

EFFECTIVE PROGRAM PRINCIPLES MATRIX

(Portions taken from National Institute on Drug Abuse)

The purpose of this Effective Program Principles Matrix is to provide a framework for bidders to describe the services they are proposing to deliver. The bidder shall provide responses to all sections. Use a separate matrix for each proposed service. Responses can follow each section on this document or can be provided on a separate sheet as long as the responses are numbered to correspond to the matrix sections.

1. No single treatment is appropriate for all individuals. Matching treatment settings, intervention, and services to each individual's particular problems and needs is critical to his or her ultimate success in returning to productive functioning in the family, workplace, and society.
 - 1.1. Provide a brief overview of your agency, including agency's experience providing the type of service(s) requested.
 - 1.2. Describe the various treatment approaches used by your program to meet each individual's unique and specific needs.
 - 1.3. Describe the target population of the proposed program. This description must include demographic and other salient characteristics, as well as behaviors and conditions which define the client base served by the proposed program.
 - 1.4. Provide a list of interventions you plan to use in your proposed program.
2. Treatment needs to be readily available as individuals who are addicted to alcohol and/or other drugs may be uncertain about entering treatment. Consequently, taking advantage of when they are ready for treatment is crucial. Potential treatment applicants can be lost if treatment is not immediately available.
 - 2.1. Describe how treatment will be available in an appropriate period of time, including immediately if needed, depending on individual severity.
 - 2.2. Describe how the treatment program will manage a waiting list.
 - 2.3. What current directory of referral resources will the program use?
 - 2.4. What data will be used to monitor waiting times for treatment?
 - 2.5. Describe how the treatment program will be accessible and comply with the Americans with Disabilities Act.
 - 2.6. Describe how participants and county staff will be able to access agency staff.

3. Effective treatment attends to multiple needs of the individual, not just his or her alcohol and/or other drug use. To be effective, treatment must address the individual's alcohol and/or other drug use and any associated medical, psychological, social, vocational, and legal problems.
 - 3.1. Describe how all clients will receive or be referred for full medical and mental health evaluations if warranted.
 - 3.2. Describe how other needed services will be coordinated with their disorders' treatment.
 - 3.3. Describe how the client's post-treatment plans will include housing, job, education, and family reconnection.
 - 3.4. Describe how the client's significant others will be involved in the process and provided with services or appropriate referrals to enable them to participate in recovery.
 - 3.5. Does the program specify the type of addiction, age, gender, ethnicity, culture, and sexual orientation it will treat? If so, describe how services will be provided to the population.
 - 3.6. Include the proposed service delivery site(s) and explain how this/these location(s) is/are strategic in terms of delivering services to the target population(s).
 - 3.7. Provide a proposed weekly program schedule and describe proposed program components.
4. Each individual's treatment and services plan must be assessed continually and modified as necessary to ensure that the plan meets the person's changing needs. A client may require varying combinations of services and treatment components during the course of treatment and recovery. In addition to counseling and psychotherapy, a client at times may require medication, other medical services, family therapy, parenting instruction, vocational rehabilitation, and social and legal services. It is critical to also consider an individual's age, gender, ethnicity and culture.
 - 4.1. Describe how treatment plans will be reviewed and revised at various stages of treatment.
 - 4.2. Describe how the program will develop treatment plans unique to each individual. Who will be responsible for reviewing the plans?
 - 4.3 Describe how your program will receive input from clients and their friends, family members, and/or advocates and how they will be involved in the plan to support the client's treatment and recovery.

5. Remaining in treatment for an adequate period of time is critical for treatment effectiveness. The appropriate duration for an individual depends upon his/her problems and needs. Research indicates that for most clients, the threshold of significant improvement is reached at about three months in treatment. After this threshold is reached, additional treatment can produce further progress toward recovery. Because people often leave treatment prematurely, programs should include strategies to engage and keep clients in treatment.
 - 5.1. Describe how your program will retain clients in treatment.
 - 5.2. Describe the process your program will use to reinforce the treatment regimen when someone relapses.
 - 5.3. Describe your planned efforts to determine who does not return after a first visit and why.
 - 5.4. Describe how long a client can be involved in your proposed program.
 - 5.5. Describe the period of participation necessary for your proposed program to be effective.
6. Counseling (individual and/or group) and other behavioral therapies are critical components of effective treatment for substance use disorders. In therapy, clients address issues of motivation, build skills to resist alcohol and/or other drug use, replace alcohol/drug-using activities with constructive and rewarding non-alcohol/drug-using activities, and improve problem-solving abilities. Behavioral therapy also facilitates interpersonal relationships and the individual's ability to function in the family and community.
 - 6.1. Describe your proposed program's plan to utilize appropriate blends of individual and group counseling based on individual, not program needs.
 - 6.2. Describe how your proposed program's counseling services will be appropriate to treat addiction as well as how they will take into consideration the age, gender, ethnicity, culture, education level and sexual orientation of the program's target population.
7. Medications can be an important element of treatment for many clients, especially when combined with counseling and other behavior therapies.
 - 7.1. Describe how the proposed program will allow for the use of medication to treat alcohol and/or other drug craving, pain, depression, anxiety, and other co-occurring conditions in conjunction with other forms of therapy.
 - 7.2. Describe how the proposed program will review the latest information on medication use and disseminate the findings among staff.

