

IMPROVING TOMORROW: PREVENTION FOCUSED MENTORING ORIENTATION PROCESS

The document is to be used as a guide for Iowa Department of Public Health (IDPH), Bureau of Substance Abuse prevention contractors as a part of onboarding new staff to the Improving Tomorrow: Prevention Focused Mentoring (IT:PFM) grant. This document does not replace agency specific orientation processes including onboarding to the prevention field. The items below should be reviewed over the course of one to two months at the start of new employment in collaboration with the agency prevention supervisor.

RESOURCES FOR NEW STAFF

Newsletters

If interested in learning more about the Bureau of Substance Abuse, consider signing up to receive the following bureau newsletters by clicking on the hyperlinks below:

[A Matter of Substance newsletter](#) provides information about the IDPH Bureau of Substance Abuse.

[The Opioid Update newsletter](#) shares information about opioid use and Iowa's efforts to address the national opioid epidemic.

Bureau of Substance Abuse Contractor Portal

The Bureau of Substance Abuse has created a website portal for prevention contractors. This site includes general prevention information, grant evaluation processes and grant specific information. Additionally, standing meetings/trainings for each prevention grant are listed in the calendar section of the website. This site is updated frequently so please check the portal on a regular basis. To access the portal website, click [here](#).

Capacity Coaching

Coaching support is available to all Bureau of Substance Abuse prevention contractors. Coaching focuses on goal-oriented, solution-focused processes to help address roadblocks, delineate goals and identify ways to achieve those goals. IDPH encourages new prevention staff to consider requesting a capacity coach for additional support. For an overview of the coaching process click [here](#); and for details on how to be coached, click [here](#). After review of these documents and receiving permission from your agency prevention supervisor, please apply to be coached by filling out this [Coaching Application](#).

Iowa Group Discussion Board

The Bureau of Substance Abuse partnered with the [Community Anti-Drug Coalitions of America](#) (CADCA) to create an online discussion board for substance abuse prevention professionals in Iowa. The Iowa Group is designed for the Iowa prevention field to engage in discussions on state-specific topics, take part in unique networking opportunities, share resources, and learn from one another. Instructions on accessing the Iowa Group can be found [here](#). The Iowa Group is open to all prevention professionals in Iowa, not just IDPH prevention contractors. If you have any questions about accessing the group or the registration process, contact membership@cadca.org or Amy Pica at 703-706-0560 x228.

IDPH Prevention Guide

This guide was created by the Bureau of Substance Abuse to help provide a foundation of information, research and expectation to professionals working in Iowa's prevention field. This guide is a helpful resource to review and reference. The Prevention Guide can be accessed [here](#) but is also available in the "General Prevention Information" section of the Bureau of Substance Abuse Contractor Portal.

IDPH Evidence-Based Programs, Practices and Policies Selection and Implementation Guide and Associated Forms

The guide was created by the Bureau of Substance Abuse to direct prevention contractors to identify the program, policies and practices that are most effective through bureau grant funding. All prevention grants funded through the Bureau of Substance Abuse should use this guide to select programs for implementation. The Evidence-Based Program, Practices and Policies Selection and Implementation Guide can be accessed [here](#) but is also available along with forms noted below in the "General Prevention Information" section of the Bureau of Substance Abuse Contractor Portal.

If a contractor would like to make changes or adaptations to any programs listed within the guide, this must be reviewed and approved by IDPH before the change is implemented. To request any program, practice or policy changes, follow the process listed in the IDPH Evidence-Based Program Adaptation Request Form available [here](#).

If a prevention contractor wants to utilize a program not currently listed in the guide, this must be reviewed and approved by IDPH before implementation. To request utilization of a program or policy, follow the processes listed in the IDPH Evidence-Based Program Waiver Form available [here](#). The IDPH Evidence-Based Practice Review Team will review and a decision will be provided to the contractor within one month of receiving the form.

