

# Substance Abuse Prevention/Intervention Program T-FY2005

Effective date 09/01/2004, T-FY2005

Latest Revision 09/01/2004, T-FY2005

## I. GRANT DESCRIPTION.

- A. The Substance Abuse Prevention and Intervention Program grants are intended to serve juveniles offenders who are at risk of substance abuse. The program includes substance abuse screening, assessments, prevention education and skills training, intervention counseling services, alternative activities and referrals to community resources. Each program supplements the required services with programming that is designed to meet the needs that are indigenous to the youth and communities they serve. The funds to be distributed under the terms of this grant originate with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) as the federal department administering the Catalog of Federal Domestic Assistance (CFDA) #16.523. The funds are passed through the Criminal Justice Division (CJD) of the Governor's Office to the Commission for allocation.

## II. GRANT SPECIFIC DEFINITIONS.

- A. **Assessment.** Assessment is a process used to gain sufficient information to identify the client's strengths, problems and needs as they relate to the use or abuse of alcohol, tobacco and other drugs. A substance abuse professional conducts an in-person assessment in a confidential setting so that a comprehensive course of action can be recommended.
- B. **Case Plan.** A document that is developed with the input of the youth and family receiving services which outlines the goals that will be the focus of the treatment for the duration of the program. This document may also be called a plan of service, treatment plan, etc. according to the individual site preferences.
- C. **Crisis Intervention.** Crisis intervention is a short-term service to intervene in situations with participants that may or may not involve alcohol and drug abuse, which may result in a crisis if immediate attention is not provided. Examples of these services include face-to-face interviews, telephone contacts, information and referral services to appropriate community resources and short-term crisis counseling when appropriate.
- D. **Discharge/Aftercare Plan.** The plan that outlines the goals and interventions for the youth and family following their exit from the program.
- E. **End Date.** The date that substance abuse prevention or substance abuse intervention services are terminated.
- F. **Family.** For the purpose of this grant, "family" includes the parent, guardian, relative or other adult living in the residence that is able and willing to assist and participate in the services.
- G. **Intervention Counseling.** Intervention counseling is confidential counseling provided by a Licensed Chemical Dependency Counselor (LCDC) and conducted through face-to-face contacts with youth and/or family members intended to address issues related to the youth and/or family's substance use. It is intended to intervene in problem situations and high risk behaviors which, if not addressed, may escalate to substance abuse. Such interactions shall not include determining whether a person is in need of treatment.
- H. **Licensed Chemical Dependency Counselor (LCDC).** A counselor licensed by the Texas Commission on Alcohol and Drug Abuse (TCADA) pursuant to Texas Occupations Code Chapter 504.
- I. **Prevention Education and Skills Training.** Prevention education and skills training includes approaches and activities designed to increase protective factors and decrease risk factors related to substance abuse by providing accurate information about the harmful effects of alcohol, tobacco and other drug use, abuse and addiction and promoting and developing life skills. Sessions are characterized by two-way communication with information exchange and interaction between the educator or facilitator and the participants.
- J. **Program Contacts.** Program contacts are contacts between the youth, family and the service providers who are authorized to provide services to the youth and family through this program. Program contacts involve two-way communication between the service provider, youth and/or family. Program contacts may be in person or by telephone. Letters, facsimiles, emails or other web-based communication will not be accepted as program contacts.
- K. **SASSI-A2.** The Adolescent SASSI-A2 (Substance Abuse Subtle Screening Inventory) is the screening instrument to be used to determine the youth's eligibility for services under the Substance Abuse Prevention and Intervention Program grant.

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- L. **Screening.** The process that identifies indicators for further assessment and needs for referral to necessary services. Screening shall be conducted in-person by an individual trained to administer the SASSI-A2.
- M. **Substance Abuse Professional.** The substance abuse professional is a person providing services to the youth and families enrolled in the substance abuse prevention and intervention programs. The substance abuse professional shall meet all licensing guidelines required by TCADA in Title 40, Part 3, Chapter 150 of the Texas Administrative Code. Depending on the services being provided, the substance abuse professional might be an LCDC or an LCDC intern.

