

Allegheny County
Department of Human Services
Request for Qualifications Q&A
RFQ for Student Assistance Program Providers

November 30, 2016

1. For the Eastern Quadrant, can you give an average number of referrals per school year?

For the past three years, the average annual screenings per quadrant were:

- North Quadrant = 353
- East Quadrant = 332
- South Quadrant = 399
- West Quadrant = 188
- Pittsburgh Public Schools = 454

2. Is our organization required to be a licensed substance abuse and/or mental health facility, or is it sufficient that our staff assigned to the SAP program be licensed and/or have CAC certification?

Agencies are not required to hold any licenses and staff do not have to be certified nor hold a CAC certification.

December 6, 2016

The following questions were from the Applicant Information Session on Tuesday, November 29, 2016.

3. Who will be on the stakeholder committee to review the RFQ?

We will have content experts from within DHS, local external organizations, schools and school-related organizations.

4. How many people will be on the evaluation committee and how many Applications will they review?

Usually we have approximately 10 people on the evaluation committee. The usual process is that each evaluator reviews all Applications.

5. As far as attachments for the RFQ, will schools be able to include letters of support for their current SAP provider?

We ask that you limit your attachments to what is listed in the RFQ and Response Form. Please do not include letters of support or any other attachments. Additional attachments will not be shared with the evaluation committee.

6. Will current providers have an advantage for the work they've done over the past 30 years?

All Applications are scored using the same 0-5 based scoring system outlined in section five of the RFQ. Current SAP providers will not be awarded additional points and do not have an inherent advantage. We ask you to describe your experience in the Organizational Experience section of the Response Form. If you are a current provider, this would be an opportunity to describe your SAP experience.

7. If a provider commits to a school district are they committing to all the schools within the school district?

Yes, you are committing to serve all schools currently being served in that district. Additional schools can be served if requested by the district and if resources permit.

8. Can there be multiple providers within one school district?

Only Pittsburgh Public will have multiple providers because it is so large. See question 14.

9. As a provider, can we say we will cover only the high school and the middle school of a district? In other words, there are some school districts that have five elementary schools, a middle school and a high school. Certain agencies do not have enough staff to cover all of them, but they could cover two or three of them.

When you commit to a school district, you are committing to serve all schools currently being served in that district. Additional schools can be served within the district if requested by the district and if resources permit.

10. Will there be a penalty if you can't serve the elementary schools?

Not all elementary schools are covered now. However, the elementary schools currently receiving SAP services must continue to receive services. When you commit to a school district, you are committing to serve all schools currently being served in that district, including the elementary schools.

11. Who notifies the schools of this process?

We already met with school districts superintendents at the superintendents meeting. They've received information about our changes to SAP and what their opportunities are to select providers. We're going to have a similar question and answer session with school staff at the AIU. Superintendents or SAP coordinators may attend for the school districts, depending on who they want to send to the Q&A session.

12. What is the selection process for schools?

DHS will give school districts the Applications for their quadrants to review. Then, we will ask them to rank their top providers who they think will be best for their district. We will encourage the superintendents to do interviews with Applicants and we will help them develop interview questions. By reviewing the Applications and conducting interviews, school districts will make their selection. See an outline of the process in section 6 of the RFQ.

13. What if a school doesn't select a provider or does not respond by the deadline, will DHS choose one for them?

DHS school-based liaisons will work with the schools to ensure that they respond and select a provider on time.

14. Do you plan to add more schools than what currently receive SAP services?

All Allegheny County high schools and middle schools are currently being served by one of our providers. When we blended mental health and D&A funds, we were able to expand to some elementary schools. Since we have been collecting better data through PBPS, we found that we have money to expand into additional elementary schools, charter schools and vo-techs. This is due in part to integration and in part to moving to fee-for-service.

15. Based on the quadrant selection and submission, will there be more than one award per school district? Could a school district choose one provider for middle and high school and a second provider for elementary schools?

No, the only school district that will have more than one provider will be Pittsburgh Public. See question 8.

16. Say a provider has limited capacity and is picked by multiple school districts. Is there a certain order school districts will be able to choose?

In the Response Form, we asked about your capacity—which quadrants you want to serve, which districts you want to serve, how many schools you want to serve, and how many schools you currently serve, if applicable. This will allow us to assess your capacity from your Application. We also ask schools to rank their first, second and third choice provider. Then, we can reconcile the differences.

17. When we build our budget and we talk about capacity, is the basis for our projection our current FT profile and our current schools that we serve? Or is it our hopes and dreams?

Please base your budget and capacity on the number of districts you want to serve and what you realistically project that you can accomplish.

18. Are you looking to secure providers per quadrant? So are we applying to serve schools in a quadrant rather than the whole county?

That is correct, we are looking at providers per quadrant. Applicants can apply for as many quadrants as they wish.

19. Do school districts have to go through the interview process?

No.

20. Is there an expectation for hours per week that a SAP liaison is at each school in the district? Do they have an office somewhere in the district? Is there a preferred or typical caseload size or ratio?

State guidelines require a minimum of two SAP Core Team meetings per month. There are no requirements for time spent in a building. SAP services are as-needed. Because we are moving away from cost reimbursement and program funding and going to fee-for-service, the time you spend outside the school will not be paid.

As stated in the RFQ on page 11, schools are expected to provide an appropriate, adequate place for screenings. However, it does not necessarily have to be a dedicated office.

21. When you are reviewing the Applications, do you know who they are?

Yes, evaluators will have the names of the Applicants on their Applications.

22. Do districts rank and select only the providers you qualify?

Yes.

23. Elaborate on fee-for-service.

We've identified eight SAP services as billable services. The rate for all but one of the services is \$24.75 per unit, which is 15 minutes. Screening is a flat rate of \$100. See Appendix B in the RFQ for a list of the billable services with their descriptions.

