

Frequently Asked Questions - COVID-19

Contracts, Compliance & Program Changes

DBHR SUD Prevention and Mental Health Promotion Section
Updated: 5/13/2020

Purpose of this document:

The COVID-19 pandemic is an unprecedented event that has put us all in uncharted waters. Determining our ability to continue providing substance use prevention and mental health promotion services is no exception. In many ways, these services are more important than ever.

The purpose of this document is to compile, in one place, the most frequent questions about contracts, compliance, and program changes. This is a living document. Check back occasionally for updates.

Contract Changes

Q- I have to change or cancel a program. Who do I communicate this to?

A- Let your prevention system manager (PSM) know via email what adjustments will need to be made. This includes programs not being implemented; changes to when a program is being offered; modifications to how a program is being implemented; and, new programs/activities being implemented.

We are also encouraging creative thinking for using virtual technology to continue services as able to support communities and families.

Q- We had to cancel something from our Action Plan. How will this impact our compliance standing?

A- We understand that some prevention trainings, parenting education programs, and school programs will be suspended.

If you are not able to meet contract deliverables, we have not made any global extensions or exceptions at this time. COVID-19 is impacting providers similarly across the state but given the uniqueness of communities, the circumstances are often different depending upon the community. If needed, please request an exception or extension directly with your PSM. We want to support you and will work with you as much as possible.

Q- With all these changes, will we receive a contract amendment for 2019-20?

A- Most prevention service contracts will not receive amendments at this time. The Prevention team is committed to working with you to approve and document appropriate modifications to deliverables. The previously mentioned email to your PSM regarding adjustments is an important part of this process. However, some contracts may require an amendment, and it will be dependent on specific changes made.

Compliance Expectations

- Q- Our coalition receives DMA funds. Are we expected to maintain the 85% evidence based program (EBP) minimum / 15% PP maximum with the DMA funds?
- A- This expectation for DMA funding remains intact. We may be able to accommodate minor adjustments. Work with your PSM to discuss how to best meet this.
- Q- Our organization receives MHPP funds. What happens if we are unable to implement required programs?
- A- If you are not able to meet contract deliverables, we have not made any global extensions or exceptions at this time. COVID-19 is impacting providers similarly across the state but given the uniqueness of communities, the circumstances are often different depending upon the community. If needed, please request an exception or extension directly with your PSM. We want to support you and will work with you as much as possible.
- Q- Are we expected to maintain that 60% of our coalition's programs are EBPs?
- A- As feasible, try to continue meeting the 60% EBP expectation. If you have concerns, discuss those with your PSM.
- Q- In what ways can we modify EBPs?
- A- Many program developers have released approved modifications to their programs. For a list of known approvals, review this document: www.theathenaforum.org/evidence-based-program-modification-tracking

Funding

- Q- Can I move unspent funds from this fiscal year to next fiscal year?
- A- This depends on the funding source. Modified or rescheduled programs will need to occur before the grant funding deadline respective of each funding source. In addition, any modifications must be allowable with - and fit within the goals of - each respective funding source.

Because timelines and the ability to carry forward funds varies by funding source, use the following chart to determine the end date for each of the funding sources you receive.

Funding Source	Fiscal Year	Carry over?
SABG	7/1/19 – 6/30/20	Yes. Unspent funds can be used between 7/1/20 -6/30/21
GF-S	7/1/19 – 6/30/20	No. Unspent funds unavailable after 6/30/20.
DMA	7/1/19 – 6/30/20	No. Unspent funds unavailable after 6/30/20.
STR NCE	7/2/18 – 4/30/20	No. Unspent funds unavailable after 4/30/20.
SOR Y2	9/30/19 – 9/29/20	No. Unspent funds unavailable after 9/29/20.
PFS 2018 Y2	9/30/19 – 9/29/20	No. Unspent funds unavailable after 9/29/20.
PFS 2018 Y1 Carryover	5/1/20 – 9/29/20	No. Unspent funds unavailable after 9/29/20.
MHPP	7/1/19-6/30/20	No. Unspent funds unavailable after 6/30/20.

Purchases

- Q- Can our funds be used to purchase items for our community to address COVID-19? For example, can we purchase food for those in need, or purchase masks and other personal protective equipment (PPE)?
- A- Expenditures need to meet the requirements of each funding source. PPE is an allowable expense for substance use prevention funds, but only to purchase PPE for authorized grant personnel working in service of the grant. Previous limits to food costs remain in place, but we would anticipate this cost to be curtailed because of social distancing.
- Q- Can we use 2019-20 funds to purchase curriculum, program supplies, or coalition materials for use in 2020-21?
- A- This is allowable with the situations outlined in the Program Cost Clarification letter (most recently updated April 13, 2020.) All expenditures must be allowable with - and fit within the goals of - each respective funding source. Additional requests will be considered on a case-by-case basis with your PSM.

- Q- Can technology be purchased with my funding? For example, can we purchase tablets to be used by families, so they can participate in virtual parenting workshops?
- A- Use of Federal funds to purchase technology for use or loan to coalition members or participants receiving services is not allowable. This includes but not limited to cell phone, cell service, tablets, and computers.

Use of state funds may be considered under some conditions. Please consult with your PSM.

For all contractors, we encourage your use of virtual meetings and gatherings. Funds can be used to purchase technology if it is to support coalition staff or the implementation of virtual programming and/or strategies. This includes purchase of licenses for virtual technology such as Zoom or GoTo.

There are still a limited number of Zoom licenses still available through the HCA.

www.hca.wa.gov/hca-offers-limited-number-no-cost-telehealth-technology-licenses-providers

Please allow 4 business days to process our requests. If you do not hear within that timeframe and want to know your status, send a note to HCADBHRBHCVID19@HCA.WA.GOV

HCA has loaner laptops. These laptops are available only during the COVID-19 pandemic. Providers who receive a laptop will be given instructions for return at a later date.

www.hca.wa.gov/billers-providers-partners/prior-authorization-claims-and-billing/request-laptop-telehealth-during

- Q- Can we use our funding to take a fee-based online training? Where can we find such training opportunities?
- A- For any online training not listed in your Action Plan, be sure to email your PSM. As with all other changes during COVID-19, the email to your PSM is important part of documenting approvals of any modifications.

Visit the calendar page on ATHENA for upcoming webinars and online training opportunities. These include some free of charge professional development webinars we are in the process of scheduling.

www.theathenaforum.org/event-calendar/month

COVID-19 Resource Pages

The Athena Forum: www.theathenaforum.org/COVID19

Health Care Authority: www.hca.wa.gov/information-about-novel-coronavirus-covid-19

Department of Health: www.doh.wa.gov/Emergencies/Coronavirus

Washington State: www.coronavirus.wa.gov

Spread The Facts Campaign: <https://coronavirus.wa.gov/spread-facts>