### III. PERFORMANCE MEASURES.

- A. **Goal.** The goal of the Substance Abuse Prevention and Intervention Program is to reduce delinquency, increase offender accountability and rehabilitate juvenile offenders through a comprehensive, coordinated, community-based juvenile probation system.
- B. **Program Objectives.** The Substance Abuse Prevention and Intervention Program has the following objectives:
  - 1. **Prevention Programs.** The objective of prevention programs is to preclude the onset of the use of alcohol, tobacco and other drugs by youth and to foster the development of social and physical environments that facilitate healthy, drug-free lifestyles.
  - 2. **Intervention Programs.** The objective of intervention programs is to provide intervention services to individual participants who are showing early warning signs of substance use or abuse in order to halt the progression and escalation of use, abuse and related problems.
- C. **Program Performance.** Grantee performance under the grant shall be determined using following measures:
  - 1. At least 70% of youth enrolled in each program will be referred to at least one community resource (e.g., STAR, faith-based programs, Communities In Schools, etc.);
  - 2. Less than 10% of the youth enrolled in each program will be referred to the juvenile probation department for a drug or alcohol related offense within six months of exit from the program;
  - 3. At least 65% of the youth enrolled in each program will successfully complete each program; and
  - 4. No more than 6% of the youth from each program will be placed outside the home or committed to the Texas Youth Commission within one year of exit from the program.

### IV. PROGRAMMATIC COMPONENTS. The Grantee shall provide services as established within the grant requirements and their respective proposals.

- A. **General Program Requirements.**
  - 1. **Programs.** The Grantee shall operate both a prevention and intervention program.
  - 2. **Eligibility and Target Population.** Priority shall be given to minority youth. The Grantee shall ensure that all youth targeted for this program:
    - a. Have received a disposition of deferred prosecution, probation or are pending court under conditions of release and are being supervised in the community by the juvenile probation department;
    - b. Have completed the Adolescent SASSI-A2 with a score of low or high probability for substance use disorder; and
    - c. Do not have a score of high probability of severe use disorder which would disqualify the youth from participation in the program.
  - 3. **Enrollment.** Youth shall not be dually enrolled in the prevention and intervention programs.

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4. **Separation.** Youth enrolled in the prevention program shall attend classes, trainings, programs and/or activities separately from youth in the intervention program.
  5. **Classroom/Group Size.** The number of youth attending classes, trainings, programs and/or activities shall not exceed 10 youth per facilitator at any given time.
  6. **Documentation of Activities.** Documentation for all activities shall include, as applicable:
    - a. Date, time and duration of activity;
    - b. Location of activity;
    - c. Staff/volunteers conducting activity;
    - d. Purpose and goal of activity; and
    - e. Number of participants.
  7. **Program Policy and Procedure.**
    - a. The Grantee shall have a written policy and procedure manual outlining all intervention and prevention program functions and services.
    - b. The program policy shall include all policies that govern employees of the program.
    - c. Each employee shall acknowledge in writing that they have received a copy or have been provided access to all applicable policies and procedures prior to providing services under this grant.
  8. **Criminal History Checks.** Prior to employment and/or contracting with a service provider and at least every 24 months thereafter, all staff who in the performance of their assigned duties have direct contact with children shall undergo a criminal records background check.
    - a. The following criminal records background checks shall be conducted:
      - i. Texas criminal history background search [Texas Crime Information Center (TCIC)];
        - (-a-). Internet-based criminal records background searches shall not be used to conduct the TCIC background search;
      - ii. A local law enforcement sex offender registration records check in the city or county where the applicant resides; and
      - iii. A Federal Bureau of Investigation fingerprint based criminal history background search [National Crime Information Center (NCIC)].
        - (-a-). Internet-based criminal records background searches shall not be used to conduct the NCIC background search.
    - b. The Grantee shall have a written policy detailing how criminal history information is used to identify and disqualify applicants for direct care positions from employment with the program.
  9. **Licensing and Certification.** The Grantee shall ensure that all licensed and/or certified staff maintain a current license and/or certification as required by the licensing or certification agency.
- B. Prevention Program Components.**
1. **Services.** The prevention program shall include prevention education and skills training provided by a substance abuse professional.
  2. **Program Contacts.** Program contacts shall occur at least once per week.

