

# Partners in Prevention

## Policy and Procedures Manual Fiscal Year 2015

<http://pip.missouri.edu>

A program funded by the Missouri Department of Mental Health, Division of Behavioral Health

*The purpose of this policy and procedures manual is to provide institutions involved in the Partners in Prevention initiative with the most current, applicable information essential to the functioning of the coalition. This manual is updated at the beginning of each fiscal year. Questions about the contents of this manual can be directed to the Senior Coordinator of Partners in Prevention.*

### **Fiscal Year 2015 Member Institutions**

Columbia College  
Drury University  
Evangel University  
Harris-Stowe State University  
University of Central Missouri  
Lincoln University  
Maryville University  
Missouri Southern State University  
Missouri State University  
Missouri Western State University

Northwest Missouri State University Rockhurst  
University  
Saint Louis University  
Southeast Missouri State University  
State Technical College of Missouri  
Truman State University  
University of Missouri  
University of Missouri-Kansas City  
Missouri University of Science and Technology  
University of Missouri-St. Louis  
Westminster College

**1. Membership in PIP and PIEC:** Institutional members of Partners in Prevention include the thirteen publicly funded colleges and universities in the state of Missouri as well as seven private institutions and one 2-year state technical college. State partners include the Missouri Division of Behavioral Health, the Missouri Department of Transportation's Division of Highway Safety, the Missouri Department of Public Safety, the Missouri Department of Mental Health Missouri Suicide Prevention Project, and the Missouri Division of Alcohol and Tobacco Control.

Members of PIP can include, but are not limited to, prevention professionals, counselors, student conduct officers, law enforcement public safety, and student affairs professionals.

**2. Expectations of PIP Member Institutions:** Members of PIP receive funding based on their achievement of several expectations.

**2.1 Quarterly Reports:** Quarterly Reports are due to the Senior Coordinator of Partners in Prevention using the schedule below. Failure to turn quarterly reports in on time may result in decrease in funds. The quarterly reports from Partners in Prevention are based on the requirements for the Drug Free Schools and Communities Act biennial review and annual notification. Resources regarding this annual notification can be found at <http://pip.missouri.edu/minutes.html> under September minutes. Additional guidance about the quarterly report can be found at <http://pip.missouri.edu/report.html>.

#### Schedule for Quarterly Reports

- Report 1: *Due October 8th*
- Report 2: *Due January 8th*
- Report 3: *Due April 8th*
- Report 4: *Due July 8th*

**2.3 Sustaining of Campus/Community Coalition and Coalition Minutes:** All institutional members of Partners in Prevention and Partners in Environmental Change are expected to create and sustain a campus community coalition on substance abuse issues. Meetings of these coalitions should occur, at minimum, bi-monthly. Minutes from these meetings should be submitted to Partners in Prevention upon request.

**2.4 Strategic Planning:** Members of PIP are required to have a current strategic plan for prevention on file with PIP/PIEC. Updated strategic plans are due at the beginning of each fiscal year or no later than September 1. Strategic planning sessions and data assistance calls, facilitated by PIP staff, are available to institutional members.

**2.5 Monthly Meetings:** All institutional members of Partners in Prevention are expected to send PIP contacts to attend monthly meetings regularly. If the PIP contact is unable to attend a meeting, replacements may be sent. Additional campus partners may attend the meeting as well. Monthly meetings **are not held** in January, April, or July of each calendar year.

**2.5a Travel to Monthly Meetings:** Mileage for one round-trip will be reimbursed per monthly meeting. Parking passes for one vehicle are complimentary. Additional parking passes may be purchased through Partners in Prevention.

**2.6 Evaluation and Assessment:** Planning for Partners in Prevention as well as strategic planning for individual campuses is based upon the results from yearly assessments required by Partners in Prevention.

**2.6a MCHBS:** The MCHBS assessment tool used by Partners in Prevention to receive information about use and consequences related to alcohol and other drugs. Implementation of the MCHBS and required extra questions must be completed between February 1-March 31. MCHBS implementation must be e-mail with a minimum of 5% of the campus population surveyed. Funds for inducements related to the survey are provided through Partners in Prevention up to \$300 per institution.

**2.6b Campus and Community Policy Survey:** All members of PIP are required to complete a campus and community policy survey annually.

**2.6c Coalition Assessments:** All members of PIP are required to forward the on-line campus-community coalition assessment to their coalition membership annually and participate in an on-line survey of the Partners in Prevention process.

**3. Use of PIP Funds:** PIP funds are provided to campuses that are in good standing with Partners in Prevention. As a member in good standing, the University will be awarded a set amount to be utilized for the implementation of the campus strategic plan. These funds will be available once a campus has submitted a request for funds in PIP forms.

**3.1 Requests for Use of Funds:** Partners in Prevention uses request forms for custom design, mileage reimbursement, travel expenses, and sponsorship of events. Request forms must be used and are found on-line at <http://pipforms.missouri.edu>. Each campus will be given a login and password for their campus designee, or primary PIP contact. Forms will be approved or disapproved based on relevance to the strategic plan.

