



# CAPACITY BUILDING INITIATIVE 2019

SUBSTANCE ABUSE PREVENTION AND CONTROL  
All Treatment Provider Meeting  
Tuesday January 29, 2019





# CAPACITY BUILDING INITIATIVE 2019

## OBJECTIVES

By the end of this presentation, it is anticipated that providers will:

- **Discover** the purpose of the Capacity Building Initiative (CBI) statement of work.
- **State** the five (5) primary capacity building categories.
- **Appreciate** the important deadlines for expenditure of CBI funds.
- **Identify** the three (3) most critical requirements to quickly access funds under CBI.
- **Become familiar with** completing the applicable capacity building documents.
- **Identify** the deliverables associated with the CBI.



# CAPACITY BUILDING

“Capacity building is not just about the capacity of a nonprofit today -- it's about the nonprofit's ability to deliver its mission effectively now, and in the future. Capacity building is an investment in the effectiveness and future sustainability of a nonprofit.”

*National Center for Nonprofit*



# CAPACITY BUILDING INITIATIVE

## PURPOSE:

To support SAPC-contracted **treatment agencies** in meeting the expectations and requirements under the County's SUD specialty managed care plan to enhance **service provision** and improve the **quality of life** for staff, patients, their families, and the communities in which they reside.

## ELIGIBILITY

- 1) Providers with a **DMC CONTRACT**
- 2) Providers with an **SUD CONTRACT FOR CENS** (more information at upcoming CENS Director's meeting)



CAPACITY BUILDING INITIATIVE  
**CAPACITY BUILDING CATEGORIES**





## FIVE CAPACITY BUILDING CATEGORIES

- 1. Workforce Development** – capacity to meet the clinical and other workforce standards under START-ODS.
- 2. Strategic Relationships** – capacity to effectively develop and cultivate alliances and partnerships.
- 3. Equipment Acquisition** – capacity to identify and use the necessary equipment, tools, software to implement SUD treatment in a more effective or efficient manner.
- 4. Infrastructure Upgrades** – capacity to improve the efficiency of facilities where services are provided.
- 5. Regulatory Compliance** – capacity to meet or exceed compliance to mandated regulations, policies, guidelines and laws.



## FIVE CAPACITY BUILDING CATEGORIES

### 1. Workforce Development

Allowable Activities under Workforce Development include:

- **Training:** Formal instruction meant to increase the knowledge or skill of an individual with the goal to increase their ability to delivery services or execute their functions.
- **Education:** Classroom-like instruction towards a certification, license or degree meant to increase the capacity or quality of care of the provider staff (e.g. continuing education classes, language interpreter proficiency, etc.).
- **Any other activity** with the goal of increasing SUD treatment provider staff capacity and as approved by SAPC





## FIVE CAPACITY BUILDING CATEGORIES



### 2. Strategic Relationships

Allowable activities under Strategic Relationships include:

- **Marketing and Communication:** patient recruitment, partnerships and collaborations between various organizations.
- **Operationalizing Partnerships:** workflows improving referrals and collaborations.
- **Strategic Restructuring:** continuance of services under a new mission, administrative oversight, or organization (i.e., joint ventures, parent/subsidiary relationships, and mergers).
- **Patient-Related Assessment:** assessment of cultural and linguistic needs of patients, perceptions of care, satisfaction survey.

\*Consultants may be secured to assist in activities under strategic relationships.





## FIVE CAPACITY BUILDING CATEGORIES

### 3. Equipment Acquisition

Allowable activities under Equipment Acquisition include:

- **Business Machines/Software:** Any equipment to be used to conduct the daily operations of the SUD treatment provider.
  - ✓ Examples: computers, printers, scanners, software, or supplemental equipment such as **signature pads** or headsets.
- **Treatment Delivery:** Any equipment or software that facilitates the delivery of SUD treatment services.
  - ✓ Examples: Telehealth/Telephonic related equipment/software, Audio/Visual equipment, Furniture for group rooms, etc.
- Any other equipment acquisition activity with the goal of allowing the SUD treatment provider to deliver services in a more efficient and effective way and as approved by SAPC.

More to come

\* Equipment or software purchased under this category becomes the property of the provider. The provider is solely responsible for the maintenance and replacement of such equipment.



