WEBINAR VIDEO AND HANDOUTS

• Today’s Webinar is being recorded
• The slides were e-mailed to you prior to the webinar
  • If you did not receive the message, check your spam e-mail folder
• The video will be made available on the Suicide Prevention Resource Center website and the Suicide Prevention Data Center (SPDC)
NEED ASSISTANCE?

• For technical support
  • Contact us via the Questions pane
  • E-mail William.Moore@icfi.com
ON TODAY’S AGENDA

• GLS National Outcomes Evaluation Design
• Prevention Strategies Inventory (PSI)
• Training Activity Summary Page (TASP)
• Training Utilization Preservation Survey (TUP-S)
GLS SUICIDE PREVENTION
NATIONAL OUTCOMES
EVALUATION
CORE AND ENHANCED STUDIES

- Continuity of Care Study
- Suicide Safer Environment Study
- Training Study

IMPACT, OUTCOME, & IMPLEMENTATION ANALYSIS

- Study core analysis
- Enhanced study analysis
- Program level analysis

Cross-core, technical assistance, evaluation needs assessment

- Expert Panel
- Subcontractors
PREVENTION STRATEGIES
PREVENTION STRATEGIES INVENTORY (PSI) TOPICS TO BE COVERED

✓ PSI Overview
  • PSI Content
  • Timeline
  • Data Entry
  • Data Submission
✓ PSI Demonstration on the SPDC
✓ Tools to Support PSI Data Collection and Reporting
PSI OVERVIEW

Purpose

Prevention Strategies Description

• An inventory of all prevention strategies and products that are a part of grantee GLS funded program

Expenditures

• Total amount of GLS funds (including in-kind) expended to date and the percent of funds expended to date for each strategy type
## PSI OVERVIEW

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is responsible for data collection for the PSI?</td>
<td>Grantee Program Staff</td>
</tr>
<tr>
<td>How is the PSI administered/entered?</td>
<td>Web-based form entered into SPDC</td>
</tr>
<tr>
<td>When will the PSI be administered?</td>
<td>Once per quarter, throughout the grant period</td>
</tr>
<tr>
<td>When will the PSI begin?</td>
<td>January 2016</td>
</tr>
</tbody>
</table>
Prevention Strategies Inventory - State/Tribal

Suicide Prevention Program Strategies

What types of suicide prevention strategies are being implemented under your GLS program? Select all that apply.

Quick Links

1. Outreach and Awareness
2. Gatekeeper Training
3. Assessment and Referral Training for Mental Health Professionals and Hotline Staff
4. Lifeskills Development
5. Screening Programs
6. Hotlines and Helplines
7. Means Restriction
8. Policies and Protocols for Intervention and Postvention
9. Coalitions and Partnerships
10. Direct Services and Traditional Healing Practices
11. Other Suicide Prevention Strategies
STRATEGY FOLLOW-UP QUESTIONS

- What is the name of the activity/event?
- Type of product: (print materials, billboards, radio, awareness product, etc.)
- Please indicate the type of training: (QPR, ASIST, Kognito, etc.)

- Does this strategy target the entire community or general population? (Yes/No)
- Does this product place emphasis on any of these current priority populations? (select all that apply)
PSI PART TWO: BUDGET EXPENDITURE INFORMATION

Prevention Strategies Inventory - State/Tribal

Budget

To save any new information you have entered on this page, please click on the "Save Budget" button at the bottom of the page.

How much of your GLS budget (including any matching funds) have you spent to date? Specify dollar amount:

$ 

Please estimate the percentage of your total budget expended to date on the following prevention strategies.

1. Outreach and Awareness

   1.1. Public Awareness Campaigns

   %
PSI TIMELINE

• PSI entries are updated on a quarterly basis
• The PSI opens the second Monday following the end of the quarter and remains open for 15 business days
• Upcoming PSI Administration Dates:
  ▪ January 11 through January 29th
PSI DATA ENTRY

- PSI respondents (one per grantee) are emailed a PSI password in order to access the instrument on the SPDC
- Grantees update and add to currently entered PSI strategy and budget expenditure information to reflect changes that occurred during the previous quarter
PSI DATA SUBMISSION

• Deadline: 8 PM Eastern Time on the final administration day
• Don’t forget to final submit!

