

Prevention Services Billing

March 5, 2018

Department of Social and Health Services (DSHS)

Division of Behavioral Health & Recovery (DBHR)



Transforming lives

Agenda

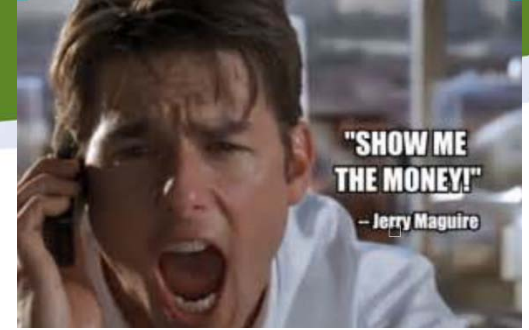
9:30 – 9:45 a.m.	Welcome / Identifying Initial Questions
9:45 – 10:20 a.m.	Federal Regulations Budgets Contract Consideration Billing Process Review Successful Billing Tips
10:20 - 11:40 a.m.	New A-19 Template review and explanation Real-Life A-19 Sample Examples
11:40 a.m. - noon	Identifying Outstanding Questions Adjourn

What Questions Do You have?

- What are you struggling with the most?
- What do you need more information or explanation about?

Please raise your hand or type your questions
into the Question Box

FUNDING & FEDERAL REGULATIONS



Show me the money

- SABG (Substance Abuse Block Grant)
- PFS (Partnerships for Success 2013)
- DMA (Dedicated Marijuana Account)
- STR (State Targeted Response to the Opioid Crisis)
- GF-State (General Fund – State)
 - Admin for SABG & MHPP/ Suicide Px

CFDA #s provided in your contract



Federal & State Funds

- We follow Federal Cost Principles for all of our direct services funds (this includes state DMA).
 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards 2 CFR Part 200 in 45 CFR Part 75
 - <https://www.law.cornell.edu/cfr/text/2/part-200>
<https://www.law.cornell.edu/cfr/text/45/part-75>
 - Note: Each funding sources has additional/unique un-allowable costs and requirements.
- And we also use the **“Fiscal/Program Requirements”** Supplementary Instructions and Fiscal Policy Standards for Reimbursable Costs.
 - <https://www.dshs.wa.gov/sites/default/files/BHSIA/dbh/Substance%20Use/FY14%20Fiscal%20Program%20Requirements%20for%20SUD.pdf>

566.22 CENTER FOR SUBSTANCE ABUSE PREVENTION (CSAP) STRATEGIES AND ACTIVITIES

CSAP Strategies and Activities designed to prevent or delay the misuse and abuse of Alcohol, Tobacco, and Other Drugs (ATOD) as described in the County Implementation Guide for Prevention. Includes the following six strategies:

1. **Information dissemination:** This strategy provides awareness and knowledge of the nature and extent of substance use, abuse, and addiction and their effects on individuals, families, and communities. It also provides knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two. [Note: Information dissemination alone has not been shown to be effective at preventing substance abuse.]
2. **Education:** This strategy involves two-way communication and is distinguished from the information dissemination strategy by the fact that interaction between the educator/facilitator and the participants is the basis of its activities. Activities under this strategy aim to affect critical life and social skills, including decision-making, refusal skills, critical analysis (e.g., of media messages), and systematic judgment abilities.
3. **Alternatives:** This strategy provides for the participation of target populations in activities that exclude substance use. The assumption is that constructive and healthy activities offset the attraction to – or otherwise meet the needs usually filled by – alcohol and drugs and would, therefore, minimize or obviate resort to the latter. [Note: Alternative activities alone have not been shown to be effective at preventing substance abuse.]
4. **Problem identification and referral:** This strategy aims at identification of those who have indulged in illegal/age-inappropriate use of tobacco or alcohol and those individuals who have indulged in the first use of illicit drugs in order to assess if their behavior can be reversed through education. It should be noted, however, that this strategy does not include any activity designed to determine if a person is in need of treatment.
5. **Community-based process:** This strategy aims to enhance the ability of the community to more effectively provide prevention and treatment services for substance abuse disorders. Activities in this strategy include organizing, planning, enhancing efficiency and effectiveness of services implementation, interagency collaboration, coalition building, and networking.
6. **Environmental:** This strategy establishes or changes written and unwritten community standards, codes, and attitudes, thereby influencing incidence and prevalence of substance abuse in the general population. This strategy is divided into two subcategories

“Fiscal/Program Requirements” Supplementary Instructions and Fiscal Policy Standards for Reimbursable Costs.

<https://www.dshs.wa.gov/sites/default/files/BH/SIA/dbh/Substance%20Use/FY14%20Fiscal%20Program%20Requirements%20for%20SUD.pdf>



About the DBHR Fiscal/Program Requirements Document

- Fiscal policies - standards for reimbursable costs (Begins on Page 1 of document)
- Compilation of definitions and principles from:
 - State of Washington Office of Financial Management’s State Administrative and Accounting Manual (SAAM),
 - Previous reference to Federal Office of Management and Budget’s (OMB) Circular A-122 Cost Principles for Non-Profit Organizations, and Circular A-87 Cost Principles for State, Local, and Indian Tribal Governments. *(Which is now the Super Circular 2 CFR Part 200 in 45 CFR Part 75 noted in your contract.)*
- *Provided solely for TA & not intended to circumvent the Contractor’s need to follow the referenced rules.*
- Additionally, follow local fiscal agent rules and policies.

A-122

A-87

Unallowable Costs

- Discretionary Grant (PFS & STR) - Unallowable Costs:
 - Meals (food) – Light refreshments are okay
 - Promotional Materials: tote bags, t-shirts etc.
 - Entertainment: movie tickets, sporting tickets, theaters, etc.
 - Honorariums
 - Give-aways, door prizes, etc.
 - Miscellaneous expenses
 - Note: this is not an “all-inclusive” list.



Unallowable Costs

General Cost Principles – Unallowable costs:

- Memberships
- Cash payment to clients
- Meals (some exceptions)
- Equipment over \$5,000
- Construction
- Entertainment
- Needle exchanges
- Enforcement
- School Teachers
- Excessive costs (i.e., speaker fees)

Other
Examples?

Food Costs

- Food Costs – generally unallowable except within parameters*.
 - Light refreshments (not to exceed \$2.50 per person) for training events and meetings lasting more than 2 hours are allowable for SABG, DMA, PFS and STR.
 - Meals may be provided only with SABG or DMA funds.
 - If training is four (4) hours or more in duration; or
 - Program is a recurring direct service family domain program in strategic plan.
 - Follow state per-diem rates.
 - No more than \$1,000 may be spent on food or light refreshments per CPWI Coalition per year.

*See your Contract

Julia Havens, Prevention System Implementation Manager

BUDGETS



Why Have Annual Budgets?

- Annual budgets are an important part of the planning process.
 - Helps us review your planned expenditures for various services.
 - Helps identify allowable and unallowable costs early if there is an issue.
 - Provides a template for Contractors to use internally.
 - Ensures you have a plan to spend your annual allocation down evenly and completely.