**3.1a Reasons for disapproval of PIP forms requests:** PIP forms requests will be disapproved if the event has already occurred, is not relevant to the work of the campus strategic plan, and/or is not an appropriate prevention activity. PIP funds cannot never be used to purchase “drunk goggles”, driving and driving simulation devices, condoms, or alcohol.

**3.2 Balance of PIP Forms:** The campus designee, or primary PIP contact, can check the balance of funds in their pipforms account by logging onto the pipforms website.

**3.3 Custom Design Requests (Posters, Items, etc):** Design requests must be placed, **using an on-line pipforms request form one month in advance** from the date that the item is needed. Because Partners in Prevention provides the services of a graphic designer and resource coordinator to members at no cost, we **strongly encourage** that institutional members refrain from using outside designers without permission from the PIP graphic designer. **Before using an outside graphic designer for PIP projects, contact the PIP graphic designer for approval.** The designer will send a proof of the work back to the contact for approval

**3.3a PIP Logo:** If PIP funds are used to pay for an item, poster, etc, the PIP or PIEC logo must be included on the item. This is applicable for items designed by the PIP Graphic Designer as well those resources purchased and designed without assistance from the PIP graphic designer. The logos can be obtained from the graphic designer.

**3.4 Resource Materials:** Resource materials for peer education, resource libraries, etc should be requested using a General request form. PIP staff will order the items for the campus directly.

**3.5 Reimbursement Policies:** In the case that an institution does not use the services of the graphic designer or resource coordinator, Partners in Prevention is able to reimburse institutions for expenses incurred **only if previous permission is granted.** Request for reimbursement must be completed using a request form. If reimbursement is required for a custom design item or poster, the PIP logo must be included on the item and five copies must be given to Partners in Prevention. When using an outside vendor, it is preferred to have the University of Missouri invoiced for an amount that can be payable by the MU credit card. No transactions will be processed with the university credit card without an invoice to UMC from the vendor, which describes charges.

**3.6 Conference Registration and Travel Requests:** All requests for travel and registration for conferences must be made via request form. Registration and plane travel can be paid directly through PIP. However, hotel stay, meals, and mileage must be reimbursed after the travel occurs. In the case of a travel reimbursement, a request form must be submitted with original invoices or receipts for the expense.

**Steps when requesting travel reimbursement:**

1. Make sure that the request fits with your strategic plan for prevention.
2. Send in a travel and registration request form (faxed copy first followed by the original in the mail) with all names of those traveling as well as what you are requesting your PIP money pay for. Please be specific (airfare, hotel, registration, parking at airport, mileage, etc).
3. For hotel: please make your own hotel reservations. Sometimes, PIP will be able to secure a group bill, but that is not guaranteed. If a group bill is not secured, you will need to pay for it on a personal credit card and request reimbursement after the conference (about 3 week turnaround).

4. For airfare: please send the Partners in Prevention or Partners in Environmental Change Coordinator all names at least one month before the conference (or sooner). Names must be those that appear on the staff member's/ student's driver's license and/or passport. No travel arrangements will be made without confirmation with the person requesting travel (The Administrative Assistant will check before booking anything).
  5. For registration: go to the conference website and fill out their on-line registration and print it out, however, do not fill out payment information or send in registration form. Fax (with your request form) the printed registration form to the Partners in Prevention or Partners in Environmental Change Coordinator, who will register you.
  6. For mileage: payable after conference with mileage request form.
  7. For parking, etc: payable after conference.
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4. **Use of MCHBS Information:** PIP members should consult with PIP Director before releasing MCHBS information. Statewide data will be released to the funding source of Partners in Prevention, the Division of Behavioral Health.
  5. **End of fiscal year processing:** Effective July 1, 2004. All requests for payment and/or reimbursement for the last quarter of the fiscal year (April, May, June) must be submitted using the request forms by May 10th unless otherwise instructed.
  6. **Restriction on charges for campus indirect cost rates:** No indirect cost charges should be applied to the funds from Partners in Prevention. Funds for PIP come from the Missouri Division of Behavioral Health to the University of Missouri in Columbia at which time indirect costs are charged. Funds made available to the partner institutions are made on a cost-reimbursement basis only.
  7. **Statewide programs and resources:** In order to assist PIP campuses with implementation of campaigns and services related to suicide prevention, problem gambling prevention, tobacco policy enforcement and cessation, and impaired and distracted driving prevention, Partners in Prevention makes several programs available free of charge for PIP members. These include: Ask Listen Refer, Keeping the Score, Drive Safe Drive Smart, SMART On-line Training, funds for tobacco cessation products, CHEERS to the Designated Driver, and the SMART program. Campuses are not required to use these programs, but are strongly encouraged to participate if the programs can supplement campus strategic plans.