24. With the current pilot, does DHS have any data about billing or billable units?

We've been capturing data in the state PBPS system, which is a DDAP prevention system. So we have pretty good data from last school year and this school year as well. That's where we got the average annual screenings per quadrant (see question 2).

25. How many units can you expect a full time equivalent staff person to be able to bill per month?

The fee-for-service formula we developed took into account time spent when school is not in session, vacation days, holidays, PSSA time, and other off time. Our formula is based on a 55% productivity level, allowing for 55% of a SAP Liaison's time to be billable. See Appendix A: Service Hours by School District and Service Type and Completed Screenings by School District from November 1, 2015 to October 31, 2016.

26. Is there a limit or cap on the amount of services a school district can bill? Is there a limit on funding for districts?

A provider will be allowed to bill up to the allocation specified in their contract. It will be capped at that point.

27. How are the allocations determined?

A provider's allocation will be determined based on the school districts they are selected to serve for the school year. It is not determined based on a provider's current allocation. DHS has allocations for everything, including fee-for-service programs. A provider can negotiate with DHS if they hit their allocation cap. The cap can go up or down.

28. What happens when the \$1.76 million is spent?

We are not planning to go over the \$1.76 million.

29. Does the \$1.76 million include AOD money?

Yes, it is inclusive of mental health, D&A and gambling monies.

30. What is CIPS? Is it similar to KIDS?

CIPS is DHS's Client Information and Payment System, a system for reporting and billing. It follows the same formula as KIDS where you key in the number of units you serve. On the back end, like KIDS, CIPS produces an invoice for DHS to pay to you.

31. Will you have to put the individual clients' names into CIPS?

Yes.

32. What billing category would it fall under when we talk to an external provider in the process when we come up with an external resource or referral out?

This would fall under the Referral Follow Up billable services category.

33. SAP serves kids who are coming back to school from inpatient or longer term care. What we're hearing from some of our schools is there is a gap in communication in the planning stage to set up a Student Plan prior to them coming back on their first day. So the SAP referral might have happened but they need help in that gap. Would that also fall under referral follow up?

Yes, as long as the SAP referral was made and the parent permission was signed.

34. How much time will be spent doing data entry?

This is associated to the 55% of time that is billable hours discussed in question 25. It is an indirect expense.

35. Do you have to have both a mental health and a D&A license to apply? Will you get preference if you do have both?

No licenses are required. No preferences will be given if licenses are already in place.

36. Will you get preference if you are already SAP certified?

No preference is given if you are already SAP certified.

37. Who provides the SAP trainings? Are they offered frequently or only once per year?

The SAP Core Team Training, also called the K-12 SAP Training, is mandated by the state and is a three-day training that you must pay for. Local training providers include St. Vincent College, Gateway, Western Psych (WPIC) and The Prevention Network. You can see a list of trainings at <http://pnsas.org/Calendar-amp-Events>. Trainings available through March 2017 include:

St. Vincent College	WPIC	Gateway	Prevention Network
<ul style="list-style-type: none"> • December 6, 7 & 8 • February 14, 15 & 16 	<ul style="list-style-type: none"> • December 6, 7 & 8 • January 10, 11 & 12 • February 6, 7 & 8 • March 7, 8 & 9 	<ul style="list-style-type: none"> • December 7, 8 & 14 • January 11, 12 & 18 • February 8, 9 & 15 • March 8, 9 & 15 	<ul style="list-style-type: none"> • February 1, 2, 6 & 7

There is a DHS New Hire Service Coordination Training that is facilitated every other month by the County. DDAP Confidentiality and Addiction 101 trainings are offered several times per year and typically hosted at DHS’s downtown building. We can coordinate more if need be. See the Appendix B for DDAP trainings offered at DHS through the beginning of February 2017 and Appendix C for instructions on how to navigate the DDAP Training Management System.

38. What is the estimated cost for the CANS, SAP and SASSP? Is it one time or annual?

The CANS training—the Child and Adolescent Needs and Strengths assessment—that’s the County’s assessment of choice. That training occurs as part of the DHS New Hire Service Coordination Training. There is no cost to that. The two DDAP trainings, the Confidentiality and Addictions 101 trainings, are free as well and are facilitated at DHS. You have to attend the SAP Core Team Training only once.

39. Is the DHS new hire training a new requirement?

We don’t require new providers to go through the whole training, but there are aspects of the training that you will be required to attend. New SAP providers will be required to attend days one through three.

40. For agencies that do have licenses, what verification are you requiring?

In the RFQ, we ask that you attach copies of your current licenses.

41. Is there a limit or max number of schools one provider can serve?

It is up to your capacity.

42. Is the Student Plan a formal document now? Will it be a formal document in the future?

The Student Plan is not a formal document now and we are not anticipating it to be a formal document in the future. It is a term used in the RFQ to refer to recommendations from screenings.

43. Have you talked about the new DDAP guidance document on the County level? It just came out in August and there might be another layer of consent that a student has to give to share the D&A recommendation part of the SAP screening. Could you talk about how we would share that with the core team? How we document now may be different from the 17-18 school year.

Please see Appendix E containing the DDAP guidance document. Further clarification will be forthcoming to selected providers.

44. If you are assigned a school with a dysfunctional core team, what safety net is provided for a liaison's lower billables, a fact that is largely out of their control?

There are some districts that utilize SAP more than others. We built the SAP Education service into the eight billable services to allow the provider to help the school build capacity about SAP. For example, the SAP Liaison could train school personnel about SAP, provide technical assistance to get a core team up and running, meet with school staff, parents or community members to help them understand the importance of SAP, and things like that. One school can buy into SAP more than another in the same district. Sometimes, your ability to sell SAP is important.

