

IOWA DEPARTMENT OF PUBLIC HEALTH
BUREAU OF SUBSTANCE ABUSE

I-SMART Prevention System User Manual

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Introduction

Substance misuse and problem gambling prevention contractors will use the Iowa Service Management and Reporting Tool (I-SMART) Prevention System to report direct prevention services provided through the Iowa Department of Public Health's (IDPH) Integrated Provider Network contract (see p. 34 for definition of direct service). This guide provides an overview of the I-SMART Prevention System and serves as a guide for data entry.

Data Entry Due Dates

IDPH will review and approve I-SMART entries on a monthly basis. Contractors must adhere to the following data entry due dates:

- Prevention Data Reporting is due in I-SMART by the 15th day of the month following the services.
- Data corrections are due in I-SMART by the 15th of the month following identification of the error(s).

Data Entry Due Date Extension Requests

A written request for a data entry extension including the reason(s) for the extension must be sent, via Correspondence in IowaGrants.gov, to the state system administrators at least five business days prior to the data entry or corrections deadline. The Correspondence must be addressed to Julie.Hibben@idph.iowa.gov; Katie.Bee@idph.iowa.gov, and Mary.Crawford@idph.iowa.gov.

The submission of an extension request does not guarantee approval of the request. Requests for an extension to enter data after the contract due date will be granted only in emergency situations. If the request is approved by the Department, the contracted agency will be granted a designated timeframe to complete the necessary revisions. Only one extension request per fiscal year will be granted, per Service Area.

In the event the I-SMART Prevention System prevents user access due to system issues, IDPH may grant data entry or correction extensions to the affected IPN contractors. The length of extension will be determined at the time of occurrence by the Department. The Department will notify all IPN contractors of any system issues and extensions upon resolution of the issue and assessment of the impact.

*See the Prevention Handbook for additional information for data collection processes and purpose.

I-SMART Questions

For questions and assistance regarding prevention data reporting requirements, contact the Substance Abuse Problem Gambling (SAPG) Data Help Desk via email at sapgdata@idph.iowa.gov (preferred) or 866-339-7913 (toll free). Hours of operation are M-F from 9-3 (excluding holidays).

SAPG Data Help Desk calls go directly to voicemail where the message left is transcribed and sent directly to sapgdata@idph.iowa.gov where they are then assigned to appropriate staff.

When leaving a message, please speak slowly and clearly to ensure an accurate transcription is made. The following must be included in the message:

- First and last name;
- Agency name;
- Phone number;
- Best time to be reached; and,
- The nature of the assistance needed.

SAPG Data Help Desk personnel will usually respond to your request within one business day.

Data Entry Records

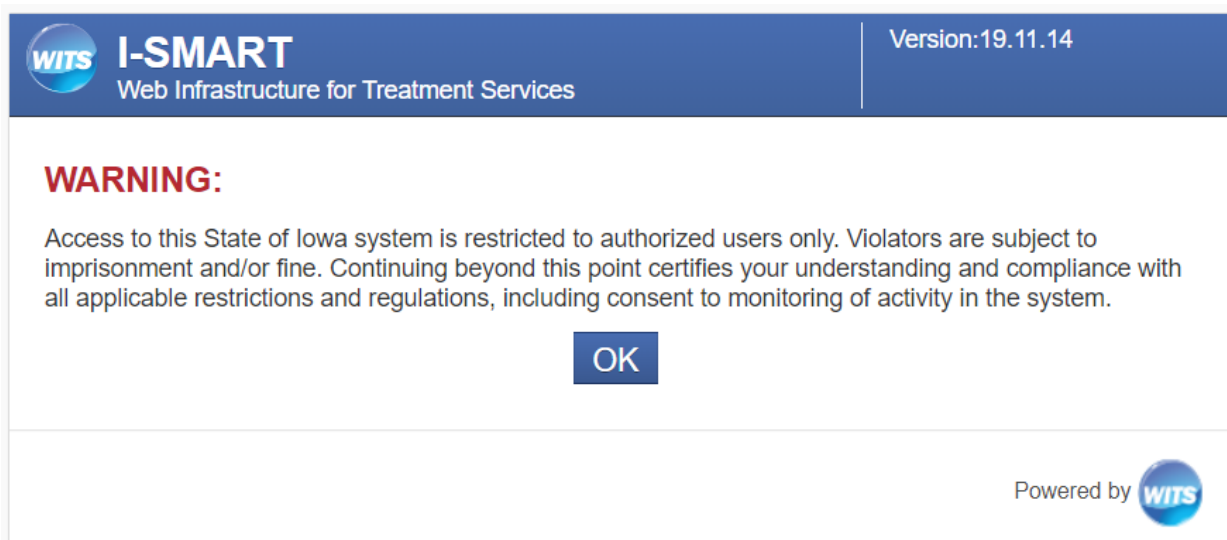
Substance misuse and problem gambling prevention contractors are not required to use paper data entry forms but are responsible for retaining data records and supporting documentation according to the requirements located in the IDPH General Conditions, Section 3, Accounts and Records and in the IDPH Substance Use and Problem Gambling Services Integrated Provider Network (IPN) Request for Proposal.

System Requirements

The I-SMART Prevention System is compatible with up-to-date versions of most Internet browsers such as Google Chrome, Internet Explorer version 11, and Mozilla Firefox. **Google Chrome is the preferred browser.**

Logging into I-SMART

Use this link <https://www.ia-smart.org> to access the I-SMART Prevention System or copy the URL into a preferred internet browser (see the system requirements listed above). The user will be directed to the following screen:



Click “OK” to be taken to the I-SMART Login screen.

I-SMART Login screen

The screenshot shows the I-SMART login interface. At the top, there is a blue header with the WITS logo and the text "I-SMART Web Infrastructure for Treatment Services". Below the header, the word "Login" is displayed in a large font. Underneath, there are three input fields: "User ID", "Password", and "PIN". Below the "Password" field, there is a blue button labeled "Login" and a blue link labeled "Forgot Password?". At the bottom right of the page, there is a small logo that says "Powered by WITS".

To receive an I-SMART system-generated User ID and Password/Pin, agency staff must first have a staff account. Each agency has an I-SMART administrator designated by the Executive Director who can create and manage staff accounts. To obtain a staff account, agency staff should contact the agency administrator. If uncertain who the agency administrator is, agency staff may contact the SAPG Data Help Desk for assistance.

Prevention Intervention

The Prevention Intervention screens within I-SMART are used to enter implemented strategies completed by prevention agency staff. Two types of strategy frequencies are available: One-Time and Session-Based. To locate instructions in this manual for entering strategies use either of the following links:

One-Time Strategies: Go directly to the [One-Time Strategies](#) Instructions

Session-Based Strategies: Go directly to the [Session-Based Strategies](#) Instructions

Prevention Intervention Search

On the navigation menu, click **Agency**, followed by **Prevention**, and then **Prevention Intervention**.

