



# FY22 Prevention SOR 2 Kickoff Meeting

A project of the DAODAS State Opioid Response (SOR) Grant

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**October 5, 2021**



**WELCOME**

## In this section:

- **Housekeeping:** attendance; chat box use; questions
- **Purpose**
- **State Level Prevention SOR 2 Contacts**
- **Awardees**

## Prevention SOR 2 Grant Purpose

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**The purpose of the sub-awards is to support implementation of evidence-based environmental and educational primary prevention strategies in an effort to prevent opioid and stimulant misuse, and to reduce the consequences of opioid and stimulant misuse in South Carolina.**

## Primary State Level Staff

The Project Manager will serve as key point of contact for all of your programmatic needs. The Finance Contact will serve as key point of contact for finance needs. The Project Manager and Finance Contact will consults with others as needed to support you.

Name	Role	Email	Telephone
Crystal Gordon	Project Manager	cgordon@daodas.sc.gov	803-896-7228 (o) 803-509-0928 (c)
Melissa Drayton	Finance Contact	mdrayton@daodas.sc.gov	803-896-1160 (o)
Michelle Nienhius	Prevention and Intervention Services Division Manager / Back-up Project Manager	mnienhius@daodas.sc.gov	803-896-1184 (o) 803-727-3651 (c)

## State Level Staff

- Michelle Nienhius, Prevention and Intervention Services Division Manager
- Crystal Gordon, Project Manager
- Sharon Peterson, Finance and Operations Division Manager
- Melissa Drayton, Finance Contact
- Carolyn Mood ([cmood1@daodas.sc.gov](mailto:cmood1@daodas.sc.gov)), Box Enterprise Contact

## CONGRATULATIONS AWARDEES – County Authorities

- **Aiken Center for Alcohol and Other Drug Services**
- **Axis I Center of Barnwell**
- **Beaufort County Alcohol and Drug Abuse Department**
- **Behavioral Health Services of Pickens County**



## CONGRATULATIONS AWARDEES – County Authorities

- **C4 Ministries, Inc.**
- **Charleston Center**
- **Clarendon Behavioral Health Services**
- **Cornerstone - Abbeville County**





## CONGRATULATIONS AWARDEES – County Authorities

- **Cornerstone - Edgefield County**
- **Cornerstone - Greenwood County**
- **Fairfield Behavioral Health Services**
- **Keystone Substance Abuse Services**



## **AWARDEES CONTINUED – County Authorities**

- **Lancaster County Sheriff's Office**
- **New Life Center - Allendale County**
- **New Life Center - Hampton County**
- **New Life Center - Jasper County**



## AWARDEES CONTINUED – County Authorities

- **Phoenix Center**
- **The ALPHA Behavioral Health Center - Chesterfield County**
- **The ALPHA Behavioral Health Center - Kershaw County**
- **The Ernest E. Kennedy Center**



## AWARDEES CONTINUED – County Authorities

- **Tri-County Commission on Alcohol and Drug Abuse - Orangeburg County**
- **Westview Behavioral Health Services - Saluda County**



## **In this section:**

- Contracts:**
  - General Reminders**
  - Duration and Eligible Populations of Service**
  - Expectations for Service Provision**
  - Funding Statement on Printed Materials**
  - Non-Supplantation**
  - Deliverables**

## **CONTRACTS – General Reminders**

- **Signed copies of contracts are due as soon as possible**
  - **DocuSign**
  - **Email**
  
- **Please submit required revisions identified in Attachment I of the contract by October 29, 2021**

## **CONTRACT – Duration and Eligible Populations of Service**

- **The contract period is October 1, 2021 to September 16, 2022**
  - **All services must be provided and all purchases must be made within this period.**
- **Awardees are to serve their approved populations, using the approved strategies.**
- **Awardees may amend populations of service and strategies, if needed. A formal request must be made to DAODAS via email in order to receive approval to amend populations served or strategies implemented.**

## CONTRACT – Eligible Populations of Service

<b>SOR Primary Prevention Services Populations of Service List</b>		
<b>General Population</b>	<b>Health-related Professionals</b>	<b>Social Workers</b>
<b>Adults</b>	<b>Nurses</b>	<b>Organizations</b>
<b>Older Adults</b>	<b>Caregivers</b>	<b>Businesses</b>
<b>Youth</b>	<b>Patients</b>	<b>People in Recovery</b>
<b>Families</b>	<b>School Nurses</b>	<b>Children of People in Recovery</b>
<b>College Students</b>	<b>Guidance Counselors</b>	<b>Spouses of People in Recovery</b>
<b>Law Enforcement</b>	<b>Teachers</b>	<b>Active-Duty Military</b>
<b>School Resource Officers</b>	<b>Realtors</b>	<b>Veterans</b>
<b>Coroners</b>		



### 3. **SUBGRANTEE RESPONSIBILITIES – SUBGRANT DELIVERABLES**

Subgrantee will provide the following services during the term of this Subgrant Agreement:

- A. Subgrantee shall make revisions to the Grant Application as outlined in Attachment I. The revisions shall be subject to DADOAS's approval and shall be submitted to DADOAS by October 29, 2021.
- B. Subgrantee shall provide all services and deliverables outlined in the Grant Application, as revised.
- C. Use the DADOAS-supplied monthly deliverable template to complete and submit monthly deliverables as instructed by DAODAS, by 5:00 pm EST on the 8<sup>th</sup> working day of each following month. At the end of the state fiscal year, the June monthly deliverable is due by July 7, 2022.
- D. Complete and submit the mid-year report as instructed by DAODAS, by 5:00 pm EST on April 15, 2022.
- E. Complete and submit the year-end report as instructed by DAODAS, by 5:00 pm EST on September 28, 2022.
- F. Use the required funding statement on all printed material: "This [report/article/publication] was prepared by [subgrantee name] under award number 5H79TI083300-02 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."

