



National Survey on Extent and Pattern of Substance use in India

Commissioned by:

Ministry of Social Justice & Empowerment, Government of India

Report of the National Training of Trainers and Operational Planning Workshop

18th -22nd September 2017, New Delhi



Workshop Summary

Title of Workshop:	National Training of Trainers and Operational Planning Workshop
Dates:	18 th -22 nd September 2017
Venue:	Pravasi Bhartiya Kendra, Dr. Rizal Marg, Charakyapuri, New Delhi
No of participants:	65
Type of participants:	<ul style="list-style-type: none"> • Co-Investigators and Research Staff from RTAs (collaborating medical institutes), • Regional Operation Manager and Regional Project Coordinators from RCAs (RRTCs), • State Operational Manager and State Project Coordinators from SIAs (RRTCs and IRCAs), • Representatives from National Operational Resource Unit (SPYM), • Representatives from Project Monitoring Unit (NISD), • Officers from the Ministry of Social Justice and Empowerment (MoSJE).
Resource persons:	<ul style="list-style-type: none"> • Prof. Atul Ambekar, NDDTC, AIIMS • Dr. Ravindra Rao, NDDTC, AIIMS • Dr. Ashwani Kumar Mishra, NDDTC, AIIMS • Dr. Alok Agarwal, NDDTC, AIIMS • Mr. Manish Kumar, Technical Support Unit, Punjab State AIDS Control Society. (SPYM, as ORU)
Logistics and Travel arrangements	ITDC / Ashok Events and NISD, MoSJE, Govt. of India

Background

Though India has a sizable burden of Substance use disorder, the exact dimensions of this problem remain unknown. The Ministry of Social Justice and Empowerment (MoSJE), Government of India, has commissioned a “*National Survey on Extent and Pattern of Substance Use in India*” to estimate the prevalence of use of various psychoactive substances in the country with National Drug Dependence Treatment Center (NDDTC), All India Institute of Medical Science (AIIMS), New Delhi as the lead technical agency for the project.

As per the capacity building component as well as implementation plan for the National Survey, a National Training of Trainers and Operational Workshop was organised from 18th to 22nd September 2017 at the Pravasi Bhartiya Kendra, Rizal Marg, New Delhi. The five-day training and workshop was jointly organized by NDDTC-AIIMS, NISD and ITDC (the agency

engaged by the MoSJE for managing logistics of all capacity building activities under the project). The workshop was attended by representatives of various agencies involved in the project at the National, Regional, and State levels and its participants comprised of Co-Investigators and Research Staff from RTAs (collaborating medical institutes), Regional Operation Managers and Regional Project Coordinators from RCAs (RRTCs), State Operational Manager and State Project Coordinators from SIAs (RRTCs and IRCAs), representatives from National Operational Resource Unit (SPYM, New Delhi), representatives from Project Management Unit (NISD), and senior officers from MoSJE (complete list of participants is enclosed as an Annexure).

Workshop Objectives

The objectives of the workshop were as follows:

- To develop an in-depth understanding of the objectives and methodology of major components of the National Survey (House-Hold Survey – HHS and Respondent Driven Sampling – RDS).
- To discuss the operational aspects of the survey in detail and resolve the operational and logistic issues related to the project.
- To build capacity of the partnering agencies to develop operational plans to undertake survey activities in a time-bound manner in the concerned states
- To discuss the timeline for implementation of survey activities (mapping-listing, HHS survey and RDS survey) with Regional and State level teams and develop their capacities to prepare detailed work plan for implementation in each state.
- To orient the participants to capacity building, monitoring, documentation and reporting requirements of the national survey.

Topics Covered

The following topics were covered during the five-day training programme.

- Scientific and Operational Aspects of the National Survey
- Step-wise implementation of key survey activities (Mapping-listing, HHS Survey, RDS survey, Capacity Building, Monitoring, Data Revalidation, Documentation and reporting)
- Planning of survey activities at State and District levels and preparation of timelines
- Efficient utilization of resources for completion of survey field-work in an expeditious manner
- Anticipating and addressing challenges in implementation of the field-work.

The detailed agenda for the workshop is provided in the Annexure.

The workshop was conducted by the resource persons using various participatory training techniques such as power-point presentations followed by discussions, group work, theme-based discussions, demonstration of operational planning, etc.

Proceedings

Day 1: 18th September 2017

The program opened with the registration of all the participants. Shri Anand Katoch, Director, NISD delivered the welcome address. Professor Atul Ambekar explained the objectives of the workshop. Subsequently, a warm-up session was conducted by the resource persons to help the participants know each other.

This was followed by presentation and interactive discussion on overall design of the National Survey. It was re-iterated that the focus of the national workshop was on OPERATIONAL aspects rather than the core TECHNICAL ones. Participants were assured that the core technical aspects would be covered in the subsequent Regional and State-level training programmes.

