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

SFY 22 SUPP Annual Meeting

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

IDHS

State of Illinois

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Overview

- Illinois Substance Use Prevention Network
- Contract Information
- Fiscal and Budget
- SFY 22 SUPP Program Information
  - Changes from SFY 21
  - Reporting
- Prevention Hub – CPRD
- Overview of SFY 21 Training – Prevention First Inc.

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Reinventing and Adapting

- Significant challenges in the last year and a half

- SFY 22, keep adaptations that are working and reenergize what has worked in the past

- Being adaptable, flexible, persistent, and hybrid

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Substance Use Prevention System

- Federal Block Grant, GRF, Other State Funds
- Universal Strategies to Indicated Strategies
  - New opportunities to increase selective and indicated strategies
- Bureau of Prevention Services
  - Substance Use Prevention Program
    - State and Regional Substance Use Prevention Services
    - Chicago Substance Use Prevention Services
    - Substance Use Prevention Services
    - New age expanded services (Coming)
    - Working across IDHS Divisions and state agencies (Coming)
    - New crisis response capacity requirements (Coming)

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Substance Use Prevention System

- Bureau of Prevention Services (Cont.)
  - Tobacco Prevention Program
    - TEP (now includes all tobacco products, e-cigarettes)
    - FDA (new four-year contract)
  - Response Programs
    - Illinois Preventing Drug Overdose (New ordering process)
    - State Opioid Response 1 and 2 – Prevention Projects
- Other Illinois Prevention Work
  - DFC
  - National Guard
  - ILCC – underage alcohol use

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SFY 22 Uniform Grant Agreement (UGA or UIGA)

- UGA/UIGA = "Contract" = Grant Agreement
- Changes to CSA due to new accounting system
- DHS Website: For Providers, Contracts – Sample of SFY 22 Uniform Grant Agreement (UGA) - https://www.dhs.state.il.us/page.aspx?item=29741
  - Redline FY21 UGA to FY22 UGA (docx)
  - Sample FY22 Uniform Grant Agreement (UGA) (pdf)
- Link to Policy Manual
  - FY22 Uniform Grant Agreements (UGA) and FY22 Executive Ethics Commission Contract (EEC) Attachments and Program Manuals

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SFY 22 Uniform Grant Agreement (UGA or UIGA)

- Article IV – Payment – 15th of the following month – processed by end of that month
- Article VI – Budget – Follows GATA requirements
- Article VII – Allowable Costs – No food
- 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 – Exhibit B (PPR)
- Article XVII – Subcontracts/Sub-grants - Review
- Article XVIII – Notice of Change
- Article XXII – Equipment or Property - Capitalization
- Article XXIII – Promotional Materials; Prior Notification of media – At least 10 days

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SFY 22 Exhibits in the UGA

- Exhibit A: Scope of Services
  - Scope of work
  - Important fiscal information
- Exhibit B: Deliverables
- Exhibit C: Payment Terms
- Exhibit E: Performance Measures
- Exhibit F: Performance Standards
- Exhibit G: Special Conditions – ICQ and other

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SFY 22 Budgets

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

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Budget Revisions

- Submit a request in writing (can be email) 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/increase
  - any other important information related to the modification
- Adhere to the guidance in the UGA/UIGA
- Revisions not necessary if budget category variance is less than ten percent (10%) or $1,000
- Written request and template will be reviewed by Program Administrator for approval before CSA budget is unlocked

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SFY 21 Expenditures

- There are no rollover amounts from one SFY to another
- Grants are closed out during August
- Notification about de-obligation via automated email

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SFY 22 Monthly Expenditure Payment Vouchers (MEPV)

- DO NOT use your SFY 2021 form

- SFY 2022 MEPV forms will contain one tab but may be modified to multi-tabs if different funds are used.

