

North Dakota Partnership for Success Project

Contract Deliverables/Scope of Service

Vendor shall identify gaps in substance misuse needs, readiness and capacity and strengthen prevention infrastructure which targets underserved sub-populations.

Vendor shall follow the Strategic Prevention Framework (SPF), guiding evidence-based efforts targeting underserved, selective populations with a focus on preventing underage drinking and binge drinking among young adults throughout the vendor's service area. The State has identified underserved population groups within the state as college students, active military and their families, and children of parents with a substance use disorder or mental health condition.

Vendor shall use funds to implement evidence-based programs, practices, and policies that are recovery-oriented, trauma-informed, and equity-based as a means of improving behavioral health.

Vendor shall ensure all efforts are culturally relevant and addressing behavioral health disparities.

Vendor shall participate in training and technical assistance opportunities provided by the state to build capacity, including, not limited to:

- Participation in onsite TTA visits with STATE
- Participation in webinars, virtual meetings and/or conference calls as directed by the STATE
- Attendance at required in-person trainings. Schedule will be provided after contract award
- Participation in peer networking opportunities
- Participation in training with the goal of enhancing fiscal management

Vendor shall implement and report capacity-building activities, successes, challenges, and efforts to address challenges in monthly reports.

Vendor shall work to enhance fiscal management by participating in technical assistance and guidance on sound fiscal management.

Vendor shall ensure an equivalent of one full time position is dedicated to carrying out the deliverables of this project, not split among more than three people.

- Within the first 30 days of the contract start date, vendor shall submit name, contact information and job description for full time position equivalent staff. If position is split between multiple individuals, vendor shall provide estimated percentage of work dedicated to this project for each individual.
- Vendor shall notify the state within 5 business days of any staff change by submitting name(s) contact information(s) and job description(s) to the State.
 - Vendor shall coordinate with the State to ensure new staff receive orientation training.
 - Vendor shall ensure primary staff have completed or will complete the SPF Application for Prevention Success Training (SAPST) within 6 months of the contract start date.
 - Certificates of completion shall be submitted to the State within 5 business days of the completion date.

Vendor shall collaborate with existing substance use prevention organizations and programs in order to maximize benefit, avoid duplication and leverage, and redirect and realign resources.

Vendor shall identify or establish a coalition to serve as the local advisory/work group to the community's Partnership for Success (PFS) project.

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- Within the first 3 months of the contract start date, vendor shall submit the *Coalition Information* form to the State.
- Within the first 6 months of the contract start date, vendor shall submit a *Coalition Orientation* packet to the State. Guidance provided by the State.
- Vendor shall build the capacity of the coalition by providing a minimum of three presentations/trainings to the coalition annually. Topics may include: SPF framework and principles, substance abuse prevention 101, community organizing, evidence-based underage drinking strategies, or other information gained from state trainings.
 - Vendor shall provide notice to the State prior to presentation/training.
 - Vendor shall submit presentation/training material(s), meeting minutes (including the date and time), and meeting sign-in sheet to State no later than 10 days following the presentation/training.

Vendor shall present/provide updates on community efforts at trainings, stakeholder meetings, and other events as directed by the State, including quarterly presentations.

Vendor shall submit monthly contract monitoring reports via Qualtrics provided by the STATE by the 10th of the following month.

Vendor shall complete all federal and state evaluation requirements as outlined in Attachment A and B.

Vendor shall ensure funds are not used to supplant activities. Funds may not be used to supplant current funding of existing activities. "Supplant" is defined as replacing funding of a recipient's existing program with funds from a federal grant. Funds may be used to supplement existing activities.

STRATEGIC PREVENTION FRAMEWORK DELIVERABLES/DEADLINES

<i>Goal: Through the use of the Strategic Prevention Framework, reduce the onset and progression of alcohol misuse and its related consequences through implementation by local community prevention providers.</i>		
Deliverable	Deadline	Evidence of Completion
Vendor shall collaborate with coalition and other key stakeholders to complete and submit a community needs assessment , following guidance provided by STATE, identifying readiness and resources to implement and sustain substance use prevention, as well as identify key substance use prevention needs and underserved populations through systematic, comprehensive data collection and analysis.	February 7, 2025	Submitted and approved community needs assessment.
Vendor shall develop a data-driven strategic plan , following guidance provided by STATE. Strategic plan shall include specific strategies, timelines and annual targets, and must explicitly tie together how the strategies will address the identified intervening variables for which they are attempting to change and how they will impact underserved subpopulations.	May 23, 2025	Submitted and approved strategic plan

