California Department of Public Health
California Tobacco Control Program

Informational Webinar: RFA 18-10137

Initiative to Reduce Tobacco-Related Disparities at Residential Behavioral Health Facilities

July 18, 2018

10:30 AM – 12:00 PM

California CTCP Tobacco Control Program

Welcome and Housekeeping

- **Is this webinar being recorded?** Yes! Recording will be posted on the *Tobacco Control Funding Opportunities & Resources* (**TCFOR**) website early next week: https://tcfor.catcp.org/

- **Documents:** All information discussed during this webinar can be found on the TCFOR website.

- **Mute:** All participants will be on mute during the webinar.

- **Questions:** Use the Chat Box to type questions during the webinar.
  - We will respond to questions today after the presentation, time permitting.
  - Responses to questions about the RFA from this webinar and submitted to CTCP via email will be posted on the TCFOR website on **July 27, 2018.**

Presenters

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Chief, California Tobacco Control Program

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Program Consultant
Local Programs & Advocacy Campaigns Unit

Andres Lopez
Procurement Manager
Procurements Management Unit

Cody Fowler
Knowledge Management Unit

California CTCP Tobacco Control Program

General Reminders

- The RFA instructions take precedence over anything said during this webinar.
- This is a competitive procurement and process; therefore, we are unable to provide advice, opinions, or personalized answers. Updates, corrections, or modifications to the RFA will be posted to the TCFOR website.
- Please submit questions related to this procurement by email to CTCPInbox@cdph.ca.gov with the subject line "CTCP RFA #18-10137" by July 20, 2018. Responses to questions about the RFA will be posted on the TCFOR website on July 27, 2018
- Frequently check the TCFOR website for corrections or modifications to the RFA.
- TCFOR website: https://tcfor.catcp.org/

General Reminders (continued)

- The RFA requires the Applicant to submit applications online via the Online Tobacco Information System (OTIS). OTIS contains online training modules, and page guides to help you complete your Application.

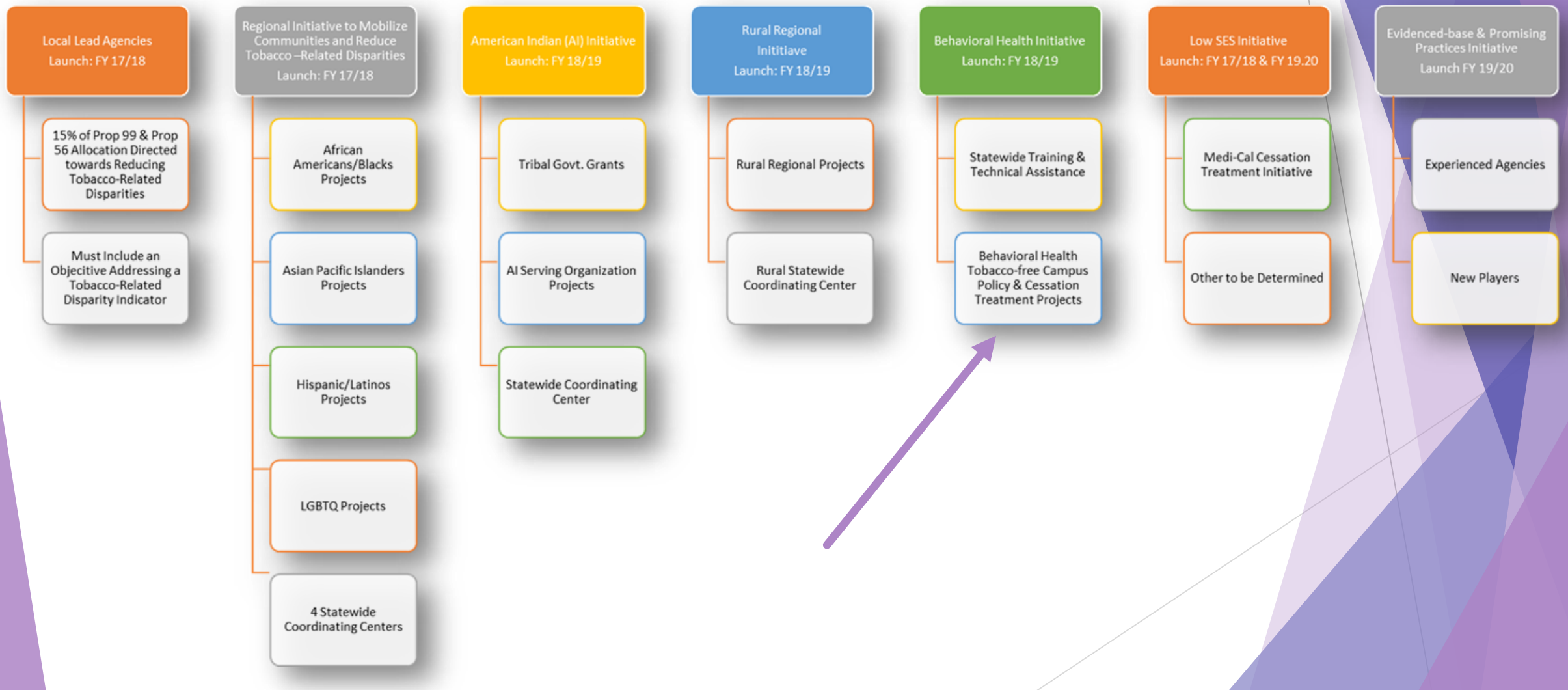
- **Do not** wait until the last minute! Applicants are encouraged to begin writing applications in a Word file that can be copied and pasted into the OTIS system and to allow adequate time to load information into OTIS.

