

SFY19

STATE AND REGIONAL SUBSTANCE ABUSE  
PREVENTION SERVICES  
JULY 19, 2018

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Shantel High, SAPP Program Administrator  
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 SRSAPS 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
  - State and Regional Substance Abuse Prevention Services
  - Chicago Substance Abuse Prevention Services
  - Substance Abuse Prevention Services
- ⦿ 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 SRSAPS Budgets

- ① Uniform Budget Template
  - Subcontracts
- ① Budget Revisions
- ① 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 15<sup>th</sup> 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.

# SRSAPS Goals

One or more of the following overarching goals that service delivery will focus on in regions and through statewide initiatives

- ⦿ Reduce alcohol, marijuana, and other drug use among 12-18 year olds.
- ⦿ Reduce alcohol, marijuana, and other drug use among 18-25 year olds.
- ⦿ Reduce the non-medical use of prescription drugs by youth and/or adults.
- ⦿ Increase and/or maintain participation of public schools in the Illinois Youth Survey (IYS). **NOTE:** This goal applies to Applicants proposing to target 12-18 year olds.

# SRSAPS Service Area

## Service Area

- Region(s) of more than 1,000,000 total residents
- Statewide

# SRSAPS – Target Populations

## Target Populations:

- ① Youth leaders in 6<sup>th</sup> - 12<sup>th</sup> grades or 12-18 years of age - Prevention First, IADDA (IABH), Operation Snowball
- ① Municipalities - Prevention First
- ① College students - Eastern Illinois University
- ① High school student athletes - OMNI
- ① Youth (for education) in the 6<sup>th</sup> - 12<sup>th</sup> grades - Robert Crown, MOPD, Illinois State Schools, Northeastern
- ① Prescribers of opioids - Southern Illinois University

# SRSAPS Deliverables

- ① Youth Leaders
- ① Municipalities
- ① College Students

# SRSAPS Deliverables

- High School Student Athletes
- Youth in 6<sup>th</sup> - 12<sup>th</sup> grades
- Prescribers of opioids

# SRSAPS Updated Plans

- ◎ SRSAPS – Update and re-submit the Description of Services
  - Other information regarding the proposed revisions will also be requested

# SFY19 SRSAPS Reporting Highlight and Considerations

- ⦿ Annual report due **July 31, 2019.**
- ⦿ Collaboration across programs
- ⦿ Collaboration across non-SUPR funded efforts

# 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

**View Agency Information**

<b>Agency Information</b> Name: <input type="text" value="Test Agency (SAPP)"/> Phone: <input type="text" value="(217) 127-2700"/> Address 1: <input type="text" value="305 South Road"/> Phone Ext: <input type="text"/> Address 2: <input type="text" value="Suite 1"/> Fax: <input type="text"/> City: <input type="text" value="Champaign"/> UserName: <input type="text" value="test"/> State: <input type="text" value="IL"/> Password: <input type="text" value="test1"/> Zip: <input type="text" value="61820"/> Region: <input type="text" value="Region 1"/>	<b>Grant Contact Person</b> Work Address: <i>Same as agency</i> <input checked="" type="checkbox"/> First Name: <input type="text" value="Riley"/> Address 1: <input type="text" value="305 South Road"/> Last Name: <input type="text" value="Davis"/> Address 2: <input type="text" value="Suite 1"/> Email: <input type="text" value="test@test.test"/> City: <input type="text" value="Champaign"/> Phone: <input type="text" value="(217) 127-2700"/> State: <input type="text" value="IL"/> Phone Ext: <input type="text" value="222"/> Zip: <input type="text" value="61820"/>
<b>Executive Director</b> First Name: <input type="text" value="Taylor"/> Email: <input type="text" value="test@test.test"/> Last Name: <input type="text" value="Johnson"/> Phone: <input type="text" value="(217) 127-2700"/> Title: <input type="text" value="CEO"/> Phone Ext: <input type="text" value="202"/>	<b>Fiscal Authorized Representative</b> First Name: <input type="text" value="Morgan"/> Email: <input type="text" value="test@test.test"/> Last Name: <input type="text" value="Smith"/> Phone: <input type="text" value="(217) 127-2700"/> Title: <input type="text" value="Agency Fiscal Officer"/> Phone Ext: <input type="text" value="212"/>
<b>CSSC Information</b> Name: <input type="text" value="Jo Pauly"/> Phone: <input type="text" value="(217) 333-3231"/> Email: <input type="text" value="jopauly@illinois.edu"/> Phone Ext: <input type="text"/>	