## FIVE CAPACITY BUILDING CATEGORIES

### 4. Infrastructure Upgrades

Allowable activities under the Infrastructure Upgrade category include:

- **Disability Access Improvements:** Improvements to facility that improve access and delivery of services to those with disabilities (e.g. ramp, room reconfiguration, bathrooms, installation of visual or sound equipment, etc.).
- **Increase Capacity:** Light repairs or minor renovations which result in added, increased, or improved use of rooms or office space to conduct SUD treatment related activities.
- Any other infrastructure upgrade activity with the goal of increasing the capacity of the structure where contracted SUD related activities occur.





## FIVE CAPACITY BUILDING CATEGORIES

**5. Regulatory Compliance** – capacity to meet or exceed compliance to mandated SUD governing regulations, policies, guidelines and laws

Allowable activities under Regulatory Compliance include:

- **American with Disabilities Act:** Ensures compliance with the ADA or improves deliver services (e.g. visual magnification devices, hearing magnification, modifications to curricula or reading materials, etc.). Does not include structural improvements.
- **Policy and Procedures Development:** Ensures that P & P are in alignment with requirements (e.g. timely access to care, CLAS, non-discrimination, etc.)
- **Workflow Enhancement:** Supports provider's ability to meet state and federal requirements (e.g. intake workflows, reducing time from intake to treatment services, increasing availability of slots or beds, development of monolingual non-English groups, etc.).
- **Trainings:** Ensures critical understanding of requirements, regulations under DMC ODS of staff, Board of Directors, and advisory boards.
- **Any other activity** approved by SAPC with the goal of increasing the SUD treatment provider's compliance with all relevant County, State, or Federal guidelines, regulations or policy.

\*Consultants may be secured to assist in activities under regulatory compliance.



# EXAMPLE OF UNALLOWABLE COSTS



## General

- ✓ Utilities
- ✓ Facility/Lease payments
- ✓ Acquisition of real property
- ✓ Software maintenance fees
- ✓ Any accounting/legal costs applicable to a capital improvement
- ✓ Leasehold improvements to homes rented under an operating lease
- ✓ Deductibles on insurable events
- ✓ Purchasing furniture or renovating employee offices

## Infrastructure Upgrade Specific

- ✓ Routine maintenance of existing accessibility components
- ✓ Any repairs or improvements that cannot be completed by end of term
- ✓ Repairs or improvement to buildings used for religious worship
- ✓ New construction including additions or extensions that add sq. ft beyond the existing footprint of the building
- ✓ Other non-capital costs as determined by County



CAPACITY BUILDING INITIATIVE  
**Requirements**





# CBI REQUIREMENTS

- Required Document Submission

- 1) Signed contract documents
- 2) Work Plan
- 3) Budget and Budget Narrative



**CRITICAL**

- Other Requirements

- Include signature pad(s) under equipment acquisition criteria (as applicable)
- At least **ONE (1)** project MUST address Americans with Disability Act
- No more than **THREE (3)** Capacity Building projects should be undertaken

## **Begin immediately, because:**

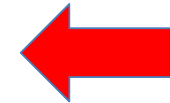
- The sooner **required documents are submitted**, the sooner **SAPC can process!**
- **All CBI projects MUST be completed by June 30, 2019!**



# CONTRACT DOCUMENTS

**First priority** for submission as it takes time to complete amendment process:

- **Allocation:** \$100,000 (with some exceptions such as CENS, which is \$25,000)
- **Received by:** Providers should receive documents soon after this meeting
- **Submission:** ASAP, but no later than **February 8th, 2019**
- **Term:** Upon execution to June 30, 2019
- **Process:** Typical amendment process
  - ✓ Complete “verify/specify” (SOW and facility directory)
  - ✓ Complete SOW Exhibit C-2





# **SUBSTANCE USE DISORDER TREATMENT SERVICES CONTRACT CAPACITY BUILDING (Date of execution through June 30, 2019)**

Exhibit C-2

| <u>ITEM</u>             | <u>AMOUNT</u>      |
|-------------------------|--------------------|
| Salaries                | \$ _____           |
| Facility Rent/Lease     | \$ <b>NA</b> _____ |
| Equipment Lease         | \$ _____           |
| Services and Supplies   | \$ _____           |
| Repairs & Maintenance   | \$ _____           |
| Administrative Overhead | \$ _____           |
| Gross Budget*           | \$ _____           |


\* County reserves the right to withhold payments to Contractor for reasons set forth in this Contract, including, but not limited to Paragraph 5, Subparagraph H, and Paragraph 15, Subparagraph I of the CONTRACT.





