

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

SFY 23 SUPP Annual Meeting

Bureau of Prevention Services
Rafael Rivera, Deputy Director
Shantel High, SUPP Program Administrator



State of Illinois

Overview

- ① Illinois Substance Use Prevention Network
- ① Contract Information
- ① Fiscal and Budget
- ① SFY 23 SUPP Program Information
 - Changes from SFY 22
 - Reporting
- ① Prevention Hub – CPRD
- ① Overview of SFY 23 Training and TA – Prevention First Inc.

Reinventing and Adapting

- ⦿ Significant challenges in the last two years and a half continue, especially workforce challenges
- ⦿ SFY 23, identify ongoing challenges and barriers to services such as DARE II CPS contract
- ⦿ The adaptations of SFY 22 should become standardized to change focus to fidelity of programming

Substance Use Prevention System

- ◎ Federal Block Grant, GRF, Other State Funds
- ◎ Universal Strategies to Indicated Strategies
 - New opportunities to increase selective and indicated strategies – SAMHSA/CSAP focus
- ◎ Bureau of Prevention Services
 - Substance Use Prevention Program
 - State and Regional Substance Use Prevention Services
 - Chicago Substance Use Prevention Services
 - Substance Use Prevention Services
 - 4th and 5th grade expanded services – 19 organizations
 - Working across state regions to support prevention

Substance Use Prevention System

◎ Bureau of Prevention Services (Cont.)

- Tobacco Prevention Program
 - TEP (now includes all tobacco products, e-cigarettes)
 - FDA (new four-year contract)
- Response Programs
 - Overdose Education and Naloxone Distribution (OEND) and the Access Narcan project
 - State Opioid Response 3 – Sustain OEND, Student Athlete project, public education

◎ Other Illinois Prevention Work

- DFC
- IL Alliance to Reduce Underage Drinking – STOP Act
- CADCA IL membership

SFY 23 Uniform Grant Agreement (UGA or UIGA)

- ◉ UGA = “Contract” = Grant Agreement
- ◉ Ongoing challenges due to new accounting system
- ◉ Federal changes in SAM.gov – DUNS to UEI
- ◉ FFATA reporting by state – zip+4
- ◉ IDHS Website: For Providers, Contracts – Sample of SFY 23 Uniform Grant Agreement (UGA)
 - <https://www.dhs.state.il.us/page.aspx?item=29741>
- ◉ Link to Policy Manual
 - <https://www.dhs.state.il.us/page.aspx?item=141439>

SFY 23 Uniform Grant Agreement (UGA)

- 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, limits to gift cards (SAMHSA guidance only used as an incentive, limited to \$30, must have pre-approval)
- 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 (PPR)
- Article XVIII – Notice of Change – address, staff, etc., that impacts the scope of work
- Article XXII – Equipment or Property - Capitalization
- Article XXIII – Promotional Materials; Prior Notification of media – At least 10 days

SFY 23 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 – ICQ and other

SFY 23 Budgets

- ⦿ GATA Budget Training Available
 - <https://www.dhs.state.il.us/page.aspx?item=131528>
- ⦿ Uniform Budget Template – budget revisions
- ⦿ Subcontracts – Indirect cost applied to 25K of sub-recipients
- ⦿ Budget Revisions
 - One per quarter for first 3 quarters
- ⦿ Budget Revision Approval Process
 - Program Administrator
 - CSA
 - OCA signature submission

Budget Revisions

- ⦿ Submit a request in writing (can be email) including a completed Uniform Budget Template reflecting what is being reduced and increased
- ⦿ Written request must include, at minimum:
 - Rationale for the change
 - Budget category(s)/line item(s) targeted for a reduction/increase
 - Any other important information related to the modification
- ⦿ Written request Revisions not necessary if budget category variance is less than ten percent (10%) or \$1,000
- ⦿ Written request and template will be reviewed by Program Administrator for approval before CSA budget is unlocked