# Weekly Time / Weekly Population Reporting

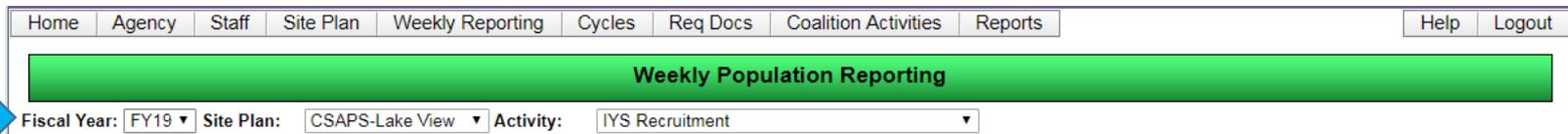
- Fiscal Year now defaults to FY19. To report data for FY18, select FY18 from the Fiscal Year drop down menu.



Home Agency Staff Site Plan Weekly Reporting Cycles Req Docs Coalition Activities Reports Help Logout

**Weekly Time Reporting**

Fiscal Year:  Site Plan:



Home Agency Staff Site Plan Weekly Reporting Cycles Req Docs Coalition Activities Reports Help Logout

**Weekly Population Reporting**

Fiscal Year:  Site Plan:  Activity:

# Weekly Time / Weekly Population Reporting

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

**Weekly Time Reporting**

Missing Time Reporting Weeks

No Missing Weeks

**Time (in hours)**

IYS Recruitment	<input type="text"/>
Information Dissemination	<input type="text"/>
Advisory Council	<input type="text"/>
Website	<input type="text"/>
Youth Leaders	<input type="text"/>

**Total Hours:**

**My Notes**

Optional for clarification and/or reminder notes.

**Weekly Population Reporting**

Activity:

**Age**

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

**Total:**

**Race**

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

**Total:**

**Gender**

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

**Total:**

**Ethnicity**

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

**Total:**

**Geographic Area**

Urbana	<input type="text"/>
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**Total:**

**My Notes**

Optional for clarification and/or reminder notes.

# 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 - 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  Select Report  Select Quarter

 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	<a href="#">QuarterlyReports_Test Agency (SAPP)_FY18_Q4_1.pdf</a>
FY18	Quarter 4	Quarterly Reports	7/11/2018 11:38:00 AM	<a href="#">QuarterlyReports_Test Agency (SAPP)_FY18_Q4_2.pdf</a>

# 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 for SRSAPS-Statewide					
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
Adult Impactors	67% (91 hrs)	39% (247 hrs)	15% (93 hrs)	0% (0 hrs)	31% of 1384 hrs
Advisory Council	0% (0 hrs)	1% (9 hrs)	2% (15 hrs)	0% (0 hrs)	2% of 1384 hrs
Information Dissemination	18% (24 hrs)	27% (170 hrs)	39% (242 hrs)	0% (0 hrs)	32% of 1384 hrs
IYS Recruitment	4% (5 hrs)	0% (2 hrs)	0% (2 hrs)	0% (0 hrs)	1% of 1384 hrs
Website	8% (11 hrs)	15% (93 hrs)	34% (208 hrs)	0% (0 hrs)	23% of 1384 hrs
Youth Leaders	3% (4 hrs)	17% (109 hrs)	10% (59 hrs)	0% (0 hrs)	12% of 1384 hrs

