FY 2018 ECHO GUIDANCE

Award Period: October 1, 2017 – September 30, 2018
Year 3

South Carolina Department of Alcohol and Other Drug Abuse Services (DAODAS)
Division of Prevention Services
DAODAS

• DAODAS, a South Carolina government agency, administers the five-year U.S. Substance Abuse and Mental Health Services Administration (SAMHSA) Partnerships for Success (PFS) 2015 Grant
  o DAODAS funds county ATOD authorities (grantees) to implement impaired driving and prescription drug prevention services
  o Grant is centered on the Strategic Prevention Framework (SPF)

• SC name for PFS 2015 is ECHO - Empowering Communities for Healthy Outcomes (ECHO)

• Key DAODAS ECHO Project Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Nienhius</td>
<td>Project Director</td>
<td><a href="mailto:mnienhius@daodas.sc.gov">mnienhius@daodas.sc.gov</a></td>
</tr>
<tr>
<td>Crystal Gordon</td>
<td>Project Coordinator</td>
<td><a href="mailto:cgordon@daodas.sc.gov">cgordon@daodas.sc.gov</a></td>
</tr>
<tr>
<td>Lagenia McEachin-Session</td>
<td>Grants Coordinator</td>
<td><a href="mailto:lmceachin@daodas.sc.gov">lmceachin@daodas.sc.gov</a></td>
</tr>
<tr>
<td>Andrew Fogner</td>
<td>Epidemiologist</td>
<td><a href="mailto:afogner@daodas.sc.gov">afogner@daodas.sc.gov</a></td>
</tr>
</tbody>
</table>
ECHO Evaluation Team

• Pacific Institute for Research and Evaluation provides evaluation services for the ECHO project

• The evaluation team oversees SC’s completion of PFS 2015 national cross-site evaluation deliverables and oversees state-level evaluation deliverables
  o Provides technical assistance and support to DAODAS and grantees

• Key ECHO Evaluation Team Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Al Stein-Seroussi</td>
<td>Project Evaluator</td>
<td><a href="mailto:stein@pire.org">stein@pire.org</a></td>
</tr>
<tr>
<td>Elaine Dowdy-Melvin</td>
<td>Process Data Coordinator</td>
<td><a href="mailto:edowdymelvin@pire.org">edowdymelvin@pire.org</a></td>
</tr>
<tr>
<td>Michael George</td>
<td>Outcome Data Coordinator</td>
<td><a href="mailto:mgeorge@pire.org">mgeorge@pire.org</a></td>
</tr>
</tbody>
</table>
Regional Capacity Coaches

• Provide technical support and training in their respective regions and at the state level when needed
  o There is one coach per region; there are four regions
  o Coaches’ offices are located within their respective region

• Coaches have a special service emphasis on SPF-related training and technical support but also offer training and technical assistance across additional areas of prevention, including use of MOSAIX IMPACT (the SC Prevention Database)

• Regional Capacity Coaches

<table>
<thead>
<tr>
<th>Name</th>
<th>Region</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lou Anne Johnson</td>
<td>One</td>
<td><a href="mailto:lojohnson@phoenixcenter.org">lojohnson@phoenixcenter.org</a></td>
</tr>
<tr>
<td>Ashley Bodiford</td>
<td>Two</td>
<td><a href="mailto:abodiford@lradac.org">abodiford@lradac.org</a></td>
</tr>
<tr>
<td>Dawn Blackmon</td>
<td>Three</td>
<td><a href="mailto:dawn.blackmon@circlepark.com">dawn.blackmon@circlepark.com</a></td>
</tr>
<tr>
<td>Jacque Martinez</td>
<td>Four</td>
<td><a href="mailto:JMartinez@ekcenter.org">JMartinez@ekcenter.org</a></td>
</tr>
</tbody>
</table>
# ECHO Grantees