Prevention Intervention Search Screen

The screenshot shows the I-SMART Training interface for the Prevention Intervention Search screen. The top navigation bar includes the I-SMART Training logo and the user's name, Crawford, Mary. The left sidebar contains a navigation menu with options like Home Page, Agency, Agency List, Overdose Reversal Kits, Facility List, DIRECT Setup, Staff Members, TX Team Groups, Gambling, Billing, Contract Management, Alerts Configuration, Prevention, Plan, Strategy Implementation, Prevention Intervention, Prevention Groups, Group List, Client List, System Administration, Reports, and Support Ticket. The main content area is titled 'Prevention Intervention Search' and contains a search form with the following fields: Agency (pre-populated with 'Mary's Prevention Agency'), Facility (Prevention Facility), Date Range (From and To), Intervention ID#, Group Name, Strategy, Activity Type, Staff, Frequency, Description, and County. There are 'Clear' and 'Go' buttons at the bottom right of the search form. Below the search form is a table titled 'Prevention Intervention List (Export)' with columns for Actions, Intervention ID#, Strategy, County, Date, Group Name, and Description. The table contains two rows of data:

Actions	Intervention ID#	Strategy	County	Date	Group Name	Description
	87	Alcohol UD	Polk	2/12/2019	Planning	Met with school counselor alcohol misuse
	86	LifeSkills UD 12	Polk	1/25/2019	Montgomery HS 12A	Implemented ESP

1. To search for completed strategies, use the Search parameter fields visible under the **Prevention Intervention Search** area of the screen. When the search fields have been selected then click **Go**.

Note: The Agency field is displayed as read-only and will be pre-populated based on the user's Agency login.

2. **Prevention Intervention Search** fields (enter/select one or multiple search criteria fields):
 - A. **Strategy:** Select from the drop-down list.
 - B. **Facility:** Select the appropriate IPN Prevention Area facility from the drop-down list.
 - C. **Activity Type:** Select from the drop-down list.
 - D. **Date Range From/To:** Enter search dates in the From and To fields in a MM/DD/YYYY format. The Date Picker icons may also be used in place of manually entering dates.
 - E. **Staff:** Select from the drop-down list. Names are displayed only for staff with I-SMART accounts.
 - F. **Intervention ID#:** Enter the record ID# (system-generated in the data entry screen).
 - G. **Frequency:** Select from the drop-down list.
 - H. **Group Name:** Select from the drop-down list.
 - I. **Description:** Enter the exact description or use a partial description with an asterisk (*). Ex: Alcohol strategy descriptions could be searched by A*.

- J. **Work Plan:** Enter the Work Plan information or use a partial description with an asterisk (*).
 - K. **County:** Select from the drop-down list.
3. Click **Clear** to remove/change any search criteria.

Prevention Intervention Strategies

A **One-Time Strategy** is selected for an activity which generally occurs once (e.g., speaking engagement) and that, through the practice or application of recognized prevention strategies, is intended to inform or assist general or specific populations regarding substance misuse and/or problem gambling prevention issues.

One-Time strategies are identified in the **Strategy** field drop-down list by the 5 IPN priority areas of Alcohol, Marijuana, Prescription Medication, Problem Gambling, and Tobacco with the appropriate Institute of Medicine (IOM) Classification categories: Indicated (I), Selective (S), Universal Direct (UD), or Universal Indirect (UI).

Examples:

- Alcohol UD
- Marijuana I
- Prescription Medication S
- Problem Gambling UI
- Tobacco UD

A **Session-Based Strategy** is selected for a recurring program (e.g., LifeSkills Training). A session-based strategy provides a service to 1) a *specific group of people* who are 2) *enrolled for a fixed period of time*, in a planned sequence of activities that, through the practice or application of recognized prevention strategies, has 3) *specific criteria for determining completion*.

Session-Based strategies are identified in the **Strategy** field drop-down list by evidence-based program names (or other IDPH-approved curriculums) with the appropriate Institute of Medicine (IOM) Classification categories: Indicated (I), Selective (S), Universal Direct (UD).

Note: Evidence-based programs are not associated with a Universal Indirect IOM.

Examples:

- LifeSkills S
- Project Towards No Drug Abuse I
- Stacked Deck UD
- Strengthening Families Program 10-14 S
- Too Good For Drugs UD

Note: Only IDPH approved evidence-based programs will be identified within I-SMART.

New Prevention Intervention

Click the 'Add New Intervention' link to enter a new prevention intervention record.

Prevention Intervention Profile – One-Time Strategies

To enter a **One-Time Strategy**, follow these steps:

The **Intervention ID#** field is a unique system-generated number identifying each prevention intervention record.

1. Select a **Strategy** from the drop-down list.

Note: Several fields on the screen are filtered by the Strategy selected.

Prevention Intervention Profile Screen - One-Time Strategies

2. Complete the remaining yellow **required** fields, including:

A. **Activity Type:** Select one activity type from the drop-down list. The list is filtered by the Strategy selected.

- [IAA01 – Alternative Activity Technical Assistance](#)
- [IAC01 – Technical Assistance - Online Conference Call, Meeting, or Webinar](#)
- [IAN18 – Online Conference Call, Meeting, or Webinar](#)
- [IAN19 – Small Informational Session](#)
- [IAN20 – Media Interview](#)
- [IAV02 – Social Host Environmental Process](#)
- [IAV03 – ATOD-Free Workplace Environmental Process](#)
- [IAV04 – ATOD-Free School Zones Environmental Process](#)
- [IAV05 – ATOD-Free Policies for Community or County Events Environmental Process](#)
- [IAV06 – Media Campaign Environmental Process](#)
- [IAV07 – Problem Gambling Environmental Process](#)
- [STC08 – Technical Assistance](#)
- [STN02 – Health Fair](#)
- [STN04 – Original Audiovisual Material Developed – \(Prior IDPH authorization required\)](#)
- [STN05 – Original Written Material Developed](#)
- [STN08 – Original PSA's Developed](#)
- [STN17 – Speaking Engagements](#)
- [STP01 – Employee Assistance Program](#)
- [STP03 – Student Assistance Program](#)
- [STV03 – Preventing Underage Alcoholic Beverage Sales](#)
- [STV04 – Establishing ATOD-Free Policies](#)
- [STV05 – Changing Environmental Codes, Ordinances, Regulations, and Legislation](#)

B. **Evidence-based Criterion Strategy:** For one-time strategies select “none” from the dropdown list.

C. **Frequency:** System-generated field populated by selected strategy

D. **Sessions Required:** System-generated field

E. **Facility:** Select the appropriate IPN Prevention Area facility.

F. **IOM Classification:** Select the appropriate Institute of Medicine (IOM) Category from the drop-down. The IOM must match the selected Strategy IOM. This must match the IOM Category listed in your agency approved prevention work plan.

G. **Group Name:** Select one Strategic Prevention Framework (SPF) step from the drop-down list that aligns with the service provided.

H. **Description:** Enter a brief description of the group using the following guidelines (see below). Agency developed Work Plan codes should not be entered into the Description field.

- Enter a maximum of 8 words;
- For single session prevention services, include a verb (action), sector (who), and a noun (subject/topic); e.g., Present to coalition on harms of marijuana;

- Items such as school/coalition names or agency created codes may be entered into the Note field;
- Do not include proper nouns or other personal identifiers (Exceptions: school or county names);
- Avoid using the same names that are provided as Group Name drop-down options.

Note: The description will help more easily identify the specific strategy/activity on the Prevention Intervention Search/List screen.