Additionally, there is a conflict resolution process described in the RFQ that can be utilized by providers and school districts should any issues arise. Almost every district has a DHS school-based liaison that can help mitigate any problems that occur.

45. How many SAP providers are there currently? How many do you expect to add or do you have a certain number you want to qualify?

There are eleven SAP providers now. We do not have a set number we expect to add or qualify. It will depend on the Applications we receive.

46. Are we required to be certified as an MWDBE agency?

You are not required to be an MWDBE. We ask all contracting providers to help in the County's goal for MWDBE participation by demonstrating a "good faith effort" to use MWDBEs for services that you require. If you are already actively contracting with MWDBEs for services that you require, then you complete the participation statement. If you are not actively contracting with MWDBEs, that's ok, but we ask you to complete waiver by following the instructions to provide a narrative for each of the four bullet points on the waiver form. Then, you will need to sign the participation statement saying that going forward you will try to work with MWDBEs. For more information about MWDBE requirements, please review the [MWDBE Contract Specifications Manual](#).

47. How do we register and become qualified with the County as an MWDBE?

The MWDBE process is a County process separate from this DHS RFQ. You can find out more about how to register at <http://www.alleghenycounty.us/mwdbbe/index.aspx>.

48. Is it true that nonprofits cannot be certified MWDBE?

Please contact the County about their MWDBE requirements. They offer certification assistance (<http://www.alleghenycounty.us/mwdbbe/certification-counseling.aspx>). You are not required to be an MWDBE to submit an application or be qualified for this RFQ.

49. On the application, the first checkbox says I am certified as an MWDBE. Is it ok to leave that blank?

Yes, it is ok to leave that checkbox blank. Do not check it if you are not an MWDBE. Check this box only if you are an MWDBE certified by Allegheny County or another certifying entity such as the Pennsylvania Unified Certification Program.

50. As a nonprofit, do we not need to include the MWDBE participation or waiver statements?

All Applicants must include the MWDBE participation statement or the MWDBE participation and waiver statements.

51. Are 990 tax forms acceptable to submit versus audited financial statements?

While we prefer audits, 990 tax forms are a good alternative.

52. As a current SAP provider, should I not project beyond my current allocation in my budget?

Prepare your budget according to the volume of services you are proposing to provide, not the volume of services you currently provide (see question 17).

53. So when you were saying don't go beyond your allocation, that meant once your allocation is determined after you are selected.

Correct.

54. Will these applications be reviewed annually?

Applications to become qualified will be reviewed annually. Once you are qualified, your qualification is good for three years; at the County's discretion it can be extended to five years. All contracts with the County are for one year. (There is no contract with the school district). At the end of the one-year contract, the school district's chosen provider will remain the provider unless the school gives a reason to change or an event occurs which precludes the provider from having a DHS contract.

55. How much lead time will a provider have to know which schools they will provide services for?

School districts have until March 1st to choose their provider.

56. After the first year, how much time will we have to know if we will continue with our current schools?

The school district's chosen provider will remain unless the school gives a reason to change or an event occurs which precludes the provider from having a DHS contract. If there are any problems between the school district and the provider, it is the expectation that the conflict resolution process be utilized to mitigate those problems.

57. If there are eleven providers, how many full time staff equivalents are there in total?

There are 21.5 FTE countywide.

58. Of the annual screenings, how many of the 454 from Pittsburgh Public have continued services?

After a screening, the SAP Liaison makes the determination on what happens next. As the SAP provider, you are making the referral; you are not the person providing that service. Many kids go on to use additional services through the publicly funded system or through private insurance; however, you would not be providing them. The number of screenings provides an estimated workload but it is not completely representative of the number of kids served. For example, it does not take into account the kids that are coming from inpatient care. (See appendix A for usage data).

59. Are Vo-techs missing from the quadrants?

If we serve the high schools in a certain district we would serve their corresponding vo-techs. See also question 14.

60. So everything will be complete by March 1?

Yes, that is the plan. Schools are getting their information on January 23. They have five weeks to do interviews and confirm their selections.

61. If you are not SAP certified when you submit a proposal, at what point should you become SAP certified? Should we wait until March 1 or should we start the process now?

Providers must become SAP certified within three months from the date of selection by a school district but no later than June 30.

62. Is it enough to have one person certified? Or what is the number?

Any person who provides liaison services needs to have SAP training and become certified.

63. What is involved in SAP training and certification?

The state processes the certifications and local organizations provide training (see question 37). The training costs \$350 per person. First, there is a three-day training. Then, you must to complete a competency assignment on site at a school. You will need a school partner, but you do not have to be assigned to that school in an official capacity or have a contract with them. Trainers can help you identify a school partner. The certification process can be up to six months; however, it can be completed faster than that. Contact training providers for further information.

64. For the financial budget tabs, you have one that says “Year One Enhanced Recruitment.” Is that a cost we have to include in the full budget? Could you explain this a little more?

Please do not fill out the Year One Enhanced Recruitment tab. We posted an amended budget template that does not have this tab.

65. While providers are not expected to be doing work over the summer months, if we currently do any kind of structure, prevention, group activities with schools, do you want that in this budget projection? Or are we keeping that separate?

Drug and alcohol prevention is separate.

66. There are four quadrants plus Pittsburgh Public. Are all of these schools going to select their top three providers by March 1?

Correct. We will notify you if you have been qualified or not before March 1 and before we send the list of qualified Applicants to the schools.

67. Is it typical for a provider to serve numerous districts?

Yes.

68. If you apply for Pittsburgh Public, will Pittsburgh Public tell you where you will serve?

We will be having discussions with Pittsburgh Public to determine the best way to serve them.

