

**Responses to Questions Raised by Contract Orientation Attendees,
For Substance Misuse Prevention Services:
County Contracts**

FISCAL AND BILLING

1. **For the counties that have both cost reimbursement and rate, can they use the same cover sheet?**

Response: Yes.

2. **Is the billing and utilization form only for cost reimbursement?**

Response: No, it is for both cost reimbursement and rate.

SCOPE OF SERVICES

1. **Does social media need to be approved by ADAD?**

Response: No, social media posts do not have to be pre-approved.

2. **Can you resend the media messaging verbiage?**

Response: Yes, Tehani will send out the verbiage.

3. **For the continuing education hours, do providers have to come up with the evaluations themselves?**

Response: See Q/A below.

4. **For the evaluation forms for trainings, previously I was using a form given by Sande and Sarah, are we still utilizing those? Or are we creating something new for each one of the trainings that we hold?**

Response: We are still going to utilize the standardized demographic and evaluation forms for those types of training events. Once the contracts are executed, the team will provide a more targeted training for that, but it will be the same form.

5. **Any idea when we might see these contracts executed?**

Response: There are no current updates; Tehani will provide updates when they are available.

6. **Regarding SAPST, specifically for trainers, in the past when we held SAPST training on the Big Island we contracted a trainer and paid the training fee. Are there trainers that are available from the state that would not have a fee where we would just possibly pay for airfare and lodging, or is it the standard to pay the additional trainer fee? Should we include SAPST in our budget?**

Response: There are currently no state trainers, and options are limited; however, we have been in contact with PTTC, and they are coming out with a new training in January, so Rick Collins recommended we wait for the new version to come out. It is currently a goal to work with PTTC to get a statewide option for the SAPST. If you want to do something sooner, you will have to go through a trainer with a training fee, but it is a goal to find an option for the whole state, and, if funding is available, pay for people to attend. Tehani will follow up with PTTC to try and get a better idea of what next year's training

would look like. If there are any costs related to delivering the scope of work, including having to come to Oahu to attend training, the cost would be included in the budget. If there are any trainings provided by PTTC for free, the recommendation is to try to attend those that are offered for free unless not feasible due to time, conflicting schedules, etc.

7. **Is there an updated Scope? The last one I received was in June.**

Response: No, there is currently no updated scope, it is the one in the contract. It could potentially be updated based on any edits from AG/ASO.

LINKS

1. **Prevention Provider Templates:** <https://health.hawaii.gov/substance-abuse/prevention-treatment/prevention/prev-provider-templates/>
2. **Continuing education approval:** https://form.jotform.com/sswcepd/ADAD_CE_Application
3. **For fiscal inquiries,** please contact Myra (myra.quidilla@doh.hawaii.gov, 808-692-7535).