Budget Templates

- Budget templates are posted on Athena.
- CPWI Services templates are posted in CPWI guides on Athena.
 - Other Prevention Service budget templates are in the RFA or sent directly to contractors (STR).

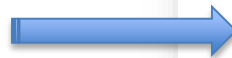
[CPWI Guides](#) > [SFY 2018 CPWI Budget Template](#)

www.TheAthenaForum.org

Community Prevention and Wellness Initiative (CPWI) Coalitions

Access key CPWI documents and information with these quick links:

- ▣ [CPWI Guides](#)
- ▣ [CPWI Trainings](#)
- ▣ [CPWI Community Coalitions](#)



Cohort 1-4 Budget Template

		[Type in name of Coalition here]										OPTIONAL: What other activities identified in your strategic plan would your coalition choose to fund if the coalition had access to additional funding? This is identified by the TBD funding source in the Action Plan legend.	
		ONE YEAR BUDGET for July 1, 2017-June 30, 2018*											
		Date Budget Last Revised: [Date]											
Category	Line Item	CSAP Strategy	DBHR Funding Sources						Optional Additional Funding Sources Our Coalition Accesses**				Additional Funding Sources Subtotals
			General Fund State (Admin only) (Jul 1-Jun 30)	Substance Abuse Block Grant Prevention (SABG) (Jul 1-Jun 30)	Partnerships for Success (PFS) * If applicable (Jul 1-Sept 29)	Partnerships for Success (PFS) * If applicable (Sept 30-Jun 30)	Dedicated Marijuana Account (DMA) EBP/RBP (85%) * If applicable (Jul 1-Jun 30)	Dedicated Marijuana Account (DMA) PP (up to 15%) * If applicable (Jul 1-Jun 30)	Subtotal DBHR Funding Sources	Drug Free Communities (DFC)	Local Funds	Match Funds	
ADMIN		ADMINISTRATION											
	8% Allowable Admin Maximum: DEHR Allocation (may be divided between contractor and subcontractors). Calculates for you based on total allocation.		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
	Salary	5. Community-Based											
	Community Coalition Coordinator: [name]								\$ -				\$ -
	Community Coalition Coordinator: [name]								\$ -				\$ -
	Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Benefits	5. Community-Based											
	Community Coalition Coordinator: [name]								\$ -				\$ -
	Community Coalition Coordinator: [name]								\$ -				\$ -
	Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Coordinator Travel/ Professional Development	7. "Other" Training											
	Mileage								\$ -				\$ -
	Air								\$ -				\$ -
	Hotel								\$ -				\$ -
	Lodging								\$ -				\$ -
	Transportation								\$ -				\$ -
	Registration fees								\$ -				\$ -
	Per diem								\$ -				\$ -
	Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Programs/Strategies	5. Community Based											
	Community Coalition: Universal Indirect								\$ -				\$ -
	Travel								\$ -				\$ -
	Professional Services [name]								\$ -				\$ -
	Program Supplies								\$ -				\$ -
	Program Printing								\$ -				\$ -
	Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Direct Service: [strategy name] (ICM Typ)	Select from dropdown											
	Salary [name]	1. Information Dissemination							\$ -				\$ -
	Benefits								\$ -				\$ -
	Travel								\$ -				\$ -
	Professional Services [name]								\$ -				\$ -
	Program Supplies								\$ -				\$ -
	Program Printing								\$ -				\$ -

Cohort 5 STR Budget Template

		[Type in name of Coalition here]							OPTIONAL: What other activities identified in your strategic plan would your coalition choose to fund if the coalition had access to additional funding? This is identified by the TBD funding source in the Action Plan legend.
		STR-CPWI Budget							
		Date Budget Last Revised:							
Category	Line Item	CSAP Strategy	Allocated Funding			Optional Additional Funding Sources Our Coalition Accesses**			
			Yr 1 STR- Opioid CPWI Community 08/15/2017- 04/30/2018	Yr 2 STR- Opioid CPWI Community 05/01/2018- 04/30/2019 *Pending Federal Feeding	SUBTOTAL Possible DBHR Feeding Sources	Drug Free Communities (DFC)	Local Funds	Match Funds	Additional Funding Sources Subtotals
	ADMIN	ADMINISTRATION							
	8% Allowable Admin Maximum STR Allocation (may be divided between contractor and subcontractors). Calculated for you based on total allocation.		\$ -	\$ -	\$ -				\$ -
	Salary	5. Community-Based							
	Community Coalition Coordinator: [name]				\$ -				\$ -
	Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Benefits	5. Community-Based							
	Community Coalition Coordinator: [name]				\$ -				\$ -
	Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Coordinator Travel/ Professional Development	7. "Other" Training							
	Mileage	All required training should be accounted for in this section			\$ -				\$ -
	Air		\$ -		\$ -			\$ -	
	Hotel		\$ -		\$ -			\$ -	
	Lodging		\$ -		\$ -			\$ -	
	Transportation		\$ -		\$ -			\$ -	
	Registration fees		\$ -		\$ -			\$ -	
	Per diem		\$ -		\$ -			\$ -	
	Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Programs/Strategies	5. Community Based							
	Community Coalition: Universal Indirect	Costs related to the Coalition			\$ -				\$ -
	Travel		\$ -		\$ -			\$ -	
	Professional Services [name]		\$ -		\$ -			\$ -	
	Program Supplies		\$ -		\$ -			\$ -	
	Program Printing		\$ -		\$ -			\$ -	
	Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Direct Service: [strategy name] [IOM Ty]	Select from dropdown	1. Information Dissemination						
	Salary [name]				\$ -			\$ -	
	Benefits		For example: Take Back Events Universal Indirect		\$ -			\$ -	
	Travel				\$ -			\$ -	
	Professional Services [name]				\$ -			\$ -	
	Program Supplies				\$ -			\$ -	
	Program Printing				\$ -			\$ -	
	Subtotal				\$ -	\$ -	\$ -	\$ -	
	Direct Service: [strategy name] [IOM Ty]	Select from dropdown	2. Education						
	Salary [name]				\$ -			\$ -	
	Benefits		For Example: Guiding Good Choices Universal Direct		\$ -			\$ -	
	Travel				\$ -			\$ -	
	Professional Services [name]				\$ -			\$ -	
	Program Supplies				\$ -			\$ -	
	Program Printing				\$ -			\$ -	

Opioid Response (STR) CBO Budget Template

Instructions: This template* is for use with the DSHS/DBHR 2017 Community-based Prevention Services for Opioid Misuse and Abuse Prevention . *This template is provided for planning purposes only. Completion or use of this template is not a binding agreement and in no way secures funding and is not a contract.

For your convenience, we have included formulas that calculate down the column and subtotals. You may insert rows if needed, however, be sure to adjust and check the formulas to make sure that the totals include all the numbers that you want. You can review the formula by clicking on the cell. Double click the cell to highlight the cells that you want to add. Complete each program by fiscal year. If you are only implementing a program for one year, leave the other fiscal year blank.

