

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

SFY 21 SUPP Annual Meeting

Bureau of Prevention Services
Rafael Rivera, Deputy Director
Shantel High, SUPP Program Administrator
Jo Pauly, CPRD Senior Research Program Coordinator
Anne Cox, Manager of SAP Training & Technical
Assistance, Prevention First



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Overview

- ◉ Illinois Substance Use Prevention Network
- ◉ Grant Agreements
- ◉ Fiscal and Budget
- ◉ SFY 21 SUPP Program Information
 - Changes from SFY 20
 - Reporting
- ◉ Prevention Hub – CPRD
- ◉ Overview of SFY 21 Training – Prevention First Inc.

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Reinventing and Adapting

- ◉ Significant challenges in the last 4 months
- ◉ SFY 21, keeping what has worked
- ◉ Being adaptable, flexible, persistent, and online

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Substance Use Prevention System

- Federal Block Grant, GRF, Other State Funds
- Universal Strategies to Indicated Strategies
- Bureau of Prevention Services
 - Substance Use Prevention Program
 - State and Regional Substance Use Prevention Services
 - Chicago Substance Use Prevention Services
 - Substance Use Prevention Services
 - Tobacco Prevention Program
 - TEP
 - FDA

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Substance Use Prevention System

- Bureau of Prevention Services (Cont.)
 - Response Programs
 - Illinois Preventing Drug Overdose
 - State Opioid Response – Prevention Projects
- Other Illinois Prevention Work
 - DFC
 - National Guard
 - ILCC – underage alcohol use

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SFY 21 Uniform Grant Agreement (UGA or UIGA)

- UGA/UIGA = “Contract” = Grant Agreement
- DHS Website: For Providers, Contracts – Sample of SFY 21 Uniform Grant Agreement (UGA) - <https://www.dhs.state.il.us/page.aspx?item=29741>

FY 2021 Information

- IDHS GATA Budgets
- FY21 Uniform Grant Agreements (UGA) and FY21 Executive Ethics Commission Contract (EEC) Attachments and Program Manuals
- Redline FY20 UGA to FY21 UGA (docx) **NEW**
- **NEW** Sample FY21 Uniform Grant Agreement (UGA) (pdf)
- FY21 UGA Issues List (pdf)

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SFY 21 Uniform Grant Agreement (UGA or UIGA)

- ⦿ Article IV – Payment – 15th of the following month – processed by end of that month
- ⦿ Article VI – Budget – Follows GATA requirements
- ⦿ Article VII – Allowable Costs – No food
- ⦿ Article XII – Maintenance and Availability of Records, Monitoring
 - ⦿ Timesheets, receipts, documentation, sign-in sheets, travel logs, etc.
 - ⦿ Documentation must be available upon request
- ⦿ Article XIV – Performance Reporting Requirements – Exhibit B
- ⦿ Article XVII – Subcontracts/Sub-grants - Review
- ⦿ Article XVIII – Notice of Change
- ⦿ Article XXII – Equipment or Property - Capitalization
- ⦿ Article XXIII – Promotional Materials; Prior Notification – At least 10 days

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SFY 21 Exhibits in the UGA

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

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SFY 21 Budgets

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

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Budget Revisions

UGA – Article VI

- Submit a request in writing including a completed Uniform Budget Template with changes
- Written request must include, at minimum: rationale for the change, budget category(s)/line item(s) targeted for a reduction, budget category(s)/line item(s) targeted for an increase, and any other important information related to the modification
- Adhere to the guidance in the UGA/UIGA
- Revisions not necessary if budget category overage is less than ten percent (10%) or \$1,000
- Written request and template will be reviewed by Program Administrator

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SFY 21 Expenditures

- Not expended SFY 20 grant funds
- Notification about de-obligation via automated email
- There are no rollover amounts from one SFY to another

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SFY 21 Monthly Expenditure Payment Vouchers (MEPV)

- **DO NOT** use your SFY 2020 form
- SFY 2021 MEPV forms may contain multi-tabs
 - My Gen Rx – federal project
- MEPV Adjustment Column 3