The topics covered in Day 1 were as follows:

- Objectives and overview of the workshop
- National Survey - Overview of Technical and Scientific Aspects
- National Survey - Overview of Operational Aspects
- National Survey: Mapping-listing of PSUs
- National Survey: Planning Data collection for HHS Survey
- National Survey: Planning Data collection for RDS Survey
- National Survey: Managing Capacity Building Activities, Monitoring, and Reporting

Thus, the entire day one was spent on familiarizing the participants on all the technical and operational aspects of the Survey at the National, State and Field levels. Vibrant and animated discussions ensured that the participants realized the enormity and complexities of the tasks involved. Importance of need of thorough planning of operational activities of the survey in minute details (considering the availability of resources and time) was established.

Day 2: 20th September 2017

The second day began with a recap of previous day's discussion. The focus of day two was to demonstrate "Operational Planning of Survey Activities" in a state. The purpose of the exercise was to build capacities of the participants to develop their own state-specific operational plans.

The topics covered on Day 2 included:

- Planning the Mapping-Listing survey in a state
- Planning the HHS Survey in a state
- Planning the RDS Survey in a state
- Planning the Capacity Building, Monitoring, and Revalidation activities

As a case study, the state of Punjab was chosen for the purpose of demonstration of developing the operational plans. The entire exercise of demonstration was conducted in the form of a live interaction which took place in front of the participants between two or more resource persons. The required planning formats were explained and the process of decision-making and filling-up of the formats was demonstrated to the audience in a real time manner. This ensured that the participants became familiarized with the various considerations which are involved in decision making for the planning, which would help them develop similar plans for their own states.

The first session began with a presentation on demonstration of operational planning for *mapping-listing* in Punjab. Mr. Manish Kumar and Dr. Ashwani Kumar Mishra demonstrated the operational planning for mapping-listing (as a pre-requisite of the Household Survey) with the example of Panjab state. All the steps involved in operational planning for this activity were discussed at length – including deploying the teams, assigning the time lines, and preparatory work including purchasing the CEB maps available with the Census of India. It was highlighted that the planning should be done up to the PSU level and movement of teams from one PSU to another should be decided well in advance. The following points were emphasized while preparing plans for mapping-listing:

- The numbers of field team for data collection have been assigned to the agencies as per the expected amount of work and logistic considerations (i.e. more teams for larger states and hilly terrains)
- The total duration of engagement of field teams (of about 105 days) is based on the understanding that about 3 weeks will be required for mapping and listing followed by about 2½ months for data collection for house hold survey
- The field work planning for mapping listing and HHS involves consideration of distance of PSU from the major town areas, availability of infrastructure for the stay (if required) and movement of field teams and consideration of safety of field teams.
- Mapping-listing includes preparation of location and layout maps, segmentation of rural PSUs (if required), listing of all structures and listing of all occupied households in a PSU.
- Only one team of two Field Interviewers should be deployed per PSU during the mapping-listing operations. On an average, 2 days will be required to complete mapping-listing of a PSU by one team including travel between PSUs

- Field interviewers should be hired from the first day of the training on mapping-listing. The entire mapping-listing operation in a state should be completed in about 3 weeks after training.
- The planning should be done in such a way that the travel time is minimized to the extent possible and adequate supervision of the activity can be performed by the District Supervisors and State Coordinators.
- Mapping-listing phase should also be utilized to contact and inform local stakeholders and distribute survey information pamphlets.

The second session began with a presentation on demonstration of operational planning for the *household survey* in Punjab by Mr. Manish Kumar and Dr. Ravindra Rao. Here again, the importance of consideration of the human and other resources made available by the ministry for data collection for the purpose of detailed planning, was highlighted. The following points were emphasized while preparing plans for HHS survey:

1. During HHS survey, Field Interviewers will be expected to visit all households selected for the survey and interview all eligible household members. The field teams should have one male and one female interviewer.
2. On an average, one team will require 6 days to complete interviews in all households selected from a PSU. However, multiple teams may be deployed in each PSU during HHS survey in order to complete the field-work in lesser time.
3. The workplan for HHS survey should also be developed up to PSU level and movement of field team should be decided well in-advance and communicated to the field teams during the training.
4. The planning should be done in such a way that the travel time is minimized to the extent possible and adequate supervision of the activity can be performed by the District Supervisors and State Coordinators.
5. The entire HHS survey field-work in a state should be completed in about 75 days after the HHS survey training.

The third session was focused demonstration of operational planning for the *RDS Survey* in Panjab state by Mr. Manish Kumar and Dr. Alok Agrawal. In this session, the discussion involved the variety of topics like selecting the interview sites, choosing multiplier sites for the RDS Survey and how to prepare the SEED plan for the RDS survey. During the session, the number of interview sites and location of multiplier site for each RDS district were discussed and finalized. A detailed discussion was held on selection of incentives for the RDS survey and the representatives from RRTCs/IRCA were informed about the type and number of incentives to be purchased for the RDS survey. The following points were emphasized during the discussion:

- The RDS survey will run parallel to the HHS survey in selected districts. Considering the sample size of the RDS survey, it is estimated that about 3-4 months will be required for complete data collection.