## Impaired Driving

<table>
<thead>
<tr>
<th>County</th>
<th>Grantee</th>
<th>ECHO Coordinator</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnwell</td>
<td>Axis I Center of Barnwell</td>
<td>Pam Rush</td>
<td><a href="mailto:prush@axis1.org">prush@axis1.org</a></td>
</tr>
<tr>
<td>Chester</td>
<td>Hazel Pittman Center</td>
<td>Elizabeth Rowe</td>
<td><a href="mailto:elizabeth@hazelpittman.org">elizabeth@hazelpittman.org</a></td>
</tr>
<tr>
<td>Jasper</td>
<td>New Life Center</td>
<td>Nicole Smith</td>
<td><a href="mailto:nsmith@nlcbhsa.org">nsmith@nlcbhsa.org</a></td>
</tr>
<tr>
<td>Marlboro</td>
<td>Trinity Behavioral Care</td>
<td>Vacant (Contact: Phillip Trammel)</td>
<td><a href="mailto:ptrammel@trinitybehavioralcare.org">ptrammel@trinitybehavioralcare.org</a></td>
</tr>
<tr>
<td>Orangeburg</td>
<td>Tri-County Commission on Alcohol and Drug Abuse</td>
<td>Tony Ackiss</td>
<td><a href="mailto:tackiss@tccada.state.sc.us">tackiss@tccada.state.sc.us</a></td>
</tr>
</tbody>
</table>
# ECHO Grantees

## Prescription Drug

<table>
<thead>
<tr>
<th>County</th>
<th>Grantee</th>
<th>ECHO Coordinator</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley</td>
<td>Ernest E. Kennedy Center</td>
<td>Sarah Halse</td>
<td><a href="mailto:shalse@ekcenter.org">shalse@ekcenter.org</a></td>
</tr>
<tr>
<td>Darlington</td>
<td>Rubicon Family Counseling Services</td>
<td>Cindy Shipman</td>
<td><a href="mailto:cshipman@rubiconsc.org">cshipman@rubiconsc.org</a></td>
</tr>
<tr>
<td>Dorchester</td>
<td>Dorchester Alcohol and Drug Commission</td>
<td>Leah Reason</td>
<td><a href="mailto:lreason@dadc.org">lreason@dadc.org</a></td>
</tr>
<tr>
<td>Greenville</td>
<td>The Phoenix Center</td>
<td>Brandi Simmons</td>
<td><a href="mailto:bsimmons@phoenixcenter.org">bsimmons@phoenixcenter.org</a></td>
</tr>
<tr>
<td>Horry</td>
<td>Shoreline Behavioral Health Services</td>
<td>David Caruso</td>
<td><a href="mailto:david@shorelinebhs.org">david@shorelinebhs.org</a></td>
</tr>
</tbody>
</table>
ECHO Goals and Objectives

Impaired Driving Sites

Goal 1: Reduce the Prevalence of Impaired Driving in South Carolina (Fulfilling Outcomes)

- **Objective 1.1**: By the end of the grant period, implementation communities will reduce alcohol-related car crashes by 10%

- **Objective 1.2**: By the end of the grant period, implementation communities will reduce drug-related car crashes by 10%

- **Objective 1.3**: By the end of the grant period, implementation communities will use at least two evidence-based programs, policies, or practices in response to local strategic plans

ECHO Grant Period: 09/30/2015 – 09/29/2020*
Goal 2: Prevent the Onset and Reduce the Progression of Prescription Drug Abuse and Misuse in South Carolina. (Fulfilling Outcomes)

- Objective 2.1: By the end of the grant period, implementation communities will reduce past-30-day use of non-prescribed prescription drugs by youth by 10%

- Objective 2.2: By the end of the grant period, implementation communities will use at least two evidence-based programs and/or promising practices in response to local strategic plans

- Objective 2.3: By the end of the grant period, implementation communities will adopt at least two practices as recommended in the State Plan to Prevent and Treat Prescription Drug Abuse
ECHO Goals and Objectives

Impaired Driving and Prescription Drug Sites

Goal 3: Build Prevention Capacity and Infrastructure at the State and Community Levels (Realizing Community Empowerment)

- Objective 3.1: By the end of the grant period, implementation communities will increase the number of persons reached by 10%

- Objective 3.2: By the end of the grant period, implementation communities will use at least two evidence-based programs, policies, or practices/promising practices in response to the state and local strategic plans.
DELIVERABLES