[Image of a webpage with options for Final Submission and Return to STDC]
PSI DEMONSTRATION ON THE SPDC
TOOLS TO SUPPORT PSI DATA COLLECTION AND REPORTING

✓ PSI Tip Sheet and Strategy Definitions
✓ PSI Sub-grantee Tracking Spreadsheet
✓ PSI Data Sharing Report
✓ PSI Summary Report
PSI MANUAL, STRATEGY DEFINITIONS AND TIP SHEET
TIPS AND REMINDERS

• Prevention strategies should be included once they are beyond the planning phase
• Examples of information that should not be included: holding or attending meetings, attending a SAMHSA, ICF, or SPRC webinar, monthly team calls, hiring grant staff
TIPS AND REMINDERS

• The PSI is cumulative! You should not delete strategies that have been completed.

• If an activity existed prior to your GLS grant, and GLS funds will continue to support the activity, then it can be reported in the PSI.

• Strategies that are implemented using both GLS funds, matched funds, and a combination of GLS and matched funds should be reported on the PSI.

• If you have implemented a certain strategy type, but have not spent any of the budget in that area, just enter 0%.
TIPS AND REMINDERS

• To report both the amount of GLS funds and matched funds spent from the beginning of the grant through the end of the reporting quarter
• You can still submit your PSI even if 75-80% of your budget has not been accounted for
• You cannot report a percentage of dollars spent in an area where you have not implemented a strategy
SUB-GRANTEE TRACKING SPREADSHEET, DATA SHARING REPORT, AND SUMMARY REPORT
PSI NEXT STEPS

• Review the PSI Manual and Tip Sheet
• Log in to the PSI using your password (beginning 1/11)
• Enter strategies and budget information from Q1 (October-December 2015)
• Final submit your PSI by January 29th at 8 PM
• If you determine, after reviewing the materials, that you do not have any data to enter OR if you cannot complete by January 29th, contact PSI Data Collection Liaison as soon as possible
PSI CONTACT INFORMATION

For help with the PSI you may:

- Email your questions to: 
  GLS-PSI@icfi.com
- Call Erin Maher, the PSI Data Collection Liaison, at (617) 250-4289
QUESTIONS?
TRAINING ACTIVITY SUMMARY PAGE (TASP) TOPICS TO BE COVERED

✓ TASP Purpose & Overview
✓ Logistics
✓ TASP Demonstration on the SPDC
✓ Tools to support TASP Data Collection and Reporting
✓ Next Steps
WHAT IS THE TASP?

• Training Activity Summary Page (TASP)
  ▪ Collects summary information about training events sponsored by GLS grantees
PURPOSE OF THE TASP

To Collect Aggregate Data

- Date of Training
- # of Attendees < 18 Years Old
- WD2 Indicator
- Type of Training
- Intended Outcome
- Role of Participants
TASP Overview

WHO: Grantee Staff

WHEN: Within 2 weeks

WHEN: Begin Collection Training

WHEN: Submitted via SPDC

HOW: Submitted via SPDC

Training
National Outcomes Evaluation of the Garrett Lee Smith Memorial (GLS)
StateTribal Youth Suicide Prevention and Early Intervention Program

Training Activity Summary Page

Training Activity Summary Page: StateTribal Version
September 2015

Number of trainees under 18 years of age who attended the training: □ □ □

Number of trainees with primary role in each setting (participants should only be counted in one category):
Education (K-12) □ □ □
Higher education (college/university) □ □ □
Substance abuse □ □ □
Juvenile justice probation □ □ □
Emergency Response □ □ □
Tribal services/tribal government □ □ □
Child welfare □ □ □
Mental health □ □ □
Primary health care □ □ □
Other community settings □ □ □
Other please describe: _________

Name of training: __________________________

Name and ZIP code of facility where training was held (leave blank for online training):
Name: __________________________
ZIP Code: □ □ □ □

Type of training (select one):
☐ QPR (Question, Persuade, Refer)
☐ Yellow Ribbon
☐ ASIST (Applied Suicide Intervention Skills Training)
☐ Signs of Suicide (SOS)
☐ Sources of Strength
☐ Youth Depression Suicide: Let’s Talk
☐ SafeTALK
☐ Connect (formerly Frameworks)
☐ Lifelines
☐ ANSI (Assessing and Managing Suicide Risk)
☐ RRSR (Recognizing and Responding to Suicide Risk)
☐ Camp4Connect
☐ American Indian Life Skills Development
☐ Respite
☐ Response (A Comprehensive High School-based Suicide Awareness Program)
☐ CALM (Counseling on Access to Lethal Means)
☐ Other: Please specify: __________________________

The following information on the number of trainees in the WD2 category is required for posting Common Data Platform (CDP) data to the Suicide Prevention Data Center. For further details, please see additional guidance from your Government Project Officer (GPO)*.