# WORK PLAN

Workplan guides the capacity building projects and **MUST** be approved before engaging in activities

- **Content:**
  - General: goal/objective, category, activities, cost, timeline, & evaluation
  - For Infrastructure Upgrades: work to be conducted and photos/drawings
  - No more than 3 projects due to extremely short timeline
- **Number: One** workplan per provider (except agencies with CENS).
- **Samples:** In your packet and available on the website along with blank template <http://publichealth.lacounty.gov/sapc/events/events.htm>
- **Review:** Reviewed and approved by a multidisciplinary SAPC team within 5-7 business days of submission.
- **Submission:** Submit with budget and budget narrative by no later than **February 15<sup>th</sup>**,  but sooner is better





# TIPS FOR WORK PLAN

Develop work plan that can be completed in 3-4 months!

- ❑ Don't overbook!
  - Consider staff bandwidth, time, and appropriate use of funds when planning.
  - Don't over commit on projects (No more than three projects is ideal)
- ❑ What are the things that keep you up at night? Look for the areas that have the greatest, fundamental impact on the organization's success!
  - Not enough referrals to your agency – look at ways to increase footprint in the market
  - Difficulty meeting demands of intake/assessment - examine existing workflows & focus on 1 item to change that will have the most impact
- ❑ Remember:
  - At least one capacity building project in work plan MUST address an ADA need.
  - If you do not have signature pads and are primary Sage User, MUST include in work plan






**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH SUBSTANCE ABUSE PREVENTION AND CONTROL  
CAPACITY BUILDING INITIATIVE WORK PLAN**

| CAPACITY BUILDING CATEGORY | GOAL/OBJECTIVE   | PROPOSED ACTIVITIES  | TIMELINE   | COST<br><small>(examples of cost only)</small> | EVALUATION/<br>DOCUMENTATION   |
|----------------------------|--|--|--|--|--|
| Workforce Development      | <b>Example:</b> Increase success at engaging monolingual/Limited English proficient Spanish and Tagalog speaking patients.     | Enroll 2 bilingual staff Interpreter certification training course beginning 4/3/19 to improve healthcare language proficiency.<br><br>Develop job description for Bilingual SUD Counselor that includes requirements for providing interpretation services. | 3/15/19<br><br>5/30/19                                   | \$15,000                                       | Registration and course completion<br><br>Job description on file and approved by Board        |
| Infrastructure Upgrade     | <b>Example:</b> To improve intake/assessment workflows by repurposing unused reception desk area into additional intake rooms. | Build a wall to divide area into two rooms<br>✓ Obtain 3 bids<br>✓ Select contractor<br>✓ Submit bids & contractor agreement for SAPC approval<br>✓ Oversee room build out   | 5/30/19  | \$40,000                                       | Bids on file<br>Pictures of existing space<br>Pictures of finished space<br>Receipts/invoices  |
|                            |  | Install workstations   | 6/30/19  |  | Receipts/invoices  |
| Equipment Acquisition      | <b>Example:</b> To increase the efficiency of information technology for improved patient workflows.                           | Purchase 10 signature pads<br>Purchase Microsoft Windows 10 software license<br><br>Hire technology consultant to set-up and install systems<br>Train staff on use of signature pads<br><br>Incorporate use of signature pads into workflow                  | 4/1/19<br><br>4/1/19<br>3/15/19<br>6/1/19<br><br>6/30/19 | \$15,000                                       | receipts/invoice<br><br>Consultant resume and agreement<br><br>P & P for electronic signatures |
| Regulatory Compliance      | <b>Example:</b> To identify areas where agency is not meeting Americans with Disabilities Act regulations and plan to address. | Research and identify Certified Access Specialist consultants<br>Obtain SAPC approval on subcontract agreement   | 4/15/2019<br>4/30/19                                     | \$30,000                                       | consultant certification<br>Agreement on file  |
|                            |  | CASp conducts assessment and provides recommendation   | 5/15/2019  |  | report of recommendations  |
|                            |  | Develop disability access plan with timeline for implementation of prioritized changes   | 6/30/ 2019   |  | Plan with timelines  |



