

# DBHR

# Prevention Contractor Training

Division of Behavioral Health & Recovery

August 31, 2017

8:00am-12:00pm.

Julia Havens

# **RECORDING ANNOUNCEMENT**

# Agenda

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- DBHR staff Introductions
- Brief overview of funding sources and general terms
- Statement of Work & Exhibits
- Timeline / Documents
- Billing
- Questions/Answers

# DBHR Prevention Staff Intros

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## Office of Behavioral Health and Prevention

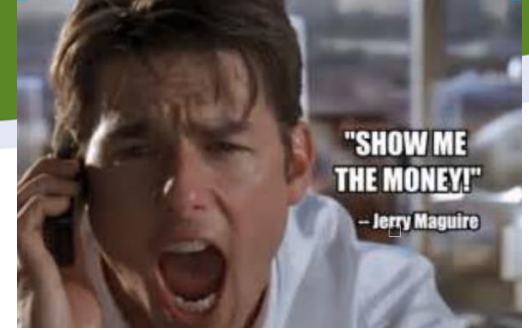
- Michael Langer, Office Chief
- Sarah Mariani, CPP, Behavioral Health Administrator
  - Martha Williams, Administrative Assistant - Prevention Section
- Julia Havens, CPP, Prevention System Implementation Manager
  - Ray Horodowicz, Prevention System Manager
  - Daniel (Danny) Highley, Prevention System Manager
  - Lindsey (Lizzie) Miller, Prevention System Manager
  - Gabrielle (Gabby) Richard, Prevention System Manager
  - Julee Christianson, Prevention Project Coordinator
  - Vacant, Prevention System Manager
  - Vacant, Prevention System Manager
- Lucilla (Lucy) Mendoza, MSW, CPP, Prevention System Development Manager
- Timothy (Tim) Gates, Prevention Policy and Project Manager
- Seth W. Greenfest, Ph.D., Prevention System Project Manager
- William (Billy) Reamer, M.S. CHES, Prevention Systems Integration Manager
- Patricia (Trish) Coloma, STR Prevention Project Manager

# Contractor Training Objectives

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- This training is designed to cover critical contract components and review important information for requirements to help you successfully implement your prevention services contract.
- This training is not meant to replace your contract in any way, shape, or form.

# **OVERVIEW OF FUNDING SOURCES**



# *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

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- We follow Federal Cost Principles for all of our direct services funds (this includes 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 that each funding sources has additional/unique un-allowable costs and requirements.
- And we 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>



# DBHR Fiscal/Program Requirements

- 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),
  - 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 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

# Substance Abuse Block Grant - SABG

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- Base allocation for CPWI prevention services.
  - Supports CPWI Coalitions Cohorts 1-3.
  - Supports Prevention/Intervention Specialists in CPWI School Districts.
  - No incentives with SABG funds.
  - Limitations on meals.
  - Allocated in State Fiscal Year (SFY= July 1- June 30)

# I-502 Implementation DSHS

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## Implementing I-502 – DSHS (2E2SHB 2136)

- Healthy Youth Survey (HYS) / Young Adult Survey (YAS)
- State-wide Benefit Cost Evaluation
- Prevention and Treatment services

# I-502 Implementation DSHS

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- Treatment - Increase Youth Residential Services
- Tribal Prevention & Treatment
- Community-based Prevention Services:
  - CPWI Enhancement (Including some P/I services)
  - CPWI Expansion (Including P/I services)
  - Community-based Prevention Services Grants
- EBP Training
- DEL Home Visiting
- OSPI LifeSkills Training – Botvin LST<sup>®</sup> Middle School

# Dedicated Marijuana Account - DMA

## Implementing I-502 - Prevention and Treatment services

For development, implementation, maintenance, and evaluation of programs and practices aimed at the prevention or reduction of maladaptive substance use, substance-use disorder, substance abuse or substance dependence among middle school and high school age students.

- 85% of the funds must be directed to evidence-based or research-based programs and practices that produce objectively measurable result, and by September 1, 2020, are cost-beneficial.
- 15% of the funds may be directed to proven and tested practices, emerging best practices or promising practices.

Program lists: [www.TheAthenaForum.org/I502PreventionPlanImplementation](http://www.TheAthenaForum.org/I502PreventionPlanImplementation)

Allocated State Fiscal Years, no carryover.

