

RE: GPRA Follow-up Survey

Dear:

Six months or so ago, you were accepted into the Anishnaabek Healing Circle, Access to Recovery Program. The ATR program offered you treatment and recovery support for alcohol and drug abuse. The services you received were free, funded by a federal SAMHSA grant to the Inter-Tribal Council of Michigan and offered through the KBIC substance abuse programs.

Now, several months later, we are evaluating how effective the program has been. Because you are receiving, or have received treatment services from the ATR grant, you are being asked to participate in evaluation of the program.

A \$20 gift certificate will be given to you immediately on completion of the GPRA survey.

The interview will take less than an hour and is completely confidential and anonymous. The information you provide is coded with a special ID number. Only program staff will be able to associate your name with the ID number that appears on the survey form. The person conducting the survey is covered by confidentiality requirements and will insure that information you provide in the follow-up interview will be treated confidentially.

The interview can be done over the phone, or in person, and may be held either at our local office or at any other location chosen. Evening and weekend interviews are available if needed. If you now live out of the area, we can mail the survey form to you.

What information will I be asked to provide? To evaluate the ATR program we will need to collect information about your current living situation, your involvement with other health treatment facilities, your substance use (in the last 30 days), employment or educational status, your involvement in cultural activities, your legal status, and your health. Forms that include your responses only, with no name or other identifying information, will also be provided to the Inter-Tribal Council of Michigan for use in the evaluation of the program. The Inter-Tribal Council will also submit your anonymous information to the Federal funding agency via a secured electronic data base that will allow decision makers to view reports about the program.

Our goal is to improve the quality of substance abuse services available to Anishnaabek people everywhere in Michigan. This goal cannot be met unless we hear from you, as someone who has received services. You are important to the evaluation, and we really value your participation.

Please call the office to schedule an appointment to complete the survey: [phone #] and ask for [staff person's name]. If you have questions or concerns, please don't hesitate to ask. Your participation in the survey, and your responses, are completely confidential.

Miigwetch for you Help,

Example of Inducement/Reward Letter Using Locator Info

[Date]
[Name]
[Address]

RE: GPRA Health Survey Follow-up

Dear:

The Anishnaabek Healing Circle, ATR program has been trying to get in touch with [name of client], who is a participant in our follow-up health study. [Name of client] agreed at last contact to participate in a follow-up interview. However, we are having difficulty locating him/her. [Name of client] gave us permission to contact you as someone who might know where to find him/her. Perhaps you could help us?

We are willing to send you a \$20 gift certificate, if, through your help, [name of client] contacts us and completes a follow-up interview. Tell him/her that we can do the interview over the phone. We can also schedule an appointment on weekdays, evenings or weekends, either in our office or at a convenient location nearby. [Name of client] will also receive a \$20 gift certificate when the interview is finished.

Please give him/her this message and ask him/her to contact us at [phone # with no identifier for substance abuse program]. Or, if you do not see him/her personally, but can help us locate him/her, we would appreciate it if you would call me at [phone # with no identifier for substance abuse program] to give us any information you might have.

Also, if you do not know how to get in touch with [name of client], please call and let us know so we do not bother you again.

Miigwetch for your help.

Sincerely,

[Name]
[Title if no identifier]

Example of “You Are Special Letter”

[Date]
[Name]
[Address]

RE: GPRA Health Survey Follow-up

Dear [Name of Client]

As a staff member the [name of tribe or program], working with the Anishnaabek Healing Circle, ATR program, I am writing this special letter to emphasize how important you are to the Health Survey follow-up. Since we have not heard from you, we realize that you may have doubts about us. But please take a minute to read this. What I have to say could make a difference.

The Anishnaabek Healing Circle, ATR program is re-contacting people who participated in Access to Recovery and who received either recovery support or treatment services. Those services were free. When you entered the program, **you agreed to participate in follow-up 6 months later. We have been trying to find you for that follow-up interview.**

A \$20 gift certificate will be given to you immediately on completion of the follow-up survey. Our goal is to improve the quality of health services available on your reservation. This goal cannot be met unless we find and interview as many people as possible. That is why we keep trying to reach you. Our results are valuable only if we have a full cross-section of people. You are very important. No matter what has happened in your life, and no matter where you are living now, your help and opinions will make or break our survey results. You can make a difference!

The interview will take less than an hour and is completely confidential and anonymous. The information you provide is coded with a special ID number. Only your counselor will be able to associate your name with the ID number that appears on the data collection forms. If your counselor requires assistance in locating you for follow-up interviews your name will be given to another member of the program staff to assist with locating you and completing the interview. This person is covered by the same confidentiality requirements as your counselor and will insure that information you provide in the follow-up interview will be treated confidentially.

The interview can be done over the phone, or may be held either at our local office or at any other location chosen. Evening and weekend interviews are also available. If you have moved from the area, we can mail the survey. We want to make it as easy as possible for you to be part of the GPRA follow-up survey.

Even if the interview does not seem important to you, it is very important and will help to improve services for Anishnaabek people all over Michigan. So please help. Take the time to consider us and call me personally if you have questions. My phone number is [phone #]. Your \$20 gift certificate will be given to you as soon as the survey is complete.

Miigwetch for your help.
Sincerely,

[Name]
[Title]