

# Sobering Center Tool-kit Questionnaire

## Part 1. Sobering Center: Community Needs and Analysis

### Evaluating Substance Use in Community

- What does substance use look like in your community? Who is using and what? Is there a concern or problem that needs to be addressed?
- Is there anyone/other entity that could address them better? What issue(s) is your community facing that requires a sobering center as a solution?
- Have you conducted a community needs assessment regarding public intoxication impact, community resources, and community support?
- Based on community need, what would be the anticipated impact of your sobering center? How will the sobering center improve or eliminate the identified problem in a way other existing resources can not?

### Community Commitment and Stakeholders

- Do you have the support of local government and related agencies for your sobering center?
- Who are your key collaborators, how would they benefit?
- Who are your key supporters, how would they benefit?
- Is there opposition to this service in your community? If so, do you require support to address their concerns? What type of support is required?

### Clients and Services

- Who would be the target population(s) served?
- How would the target population access your services?
- What are the client demographics of the target populations?
- Could all these population(s) indicated be served in a sobering center, versus other existing services in your community?
- How many people would the sobering center plan to serve daily?
- What is the scope of services that would be offered?

### Organization | Business Structure:

- Who will own your sobering center?
- Will your sobering center operate independently or as a service in an existing organization?
- Will your sobering center be: A government entity? A public or private business? A non-profit organization or agency? Tax exempt?
- What type of business will your sobering center be? Will it require licensure or certification?
- Have you developed a mission statement for the sobering center?

### Funding:

- What's your estimated and/ or allotted sobering center budget?
- Do you know how and when your sobering center will be funded?
- For how long will this funding be available to your sobering center?
- What are the costs for services currently utilized by the target population(s)? Consider all potential costs including direct service costs (ED care) or staff time (booking time, wall time).
- Which costs would be impacted by a sobering center?

## **Policy Considerations**

- What is your current laws surrounding public intoxication?
- Do you have to change or implement policies to serve your target population or operate your sobering center?
- Do you require local government approval to operate your sobering center?
- What is the culture of substance use in your community and how does that look in policy, law, and practice?

## **Part 2. Sobering Center Operations and Technical Assistance**

### **Start-up Support:**

- Have you identified the type of sobering model you would like to create?
- Do you have a list of sobering centers that operate this model and are available to offer support?
- What agencies have you enlisted to be your technical advisors to best serve your target population and community?
- Who are your team of professionals needed to startup your operations?
- Who or what agencies should you include in a stakeholder engagement plan?
- If governed by a Board of Directors, have you drafted Board By-Laws?
- What are your space needs?
- What are your equipment needs?
- What will be your hours of operation?
- What are your staffing needs?
- What are your security needs?

### **Business Operations**

- Have you created a business plan that includes:
  - operational guidelines
  - defined job descriptions
  - cost-benefit analysis or estimation
- Do you have appropriate insurance, licenses, or permits required?
- Have you created an employee handbook that includes a mission and goals of operation?
- Have you identified accounting software?
- Have you defined records retention and storage needs?

### **Operations Performance**

- Do you have performance metrics defined?
- Do you have a data collection and analytics plan in place?
- Do you have an electronic data storage system defined/identified?
- How will you collect, store, analyze and report information? What resources will it take, and what funding do you have for this effort?

### **Stakeholder Communications**

- Has the community been engaged regarding the need for a sobering center, available community resources and the existing gaps, and possible placement of a program?
- Do you have a plan to educate your community partners about your services and policies?
- Do you have a plan to receive feedback from community partners on sobering center services?
- What promises are being made to the key decision makers about what the sobering center will deliver?
- How will program-specific successes and challenges be regularly communicated to the public and local community?