How many trainees fall under the WD2 category (the number of people in the mental health and related workforce trained in mental health-related practices activities that are consistent with the goals of the grant)?

How many trainees DO NOT fall under the WD2 category?

Total number of trainees who attended the training:

Do not leave this question blank. If none of the trainees belong to the category, enter “0.”

*TR1 indicator will not be continued from TRAC to the CDP and has been removed from the TASP.
FILLING OUT THE TASP

• Print off the TASP form from the SPDC
• Write in the training date and training ID
• Answer all the questions based on the training class
TRAINING ID

• Training ID is a unique 6 digit ID number
• First 3 digits are your site ID numbers, which are provided by your TAL
• Final three digits are assigned by you, the grantee.
• Last 3 numbers should be numbers that help you remember the order of your trainings
TRAINING ID EXAMPLE

• Grantee X Site ID: 123
• Training ID: 123???
  ▪ Last 3 digits can be training type and/or chronological order of trainings
• Training types:
  ▪ ASIST = 1
  ▪ QPR = 2
  ▪ SOS = 3
• 123201 = Grantee X had a QPR training and it was their first training
ENTERING TASP INTO THE SPDC

1. Manually enter TASP for one training at a time
ENTERING TASP INTO THE SPDC

2. Upload excel spreadsheet for the TASP data for several trainings at once

- Template available on SPDC

<table>
<thead>
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<th>txsdate</th>
<th>txsid</th>
<th>txsnum</th>
<th>trac_wd2</th>
<th>txsnum_under_18</th>
<th>txsnum_us</th>
<th>txsnum_gs</th>
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<tr>
<td>Month/Day/Year</td>
<td>Training ID. A 6-digit number with the first 3 digits representing Site ID (or another previously-assigned 3-digit code).</td>
<td>Number of Trainees who attended the training</td>
<td>Number of trainees in WD2 category</td>
<td>Number of Trainees under 18 years of age who attended the training</td>
<td>Number of K-12 staff attending training</td>
<td>Number of child welfare staff attending training</td>
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TASP DEMONSTRATION IN SPDC
ONLINE TRAININGS DATA COLLECTION

Option 1

- Online training program is at a specific location and time

Data Collection Method

- Grantee can fill out the TASP in-person while participants are completing the training; then grantee can enter TASP into SPDC
ONLINE TRAININGS DATA COLLECTION

Option 2

- Online training program completed by user at anytime on any computer

Data collection method

- The company that hosts online program supplies grantee data summary report of all users; monthly or quarterly

- Grantee fills out TASP quarterly and enters it into the SPDC manually or upload via the spreadsheet
TASP REPORTS AND RESOURCES

- Grantee Summary Reports
- Response Monitoring Table
- Data Collection Liaison & Technical Assistance Liaison
- Training Tracking Spreadsheet
## TRAINING TRACKING TOOL

<table>
<thead>
<tr>
<th>Date training scheduled</th>
<th>Number of youth</th>
<th>Date of Training: (Month/Day/Year)</th>
<th>Training ID: (Assigned Site ID+3 digit #)</th>
<th>TASP Info rec’d/e entered (Yes or No)</th>
<th>TUP-S Consent to Contact Form rec’d (# of forms)</th>
<th>TUP-S Consent to Contact Form Sent to ICF Macro (enter date)</th>
<th>Total number of Trainees who attended the training:</th>
<th>Number of trainees in WD2- the number of people in the mental health and related workforce trained in mental health-related practices/activities</th>
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<td><strong>SUBGRANTEE 1 (CAN ALSO BE ORGANIZED BY TRAINER, TRAINING LOCATION TRAINING TYPE)</strong></td>
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USING TASP DATA

• Grantees will be able to use data for
  ✓ community presentations
  ✓ local evaluation efforts
  ✓ possible program modifications
  ✓ and more!
REDUCING IMPLEMENTATION ISSUES: TIPS FROM OTHER GRANTEES

- If the system gives you error messages when you try to upload a TASP form, check to make sure the username and password that you used to enter the SPDC are correct.

- If using the spreadsheet option to upload multiple TASP forms, make sure you review the codebook to gain a better understanding of the variables used on the sheet.

