IDAHO OFFICE OF
DRUG POLICY
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Substance Use Prevention, Treatment, and Recovery Services Block Grant (**SUPTRS BG**) for Primary Prevention Programs

SFY2026 SUPTRS BG

Grantee Process Guide

Grantee guidance on **Neighborly**, **Reimbursement Requests**, Quarterly Activity **Reports**, Program Participant **Surveys**, **CPS and PPS** credentials, Online Trainings and the **Learning Management System**, and ODP **Resources** and Communication Channels.
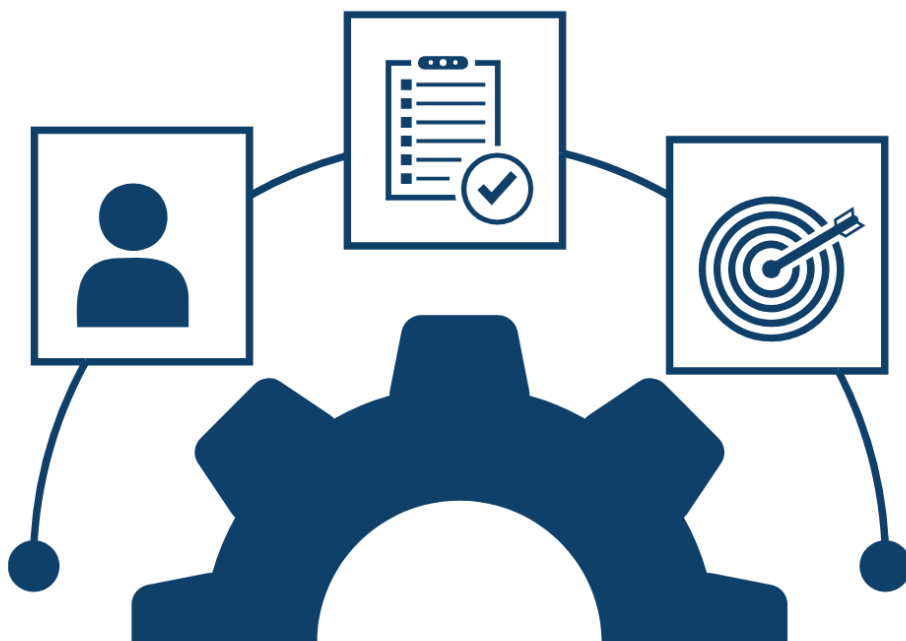
Accessing Your Organization's Neighborly Grantee Portal

About Neighborly

The Office of Drug Policy (ODP) utilizes Neighborly Software, on online grant management platform, to manage the SUPTRS BG application, award, and administration processes. Grantees will use Neighborly to access their Grantee Portals, where they will submit Reimbursement Requests & Quarterly Activity Reports.

Signing In

The Grantee Portal, hosted by Neighborly Software, is accessible available via any internet connected device. The recommended browser is Google Chrome, but Neighborly will work with any modern web browser (i.e., Microsoft Edge, Mozilla FireFox, Apple Safari).

⭐ **Grantee Portal Link: https://portal.neighborlysoftware.com/ODPIDAHO/Participant**

Forgot Your Password – If you already have a Neighborly account but you forgot your password, go to the Neighborly log in page (via the Grantee Portal link) and select *Forgot Your Password*.

Signing Up for an Account

Don't have a Neighborly account? To sign up for a new account go to the Neighborly log in page (via the Grantee Portal link) and click **Sign up now**. Additional guidance on how to create a new account can be found via this link.

Go to the next page for details on how to open your SFY2026 SUPTRS BG Grantee Portal in Neighborly…

Opening Your Organization's SFY2026 SUPTRS BG Grantee Portal in Neighborly

When you sign in to your Neighborly account it will open to your Neighborly dashboard. If you are assigned as a user on your organization's SFY2026 SUPTRS BG Grantee Portal, the Grantee Portal will be listed on your Neighborly dashboard (see below for information on adding users to your organization's Grantee Portal). To open your organization's SFY2026 SUPTRS BG Grantee Portal, click *View*.

