

Treatment Perceptions Survey (TPS) Checklist

October 21-25, 2024, Survey Period

Preparing for the TPS

TPS County Coordinators

- ✓ Check the TPS website regularly for updated information/materials.
- ✓ Be sure your provider list has been reviewed/updated and you have received the customized provider links/QR codes from UCLA.
- ✓ Cut and paste provider-specific links and QR codes and send to each provider.
- ✓ If possible, download surveys, pre-fill and supply them to providers.
- ✓ Conduct training with all providers using the training slides.
- ✓ Consider the survey data collection options that may be used (e.g., online, paper forms) and provide county-specific guidance to providers such as how providers will distribute paper forms, survey link/QR code to clients who receive services in person, over the phone, or via video-conferencing.
- ✓ Motivate providers to encourage clients toward completing the online survey.
- ✓ 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.
- ✓ 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.
- ✓ Use the UCLA Fed Ex Label(s) to send paper surveys by NOVEMBER 15, 2024.

TPS Participating Service Providers

- ✓ Each participating provider must ensure their individual implementation of TPS procedures adheres to 42 CFR, part 2.
- ✓ Be sure to use the appropriate survey – youth (12-17 years old) and adults (18 years old or older).
- ✓ Ask clients who receive services during the survey period to participate in the survey.
- ✓ Follow county-specific guidance/instructions for the TPS.
- ✓ 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. County coordinators may choose to complete this section or have providers complete this step.
- ✓ **PROVIDERS DO NOT** mail the completed surveys directly to UCLA; they must be submitted only to your county coordinator.

Questions? Visit the TPS website and/or contact TPS Director Marylou Gilbert at MarylouGilbert@mednet.ucla.edu