Agenda

- Overview: Purpose and RFA Structure
- Eligibility Criteria
- Agency Qualifications
- Funding and Grant Term
- Timeline
- Program Requirements
- Application Instructions
- Application Review and Scoring
- TCFOR/OTIS Live Demonstration

Overview: California Tobacco Control Program Infrastructure

Overview: Initiative to Reduce Tobacco Related Disparities



It’s time to treat nicotine addiction among persons with mental and substance abuse disorders

- Persons with mental or substance use disorders are more than twice as likely to smoke cigarettes than those without these conditions and more likely to die from a smoking-related illness.

MMWR, May 11, 2018/Vol. 67/No. 18

Myth Busting

- Stopping smoking can improve mental health outcomes, with an effect larger than anti-depressive therapy (Taylor et al. 2014)

- Smoking can improve the chances of recovery from alcohol or drug abuse (Prochaska, Delucchi, and Hall 2004; Tsoh et al. 2011).

Percentage of CA behavioral health facilities offering tobacco use cessation treatment

Mental Health Treatment

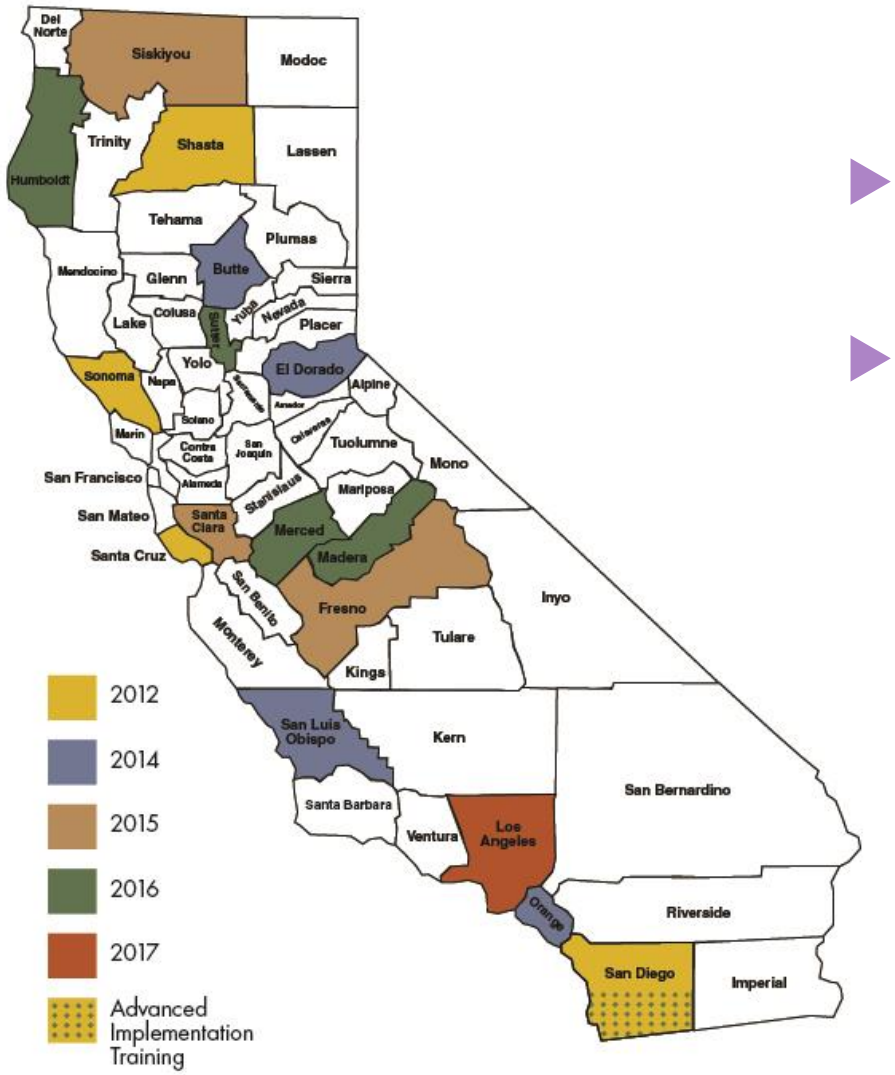
Service Offered	Percent
Screen for tobacco use	37.6
Provide Counseling	26.9
Provide NRT	17.2
Provide Other Cessation RX	13.1
Smoke-free Campus	41.2