# Partnerships for Success – PFS

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- 2013 Cohort (Sept 30, 2013 - Sept 29, 2018 grant)
- Funding provided to increase capacity to implement the Strategic Prevention Framework
  - Allocated in Federal Fiscal Year (funding is Sept 30 – Sept 29)
- (SPF) in WA State ~\$2.2M / year
  - Enhanced 40 CPWI community coalitions to reach ~\$85,000 per year.
  - Prioritized Targeted Enhancement Projects (TEPs)
  - Supports State Epidemiological Outcomes Workgroup
    - Provides Prevention Evaluator position
  - Provides 2 Prevention System Manager positions

# Partnerships for Success – PFS *cont.*

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- Discretionary Grant - 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.



# State Targeted Response - STR

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- Currently awarded Year 1 (May 1, 2017 – April 30, 2018)
  - Pending federal award Year 2 (May 1, 2018 – April 30, 2019)
- Supports strategies and programs to reduce opioid misuse and abuse.
- Prevention budget is nearly \$1.8M per year (20% of award).
  - Following same discretionary cost rules as PFS.
  - CPWI Expansion (RFA)
    - 5 new CPWI communities
      - 3 sites with P/I services in Year 1
    - Has a few unique deliverables that are in the Exhibit G
  - Community based grants (RFA)
    - 4 awards for community programming/strategies
    - Contractor must be in good standing to receive Year 2 funds, pending fed. award.
  - Media Campaign
  - Interagency Collaboration Pilot for safe storage promotion
  - Prescriber Education
  - Workforce development (Spring Youth Forum / Prevention Summit)
  - Tele-pain
  - Prescription Drug Monitoring Program (PMP) enhancements
  - Various other Treatment projects



# **COST PRINCIPLES**

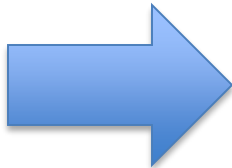
# Unallowable costs in general

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- Memberships
- Cash payment to clients (no gift cards)
- Meals (some exceptions)
- Equipment over \$5,000
- Construction
- Entertainment
- Needle exchanges
- Enforcement
- School Teachers
- Excessive costs (i.e., speaker fees)

Other  
Examples?

# Agreement Face Page



		<b>CLIENT SERVICE CONTRACT</b> <b>Prevention Services</b>		DSHS Contract Number:
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)		
<b>Your Information is Here</b>				
CONTRACTOR CONTACT		CONTRACTOR TELEPHONE	CONTRACTOR FAX	CONTRACTOR E-MAIL ADDRESS
DSHS ADMINISTRATION Behavioral Health Administration		DSHS DIVISION Division of Behavioral Health and Recovery		DSHS CONTRACT CODE 1900XC-12
DSHS CONTACT NAME AND TITLE Julia Havens Manager		DSHS CONTACT ADDRESS 4500 10th Avenue SE Lacey, WA 98503		
DSHS CONTACT TELEPHONE (509)220-4752		DSHS CONTACT FAX		DSHS CONTACT E-MAIL ADDRESS greesjr@dshs.wa.gov
IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT? Yes			CFDA NUMBER(S)	
CONTRACT START DATE		CONTRACT END DATE	CONTRACT MAXIMUM AMOUNT	
<b>EXHIBITS. The following Exhibits are attached and are incorporated into this Contract by reference:</b> <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
DSHS SIGNATURE		PRINTED NAME AND TITLE BHA Contracts		DATE SIGNED

# Contractor Self Assessment

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- Sent to the contract contact on page 1 the same email that your contract for signature was sent.
  - The term “Client” also means participant, or recipient of services.
  - Asks questions about data security.
  - Complete, sign and submit as PDF via email to your PSM.

# Prevention Services

1. General Terms and Conditions Definitions (pages 2-17 of contract)
2. Special terms and Conditions
3. Applicable Laws

DBHR/CD Fiscal/Program Requirements  
Revised June 2014

**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 identifying the problem and providing the individual with the

e. Fiscal/Program Requirements (Formerly BARS)

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

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

# A couple different contracts

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- Most of the items we will be covering are from the Community Prevention & Wellness Initiative (CPWI) contracts
  - If you are not implementing CPWI, you might not have all that we will cover today in your contract.
- It is important to be very familiar with your contract and guidance documents referenced in your contract.
  - Please, provide a copy of the contract to your program staff who have implementation responsibilities.

