

## PREVENTION REIMBURSEMENT GUIDELINES

The billing codes below are based on the six Center for Substance Abuse Prevention (CSAP) strategies. Services implemented under each of these strategies are direct services and must be an approved evidence-based practice (EBP). See the attached table for a list of all approved EBPs and coinciding CSAP strategies. Services outside of the approved EBPs must be pre-approved by the Office of Prevention Services staff and fall within the definitions and requirements of the six CSAP strategies.

While the Office of Prevention Services understands that contracted prevention providers and Prevention Resource Centers will address prevention in a holistic manner, the Substance Abuse Prevention and Treatment (SAPT) Block Grant has funding limitations. SAPT funds must focus on primary prevention programming, services and activities specific to alcohol, tobacco, and other drugs. Services provided that do not have the appropriate focus are non-reimbursable, including mental health promotion and suicide prevention activities.

### DIRECT SERVICES BILLING CODES

**H0024 INFORMATION DISSEMINATION** This strategy provides awareness and knowledge of the nature and extent of alcohol, tobacco and drug use, abuse and addiction and their effects on individuals, families and communities as well as providing knowledge and awareness of available prevention programs and services. This strategy is characterized by one-way communication from the source to the audience, with limited contact between the two.

- Examples include (but are not limited to) the following:
  - Clearinghouse/information resource centers;
  - Resource directories; brochures;
  - Radio/TV public service announcements;
  - Media campaigns;
  - Social media;
  - Speaking engagements and presentations;
  - Health fairs/health promotion; and
  - Information lines.

**H0025 EDUCATION** This strategy involves two-way communication and the interactions between the educator/facilitator and the participants are the basis of the activities. The activities aim to affect critical life and social skills, including decision-making, refusal skills, and critical analysis.

- Examples include (but are not limited) to the following:
  - Classroom and/or small group sessions (all ages) such as LifeSkills, Positive Action, Project SUCCESS, etc.;
  - Parenting and family management classes;
  - Peer leader/helper programs as identified as an EBP or supporting an EBP such as Students Against Destructive Decisions (SADD);

- Education programs for youth groups; and
- Children of individuals with a substance use disorder groups.

**H0026 COMMUNITY BASED** This strategy enhances the ability of the community to more effectively provide prevention services for alcohol, tobacco and other drugs. Activities include organizing, planning, enhancing efficiency and effectiveness of service implementation, inter-agency collaboration, coalition building and networking. Examples include (but are not limited to) the following:

- Community/volunteer training (neighborhood action training, training of key people in the system, staff/officials training);
- Systematic planning, multi-agency coordination/collaboration;
- Accessing services;
- Technical assistance; and
- Community team-building.

Attending community coalition meetings including Communities that Care (CTC) collaboratives are allowable but should not capture the number of attendees if you are not facilitating the coalition meeting.

**H0027 ENVIRONMENTAL** This strategy establishes, or changes written and unwritten community standards, codes and attitudes, thereby influencing the incidence and prevalence of alcohol, tobacco and other drugs used in the general population. The strategy is divided into two subcategories: activities related to legal and regulatory initiatives and activities related to service and action-oriented initiatives.

- Examples include (but are not limited to) the following:
  - Promoting the establishment/review of substance use policies in schools;
  - Technical assistance for communities to maximize local enforcement procedures governing the availability and distribution of alcohol, tobacco and other drugs;
  - Modify alcohol and tobacco advertising practices; and
  - Product pricing strategies.

**H0028 PROBLEM IDENTIFICATION AND REFERRAL** This strategy identifies those who have indulged in illegal/age-inappropriate use of alcohol or tobacco and who have indulged in the first time use of illicit drugs to assess if their behavior can be reversed through education. This strategy does not include any activity designed to determine whether a person is in need of substance use disorder treatment.

- Examples of activities include (but are not limited to) the following:
  - Screening, brief intervention, and referral;
  - Employee assistance programs;
  - Student assistance programs; and
  - Driving while under the influence/driving while intoxicated education programs.

**H0029 ALTERNATIVES** This strategy provides the opportunity to participate in healthy, positive, and constructive activities that exclude alcohol, tobacco and other drugs. Alternatives must be implemented as part of a comprehensive substance use prevention plan and support the local evidence-based programming that is being implemented.

- Examples include (but are not limited to) the following:
  - Drug free dances/parties;
  - Community drop-in centers; and
  - Community service activities.

**RESD** Resource Development includes any direct expenses related to carrying out the approved EBPs being implemented under the six CSAP strategies and which are not covered under another area of the budget. These expenses must fall under the prevention requirements of the SAPT Block Grant. When submitting an invoice in Mosaix, please note in the service title (RESD). A narrative explaining the items and how it supports the EBP must be provided with the invoice. Itemized receipts identifying the purchased items must be submitted to [DSSPREVCONT@state.sd.us](mailto:DSSPREVCONT@state.sd.us) and reference the corresponding invoice number.