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SFY 21 Payments

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

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SFY 21 Payments

To check the status of your payments

Illinois Comptroller's Website:

<http://www.ioc.state.il.us/>

- Enter your agency's FEIN in the cell called **Vendor TIN Number**
- Click **Payments**
- Enter requested information

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Changes in Deliverables (Exhibit B)

CSUPS – overall goal is to prevent marijuana use by youth in 6th through 12th grade

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

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Changes in Deliverables (Exhibit B)

- ⦿ CSUPS/SUPS Deliverable Changes Compared to SFY20
- ⦿ Deliverable #3
 - Implement and maintain two communication campaigns addressing the contributing factors related to past 30-day marijuana use/alcohol use and a second statewide campaign from options developed that is most appropriate for your selected population.
 - Attend training, conduct planning, and implement communication campaigns that align with IDHS/SUPR evidence-based standards (e.g., focus group testing, determining the communication channels best for the community, reinforcing the message). Submit required documentation by the established deadlines as determined by the IDHS/SUPR.

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Changes in Deliverables (Exhibit B) Cont.

CSUPS/SUPS continued

Deliverable #4

- Engage with local school districts to review 2020 Illinois Youth Survey (IYS) results to inform local prevention strategies and encourage 2022 IYS participation.
- Plan and hold at least 1 stakeholder meeting to review 2020 district, county, or statewide IYS report.
- Incorporate IYS review meeting results into local prevention strategies.

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Important

My Generation Rx funds are allocated to grant agreements for use after September 29, 2020

- No expenditures are allowed before this date
- My Generation Rx is paid by SOR No Cost Extension federal funding. SOR NCE funding will be available after September 29, 2020

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Changes in Deliverables (Exhibit B)

SRSUPS –

No changes in deliverables from SFY20 to SFY21.

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Updated Work Plans

- ⦿ Revised Plans for SFY 21
 - Must have approval prior from IDHS/SUPR prior to implementation of revised services
 - Provider is responsible to maintain documentation of revision approval

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Changes in Personnel

- ⦿ Changes in any organizational personnel associated with SUPP must be updated in the Prevention Hub and emailed to IDHS/SUPR Program Administrator, Prevention First, and CPRD
 - Prevention First, CPRD and IDHS/SUPR Prevention staff receive current email listings based on information in the Hub
 - Listings are downloaded only on a quarterly reporting schedule
- ⦿ If there is a change in the CSA (UGA/UIGA) authorized representative, IDHS/SUPR staff need to be notified in writing immediately

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Change in Prevention Hub

- New for FY21-SUPS/CSUPS
 - Curricula Training Table
 - Required to upload training certificate

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Changes in FY21

- New staff with DHS Prevention Team
 - Autruse Wilson
 - Autruse.Wilson@Illinois.gov
 - Toni Terry
 - Toni.Terry@Illinois.gov

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Prevention Hub




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

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Prevention Hub

- Official contact information source for your agency's SUPP grant
 - Keep grant contact information up-to-date on View Agency Information screen and Staff screen
 - Contact information used by IDHS, Prevention First and CPRD

View Agency Information

Agency Information Name: <input type="text" value="Test Agency (SAPD)"/> Phone: <input type="text" value="(217) 123-2700"/> Address 1: <input type="text" value="300 South Road"/> Phone Ext: <input type="text"/> Address 2: <input type="text" value="Suite 1"/> Fax: <input type="text"/> City: <input type="text" value="Champaign"/> User Name: <input type="text" value="test"/> State: <input type="text" value="IL"/> Password: <input type="text" value="test"/> Zip: <input type="text" value="61820"/> Region: <input type="text" value="Region 1"/>		Grant Contact Person First Name: <input type="text" value="Samantha"/> Work Address: <input type="checkbox"/> Same as agency if: Last Name: <input type="text" value="Davis"/> Address 1: <input type="text" value="300 South Road"/> Email: <input type="text" value="samantha@test.com"/> City: <input type="text" value="Champaign"/> Phone: <input type="text" value="(217) 123-2700"/> State: <input type="text" value="IL"/> Phone Ext: <input type="text" value="322"/> Zip: <input type="text" value="61820"/>
Executive Director First Name: <input type="text" value="Taylor"/> Email: <input type="text" value="taylor@test.com"/> Last Name: <input type="text" value="Johnson"/> Phone: <input type="text" value="(217) 123-2700"/> Title: <input type="text" value="CEO"/> Phone Ext: <input type="text" value="322"/>		Fiscal Authorized Representative First Name: <input type="text" value="Margan"/> Email: <input type="text" value="margan@test.com"/> Last Name: <input type="text" value="Smith"/> Phone: <input type="text" value="(217) 123-2700"/> Title: <input type="text" value="Agency Fiscal Officer"/> Phone Ext: <input type="text" value="212"/>
CSSC Information Name: <input type="text" value="Jo Pardy"/> Phone: <input type="text" value="(217) 333-3333"/> Email: <input type="text" value="jpardy@idhs.org"/> Phone Ext: <input type="text"/>		

