

IOWA DEPARTMENT OF PUBLIC HEALTH
BUREAU OF SUBSTANCE ABUSE

IDPH Integrated Provider Network | Prevention Services Orientation Guide

JANUARY 2019



Instructions:

This guidance document will assist counties with the start-up of prevention services through the IDPH Integrated Provider Network (IPN) Grant. Additional grant information will be reviewed during the IPN Prevention Orientation Webinar that will occur on January 18, 2018 from 9:00-10:00 (see page 6 for details).

During the month of January and into early February, prevention contractors will review, participate in and complete the items outlined in this document to best prepare all prevention staff for IPN prevention services. 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.

No direct service or prevention programs will be provided during January into mid-February 2019. IDPH will review and approve all Work Plans before direct service may begin. If programming has been scheduled before the Work Plan has been reviewed and approved, contractors will need to submit an Exception Request using the form noted in the IPN Provider Manual (a fillable version of this form is provided with this guidance document). The Exception Request form should include the types of services and programs scheduled and dates of these services/programs. Submit the form through the IPN Help Desk listed below. The Department will review all Exception Request Forms and provide a response no later than five (5) business days following submission.

Use of I-SMART Prevention and Qualtrics evaluation systems will not be utilized for IPN Grant prevention services until IDPH provides further notice.

If an agency has any questions about start-up of IPN prevention services, contact the IPN Help Desk at ipn@idph.iowa.gov.

Integrated Provider Network | Prevention Services Year 1 | January 1, 2019 - September 29, 2020

Project Staffing

- Provide a listing of prevention staff and FTE amounts (all prevention staff being funded by each contractor). Include the Prevention Supervisor and any prevention support staff. Provide office locations/addresses, phone numbers and email addresses for all prevention funded staff. Submit via IowaGrants.gov correspondence in a Word document attachment to Julie Hibben and Katie Bee by February 1, 2019.
 - Note any positions that have yet to be hired.
- Identify two staff that will serve as Data Coordinators/Leads for prevention data entry and oversight. One staff may serve as lead and one person as backup or two staff can serve as co-leads. Provide office locations/addresses, phone numbers and email addresses.

Prevention Specialist Certification

- Provide a copy of the Prevention Specialist Certification for all current prevention staff as an attachment in IowaGrants.gov correspondence to Julie Hibben and Katie Bee by February 1, 2019.
 - 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 September 30, 2020. The certification document for all staff will need to be submitted to Julie Hibben and Katie Bee via IowaGrants.gov correspondence once achieved.
 - For prevention staff not yet hired, certification should be obtained within 18 months of the date of hire.

Coalition Engagement

- During the first three to six months of the IPN Grant, engage a prevention-focused coalition in each county in the service area that aligns with the established prevention priority areas listed in the IPN Request for Proposal.
 - 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 later in the IPN Grant.

Strategic Prevention Framework

Contractors will participate in the Strategic Prevention Framework (SPF) process in collaboration with Department staff. The first contract year (July 1, 2019-September 30, 2020) of the grant will focus on the Assessment step for each county in the contractor service area. More details will be provided in the coming weeks.

Creating a Draft Work Plan | Assessment and Readiness

In order to best create an initial Prevention Service Work Plan, utilizing the following processes for assessing needs and building capacity is recommended:

Assessing Needs - Data Review: Informing Your IPN Work Plan

- Review available county and local data for each county within the service area on the five IPN priority areas of alcohol, tobacco, marijuana, prescription drug medication and gambling.
- Ensure your agency is reviewing not solely youth data but data available over the lifespan.
- Identify locations or population(s) of need to focus prevention services.
- Document process (who participated, how the process occurred, the date and the results)

Building Capacity – Engaging Partners Across the Service Area

Utilize the following forms to document resources in the service area, assess readiness as well as to establish a plan to build capacity with partners:

Analyzing Existing Partnerships

<https://www.samhsa.gov/capt/sites/default/files/resources/worksheet-analyzing-existing-partnerships-508-compliant.pdf>

Identifying New Partners

<https://www.samhsa.gov/capt/sites/default/files/resources/worksheet-identifying-new-partners-508-compliant.pdf>

Assessing the Readiness of Potential Partners to Collaborate

https://www.samhsa.gov/capt/sites/default/files/images/assessingthereadinessofpotentialpartnerstocollaborate_508compliant.pdf

Developing a Recruitment Plan

https://www.samhsa.gov/capt/sites/default/files/worksheet-developingarecruitmentactionplan_508compliant.pdf

Note: Contractors are not required to submit the above documents or processes for data review and capacity building during the first six months of the IPN Grant. The processes utilized should be noted and kept on file at the contracted agency. Direct service hours provided during this process (such as meetings with community stakeholders) can be documented for later entry into I-SMART Prevention once available.