# Community-based Contracts

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- Action Plan and Budgets for Year 1
  - Discuss Year 2

# Common Terms

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- “Contract Manager or Designee”
  - DBHR staff name on face page of contract or assigned Prevention System Manager.
- “Substance Use Disorder Prevention and Mental Health Promotion **Online Reporting System**” or “**Minerva**”
  - Upgraded online reporting system for data entry for all prevention services.
- “A-19s”
  - DBHR’s invoicing template
- “CPWI Guide” or “Guide”
  - CPWI Community Coalition Guide



# Online Resources

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

The screenshot shows the Athena Forum website interface. At the top, there is a header with the Athena Forum logo (an owl) and the text "ATHENA known for wisdom, strength, and skill". To the right of the logo are "Sign In" and "Join Now" buttons, and a search bar. Below the header is a navigation menu with links: Home, Prevention Headlines, Training, Learning Community, Learning Library, Who's Who in Prevention, and Prevention Priorities. The main content area is divided into several sections: "Welcome to the Athena Forum" with a brief description of the site's purpose; "Current Blog" featuring a post titled "National Prevention Week – Promotion of Mental Health" with a "Read more..." link; "Shared Documents" listing various guides and reports such as "Minerva Getting Started Quick Reference Guide" and "Description of Required Reporting"; "Upcoming Events" listing conferences and meetings; "For DBHR-funded Prevention Providers" section with "All Providers" and "Community Prevention and Wellness Initiative (CPWI) Coalitions" sub-sections. Several elements are highlighted with colored arrows: an orange arrow points to the Athena Forum logo; a purple arrow points to the "Welcome to the Athena Forum" section; a green arrow points to the "Upcoming Events" section; and a blue arrow points to the "Minerva Getting Started Quick Reference Guide" document in the "Shared Documents" section. In the "All Providers" section, "Minerva - Online Reporting System" and "Prevention Provider Learning Community - Current Meeting Information" are circled in blue. In the "CPWI Coalitions" section, "CPWI Guides" is circled in blue.

# CPWI Guide



## COMMUNITY PREVENTION AND WELLNESS INITIATIVE CPWI COMMUNITY COALITION GUIDE

**Building a Culturally Competent and Sustainable  
Substance Abuse Prevention Coalition in Your Community**

### DBHR Community Prevention & Wellness Initiative (CPWI) Community Coalition Guide

#### Table of Contents

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Community Prevention and  
Wellness Initiative (CPWI)  
State Projects

**Division of Behavioral Health & Recovery (DBHR)**  
Updated August 2015



Last revised: 10/12/2015

# **STATEMENTS OF WORK AND EXHIBITS**

# Performance Statement of Work

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- CPWI Community Coalition Guide
  - Made up of 4 Chapters.
  - Key Objectives of CPWI.
- Regular annual schedule/Action Plan
  - Community awareness of prevention services.
- Budget / adjustments
  - Change of more than 10% of total budget needs approval.
- Community Coordinator qualifications.
  - Office space in community.
  - New hire process and forms.
  - Obtain/Maintain CPP (within 18 months of new hire).

# Hiring New Coalition Coordinator?

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## Important information to remember to submit:

- Coalition Coordinator Job description – send to PSM for review prior to posting.
  - Sample CPWI Job description available for your use.  
[www.TheAthenaForum.org/sample\\_coalition\\_coordinator\\_job\\_description](http://www.TheAthenaForum.org/sample_coalition_coordinator_job_description)
- Coalition Coordinator New Hire Checklist – send to PSM upon hire.
  - Download the form at this link:  
[www.TheAthenaForum.org/cpwi\\_coalition\\_coordinator\\_new\\_hire\\_qualifications\\_checklist](http://www.TheAthenaForum.org/cpwi_coalition_coordinator_new_hire_qualifications_checklist)
  - PSM may ask for training plan if checklist indicates need.
    - Contractor is responsible for identifying how they will support new hire to be trained in area's they lack qualifications.
- Welcome page for new CPWI Coalition Coordinators.
  - [www.TheAthenaForum.org/New\\_CPWI\\_Coordinator](http://www.TheAthenaForum.org/New_CPWI_Coordinator)

