

Kimberly Fornero, Deputy Director
Division of Alcoholism and Substance Abuse (DASA)
Illinois Department of Human Services

**FY18 CSAPS PROVIDER
MEETING
JULY 24, 2017**

Introductions

⦿ Introductions

- Name
- Title
- Agency
- Service Area(s)
- How long you have worked in the area of substance abuse prevention?

Overview

- ⦿ Fiscal, Payments, Budget and Contract Information
- ⦿ FY18 Program Information
 - FY18 Deliverables
 - Reporting
- ⦿ Overview of FY18 Training

FY17 SAPP Expenditures

- ⦿ If your agency did not expend all of the FY17 grant funds, the Department will de-obligate any unexpended grant funds.
- ⦿ Your agency will receive notification about the de-obligation (reduction of funds) via an automated email.
- ⦿ Your agency is **not required** to update your FY17 Budget.

FY18 Expenditure

Documentation Forms (EDFs)

New FY17 EDF Form: New EDF Form will be emailed and should be used for FY18

- - Conference call will be held to review the form: July 31, 2017 @ 10:00.
- - **DO NOT** use the form found in the Bureau of Positive Youth Development Program Manual:
<http://www.dhs.state.il.us/page.aspx?item=75384>

FY18 Payments

Payments

- Your payments are based on the amount reported on a monthly basis.
- Your agency is required to report expenditures using the new expenditure documentation form.
- Expenditure reports need to be submitted by the 15th for the proceeding month – **See Exhibit C.**
- If it is not submitted by this deadline, your payment will not be processed and will be processed the following month.

FY18 Payments

Check the status of your payments:

Comptroller's website:

<https://illinoiscomptroller.gov/vendors/>

FY18 Payments

Illinois Comptroller's Website:

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

- Under the tab Financial Inquiries, click **Vendor Payments**.
- Enter your agency's FEIN in the cell called **Vendor TIN Number**.
- Click **Payments**.
- Enter requested information.

FY18 Uniform Grant Agreement (UGA)

- ◎ UGA = Contract = Grant
- ◎ DHS Website: For Providers, Contracts
– Sample of FY18 Uniform Grant Agreement (UGA)

<http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY18/DHS-UNIFORMGRANTAGREEMENTFY18-2-27-17.pdf>

FY18 Uniform Grant Agreement (UGA)

- ⦿ Article V – Scope of Grant Activities/Purpose of Grant
- ⦿ Article VI – Budget
- ⦿ Article VII – Allowable Costs
- ⦿ Article XII – Maintenance and Availability of Records, Monitoring
- ⦿ Article XIV – Performance Reporting Requirements
- ⦿ Article XVII – Subcontracts/Sub-grants
- ⦿ Article XVIII – Notice of Change
- ⦿ Article XXII – Equipment or Property
- ⦿ Article XXIII – Promotional Materials; Prior Notification

Exhibits in the UGA

- ⦿ Exhibit A: Scope of Services
- ⦿ Exhibit B: Deliverables
- ⦿ Exhibit E: Performance Measures
- ⦿ Exhibit F: Performance Standards

FY18 CSAPS Budgets

- ⦿ Uniform Budget Template
 - Subcontracts
- ⦿ Budget revisions may still be required
- ⦿ Additional guidance will be forthcoming

Budget Narrative Revisions

UGA – Article VI

- Submit a request in writing and adhere to the guidance in the Uniform Guidance Agreement regarding transfer of funds from other budget categories and detailed line items greater than ten percent (10%).
- Written request must include, at minimum: rationale for the change, budget category(s), line item(s) targeted for a reduction, budget category(s), line item(s) targeted for an increase, and any other important information related to the modification.
- Submit the written request to the Program Administrator for consideration.

Changes in Key Personnel

- ◎ Send the SAPP Administrator notification with all contact information: Name, Title, Address, phone and fax numbers, email address
 - Copy CPRD so their records can be updated
 - Update the Prevention Hub
 - Provide contact information for shared website

CSAPS Goals

- ① Reduce the rate of marijuana use among 8th-12th graders.
- ① Reduce the non-medical use of prescription drugs among 8th-12th grader and adults.
- ① Increase and/or maintain participation of public schools in the Illinois Youth Survey (IYS).

