

SSP Point in Time Survey Case Study

SSP NAME: SANE (Sacramento, California)	
SSP Description	The SSP operates in a rural metropolitan area and offers needs-based syringe and supply distribution.
Regular data collection	The SSP currently is transitioning from paper to digital data collection. There is hesitation to engage with new software and in particular REDCap. The new REDCap system has been built for several months but staff still document services on paper then enter the data later.
Goal(s) of point in time survey	The goal was to assess community needs and plan for program expansion based on their input.
Timeline	Initial planning occurred in March 2022 and surveys were implemented in August and September of 2022. After data was collected, there was a delay in completing analysis due to scheduling.
Planning	The two key staff met periodically in the months leading up to implementation to design the survey, review the timeline, and create implementation plans.
Survey design	Survey questions were written by operations team and reviewed by technical assistance providers before being programmed in REDCap.
Piloting	We did not pilot test our survey with participants but wish we had – we think we would have found issues with the survey sooner.
Training	We provided very limited training to our staff which contributed to poor staff buy-in.
Sampling strategy	All participants who attend the SSP are eligible and asked to participate. The number of participants who decline to participate is documented to assess the proportion of participants who agreed to take the survey.



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Data collection	Anyone who walked into our SSP or who was provided outreach or delivery-based SSP services was offered the survey and \$5 payment for completion. We collected data for 25 days. All surveys were collected on paper and entered into REDCap on the same day. The data entry was used instead of formal data monitoring, which was not helpful for identifying trends in issues with specific questions.
Analysis	We wanted to analyze the data in-house but due to some resistance we were unable to purchase analysis software and did not have the needed skills to be able to analyze the data in Excel ourselves. We hired a data consultant to conduct analysis.
Outcomes and dissemination	We have not discussed findings with staff but will use them in grant applications and program planning.
Lessons learned	Staff buy in is critical to the success of this project and it is essential do include them in planning and survey design as well as provide a thorough training. There should also be someone dedicated to lead this effort who is willing to be very hands on – if everyone has too much on their plate, this project will get less attention than it deserves.