69. My organization is in a merger and acquisition process with a second organization. Our boards will make a final decision to merge or not in early 2017. Should we submit two applications for the SAP RFQ – one would be a standalone application and the other would be a joint application between the two organizations?

Yes, please submit two applications and we will evaluate them independently.

70. For the MWDBE Requirements, it appears that the “county” is required to meet these percentage requirements AS A WHOLE, (so it is the county’s responsibility to meet these percentages) and we as the applicants, are expected to assist the county in meeting these percentages, by contracting with agencies that meet the description of an MWDBE. So, overall, the county will have several agencies under its’ umbrella, and the combined efforts of ALL of the agencies involved will eventually fulfill the percentage standard of 13% and 2% TOTAL, is this accurate?

Or does this mean that the individual applicant, (the agency) in its’ efforts to assist the county in meeting their requirements, is actually expected to meet these specific percentages on its’ own; and, if so, how do we calculate whether or not we are meeting the percentages? For example, if we contract with 1 agency that is a Minority Business Enterprise AND a Women and Disadvantaged Business Enterprise, (the business owner is an African-American Female and the business is registered with the PA UCP), then does this meet the percentages of 13% and 2%? Or do we need to contract with several agencies to meet these percentages, and if so, how do we perform the calculation to know whether or not we have achieved 13% and 2% fulfillment?

The first analysis is accurate. The percentages are the County’s goal as a whole. We ask that all individual providers make a good faith effort to help us in the County’s goal, but there are no precise requirements.

December 9, 2016

71. Page 9 of the RFP clarification is requested regarding if entering data is billable.

No, entering data is not billable. See question 34.

72. Is other paperwork and admin functions surrounding setting-up plans, handouts, etc., billable?

No.

73. Do we round up or round down at 7 minutes or another minute time regarding 15 minute billable units?

You will enter time as actual time spent, without rounding (e.g., if you make a three-minute phone call, you submit a claim for three minutes). Then, our system converts the amount of time into the number of units and multiplies by the \$24.75 fee.

74. If there is a scheduled meeting at a school, and the meeting is cancelled (e.g., day before, 10 minutes before, etc.) can the provider still bill?

No.

75. Is travel time (mileage) billable?

No.

76. May we use the organization’s federally approved indirect cost rate vs. the budget template detail?

No.

77. Does an organization's federally approved indirect cost rate apply or is there a limit on indirect percent?

Agencies should not plan to use the federally approved indirect cost rate. Agencies should use a reasonable indirect percentage.

December 13, 2016

78. Where would the mental health therapy counseling sessions take place: at the school or at the therapist's office?

If the SAP Liaison determines that mental health therapy counseling is recommended, they would give students and their families knowledge of and choice of in-school and/or community-based services and providers through a referral. The SAP Liaison does not provide the mental health therapy counseling.

79. If we, the Applicant, are contracting with an approved MWDBE for therapy and counseling, does that agency/therapist (the perspective contractor) have to have the SAP training as well?

You will not contract with an agency or therapist to provide services under the SAP contract. As stated above, you would be providing only the referral for therapy and counseling. You would not be providing the therapy. Please carefully review the SAP Liaison Role and Responsibilities section in the RFQ and see question 58 in this Q&A for further clarification. Also, for more information, see the PA Network for Student Assistance Services website at <http://pnsas.org/>.

80. The therapist will be paid through the funds that are granted if approved for the SAP Provider contract, per the price that she/he quoted to the applicant, correct? Which is the amount that we provide on the MWDBE Participant Statement in the space titled "Amount Committed," correct?

The SAP contract funds only the SAP Billable Services outlined in Appendix B of the RFQ. SAP providers do not contract with therapists.

If you are currently contracting with and/or soliciting MWDBE organizations for services, you will fill out the MWDBE participation statement. You will use the "Amount Committed" line to indicate how much the contract is worth that you currently hold with an MWDBE or how much the service cost that you solicited from an MWDBE.

If you are not currently contracting with and/or soliciting MWDBE organizations, then you fill out the MWDBE waiver and provide its requested attachments and the MWDBE participation statement.

December 15, 2016

81. The Student Assistance Program Providers Request for Qualifications and Response Form do not include the Cover Page or Abbreviated Application as required attachments. These two documents are listed in the Required Documents section of the Allegheny County Solicitations webpage. Should either or both of these two documents be submitted with this application?

No, neither the cover page nor the abbreviated application form are required for this RFQ. Please provide only the attachments listed in the RFQ and Response Form.

82. We are a current SAP provider. Our internal structure is such that our current SAP service provision is located within our Prevention program. We receive mental health money from the county

for the SAP service. We also receive D&A money for which we do prevention group education about D&A in a variety of schools and community sites. The mental health money is obviously at risk for us, dependent on our becoming a Qualified Applicant through this RFQ process and being selected by whatever number of schools for SAP provision next year under the new model. Is the above-mentioned D&A money at risk too? Question 29 of the Q&A says, “Does the \$1.76 million include AOD money? Yes, it is inclusive of mental health, D&A and gambling monies.”

If you are referencing D&A education groups falling under 6200 Education, then your D&A money is separate from SAP and will not be impacted. If you are referring to groups falling under 6400 Problem ID _SAP, then the money would be at risk.

Amendments

November 22, 2016

In the RFQ, on page 11, we eliminated a condition in section 2.2, Eligibility and Expectations:

~~If an Applicant’s current mental health or drug or alcohol related licensures have been revoked or placed on provisional status, then the Applicant will be disqualified from inclusion in the pool of Qualified Applicants.~~ As part of the Application, Applicants are required to provide copies of all mental health and drug and alcohol-related licensures for the past three years, including revoked and provisional licensures.