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3. **Duration of Services.** The duration of services for each participant shall be no less than eight weeks and no longer than 12 weeks from the date of the youth's enrollment into the program.

## C. Intervention Program Components.

1. **Services.** The intervention program shall include:
  - a. Prevention education and skills training; and
  - b. Intervention counseling performed by an LCDC.
2. **Program Contacts.** Substance abuse intervention program staff shall comply with the following contact standard requirements:
  - a. Program contacts shall occur with the youth a minimum of two times per week;
  - b. Program contacts shall occur with a family member a minimum of two times per month; and
  - c. All contacts for the intervention program shall be documented in individual case files.
3. **Case Plans.** A case plan shall be developed with every youth enrolled in the intervention program. The initial case plan shall incorporate all case management standards outlined in Title 37, Texas Administrative Code Chapter 341, as well as the following:
  - a. **Participation.**
    - i. The plan shall be created with the participation of the youth, a family member and substance abuse professional within 10 calendar days of the youth's enrollment into the program.
    - ii. Case plans shall contain signatures of the youth, a family member, substance abuse professional and supervising juvenile probation officer.
  - b. **Services.** The plan shall outline the services that will be offered to the youth while in the program and what those services are designed to accomplish.
  - c. **Schedules.** Information about when and where the services will be offered shall be included in the case plan.
  - d. **Crisis Intervention.** The case plan shall contain information on what actions to take in the event of a crisis, including whom the youth and family should contact and the phone number at which the contact person may be reached.
  - e. **Community Resources.** Community resources to be utilized shall be included in the case plan to provide a full continuum of services based on family need.
  - f. **Distribution.** Case file documentation shall reflect that the youth, family and supervising juvenile probation officer received copies of the plan.
4. **Case Plan Reviews.**
  - a. **Participation.** Case plans shall be reviewed with the youth and family by the substance abuse professional at least once every 30 calendar days. The review shall contain signatures of the youth, a family member, substance abuse professional and supervising juvenile probation officer.
  - b. **Services.** Services to assist the family in transitioning out of the program and accessing additional formal and informal community supports shall be incorporated into the review at least 30 calendar days prior to discharge.

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- c. **Distribution.** Case file documentation shall reflect that the youth, family and supervising juvenile probation officer received copies of the case plan review.
- 5. **Discharge/Aftercare Plan.** Every youth shall have a discharge plan outlining ongoing support systems and resources for the family.
  - a. **Participation.** The discharge/aftercare plan shall be developed with input from the youth, family and the substance abuse professional on or before the date of the youth's discharge from the program.
  - b. **Services.** The written discharge/aftercare plan shall identify required services and linkages to appropriate community resources and service providers.
  - c. **Distribution.** Case file documentation shall reflect that the youth, family and supervising juvenile probation officer received copies of the plan.
- 6. **Duration of Services.** The duration of services for each participant shall be no less than three months and no longer than six months from the date of the youth's enrollment into the program.

## V. PROGRAMMATIC REPORTING.

- A. **Annual Reports.** See General Grant Requirements.
- B. **Quarterly Reports.** None.
- C. **Monthly Reports.** The Grantee shall accurately complete and submit specific program data via the TJPC Substance Abuse Prevention and Intervention System database located on the Commission's website. The data are due to the Commission by the 10<sup>th</sup> of each month for the previous month's program/contact activities.
- D. **Other Periodic Reports.** See General Grant Requirements.

## VI. PROGRAMMATIC MONITORING.

- A. **On-Site Monitoring Visits.** See General Grant Requirements.
- B. **Unannounced On-Site Monitoring Visits.** See General Grant Requirements.
- C. **Desk Audits.** See General Grant Requirements.
- D. **Other.** None.

## VII. APPLICABLE LAW.

The Grantee shall comply with the following applicable state and federal laws under this grant.

- A. **Applicable Standards.**
  - 1. **Texas Administrative Code (TAC) Title 37 Public Safety and Corrections.**
    - a. Chapter 341 – Texas Juvenile Probation Commission.
    - b. Chapter 349 – General Administrative Standards.
  - 2. **Texas Administrative Code (TAC) Title 1, Part 1 – Administration; Office of the Governor.**
    - a. Chapter 3 – Criminal Justice Division.