At a Glance & More Detailed
## Key Deliverables

*Additional details provided on each respective Slide.*

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Frequency / Due Date</th>
<th>Submission Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete, sign, and return the ECHO Year Three Acceptance Package, including the FY18 ECHO Budget</td>
<td>Oct. 16, 2017</td>
<td>Email to <a href="mailto:lmceachin@daodas.sc.gov">lmceachin@daodas.sc.gov</a></td>
</tr>
<tr>
<td>*Slide 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter data for ECHO activities completed</td>
<td>Monthly by the eighth (8th) day of the subsequent month</td>
<td>MOSAIX IMPACT</td>
</tr>
<tr>
<td>*Slide 15 - 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Level Instrument-Revised (CLI-R)*Slide 23</td>
<td>Annually - Dec. 1, 2017</td>
<td>PEP-C</td>
</tr>
<tr>
<td>County Management Information Spreadsheet (MIS) Updates</td>
<td>Monthly</td>
<td></td>
</tr>
<tr>
<td>*Slide 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Management Information Spreadsheet (MIS) Submission</td>
<td>Nov. 1, 2017</td>
<td>Email to ECHO Evaluator, Al Stein-Seroussi (<a href="mailto:stein@pire.org">stein@pire.org</a>)</td>
</tr>
<tr>
<td>*Slide 25</td>
<td>May 1, 2018</td>
<td></td>
</tr>
<tr>
<td>2018 South Carolina Communities That Care (SC CTC) Survey</td>
<td>Late winter / spring 2018 (exact dates TBA)</td>
<td>TBA</td>
</tr>
<tr>
<td>*Slide 26</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Key Deliverables

*Additional details provided on each respective Slide.

<table>
<thead>
<tr>
<th>Deliverable</th>
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<th>Submission Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation Work Plan</td>
<td>Oct. 31, 2017</td>
<td>MOSAIX IMPACT</td>
</tr>
<tr>
<td>Quarterly Finance / Program Implementation Report</td>
<td>By the 8th working day of Jan. 2018, Apr. 2018, Jul. 2018; By the 1st working day of Sep. 2018</td>
<td>Email to ECHO Project Director, Coordinator, and Grant Coordinator (<a href="mailto:mnienhius@daodas.sc.gov">mnienhius@daodas.sc.gov</a>; <a href="mailto:cgordon@daodas.sc.gov">cgordon@daodas.sc.gov</a>; <a href="mailto:lmceachin@daodas.sc.gov">lmceachin@daodas.sc.gov</a>)</td>
</tr>
<tr>
<td>In-person ECHO Meetings</td>
<td>Tentative months of meetings: Nov. 2017, Jan. 2018, and Jun. 2018</td>
<td>County ECHO Coordinator and/or a designee attend each meeting</td>
</tr>
</tbody>
</table>
| Attend two national trainings / conferences (must send at least one grantee staff and one coalition member from an external organization or group to each conference) | *Impaired Driving Sites: Apr. 22 – 24, 2018 (LifeSavers Conference)  

*Required conference; grantees will need to attend at least one additional national conference or training to successfully meet this deliverable.*
ECHO Year Three Acceptance Package

This deliverable is a cooperative agreement between DAODAS and your agency. In addition to signatures by the agency director or his/her designee, the following information needs to be provided:

- FY18 Budget
- ECHO Coordinator and Financial Contacts (page 14)
- County Coalition Information (page 15)

Please submit this completed deliverable to ECHO Grant Coordinator, Lagenia McEachin-Session at lmceachin@daodas.sc.gov by October 16, 2017.
ENTER ECHO DATA IN MOSAIX IMPACT
(Slide 1 of 8)

FY18 IMPACT Instructions – Program Level

• Ensure that each active strategy or program on your ECHO logic model, is entered in MOSAIX IMPACT as a program; and that corresponding activities are also entered.

• Existing ECHO program names and environmental program types can remain as they were for FY17, given that ECHO is a discretionary grant.

• The “Proposed End Date” of each active ECHO Program and Activity should be edited to read “9/30/18”.

• Review Program Outcomes, and, if needed edit them to ensure that they are measurable and relate back to measurable Goals and Objectives (i.e. Program Outcome = By September 30, 2018, perceived risk of prescription drug misuse among adults will increase by ten percentage points, from 40% to 50%).

Tip: If you need to edit the Proposed End Date for any program, please note that you will not be able to edit any other information that has already been used in a service by the program (i.e. you can add a new service code but cannot delete a previously used service code).
• Key Definitions

  o Direct Hours / Minutes: The amount of time spent implementing a service activity directly to the targeted population(s) per staff member; referred to as direct service time
  
  o Indirect Hours / Minutes: The amount of time spent planning or preparing to implement a direct service activity per staff member; referred to as indirect service time
  
  o Service Duration: The single, non-duplicated amount of time spent performing a service activity; the specific time frame during which a direct service is provided to the targeted population(s)
  
  o Demographic Service Information: The total number of participants of a direct service activity, based on the activity's count method; total participants will need to be broken out by age, gender, race, and ethnicity
  
  o Count Method: The number of people or entities served, or, the number of citations written (see the Service Count Guidance Document for more details)