# Quarterly Reports – due dates

- FY18
  - 4<sup>th</sup> 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

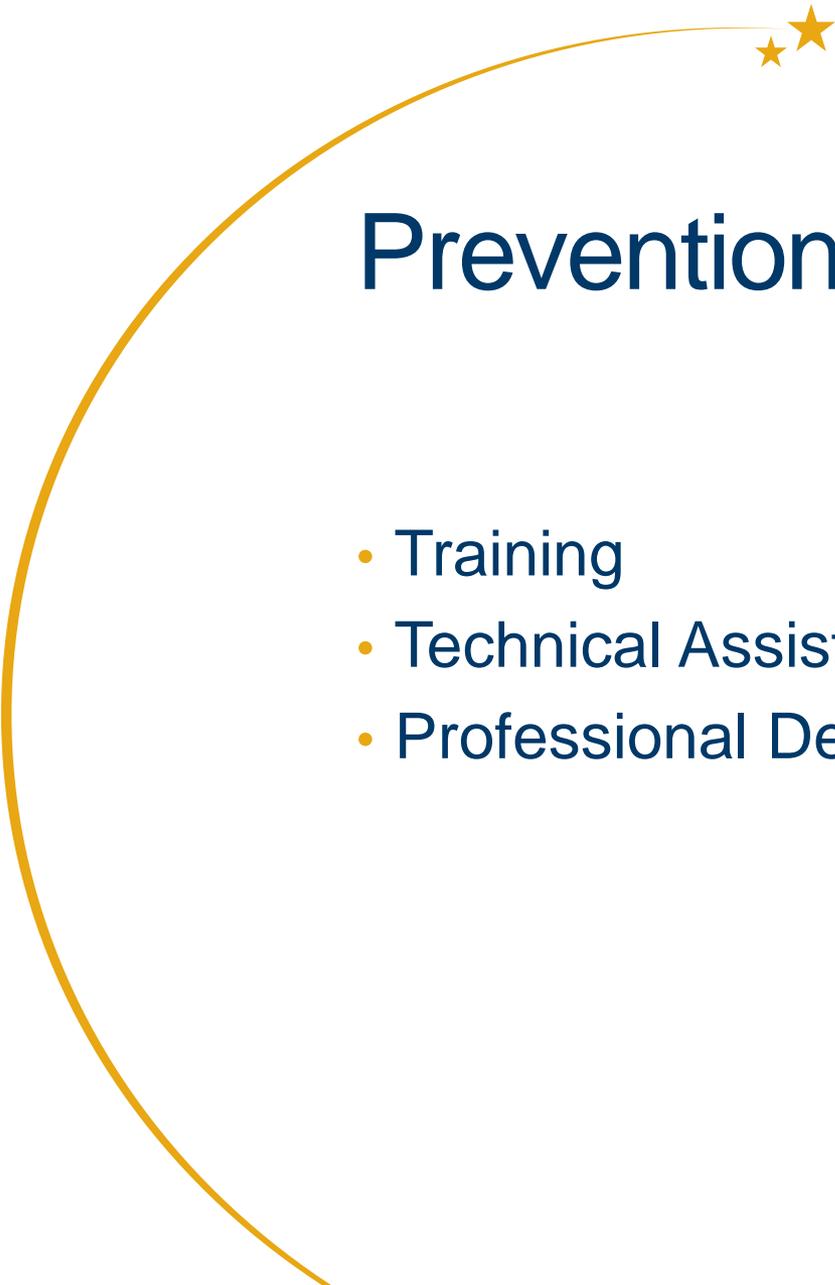
- CPRD provides an orientation to the Prevention Hub upon request
  - New staff to the SAPP grant are **strongly encouraged** to request an orientation
  - Seasoned staff who would like a refresher are welcome to request an orientation
  
- For questions or concerns regarding the Prevention Hub, contact Jo Pauly ([jopauly@Illinois.edu](mailto:jopauly@Illinois.edu), 217-265-8301).

