

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

**FISCAL AND BILLING**

1. **On the monthly service form “prepared by” would be accounting or program staff completing?**

**Response:** Whoever is putting information into the monthly service form.

2. **Will the total contract amount awarded be encumbered at the start of the contract?**

**Response:** No, fiscal plans to encumber part of the funds at the start of the contract. ADAD will monitor the utilization and subject to availability of funds, ADAD could increase the encumbered funds.

3. **If there are multiple service areas, do we add up the services into one monthly service form?**

**Response:** Yes.

4. **The Contract Summary Report will come from ADAD routinely?**

**Response:** The Contract Summary Report is in WITS and is accessible at any time.

5. **What is the billing deadline? 15<sup>th</sup> of the month?**

**Response:** The Billing Deadline is by the 15<sup>th</sup> of each month.

6. **Do all users from program and finance use the same WITS portal?**

**Response:** Yes, everyone uses the same portal but what you see depends on your role.

7. **If we have a two-year contract, would we be able to bill services from year 1 using current funding?**

**Response:** You can bill for services within each contract period.

8. **If five staff attend the same one-hour training, how many units could we bill?**

**Response:** You could bill five units as the rate states, “per hour attended,” and the definition states, “...training for paid staff.”

9. **How should we bill supplemental/alternative activities that augment and reinforce the core components of the curriculum, such as doing a Kahoot game with the students or having them go out and post their counter ads around the school campus?**

**Response:** Supplemental/alternative activities are activities that would fall under the first four services listed under Implementation on the Rate Schedule (i.e., Substance-free social/recreational activities, community service activities, mentoring programs, and youth/adult leadership activities). Examples of these activities could include, but are not limited to, sign waving, volunteering at your community event resource booth, field trips, etc. These activities must correlate with the core components of the curriculum and shall not supersede the implementation of the curriculum.

10. **In the billing services section, “Administer Survey- \$150.00 per occurrence - Administration of a survey,” is this referring to our program surveys, the NOM surveys, or both?**

**Response:** The service “Administer Survey” is only for assessment purposes and for surveys that were created to gather assessment data, so that would exclude curriculum-based surveys and the NOMs survey.

### **RATE SCHEDULE AND SUPPORTING DOCS**

1. **What documentation is required to distinguish a selective class from a universal class for EBI?**

**Response:** You can indicate whether it is universal, selective, or indicated on the sign-in sheet/attendance log.

### **SCOPE OF SERVICES**

1. **Are social media posts included for message distribution approval?**

**Response:** No, ADAD does not need to review social media content.

2. **Do we do the NOMs with kids that we’ve already started teaching our prevention classes to? Some classes started before 10/1/22 and are in process. Most of our kids are in mid-cycle right now. Can we wait until the start of the new cycle to implement the NOMs?**

**Response:** Yes, in that case you can do the NOMs at the same time as the post-test.

3. **Can you say more about why ADAD decided to require NOMs information for prevention participants?**

**Response:** The purpose is to obtain localized data for our SAMHSA report.

4. **Instead of using this exact NOMs form, could we create a survey in whatever electronic survey platform we use that will generate a very similar spreadsheet, so we don’t have to hand input all the information?**

**Response:** Yes, as long as all the information is there, and it is sent to us in an excel document.

### **LINKS**

1. **WITS Billing Guidance Doc:** <https://health.hawaii.gov/substance-abuse/files/2020/12/WITS-Handout-Prevention-Invoicing.pdf>
2. **Please send any WITS related questions to** [witshelp@doh.hawaii.gov](mailto:witshelp@doh.hawaii.gov)
3. **Provider Templates:** <https://health.hawaii.gov/substance-abuse/prevention-treatment/prevention/prev-provider-templates/>
4. **Certified Prevention Specialist Information:** <https://health.hawaii.gov/substance-abuse/home/counselor-certification/>