Organization Name:		
Date Submitted:		
Line Items	State Targeted Reduction (STR) - Year 1	State Targeted Reduction (STR) - Year 2
	Budget for August 15, 2017 - April 30, 2018	Budget for May 1, 2017 - April 30, 2019
Administration		
8% Maximum Allowable Admin of STR Budget (may be divided between contractor and subcontractors but may not exceed 8% of total budget).	Year 1	Year 2
Subtotal	\$ -	\$ -
Travel/Training/ Capacity Building for Program/Strategy		
Program Name:	Year 1	Year 2
EBP / PP		
Mileage	\$ -	\$ -
Air	\$ -	\$ -
Hotel	\$ -	\$ -
Lodging	\$ -	\$ -
Per diem	\$ -	\$ -
Transportation	\$ -	\$ -
Registration fees	\$ -	\$ -
Subtotal	\$ -	\$ -
Travel/Training/ Capacity Building for Program/Strategy		
Program Name:	Year 1	Year 2

Dedicated Marijuana Account (DMA) CBO Budget Template

Instructions: This template* is for use with the DSHS/DBHR 2017 Community-based Prevention Services Dedicated Marijuana Account (DMA) Request for Applications. *This template is provided for planning purposes only. Completion or use of this template is not a binding agreement and in no way secures funding and is not a contract.

subtotals. You may insert rows if needed, however, be sure to adjust and check the formulas to make sure that the totals include all the numbers that you want. You can review the formula by clicking on the cell. Double click the cell to highlight the cells that you want to add. Complete each program by fiscal year. If you are only implementing a program for one year, leave the other fiscal year blank.

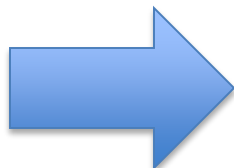
Organization Name:		
Date Submitted:		
Line Items	Dedicated Marijuana Account (DMA) - Year 1	Dedicated Marijuana Account (DMA) - Year 2
	Budget for August 15, 2017 - June 30, 2018	Budget for May 1, 2017 - June 30, 2019
Administration		
Admin of DMA Budget (may be divided between contractor and subcontractors but may not exceed 8% of total budget).		
Subtotal	\$ -	\$ -
Travel/Training/ Capacity Building for Program/Strategy		
Program Name:	Year 1	Year 2
This is an EBP/RBP or Promising Program: (select from drop-down)	Evidence-based Program / Research-based Program	Evidence-based Program / Research-based Program
Staff Coordination/ management .08		
Technical Assistance/Evaluation -UW		
Subtotal	\$ -	\$ -
Program(s) / Strategy(ies)		
Program Name:	Year 1	Year 2
This is an EBP/RBP or Promising Program: (select from drop-down)	Promising Program	Promising Program
Community name:		

Budget in Minerva

- Program Profile
 - Follow naming convention.
 - 2017/2019
 - Identify planned budgets for per program profile.
 - Please note different funding end dates for various funding.
 - Match what you have total for program/strategy from your budget template in Minerva.
 - **If staff are implementing programs (in addition to .5FTE CPWI coordinating coalition), then their wages and benefits for time implementing those services are accounted for, reported and billed to the/each specific program/activity on budget, in Minerva, and on A-19.**

CONTRACT CONSIDERATION

Agreement Face Page



		CLIENT SERVICE CONTRACT		DSHS Contract Number:
		Prevention Services		
This Contract is between the State of Washington Department of Social and Health Services (DSHS) and the Contractor identified below.			Program Contract Number:	Contractor Contract Number:
CONTRACTOR NAME		CONTRACTOR doing business as (DBA)		
Your Information is Here				
CONTRACTOR CONTACT	CONTRACTOR TELEPHONE	CONTRACTOR FAX	CONTRACTOR E-MAIL ADDRESS	
DSHS ADMINISTRATION	DSHS DIVISION	DSHS CONTRACT CODE		
Behavioral Health Administration	Division of Behavioral Health and Recovery	1900XC-12		
DSHS CONTACT NAME AND TITLE		DSHS CONTACT ADDRESS		
Julia Havens Manager		4500 10th Avenue SE Lacey, WA 98503		
DSHS CONTACT TELEPHONE	DSHS CONTACT FAX	DSHS CONTACT E-MAIL ADDRESS		
(509)220-4752		greesjr@dshs.wa.gov		
IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT?		CFDA NUMBER(S)		
Yes				
CONTRACT START DATE	CONTRACT END DATE	CONTRACT MAXIMUM AMOUNT		
EXHIBITS. The following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A - Data Security Requirements ; Exhibits B-G <input type="checkbox"/> No Exhibits.				
The terms and conditions of this Contract are an integration and representation of the final, entire and exclusive understanding between the parties superseding and merging all previous agreements, writings, and communications, oral or otherwise, regarding the subject matter of this Contract. The parties signing below represent that they have read and understand this Contract, and have the authority to execute this Contract. This Contract shall be binding on DSHS only upon signature by DSHS.				
CONTRACTOR SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED		
	BHA Contracts			
DSHS SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED		



Consideration

- Reimbursable costs
 - Items on A-19 have appropriate Minerva data entry.
 - Cost reimbursement contract.
 - No advance payment.
- Funding allocation
 - GF-State, DMA, PFS and STR funds do not carryover.
 - There is special information in the Award & Revenue (A&R) about when funds are available in SFY 18-19.
- Period of performance services costs
 - Review the notes in Award and Revenue Page in contract – Exhibit B.
 - Ensure services for life of the contract.
- Billing and payment
 - Monthly invoices for month of service.
 - Submit Supplemental A-19s for month as needed.
 - See contract for end of year timelines (i.e., within 60 days past month of service).

Special Terms and Conditions

Exhibit B

AWARD AND REVENUES
2017-2019 Biennium

CONTRACTOR NAME
CONTRACT NUMBER
COUNTY



The above named Contractor is hereby awarded the following amounts for the purposes listed.

