

Illinois Department of Human Services  
Division of Substance Use Prevention and Recovery  
(IDHS/SUPR)

# SFY 20 SUPP Annual Meeting

Bureau of Prevention Services  
Rafael Rivera, Deputy Director  
Shantel High, SUPP Program Administrator



State of Illinois

# Overview

- ① Illinois Substance Use Prevention System
- ① Contract Information
- ① Fiscal and Budget
- ① SFY 20 SUPP Program Information
  - Changes from SFY 19
  - Reporting
- ① Prevention Hub – CPRD
- ① Overview of SFY 20 Training – Prevention First Inc.

# Substance Use Prevention System

- ◎ Federal Block Grant, GRF, Other State Funds
- ◎ From Universal Strategies to Indicated Strategies Across Illinois
- ◎ Bureau of Prevention Services
  - Substance Use Prevention Program
    - State and Regional Substance Use Prevention Services
    - Chicago Substance Use Prevention Services
    - Substance Use Prevention Services
  - Tobacco Prevention Program
  - Strategic Prevention Framework – Partnership for Success
  - Illinois Preventing Drug Overdose
  - State Opioid Response – Prevention Projects

# Substance Use Prevention System

- ◎ Other Illinois Prevention Work
  - DFC
  - National Guard
  - ILCC – underage alcohol use

# SFY 20 Uniform Grant Agreement (UGA or UIGA)

- UGA/UIGA = “Contract” = Grant Agreement
- DHS Website: For Providers, Contracts – Sample of SFY 20 Uniform Grant Agreement (UGA)
- <http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY20/DHS-FY20-UGA-GrantAgreement-20190424.pdf>

# SFY 20 Uniform Grant Agreement (UGA or UIGA)

- Article IV – Payment
- Article VI – Budget
- Article VII – Allowable Costs
- Article XII – Maintenance and Availability of Records, Monitoring
  - Timesheets, receipts, documentation, sign-in sheets, travel logs, etc.
  - Documentation must be available upon request
- 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

# SFY 20 Exhibits in the UGA

- ⦿ Exhibit A: Scope of Services
  - Scope of work
  - Important fiscal information – Informal Amendment Letter
- ⦿ **Exhibit B: Deliverables**
- ⦿ Exhibit C: Payment Terms
- ⦿ Exhibit E: Performance Measures
- ⦿ Exhibit F: Performance Standards

# SFY 20 Budgets

- ⦿ Uniform Budget Template
  - Subcontracts
- ⦿ Budget Revisions
  - One per quarter for first 3 quarters
- ⦿ Budget Revision Approval
  - CSA
  - Program Administrator



# Budget Revisions

## UGA – Article VI

- Submit a request in writing including a completed Uniform Budget Template with changes
- 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
- Adhere to the guidance in the UGA/UIGA
- Revisions not necessary if budget category overage is less than ten percent (10%) or \$1,000
- Written request and template will be reviewed by Program Administrator

# SFY 19 Expenditures

- If your agency did not expend all of the SFY 19 grant funds, IDHS/SUPR will de-obligate any unexpended grant funds
- Your agency will receive notification about the de-obligation (reduction of funds) via an automated email from CSA
- These funds will not rollover from one UGA/UIGA to another across SFYs

# SFY 20 Monthly Expenditure Payment Vouchers (MEPV)

- SFY 2020 MEPV forms may contain multi-tabs
  - Submission process
- **DO NOT** use your SFY 2019 form since budget will be wrong
- Email with SFY 2020 MEPV will be sent to UGA/UIGA authorized representative
- MEPV Adjustment Column 3

# SFY 20 Payments

- Your payments are based on the amount approved on reported expenditures through the MEPV
- MEPV needs to be submitted by the 15<sup>th</sup> of the following month – **See Exhibit C**
  - There are multiple units involved in processing payments so it is important to submit MEPVs by the monthly deadline
- If it is not submitted by this deadline, the MEPV will be processed the following month, delaying payment

# SFY 20 Payments

To 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

# Changes in Deliverables (Exhibit B)

CSUPS – overall goal is to prevent marijuana use by youth in 6<sup>th</sup> through 12<sup>th</sup> grade

SUPS (ATOD) – overall goal is to prevent alcohol use by youth in 6<sup>th</sup> through 12<sup>th</sup> grade

# Changes in Deliverables (Exhibit B)

## ◎ CSUPS/SUPS Deliverable Changes compared to SFY 19

- #3 - Recruit schools to participate in the 2020 administration of the Illinois Youth Survey (IYS)
  - Identify and create a list of all public schools in the service area that house 8th, 10th, and 12th grades.
  - Create and implement an annual IYS Recruitment Action Plan to increase IYS participation of public schools, at minimum, in the service area.
  - Provide regular reports to IDHS/SUPR regarding progress towards IYS recruitment and administration supporting the required reach of 70% of students.

