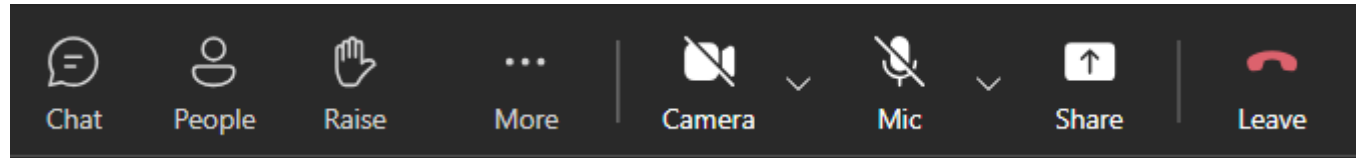


Microsoft Teams webinar tools



- ▶ Available tools are in the right-hand corner of your meeting window.



▶ Webcam / Camera

- ▶ Off → Camera
- ▶ On → Camera

▶ Mute / Unmute

- ▶ Muted → Mic
- ▶ Unmuted → Mic

▶ Chat



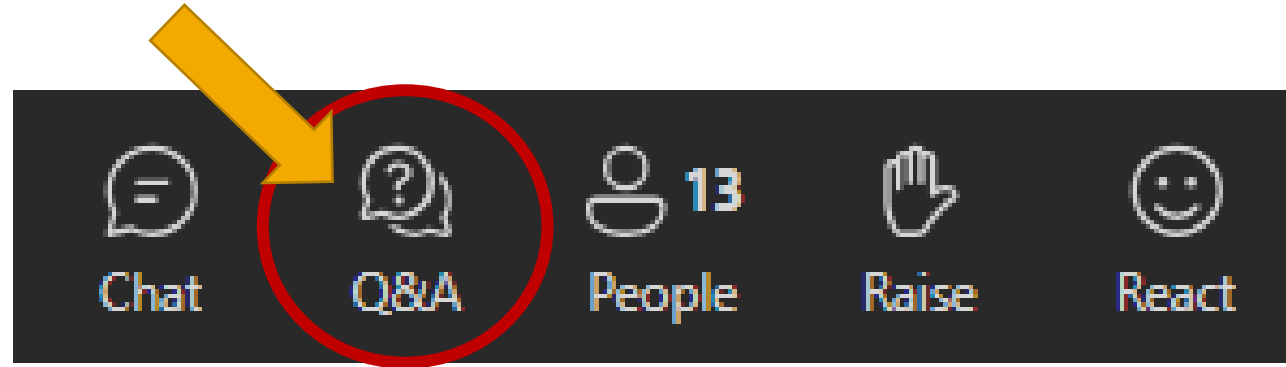
- ▶ If enabled, click the chat icon and type in your message.

▶ Raise hand

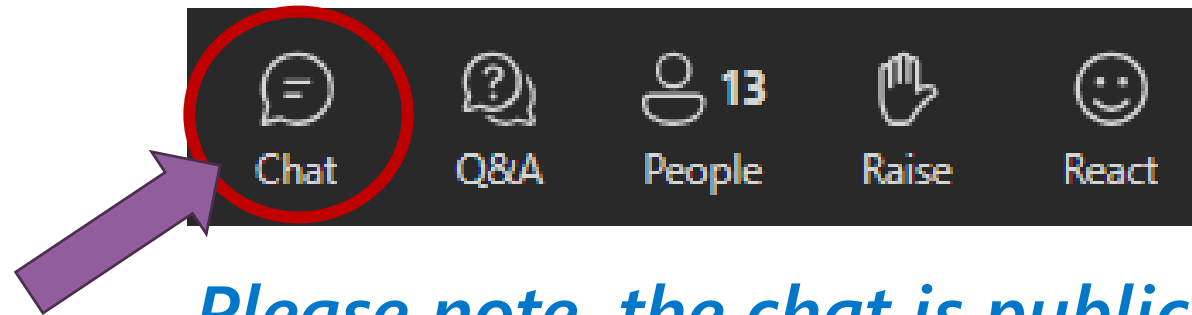
- ▶ Lowered → Raise
- ▶ Raised → Raise

Note: You will be highlighted for the host when hand is raised.