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Strategic plan shall include sustainability planning.		
Vendor shall implement data-driven and evidence-based strategies as identified in the approved strategic plan, achieving 75% or better of identified annual targets by October 2025, and 90% or better in the subsequent project years (2026-2028).	Ongoing	Monthly reports
Annually, Vendor shall review and revise as needed the strategic plan responding to changes throughout implementation and identifying the next year's annual targets.	Annually, Due September 1	Submitted and approved updated strategic plan

REPORTING AND EVALUATION DELIVERABLES/DEADLINES

<i>Goal: Show the reduction of underage drinking and related consequences through data collection and analysis.</i>		
Deliverable	Deadline	Evidence of Completion
Vendor shall track implementation (process and outcome measures) and submit monthly reports.	By the 10 th of each month.	Submitted monthly reports.
Vendor shall secure a written data collection, sharing, and use agreement with service area schools for their participation in the Youth Risk Behavior Survey (YRBS) administered by the state. This will include participation agreements for the 2025 and 2027 YRBS statewide sample if selected, and the opt-in survey of all grades 7-12 students in those schools. *If additional IRB, oversight board, or local or tribal government approvals are needed, the vendor shall provide those agreements as well.	November 22, 2024	Signed data agreements provided to the State.
Vendor shall work with YRBS administrator/vendor and service area schools to ensure Youth Risk Behavior Survey (YRBS) participation.	School Years: 2024-2025, 2026-2027.	Completion of the YRBS in service area schools.
Vendor shall secure written data collection agreements with service area schools for the implementation of a PFS Youth Student Survey (YSS). *If additional IRB, oversight board, or local or tribal government approvals are needed, the vendor shall provide those agreements as well.	June 30, 2025	Signed data agreements provided to the State.
Vendor shall work with the STATE contracted PFS Evaluator and service area schools to conduct the PFS Youth Student Survey (YSS).	School Years: 2025-2026, 2027-2028	Completion of the Youth Student Survey in service area schools.
If a college or university is located in the Vendor's service area, the Vendor shall secure written data sharing and use agreements with those institutions to provide the institution's National	June 30, 2025	Signed data agreements provided to the state.

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College Health Assessment results for the years 2023, 2025, and 2027 as they become available.		
If a military base is located in the Vendor's service area, the Vendor shall secure written data sharing and use agreements with those institutions to provide and use a limited set of base- or military-unit-level results from the Defense Organizational Climate Survey in the evaluation and performance assessment. See Attachment B	TBD	Signed data agreements provided to the state
Vendor shall develop a local evaluation and performance assessment plan to gather, analyze, and report relevant data results for their chosen prevention strategies. This plan will identify the vendor's responsibilities in the evaluation and performance assessment for these strategies. The Vendor shall comply with this evaluation planning agreement for gathering, analyzing, and reporting the identified data.	Provided by STATE at later date.	Completed and approved evaluation plan and subsequent agreed-upon data collected and reported.

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Attachment A

PFS Performance Assessment and Evaluation Requirements

Overview

The vendor shall be responsible for providing the necessary data and results to the Project Evaluator to complete the PFS Performance Assessment (PA) and project evaluation (PE). The PA and PE require both process and outcome data to monitor the progress and success of the project. These will be gathered based on the following requirements.

Monthly Reports

The vendor shall complete a monthly report by the 10th day of the following month. This monthly report shall be completed using a provided online system, which will step through a guided survey of the accomplishments, barriers/challenges, estimates of number of people reached or served by strategy, the demographic breakdowns of the people reached or served, and a specific itemization of grant activities completed during the month. This system will serve as the primary means of collecting the necessary PA measures required by SAMHSA and grant activity tracking for the payment of services rendered.