# Programs in Minerva

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- Submitting programs in Minerva:
  - Within 30 days of approved strategic plan.
  - Notify PSM when ready to review.
  - Need additional guidance or TA?
    - Check out the Minerva page on Athena:  
[www.TheAthenaForum.org/Minerva](http://www.TheAthenaForum.org/Minerva)

# Evidence-Based Programs

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- 60% Evidence-based Program requirement per coalition for all funds.
  - List on Athena “Excellence in Prevention”  
[www.TheAthenaForum.org/learning\\_library/ebp](http://www.TheAthenaForum.org/learning_library/ebp)
    - Or as identified by DBHR.
  - All programs follow CSAP Principles.  
[www.TheAthenaForum.org/CSAPprinciples](http://www.TheAthenaForum.org/CSAPprinciples)

# Food Costs

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- 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.



# Dedicated Marijuana Account Funds

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- DMA EBP/RBP & Promising Programs
  - Strict legislative mandate that no less than 85% of funds allocated be for EBP/RBP programs on list and up to 15% of funds can be for Promising Programs.
    - See approved program lists on Athena [www.TheAthenaForum.org/I502PreventionPlanImplementation](http://www.TheAthenaForum.org/I502PreventionPlanImplementation)
  - Coalition coordination staff time is not allowable with DMA for CPWI Cohorts 1-3.
    - If staff is providing DMA programming their hours for that program (indirect and direct) need to be billed to the appropriate EBP/RBP or Promising Program; maintaining percentages.

# Training

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- Specific Training is approved with strategic plan or email request for approval by DBHR PSM if not in plan.
  - Required TA/training outlined in CPWI Guide (see next slide).
- Follow government rates (for per-diem, hotel, coach flights (recommend reimbursable)).
- Bill to CSAP Strategy BARS Code 22.7 “Other”.
  - Reporting in Minerva in Training Profile with one Aggregate reach Activity Log.
  - Each training completed is reported as one session. Select the appropriate CSAP Service code for the kind of training (audience).
- May request DBHR approval to bill for curricula, conference fee registration, and or airfare when cost incurred on credit card.
  - Follow DBHR guidance for reporting these costs in month billed.

# Training and Technical Assistance

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## CPWI Guide – Chapter 3 Implementation CPWI –

### Participate in training and technical assistance.

- *(Required)* Participate in the following trainings:

### **Participants: ESD staff, County prevention staff (if applicable)/ Community Coalition Coordinator or their designee.**

- *(Annually)* Training in coordination with All Provider Meeting. *(Yakima, WA Nov. 2, 2017)*
- *(Annually)* Prevention Summit *(Yakima, WA Nov. 3-4, 2017)*
- *(Annually)* Summer Coalition Leadership Institute. *(Lacey, WA area)*
- *(Annually)* 1 additional DBHR training as announced.

### **Participants: Community Coalition Coordinator.**

- *(New and As needed)* Community Coalition Coordinator Orientation.
- *(New only)* Substance Abuse Prevention Skills Training (SAPST) within six months (if not previously completed). *(Register at [www.pscbw.com](http://www.pscbw.com))*
- *(Monthly)* Technical Assistance and Monitoring Calls with DBHR Prevention System Manager. *(PSM will schedule with you, and ESD is invited)*

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### **Participants: Coalition members and Community Coalition Coordinator.**

- *(New and As needed)* Community Coalition Orientation.

### **Participants: Key leaders, coalition members and Community Coalition Coordinator.**

- *(Annually)* Key Leader Event.

# Media Materials

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- Site funding source on publications developed with DSHS funds.
  - ~~Exception for materials with focus on youth audience.~~
- Submit media materials and publications to DBHR prior to publication.
  - DBHR will respond within 5 working days.
  - List of exceptions provided in Section 4.d.(2).

