

May 25, 2012

We are very pleased you will be joining us for the Substance Abuse and Mental Health Services Administration's National Registry of Evidence-based Programs and Practices (NREPP) and the Native American Center for Excellence (NACE) Conference on April 11–12, 2012, in Santa Fe, New Mexico.

As you know, attendance at this conference was offered to a select number of program developers and evaluators who have experience or strong interest in designing, implementing, or evaluating programs for Native American (NA) populations in the areas of substance abuse prevention and treatment and mental health promotion and treatment.

This interactive event will provide an opportunity for NREPP staff, NACE staff, developers, and evaluators to share information and discuss the development, evaluation, and sustainability of NA programs, with a focus on NREPP's submission and review processes.

The help you prepare for the conference, the following documents are included in this email:

- ✓ Conference Agenda
- ✓ What To Bring to the NACE/NREPP Meeting: Quality of Research Materials
- ✓ What To Bring to the NACE/NREPP Meeting: Readiness for Dissemination Materials

We look forward to gathering with you, hearing your stories, and sharing your experiences.

Sincerely,

Kevin Hennessy, Ph.D.  
Substance Abuse and Mental Health Services  
Administration  
U.S. Department of Health and Human Services  
Substance Abuse and Mental Health Services

CDR Josefine Haynes-Battle, MSN, BSN, RN–GP  
Substance Abuse and Mental Health Services  
Administration  
U.S. Department of Health and Human Services  
Center for Substance Abuse Prevention

## The Native American Center for Excellence and the National Registry of Evidence-based Programs and Practices Conference

Hilton Santa Fe Resort at Buffalo Thunder  
Santa Fe, New Mexico

April 11–12, 2012

### Agenda

WEDNESDAY, APRIL 11, 2012

---

#### *Plenary*

7:00 a.m.–8:00 a.m.

#### **Registration**

8:00 a.m.–8:15 a.m.

#### **Traditional Opening: Honor Guard and Opening Prayer by Community Elder**

8:15 a.m.–8:45 a.m.

#### **Welcome and Introductions**

Kevin Hennessy, Substance Abuse and Mental Health Services  
Administration (SAMHSA) and Josefine Haynes-Battle, SAMHSA

8:45 a.m.–9:30 a.m.

#### **National Registry of Evidence-based Programs and Practices: Overview, History, and Purpose**

Speakers: Kevin Hennessy (SAMHSA) and Stephen Gardner  
(MANILA Consulting Group/NREPP)

9:30 a.m.–9:45 a.m.

#### **Break**

9:45 a.m.–10:30 a.m.

#### **The NREPP Process: Introduction to the Details of the NREPP Process**

Speakers: Stephen Gardner and Kristin Miller (NREPP staff); Eva  
Petoskey, McClellan Hall and Susan Carter, Teresa LaFromboise,  
and Kristin Speakman (NACE)

10:30 a.m.–Noon	<p><b>NREPP Developer and Evaluator Panel Discussion: Experiences and Lessons</b> <i>(continued at 1:30 p.m.)</i></p> <p>Speakers: Eva Petoskey, McClellan Hall and Susan Carter, Teresa LaFromboise, and Kristin Speakman Moderator: Eva Petoskey</p>
Noon–1:30 p.m.	<b>Lunch:</b> On your own
1:30 p.m.–2:30 pm	<b>Experiences and Lessons</b> <i>(continued from noon)</i>
2:30 p.m.–3:00 pm	<b>Participant Discussions</b>
3:00 p.m.–3:15 p.m.	<b>Break</b>
3:15 p.m.–4:30 p.m.	<p><b>Submission Requirements: Research and Materials, Working Session</b> <i>(continued Thursday at 8:30 a.m.)</i></p> <p>Speakers: Stephen Gardner and Liz Castro</p> <p><b>Round Table Discussions</b></p>
4:30 p.m.–5:00 p.m.	<p><b>Participant Feedback: Check-In Session</b></p> <p>Panel: NREPP, NACE, and SAMHSA Staff Moderator: AJ Ernst (NACE)</p>
5:00 p.m.	<b>Adjourn</b>

THURSDAY, APRIL 12, 2012

---

***Plenary***

8:00 a.m.–8:15 a.m.

**Traditional Opening**

Prayer Delivered by One of the Elders in Attendance at the Conference

8:15 a.m.–8:30 a.m.

**Recap of Day 1 and Review of Today's Agenda**

Speaker: Kevin Hennessy

8:30 a.m.–9:30 a.m.

**Submission Requirements: Research and Materials, Working Session** (*continued from Wednesday 4:30 p.m.*)

Speakers: Stephen Gardner and Kristin Miller

9:30 a.m.–10:15 a.m.

**Participant Feedback: Where Are You With Regard to the Minimum Requirements?**

Panel: NREPP, NACE, and SAMHSA Staff  
Moderator: AJ Ernst

10:15 a.m.–10:30 a.m.

**Break**

***Breakout Sessions***

10:30 a.m. –Noon

**QOR Track: Issues Related to Research and Evaluation**

Speakers: NREPP Staff TBD, NREPP Evaluators, NACE and SAMHSA Representatives TBD

10:30 a.m. –Noon

**RFD Track: Issues Related to Program Development and Implementation**

Speakers: Kristin Miller and Megan Steel (NREPP Staff), Developers TBD, NACE and SAMHSA Representatives

Noon–1:30 p.m.