SFY 22 Expenditures

- ⦿ There are no rollover amounts from one SFY to another
- ⦿ Grants are closed out during July
- ⦿ Sustainability SFY 22 increases will not be reflected in SFY 23 amounts
- ⦿ Notification about de-obligation via automated email

SFY 23 Monthly Expenditure Payment Vouchers (MEPV)

- **DO NOT** use your SFY 2022 form
- SFY 2023 MEPV forms will contain one tab but may be modified to multi-tabs if different funds are used.
- Use of MEPV Adjustment Column 3

SFY 23 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 less than 30 days post receipt (if received by the 15th)
- Late submission of MEPV will delay processing to next month's batch, delaying payment an additional 45 days or more

SFY 23 Payments

To check the status of your payments

Illinois Comptroller's Website:

<https://illinoiscomptroller.gov/vendor-services/vendor-payments-new>

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

SUPP Program Goals (Exhibit B)

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

SRSUPS – overall goal depends on population to be served and program objectives

Changes in Deliverables (Exhibit B)

CSUPS/SUPS IYS Deliverable #4

- ⦿ Engage with local school districts to review 2022 Illinois Youth Survey (IYS) results to inform local prevention strategies and encourage 2024 IYS participation.
- ⦿ Plan and hold at least 1 stakeholder meeting to review 2022 district, county, or statewide IYS report. Incorporate IYS review meeting results into local prevention strategies.

Changes in Deliverables (Exhibit B)

CSUPS/SUPS

- Registration of direct and supervisory staff on Groupsite through Prevention First
- Update contact information in Prevention Hub on a quarterly basis
- Notify IDHS/SUPR within 5 business days of staff changes

Changes in Deliverables

(Exhibit B)

CSUPS/SUPS

- Designate staff to coordinate, implement and manage all aspects of the program including quality assurance of reports and other documentation

Deliverables (Exhibit B) Reminder

- ◎ SUPS/CSUPS Generation Rx
 - Optional not required
 - Same guidelines for implementation regarding 250 youth and 2-3 sessions as in past fiscal years
 - May start Generation Rx services starting July 1, 2022
 - May not purchase promotional items for all participants

General Reminders

- ⦿ Submission of Work Plan into Hub is due August 31, 2022
 - No manual submission in SFY 23
- ⦿ Revised Work Plans for SFY 23
 - Must have approval prior from IDHS/SUPR prior to implementation of revised services

General Reminders

- ◎ 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

General Reminders

- Include Atruse Wilson and Allison Wood on submittal emails for all reports and MEPVs.
 - Atruse Wilson
 - Atruse.Wilson@Illinois.gov
 - Allison Wood
 - Allison.Wood@Illinois.gov

Common Questions

- ⦿ What do I do if I made an error on a previously submitted MEPV?
- ⦿ When do I need to submit a budget revision?
- ⦿ Can I serve any school within my approved service area?
- ⦿ Can I change my YPE curricula?
- ⦿ What do we do if programming is not working as planned?
- ⦿ Who do I contact if I have a program related question?

Prevention Hub



I ILLINOIS

CPRD | Center for Prevention
Research & Development

SCHOOL OF SOCIAL WORK

Prevention Hub

- Official contact information source for your agency's SUPP grant
 - **Keep grant contact information up-to-date** on View Agency Information screen
 - IDHS/SUPR Program Coordinator box identifies the Coordinator assigned to your agency

View Agency Information

Agency Information

Name:	<input type="text" value="Test Agency (SUPP)"/>	Phone:	<input type="text" value="(000) 000-0000"/>
Address 1:	<input type="text" value="123 Main Street"/>	Phone Ext:	<input type="text"/>
Address 2:	<input type="text" value="Suite 1"/>	Fax:	<input type="text" value="() - -"/>
City:	<input type="text" value="Anytown"/>	UserName:	<input type="text" value="test"/>
State:	<input type="text" value="IL"/>	Password:	<input type="text" value="testtest"/>
Zip:	<input type="text" value="00000"/>	Region:	<input type="text" value="Region 1"/>