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B. **General Statutes.** See Also General Grant Requirements.

1. **Federal Law.**

a. **Omnibus Crime Control and Safe Streets Act, as amended.**

i. Title 1 – Part R, Chapter 46 – Subchapter XII – F: Juvenile Accountability Block Grants.

2. **State Law.**

a. **General Appropriations Act, H.B. 1, R.S., 78<sup>th</sup> Legislature, 2003, Article V.**

b. **Texas Government Code, Title 7, Uniform Grant and Contract Management.**

i. Chapter 783 - Uniform Grant and Contract Management Act.

C. **Policy.**

1. **Texas Juvenile Probation Compliance Resource Manual, Volumes 1 - 2, 2004.**

## VIII. FINANCIAL COMPONENTS.

A. **Allowable Expenditure of Funds.** In addition to the General Grant Requirements the following costs are allowable under this grant:

1. Substance Abuse Prevention/Intervention Program grant funds shall be expended in the following budget categories authorized under the State Financial Assistance Contract:

a. Salaries and fringe benefits;

i. Including personnel expenses;

b. Travel;

i. Including transportation, travel and training;

c. Operating expenses;

i. Including direct operating expenses, supplies and equipment; and

d. Non-residential;

i. Including professional and contractual services.

2. **Exceptions to Allowability of Costs.** Costs of displays, demonstrations and exhibits are allowable only when those items serve to educate the target population or their families about the dangers of drug misuse and/or the consequences of the misuse of drugs.

B. **Unallowable Expenditure of Funds.** In addition to the General Grant Requirements the following costs are unallowable under this grant:

1. Costs of preparing proposals for potential grants, unless that grant will expand the scope and/or effectiveness of the Substance Abuse Prevention/Intervention Program;

2. Costs related to placement in any residential setting, including detention, secure pre-adjudication and post-adjudication;

3. Drug treatment and rehabilitation;

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4. Transportation, lodging per diem, or any related costs for participants, when grant funds are used to develop and conduct trainings;
5. Membership dues for individuals;
6. Any expense or service that is readily available at no cost to the grant program or that is provided by other federal, state, or local funds;
7. Under-recovery of costs under grant agreements;
8. Equipment and supplies exceeding \$1,000 unless prior written permission from the Commission is granted;
9. Medical services and payments to intended recipients of health services;
10. Costs of idle facilities;
11. Staff salary raises, overtime or bonuses;
12. Organization costs; and
13. Termination costs.

C. **Financial Match Requirements.** None.

D. **Funding Adjustments.**

1. **Reduction of Grant Payments.** See General Grant Requirements.
2. **Unexpended Balances.** See General Grant Requirements.
3. **Overpayments.** See General Grant Requirements.
4. **Refunds Due.** See General Grant Requirements.

E. **Timely Expenditure of Grant Funds.** See General Grant Requirements.

F. **Audits.** See General Grant Requirements.

G. **Financial Assurances.** See General Grant Requirements.

H. **Service Providers.** See General Grant Requirements.

## IX. FINANCIAL REPORTING.

A. **Annual Reports.** The Grantee shall submit a completed *Annual Budget Application* [TJPC-FIS-01-05] concurrent with the submission of the executed State Financial Assistance Contract for the Commission's approval. The *Annual Budget Application* shall be submitted electronically as specified by the Commission.

B. **Quarterly Reports.** The Grantee shall report the expenditure of all funds received through this grant on the *Quarterly Expenditure Report* [TJPC-FIS-02-05]. Reports shall be received by the Commission no later than January 15, April 15, July 15, and October 15 of the fiscal year, respectively. Funds may be temporarily suspended if the *Quarterly Expenditure Report* has not been received by the due date.

C. **Monthly Reports.** None.

D. **Other Periodic Reports.**

1. **Budget Adjustments.** The Grantee shall submit the *Budget Adjustment Request* [TJPC-FIS-03-04] to the Commission and have received written approval from the Commission prior to expending the funds. All budget adjustments shall be pre-approved by the Commission's Contract Administrator for this grant.

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X. **FINANCIAL MONITORING.**

- A. **Annual Monitoring.** See General Grant Requirements.
- B. **Periodic Monitoring.** See General Grant Requirements.