# Changes in Deliverables (Exhibit B) Cont.

## CSUPS/SUPS continued

### 🕒 Deliverable Changes compared to SFY 19

- #4 – Conduct two activities...
  - Youth Advisory Committee **must be involved** in the planning of the two activities.
- #5 = #6 – Raise awareness...
  - Plan with **local stakeholders** and distribute the list in the service area.
  - Plan with **local stakeholders** and distribute educational materials about the potential for abuse of medications, safe disposal and safe storage.
- #9 = #10 – Documentation (clarification)...
  - This includes the quarterly PPR form, the monthly MEPVs, and any support documentation for program or expenditures.
- #11 – SFY 19 #11 deleted but assumed under SFY 20 #11.



# Important

My Generation Rx funding will become available on September 30, 2019

- No expenditures are allowed before this date
- My Generation Rx is paid by year 2 SOR federal funding. Year 2 SOR funding starts September 30, 2019

# Changes in Deliverables (Exhibit B)

SRSUPS – overall goal depends on target population. Includes YPE, Leadership, College Students, Student Athletes, Alcohol Policy Center, and Prescriber Training

# SRSUPS Changes in Deliverables (Exhibit B)

- ◎ Deliverable Changes compared to SFY 19
  - # 1 – Youth leaders
    - H. Provide an annual outcome report regarding the impact of your program on your participants. Report will include 3 youth leadership stories, number of youth involved in policy changes and community activities by category, and an overall summary of the impact of your program
  - # 2 – Alcohol Policy Center
    - G – iii. Develop an annual report of the current state of alcohol policy in Illinois in pdf format that is posted on website
  - # 3 – College students
    - J. Develop six topic briefs using the information from the survey with higher education institutions throughout the fiscal year

# SRSUPS Changes in Deliverables (Exhibit B)

- ⦿ Deliverable Changes compared to SFY 19
  - # 4 – Student athletes
    - K. Create a summary brief of program highlights that include the overall impact of the program by each school in which it was implemented, any new policies developed due to the program, and the impact on the three target groups
  - # 6 – Prescriber training
    - M. Develop an annual executive summary of activities and reach of project

# Updated Work Plans

- ◎ Revised Plans for SFY 20
  - Must have approval prior from IDHS/SUPR prior to implementation of revised services
  - Provider is responsible to maintain documentation of revision approval

# Changes in Personnel

- Changes in any organizational personnel associated with SUPP must be updated in the Prevention Hub and emailed to IDHS/SUPR Program Administrator, Prevention First, and CPRD
  - Prevention First, CPRD and IDHS/SUPR Prevention staff receive current email listings based on information in the Hub
  - Listings are downloaded only on a quarterly reporting schedule
- If there is a change in the CSA (UGA/UIGA) authorized representative, IDHS/SUPR staff need to be notified in writing immediately

# SFY 20 Reporting Highlights

- The Provider will submit one Annual Report regarding implementation of the services and activities in a format prescribed by IDHS/SUPR by the established deadline by **July 31, 2020**.
- 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, 2020 uploaded to the Hub**.

# SFY 20 Reporting Highlights

- The Provider will submit one IYS Recruitment Plan and Updates through the Hub on dates established by CPRD.
- All providers that have a UGA/UIGA with IDHS must submit quarterly Periodic Performance Reports using the form to be sent by IDHS/SUPR.
- Reporting due dates are critical and can lead to Directives and Corrective Action Plans!



