

June 21, 2007

Dear NIATx 200 member,

On behalf of the entire research team, we want to express sincere thanks for your participation in the NIDA-funded efforts toward improving organizational processes. As we kick off our project, you may recall that we will begin to collect several types of data from your program. One component of the data collection will involve an executive director's telephone survey to be completed this summer that will be followed by the surveys for eight of your team members to complete. The executive director's survey will be conducted by investigators led by Dennis McCarty at Oregon Health & Science University (OHSU).

In preparation for the executive director's interviews, investigators at OHSU will be contacting your organization to schedule the interviews. You should expect an e-mail contact from OHSU investigators in late June or early July, which will be used to schedule times for the actual interviews. The actual interviews/survey will be scheduled to take place sometime between July 18 and August 17. Each interview should last approximately one hour.

Prior to the interview, it may be helpful to review information sources that can be used to provide answers to questions regarding your organization's voluntary and involuntary employee turnover, expenses (fixed and variable), revenues, contribution/operating margin, and payer mix (percent of dollars from the state). You will want to refer to recent financial statements for some of this information; more detailed information will follow in subsequent e-mails.

Best Regards,

Alice Pulvermacher  
NIATx 200 Project Director