

IOWA DEPARTMENT OF PUBLIC HEALTH  
BUREAU OF SUBSTANCE ABUSE

# **IDPH Integrated Provider Network | Prevention Services Orientation Guide**

July 2020  IDPH  
IOWA Department  
of PUBLIC HEALTH

## Instructions

This guidance document will assist IPN Contractors with prevention services through Year 2 of the IDPH Integrated Provider Network (IPN) Grant. This guidance document along with additional grant information will be reviewed during the **IPN Prevention Services Overview Webinar** that will occur on July 31, 2020 from 1:00 p.m. to 2:00 p.m. (see page 12 for details).

For the contract year beginning on July 1, 2020, Prevention Contractors will continue to apply the Assessment step of the Strategic Prevention Framework while moving into the Capacity and Planning steps. The Department will be providing ongoing support and instruction specific to utilizing this framework through the IPN. The following staff members are required to participate in these processes: Prevention Leads, Prevention Supervisors (if different), direct service hour prevention staff and Data Coordinators.

- *Note: for Contractors who are subcontracting for Prevention Services, a representative from the contracted agency must attend all IPN prevention trainings. This shall be in addition to a Prevention Lead who may have been identified from a subcontracted agency.*

IPN Prevention Work Plans for Year 2 of the project must be reviewed and approved by the Department before direct service hours are provided. **Due to the direct impact of COVID-19, the Department will extend the due date for Prevention Work Plan submission (see page 11).** The Prevention Services Orientation Guide outlines the necessary steps to complete when drafting your agency IPN Prevention Work Plan.

Also, included in this document are instructions on the following:

- Prevention Services Impacted by COVID-19
- Project Staffing
- Prevention Specialist Certification
- Coalition Engagement
- Strategic Prevention Framework | Assessment, Capacity, & Planning
- IPN Minimum Requirements
- IPN Additional Prevention Services & Allocated Staff Time
- Prevention Work Plan
- Required Trainings
- IDPH IPN Grant Approved Services

If an agency has any questions about IPN prevention services, direct those questions to Julie Hibben and Katie Bee by contacting the IPN HelpDesk at [ipn@idph.iowa.gov](mailto:ipn@idph.iowa.gov).

*Information included in this document is current as of 7.1.2020 and is subject to change. IPN Contractors will be utilizing the Strategic Prevention Framework to guide substance misuse and problem gambling prevention services. Due to this, each year of the IPN Prevention Work Plan will be based on the findings from each of the Strategic Prevention Framework steps and subsequent IDPH approved deliverables.*

## Integrated Provider Network | Prevention Services Year 2 | July 1, 2020 – June 30, 2021

### Prevention Services Impacted by COVID-19

Prevention services provided in Year 2 of the Integrated Provider Network grant will, to some degree, look different due to the direct impact of COVID-19. While the coming weeks and months may seem unclear, the need for prevention services will continue. In some instances, the primary prevention services offered by each agency may be needed now more than ever before.

In order to assist IPN Contractors as they plan for Year 2, the Department has taken into consideration how prevention services may look through virtual and potential face-to-face services.

The following content outlines Department expectations:

- The decision to provide face-to-face prevention services is an independent agency decision. Prevention Specialists will need to communicate directly with their agency leadership to understand expectations related to return-to-office policies as well as transitional planning for community-based services.
- All virtual presentations, trainings and programs must be conducted in real-time. IPN Contractors may choose to record their virtual presentations, meetings and programs (when appropriate) to share with stakeholders following the initial “live” service.
- IPN Contractors must have access to a web-based system in order to provide virtual prevention services. Contractors may use IPN prevention funds to purchase a license to their chosen web-based system. Prevention Specialists will want to engage their agency leadership and information technology department when identifying a web-based option.
  - Due to limitations with free web-based systems, agencies must utilize a paid account when providing prevention services.
- If offering multi-session online learning opportunities for community stakeholders, IPN Contractors must select an IDPH approved evidence-based program to be used.

### Project Staffing

- If a change in Key Personnel has occurred, then contractors will need to utilize the Personnel component of IowaGrants.gov to properly reflect their current prevention workforce. Within the Personnel component, contractors will identify the title/position, name, role and responsibilities, experience and education, and credential or license number as applicable for each person with time dedicated to this project.
  - IPN Prevention Leads will need to contact Julie Hibben and Katie Bee via the IowaGrants.gov Correspondence to request for the Personnel

component to be opened and the reason why prior to making any changes.