- I. **Date:** Enter the date the prevention service was delivered (MM/DD/YYYY) or click the Date Picker icon to select the date.
 - J. **Duration:** Direct time (Total minutes) spent with the target population. Minutes are entered in the individual session to the nearest half- or whole-hour increments (e.g., 30, 60, 90, 120, etc.).
 - K. **Duration Units (M-Min):** System-generated field - no selection required. Defaults to minutes for one-time strategies and hours for session-based strategies.
 - L. **Units:** Non-required field; do not enter data into this field unless otherwise directed by IDPH.
 - M. **How Much Time Was Spent by Staff Outside of Intervention?:** Non-required field; may be used to track agency staff indirect time.
 - N. **Work plan:** Enter "0."
 - O. **Staff:** Select from the drop-down list the staff person providing the actual service. Only staff with an I-SMART account will be available on the list. The name selected needs to reflect the IPN-funded prevention staff member who provided the prevention service.
 - P. **Service Population:** Select one service population.
 - Q. **Note:** Enter only "NA" unless agency specific details are needed for future reference (i.e. additional prevention service details).
 - R. **County:** Select the county where the prevention service was provided (see definition section).
 - S. **Total number of participants:** Enter the total number in attendance. Agencies are responsible for determining how to best track the total number of program participant/s for each direct service provided.
 - T. **Participant Demographics:** Enter participant counts in each category. The total of each demographic section for Gender, Age, Ethnicity, and Race must equal the number entered in the total number of participants field. **The "Unknown" demographic categories in I-SMART Prevention should not be selected as contractors must be able to accurately track the number of individuals served with prevention services.**
 - Ethnicity - see [Demographics - Hispanic Origin](#)
 - Race - see [Demographics - Race](#)
3. Click "**Save**" to retain all information entered. Click "**Finish**" to save and return to the **Prevention Intervention Search/List** screen.

Prevention Intervention Profile – Session-Based Strategies

Prevention Intervention Profile Screen - Session-Based Strategies

Participant Demographics

Total number of participants: 10

Gender	Count	Ethnicity	Count
Male	7	Hispanic or Latino	2
Female	3	Not Hispanic or Latino	8
Unknown	0	Unknown	0

Age	Count	Race	Count
0-4	0	White	8
5-11	0	Black/ African American	1
12-14	0	American Indian/ Alaskan Native	0
15-17	10	Native Hawaiian/ Other Pacific Islander	0
18-20	0	More than one race	0
Unknown	0	Race unknown or other	0

Administrative Actions: [Make Sessions](#)

Buttons: [Cancel](#) [Save](#) [Finish](#)

To enter a **Session-Based Strategy**, follow these steps:

The **Intervention ID#** field is a unique system-generated number identifying each prevention intervention record.

1. Select a Session-Based **Strategy** from the drop-down list. Session-Based strategies are identified by curriculum names and appropriate IOM classifications (i.e., LifeSkills S, Project Towards No Drug Abuse I, Stacked Deck UD, etc.) Session-Based strategies are not associated with a Universal Indirect classification.

Note: Several fields on the screen are filtered by the Strategy selected.

2. Complete the remaining yellow **required** fields, including:
 - A. **Activity Type:** Select one activity type from the drop-down list. The list is filtered by the Strategy selected.
 - [STE01 - Children of Substance Abusers \(COSA\) Group Participants](#)
 - [STE02 - Classroom Educational Services Participants](#)
 - [STE04 - Parenting/Family Management Services Participants](#)
 - [STE06 - Small Group Session Participants](#)
 - [STP05 - Minor in Possession \(MIP\) Program Participants](#)

- B. **Evidence-based Criterion Strategy:** Select one criterion strategy from the drop-down list. “None” is not an applicable selection for evidence-based programs.
- C. **Frequency:** System-generated field populated by selected strategy.
- D. **Sessions Required:** System-generated field
- E. **Facility:** Select the appropriate IPN Prevention Area facility.
- F. **IOM Classification:** Select the appropriate Institute of Medicine (IOM) Category from the drop-down. The IOM must match the selected Strategy IOM.
- G. **Group Name:** Select the Group Name created for the session-based strategy. If no group yet exists, return to the I-SMART menu and click on the Prevention Groups link to create a new group name. Only Prevention Supervisors, Data Leads, and Data Back-up Staff will be assigned the necessary I-SMART role to be able to add a new Group Name.
- H. **Description:** Enter ‘Implemented EBP’ as the description. Agency developed Work Plan codes should not be entered into the Description field.
- I. **Date:** Enter the date the prevention service was delivered (MM/DD/YYYY) or click the Date Picker icon.
- J. **Duration:** When a session-based strategy is selected, the Duration field will not be editable on the Prevention Intervention Profile screen. Minutes will be entered in the Session Profile screen and the total session minutes will be system-calculated as hours on the Intervention Profile screen.
- K. **Duration Units (M-Min):** System-generated field. Defaults to hours for session-based strategies.
- L. **Units:** Non-required field; do not enter data into this field until otherwise directed by IDPH.
- M. **How Much Time was Spent by Staff Outside of Intervention?:** Non-required field; may be used to track agency staff indirect time.
- N. **Work Plan:** Enter “0”.
- O. **Staff:** Select from the drop-down list the staff person responsible for implementing the strategy. Only staff with a user ID within the agency will be available on the drop-down list. The name selected needs to reflect the IPN-funded prevention staff member who provided the prevention service.
- P. **Service Population:** Select one service population.
- Q. **Note:** Enter only “NA” unless agency specific details are needed for future reference (i.e. additional prevention service details).
- R. **County:** Select the county where the prevention service was provided (see definition section).
- S. **Total number of participants:** Total number in attendance. Agencies are responsible for determining how to best track the total number of program participant/s for each direct service provided.
- T. **Participant Demographics:** Enter participant counts in each category. The total of each demographic section for Gender, Age, Ethnicity, and Race must equal the number entered in the total number of participants field.

Note: The “Unknown” demographic categories in I-SMART Prevention should not be selected as contractors must be able to accurately track the number of individuals served with prevention services.

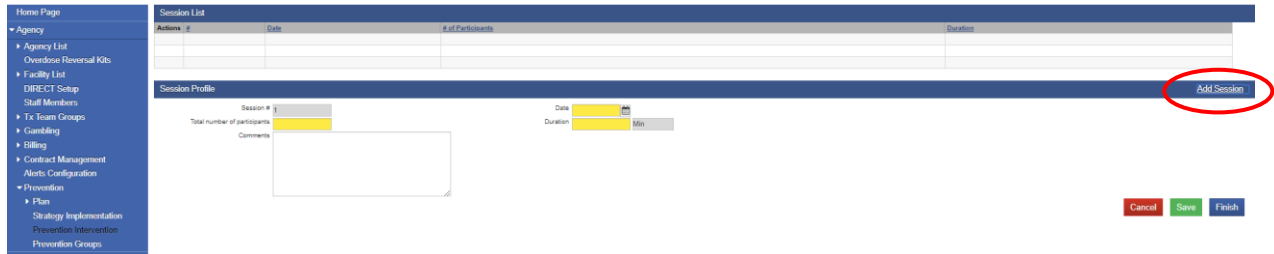
- Ethnicity - (see [Demographics - Hispanic Origin](#))
- Race - (see [Demographics - Race](#))

3. Click **“Save”** to retain all information entered. To add a session, continue by clicking on the **“Manage Sessions”** link in the Administrative Actions box.



Session-based Strategies – Session List

Session List and Session Profile



To enter a Session, follow these steps:

1. Click the **“Add Session”** link to enter a new session. The session number is system-generated.
 - A. **Date:** Enter the date the session was conducted (MM/DD/YYYY) or click the Date Picker icon.
 - B. **Total number of participants:** Enter the number of participants in attendance for the individual session.