If you organization has received SUPTRS BG awards for multiple years, all of those Grant Portals will be visible on your dashboard. In this case, be sure to select the Grant Portal for 2026.

Good Morning, Jessie

Welcome to the Idaho Office of Drug Policy Grant Portal

The Idaho Office of Drug Policy is committed to accessibility. If you require any grant application or management material in an alternate format, please contact (208) 854-3040.

🏛 **Grants**

ID	Name	Program	Year	Approved	Disbursed	Remaining	Action
30226	Idaho Office of Drug Policy – SFY2026 SUPTRS BG Test	Federal SUPTRS BG Program	2026	$7,500.00	$0.00	$7,500.00	View

Adding Another User to Your Grantee Portal

The individuals that completed the SFY2026 SUPTRS BG application via Neighborly for the organization are automatically assigned as users to the organizations SFY2026 SUPTRS BG Grantee Portal. If other staff at the organization will be supporting with SUPTRS BG reimbursement requests and/or quarterly activity reports, they will need to be manually added as a user to the organization's Grantee Portal.

To do this, an individual that is already an assigned user will log into their Neighborly account and open the SFY2026 SUPTRS BG Grantee Portal. Once in the Grantee Portal, they will click on the *Users* tab on the left-hand navigation menu, then select *Add a User*.

*If your organization does not have access to an individual that has already been assigned as a user that can assist with assigning new users, or if you experience any issues adding additional users, please email Jessie Dexter at jessie.dexter@odp.idaho.gov and she can assign users to your organization's SFY2026 SUPTRS BG for you.

🏛 Account

📄 Application

$ Draw Requests

⊞ Reports

🗐 Documents

👥 Users

🖶 Print

Add User
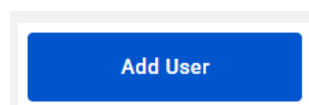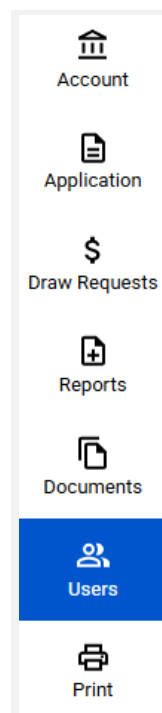
How to Complete a Reimbursement Request

Before you begin the reimbursement request process, please note: the SUPTRS BG award budgets provide funding for each awarded program/activity via three budget categories:
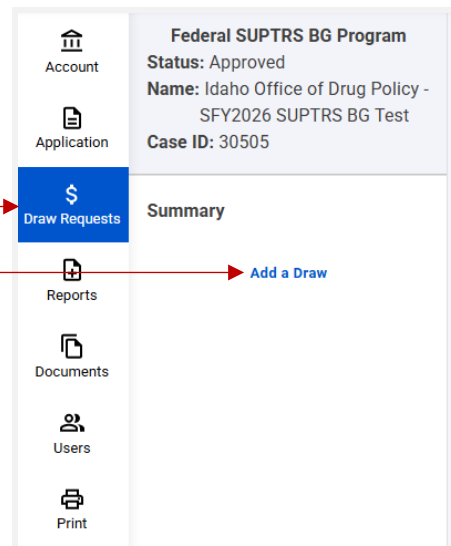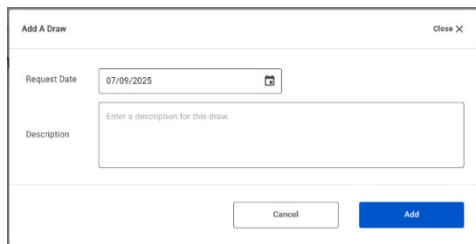
1. Staff – which includes all staff costs related to program implementation
2. Mileage – which includes mileage costs related to program implementation
3. Other – which includes costs for supplies and materials necessary for program implementation

You can find the program & budget category details for your SUPTRS BG grant award in your Grant Agreement under *Exhibit 1: Grant Funding Allocation Overview*, and *Appendix A: Detailed Award Budget Breakdown*.

