



## 2015 Social Service Funding Application - Special Alcohol Funds

Applications for 2014 funding must be complete and submitted electronically to the City Manager's Office at [ctoomay@lawrenceks.org](mailto:ctoomay@lawrenceks.org) by 5:00 pm on Friday, May 2, 2014. Applications received after the deadline **will not** be reviewed by the Social Service Funding Advisory Board.

**General Information:** Each year, the City Commission considers requests for the allocation of dollars to a number of agencies that provide services benefiting the Lawrence community. These funds are to be used pursuant City Charter Ordinance 33, which states,

"Moneys in the special alcohol and drugs programs fund shall be expended on such programs, services, equipment, personnel, and capital expenditures as the governing body may from time to time determine is in the best interest of the public to address one or more of the following:

- (a) Prevention of alcoholism and drug abuse, including but not limited to education, counseling, public informational efforts and related activities; or
- (b) Alcohol and drug detoxification efforts and related activities; or
- (c) Intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers; or
- (d) Law enforcement, prosecution, court activities and programs, or portions thereof, related to apprehending, prosecuting, adjudicating or monitoring individuals who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers, including individuals who are or may be charged with violating laws related to alcohol or drug use; or
- (e) Education, counseling, public information efforts, and related and associated activities related to preventing drug abuse and alcohol abuse, including but not limited to efforts to encourage healthy youth and family development and related efforts which include as a partial element drug abuse and alcohol abuse education, counseling, or public information efforts; or
- (f) Programs, activities, or efforts related to preventing or intervening in drug abuse and alcohol abuse, including programs, activities, or efforts for which drug abuse and alcohol abuse prevention or intervention comprises a partial element of the complete program, activity or effort; or
- (g) Any program, activity, or effort, or a portion thereof, that the governing body determines seeks to discourage, prevent, intervene, or address issues related to alcohol or drug abuse. The appropriation of funds by the governing body for such a program, activity, or effort shall be conclusive of compliance with provisions of this ordinance, and separate findings shall not be required."

Applications will be reviewed by the Social Service Funding Advisory Board at meetings held from 8:00 a.m. to 12:00 p.m. on May 23 and May 30. Applicants are asked to make a contact person available by phone in case questions arise.

Following their review, the Advisory Board will forward recommendations for funding to the City Commission. Recommendations will be based upon the following criteria:

- availability of city funds
- the need demonstrated through the agency's application
- the stated objectives of the applicant's program
- alignment of the program with City Charter Ordinance 33
- the efforts to collaborate and avoid duplication of service demonstrated through the application
- outcomes that move program participants from total dependency toward measurable levels of independence
- ability to measure progress toward the program objectives and the City Commission Goals
- past performance by the agency in adhering to funding guidelines (as appropriate)

The final decision regarding funding will be made by the City Commission when they adopt the Annual Operating and Capital Improvement Budget in August.

**Other Information.** Collaboration and/or coordination between organizations is highly recommended and multi-agency proposals to address an identified community problem are encouraged. Programs should have research based effective strategies or "promising approaches." All programs must have goals with measurable outcomes.

Please note that funds will be disbursed according to the following schedule unless otherwise agreed to in writing:

- First half of funds will not be disbursed before April 1
- Second half of funds will not be disbursed before October 1

The budget picture from the Kansas Legislature creates uncertainty as to the status of the local portion of the alcohol liquor tax. If the Legislature decides to eliminate or reduce the local portion of this tax, it will impact the City's ability to fund programs. The City of Lawrence is proceeding with the Request for Proposal process and accepting applications for the alcohol tax revenues, with the understanding that funding levels, if any, are unknown and potentially subject to reductions by the State Legislature.

**Questions?** Contact Casey Toomay, Budget Manager at [ctoomay@lawrenceks.org](mailto:ctoomay@lawrenceks.org) or 785.832.3409.



