



INTEGRATED PROVIDER NETWORK PREVENTION SERVICES ORIENTATION GUIDE **SFY25 ADDENDUM**

MAY 2024

Information included in this addendum is current as of 5/23/24 and is subject to change by Iowa HHS (Agency). IPN contractors will continue to provide primary prevention services selected during the Planning step through the Implementation and Evaluation steps of the Strategic Prevention Framework. In addition, IPN contractors will continue to explore ways to sustain established IPN prevention services following the conclusion of the project period.

Instructions

This addendum will assist Integrated Provider Network (IPN) contractors with prevention services through the end of the Iowa HHS IPN grant and is a continuation of the SFY24 Prevention Services Orientation Guide (June 2023).

The SFY24 REDCap Prevention System User Manual (October 2023) will not be updated for SFY25. IPN contractors are advised to refer back to this resource for data entry guidance.

This addendum along with additional grant information will be shared during the **IPN Prevention Services Overview Webinar** that will occur on June 17, 2024 from 10:30 to 11:30. To participate, please register by clicking [here](https://www.zoomgov.com/meeting/register/vJlsc--spzgsEoWQgm2yg8RjcbUG71TbWno#/registration) (<https://www.zoomgov.com/meeting/register/vJlsc--spzgsEoWQgm2yg8RjcbUG71TbWno#/registration>). Once registered, the access information for the meeting will be emailed to you:

Included in this document are instructions on the following:

- Behavioral Health System Alignment
- SFY25 Prevention Action Plan
- SFY25 Youth Surveying
- SFY25 IowaGrants Components
- Prevention Staffing Requirements
- REDCap Data Entry
- ARPA Prevention Funding Reminders
- IPN Grant Closeout Processes

If an IPN contractor has any questions about SFY25 IPN grant expectations, direct those questions to the IPN Prevention Team by contacting the IPN Help Desk at ipn@idph.iowa.gov.

Integrated Provider Network | Prevention Services

YEAR 6 | JULY 1, 2024 – JUNE 30, 2025

BEHAVIORAL HEALTH SYSTEM ALIGNMENT

At this time of behavioral health system alignment, IPN contractors are encouraged to maintain ongoing communication with local partners regarding ways to sustain prevention service delivery.

Iowa HHS will begin the process of transitioning to Microsoft, which will impact future email addresses and Google forms. This migration is anticipated to take place in June 2024. Additional details will be shared once they are available.

To learn more about the Iowa Department of Health and Human Services alignment efforts or to review the HHS Service Delivery Alignment Assessment Report, please visit the [HHS System Alignment page](https://hhs.iowa.gov/initiatives/system-alignment) (<https://hhs.iowa.gov/initiatives/system-alignment>) of the Iowa HHS website.

SFY25 PREVENTION ACTION PLAN

IPN contractors will update the SFY25 Action Plan for the timeframe of July 1, 2024 to June 30, 2025, for each county in their IPN Service Area. The SFY25 Action Plan is a continuation of each IPN contractor's approved SFY24 Action Plan which are based on the previously developed IPN Logic Models and IPN Strategic Plans.

IPN contractors will revise and resubmit the SFY25 Action Plan to Emily Zalasky via IowaGrants correspondence by Friday, June 21, 2024. Revisions should be submitted using "track changes," which is a feature in Microsoft Word that allows a person to edit a document, to clearly show any changes to the SFY25 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.

Action Steps approved for strategies in SFY24 Action Plans may be carried over to the SFY25 Action Plans. The Timeline for each Action Step should be updated to an SFY25 timeline and dosage/frequency of a service.

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

To receive a copy of this guidance, email the IPN Help Desk at IPN@idph.iowa.gov.

In the event an outcome is met early in the fiscal year, IPN contractors are expected to continue providing prevention services for all strategies throughout the contract period as identified in the SFY25 Action Plan.

SFY25 YOUTH SURVEYING

Through the IPN grant, the Iowa HHS Prevention survey will not be administered during SFY25 (July 1, 2024 – June 30, 2025). IPN contractors are not permitted to utilize any Iowa HHS developed youth survey instruments, tools, or associated resources.

Adult surveying is permitted.

SFY25 IOWA GRANTS COMPONENTS

IPN contractors will need to revise their SFY25 substance abuse and problem gambling prevention Budget Justification Forms to support costs that directly align with approved services offered from July 1, 2024 to June 30, 2025. A separate SFY25 Budget Justification Form will be made available at the current IowaGrants site soon.

Prevention funded staff are encouraged to work with their organization leadership and fiscal departments to ensure costs (e.g. local media campaigns, mileage, prevention resources/materials, etc.) associated with the approved SFY25 Action Plan are supported through grant funding.

If a prevention staff position is vacant, then please indicate “To Be Hired (i.e. TBH)” within the salary/fringe line item to clearly show the position is currently vacant.

IPN contractors will need to review the Personnel component in IowaGrants to ensure the prevention staff names and positions listed are current. If a position is currently vacant, the component can simply read “To Be Hired (i.e. TBH)” to clearly show the position is not filled. If updates are needed, then IPN contractors can notify Emily Zalasky via IowaGrants correspondence to request for the Personnel component to be renegotiated.

