

2015 Block Grant Webinar

Governor's Office of Drug Policy

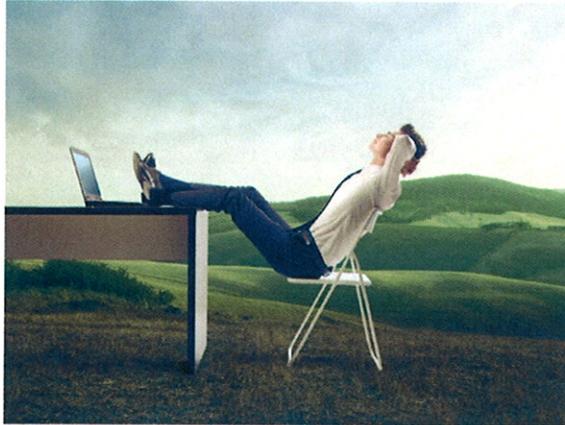
Welcome
Introductions

We Know How You Feel Now!



Overwhelmed

We Know How You Will Feel Soon!



Remember – This is a new system for everyone

You will have lots of questions, and that is a Good Thing

Please stick with it

Any mistakes can be corrected –

Final product = format that fits Federal Reporting Requirements, identifies outcome measures, and provides us with solid, usable information we can use to advocate for the retention and development of prevention funding in Idaho

Agenda

- Reimbursement Requests/Invoicing
- Reporting Requirements
- Pre/Post Survey Data Collection
- Data Management System Training
 - [Registration for August 25th Sessions](#)
- Site Visits/Monthly Calls
- Provider Needs/Questions

Here's today's agenda based on FAQs

Reimbursement Requests

- Delivery Costs for All Staff
 - Hours x Hourly Rates
- Mileage Costs
 - Mileage x Rate/Mile
- Other Expenses
 - Office Supplies/Materials
- 20% Administration Fee



First and foremost, providers want to know how they will get paid.

We have adopted a model that follows many federal grant awards – specific funding by category – that matches your Notice of Award Documents and approved Grant Application Requests.

Payment is made on a reimbursement basis (as in the past). Reimbursement is made AFTER the service is delivered/ materials purchased, etc. That said, we have been flexible (e.g. trainings; materials). Call to discuss.

Funds awarded may only be expended for activities and purposes set forth in the approved budget, within the approved budget category, and within the identified project period (July 1, 2014 – June 30, 2014)

Reimbursement Categories:

Delivery Costs for All Staff = Hours x hourly rate

Mileage Costs = Mileage x Rate/mile

Other Expenses = Office Supplies/Materials/Training/Misc. Fees that are required to deliver services

20% Admin Fee = Based on level of work

***Prevention Providers may make budget changes within the approved cost categories not to exceed 10% of the total grant award amount. Any changes >10% or outside of an approved cost category must be requested by the Prevention Provider and approved by ODP

For example: Classes to be delivered in community location; now moved in-house; mileage originally budgeted for transportation no longer required. Approved to move into "Other Expenses" category for additional program supplies.

Again – there is flexibility – please just ask.

Reimbursement Requests/Invoicing

- Separate Invoicing System
- Monthly Reimbursement
- Required Forms
 - SABG Request for Reimbursement/Financial Report
 - Authorization for EFT/W-9 Forms

At this time, Reimbursement/Invoicing/Payments are NOT tied to our data management system. This is different than in years past.

Reimbursements will be made on a monthly basis. Providers can submit reimbursement requests at any time -- this can be the first of the month, the 11th of the month, the 30th of the month....

There is a two-page form required for invoicing :
SABG Request for Reimbursement
SABG Financial Report

The only other requirement is that ODP has your W-9 Form on File – if you have not submitted that form, please do so ASAP

*Reimbursements can be made via electronic funds transfer (EFT) from ODP directly into a bank account. To utilize EFT payments, complete the Authorization for Electronic Deposit and W-9 forms found

odp.idaho.gov
Grants Tab
SABG selection
SFY 2015 Block Grant Provider Information – Fillable Forms

Invoicing Forms

SABG Financial Report Form
SABG Request for Reimbursement Form

<http://www.odp.idaho.gov/pdf/SABG%20Financial%20Report.pdfNF.pdf>



Invoicing forms found at odp.idaho.gov – Grants – SABG –(Substance Abuse Block Grant) – Fillable Forms

Reporting Requirements

- Participant Data
 - Number of Persons Served
 - Age
 - Gender
 - Race
 - Ethnicity
- Program Data
 - Number of EBPs and IOM Strategies
- Outcome Data
 - Pre/Post Surveys

As in previous years, Sub-recipients will be required to collect and report on established primary prevention National Outcome Measures. These measures include:

Number of Persons served in individual-based programs and strategies by number or persons served sorted by age, gender, race and ethnicity = Direct Service Programs

Number of Persons served with community-based programs and strategies by number or persons served sorted by age, gender, race and ethnicity = Coalition based activities
= estimated numbers

Number of Evidence Based Programs (EBPs)

Number of IOM Categories (Institute of Medicine) = framework for classifying prevention – divides the continuum of services into three parts: prevention, treatment and maintenance.

