

Service Name: **PROBLEM GAMBLING PREVENTION SERVICES**

Service ID Code: **A&D 80**

I. Service Description

Problem Gambling Prevention services (A&D 80) are designed to meet one or more of the following objectives:

- A. outreach aimed at increasing public awareness of problem gambling (this is differentiated from treatment specific outreach which is covered by A&D 81),
- B. prevent problem gambling;

The anticipated goals and outcomes for County's Problem Gambling Prevention Services will be described and included in County's Biennial Problem Gambling Prevention Implementation Plan approved by Department. County's A&D 80 Services will be monitored and evaluated on the basis of their effectiveness in achieving the goals and outcomes identified in the approved Biennial Problem Gambling Prevention Implementation Plan. Department financial assistance to County in the subsequent biennium, for A&D 80 Services, will in part depend upon achievement of the goals and outcomes identified in County's Problem Gambling Prevention Implementation Plan for the previous biennium as approved by Department.

II. Performance Requirements

- A. County must designate a Certified Prevention Specialist, or person who is working on obtaining that certification and will do so within 24 months of the effective date of this Agreement. New hires without the CPS credential, must make application within six (6) months of their hire date and achieve the Certified Prevention Specialist credential within (24) months of their hire date.

The designated coordinator shall be responsible for preparing the problem gambling prevention implementation plan, annual report and for overseeing and coordinating problem gambling prevention activities, programs and services provided in the County

County's designated Problem Gambling Prevention coordinator/contact person must attend two Department of Human Services sponsored problem gambling prevention meetings per calendar year.

- B. County must attend at least one meeting each of County's Local Alcohol and Drug Planning Committee (LADPC) and Commission on Children and Families (CAF) during the biennium and must present information on problem gambling prevention and outreach issues, services and data to these partners. County shall also obtain input on its Biennial Problem Gambling Prevention Implementation Plan during County's comprehensive planning process. Department may require additional County agency review and approval, provided Department gives notice in writing at least 45 days before the plan is due.

III. Special Reporting Requirements

- A. Providers of A&D 80 services funded under this Contract must submit written reports to Department by August 30 of each year, in a format prescribed by Department, describing the Provider's activities, appraisal of activities, and expenses during the preceding fiscal year in providing A&D 80 services.
- B. Final Biennial Expenditure Report: Providers of A&D 80 services funded under this Contract must submit to Department a final report of actual revenues and expenditures of A&D 80 funds disbursed under this Contract, due within 60 days after termination of this Contract or termination of Department's obligation under this Contract to provide financial assistance to County for A&D 80 services, whichever is earlier. Reports must be prepared using forms and procedures designated by DHS.

IV. Payment Procedures

- A. Basis of payment: Department payment for A&D 80 services identified in a particular line of the Financial Assistance Award is based on reimbursement for actual allowable expenditures incurred by a Provider in delivering A&D 80 services under that line of the Financial Assistance Award during period specified in that line, subject to the following:
1. Allowable expenditures are limited to the standard and customary rates for the following:
 - a. Personnel expenses (salaries, wages, payroll tax and fringe benefit costs) for delivery of A&D 80 services.
 - b. Operating expenses, such as program materials, office rent/lease, office utilities, telephone costs, office equipment rental and repair, office supplies, and staff travel for delivery of services, participation in problem gambling-prevention-related meetings, trainings and events. Operating expenses are limited to the amount approved in the Biennial Problem Gambling Prevention Implementation Plan budget.
 - c. Professional consultation needed to support or enhance Department-funded problem gambling prevention services.
 - d. Administrative expenses, capital outlay, or other expenses not listed in sections IV(A)(1)(a), (b) and (c) above, only if approved in writing or e-mail by Department.

2. Total Department payment for all A&D 80 services delivered under a particular line of the Financial Assistance Award shall not exceed the total funds awarded for A&D 80 as specified in that line of the Financial Assistance Award.
 3. Department is not obligated to pay for any A&D 80 services that are not properly reported to Department as described in this Service Description.
- B. Disbursement of funds: Unless a different disbursement method is specified in that line of the Financial Assistance Award, Department will disburse the funds awarded for A&D 80 services in a particular line of the Financial Assistance Award to County in substantially equal monthly allotments during the period specified in that line of the Financial Assistance Award, subject to the following:
1. Department, may, after 30 days (unless parties agreed otherwise) written notice to County, reduce the monthly allotments based on under used allotments identified through reports required or permitted by this Service Description or an applicable Specialized Service Requirement.
 2. Department may, Upon written request of County, adjust monthly allotments.
 3. Upon amendment to the Financial Assistance Award, Department shall adjust monthly allotments as necessary, to reflect changes in the funds awarded for A&D 80 services on that line of the Financial Assistance Award.

Agreement Settlement will be used to confirm the offer and delivery of A&D 80 services by County or Programs based on the approved Biennial Problem Gambling Prevention Implementation Plan update that includes a narrative report detailing completion or progress on plan.

V. Exceptions and Waivers

County may request in advance in writing, and Department in its sole discretion may approve, a limited number of waivers and exceptions to the above.