- Note any positions that have yet to be hired by simply including “TBD” within the Personnel component.
- Update the names of the two staff who will serve as Data Coordinators/Leads for prevention data entry and oversight. This information must be included in the Personnel component of IowaGrants.gov (see above). One staff member may serve as lead and one person as backup or two staff can serve as co-leads.  
**\*Note, the same individual cannot serve in both roles.**
  - It is the responsibility of the Data Coordinator/Leads to respond to any data-related questions from internal agency staff. IDPH encourages program staff to contact their agency Data Coordinator/Lead for assistance prior to contacting the Department for support. If the Data Coordinator/Lead cannot assist program staff, then it is appropriate to contact the Department for assistance.
  - It is the responsibility of the Data Coordinators/Leads to view past data collection webinars, become familiar with all evaluation guidance documents developed by the Department, and participate in all future evaluation trainings. The Data Coordinator/Leads will be expected to share all evaluation guidance documents with their designated prevention team/s.

## Prevention Specialist Certification

- Agencies will upload a copy of the Prevention Specialist Certification for all current staff within the Personnel component of IowaGrants.gov.
  - Per the RFP, all direct service prevention staff and prevention supervisors will be required to obtain their Prevention Specialist Certification within 18 months of the IPN Grant start date or by June 30, 2020.
  - **Due to the direct impact of COVID-19, the Department will extend the deadline for Prevention Specialist Certification to December 31, 2020 for current staff who were unable to become certified due to cancelled trainings or testing site closures.**
  - For prevention staff not yet hired, certification should be obtained within 18 months of the date of hire.

## Coalition Engagement

- Agencies must continue to engage the prevention-focused coalition they collaborated with, in Year 1, in each county in the service area that aligns with the established prevention priority areas listed in the IPN Request for Proposal.
  - IPN Contractors shall continue to collaborate with the coalitions each Tobacco Use Prevention and Control Community Partnership Contractor works with and attend those coalition meetings in each county in the IPN Service Area.
  - Note: IPN Contractors will need to provide the Department with an update if they are experiencing barriers to engaging the Tobacco Use Prevention and Control Community Partnership identified coalitions. At a minimum,

this update should include the steps taken to engage the coalition, barriers, identified solutions/next steps, and identified outcomes. This information will need to be provided to Julie Hibben and Katie Bee by July 31, 2020 via the IPN Help Desk at [ipn@idph.iowa.gov](mailto:ipn@idph.iowa.gov).

- There should be at least one coalition to be engaged in each county in the service area.
- It is ideal if each coalition serves the county, not solely one community in the county.
- These coalitions will be engaged in assisting the contracted agency with the Strategic Prevention Framework process.

## **Strategic Prevention Framework | Assessment, Capacity & Planning**

IPN Contractors will participate in the Strategic Prevention Framework (SPF) process in collaboration with Department staff. Year 2 (July 1, 2020 - June 30, 2021) of the grant will focus on the Assessment, Capacity, and Planning steps for each county in the contractor service area.

In order to complete the **Assessment step** of the Strategic Prevention Framework, IPN Contractors must utilize the following resources to help identify the needs of their communities. By completing these deliverables, communities will use a data driven approach to select the proper prevention strategies to address the identified needs. Additional information on how to use these deliverables will be provided in the *Minimum Requirements* section of the guide.

- *Tri-Ethnic Community Readiness result submission*
- *County Assessment Workbook*

In order to complete the **Capacity step** of the Strategic Prevention Framework, IPN Contractors will be required to assist in building coalition/community capacity to support and enhance substance misuse and problem gambling prevention services. Building capacity will strengthen the Strategic Plan, including the Prevention Work Plan, by ensuring multiple viewpoints are included in initial prevention planning. It will also empower community members to actively participate in and sustain prevention services. Additional information on how to use the Capacity deliverable will be provided in the *Minimum Requirements* section of the guide.

- *IPN Capacity Workbook | County Resources Mapping*

In order to complete the Capacity step, the Department requires that all of the specific sectors listed below be involved in the countywide prevention-focused coalitions which include:

- Drug-Free Communities Support Program grantee (if applicable)
- Public Health (including local Boards of Health)
- Business community
- Law enforcement

- School districts
- Civic and volunteer groups
- Youth
- Elected county and city officials (Board of Supervisors, city council representatives, mayors, etc.)
- Healthcare professionals (doctors, pharmacists, nurses, dentists, etc.)
- Military (active duty, veteran, County Veterans Affairs representatives, etc.)
- Substance Abuse Treatment Provider
- Other substance abuse prevention grantees
- Media
- Department of Human Services - Child Welfare and/ or other agencies serving women and children
- Representative from the strategy population of focus (this will be decided during the Planning step of the SPF process)

In the event all required sectors are not included in the coalition by February 1, 2021, the IPN Prevention Contractor must provide rationale identifying barriers to coalition recruitment. In addition, IPN Contractors will revisit their created recruitment plan developed in Year 1 of the grant to continue identifying ways to engage missing sector(s) in prevention efforts. The rationale shall be provided to Julie Hibben and Katie Bee on or before February 1, 2021 via the Correspondence section of IowaGrants.gov.