Grant Contact Person

First Name:	<input type="text" value="Riley"/>	Work Address	<input checked="" type="checkbox"/> Same as agency
Last Name:	<input type="text" value="Davis"/>	Address 1:	<input type="text" value="123 North Street"/>
Email:	<input type="text" value="Riley.Davis@test.test"/>	Address 2:	<input type="text" value="Suite 4"/>
Phone:	<input type="text" value="(000) 000-0000"/>	City:	<input type="text" value="Champaign"/>
Phone Ext:	<input type="text" value="222"/>	State:	<input type="text" value="IL"/>
		Zip:	<input type="text" value="61820"/>

Executive Director

First Name:	<input type="text" value="Taylor"/>	Email:	<input type="text" value="test@test.test"/>
Last Name:	<input type="text" value="Johnson"/>	Phone:	<input type="text" value="(000) 000-0000"/>
Title:	<input type="text" value="CEO"/>	Phone Ext:	<input type="text" value="202"/>

Fiscal Authorized Representative

First Name:	<input type="text" value="Morgan"/>	Email:	<input type="text" value="test@test.test"/>
Last Name:	<input type="text" value="Smith"/>	Phone:	<input type="text" value="(000) 000-0000"/>
Title:	<input type="text" value="Agency Fiscal Officer"/>	Phone Ext:	<input type="text" value="212"/>

IDHS/SUPR Program Coordinator

Name:	<input type="text" value="Atruse Wilson"/>	Phone:	<input type="text" value="708-359-8782"/>
Email:	<input type="text" value="Atruse.Wilson@illinois.g"/>	Phone Ext:	<input type="text"/>

Save Agency Information



Prevention Hub

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

Add/Edit Staff

Staff
Carson, Sara Lee
Davis, Derek
Deltas, Viviana
Doe, Jane
Hall, Rachel
Harrison, Betsy
Henderson, Mary Ann
Johnson, Derek
Marli, Ornit
Pauly, Jo

Add Staff

Staff Member Info

First Name: *	<input type="text" value="Jane"/>	Work Address	Same as agency <input checked="" type="checkbox"/>
Last Name: *	<input type="text" value="Doe"/>	Address 1: *	<input type="text" value="305 South Road"/>
Phone: *	<input type="text" value="(333) 333-3333"/>	Address 2:	<input type="text" value="Suite 4"/>
Phone Ext:	<input type="text"/>	City: *	<input type="text" value="Champaign"/>
Email: *	<input type="text" value="jane.doe@email.abc"/>	State:	<input type="text" value="IL"/>
		Zip: *	<input type="text" value="61820"/>

Staff Start Date on Grant: *

Staff End Date on Grant:

Assign Staff To Site Plans *

CSUPS-Lake View

SRSUPS-Statewide

SUPS-Champaign

Staff Start Date on Site Plan:

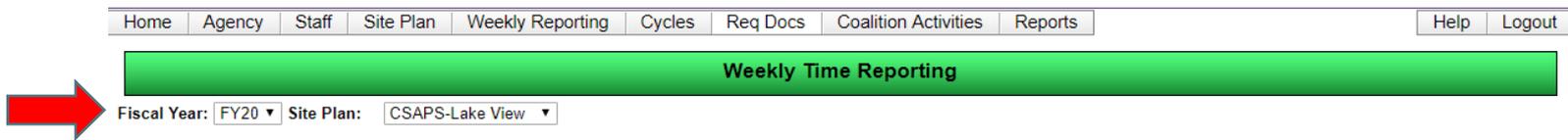
Staff End Date on Site Plan:

Curriculum Training



Weekly Time/Weekly Population Reporting

- Fiscal Year now defaults to FY23. To report data for FY22, select FY22 from the Fiscal Year drop down menu.



Home Agency Staff Site Plan Weekly Reporting Cycles Req Docs Coalition Activities Reports Help Logout

Weekly Time Reporting

Fiscal Year: Site Plan:



Home Agency Staff Site Plan Weekly Reporting Cycles Req Docs Coalition Activities Reports Help Logout

Weekly Population Reporting

Fiscal Year: Site Plan: Activity:

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**.