Information from the monthly reports will be compiled and submitted to the federal funder and used in state and community evaluation reports. The vendor shall authorize the use of their provided monthly report data to be used and reported in this form. These data results may be released publicly as part of the transparency requirements, project promotions, research reporting, or public information requests. If any local Institutional Review Boards, Oversight Boards, or Local or Tribal Governments oversee or restrict the use of the data or information provided in the monthly reports, then it shall be the vendor's responsibility to get permission to use the data for these purposes before applicable reporting or information sharing deadlines established by the federal funder, or BHD. If such restrictions apply, failure to get timely permission to use the provided data and information from the monthly reports for the purposes described above shall be grounds for contract default. The vendor is advised to get any such permissions or agreements early in the project timeline and have them span the entirety of the project timeline.

The monthly reporting system that the vendor will use to satisfy this requirement may be modified throughout the project to correct data collection issues or concerns as they are identified. It may also be modified to meet any new or changing performance assessment requirements implemented by the federal funder, and BHD identified requirements to adequately track the vendor's progress in meeting the grant requirements. The vendor shall use the most up-to-date version of the system when completing each monthly report.

Youth Risk Behavior Survey (YRBS) and PFS Youth Survey

The vendor shall get written permission and authorization for all public-school districts and schools within their service area to conduct and use data from two alternating-year student surveys. The vendor shall establish two separate data sharing and use agreements for the entire span of the project, one for each survey. These two separate agreements are required because each agreement will be between different parties and contain requirements specific to each survey. Details about what the agreements shall include are described below.

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These data agreements and the subsequent data collection under them will ensure the vendor can satisfy the federal funder's requirements of having annual, local outcome data from the targeted population during the entire course of the project.

YRBS Data Collection, Sharing, and Use Agreements

These data use and sharing agreements shall authorize the PFS project evaluator to access and use the school districts' results reports for the 2023 YRBS. If available, the agreement will also authorize the PFS evaluator to have access to anonymized student-level responses to conduct project-specific analyses that are not available in the standard reports.

For future years, the agreement shall specify the schools shall participate in the YRBS during the 2024-2025 and 2026-2027 school years. Participation shall include being part of the statewide sample and the opt-in census survey of students in grades 7-12. The vendor shall work with the schools to ensure the YRBS is conducted in those years. By December 15, 2024, the Vendor shall produce signed and active agreements with the schools in the vendor's service area, documenting their commitment to participate and providing the needed results reports and authorization to access student-level response data from those years to conduct project-specific analyses.

The State recognizes that the school district or school may not have participated in the 2023 YRBS. If such a situation exists, then the agreement for that school district can omit the data sharing and use agreement for 2023 YRBS. The other commitments to future YRBS data collection shall remain part of the agreement. Note that the YRBS is conducted by the contractor chosen by the North Dakota Department of Health and Human Services.

PFS Youth Survey Data Collection, Sharing, and Use Agreements

The PFS Youth Survey will be a student survey designed to gather the necessary outcome data on the school years where the YRBS will not be collected. The vendor shall produce a separate agreement for the schools in their service area, committing to administering the survey during the 2025-2026 and 2027-2028 school years. This survey will be supported by the PFS evaluator. The data use and sharing agreements for the PFS Youth Survey shall authorize a census survey of the school district's students in grades 7 through 12. By June 30, 2025, the Vendor shall produce signed and active agreements with the schools in the vendor's service area, documenting their commitment to participate and provide the needed data from the PFS Youth Survey. A fuller description of the PFS Youth Survey is provided as Attachment C to this contract

Additionally, if any local Institutional Review Boards, oversight boards, or Local or Tribal Governments oversee or restrict the data collection and/or use of the data or information from the YRBS or PFS Youth Survey, then it shall be the vendor's responsibility to get authorization from those entities to collect and use the data for PFS reporting and evaluation. Such agreements must be implemented before the annual federal reporting deadlines in September of each project year. Failure to get timely authorization to report YRBS and PFS Youth Survey data and information shall be grounds for contract default. The vendor is advised to get any such permissions or agreements early in the project timeline and have them span the entire timeline to avoid such conflicts.

National College Health Assessment Results

If a college or university is within the vendor's service area and if the college or university participates in the National College Health Assessment NCHA, the vendor shall procure an agreement to have the

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college or university release the aggregate survey results to the PFS evaluator. These college or university-specific results will be reported to the federal funder every other year of the grant as project outcomes for the college population. They will also be included in evaluation analysis and reports for the project, which may be publicly released. These uses must be allowed in the agreements. The project evaluator anticipates that the results should become available for the 2023, 2025, and 2027 NCHA during the project.