The prevention focused-coalition should actively recruit members representing the above sectors while also accepting other individuals who are interested in the efforts of the IPN. This recruitment need not be the sole responsibility of the Prevention Specialist or prevention agency. Coalition members should continually conduct outreach and recruitment of new members as well.

The prevention-focused coalition is expected to meet at least one time per month. IPN Contractors must document this information through coalition agendas, meeting minutes, and sign-in sheets which indicate the represented sectors. All documentation must be kept on-site and made available to the Department upon request.

In order to complete the **Planning step** of the Strategic Prevention Framework, IPN Contractors will be required to develop a strategic plan for each county within their awarded Service Area. The Planning step will allow for IPN Contractors and community partners to articulate their theory of change, turn assumptions into logic, establish clear communication/collaboration/accountability, select evidence-based programs/strategies and provide a clear summary for stakeholders to support identified IPN prevention services and expected outcomes. Additional information on how to use the Planning deliverable will be provided in the *Minimum Requirements* section of the guide.

- *IPN Planning Workbook | County Strategic Plan*

## IPN Minimum Requirements

The Department has identified three minimum requirements, which focus on the Strategic Prevention Framework (SPF), to guide IPN prevention services from July 1, 2020 through June 30, 2021. The SPF is the foundation of IPN prevention services. Dedicating time towards each step will lead to successful outcomes in future contract years. While IPN Contractors will be including agency-identified programs/strategies within their Work Plan, these strategies will be limited and must be data driven and based on existing information gathered so far in the Assessment step from the Tri-Ethnic Community Readiness Survey. All IPN Contractors are required to implement the established minimum requirements within all counties of their awarded Service Area.

Contractors are responsible for entering all direct service hours into the I-SMART data collection system. Direct service hours must be entered on or before the 15<sup>th</sup> of every month following the month of service. Contractors must follow the guidelines below when entering direct service directly related to the Strategic Prevention Framework:

- All direct service hours dedicated to the Assessment, Capacity, and Planning steps will be entered under the Alcohol Strategy;
- Contractors must identify in the “Notes” field what prevention priority was addressed during the actual direct service;
- Contractors must enter each individual direct service as a separate service. Do not enter one large entry for all time spent on a SPF deliverable;
- Clearly define in the “Description Field” what service took place to support the entry. Follow the guidelines in the I-SMART User Manual when completing this field.

### Minimum Requirement 1 | Assessment Step (Alcohol Strategy).

IPN Contractors will continue to focus on the Assessment step of the SPF from July 1, 2020 through December 31, 2020. During this timeframe, results from the Tri-Ethnic Community Readiness Surveys will be submitted to the Department. **Due to the direct impact of COVID-19, the Department will extend the deadline for Tri-Ethnic Community Readiness result submission to September 1, 2020 (submission details below). Contractors who have successfully completed this deliverable may submit the required documentation prior to this deadline.**

IPN Contractors will also be required to complete the County Assessment Workbook as a prevention strategy under the alcohol prevention priority area. The County Assessment Workbook will be provided to IPN Contractors soon. Details outlining the required action steps to complete the Assessment step are included in the IPN Prevention Work Plan template (see attached).

- To submit Tri-Ethnic Community Readiness results, complete the following:
  - Tri-Ethnic Community Readiness results must be submitted to Julie Hibben and Katie Bee via the Correspondence component of IowaGrants.gov on or before September 1, 2020.

- Submitted documentation shall include Appendix C: Community Readiness Scoring Sheet originally located in the IPN Assessment Guide.
- A separate Scoring Sheet will need to be provided for each prevention priority in each county of the awarded Service Area.
- Submit one document that includes all individual Scoring Sheets (i.e. five separate Scoring Sheets combined into one document) for each county in the Service Area. Clearly title the top of each document to show which county is being represented.
- To submit the County Assessment Workbook and Logic Model, complete the following:
  - The County Assessment Workbook and Logic Model must be submitted to Julie Hibben and Katie Bee via the Correspondence component of [lowaGrants.gov](http://lowaGrants.gov) on or before January 8, 2021.
  - Submitted documentation shall include a copy of the completed County Assessment Workbook.
  - Submitted documentation shall include a copy of the completed IDPH approved Logic Model for each county in the awarded Service Area. Submit one document that includes all individual Logic Models. Clearly title the top of each Logic Model to show which county is being represented.