Weekly Time Reporting

Missing Time Reporting Weeks

No Missing Weeks

Time (in hours)

YPE All Stars	<input type="text"/>
YPE Project Towards No Drug Abuse	<input type="text"/>
Referral to Services	<input type="text"/>
IYS Recruitment	<input type="text"/>
Communication Campaign - Marijuana	<input type="text"/>
Youth Advisory Committee	<input type="text"/>
Statewide Prescription Drug Media Campaign	<input type="text"/>
SAMHSA Natl Prevention Week Activities	<input type="text"/>
Drug Take Back	<input type="text"/>
Resource Directory	<input type="text"/>
Environmental Scan - Marijuana	<input type="text"/>

Total Hours:

My Notes

Optional for clarification and/or reminder notes.



Weekly Population Reporting

Activity:

Age	<input type="text"/>	<input type="text"/>	<input type="text"/>
0-4	<input type="text"/>	21-24	<input type="text"/>
5-11	<input type="text"/>	25-44	<input type="text"/>
12-14	<input type="text"/>	45-64	<input type="text"/>
15-17	<input type="text"/>	65 And Over	<input type="text"/>
18-20	<input type="text"/>	Age Unknown	<input type="text"/>
Total: <input type="text" value="0"/>			

Race	<input type="text"/>
White	<input type="text"/>
Black or African American	<input type="text"/>
Native Hawaiian/Other Pacific Islander	<input type="text"/>
Asian	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>
More Than One Race	<input type="text"/>
Race Not Known or Other	<input type="text"/>
Total: <input type="text" value="0"/>	

Gender	<input type="text"/>
Male	<input type="text"/>
Female	<input type="text"/>
Gender Unknown	<input type="text"/>
Total: <input type="text" value="0"/>	

Ethnicity	<input type="text"/>
Hispanic or Latino	<input type="text"/>
Not Hispanic or Latino	<input type="text"/>
Ethnicity Unknown	<input type="text"/>
Total: <input type="text" value="0"/>	

Geographic Area

Urbana

Total:

My Notes

Optional for clarification and/or reminder notes.



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: FY22Q4 UMS Smith hr 2)
- Core Cycles: Document implementation of required opioid session by checking the box

General Information and Implementation	
<i>Please complete all required fields marked with *</i>	
General Information	Implementation
Cycle Name: * <input type="text" value="FY22 Q4 UMS Smith hr 2"/>	Frequency of sessions: * <input type="text" value="1x per week"/>
(Every cycle across all fiscal years must have a unique name of 25 characters or less)	Completion Date: * <input type="text" value="05/20/2022"/>
School: * <input type="text" value="Urbana Middle School (14208)"/>	Number of sessions delivered: * <input type="text" value="10"/>
Grade Level * (Please select at least one grade)	Length of sessions (minutes): * <input type="text" value="40"/>
<input type="checkbox"/> 4th <input type="checkbox"/> 7th <input type="checkbox"/> 10th	Number of youth served: * <input type="text" value="20"/>
<input type="checkbox"/> 5th <input type="checkbox"/> 8th <input type="checkbox"/> 11th	Number of youth served who received 80-100% of sessions: * <input type="text" value="19"/>
<input checked="" type="checkbox"/> 6th <input type="checkbox"/> 9th <input type="checkbox"/> 12th	Check if Opioid Session was implemented <input checked="" type="checkbox"/>
Curriculum Level: * <input type="text" value="Core"/>	

Demographics

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.