Tip: Implementation service codes can be used to record both direct and indirect service time for an activity; they end with numbers, and letters such as A, B, C,D. You must report demographic service information when you record an activity with direct service time. Planning service codes end with a “P”. You may find value in using a planning service code when you only need to record indirect service time for an activity.
FY18 IMPACT Instructions – Activities Level

- Service Duration
  - For entries that will record direct service time: service duration will be the time frame that the actual service took place
  - For entries that will record indirect service time only for a single staff member: the amount that the single staff member spent planning for the activity
  - For entries that will record indirect service time only for two or more staff members: the greatest amount of time that one of the staff members spent planning for the activity
  - You may select a service duration that ranges from 15 minutes – 24 hours
FY18 IMPACT Instructions – Activities Level

- Example of how to enter the Service Duration, Direct, and Indirect Time for entries that record direct service time only, or, direct and indirect service time

  - Lisa and Tasha worked the agency booth at a local health fair for 3 hours. They both spent 2 hours and 45 minutes planning for the health fair (confirmed participation, pulled resources to share, travelled to and from the event, etc.)

  - Service Duration = 3 hours
  - Lisa’s Direct Hours / Minutes = 3 hours
  - Lisa’s Indirect Hours / Minutes = 2 hours, 45 minutes
  - Tasha’s Direct Hours / Minutes = 3 hours
  - Tasha’s Indirect Hours / Minutes = 2 hours, 45 minutes
Example of how to enter the Service Duration, Direct, and Indirect Time for entries that record planning time only

- Bill and Rick are getting ready for a joint speaking engagement that will occur next week. Bill spent 6 hours, 15 minutes to prepare for it. Rick spent 4 hours, 30 minutes preparing for it.

  - Service Duration = 6 hours, 15 minutes
  - Bill’s Direct Hours / Minutes = 0 hours
  - Rick’s Direct Hours / Minutes = 0 hours
  - Bill’s Indirect Hours / Minutes = 6 hours, 15 minutes
  - Rick’s Indirect Hours / Minutes = 4 hour, 30 minutes
ENTER ECHO DATA IN MOSAIX IMPACT
(Slide 6 of 8)

FY18 IMPACT Instructions – Activities Level

Enter Direct Service Time and Indirect Service Time Accurately

• Examples of Direct Service Time
  o Held a coalition meeting
  o Public safety checkpoints took place
  o A prescription drug drop box was installed
  o A media campaign message was disseminated

• Examples of Indirect Service Time
  o Attended a conference (was not a presenter at the conference)
  o Met with and coordinated with law enforcement to get public safety checkpoints scheduled
  o Met with pharmacists to gauge interest in installing a prescription drug drop box
  o Developed content for a media campaign
ENTER ECHO DATA IN MOSAIX IMPACT
(Slide 7 of 8)

FY18 IMPACT Instructions – Activities Level

• Enter Administrative Time Accurately

  • Examples of Administrative Time

    o Activities that support SCAPPA or SCAPPA certification

    o Preparing for and going through a CARF Site Visit

    o Internal agency meetings not related to ECHO planning or implementation

    o Time spent providing or receiving staff supervision

    o Sick Leave, Annual Leave, Holidays

    o Other time spent on general activities not related to ECHO planning or implementation
Close-out Activities for FY17

- DAODAS will pull the total FY17 program activity implementation numbers by use of implementation activities recorded by service code.

- IMPACT reported activities will be cross-checked with CLI-R implementation activities totals.

- DAODAS will follow-up with additional information, instructions, or feedback as needed.
Community Level Instrument-Revised (CLI-R)

The CLI-R was previously submitted twice per year. Beginning in FY2018, the CLI-R will be submitted annually on December 1, except in Grant Year 5. This deliverable is submitted in PEP-C. Log in to PEP-C at: https://pep-c.rti.org/.

The ECHO Evaluation Team will continue to provide assistance to help you complete this deliverable. Elaine Dowdy Melvin, ECHO Process Data Manager, works with sites to provide CLI-R assistance as needed.