### **Minimum Requirement 2 | Capacity Step (Alcohol Strategy)**

IPN Contractors will focus on the Capacity step of the SPF from January 1, 2021 through April 30, 2021. IPN Contractors will be responsible for raising community awareness on the issues identified during the Assessment step, engage a diverse group of stakeholders in prevention efforts, and strengthen community collaboration. The IPN Capacity Workbook and associated deliverables will be provided to IPN Contractors in December 2020. Details outlining the required action steps to complete the Capacity step are included in the IPN Prevention Work Plan template (see attached).

- To submit the IPN Capacity Workbook, complete the following:
  - Submit the IPN Capacity Workbook to Julie Hibben and Katie Bee via the Correspondence component of [lowaGrants.gov](http://lowaGrants.gov) on or before April 16, 2021.
  - Submitted documentation shall include a copy of the IPN Capacity Workbook for each county within the awarded Service Area.

### **Minimum Requirement 3 | Planning Step (Alcohol Strategy)**

IPN Contractors will focus on the Planning step of the SPF from May 1, 2021 through December 31, 2021. The Planning step will continue into Year 3 of the project. IPN Contractors will focus on data driven and outcome-based prevention planning. Using the information gathered during the Assessment and Capacity steps, IPN Contractors will be responsible for collaboratively developing a strategic plan that will guide services for the remainder of the project period. The IPN Planning Workbook and associated

deliverables will be provided to IPN Contractors in April 2021. Details outlining the required action steps to complete the Planning step are included in the IPN Prevention Work Plan template (see attached).

- The IPN Prevention Strategic Plan will be submitted in Year 3 of the project. Additional details regarding the submission process will be provided at a later date.

### **IPN Additional Prevention Services & Allocated Staff Time**

Through coalition and community stakeholder involvement, Prevention Contractors will be identifying prevention services to occur in addition to the identified minimum requirements. The Department recognizes and values community input and believes each county will identify prevention strategies that are unique to different areas of the State.

In order to provide services that are guided in the SPF, the following expectations will be applied in Year 2 of the project:

- All IPN Contractor identified strategies must be data driven and based on information gathered from the results of the Assessment step which currently is the Tri-Ethnic Community Readiness Survey. Strategy selection must be justifiable, identified in collaboration with community stakeholders, and supported by data;
- The number of IPN Contractor identified strategies will be limited (see Prevention Work Plan) in order to allow for adequate staff time to be dedicated towards the SPF steps identified in the *Minimum Requirements* section;
- IPN Contractors are required to select and implement one IDPH prevention media campaign that aligns with county needs. A minimum of three separate and distinct media platforms (agency or coalition websites/social media pages cannot be counted as one of the three platforms) must be used for media campaigns. Agencies will be responsible for funding all media campaign activities with IPN prevention funds and may not rely on community stakeholders to solely disseminate or incur those costs. Media campaign activities must run throughout the year (this does not have to be consecutive), include appropriate dosage/frequency, reach the intended population of focus, and be listed as a Strategy under the appropriate prevention priority.

### **Allocated Staff Time & CSAP Strategies**

Prevention Specialists must allocate a certain amount of direct service hours towards the Assessment, Capacity, and Planning steps of the Strategic Prevention Framework. At a minimum, Prevention Contractors will be expected to align their time using the following percentages in accordance with their designated full-time equivalent (FTE). *For example, an IPN Prevention Specialist who is allocated at a 1.0 FTE (40 hours per week) would dedicate 20 hours per week towards the Strategic Prevention Framework and 20 hours per week towards additional indirect and direct prevention services.*

- 25% for Assessment
- 25% for Capacity & Planning
- 50% of time for additional prevention services

IPN Contractors will be expected to provide prevention services utilizing all of the Center for Substance Abuse Prevention (CSAP) Strategies. Per the IPN RFA Performance Measure, “A disincentive of 3% of the combined substance abuse and problem gambling prevention budgets will be applied if each contractor does not provide services in all Center for Substance Abuse Prevention (CSAP) strategies as defined by the Department (see below) by June 30, 2021. This information will be taken from the I-SMART Data Collection System. The documentation will be monitored and conveyed to each contractor by the Department on a quarterly basis through a report provided through IowaGrants.gov correspondence.

*Center for Substance Abuse Prevention (CSAP) Prevention Strategies Formula:*

- *Alternative Activities – 2-5%*
- *Community-Based Process – 15-20%*
- *Education – 20-30%*
- *Environmental – 20-25%*
- *Information Dissemination – 10-15%*
- *Problem Identification & Referral – 2-5%*

IPN Contractors will be responsible for developing an IPN Prevention Work Plan that takes into account the identified formula and includes all CSAP strategies. Contractors will be expected to monitor their team’s CSAP allocation in addition to the individual agency report provided by the Department on a quarterly basis.