**Lunch:** On your own

1:30 p.m.- 3:00 p.m.	<p><b>QOR Track: Issues Related to Research and Evaluation, Continued</b></p> <p>Speakers: NREPP Staff TBD, NREPP Evaluators, NACE and SAMHSA Representatives TBD</p>
1:30 p.m.- 3:00 p.m.	<p><b>RFD Track: Issues Related to Program Development and Implementation, Continued</b></p> <p>Speakers: Kristin Miller, Megan Steel, TBD PIs, NACE and SAMHSA Representatives</p> <p><i>During the last 15 minutes of these sessions, participants will complete the survey/action plan mentioned on Day 1.</i></p>
3:00 p.m. – 3:15 p.m.	<p><b>Break</b></p>
3:15 p.m.–4:00 p.m.	<p><b>Plenary Discussion of Challenges and Solutions</b></p> <p>Panel: NREPP, NACE, and SAMHSA Staff Moderator: AJ Ernst</p>
4:00 p.m.–4:30 p.m.	<p><b>Where Do We Go From Here? Training and Technical Assistance (TTA) Needs and Resources, Completion of TTA Requests</b></p> <p>Moderator: AJ Ernst will get the discussion going; are there resources we want to share with the group? Panel: All</p>
4:30 p.m.– 4:45 p.m.	<p><b>Participants Complete Evaluations</b></p> <p>Courtney Kirk</p>
4:45 p.m.–5:00 p.m.	<p><b>Closing Ceremony: TBD</b></p>

## WHAT TO BRING TO THE NACE/NREPP MEETING: QUALITY OF RESEARCH MATERIALS

Quality of Research Materials	Examples
Reliability of measures	Published studies, final grant reports, or any other comprehensive documents that include reliability and validity statistics for the measures you have used in your study
Validity of measures	
Intervention fidelity	Published studies, final grant reports, any other comprehensive documents, tested instruments that measure intervention fidelity, descriptions of implementer training, program and training manuals, descriptions of how implementers are supervised, checklists, information on adherence rates and number of sessions attended by the participants
Missing data and attrition	Published studies, final grant reports, or any other comprehensive documents that include details on the way you have handled missing data and attrition in the analysis of your study data
Potential confounding variables	Published studies, final grant reports, or any other comprehensive documents
Appropriateness of analysis	Published studies, final grant reports, or any other comprehensive documents that include details on your approach to the analysis of your study data

### EXAMPLES OF DOCUMENTS TO BRING

- ✓ Published studies
- ✓ Technical reports
- ✓ Final grant reports
- ✓ Replication studies

Note: You do not need all the items shown here; they are examples of appropriate materials and information to bring. Be sure to bring all relevant program materials to the interactive workshops.

### PLEASE BRING

- ✓ **Twelve copies of a one-page overview of your program to share with the other conference attendees at your table**

### WHAT NOT TO BRING

- ✓ Theory and background papers
- ✓ Documents on the historical development of your intervention
- ✓ Literature reviews
- ✓ Abstracts
- ✓ Articles that summarize the findings of multiple studies
- ✓ Documents with only qualitative data analysis or process evaluations
- ✓ Magazine or professional association newsletters

## WHAT TO BRING TO THE NACE/NREPP MEETING: READINESS FOR DISSEMINATION MATERIALS

Readiness for Dissemination Materials	Examples
<p>Implementation materials</p> <ul style="list-style-type: none"> <li>▶ Any materials or information needed to implement your program</li> </ul>	<p>Manuals, workbooks, videos, DVDs, narrative outlining the program, brochures used to market the program, materials for parents or caregivers, a description of appropriate participants, explanations of organizational structures necessary to implement the program, necessary qualifications to implement the program</p>
<p>Training materials and resources</p> <ul style="list-style-type: none"> <li>▶ Any materials or resources given out or presented at trainings and information about the type and frequency of training available</li> </ul>	<p>Manuals, handouts, training agendas, videos, PowerPoint presentations, a list of additional resources available, train-the-trainer materials and resources, recommended activities, explanation of types of training available, frequency of training, explanation of how a new implementer finds out about training, information on where trainings are available</p>
<p>Support and/or Technical Assistance</p> <ul style="list-style-type: none"> <li>▶ A description of the initial or ongoing support mechanisms available to new implementers</li> </ul>	<p>A Word or Excel document outlining how a new implementer would reach the developer by phone, email, in person, or through any other means for support and/or technical assistance</p> <p>For example: Megan Steel can be reached at 571-633-9797, ext. 229, during business hours; support sessions cost \$60 per hour. One-on-one coaching for new implementers is offered during the first 6 weeks of implementation for 1 hour per week; extended coaching for an additional 6 weeks is available at a cost of \$150 per week.</p>
<p>Quality Assurance Materials</p> <ul style="list-style-type: none"> <li>▶ Any materials necessary for implementers to ensure your program will be implemented with fidelity; includes outcome monitoring and fidelity/process monitoring tools</li> </ul>	<p>Fidelity checklists, outcomes measures, pre-post measures, quality assurance for training, guidance for administering instruments and using data to improve program implementation, supervision guidelines, clinical adherence measures, protocol for using measures (who administers them, how they are administered, when they are administered)</p>

### HELPFUL TIPS

- ✓ Although we collect cost information, we do not share it with reviewers, and they do not factor it into the scores for any of the three criteria. However, it is helpful to bring the cost information for one of our exercises.
- ✓ Please bring your actual materials, not photocopies or descriptions only.
- ✓ You do not need all these items; they are examples of appropriate materials and information to bring.

## PLEASE BRING

---

- ✓ Twelve copies of a one-page overview of your program to share with the other conference attendees at your table

## WHAT NOT TO BRING

---

- ✓ Materials you do not have the legal right to disseminate
- ✓ Photocopies or only descriptions of your materials
- ✓ Electronic resources unless you are bringing your own laptop