To submit a reimbursement request (also referred to as a "*request for reimbursement*" and/or "*draw voucher*"), log into your Neighborly Grantee Portal and follow these steps:

1. **Select the *Draw Requests* tab on the left-hand navigation menu**

2. **Click *Add a Draw***

    2.1. When you click *Add a Draw*, a box will pop up on the screen. Enter the request date and a brief description. The description can be as simple as *July Reimbursement Request, [Program Name] Reimbursement Request*, etc. Then click *Add*.

IMPORTANT

3. **Submitting reimbursement requests is a two-step process** – Step #1 involves completing a Detailed Reimbursement Request via JotForm, and Step #2 involves submitting an associated Draw Request via Neighborly. **Please follow the steps listed under **ACTION REQUIRED:. *Step-by-step instructions on how to complete the reimbursement request process, including the Detailed Reimbursement Request JotForm and Neighborly Draw Voucher, can be found here.**

    3.1. You will click on the hyperlink to complete a Detailed Reimbursement Request and upload supplemental documents via JotForm. *Again, step-by-step instructions on how to complete the JotForm can be found here.

Status: Not Submitted
Date Requested: 7/9/2025
Approver Group: Default

Amount Requested: $0
Amount Approved: $0

⚠ ***Action Required: This draw request has NOT YET been submitted. In the form below, provide a summary of the draw request, enter the amount requested by category, upload any supporting documentation, and then click Submit.**

Summary

July Positive Action Reimbursement Request

Documentation
ACTION REQUIRED:

SUBMITTING REIMBURSEMENT REQUESTS IS A TWO-STEP PROCESS
STEP 1: Submit a detailed reimbursement request via JotForm. SUPTRS BG grantees will use the SUPTRS BG Grantee Detailed Reimbursement Request JotForm.
STEP 2: Once you have submitted the detailed reimbursement request JotForm, return to this draw voucher and enter the *total amount* you are requesting per program in the table below (the total amount includes the amount requested + the 10% admin per program).
STEP 3: Click the Submit button at the bottom of this page to submit the draw voucher in Neighborly.

Detailed instructions on how to submit a reimbursement request can be found here.

How to Complete a Quarterly Activity Report

SUPTRS BG grantees are required to complete four Quarterly Grant Activity Reports via Neighborly – with each Report covering a 3-month period. Within Neighborly, each Quarterly Report will become available 30 days prior to its due date. Grant reporting period dates and deadlines are as follows:

- **Quarter 1 –** <u>Reporting Period:</u> July 1-September 30; <u>Due Date:</u> October 10 – *available September 10*
- **Quarter 2 –** <u>Reporting Period:</u> October 1-December 31; <u>Due Date:</u> January 10 – *available December 10*
- **Quarter 3 –** <u>Reporting Period:</u> January 1-March 31; <u>Due Date:</u> April 10 – *available March 10*
- **Quarter 4 –** <u>Reporting Period:</u> April 1-June 30; <u>Due Date:</u> July 10 – *available June 10*

To access your Quarterly Activity Reports you will log into Neighborly, open your [Grantee Portal](#), and follow these steps:

1. Select the *REPORTS* tab on the left-hand navigation menu.

2. The Reports will be listed in chronological order based on the reporting period. Each Quarterly Activity Report will open and become available 30 days prior to their due date. Once the Report is open, you will **select the report that you want to complete by clicking the blue *Start* button.**

ID	Date Range	Available	Due	Status	Report	# Files	Submitted By	Action
1227	07/01/2025 - 09/30/2025	09/10/2025	10/10/2025	Not Available	0 of 7 steps completed	0		Start
1228	10/01/2025 - 12/31/2025	12/11/2025	01/10/2026	Not Available	0 of 7 steps completed	0		
1229	01/01/2026 - 03/31/2026	03/11/2026	04/10/2026	Not Available	0 of 7 steps completed	0		
1230	04/01/2026 - 06/30/2026	06/10/2026	07/10/2026	Not Available	0 of 7 steps completed	0		

Federal SUPTRS BG Program
Status: Approved
Name: Idaho Office of Drug Policy - SFY2026 SUPTRS BG Test
Case ID: 30505

Quarterly Report (0 of 4)