8. Because substance use disorders and mental disorders often occur in the same individual, clients presenting for treatment should be assessed and treated (or referred) for the mental disorder as well, if appropriate.
 - 8.1. Describe how every client will get a mental health screening and if necessary, a full evaluation.
 - 8.2. Describe how other needed services will be provided simultaneously with substance abuse treatment.
 - 8.3. Describe how appropriate medications will be available specifically for mental disorders.
9. Detoxification is only the first stage of substance use disorder treatment and by itself does little to change long-term drug use.
 - 9.1. Describe how the treatment program will provide a comprehensive treatment process that includes detoxification (when warranted), treatment, and aftercare.
 - 9.2. Describe how the program will provide for detoxification to clients who need it.
 - 9.3. Describe how every client will be connected to follow-up treatment prior to discharge.
 - 9.4. Describe the process by which clients will be referred and placed in further treatment if necessary.
10. Treatment does not need to be voluntary to be effective. Strong motivation can facilitate the treatment process. Sanctions or enticements in the family, employment setting, schools, or criminal justice system can increase significantly both treatment entry and retention rates and the success of treatment interventions.
 - 10.1. Describe the proposed program's planned involvement and relationship with employee assistance programs, schools, the courts, probation, parole, and drinking driver programs.
 - 10.2. Describe the proposed program's marketing plan to attract voluntary clients.
 - 10.3. Please list community partners which will supply materials or services essential to producing client outcomes.
 - 10.4. Describe the specific value that will be added to your program by each community partner. List the persons or organizations that will contribute in-kind services, provide access to clients, could provide referrals to the proposed program, you could refer clients to for services, etc.

11. Possible alcohol and/or other drug use during treatment must be monitored continuously. Lapses to use can occur during treatment. The objective of monitoring a client's alcohol and/or drug use during treatment, such as through urinalysis or other tests, can help the client withstand urges to use alcohol and/or other drugs. Such monitoring can also provide early evidence of use so that the individual's treatment plan can be adjusted. Feedback to clients who test positive is an important element of monitoring.
 - 11.1. Describe the proposed program's planned drug testing policy and testing methodology.
 - 11.2. Describe how and when people who test positive during treatment will be placed in more intensive treatment.
 - 11.3. Describe how and when the treatment plan would be modified should a client relapse.
12. Treatment programs should provide assessment for HIV/AIDS, hepatitis A, B, and C, tuberculosis and other infectious diseases, and counseling to help clients modify or change behaviors that place them or others at risk of infection.
 - 12.1. Describe how all clients will be medically cleared at the beginning of treatment and how they will be placed in appropriate care simultaneous to substance use disorder treatment.
 - 12.2. Describe how people will be screened and identified for infectious disease and referred to medical treatment if needed.
13. Recovery from drug addiction can be a long-term process and frequently requires multiple episodes of treatment. As with other chronic illnesses, relapses to alcohol and/or other drug use can occur during or after treatment episodes. Individuals may require prolonged treatment and multiple episodes of treatment to achieve long-term abstinence and fully restored functioning. Participation in self-help support programs during and following treatment often is helpful in maintaining abstinence.
 - 13.1. Describe how relapse prevention will be taught in the program.
 - 13.2. Describe how every client will be provided connections to the services s/he needs prior to discharge from treatment.
14. Staffs that are educated, trained and competent are the fundamental backbone of an effective program.
 - 14.1. Describe the level of education, training and certification the program staff will have that provide direct client services.
 - 14.2. Describe and submit the proposed staffing patterns with clear delineation of lines of authority for this project and for the agency.
 - 14.3. Submit job descriptions for each funded position with each FTE clearly stated.

- 14.4. Submit job descriptions for staff related to the project but not directly funded through this RFP.
- 14.5. Submit biographical sketches and full resumes for key project personnel that demonstrate the quality and experience of the existing staff. Include copies of certificates, licenses, etc.
- 14.6. Provide a description of the screening and hiring process of staff to ensure current and new personnel will be sensitive to the unique needs of the target population.
- 14.7. Describe the program's proposed process for clinical supervision.
- 14.8. Submit the agency's proposed staff development training plan.
15. Outcomes and evaluation are critical to the success and sustainability of the project.
 - 15.1. Describe how client outcomes will be tracked and methods used to evaluate results and drive treatment in the following areas:
 - A. Engagement
 - B. Retention
 - C. Abstinence/Sobriety
 - D. Treatment Objectives/Achievements
 - E. Mental Health
 - F. Client Satisfaction
 - G. Law-Abiding Lifestyle
 - 15.2. Describe how the program outcomes will be tracked and methods used to evaluate results and drive program decisions in the following areas:
 - A. Fidelity to Program Model (Evidence Based)
 - B. Discharge Rates—Satisfactory vs. Unsatisfactory progress
 - C. Level of Qualified Staff/Certifications or Specializations
 - D. Staff Training/Continuing Education
16. Provide a copy of the treatment facilities accreditation, license and/or certification(s).
17. Provide a copy of the agency's ongoing utilization review plan.
18. Provide a copy of agency's ongoing quality assurance plan.
19. Provide a copy of agency's ongoing cultural competency / proficiency plan in accordance with the 14 CLAS standards (<http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>).