## **Prevention Work Plan**

IPN Contractors must conduct work and services at the local level that support each identified priority listed in the IPN RFP. Contractors will create a Work Plan for the timeframe of July 1, 2020 through June 30, 2021 using the IPN Work Plan template provided (see attached).

**Note:** Opioids, Methamphetamine, and Suicide were all listed as optional services in the IPN RFP. If IPN Contractors would like to include any of these priorities in their Work Plan, they will need contact Julie Hibben and Katie Bee via the Correspondence component of IowaGrants.gov to discuss this further. Contractors should be prepared to provide county specific data to justify including services for any of these priorities.

1. Agencies must complete the Action Steps in Strategies 1A, 1B, 1C, and 1D to reflect their Service Area. Information needing to be updated is highlighted in yellow and identified in parentheses
2. Each Prevention Priority (Alcohol, Marijuana, Prescription Medication, Problem Gambling, and Tobacco) shall have a maximum of two (2) Strategies, four (4)

Action Steps, and one (1) Short-Term Outcome. Short-term outcomes must be written in SMART (Specific, Measureable, Attainable, Realistic, and Time Bound) format

3. IPN Contractors must select from the IDPH approved one-time, session-based, and environmental strategies beginning on page 16 of this guide
  - A single Session-Based Service and Environmental Strategy can only be listed under one priority area (even though the services may impact multiple priorities). Work Plans should address the following:

#### Alcohol

- IPN Contractors must identify two agency-specific Strategies for the Alcohol priority. These will be in addition to the Strategic Prevention Framework Strategies identified by the Department

#### Tobacco

Work plan services related to the Tobacco priority must:

- Include both a session-based and one-time prevention service (supported by the findings from the Tri-Ethnic Community Readiness Survey results).
- One-time services must serve a specific population of focus and be data driven.
- Agencies must use the following resource for one-times services <https://med.stanford.edu/tobaccopreventiontoolkit/about.html>, and may not create or use additional presentations/materials specific to the topic

#### Media Campaign

- IPN Contractors are required to select and implement one IDPH prevention media campaign that aligns with county needs (see page 8 for details)

4. Include all Center for Substance Abuse Prevention (CSAP) strategies
  - Per RFP expectations, focus the majority of services on Education and Environmental Process strategies
5. Include all Institute of Medicine (IOM) categories
6. Include services across the lifespan
7. Include services for each county in the Service Area
8. Address appropriate dosage (the percentage of the population of focus engaged in a service) and frequency (how often the service occurs) for each service.
9. Demonstrate a level of effort that matches the funding amount provided for problem gambling and substance misuse
10. Include one SMART short-term outcome per Strategy. Each needs to include a percentage of change to occur and the data source to be used to document change
  - A framework to use for a SMART short-term outcome includes the following:

- By (month, day, year), XX% of XX participants will (decrease, increase or maintain) XX after completion of XX based on (data source)
- Include the IDPH Prevention Survey for all youth-focused session-based programs

### **Work Plan Considerations**

- Session-based services do not have to occur in a school setting in light of COVID-19 impacts related to school resources/time/safety with outside visitors.
- IPN Contractors may submit an EBP Waiver Request form for review for evidence-based programming not included on the approved list.
- IPN Contractors will be responsible for assuring the population of focus to be served aligns with the EBP-identified IOM category.
- IPN Contractors are required to use the IDPH Prevention Survey instruments for pre/post surveying in all youth-focused evidence-based, multi-session prevention programs.
  - Refer to the IDPH Prevention Survey Guidelines and Survey Instrument Instructions (November 2019) for further guidance.
  - The Department will provide additional guidance on survey administration if COVID-19 impacts continue.

Completed Prevention Work Plans must be submitted to Julie Hibben and Katie Bee for review by August 24, 2020 via the Correspondence section of IowaGrants.gov. IDPH will review and provide feedback on the Work Plans by August 31, 2020. The final revised Work Plan is due on September 7, 2020, via the Correspondence section of IowaGrants.gov with the final version of the Work Plan being reviewed and approved by September 14, 2020.

*NOTE: IPN Contractors will be responsible for completing the IPN Prevention Work Plan using the guidance provided. The Department will cease review and immediately return any Work Plan that is not completed utilizing the guidance (i.e. dosage/frequency missing, short-term outcomes not written in SMART format, missing the minimum number of action steps, etc.). If the Work Plan is not approved within three rounds of revisions, the Department will schedule a virtual Technical Assistance call with the Prevention Lead. IPN Contractors are strongly encouraged to have their Prevention Team/s review the Work Plan prior to submission in order to identify any errors and/or omissions.*

### **Prevention Trainings**

The following staff members are required to participate in the training listed below: Prevention Leads, Prevention Supervisors (if different), direct service hour prevention staff, and Data Leads (if the training is applicable).