MMWR, May 11, 2018

Substance Abuse Treatment

Service Offered	Percent
Screen for tobacco use	51.5
Provide Counseling	42.3
Provide NRT	19.6
Provide Other Cessation RX	15.6
Smoke-free Campus	22.4

Behavioral Health Trainings



- 17 Regional Trainings conducted between 2012-2017
- Evaluations indicate that the trainings increase readiness for secondhand smoke and cessation strategies within behavioral health settings

Reduce tobacco use & promote wellness through policy and system change

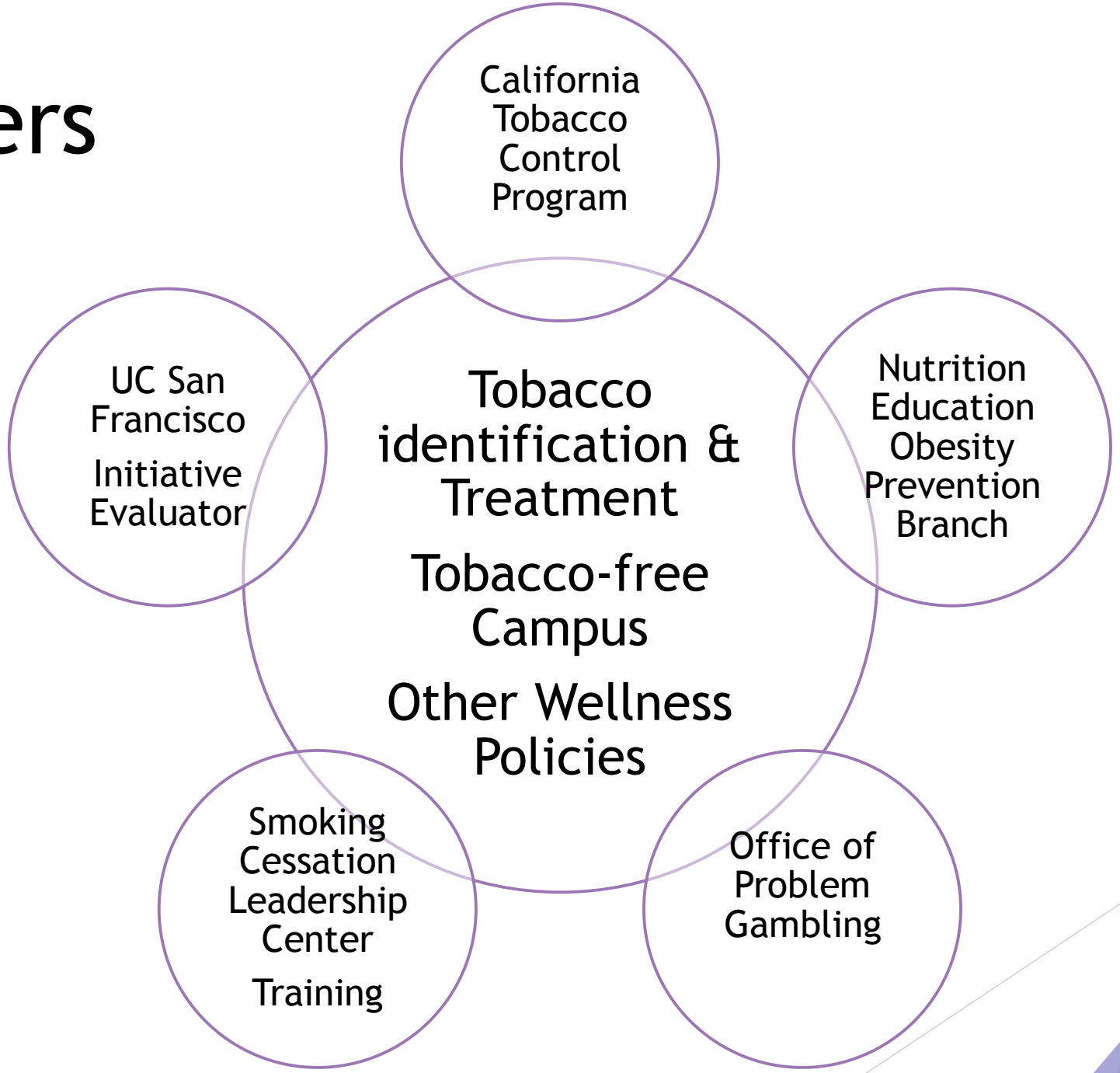
Quality Improvement

Incorporate tobacco cessation work into a wellness approach

Intensive Training & Technical Assistance

Prescribed Scope of Work

Partners


California Tobacco Control Program
UC San Francisco
Initiative Evaluator
Tobacco identification & Treatment
Tobacco-free Campus
Other Wellness Policies
Nutrition Education Obesity Prevention Branch
Smoking Cessation Leadership Center
Training
Office of Problem Gambling

Overview: RFA Structure

- Background (Page 1)
- Funding Purpose & Restrictions (Page 2)
- Public Health Significance & CTCP Goals (Pages 3 - 6)
- Eligibility, Term, Funding, Timeline (Pages 6 - 10)
- Program Requirements (Pages 10 – 12)

Overview: RFA Structure (continued)

- Letter of Intent (Page 12)
- Application Technical Assistance (Page 13)
- Application Submission Process & Instructions (Pages 13 - 19)
- Application Review & Selection (Pages 20 - 26)
- Administrative Details (Pages 26 – 32)
- References (Page 33 - 34)

Role of Wellness Quality Improvement Projects

- This RFA is the first of three “cohorts” of 10-15 facilities.
- 18 Month Project.
- Complete activities designed to adopt and implement a written policy to:
  - include tobacco use assessment questions in client intake procedures,