Also on page 11, in section 3A, we added a criterion under Organizational Experience and increased the maximum score an Application can receive to 110 points:

- Current mental health and drug and alcohol related-licensures and certificates of compliance are in good-standing (10 points)

In the Response Form, we added item four and all following items were renumbered:

4. Attach your organization’s copies of all mental health and drug and alcohol related-licensures and certificates of compliance for the past three years, including revoked and provisional licensures.

December 6, 2016

In the RFQ, on page 10, under section C, SAP Liaison Qualifications, we added the following:

Any person who provides Liaison services must have the SAP Core Team Training and become certified. Providers must become SAP certified within three months from the date of selection by a school district but no later than June 30.

The budget template file also was amended to eliminate the “Year One Enhanced Recruitment” tab.

January 31, 2017

Section 7.1, Minority, Women or Disadvantaged Business Enterprise (MWDBE) Requirements, was updated. The following text replaced the original text:

- a. All Proposals must include either of the following:
 1. If your organization is able to meet the MWDBE contract goals, a completed MWDBE Participation Statement and MWDBE Contact Information form is required. You must also attach the MWDBE certifications of the firms you intend to use with the Participation Statement.
 2. If your organization will request a waiver from participating in the MWDBE contract goals, a completed MWDBE Participation Statement, MWDBE Contact Information form and MWDBE Waiver Request are required.
- b. Proposers may be registered and certified with the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprises. If so, please indicate registration on the MWDBE Participation Statement. Registered Proposers are still required to submit the applicable MWDBE forms.
- c. MWDBE forms and resources can be found at www.alleghenycounty.us/dhs/solicitations:
 1. MWDBE Forms
 - o [MWDBE Participation Statement](#)
 - o [MWDBE Waiver Request](#)
 - o [MWDBE Contact Information form](#)
 2. MWDBE Resources
 - o [MWDBE Contract Specifications Manual](#)
 - o [MWDBE Response Checklist](#)
 - o [Guide for completing the MWDBE Participation Statement](#)
 - o [Sample Diversity Policy](#)
- d. For more information about MWDBEs, including a list of MWDBEs that have been certified by Allegheny County and the Pennsylvania Unified Certification Program, can be found at the [Allegheny County MWDBE website](#).

The following text was replaced:

- a. Proposers may be registered and certified with the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprises. If so, please indicate registration on the Response Form.
- b. Regardless of registration status, Proposals must include either of the following:
 1. If your organization is able to meet the MWDBE contract goals, an MWDBE Participation Statement is REQUIRED.
 2. If your organization will request a waiver from participating in the MWDBE contract goals, an MWDBE Participation Statement and a Waiver Statement are REQUIRED. Please attach the required explanations with the Waiver Statement.
- c. MWDBE statements and resources can be found at:
 - [MWDBE Participation Statement](#)
 - [MWDBE Waiver Request](#)
 - A list of MWDBEs that have been certified by Allegheny County and the Pennsylvania Unified Certification Program can be found at <http://www.county.allegheny.pa.us/mwdbbe/index.aspx>
- d. For more information about MWDBEs, please review the following: [MWDBE Contract Specifications Manual](#)

Appendix A: Service Hours by School District and Service Type from Nov. 1, 2015 to Oct. 31, 2016

School District	Postvention	Problem ID and Referral Follow-up	SAP Consultation	SAP Core Team Recurring	SAP Parent/Teacher Meeting	Student Assistance Programs Groups	SAP Education	Grand Total
Allegheny Valley SD	5.25	6.33	19.42	28.83	16.45			76.28
Avonworth SD		12.83	44.17	41.00	26.17			124.17
Baldwin-Whitehall SD		15.42	50.98	62.20	41.72			170.32
Bethel Park SD		2.25	16.25	44.00	1.00			63.50
Brentwood Borough SD		4.50	24.48	33.43	8.68		1.00	72.10
Carlynton SD		32.75	43.75	22.50	5.00		0.50	104.50
Chartiers Valley SD	0.25	1.40	9.80	13.77	8.83	1.75	5.25	41.05
Clairton City SD		16.00	7.25	12.75	8.25			44.25
Cornell SD		19.78	31.58	27.48	9.05		4.08	91.98
Deer Lakes SD			14.58	115.25	19.50	7.02	2.25	158.60
Duquesne City SD		17.25	42.25	32.00	18.25			109.75
East Allegheny SD			1.50	47.50	8.00		2.00	59.00
Elizabeth Forward SD	63.00	36.50	44.25	39.27	27.75		7.50	218.27
Forbes Road CTC				2.00	0.75			2.75
Fox Chapel Area SD	10.00	151.57	55.25	64.00	15.58		20.75	317.15
Gateway SD	10.50	22.58	53.58	76.43	42.23	14.67	7.00	227.00
Hampton Township SD	11.75	65.23	32.58	32.15	13.92		3.02	158.65
Highlands SD	26.50	27.00	65.50	24.00	16.50	16.50	2.50	178.50
Keystone Oaks SD		2.33	6.08	25.58	11.48	4.08		49.57
McKeesport Area SD	16.08	25.00	17.00	34.00	16.27			108.35
Montour SD	10.25	109.08	67.33	88.67	3.68		3.25	282.27
Moon Area SD		45.50	16.25	19.08	4.25		3.00	88.08
Mt Lebanon SD			2.50	47.75	17.75		4.00	72.00