REVENUE SOURCE CODE:	TYPE OF SERVICE	AWARD AMOUNTS		
		SFY 18	SFY 19	Total 17-19 Biennium
333.99.59	SABG Prevention (7.1.17-6.30.19)	\$0	\$0	\$0
334.04.6X	GF-State- Admin (for SABG Prevention) SFY 18 (7.1.17-6.30.18) SFY 19 (7.1.18-6.30-19)	\$0	\$0	\$0
334.04.6X	Dedicated Marijuana Account-Fund 315-State SFY 18 (7.1.17-6.30.18) SFY 19 (7.1.18-6.30-19)	\$0	\$0	\$0
333.92.43	PFS-Total Year 4 FFY16 (7.1.17-9.29.17) Year 5 FFY17 (9.30.17-9.29.18)	\$0	\$0	\$0
333.37.88	STR-Total FFY17 (8.15.17-4.30.18) FFY18 (5.1.18-4.30.19)	\$108,333 \$90,000 \$18,333	\$91,667 \$91,667	\$200,000
Total Federal Funds		\$108,333	\$91,667	\$200,000
Total State Funds		\$0	\$0	\$0
TOTAL ALL AWARDS		\$108,333	\$91,667	\$200,000

Notes on Award and Revenues (A&R)

TOTAL ALL AWARDS		\$108,333	\$91,667	\$200,000
Federal CFDA:				
SABG-Substance Abuse Block Grant -CFDA 93.959 Substance Abuse and Mental Health Services Administration (SAMHSA)				
SABG Prevention:				
Funding period(s):	7.1.17-6.30.19			
Funds may be used in SFY 18 or SFY 19; up to the Total 17-19 Biennium award, as indicated above.				
GF-State- Admin (for SABG Prevention):				
Funding period(s):	7.1.17-6.30.18 and 7.1.18-6.30.19			
Funds must be used only in the SFY in which they are awarded, as indicated above.				
Dedicated Marijuana Account-Fund 315 State:				
Funding period(s):	7.1.17-6.30.18 and 7.1.18-6.30.19			
Funds must be used only in the SFY in which they are awarded, as indicated above.				
PFS-Partnerships for Success-CFDA 93.243 Substance Abuse and Mental Health Services Administration (SAMHSA)				
PFS:				
Year 4 funding:	7.1.17-9.29.17			
Year 5 funding:	9.30.17-9.29.18			
Funds must be used in the FFY in which they are awarded, as indicated above.				
Beginning 9.30.17, funds for Year 5 may be used in SFY 18 or SFY 19 , until 9.29.18.				
STR -State Targeted Response to the Opioid Crisis-CFDA 93.788 Substance Abuse and Mental Health Services Administration (SAMHSA)				
STR:				
FFY17	8.15.17-4.30.18			
FFY18	5.1.18-4.30.19			
Funds must be used in the FFY in which they are awarded, as indicated above.				
Beginning 5.1.18, funds for FFY18 may be used in SFY 18 or SFY 19 , until 4.30.19.				

Frequently Asked Questions

- When do I need to submit a budget revision?
- How do I know when I will be paid?
- How do I verify what A-19s have been paid and when?

County Contract Expenditure Reports

<https://fortress.wa.gov/dshs/adsaapps/DBHR/County/> Click on 2017-2019 tab

BILLING PROCESSES

DBHR Quality Improvement Changes

- Email acknowledging invoice submission to A-19 inbox.
- Email notification that the A-19 has been approved by program and sent to fiscal.
- Email notification when A-19 has been processed for payment
 - allow for 3-4 days for direct deposit and 7-10 days for voucher.
- Streamlined DBHR internal review process.
- New A-19 template to prevent errors and capture billing information better.

DBHR Staff Involved in Billing

- Prevention System Managers (PSM)
- Prevention Managers
- Prevention Implementation Manager
- Behavioral Health Administrator (as needed)
- Fiscal Analysts
- Finance Service Manager

Tips for Successful Billing

- Use the current A-19 template for your contract period. *(New templates will be available soon)*
- Submit the monthly A-19 in Excel Format and Signed PDF format in the same email.
 - Send email to A-19DBHR@dshs.wa.gov.
 - Send only one month A-19 (Excel & PDF set) per email. If you have multiple months to invoice for at the same time, please send them in separate emails.
- Use the naming convention on both the Excel, PDF files **and** the subject line of your email:
contractor name/year/month/billing #/Px
 - For example Cape Flattery SD January 2018 original invoice for CPWI Prevention would be: **CapeFlatterySD20180100Px**
 - If there is a **Supplemental Invoice** for January 2018 it would be: CapeFlatterySD201801**01**Px

Tips for Successful Billing *continued*

- Ensure that ALL data is reported in Minerva on time for all programs and strategies being billed each month.
 - A-19s are denied if there is not sufficient data to validate costs on A-19 by program/activity.
 - On-time means by the 15th of the month for previous month.
 - Extensions may be granted, but A-19s will be denied if submitted without data for that month.
 - Program & fiscal staff communication to ensure data is complete.

More Billing Tips

Match Minerva reporting with A-19 billing:

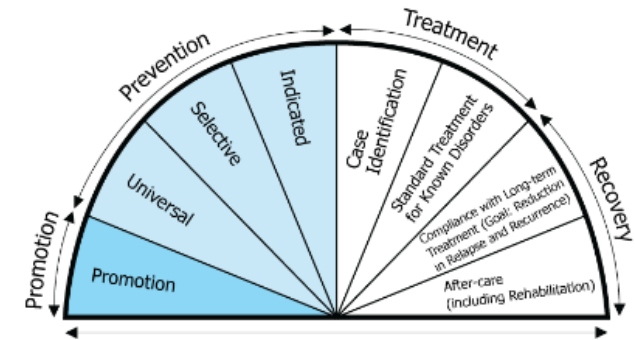
- Active Program Profile Name
 - Sessions with complete session details in Minerva substantiate costs
- Correct CSAP Strategy
 - I.e., Secure Take Back Boxes = Information Dissemination
 - I.e., Medicine Take Back Event = Information Dissemination
 - I.e., Secure Take Back Policy = Environmental
- Correct IOM type
- Within contract allocation (program and admin)

Tips for successful billing *continued*

- Only include one billing month per email
 - For example, if you're ready to submit July and August A-19s, send one email with the Excel file and signed PDF for July and another email with the Excel file and signed PDF for August.
- Program staff and fiscal staff work together to ensure that costs are coded to the appropriate program/activity (*once determined, these typically do not change*):
 - Use the Fiscal/Program Requirements document to help understand the appropriate CSAP Strategy associated with the program.
 - Then select appropriate BARS to get CSAP Strategy to display.
 - Institute of Medicine (IOM) model designation should be correctly identified for each program on A-19. (*See next slide for definitions*)

IOM Definitions

Continuum of Care



Institute of Medicine Classification: Universal, Selective, and Indicated:

Universal: Activities targeted to the general public or a whole population group that has not been identified on the basis of individual risk.

Universal Direct: Interventions directly serve an identifiable group of participants but who have not been identified on the basis of individual risk (e.g., school curriculum, after-school program, parenting class). This also could include interventions involving interpersonal and ongoing/repeated contact (e.g., coalitions)


Universal Indirect: Interventions support population-based programs and environmental strategies (e.g., establishing ATOD policies, modifying ATOD advertising practices). This also could include interventions involving programs and policies implemented by coalitions.

Selective: Activities targeted to individuals or a subgroup of the population whose risk of developing a disorder is significantly higher than average.

Indicated: Activities targeted to individuals in high-risk environments, identified as having minimal but detectable signs or symptoms foreshadowing disorder or having biological markers indicating predisposition for disorder but not yet meeting diagnostic levels (Adapted from The Institute of Medicine).

NEW A-19 SAMPLE AND EXAMPLES

New A-19 Template - Sample

Form  State of Washington
 A19-1A Invoice Voucher

AGENCY NO.	Agreement ID or Contract Number
3000	Contract Number here

AGENCY NAME
 DSHS/BHA/Division of Behavioral Health and Recovery
 PO Box 45525
 Olympia WA 98504

Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, or ancestry.