- If working with sub-grantees, make sure you create an organized process for them to return the TASP form to you. This will help to ensure that you have enough time to enter them within 2 weeks of the training. If you have given sub-grantees permission to enter the forms directly into the SPDC, make sure you have a method of reminding them to enter forms within 2 weeks of the training.

- It may be a good idea to have one program staff member such as the evaluator or program coordinator (based on how your program is structured) to enter all the collected data into the SPDC. This would cause less confusion and maintain data collection reliability.
Commonly Asked Questions

What should we do if there is more than one intended outcome for the training?

Should booster trainings be considered “other” under “the type of training” section?

What if I have more than 100 trainings?
QUESTIONS?
TRAINING UTILIZATION & PRESERVATION – SURVEY (TUP-S) TOPICS TO BE COVERED

- TUP-S 3 & 6 Month Purpose & Overview
- Logistics
- Tools to support TUP-S Data Collection and Reporting
TUP-S PURPOSE

Quantitative survey administered

Examines the use and retention

Measures
TUP-S Overview

WHO: 3 month Grantee Staff, 6 month ICF Staff

WHEN: 3 and 6 month post training

HOW: Computer Assisted Telephone Interview

WHO: Random Sample
Cross-site Evaluation of the Garrett Lee Smith Memorial (GLS) Suicide Prevention Program

Training Utilization and Preservation—Survey
State/Tribal Version
CONSENT-TO-CONTACT FORM

Training ID: 18345

Training Name:
Date of Training/Today's Date: 6/14/14
Training Location Zip code:

As part of the Garrett Lee Smith (GLS) Youth Suicide Prevention and Early Intervention Cross-site Evaluation, we will be interviewing individuals who participated in the training activity you just completed. The Training Utilization and Preservation Survey is a telephone survey that will be administered to participants from a random sample of suicide prevention gatekeeper training programs and collect information about gatekeeper knowledge, attitudes, and behaviors following their trainings. Your participation in this brief survey is completely voluntary. Your answers to the survey questions will be kept private except as otherwise required by law. Your name will not be linked with the information on your survey. Your name will not be used in any reports about this evaluation. We are interested in contacting you again within the next 3 months to ask you some questions about what you learned during this training, how you have used what you learned, and what impact it has had on your identification and referral of youth at risk for suicide in your community. Findings from the survey will assist in informing the Substance Abuse and Mental Health Services Administration about suicide prevention activities and training experiences.

The survey will take approximately 10 minutes and will be conducted over the telephone by a member of the cross-site evaluation team. If you are selected to participate in the interview, in appreciation of your time, we will provide you with either a $10 Amazon gift code or we will mail you a $10 money order.

Are you interested in being contacted about possible participation in the Training Utilization and Preservation Survey?
☐ Yes
☐ No

If you are interested in participating in this important effort, or in learning more about the Training Utilization and Preservation Survey, please provide your contact information below. If you are selected to participate in the interview, a member of the cross-site evaluation team will contact you. Participants for the survey will be randomly selected from a complete list of interested training participants.

NAME: Jane Tall
BEST CONTACT?
(SELECT YES OR NO)
☐ YES
☐ NO

WORK PHONE: 404.777.9311
WHEN IS THE BEST TIME TO CALL THIS NUMBER?
☐ Weekends

WORK PHONE: 404.567.1234
WHEN IS THE BEST TIME TO CALL THIS NUMBER?
☐ Weekdays

CELL PHONE: 404.843.1001
WHEN IS THE BEST TIME TO CALL THIS NUMBER?
☐ After 5:30pm

WORK ADDRESS: 123 Sunshine Lane Atlanta GA 30389

HOME ADDRESS: 5 Sunshine Ave Atlanta GA 30389

WORK E-MAIL: jhall@happy.com
PERSONAL E-MAIL: jhall@smile.com

Whether you selected yes or no above, please return this page to the training facilitator.
Thank you!
Training ID: 12345  
Training Date: 2/14/14  
Training Name:  
Training Facilitator: Sue Brown  
Location of Training: Atlanta Ga 30329

