

FY22-23 COVID-19 RESPONSE & RELIEF SUPPLEMENTAL AWARD

Grantee Webinar



AGENDA

- Introduction/COVID-19 Response and Relief Funding Overview/
Goals and Objectives
- Getting Started
- Grantee Responsibilities
 - Accessing Grant Funds/Reimbursement Process
 - Data Collection/Reporting Requirements
 - Evaluation (Data Collection) Requirements/Deadlines
- Summary
- Q&A

ODP OFFICE & ROLES

Substance Abuse and Mental Health
Services Administration (SAMHSA)



Idaho Department of Health and Welfare
(IDHW)



Office of Drug Policy (ODP)



Prevention Provider Network

PROGRAM OBJECTIVES

Purpose of COVID-19 Awards

- To support *primary substance abuse prevention* strategies that are intended to prevent substance misuse and abuse at both the state and local levels.
- *Primary Prevention* is defined as “programs for individuals who do not require treatment for substance abuse.”

GETTING STARTED

1. Notice of Award Document
2. Action Plan
3. Authorization for EFT/W-9 Forms
4. Insurance
5. Background Check

GRANTEE RESPONSIBILITIES

All Grantees

- Reimbursement Requests
- Program Forms
 - Attendance and Demographic Forms

Direct Service Providers

- Reimbursement Requests
- Program Forms
- Surveys (parenting and/or youth)

NEIGHBORLY GRANT MANAGEMENT SYSTEM

- **Demonstration of Reimbursement Requests & Program Reporting Forms**

- **Grantee Process Guides:**

- www.prevention.odp.idaho.gov/provider-information

- **Neighborly Link:**

- www.portal.neighborlysoftware.com/ODPIDAHO/participant



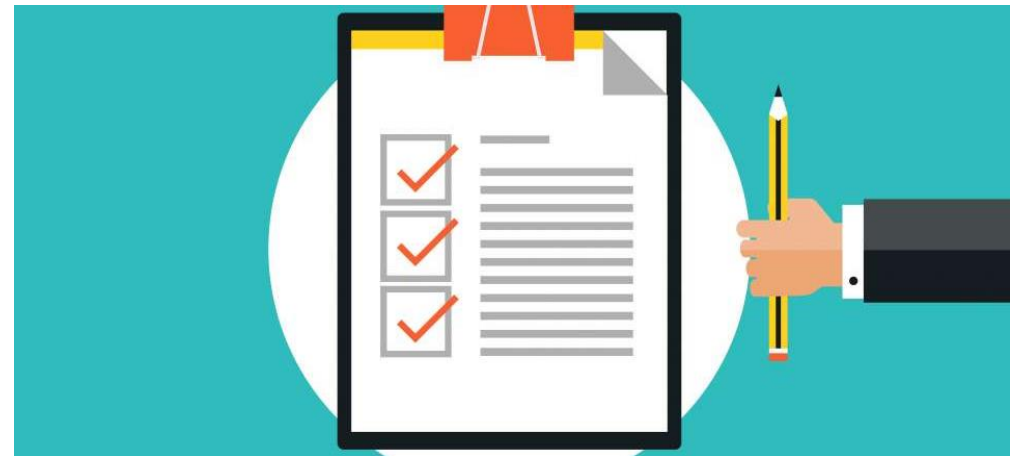
SURVEY: YOUTH & PARENT SURVEYS

Youth Surveys

- Pre and post administration
 - Same groups surveyed at pre, survey at post
- Staff Preparation
 1. Print one survey
 2. Fill in appropriate pre or post designation
 3. Copy (not skewed)
- **Online** and paper option
 - Tutorial

Parent Surveys

- Post administration only
- No cover page necessary
- Paper option only



BIG PICTURE

Grant Award Period: July 1, 2021 – March 15, 2023

Start of the Grant Period

- Review Notice Of Award (NoA)
- Review Action Plan
- Insurance
- Background Checks
- Submit Authorization for EFT/W-9 Form

Throughout the Grant Period

- Requests for Reimbursement
- Program/Activity Reports
- Surveys – if applicable

End of the Grant Period

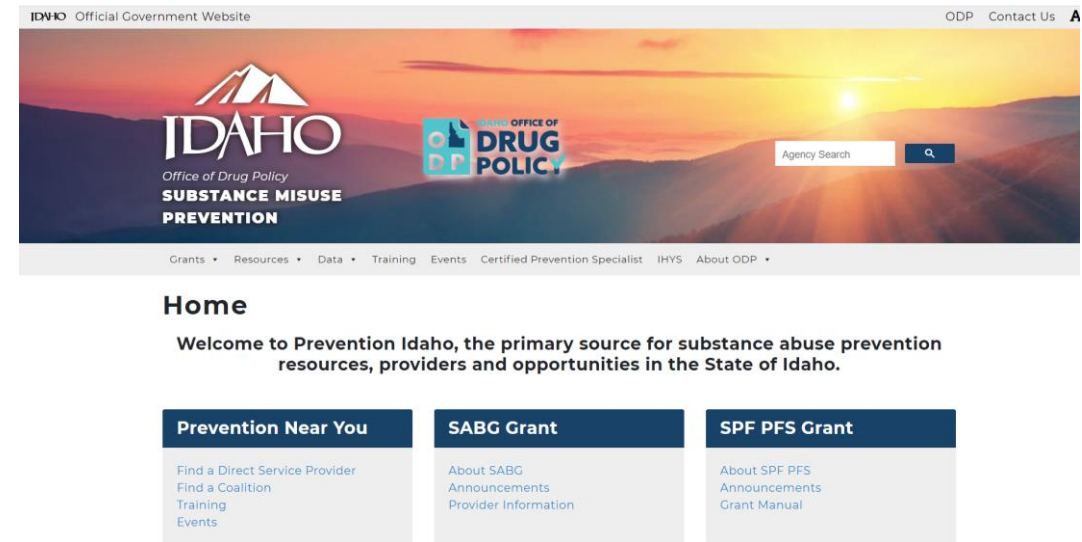
- All Programs/Activities Delivered by March 15th , 2023
- All Invoicing must be Completed by March 15th, 2023

REQUIRED REPORTING TIMELINE

Reporting Period Covered	Date Due	Form(s) Used
July - April	May 1, 2022	Neighborly Grants Management System
May – October	November 1, 2022	Request for Reimbursement Program Form
November - March	March 15, 2023	Surveys – If applicable

OTHER ADMINISTRATIVE ITEMS & SUPPORT

- ODP Prevention Website:
<http://prevention.odp.idaho.gov>
 - Responsible for all News Items Emailed and Posted on prevention.odp.idaho.gov
- Monthly Webinars and Online Trainings
- Site Visit By Region – TBD
- Expectations:
 - Written Requests for Changes to Approved Action Plan, Budget, Key Personnel



SUMMARY & CLOSING

VISION

*A SAFE AND HEALTHY IDAHO
FREE FROM THE DEVASTATING
IMPACT OF SUBSTANCE USE
ON YOUTH, FAMILIES AND
COMMUNITIES.*

- Overview/Impact
- Getting Started
- Accessing Grant Funds/Reimbursement Requests
- Data Collection & Reporting Requirements
- Evaluation Requirements/Deadlines
- Provider Information Available on Website:
<http://prevention.odp.idaho.gov/>

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