- For the data collection of RDS survey, the role of state governments is crucial. State governments are expected to provide facilities for data collection of RDS survey (such as interview locations and personnel for collecting data).
- In case of RDS survey, the remuneration for the interviewers is based not upon a fixed time duration (i.e. a 'salary') but rather upon the numbers of interviews that they conduct.
- The same district supervisors are expected to supervise the work of both the components - RDS and HHS
- The target for RDS survey is 600 completed interviews per RDS district (including 20 seeds). Accordingly, the quantity of incentives required for each RDS district would be (approx.):
 - Primary incentive – 600
 - Secondary incentive 1 – 400
 - Secondary incentive 2 – 250
 - Secondary incentive 3 – 150

In the fourth session, demonstration of operational planning for *capacity building, monitoring, and revalidation* for the survey in Panjab state, took place by Mr. Manish Kumar and Dr. Alok Agrawal. Issues that were discussed included planning for regional TOT training, monitoring of the survey team, coupons for the RDS survey and their validity choice of incentives for the respondents in the RDS survey. The following points were emphasized during the discussion:

- Each state / UT has been assigned: one medical institute (as RTA) to undertake technical and training activities, one RRTC (as RCA) for coordination and supervision and one RRTC / IRCA (as SIA) for planning and executing data collection.
- Regional coordinators, State coordinators and District Supervisors should be constantly in the field during data collection to ensure close monitoring of survey activities. They will be complemented by independent monitoring by RTAs, PMU (NISD) and NDDTC, AIIMS.
- All HHS field teams shall undergo two rounds of training: (1) 4-day training on mapping listing – followed by mapping listing of PSUs. Only when the field-work for mapping listing is over, a team will receive (2) 5-day training on household survey. Thus, optimum utilization of available resource must ensure that:
 - Training is followed immediately by field level work for mapping listing
 - Once mapping listing is over training is immediately held for household survey
 - Field work for the Household survey begins immediately after the training
- In order to utilize the resources efficiently, the RDS training needs to be conducted in the period immediately after the mapping listing training and before the household survey training (while the field work for mapping listing is ongoing).
- All the state level trainings are to be conducted by a team of technical trainers (from RTA) and operational trainers (nominated by the RCAs). The trainers' nominations are

required to be endorsed by the RTAs and only the trainers who receive the training in the Regional TOTs shall be eligible to conduct state level training.

- All the technical trainers are required to be working with the government institutions and hospitals.
- The data collected during HHS survey will be independently verified by research staff of RTAs during HHS revalidation and if quality of data from a given PSU / District / State is found to poor, it will be rejected by NDDTC, AIIMS and the data collection for that PSU / District / State will need to be repeated. The cost of repeat data collection in such instances will have to be borne by the concerned RRTC/IRCA.

Various planning formats which were shared with the participants and their usage was demonstrated through the day, included the following. The templates of these formats are available as annexure.

1. Mapping and listing – Field movement plan
2. House Hold Survey – Field movement plan
3. RDS – State Implementation plan
4. RDS – Seed plan
5. RDS – Individual Seed profile
6. State Capacity Building plan
7. Consolidated State Implementation plan

Live demonstration of using these formats for the planning (with Punjab as the case study) ensured that the participants got familiarized with them. In order to ensure a hands-on experience, a group work using these formats was planned for the next day.

Day 3: 21st September 2017

The session started with recap of previous day's discussion. Subsequently all participants were divided in 10 groups, with each group focusing on development of state specific plan for a given state. Each group constituted representatives of the concerned states' RTA, RRTC/IRCA (RCA/SIA), and one member from the team of resource persons. The groups discussed throughout the day and developed the plans using the formats provided to them for the states assigned to them. The plan included developing a systematic calendar of the operational planning for Mapping-listing survey and planning the time management for implementation of all field activities related to field movement plan, selection of RDS district, selection of HHS district, selection of multipliers site, selection of interview sites, incentive plan, RDS seed plan. After the group work, each group was required to present its plans to the plenary and obtained feedback, suggestion and recommendations from the participants. This hands-on experience was vital for building the capacities of the participants in developing the state-specific plans for all the 36 states / UTs.

Day 4: 21st September 2017

Major agenda of the day four was the presentation and discussion of the outcome of the groups work i.e. the state level operational plans which had been developed on day 3. During the discussion, the state level plans were further modified and refined. All the participants displayed motivation and confidence in their abilities to develop specific plans for the remaining states. All the SIAs were asked to submit the detailed operational plans by 30th Sep.

Some of the issues that emerged during the discussion were:

- Considering the need to conduct training programmes simultaneously in many states, a larger pool of master trainers would be required. RTAs were asked to identify additional master trainers considering this requirement.
- It was highlighted that as a language for interview, 'Konkani' may not be required for Goa, since almost everyone in Goa is expected to be comfortable in Marathi / Hindi language.
- Since the Operational and Technical Manuals are expected to be used by qualified personnel (at the level of state coordinators or regional technical assistants) translations of these in the local language may not be needed. In addition, it was also decided that rather than having two separate manuals – operational and technical – it would be more useful to have the same manuals incorporating both operational technical aspects. Such manuals would be needed for both – Household survey and RDS surveys.
- For the UT of Lakshadweep, concerns were expressed about feasibility of conducting the RDS survey. Concerned RCA and RTA were requested to explore the feasibility (and need) to conduct RDS in Lakshadweep in greater details during the consultation with the UT government.
- The RDS survey would require internet connection and availability of desktop computer / laptop at all the interview locations. This would be an important consideration for choosing the RDS interview locations.
- While the regional training may take place on the basis of operational and technical manuals and demonstration of software and survey management information system on the screen, for the state level trainings, availability of tablets (handheld devices for data collection) with the software installed in them, is essential.
- All the tablets which are being procured by the MoSJE must be delivered to the respective RTAs at least five days before the first state level training on mapping listing to enable them to examine the devices and install the survey software. This time will also be required to familiarize the master trainers with the devices and survey software as they would not get the opportunity to do so during Regional TOTs.
- Despite multiple attempts, nodal officers for many of the states have still not been identified by the respective state governments and subsequent state level consultation programs have not been held. For timely and efficient implementation of the survey activities in the state, concurrence and cooperation of the respective state governments

