**Worksheet: Visiting an Active Syringe Services Program**

**Name of the SSP:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Day and Date of Visit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Area(s) served:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How long has the SSP been operating?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Who did you meet?**
2. **What do they do at the SSP?**
3. **What time of day did you visit?** What are the program’s hours? When are they busiest?
4. **What did the space look like?**
5. **Was the SSP open to participants while you were there?** If so, how many participants did you see come in?
6. **What kind of informational and educational materials were on display?** What kind of resources were available (brochures, handcards, posters, books)? What messages were promoted?
7. **What supplies does the SSP distribute?** How were the supplies set up and stored?
8. **How did SSP staff welcome and interact with participants** (if you were there during open hours)**?**
9. **How do staff and participants interact?** What happens during their interactions? How do volunteers and staff interact? Volunteers and participants?
10. **What is the process or “flow” when someone comes into the SSP seeking services?** What is the procedure if it is a participant’s first time receiving services?
11. **How do SSP staff track each visit?** How do they collect and maintain program records? What information do they collect?
12. **Does the SSP have a drop-in space?** How do they manage and set up shared spaces? What is the space used for?
13. **Does the SSP have volunteers?** If so, what do they do? How does the program train and support volunteers? What roles do they fill?
14. **Has the program or the services it provides changed over time?** How does the SSP get feedback and recommendations about services?
15. **How does the SSP engage participants?** Do participants have any roles or responsibilities at the SSP? Ask about secondary exchange and peer support. Does the SSP do program outreach?
16. **Notes/ remaining questions:**