VENDOR OR CLAIMANT
Org Name & Address here

BY **Signature, Title and Date for PDF**
 (title) (date)



IDENTIFICATION NUMBER MONTH AND YEAR OF SERVICE RECEIVED BY DATE RECEIVED

BARS	PROGRAM ACTIVITY NAME	CSAP STRATEGY	IOM	DATE RECEIVED						Total	
				SABG	GFS	PFS	DMA		STR		
							EBP	PP	General		
11.1	Admin				248.00	200.00			65.00	404.00	917.00
21	Community-Based Coordination-Px	Community-Based Process	Universal-Indirect								
22.5	Community Coalition Coordinator	Community-Based Process	Universal-Direct	2,500.00		1,300.00	C4 Only			3,800.00	7,600.00
22.5	Community Coalition	Community-Based Process	Universal-Direct	50.00		50.00	C4 Only			50.00	150.00
22.1.1		Information Dissemination	Univerersal-Direct								
22.1.2	Secure Medicine Return	Information Dissemination	Universal-Indirect			250.00				250.00	500.00
22.1.3		Information Dissemination	Selective								
22.1.4		Information Dissemination	Indicated								
22.2.1	Guiding Good Choices	Education	Univerersal-Direct	50.00		400.00	400.00			450.00	1,300.00
22.2.2		Education	Universal-Indirect								
22.2.3		Education	Selective								
22.2.4		Education	Indicated								
22.3.1		Alternatives	Univerersal-Direct								
22.3.2		Alternatives	Universal-Indirect								
22.3.3	Community Based Mentoring	Alternatives	Selective	500.00		500.00	410.00			500.00	1,910.00
22.3.4		Alternatives	Indicated								
22.4.1		Problem Identification & Referral	Univerersal-Direct								

New BARS Sub-Codes and Sub-Sub-Codes

BARS	CSAP Strategy	IOM	BARS	Description	IOM
22.1.1	Information Dissemination	Universal-Direct	22.6.1	Environmental	Universal-Direct
22.1.2	Information Dissemination	Universal-Indirect	22.6.2	Environmental	Universal-Indirect
22.1.3	Information Dissemination	Selective	22.6.3	Environmental	Selective
22.1.4	Information Dissemination	Indicated	22.6.4	Environmental	Indicated
22.2.1	Education	Universal-Direct	22.7.1	Other	Universal-Direct
22.2.2	Education	Universal-Indirect	22.7.2	Other	Universal-Indirect
22.2.3	Education	Selective	22.7.3	Other	Selective
22.2.4	Education	Indicated	22.7.4	Other	Indicated
22.3.1	Alternatives	Universal-Direct			
22.3.2	Alternatives	Universal-Indirect			
22.3.3	Alternatives	Selective			
22.3.4	Alternatives	Indicated			
22.4.1	Problem Identification & Referral	Universal-Direct			
22.4.2	Problem Identification & Referral	Universal-Indirect			
22.4.3	Problem Identification & Referral	Selective			
22.4.4	Problem Identification & Referral	Indicated			
22.5.1	Community-Based Process	Universal-Direct			
22.5.2	Community-Based Process	Universal-Indirect			
22.5.3	Community-Based Process	Selective			
22.5.4	Community-Based Process	Indicated			

At-a-Glance CSAP Sub-Code and IOM Sub-Sub-Code Numbering Guide:

CSAP Strategy Numbering	IOM Numbering
22.1 Information Dissemination	1-Universal-Direct
22.2 Education	2-Universal-Indirect
22.3 Alternatives	3-Selective
22.4 Problem Identification & Referral	4-Indicated
22.5 Community-Based Process	
22.6 Environmental	
22.7 Other	

Note: There are several combinations that you will not use, but they're available if needed.

REAL LIFE EXAMPLES

Example from Action Plan

Goal 1: *Decrease Low Neighborhood Attachment & Community Disorganization*

Objective 1.1: *Increase community capacity to address ATOD issues*

Strategy (CSAP): *Community-based Process* **IOM:** *Universal-Direct*

Activity/Programs: *Community Coalition, Workgroups and Youth Coalition (serving coalition; not a “youth group”)*

How often: *Monthly and bi-monthly workgroup meetings*

Report in Minerva: *Coalition Program Profile; Individual Participant data collection Activity Logs for various groups; Session data for each meeting; Performance evaluation tool is Coalition Assessment Tool (completed annually in October).*

www.TheAthenaForum.org/minerva_reference_document_reporting_coalition_meetings

Goal 1: *Decrease Low Neighborhood Attachment & Community Disorganization*

Objective 1.2: *Increase community capacity to address ATOD issues*

Strategy (CSAP): *Other (Training)* **IOM:** *None*

Activity/Programs: *Training Program*

How often: *Coalition training Varies, June (DBHR Summer Institute), November (WA Px Summit), February (CADCA; registration in December)*

Report in Minerva: *Training Program Profile; One (1) Aggregate Participant data collection Activity Log; Session data for each training; No performance evaluation tool required.*

www.TheAthenaForum.org/minerva_reference_document_reporting_training_in_minerva

Example from Action Plan

Goal 2: *Reduce early initiation of problem behavior*

Objective 2.1: *Decrease disruptive behavior in the classroom in youth (under 18) in Community*

Strategy (CSAP): *Information Dissemination* **IOM:** *Universal-Indirect*

Activity/Programs: *Good Behavior Game (DMA EBP/RBP)*

How often: *September – June*

Report in Minerva: *Good Behavior Game Program Profile; Aggregate data collection - Classroom named Activity Logs; Session details - rolled up monthly - classroom student counts; Performance measure is Spleem Count quarterly.*

www.TheAthenaForum.org/minerva_reference_document_good_behavior_game

Goal 3: *Increase Healthy Beliefs and Clear Standards (Community)*

Objective 3.1: *Understanding of influence of community norms on children's lives*

Strategy: *Information Dissemination (Media)* **IOM:** *Universal-Indirect*

Activity/Programs: *Public Awareness*

How often: *Monthly*

Report in Minerva: *Public Awareness Program Profile, Aggregate data collection or population reach Activity logs; Session details - rolled up monthly. No current performance evaluation tools required.*

wwwTheAthenaForum.org/minerva_reference_document_reporting_environmental_strategies_and_information_dissemination

Example from Action Plan

Goal 5: *Increase Family Bonding (opportunity, skills, and recognition)*

Objective 5.1: *Knowledge of nurturing parenting techniques*

Strategy (CSAP): *Education* **IOM:** *Universal-Direct*

Activity/Programs: *Positive Indian Parenting (Innovative program)*

How often: *August-Sept, December-January, March – April*

Report in Minerva: *Positive Indian Parenting Program Profile; Group named Activity Logs (Individual Participant data collection); Session details for each session; Performance measure is pre/post for participants measuring nurturing parenting knowledge objective.*

Goal 6: *Decrease risk associated with family management problems*

Objective 6.1: *Improve communication skills among parents in community*

Strategy (CSAP): *Education* **IOM:** *Universal-Direct*

Activity/Programs: *Guiding Good Choices & Strengthening Families 10-14 (Both are DMA EBP, STR EBP, General EBP)*

How often: *August-Sept, December-January, March – April*

Report in Minerva:

Guiding Good Choices Program Profile; Group named Activity Logs (Individual Participant data collection); Session details for each session; Performance measure is pre/post for participants measuring communication skills objective.

