

**Division of Alcohol and Drug Abuse Programs, Vermont Department of Health
Student Assistance Program
September, 2011**

FUNDING CRITERIA AND ASSURANCES

This grant is designed to support substance abuse prevention, screening and early intervention activities within a school environment.

- a. Prevention activities examples include: a. Organizing youth groups, b. Aiding in the implementation of evidence-based curriculum in the classroom, c. Implementing school wide initiatives such as Project Prom, d. Running parent programs and e. Providing training to school staff.
- b. Screening and early intervention activities examples include: a. Performing ATOD screening using a validated and standardized ATOD screening tool, b. Performing one-on-one and group student encounters, and c. Family engagement.

Required reporting will demonstrate provision of allowable activities and is tied to payment.

The Student Assistance Program counselor (SAP) will have demonstrated knowledge and skills in the prevention and early intervention of substance abuse disorders in children and adolescents.

For FY'12, SAP(s) must have one of the following credentials:

1. Apprentice*, Certified or Licensed Alcohol and Drug Counselor
2. Licensed Mental Health Clinician
3. Documented experience in substance abuse prevention/treatment education

* Hours as an SAP do not count toward alcohol and drug counselor certification or licensure.

The program is described on the ADAP website at <http://healthvermont.gov/adap/adap.aspx>. Please note that forms, detailed SAP job descriptions, and additional program information is also available on this website.

Schools must document that SAP(s) receive on-going supervision from a Certified or Licensed substance abuse/mental health counselor. In addition, SAP(s) are expected to participate in one or more of the following activities on a regular basis:

- a. Participation in a professional organization and attendance at meetings
- b. Professional peer interaction
- c. Attendance at staff meetings of a substance abuse program approved by the State of Vermont.

The school will develop relationships with local treatment centers and other community substance abuse treatment and prevention resources to ensure that referral resources are available.

The individual school(s) will provide the SAP counselor(s) with a designated confidential private space that students can access. This space must include a locked filing cabinet and a telephone.

The SAP(s) will not be responsible for, or involved in, school-based alcohol or drug testing programs but may see students for prevention, follow-up, and screening activities after testing has occurred.

The SAP(s) will focus on substance abuse prevention and intervention and may not be used for any other school functions.

The SAP(s) must comply with 42CFR part 2, Confidentiality of Records.
(<http://ecfr.gpoaccess.gov> or www.healthvermont.gov/adap)

An evidence-based substance abuse screening tool such as the GAIN SS or the CRAFFT will be used in evaluating students for referral for substance use assessment.

Grantees will make reasonable accommodations for clients with special needs.

Grantee is prohibited from promoting the use of tobacco products. Facilities supported by State and Federal funds are prohibited from making tobacco products available to minors.

The Grantee will allow the Vermont Department of Health, Division of Alcohol and Drug Abuse Programs (ADAP) to perform site visits. Site visits may include, but are not limited to, the school or schools, the Grantee, and/or program director.

Reporting Requirements:

1. SAP(s) is required to use the evaluation forms available on the ADAP website, <http://healthvermont.gov/adap/adap.aspx>. These forms may change from year to year and the most recent forms posted on the website must be used. Evaluation tool training is offered at no cost. Contact Amy Danielson, Alcohol and Drug Abuse Programs, for information at (802) 651-1550 or amy.danielson@ahs.state.vt.us. If all required forms for the previous school year have not been completed correctly and received by the appropriate due dates, the Grantee may be penalized by 25% for the grant year for which this agreement has been signed.
2. Email, fax or mail the Activities Report form with the January 15th, 2012 and April 15th 2012 invoices and on July 1st, 2012 to the address below. Send the Summary of Actual Revenue and Expense form by August 31st, 2012 to the address below. The Activities Report and the Summary of Actual Revenue and Expenditure forms can be found on the ADAP website, <http://healthvermont.gov/adap/adap.aspx>. All reports must include the grant number and the Grantee name.

Address: ADAP Grant Administrator
Vermont Department of Health
Division of Alcohol and Drug Abuse Programs
PO Box 70
Burlington, VT 05402-0070

Email Address: adap.grants@ahs.state.vt.us

Fax: 802-651-1573 ATTN: ADAP Grant Administrator

Report	Due Date	Additional Information
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SAP Credentials	With signed grant paperwork	Attach a current copy of the appropriate Alcohol/Drug Certificate; or VT License as an Alcohol and Drug Abuse Counselor or Mental Health Clinician or documented experience in substance abuse prevention/treatment education for each SAP
Activities Report	January 15, 2012, and April 15, 2012, and July 1, 2012	Number of individuals seen to date (unduplicated count). Number of individuals referred for substance abuse assessment to date (unduplicated count). Prevention activities performed. The narrative report is optional.
Summary of Actual Revenue and Expenditure Form	August 31, 2012 after the school year has been completed	Must be completed for each individual school funded.

Capacity:

Category	Service/Location	Capacity
Student Assistance Program (SAP)	Prevention, Support, Referral	\$ _____

Confidentiality:

- a. Grantee must comply with 42 CFR Part 2, Confidentiality of Records. (<http://ecfr.gpoaccess.gov> or www.healthvermont.gov/adap/adap.aspx)
- b. Grantee Programs must comply with 42 CFR Part 164, HIPAA Privacy Regulations. (www.healthvermont.gov/adap/adap.aspx)
- c. Grantee must comply with the requirements of the Agency of Human Services (AHS) Rule Number 08-048 concerning access to information. (<http://humanservices.vermont.gov/policy-legislation>)

Grantee must comply with 45 CFR, Part 96, Subpart L – Substance Abuse Prevention and Treatment Block Grant (<http://ecfr.gpoaccess.gov> or www.healthvermont.gov/adap)