# Questions and Answers



# Contact Information

Rafael

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Shantel

[Shantel.high@illinois.gov](mailto:Shantel.high@illinois.gov) 217-557-2707

Jo

[jopauly@Illinois.edu](mailto:jopauly@Illinois.edu) 217-265-8301

Anne

[Anne.cox@prevention.org](mailto:Anne.cox@prevention.org) 217-836-5346

# Prevention Hub



**I** ILLINOIS

CPRD | Center for Prevention  
Research & Development

SCHOOL OF SOCIAL WORK

# Prevention Hub

- Official contact information source for your agency's SUPP 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

## View Agency Information

**Agency Information**

Name:	Test Agency (SAPP)	Phone:	(217) 127-2700
Address 1:	305 South Road	Phone Ext:	
Address 2:	Suite 1	Fax:	
City:	Champaign	UserName:	test
State:	IL	Password:	test1
Zip:	61820	Region:	Region 1 ▼

**Grant Contact Person**

Work Address *Same as agency*

First Name:	Riley	Address 1:	305 South Road
Last Name:	Davis	Address 2:	Suite 1
Email:	test@test.test	City:	Champaign
Phone:	(217) 127-2700	State:	IL
Phone Ext:	222	Zip:	61820

**Executive Director**

First Name:	Taylor	Email:	test@test.test
Last Name:	Johnson	Phone:	(217) 127-2700
Title:	CEO	Phone Ext:	202

**Fiscal Authorized Representative**

First Name:	Morgan	Email:	test@test.test
Last Name:	Smith	Phone:	(217) 127-2700
Title:	Agency Fiscal Officer	Phone Ext:	212

**CSSC Information**

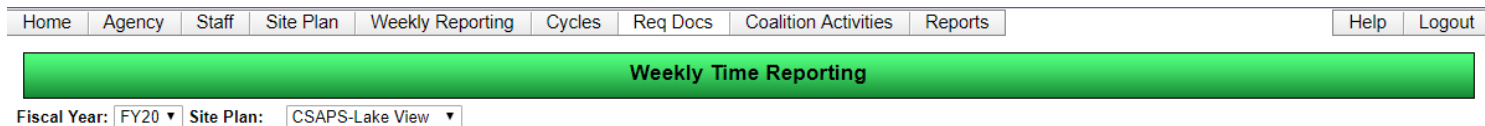
Name:	Jo Pauly	Phone:	(217) 333-3231
Email:	jopauly@illinois.edu	Phone Ext:	

Save Agency Information

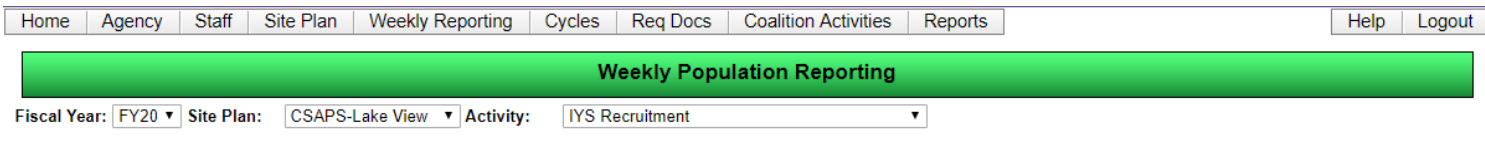


# Weekly Time/Weekly Population Reporting

- Fiscal Year now defaults to FY20. To report data for FY19, select FY19 from the Fiscal Year drop down menu.



A screenshot of a web application interface. At the top is a navigation bar with links: Home, Agency, Staff, Site Plan, Weekly Reporting, Cycles, Req Docs, Coalition Activities, Reports, Help, and Logout. Below the navigation bar is a green header bar with the text "Weekly Time Reporting". Underneath the header bar, there are two dropdown menus: "Fiscal Year:" with "FY20" selected and "Site Plan:" with "CSAPS-Lake View" selected. A blue arrow points to the "Fiscal Year:" dropdown menu.



A screenshot of a web application interface. At the top is a navigation bar with links: Home, Agency, Staff, Site Plan, Weekly Reporting, Cycles, Req Docs, Coalition Activities, Reports, Help, and Logout. Below the navigation bar is a green header bar with the text "Weekly Population Reporting". Underneath the header bar, there are three dropdown menus: "Fiscal Year:" with "FY20" selected, "Site Plan:" with "CSAPS-Lake View" selected, and "Activity:" with "IYS Recruitment" selected. A blue arrow points to the "Fiscal Year:" dropdown menu.