Strengthening Families Program Profile; Group named Activity Logs (Individual Participant data collection); Session details for each session; Performance measure is pre/post for participants measuring communication skills objective.

Example from Action Plan

Goal 7: *Reduce community laws & norms favorable to drug use*

Objective 7.1: *Decrease Ad placements that appeal to youth*

Strategy (CSAP): *Environmental* **IOM:** *Selective*

Activity/Program: *Retailer Education*

How often: *July, Sept, December and May*

Report in Minerva: *Retailer Education Program Profile, Aggregate data collection Activity logs; Session details. No current performance evaluation tools required.*

www.TheAthenaForum.org/minerva_reference_document_reporting_environmental_strategies_and_information_dissemination

Goal 8: *Increase Healthy Beliefs and Clear Standards (Individual/Peer)*

Objective 8.1: *Decrease perception of peer use*

Strategy (CSAP): *Information Dissemination* **IOM:** *Universal-Indirect*

Activity/Programs: *Social Norms Marketing (DMA PP)*

How often: *Monthly*

Report in Minerva: *Social Norms Program Profile, Population data collection or population reach Activity logs; Session details - rolled up monthly. No current performance evaluation tools required.*

www.TheAthenaForum.org/minerva_reference_document_reporting_environmental_strategies_and_information_dissemination

Example from Action Plan

Goal 9: *Decrease availability of Drugs*

Objective 9.1: *Decrease youth access to drugs (medications) in community.*

Strategy (CSAP): *Environmental*

IOM: *Universal-Indirect*

Activity/Programs: *Secure Medicine Return Take-Back Policy*

How often: *July, October, December*

Report in Minerva: *Secure Medicine Return Take-Back Profile (enviro), Population data collection Activity logs; Session details - rolled up monthly. No current performance evaluation tools required.*

www.TheAthenaForum.org/minerva_reference_document_reporting_environmental_strategies_and_information_dissemination

Goal 10: *Decrease availability of Drugs*

Objective 10.1: *Decrease youth access to drugs (medications) in community.*

Strategy (CSAP): *Information Dissemination*

IOM: *Universal-Indirect*

Activity/Programs: *Secure Medicine Return Take-Back Implementation*

How often: *Monthly*

Report in Minerva: *Secure Medicine Return Take-Back Profile (information diss.), Aggregate data collection or population reach Activity logs; Session details - rolled up monthly. No current performance evaluation tools required.*

www.TheAthenaForum.org/minerva_reference_document_reporting_environmental_strategies_and_information_dissemination

Sample from Budget

Sample CPWI Community Coalition									
ONE YEAR BUDGET for July 1, 2017-June 30, 2018*									
Date Budget Last Revised: 15-Jun-17									
DBHR Funding Sources									
Category	Line Item	CSAP Strategy	General Fund State (Admin only) (Jul 1-Jun 30)	Substance Abuse Block Grant Prevention (SABG) (Jul 1-Jun 30)	Partnerships for Success (PFS) * If applicable (Jul 1-Sept 29)	Partnerships for Success (PFS) * If applicable (Sept 30-Jun 30)	Dedicated Marijuana Account (DMA) EBP/IRBP (85%) *If applicable	Dedicated Marijuana Account (DMA) PP (up to 15%) *If applicable (Jul 1-Jun 30)	SUBTOTAL Possible DBHR Funding Sources
ADMIN			ADMINISTRATION						
	8% Allowable Admin Maximum DBHR Allocation (may be divided between contractor and subcontractors). Calculates for you based on total allocation.		\$ 3,420.00		\$ 1,040.00	\$ 2,400.00	\$ 2,046.00	\$ -	\$ 8,906.00
	Salary	5. Community-Based							
	Community Coalition Coordinator: (name)	Sample CPWI Coord. Wages		\$ 20,000.00	\$ 4,000.00	\$ 16,000.00	ONLY Cohort 4 Allowed to Bill Here		\$ 40,000.00
	Subtotal			\$ 20,000.00	\$ 4,000.00	\$ 16,000.00	\$ -	\$ -	\$ 40,000.00
	Benefits	5. Community-Based							
	Community Coalition Coordinator: (name)	Sample Coord. Benefits 24% of wages		\$ 4,800.00	\$ 960.00	\$ 3,840.00	ONLY Cohort 4 Allowed to Bill Here		\$ 9,600.00
	Subtotal			\$ 4,800.00	\$ 960.00	\$ 3,840.00	\$ -	\$ -	\$ 9,600.00
	Coordinator Travel/ Professional Development	7. "Other" Training							
	Mileage	Px Summit		\$ 600.00	\$ 200.00	\$ 400.00			\$ 1,200.00
	Air	Summer Institute				\$ 800.00			\$ 800.00
	Hotel	CADCA		\$ 330.00	\$ 330.00				\$ 660.00
	Lodging								\$ -
	Transportation								\$ -
	Registration fees						\$ 800.00	(DMA GENERAL)	\$ 800.00
	Per diem								\$ -
	Subtotal			\$ 930.00	\$ 530.00	\$ 1,200.00	\$ 800.00	\$ -	\$ 3,460.00
	Programs/Strategies								
	Community Coalition: Universal-Direct Travel	5. Community Based					ONLY Cohort 4 Allowed to Bill Here		\$ -
	Professional Services (name)								\$ -
	Program Supplies			\$ -	\$ 50.00	\$ 300.00	\$ 300.00	(DMA EBP)	\$ 650.00
	Program Printing								\$ -
	Subtotal			\$ -	\$ 50.00	\$ 300.00	\$ 300.00	\$ -	\$ 650.00
	Direct Service: Good Behavior Game Universal Indirect	Select from dropdown	1. Information Dissemination						
	Salary (name)	Program coordinator					\$ 2,500.00		\$ 2,500.00
	Benefits								\$ -
	Travel						\$ 500.00		\$ 500.00
	Professional Services (name)						\$ 500.00		\$ 500.00
	Program Supplies						\$ 2,500.00		\$ 2,500.00
	Program Printing						\$ 200.00		\$ 200.00
	Subtotal			\$ -	\$ -	\$ -	\$ 6,200.00	\$ -	\$ 6,200.00

