

**EXHIBIT A(Sub-Exhibit A)-SCOPE OF WORK (SOW):  
PRIMARY PREVENTION – YOUTH**

<b>Contractor Name</b>	Account Name Contractor Legal Name
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*See Applicable Exhibit A Documents. Any additional specifications or variations in contracted service requirements applicable to this Exhibit A-SOW shall be contained herein.*

**I. PROGRAM NAME**

Primary Prevention – Youth

<b>Additional Specifications</b> Program Name - Add Specs
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**II. CONTRACTED SERVICES**

Substance Use Primary Prevention Services

<b>Additional Specifications</b> Contracted Services - Add Specs
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**III. PROGRAM INFORMATION AND REQUIREMENTS**

**A. Program Goals**

Contractor shall provide services to accomplish the following goals:

- i. Reduce alcohol and/or drug use among youth, particularly underage drinking, binge drinking and cannabis use;
- ii. Identify and strengthen protective factors and mitigate risk factors;
- iii. Deliver population- and culturally-specific interventions in alignment with a youth voice and participation;
- iv. Utilize environmental and community-based approaches to prevention;
- v. Increase knowledge and awareness of tools and practices for optimal functioning; and
- vi. Provide and engage youth in positive youth development opportunities.

Contractor shall provide services that contribute toward the accomplishment of the goals and objectives from the current Alameda County Behavioral Health Department (ACBHD) Strategic Prevention Plan for Alcohol and Other Drug (AOD) Primary Prevention Services.

<b>Additional Specifications</b> Program Goals - Add Specs
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**B. Target Population**

Contractor shall provide services to the following populations:

**1. Service Groups**

Contractor shall provide services to Alameda County residents who are 12 to 17<sup>1</sup> years of age and their families. Services shall be directed toward individuals or groups that may be at risk of substance use or misuse and are non-using or whose substance use is emerging or experimental but does not yet require treatment.

**Additional Specifications**

Service Groups - Add Specs

**2. Referral Process to Program**

Contractor shall receive and generate referrals through community presentations and collaborative partnerships with other community-based organizations and resources, including schools. Contractor shall accept self-referrals and referrals from family members and/or other partners.

**Additional Specifications**

Referral Process to Program - Add Specs

**3. Program Eligibility**

Contractor shall serve individuals who fall within one or more the following Institute of Medicine (IOM) Substance Abuse Prevention Intervention Categories:

- i. Universal: Targets the general population with messages and programs aimed at preventing or delaying the use and/or misuse of alcohol or other drugs. All members of the population share the same general risk for use and/or misuse, although the risk may vary among individuals.
- ii. Selective: Targets subsets of the population at risk for substance misuse by virtue of their membership in a particular population segment. Selective prevention targets the entire subgroup regardless of the degree of risk of any individual within the group.
- iii. Indicated: Targets individuals who do not meet current Diagnostic and Statistical Manual of Mental Disorders (DSM) criteria for misuse or dependence, but who are showing early danger signs of substance misuse.

In all cases, these prevention services shall be directed at individuals who have never received nor required treatment services, and who are not expected to meet the criteria for a substance use disorder according to the DSM.

**Additional Specifications**

Program Eligibility - Add Specs

**4. Limitations of Service**

Not applicable.

**Additional Specifications**

Limitations of Service - Add Specs

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<sup>1</sup> Youth who are 18 years of age shall be included in the target population as long as they are enrolled in high school or non-traditional high school.

### C. Program Description

Contractor shall maintain programmatic services at or above the following minimum levels:

#### 1. Program Design

Contractor's services shall be designed to build upon the strengths of youth participants by soliciting and incorporating their input to ensure programming remains youth-driven. Contractor's program shall be based upon the evidence-based, community-defined, and/or promising practices.

Services shall include Prevention Strategies as defined by the Center for Substance Abuse Prevention (CSAP):

Tier	CSAP Prevention Strategies
1	Environmental Prevention (EP)
	Community-Based Process (CBP)
2	Education (ED)
	Alternative (ALT)
3	Information Dissemination (ID) (primarily campaign-driven, social media focused)
	Problem Identification and Referral (PIR)

Contractor's programming shall focus on program planning, implementation, and service delivery primarily for Tier 1 activities, followed by Tiers 2 and then 3. Tier 2 activities may be used as support strategies for Tier 1 activities. Information Dissemination, a Tier 3 activity, shall be used to support a social media strategy for Tier 1 and 2 activities. Contractor shall provide PIR on a limited basis and as appropriate.

Contractor's activities shall clearly align to the efforts that directly contribute to the ACBHD Strategic Prevention Plan for AOD Primary Prevention Services, the IOM Intervention Categories, and the CSAP Prevention Strategies.

