

SSP Point in Time Survey Case Study

SSP Description	Located in the Southeastern United States, within a metropolitan area, in operation since the early 1990s. The program operates 4 days per week, for 8 hours total, averaging 75-100 encounters per week. The SSP is part of a larger organization with several fixed sites that offer additional services.
Regular data collection	The SSP collects unique identifiers at intake and documents service level activities, such as number of supply kits/doses of naloxone/fentanyl test strips, as well as minimal individual level information, such as overdose reversal reports.
Goal(s) of point in time survey	The goal is to implement an annual point in time survey that will be used to understand participant demographics, to assess satisfaction, and to understand supply and service needs.
Timeline	The total project duration was 6 months.
Planning	Key stakeholders, including the Program Director, Program Manager, Data Manager, and Community Health Worker, all met to discuss survey goals, design, implementation, and results. These meetings occurred monthly to support adherence to the timeline.
Survey design	Effort was made to keep the survey concise and most questions “yes/no”. Participant feedback was sought during the design phase to assess questions for appropriateness.
Piloting	Peer, community health worker, and interns all piloted the survey and provided feedback. Program manager incorporated feedback to revise the survey.
Training	Interviewer training was conducted two weeks prior to launch and included all staff that would be involved in survey rollout. The survey was reviewed and interviewer questions were answered. All staff participated in a troubleshooting session to problem solve questions that came up about survey flow/processes.



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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.
Data collection	Data was collected over 45 days during the summer. Surveys were administered by staff and interns and data were collected electronically. Data quality was monitored weekly by the Data Manager and reported out to staff.
Analysis	Program Manager and Data Manager worked together to clean data and carry out the analyses.
Outcomes and dissemination	Findings were reported to staff in the organization's monthly newsletter and published in the annual report. Data is also used for grant applications and requests for funding. Staff review findings for new trends/observations related to participant needs to identify potential revisions to policies and procedures.
Lessons learned	We needed to make tasks more manageable by creating multiple steps and touchpoints along the way. We also needed to dedicate more staff time to each phase. We will be using the tools we developed again in the future.