# Weekly Time/Weekly Population Reporting

- Text entered in **My Notes** box does not appear in quarterly reports.
- Population reporting is an unduplicated count of people served per activity per fiscal year.

**Weekly Time Reporting**

Missing Time Reporting Weeks

No Missing Weeks


**Time (in hours)**

YPE All Stars	<input type="text"/>
YPE Project Towards No Drug Abuse	<input type="text"/>
Referral to Services	<input type="text"/>
IYS Recruitment	<input type="text"/>
Communication Campaign - Marijuana	<input type="text"/>
Youth Advisory Committee	<input type="text"/>
Statewide Prescription Drug Media Campaign	<input type="text"/>
SAMHSA Natl Prevention Week Activities	<input type="text"/>
Drug Take Back	<input type="text"/>
Resource Directory	<input type="text"/>
Environmental Scan - Marijuana	<input type="text"/>

**Total Hours:**

**My Notes**

Optional for clarification and/or reminder notes.



**Weekly Population Reporting**

Activity:

<b>Age</b>	<b>Race</b>	
0-4 <input type="text"/>	21-24 <input type="text"/>	White <input type="text"/>
5-11 <input type="text"/>	25-44 <input type="text"/>	Black or African American <input type="text"/>
12-14 <input type="text"/>	45-64 <input type="text"/>	Native Hawaiian/Other Pacific Islander <input type="text"/>
15-17 <input type="text"/>	65 And Over <input type="text"/>	Asian <input type="text"/>
18-20 <input type="text"/>	Age Unknown <input type="text"/>	American Indian/Alaska Native <input type="text"/>
<b>Total:</b> <input type="text" value="0"/>		<b>Total:</b> <input type="text" value="0"/>

<b>Gender</b>	<b>Ethnicity</b>
Male <input type="text"/>	Hispanic or Latino <input type="text"/>
Female <input type="text"/>	Not Hispanic or Latino <input type="text"/>
Gender Unknown <input type="text"/>	Ethnicity Unknown <input type="text"/>
<b>Total:</b> <input type="text" value="0"/>	<b>Total:</b> <input type="text" value="0"/>


**Geographic Area**

Urbana

**Total:**

**My Notes**

Optional for clarification and/or reminder notes.



# Cycle Reporting (CSUPS/SUPS only)

- Enter YPE cycle information into the Hub after the cycle has been completed
- Give each cycle a unique name (Example: FY19Q2 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



General Information and Implementation

Demographics

Required Field Matching: Each group total must match 20

Age			
0-4	<input type="text" value="0"/>	21-24	<input type="text" value="0"/>
5-11	<input type="text" value="0"/>	25-44	<input type="text" value="0"/>
12-14	<input type="text" value="20"/>	45-64	<input type="text" value="0"/>
15-17	<input type="text" value="0"/>	65 And Over	<input type="text" value="0"/>
18-20	<input type="text" value="0"/>	Age Unknown	<input type="text" value="0"/>

Total:

Race	
White	<input type="text" value="5"/>
Black or African American	<input type="text" value="5"/>
Native Hawaiian/Other Pacific Islander	<input type="text" value="5"/>
Asian	<input type="text" value="5"/>
American Indian/Alaska Native	<input type="text" value="0"/>
More Than One Race	<input type="text" value="0"/>
Race Not Known or Other	<input type="text" value="0"/>

Total:

Gender	
Male	<input type="text" value="10"/>
Female	<input type="text" value="10"/>
Gender Unknown	<input type="text" value="0"/>

Total:

Ethnicity	
Hispanic or Latino	<input type="text" value="5"/>
Not Hispanic or Latino	<input type="text" value="10"/>
Ethnicity Unknown	<input type="text" value="5"/>

Total:

Geographic Area	
Urbana	<input type="text" value="20"/>

Total:

My Notes

Optional for clarification and/or reminder notes.  
opioids session 04/02/18

# 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

**Quick Look**

Agency InformationWeekly Time ReportingWeekly Population ReportingCycle Reporting