# Training and Technical Assistance: SFY19



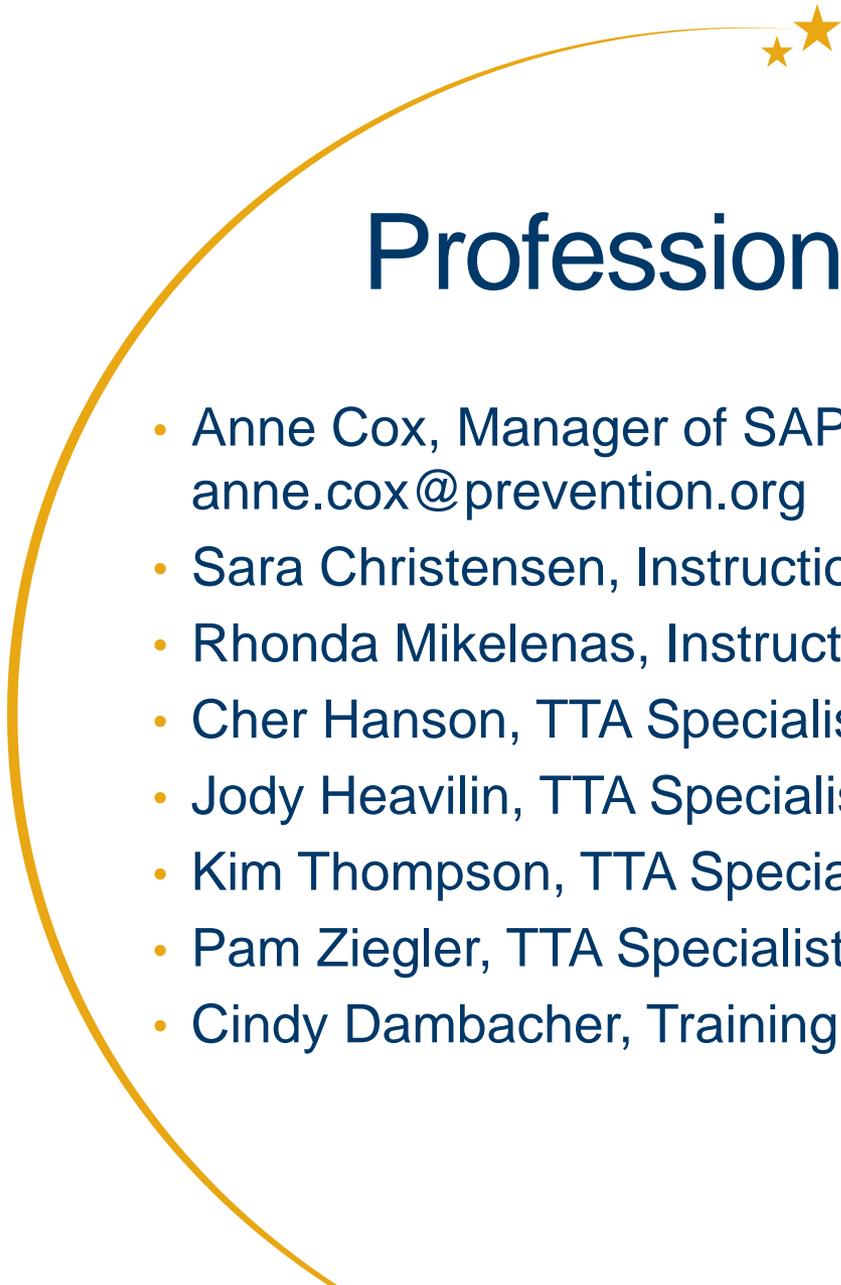
# PREVENTION FIRST SUBSTANCE ABUSE PREVENTION SERVICES

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# Prevention First SAP Services