Add/Edit Staff

Staff

- Brown, Charlie
- Carson, Sara Lee
- Davis, Derek
- Deltas, Viviana
- Doe, Jesse**
- Hall, Rachel
- Harrison, Betsy
- Henderson, Mary Ann
- Johnson, Derek

Add Staff

Staff Member Info

First Name: * Jesse
Last Name: * Doe
Phone: * (333) 333-3333
Phone Ext:
Email: * test@test.test

Work Address *Same as agency*
Address 1: * 123 Main Street
Address 2: Suite 1
City: * Anytown
State: IL
Zip: * 00000

Staff Start Date on Grant: * 07/01/2019
Staff End Date on Grant:
Assign Staff To Site Plans *
 CSUPS-Edgewater/Rogers Park/West Ridge
 CSUPS-Lake View
 SRSUPS-Statewide
 SUPS-Champaign
Staff Start Date on Site Plan: 07/01/2019
Staff End Date on Site Plan:

Curriculum Training

SitePlan Name	Curriculum	Training Date
CSUPS-Lake View	YPE All Stars-MS	<input type="text"/> Select Date

SitePlan Name: CSUPS-Lake View
Curriculum: YPE All Stars-MS
Training Date:
[Update](#) [Cancel](#)



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 [Help page](#) under 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: Activity: Fiscal Year:

Templates

Document Information

Document Type:	<input type="text" value="YPE Training Certificate"/>
File Name:	<input type="text" value="YPE Training Certificate_FY21_20"/>
Description:	<input type="text" value="Jane Doe training certificate for YPE Too Good for Drugs-MS"/> 
File Upload:	<input type="text"/> <input type="button" value="Select"/>
	<input type="button" value="Submit"/>

FY22 Work Plan Projections (CSUPS/SUPS only)

- Edit YAC to report FY22 actual number of meetings and actual number of youth members by July 29, 2022.

Home Agency Staff Site Plan Weekly Reporting Cycles Req Docs Coalition Activities SUPP Reports Help Logout

My Generation Rx
Work Plan Projections

Work Plan Projections for CSUPS and SUPS

Youth Advisory Committee Youth Prevention Education Communication Campaign Communication Log

Fiscal Year: Site Plan:

Youth Advisory Committee (YAC) Projections

YAC Edit

YAC Name: * Actual # Meetings: Actual # Youth:

Creation Date	YAC Name	School_List	Number of YAC Meetings	Total # YAC Youth Members	Actual # Meetings	Actual # Youth	DHS Approved Date	DHS Initials	DHS End Date
08/31/2021	UHS Tigers YAC	• Urbana High School (14205)	6	12					



(CSUPS/SUPS only)

- CSUPS/SUPS grantees are required to report FY23 Work Plan Projections for Youth Advisory Committee (YAC), Youth Prevention Education (YPE) and Communication Campaigns in the Prevention Hub by August 31, 2022.
- CPRD is presenting a **Work Plan Projections Webinar** on August 8 at 10:00am. CPRD will demonstrate how to accurately report work plan projections and how to utilize the new “Communication Log” feature (the central permanent location for all work plan projections communications).
- **All CSUPS/SUPS Grant Contact Persons (or designee) are REQUIRED to attend** the Work Plan Projections Webinar.
- All CSUPS/SUPS agency staff are welcome to attend the webinar.
- To Register: https://us06web.zoom.us/meeting/register/tZckd-iurDovHtSXz4Mex46CWXI3Td2gS_k4



FY23 Work Plan Projections cont'd (CSUPS/SUPS only)

- **CSUPS-SUPS Work Plan Projections Manual** provides instructions on how to submit projection data.
- Located on the Help page of the Prevention Hub under Tutorials.

Help Page

On this page, you can find answers to frequently asked questions, view trainings, download forms, and access other resources to help you use the Prevention Hub. If you still have questions after reviewing the information, click on the Contact Us bar below.