- Use MEPV Adjustment Column 3

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SFY 22 Payments

- Payments are based on approved expenditures through the MEPV
- MEPV due 15th of the following month – See Exhibit B
  - Multiple units involved in processing payments, takes from 30 to 45 days to receive payments
- Late submission of MEPV will delay processing to next month's batch, delaying payment an additional 30 days

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SFY 22 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

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Deliverables Goal (Exhibit B)

CSUPS/SUPS (ATOD) – overall goal is to prevent alcohol and marijuana use by youth in 6th through 12th grade

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Changes in Deliverables (Exhibit B)

- CSUPS Deliverable Changes Compared to SFY21
  - Not required to complete an environmental scan

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Changes in Deliverables (Exhibit B) Cont.

CSUPS/SUPS-IYS Recruitment Year Deliverable #4

- Recruit schools to participate in the 2022 IYS administration
  - Create and implement an annual IYS Recruitment Action Plan
  - Provide regular reports to IDHS/SUPR regarding progress towards meeting 70% reach

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Changes in Deliverables (Exhibit B) Cont.

- SUPS/CSUPS Generation Rx
  - Optional not required
  - Same guidelines for implementation regarding 250 youth and 2-3 sessions as in past fiscal years
  - May start Generation Rx service July 1, 2021
  - May not purchase promotional items for all participants

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Changes in Deliverables (Exhibit B)

SRSUPS –

No changes in deliverables from SFY21 to SFY22.

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Reporting Changes for FY22

- Work Plan Projections are due August 31, 2021
- Work Plan Projections are to be submitted in the Hub rather than via report to DHS

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General Reminders

- 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

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General Reminders

- Revised Work Plans for SFY 22
  - Must have approval prior from IDHS/SUPR prior to implementation of revised services

  - Provider is responsible to maintain documentation of revision approval

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General Reminders

- Include Autruse Wilson and Toni Terry on submittal emails for all reports and MEPVs.
  - Autruse Wilson
    - Autruse.Wilson@Illinois.gov

  - Toni Terry
    - Toni.Terry@Illinois.gov

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Common Questions

-
  What do I do if I made an error on a previously submitted MEPV?
- When do I need to submit a budget revision?
- Can I serve any school within my approved service area?
- Can I change my YPE curricula?

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Common Questions

⦿ What do we do if programming is not working as planned?

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Prevention Hub

ILLINOIS
CPRD | Center for Prevention
Research & Development
SCHOOL OF SOCIAL WORK

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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

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Prevention Hub

- **Keep staff contact information up-to-date** on Staff screen

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Weekly Time/Weekly Population Reporting

- Fiscal Year now defaults to FY22. To report data for FY21, select FY21 from the Fiscal Year drop down menu.

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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**.

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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: FY20Q2 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

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YPE Curriculum Training (CSUPS/SUPS only)

- Staff implementing YPE curriculum are required to **report the date training was completed** in the Curriculum Training section of the Add/Edit Staff screen.

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YPE Curriculum Training cont'd (CSUPS/SUPS only)

- Staff implementing YPE curriculum are required to upload their **YPE Curriculum Training Certificate** to the View/Add Required Documents screen under the Req Docs tab.
- Enter in the upload description box the **name of the staff and YPE curriculum**.
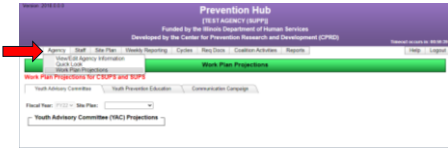

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Work Plan Projections
(CSUPS/SUPS only)

- CSUPS/SUPS grantees are required to report FY22 Work Plan Projections for Youth Advisory Committee (YAC), Youth Prevention Education (YPE) and Communication Campaigns in the Prevention Hub by August 31st.
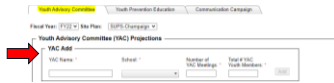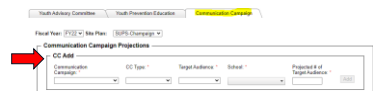- Work Plan Projections screen is located under Agency in the navigation bar.

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Work Plan Projections cont'd
(CSUPS/SUPS only)

To open and activate the screen for reporting, click on the tab heading and select the site plan.