Prevention Supervisors and prevention staff members who have successfully completed the Substance Abuse Prevention Skills Training in the last five years are not required to attend again.

IDPH uses the WebEx web conference system. Please ensure prevention staff have access to WebEx before the webinars occur. All webinars will be recorded with the link shared afterwards.

Prevention training is a priority of this grant project. If a direct service hour prevention staff member is involved in programming that cannot be changed and is unable to participate live in the IDPH-led training process, contractors will need to provide assurance that each staff member has watched each training in its entirety.

Prevention staff must complete the IPN Training Log (see attached) to accurately document trainings that have been fully completed. The IPN Training Log must be completed on a bi-annual basis (twice per year) and submitted in a PDF format to Julie Hibben and Katie Bee, via the Correspondence section of IowaGrants.gov. The IPN Training Log must be turned in by January 15, 2021 for trainings that have been attended from January 1, 2020 through December 31, 2020. The IPN Training Log must be turned in by July 15, 2021 for trainings that have been attended from January 1, 2021 through June 30, 2021.

- *An IPN Training Log was not issued for the timeframe of January 1, 2020 through June 30, 2020. IPN Contractors are encouraged to track any trainings prevention staff may have attended during that timeframe on the Training Log due on January 15, 2021.*

**IPN Prevention Services Overview** – IDPH staff will provide an overview of how the Assessment, Capacity, and Planning steps of the Strategic Prevention Framework will be integrated into substance misuse and problem gambling prevention services in Year 2 of the project. In addition, an overview of the Prevention Services Orientation Guide will be provided to highlight due dates, prevention deliverables, trainings, and evaluation expectations.

Date: July 31, 2020

Time: 1:00 p.m. to 2:00 p.m.

Link to Participate: see below

JOIN WEBEX MEETING

<https://idph.webex.com/idph/j.php?MTID=me199dc56bce1858a2dd88049748eada6>

Meeting number (access code): 146 163 4608

Meeting password: M78PwCkYe\$2

JOIN BY PHONE +1-408-418-9388 United States Toll

**County Assessment Workbook Orientation** - Participants will obtain a better understanding on how a County Assessment Workbook supports the first step of the

Strategic Prevention Framework. This training will explore the purpose of a County Assessment Workbook, describe the elements of the tool, provide guidance on how to apply this deliverable within a Service Area, and much more.

Date: August 24, 2020  
Time: 10:00 a.m. to 11:00 a.m.  
Link to Participate: see below

JOIN WEBEX MEETING

<https://idph.webex.com/idph/j.php?MTID=me7510a740d4b1932e6000e5ab1430c22>

Meeting number (access code): 146 371 1162

Meeting password: gFHSw2CJ\*73

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**Capacity Workbook and Deliverable Orientation** – Participants will obtain a better understanding of how the Capacity step of the Strategic Prevention Framework will be utilized. This training will detail the elements of the Capacity Workbook. Participants will walk away from this training with a firm understanding of how to successfully complete Capacity step deliverables.

Date: December 1, 2020  
Time: 10:30 a.m. to 11:30 a.m.  
Link to Participate: see below

JOIN WEBEX MEETING

<https://idph.webex.com/idph/j.php?MTID=mc7487c8d6d146c7e9b69516a21767ecc>

Meeting number (access code): 146 585 7266

Meeting password: FEdxwET\*629

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+1-408-418-9388 United States Toll

**Planning Workbook and Deliverable Orientation** – Participants will obtain a better understanding of how the Planning step of the Strategic Prevention Framework will be utilized. This training will detail the elements of the Planning Workbook. Participants will walk away from this training with a firm understanding of how to successfully complete the Planning step deliverable.

Date: April 30, 2021  
Time: 9:30 a.m. to 10:30 a.m.  
Link to Participate: see below

JOIN WEBEX MEETING

<https://idph.webex.com/idph/j.php?MTID=mf8fc7726db9112324fdb675e72b5bbb2>

Meeting number (access code): 146 813 3266

Meeting password: pqPdv3kk@48

#### JOIN BY PHONE

+1-408-418-9388 United States Toll

### **FY21 Integrated Provider Network Grant Meetings**

The Iowa Department of Public Health (IDPH), Bureau of Substance Abuse will be hosting virtual meetings to support Integrated Provider Network (IPN) Grant contractors throughout FY21. The details for each meeting type are listed below. Meetings are optional but participation is strongly encouraged. All meetings will be held through the WebEx web conferencing system and each meeting will be recorded with the recording link available afterwards. In order to enhance participation, IDPH recommends the following:

- Participate using a desktop computer and access the WebEx system through the link provided below (avoid participating via a phone only)
- Participate with a web camera
- Participate in a distraction-free location
- Share during the meeting

### **Community of Practice Meetings**

The Integrated Provider Network Community of Practice (IPNCoP) has been established for the IPN funded problem gambling and substance use prevention and treatment professionals (Executives, Managers, Supervisors, Prevention and Treatment Leads, Support and Front Line staff). The IPNCoP will focus on collaborating to develop and disseminate best practices, guidelines, and strategies. Topics discussed within the IPNCoP may include ways to strengthen data collection and evaluation processes, improvements in service delivery, related strategies and the outcomes of these efforts as well as evidence-based practices and assuring fidelity.