Questions? Please use the Q&A Feature!



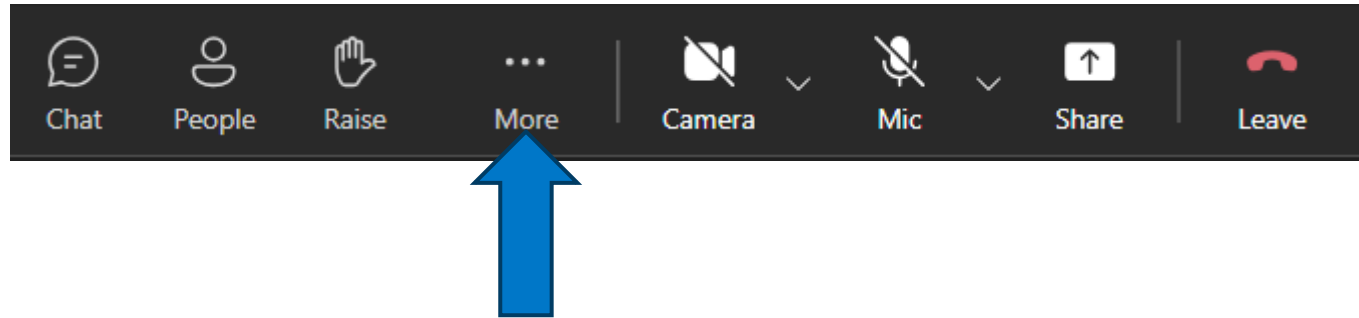
Comments? Add them into the chat!



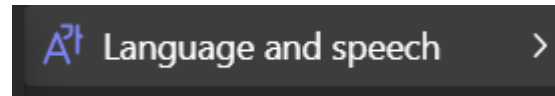
Please note, the chat is public.

Live captions

- ▶ In the toolbar, choose the **More** (3 dots) option.