Note: Each time a new session is created, the system will *not* pull forward information from the previous session to the Profile screen demographics. The Profile screen demographics must be updated with the correct number of participants who completed the session-based strategy. You may edit the information at the session level to ensure accuracy of the data for that individual session.

- C. **Duration:** Direct time (Total minutes) spent with the target population. Minutes are entered in the individual session to the nearest half- or whole-hour increments (e.g., 30, 60, 90, 120, etc.).

Note: Duration minutes will be auto-calculated as hours for session-based interventions and displayed as hours in the Prevention Intervention Profile Duration field.

- D. **Comments** (Non-required field): Enter additional session information as needed.
2. Click **“Save”** to retain all information entered. Click **“Finish”** to save and return to the **Prevention Intervention Profile screen**.

Review/Delete Session

The screenshot displays the I-SMART QA interface for 'Kory's Prevention Agency, Facility 1'. A confirmation dialog box is open, asking 'Are you sure that you want to delete?' with 'Yes' and 'No' buttons. A red arrow points from the 'Delete' button in the 'Session List' table to the 'Yes' button in the dialog. The 'Session List' table has the following data:

Actions	#	Date	# of Participants	Duration
	1	4/3/2018	5	60 Min
	2	4/5/2018	6	60 Min

Below the table is a 'Session Profile' section for Session # 2, showing 'Total number of participants: 6', 'Date: 4/5/2018', and 'Duration: 60 M-Min'. There is a 'Comments' text area and buttons for 'Cancel', 'Save', and 'Finish'.

Note: Only Prevention Supervisors, Data Leads, and Data Back-up Staff with the necessary I-SMART role will be able to delete sessions or records.

To delete a session, hover over the pencil icon and select the **Delete** link. The following message will appear: "Are you sure that you want to delete?" with **Yes** and **No** buttons to select. Clicking **Yes** will delete the selected session. Clicking **No** will return you to the Session Profile screen.

Note: To delete the entire Session-Based Profile, you must first delete all associated sessions.

Prevention Groups

Agency Prevention Group Search and List

The screenshot shows the I-SMART QA interface for Agency Prevention Groups. It features a navigation menu on the left with options like Agency List, Facility List, and Prevention Groups. The main content area is divided into three sections: Agency Prevention Group Search, Agency Prevention Group List (Export), and Agency Prevention Group Profile. The search section includes input fields for Agency Prevention Group ID, Group Name, Prevention Strategy Frequency, and Facility, along with a 'Show Only Active Groups' dropdown and 'Clear' and 'Go' buttons. The list section shows a table with columns for Actions, ID, Group Name, Prevention Strategy Frequency, Effective Date, Expiration Date, and Facilities. The profile section includes fields for Agency Prevention Group ID, Group Name, Prevention Strategy Frequency, Effective Date, Expiration Date, and a list of facilities.

To search for existing groups, use the Search parameter fields visible under the Agency Prevention Group Search area of the screen and click Go.

1. **Agency Prevention Group** fields (enter/select one or multiple search criteria fields):
 - A. **Agency Prevention Group ID:** Enter the record ID# (system-generated in the Agency Group Profile screen).
 - B. **Group Name:** Enter the exact Group Name or use a partial description with an asterisk (*). Ex: Montgomery Elementary could be searched by Mon*.
 - C. **Prevention Strategy Frequency:** Select from the drop-down list.
 - D. **Facility:** Select from the drop-down list.
 - E. **Show Only Active Groups:** Select from the drop-down list. Default is set to Yes for this search field.
2. Click **Clear** to remove/change any search criteria.

To create a new **Group**, follow these steps:

1. Click the '**Add Agency Prevention Group**' link.
 - A. **Agency Prevention Group ID:** System-generated field
 - B. **Group Name:**
 - **One-time group:** One-time groups are represented by the 5 SPF steps and will be created one time only in the Prevention Groups module for use by all prevention staff. The appropriate IPN Prevention Area facility(s) for your agency must be linked to each of the five one-time groups: Assessment, Capacity, Evaluation, Implementation, and Planning.
 - **Session-based Group:** Enter a distinct name that will identify the group of participants. Use a grade level and class section (e.g., Montgomery HS 12A, Montgomery HS 12B). If the group consists of multiple grade levels, use a sequential number or letter (e.g., Montgomery HS 1, Montgomery HS 2, or Montgomery HS A, Montgomery HS B). If the strategy is not occurring in a school

setting, use an organization's name and a sequential number (e.g., YWCA 1, YWCA 2).

- Do not include the strategy name (i.e., LifeSkills) as part of the group name. It will be selected in the session-based strategy field in the Prevention Intervention Profile. Session-based group names should be used only once per state fiscal year (unless a different strategy is provided to the same group) but can be reused in subsequent fiscal years.
- C. **Prevention Strategy Frequency:** Select 'One-time' for one-time groups and 'Session-based' for Session-based groups.
 - D. **Effective Date:** Enter the date that a group name became active for services.
 - E. **Expiration Date (Non-required field):** To be entered only when group name will no longer be in use.
 - F. **Facilities:** Select the appropriate IPN Prevention Area facility.
2. Click "**Save**" to retain all information entered. Click "**Finish**" to save and return to the **main menu**.

Activity Types

Information Dissemination

Information dissemination provides awareness and knowledge of the nature and extent of substance misuse and/or problem gambling and its impact on individuals, families, and communities. The strategy is intended to increase knowledge and awareness of available prevention programs and services and does not serve as agency promotion. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two.

Materials Development

The creation of original documents and other educational pieces for use in information dissemination activities related to substance misuse and/or problem gambling and the effects on individuals, schools, families, and communities. Services under this category include audiovisual materials, printed materials, newsletters, and public service announcements. Time spent researching and obtaining information for the creation of an original document are counted as indirect hours. Direct hours are those hours dedicated towards the actual creation of the document.

- Four hour maximum for a 30- to 60- second radio PSA development including recording per State Fiscal Year
- Ten hour maximum for newsletter development (not for agency promotion) per State Fiscal Year
- Ten hour maximum for original article development per State Fiscal Year
- Ten hour maximum for original audio-visual material development per State Fiscal Year


Note: Media materials need to be substance misuse and/or problem gambling prevention content-specific as opposed to advertisement for agency promotion, services, or events. Contractors must request and receive IDPH approval prior to creating any Materials Development resources. This is to avoid any potential duplication of material that may already be created by the Department or another Department funded prevention agency.

IAN18 Online Conference Call, Meeting, or Webinar

Services intended to provide information about substance misuse and/or problem gambling prevention using the Internet/telephone to replace in-person meetings or presentations. In order to count direct services hours towards IAN18, prevention staff must **actively** (Ex. provide current data or facts on a prevention topic, process evaluation results and identified next steps, update on a prevention project, or to replace in-person meetings when weather impacts travel) participate in the call, meeting or webinar. This code is intended to support and enhance in-person prevention services and should in no way replace community-based prevention services.

- Telephone calls, text messages, or email used for preparation time, agenda creation, or meeting plans are a part of day-to-day business and are recorded as indirect hours.
- Direct Service hours counted towards this activity must reflect the actual amount of time spent providing the prevention services.
- Active participation of at least thirty (30) minutes is required to count as Direct Service


Service location for IAN18 should be listed as where the staff is while providing the service or the target area for the service. Example: A conference call where there are participants representing multiple areas, the service location is entered as the staff's own location.

-  Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

IAN19 Small Informational Session

An in-person prevention service intended to impart information about substance misuse and/or problem gambling issues to general or targeted individuals or small groups.