is essential. It was hoped that the MoSJE would facilitate the process of ensuring cooperation of the state governments.

Day 5: 21st September 2017

On the last day of the workshop, some of the remaining group work presentations and discussions (remainder of the previous day) continued. This was followed by a detailed presentation and discussion regarding the National Survey website and Information Management System. In this session, participants were provided a detailed virtual tour of the screens of National Survey website (information management system) as well as Android-based mobile app and also explained about the overview of the online login and reporting systems. The vital role of the information technology based solutions for the survey was highlighted which would have the following advantages:

- Minimising the risk of human errors during data collection
- Minimising the human discretion and bias during data collection (which may influence the survey methodology)
- Facilitating monitoring of progress of implementation at all the levels
- Facilitating early decision-making in case a course correction is required
- Faster data collection
- Facilitating data analysis

A brief presentation and interaction by the senior management of ITDC was held to familiarize the participants with the roles of RCAs / RTAs and ITDC in organizing various training events. It was highlighted that for all such training programmers, the financial management and expenditure would rest with ITDC (through the funds provided by the ministry) while the local agencies would help ITDC in managing the local logistics.

Finally a calendar of activities for implementation of the survey was jointly developed and concurrence of all the participants was obtained. While most participants expressed concerns about the rapid pace with which most of the survey activities are envisaged, they also assured their full cooperation in achieving the planned milestones within the suggested time frame. It was hoped that all the stakeholders (MoSJE, State Governments, PMU and NISD, AIIMS, ORU, ITDC, RTAs, RCAs and SIAs) would continue to collaborate and communicate with each other to realize the vision of this survey with highest possible standards and quality and within the shortest possible period of time.

As per the calendar of activities (annexed), all regional TOTs shall be completed in the month of October, followed immediately by the state level training and beginning of data collection. States which are going to have assembly elections and those where there may be concerns related to weather and season (winter) have been prioritized for training and data collection. In all states and UTs, the data collection activities have been planned to be completed by

February 2018 (data collection phase of 4 months). However, initiation of data collection activities will be contingent on the supply of hand-held devices to the RTAs.

During the **valedictory session**, the dignitaries present (*Shri SS Meena*, Joint Secretary MoSJE; *Smt. Ghazala Meenai*, Advisor and Ex. Joint Secretary MoSJE, *Prof. Rakesh Chaddha*, Chief of NDDTC, AIIMS and *Prof. Atul Ambekar* Principal Investigator of the project) addressed the participants and interacted with them. Importance of maintaining the stringent quality of the work as well as ensuring timely completion of all the activities was highlighted by all the dignitaries. During the interaction, participants shared their experiences and provided their feedback. All the participants appreciated the logistic arrangements made by the NISD and ITDC as well as the technical inputs provided by the resource persons. More importantly all of them expressed commitment to carry out the survey activities with due diligence and within the planned time frame.

Annexure

- **List of Participants**
- **Agenda of the event**
- **Formats used for the planning**
 - FIELD TEAM MOVEMENT PLAN - MAPPING & LISTING
 - FIELD TEAM MOVEMENT PLAN - HOUSEHOLD SURVEY
 - STATE RDS SURVEY IMPLEMENTATION PLAN
 - SEED PLAN FOR RDS
 - INDIVIDUAL SEED PROFILE PLAN
 - STATE CAPACITY BUILDING PLAN
 - CONSOLIDATED STATE OPERATIONAL PLAN
- **Calendar of Activities (tentative)**

List of Participants

S.No.	Name	Designation	Organization	Email Id:
1.	Khrieketou Suohu	Regional project coordinator (Arunachal Pradesh)	Kripa Foundation	khrieketou@gmail.com
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National Survey on Extent and Pattern of Substance use in India