# Reporting Requirements

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- Reporting requirements
  - Ensure unduplicated reporting.
  - All required demographics collected and entered.
  - Staff trained in Minerva data entry and back-up.
  - Extensions may be requested via email by Contractor for up to 10 days.
    - Extensions shall be requested 5 days before report is due.
    - Ongoing late data entry may result in a CAP.
  - Staff hours for Coordination are entered in Minerva rolled up monthly.
    - Need to report at least 80 hours minimum per month.
    - Categories with definitions are in the CPWI Guide Appendix 18.
- Evaluation tools (i.e., pre/post tests)
  - Required for all direct services with at least half of the participants in each group over the age of 10.
  - There are few exceptions outlined in the contract

# Prevention Activity Data Reports

Reporting Period	Report(s)	Report Due Dates	Reporting System
Annually	Enter programs listed on approved Strategic Action Plan by DSHS into Minerva.	Within 30 days of Strategic Action Plan approval	Minerva
As requested	GPRA Measures.	As requested	Minerva
Monthly	Prevention activity data input for all active services including community coalition coordination staff hours and efforts, services, participant information, training, evaluation tools and assessments.	15 <sup>th</sup> of each month for activities from the previous month	Minerva
Quarterly	CPWI Quarterly Reporting.	October 15, January 15, April 15, July 15	Minerva
Bi-annually (for PFS funded Contractor only).	Community Level Instrument – Revised (CLI-R). As required by SAMHSA.	November 1, 2017 May 1, 2018 November 1, 2018	Pep-C MRT

- Outcome Measures
  - Performance – based contracts

# Requirements

- Background Checks.
- Services & Activities to Ethnic Minorities and Diverse Populations
  - Services delivered with sensitivity to all diverse populations.
  - Improve access, retention and cultural relevance of prevention services for ethnic minorities and diverse populations.
- Continuing Education.
- Single Source Funding
  - Once source of funds at any given time.
  - No billing for the same service more than once and only with one funding source.
- Federal Block Grant Requirements
  - Charitable Choice CFR 42 Part 54.
  - Notice of Federal Funds.
  - Follow Circular conditions and requirements.
  - Contract termination notice.
    - 120 days notice to DBHR in writing.



# Subcontracts

- Prior approval on subcontracts
  - Send boilerplate to DBHR for review prior to entering into contract.
- Subcontract language requirements
  - Follow the list of required inclusions in contract.
  - Be sure to include the HIPAA Business Associate Language.
- Subcontract monitoring
  - Submit monitoring plan to DBHR.
  - Annual on-site reviews.
    - Send written documentation/reports to DBHR.
  - Monitor Minerva data entry.
    - Some require subcontractors to enter data prior to the 15<sup>th</sup> so they can ensure timely data entry and sufficient time to make necessary corrections.





# Applicable Exhibits

The following table lists the included exhibits in the Contract and the Contractors to which they apply.

Exhibit	Title of Exhibit	Applicable to the Following Contractors
Exhibit A	Data Security Requirements	All Contractors
Exhibit B	Awards and Revenue (A&R)	All Contractors
Exhibit C	PFS Advanced Community Surveillance Project – Year 5 September 30, 2017 to September 29, 2018	King County, San Juan County, City of Prosser, Tekoa School District
Exhibit D	PFS Secure Medicine Take-Back Year 5 September 30, 2017 to September 29, 2018	City of Prosser, Garfield County, King County, Lewis County, Tekoa School District
Exhibit E	PFS Community Coalition Sector Sharing Project - Year 5 September 30, 2017 to September 29, 2018	City of Prosser, Garfield County
Exhibit F	PFS Increase Capacity, Outreach, and Programming to LGBTQ Community - Project Year 5 September 30, 2017 to September 29, 2018	King County, City of Prosser
Exhibit G	State Targeted Response to the Opioid Crisis (STR) Community Prevention and Wellness Initiative (CPWI) Expansion Community – August 15, 2107 – April 30, 2019*	Whatcom County, Pacific County, Spokane Tribal Network, Cape Flattery School District, Skagit County

## Exhibit G – STR CPWI Expansion

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- Implement CPWI following the Performance Statement of Work in the Contract and CPWI Guide.
- In addition follow unique timeframes of STR CPWI Expansion:
  - Provide 1 service before August 31, 2017.
  - Hire min .5 FTE within 30 days of contract execution.
  - First coalition meeting by Sept. 30, 2017.
  - Implement the following 3 community activities by Dec. 30, 2017:
    - At least one local Town Hall style Meeting.
    - At least one Key Leader Orientation.
    - Provide at least one Medicine Take-Back event with Law Enforcement.

