SUBSTANCE ABUSE PREVENTION AND TREATMENT (SAPT)
BLOCK GRANT PREVENTION REIMBURSEMENT GUIDELINES

DIRECT SERVICES BILLING CODES

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 Division of Behavioral Health and fall within the definitions and requirements of the six CSAP strategies.

While the Division of Behavioral Health understands that Coalitions 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.

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;
    - Speaking engagements;
    - 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);
    - Parenting and family management classes;
    - Peer leader/helper programs as identified as an EBP or supporting an EBP;
    - 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.

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:
    - 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;
    - Youth/adult leadership activities;

- 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. 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 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 (e.g. SADD materials related to an EBP);
  - Data collection tools (e.g. purchase or copying of pre/post-test materials);
  - Training expenses for presenters;
  - Training expenses for staff to implement an EBP (e.g. Project SUCCESS); and
  - 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.

Workforce Development regarding program implementation, services, activities, materials, or other costs unrelated to the implementation of approved EBPs are non-reimbursable. Staff time to attend workforce 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 for coalition meetings and incentives. These expenses must comply with the prevention requirements of the SAPT Block Grant. A narrative explaining the items and how it supports the coalition must be provided with the invoice. Itemized receipts identifying the purchased items must be submitted to 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 (e.g. materials and items related to SADD and Brain Trainings).

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 hired 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 and reference the corresponding invoice number. Evaluation must comply with the prevention requirements of the SAPT Block Grant.

TRVL Travel includes project director and other key 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 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 coalition is required to enter their data and billing information electronically via the state's prevention management information 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 and reference the corresponding invoice number to include: date, time, and number of attendees.

NON-REIMBURSABLE ACTIVITIES Data entry/invoicing in the prevention management information system, agency staff meetings, preparation for an accreditation review and time spent during the on-site visit, applications for funding/grants, travel time 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. Activities that are unrelated to an EBP are non-reimbursable.

Information Dissemination	Education	Community Based	Environmental	Problem ID and Referral	Alternatives
Canoe Journey Life's Journey: Life Skills for Native Adolescents - Culturally specific prevention activities	Canoe Journey Life's Journey: Life Skills for Native Adolescents - Culturally specific prevention activities	Canoe Journey Life's Journey: Life Skills for Native Adolescents - Culturally specific prevention activities	Canoe Journey Life's Journey: Life Skills for Native Adolescents - Culturally specific prevention activities	BASICS - 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.	Canoe Journey Life's Journey: Life Skills for Native Adolescents - Culturally specific prevention activities
CCAA (Challenging College Alcohol Abuse) - Promotion of non-alcohol social events that provide healthy options other than traditional drinking occasions	CCAA (Challenging College Alcohol Abuse) - Social norm marketing campaign(s) to address misperceptions about alcohol	CCAA (Challenging College Alcohol Abuse) - Promotion of non-alcohol social events that provide healthy options other than traditional drinking occasions	CCAA (Challenging College Alcohol Abuse) - Promotion of non-alcohol social events that provide healthy options other than traditional drinking occasions	CHOICES - Alcohol education programming engaging students in in-class journaling and participation.	CCAA (Challenging College Alcohol Abuse) - Promotion of non-alcohol social events that provide healthy options other than traditional drinking occasions
CHOICES - Social norms efforts	CMCA (Communities Mobilizing for Change on Alcohol) - Community projects that address youth access to alcohol	CCAA (Challenging College Alcohol Abuse) - Social norm marketing campaign(s) to address misperceptions about alcohol	CCAA (Challenging College Alcohol Abuse) - Social norm marketing campaign(s) to address misperceptions about alcohol	e-Check Up To Go (e-CHUG) - On-line questionnaire that focuses on drinking/drinking behavior and nicotine use with a focus on alcohol education and prevention	CMCA (Communities Mobilizing for Change on Alcohol) - Community projects that address youth access to alcohol