Prevention Specialist Certification

Some Bureau of Substance Abuse grants require funded prevention staff (direct service staff and prevention supervisors) to become a Certified Prevention Specialist. The Iowa Board of Certification (IBC) oversees this process. For details about Prevention Specialist Certification and Advanced Prevention Specialist Certification, click [here](#). All questions about certification processes should be directed to IBC.

GENERAL PREVENTION TRAINING

Monthly Prevention Webinar Series

The Bureau of Substance Abuse provides a monthly webinar series for prevention professionals that happens the first Friday of each month from 1:00-2:30. Continuing Education Unit (CEU) credits approved through the Iowa Board of Certification that can be used for Prevention Specialist Certification are provided for most webinars. The flyer for each month's training is shared with prevention contractors but the training details can also be located on the YourLifelowa.org Training Center [calendar](#).

Foundational Prevention Training

To support Prevention Specialist Certification training requirements, the Bureau offers three foundational trainings in collaboration with the Midwest Counterdrug Training Center

(MCTC). Details about these trainings can be found [here](#). Training dates and registration should be accessed by clicking [here](#). If no trainings are listed, there are no trainings currently available.

YourLifelowa.org Training Center

The Bureau of Substance Abuse has a library of previously hosted webinars and workshop recordings available for review. CEU credits will not be given for reviewing any recordings. Also available on this website is a calendar of all trainings hosted by the Bureau of Substance Abuse that are open to the public. The training center can be accessed by clicking [here](#) and the calendar is available by clicking [here](#).

GRANT SPECIFIC INFORMATION

Request for Proposal and Agency Contract

Most Bureau of Substance Abuse grants are obtained by an agency through a Request for Proposal (RFP) process. This RFP document, used by an agency to apply for the grant funding, provides the majority of details about the grant including a grant overview, funding source, work and services to be provided throughout the grant project period, services and items that are unallowable, etc.

Once an agency applies and is awarded grant funding, an agency then receives a contract in order to receive the funds and provide services. The contract includes IDPH staff to be contacted with grant related questions, agency staff assigned to the grant, deliverable and reporting due dates, performance measures (incentives and/or disincentives), unallowable services and items as well as other important information. To learn more about the IT:PFM grant, review the following documents:

- [Request for Proposal](#)
- Agency contract is available in the “Contract Documents” section of the agency IowaGrants.gov site or contact your agency prevention supervisor to access to this document

Grant Orientation Training

The majority of trainings/meetings provided to support this grant are noted in the IT:PFM Bureau of Substance Abuse Contractor Portal grant webpage. To orient yourself to the grant project, please start by reviewing the following trainings as noted below:

- [Improving Tomorrow: Prevention Focused Mentoring Introduction Training](#)
- [Local Boards of Health in Iowa: A Closer Look Training](#)
- [YourLifelowa.org Overview Training](#)

IowaGrants.gov

IowaGrants.gov is a web-based contract management system IDPH uses to manage contracts. All grant budgets, budget revisions, quarterly reporting, updates for funded personnel and annual reapplication processes are provided through IowaGrants.gov. Contact your agency supervisor to inquire if you need access to IowaGrants.gov. Access can be provided through the agency Grantee Contact. To learn more about the IowaGrants.gov system, see the following resources:

- [IowaGrants.gov Overview Training](#)
- [Iowa grants.gov Tutorial Training](#)

Evaluation System Access

Most Bureau of Substance Abuse prevention grants have evaluation requirements. Evaluation is the systematic collection and assessment of information to determine the results or worth of an effort. These requirements focus on data and/or outcomes collection that are required by the state or federal funder. IT:PFM grant utilizes the Qualtrics data collection system to collect Prevention Surveys. To learn more about IT:PFM project evaluation, see the following resources:

- [General IDPH Prevention Evaluation](#)
- [IT:PFM Evaluation](#)

Questions?

Questions should first be directed to your agency prevention supervisor. For specific questions about this grant, contact Chandra Jennings at chandra.jennings@idph.iowa.gov or 515-204-3903.