# BUDGET



- **Content:** Budget and narrative must align with work plan & Exhibit C-2
- **Format:** cost reimbursement contract based on ACTUAL costs
- **Billing:** SAPC's Electronic Billing System, but...
- **Payment Approval:** Payment is based on approval of invoices
- **Cost Report:** Remember this is based on actual costs, so there should be no variances at the end of the term
- **Submission:** Submit with your work plan by **February 15, 2019** 
- **Budget and Narrative Review:** Use ONLY templates on website
- **Review/Approve:** Contract Program Auditor/Finance



**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH  
SUBSTANCE ABUSE PREVENION AND CONTROL  
BUDGET SUMMARY FOR CONTRACTED SERVICES  
FISCAL YEAR 2018-19**

|   |                   |          |  |  |          |     |           |
|---|-------------------|----------|--|--|----------|-----|-----------|
|   |                   |          |  | Type of Submission (Choose one):   |          |     |           |
|   |                   |          |  | <input type="checkbox"/> Original<br><input type="checkbox"/> Amended<br><input type="checkbox"/> Augmentation |          |     |           |
| Date:                                   |                   |          |  |  |          |     |           |
| Type of Program:                        | CAPACITY BUILDING |          |  |  |          |     |           |
| Contract/Agency Legal Name:             |                   |          |  | D.B.A.:  |          |     |           |
| Address/City:                           |                   |          |  | Zip Code:  |          |     |           |
| Contract Number :                       | Contract Term:    | 6 Month  |  | Contract Agreement - From:   | 3/5/2019 | To: | 6/30/2019 |
| Telephone Number:                       | Fiscal Year:      | FY 18-19 |  | Contact Person:  |          |     |           |
| Fax Number:                             |                   |          |  | Primary Email Address:   |          |     |           |
|   |                   |          |  | Contact Phone Number:  |          |     |           |
| <b>Total Projected Program Expense:</b> |                   |          |  | <b>Total Income/Revenue:</b>   |          |     |           |
| Proposed Budget                         |                   |          |  | Total County Allocation  |          |     |           |
| 1. Salaries/Wages & Employee Benefit    |                   |          |  | 7. Participant/Client Fees   |          |     |           |
| 2. Facility Rent/Lease                  |                   |          |  | 8. Private Funding   |          |     |           |
| 3. Equipment Lease                      |                   |          |  | 9. Other Revenue   |          |     |           |
| 4. Services and Supplies                |                   |          |  |  |          |     |           |
| 5. Repairs & Maintenance                |                   |          |  |  |          |     |           |
| 6. Administrative Overhead              |                   |          |  |  |          |     |           |
| <b>Total Program Expenses</b>           |                   |          |  | <b>Total Income/Revenue</b>  |          |     |           |
| \$ -                                    |                   |          |  | \$ -   |          |     |           |



# BUDGET NARRATIVE





## BUDGET NARRATIVE – Salaries & Employee Benefits

### 1. Salaries & Employee Benefit

#### a. Salaries.

- i. Description of each position (including vacant positions).
- ii. Should relate to CB projects.

#### Sample Justification

Project Manager – [Shelley Winters]

This position directs the overall design and operation of the project; responsible for overseeing the implementation of project activities, coordination with contractors and consultants, development of materials, conducting meetings, this incumbent will spend 50% of her time conducting all program

#### Sample Budget

Total \$ -

| Title           | # of Positions | Monthly Salary | Total % of time spent on program |
|-----------------|----------------|----------------|----------------------------------|
| Program Manager | 1              | 45,000         | 50%                              |



## BUDGET NARRATIVE – Salaries & Employee Benefit

### 1. Salaries & Employee Benefit

#### b. Employee Benefits

- i. List all employment related costs, such as FICA, workers compensation, health insurance, and retirement benefits.
- ii. If not calculated using percent of total salaries, provide a breakdown of how the computation is done.
- iii. No other justification required