Additionally, if any local Institutional Review Boards, Oversight Boards, or Local or Tribal Governments oversee or restrict the data collection and/or use of the data or information from the NCHA, then it shall be the vendor's responsibility to get authorization from those entities to collect and use the data for PFS reporting and evaluation. Such agreements must be implemented before the annual federal reporting deadlines in September of each project year. Failure to get timely authorization to provide NCHA data, when it exists, may be grounds for contract default. The vendor is advised to get any such permissions or agreements early in the project timeline and have them span the entire timeline to avoid such conflicts.

Defense Organizational Climate Survey (DEOCS) Results

If a military base is within the vendor's service area, they will be expected to be active participants in getting base or unit-level results from the annual DEOCS. Specifically, they will work with the PFS evaluator and the military contacts to try to provide results for two measures from that survey:

- The percentage of military personnel reporting they had a significant memory loss event because they used too much alcohol sometime in the past year
- The percentage of military personnel who reported they binge drank monthly or more often

The project evaluator recognizes that DEOCS results may be tightly controlled. However, the vendor shall work to the satisfaction of the State to try to get access to the results described above. The efforts in this regard will be examined at least annually during the project to determine if the vendor is meeting this requirement. Ideally, if the vendor can get authorization to use the DEOCS results described above, then they will get results for 2023, 2024, 2025, 2026, 2027, and 2028 as they become available.

Other Data Collection or Results as Agreed Upon in the Community Evaluation Planning Stage of the SPF Process

As the vendor completes the SPF Process, the vendor shall develop an evaluation plan specific to the strategies and approach they choose to implement. As part of developing this plan, the vendor shall work with the project evaluator to identify local data measures and the frequency of data collection to assess their success in meeting their project goals and objectives. These data collection requirements cannot be specified in the current funding announcement, but the vendor shall be expected to work with the project evaluator to implement the decided upon and approved local evaluation plan. They shall be expected to meet the evaluation requirements they decide upon in that plan, including specific deadlines and timelines established in the plans.

If any local Institutional Review Boards, Oversight Boards, or Local or Tribal Governments oversee or restrict the data collection and/or use of the data or information that will be used in the local evaluation plan, then it shall be the vendor's responsibility to get authorization from those entities to collect and use the data for PFS reporting and evaluation. Failure to get timely authorization may be grounds for contract default.

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Attachment B PFS Youth Survey Description

For the two years when the YRBS is not collecting data, the primary outcome measures from the PFS at the community level will come from a short student survey that will be administered in the community schools during the PFS project. The results for this survey and they will satisfy many of the local outcome data requirements from SAMHSA. The survey will be given to **students** in grades 7-12 in each PFS funded grantee community.

Community Requirements	PFS Evaluation Team Support
<ul style="list-style-type: none">Recruit schools and district to participate in this survey. The community grantees will be expected to use their local connections, and networks to support the survey as much as possible.Obtain any local IRB, oversight board, local or tribal government approval (if applicable)	<ul style="list-style-type: none">Develop and provide all survey materials, administration instructions, administration support, data entry, analysis, and reportingObtain Institutional Review Board (IRB) approval from the University of Wyoming.Provide support to the community grantee to obtain the local IRB, oversight, local or tribal government approval. However, the vendor will be the responsible party for the request and lead agency.

The following bullet points describe important details about the survey:

- It is two-pages long and will take no longer than 15 minutes to complete.
- It will use a similar survey administration methodology as the North Dakota Youth Risk Behavior (YRBS) survey.
- It is both anonymous and voluntary. Parents can return a form that will be provided to them, which will opt their child out of participating in the survey. Students will be able to skip any questions and stop the survey at any time. No names or personal identifiers will be used on the survey, and all surveys will be returned in a common data collection envelope that allows for anonymous survey submission.
- It will be given to all middle and high school students in the PFS community schools.
- The federal PFS cross-site evaluation has a response rate goal of 70% or better for any surveys conducted as part of this project.
- Participating school districts will receive their own results that they can use in planning and evaluation.
- Schools will be given a survey window of nearly the entire Spring Semester beginning mid-January through mid-May to choose the best date to survey their students.
- School recruitment will be active in October, November and December, though extensions may be considered.
- The PFS Youth Survey will be conducted in the following time-points.
 - Spring Semester of the 2025-2026 School Year
 - Spring Semester of the 2027-2028 School Year