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Best Phone Number (with area code)</th>
<th>Phone Number Type</th>
<th>Mailing Address</th>
<th>Primary Email</th>
<th>What's the best time to call? (AM/PM)</th>
<th>Willing to participate in TUP-S Follow-up Survey? (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Tall</td>
<td>404.777.9311</td>
<td>□ Home □ Work □ Cell</td>
<td>124 Sunshine Lane Atlanta GA 30329</td>
<td><a href="mailto:jtall@happy.com">jtall@happy.com</a></td>
<td>AM</td>
<td>✗ Yes □ No</td>
</tr>
<tr>
<td>Bob San</td>
<td>404.567.1234</td>
<td>□ Home □ Work □ Cell</td>
<td>4 Peachtree Ave Atlanta GA 30329</td>
<td><a href="mailto:Sanford@smile.com">Sanford@smile.com</a></td>
<td>PM</td>
<td>✗ Yes □ No</td>
</tr>
<tr>
<td>Clay Hickman</td>
<td>404.843.1001</td>
<td>□ Home □ Work □ Cell</td>
<td>21 Peachtree St Atlanta GA 30329</td>
<td><a href="mailto:chickman@happy.com">chickman@happy.com</a></td>
<td>PM</td>
<td>✗ Yes □ No</td>
</tr>
</tbody>
</table>
BEFORE YOU SEND FORMS:

✓ Only send forms in which trainees have agreed to participate
✓ Make sure the training ID is on every page
✓ Include a copy of the TASP
SEND FORMS...

• **HARD COPIES** should be sent to:
  ICF International
  c/o Qualandria Bell
  3 Corporate Square
  STE 370
  Atlanta GA 30329

• **ELECTRONIC COPIES** should be sent to:
  tups@icfi.com
Once forms are received, forms are entered into a database in order received (takes approximately 6 weeks).

Response monitoring is updated on-going basis (takes approximately 2 weeks after entered into database).

Grantee will have access to raw data via the SPDC*

Call center begins making phone calls.
WHERE ARE MY FORMS?

Wondering if ICF has received your consent-to-contact forms?

• You can check the SPDC monitoring table to verify the status of consent forms from your trainings approximately 6-8 weeks after submission to ICF
TUP-S DEMONSTRATION ON THE SPDC
TUP-S TOOLS

- Accessing and Utilizing Data
- Check SPDC for Summary Points for facilitators to introduce the instrument
Commonly Asked Questions

- Do we have to send in forms for respondents that indicate that they do not want to participate?
- Can you still make calls if we send the forms outside of the 2 week window?
- Who conducts the follow-up calls?
- Why do we have to send a copy of the TASP with the TUP-S forms?
- Why aren’t all forms submitted reflected on the SPDC?
- How do the participants consent to contact for the 6-month?
TRAINING INSTRUMENTS CONTACT INFORMATION

For help with the TASP or TUP-S you may:

• Email your questions to gls-tasp@icfi.com or gls-tups@icfi.com

• Call Brandee Hicks, the Data Collection Liaison at 404-592-2198
QUESTIONS?
NEXT STEPS
WHAT’S NEXT?

- Prepare for IRB
- Review instrument manuals & resources
- Select SPDC and PSI administrator
- Plan for TASP & TUP-S data collection
- Webinars
  - January 19th, 3-4:30pm EST: GLS Data Collection Instruments and Data Submission Processes Webinar (part 2)
# DATA COLLECTION LIAISON CONTACTS

<table>
<thead>
<tr>
<th>NOE Instrument</th>
<th>Data Collection Liaisons (DCLs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevention Strategies Inventory (PSI)</td>
<td>Erin Maher</td>
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<tr>
<td></td>
<td><a href="mailto:Gls-psi@icfi.com">Gls-psi@icfi.com</a></td>
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<tr>
<td></td>
<td>617-250-4289 (Eastern Time Zone)</td>
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<td>Training Activity Summary Page (TASP) and Training Utilization and Preservation Survey (TUP-s)</td>
<td>Brandee Hicks</td>
</tr>
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<td><a href="mailto:Gls-tasp@icfi.com">Gls-tasp@icfi.com</a></td>
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<tr>
<td></td>
<td>404-592-2198 (Eastern Time Zone)</td>
</tr>
<tr>
<td>Early Identification, Referral, and Follow-up (EIRF)</td>
<td>Jane Carmona</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Gls-eirf@icfi.com">Gls-eirf@icfi.com</a></td>
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## TECHNICAL ASSISTANCE LIAISON CONTACTS

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<td><strong>Tiffiny Fambro</strong></td>
<td><strong>Gretchen Clarke</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Candace Fleming</strong></td>
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<tr>
<td></td>
<td><a href="mailto:Candace.Fleming@ucdenver.edu">Candace.Fleming@ucdenver.edu</a></td>
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QUESTIONS?