**Data Guidance for Physical Distancing Programs**

1. Guidance on the use of the data collection systems and forms:
   1. All COVID-19-related Crisis Counseling Assistance and Training Program (CCP) grants should use the most recent Office of Management and Budget (OMB) forms for data collection. The updated forms have an expiration date of July 31, 2022, and are available on the CCP toolkit web page at <https://www.samhsa.gov/dtac/ccp-toolkit/ccp-data-forms-trainings>.
   2. Programs are advised to use the CCP mobile app (<https://www.ccpdata.org/ccpmobile>) in the Google Chrome browser on a mobile device such as a smartphone or tablet, if these devices are available. Staff can use the app on a desktop, using Google Chrome, if mobile devices are not available.
      1. It should be noted that the app is optimized for mobile device use, and errors can occur when using it via a desktop.
      2. It should be noted that the app is optimized for use with Google Chrome. Errors, including potential data loss, can occur when using other browsers, such as Safari.
      3. Mobile app users are encouraged to upload forms as often as possible due to extraordinary demands on the system related to COVID-19 grants across the nation.
   3. If mobile devices are not available immediately, paper data collection is advised. Crisis counselors and other outreach workers should complete paper forms, and these forms should be entered into the Online Data Collection and Evaluation System (ODCES) (<https://www.ccpdata.org/ccp2field>).
      1. If paper forms are used initially, teams should plan to transition to data collection via the mobile app as soon as possible.
   4. The Substance Abuse and Mental Health Services Administration (SAMHSA) Disaster Technical Assistance Center (DTAC) will provide the grantees with virtual ODCES and mobile app training and technical assistance (TA) for system access and utilization as needed.
2. Guidance on capturing virtual and secondary services:
   1. When possible, programs are advised to collect data using the OMB-approved CCP data collection forms.
   2. Virtual services, such as phone calls, virtual crisis counseling, webinars, and materials distribution, should be captured on the appropriate form (see the Frequently Asked Questions document for additional information). For instructions on how to complete these forms, please visit the SAMHSA DTAC website at <https://www.samhsa.gov/dtac/ccp-toolkit>.
   3. If additional assistance is needed on capturing data, please contact your assigned TA specialist.