## Exhibit G – STR CPWI Expansion

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- Meeting with ESD staff for provision of Prevention/Intervention services.
- Develop and submit a complete Strategic Plan including Action Plan and Budget by January 3 2018.
  - Ensure commitment for PI services cash match for year 2.
- Enter Program Profiles in Minerva for Coalition, Medicine Take-Back and Training by October 10, 2017.
- Ensure 60% of programs are EBP from list identified by DBHR.



# 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).

# **TIMELINES AND DELIVERABLES**

# Timelines and Documents

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- Community Coalition Profile Update
  - Within 45 days of Strategic Plan Approval
- Action Plan & Budget updates annually
  - Due June 15<sup>th</sup>, annually.
- 2019 Update of Strategic Plan (including needs and resource assessment)
  - Due June 15, 2019.
- Comprehensive Full Update of Strategic Plan
  - Due June 15, 2021.
  - Community Coalition Profile
    - Within 45 days of Strategic Plan Approval

Guidance docs on Athena [www.TheAthenaForum.org](http://www.TheAthenaForum.org)

# BILLING

# Tips for Successful Billing

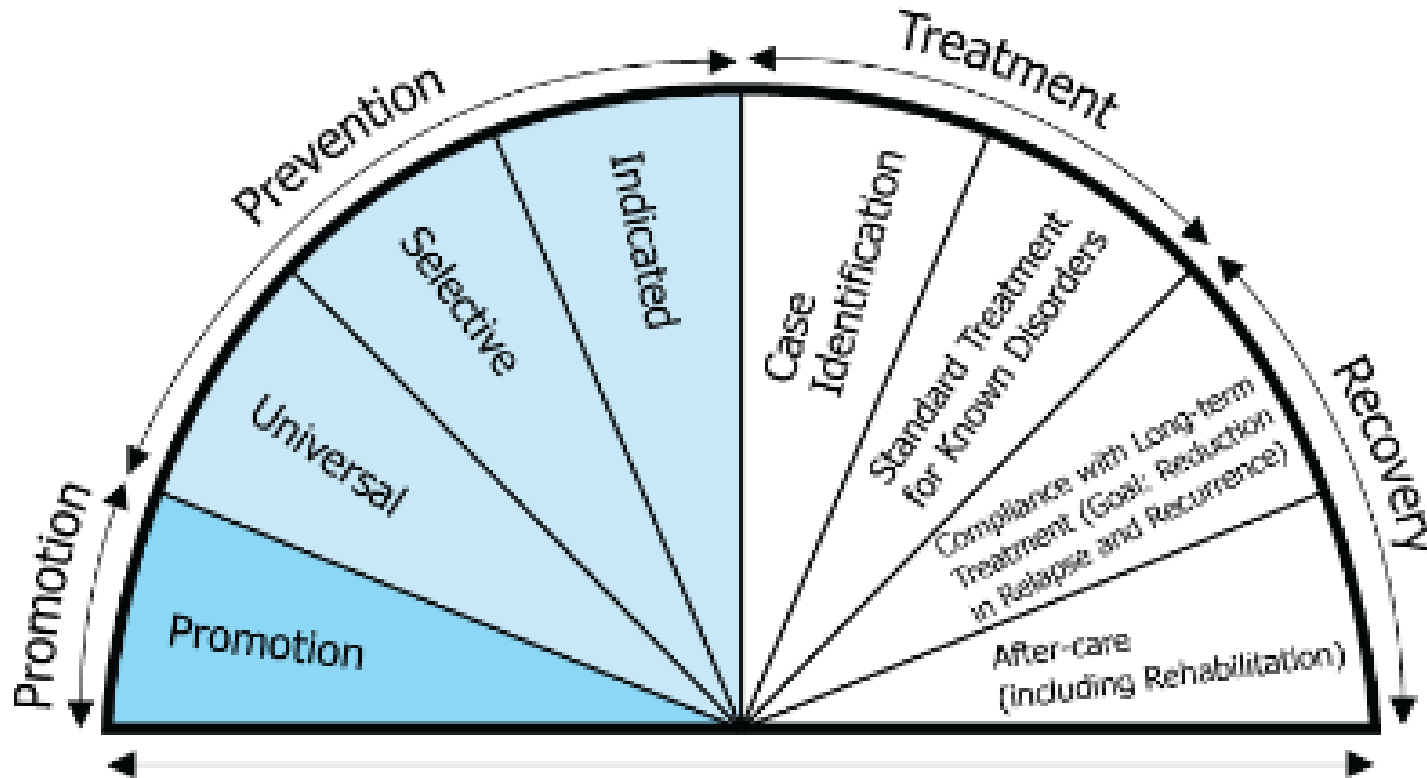
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- Use the current A-19 template for your contract period.
  - A-19's are sent to Contract Contact.
- Submit the A-19 in Excel Format and Signed PDF format in one email.
  - Send email to [A-19DBHR@dshs.wa.gov](mailto:A-19DBHR@dshs.wa.gov) and copy your PSM.
- 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 Adams County's July 2017 original invoice for CPWI Prevention would be: **AdamsCounty20170700Px**
  - If there is a **Supplemental Invoice** for July it would be:  
AdamsCounty201707**01**Px