Ministry of Social Justice and Empowerment, Government of India



National Drug Dependence Treatment Centre
AIIMS, New Delhi



National Institute of Social Defence

National Training of Trainers and Operational Planning Workshop

September 18-22, 2017

Pravasi Bhartiya Kendra, Dr. Rizal Marg, Chanakyapuri, New Delhi

PROGRAMME		
DAY 1 (September 18, 2017)		
Time	Session	Chair / Speaker / Moderator
09.30 – 10.30 AM	Registration of Participants	Team from NDDTC, AIIMS
10.30 – 11.00 AM	<ul style="list-style-type: none"> Welcome and introduction of participants Aims and objectives of the workshop 	Shri Anand Katoch, Director, NISD Prof. Atul Ambekar, NDDTC, AIIMS
11.00 – 11.15 AM	Tea Break	
11.15 – 12.15 PM	Session 1: National Survey – Overview of Technical and Scientific Aspects	Prof. Atul Ambekar, NDDTC, AIIMS (Principal Investigator)
12.15 – 01.15 PM	Session 2: National Survey – Overview of Operational Aspects	Dr Alok Agrawal, NDDTC, AIIMS
01.15 – 02.00 PM	Lunch	
02.00 – 02.45 PM	National Survey: Mapping-listing of PSUs	Dr Ashwani Mishra, NDDTC AIIMS
02.45 – 03.30 PM	National Survey: Planning Data Collection for HHS Survey	Mr Manish Kumar, TSU, Punjab SACS
03.30 – 03.45 PM	Tea Break	
03.30 – 04.00 PM	National Survey: Planning Data Collection for RDS Survey	Dr Ravindra Rao, NDDTC, AIIMS
04.00 – 05.30 PM	National Survey: Managing Capacity Building Activities, Monitoring and Reporting	Dr Alok Agrawal, NDDTC, AIIMS

DAY 2 (September 19, 2017)		
Time	Session	Chair / Speaker / Moderator
09.30 – 11.15 AM	Session 1: Demonstration of Operational Planning for Mapping-Listing Survey in a State	Mr Manish Kumar, TSU, Punjab SACS and Dr Ashwani Mishra, NDDTC AIIMS
11.15 – 11.30 AM	Tea Break	
11.30 – 01.15 PM	Session 2: Demonstration of Operational Planning for HHS Survey in a State	Mr Manish Kumar, TSU, Punjab SACS and Dr Ravindra Rao, NDDTC, AIIMS
01.15 – 02.00 PM	Lunch	
02.00 – 03.30 PM	Session 3: Demonstration of Operational Planning for RDS Survey in a State	Mr Manish Kumar, TSU, Punjab SACS and Dr Ravindra Rao, NDDTC, AIIMS
03.30 – 03.45 PM	Tea Break	
03.45 – 05.30 PM	Session 4: Demonstration of Operational Planning for Capacity Building, Monitoring and Revalidation	Mr Manish Kumar, TSU, Punjab SACS and Dr Alok Agrawal, NDDTC, AIIMS
DAY 3 (September 20, 2017)		
Time	Session	Chair / Speaker / Moderator
09.30 – 11.15 AM	Group Work: Preparation of Operational Plan for Mapping-Listing and HHS Survey	All resource persons
11.15 – 11.30 AM	Tea Break	
11.30 – 01.15 PM	Group Work: Preparation of Operational Plan for Mapping-Listing and HHS Survey	All resource persons
01.15 – 02.00 PM	Lunch	
02.00 – 03.30 PM	Presentation and Finalization of Operational plans for Mapping-Listing and HHS Survey	All resource persons
03.30 – 03.45 PM	Tea Break	
03.45 – 05.30 PM	Presentation and Finalization of Operational plans for Mapping-Listing and HHS Survey	All resource persons
DAY 4 (September 21, 2017)		
Time	Session	Chair / Speaker / Moderator
09.30 – 11.15 AM	Group Work: Preparation of Operational Plan for RDS Survey	All resource persons
11.15 – 11.30 AM	Tea Break	

11.30 – 01.15 PM	Group Work: Preparation of Operational Plan for Capacity Building, Monitoring, Revalidation	All resource persons
01.15 – 02.00 PM	Lunch	
02.00 – 03.30 PM	Presentation and Finalization of Operational plans for RDS, Capacity Building, Monitoring, Revalidation	All resource persons
03.30 – 03.45 PM	Tea Break	
03.45 – 05.30 PM	Presentation and Finalization of Operational plans for RDS, Capacity Building, Monitoring, Revalidation	All resource persons

DAY 5 (September 22, 2017)		
Time	Session	Chair / Speaker / Moderator
09.30 – 11.15 AM	Group Work: Preparation of broad operational plans and timeline for each state	All resource persons
11.15 – 11.30 AM	Tea Break	
11.30 – 01.15 PM	Presentation of State-specific Operational Plans	All resource persons
01.15 – 02.00 PM	Lunch	
02.00 – 02.45	Open Session	All resource persons
02.00 – 03.30 PM	Valedictory Session: Feedback by participants and Remarks by the Chair and Dignitaries present	
03.30 – 03.45 PM	Tea Break	
03.34 – 5.30 PM	Open Session (continued)	All resource persons

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National Drug Dependence Treatment Centre, AIIMS, New Delhi																			
NATIONAL SURVEY ON EXTENT AND PATTERNS OF SUBSTANCE USE IN INDIA																			
STATE RDS SURVEY IMPLEMENTATION PLAN																			
NAME OF THE STATE:																			
1	STATE LEVEL PLAN																		
1.1	No HHS survey districts in the state																		
1.2	No of RDS surveys planned in the state																		
1.3	No of RDS survey districts proposed																		
1.4	Target sample size (including seeds)																		
1.5	Details of RDS incentives																Item	Rate / Unit	No of Units
1.5.1	Self-interview																		
1.5.2	Referral 1																		
1.5.3	Referral 2																		
1.5.4	Referral 3																		
2	DISTRICT LEVEL PLAN																		
		DIST 1	DIST 2	DIST 3	DIST 4	DIST 5	DIST 6	DIST 7	DIST 8	DIST 9	DIST 10	DIST 11	DIST 12	DIST 13	DIST 14	DIST 15			
2.1	Name of HHS districts																		