- Training
- Technical Assistance
- Professional Development Resources



# Professional Development Staff

- Anne Cox, Manager of SAP Training & Technical Assistance, [anne.cox@prevention.org](mailto:anne.cox@prevention.org)
- Sara Christensen, Instructional Design Manager
- Rhonda Mikelenas, Instructional Design Specialist
- Cher Hanson, TTA Specialist, [cher.hanson@prevention.org](mailto:cher.hanson@prevention.org)
- Jody Heavilin, TTA Specialist, [jody.heavilin@prevention.org](mailto:jody.heavilin@prevention.org)
- Kim Thompson, TTA Specialist, [kimberly.thompson@prevention.org](mailto:kimberly.thompson@prevention.org)
- Pam Ziegler, TTA Specialist, [pamela.ziegler@prevention.org](mailto:pamela.ziegler@prevention.org)
- Cindy Dambacher, Training Registration Contact



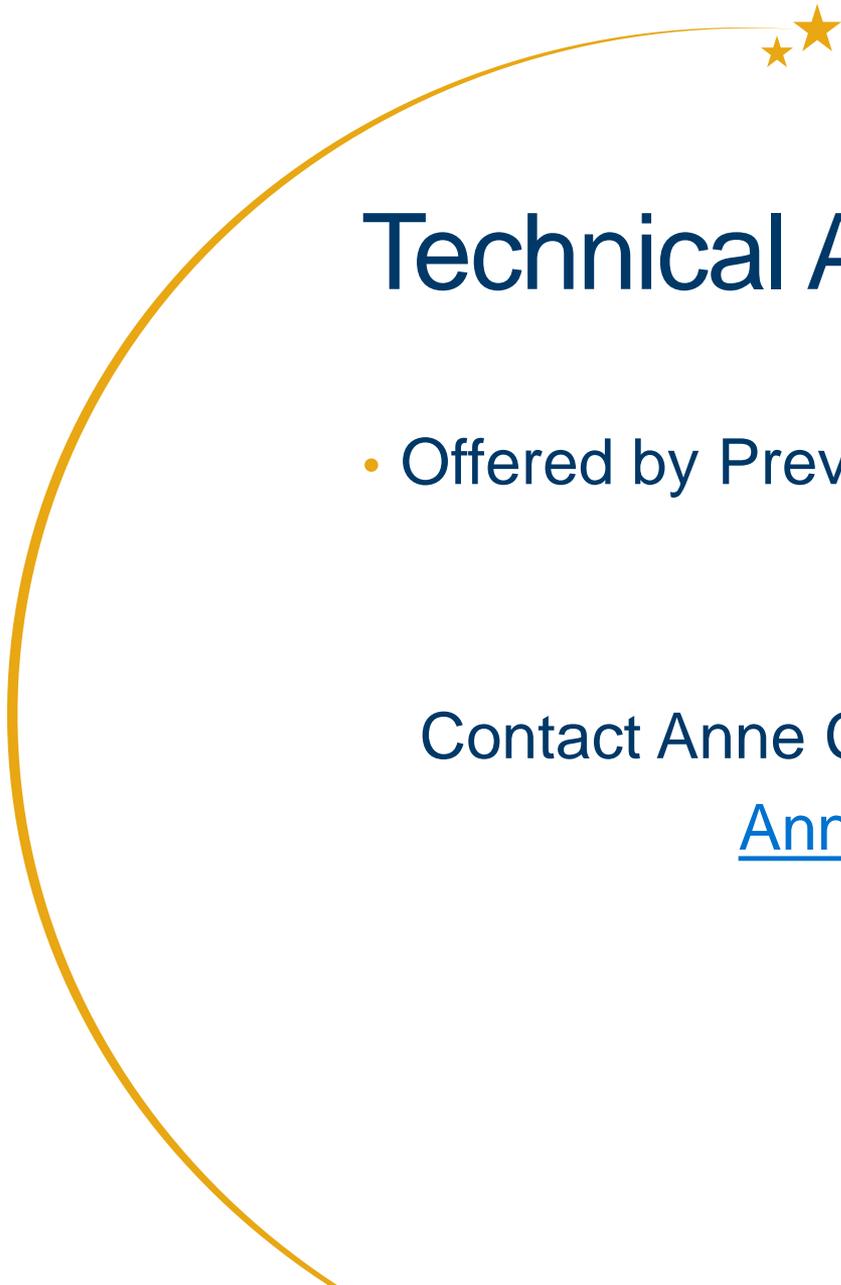
# SAP Training

- On-line, class-room & webinar trainings
- View Trainings, Training Policies & Register at [www.prevention.org](http://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](mailto:Anne.Cox@prevention.org)