[Save Agency Information](#)

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Prevention Hub

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

Add/Edit Staff

Staff Carson, Sara Lee Davis, Dawn Decker, Vincent Staff List Test, Andrew Harrison, Betty Johnson, Dawn Smith, David Pardy, Jo Add Staff	Staff Member Info First Name: <input type="text" value="Jane"/> Work Address: <input checked="" type="checkbox"/> Same as agency if: Last Name: <input type="text" value="Doe"/> Address 1: <input type="text" value="300 South Road"/> Phone: <input type="text" value="(303) 333-3333"/> City: <input type="text" value="Champaign"/> Email: <input type="text" value="jane.doe@test.com"/> State: <input type="text" value="IL"/> Zip: <input type="text" value="61820"/> Staff Start Date on Grant: <input type="text" value="07/01/2019"/> Staff End Date on Grant: <input type="text"/> Assign Staff To Site Place: <input type="checkbox"/> SUPP Lake View <input type="checkbox"/> SUPP Statewide <input checked="" type="checkbox"/> SUPP Champaign Staff Start Date on Site Place: <input type="text" value="07/01/2019"/> Staff End Date on Site Place: <input type="text"/>
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[Curriculum Training](#)

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Weekly Time/Weekly Population Reporting

- Fiscal Year now defaults to FY21. To report data for FY20, select FY20 from the Fiscal Year drop down menu.

Home Agency Staff Site Plan Weekly Reporting Cycles Run Once Qualification Activities Reports Help Logout

Weekly Time Reporting

Fiscal Year: FY20 Site Plan:

Home Agency Staff Site Plan Weekly Reporting Cycles Run Once Qualification Activities Reports Help Logout

Weekly Population Reporting

Fiscal Year: FY20 Site Plan: Activity:

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Weekly Time/Weekly Population Reporting

- Text entered in **My Notes** box does not appear in quarterly reports.
- Population reporting is an **unduplicated count** of people served **per activity per fiscal year**.

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Cycle Reporting (CSUPS/SUPS only)

- Enter YPE cycle information into the Hub **after** the cycle has been completed
- Give each cycle a unique name (Example: FY20Q2 UHS Spence hr 5)
- Core Cycles ONLY: Document delivery of required additional opioids session by entering "**opioids session mm/dd/yy**" in the My Notes box on the demographics screen

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YPE Curriculum Training (CSUPS/SUPS only)

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

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

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

View/Add Required Documents

General Information: Activities will display in the activity drop down menu ONLY if you are required to report on that activity. Detailed directions for reporting on specific activities are located in the Templates box on this page and/or on the [Data Collection and Reporting Forms](#).

To Upload/Submit Reporting Forms and Documents

1. Select a site plan.
2. Select an activity.
3. Select a fiscal year.
4. Select a document type from the list available in the drop down box. The database will automatically create a filename.
5. Enter a brief description of the document (Required).
6. Select and upload the appropriate file (maximum file size 2,500KB).
7. Click the Submit button.