FY18 SAPP Program

Requirements

- ⦿ Service Area (Region)
- ⦿ Target Population
 - 6th -12th grades or 12-18 year olds
 - Universal and Selective populations
- ⦿ Deliverables

FY18 CSAPS Deliverables

Deliver evidence-based Youth Prevention Education model programs

- Deliver an evidence-based model youth prevention education program(s) that has demonstrated outcomes in reducing marijuana use with 6th-12th grade students.
- In coordination with the delivery of the evidence-based curriculum/a, deliver an additional session addressing opioids.

FY18 CSAPS Deliverables

- For more information regarding the additional opioid sessions, visit:

<https://www.prevention.org/Professional-Resources/Professional-Resources/Opioid-Education-Resources/>

- ◉ Deliver the selected evidence-based youth prevention education curriculum/a with fidelity in schools during the school day and for the entire grade (i.e., all 6th grade students or all freshman) with the target of at least one entire grade level between 6th-12th grade students.

FY18 CSAPS Deliverables

⦿ Additional YPE Information

- In FY18, deliver core sessions and may deliver booster sessions only if core sessions were delivered in FY17
- *Too Good For Drug* (5th grade students – only curriculum that can target this grade level)
- Opioid sessions must be delivered when the core sessions are delivered
- Must deliver core and booster sessions as determined by the program developer (new handout will be posted on www.prevention.org)
- Core and boosters cannot be delivered during the same school year

FY18 CSAPS Deliverables

- ◎ Plan for and deliver two communication campaigns addressing the contributing factors related to past 30-day marijuana use and non-medical use of prescription drugs
 - Marijuana prevention communication campaign
 - Planning is underway
 - In approximately six months more information and training will be made available
 - Your agency should not start planning for this campaign
 - Your agency cannot continue administering a campaign start during FY17

FY18 CSAPS Deliverables

Prescription Drug Communication Campaign

- Planning is underway at the state level
- Focus will be on addressing the contributing factor -social access
 - Strategies: Address Safe Storage and Safe Disposal
- Materials and training will be made available
- Your agency will be responsible for distribution of materials and conducting outreach efforts
- In approximately 3-4months materials and training will be made available

FY18 CSAPS Deliverables

Recruit schools to participate in the administration of the IYS

- ⦿ List of all of the public schools in the region that house 8th, 10th, and 12th grades. Tool will be shared.
- ⦿ Annual IYS Recruitment Action Plan tool is a required report.
 - IYS Recruitment Action Plan – NEW Deadline **October 31, 2017**
 - Provide regular reports to IDHS regarding progress towards IYS recruitment and administration. The deadlines and format to for reporting will be made available in the near future.

FY18 CSAPS Deliverables

- Conduct two activities that focus on (1) youth marijuana use and (2) prescription and opioid drug use that match the daily health themes according to the Substance Abuse and Mental Health Services Administration's National Prevention Week schedule
 - 2018 National Prevention Week:
<https://www.samhsa.gov/prevention-week>
- Conduct an environmental scan to assess retailers for selling marijuana paraphernalia and conduct retail education
- Raise awareness regarding the drug take-back programs in the service area
- Establish a Youth Advisory Committee
- Develop a Resource Guide

FY18 CSAPS Reporting

- ① The Provider will submit Youth Advisory Committee(s) meeting agendas and meeting minutes including any handouts or presentations and rosters for each group by **July 31, 2018**.
- ① The Provider will submit one Annual Report regarding implementation of the services and activities in a format prescribed by IDHS and by the established deadline by **July 31, 2018**.
- ① The Provider will provide a status update regarding IYS recruitment in a format determined by IDHS and by the established deadlines – will be forthcoming.

FY18 CSAPS Reporting

- ⦿ The Provider will submit one IYS Action Plan for each service area by September 29, 2017.
 - New deadline: **October 31, 2017**
- ⦿ The Provider will submit one Resource Guide by **April 30, 2018**.
- ⦿ The Provider will submit plans for communication campaigns and retail education activities by **July 31, 2018**.
- ⦿ The Provider will submit one report with the results of the environmental scan by **July 31, 2018**.

Prevention Hub: FY18

⦿ Reporting

- Your agency is not required to report 1st quarter (July 1, 2017 – September 30, 2017)
 - Your agency is highly encouraged to report 1st quarter data after the Hub opens
 - Your agency is required to report starting for the 2nd quarter (October 2017 – June 2018)
 - The Prevention Hub will be open for reporting starting October 1, 2017
- ⦿ Quarterly reports due: Q2: January 31, 2018, Q3: April 30, 2018, Q4: July 31, 2018

Questions and Answers