Expected benefits of participating in the IPNCoP include:

- Learning about new trends, opportunities, and best practices
- Identifying and resolving gaps in services
- Building and improving a collective knowledge base

IPNCoP topics for the year will be discussed during the first meeting. Each quarter there will be one prevention meeting, one treatment meeting and one combined prevention and treatment meeting.

### **IPNCoP Meeting Schedule**

IPNCoP Meetings rotate between the Prevention and Treatment groups, with a combined call each quarter. The focus area, dates and times are listed below:

<b>Focus Area</b>	<b>Date</b>	<b>Time</b>
Prevention	July 10, 2020	10:00 a.m. to 11:30 a.m.
Treatment	August 14, 2020	10:00 a.m. to 11:30 a.m.

Combined	September 11, 2020	10:00 a.m. to 11:30 a.m.
Prevention	October 9, 2020	10:00 a.m. to 11:30 a.m.
Treatment	November 13, 2020	10:00 a.m. to 11:30 a.m.
Combined	December 11, 2020	10:00 a.m. to 11:30 a.m.
Prevention	January 8, 2021	10:00 a.m. to 11:30 a.m.
Treatment	February 12, 2021	10:00 a.m. to 11:30 a.m.
Combined	March 12, 2021	10:00 a.m. to 11:30 a.m.
Prevention	April 9, 2021	10:00 a.m. to 11:30 a.m.
Treatment	May 14, 2021	10:00 a.m. to 11:30 a.m.
Combined	June 11, 2021	10:00 a.m. to 11:30 a.m.

### IPNCoP Meeting WebEx Details

The same log-in will be used for all IPNCoP Meetings. Contractors do not need to register to participate. Please utilize the details below:

Join by computer:

<https://idph.webex.com/idph/j.php?MTID=m6c1bdcd1b83f89b5adc0ded724d523dd>

Meeting number: 146 513 1864

Password: 62qDuQJij5\$

Join by phone:

1-312-535-8110

Access code: 146 513 1864

### Contractor Meetings

IDPH will hold two contractor meetings during FY21. Meeting topics and WebEx registration details will be shared through an IPN Help Desk email to IPN Directors and Leads one month before each meeting occurs. These Contractor Meetings will be for all IPN funded prevention and treatment staff.

### Contractor Meeting Schedule

Contractor meetings will be held on the following dates and times:

Topic	Date	Time
TBD	November 19, 2020	9:00 a.m. to 12:00 p.m.
TBD	March 4, 2021	9:00 a.m. to 12:00 p.m.

### Meeting Resources

All meeting materials, including recordings of each meeting, will be available on a section of the IPN webpage which is currently under development.

### IDPH Integrated Provider Network Grant Approved Services

The following list has been approved by the Department as prevention services to be included in a Prevention Work Plan. IPN Contractors will need to select services to

include in the July 1, 2020 through June 30, 2021 Work Plan in addition to the Minimum Requirements beginning on page 6.

The Department will only reimburse IPN Contractors for services provided in accordance with the approved services listed below.

IPN Contractors may choose to complete an EBP Waiver Request Form to request utilization of any non-IDPH approved prevention program, practice, or policy. The Evidence-Based Practice Review Team, which is a subcommittee of the Department-led Evidence-Based Practice Workgroup, will review all requests and provide a response in a timely manner. The Department will provide a revised version of the EBP Waiver Request Form to IPN Contractors in the near future.

All evidence-based programs must be implemented with fidelity to ensure the desired outcomes are achieved. IPN Contractors must complete an IDPH Evidence-Based Practice Adaptation Request Form for any modification and/or adaptation to a program/policy/practice even if a program developer has provided approval. The IDPH Evidence-Based Practice Adaptation Request Form will be provided to IPN Contractors in the near future.