Site Plan: **SUPS-Chicago** Activity: **YPE Test Score for Chicago MS** Fiscal Year: **FY19**

Document Information

Document Type: **YPE Training Certificate**

File Name: **YPE Training Certificate FY19_01**

Description: **Name: [Redacted] Training Certificate For [Redacted] Test Score for Chicago MS**

File Upload:

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Quick Look Feature

- Located under Agency tab
- Use **before** submitting a quarterly report to **check completeness** (i.e., staff info is up-to-date, no missing weeks of time/pop reporting, all completed cycles entered)
- The 4 tabs (Agency Information, Weekly Time Reporting, Weekly Population Reporting, Cycle Reporting) will appear as the first 4 pages of the quarterly report
- For more information about the Quick Look feature, view the **Using Quick Look tutorial** on the Help page

Quick Look

Agency Information | Weekly Time Reporting | Weekly Population Reporting | Cycle Reporting

Agency Information as of today (07/13/2019 09:30AM)

Name	Email	Phone	Ext
Executive Director	ed@agency.com	(212) 123-4567	200

Name	Email	Phone	Ext
Fiscal Authorized Representative	far@agency.com	(212) 123-4567	200

Name	Email	Phone	Ext
Current Staff Assigned to Site Plan(s)			

Staff	Name	Email	Phone	Ext
SUPS/YPE User Name	John Doe	john.doe@agency.com	(212) 123-4567	101
SUPS/Champion	David Johnson	david.johnson@agency.com	(212) 123-4567	102
SUPS/Champion	John Smith	john.smith@agency.com	(212) 123-4567	103
SUPS/YPE Director	Ron Townsend	ron.townsend@agency.com	(212) 123-4567	104

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Quarterly Reports - Submission

- Must click on **Submit Report** button to submit a report.
 - Click the button **ONLY ONCE** and wait for the notification in red to appear that **"The report has been submitted successfully."**
 - ALERT:** Each time the Submit Button is clicked, a report is submitted.

Submit New Reports to DHS

To SUBMIT a New Report to DHS:

- Select the Fiscal Year
- Select the report you want to officially submit to DHS
- Select the Quarter
- You may view the report prior to submitting it to DHS by clicking on the "View Report" button. Viewing the report does not submit the report to DHS
- Click the "Submit Report" button (you will see confirmation that your report has been officially submitted)
- To access a copy of your submitted report, go to the View Report History screen

Select Fiscal Year: **FY19** | Select Report: **Quarterly Reports** | Select Quarter: **Quarter 4** |

The report has been submitted successfully.

Fiscal Year	Quarter	Report Type	Date Entered	File Name
FY19	Quarter 4	Quarterly Reports	7/8/2019 2:10:00 PM	QuarterlyReports_TestAgency_SAPS_L1313_Q4_1.pdf

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Quarterly Reports – Due Dates

- FY20
 - 4th Quarter Report (April 1-June 30) submitted in Hub by Friday, July 31, 2020
- FY21
 - 1st Quarter Report (July 1-September 30) submitted in Hub by Friday, October 30, 2020
 - 2nd Quarter Report (October 1-December 31) submitted in Hub by Friday, January 29, 2021
 - 3rd Quarter Report (January 1-March 31) submitted in Hub by Friday, April 30, 2021
 - 4th Quarter Report (April 1-June 30) submitted in Hub by Friday, July 30, 2021

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Prevention Hub – Orientation and TA

- CPRD provides an orientation to the Prevention Hub upon request
 - New staff to the SUPP grant are advised to request an orientation
 - Veteran staff who would like a refresher are welcome to request an orientation
- For questions or concerns regarding the Prevention Hub, contact Jo Pauly (jopauly@illinois.edu, 217-265-8301) or Sherri Rudicil (solin2@illinois.edu, 217-300-6457).

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Prevention First Professional Development Services

Funded in whole or in part by the Illinois Department of Human Services, Division of Substance Use Prevention and Recovery through a grant from the Substance Abuse and Mental Health Services Administration.

