



## Integrated Provider Network Grant Prevention Organization Requirements

The requirements noted below are listed in the Integrated Provider Network (IPN) Grant Request for Proposal (RFP), 58818015. Funded agencies must adhere to all RFP requirements to maintain contract compliance.

### Staffing and Personnel

#### 1. Prevention Services Lead

Minimum of three years experience in the field of substance abuse or problem gambling prevention services; minimum of Bachelor's Degree.

#### 2. 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.

- An Applicant must assure staffing and staff qualifications are sufficient to implement Prevention Services as outlined in this RFP and as proposed in the Application. No single staff person may exceed 1.0 FTE.
- 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. Each service must be provided by staff persons qualified to provide that service.

### Prevention Organization Expectations

#### 1. Policies and Procedures Manual (based on IAC 155.21(4))

Maintain and implement written policies and procedures manual that documents the Contractor's prevention services. Describe the prevention services and related activities, specify the policies and procedures to be followed, and govern all prevention staff.

- a. The manual shall have a table of contents.
- b. Revisions to the manual shall be entered with the date and with the name and title of the staff person making the revisions.

#### 2. Staff Development and Training (based on IAC 155.21(5))

Policies and procedures shall establish a staff development and training plan that encompasses all prevention staff and all prevention services, considers the professional continuing education requirements of certified staff, and is available to all prevention staff.

- a. Designate a staff person responsible for the staff development and training plan.

- b. The staff person responsible for the staff development and training plan shall conduct an annual needs assessment.
- c. The staff development and training plan shall describe orientation of new staff which includes an overview of the Contractor's organization, prevention services, and confidentiality.

**3. Data Reporting (based on IAC 155.21(6))**

Policies and procedures shall describe how the Contractor reports data to the Department in accordance with Department requirements and processes.

**4. Fiscal Management (based on IAC 155.21(7))**

Policies and procedures shall ensure proper fiscal management.

**5. Personnel (based on IAC 155.21(8))**

The Contractor shall have personnel policies and procedures.

a. Personnel policies and procedures shall address:

- Recruitment and selection of staff
- Wage and salary administration
- Promotions
- Employee benefits
- Working hours
- Vacation and sick leave
- Lines of authority
- Rules of conduct
- Disciplinary actions and termination
- Staff accidents and safety
- Staff grievances
- Prohibition of sexual harassment
- Implementation of the Americans with Disabilities Act
- Implementation of the Drug-Free Workplace Act
- Use of social media
- Implementation of equal employment opportunity

b. Each position and staff person will have a written job description that describes the duties of each position and staff and the qualifications required for each position.

- A staff person providing prevention services shall be qualified to provide prevention services by meeting at least one of the following conditions:
  - Be certified as a prevention specialist by the Iowa Board of Certification or other organization as approved by the Department.
  - A staff person employed to provide prevention services on and after January 1, 2019 who is not certified as a prevention specialist shall be deemed qualified while the person is in the process of being certified as a prevention specialist. Such staff must meet the requirements of the certification process, must be supervised or mentored by a certified prevention specialist, must participate in Substance Abuse Prevention

Skills Training within one year of hire, must receive a minimum of three hours of ethics training within three months of hire, and must be certified as a prevention specialist within 18 months of hire.

- A staff person employed as the prevention supervisor or lead staff must be certified as a prevention specialist by a national or state organization approved by the Department by June 30, 2020.
  - A review of all job descriptions will happen annually and whenever there is a change in a position's duties or required qualifications.
  - Job descriptions will be in the personnel section of the policies and procedures manual.
- c. Written evaluation of job performance with each staff person will happen at least annually. The evaluation shall include the opportunity for the staff person to comment.
- d. Personnel record on each staff person will be maintained. The record shall contain:
- Verification of training, experience, qualifications, and professional credentials
  - Job performance evaluations
  - Incident reports
  - Disciplinary action taken
  - Documentation of review of and agreement to adhere to confidentiality laws and regulations. This review and agreement shall occur prior to the staff person's assumption of duties.
- e. Personnel policies and procedures shall ensure confidentiality of personnel records and shall specify staff authorized to have access to personnel information.
- f. Notification will be made to the Department in writing within ten days of being informed that a staff person has been sanctioned or disciplined by a certifying body. Such notice shall include the sanction or discipline order.

**6. Child Abuse, Dependent Adult Abuse, and Criminal Background Checks (based on IAC 155.21(9))**

Policies and procedures shall address child abuse, dependent adult abuse and criminal background checks.

- Any mistreatment, neglect, or abuse of children and dependent adults is prohibited and shall be reported and enforcement procedures shall be enacted. Alleged violations shall be reported immediately to the Contractor's executive director and appropriate Department of Health and Human Services personnel. Policies and procedures on reporting alleged violations shall be in compliance with subrule 155.21(10). A staff person found to be in violation of Iowa Code sections 232.67 through 232.70, as substantiated by a

Department of Health and Human Services investigation, shall be subject to the Contractor's policies concerning termination.

**7 Service Records (based on IAC 155.21(10))**

Policies and procedures shall describe compilation, storage, and dissemination of service records.

**8. Quality Improvement (based on IAC 155.21(20))**

Policies and procedures shall describe a written quality improvement plan that encompasses all prevention services and related Contractor operations.

**9. Safety (based on IAC 155.21(21))**

Policies and procedures shall ensure that physical facilities are clean and safe.

- A written plan will be in place and will be followed in the event of fire or tornado. The plan shall be conspicuously displayed at the Contractor's facility.