2.2	District Selected for RDS Survey															
2.3	Location of Multiplier Site															
2.3.1	Within district															
2.3.2	Outside district (but within state)															
2.3.3	State-level (one site for entire state)															
2.3.4	Neighbouring state															
2.4	Name of Multiplier Site															
2.5	No of Interview Sites															
2.6	Location of Interview Site															
2.6.1	Interview Site 1															
2.6.2	Interview Site 2															
2.6.3	Interview Site 3															
2.6.4	Interview Site 4															
2.6.5	Interview Site 5															
2.6.6	Interview Site 6															
2.7	No of RDS interviewers selected															
2.8	RDS Start Date (estimated)															
2.9	RDS End Date (estimated)															

NATIONAL DRUG DEPENDENCE TREATMENT CENTRE, AIIMS, NEW DELHI		
National Survey on Extent & Patterns of Substance Use in India		
SEED PLAN FOR RDS		
State:		
District:		
S No	Characteristic	Number of seeds
A	GENDER	
1	Males	
2	Females	
	Total (should be 20)	0
B	AGE GROUP	
1	Age 18 to 25 years	
2	Age 26 to 35 years	
3	Age 36 to 50 years	
4	Age more than 50 years	
	Total (should be 20)	0
C	PREDOMINANT TYPE OF DRUG USED IN LAST 3 MONTHS	
1	Inhalants	
2	Opioids - Heroin (non-IDU)	
3	Opioids - Opium / Poppy husk	
4	Opioids - Injecting (IDU)	
5	Opioids Others (including pharmaceutical opioids)	
6	Cannabis (ganja, charas, etc.)	
7	Sedative - Hypnotics	
8	Stimulants (Cocaine, ATS, etc.)	
9	Others (including NPS)	

Total (should be 20)				0
D	GEOGRAPHIC DISTRIBUTION			
	Tehsil / Block	Town / Village	Area / Location	Number of Seeds
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total (should be 20)				0

NATIONAL DRUG DEPENDENCE TREATMENT CENTRE, AIIMS, NEW DELHI						
National Survey on Extent & Patterns of Substance Use in India						
INDIVIDUAL SEED PROFILE PLAN						
STATE:						
DISTRICT:						
S No	Tehsil / Block	Town / Village	Area / Location	Gender*	Age group*	Type of Drug*
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
*Fill the relevant code as given in Seed Plan format						

<i>National Drug Dependence Treatment Centre, AIIMS, New Delhi</i>			
NATIONAL SURVEY ON EXTENT AND PATTERNS OF SUBSTANCE USE IN INDIA			
STATE CAPACITY BUILDING PLAN			
STATE:			
1	NAME OF THE RTA		
2	MASTER TRAINERS		
2.1	Technical Trainer 1	Name	
		Location	
		Mobile	
		E-Mail	
2.2	Technical Trainer 2	Name	
		Location	
		Mobile	
		E-Mail	
2.3	Operational Trainer	Name	
		Location	
		Mobile	
		E-Mail	
3	TENTATIVE TRAINING DATES		
3.1	Mapping Training	Start Date	
		End Date	
3.2	RDS Training	Start Date	
		End Date	
3.3	HHS Training	Start Date	
		End Date	

<i>National Drug Dependence Treatment Centre, AIIMS, New Delhi</i>																		
NATIONAL SURVEY ON EXTENT AND PATTERNS OF SUBSTANCE USE IN INDIA																		
CONSOLIDATED STATE OPERATIONAL PLAN																		
STATE:																		
S No	ACTIVITY	TIMELINE																
		By Sep 30	October '17				November '17				December '17				January '18			
			1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk
1	PREPARATORY ACTIVITIES																	
1.1	State Consultation																	
1.2	District-level Consultation																	
1.3	Recruitment of State-level Staff																	
1.4	Receiving hand-held devices for HHS Survey (from RTAs)																	
1.5	Mapping of Master Trainers																	
1.6	Finalization of capacity building plan with RTA inputs																	
1.7	Preparation of list of trainees																	

<i>National Drug Dependence Treatment Centre, AIIMS, New Delhi</i>																		
NATIONAL SURVEY ON EXTENT AND PATTERNS OF SUBSTANCE USE IN INDIA																		
CONSOLIDATED STATE OPERATIONAL PLAN																		
STATE:																		
S No	ACTIVITY	TIMELINE																
		By Sep 30	October '17				November '17				December '17				January '18			
			1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk
	for various trainings																	
1.8	Identifying training venues, sites for field visits																	
2	HOUSEHOLD SURVEY																	
2.1	Mapping-Listing Survey																	
2.1.1	Procurement of CEB maps from census office																	
2.1.2	Translation & printing of HHS survey information pamphlets																	
2.1.3	Recruitment of HHS Field Staff																	
2.1.4	Training on Mapping-Listing																	