Prevention Work Plan - Creating a Plan for Prevention Services

Contractors must conduct work and services at the local level that support each identified priorities listed in the IPN Grant RFP. Contractors will create a Work Plan for the timeframe of January 1, 2019 through June 30, 2019 using the IPN Work Plan

template provided (see the attached Word document provided with this guidance document). A single Session-Based Service and Environmental Strategy can only be listed under one priority area (even though services may impact multiple priorities). Work Plans should address the following:

- Provide services to address Alcohol, Marijuana, Prescription Medication, Problem Gambling and Tobacco
- Include all Center for Substance Abuse Prevention (CSAP) strategies
 - Per RFP expectations, focus the majority of services on Education and Environmental Process strategies
- Include all Institute of Medicine (IOM) categories
- Include services across the lifespan
- Include services for each county in the service area
- Utilize evidence-based services
 - A list of approved prevention services can found on page 9
- Address appropriate dosage (the percentage of the population of focus engaged in a service) and frequency (how often the service occurs) for each service
- Demonstrate a level of effort that matches the funding amount provided for problem gambling and substance misuse

Completed Work Plans must be submitted to Julie Hibben and Katie Bee for review by February 15, 2019, via the Correspondence section of lowagrants.gov. IDPH will be provide review and feedback of the Work Plans by March 1, 2019. The final revised Work Plan is due on April 1, 2019 via the Correspondence section of lowagrants.gov with the final version of the Work Plan being reviewed and approved by April 12, 2019.

Additional guidance will be given on Work Plan creation for the July 1, 2019-September 30, 2020 contract year in May 2019. These Work Plans will include Evidence-Based Programs, Practices and Policies that align with IPN Grant RFP evidence-based program registries and are IDPH approved. In addition these Work Plans will utilize the SPF process in collaboration with IDPH. IDPH will also provide guidance on creation of prevention outcomes.

Orientation Process

The following staff members are required to participate in the training listed below: Prevention Leads, Prevention Supervisors (if different) and direct service hour prevention staff. Data Coordinators are required to participate in Prevention Evaluation 101, I-SMART Overview, and IDPH Prevention Survey Overview trainings.

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 Zoom web conference service. Please ensure prevention staff have access to Zoom 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 orientation process, contractors will need to provide assurance that each staff member has watched each training in its entirety. More details about the assurance process will be provided at the end of the orientation process.

IPN Prevention Services Orientation – IDPH staff will provide an overview of the prevention service expectations in the IPN Grant.

Date: January 18, 2019

Time: 9:00-10:00

Link to Participate: <https://zoom.us/j/288241144>, 1-646-876-9923,

Meeting ID: 288 241 144

Substance Abuse Block Grant Prevention Set Aside Orientation - IDPH will review the expectations for prevention in the Substance Abuse Block Grant.

Date: January 22, 2019

Time: 2:00-3:00

Link to Participate: <https://zoom.us/j/127859184>, 1-646-876-9923,

Meeting ID: 127 859 184

Prevention 101 – Includes information on the history of prevention and theoretical foundations of the prevention field.

Date: January 23, 2019

Time: 1:30-3:00

Link to Participate: <https://zoom.us/j/262108276>, 1-646-876-9923,

Meeting ID: 262 108 276

Evidence-Based Programs, Policies and Practices – Reviews the importance of EBP focused services, including adaptation, fidelity and resources for effective implementation.

Date: January 24, 2019

Time: 10:00-11:30

Link to Participate: <https://zoom.us/j/694435536>, 1-646-876-9923,

Meeting ID: 694 435 536

Strategic Prevention Framework Overview – Learn about the steps of the Strategic Prevention Framework planning model and the benefits of its use in prevention.