North Allegheny SD		32.30	57.03	58.25	4.97	13.17		165.72
North Hills SD		0.50	2.00	25.92	14.58			43.00
Northgate SD	8.00	27.02	24.22	11.25	7.18			77.67
Penn Hills SD		34.75	76.58	70.75	29.50	4.00	16.00	231.58
Pine-Richland SD	33.00	2.75	42.50	79.78	55.83		31.75	245.62
Pittsburgh SD	6.50	250.60	241.00	158.60	48.55	63.00	39.45	807.70
Plum Borough SD	20.25	11.42	26.58	30.92	15.83	3.00	1.25	109.25
Propel CS-Homestead		2.50	7.00	28.50	8.50		4.00	50.50
Propel CS-McKeesport	4.00							4.00
Quaker Valley SD		3.82	13.17	14.50	0.28		4.92	36.68
Riverview SD	8.00	12.25	58.02	37.00	6.50	3.75	0.25	125.77
Shaler Area SD		22.00	163.40	98.00	125.42		0.50	409.32
South Allegheny SD	0.50	14.25	9.25	27.32	18.48			69.80
South Fayette Township SD		0.83	6.58	22.05	7.10			36.57
South Park SD	128.75	42.00	28.23	70.00	17.98	2.00		288.97
Steel Valley SD	15.00	1.00		66.50	11.75		2.00	96.25
Sto-Rox SD	6.00	0.42	1.08	11.92				19.42
Upper Saint Clair SD		1.75	3.63	32.00	5.00			42.38
West Allegheny SD		5.33	4.93	26.00	3.72			39.98
West Jefferson Hills SD		7.25	10.00	40.25	5.75		11.50	74.75
West Mifflin Area SD	3.00	15.25	7.50	105.00	40.25		1.50	172.50
Wilkinsburg Borough SD	0.50	26.50	1.00	9.50	0.25		2.50	40.25
Woodland Hills SD	15.50		6.00	130.00	28.25		1.00	180.75
Grand Total	402.58	1127.80	1456.07	2087.65	796.75	132.93	182.72	6186.50

Completed Screenings by School District from Nov. 1, 2015 to Oct. 31, 2016	
School District	SAP Initial Screening
Allegheny Valley SD	25
Avonworth SD	18
Baldwin-Whitehall SD	100
Bethel Park SD	2
Brentwood Borough SD	34
Carlynton SD	7
Chartiers Valley SD	16
Clairton City SD	30
Cornell SD	29
Deer Lakes SD	10
Duquesne City SD	35
East Allegheny SD	29
Elizabeth Forward SD	75
Forbes Road CTC	2
Fox Chapel Area SD	9
Gateway SD	80
Hampton Township SD	23
Highlands SD	95
Keystone Oaks SD	21
McKeesport Area SD	60
Montour SD	5
Moon Area SD	20
Mt Lebanon SD	18
North Allegheny SD	33
North Hills SD	56
Northgate SD	36

Penn Hills SD	104
Pine-Richland SD	73
Pittsburgh SD	624
Plum Borough SD	42
Propel CS-Homestead	18
Quaker Valley SD	8
Riverview SD	33
Shaler Area SD	125
South Allegheny SD	58
South Fayette Township SD	15
South Park SD	53
Steel Valley SD	20
Sto-Rox SD	8
Upper Saint Clair SD	13
West Allegheny SD	12
West Jefferson Hills SD	18
West Mifflin Area SD	129
Wilkinsburg Borough SD	8
Woodland Hills SD	75
Grand Total	2304

Appendix B: Approved On-Site Trainings through January 2017

TRAINING	DATE	TIME	CONTACT PERSON	TELEPHONE NUMBER
PCPC 3 rd Edition	December 1, 2016	9:00-4:00 p.m.	Donna Carman	412-488-4374
Prescription Drug Abuse	December 2, 2016	9:00-4:00 p.m.	Donna Carman	412-488-4374
Case Management Overview	December 5, 2016-FULL	9:00-4:00 p.m.- DHS, Liberty Rm., LL	Michelle Lee Monique Smith	412-350-3839 412-350-3496
Basic Pharmacology	December 6, 2016	9:00-4:00 p.m.	Amber Kirkpatrick	724-772-0130 ext. 2001
Basic HIV	December 8, 2016	9:00-4:00 p.m.	Amber Kirkpatrick	724-772-0130 ext. 2001
TB/STD/Hepatitis (4 hrs.)	December 13, 2016	9:00-1:00 p.m.	Amber Kirkpatrick	724-772-0130 ext. 2001
Addictions 101	December 21, 2016-FULL	9:00-4:00 p.m.	Donna Carman	412-488-4374
Screening & Assessment	December 28, 2016	9:00-4:00 p.m.	Amber Kirkpatrick	724-772-0130 ext. 2001
Screening & Assessment	December 29, 2016	9:00-4:00 p.m.- DHS, Liberty Rm., LL	Michelle Lee Monique Smith	412-350-3839 412-350-3496
Addictions 101	December 30, 2016-FULL	9:00-4:00 p.m.- DHS, Liberty Rm., LL	Michelle Lee Monique Smith	412-350-3839 412-350-3496
Confidentiality	January 10, 2017	9:00-4:00 p.m.	Cindy Vongray	412-604-8900
TB/STD/Hepatitis (4 hrs.)	January 13, 2017	9:00-1:00 p.m.	Donna Carman	412-488-4374
Opiate Abuse/Addiction	January 20, 2017	9:00-4:00 p.m.	Donna Carman	412-488-4374
PCPC 3 rd Edition	January 20, 2017	9:00-4:00 p.m.	Cindy Vongray	412-604-8900
PCPC 3 rd Edition	January 26, 2017	9:00-4:00 p.m.	Lori Shield	412-488-6360