PREVENTION STAFFING REQUIREMENTS

Staff providing prevention services must have the appropriate qualifications, experience, degrees, certifications or licenses required of their position and the services provided and must meet all regulatory requirements. Prevention services must be provided by staff persons qualified to provide that service. A contractor must assure staffing and staff qualifications are sufficient to implement prevention services as outlined in the IPN Request for Proposal (RFP). No single staff person may exceed 1.0 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.

Contractors with staff that do not have the required levels of experience for the Prevention Lead and/or Data/QI Lead roles per the IPN RFP can submit an IPN Exception Request through the IPN Help Desk but must include responses to the following questions in the request documentation:

- Describe the knowledge and experience this person has in substance abuse and/or problem gambling prevention as well as supervision and data requirements.
- Explain how the skills this person has will transfer into the work required in the IPN prevention project.
- Provide the supervision process (overseen by a Certified Prevention Specialist per IPN RFP requirements) the agency will provide to ensure the new Prevention Lead and Data Lead have support.
- Provide a specific training plan for the new Prevention Lead/Data Lead including:
 - General orientation to the IPN project.
 - Onboarding to the fields of substance abuse and problem gambling prevention.
 - Prevention Lead Only: Ensure attendance at the Substance Abuse Prevention. Skills Training within one year and Prevention Ethics within three months per the IPN RFP requirements.

Once submitted, Iowa HHS will review the IPN Exception Request and if approved, the plan must be implemented by the contractor to ensure prevention services are supported.

As a reminder, the IPN Project Team can provide additional technical assistance on the Strategic Prevention Framework or other IPN specific requirements, upon request. Iowa HHS would also encourage new hires to participate in Capacity Coaching as a resource. Details about coaching services can be found [here](https://hhs.iowa.gov/programs/mental-health/provider-resources/training/prevention-supports#capacity-coaching) (<https://hhs.iowa.gov/programs/mental-health/provider-resources/training/prevention-supports#capacity-coaching>) and the Coaching Application can be found [here](https://docs.google.com/forms/d/e/1FAIpQLSeCRB0TKdIDePTz9pvi7Qa5hOvLILxIXrbilH342bZV2mvBZA/viewform): (<https://docs.google.com/forms/d/e/1FAIpQLSeCRB0TKdIDePTz9pvi7Qa5hOvLILxIXrbilH342bZV2mvBZA/viewform>).

(this form address will be changing in late June 2024 due to the Microsoft migration. More information will be provided via the IPN Help Desk).

REDCAP DATA ENTRY

IPN contractors are responsible for entering all direct service hours for prevention into the Agency identified data collection system.

- **Prevention Data Reporting - due in REDCap by the 15th day of the month following the services.**
- **Prevention Data Corrections - due in REDCap by the 15th of the month following identification of the error(s).**

No youth surveying will be completed in SFY25; therefore, no pre/post surveys will be collected or entered in the REDCap Prevention System.

The Prevention Lead and/or Prevention Data Lead should contact the Substance Abuse Problem Gambling Data Help Desk at sapggdata@idph.iowa.gov to:

- Report system functionality issues.
- Add new users.
- Terminate user access.
- Request new evidence-based program group names.

To request a data reporting or revision extension, submit through IowaGrants.gov correspondence to Emily Zalasky and Aaron Swanson.

For all other questions, contact the IPN Help Desk at ipn@idph.iowa.gov.

ARPA PREVENTION FUNDING REMINDERS

ARPA funding will continue to be provided through a contract amendment process to IPN contractors during the IPN extension period. Please ensure the following guidelines are followed for this funding as noted in the FY23 ARPA contract:

- ARPA funding is provided to support an additional 1.0 Full Time Equivalent (FTE) Prevention Specialist in each IPN Service Area to increase capacity of the prevention workforce. Funding for this position will be provided for each IPN Service Area to maintain capacity of the IPN Prevention workforce.

The following requirements must be supported:

1. The Prevention Specialist position will directly support primary prevention services as outlined in the Request for Proposal 58818015 and through the approved IPN Prevention Action Plan each contractor developed.
 - a. Services must focus on substance abuse prevention only
 - b. This position must continue to be funded at a 1.0 FTE throughout the contract year

- i. Contractors will not be allowed to split the 1.0 FTE between multiple new hires, between multiple funding sources or to support existing prevention staff.
 - ii. Funding for this 1.0 FTE is not to supplant other agency funds.
 2. If turnover in this position occurs, the contractor will rehire within three months (this time frame begins from the last work day of the former Prevention Specialist).
 3. Funding provided will focus on salary/fringe support for the 1.0 FTE Prevention Specialist.
 - a. Contractors that have remaining funds after the 1.0 FTE Prevention Specialist salary and fringe is allocated may purchase items to support the position (i.e. purchase office supplies, prevention materials for this position, costs for training, etc.).
 - b. Remaining funds cannot be used for other prevention services or agency support.

GRANT CLOSE OUT PROCESSES

Please use this information as a guide to close out the IPN grant that ends on June 30, 2025.

Evaluation

- 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 collected from January 1, 2019 - June 30, 2023 and those entered into the REDCap Prevention System for five years (see Records and Documentation section below).

Progress Reports

- Complete the final Progress Report form in IowaGrants.gov no later than July 31, 2025.

Financial

- Submit final claim by August 1, 2025.

Records and Documentation

Refer to the Iowa HHS General Conditions for all requirements pertaining to close out of projects (Section 2.5.6) and retention of various records (Section 2.12.25) available at <https://hhs.iowa.gov/initiatives/contract-terms>.