  - provide tobacco cessation treatment to clients who use tobacco,
  - and establish a 100 percent tobacco-free campus within 18 months.
- Collaborate with other partners to implement wellness practices (such as exercise breaks or healthy foods) to support tobacco-free living.
- Participate in project evaluation.
- Implement a Wellness Sustainability Plan to ensure lasting project impact.

Role of Smoking Cessation Leadership Center

- Help accelerate tobacco control policy and system change
- Provide proactive training and technical assistance

Funding Restrictions (pg. 2)

This RFA will not fund:

- Reimbursement of cessation pharmacotherapy
- Reimbursement to health care providers for the delivery of health care services
- Purchase of office equipment
- Activities that supplant or duplicate existing programs or services
- Development and/or placement of mass media campaigns to support policy and system change campaigns

Eligibility Criteria - Organizational Type (pg. 6)

Eligible:

Community in-patient residential behavioral health facilities, alcohol and drug treatment programs, mental health treatment programs, and other health or social service agencies who provide services to **adults**.

Eligible:

California public or private non-profit entities.

Not Eligible:

Local Lead Agencies (local health departments) and State of California agencies other than state universities, colleges, and community colleges

Not Eligible:

For Profit entities.

Out-patient facilities.

Facilities treating children or teens.

Eligibility Criteria - Agency Qualifications (pg. 6)

Must be a State of CA licensed substance abuse treatment and or mental health facility that has been physically located in the community it serves for two (2) years.