## **CONTRACT – Expectation for Service Provision**

**Awardees will implement services as outlined in the approved proposal. Services provided shall address the stated needs and goals and objectives identified in the funding proposal. Awardees shall receive a reimbursement payment on a monthly basis, for allowable expenses submitted by the monthly reimbursement request due date.**

**Services shall also be:**

- 1. Provided by qualified and competent staff**
- 2. Provided in a timely manner**
- 3. Implemented in collaboration with formal and informal partners**
- 4. Implemented with fidelity; evidence-based programs must be implemented with fidelity**
  - Adaptations made to evidence-based strategies must be consistent with fidelity implementation.**
- 5. Implemented in a cost effective and allowable manner**

## **CONTRACT – Funding Statement Required on Printed Materials**

- Awardees must include the following required funding statement on printed material:

*“This [report/article/publication] was prepared by [subgrantee name] under award number 5H79TI083300-02 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.”*

- Awardees must email drafts to Crystal Gordon, Michelle Nienhius, and Jimmy Mount (Public Information Officer) for approval at: [cgordon@daodas.sc.gov](mailto:cgordon@daodas.sc.gov); [mnienhius@daodas.sc.gov](mailto:mnienhius@daodas.sc.gov); and [jmount@daodas.sc.gov](mailto:jmount@daodas.sc.gov).

## **CONTRACT – Non-Supplantation**

- **Awardees agree that the funds made available under the terms of this Contract will be used by awardees to fund the Contract's specified area only. Funds received under the terms of this Contract should not supplant any other projects.**
  
- **When in doubt, reach out to your Project Manager.**

## **DELIVERABLES**

- **Please use the deliverables schedule that will be provided by the Project Manager.**
- **County Authorities and Additional Partners have different due dates for several deliverables.**
- **If an extension is needed for a deliverable make the request in advance to your Project Manager.**

## **DELIVERABLES - Submission**

- Deliverables templates will be provided for the monthly, mid-year, and year-end deliverables
- All deliverables are to be uploaded in Box Enterprise by the scheduled due dates, unless otherwise specified
  - <https://daodas.account.box.com/login>
- Please let us know if you have any problems uploading deliverables

## **DELIVERABLES – Submission Pathway for County Authorities**

- **Deliverable file upload pathway:**
  - **Monthly Deliverable**  
[Your County or Agency Name]-FY2022-Prevention SOR 2-Monthly Deliverable
  - **Mid-Year & Year-End Deliverable**  
[Your County or Agency Name]-FY2022-Prevention SOR 2-Mid-Year/Year-End Report

## **DELIVERABLES – Submission Pathway for Additional Partners**

- **Deliverable file upload pathway:**
  - **Monthly Deliverable**  
Prevention SOR 2-[Your Agency Name]-Monthly Deliverable
  - **Mid-Year & Year-End Deliverable**  
Prevention SOR 2-[Your Agency Name]-Mid Year/Year End Report



# DELIVERABLES – Required Monthly Implementation & Finance Report

SOR PREV FY22  
[Insert Organization Name]  
Oct-2021

FINANCE SUMMARY		
Line Item	Brief Descrip/Narrative	Total
5500-Training and Travel		
<b>Sub-total Training and Travel</b>		-
<b>5250 - Contractual Services:</b>		
<b>Sub-total Contractual</b>		-
<b>5300 - Supplies and Materials:</b>		
Includes Non-cash incentives		
<b>Sub-total Supplies and Materials</b>		-
<b>6000- (Admin Costs (5% or less of total award))</b>		
<b>TOTAL</b>		-
<b>Notes:</b>		

IMPLEMENTATION SUMMARY				
	Strategies Implemented	Intended Audience	October	Comments
Strategy	Specific Strategy Type Implemented	Population Reached	Total # People Reached	Notes
Data and Needs Assessment				
Community Event				
Education and Awareness				
Proper Medication Storage				
Safe Medication Disposal				
Capacity				
<b>TOTAL</b>			0	

## **DELIVERABLES – Optional Monthly Implementation Reporting in IMPACT**

- Though it is **NOT** required, Awardees can report Prevention SOR 2 implementation in IMPACT if they choose
- **At a minimum: Include “Prevention SOR 2” or “PS2” in the Program Title for both Single Service and Recurring Service Prevention SOR 2 programs that you choose to enter in IMPACT**
- Feel free to use the “Sample Voluntary IMPACT Set-Up for Prevention SOR 2 Subgrantees” as a point of reference if you choose to use IMPACT to record Prevention SOR 2 programs and activities
- If you set-up Prevention SOR 2 programs in IMPACT last year, you can choose to change “dates” rather than create brand new programs and activities

