

IOWA DEPARTMENT OF PUBLIC HEALTH
BUREAU OF SUBSTANCE ABUSE

IDPH Integrated Provider Network | Prevention Services Orientation Guide

June 2019



Instructions

This guidance document will assist counties with prevention services through the IDPH Integrated Provider Network (IPN) Grant during the July 1, 2019 – June 30, 2020 time period.

Beginning on July 1, 2019, Prevention Contractors will begin the Assessment and Capacity steps of the Strategic Prevention Framework to support their prevention efforts. The Department will provide ongoing support and instruction specific to utilizing this framework through the IPN Grant. The following staff members are required to participate in these processes:

- Prevention Leads
- Prevention Supervisors (if different), direct service hour prevention staff
- Data Coordinators
- *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 funded contractors will be required to create and submit a new IPN Prevention Work Plan to begin on July 1, 2019. This Work Plan must be reviewed and approved by the Department before direct service hours are provided. The Prevention Orientation Guidance Document outlines the necessary steps to complete when drafting your agency IPN Prevention Work Plan.

If a contractor has any questions about IPN prevention services, contact the IPN HelpDesk at ipn@idph.iowa.gov.

Note: The Information included in this document is current as of June 1, 2019 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 deliverable(s).

Integrated Provider Network | Prevention Services Year 1 | July 1, 2019 – June 30, 2020

Project Staffing

- If a change in Key Personnel has occurred during the first six months of the Integrated Provider Network Grant, submit these changes via the Correspondence section of IowaGrants.gov to Julie Hibben and Katie Bee by June 15, 2019.

Prevention Specialist Certification

- A copy of the Prevention Specialist Certification for all current staff was due to IDPH on or before 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 June 30, 2020. The certification document for all staff will need to be submitted to Julie Hibben and Katie Bee via the Correspondence section of IowaGrants.gov once achieved.
 - For prevention staff not yet hired, certification should be obtained within 18 months of the date of hire.

Coalition Engagement

- Prevention agencies must engage the prevention-focused coalition identified by the Community Partnership contractor as the tobacco prevention coalition in each county in the service area that aligns with the established prevention priority areas listed in the IPN Request for Proposal.
- These coalitions will be engaged in assisting the contracted agency with the Strategic Prevention Framework process.

Prevention Work Plan

Contractors must conduct work and services at the local level that support each identified priority listed in the IPN Grant RFP. Contractors will create a Work Plan for the timeframe of July 1, 2019 through June 30, 2020 using the IPN Work Plan template provided (See Attached). The Department has identified specific prevention services that must be completed. These services are included in the IDPH approved template and may not be removed.

Each prevention priority area shall have a minimum of two strategies. Each contractor identified strategy must have a minimum of four action steps and one short-term outcome included.

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:

- 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 (both session-based and environmental)
 - See the document below which outlines the IDPH approved prevention services.
 - Contractors may submit an EBP Waiver Request Form for review for evidence-based programming not included on the approved list.
- 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

Through coalition involvement, IPN Contractors will be identifying additional prevention direct services to occur along with the aforementioned 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.

Prevention Specialists must allocate a certain amount of their indirect/direct time towards the Assessment and Capacity steps of the Strategic Prevention Framework. Contractors will be expected to align their time using the following percentages in accordance with their designated full-time equivalent (FTE). *For example, a Prevention Specialist who is allocated at a .75 FTE (30 hours per week) would dedicate 7.5 hours per week towards Assessment, 7.5 hours per week towards Capacity, and 15 hours per week towards additional prevention services.*

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

IPN Prevention Unallowable Services or Unfundable Services

IPN prevention services can only focus on specific areas based on federal guidelines or expectations set by IDPH. Contractors need to ensure the following services are not included in the Work Plan:

- Unapproved prevention programs/policies/practices (those not listed in this guide)
- Early intervention services (SBIRT, other screening, trainings about screenings, etc.)
- Adult OWI classes/programming

- Policy creation/strengthening focused on CBD or naloxone/Narcan
- Duplication or additional dosage/frequency of services or training(s) provided through the State Opioid Response Grant
- Prevention services with treatment staff or for treatment clients
- Law enforcement strategies
- Tobacco prevention education/cessation services
- Statewide policy change efforts
- Community events/health fairs over the 20 hour amount permitted per fiscal year
- Services supporting optional IPN Prevention Priorities without prior approval from IDPH

Completed Prevention Work Plans must be submitted to Julie Hibben and Katie Bee for review by June 14, 2019 via the Correspondence section of IowaGrants.gov. IDPH will review and provide feedback on the Work Plans by June 19, 2019. The final revised Work Plan is due on June 26, 2019, via the Correspondence section of IowaGrants.gov with the final version of the Work Plan being reviewed and approved by June 28, 2019.

Tobacco Prevention Priority

During this time period, IPN prevention contractors will only provide the Tobacco priority services listed below. Additional details about this process will be discussed during the Collaboration Between Substance Abuse and Tobacco Webinar on July 9, 2019.