(217) 836-5346



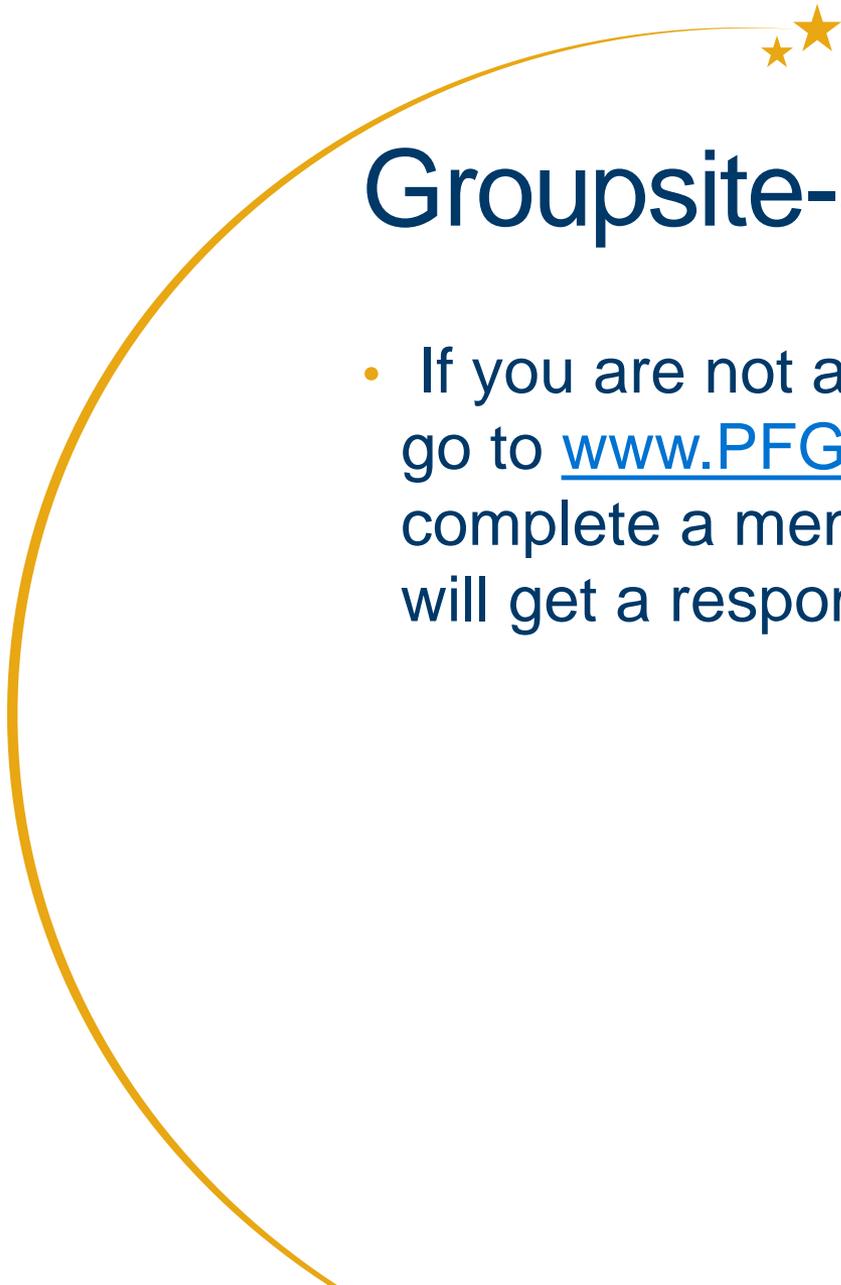
# Professional Development Resources

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



# Groupsite-SAPP

- 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.