CMCA (Communities Mobilizing for Change on Alcohol) - Community projects that address youth access to alcohol	LifeSkills Training - Classroom cognitive skills training	CMCA (Communities Mobilizing for Change on Alcohol) - Community projects that address youth access to alcohol	CHOICES - Social norms efforts	Interactive Journaling (Alternative)- 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	Project Success - Prevention awareness efforts
CMCA (Communities Mobilizing for Change on Alcohol) - Strategy team approaches that address youth access to alcohol	LifeSkills Training - Staff training, implementation planning and evaluation	CMCA (Communities Mobilizing for Change on Alcohol) - Strategy team approaches that address youth access to alcohol	CMCA (Communities Mobilizing for Change on Alcohol) - Community projects that address youth access to alcohol	Prime for Life - Intensive prevention education programming for repeat offenders (ages 20 and under)	Project Venture - Skill-building experiential and challenge activities delivered after school, weekend or during the summer
e-Check Up To Go (e-CHUG) - Social norms efforts	Positive Action - Classroom prevention education programming	e-Check Up To Go (e-CHUG) - Social norms efforts	CMCA (Communities Mobilizing for Change on Alcohol) - Enforcement efforts that address youth access to alcohol	Prime for Life - Primary prevention education programming for youth (18 and under)	S.A.F.E. (Student Assistance and Family Education) - Prevention awareness efforts
LifeSkills Training - Classroom cognitive skills training	Positive Action - Staff training, implementation planning and evaluation	LifeSkills Training - Staff training, implementation planning and evaluation	CMCA (Communities Mobilizing for Change on Alcohol) - Strategy team	Prime for Life - Young adult alcohol diversion programming for young adults (19-	

			approaches that address youth access to alcohol	20 year olds)	
LifeSkills Training - Staff training, implementation planning and evaluation	Project Success - Classroom prevention educational programming	Positive Action - Staff training, implementation planning and evaluation	e-Check Up To Go (e-CHUG) - Social norms efforts	Project Success - Provide student assistance services for at risk youth	
Positive Action - Classroom prevention education programming	Project Success - Prevention awareness efforts	Project Success - Environmental and outreach efforts	Project Success - Environmental and outreach efforts	S.A.F.E. (Student Assistance and Family Education) - Provide student assistance services for at risk youth	
Positive Action - Staff training, implementation planning and evaluation	Project Success - Provide student assistance services for at risk youth	Project Success - Prevention awareness efforts	Project Success - Prevention awareness efforts		
Project Success - Classroom prevention educational programming	Project Venture - Culturally specific classroom prevention activities delivered throughout the school year	Project Venture - Community-oriented service learning and service leadership projects throughout the year	S.A.F.E. (Student Assistance and Family Education) - Environmental and outreach efforts		
Project Success - Environmental and outreach efforts	S.A.F.E. (Student Assistance and Family Education) - Classroom prevention educational	S.A.F.E. (Student Assistance and Family Education) - Environmental and outreach efforts	S.A.F.E. (Student Assistance and Family Education) - Prevention awareness		

programming		efforts		
Project Success - Prevention awareness efforts	S.A.F.E. (Student Assistance and Family Education) - Provide student assistance services for at risk youth	S.A.F.E. (Student Assistance and Family Education) - Prevention awareness efforts		
Project Venture - Community-oriented service learning and service leadership projects throughout the year	S.A.F.E. (Student Assistance and Family Education) - Prevention awareness efforts			
S.A.F.E. (Student Assistance and Family Education) - Classroom prevention educational programming	Strengthening Family Program for Parents and Youth 10-14 - Providing family skills training			
S.A.F.E. (Student Assistance and Family Education) - Environmental and outreach efforts				

S.A.F.E. (Student Assistance and Family Education) - Provide student assistance services for at risk youth					
S.A.F.E. (Student Assistance and Family Education) - Prevention awareness efforts					
Strengthening Family Program for Parents and Youth 10-14 - Providing family skills training					