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Prevention First Professional Development Services

- Training
- Technical Assistance
- Professional Development Resources

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Professional Development Staff

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

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SUPP Training

- Online, classroom, virtual classroom & webinar trainings
- Training Catalog
- View trainings, training policies & register for training at www.prevention.org

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Important Training Reminders

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

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FY21 SUPP Training Requirements

- FY21 SUPP Training Requirement Chart found on website www.prevention.org, SUPP Training tab
- New format for PICC and CFG
- Model Program Trainings - new requirement
- New SUPP Providers have 1 year, from date of hire, to complete required training

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Model Program Trainings

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


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Virtual Classroom Trainings - NEW

- Materials will be shipped to participants
- Highly interactive trainings
- Should be done at desktop/laptop
- Ideal if participants have headsets w/ Microphone
- Pay close attention to pre-training emails (process, requirements)
- Two-part registration




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Fall Networking Events

- 1 CSUPS event & 3 SUPS events held virtually
- Discussions with IDHS SUPP leadership, CPRD and Prevention First
- Networking



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Spring Networking Events

- 1 CSUPS event & 3 SUPS events
- Networking opportunity



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New SUPP Provider Calls

- To support new SUPP providers
- Orientation to the SUPP field in Illinois
- New SUPP providers will receive an email and follow-up call upon completion of IISUP I training

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SUPP Provider Directory - NEW

- Coming soon to the Prevention First website!
- Searchable online directory of SUPS & CSUPS grantees
- Search functions
 - Region
 - Grant type
 - YPE Curricula
 - Communication Campaign

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Surveys

- Survey data used for planning and improvement of Prevention First TTA services
- Annual Provider Survey
- Model Program Survey

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Technical Assistance

- Technical Assistance (TA) is the process of providing targeted support to an organization with a substance use prevention development need or challenge.
- Prevention First's goal is to build the capacity of substance use prevention providers to strategically plan and implement local, evidence-based strategies to prevent substance use among youth.



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TA Examples

- Challenges with implementing Model Program Curricula
- Classroom Management strategies for YPE
- Engaging Key Stakeholders in the community
- Recruiting/Retaining/Engaging YAC members
- Development of a Professional Development Plan
- Collecting process evaluation data
- Identifying and implementing primary and supplemental distribution sources for campaigns
- Securing support for campaigns



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TA Contact Information

- Offered by Prevention First to SUPP providers

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



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Communication Campaigns in SFY21

WHAT'S THE SAME:

- Communication Campaign #1
- State-developed materials – stored on Groupsite

WHAT'S NEW:

- Communication Campaign #2
- Printing materials

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Communication Campaigns in SFY21


UPCOMING DUE DATES

September 18, 2020
SFY 2021 Communication Campaign #2- Information form due

November 2, 2020
SUPP State-Designed Communication Campaign #2 - Planning Standards Report Form SFY21
SUPP State-Designed Communication Campaign #2 - Project Timeline SFY21

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Communication Campaign Questions

- Contact Kim Zambale, Communications Manager
Kim.Zambale@prevention.org

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Professional Development Resources

- www.prevention.org , under the Resources tab
- IDHS SUPP Guidance & Information
- Resource Guides
- Tip Sheets
- Fact Sheets
- Virtual Clearinghouse

Need printed materials?
communications@prevention.org.



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Groupsite-SUPP

- Online platform for communicating, sharing and networking for SUPP providers
- Communication tool for IDHS SUPP leadership (used by IDHS to send messages & grant information to providers)
- Discussion forums
- Blogs
- Shared calendar
- Photo Gallery




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Groupsite-SUPP

- File storage - all digital versions of campaign materials are stored here.
- If you are not a member of the SUPP Groupsite, go to www.PFGroupsite-SAPP.com and complete a membership request. Typically you will get a response within 2 business days.



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Prevention First


<u>Springfield Office:</u>	<u>Chicago Office:</u>
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Springfield, IL 62704	Chicago, IL 60654
217.793.7353	312.988.4646

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Questions and Answers



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Contact Information

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Jo Pauly	
jopauly@illinois.edu	217-265-8301
Anne Cox	
Anne.cox@prevention.org	217-836-5346
Pam Ziegler	
Pamela.ziegler@prevention.org	217-970-0216

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