Note: The maximum number of participants allowed for this activity is twenty (20).

-  Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

Examples:

- Individual face-to-face presentations
- Short-term educational groups (not session-based services)
- Parent & child programs

IAN20 Media Interview

Services intended to provide information about substance misuse and/or problem gambling prevention through radio interviews, newspaper interviews and other media events where the audience is indirectly receiving substance misuse and/or problem gambling related information.

-  Select a Universal Indirect strategy. Participant demographics are not required for this activity.


Example:

- Television or radio interview

STN02 Health Fair/Community Event

Generally, this is a school- or community-focused event that offers an opportunity to provide information on substance misuse and/or problem gambling prevention and health-related issues and interact with the persons in attendance. Direct Service hours counted towards this activity must be able to capture demographics by actively engaging with participants. For this service code, actively engaging means having intentional face-to-face conversations with participants to share information related to substance misuse and/or problem gambling.

Note: There is a twenty (20) hour maximum for contractor Health Fair/Community Event participation per Fiscal Year.

-  Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

STN04 Audiovisual Material

Note: Prevention material developed involving audio/visual components must have prior approval from IDPH staff to be considered direct service.

This code is used for a completed audiovisual project that meets the following criteria:

- Presentation will be used multiple times by other agency staff.
- Original presentation development is limited to a maximum of five (5) hours per project or as approved by IDPH.
- Presentations will be properly formatted in layout, spelling, and grammar in accordance with APA style guidelines.
- Presentations will utilize best practice/proven resources and research when developing materials and include citations.
- Contractors must acknowledge IDPH and SABG funding on websites, materials, campaigns, and other communications or platforms that reference Integrated Provider Network services using the following citation, "{Contractor} is part of the IDPH Integrated Provider Network, with services funded by the Iowa Department of Public Health and the U.S. Dept. of Health and Human Services Substance Abuse and Mental Health Services Administration."
- Images used must be appropriate for the population of focus and the source noted.
- Completed material will be shared with all funded contractors on the IDPH website.

Note: See the IDPH General Conditions about copyrights for projects created.

 Select a Universal Indirect strategy. Participant demographics are not required for this activity.


Examples:

- PowerPoint presentation
- Scripts for social media video/recording, such as YouTube

Note: PowerPoint presentations developed for individual staff use are considered a part of preparation and may optionally be entered into I-SMART Prevention System as indirect time.

STN05 Written Material

Written materials designed to inform individuals, schools, families, and communities about the effects of substance misuse and/or problem gambling prevention approaches and services.

 Select a Universal Indirect strategy. Participant demographics are not required for this activity.

Examples:

- Brochures
- Fact sheets
- Flyers
- Newsletters
- Newspaper articles
- Pamphlets
- Posters

STN08 Public Service Announcement (PSA)

A media message provided through public means at no charge, designed to inform audiences concerning substance misuse and/or problem gambling prevention messages and the effects on individuals, schools, families, and communities but not for agency promotion. Needs to be utilized in collaboration with IDPH media campaigns.



Select a Universal Indirect strategy. Participant demographics are not required for this activity.

Examples:

- Radio PSA
- Television PSA
- Social media PSA

STN17 Speaking Engagements

A wide range of activities intended to impart information about substance misuse and/or problem gambling prevention issues to general and/or targeted audiences. **This code is used for groups of greater than 20 participants.**

Note: A one-time presentation for groups of twenty (20) or fewer participants should be entered under IAN19 Small Informational Session.



Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

Examples:

- Briefings
- News conferences
- One-time assembly presentations
- One-time classroom presentations
- One-time presentations to coalitions or other community groups
- Speeches/Talks

Education

Education builds skills through structured learning processes. Substance misuse and/or problem gambling prevention education involves two-way communication and is distinguished from the information dissemination strategy by the fact that interaction between the educator and/or facilitator and the participants is the basis of its components. Services under this strategy aim to improve critical life and social skills, including decision-making, refusal skills, critical analysis, and systematic judgment abilities.

Types of services conducted and methods used for implementing this strategy include the following: Children of parents/guardians with substance use disorders groups, classroom educational services, and educational services for youth groups, parenting/family management services, and small group sessions.

- All evidence-based programs/policies/practices implementation must be done with fidelity as outlined by the developer. All adaptation changes, regardless of their motives, need to be reviewed and approved in the context of maintaining fidelity to the core components of the program. An EBP Modification/Adaptation Form will need to be submitted to the Department for review and approval prior to implementing any changes to an approved program, practice, policy.
- The EBP Review Team will review and approve/deny all requests in a timely manner. Contractors are encouraged to identify alternative curriculum to utilize in the event the EBP Modification/Adaptation Form is denied.
- Only IDPH approved evidence-based programs/policies/practices shall be entered into I-SMART.
- Contractors must implement the entire evidence-based strategy themselves. Time spent sharing information about evidence-based strategies or motivating other organizations to implement an evidence-based strategy is entered as information sharing or technical assistance.
- Pre and post survey administration must follow the guidelines as directed by the Department. All surveys must be administered by the contractor (not teachers or other professionals outside the contracted organization) and secured to ensure confidentiality of all participants.
- All evidence-based programming must be implemented by a single staff member; no co-facilitation will be allowed.

STE01 Children of Parents/Guardians with Substance Use Disorders

Substance misuse prevention educational services focused on children of parents/guardians with substance use disorders. Primary prevention services are not intended for individuals with a substance use disorder diagnosis or for those in treatment. [Formerly known as Children of Substance Abusers (COSA).]



Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.


Examples:

- Evidence-based curriculum developed specifically for COSA. Example: Curriculum Based Support Group Program
- Groups held at schools or youth serving organizations focused on increasing protective factors, understanding substance use disorders, and increasing coping skills

- Evidence-based curriculum implementation for a small group of selective students with family history of substance use disorders

STE02 Classroom Educational Services

Prevention lessons, seminars, or workshops that are recurring and are presented primarily in a school or college classroom.


-  Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

Examples:

- Delivery of evidence-based programs
- Regular and recurring ATOD or problem gambling related education presentations to students

STE04 Parenting/Family Management Services

Structured classes and programs intended to assist parents and families in addressing substance misuse and/or problem gambling risk factors, implementing protective factors, and learning about the effects of substance misuse and/or problem gambling on individuals and families. Topics typically include parenting skills, family substance misuse risk factors, family protective factors, and related topics. Primary prevention services are not intended for individuals with a substance use disorder diagnosis or for those in treatment.


-  Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

Examples:

- Parent effectiveness training
- Parenting and family management classes
- Prevention programs focusing on the family
- Programs designed to strengthen families

STE06 Small Group Sessions

Provision of educational services to youth or adults in **groups of not more than 25 participants**. (For COSA groups see STE01 Children of Parents/Guardians with Substance Use Disorders Groups.)

-  Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

Examples:

- Prevention education groups for faith communities
- Short-term prevention education groups
- Substance misuse and/or problem gambling prevention education groups
- Workplace prevention education groups

Alternatives

Alternatives provide activities that exclude substance misuse and/or problem gambling. The purpose is to discourage use of alcohol and other drugs by providing healthy activities.

IPN Contractors may use only Iowa code IAA01 Alternative Activity Technical Assistance for alternative activities. Technical assistance/consultation should focus on acceptance of alternative activities in communities, best practices in implementing alternative activities and planning for the activity.

Note: IPN funding cannot be used for participation in the alternative activity (e.g., chaperones), serving in the role of running a program or activity or coordinating the activity.