Summary
Id: 1227 (Not Available)
Id: 1228 (Not Available)
Id: 1229 (Not Available)
Id: 1230 (Not Available)

To complete and submit the Activity Report, follow these steps:

1. Once you open a Report, you will notice that the *Summary* on the lefthand sidebar navigation panel will expand to include a drop-down menu – which will have seven tabs/sections for *Report Overview*, A. *Program One*, B. *Program Two*, C. *Program Three*, D. *Program Four*, E. *Program Five*, and *Submit*. <u>You are only required to report on the number of programs you received funding to implement, do not stress if your grant award includes fewer than five programs/you have fewer than five programs to report on.</u>

Federal SUPTRS BG Program
Status: Approved
Name: Idaho Office of Drug Policy - SFY2026 SUPTRS BG Test
Case ID: 30505

Quarterly Report (1 of 4)

A. Program One

Print This Step

Please provide the following information.

Program Information

1. Program/Activity Type (Optional)

** Not Selected

2. Program/Activity Name (Optional)

** Not Selected

If other, please specify Program or Activity Name (Optional)

3. Strategy. Review strategy definitions here. (Optional)

** Not Selected

4. IOM Category. Review IOM Category definitions here. (Optional)

** Not Selected

5. Population Risk Factors (select all that apply):

Summary
Id: 1237 (In Progress)
✓ Report Overview
A. Program One
B. Program Two
C. Program Three
D. Program Four
E. Program Five
Submit
Id: 1238 (Not Available)
Id: 1239 (Not Available)
Id: 1240 (Not Available)

2. **The Report will automatically start with the *Report Overview*.** Review the information and then click "*Complete & Continue*" to proceed to section A. Program One.

3. **The Report sections *A. Program One, B. Program Two, C. Program Three, D. Program Four,* and *E. Program Five* are identical.** Each program section includes the same questions to allow grantees to report on each of the individual programs and activities that they were awarded funding to implement. All grantee reports are structured the same, so you will all have five program sections regardless of if you were awarded funding for one, two, three, four, or five programs.

   In each program section, you will be asked to provide information on:

   - **Program Information:** Program/Activity Name, Type, Prevention Strategy, and IOM Category.
     - An overview of CSAP Prevention Strategies and IOM Categories can be found here.

   - **Participant Information:**
     - Individuals Reached or Individuals Served
       - Individuals Reached – this will apply to grantees that are reporting on a program that falls under the *Information Dissemination, Community-Based Process,* or *Environmental* prevention strategies.
       - Individuals Served – this will apply to grantees that are reporting on a program that falls under the *Prevention Education* or *Alternatives* prevention strategies.
       - *Note: these numbers are not cumulative – only include the total number of individuals reached or served during the quarter for which you are currently reporting on.*
     - Participant Demographic Information
       - Participants by Race – American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, While, More Than One Race, Unknown
       - Participants by Ethnicity – Not Hispanic or Latino, Hispanic or Latino, Unknown
       - Participants by Gender – Male, Female, Unknown
       - Participants by Age – 0-4, 5-11, 12-14, 15-17, 18-20, 21-24, 25-44, 45-64, 65+, Unknown
     - Sessions Completed – this will apply to grantees that are reporting on a program that falls under the *Prevention Education* or *Alternatives* prevention strategies.
       - Total number of sessions completed during the quarter

   - **Program Fidelity:** grantees that received funding to implement direct service evidence-based programs will report on the delivery of the program curriculum and identify and explain any programmatic adaptations or changes.

   - **Program Updates:**
     - Overall Progress – Please share a brief update on progress completed during the reporting period related to overall programmatic implementation.
     - Challenges/Barriers – If applicable, please share challenges faced during the reporting period related to overall programmatic implementation and identified strategies to overcome them.