Frequently Asked Questions

Tutorials

Tutorials

[CSUPS-SUPS_Work_Plan_Projections_Manual.pdf](#) 

[PREP Prevention Hub Mini Manual.pdf](#)

[SUPP_Prevention_Hub_Manual.pdf](#)

[SUPP_State-Designed_CC_Annual_Reporting_Tutorial_FY22_Slides-Notes.pdf](#)

[SUPP_YPE_Cycle_Reporting_Manual.pdf](#)

[Using Quick Look.pdf](#)

Data Collection and Reporting Forms

Additional Resources

Contact Us



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 InformationWeekly Time ReportingWeekly Population ReportingCycle Reporting

Agency Information as of today (07/12/2018 09:20AM)

Grant Contact Person

Name	Email	Phone	Ext
Riley Davis	test@test.test	(217) 127-2700	222

Executive Director

Name	Email	Phone	Ext
Taylor Johnson	test@test.test	(217) 127-2700	202

Fiscal Authorized Representative

Name	Email	Phone	Ext
Morgan Smith	test@test.test	(217) 127-2700	212

Current Staff Assigned to Site Plan(s)

SitePlan	Name	Email	Phone	Ext
CSAPS-Lake View	Rachel Hall	test@test.test	(217) 127-2700	101
SAPS-Champaign	Derek Johnson	test@test.test	(217) 127-2700	102
SAPS-Champaign	Mary Smith	test@test.test	(217) 127-2700	103
SRSAPS-Statewide	Ron Townsend	test@test.test	(217) 127-2700	104



Quarterly Reports - Submission



- Click the button ONLY ONCE and wait for the notification in red to
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 Select Report Select Quarter

The report has been submitted successfully.

Fiscal Year	Quarter	Report Type	Date Entered	File Name
FY21	Quarter 4	Quarterly Reports	7/13/2021 9:11:00 AM	QuarterlyReports_TestAgency_(SUPP)_FY21_Q4_1.pdf



Quarterly Reports – Due Dates

○ FY22

- 4th Quarter Report (April 1-June 30) submitted in Hub by Friday, July 29, 2022

○ FY23

- 1st Quarter Report (July 1-September 30) submitted in Hub by Monday, October 31, 2022
- 2nd Quarter Report (October 1-December 31) submitted in Hub by Tuesday, January 31, 2023
- 3rd Quarter Report (January 1-March 31) submitted in Hub by Friday, April 28, 2023
- 4th Quarter Report (April 1-June 30) submitted in Hub by Monday, July 31, 2023



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 Sherri Rudicil solin2@Illinois.edu
jopauly@Illinois.edu



PREVENTION FIRST 

PREVENTION FIRST 

PREVENTION FIRST SUP PROFESSIONAL DEVELOPMENT SERVICES

PREVENTION FIRST SUP PROFESSIONAL DEVELOPMENT SERVICES

- Training
- Technical Assistance
- Professional Development Resources

PROFESSIONAL DEVELOPMENT STAFF

Anne Cox	Director of Training	Anne.Cox@prevention.org
Cher Hanson	Manager of SUP Training & Technical Assistance	Cher.Hanson@prevention.org
Tyra Coleman	TTA Specialist	Tyra.coleman@prevention.org
Tamitra Griffin	TTA Specialist	Tamitra.griffin@prevention.org
Jessica Reed	TTA Specialist	Jessica.reed@prevention.org
Pam Ziegler	TTA Specialist	Pamela.Ziegler@prevention.org
Sara Christensen	Director, Instructional Design	Sara.Christensen@prevention.org
Rhonda Legan	Master Instructional Design Specialist	Rhonda.Mikelenas@prevention.org
Anthony Johnson	Training Registration Coordinator	Anthony.johnson@prevention.org

PREVENTION FIRST SUP TRAINING

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

IMPORTANT TRAINING REMINDERS

- Limited classroom size - register early
- Make sure all prerequisites are completed before registering
- Cancel registration if unable to attend
- Review confirmation & reminder training emails for important details
- Review all training policies- subject to change

FY23 SUPP TRAINING AND ADDITIONAL REQUIREMENTS

- FY23 SUPP Training and Additional Requirements Chart found on website www.prevention.org, SUP Training tab.
- New SUPP Providers have 1 year, from date of hire, to complete required training.