These funds cannot be used towards the enforcement of ATOD or problem gambling statewide laws and statewide ATOD or problem gambling policy efforts.

IAA01 Alternative Activity Technical Assistance

Technical assistance to community groups/agencies related to their sponsored activities.



Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

Examples of technical assistance to the following types of programs/activities:

- After school programs
- ATOD or gambling focused school or community events
- Mentoring programs
- Teen or senior citizen community center activities

Environmental

Environmental establishes or changes written and unwritten community standards, codes, and attitudes, thereby influencing the incidence and prevalence of the abuse of alcohol, tobacco, and other drugs (ATOD) and/or problem gambling behaviors by the general population. This strategy is divided into two subcategories to permit distinction between activities that center on legal and regulatory initiatives and those that relate to service- and action-oriented initiatives.

Types of services conducted and methods used for implementing this strategy include the following: environmental consultation to communities; preventing underage alcoholic beverage sales; establishing ATOD-free policies; changing environmental codes, ordinances, regulations, and legislation at the local level; and local public policy efforts.

Note: Lobbying is NOT allowed for public employees or for contractors funded with state and federal dollars.


IAV02 Social Host Environmental Process

Technical assistance/consultation services to groups and/or individuals which lead to or work toward the development of local efforts related to:

- Environmental codes, ordinances, regulations and legislation
- Policies and procedures
- Preventing underage alcoholic beverage sales and other ATOD availability
- Public policy campaigns
- Substance misuse norms and/or standards

This code is **used only for services leading up to a specific environmental change at the local level**. Record the service population and demographics of only the individuals directly receiving the technical assistance and not those who may be reached by the result of the service.

When the final product/process/policy has been completed, enter the final date of service into I-SMART Prevention System under one of the appropriate environmental codes STV04 – STV05.

 Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.


IAV03 ATOD-Free Workplace Environmental Process

Technical assistance to groups and/or individuals which lead to or work toward the development of local efforts related to:

- Environmental codes, ordinances, regulations and legislation
- Workplace policies and procedures
- Public policy campaigns
- Substance misuse norms and/or standards

This code is **used only for services leading up to a specific environmental change at the local level**. Record the service population and demographics of only the individuals directly receiving the technical assistance and not those who may be reached by the result of the service.

When the final product/process/policy has been completed, enter the final date of service into I-SMART Prevention System under one of the appropriate environmental codes STV04 – STV05.

-  Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.


IAV04 ATOD-Free School Zones Environmental Process

Technical assistance/consultation services to groups and/or individuals which lead to or work toward the development of local efforts related to:

- Environmental codes, ordinances, regulations and legislation
- School policies and procedures
- Public policy campaigns
- Substance misuse norms and/or standards

This code is **used only for services leading up to a specific environmental change at the local level**. Record the service population and demographics of only the individuals directly receiving the technical assistance and not those who may be reached by the result of the service.

When the final product/process/policy has been completed, enter the final date of service into I-SMART Prevention System under one of the appropriate environmental codes STV04 – STV05.

-  Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.


IAV05 ATOD-Free Policies for Community or County Events Environmental Process

Technical assistance/consultation services to groups and/or individuals which lead to or work toward the development of local efforts related to:

- Environmental codes, ordinances, regulations and legislation
- Community and/or county policies and procedures
- Public policy campaigns
- Substance misuse norms and/or standards

This code is **used only for services leading up to a specific environmental change at the local level**. Record the service population and demographics of only the individuals directly receiving the technical assistance and not those who may be reached by the result of the service.

When the final product/process/policy has been completed, enter the final date of service into I-SMART Prevention System under one of the appropriate environmental codes STV04 – STV05.

-  Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

Media Campaigns

A media campaign should be a course of organized services in pursuit of a specific goal. Selected media campaigns must be data driven and based on those data collected during the Assessment step of the Strategic Framework. Media campaigns must directly relate to the contractor's prevention work plan.

Note: Media campaigns involve the use of at least three distinct forms of media (e.g. radio, TV, billboards, newspapers, signs, posters, etc.) to distribute the campaign message that are focused on the appropriate population or age group.

Media campaigns are ongoing and should last at least nine months. IDPH requires use of IDPH-created media campaigns to be disseminated. Use of other media campaigns that are well-evaluated must be reviewed and approved by IDPH before dissemination.

Media campaigns are counted as direct service when the campaign has been discussed and distributed in person to the group or person who will promote it.

Examples:

- Distribution of media campaign related signs to stores and businesses
- Distribution of media campaign posters in a community
- Discussion with school principal about media campaign placement within the school building

Direct service cannot be counted if placing media campaign ads on social media, development of any media campaign materials (preparing materials, personalizing materials) and contacting media venues for placement on billboards/social media/radio/television, etc.

Note: The type of media (radio, school newspaper ad, signs, etc.) and title of the media campaign used should be identified in the service activity description.

If disseminating multiple media campaigns throughout the year, all services for each media campaign should be entered under the same group name so you can distinguish the services associated with each campaign.

IAV06 Media Campaign Environmental Process

Technical assistance/consultation services to groups and/or individuals which lead to or work toward the development of local efforts related to:

- Environmental codes, ordinances, regulations and legislation
- School policies and procedures
- public policy campaigns
- Substance misuse norms and/or standards

This code is **used only for services leading up to a specific environmental change**. Record the service population and demographics of only the individuals directly receiving the technical assistance and not those who may be reached by the result of the service.



Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

When the final product/process/policy has been completed, enter the final date of service into I-SMART Prevention System under one of the appropriate environmental codes STV04 – STV05.


IAV07 Problem Gambling Environmental Process

Technical assistance/consultation services to groups and/or individuals which lead to or work toward the development of local efforts related to:

- Environmental codes, ordinances, regulations
- Community and/or county policies and procedures
- Public policy campaigns
- Problem gambling norms and/or standards


This code is **used only for services leading up to a specific environmental change**. Record the service population and demographics of only the individuals directly receiving the technical assistance and not those who may be reached by the result of the service.

When the final product/process/policy has been completed, enter the final date of service into I-SMART Prevention System under one of the appropriate environmental codes STV04 – STV05.

-  Select the appropriate Universal Direct, Selective, or planned strategy. Participant demographics are reported as exact counts.

STV03 Preventing Underage Alcoholic Beverage Sales

This code is specific to Training for Intervention Procedures (TIPS) services for responsible beverage service training. Also includes activities intended to prevent the sale of alcoholic beverages to minors in bars, restaurants, and other establishments and efforts to educate vendors and law enforcement personnel about these issues.

-  Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

Examples:

- TIPS training
- Signage policies
- Social host training and management programs
- Vendor carding
- Working with alcohol beverage vendors (e.g., bars, restaurants) to reduce the sale and consumption of alcoholic beverages by minors

STV04 Establishing ATOD-Free Policies

Established or enhanced school and workplace ATOD-free policies when they are approved for places to be free of ATOD products and use.

-  Select a Universal Indirect strategy. Participant demographics are not required for this activity.

Examples:

- Establishment of ATOD-free school zones
- Establishment of ATOD-free policies for community or county events
- Establishment of ATOD-free workplaces

STV05 Changing Environmental Codes, Ordinances, Regulations, and Legislation

New or changes to local environmental codes, ordinances, regulations, or other laws to reduce the availability of, access to, or incidence or prevalence of substance misuse and/or problem gambling when the policy is approved.