Sample from Budget

Category	Line Item	CSAP Strategy	DBHR Funding Sources						SUBTOTAL Possible DBHR Funding Sources
			General Fund State (Admin only) (Jul 1-Jun 30)	Substance Abuse Block Grant Prevention (SABG) (Jul 1 Jun 30)	Partnerships for Success (PFS) * If applicable (Jul 1 -Sept 29)	Partnerships for Success (PFS) * If applicable (Sept 30-Jun 30)	Dedicated Marijuana Account (DMA) EBP/RBP (85%) *If applicable	Dedicated Marijuana Account (DMA) PP (up to 15%) *If applicable (Jul 1-Jun 30)	
	Media Awareness/ Campaign: Public Awareness Universal-Indirect	Select from dropdown	1. Information Dissemination						
	Salary [name]		Public Awareness						\$ -
	Benefits		Social Norms						\$ -
	Travel								\$ -
	Professional Services [name]				\$ 200.00	\$ 400.00			\$ 600.00
	Program Supplies			\$ 200.00				\$ 1,200.00	\$ 1,400.00
	Program Printing								\$ -
	Subtotal			\$ 200.00	\$ 200.00	\$ 400.00	\$ -	\$ 1,200.00	\$ 2,000.00
	Direct Service: Positive Indian Parenting Universal-Direct	Select from dropdown	2. Education						
	Salary [name]		CPWI coordinator	\$ 4,000.00					\$ 4,000.00
	Benefits			\$ 960.00					\$ 960.00
	Travel - (Mileage & Fuel)								\$ -
	Professional Services [name]		2x facilitators@ \$75 @ 8 sessions x 3	\$ 3,600.00					\$ 3,600.00
	Strategy Supplies			\$ 2,500.00					\$ 2,500.00
	Strategy Printing			\$ 200.00					\$ 200.00
	Subtotal			\$ 11,260.00	\$ -	\$ -	\$ -	\$ -	\$ 11,260.00
	Direct Service: Guiding Good Choices Universal-Direct		2. Education						
	Salary [name]		CPWI coordinator				\$ 2,000.00		\$ 2,000.00
	Benefits						\$ 480.00		\$ 480.00
	Travel						\$ 100.00		\$ 100.00
	Professional Services [name]		1x facilitators@ \$75 @ 5sessions x 3 groups	\$ 1,125.00			\$ 1,125.00		\$ 1,125.00
	Strategy Supplies			\$ 2,500.00			\$ 2,500.00		\$ 2,500.00
	Strategy Printing			\$ 300.00			\$ 300.00		\$ 300.00
	Subtotal			\$ -	\$ -	\$ -	\$ 6,505.00	\$ -	\$ 6,505.00
	Direct Service: SFP 10-14 Universal-		2. Education						
	Salary [name]		CPWI coordinator				\$ 2,000.00		\$ 2,000.00
	Benefits						\$ 480.00		\$ 480.00
	Travel						\$ 93.00		\$ 93.00
	Professional Services [name]		2x facilitators@ \$75 @ 7 sessions x 3 groups	\$ 3,150.00			\$ 3,150.00		\$ 3,150.00
	Strategy Supplies			\$ 2,500.00			\$ 2,500.00		\$ 2,500.00
	Strategy Printing			\$ 300.00			\$ 300.00		\$ 300.00
	Subtotal			\$ -	\$ -	\$ -	\$ 8,529.00	\$ -	\$ 8,529.00

Sample from Budget

			DBHR Funding Sources						
Category	Line Item	CSAP Strategy	General Fund State (Admin only) (Jul 1-Jun 30)	Substance Abuse Block Grant Prevention (SABG) (Jul 1 Jun 30)	Partnerships for Success (PFS) * If applicable (Jul 1-Sept 29)	Partnerships for Success (PFS) * If applicable (Sept 30-Jun 30)	Dedicated Marijuana Account (DMA) EBP/IRBP (85%) *If applicable	Dedicated Marijuana Account (DMA) PP (up to 15%) *If applicable (Jul 1-Jun 30)	SUBTOTAL Possible DBHR Funding Sources
	Environmental Strategy: Retailer Education Selective	6. Environmental							
	Salary [name]								\$ -
	Benefits								\$ -
	Travel								\$ -
	Professional Services [name]								\$ -
	Strategy Supplies								\$ -
	Strategy Printing				\$ 200.00	\$ 500.00			\$ 700.00
	Subtotal		\$ -	\$ 200.00	\$ 500.00	\$ -	\$ -	\$ 700.00	
	Environmental Strategy: Secure Med Take-Back Implementation	1. Information Dissemination							
	Salary [name]								\$ -
	Benefits								\$ -
	Travel								\$ -
	Professional Services [name]	disposal secure box awareness materials			\$ 1,000.00	\$ 4,000.00			\$ 5,000.00
	Strategy Supplies				\$ 2,500.00				\$ 2,500.00
	Strategy Printing				\$ 600.00	\$ 1,200.00			\$ 1,800.00
	Subtotal		\$ -	\$ 4,100.00	\$ 5,200.00	\$ -	\$ -	\$ 9,300.00	
	Coalition / Community Training:	7. "Other" Training							
	Professional Services	Trainer fee	\$ 810.00			\$ 660.00			\$ 1,470.00
	Registration Fees								\$ -
	Supplies (if applicable)				\$ 120.00				\$ 120.00
	Printing (if applicable)								\$ -
	Travel Costs				\$ 2,000.00				\$ 2,000.00
	Subtotal		\$ 810.00	\$ 2,120.00	\$ 660.00	\$ -	\$ -	\$ 3,590.00	
			General Fund State (Admin only)	Block Grant Prevention (SABG)	Partnerships for Success (PFS) (July 1-Sept)	Partnerships for Success (PFS) (Sept 30-Jun)	Dedicated Marijuana Account (DMA)	Dedicated Marijuana Account (DMA) Promising	SUBTOTALS
	Administration		\$ 3,420.00		\$ 1,040.00	\$ 2,400.00	\$ 2,046.00	\$ -	\$ 8,906.00
	Salary and Benefits			\$ 24,800.00	\$ 4,960.00	\$ 19,840.00	\$ -	\$ -	\$ 49,600.00
	Coordinator Training/Travel			\$ 930.00	\$ 530.00	\$ 1,200.00	\$ 800.00	\$ -	\$ 3,460.00
	Strategies and Programs			\$ 11,460.00	\$ 250.00	\$ 700.00	\$ 21,534.00	\$ 1,200.00	\$ 33,144.00
	Coalition/Community Training			\$ 810.00	\$ 6,220.00	\$ 5,860.00	\$ -	\$ -	\$ 12,890.00
	TOTALS		\$ 3,420.00	\$ 38,000.00	\$ 13,000.00	\$ 30,000.00	\$ 24,380.00	\$ 1,200.00	\$ 110,000.00
	TYPE IN YOUR ALLOCATED Budget Amount by Funding Source IN THESE CELLS		\$ 3,420.00	\$ 38,000.00	\$ 13,000.00	\$ 30,000.00	\$ 24,380.00	\$ 1,200.00	
							<i>Auto Math check</i>	<i>Auto Math check from allocations</i>	\$ 110,000.00

* This template is provided for strategic planning purposes only.