If you have questions about the CLI-R, you can reach out to Elaine Dowdy Melvin (edowdymelvin@pire.org). For general information about CLI-R, you can visit the PEP-C Knowledge Base online at: https://pep-c.rti.org/HERO/KB/PEP-C-KB/Default.htm#Overview Topics/Community-Level Instrument-Revised Overview.htm.
County Management Information Spreadsheet (MIS) Updates

• Please continue to update your MIS each month and retain the copy for your records

• Limited data will be provided to you by the ECHO Evaluation Team
  • Please continue to reach out to Michael George (mgeorge@pire.org), ECHO Outcomes Data Coordinator, or Project Coordinator, Crystal Gordon (cgordon@daodas.sc.gov) when you have questions about state provided data

• You will be required to submit updates infrequently over the course of FY18 (two submissions dates only)
County Management Information Spreadsheet (MIS) Submission

• Please continue to use your current County MIS in FY18

• You will be required to submit the MIS to Al Stein-Seroussi (stein@pire.org) on Nov. 1, 2017 and May 1, 2018

• The MIS is an opportunity to regularly capture and analyze data related to ECHO service implementation and data for indicators relevant to impaired driving or prescription drug use / misuse
2018 South Carolina Communities That Care (SC CTC) Survey

• Survey participation is required during FY18

• Please begin recruiting as early as possible and document your plan for and implement the survey in MOSAIX IMPACT (if you encounter any severe obstacles please document them too & let DAODAS know as soon as possible so we can help you with plans)

• Reach out to DAODAS Epidemiologist, Andrew Fogner (afogner@daodas.sc.gov), if you have questions related to survey administration
  • i.e. survey administration dates, consent forms, recruitment tools, minimum sample requirements, and final data reports
Implementation Work Plan

• Please upload this deliverable into MOSAIX IMPACT by COB on October 31, 2017

• The purpose of it is to provide an at a glance view of essential or key activities that will be conducted per program listed on your ECHO logic model; also be sure to include essential or key activities of the coalition in the Implementation Work Plan

• A template will be provided in the very near future

• Reach out to your Regional Capacity Coach or Crystal Gordon if you have any questions about how to complete the template once you receive it
  • Reg. 1: Lou Anne Johnson -lojohnson@phoenixcenter.org;
  • Reg. 2: Ashley Bodiford - abodiford@lradac.org;
  • Reg. 3: Dawn Blackmon - dawn.blackmon@circlepark.com;
  • Reg. 4: Jacque Martinez - JMartinez@ekcenter.org
Quarterly Finance / Program Implementation Report

• Due quarterly - By the 8th working day of Jan. 2018, Apr. 2018, Jul. 2018, and by the 1st working day of Sep. 2018; will be a continuation of the FY17 Year End Budget Update

• The purpose of this deliverable is to allow counties a routine opportunity to share an update on ECHO related spending and outline future plans for overall spending to support ECHO implementation in the county

• A template will be provided

• Please reach out to Crystal Gordon (cgordon@daodas.sc.gov), Michelle Nienhius (mnienhius@daodas.sc.gov), or Lagenia McEachin-Session (lmceachin@daodas.sc.gov) if you have questions about the template once it is received
In-person ECHO Meetings

- Meetings will take place tentatively during the months of November, January, and June; exact dates and locations are TBA

- At a minimum, each ECHO Coordinator will need to attend or have a designee attend; however if you choose to do so, multiple attendees per site are welcome

- These meetings are a peer-sharing based opportunity to discuss implementation accomplishments and barriers and identified trends based on data received or collected

- Grantees will be asked to help shape the agenda per meeting to ensure we all get what we need from the experience
Attend Two National Trainings / Conferences

• At least two people per Site need to attend each conference – a grantee staff member and a coalition member from an external organization or group

• The purpose of this deliverable to increase knowledge, skills, and capacity to utilize processes and provide services that support best practice / evidence-based prevention practices

• Of the two conferences that must be attended, one is predetermined by DAODAS: Impaired Driving Sites - LifeSavers Conference; Prescription Drug Sites - National Prescription Drug Abuse Summit

• Request written permission from Crystal Gordon or Michelle Nienhius if you want to attend a national conference that was not listed in the ECHO Year Three Acceptance Package
FINANCIAL INFORMATION

General Guidelines
Financial Overview

- Year 3 (FY18) funding award amounts remain the same as previous years

- Funds are made available based on the availability of funds from SAMHSA

- Funds are to be used to support the grantee in hiring and maintaining the equivalent of one FTE to coordinate ECHO at the county level and to ensure that the SPF (Needs Assessment, Planning, Capacity Building, Implementation, and Evaluation) is used to help reach stated project goals and objectives
Supplant Vs. Supplement

• “Supplement” means to “build upon” or “add to”; “supplant” means to “replace” or “take the place of”

• Federal law prohibits recipients of federal funds from replacing (supplanting) state, local, or agency funds with federal funds; Existing funds for a project and its activities may not be displaced by federal funds and reallocated for other organizational expenses--this is illegal