<i>National Drug Dependence Treatment Centre, AIIMS, New Delhi</i>																		
NATIONAL SURVEY ON EXTENT AND PATTERNS OF SUBSTANCE USE IN INDIA																		
CONSOLIDATED STATE OPERATIONAL PLAN																		
STATE:																		
S No	ACTIVITY	TIMELINE																
		By Sep 30	October '17				November '17				December '17				January '18			
			1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk
2.1.5	State-level analysis for allocation of field teams																	
2.1.6	Preparation of district field movement plan																	
2.1.7	Distribution of HHS Survey material to District Supervisors																	
2.1.8	Mapping and listing of selected PSUs																	
2.1.9	Verification of completion of activity by SPC (PSU wise)																	
2.2	HHS Survey Interviews																	
2.2.1	Training on HHS Survey																	

<i>National Drug Dependence Treatment Centre, AIIMS, New Delhi</i>																		
NATIONAL SURVEY ON EXTENT AND PATTERNS OF SUBSTANCE USE IN INDIA																		
CONSOLIDATED STATE OPERATIONAL PLAN																		
STATE:																		
S No	ACTIVITY	TIMELINE																
		By Sep 30	October '17				November '17				December '17				January '18			
			1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk
2.2.2	State-level analysis for allocation of field teams																	
2.2.3	Preparation of district field movement plan																	
2.2.4	Interviews of selected Households																	
2.2.5	Verification of completion of activity by SPC (PSU wise)																	
2.2.6	Revalidation of HHS data by RTA staff																	
3	RDS SURVEY																	
3.1	Finalization of RDS districts																	
3.2	Finalisation of District-level multiplier site																	

<i>National Drug Dependence Treatment Centre, AIIMS, New Delhi</i>																		
NATIONAL SURVEY ON EXTENT AND PATTERNS OF SUBSTANCE USE IN INDIA																		
CONSOLIDATED STATE OPERATIONAL PLAN																		
STATE:																		
S No	ACTIVITY	TIMELINE																
		By Sep 30	October '17				November '17				December '17				January '18			
			1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk
3.3	Selection of Interview Sites																	
3.4	Selection of RDS Interviewers																	
3.5	Translation and printing of RDS coupons																	
3.6	Selection of RDS survey incentives																	
3.7	Procurement of RDS survey incentives																	
3.8	Preparation of district-wise seed plan																	
3.9	Training of RDS interviewers																	
3.10	Distribution of RDS survey material to interview sites																	

<i>National Drug Dependence Treatment Centre, AIIMS, New Delhi</i>																		
NATIONAL SURVEY ON EXTENT AND PATTERNS OF SUBSTANCE USE IN INDIA																		
CONSOLIDATED STATE OPERATIONAL PLAN																		
STATE:																		
S No	ACTIVITY	TIMELINE																
		By Sep 30	October '17				November '17				December '17				January '18			
			1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk
3.11	Selection and interview of seeds																	
3.12	RDS survey interviews																	
3.13	Collection of data from multiplier site																	
3.14	Verification of completion of activity by SPC (District wise)																	
4	MONITORING ACTIVITIES																	
4.1	Monitoring visits by RTA co-investigators																	
4.2	Monitoring visits by RTA survey staff																	
4.3	Monitoring visits by RCA																	

<i>National Drug Dependence Treatment Centre, AIIMS, New Delhi</i>																		
NATIONAL SURVEY ON EXTENT AND PATTERNS OF SUBSTANCE USE IN INDIA																		
CONSOLIDATED STATE OPERATIONAL PLAN																		
STATE:																		
S No	ACTIVITY	TIMELINE																
		By Sep 30	October '17				November '17				December '17				January '18			
			1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk	1st Wk	2nd Wk	3rd Wk	4th Wk
	senior functionaries																	
4.4	Monitoring visits by Regional Coordinators																	
5	SERVICE PROVIDER SURVEY																	
5.1	Listing of service providers in the state																	
5.2	Collecting contact details (email addresses)																	
5.3	Communicatio n to service providers for participation																	

NATIONAL SURVEY ON EXTENT AND PATTERN OF SUBSTANCE USE IN INDIA

Calendar of Activities for HHS and RDS

Essential Sequence of Activities:

National TOT (1 in no.) → Operational Plan for all states → Regional TOTs (6 in no.) → State Mapping Listing Training (36 in no.) → Data Collection for mapping (3 weeks) + RDS Training (24 in no.) → State HHS Training (36 in no.) → Data Collection HHS and RDS (about 3 months) → Data Analysis → Report writing

Assumptions:

Before state level training programs:

- The state governments have been taken on board in all the states (Nodal officers identified and state level consultation held)
- The devices have been procured and delivered to all the agencies in the field
- The software is ready and tested
- Specifically for MP: the data collection agency is identified and on board

