SFY19 CHICAGO SUBSTANCE ABUSE PREVENTION SERVICES JULY 25, 2018

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Illinois Department of Human Services

Division of Substance Use Prevention and Recovery (SUPR)

Overview

- Illinois Substance Use Prevention System
- Contract Information
- Fiscal and Budget
- SFY19 CSAPS Program Information
  - SFY19 Deliverables
  - Reporting
- Prevention Hub – CPRD
- Overview of SFY19 Training – Prevention First Inc.

Substance Use Prevention System

- Federal Block Grant
- From Universal Strategies to Indicated Strategies Across Illinois
- Substance Abuse Prevention Program
  - Chicago Substance Abuse Prevention Services
  - Substance Abuse Prevention Services
  - State and Regional
- Other Illinois Prevention Work
  - Tobacco Enforcement Program
  - DFC
  - National Guard
  - ILCC

SFY19 Uniform Grant Agreement (UGA)

- UGA/UIGA = Contract = Grant

- DHS Website: For Providers, Contracts – Sample of SFY19 Uniform Grant Agreement (UGA)

  http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY19/DHS-UNIFORMGRANTAGREEMENTFY19-3-22-18.pdf

SFY19 Uniform Grant Agreement (UGA)

- Article IV – Payment
- Article VI - Budget
- Article VII – Allowable Costs
- Article XII – Maintenance and Availability of Records, Monitoring
- Article XIV – Performance Reporting Requirements
- Article XVII – Subcontracts/Sub-grants
- Article XVIII – Notice of Change
- Article XXII – Equipment or Property
- Article XXIII – Promotional Materials; Prior Notification

Exhibits in the UGA

- Exhibit A: Scope of Services
- Exhibit B: Deliverables
- Exhibit C: Payment Terms
- Exhibit E: Performance Measures
- Exhibit F: Performance Standards

SFY19 CSAPS Budgets

- Uniform Budget Template
  - Subcontracts

- Budget Revisions

- Budget Revision Approval

Budget Revisions

UGA – Article VI

- Submit a request in writing and adhere to the guidance in the Uniform Guidance Agreement regarding transfer of funds from other budget categories and detailed line items greater than ten percent (10%).

- Written request must include, at minimum: rationale for the change, budget category(s), line item(s) targeted for a reduction, budget category(s), line item(s) targeted for an increase, and any other important information related to the modification.

- Submit the written request to the Program Administrator for consideration.

SFY18 Expenditures

- If your agency did not expend all of the FY18 grant funds, the Department will de-obligate any unexpended grant funds.

- Your agency will receive notification about the de-obligation (reduction of funds) via an automated email.

- These funds are returned to the unobligated appropriation.

SFY19 Expenditure Monthly Expenditure Payment Vouchers (MEPV)

Same form as in SFY 2018

- DO NOT use your SFY 2018 form since budget will be wrong

- Email with SFY 2019 MEPV will be sent to ED/CEO.

- Approved budget will need to be entered

- MEPV Column 3

SFY19 Payments

- Your payments are based on the amount reported on a monthly basis, MEPV submission.

- Expenditure reports need to be submitted by the 15th of the following month – See Exhibit C.

- If it is not submitted by this deadline, your payment will not be processed and will be processed the following month.

SFY19 Payments

Check the status of your payments

Illinois Comptroller's Website:
http://www.ioc.state.il.us/

- Enter your agency's FEIN in the cell called **Vendor TIN Number**.

- Click **Payments**.

- Enter requested information.

Chicago Substance Abuse Prevention Services Goals

- Reduce the rate of marijuana use among 8th - 12th graders
- Reduce the non-medical use of prescription drugs among 8th-12th grader and adults
- Increase and/or maintain participation of public schools in the Illinois Youth Survey (IYS)

SFY19 Program Requirements

- Service Area
  - Presence
  - Service Area vs IYS Universe
- Target Population
  - 6th -12th grades
  - Universal populations
- Deliverables

SFY19 CSAPS Deliverables

Deliver evidence-based Youth Prevention Education model programs

- Deliver an evidence-based model youth prevention education program(s) that has demonstrated outcomes in reducing marijuana use with 6th-12th grade students.