- Examples of allowable expenses include:
  - Curriculum or renewal fees associated with the EBP;
  - Purchase of media time or space (e.g. social norms campaign for Challenging College Alcohol Abuse);
  - Materials supporting peer leader/helper programs associated with the EBP such as SADD materials;
  - Data collection tools such as purchase of SurveyMonkey or copying of pre/post-test materials;
  - Training expenses for presenters;
  - Professional development for staff to implement an EBP such as attending a Project SUCCESS training, Substance Abuse Prevention Skills Training (SAPST), etc.;
  - Meals provided during the implementation of an EBP (food expenses must follow the state per diem guideline as identified below); and
  - Light snacks provided during the implementation of an EBP, not to exceed \$2.50 per person.

Professional development to attend any training, including webinars, not directly related to the implementation of approved EBPs must be pre-approved by Office of Prevention Services staff for reimbursement. Staff time to attend professional development trainings should be reimbursed by the staff person's salary or hourly rate.

#### ADMINISTRATIVE BILLING CODES

**ANCL** Ancillary includes expenses associated with incidental items needed to facilitate coalition meetings. These expenses must comply with the prevention requirements of the SAPT Block Grant. When submitting an invoice in Mosaix, please note in the service title (ANCL). A narrative explaining the

items and how it supports the coalition must be provided with the invoice, along with a sign-in sheet verifying the number in attendance. Itemized receipts identifying the purchased items must be submitted to [DSSPREVCONT@state.sd.us](mailto:DSSPREVCONT@state.sd.us) and reference the corresponding invoice number.

- Examples of allowable expenses include (but are not limited to) the following:
  - Coalition meeting materials;
  - Meals provided during coalition meetings (food expenses must follow the state per diem guideline, as identified below); and
  - Light snacks provided during the implementation of an EBP, not to exceed \$2.50 per person; and
  - Non-cash incentives for volunteers to participate in events and/or the planning not to exceed \$30 per person annually.

Materials and other expenses unrelated to the direct operation of the coalition are non-reimbursable

**ADMIN** Administrative costs includes expenses associated with invoice/voucher preparation and management, project funding oversight, accountability requirements, and other related duties required to ensure financial compliance. These expenses cannot exceed 5% of the subtotal of H0024, H0025, H0026, H0027, H0028, H0029, and RESD billing codes. Administrative expenses may be billed as a flat 5% of the direct expenses incurred during the month of service but cannot exceed 5% of the direct service expenses each month. These expenses must comply with the prevention requirements of the SAPT Block Grant.

**EVAL** Evaluation includes all expenses associated with a contracted evaluator. This should include expense(s) for attending required trainings and all evaluation services provided to the coalition. Receipts for evaluation expenses must be submitted to [DSSPREVCONT@state.sd.us](mailto:DSSPREVCONT@state.sd.us) and reference the corresponding invoice number. Evaluation must comply with the prevention requirements of the SAPT Block Grant.

**TRVL** Travel includes project staff travel expenses to attend state trainings and carry out services outside of local travel. Local travel is defined as 20 miles one direction from agency address. Local travel to carry out services, including attending coalition meetings is included in the direct services rates above (H0024, H0025, H0026, H0027, H0028, H0029) and should not be included here. Travel to carry out services, outside of the local travel, may be reimbursed. These expenses must comply with the prevention requirements of the SAPT Block Grant.

Documentation related to travel must be submitted to [DSSPREVCONT@state.sd.us](mailto:DSSPREVCONT@state.sd.us) and reference the corresponding invoice number to include: mileage from the office to the meeting location in order to be reimbursed at \$0.42 per mile, receipts for lodging, if applicable, and meals to be reimbursed at state per diem guidelines as identified below, if not provided at the meeting.

Each provider is required to enter their data and billing information electronically via MOSAIX IMPACT system.

#### FOOD EXPENSES PER DIEM (PER PERSON)

BREAKFAST	LUNCH	DINNER
Departed prior to 5:31 AM and returned after 7:59 AM	Departed prior to 11:31 AM and returned after 12:59 PM	Departed prior to 5:31 PM and returned after 7:50 PM
\$ 6.00	\$ 14.00	\$ 20.00

This per diem reflects the most current state rates. The time schedule is to be followed when submitting for reimbursement of meals during travel. Per diem includes tax. Tips are not an allowable reimbursement.

Documentation related to food expenses for coalition meetings and meals provided during implementation of an EBP must be submitted to [DSSPREVCONT@state.sd.us](mailto:DSSPREVCONT@state.sd.us) and reference the corresponding invoice number to include: date, time, and number of attendees.