**Agency Information as of today (07/12/2018 09:20AM)**

**Grant Contact Person**

Name	Email	Phone	Ext
Riley Davis	test@test.test	(217) 127-2700	222

**Executive Director**

Name	Email	Phone	Ext
Taylor Johnson	test@test.test	(217) 127-2700	202

**Fiscal Authorized Representative**

Name	Email	Phone	Ext
Morgan Smith	test@test.test	(217) 127-2700	212

**Current Staff Assigned to Site Plan(s)**

SitePlan	Name	Email	Phone	Ext
CSAPS-Lake View	Rachel Hall	test@test.test	(217) 127-2700	101
SAPS-Champaign	Derek Johnson	test@test.test	(217) 127-2700	102
SAPS-Champaign	Mary Smith	test@test.test	(217) 127-2700	103
SRSAPS-Statewide	Ron Townsend	test@test.test	(217) 127-2700	104





# Quarterly Reports - Submission

- 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.

## Submit New Reports to DHS

To SUBMIT a New Report to DHS:

- Select the Fiscal Year
- Select the report you want to officially submit to DHS
- Select the Quarter
- You may view the report prior to submitting it to DHS by clicking on the “View Report” button. Viewing the report does not submit the report to DHS
- Click the “Submit Report” button (you will see confirmation that your report has been officially submitted.)
- To access a copy of your submitted report, go to the View Report History screen

Select Fiscal Year  Select Report  Select Quarter

**The report has been submitted successfully.**

Fiscal Year	Quarter	Report Type	Date Entered	File Name
FY19	Quarter 4	Quarterly Reports	7/8/2019 2:10:00 PM	<u>QuarterlyReports_Test Agency_(SAPP)_FY19_Q4_1.pdf</u>



# Quarterly Reports – Due Dates

- FY19
  - 4<sup>th</sup> Quarter Report (April 1-June 30) submitted in Hub by July 31, 2019
- FY20
  - 1st Quarter Report (July 1-September 30) submitted in Hub by October 31, 2019
  - 2nd Quarter Report (October 1-December 31) submitted in Hub by January 31, 2020
  - 3rd Quarter Report (January 1-March 31) submitted in Hub by April 30, 2020
  - 4th Quarter Report (April 1-June 30) submitted in Hub by July 31, 2020



# Prevention Hub – Orientation and TA

- CPRD provides an orientation to the Prevention Hub upon request
  - New staff to the SUPP 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](mailto:jopauly@Illinois.edu), 217-265-8301) or Sherri Rudicil ([solin2@Illinois.edu](mailto:solin2@Illinois.edu), 217-300-6457).

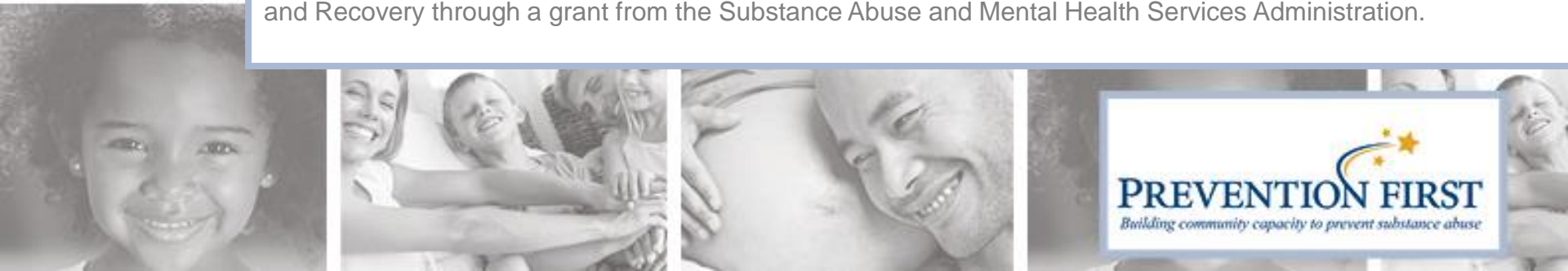




# Prevention First Training & Technical Assistance Services



Funded in whole or in part by the Illinois Department of Human Services, Division of Substance Use Prevention and Recovery through a grant from the Substance Abuse and Mental Health Services Administration.





