**Prevention Staffing Capacity Plan FY20**

**\*Due July 31, 2019 into BOX Enterprise**

As required by the **FY20 Funding and Compliance Contract** between DAODAS and the County Alcohol and Drug Abuse Authority, any employee **partially or fully funded** through the **SAPT Primary Prevention set-aside is required** to be entered as a staff person with their funding allocations correctly reported in the IMPACT system. All prevention personnel funded through the SABG Primary Prevention set-aside (regardless of percentage of salary funded) are required to **enter direct/indirect and administrative service hours into IMPACT each month**. The majority, 50% or more, of staff time entered is expected to be direct/indirect service time in order to accomplish the agencies’ goals/objectives that have been set for primary prevention. Each agency is required to complete the Prevention Staffing Capacity Plan and upload into BOX Enterprise by July 31. **It is the responsibility of the agency to upload a revised Prevention Staffing Capacity Plan and notify DAODAS if there are any personnel changes, staff funding changes, etc., that occur throughout the fiscal year.** **Quarterly IMPACT reviews will be based on the Prevention Staffing Capacity Plan submitted by the agency and approved by DAODAS.**  **If staff funded through the SABG Primary Prevention set-aside are not reporting into IMPACT based on the approved plan, DAODAS maintains the authority to withhold reimbursement, require technical assistance, and/or place the county authority on a County Assistance Plan until the issues are resolved.**

The completed Prevention Staffing Capacity Plan should be uploaded in Box Enterprise following the instructions below:

* Main Folder Deliverables
* Subfolder 2020 Deliverables
* Subfolder 2020 DAODAS Block Grant Deliverables Subfolder Prev Work Pl Checkl or Exempt ltr due 7/31/19

**Agency:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**County/Counties Served:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Facts by County/Counties Served**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **County** | **Population estimates July 1, 2018** | **# of Schools/School Districts** | **Municipalities(please list)** | **# of Colleges/Universities/Technical Colleges** | **Land Mass (square miles)** |
|  |  | / |  |  |  |
|  |  | / |  |  |  |
|  |  | / |  |  |  |
|  |  | / |  |  |  |

**CSAP Strategies and Programs Planned to Be Implemented in the County/Counties in FY20:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **County** | **CSAP Strategy Type** | **Program/Strategy Title** | **Primary Staff to Implement** | **Secondary Staff to Implement** |
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**Prevention Staff Capacity by Staff Member:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Member Name** | **% FTE supported through SAPT BG** | **% FTE supported through other funds (DFC, ECHO, Local, etc.)** | **Total # of hours (based on % FTE supported through SAPT BG) recorded in IMPACT per month/county** | **Strategies/Programs Staff Member Will Implement in FY20/County** |
|  |  |  |  | / |
|  |  |  |  | / |
|  |  |  |  | / |
|  |  |  |  | / |
|  |  |  |  | / |

**Partners/Volunteers agency is planning to work with in FY20 to implement strategies/programs:**

|  |  |
| --- | --- |
| **Partner Agency/Volunteer** | **Strategies/Programs The Partner Will Provide Implementation Assistance for in FY20/County** |
|  | / |
|  | / |
|  | / |
|  | / |
|  | / |
|  | / |

**Additional Comments:**

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Sub**mitted by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_