Appendix B: Approved On-Site Trainings through January 2017

TRAINING	DATE	TIME	CONTACT PERSON	TELEPHONE NUMBER
Addictions 101	January 27, 2017	9:00-4:00 p.m.	Donna Carman	412-488-4374
Practical Apps PCPC 3 rd Edition	January 27, 2017	9:00-12:00 p.m.	Lori Shield	412-488-6360
Screening & Assessment	February 3, 2017	9:00-4:00 p.m.	Amber Kirkpatrick	724-772-0130 ext. 2001

***Please note that all DDAP trainings held at DHS are NOT on the 3rd floor (as listed on the DDAP training website), but will be held in the Liberty Conference Room on the Lower Level!**

****For questions about trainings, contact Jessica Morrison or Tim Rader in Harrisburg at 717-783-8200.**

Appendix C: Training Management System How To

Training Management System (TMS) How To

TMS Website: <https://apps.ddap.pa.gov/TMS/>

Logging onto the TMS website:

- If you have created an account before (even if it was with a previous employer), please use that same log in and password. *Profile information (e.g., name, employer, phone number, email changes, etc.) can be updated by accessing the Update Your Information hyperlink.*
- Please be mindful not to create more than one account. *Duplicate accounts will result in the loss of data and your ability to accurately track your course attendance and print certificates.*
- If you forget your username and/or password, you can reset it electronically by selecting: [Forgot Username / Password?](#)
- If you have not created an account before, you will need to select: [Click Here to Register](#) and follow the prompted instructions. Please note the following:
 - Enter your full first and last name. *Be sure to enter the name that you will use for registration excluding abbreviations and nicknames.*
 - Please be sure to enter your employer's information and your email address should also be your work email. After registering for a course, a confirmation email is generated to the email address listed on your TMS profile, so be sure to make appropriate updates as needed.
 - If you have special accommodations (e.g., interpreter, handicap accommodations, etc.) that the training contact person should be made aware of, please be sure to select "yes". Upon registration, the training contact person will be prompted to contact you to clarify what kind of accommodation(s) are needed in order to be sure they are available the day of the scheduled training.
- If you need further log in assistance, please contact the Department of Drug & Alcohol Programs Training Section at 717-736-7452.

Searching / Scheduling Training on the TMS Website:

- To the left of the screen is a list of options to select. Select Course Search to search for the course you would like to register for.
- You will then be prompted to select how you would like to search for the course. *The suggested way would to search by Course Date.*
- Once you locate the training you wish to register for (*which will be hyperlinked in blue*) it will then bring up the Course Date(s) and Time(s), Course Type, Fee (*if any*), Location Name and Address, Trainer Name(s), and how many seats are available in the training. *If the training is full the Course Date(s) and Time(s) will not be hyperlinked in blue and the Seats Remaining section will read **Course Full**.*
- If the course is not full, select the hyperlinked Course Date(s) and Time(s). Once you select this, it will either prompt you to register yourself or provide you with contact information for the training contact person that you will need to reach out to for registration. Once registered an email confirmation will be sent to the email address listed within your profile.

Cancelling Training:

- If you have registered yourself for a training and can no longer attend for any reason, please be sure to sign back into your TMS account to cancel your registration.
- If you need to cancel yourself from a training the day of, you can contact the training contact person or contact DDAP Training Section directly 717-736-7452. **Failure to successfully cancel yourself from the training by the end of business on the day of the training, will be considered a no show.**

Appendix C: Training Management System How To

- No shows will result in a \$50 No Show fee. If you incur a no show fee of \$50 please contact DDAP Training Section 717-736-7452 to receive instructions on how to submit payment.
- Failure to pay the \$50 fee will result in your TMS account losing its registration privileges until the fee is paid.

Printing completed training certificates:

- In order to print your certificate, you must first complete the online course evaluation.
- The online course evaluation will be available approximately 3-5 business days after the course end date.
- Once you have completed the online course evaluation in **RED** on the top of the page it will say **Print Certificate**.
- If you complete the online course evaluation, but miss the opportunity to print your certificate at that time please follow the steps below:
 - To the left of the screen, select Reports from the menu options.
 - Select Attendance Reports
 - Select Print Course Certificate from the Select Report drop down menu
 - If you have any pending evaluations those will be available for completion as well as the ability to print out any certificates you may have misplaced or was unable to retrieve before.
 - You can only print certificates for courses for which you attended **AND** completed an evaluation for.
- Troubleshoot: Unable to view certificates:
 - You may need the latest version of Adobe to view reports. Try downloading the latest version of Adobe www.Adobe.com.
 - Clear your Internet Explorer Browser Cache by selecting Internet Options from the Tools option in your task bar. There you will see "Temporary Items", you will then select the delete file option.
 - If you continue to have issues, please contact the DDAP Training Section 717-783- 7452.

CEUs

- Currently, CEUs are only available for Mini Regional Training Courses. *The mini-regional trainings are currently offered 6 times a year and are rotated through the Health Districts. Each one-day Mini-Regional Training typically offers 4 to 6 courses. NASW-PA Chapter is a co- sponsor of the Mini Regional Training events. CEUs will be awarded for completion of each course. NASW has been designated as a pre-approved provider of professional continuing education for social workers, marriage and family therapist and professional counselors (Section 47.36) by the PA State Board of Social Workers, Marriage & Family Therapists and Professional Counselors.*

Appendix D: Organizations who attended the Applicant Information Session

Adaptive Behavioral Services
Addiction Medicine Services, WPIC, UPMC
Allegheny Children's Initiative
Auberle
Center for Community Resources
Chartiers Center
Community Empowerment Association
East End Cooperative Ministry
Family Behavioral Resources, INC
Family Services of Western PA
Family Services United
Familylinks
Gateway Rehabilitation Center
Gwen's Girls
Harmony Home Healthcare
Holy Family Institute
HSAO
Kaleidoscope Family Solutions, Inc
Life's Journey Counseling Services
Maximizing Adolescent Potentials
Mon Yough Community Services
NHS
Pittsburgh Mercy
Pyramid Healthcare, Inc.
Ruth's Way, Inc.
Staunton Clinic
TCV Community Services
Three Rivers Youth
Wesley Spectrum
WPIC
Youth Advocate Programs, Inc
YWCA Greater Pittsburgh/Southwest Regional Key

Student Assistance Program (SAP) and Substance Abuse Confidentiality Regulations Guidance Document

Federal Law 42 CFR Part 2

The federal law that guides how substance abuse professionals should manage confidential information is 42 CFR Part 2, also known as the *Substance Abuse Confidentiality Regulations*.