 Select a Universal Indirect strategy. Participant demographics are not required for this activity

Examples:

- Business policy changes to reduce ATOD marketing
- Alcohol use restrictions in public places ordinances
- Local zoning ordinances to prohibit new alcohol outlets
- Business policy to include gambling in the workplace
- Local zoning ordinances to reduce the number of existing outlets

Note: Lobbying is NOT allowed for public employees or for contractors funded with state and federal dollars.

Problem Identification and Referral

Problem identification and referral aims to serve those who have participated in illegal or age-inappropriate use of tobacco or alcohol and those who have participated in the first use of illicit drugs, as well as, problem gambling behaviors. **Prevention Specialists who encounter a program participant with needs outside of the primary prevention scope, shall refer this participant onto the appropriate referral source (i.e. guidance counselor, teacher, etc.)** The referral source will determine whether the participant's behavior can be reversed through education. Prevention Specialists will not provide any function designed to determine whether a person is in need of treatment.


Types of services conducted and methods used for implementing this strategy include the following: employee assistance programs (EAP), student assistance programs, and minor in possession (MIP) programs.

These funds cannot be used towards services that support Screening, Brief Intervention, Referral to Treatment (SBIRT); including training on or promotion of SBIRT and screening.

STP01 Employee Assistance Program

Technical assistance to workplaces that provides substance misuse and/or problem gambling information for employees with related problems that may be interfering with work performance.

Note: Direct service involves assisting and training a business in establishing an Employee Assistance Program and not acting as the Employee Assistance staff person.

 Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.


Examples:

- Risk reduction education for work-related problems involving substance misuse
- Supervisor training
- Workplace prevention education

STP03 Student Assistance Program

Structured prevention programs intended to provide substance misuse and/or problem gambling information for students with related problems that may be interfering with their school performance.

Note: Direct service involves assisting and training a school district in establishing a Student Assistance Program and not acting as the Student Assistance staff person.

 Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

Examples:

- Information and resources for the school about early identification of student problems
- Assistance with procedures for referral to designated helpers

STP05 MIP (Minor in Possession) Program Participants

Structured prevention education programs intended to change the behavior of youth and adults who have been involved in the use of alcohol and/or other drugs while operating a motor vehicle or not.

Note: Operating While Intoxicated (OWI) courses are not included.



Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.


Examples:

- Court-mandated alcohol and other drug awareness and education programs
- Prime for Life

Community-Based Process

Community-based process strategies aim to enhance the ability of the community to more effectively provide substance misuse and/or problem gambling prevention services through the establishment of collaborative groups. Services in this strategy include assessing, building capacity, planning, implementing and evaluating the efficiency and effectiveness of interagency collaboration, coalition building, and networking. Individuals involved in these strategies are either members of coalitions that represent various groups within the community or are providing support to such collaborative groups.

Note: Direct service hours are not to be used for services performed on behalf of a coalition. Meetings involve a planned agenda with date, location, and time.

 Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

Examples:

- Assisting coalitions and other collaborations to assess community needs.
- Accessing current and potential services and funding to support coalition action plans.


Note: Coalition action plans should not mirror the efforts of the prevention agency; however, coalition members may participate in IDPH funded prevention services.

- Training or technical assistance services to the coalition members or chairperson to enhance understanding of ATOD trends and/or problem gambling prevention best practices.

STC08 Technical Assistance

Services pertaining to substance misuse and/or problem gambling prevention activities provided by professional prevention staff. This service is intended to provide technical guidance to prevention programs, community organizations, and individuals to conduct, strengthen, or enhance activities to promote prevention. Services recorded should be viable technical assistance that will lead to increased effectiveness of the coalition.

Note: Coalition meetings are entered into I-SMART Prevention System as one-time strategies. Session-based strategies involve an enrolled group of people over a fixed period of time with specific criteria for determining completion.

 Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

Examples:

- Assist in assessing local data.
- Assist with capacity building.
- Guide the development of a strategic plan.
- Collaborate on the implementation of a strategic plan.
- Participate in review of evaluation processes.
- Guide the development of cultural competency and sustainability planning processes.

IAC01 Technical Assistance

Online Conference Call, Meeting, or Webinar services that are actively provided by professional prevention staff. These services may be conducted via web conference/telephone and are intended to provide technical guidance to prevention programs, community organizations, and individuals to conduct, strengthen, or enhance activities to promote prevention. **Services recorded under this service type code should be viable technical assistance in place of an in-person meeting.**



Select the appropriate Universal Direct, Selective, or Indicated strategy. Participant demographics are reported as exact counts.

Examples:

- Online/phone technical assistance in meetings for local prevention efforts
- Technical assistance in a coalition meeting through GoToMeeting, Zoom, Skype, or other teleconferencing software
- Providing consultation by phone to another organization on effective implementation of a prevention project

Demographics

Race

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American – A person having origins in any of the Black racial groups of Africa.

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Some Other Race* includes all other responses not included in the White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander race categories described above.

*'Some Other Race' corresponds to the 'More Than One Race' category in I-SMART Prevention System.

Source: U.S. Census Bureau, <https://www.census.gov/topics/population/race/about.html>

Hispanic Origin

Hispanic or Latino refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

The U.S. Office of Management and Budget requires federal agencies to use a minimum of two ethnicities in collecting and reporting data: Hispanic or Latino and Not Hispanic or Latino.

Hispanic origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person's parents or ancestors before their arrival in the United States. People who identify their origin as Hispanic, Latino, or Spanish may be of any race.

Source: U.S. Census Bureau, <https://www.census.gov/topics/population/hispanic-origin/about.html>

Definitions

Activity Type – The alphanumeric code and description used to designate the prevention strategy and the type of service and/or method used to implement the strategy.

County – The county within Iowa where the prevention service was provided. Document where the staff member was located while providing the service, regardless of the location of the service recipient.

Date – The date the prevention service was delivered; for session-based strategy sessions, the date that the session being documented took place.

Date Range (From/To) – The date range fields appear on the Prevention Intervention Search screen in I-SMART. A date range is entered to search for services provided within a specific period of time.

Description – Brief description of group receiving service. Do not use proper names (e.g., Joe Smith), punctuation, or abbreviations (except for those listed as IDPH approved). It is unnecessary to include staff names or initials, county name, date, strategy, activity type, or service population. These fields already exist in I-SMART Prevention System and should not be duplicated.

Direct Service – Hours spent with the target population. Preparation time, travel time, contract staff training time, and day-to-day business planning are counted as indirect service (see [Indirect Service](#) below). Direct service hours need to be rounded to the nearest half- or whole-hour. Direct service hours have a ten-hour maximum per day.

Direct Service Examples:

- Actively participating in meetings (coalition meetings, subcommittee meetings, one-to-one)
- Developing materials (media or social marketing plans, flyers, brochures, newsletters, articles) using the information dissemination guidelines for activity types listed in this manual
- Communicating via phone, email, social media or other technology with stakeholders to implement prevention services – when the communication replaces an in-person meeting
- Implementing evidence-based or other curriculum to youth or adults in school or community-based organizations
- Actively participating in public forums or city council meetings to educate and assist with local policy changes

Duration – Direct service hours entered as total minutes; entered as half and whole-hour equivalents (e.g., 30, 60, 90).

Duration Units – The duration unit type for Iowa automatically defaults to Minutes in I-SMART.