# Prevention First TTA Services

- Training
- Technical Assistance
- Professional Development Resources



# Professional Development Staff

<b>Anne Cox</b>	Manager of SAP Training & Technical Assistance	<a href="mailto:Anne.Cox@prevention.org">Anne.Cox@prevention.org</a>
<b>Cher Hanson</b>	TTA Specialist	<a href="mailto:Cher.Hanson@prevention.org">Cher.Hanson@prevention.org</a>
<b>Jake Levinson</b>	TTA Specialist	<a href="mailto:Jacob.Levinson@prevention.org">Jacob.Levinson@prevention.org</a>
<b>Kim Thompson</b>	TTA Specialist	<a href="mailto:Kimberly.Thompson@prevention.org">Kimberly.Thompson@prevention.org</a>
<b>Pam Ziegler</b>	TTA Specialist	<a href="mailto:Pamela.Ziegler@prevention.org">Pamela.Ziegler@prevention.org</a>
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<b>Rhonda Mikelenas</b>	Instructional Design Specialist	<a href="mailto:Rhonda.Mikelenas@prevention.org">Rhonda.Mikelenas@prevention.org</a>
<b>Cindy Dambacher</b>	Training Registration Contact	<a href="mailto:Cindy.Dambacher@prevention.org">Cindy.Dambacher@prevention.org</a>



# SUPP Training

- Online, classroom & webinar trainings
- Training Catalog
- View trainings, training policies & register at [www.prevention.org](http://www.prevention.org)
- Important training reminders





# Fall Networking Events (New!)

- 1 CSUPS event (Chicago) & 3 SUPS events (Naperville, Bloomington, & Mt. Vernon)
- Discussions with IDHS SUPP leadership, CPRD and Prevention First
- Networking





# Spring Networking Events (New!)

- 1 CSUPS event & 3 SUPS event
- Networking opportunity
- Discuss program challenges & successes



# Trainings Coming Soon! (New!)

- Collaborating with Key Stakeholders (Online)
- YAC Engagement and Retention (Webinar)
- Creative Problem-Solving (Webinar)
- Tips for Planning and Managing Your Work Scope (Online micro-course)
- Tips for Program Promotion (Online micro-course)
- National Prevention Network (Posted 2<sup>nd</sup> half of the year)



# Technical Assistance

- Technical Assistance (TA) is the process of providing targeted support to an organization with a substance use prevention development need or challenge.
- Prevention First's goal is to build the capacity of substance use prevention providers to strategically plan and implement local, evidence-based strategies to prevent substance use among youth.



# TA Examples

- Challenges with implementing Model Program Curricula
- Classroom Management strategies
- Engaging Key Stakeholders in the community
- Recruiting/Retaining/Engaging YAC members
- Recruitment strategies for IYS
- Collecting process evaluation data
- Identifying and implementing primary and supplemental distribution sources for campaigns
- Securing support for campaigns



# TA Contact Information

- Offered by Prevention First to SUPP providers

Contact Anne Cox, Manager, SAP Training/TA

[Anne.Cox@prevention.org](mailto:Anne.Cox@prevention.org)

(217) 836-5346



# Professional Development Resources

- [www.prevention.org](http://www.prevention.org)
- IDHS SUPP Guidance & Information
- Resource Guides
- Tip Sheets
- Fact Sheets
- Virtual Clearinghouse
- Materials for Guard and Discard campaign

Need printed materials?

[communications@prevention.org](mailto:communications@prevention.org).





# Groupsite-SAPP

- Online platform for communicating, sharing and networking
- Communication tool for IDHS SUPP leadership (used by IDHS to send messages & grant information to providers)
- Discussion forums
- Shared calendar
- Photo Gallery



# Groupsite-SAPP

- File storage- all digital versions of campaign materials are stored here. Providers receive an alert when the new materials are available.
- If you are not a member of the SAPP Groupsite, go to [www.PFGroupsite-SAPP.com](http://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

## Chicago Office:

33 W. Grand Ave., Suite 300  
Chicago, IL 60654  
312.988.4646

[www.prevention.org](http://www.prevention.org)





# Questions?

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

# Contact Information

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Shantel

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Jo

[jopaul@Illinois.edu](mailto:jopaul@Illinois.edu) 217-265-8301

Anne

[Anne.cox@prevention.org](mailto:Anne.cox@prevention.org) 217-836-5346