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

# SOCIAL MEDIA

1. In terms of social media, we just wanted to confirm there is no limit on how many posts we can bill for. In the last contract, social media posts and speaker engagement were limited to 25 per year. Our team posts on our prevention campaign sites but also posts on our organization’s Facebook page. We know many agencies just have their one agency social media, but we purposely have developed different campaigns to target specific populations, which is recommended for social media campaigns. Can we include posts to our main organization’s social media sites as well as those we do for our campaign-specific social media sites on our billing?

**Response:** Yes, you can include posts to your organization’s main social media sites as well as your campaign-specific social media sites as they would be considered as individual social media platforms.

# CERTIFIED PREVENTION SPECIALIST (CPS)

1. We had all our staff that are doing prevention submit a CPS application at the beginning of October. We’re assuming that we don’t bill for the CPS application until we get the letter back from ADAD saying that the application has been received and the candidate’s CPS file is now open. Is that correct? What if they apply in one contract year, but it takes 6 months for ADAD to inform the candidate that their file is open so we’re into a new contract by then?

**Response:** Since the definition of this service is “submission of application,” you can bill for it in the month that it was submitted and include a note that the confirmation letter is pending. Please communicate with your Contract Manager if the contract year is coming to an end and you still have not received the confirmation letter.

# MONTHLY MANAGEMENT INFORMATION

1. For monthly management information, do we put “1” every month, or should that number reflect the number of staff inputting data into WITS (e.g., putting “6” because we because we have staff inputting services at 5 different sites, and 1 person inputting the statewide data)?

**Response:** It would be 1 unit per month, regardless of the number of sites/staff.

1. What about a month like October where the prevention plan isn’t set up yet, but we will need to input the October data as soon as the prevention plan is set up?

**Response:** You would bill for October in the actual month that the data entry was completed. For example, if you input the October, November, and December data in December, you will bill 3 units in the December billing and include a note that it is for those 3 months.

# BILLING

1. Regarding training hours, can we bill for part of an hour (for example, if the training was 1.5 hours)? It looks like we can from the Monthly Service Form.

**Response:** Yes, you can bill in 15-minute increments regarding training or meeting hours only.

1. When program staff complete training relevant to prevention and teaching the EBI, do we bill for the training hours that each staff completed even though it may be the same training topic?

**Response:** Yes.

1. If the program staff completed 9 hours of a training in October and there are 4 Youth Development Specialist staff plus 3 Program Directors that completed the 9 hours of training each, do we bill 9 hours of training per each of the 7 staff?

**Response:** Yes.

1. Can we only bill for the 4 YDS front-line staff, or is it just 9 hours of training for the whole program team?

**Response:** Please see previous answer.

1. [Would we] bill additional activities/games done [during curriculum sessions] under "Substance-free social/recreational activities" as they seem to fit under this better than the other 3 Implementation services?

**Response:** A supplemental activity is one that is conducted outside of the curriculum sessions. Supplemental activities (aka alternative activities) would be billed under the first four implementation services on the rate schedule.

Additional activities/games conducted during the curriculum sessions are considered an adaptation and are not supplemental activities.

1. If in a class period we did the additional activity and did a game with them to reinforce what they learned in the EBI program, and then we had the students complete their EBI post-test and satisfaction survey, would it be allowable for us to bill for "Ongoing Classroom group session" and "Substance-free social/rec activities"? Or would we need to bill for one or the other? Normally, we would bill the post-test and satisfaction survey class period as an EBI session/"Ongoing Classroom group session".

**Response:** This would be billed only under “Ongoing Classroom group session.”

1. For selective education we are including our English Language Learner classes, and we will also include our middle school classes because 70% of the students are military dependents. We also work with students in Special Motivational Classes (SMC) who struggle in the traditional classroom and need additional support in a self-contained classroom. We’re not sure if SMC students would be considered selective or indicated?

**Response:** It depends on which of the following definitions more closely applies to the SMC. The selective population includes people that are at increased risk because of their exposure to risk factors. The indicated population includes people that are already involved in a risky behavior or beginning to have problems, but who have not yet developed a substance use disorder.

1. For education programs for youth groups and parenting and family management, which would we select per session (i.e., Universal, Selective, or Indicated)?

**Response:** It depends on the population of the groups to which you are implementing the curriculum. The universal population includes people that do not have any identifying risk. The selective population includes people that are at increased risk because of their exposure to risk factors. The indicated population includes people that are already involved in a risky behavior or beginning to have problems, but who have not yet developed a substance use disorder, so it depends on which definition more closely applies to the majority of the participants in each group.

Note: Ensure that the IOM category/categories selected on the Monthly Service Form is/are also mentioned in your Strategic Plan (SP). For example, if you bill for selective, make sure that this population was identified in your SP.

1. How many sessions can we bill for each month for education programs for youth groups and parenting and family management?

**Response:** There is no cap on how many sessions you can bill for each month.

Note: In a sense, the annual ADAD budgeted amount puts a natural cap on the number of units you bill within the year. Additionally, Family/Ohana Nights could be billed under Substance-free social/recreational activities (alternative activities) or Parenting and family management (education). If a Family/Ohana Night primarily consists of recreational activities, such as but not limited to, games, mealtime, showcase, and crafts, it would be billed under Substance-free social/recreational activities. If a Family/Ohana Night primarily consists of two-way communication between the facilitator and participants in a structured format and for the purpose of developing/enhancing skills, it would be billed under Parenting and family management.

1. If an evidence-based program lesson takes more than one class period to complete with a group of students, can we bill for that lesson again? I'm thinking about when the staff have the students do certain projects. Often, the students need more than one class period to complete their projects, usually 2 class periods. Can we bill for the 2nd class period, even though the students are continuing their work on the same lesson, if the staff spend some of that time reviewing the lesson with them?

**Response:** You may bill per session, so if a lesson takes two sessions you would bill two units.

1. Does the billing of 1 unit per month for Monthly MIS Data Entry include all 5 communities together (not per community as in the previous contract)?

**Response:** Yes, the 1 unit per month includes all 5 communities together. Additionally, if you complete the October, November, and December data entry in December, you will bill 3 units in the December billing and include a note that it is for those 3 months.