- In coordination with the delivery of the evidence-based curriculum/a, deliver an additional session addressing opioids.

SFY19 CSAPS Deliverables

- For more information regarding the additional opioid sessions, visit:

https://www.prevention.org/Professional-Resources/Professional-Resources/Opioid-Education-Resources/

- Deliver the selected evidence-based youth prevention education curriculum/a with fidelity in schools during the school day and for the entire grade (i.e., all 6th grade students or all freshman) with the target of at least one entire grade level between 6th-12th grade students.

SFY19 CSAPS Deliverables

- Additional YPE Information
  - Effective SFY19 5Th grade is no longer an approved grade for YPE implementation
  - Opioid sessions must be delivered when the core sessions are delivered
  - Must deliver core and booster sessions as determined by the program developer (new handout will be posted on www.prevention.org)
  - Core and boosters cannot be delivered during the same school year
  - Addition of two new model program curricula for SFY19- Botvins Life Skills High School and Too Good For Drugs High School

SFY19 CSAPS Deliverables

- Implement and maintain two communication campaigns addressing the contributing factors related to past 30-day marijuana use and non-medical use of prescription drugs

SFY19 CSAPS Deliverables

- Youth Marijuana Use Prevention Communication Campaign
  - Training: Required for all providers reporting hours for communication campaigns
    - *Planning and Implementing Communication Campaigns*
    - *Conducting Focus groups*
  - Conduct Planning
    - www.PFGroupsite-SAPP.com)
  - Launch your campaign marketing plan and maintain the campaign that aligns with the IDHS evidence-based standards

SFY19 CSAPS Deliverables

- Prescriptive Drug Communication Campaign
  - Training
  - Focus continues to address the contributing factor-social access
    - Strategies Address Safe Storage and Safe Disposal
  - Materials can ordered this fall through Prevention First
  - Distribution of materials and outreach efforts

SFY19 CSAPS Deliverables

Engage with local school districts to review 2018 Illinois Youth Survey (IYS) results

- Plan and hold at least 1 stakeholder meeting
- Incorporate IYS review meeting results into local prevention strategies
- Provide a recruitment plan and subsequent quarterly reports to DHS

SFY19 CSAPS Deliverables

- Conduct two activities that focus on (1) youth marijuana use and (2) prescription and opioid drug use that match the daily health themes according to the Substance Abuse and Mental Health Services Administration's National Prevention Week schedule
  - https://www.samhsa.gov/
- Conduct an environmental scan
- Raise awareness regarding the drug take-back programs in the service area

SFY19 CSAPS Deliverables

- Maintain and Enhance a Youth Advisory
- Maintain a Resource Guide
- Monthly, Quarterly and Annual Reporting

CSAPS Updated Work Plans

- CSAPS - Revised Plans for SFY19
  - Must have approval prior from DHS prior to implementation of revised services
  - Provider is responsible to maintain documentation of revision approval

Changes in Key Personnel

- Changes in personnel for email purposes need to be updated in the Prevention Hub.
  - Prevention First, CPRD and DHS Prevention staff receive current email listings based on information in the Hub
  - Listings are download based on the quarterly reporting schedule
- If the change impacts information in the CSA please contact DHS staff with the change.

SFY19 CSAPS Reporting Highlights

- The Provider will submit one Annual Report regarding implementation of the services and activities in a format prescribed by IDHS and by the established deadline by July 31, 2019.

- The Provider will submit Youth Advisory Committee(s) meeting agendas and meeting minutes including any handouts or presentations and rosters for each group by July 31, 2019.

SFY19 CSAPS Reporting Highlights

- The Provider will submit one IYS Promotion/Education Plan for each service area by October 31, 2018 followed by quarterly updates (January 31, 2019, April 30, 2019 and July 31, 2019)

- The Provider will submit one Resource Guide by June 30, 2019.