Minimum of 20 inpatient beds and any provision of detox services should be ancillary to residential substance abuse treatment.

Two(2) years of experience working with clients with individuals with mental health disorders and/or alcohol and drug dependencies or organizations that serve this population.

Two (2) years of experience developing community linkages, participating in and maintaining stakeholder groups.

Must be able to identify appropriate (in kind) staff to champion this initiative for the organization.

Funding and Grant Term (pg. 7)

Grant Term: November 1, 2018 – April 30, 2020

Fiscal Year	Maximum Budget
FY 18/19	$16,000
FY 19/20	$20,000
TOTAL	**$36,000**

Total is the maximum amount for 18 months

Timeline (pg. 9)

Key Action	Date (all times in Pacific Standard Time)
RFA Release Date	June 28, 2018
OTIS Open for Application Input	June 28, 2018
Informational Webinar	July 18, 2018
Last Day to Submit Written Questions, 5:00 PM	July 20, 2018
Mandatory Letter of Intent Due Date, 5:00 PM	July 20, 2018
Responses to Written Questions Posted	July 27, 2018
Applications Due, 5:00 PM	August 21, 2018
Awards Posted	September 17, 2018
Intent to Appeal Letter Due, 5:00 PM	September 24, 2018
Final Announcement of Awards	September 28, 2018
Grant Document Finalization	October 1, 2018
Grant Start Date	November 1, 2018
Grant End Date	April 30, 2020

Reminder: Submit all questions by email to CTCPInbox@cdph.ca.gov with the subject line "CTCP RFA #18-10137" by July 20, 2018

Prescribed Scope of Work

Community Assessment Analysis → Intervention Activities → Evaluation Activities

Program Requirements: Scope of Work

Intervention Plan, Evaluation Plan, and Narrative Summary (pg. 10)

- Adhere to the prescribed scope of work and evaluation activities (Appendix 4)
- Provide a detailed and compelling community assessment analysis narrative
- Demonstrate strong applicant capability
- Use the prescribed budget (Appendix 5)
- Meet required staffing and minimum duties (Table 3)
- Plan for required CTCP Travel/Training (Table 4)

Using the prescribed Scope of Work

- The prescribed scope of work is designed to provide a road map for grantees, and also standardize the initiative across grantees from all cohorts.
- Applicants are expected to customize the following sections:
  - In the Objective: Name the facilities where the intervention will occur.
  - In the Evaluation: name the range of surveys that will be completed by staff, and the range that will be completed by clients.
  - For all activities: List responsible parties.

Prescribed Objective – Requires Applicant to Edit

Overview | Indicator(s) | Intervention Topic(s) | Intervention Activity Plan | Evaluation Activity Plan | Narrative Summary

Edit

Objective ID: 1

Completion Date: April 30, 2020

Objective: Adopt and implement a written policy to: 1) assess and treat tobacco use among residential treatment clients; 2) provide a tobacco free campus; and 3) adopt and implement other wellness policies and activities to support a tobacco-free environment at the following facilities:

Primary Priority Area: (4) Promote Tobacco Cessation

Secondary Priority Area: (2) Reduce Exposure to Secondhand Smoke, Tobacco Smoke Residue, Tobacco Waste, and Other Tobacco Products

Is this a primary objective? Yes

Evaluation Plan Type: Voluntary Policy -- Adoption and Implementation

Target Audience:

Audience Group

- Adults 18 years and older

General Population Groups

- Multi-ethnic

Specific Ethnic Population Groups

Insert the name of the facilities where the project will be implemented.

View Evaluation Activity

Page Guides

Edit Activity | Delete Activity | Return to Objective View

Remember to provide Tracking Measures and Responsible Party information below!

Objective: By April 30, 2020, Adopt and implement a written policy to: 1) assess and treat tobacco use among residential treatment clients; 2) provide a tobacco free campus; and 3) adopt and implement other wellness policies and activities to support a tobacco-free environment at the following facilities:

Activity Type: Education/Participant Survey

Activity ID: 1-E-1

Evaluation Activity: Needs Assessment: In collaboration with SCLC, develop two needs assessment instruments for: 1) staff and 2) clients. The needs assessment instruments will assess interest in various wellness policies and activities, readiness for action, barriers, and resources needed. The needs assessment will be in either a paper and pencil format or an electronic survey. *[Insert range] will be completed by staff and *[Insert range] will be completed by clients. Simple descriptive statistics will used to analyze the data. A summary of the needs assessment findings will be prepared and shared with SCLC. The findings will be used to facilitate planning and implementing educational and policy activities.