NEW SUPP TRAINING AND ADDITIONAL REQUIREMENTS

- New Requirements for FY23
 - Groupsite membership
 - New SUPP Worker/New SUPP Supervisor Orientation Calls
 - Substance Use Prevention Supervisor Training Series (STS)

NEW WORKER ORIENTATION CALLS

- To support new SUPP prevention professionals
- Orientation to Prevention First's trainings, technical assistance and resources
- New SUPP prevention professionals will receive an email upon completion of IISUP I training to schedule an orientation call

NEW SUPERVISOR ORIENTATION CALLS

- To support new SUPP supervisors
- Review of resources and grant supports available as well as checklist to guide them in their new role
- New SUPP supervisors are required to contact Prevention First at onset of their employment.

Pamela.Ziegler@prevention.org

SUPP GROUPSITE

- File storage- all digital versions of campaign materials are stored here. Providers receive an alert when the new materials are available.
- 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.
- Groupsite Tip Sheet on the Dashboard

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.
- New SUPP Providers have 1 year, from date of hire, to complete required Model Program training.
- Training availability
- Contact information for developers may be found on the Prevention First website, under Resources tab.

VIRTUAL CLASSROOM TRAINING REMINDERS

- Materials will be shipped to participants. Registration closes 10 days prior to date of training.
- Highly interactive trainings- participants are expected to participate
- Equipment-desktop/laptop/ headset w/ Microphone
- Have environment conducive to learning
- Pay close attention to pre-training emails. Have your zoom links ready prior to training day.

FALL NETWORKING EVENTS

- 3 SUPS/CSUPS events held virtually in September
- Q & A with IDHS SUPP leadership, CPRD and Prevention First
- Networking opportunity on program sustainability.
Supervisors are highly encouraged to attend.

SPRING NETWORKING EVENTS

- 4 SUPS/CSUPS events held in person- locations TBD
- Registration in the 2nd half of the FY
- Networking opportunity TBD

POWER HOUR FOR PEERS CALLS

- One-hour calls with SUPS/CSUPS peers
- Topic specific
- Find them in the Groupsite Calendar
- Facilitated by Prevention First TTA staff and SUPP professionals

SUPP PROVIDER DIRECTORY

- Searchable online directory of SUPS & CSUPS grantees
- Contact Prevention First staff for changes
- Search functions
 - Region
 - Grant type
 - YPE Curricula
 - Communication Campaigns

SUPP SURVEYS

- Survey data used for planning and improvement of Prevention First TTA services
- Annual Provider Survey
- Model Program Survey
- 4-month post training survey

TECHNICAL ASSISTANCE

- Using a collaborative approach, Prevention First builds a prevention professional's capacity to address their local conditions and develop their own prevention solutions to amplify programmatic effectiveness.

TECHNICAL ASSISTANCE IS.....

- Proactive
- Asset-based
- Customizable
- Collaborative

TECHNICAL ASSISTANCE IS NOT.....

- Punitive
- A one-size fits all approach
- Meant to replace training
- Just answering questions

TECHNICAL ASSISTANCE EXAMPLES

- Establishing collaborations with key stakeholders in the schools and communities to promote and sustain the youth prevention education strategy.
- Identifying recruitment and engagement strategies for establishing and working with a youth advisory committee.
- Building the capacity of an organization to plan for and implement communication campaigns according to standards and best practices.
- Effectively developing a professional development plan specific to prevention to better understand strategy implementation, including youth prevention education.

TECHNICAL ASSISTANCE

Contact:

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FY23 SUPP COMMUNICATION CAMPAIGNS

- State-designed communication campaign materials housed in the SUPP Groupsites files by the end of July 2022.
- New in FY23 – diversity imaging options
- Guidance documents will also be available and promoted on Groupsites
- Contact Lauren Bozarth lauren.bozarth@prevention.org

PROFESSIONAL DEVELOPMENT RESOURCES

- www.prevention.org
- IDHS SUPP Guidance & Information
- Resource Guides
- Tip Sheets
- Fact Sheets

PREVENTION FIRST 

THANK YOU

HEADQUARTERS

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Questions and Answers



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