#### Sample Budget

##### **Project Manager - Salary [22,500]**

|                                |                       |
|--------------------------------|-----------------------|
| Retirement 5% of \$22,500 =    | [amount]              |
| FICA 7.65% of \$22,500 =       | [amount]              |
| Insurance =                    | [amount]              |
| Workman's Compensation, etc. = | [amount]              |
|                                | <b>Total [amount]</b> |





## BUDGET NARRATIVE - Equipment

### 3. Equipment Lease (items with 3+ years of useful life and cost of \$5,000+)

#### For each item include:

- Brief description or name
- Cost for the item
- Justification

#### Justification MUST include:

- How the item relates to specific CB activities
- Dealer or manufacturer quotes
- Attach any relevant specifications
- The source for determining the price (if no quote is available)

#### Sample Budget

#### **Equipment**

|                      |          |                 |
|----------------------|----------|-----------------|
| [Item/Description] = | [amount] | [Justification] |
| [Item/Description] = | [amount] | [Justification] |
| [Item/Description] = | [amount] | [Justification] |

**Total \$ -**



## BUDGET NARRATIVE – Services and Supplies

### 4. Services and Supplies

- a. **Supplies** (e.g. office, printing, maintenance, utilities, software, etc.):
  - i. Include signature pads and Windows 10, as required
  - ii. Include details on any specific item that takes up a significant amount

#### Sample justification

Healthcare language interpretation training for two bilingual staff (Spanish and Tagalog). Windows 10 and Topaz® SignatureGem® LCD; Model: T-LBK462-HSB-R signature pads will be purchased for patient electronic signatures.

10 Signature Pads @ \$400 each =

[amount]

Windows 10 Software Upgrade =

[amount]

Language Interpretation Training =

[amount]

---



## BUDGET NARRATIVE – Services and Supplies

### 4. Services and Supplies

- b. Consultant/Subcontractor** (e.g. offers professional advice or services for a fee)
  - i. Consultant fees (name, service, hourly or daily fee, and estimated time on the project)
  - ii. Consultant expenses (list all expenses to be paid from the grant to the individual consultant in addition to their fees)
  - iii. Detailed justification and explanation for each subcontractor’s expense and list each line item for subcontractor’s expenses. If your subcontractor/consultant has not yet been identified, provide a detailed justification and explanation for the anticipated costs for subcontractor/consultant services

Sample Budget

|  |                       |
|--|-----------------------|
| <b>Consultant</b>  | <b>Total: \$ -</b>    |
| 2. Technology Consultant   | <b>Subtotal</b> _____ |
| Name of Consultant   |                       |
| Organizational Affiliation (if applicable)                                   |                       |
| Nature of Services to be Rendered  |                       |
| Relevance of Service to the Project  |                       |
| Number of Days of Consultation (Basis for fee)                               |                       |
| Expected Rate of Compensation (travel, per diem, and other related expenses) |                       |

List a subtotal for each consultant in this category.

**Sample Justification:**  
 Consultant will assist organization by providing technological expertise in navigating, installing and accessing software licensing and upgrades, work with SAPC to ensure proper installation of signature pads, and support staff in transitioning to Windows 10 and use of signature pads.



## BUDGET NARRATIVE – Services and Supplies

### 4. Services and Supplies

#### c. **Travel** (employed by agency).

- i. purpose of the trip
- ii. itemize the estimated travel costs to include # of trips, destinations, and # of people
- iii. Indicate number of nights and amount of each nights lodging and any per diem\*

\*per diem rates may not exceed Los Angeles County established reimbursement rate for the budget period.

#### **Sample Budget and Justification**

National Council for Behavioral Health Conference March 25-27, 2019 Nashville  
Conference will increase exposure to innovative SUD treatment strategies for 2  
staff

|  |             |
|--|-------------|
| 1 trip x 2 people @ \$800 airfare =        | [amount]    |
| 3 days per diem x \$45/day x 2 people =    | [amount]    |
| 3 nights lodging x \$88/night x 2 people = | [amount]    |
| Ground transportation 2 people =           | [amount]    |
| <b>Total</b>                               | <b>\$ -</b> |



## BUDGET NARRATIVE – Repairs and Maintenance

### 5. Repairs & Maintenance (only infrastructure upgrade)

- Include detailed explanation and calculation for each item that maintains an asset's life or current condition.
- Additional documentation will be required for approval (e.g. bids, site control, etc.)