Is this data being collected for Process Evaluation or Outcome Evaluation purposes?: Process

Insert the range of survey that will be completed by staff and clients

Responsible Parties - Requires Applicant to Edit

Objective: By April 30, 2020, Adopt and implement a written policy to: 1) assess and treat tobacco use among residential treatment clients; 2) provide a tobacco free campus; and 3) adopt and implement other wellness policies and activities to support a tobacco-free environment at the following facilities:

Intervention Category: Coordination/Collaboration Activities

Activity: Organizational Champion: Designate an organizational champion who will serve as the primary point of contact within the residential treatment facility for telephone, email, and other communications from the Smoking Cessation Leadership Center (SCLC), the University of California, San Francisco (UCSF) Evaluator (UCSF Evaluator), and the California Tobacco Control Program (CTCP).

Activity Number: 1-1-1

Copyright: No

Program Deliverable Percentage: 2.00 %

Start Date Period: 11/18-06/19

Completion Date Period: 11/18-06/19

Tracking Measures Add

Tracking Measure	Submit	Actions
Contact Information	Yes	Edit | Delete

Responsible Parties Add

Responsible Party	Budget Type	Action
Quality Support Team Director	Budgeted	Delete

Assign responsible parties for each activity

Application Submission: Letter of Intent (pg. 11)

- One (1) signed letter of Intent must be uploaded to TCFOR by 5:00 pm Pacific Standard Time on July 20, 2018.
- Mandatory but non-binding.
- The Letter of Intent must:
  - Be on the Applicant agency's letterhead and signed by an authorized agency signatory or their official agent;
  - State the name and number of the RFA under which the application will be submitted (Request for Application #18-10137);
  - State the Applicants' history of working (and/or relationship) with clients with mental health disorders and/or alcohol and drug dependencies or organizations that serve this population;
  - State the number of inpatient beds that the facility has.

Application Technical Assistance Resources (Appendix 8)

UCSF Smoking Cessation Leadership Center

(877) 509-3786
https://smokingcessationleadership.ucsf.edu

Every smoker. Every encounter.
CA QUITS

https://caquits.com/

California Youth Advocacy Network
(916) 339-3424
www.cyanonline.org

Center for Tobacco Cessation
(858) 300-1051
www.nobutts.org/free-training

The Center for Tobacco Policy and Organizing
(916) 554-5864
www.center4tobaccopolicy.org

ChangeLab Solutions
(510) 302-3380
www.changelabsolutions.org

The LOOP
(415) 502-3265
http://theloop.ucsf.edu

ROVER Library
(530) 752-9717
https://rover.catcp.org

Tobacco Education Clearinghouse of California
(800) 258-9090 x103
www.tobaccofreecatalog.org

Tobacco Control Evaluation Center
(530) 752-9951
http://tobaccoeval.ucdavis.edu

Be sure to request technical assistance early, don't wait until the last minute!

Application Instructions: Applicant Capability (pgs. 14 -17)

Program Experience	Organizational Start Up & Equipment	Administrative/Fiscal Experience & Audit History	Letters of Reference
• Agency Mission • Demonstrate access and work with the mental illness and substance use disorders population • Program staffing • Record of accomplishment in environmental change	• Organizational start up • Equipment	• Administrative staffing • Fiscal and contract/grant compliance • Audit history • Tax debtor list requirement	• Two (2) letters of reference- must be addressed to the applicant • Describe your agency's ability to fulfill the fiduciary and grants management functions • Scan and upload

OTIS Application Instructions: Scope of Work - Narrative Summary Community Assessment Analysis - Required and Scored (pgs.17-18)

- Should provide rationale and support for implementing the Wellness Quality Improvement Project in the proposed setting;
- Describe the current culture of tobacco use at the facility;
- Describe the current tobacco use policy or lack of policy;
- Describe any previous efforts to reduce tobacco use or increase wellness activity at the facility;
- Describe the overall readiness of the organization to implement the project;
- The first two sentences of the Community Assessment Analysis narrative must begin with the statements listed in the RFA page 18.