Proposed dates (Week)	Activity	Agency responsible	Remarks
Sep Week 3	National TOT + Operational Workshop	AIIMS + NISD + ITDC	Activity Completed; Inputs from all the participants obtained to finalize the calendar of subsequent activities
Sep Week 4	Finalization of Operational Plans for all states by participants of National TOT + Operational Workshop	All agencies, complied by AIIMS	Will be available by 29 Sep
Oct Week 1	Regional TOT – 1 st	AIIMS + NISD + ITDC (Location – Delhi)	States covered (North + High priority): Jammu & Kashmir, Himachal Pradesh, Punjab, Chandigarh, Haryana, Delhi, Rajasthan, Gujarat, Nagaland, Tripura, Meghalaya
Oct Week 2	Regional TOT – 2 nd	AIIMS + RRTC Kolkata + ITDC (Location – Kolkata)	States covered: West Bengal, Odisha, Jharkhand, Sikkim, Bihar

Proposed dates (Week)	Activity	Agency responsible	Remarks
	Regional TOT – 3 rd	AIIMS + RRTC South (TTK) + ITDC (Location – Chennai)	States covered: Karnataka, Tamil Nadu, Kerala, Andhra Pradesh, Telangana, Puducherry, Lakshadweep, Andaman & Nicobar Islands
	State Training on Mapping Listing for 11 states	Respective SIAs + RTAs + ITDC (Location – state capitals / major city)	States covered: Jammu & Kashmir, Himachal Pradesh, Punjab, Chandigarh, Gujarat, Nagaland, Tripura, Meghalaya, Rajasthan, Haryana, Delhi
Oct Week 3	State Training on Mapping Listing for 8 states	Respective SIAs + RTAs + ITDC (Location – state capitals / major city)	States covered: Karnataka, Tamil Nadu, Kerala, Andhra Pradesh, Telangana, Puducherry, Lakshadweep, Andaman & Nicobar Islands
Oct Week 4	Regional TOT – 4 th	AIIMS + RRTC North (SPYM) + ITDC (location – Lucknow)	States covered: Uttar Pradesh, Uttarakhand, Madhya Pradesh, Chhattisgarh
	Regional TOT – 5 th	AIIMS + RRTC West (Muktangan) + ITDC (Location – Mumbai/Pune)	States covered: Maharashtra, Goa, Dadra & Nagar Haveli, Daman & Diu
	Regional TOT – 6 th	AIIMS + RRTC Northeast (Galaxy Club) + ITDC (Location – Imphal)	States covered: Assam, Manipur, Mizoram, Arunachal Pradesh
	RDS training for 8 states;	Respective SIAs + RTAs + ITDC (Location – state capitals / major city)	States covered: Jammu & Kashmir, Himachal Pradesh+Chandigarh, Punjab+Haryana, Nagaland, Tripura+Meghalaya
	State Training for Mapping Listing for 5 states	Respective SIAs + RTAs + ITDC	States covered: West Bengal, Odisha, Jharkhand, Sikkim, Bihar,

Proposed dates (Week)	Activity	Agency responsible	Remarks
		(Location – state capitals / major city)	
Nov Week 1	RDS Training for 15 states	Respective SIAs + RTAs + ITDC (Location – state capitals / major city)	States covered: West Bengal, Odisha, Jharkhand, Sikkim, Bihar, Karnataka, Andhra Pradesh+Telangana, Tamil Nadu+Puducherry, Kerala+Lakshadweep, Andaman & Nicobar Islands, Gujarat+Daman & Diu
	HHS Training for 8 states	Respective SIAs + RTAs + ITDC (Location – state capitals / major city)	States covered: Jammu & Kashmir, Himachal Pradesh, Punjab, Chandigarh, Nagaland, Tripura, Meghalaya, Rajasthan, Haryana, Delhi
	State Training for Mapping listing for 12 states	Respective SIAs + RTAs + ITDC (Location – state capitals / major city)	States covered: Uttar Pradesh, Uttarakhand, Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, Dadra & Nagar Haveli, Daman & Diu, Assam, Manipur, Mizoram, Arunachal Pradesh
Nov Week 2	RDS Training for 13 states	Respective SIAs + RTAs + ITDC (Location – state capitals / major city)	States covered: Uttar Pradesh, Delhi+Uttarakhand, Madhya Pradesh, Chhattisgarh, Maharashtra, Goa+Dadra & Nagar Haveli, Assam+ Arunachal Pradesh, Manipur, Mizoram
Nov Week 4	HHS Training for 13 States	Respective SIAs + RTAs + ITDC (Location – state capitals / major city)	States covered: West Bengal, Odisha, Jharkhand, Sikkim, Bihar, Karnataka, Tamil Nadu, Kerala, Andhra Pradesh, Telangana, Puducherry, Lakshadweep, Andaman & Nicobar Islands
Dec Week 1	HHS Training for 12 States	Respective SIAs + RTAs + ITDC	States covered: Uttar Pradesh, Uttarakhand, Madhya Pradesh, Chhattisgarh, Maharashtra, Goa, Dadra

Proposed dates (Week)	Activity	Agency responsible	Remarks
		(Location – state capitals / major city)	& Nagar Haveli, Daman & Diu, Assam, Manipur, Mizoram, Arunachal Pradesh
Dec Week 2 – Mar Week 1	Data collection on HHS and RDS + Data validation of HHS continues	SIAs + RTAs + NISD + ITDC	
Mar Week -4	Data Analysis and report	AIIMS	