#### NON-REIMBURSABLE ACTIVITIES

Data entry/invoicing in the MOSAIX IMPACT system, agency staff meetings, preparation for an accreditation review and time spent during the on-site visit, applications for funding/grants, staff time spent traveling to carry out services including attending coalition meetings, activities to determine if someone is in need of substance use disorder treatment; and primary prevention, programming and activities not specifically related to alcohol, tobacco or other drugs, such as mental health promotion or suicide prevention. Activities that are unrelated to an EBP are non-reimbursable.

EVIDENCE BASED PROGRAMS BY CSAP STRATEGY

	<b>Information Dissemination</b>	<b>Education</b>	<b>Community Based</b>	<b>Environmental</b>	<b>Problem ID &amp; Referral</b>	<b>Alternatives</b>
<b>Canoe Journey</b>	Culturally specific prevention activities.	Culturally specific prevention activities.	Culturally specific prevention activities.	Culturally specific prevention activities.		Culturally specific prevention activities.
<b>LifeSkills Training</b>	Classroom cognitive skills training. Staff training, implementation planning and evaluation.	Classroom cognitive skills training. Staff training, implementation planning and evaluation.	Staff training, implementation planning and evaluation.			
<b>Project SUCCESS</b>	Classroom prevention educational programming. Prevention awareness efforts.	Classroom prevention educational programming. Prevention awareness efforts. Provide student assistance services for at risk youth.	Environmental and outreach efforts. Prevention awareness efforts.	Environmental and outreach efforts. Prevention awareness efforts.	Provide student assistance services for at risk youth.	Prevention awareness efforts.
<b>Project Venture</b>	Community-oriented service learning and service leadership projects throughout the year.	Culturally specific classroom prevention activities delivered throughout the school year.	Community-oriented service learning and service leadership projects throughout the year.			Skill-building experiential and challenge activities delivered after school, weekend or during the summer.
<b>Positive Action</b>	Classroom prevention education programming. Staff training, implementation planning and evaluation.	Classroom prevention education programming. Staff training, implementation planning and evaluation.	Staff training, implementation planning and evaluation.			

<p><b>S.A.F.E.</b></p>	<p>Classroom prevention educational programming. Environmental and outreach efforts. Provide student assistance services for at risk youth. Prevention awareness efforts.</p>	<p>Classroom prevention educational programming. Environmental and outreach efforts. Provide student assistance services for at risk youth. Prevention awareness efforts.</p>	<p>Environmental and outreach efforts. Prevention awareness efforts.</p>	<p>Environmental and outreach efforts. Prevention awareness efforts.</p>	<p>Provide student assistance services for at risk youth.</p>	<p>Prevention awareness efforts.</p>
<p><b>CMCA</b></p>	<p>Community projects that address youth access to alcohol. Strategy team approaches that address youth access to alcohol.</p>	<p>Community projects that address youth access to alcohol.</p>	<p>Social norm marketing campaign(s) to address misperceptions about alcohol. Community projects that address youth access to alcohol. Strategy team approaches that address youth access to alcohol.</p>	<p>Enforcement efforts that address youth access to alcohol. Strategy team approaches that address youth access to alcohol.</p>		<p>Community projects that address youth access to alcohol.</p>

<p align="center"><b>CCAA</b></p>	<p>Promotion of non-alcohol social events that provide healthy options other than traditional drinking occasions.</p>	<p>Social norm marketing campaign(s) to address misperceptions about alcohol.</p>	<p>Promotion of non-alcohol social events that provide healthy options other than traditional drinking occasions. Social norm marketing campaign(s) to address misperceptions about alcohol. Community projects that address youth access to alcohol.</p>	<p>Promotion of non-alcohol social events that provide healthy options other than traditional drinking occasions. Social norm marketing campaign(s) to address misperceptions about alcohol.</p>		<p>Promotion of non-alcohol social events that provide healthy options other than traditional drinking occasions.</p>
<p><b>Strengthening Families</b></p>	<p>Providing family skills training.</p>	<p>Providing family skills training.</p>				
<p><b>Prime for Life</b></p>					<p>Intensive prevention education programming for repeat offenders (ages 20 and under). Primary prevention education programming for youth (18 and under). Young adult alcohol diversion programming for young adults (19-20 year olds).</p>	



<b>BASICS</b>					College students (Ages 18-20) at risk of alcohol abuse due to family background, prior alcohol offense, etc. Two session approach to alcohol education and prevention.	
<b>Choices</b>	Social norms efforts.			Social norms efforts.	Alcohol education programming engaging students in in-class journaling and participation.	
<b>eCHECKUP To Go (e-CHUG)</b>	Social norms efforts.		Social norms efforts.	Social norms efforts.	On-line questionnaire that focuses on drinking/drinking behavior and nicotine use with a focus on alcohol education and prevention.	
<b>Interactive Journaling (Alternatives)</b>					Structured writing that allows students (12-20 who have alcohol related offenses) to write about their alcohol problem and its association with their current negative life situation.	