* Completion or use of this template is not a binding agreement and in no way secures funding or is a contract.

** You may use this section of the budget template if it is helpful for the coalition.

Sample from Budget

CATEGORY	General Fund State (Admin only)	Block Grant Prevention (SABG)	Partnerships for Success (PFS) (July 1-Sept 29)	Partnerships for Success (PFS) (Sept 30-Jun 30)	Dedicated Marijuana Account (DMA) EBP/RBP	Dedicated Marijuana Account (DMA) Promising	SUBTOTALS
Administration	\$ 3,420.00		\$ 1,040.00	\$ 2,400.00	\$ 2,046.00	\$ -	\$ 8,906.00
Salary and Benefits		\$ 24,800.00	\$ 4,960.00	\$ 19,840.00	\$ -	\$ -	\$ 49,600.00
Coordinator Training/Travel		\$ 930.00	\$ 530.00	\$ 1,200.00	\$ 800.00	\$ -	\$ 3,460.00
Strategies and Programs		\$ 11,460.00	\$ 250.00	\$ 700.00	\$ 21,534.00	\$ 1,200.00	\$ 35,144.00
Coalition/Community Training		\$ 810.00	\$ 6,220.00	\$ 5,860.00	\$ -	\$ -	\$ 12,890.00
TOTALS	\$ 3,420.00	\$ 38,000.00	\$ 13,000.00	\$ 30,000.00	\$ 24,380.00	\$ 1,200.00	\$ 110,000.00
TYPE IN YOUR ALLOCATED Budget Amount by Funding Source IN THESE CELLS	\$ 3,420.00	\$ 38,000.00	\$ 13,000.00	\$ 30,000.00	\$ 24,380.00	\$ 1,200.00	
					<i>Auto Math check fr</i>	<i>Auto Math check from allocations</i>	\$ 110,000.00
<p>* This template is provided for strategic planning purposes only.</p> <p>* Completion or use of this template is not a binding agreement and in no way secures funding or is a contract.</p> <p>** You may use this section of the budget template if it is helpful for the coalition.</p>							

SAMPLE A-19 using Examples

Form		State of Washington									
A19-1A		Invoice Voucher	AGENCY NO.	Agreement ID or Contract Number							
AGENCY NAME			3000								
DSHS/BHA/Division of Behavioral Health and Recovery PO Box 45525 Olympia WA 98504			Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.								
VENDOR OR CLAIMANT			BY _____								
			(sign in ink)								
			(title) _____ (date) _____								
TAX IDENTIFICATION NUMBER		MONTH AND YEAR OF SERVICE		RECEIVED BY		DATE RECEIVED					
		Dec-17									
BARS	PROGRAM ACTIVITY NAME	CSAP STRATEGY	IOM	SABG	GFS	PFS	DMA			STR	Total
							EBP	PP	General		
11.1	Admin				421.00	312.40			108.40	972.80	1,814.60
21	Community-Based Coordination-Px	Community-Based Process	Universal-Indirect								
22.5	Community Coalition Coordinator	Community-Based Process	Universal-Direct	2,480.00		2,480.00	Cohort 4			4,960.00	9,920.00
22.5	Community Coalition	Community-Based Process	Universal-Direct	25.00		75.00	Cohort 4			100.00	200.00
22.1.2	Good Behavior Game	Information Dissemination	Universal-Indirect				2,500.00			500.00	3,000.00
22.1.2	Public Awareness	Information Dissemination	Universal-Indirect	50.00		100.00				200.00	350.00
22.1.2	Social Norms Marketing	Information Dissemination	Universal-Indirect					500.00			500.00
22.2.1	Positive Indian Parenting	Education	Univerersal-Direct	2,700.00							2,700.00
22.2.1	Guiding Good Choices	Education	Univerersal-Direct				2,000.00			2,000.00	4,000.00
22.2.1	Strengthening Families 10-14 (SFP)	Education	Univerersal-Direct				2,800.00			2,800.00	5,600.00
22.6.3	Retailer Education	Environmental	Selective			150.00					150.00
22.1.2	Secure Med Take-Back - Implement	Information Dissemination	Universal-Indirect			800.00				800.00	1,600.00
22.7.2	CADCA registration	Other	Universal-Indirect						800.00	800.00	1,600.00

Correct CSAP Strategies / IOM

- Secure Take-Back Boxes (aka Secure Medicine Return)
 - CSAP = Information Dissemination
 - IOM = Universal-Indirect
- Medicine Take-Back Event
 - CSAP = Information Dissemination
 - IOM = Universal-Indirect
- Secure Take Back Policy
 - CSAP = Environmental
 - IOM = Universal-Indirect
- Big Brothers/Big Sisters Community-based Mentoring
 - CSAP = Alternatives
 - IOM = Selective
- Good Behavior Game
 - CSAP = Information Dissemination
 - IOM = Universal-Indirect

Other examples?

When in doubt, ask your
Prevention Manager

Check for Data reported in Minerva

Services by Performing Entity and Program Report

Services by Performing Entity and Program Report
Date of Report: 03/05/2018
Requested Date Range: 12/01/2017 - 12/31/2017
Selected Performing Entities: Community Coalition / Performing Entity Sample

Uh, Oh, there is data missing for Good Behavior Game

Program Summary by Performing Entity

Performing Entity Name: Community Coalition / Performing Entity Sample

Local Program Name	Sessions			Participants ¹		Partners & Staff ¹		Direct Hours		Indirect Hours		Status
	Total	Total	Avg	Total	Avg	Total	Avg	Total	Avg	Total	Avg	
Good Behavior Game	0	0.00	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	Active
Community Coalition	2	3.00	1.50	0	0.00	9	4.50	3.00	1.50	3.00	1.50	Active
Public Awareness	2	0.00	0.00	7505		2	1.00	4.00	2.00	2.00	1.00	Active
Positive Indian Parenting	4	8.00	2.0	15	15	2	2.00	8.00	2.00	4.00	1.00	Active
Guiding Good Choices	4	8.00	2.0	19	17	2	2.00	8.00	2.00	4.00	1.00	Active
Strengthening Families 10-14 (SFP)	4	8.00	2.0	20	20	2	2.00	8.00	2.00	4.00	1.00	Active
Retailer Education	2	1.00	.50	5	2.5	1	1.00	1.00	.50	2.00	1.00	Active
Secure Med Take-Back - Implement	1	0.00	0.00	0.00	0.00	2	2	0.00	0.00	0.00	0.00	Active
CADCA registration	1	0.00	0.00	0	0	1	1.00	0.00	0.00	0.00	0.00	Active

Check for Data reported in Minerva

Services by Performing Entity and Program Report

Date of Report: 03/05/2018

Requested Date Range: 12/01/2017 - 12/31/2017

Selected Performing Entities: Community Coalition / Performing Entity Sample

Performing Entity Name: **Morton UPI (PE)**

Coordinator/Staff Hours	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
CPWI Coordinator Name						126.00						

Questions?

If you have questions later, please email the A-19 inbox or your Prevention Manager



Thank You!

