

LANCASTER DRUG & ALCOHOL COMMISSION  
APPENDIX A  
SPECIFIC CONTRACT PROVISIONS  
2021/2022

**I. COMPLIANCE**

CONTRACTOR agrees to deliver the work, services, and activities as described and set forth in this Appendix F – Work Statement, and in accordance with the applicable DDAP manuals.

CONTRACTOR agrees to submit invoices by the tenth of each month, as described in this Appendix C – Invoicing and Budgeting Guidelines and to comply with all PA WITS data entry requirements. The Lancaster SCA will check PA WITS data when monthly invoices are submitted. If the data is not up to date, invoices may be held.

CONTRACTOR agrees to submit all July 1, 2021 – June 30, 2022 invoices by July 15, 2022. If the invoices are submitted after July 15, 2022, the Lancaster SCA will not be held liable for payment. CONTRACTOR is responsible for monitoring their contract cap and for staying within this cap. If exceeded, the Lancaster SCA will not be held liable for payment. The Lancaster SCA reserves the right to decrease the contract cap if the CONTRACTOR is under-utilizing the cap.

CONTRACTOR agrees to cooperate with monitoring site visits, as scheduled. During these site visits the Lancaster SCA will review CONTRACTORS progress of service delivery, completion of pre/post tests as required, training compliance, PA WITS data entry compliance, and any other information mandated by DDAP.

CONTRACTORS will comply with any and all Lancaster SCA Policy Memorandums issued during the term of this Agreement. Should any such memorandums alter or change the conditions as included in this Appendix, the memorandum will supersede the contract condition it alters. Should the CONTRACTOR be unable to comply with the Policy Memorandum, it will notify Lancaster SCA, in writing, within thirty (30) days of receipt of the policy. In the event that Lancaster SCA and the CONTRACTOR are unable to reach agreement regarding the Policy, the matter will be submitted to Lancaster SCA for final arbitration.

Lancaster SCA may reduce allocated funds, at its discretion, by a maximum of 5% for each month of noncompliance, if required reports are not submitted on a timely basis, or if Lancaster SCA correspondence is not answered on a timely basis as required by Lancaster SCA or by DDAP, or for non-compliance of the terms of this Agreement as determined by Lancaster SCA. Lancaster SCA is required to notify the provider in writing of such non-compliance to allow for remedy prior to exercising this option.

**II. REPORTING AND EVALUATION REQUIREMENTS**

All CONTRACTOR staff that deliver services shall input data associated with all prevention and early intervention services funded by the Lancaster SCA into the PA

LANCASTER DRUG & ALCOHOL COMMISSION  
APPENDIX A  
SPECIFIC CONTRACT PROVISIONS  
2021/2022

WITS system. Recommend training for PA WITS can be found at [https://www.ddap.pa.gov/Trainings/Pages/DataSystem\\_Training.aspx](https://www.ddap.pa.gov/Trainings/Pages/DataSystem_Training.aspx)

At least 70% of prevention service data must be entered into the PA WITS system within two (2) weeks of the date the service was delivered. CONTRACTORS are expected to maintain a 70% yearly average. This requirement will be reviewed during Lancaster SCA's annual monitoring site visit. If the two (2) week data entry requirement is not being met, the Lancaster SCA will require the CONTRACTOR to submit a corrective action plan to identify how the issue will be resolved.

Prevention services are not considered complete until they are entered into the PA WITS system. Services will not be reimbursed until all data entry is complete and accurate. All previous fiscal year service data must be entered into the prevention data system by July 31, 2022.

CONTRACTOR is required to use the developer's pre/post tests and/or surveys for all Evidence-Based and Evidence-Informed Programs for the purposes of capturing outcomes. The use of an alternate instrument requires prior approval from DDAP/Lancaster SCA. Justification to utilize an alternate instrument must be provided to the Lancaster SCA.

CONTRACTOR shall submit a monthly narrative report to the LCDAC Prevention Program Specialist by the 15th day of the following month. This report shall include (at a minimum) a status report of the prevention services/activities, staff updates, successes, issues encountered or anticipated, outcome measures, etc. Monthly invoices will not be processed until the monthly report is received.

CONTRACTOR will submit a year-end evaluation by July 31, 2020. The year-end report will include, at a minimum, identifying services rendered, number of individuals served, and associated costs, progress on achieving work statement objectives, compilation of statistical data, analysis of overall program/activity strengths and program barriers with recommendations. The year-end report will include all contracted services.