Application Instructions: Budget Requirements (pg.18)

Appendix 5, Budget Justification

RFA Budget Requirements (pgs.18-19)

Task Based Budget – Appendix 5

Payment Schedule		
Task	Performance Period	Payment Not to Exceed
Task A-E	11/01/2018-12/31/2018	$4,000
Task A-E	01/01/2019-03/31/2019	$6,000
Task A-E	04/01/2019-06/30/2019	$6,000
Task A-E	07/01/2019-09/30/2019	$6,000
Task A-E	10/01/2019-12/31/2019	$6,000
Task A-E	01/01/2020-03/31/2020	$6,000
Task A-E	04/01/2020-04/30/2020	$2,000
Total		$36,000

Task Based Budget Requirements

Required Staffing and Duties

Required to be a Min.10% in-kind FTE (equivalent to 4 hours a week).

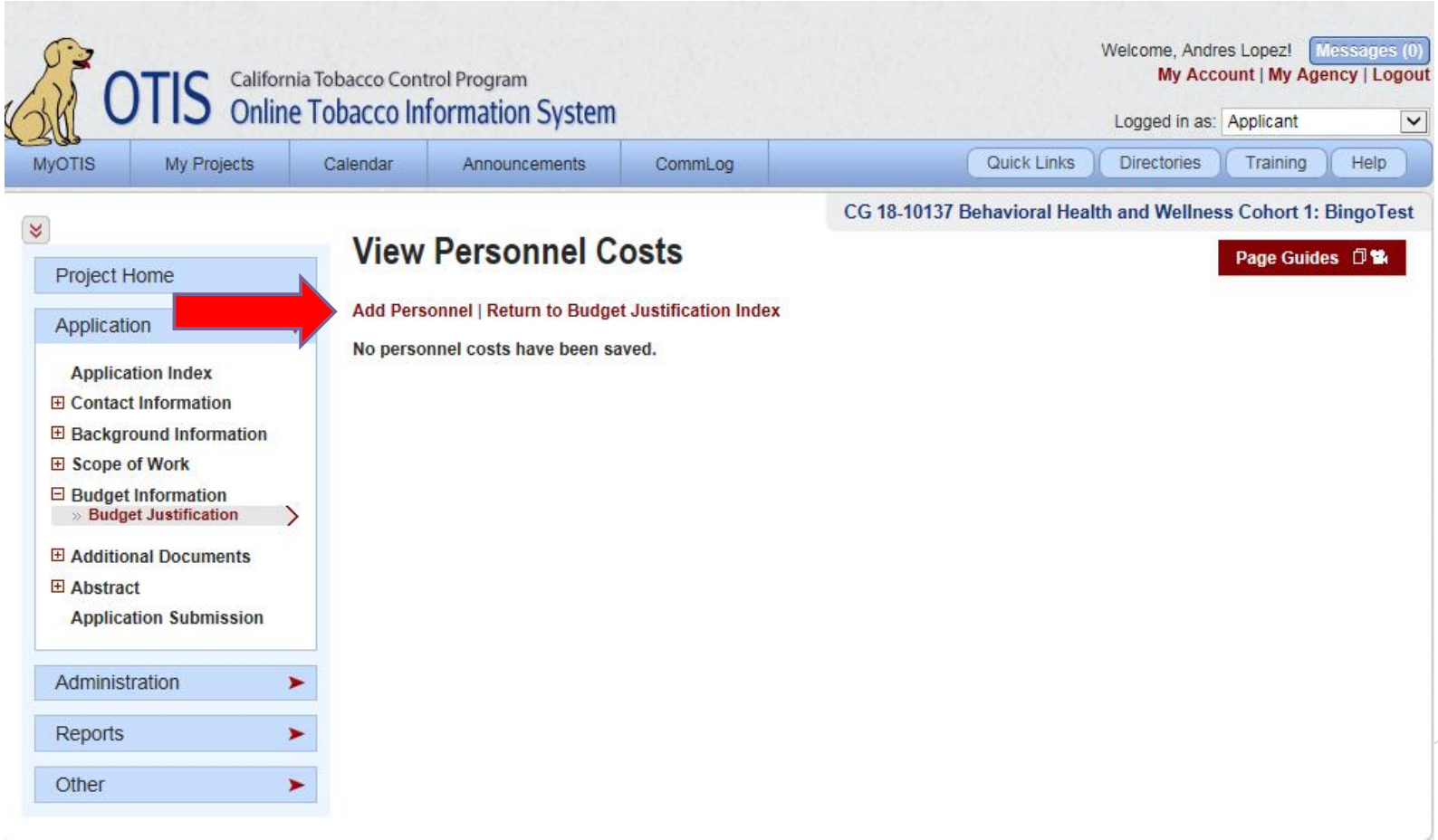
This position is responsible for overall and day-to-day management to implement and evaluate the project.