- Federal law at 42 U.S.C 290ee-3 (drugs) – Records of the identity, diagnosis, prognosis, or treatment of any patient which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States shall, except as provided in subsection (e) of this section, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized under subsection (b) of this section.
- Federal law at and 42 U.S.C 290dd-3 (alcohol)- Records of the identity, diagnosis, prognosis, or treatment of any patient which are maintained in connection with the performance of any program or activity relating to alcoholism or alcohol abuse education, training, treatment, rehabilitation, or research, which is conducted, regulated, or directly or indirectly assisted by any department or agency of the United States shall, except as provided in subsection (e) of this section, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized under subsection (b) of this section.

Defining Confidential Information

According to 42 CFR Part 2, confidential information is any information...

- ...about a program participant’s substance use behavior, or
- ...that identifies someone as a participant in a program for individuals who have engaged in substance use behavior.

Per this definition, 42 CFR Part 2 would apply to Drug & Alcohol Level of Care Assessments, substance use disorder treatment services, and screenings that ask questions about substance use behavior. In regard to the Student Assistance Program, any screenings or assessments that are conducted that contain information about a student’s substance use behavior are subject to 42 CFR Part 2 (42 CFR Part 2, Subpart B, §2.12).

According to 42 CFR Part 2, the general rule is that professionals may not disclose, directly or indirectly, confidential information about program participants’ substance use behavior.

42 CFR Part 2, Subpart B, § 2.13 (b) – Unconditional compliance required. The restrictions on disclosure and use in these regulations apply whether the holder of the information believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other official, has obtained a subpoena, or asserts any other justification for a disclosure or use which is not permitted by these regulations.

Releasing Confidential Information with Consent

SAP professionals must protect confidential participant information from disclosure unless a participant signs a legally valid consent form to release the information to another individual, program, or agency.

The following elements are required by law in a consent form to release confidential information (42 CFR Part 2, Subpart C, §§ 2.31 and 2.32 and 28 Pa. Code § 709.28(c)):

- Name of program participant.
- Name of person, program, or agency permitted to make the disclosure.
- Information to be disclosed, stated as specifically as possible.
- Name of person, program, or agency to receive this information.
- Purpose or reason for the disclosure, stated as specifically as possible.
- State that the consent can be revoked by the program participant up until the time the person, program, or agency begins disclosing the information.
- Date or condition upon which the consent will expire (if it has not already been revoked by the program participant). This date or condition must ensure that the consent will last no longer than reasonably necessary to serve the stated purpose.
- Signature of the program participant.
- Date on which the consent is signed.

State law also requires that a copy of the consent be offered to the client and maintained in the client record (28 Pa. Code § 709.28(d)).

Please note that there are instances where confidential information can be disclosed *without* consent. For example, confidential information may be disclosed as needed to protect children and others from suspected abuse and neglect and confidential information may be disclosed to proper medical authorities in cases of medical emergencies. Only information related about the incidents of abuse/neglect may be released and the release of all other treatment information continues to be restricted. 42 CFR Part 2, Subpart B, §2.12 (c) and 4 Pa. Code §255.5(a)(9) should be consulted for further guidance regarding releasing information without consent.

Also note, that in accordance with 42 CFR Part 2, Subpart C, §2.32, general consents to release client identifying information are not permitted.

42 CFR Part 2 and Family Educational Rights and Privacy Act (FERPA)

If a student signs a consent form to release confidential information per 42 CFR Part 2 and 28 Pa. Code § 709.28 to the school or SAP team and written documents containing that confidential information are then included in the student's SAP record or other education record, that information is then accessible to the student's parents/legal guardian per FERPA. A parent/legal guardian obtaining this confidential information without the written consent of the student is a violation of the Substance Abuse Confidentiality Regulations. What can be done to address this situation?

1. Students who are signing a consent form to release written documentation that will be included in their SAP/education records, should also be asked to consent on that same form to release the information to their parents/legal guardian. All consents to release information must be voluntary. A student cannot be compelled to agree to release information to his/her parents or legal guardians (28 Pa. Code § 709.28 (c) and also review the language at 71 P.S. § 1690.112 and the way it relates to 42 CFR Part 2, Subpart B, § 2.14 (b)).
2. Confidential information such as recommendations based on a screening or assessment could be shared verbally with the school and not in writing. In this scenario, a student would still sign a consent form to release confidential information, consenting to the verbal release of the information to the school/SAP team. The school/ SAP team would need to be cautious to ensure that no written records are made of this information that was shared verbally. For example, if information about follow-up action taken by a SAP team is documented in the student's SAP file, the documentation cannot include any reference to confidential information (e.g. the student's substance use behavior).

Decision Support Tool

Page three of this document includes a decision support tool to help guide you in protecting confidential information.

Please note: This document is intended to provide information and guidance, and is not intended as an official legal interpretation of the Substance Abuse Confidentiality Regulations. Questions you have about specific situations should be taken to your legal counsel.

Can I share this student information with the school/SAP team?