## **DELIVERABLES ACCEPTANCE – Okay to Pay**

- **Okay to pay criteria developed with guidance and input from the DAODAS Prevention and Finance Managers**
- **Prevention SOR 2 Project Manager is responsible for providing notification to Finance Contact that it is “Okay to Pay” monthly reimbursement requests, following receipt and review of monthly deliverables uploaded in Box Enterprise**
- **Payment will be processed pending no discrepancy between the reimbursement request and monthly deliverable reported expenditure amount**

## **DELIVERABLES ACCEPTANCE – Okay to Pay**

- **Awardees can expect to receive an “Okay to Pay” decision monthly except under these circumstances:**
  - 1. Deliverable not uploaded by due date; extension not requested.**
  - 2. Uploaded deliverable not completed as required.**
  - 3. Information reported is inaccurate or information is missing.**
  - 4. Finance related deliverables exceeds remaining budget balance.**
  - 5. Awardee moved more than 15% of the total budget to a different budget (expenditure) category without prior DAODAS approval.**

## **In this section:**

- **Finance & Reimbursement:**
  - **Codes, Full, and Abbreviated Descriptions**
  - **Deliverables**
  - **Single Large Item Purchases**
  - **Budget Revision Process**
  - **Net 22**
  - **SCEIS Vendor Numbers**

## Financial Reporting

<b>Cost center code for FREDD/REBA reporting</b>	<b>Class Code: 8018</b>
<b>Revenue Code</b>	<b>4126</b>
<b>Abbreviated Description</b>	<b>PREV – SOR 2</b>
<b>Full Description</b>	<b>Prevention SOR 2</b>

## **FINANCE & REIMBURSEMENT - Deliverables**

- **Review the deliverables schedule (it will be provided in the near future) to see due dates for finance related deliverables**
- **County Authorities – Due the 8<sup>th</sup> working day monthly, except for June deliverables (due 7/7/22)**
- **Additional Partners – Due the 5<sup>th</sup> working day monthly, except for June deliverables (due 7/7/22)**

## **FINANCE & REIMBURSEMENT – Single Item Large Purchases**

- **Prior DAODAS approval is required to purchase a single “Supplies & Materials” item that costs \$5,000.00 or greater.**
  
- **Requests for approval must be made in writing; email is acceptable.**



## **FINANCE & REIMBURSEMENT – Budget Revision Process**

- **Budget revisions in which more than 15% of the total budget is moved between expenditure categories, must receive prior DAODAS approval.**
- **Requests for approval must be made in writing; email is acceptable.**
- **Please clearly indicate the requested changes.**

## **FINANCE & REIMBURSEMENT – Net 22**

- **There are no new updates in FY22 re: Net 22 which was adopted by the state Comptroller General (CG) Office. In FY21 DAODAS indicated:**
  - **Due to adoption of Net 22 by the state Comptroller General (CG) Office, it will be helpful to submit invoices by the 1<sup>st</sup> of the month.**
  - **Invoices dated past the 1<sup>st</sup> of the month will be paid on the 22<sup>nd</sup> day of the month**
- **Please note that nothing has changed related to Net 22 since DAODAS shared details of it in FY21.**

## FINANCE & REIMBURSEMENT – SCEIS Vendor Numbers

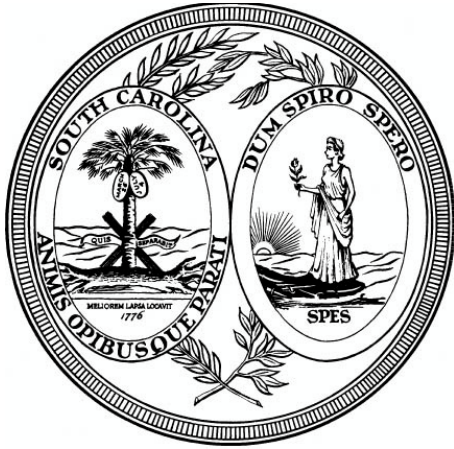
- **Additional Partners:** SCEIS vendor numbers are required for additional partners who receive payment from state of South Carolina.
- **Vendor registration:**  
<https://procurement.sc.gov/vendor/registration>

## FINANCE & REIMBURSEMENT – ACH Payment Set-Up

- To set-up ACH electronic payments, please sign-up at:
  - <https://treasurer.sc.gov/what-we-do/for-businesses/electronic-payment-information/>
- Have questions? Send email to:
  - [ACH.Questions@sto.sc.gov](mailto:ACH.Questions@sto.sc.gov)



Questions?



South Carolina

**DAODAS**

Department of Alcohol and Other Drug Abuse Services

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**1801 Main Street, 4th Floor • Columbia, South Carolina 29201**

**telephone: 803-896-5555 • fax: 803-896-5558**

**[www.daodas.sc.gov](http://www.daodas.sc.gov)**

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