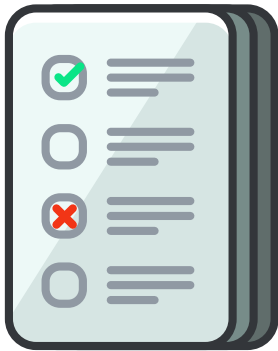


Best Practices

CSAT Administrative Surveys

Information Adapted from SPARS



When to Conduct an Administrative Survey

- If a client has *completed the intake/baseline interview* but is unable or chooses not to complete the follow-up or discharge survey.
- Reasons for not completing the follow-up or discharge include: cannot locate client, client declines, client is impaired, or unable to provide consent.



Follow-Up Administrative Survey

For an administrative follow-up survey complete:

- Section A: Record Management
- Section I: Follow-up Status of the CSAT GPRA Client Outcome Measures for Discretionary Programs

Note:

6 - month follow-up survey for adults; 3 - month follow-up survey for adolescents



Discharge Administrative Survey

For an administrative discharge survey complete:

- Section A: Record Management
- Section J: Discharge Status
- Section K: Services Received of the CSAT GRPA Client Outcome Measures for Discretionary Programs Tool

Notes

- Administrative surveys do not count towards the follow-up rate.
- If a client does not complete a baseline/intake; **do not enter into SPARS**; do not conduct an administrative survey.
- For more help, contact the SPARS Help Desk (1-855-322-2746)