*Note: submission of an EBP Waiver Request Form or EBP Adaptation Request Form does not constitute approval. IPN Contractors are encouraged to identify alternative prevention strategies to utilize in the event their request is denied.*

**One-Time**

<b>Service</b>	<b>Priority</b>	<b>Population of Focus</b>	<b>CSAP Strategy Type</b>	<b>IOM Category</b>
Diversion Service (using Prime for Life)	Alcohol, Marijuana	Middle and high school students, Ages 18 and over	Problem Identification and Referral	Indicated
Driver's Education Presentation	Alcohol, Marijuana, Prescription Medication	Middle and high school students	Information Dissemination	Universal
Health Fair (limited to 20 hours per contract year)	Alcohol, Gambling, Marijuana, Methamphetamine, Prescription Medication, Tobacco	All ages	Information Dissemination	Universal
Small Group Session	Alcohol, Gambling, Marijuana, Methamphetamine; Prescription	All ages	Information Dissemination	Universal, Selective, Indicated

	Medication, Tobacco			
Technical Assistance to organizations and coalitions on the Strategic Prevention Framework	Alcohol, Gambling, Marijuana, Methamphetamine, Prescription Medication, Tobacco	Professionals	Community-Based Process	Universal
Workplace Training	Alcohol, Gambling, Marijuana, Methamphetamine, Prescription Medication, Tobacco	Employers and employees	Information Dissemination	Universal

### **Session-Based**

<b>Service</b>	<b>Priority</b>	<b>Population of Focus</b>	<b>CSAP Strategy Type</b>	<b>IOM Category</b>
ATLAS (Athletes Training and Learning to Avoid Steroids)	Alcohol, Marijuana	Male high school athletes	Education	Selective
Curriculum-Based Support Group (for Children of Substance Abusers Groups)	Alcohol, Marijuana, Tobacco	Ages 4-17	Education	Selective, Indicated
Familias Unidas	Alcohol, Marijuana, Tobacco	Ages 12-17	Education	Universal, Selective, Indicated
Generation Rx	Prescription Medication	Elementary, Teen, College, Adult, Older Adult	Education	Universal
Good Behavior Game	Alcohol, Prescription Medication, Tobacco	Ages 6-12	Education	Universal
Guiding Good Choices	Marijuana	Grades 4-8 (middle school)	Education	Universal
LifeSkills Training	Alcohol, Marijuana, Methamphetamine, Tobacco	Ages 8-14	Education	Universal

Healthy Alternatives for Little Ones (HALO)	Alcohol, Tobacco, Other Drugs	Ages 3-6	Education	Universal
Lion Quest Skills for Adolescence	Alcohol, Marijuana	Grades Pre K-12	Education	Universal
Prime for Life	Alcohol, Marijuana	Middle and high school students, ages 18 and over	Education	Universal, Selective
Project ALERT	Alcohol, Tobacco	Middle school students	Education	Universal
Project Northland	Alcohol, Marijuana	Grades 6-8	Education	Universal, Selective
Project Towards No Drug Abuse	Marijuana	High school students	Education	Universal, Selective, Indicated
Reconnecting Youth	Alcohol, Suicide	Ages 14-18	Education	Indicated
Stacked Deck	Gambling	Grades 9-12	Education	Universal
Strong African American Families	Alcohol	Late childhood (ages 5-11)	Education	Universal
Strengthening Families 10-14	Marijuana, Prescription Medication	K, elementary (ages 5-11) or middle school (ages 12-14)	Education, Problem Identification and Referral	Universal, Selective, Indicated
Wellness Initiative for Senior Education (WISE) Program	Alcohol, Prescription Medication/Opioids	Ages 55 and over	Education	Universal

### Environmental Strategies

Service	Priority	Population of Focus	CSAP Strategy Type	IOM Category
Advertising Restrictions in Public Places	Alcohol	All ages	Environmental	Universal
Alcohol Outlet Density	Alcohol	All ages	Environmental	Universal
Alcohol Promotion Limitations	Alcohol	Persons 21 and older	Environmental	Universal
IDPH Approved Media Campaigns (each campaign should utilize a minimum of three media distribution)	Alcohol, Tobacco, Prescription Drugs, Marijuana, Methamphetamine, Gambling, Suicide	All ages/focus on specific groups	Environmental	Universal

sources and be implemented for a minimum of one year)				
Responsible Beverage Service Training (using Training for Intervention Procedures)	Alcohol, Gambling	Employees	Environmental	Universal
Restrictions at Community Events and Public Places	Alcohol, Tobacco	All ages	Environmental	Universal
School/Campus Policies	Alcohol, Tobacco, Marijuana, Prescription Drugs, Gambling	Students	Environmental	Universal
Social Host Liability	Alcohol, Prescription Drugs	Persons under 21 years of age	Environmental	Universal
Workplace Policy Change	Alcohol, Marijuana, Methamphetamine, Prescription Drugs, Gambling	Employees	Environmental	Universal

\*The Department is currently exploring additional programs/strategies to support methamphetamine prevention efforts at the federal/national levels. Updates will be made available in the near future.