   (more on next page)

- o Successes – If applicable, please share accomplishments achieved during the reporting period related to overall programmatic implementation.
  - o Innovations – If applicable, please share innovations developed and/or implemented during the reporting period related to program initiatives.
  - o Any Additional Comments

- **Documentation (Optional):** Grantees have the option to upload additional program documents they would like to share, such as materials, newsletters, or outreach flyers. Please do not upload anything that includes personal health information (PHI) or personally identifiable information (PII).
  - o Attendance Records Spreadsheets – grantees also have the option to upload Attendance Records. It is not required for grantees to upload their Attendance Records Spreadsheets or related attendance documentation; the spreadsheet is intended to be a resource to support grantees in tracking the information that is required for their activity reports. The ODP provided Attendance Records Spreadsheets tool can be found under the *Program Reporting* tab on the SUPTRS BG Provider Information webpage or accessed via this LINK.

4. **When you finish reporting on Program One** – you can either select "*Save"* to save the data input into section *A. Program One* of the Report, which save your work and allow you to return to the section at a later time and make changes, or you can select "*Complete & Continue"* to officially complete the Report section. It is important to note that once you click "*Complete & Continue*" on a Report section, that section becomes locked and inaccessible. So, select *"Save"* if you plan to make any changes or edits to that Report section prior to submission. However, grantees will need to click *"Complete & Continue"* on all Report sections to be able to officially submit the Report.

Save	Complete & Continue
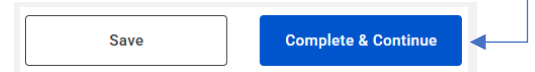
5. **Reporting on additional programs and/or submitting your report.**
   - **If you have an additional program/activity to report on:** if you select "*Complete & Continue*" at the bottom of the Program One page, the system will automatically move you onto the next Program page/report section. If you click "*Save*" for Program One but want to move on to the next section, you will select the next Program tab in the lefthand navigation menu.

     When you open the pages/sections for Programs two, three, four, and five the top of each page will ask if you have a second, third, fourth, or fifth program to report on. If you do, select "*Yes*" and the page will expand to open the report.

     B. Program Two   Print This Step

     Please provide the following information.

     Do you have a second program? If so, select "Yes" and proceed with the application. If not, select "No", scroll down and click complete & Continue. (Optional)

     ○ Yes

     ◉ No

     Documentation
     ○ **Attendance Records** (Optional)

   - **If you have finished reporting on all of your programs**: you still need to go into each Program page/report section in the lefthand navigation Report menu, click "*No*" if necessary, and scroll to the bottom and click "*Complete & Continue*."

     Do this until **all of the Report sections have been marked as completed** with the ✔ blue check mark. Once all Report sections are marked as complete and have a blue check mark, the *Submit* section will become accessible *(see next page)*.

     Summary

     Id: 1237 (In Progress) ⌃

     ✔ Report Overview
     ✔ A. Program One
     ✔ B. Program Two
     ✔ C. Program Three
     ✔ D. Program Four
     ✔ E. Program Five
     ● Submit

8

- Select the *Submit* tab in the lefthand navigation menu, electronically sign the report, and click *"Complete & Submit"* to fully submit the report.

Survey Information for Grantees Implementing Direct Service Programs

Grantees implementing direct-service evidence-based prevention programs (e.g., LifeSkills, Positive Action) are required to conduct participant surveys after the completion of each program cohort. These surveys are used to inform the overall SUPTRS program evaluation. Additionally, after the program year providers will receive a summary outcome report of their programs' survey results.

Please review the following participant survey information:

1. **Review the following documents for Survey Administration Instructions:**
   - Survey administration instructions, example survey templates, and parental consent forms can be found under the "Participant Survey Information" tab on the SUPTRS BG Provider Information webpage.

2. **Obtaining and/or Requesting Surveys**
   - **Paper-Based Surveys –** ODP automatically creates individualized participant surveys specific to each provider and program in paper format. The SUPTRS Projects Director will email individualized PDF survey documents to each provider by September 30, 2025.
   - **Online Computer-Based Surveys –** ODP provides an online computer-based participant survey option for all of our grantees that are implementing curriculum-based direct service programs upon request. Please complete this form to request online pre-post surveys: **https://form.jotform.com/IdahoODP/survey-request-form**

==***The SFY2026 SUPTRS BG program participant surveys are in the process of being finalized by ODP's evaluation services contractor. This section of the Process Guide will be updated by the end of September to include the most accurate, updated survey information.==

CPS and PPS Credentials

To increase the number of qualified providers of substance misuse prevention services in Idaho, ODP requires that at least one staff member in each agency or organization awarded SUPTRS funds must hold or obtain a Provisional Prevention Specialist (PPS) and/or Certified Prevention Specialist (CPS) credential.