- ▶ Select **Language and Speech**

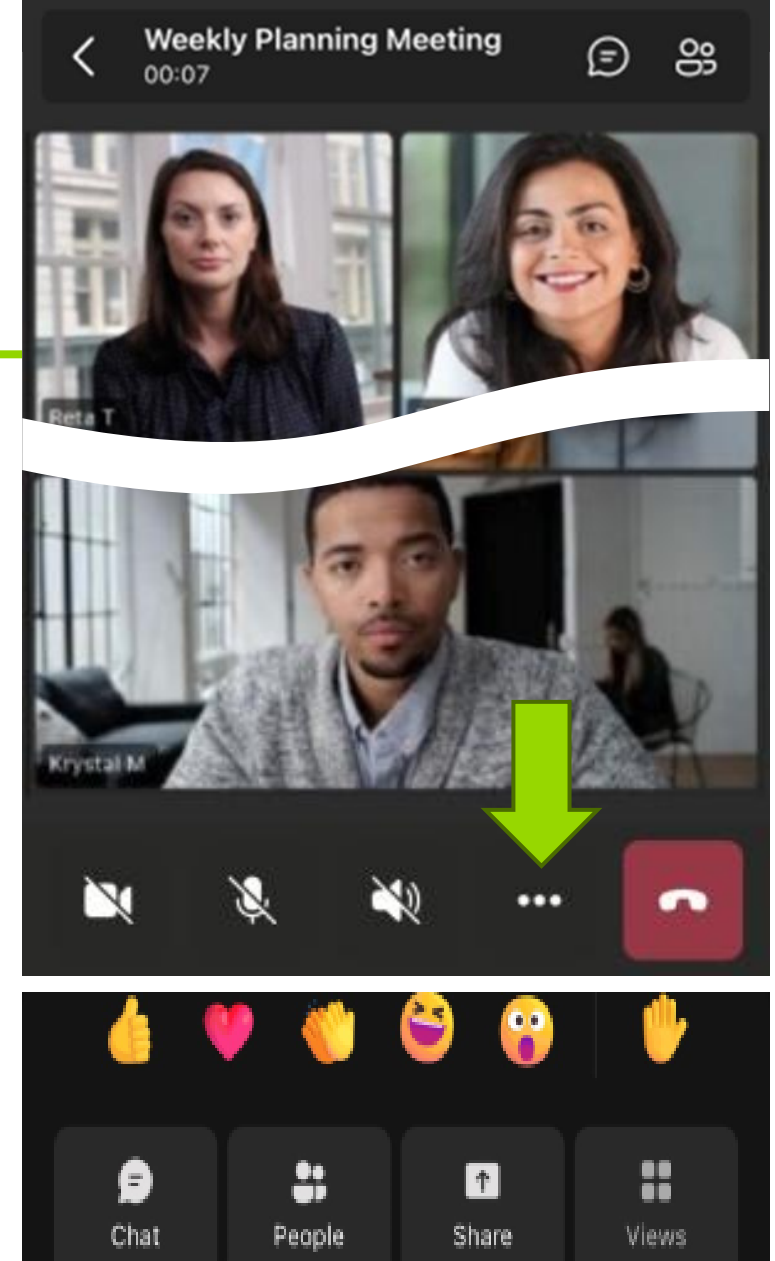


- ▶ Then choose **Show live captions**



Mobile view

- ▶ If you're in a meeting on your mobile device, you can access different meeting controls from the top and bottom of your screen.
- ▶ To react and engage in the event, tap the ellipsis “...” for more options at the bottom-right area of your screen:
 - ▶ Emoji reactions
 - ▶ Raise your hand
 - ▶ Chat
 - ▶ People (show participants)
 - ▶ Share your screen
 - ▶ Views



2026 Annual Contractor Meeting

Hosted by: Division of Behavior Health and Recovery
Wednesday, 9:05 – 12p.m.

Question of the day!

- What is your favorite back to school and/or fall activity?



Prevention Provider Meetings

Month	Date & Time	Platform	Athena Forum Calendar Link
January	January 27 9:05 – 11a.m. with optional 3 rd hour	MS Webinar	Training and events calendar The Athena Forum
February (optional)	February 24 9:05 – 11a.m. with optional 3 rd hour	MS Webinar	Training and events calendar The Athena Forum
March	March 24 9:05 – 11a.m. with optional 3 rd hour	MS Webinar	Training and events calendar The Athena Forum
April (optional)	April 28 9:05 – 11a.m. with optional 3 rd hour	MS Webinar	Training and events calendar The Athena Forum
May *May be replaced with new biennium Minerva build	May 26 9:05 – 11a.m. with optional 3 rd hour	MS Webinar	Training and events calendar The Athena Forum
June *May be replaced with new biennium Minerva build	June 23 9:05 – 11a.m. with optional 3 rd hour	MS Webinar	Training and events calendar The Athena Forum
August	August 25 9:05 – 11a.m. with optional 3 rd hour	MS Webinar	Training and events calendar The Athena Forum
September *Annual Contractor Meeting	September 22 9:05 – 4:00p.m.	MS Webinar	Training and events calendar The Athena Forum