Prevention Hub: SFY19

Prevention Hub
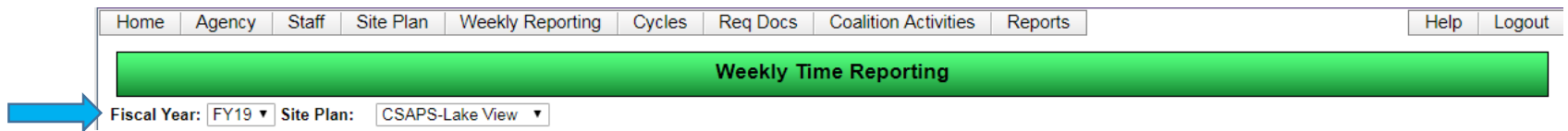
- Official contact information source for your agency's SAPP grant
  - **Keep grant contact information up-to-date** on View Agency Information screen and Staff screen
  - Contact information used by IDHS, Prevention First and CPRD

Weekly Time / Weekly Population Reporting

- Fiscal Year now defaults to FY19. To report data for FY18, select FY18 from the Fiscal Year drop down menu.

Weekly Time / Weekly Population Reporting

- Text entered in **My Notes** box does not appear in quarterly reports.

Cycle Reporting

- Enter YPE cycle information into the Hub after the cycle has been completed

- Give each cycle a unique name (Example: FY18Q2 UHS Spence hr 5)

- Core Cycles ONLY: Document delivery of required additional opioids session by entering "**opioids session mm/dd/yy**" in the My Notes box on the demographics screen

Quick Look feature

- Located under Agency tab

- Use **before** submitting a quarterly report to **check completeness** (i.e., staff info is up-to-date, no missing weeks of time/pop reporting, all completed cycles entered)

- The 4 tabs (Agency Information, Weekly Time Reporting, Weekly Population Reporting, Cycle Reporting) will appear as the first 4 pages of the quarterly report

- For more information about the Quick Look feature, view the **Using Quick Look tutorial** on the Help page

Quarterly Reports - submitting

- Must click on **Submit Report** button to submit a report.
  - Click the button ONLY ONCE and wait for the notification in red to appear that "The report has been submitted successfully."
  - **ALERT:** Each time the Submit Button is clicked, a report is submitted.

Select Fiscal Year [FY18 ∨] Select Report [Quarterly Reports ∨] Select Quarter [Quarter 4 ∨] [View Report] [Submit Report]

The report has been submitted successfully.

Fiscal Year	Quarter	Report Type	Date Entered	File Name
FY18	Quarter 4	Quarterly Reports	6/11/2018 9:58:00 AM	QuarterlyReports_Test Agency (SAPP)_FY18_Q4_1.pdf
FY18	Quarter 4	Quarterly Reports	7/11/2018 11:38:00 AM	QuarterlyReports_Test Agency (SAPP)_FY18_Q4_2.pdf

Quarterly Reports – new feature

- **Percent Time (hours) Apportioned to Each Prevention Activity Type** Table now includes the number of hours beside the percentage of time.

Percent Time (hours) Apportioned to Each Prevention Activity Type					
Prevention Activity	**Quarter 1 (July 1 - Sept 30)**	**Quarter 2 (Oct 1 - Dec 31)**	**Quarter 3 (Jan 1 - Mar 31)**	**Quarter 4 (Apr 1 - Jun 30)**	**Year-to-date Total**
Communication Campaign - Alcohol	0% (0 hrs)	0% (0 hrs)	3% (41 hrs)	0% (0 hrs)	2% of 2474 hrs
Drug Take Back	0% (0 hrs)	2% (17 hrs)	4% (55 hrs)	0% (0 hrs)	3% of 2474 hrs
IYS Recruitment	5% (10 hrs)	16% (159 hrs)	9% (118 hrs)	0% (0 hrs)	12% of 2474 hrs
Referral to Services	1% (2 hrs)	0% (2 hrs)	1% (8 hrs)	0% (0 hrs)	0% of 2474 hrs
Resource Directory	2% (3 hrs)	4% (36 hrs)	6% (73 hrs)	0% (0 hrs)	5% of 2474 hrs
SAMHSA Natl Prevention Week Activities	0% (0 hrs)	1% (6 hrs)	8% (108 hrs)	0% (0 hrs)	5% of 2474 hrs
Statewide Prescription Drug Media Campaign	0% (0 hrs)	4% (37 hrs)	13% (176 hrs)	0% (0 hrs)	9% of 2474 hrs
Youth Advisory Committee	9% (16 hrs)	8% (79 hrs)	10% (135 hrs)	0% (0 hrs)	9% of 2474 hrs
YPE Project Towards No Drug Abuse	22% (40 hrs)	31% (306 hrs)	1% (7 hrs)	0% (0 hrs)	14% of 2474 hrs
YPE Too Good for Drugs	61% (111 hrs)	35% (344 hrs)	45% (585 hrs)	0% (0 hrs)	42% of 2474 hrs