# Tips for successful billing *continued*

## Continuum of Care



## Tips for Successful Billing *continued*

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- 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.

# Sample A-19

FORM	STATE OF WASHINGTON
A19-1A	INVOICE VOUCHER

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

VENDOR OR CLAIMANT
 <p>Your org and address here</p>

TAX IDENTIFICATION NUMBER	MONTH AND YEAR OF SERVICE	RECEIVED BY	DATE RECEIVED
	Jul-17		

BARS	PROGRAM NAME ACTIVITY	CSAP Strategy and Activities-Prevention	IOM	SABG	GFS	PFS	DMA		Total
							EBP / RBP	Promising	
11.1	Admin				160.00	448.00	344.00		952.00
21	Community-Based Coordination-Px								
22.5	Community Coalition Coordinator	Community-Based Process	Universal-Indirect	700.00		1,300.00	Cohort 4 only		2,000.00
22.5	Community Coalition	Community-Based Process	Universal-Indirect	50.00					50.00
22.7	Training	Other		250.00					250.00
22.2	Positive Action	Education	Universal-Direct			300.00	1,500.00		1,800.00
22.6	Social Norms	Environmental	Universal-Indirect					200.00	200.00
22.3	Community-based Mentoring	Alternatives	Selective				1,300.00		1,300.00
22.1	Good Behavior Game	Information Dissemination	Universal-Indirect			2,500.00			2,500.00
22.7	Good Behavior Game Training	Other	Universal-Indirect						
22.7	Guiding Good Choices Training	Other	Universal-Direct	1,000.00		1,500.00	1,500.00		4,000.00

AGENCY NO.	Agreement ID or Contract Number
3000	 <p>Your contract number here</p>

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.

Signature, Title and Date  
for PDF

BY \_\_\_\_\_ (sign in ink)

\_\_\_\_\_ (title) \_\_\_\_\_ (date)

# Awards and Revenues (A&R)

		<b>TOTAL ALL AWARDS</b>	<b>\$110,000</b>	<b>\$70,368</b>	<b>\$180,368</b>
		<b>Federal CFDA:</b>			
		<b>SABG-Substance Abuse Block Grant -CFDA 93.959 Substance Abuse and Mental Health Services Administration (SAMHSA)</b>			
		<b>SABG Prevention:</b>			
		<u>Funding period(s):</u> 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.			
<b>REVENUE</b>					
<b>SOURCE</b>					
<b>CODE:</b>		<b>GF-State- Admin (for SABG Prevention):</b>			
		<u>Funding period(s):</u> 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.			
333.99.59	SA				
334.04.6X	GI	<b>Dedicat ed Marijuana Account-Fund 315 State:</b>			
		<u>Funding period(s):</u> 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.			
334.04.6X	Dx				
		<b>PFS-Partnerships for Success-CFDA 93.243 Substance Abuse and Mental Health Services Administration (SAMHSA)</b>			
		<b>PFS:</b>			
333.92.43	PF	<u>Year 4 funding:</u> 7.1.17-9.29.17			
		<u>Year 5 funding:</u> 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.			
Total Federal Funds					
Total State Funds					
		<b>TOTAL ALL AWARDS</b>	<b>\$110,000</b>	<b>\$70,368</b>	<b>\$180,368</b>

Where to find resources again??

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

# QUESTIONS?

**THANK YOU! WE DEEPLY VALUE OUR  
CONTRACTUAL RELATIONSHIPS  
WITH EACH OF YOU!**

Julia Havens

Prevention System Implementation Manger

Division of Behavioral Health and Recovery

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