Our time together today

▶ **Mid-biennium refresher!**

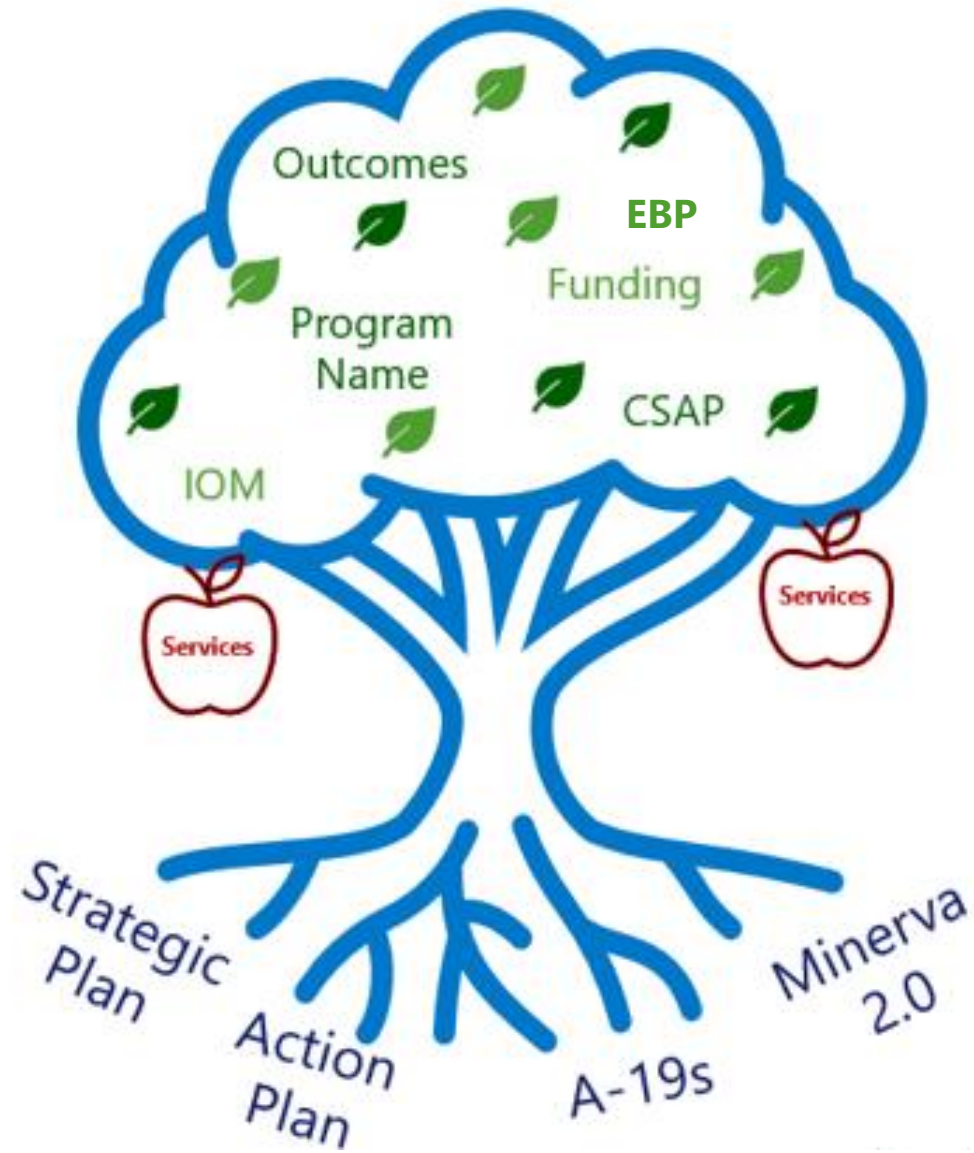
▶ **Goal:** high-level reminders, tips & tricks, and critical statewide updates

▶ **Agenda:**

- ▶ Overview of funding sources
- ▶ Overview of allowable and unallowable costs
- ▶ Overview of Umbrella Contract
- ▶ Statewide Updates
- ▶ *Anticipate 1-2 breaks pending content (and/or ending early pending Q&A)*

But why are YOU here?

- ▶ **Program staff:** you lead and are responsible for a lot of this work day-to-day!
- ▶ **Fiscal staff:** while you may not lead all components, it is imperative you understand how all the pieces fit together to inform successful billing.
- ▶ **Contract Contact / supervisor:** you are responsible for ensuring all of the work under the Contract is done completely and accurately.
- ▶ Finding strategies to ensure all parties are working together is key!
 - ▶ Monthly or quarterly check-ins together.
 - ▶ Sharing of program reports (i.e. Minerva / LGAN reports).
 - ▶ Understanding of guidance documents available on Athena.



Add to the chat now!

- ▶ What are some strategies you take to ensure success in your work through CPWI and/or the CBO grant?