#### Sample Budget

|                                   |          |              |             |
|-----------------------------------|----------|--------------|-------------|
| Installation of wall              | \$5,000  |              |             |
| Painting                          | \$1,000  |              |             |
| Workstations purchase and install | \$24,000 |              |             |
|                                   |          | <b>Total</b> | <b>\$ -</b> |

**Sample Justification:** Repurposing of the existing unused reception desk into two intake areas. This includes the combined cost for hiring a contractor to create interior walls, design confidential work space, install workstations for two intake staff, and purchase materials and furniture.



## BUDGET NARRATIVE – Administrative Costs

### 6. Administrative Overhead ( costs associated with general expenses)

Choose one of the following two options:

- Option I: For provider with valid approved Indirect Cost Rate (ICR), multiply the valid approved ICR by total direct costs excluding capital expenditures and provide ICR approval letter.
- Option II: For provider without valid approved ICR, use 10% of MTDC (Modified Total Direct Cost). MTDC including **DIRECT** salary, employee benefits, material, supply and travel.



CAPACITY BUILDING INITIATIVE  
**Deliverables**





# CAPACITY BUILDING DELIVERABLES

| General Deliverable               | Infrastructure Upgrades (as needed) |
|-----------------------------------|-------------------------------------|
| Identify a Program Manager        | Primary Benefit to Contractor       |
| Invoicing                         | Evidence of Site Control            |
| Subcontracts/Consulting Approvals | Bids and Subcontracts               |





# PROGRAM MANAGER

- **Identify:** Representative to facilitate coordination of CB activities
- **Responsibility:** Oversight of capacity building activities and communicating with SAPC.
- **Submit:** Program manager name to your Capacity Building CPA
- **Include:** Name and contact on all reports, invoices, and other related documents.
- **Notify:** your assigned Contract Program Auditor when there is a change in the Program Manager




# INVOICES

- **Format:** must use the invoice template provided, also available on <http://publichealth.lacounty.gov/sapc/Event/event.htm>
- **Include:** copies of relevant supporting documents (e.g. consultant invoice, bids/quotes, specifications, designs, photos, etc.)\*
- **Submission:** submit by 10<sup>th</sup> of each month to [SAPC\\_Compliance@ph.lacounty.gov](mailto:SAPC_Compliance@ph.lacounty.gov)
- **Review/Approved:** Contract Program Auditor.
- **No Expenses:** Submit with information on status

*\*NOTE: invoices WILL NOT be approved if needed supporting documents are missing.*



# SUBCONTRACTORS/CONSULTANTS

- All subcontracts or agreements between your agency and another company or individual **must** be reviewed and approved by SAPC, **IN ADVANCE**. \* 
- **Format:** Use subcontractor/consultant checklist sheet
  - ✓ Detailed scope outlining the consultant/subcontract product or services to be provided, estimated time on the project, description of fees and an estimate or detailing of exact costs
  - ✓ Resume, CV, licenses, certifications or other explanation of experience
  - ✓ Bid summary sheet, for Infrastructure Upgrade only where applicable
- **Submission:** submit with invoices on the 10th of each month
- **Review:** Contract Program Auditor

*\*If not approved, in advance, by SAPC consultant services will not be reimbursed.*




# INFRASTRUCTURE UPGRADE

- **Primary Benefit to Contractor:** Repairs and improvements to leased property will be reviewed to ensure that the landlord or property owner is not the primary beneficiary of the SRFI activities.
- This may require a site visit or review of submitted documentation
- EXAMPLE: Installing a new roofing an entire building that contains other businesses besides your agency.



# INFRASTRUCTURE UPGRADE

**Site Control:** SAPC requires Infrastructure Upgrades have evidence of site control for the contracted treatment facility(ies) where treatment activities will take place.