### **III. TRAINING REQUIREMENTS**

Training requirements are in place for any CONTRACTOR staff who is directly involved with any of the following responsibilities:

- 1) Prevention needs assessment and planning
- 2) Monitoring prevention programming
- 3) Supervising prevention staff
- 4) Direct prevention service delivery
- 5) Prevention data entry

LANCASTER DRUG & ALCOHOL COMMISSION  
APPENDIX A  
SPECIFIC CONTRACT PROVISIONS  
2021/2022

CONTRACTOR and all staff will have twelve (12) months from the time of hire or twelve (12) months from the time of acquiring the responsibilities outlined to complete the below mandatory course(s) and obtain certificates of completion. All Training Certificates must be retained and made available upon request.

The requirements below represent the mandatory courses for CONTRACTOR staff:

- 1) Prevention 101- Only required for staff who began working in the field of ATOD prevention after July 1, 2014.
- 2) Ethics in Prevention
- 3) Making the Connection: Prevention Program Services, Fidelity Adaptations and Minimum Data Sets (MDS) Service Codes
- 4) Addictions 101

Exceptions to these training requirements include:

- 1) CONTRACTOR staff whose only prevention-related job duty is prevention data entry are required to take Making the Connection, but are exempt from the other three mandatory training courses.
- 2) CONTRACTOR staff that only provide prevention services in the evening or on weekends, and have full-time day employment elsewhere.
- 3) Volunteers who deliver and/or support prevention programs.
- 4) Individuals such as nurses, police officers and school teachers who provide direct prevention services as a component of their jobs.
- 5) Individuals who complete SAMHSA's Substance Abuse Prevention Skills Training (SAPST) are not required to complete Prevention 101.

CONTRACTOR staff who will be involved in the facilitation of the Needs and Resource Assessment Team process at the request of Lancaster SCA, are required to attend the Needs and Resource Assessment Trainings when offered by DDAP.

All full-time prevention staff who deliver or supervise prevention services must complete 12-hours of prevention training courses each year. Courses may be completed either in a classroom setting or online and must be offered by a professional organization including, but not limited to:

- Department of Drug and Alcohol Programs (DDAP)
- Commonwealth Prevention Alliance (CPA)
- Substance Abuse and Mental Health Services Administration (SAMHSA)
- Center for Substance Abuse Prevention (CSAP)
- FRIENDS National Resource Center for Community-Based Child Abuse Prevention (CBCAP)

LANCASTER DRUG & ALCOHOL COMMISSION  
APPENDIX A  
SPECIFIC CONTRACT PROVISIONS  
2021/2022

- Center for School and Communities
- Pennsylvania Training and Technical Assistance Network (PaTTAN)

CONTRACTOR staff that is required to complete any of the aforementioned courses must receive certificates of completion. Copies of the CONTRACTOR staff certificates must be maintained at Lancaster SCA. Trainings will be reviewed during the Lancaster SCA's annual monitoring site visits. If training requirements are not being met, the Lancaster SCA will require the CONTRACTOR to submit a corrective action plan to identify how the issue will be resolved.

**IV. NON-REIMBURSABLE ACTIVITIES**

The following activities are not eligible for Lancaster SCA funding:

- 1) Curriculum – unless prior Lancaster SCA approval is given.
- 2) One-time events not linked to an on-going program, strategy, or delivery of service.
- 3) Recreational events for which there is no follow-up with participants and no continuing services to support prevention of drug abuse. An ATOD prevention component must be clearly evident in the program.
- 4) Reimbursement of school district staff or substitutes for salaries, services, and expenses.
- 5) Support or promotion of religious or political activities.
- 6) Food not served in conjunction with a prevention activity.
- 7) Incentive prizes not closely linked to a prevention event.
- 8) Fund raising events.
- 9) Substance abuse treatment services.

**V. MISCELLANEOUS REQUIREMENTS**

- 1) A CONTRACTOR staff member must attend the prevention provider meetings, which are held quarterly or as needed by the Lancaster SCA.
- 2) CONTRACTOR is required to adhere to all applicable requirements from the DDAP/SCA Grant Agreement, DDAP's State Plan, the DDAP Prevention and Fiscal Manuals, and any subsequent revisions, when applicable. CONTRACTOR may obtain copies of all applicable DDAP manuals at [www.ddap.pa.gov](http://www.ddap.pa.gov)
- 3) CONTRACTOR agrees to acknowledge funding support on all appropriate materials as follows: "Funding support for this project is provided in part by the Lancaster County Drug & Alcohol Commission."