- Grantees that have received SUPTRS Block Grant funding for Primary Prevention Programs for the past two consecutive years are required to provide documentation that either:
  a) At least one staff member at your organization holds a current CPS credential, **OR**
  b) At least one staff member at your organization is pursuing their CPS credential. This is done by completing the CPS Training Tracker Form to share information on staff training that has been/is planned to be completed in an effort to obtain the required training hours to sit for the CPS exam.

- New grantees, that have not been funded consecutively in the past two years, have 120 days to receive a PPS credential. The PPS credential requires the completion of two free, short courses: 1) *Substance Abuse Prevention Ethics;* and 2) *Fundamentals of Prevention.* Both courses are offered via **ODP's online Learning Management System.** Send copies of the course Certificates of Completion to Jessie Dexter at jessie.dexter@odp.idaho.gov.

Additional information about the CPS and PPS certifications can be found here.

Additional information on ODP's Learning Management System can be found below.

ODP Learning Management System and Training Opportunities

ODP is pleased to provide free online courses to support grantees and prevention partners with obtaining the training hours for the fulfillment of the Provisional Prevention Specialist (PPS) and Certified Prevention Specialist (CPS) requirements through our learning management system.

As of June 2021, ODP has launched eight additional CPS and Strategic Prevention Framework focused courses:

1. *The Strategic Prevention Framework: A Practical Application (3 hours)*
2. *Planning and Evaluation (4 hours)*
3. *Identifying Evidence-Based Policies, Programs, and Environmental Strategies (3 hours)*
4. *Implementing Direct Service Programs with Fidelity (3 hours)*
5. *Principles of Community Organization for the Prevention Specialist (6 hours)*
6. *Principles of the Environmental Approach to the Prevention Specialist (3 hours)*
7. *Capacity and Readiness for Prevention with Special Populations (3 hours)*
8. *Sustainability and the Prevention Profession (4 hours)*

ODP plans to add additional courses to the learning management system in SFY2026. Updates on new courses will be shared with all grantees as they become available.

Learn more about ODPs learning management system, available online courses, and find instructions for registering, accessing courses, downloading Certificates of Completion, and navigating the platform at **www.prevention.odp.idaho.gov/training**

ODP Resources and Communication Channels

SUPTRS BG Grantee Information Webpage

SUPTRS BG grantee training resources and information on financial and reimbursement requests, program reporting, fidelity and adaption, participant surveys, CPS & PPS requirements, EBP and Data Resources, and more can be found at **www.prevention.odp.idaho.gov/provider-information**

ODP Campaigns

- **BeTheParents** – Idaho's statewide underage drinking and youth marijuana use prevention campaign. This parent-focused campaign aims to educate parents on the risks of youth substance misuse and provide tools and resources to help them prevent it.
    - Website Link: https://betheparents.org/
    - Materials:
        - Convo Cards – view cards – order cards
        - 30-Day Parent Challenge – click here to order the flyer and here to order the magnet
- **Eat Together Idaho** – a youth and parent-focused campaign that provides education on how regular family meals can help prevent youth substance misuse and provides resources to encourage Idaho families to share more meals together.
    - Website Link: https://betheparents.org/eat-together-idaho/

ODP Monthly Newsletter

ODP provides updates on upcoming trainings, events, funding opportunities and other resources each month via our Monthly Newsletter. You can subscribe to the Newsletter, and view past Newsletters, at **https://odp.idaho.gov/newsletter**

ODP Social Media Channels

- ODP's Twitter – https://twitter.com/idahodrugpolicy
- ODP's YouTube – https://youtube.com/IdODP
- BeTheParents Twitter – https://x.com/BeTheParents
- BeTheParents Facebook – https://www.facebook.com/BeTheParents.org
- BeTheParents Instagram – https://www.instagram.com/betheparents/
- BeTheParents Pinterest – https://www.pinterest.com/IdahoDrugPolicy/