- To demonstrate site control, agencies should submit:
  - ✓ copy of the deed (if owned),
  - ✓ Current lease (if leased/rented), expired leases will not be considered
  - ✓ or other approved evidence of site control.
- If repairs/improvements will take place on leased property, you must submit:
  - ✓ written acknowledgement indicating support of the property owner for any improvements
- Determination of appropriate site control is at the discretion of SAPC
- Deadline: **February 15, 2019** 



# INFRASTRUCTURE UPGRADES

- **Bids and Subcontracts:**

- For all projects over \$1,500, providers must submit a “bid information sheet” identifying the three (3) bids/quotes (<http://publichealth.lacounty.gov/sapc/events/events.htm>)
- For subcontracted services \$1,000 or above, must use a company or individual that is appropriately licensed and bonded.

## TIPS ON INFRASTRUCTURE UPGRADES:

**Regulations:** ensure any work, including that of subcontractors, complies with all Federal, State, County and City laws, ordinances or regulations controlling the action or operation of those engaged in the work, or affecting materials used, and operate in accordance with them.

**Safety:** ensure all rules of safety under Federal, State, or local code or regulation are carried out AND take proper safety and health precautions to protect the work, employees, residents, the public and the property of others.



CAPACITY BUILDING INITIATIVE

## RESOURCES





# CAPACITY BUILDING INITIATIVE WEBPAGE

<http://publichealth.lacounty.gov/sapc/events/events.htm>

The screenshot shows the SAPC website interface. At the top, there is a navigation bar with 'Program Home', 'About', and 'SAPC TRAININGS'. A search bar and social media icons are also present. The main content area is titled 'SAPC TRAININGS' and features a 'Training Calendar' for September, highlighting the 9th. A word cloud centered on 'TRAINING' includes terms like 'workshop', 'practice', 'results', 'seminars', 'goal', 'coaching', and 'activities'. Below the calendar is a list of training topics:

- [START-ODS Provider Network Capacity Building Initiatives](#)
- [SAPC-UCLA Lecture Series](#)
- [Substance Use Disorders](#)
- [Healthcare Reform/Integration](#)
- [Prevention](#)
- [ASAM Criteria](#)
- [Diagnostic and Statistical Manual of Mental Disorders \(DSM – 5\)](#)
- [Psychosocial Interventions](#)
- [Homeless Services Training Series](#)
- [Care Management](#)
- [Neurobiology of Addiction](#)
- [Trauma-Informed Care](#)
- [Medication-Assisted Treatment](#)
- [Opioid/Naloxone](#)
- [SBIRT](#)
- [Co-occurring Disorder](#)
- [Recovery](#)
- [Cultural Competency](#)
- [Youth and Young Adult](#)
- [Special Populations](#)
- [Ethics](#)
- [Online Resources](#)

Below the list is a section titled 'START-ODS PROVIDER NETWORK CAPACITY BUILDING INITIATIVES' with a 'Top' link. Underneath, it lists 'FY 2018-2019 Capacity Building' resources:

- Information Sheet (forthcoming)
- Work Plan Template (forthcoming)
- Budget Template (forthcoming)
- Budget Narrative Template (forthcoming)

On the left sidebar, there are sections for 'Substance Abuse Prevention and Control' (with links to data reports, commission on alcohol and other drugs, safe med LA, safe medication disposal, and marijuana use assessment), 'PROVIDER INFORMATION AND SAPC PROGRAM RESOURCES' (with a photo of three people), and 'UPCOMING PROVIDER TRAININGS, CONFERENCES, AND IMPORTANT EVENTS' (with a calendar icon).





# CONTRACT PROGRAM AUDITORS

- Your **existing CPA** will be available to assist you in reaching your capacity building goals.
- Your **existing CPA** will:
  - Support your agency in reaching capacity building goals
  - Provide ongoing project monitoring and management
  - Serve as the initial point of contact for capacity building activities
  - Provide resources and information
  - Review/approve invoices, work plans, reports, and other documentation



# COMMUNICATION

- This initiative **WILL NOT** be successful without it
- We will be in regular communication with you
- We encourage and invite you to contact your CPA whenever there is confusion, questions, or concerns regarding your activities as soon as it arises
- Let us know if there are additional resources you need or have that can be shared
- Take advantage of the resources on the webpage



# QUESTIONS?