Evidence-based Criterion – See definitions below

- None – All one-time strategies are categorized as None
- Federal registries – All session-based strategies listed on a Federal Registry
- Other sources of information – All session-based strategies not listed on a Federal Registry but supported through non-peer reviewed sources (e.g., book chapters, evaluation reports, and Federal reviews).
- Peer-reviewed journals – All session-based strategies not listed on a Federal Registry but are supported through detailed findings and analyses that document the strategy works.

Evidence-based Strategy – Recurring sequential educational prevention service based on an effectively researched curriculum. Evidence-based strategies have been site tested in communities, schools, social service organizations, and workplaces, and have provided solid proof they have prevented or reduced substance misuse and/or problem gambling.

Note: In Iowa, contractors must implement the entire evidence-based strategy themselves. Time spent sharing information about evidence-based strategies or motivating other organizations to implement an evidence-based strategy is entered as information sharing or technical assistance.

Group Name - The group of individuals who received the service being documented.

- For One-time strategies: Select one Strategic Prevention Framework (SPF) step from the Group Name drop-down list that aligns with the service provided.
- For Session-based strategies: Select the group name created in the Prevention Groups module that represents the participants receiving the session-based programming.

Indirect Service – Hours spent to prepare, travel, coordinate a direct service, or train contract staff. These services are part of day-to-day business and planning activities that should not be entered as direct service in I-SMART.

Indirect Service Examples:

- Attendance at agency or Department staff meetings
- Developing PowerPoint presentations for individual staff use
- Distributing prevention materials, packet, or signs
- Monthly paperwork: travel vouchers, progress reports to supervisor (if requested)
- Ongoing communication with and training/guidance from supervisor
- Ongoing paperwork: purchase authorizations, certification renewal, training requests
- Paid time off, including vacation, personal and sick time
- Phone calls, texts, or emails to schedule meeting times, locations, or other logistics
- Preparation for programs and/or meetings: developing agendas, preparing outlines, gathering materials, seeking resources, making copies, preparing paperwork, organizing program locations, times, and attendees
- Quarterly paperwork: reporting assistance, quarterly reports
- Researching or compiling data
- Staff training specific to their role on the grant being billed
- Survey scoring (if it occurs in an agency and not with community members)
- Travel to and from trainings and programs
- Weekly/daily paperwork: timesheets, direct service logs, online schedule

Institute of Medicine (IOM) Classification – The Institute of Medicine (IOM) classifications for classifying prevention services focus on populations with different levels of risk.

- **Indicated** – Activities targeted to individuals identified as having minimal but detectable signs or symptoms foreshadowing disorder or having biological markers indicating predisposition for disorder but not yet meeting diagnostic levels.
- **Selective** – Activities targeted to individuals or a subgroup of a population whose risk of developing a disorder is significantly higher than average.
- **Universal** – Activities targeted to the general public or a whole population group that has not been identified on the basis of individual risk. The Universal IOM is divided into two categories:
 - **Universal Direct** – Interventions directly serve an identifiable group of participants but who have not been identified on the basis of individual risk.
 - **Universal Indirect** – Interventions support population-based programs and environmental strategies.

One-time Strategy – A one-time activity that, through the practice or application of recognized prevention strategies, is intended to inform general or specific populations about substance misuse and/or problem gambling.

Participant – A specific individual who takes part in either a one-time or session-based prevention strategy.

Service Population – The population that directly received the prevention services.

Session-based Strategy – Recurring sequential educational prevention service provided to a specific group of people who are enrolled for a fixed period of time, in a planned sequence of activities that, through the practice or application of recognized prevention strategies, has specific criteria for determining completion. The strategy is intended to inform, educate, develop skills, alter risk behaviors, deliver services, and/or provide referrals to other services.

Session Number – An incremental number denoting the session number of a session-based prevention service. The session number identifies the order of the session. The number refers to the specific session for the participants, not the prevention specialist who provided the direct service.

Staff – Refers to the name of the prevention service staff member who provided the service.

Strategic Prevention Framework (SPF) – The Substance Abuse and Mental Health Services Association Strategic Prevention Framework (SPF) is a planning process for preventing substance use and misuse.

The five steps and two guiding principles of SPF offer prevention professionals a comprehensive process for addressing substance misuse and related behavioral health problems facing their communities. The effectiveness of the SPF begins with a clear understanding of community needs and involves community members in all stages of the planning process.

The steps of the SPF include:

- Assessment – What is the problem, and how can I learn more?
- Capacity – What do I have to work with?
- Planning – What should I do and how should I do it?
- Implementation – How can I put my plan into action?
- Evaluation – Is my plan succeeding?

The SPF also includes two guiding principles:

- Sustainability – The process of achieving and maintaining long-term results
- Cultural competence – The ability to interact effectively with members of diverse populations

Strategy – Activity or activities an agency will be conducting.

Strategy Frequency – One-Time or Session-Based:

One-Time: Activity occurs only once (e.g., speaking engagement).

Session-Based: Activity is ongoing with sessions (e.g., diversion classes).

Service Populations

- Abuse victims
- Already using substances
- Business and Industry
- Children of substance abusers
- Civic Groups/Coalitions
- College Students
- Corrections Population
- Drop-outs
- Economically disadvantaged
- Elementary School Students
- Gays/Lesbians
- General Population
- Government/Elected Officials
- Health Professionals
- High School Students
- Homeless and/or runaway youth
- Law Enforcement
- Mental health problems
- Middle/Junior High School Students
- Military
- Not Applicable
- Older Adults
- Other
- Parents/Families
- Physically disabled
- Pregnant women/teens
- Preschool Students
- Prevention/Treatment Professionals
- Religious Groups
- Teachers/Administrators/Counselors
- Violent and delinquent behavior
- Youth/Minors

Accepted Abbreviations

ATOD	Alcohol, Tobacco or other Drug
CAW	County Assessment Workbook
CHNA-HIP	Community Health Needs Assessment - Health Improvement Plan
COSA	Children of Substance Abusers
CSAP	Center for Substance Abuse Prevention
CP	Community Partnership
DFC	Drug Free Communities
EAP	Employee Assistance Program
EBP	Evidence-Based Practices
ELEM	Elementary
ENDS	Electronic Nicotine Delivery System
FY	Fiscal Year
HS	High School
IDPH	Iowa Department of Public Health
IOM	Institute of Medicine
LST	Life Skills Training
MIP	Minor in Possession
MOU	Memorandum of Understanding
MS	Middle School
NIAAA	National Institute on Alcohol Abuse and Alcoholism
NIDA	National Institute on Drug Abuse
ONDCP	Office of National Drug Control Policy
OTC	Over-the-Counter Medications
PG	Problem Gambling
PMP	Prescription Monitoring Program
PRI	Prime for Life
Rx	Prescription Drugs
SA	Substance Abuse
SAP	Student Assistance Program
SAPST	Substance Abuse Prevention Skills Training
SPF	Strategic Prevention Framework
TA	Technical Assistance
TGFD	Too Good For Drugs
TIPS	Training for Intervention Procedures
UD	Universal Direct
UI	Universal Indirect
YLI	Your Life Iowa

Conclusion

It is the intention of the Department to provide clear guidance on how to enter prevention data into the I-SMART system. The I-SMART Prevention User Manual was developed and updated to assist IDPH funded contractors when entering their prevention services. By capturing the prevention work and services taking place throughout Iowa, we are able to accurately display the lives positively impacted by substance misuse and/or problem gambling prevention services.

We sincerely thank you and acknowledge your hard work and dedication to protecting and improving the health of Iowans.