Contractor shall ensure that direct program staff are trained in understanding and effectively implementing CSAP strategies through participation in County and State-wide trainings, workshops, and webinars.

In coordination with ACBHD, Contractor shall participate and coordinate annual evaluation activities, including but not limited to: arranging focus groups, setting up key information interviews, and proctoring survey questionnaires with clients, their families, school administrators, and community members.

For Contractors that intend to collaborate with another entity in relation to this program (e.g., school, community-based organizations, neighborhood groups, law enforcement,

etc.), a Letter of Agreement (LOA) shall be developed and maintained with the purpose of outlining the roles and responsibilities for each partner. This LOA shall be designed to ensure communication, accountability, and the coordination of services that are being provided. The LOA shall be renewed each fiscal year and Contractor shall provide a copy of the executed LOA to the ACBHD Contract Manager and ACBHD Operational Lead or their designee by October 31<sup>st</sup> of each fiscal year.

**Additional Specifications**  
Program Design - Add Specs

**2. Discharge Criteria and Process**

Not applicable.

**Additional Specifications**  
Discharge Criteria and Proc - Add Specs

**3. Hours of Operation**

Contractor shall maintain the following hours of operation:

Hours of Operation - Add Specs

Services shall be provided for a full twelve months of the fiscal year. For school-based programs, Contractor shall continue to provide and offer services year-round, including during periods when school is not in session, such as summer and winter breaks.

**4. Service Delivery Sites**

Contractor shall deliver services at the following location(s):

Service Delivery Sites - Add Specs

Services may also be delivered in community-based settings, including schools (inclusive of alternative and continuation schools) not specifically listed above.

**D. Minimum Staffing Qualifications**

Contractor shall maintain the following minimum staffing:<sup>2</sup>

- 1.00 Full-Time Equivalent (FTE) Program Coordinator
- 1.25 FTE Youth Program Specialist
- 0.50 FTE Data/Administrative Coordinator
- 0.50 FTE Youth Intern (may consist of two positions of 0.25 FTE each)

**Additional Specifications**  
Minimum Staffing Qual - Add Specs

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<sup>2</sup> The positions shall be maintained at the specified level or higher of direct FTE staff.

#### IV. CONTRACT DELIVERABLES AND REQUIREMENTS

##### A. Process Objectives

On an annual basis, Contractor shall provide the following services/deliverables unique to their program that shall be separate and distinct from any other services/deliverables that may be purchased through other sources of funding:

Process Objectives - Add Specs
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##### B. Quality Objectives

Contractor shall work with ACBHD to develop performance objectives around the quality of services.

<b>Additional Specifications</b> Quality Objectives - Add Specs
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##### C. Impact Objectives

Contractor shall work with ACBHD to develop performance objectives around the impact of services.

<b>Additional Specifications</b> Impact Objectives - Add Specs
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#### V. REPORTING AND EVALUATION REQUIREMENTS

Contractor shall input programmatic data into the Department of Health Care Services (DHCS) data entry system, ECCO, by the 10<sup>th</sup> of the following month. An extension may be granted in writing to the ACBHD Primary Prevention Coordinator or their designee, at least ten days prior to the due date. Contractor shall ensure at least two key staff to be trained on the data system and shall be responsible to train any new staff who will enter data on an ongoing basis. In accordance with the current DHCS data quality standards, data entry shall be valid, timely, accurate, unique, thorough, auditable and represent what is being delivered per the Exhibit A-SOW.

Contractor shall develop and submit a plan that outlines how the Contractor proposes to address each of the specific Tier 1 activities in the areas of EP or CBP, Tier 2 activities in the areas of ED or ALT, and Tier 3 activities in the areas of ID or PIR. Contractor shall also develop performance objectives around the quality and impact of services. The plan shall be submitted to the ACBHD Contract Manager and ACBHD Operational Lead or their designee by January 31<sup>st</sup> of each fiscal year. ACBHD shall review the plan and shall make recommended program modifications and refinements, as needed.

Contractor shall complete an Annual Program Report on an ACBHD-provided template that describes Contractor's progress and performance in achieving Contract Deliverables and Requirements, including the stated Process, Quality, and Impact Objectives. Reports shall be

labeled in accordance with the established naming convention and shall be uploaded to the ACBHD ShareFile within 30 days from the end of each fiscal year.

<b>Additional Specifications</b> Reporting And Eval Req - Add Specs
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## VI. ADDITIONAL REQUIREMENTS

No additional requirements.

<b>Additional Specifications</b> Additional Requirements - Add Specs
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