To submit projections, (1) fill in the required information cells (indicated with *) in the Add box, (2) click outside the information cells to activate the Add button, and (3) click the Add button to save and submit.
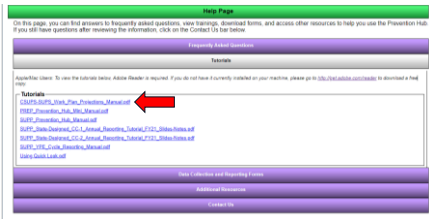

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Work Plan Projections cont'd
(CSUPS/SUPS only)

- CSUPS-SUPS Work Plan Projections Manual provides detailed instructions on how to submit projection data.
- Manual is located on the Help page of the Prevention Hub under Tutorials.

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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

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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.

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Quarterly Reports – Due Dates

- FY21
  - 4th Quarter Report (April 1-June 30) submitted in Hub by Friday, July 30, 2021

- FY22
  - 1st Quarter Report (July 1-September 30) submitted in Hub by Friday, October 29, 2021
  - 2nd Quarter Report (October 1-December 31) submitted in Hub by Monday, January 31, 2022
  - 3rd Quarter Report (January 1-March 31) submitted in Hub by Friday, April 29, 2022
  - 4th Quarter Report (April 1-June 30) submitted in Hub by Friday, July 29, 2022

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Prevention Hub – Orientation and TA

- CPRD provides an orientation to the Prevention Hub upon request
  - New staff to the SUPP grant are advised to request an orientation
  - Veteran staff who would like a refresher are welcome to request an orientation

- For questions or concerns regarding the Prevention Hub, contact Sherri Rudicil (solin2@Illinois.edu, 217-300-6457) or Jo Pauly (jopauly@Illinois.edu, 217-265-8301).

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Prevention First SUPP
Professional
Development Services

Funding provided in whole or in part by the Illinois Department of Human Services
and the Substance Abuse and Mental Health Services Administration (SAMHSA)
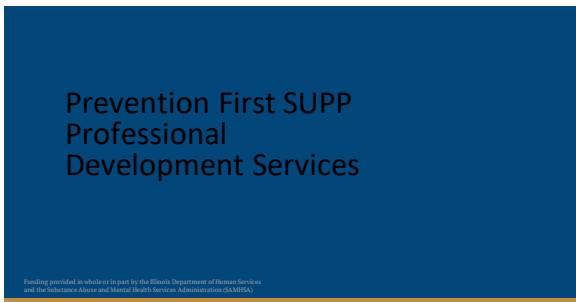
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Prevention First SUPP Professional Development Services

- Training

- Technical Assistance

- Professional Development Resources

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Professional Development Staff

Anne Cox	Manager of SUP Training & Technical Assistance	Anne.Cox@prevention.org
Cher Hanson	Master TTA Specialist	Cher.Hanson@prevention.org
Jake Levinson	TTA Specialist	Jacob.Levinson@prevention.org
Daniela Aguilar	TTA Specialist	Daniela.Aguilar@prevention.org
Pam Ziegler	TTA Specialist	Pamela.Ziegler@prevention.org
Sara Christensen	Manager, Instructional Design	Sara.Christensen@prevention.org
Rhonda Mikelenas	Instructional Design Specialist	Rhonda.Mikelenas@prevention.org
Cindy Dambacher	Training Registration Contact	Cindy.Dambacher@prevention.org

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Prevention First SUPP Training

- Online, classroom, virtual classroom & webinar trainings

- Training Catalog

- View trainings, training policies & register for training at www.prevention.org

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Prevention First SUPP Professional Development Services

Important Training Reminders

- Limited classroom size - register early
- Cancel registration if unable to attend
- Review confirmation & reminder training emails for important details
- Review all training policies- subject to change

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Prevention First SUPP Professional Development Services

FY22 SUPP Training Requirements

- FY22 SUPP Training Requirement Chart found on website www.prevention.org, SUPP Training tab
- New SUPP Providers have 1 year, from date of hire, to complete required training

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Prevention First SUPP Professional Development Services

Model Program Trainings

- Per IDHS SUPR, providers must purchase the most updated materials from the developer.
- Materials may not be copied/reproduced without the permission of the developer.
- Contact information for developers may be found on the Prevention First website, under Resources tab.
- Training availability