Quarterly Reports – due dates

- FY18
  - 4th Quarter Report (April 1-June 30) submitted in Hub by July 31, 2018

- FY19
  - 1st Quarter Report (July 1-September 30) submitted in Hub by October 31, 2018
  - 2nd Quarter Report (October 1-December 31) submitted in Hub by January 31, 2019
  - 3rd Quarter Report (January 1-March 31) submitted in Hub by April 30, 2019
  - 4th Quarter Report (April 1-June 30) submitted in Hub by July 31, 2019

Prevention Hub orientation

- CPRD provides an orientation to the Prevention Hub upon request
  - New staff to the SAPP grant are **strongly encouraged** to request an orientation
  - Seasoned staff who would like a refresher are welcome to request an orientation

- For questions or concerns regarding the Prevention Hub, contact Jo Pauly (jopauly@Illinois.edu, 217-265-8301).

Training and Technical Assistance: SFY19

PREVENTION FIRST SUBSTANCE ABUSE PREVENTION SERVICES

PREVENTION FIRST
Building community capacity to prevent substance abuse

Prevention First SAP Services

- Training
- Technical Assistance
- Professional Development Resources

PREVENTION FIRST
Building community capacity to prevent substance abuse

Professional Development Staff

- Anne Cox, Manager of SAP Training & Technical Assistance, anne.cox@prevention.org

- Sara Christensen, Instructional Design Manager

- Rhonda Mikelenas, Instructional Design Specialist

- Cher Hanson, TTA Specialist, cher.hanson@prevention.org

- Jody Heavilin, TTA Specialist, jody.heavilin@prevention.org

- Kim Thompson, TTA Specialist, kimberly.thompson@prevention.org

- Pam Ziegler, TTA Specialist, pamela.ziegler@prevention.org

- Cindy Dambacher, Training Registration Contact

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SAP Training

- On-line, class-room & webinar trainings
- View Trainings, Training Policies & Register at www.prevention.org
- Important training reminders

Technical Assistance

- Technical Assistance is the process of providing targeted support to an organization with a substance abuse prevention development need or problem.

- Prevention First's goal is to build the capacity of substance abuse prevention providers to strategically plan and implement local, evidence-based strategies to prevent substance abuse among youth.

Technical Assistance

- Offered by Prevention First to SAPP providers

Contact Anne Cox, Manager, SAP Training/TA

Anne.Cox@prevention.org

(217) 836-5346

Professional Development Resources

- www.prevention.org
- DHS SAPP Information
- Resource Guides- under revision
- Tip Sheets
- Fact Sheets
- Virtual Clearinghouse
- SAP news

Groupsite-SAPP

- Online platform for communicating, sharing and networking.
- Shared calendar
- Discussion forums
- File storage
- Photo gallery
- Communication tool for DHS SAPP leadership (used by DHS to send messages to providers).

PREVENTION FIRST
Building community capacity to prevent substance abuse

Groupsite-SAPP

- If you are not a member of the SAPP Groupsite, go to www.PFGroupsite-SAPP.com and complete a membership request. Typically you will get a response within 2 business days.

Prevention First

Springfield Office:

2800 Montvale Drive

Springfield, IL 62704

217.793.7353

www.prevention.org

Chicago Office:

33 W. Grand Ave., Suite 300

Chicago IL 60654

312.988.4646

PREVENTION FIRST
Building community capacity to prevent substance abuse

Questions?

Contact Anne Cox, Manager, SAP Training/TA
Anne.Cox@prevention.org
(217) 836-5346

PREVENTION FIRST
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Questions and Answers

Contact Information

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