

# Partners in Prevention Policies and Procedures

## Updated July 2020

*The purpose of this policy and procedures document 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 Coordinator of Partners in Prevention.*

**1. Membership in PIP:** Institutional members of Partners in Prevention include the thirteen publicly funded colleges and universities in the state of Missouri as well as nine private institutions, one 2-year state technical college, and one 2 year community college

Individual 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:** Institutional members of PIP receive funding based on their achievement of several expectations.

**2.1 Quarterly Reports:** Quarterly Reports are due to 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 on Basecamp under the Quarterly Report folder.

### Schedule for Quarterly Reports FY21

- Report 1: *Due October 9th*
- Report 2: *Due January 10th*
- Report 3: *Due April 9th*
- Report 4: *Due July 9th*

**2.3 Sustaining of Campus/Community Coalition and Coalition Minutes:** All institutional members of Partners in Prevention 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. 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 MACHB:** The MACHB assessment tool used by Partners in Prevention to receive information about use and consequences related to alcohol and other drugs. Implementation of the MACHB and required extra questions must be completed between February 1-March 31. MACHB implementation must be by 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. Campuses must purchase the inducements with campus funds, request reimbursement, and follow all relevant campus policies related to gift card distribution.

**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 an online request form for custom design, mileage reimbursement, travel expenses, and sponsorship of events. The request form must be used and is found [on-line here](#). Forms will be approved or disapproved based on relevance to the strategic plan and funding restrictions from the Department of Mental Health.

**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 can 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 PIP account through the Basecamp system.

**3.3 Custom Design Requests (Posters, Items, etc):** Design requests must be placed, **using the online 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 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 Reimbursement Policies:** If the PIP campus will purchase a product, a PIP request must be approved in advance and all receipts, documentation, etc should be submitted within 30 days [at this link](#).

**3.4a Invoices:** If a campus is requesting reimbursement, the campus is asked to produce an invoice totaling the amount owed by Partners in Prevention to accompany the receipts.

**3.4b Travel and meal receipts:** When meal receipts are provided to Partners in Prevention, please detail the names of those who ate the meal and the date and location when sending in the receipt. Meals will not be reimbursed if a meal at the same time is provided by the training or conference.

**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. 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). You will need to submit a copy of the front of your credit card used for the hotel (with all numbers except for the last 4 numbers on the front blacked out).
  3. For mileage: payable after conference
  4. For parking, etc: payable after conference.
- 4. Use of MACHB Information:** PIP members should consult with PIP coordinator before releasing MACHB 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:** 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 7th unless otherwise instructed. All receipts must be turned in by May 15<sup>th</sup>.
- 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, Drive Safe Drive Smart, SMART On-line Training, funds for tobacco cessation products, CHEERS to the Designated Driver, the SMART program, and the START program. Campuses are not required to use these programs, but are strongly encouraged to participate if the programs can supplement campus strategic plans. To request funds for projects related to impaired driving or for projects related to the MoDOT sponsored programs (SMART, CHEERS, Drive Safe, Drive Smart, or START) please contact the Communications Coordinator at 573-882-9335 or at [pip@missouri.edu](mailto:pip@missouri.edu).  
To request funds related to the MACRO statewide recovery program please contact our graduate research assistant for MACRO at 573-882-1750 or at [macro@missouri.edu](mailto:macro@missouri.edu).