- Attend the Tobacco Use Prevention and Control Community Partnership Contractor identified coalition meetings in each county in the IPN Service Area. *No additional prevention-focused coalitions will need to be formed in counties that have established tobacco coalitions, as they will serve as the prevention-focused coalition.*
- Review tobacco data and determine needs in each IPN service area through the Assessment step of the SPF process
- Review capacity related to tobacco prevention services in each IPN service area through the Capacity step of the SPF process
- Submit the IPN contracted agency tobacco policies from your agency to Julie Hibben and Katie Bee via correspondence in IowaGrants by October 1, 2019.

Training Expectations

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.

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 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 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 lowagrants.gov. The IPN Training Log must be turned in by July 1, 2019 for trainings that have been attended from January 1, 2019 through June 30, 2019. The IPN Training Log must be turned in by December 31, 2019 for trainings that have been attended from July 1, 2019 through December 31, 2019.

Prevention Trainings

The Department will be hosting regional IPN Prevention Trainings during the month of July. These required trainings will take place over the course of two days. Additional details regarding dates/times/locations will be provided soon. IPN Contractors may choose which training to attend.

In addition to regional trainings, several webinars will be provided to discuss this guidance document along with additional grant information on the following dates:

IDPH Prevention Survey Review Webinar

IPN Prevention Contractors will learn about the updated IDPH approved prevention survey instruments. Participants will gain an understanding of the survey administration process, importance of data collection, participant confidentiality, and storage.

Date: June 28, 2019

Time: 9:00 a.m. to 10:30 a.m.

Link to Participate: <https://zoom.us/j/598324118>, 1-646-876-9923, Meeting ID: 598 324 118

Collaboration Between Substance Abuse and Tobacco Control Webinar

This will be a joint webinar with the Bureau of Substance Abuse and the Division of Tobacco Prevention Use and Control to discuss tobacco prevention services, coalition expectations and share ways how we can all collaborate together.

Date: July 9, 2019

Time: 11:00 a.m. to 12:00 a.m.

Link to Participate: <https://zoom.us/j/450128066>, 1-646-876-9923, Meeting ID 450 128 066

I-SMART Prevention: How to Avoid Revisions Webinar

This webinar will focus on the common mistakes made when entering data and how to avoid receiving corrections each month.

Date: July 11, 2019

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

Link to Participate: <https://zoom.us/j/576663571>, 1-669-900-6833, Meeting ID: 576 663 571

Assessment Deliverable Review Webinar

This required webinar will provide details on the deliverables to be completed during the assessment step of the SPF process.

Date: August 20, 2019

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

Link to Participate: <https://zoom.us/j/235096849>, 1-669-900-6833, Meeting ID: 235 096 849

Capacity Deliverable Review Webinar

This required webinar will provide details on the deliverables to be completed during the capacity steps of the SPF process.

Date: September 11, 2019

Time: 10:00 a.m. to 11:00 a.m.

Link to Participate: <https://zoom.us/j/785161212>, 1-646-876-9923, Meeting ID: 785 161 212

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, 2019 through June 30, 2020 Work Plan in addition to the Minimum Requirements included on the Prevention Work Plan.

All IPN approved evidence-based programs must be implemented with fidelity to ensure the desired outcomes are achieved. Fidelity is defined as the degree to which a program is implemented according to its design. Any modifications or adaptations need to be submitted to IDPH before implementation for review using the process noted below, even if a developer provides approval to requested changes.

IPN Contractors must complete an EBP Waiver Request Form (see attached) for any modification and/or adaptation to a program/policy/practice. This same form must be submitted to request utilization of any non-IPN approved prevention program/policy/practice. The Evidence-based Practice Review Team, which is a

subcommittee of the Department-led Evidence-based Practice Workgroup, will review all Waiver Request Forms and provide a response in a timely manner.

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

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
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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
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

Key Dates

Type	Date/Time	Method
Initial Prevention Work Plan for Review	June 14, 2019 (Department feedback by June 19, 2019)	Submit via IowaGrants.gov Correspondence to Julie Hibben and Katie Bee
Change in Key Personnel Notification	June 15, 2019	Submit via IowaGrants.gov Correspondence to Julie Hibben and Katie Bee
Final Revised Prevention Work Plan	June 26, 2019 (Department feedback by June 28, 2019)	Submit via IowaGrants.gov Correspondence to Julie Hibben and Katie Bee
IDPH Prevention Survey Review Webinar	June 28, 2019 9:00 – 10:30 a.m.	https://zoom.us/j/598324118 , 1-646-876-9923, Meeting ID: 598 324 118
IPN Training Log Due (January 1, 2019 – June 30, 2019)	July 1, 2019	Submit via IowaGrants.gov Correspondence to Julie Hibben and Katie Bee
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IPN Contracted Agency Tobacco Policies	October 1, 2019	Submit via IowaGrants.gov Correspondence to Julie Hibben and Katie Bee
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IPN Training Log Due (July 1, 2019 – December 31, 2019)	December 31, 2019	Submit via IowaGrants.gov Correspondence to Julie Hibben and Katie Bee