• Federal agencies encourage supplementing—that is, adding federal funds to what is available in state, local, or agency funds

When in doubt, please reach out to Crystal Gordon, ECHO Coordinator
General Non-Allowable Costs

Unless authorized in writing by DAODAS, the costs of the following items or activities shall be unallowable as direct or indirect costs:

- vehicles, boats, aircraft and their maintenance and insurance
- meals that are not an integral part of the approved activities
- “buy money” used in narcotics enforcement
- association fees
- administrative cost in excess of five percent of personnel costs (total of salaries and fringe of DAODAS share)
- any costs incurred prior to or after the Grant period
General Non-Allowable Costs

Unless authorized in writing by DAODAS, the costs of the following items or activities shall be unallowable as direct or indirect costs:

- rent and acquisition, by purchase or lease, of any interest in real property
- Construction
- rearrangement or alternation of facilities to include payments of such loans (except for minor remodeling needed to accomplish the purposes of this part)
- equipment purchases (equipment is defined as an article of tangible property that has a useful life of more than one year and an acquisition cost of five thousand dollars ($5,000) or more)
- purchases of weapons and/or related supplies (guns, ammunition, stun guns/Tasers, pepper spray etc.)
- radar equipment
Travel Costs

• Grantees must adhere to the travel policies of the State of South Carolina (SC)

• Grantees will be reimbursed for meals at the following rates: Up to $25 per day within the State of SC; Up to $32 outside of State of SC

• Lodging rates should be in line as established by the U.S. General Services Administration; lodging rates can be viewed online at: https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup

• Additional travel-related details can be found at:
  • State of SC FY17 mileage rate.pdf
  • State of SC meal rates.pdf

• When in doubt ask questions
Expenses of $5,000 or More

A Single Item that Cost $5,000

- Grantees are required to receive written DAODAS pre-approval (email is fine) in order to purchase any single item that costs $5,000 or more

Expedited Payment for $5,000 ≥ Expense

- If the need exists, grantees can request expedited reimbursement payment for an ECHO expense of $5,000 or more
  - Counties can make a request to expedite reimbursement by sending an email with the total ECHO expenditure for that month to the attention of Lagenia McEachin-Session and “cc” Crystal Gordon
Budget Changes

- Proposed budget changes that exceed 15% of the total budget will require DAODAS prior approval, and, a budget request must be made which includes the following:
  - Detailed budget and justification; Amount of funds to be re-budgeted; indication of which budget categories will be moved from and to; indication as to whether there will be a change in scope
More Information About Costs

• On or before October 10, 2017, you can find financial guidelines in the “ECHO Documents” folder on the SC Documents Website at: http://ncweb.pire.org/scdocuments/

• If you need to access them prior to that date, you can find them now within the “Prevention Quarterly Meeting Material” folder (subfolder entitled “May 4, 2017”) on the SC Documents Website
  - Federal Funding Restrictions.docx
  - CG Accounting Policies.docx
  - State of SC FY17 mileage rate.pdf
  - State of SC meal rates.pdf

• Additional guidance can be found in OMB Cir: https://obamawhitehouse.archives.gov/omb/circulars_a087_2004/

• If you have additional questions about allowable / unallowable costs, please reach out to ECHO Grant Coordinator, Lagenia McEachin-Session, ECHO Coordinator, Crystal Gordon, or ECHO Project Director, Michelle Nienhius
MEDIA INFORMATION

General Guidelines
Statement Required by SAMHSA on Printed Material

“This [report/article/publication] was prepared by [grantee name] under award number 1U79SP020779-03 from SAMHSA, U.S. Department of Health and Human Services. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of SAMHSA or the U.S. Department of Health and Human Services.”
Media Development and Dissemination

• It is acceptable for grantees to contract with professional media consultants / firms to create media messages and to disseminate media

• Grantees are encouraged to partner with grantees with the same priority in neighboring counties when possible

• The State Targeted Response (STR) [Opioid Grant] will debut a $1 million media campaign late fall / early spring

When in doubt about media purchases, development, or dissemination please reach out to ECHO Coordinator, Crystal Gordon.
Unallowable Media

ECHO cannot be used for:

• Publicity or propaganda purposes for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or video presentation designed to defeat or support legislation pending before Congress, except before the Congress (testimony) or any State legislature (This is interpreted to include county and city governments too)

• Pay the salary or expenses of any grant or contract recipient or agent acting for such recipient, related to any activity designed to influence legislation or appropriations pending Congress or any State legislature (This is interpreted to include county and city governments too)