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Virtual Classroom Training Reminders

- New Platform- Zoom
- Materials will be shipped to participants
- Highly interactive trainings- participants are expected to participate
- Equipment-desktop/laptop/ headset w/ Microphone
- Pay close attention to pre-training emails

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Fall Networking Events

- 3 SUPS/CSUPS events held virtually in September

- Q & A with IDHS SUPP leadership, CPRD and Prevention First

- Networking opportunity on YAC

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Spring Networking Events

- 3 SUPS events held in person- locations TBD

- 1 CSUPS event held in person- location TBD

- Registration in the 2nd half of the FY

- Networking opportunity on engagement strategies

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Power Hour for Peers calls

- One-hour calls with SUP/CSUP peers

- Topic- specific

- Facilitated by Prevention First TTA staff and SUP professionals

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New Worker Orientation calls

- To support new SUPP providers

- Orientation to the SUPP field in Illinois

- New SUPP providers will receive an email and follow-up call upon completion of IISUP I training

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SUPP Provider Directory

- Searchable online directory of SUPS, CSUPS & SRSUPS grantees
- Contact Prevention First staff for changes
- Search functions
  - Region
  - Grant type
  - YPE Curricula
  - Communication Campaign

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Prevention First SUPP Professional Development Services

SUPP Surveys

- Survey data used for planning and improvement of Prevention First TTA services

- Annual Provider Survey

- Model Program Survey

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Prevention First SUPP Professional Development Services

Technical Assistance

- 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.

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Prevention First SUPP Professional Development Services

Technical Assistance

- Using a collaborative approach, Prevention First builds a prevention professional's capacity to address their local conditions and develop their own prevention solutions to amplify programmatic effectiveness.

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Technical Assistance is..........

- Proactive

- Asset-based

- Customizable

- Collaborative

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Technical Assistance is NOT..........

- Punitive

- A one-size fits all approach

- Meant to replace training

- Just answering questions

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FY21 Technical Assistance Examples

- Establishing collaborations with key stakeholders in the schools and communities to promote and sustain the youth prevention education strategy.
- Identifying recruitment and engagement strategies for establishing and working with a youth advisory committee.
- Building the capacity of an organization to plan for and implement communication campaigns according to standards and best practices.
- Effectively developing a professional development plan specific to prevention to better understand strategy implementation, including youth prevention education.
- Interpreting program developer's adaptation protocols, including facilitating a meeting to confirm best way to implement the program in a virtual setting.

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Technical Assistance

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

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FY22 SUPP Communication Campaigns

- SUP/CSUP providers will continue with implementation plans.

- State-designed communication campaign materials housed in the SUPP Groupsite files by the end of July 2021.

- Contact Lauren Bozarth lauren.bozarth@prevention.org

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Professional Development Resources

- www.prevention.org

- IDHS SUPP Guidance & Information

- Resource Guides

- Tip Sheets

- Fact Sheets

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SUPP Groupsite

- 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 SUPP Groupsite, go to www.PFGroupsite-SAPP.com and complete a membership request. Typically, you will get a response within 2 business days.

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Thank you

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Questions and Answers

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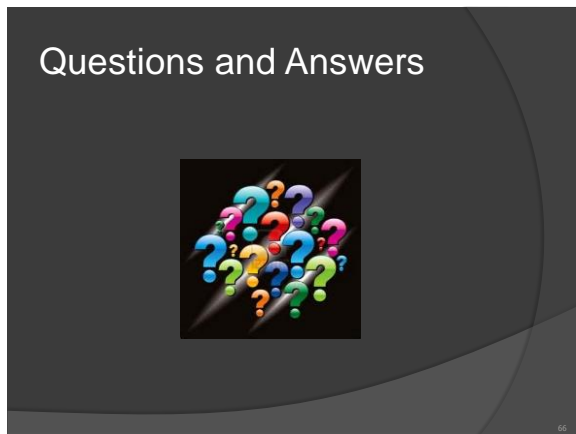
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Contact Information

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