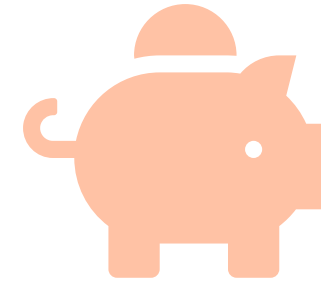


Overview of Funding Sources

Kasey Kates | CPWI and School-Based Services
Supervisor | HCA/DBHR

Prevention is primarily grant funded

- ▶ GF-S (General Fund – State)
- ▶ MHPP (Mental Health Promotion Projects)
- ▶ DCA (Dedicated Cannabis Account)
- ▶ SOR IV (State Opioid Response)
- ▶ OASA (Opioid Abatement Settlement Account)
 - ▶ Also referred to as, OSF (Opioid Settlement Funds)
- ▶ SUPTSR (Substance Use Disorder Prevention, Treatment, and Recovery Services)
 - ▶ Also referred to as, SABG (Substance Abuse Block Grant).
- ▶ PFS (Partnerships for Success) 2023
- ▶ Other:
 - ▶ Local match funds for CPWI school-based services, local sales tax, etc.



*Carryover (CO) and No Cost Extension (NCE) may occur for discretionary grant funding

Additional DCA & OASA “buckets” reminder

▶ **DCA:**

- ▶ DCA-315-XZA
- ▶ DCA-315-Base

▶ **OASA:**

- ▶ OASA-27W-RMA2
- ▶ OASA-27W-XZA
- ▶ OASA-27W-DS9A

- ▶ Please pay attention to your A&R / FSI Document and your A-19 / invoice template.

CPWI A&R / FSI Docs Update

- ▶ For those who are receiving **PFS & SOR funding starting 9/30/2026**, your A&R / FSI Documents are now ready!
- ▶ Anticipate receiving this from your manager **in the next week**.
- ▶ Please **return and complete** per the Umbrella Contract instructions.
 - ▶ Updated at least 1x per state fiscal year.
 - ▶ Sent directly to Task Order Contract Manager.
 - ▶ Receipt must be acknowledged within ten (10) business days to include sending back the FSI table with the bottom portion completed.

CPWI & CBO Federal Fiscal Year (FFR) Closing

- ▶ **Final invoice due date is 11/15/2026 for SABG and any SOR or PFS funding that expires 9/29/2026 or 9/30/2026.**
 - ▶ Due to this being federal funding, late invoice exceptions are not anticipated to be granted.
 - ▶ Reminder, HCA has 90 days to closeout grants. HCA grants providers 45 days and then takes 45 days to close.
- ▶ As with any late invoice exception request, we cannot guarantee payment.
- ▶ Review your Awards & Revenue for more information!
- ▶ Have concerns about meeting upcoming billing due dates?
 - ▶ Connect proactively with your prevention manager and submit a formal request asap.

Overview of Allowable and Unallowable Costs

Kasey Kates | CPWI and School-Based Services
Supervisor | HCA/DBHR

Available guidance on federal and state funds

- ▶ We follow the **Federal Cost Principles** for all of our direct services funds (this includes state funds).
 - ▶ Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards 2 CFR Part 200 in 45 CFR Part 75
 - ▶ [eCFR :: 2 CFR Part 200 Subpart E -- Cost Principles](#)
 - ▶ [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
 - ▶ Note, each funding source has additional/unique unallowable costs and requirements.
- ▶ For discretionary grant funds, we also follow the **Notice of Awards (NOAs) and SAMHSA's Additional Directives**.
 - ▶ <https://www.samhsa.gov/grants/grants-management/policies-regulations/additional-directives>.
- ▶ We use the **"Substance Use Disorder Prevention and Mental Health Promotion Billing Guide"** to further define our billing practices.
 - ▶ <https://www.hca.wa.gov/assets/program/fiscal-program-requirements-sud.pdf>
 - ▶ Note, this is in the process of being updated for the new biennium.