This position must be listed as the Primary Tobacco Contact in OTIS, acts as the primary day-to-day point of contact for CTCP communication to the agency, and regularly accesses OTIS and Partners.

Completing the Budget Justification in OTIS: Step 1

Budget Section	FY 18/19	FY 19/20	Total	Action(s)
A. Personnel Costs	$ 0	$ 0	$ 0	View
B. Fringe Benefits	$ 0	$ 0	$ 0	View
C. Operating Expenses	$ 0	$ 0	$ 0	View
D. Equipment Expenses	$ 0	$ 0	$ 0	View
E. Travel/Per Diem and Training	$ 0	$ 0	$ 0	View
F. Subcontracts and Consultants	$ 0	$ 0	$ 0	View
G. Other Costs	$ 0	$ 0	$ 0	View
H. Indirect Expenses	$ 0	$ 0	$ 0	View
Total Expenses	$ 0	$ 0	$ 0	

Completing the Budget Justification in OTIS: Step 2



Completing the Budget Justification in OTIS: Step 3

OTIS California Tobacco Control Program Online Tobacco Information System

Welcome, Andres Lopez! Messages (0)
My Account | My Agency | Logout
Logged in as: Applicant

MyOTIS | My Projects | Calendar | Announcements | CommLog | Quick Links | Directories | Training | Help

CG 18-10137 Behavioral Health and Wellness Cohort 1: BingoTest

- Project Home
- Application
  - Application Index
  - Contact Information
  - Background Information
  - Scope of Work
  - Budget Information
    - Budget Justification
  - Additional Documents
  - Abstract
  - Application Submission
- Administration
- Reports
- Other

Add Personnel

Page Guides

Fields in RED are required.

Line Item Wizard

Item	FY 18/19	FY 19/20
Title: - Please Select One - Add Position Title	$ 0	$ 0

Salary Calculation:

Duties Description:

Save Information | Cancel

Sample formulas for Personnel Costs:

Option 1: $2,000 x 10% FTE x 24 pay periods = $4,800 (semi-monthly) In-Kind *;

Option 2: $2,000 x 10% FTE x 26 pay periods = $5,200 (bi-weekly) In-Kind*.

Option 3: $20/hour x 4 week x 52 weeks = $4,160(hourly) In-Kind*.

*In-Kind refers to goods or services provided to the project at no cost.

Task Based Budget Requirements

Required Travel/ Training

Project Coordinator/Champion is required to attend the Cohort Training which will be conducted in San Francisco CA during FY18/19.

Additional Documents (pg. 19)

1. Additional Tobacco Control Funding
2. Certification of Non-Acceptance of Tobacco Company Funding*
3. Proof of Non-Profit Status*
4. Tax Debtor List*

*Applicants that do not submit these documents will fail Stage One: Administrative and Completeness Screening (pg.20)

Application Review & Scoring (pgs. 20-26)

Application Component	Total Point Value
Applicant Capability	50
Community Assessment Analysis	50
TOTAL	**100**

Table 6 outlines the application scoring criteria and rating points

Thank you for attending this informational webinar for *RFA 18-10137, Initiative to Reduce Tobacco-Related Disparities at Residential Behavioral Health Facilities*

- We will take questions through the chat box. Time permitting, we will answer them today. Please send additional questions to CTCPInbox@cdph.ca.gov
- The deadline to submit written questions is **July 20, 2018** at 5:00 pm
- Responses to all questions will be posted on TCFOR on **July 27, 2018.**
- For questions regarding TCFOR or OTIS, contact Humberto Jurado at 916-449-5474 (Humberto.Jurado@cdph.ca.gov) or Cody Fowler at 916-323-5031 (Cody.Fowler@cdph.ca.gov)