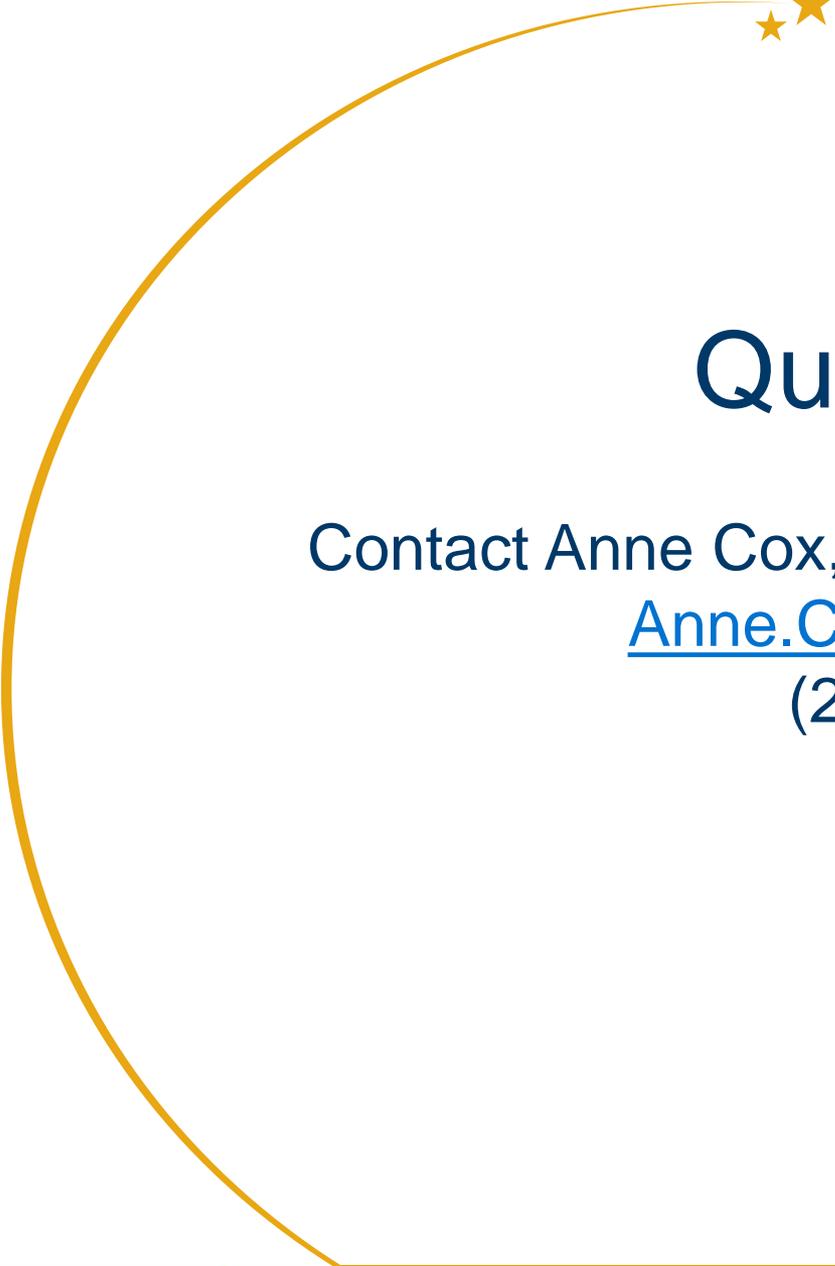
# Prevention First

## **Springfield Office:**

2800 Montvale Drive  
Springfield, IL 62704  
217.793.7353  
[www.prevention.org](http://www.prevention.org)

## **Chicago Office:**

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



# Questions?

Contact Anne Cox, Manager, SAP Training/TA

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

(217) 836-5346

# Questions and Answers



# Contact Information

Rafael

[Rafael.rivera@illinois.gov](mailto:Rafael.rivera@illinois.gov) 312-793-1628

Shantel

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Anne

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