General unallowable costs

- ▶ Cash payment to clients
- ▶ Meals (some exceptions, see Umbrella Contract)
- ▶ Equipment over \$5,000
- ▶ Construction
- ▶ Entertainment: movie tickets, sporting tickets, theaters, etc.
- ▶ Needle exchanges
- ▶ Honorariums
- ▶ Giveaways, door prizes
- ▶ Enforcement
- ▶ School Teachers salary
- ▶ Excessive costs (i.e., excessive speaker fees)
- ▶ Promotional Materials: tote bags, t-shirts etc. (unless has prevention message)

Overview of Umbrella Contract

Kasey Kates | CPWI and School-Based Services
Supervisor | HCA/DBHR

Special terms (continued)

- ▶ **Admin/Indirect language** (page 20):
 - ▶ Contractor may use less than 15% of the Admin/Indirect allocations provided. If the Contractor chooses to use less than 10% for Admin/Indirect costs, Contractor shall use any funds remaining of the 15% for direct program implementation costs.
- ▶ **Corrective Action Plans** (page 27):
 - ▶ Generally due within 15 day of notification.
 - ▶ Can be issued as part of a Site Visit or separate from.
- ▶ **Extension to Deliverables** (page 28):
 - ▶ Clarifies they must be in writing.
 - ▶ Can indicate a higher risk Contract.
- ▶ **Subcontracting** (page 28) terms including the need to:
 - ▶ Submit written documentation of each on-site visit within thirty (30) calendar days upon completion.
 - ▶ Must submit template or Subcontract itself for review by HCA at least thirty (30) business days of intended start date of Subcontract.

FAQ: retention (page 41)

- ▶ Records and Document Review (page 41) provides direction on **maintaining the proper records** which includes both programmatic (i.e. surveys, attendance records) and fiscal (i.e. invoices) records **for a period of six (6) years** after the date of final payment under the Contract.
- ▶ If there is litigation, claims, or audit findings during that period of six (6) years then **the retention date is extended until resolved.**

Attachment 4: Data Sharing Terms (page 77)

- ▶ Includes Attachment A – D.
- ▶ Ensure you have read and understand to include language around what to do in a potential data breach.
 - ▶ Contractor must report to HCA within one (1) business day of discovery.
- ▶ Maximum of **60 users** with access to Minerva or LGAN through Minerva (per fiscal agent).
- ▶ Additional language around **suppression and small numbers**.
- ▶ **Complete Attachment C: User Agreement** for any new staff this year.
- ▶ Complete Attachment D: Certification of Destruction / Disposal of Confidential Information as / when needed.

CPWI, CBO, and YA Site Visits Celebration!

► Congrats!

- Most Site Visits are now completed across the system.
- Thank for hosting us and being great partners in the implementation of prevention services while also ensuring we are meeting federal / state requirements.



Q&A



Break!

Statewide Updates

SUD Prevention and MH Promotion Section |
HCA/DBHR

Community informed engagement

- ▶ Continues commitments and ensures following state and federal policy.
- ▶ As updated on the **CPWI and CBO Site Visit documents**.
- ▶ Also updated in the **CPWI Strategic Plan template** (more info coming on that later today).
- ▶ **Other documents / materials** to be updated over this next year.

A-19 / invoice naming conventions

- ▶ Reminder, program and strategy **naming conventions are required.**
- ▶ If you haven't already, please work with your prevention manager to **set-up your invoice template for the year.**
- ▶ Even if not billing for a program for any given month, **leave the template intact** to ensure it remains accurate.
- ▶ **Why?** Seeks to better align across your Strategic Plan / Action Plan / Service and Staffing Plan + Budget to Minerva to the A-19 / invoice. This helps ensure everyone is using the same terms, expedite review processes, and ensure we are meeting state and federal requirements properly.

CPWI Strategic Plan update SFY 2027

- ▶ **Update Strategic Plan using the new template** to align with the community engagement language and to update any other information as needed
 - ▶ Copy / paste the updated sections into your previously approved Plan
 - ▶ Copy / paste your approved Plan into the new template
 - ▶ Or in whatever way ensures you are using the new sections of the template
- ▶ **Use (as needed) the new Budget template** with fixes to the EBP categories and new fund source options
 - ▶ If you've already updated your previously approved Budget for SFY 2027 as needed, you are not required to use this template
- ▶ Must be approved by your manager by **November 16**.
 - ▶ Work with them to set interim due dates as needed.