Universal = addresses the entire population (school, neighborhood, community)

Selective = targets subsets of the total population deemed to be at risk (children of adult alcoholics; students who are failing academically)

Indicated = designed to prevent the onset of substance abuse in individuals who do not meet the criteria for addiction, but are showing the early warning signs (falling grades, consumption of alcohol, gateway drug use, etc)

To maintain grant funding, Idaho must demonstrate we are delivering programs in each of these categories

Outcome Data = Pre/Post Surveys – will talk about them next

Pre/Post Surveys

- Evaluation Process Designed by BSU (CHP)
 - Randomized, Representative Sample
 - Surveys Pre Printed/ No Surveys K-3
 - Parental Consent Forms
 - Interested in Cohort Level Data Only
 - NO Participant Names/ID Numbers
 - Return to Sender (ODP)
 - CHP Analysis



Introduce Stephanie Lindsay

Evaluation Process

The program evaluation process as designed by the Boise State University Center for Health Policy (CHP) will be very similar to what many programs have been doing for some time:

- A randomized, representative sampling plan will require some programs to collect data on each cohort served, but others (particularly larger programs serving many participants) will only have to collect data on a subset of cohorts. ODP will communicate the requirements for each program in the near future;
- Providers receive packets in the mail of pre-printed, specially designed “bubble sheets” (similar to *scantron* forms) clearly identified by program name/cohort number, and postage paid, pre-addressed envelopes;
- Providers collect parental consent forms prior to administering evaluation surveys;
- Providers administer pre-test surveys and collect all completed forms from participants in identified cohorts;
- Providers administer post-test surveys and collect all completed forms from participants in identified cohorts;
- Providers return all completed pre/post survey forms to ODP in the envelopes provided;
- All completed surveys will be forwarded to a company ODP has contracted with to scan the data and send the data to the evaluation team at CHP;

- CHP will analyze the results and report them to ODP, as well as provide the analyses to each individual program.

The evaluation process will allow ODP to collect performance and outcome data to determine the ongoing effectiveness of prevention programs. Data will be evaluated at an aggregate level; no individual participant data is requested. Participant names/ID numbers should not be added to the pre/post survey forms.

Data Management System

- Required Training:

- Monday, August 25th

- 2:00 – 4:00 PM MST – System Training

- <https://student.gototraining.com/r/7089269805051033088>

- Problems:

- support@kitsolutions.net

- [1-888-600-4777](tel:1-888-600-4777)



Data Management System

ODP has contracted with **KIT Solutions** to develop a new web-based data collection tool that will track all prevention programs and activities funded by both the Federal Substance Abuse Block Grant (SABG) and Strategic Prevention Framework State Incentive Grant (SPF- SIG). Data collected will be used by ODP to fulfill annual Grant reporting requirements. Sub-recipients will use the system to report on required data from their prevention efforts throughout the contract year. The NEW system is now “live” and will take the place of PreventionIdaho.net.

13 other states are using this system. All acknowledge it was a challenge to transition, but after year 1, have had great success.

Required Training

Online technical training on the new Idaho KIT Prevention System (KPS) Data Management System is scheduled for:

Monday, August 25, 2014 from 2-4 pm MST/1-3 pm PST

Recommend providers who took the training on August

1st, repeat if possible.

Anyone who needs to have access to the system **must** participate in a training. **Please note there is a separate link for each training found on odp.idaho.gov website**

To sign up for the training, please visit the *GoToTraining* registration page by clicking on one of the links below. There are currently two trainings being offered for the rollout of the system. You'll need to enter your name and email address to register. Upon completion of the training, you'll receive your username and password for the system.

August 1, 2014 – 2pm-4pm MST

<https://student.gototraining.com/r/5969855917300512512>

August 25, 2014 – 2pm-4pm MST

<https://student.gototraining.com/r/7089269805051033088>

If you experience any issues registering or have any questions regarding the training please contact the KPS support staff at support@kitsolutions.net.

- Training is scheduled for 2 hours. Attendees will have the ability to raise their hands and ask questions interactively in real time.
- New system trainings will be recorded and made available to any providers who may be unable to attend at scheduled times. The links to the trainings will be posted on the dedicated **KIT Solutions Support Site** for Idaho.
- A **User's Manual** will also be available for providers to reference upon completion of the training.

Site Visits & Monthly Calls

- Quarterly Site Visits By Region
 - TBA Starting September 2014

- Monthly Calls
 - 1st Thursday of the Month, 4:00 PM MST
 - Call In Number: 888-706-6468

- On-line Trainings
 - CAPT – Center for Application of Prevention Technologies
 - Ethics Training September 22nd – October 3rd

Ethics In Prevention

- September 22 – October 3
 - Length: 2 weeks/6 credit hours
 - Case-based Course
 - Explores 6 Standards of the Prevention Code of Ethics
 - 4-Step Decision-Making Model

Remember

- Change Is Good (Repeat, Repeat, Repeat!)
- Kids Commit to People, Not Programs
- Your Work Matters



Provider Needs/Questions?