Date: January 30, 2019

Time: 11:00-12:00

Link to Participate: <https://zoom.us/j/446872771>, 1-646-876-9923,
Meeting ID: 446 872 771

Prevention Evaluation 101 – An overview of utilizing the best evaluation components to measure prevention services.

Date: January 31, 2019

Time: 9:00-10:00

Link to Participate: <https://zoom.us/j/991203952>, 1-646-876-9923,

Meeting ID: 991 203 952

I-SMART Overview – This instructional training will focus on how to enter prevention direct service hours into the I-SMART system. Key concepts will focus on accessing the data portal, creating group names, linking prevention services to your Work Plan and much more.

Date: February 12, 2019

Time: 9:00-11:00

Link to Participate: <https://zoom.us/j/304683781>, 1-646-876-9923,

Meeting ID: 304 683 78

IDPH Prevention Survey Overview – Learn how to administer IDPH prevention surveys and gain a better understanding of the multiple components required to complete this process including use of the Qualtrics system.

Date: February 14, 2019

Time: 9:00-11:00

Link to Participate: <https://zoom.us/j/998871674>, 1-646-876-9923,

Meeting ID: 998 871 674

Substance Abuse Prevention Skills Training (SAPST) – The SAPST course is required training per IPN RFP expectations. The next training is to be held March 6-7 and April 3-4, 2019 at the Midwest Counterdrug Training Center in Johnston. To successfully complete the training, participants need to attend all four days entirely and consecutively. To register, click [here](#) (once registered for the first two days, participants are registered for the entire four-day training).

Self-Paced Training

The majority of trainings listed below are optional but review by direct service hour prevention staff is strongly encouraged. Additional information about gambling prevention training will be provided in the coming weeks and these trainings will be required.

Alcohol

The Role of Public Health in Preventing Underage Drinking and Excessive Drinking by Adults -

https://www.stopalcoholabuse.gov/webinars/2013_June/June2013_Archive.aspx

Data Sources

Finding and Using Data Sources in Iowa: Substance Abuse Prevention Practitioners -

<https://www.youtube.com/watch?v=6JDv93jUL6k&feature=youtu.be>

Evidence-Based Strategies

The Science of Prevention: A Webinar on Evidence-Based Strategies to Reduce Drug Use - <https://www.youtube.com/watch?v=sqBfgfG7OyM>

Marijuana

What Do We Know About Marijuana - <http://learning.cadca.org/> (must create a CADCA account to access)

Iowa's Medical Cannabidiol Program -

<https://www.youtube.com/watch?v=fAqQOG9yEPU&feature=youtu.be>

Prescription Drug Misuse

Responding to Prescription Drug Abuse -

<https://www.youtube.com/watch?v=yzP5DKMpGuQ>

Problem Gambling Prevention

Details about requirements for problem gambling prevention training will be provided in the coming weeks.

Tobacco

Tobacco Prevention 101-

http://tacenters.emory.edu/how/products_tools/tobacco/tobacco_101.html

IDPH Integrated Provider Network Grant Approved Services

One-Time

Service	Priority	Population of Focus	CSAP Strategy Type	IOM Category
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, Prescription Medication, Tobacco	All ages	Information Dissemination	Universal
Small Group Session	Alcohol, Gambling, Marijuana, Prescription Medication, Tobacco	All ages	Information Dissemination	Universal, Selective, Indicated
Technical Assistance to organizations and coalitions on the Strategic Prevention Framework	Alcohol, Gambling, Marijuana, Prescription Medication, Tobacco	Professionals	Community-Based Process	Universal
Workplace Training	Alcohol, Gambling, Marijuana, Prescription Medication, Tobacco	Employers and employees	Information Dissemination	Universal

Session-Based

Service	Priority	Population of Focus	CSAP Strategy Type	IOM Category
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, Tobacco	Ages 8-14	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

Environmental Strategies

Service	Priority	Population of Focus	CSAP Strategy Type	IOM Category
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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 sources and be implemented for a minimum of nine consecutive months)	Alcohol, Tobacco, Prescription Drugs, Marijuana, Gambling	All ages/focus on specific groups	Environmental	Universal
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, Tobacco, Marijuana, Prescription Drugs, Gambling	Employees	Environmental	Universal