs on plain white paper. Print forms with the larger font double-sided. Counties may choose to complete this step for their providers. DO NOT PHOTOCOPY the forms, or enlarge or reduce the size.

For County TPS Coordinators/Administrators

- ✓ Provide information/training to treatment providers on the specific procedures for administering the TPS in your county (e.g. who to send the completed forms to, where to get/find the TPS forms).
- ✓ Be sure that treatment providers know their CalOMS Provider IDs, Reporting Units (if required by your county) and treatment settings.

Administering the TPS to Clients – For Providers

- ✓ Offer the survey form to clients presenting in person at your program/agency/clinic during the survey period.
- ✓ Be sure that clients do not write their names or other personal identifying information on the form.
- ✓ Follow the confidentiality procedures included in the TPS instructions.

Collecting and Reviewing the Completed TPS Forms Prior to Sending Them to UCLA for Scanning – For County TPS Coordinators/Administrators

- ✓ Review the TPS forms for:
 - Accurate and complete CalOMS Provider IDs, Reporting Units (if required by your county), treatment settings; and
 - Client comments that might require immediate attention.
- ✓ Complete the Shipping Form if you would like UCLA to scan the forms. If you will be submitting electronic TPS data, please let UCLA (cteruya@mednet.ucla.edu) know if this is the first time you will be doing this.
- ✓ Be sure to complete and include the Cover Sheet in the envelope/box along with the completed forms that you are shipping to UCLA for scanning.
- ✓ Send the forms using the UPS shipping label prepared by UCLA.

Questions? Visit the TPS website at <http://www.uclaisap.org/dmc-ods-eval/html/client-treatment-perceptions-survey.html> and/or contact Cheryl Teruya at cteruya@mednet.ucla.edu.