

SFY25 IPN Prevention Services Overview Webinar

June 17, 2024



Review of Zoom

- The meeting will be recorded.
- Mute your microphone when not speaking.
- Please turn off your webcam.
- Include questions in the chat feature. All questions will be addressed at the end of the webinar.



Agenda

- Reminders
- Behavioral Health System Realignment
- SFY25 Prevention Action Plan
- SFY25 Youth Surveying
- SFY25 IowaGrants.gov Components
- Prevention Staffing Requirements
- Subcontracts
- Prevention Training Logs
- REDCap Data Entry
- ARPA Prevention Funding Reminders
- IPN Grant Closeout Processes



Reminders

- Any information provided in this webinar could change based on SAMHSA or HHS leadership direction.
- Materials will be added to the IPN Prevention Portal web page in the coming weeks.
 - <https://hhs.iowa.gov/substance-use-portal>
 - <https://hhs.iowa.gov/portal/substance-use/IPN-Prevention-Grant>
- Iowa HHS is migrating to Microsoft in late June 2024.



Behavioral Health System Realignment

- IPN grant will be part of the behavioral health reorganization that will be happening during SFY25.
- Public Comment Sessions
 - **July 1, 2024, 1:00 - 3:00 pm**
 - Location: Polk County River Place, 2309 Euclid Ave., Des Moines
 - **July 8, 2024, 12:00 - 1:00 pm**
 - Location: Virtual
 - **July 18, 2024, 12:00 - 2:00 pm**
 - Location: Rosecrance Jackson Centers, Sioux County

For more information, visit the Iowa HHS System Alignment webpage at <https://hhs.iowa.gov/initiatives/system-alignment/ibhss>.



SFY25 Prevention Action Plan

- Update the SFY24 Action Plan to reflect July 1, 2024 - June 30, 2025, for each county in the IPN service area.
- All approved strategies need to be supported each year of the IPN contract.
 - If an outcome was met in a previous contract or during the current year, services should be extended and expanded.
- Submit the SFY25 Action Plan to Emily Zalasky via IowaGrants.gov Correspondence by **Friday, June 21, 2024**.
- Use “track changes” to clearly show changes made.
 - This is an editing function in Microsoft Word.



SFY25 Prevention Action Plan

- IPN contractors are requested to update the “Short-Term Outcome” statements for each strategy in all counties in the service Area. This includes the following:
 - Outcome to be measured (only one outcome measure per “Short-Term Outcome” statement).
 - Dosage/frequency of the outcome.
 - FY25 target month/year for completion.
 - Process indicators.

- In the event a new strategy or service is requested, IPN contractors must follow the IPN Prevention Planning Step Revision Guidance that was provided via the IPN Help Desk in February 2023.

SFY25 Youth Surveying

- Use of the Iowa HHS Prevention Survey will **not** be permitted during SFY25.

- The survey component will still be available in the REDCap Prevention System, but it **should not be utilized**.

- Surveying of adults is permitted.

SFY25 IowaGrants.gov Components

- A new contract and grant site will be made available for all IPN contractors.
- ARPA contractors will use the same grant site with updated components negotiated.
 - A contract amendment will be made available.
- Budget justification for substance abuse & problem gambling prevention:
 - Costs should reflect items that directly align with the approved services offered from July 1, 2024 - June 30, 2025.
- Update the personnel component. If a position is vacant, the component should read "TBH" until position is filled.



Prevention Staffing Requirements

- No single staff person may exceed 1.0 Full Time Employee (FTE).
- Per IPN RFP requirements, IPN contractors are required to have:
 - Prevention Services Lead**
 - Minimum of three years' experience in the field of substance abuse or problem gambling prevention services; minimum of bachelor's degree.
 - Prevention Services Data/QI Lead**
 - Minimum of three years' experience in the field of data collection and reporting or quality improvement; minimum of associate's degree in data related or human services field.



Prevention Staffing Requirements, Continued

Contractors with staff who do not have the required levels of experience for the required lead positions, must submit an IPN Exception Request through the IPN Help Desk to include the following information:

- Describe the knowledge/experience.
- Explain how skills transfer into the work.
- Provide the supervision process.
- Specific training plan.

Subcontracts

- Any service that falls under the “Description of Work and Services” in the contract, and the contractor would like to subcontract a service to another organization/business, needs to follow these steps:
 - If the subcontract is \$2,000 or over, the draft, unsigned subcontract document needs to be reviewed and approved by Iowa HHS.
 - If the subcontract is under \$2,000, the subcontract plan component needs to be completed in IowaGrants.gov.
- Even if an IPN contractor has an existing contract with an organization/business they would like to provide subcontracted services, Iowa HHS still requires subcontract processes for services that fall into the above categories.
- IPN contractors must submit draft subcontract plans to Julie Hibben and Katie Bee via the correspondence component of IowaGrants.gov on or before **August 30, 2024**, for any subcontracted service taking place in SFY25.

Prevention Training Logs

- Prevention staff must complete the IPN training logs to accurately document prevention 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 Emily Zalasky via the Correspondence section of IowaGrants.gov.
- The IPN training log must be turned in by January 15, 2025, for trainings that have been attended from July 1, 2024, through December 31, 2024.
- The IPN training log must be turned in by June 13, 2025, for trainings that have been attended from January 1, 2025, through June 13, 2025.



REDCap Data Entry

- IPN contractors are responsible for entering all direct service hours for prevention into the Iowa HHS identified data collection system.
- SFY25 REDCap data entry may start beginning August 1, 2024 (tentative). An email will be sent to prevention leads confirming this start date and FY25 data should not be entered until this email is received.
- Deadlines for entering REDCap Data:
 - Prevention Data: 15 day of the month following the services.
 - Data Corrections: 15 day of the month following identification of the error(s).
 - SFY24 data closeout
- The SFY24 REDCap Prevention System User Manual (October 2023) will not be updated for SFY25. IPN contractors are advised to refer to this resource for data entry guidance.



ARPA Prevention Funding Reminders

- Required to support a 1.0 FTE (must be one person, not split between multiple people).
 - If funds remain after salary/fringe is allocated, funds may be used to purchase items that directly support the position (e.g., office supplies, EBP curriculum, training, etc.)
- Position Focus: Approved IPN Substance Abuse Prevention Strategies only.
- If staff vacancy occurs, position must be rehired within three months of becoming vacant.



IPN Grant Closeout Process | Evaluation

- The last two weeks of the grant will focus on closeout.
- All prevention services must be entered into the REDCap Prevention System by June 13, 2025.
- All prevention service data revisions requested by the Agency must be completely addressed by June 23, 2025.
- Retain all Prevention Surveys for five years collected and entered into the REDCap Prevention System.



IPN Grant Closeout Process | Progress Report/Financial/Record Retention

- Complete the final progress report form in IowaGrants.gov no later than July 31, 2025.
- Submit final claim by August 1, 2025.
- Retain all accounting and financial records, programmatic records, supporting documents, statistical records and other records reasonably considered as pertinent to the contract, for a period of five years from the day the contractor submits the final claim.
- Maintain the confidentiality of all records of the project in accordance with state and federal laws, rules and regulations, and the terms of section 9 of these general conditions.



Questions

