

ALCOHOL AND DRUG ABUSE ADMINISTRATION FY 2015 GRANT APPLICATION INSTRUCTIONS

ADDENDUM #1

I. Planning Process

Please describe the steps you have taken or are planning to take to prepare for the changing health care environment (for example, movement toward a fee-for-service reimbursement structure, insurance paneling, etc.). Please indicate whether technical assistance from the Administration is needed.

II. Prevention Requirements and Instructions (Section 4. - Revised)

ADAA will now be requiring jurisdictions to apply the five steps of the MSPF process in allocating its ADAA Prevention Block Grant funding. Following is guidance and the instructions for completing the revised Prevention section of the grant application.

A. Requirements

1. Needs Assessment

Data will be used to determine the jurisdiction's substance use disorder issues and populations to be addressed with its prevention block grant funding. Many jurisdictions have existing needs assessments or data reports that can be used for this purpose. This assessment does not require that a new assessment take place unless there is simply no data to guide the planning of how to allocate the block grant funds.

2. Capacity

Multiple partners with knowledge of the jurisdiction's substance use disorder issues should be involved with the Local Health Department in making decisions regarding the allocation of the jurisdiction's block grant funds. Since each jurisdiction is required to have a knowledgeable, multi-stakeholder Local Drug and Alcohol Abuse Council, that would be a logical group to assist the jurisdiction to develop its prevention strategic plan and to consult with regarding how it will allocate its block grant funds. Other jurisdiction wide substance abuse

planning groups, such as Drug Free Community or MSPF Coalitions, may serve as the jurisdiction's planning group for allocating its block grant funds.

3. Strategic Planning

A strategic plan must be developed which specifically describes the activities that will be provided with block grant funds. The strategic plan components will be (1) the environmental strategy and direct services Program Matrices and (2) the Prevention Narrative. These matrices are described in the instructions below.

4. Implementation

The jurisdiction will use the strategic plan matrices as its guide to program implementation. It will be expected to implement each of the strategies, programs and activities outlined in its matrices. The block grant prevention budget submitted to ADAA must specifically support the activities detailed in the strategic plan.

ADAA will monitor implementation through site visits and review of monthly MDS reports submitted to ADAA. Technical assistance will be provided by ADAA when implementation problems are identified through the monitoring process. Strategic Plan activities and budgets can be modified upon request of the jurisdiction and approval of ADAA.

5. Evaluation:

Using MDS data and other data provided by the jurisdiction, ADAA will develop an annual summary of each jurisdiction's progress toward implementing the strategies and programs included in the Strategic Plan matrices. This summary will be available for use by ADAA in its annual grant review and approval process. Data from the summary will also be used in the ADAA's annual prevention services report and cumulative reports to CSAP.

B. Instructions

1. Prevention Matrices

Since the requirement that at least 50% of the ADAA prevention block grant funding be used for planning and implementing evidence-based Environmental Prevention Strategies, ADAA has developed two prevention matrices; one for Environmental Strategies and one for Direct Services Programs (formerly referred to as Non-Environmental Programs). All jurisdictions must submit an Environmental Strategy Matrix, and those counties that will also be funding Direct Services programs with their block grant funds will submit both matrices. These matrices, when completed fully, are very comprehensive and will serve as

the core of your SAPT Prevention Block Grant Strategic Plan. Templates to be used for each matrix are attached.

- a. Environmental Prevention Matrix
 - 1) Substance Problems to be addressed
 - 2) Intervening variables to be addressed
 - 3) Contributing factors to be addressed
 - 4) **Environmental strategies to be implemented** to address the contributing factors
 - 5) Key strategy activities
 - 6) Measurable objectives
 - 7) Amount of ADAA funding

- b. Direct Services Prevention Program Matrix
 - 1) Program
 - 2) Evidence-based (yes or no)
 - 3) CSAP Prevention Strategy type
 - 4) IOM Category
 - 5) Risk/resiliency factors to be addressed
 - 6) Target populations
 - 7) # to be served
 - 8) Measurable objectives
 - 9) Timeline
 - 10) Amount of ADAA funding

2. Prevention Narrative

For the strategies and programs cited in your prevention matrices:

- a. Please describe how the jurisdiction decided to provide these particular activities with block grant prevention funds. Include:
 - i. The data used to support the need for the activities described
 - ii. The needs assessment activities that support the need for these activities
 - iii. The partner agencies or groups that were part of the assessment and/or strategic planning
- b. Describe the integration of your environmental strategies and any direct services programs that you may be providing
- c. Describe the integration of your block grant prevention activities and your MSPF prevention activities
- d. Describe the integration of your block grant funded prevention activities with treatment and recovery services in your jurisdiction

- e. Describe collaboration and partnering with other community agencies, colleges/universities and jurisdictions.
- f. If your jurisdiction has an ADAA-funded College ATOD Prevention Center, specifically describe your collaborative efforts.

FY '15 Environmental Prevention Strategy Matrix

Substance Problem to be Addressed	Intervening Variables to be Addressed	Contributing Factors to be Addressed	Environmental Strategy	Key Strategy Activities	Measurable Objectives	Amount of ADAA Funding

FY '15 Direct Services Prevention Program Matrix*

Program	Evidence-Based? (Y or N)	CSAP Prevention Strategy Type	IOM Category	Risk/resilience Factors to be Addressed	Target Populations	# to be served	Program's Measurable Objectives	Timeline for Service Provision	Amount of ADAA Funding

- This specific template/format must be used if you are providing direct prevention services programs