CPWI reminders

- ▶ **Community Survey reports** are under review! Once finalized we will share out with providers.
- ▶ October = **implementation of the Coalition Assessment Tool (CAT)**.
- ▶ Don't forget about **CPWI Quarterly Reporting**! Mark it on your calendars.
- ▶ Other reminders? Throw them in chat!

School-based services training in Minerva

► Congrats!

- Over 126 school-based staff from the Educational Service Districts (ESDs) attended the new user training this month.
- This week we started to hold build meetings with each ESD.
- Amazing how quickly so many are picking up the new system!
- Thank you, we are excited for the new opportunities this brings!

Prevention Provider Meeting & Prevention Summit

- ▶ Registration for Prevention Provider Meeting & Prevention Summit is open!
 - ▶ Last day for registration is Friday, October 16.
- ▶ Draft agenda of the Summit can be downloaded on the [Summit registration page](#).
- ▶ If you are registering for Prevention Summit, no separate registration for All Provider Meeting is needed.
 - ▶ Within the Summit registration, there is a question about attending the All-Provider Meeting and this is where you will answer “Yes” if you are required to attend.
 - ▶ For those who plan to attend **only** Prevention Provider Meeting, reach out to Summit@enroutenw.com and they will provide you with the registration steps.
- ▶ Reminder: Hotel lodging at per-diem at the Hotel Murano is a first come, first serve basis - get your reservations as soon as possible!

Will you be attending the invite only Provider's Meeting on October 27th?
Invite only provider meeting

☐ Yes, I am invited and attending

☐ No

CPWI planning

- ▶ Continued commitment to CPWI and the goals of the initiative while also assessing the capacity / needs of the system.
- ▶ Continuing to predict ongoing / future budget and staffing challenges.
- ▶ Continued focus on prioritizing resources for local services while also ensuring we have state-level infrastructure to include contract management and technical assistance / TA.
- ▶ Continued moratorium of fiscal agent transitions, not seeking to replace sites that have ended, and allowing for organic discontinuation of sites when appropriate.
- ▶ Continued assessment of CPWI site performance for extreme compliance challenges (i.e. no direct services, ongoing / repeat corrective action for multiple issues, extended vacancies, etc.) and having direct conversations with you.
- ▶ **What does this mean for you?** Continued emphasis on compliance and community / data driven approach including working collaboratively across both prongs of CPWI.

CBO RFA is on pause

- ▶ At this time, the CBO RFA continues to remain on pause and will not be released this SFY.
- ▶ We are assessing a path forward and will communicate with providers directly.

CBO Action Plan and Budgets

- ▶ **Action Plan and Budget updates** to be completed as needed
 - ▶ No formal SFY27 update
 - ▶ Action Plan updates are required:
 - ▶ If services and/or timelines change
 - ▶ Budget updates are required:
 - ▶ More than 10% change in Budget
- ▶ Must be approved by your manager in advance.

Upcoming: Umbrella Contract negotiations

- ▶ This winter / early spring will we navigate negotiations.
- ▶ For the Umbrella Contract template, we are not seeking to make major changes.
- ▶ Hope to continue to work with our Contract's office to clean up poor grammar / typos.
- ▶ Have feedback? Begin consulting internally and watch for ask from manager later this year.

Q&A



Q&A

▶ Will there be a CLI next year?

- ▶ CLI now typically is held every other year (in even years) and it is not anticipated to be held in CY 2027. Instead, in the odd years, we expect to hold a virtual Minerva training / build meeting for CPWI with more information to come by early next year.

▶ When will Data Books be available?

- ▶ Working towards having available as part of training provided during Provider Meeting at the Prevention Summit but may not be available until shortly thereafter.

TAKE CARE



OF YOURSELF