## 2015 SOCIAL SERVICE FUNDING APPLICATION – SPECIAL ALCOHOL

### SECTION 1. APPLICANT INFORMATION

Legal Name of Agency: Headquarters, Inc.  
Name of Program for Which Funding is Requested: Life Support: Counseling and Information 24/7  
Primary Contact Information (must be available by phone 5/23/14 and 5/30/14 from 8 a.m. to noon.)  
Contact Name and Title: Steve Lopes, Interim Director  
Address: 211 E. 8th, Suite C Lawrence, KS 66044  
Telephone: 785-841-9900 Fax: n/a  
Email: steve@headquarterscounselingcenter.org

### SECTION 2. REQUEST INFORMATION

The criteria for each application questions are explained below.

**A. Amount of funds requested from the City for calendar year 2015: \$ 10,000**

**This amount is equal to the amount awarded for 2014 for this purpose. No increase is requested.**

**B. Provide a brief description of the program.** Summary of program should be clear and concise. How is program consistent with City Charter Ordinance 33? Is program based on proven effective strategies or “promising approaches?” Description should address how program is designed to have long-term effects on a person’s decisions about alcohol and other drug use. When appropriate, program design takes into account the person’s family and/or community.

This program is consistent with Ordinance No. 33 purpose (g): Any program, activity, or effort, or a portion thereof, that the governing body determines seeks to discourage, prevent, intervene, or address issues related to alcohol or drug abuse. The appropriation of funds by the governing body for such a program, activity, or effort shall be conclusive of compliance with provisions of this ordinance, and separate findings shall not be required. It is consistent because suicide is an issue related to alcohol or drug abuse, and this is a suicide prevention and intervention program.

Headquarters, Inc. has been accredited since 2001 by the American Association of Suicidology (AAS) and meets the research-based standards of the National Suicide Prevention Lifeline (NSPL). Additionally counselors’ training includes the evidence-based Applied Suicide Intervention Skills Training (ASIST).

Suicide attempts are often intended to be a final act designed to end or prevent suffering. When Headquarters, Inc. is able to prevent such actions and identifies substance use being a contributing factor, then counselors work with clients to provide a spectrum of appropriate counseling and referrals, which will hopefully lead a client to the next stage in the behavioral change model, and ultimately to pursue treatment. Counselors are trained to work with families of individuals that may call out of concern for loved ones, and also those who have been impacted by suicide of others and may be struggling with substance use as a result. Counselors answer calls originating from all across the state of Kansas, and referrals are tailored to the community of the caller.

**C. Provide a brief description of how the need for this program was determined.**

The need for the program should be clearly established and outlined. When appropriate, the context of other services available, or the lack thereof, should be provided. Statistical data that supports community need should be provided.

According to SAMSHA’s white paper titled Substance Abuse and Suicide Prevention:

Evidence & Implications available at <http://www.samhsa.gov/matrix2/508SuicidePreventionPaperFinal.pdf> :

*“Suicide has been spotlighted as a national public health issue (U.S. Public Health Service 1999; Goldsmith et al. 2002; New Freedom Commission on Mental Health 2003; U.S. Department of Health and Human Services 2007), and as such, its two most significant risk factors, mental and substance abuse disorders, must also be seen in that same light. While 95 percent of individuals with a mental illness and/or substance use disorder will never complete suicide, several decades of evidence consistently suggests that as many as 90 percent of individuals who do complete suicide experience a mental or substance use disorder, or both (Harris and Barraclough 1997; Pages et al. 1997; Moscicki 2001; Conwell et al 1996, Molnar et al. 2001 (reported in IOM 2002)). The vast majority experience a mood disorder, such as depression (Moscicki 2001); as many as 25 percent experience alcohol abuse disorders (Institute of Medicine 2002). Many experience co-occurring mental and substance use disorders.”*

In 1938, Karl Menninger observed that alcohol dependence is a type of chronic suicide. His observation has been found to be accurate over the decades during which the relationship between suicide and alcohol consumption, alcohol use and alcohol dependence has been studied. According to the Institute of Medicine as many as one fourth of individuals who die by suicide are intoxicated with alcohol.

Headquarters, Inc. is the only National Suicide Prevention Lifeline (NSPL) call center in Kansas at this time.

Headquarters, Inc. has begun using iCarol (<http://www.icarol.com/about/>) a crises and referral center management software solution to manage and track services provided by the agency as well as to measure outcomes and evaluate performance. This will assist Headquarters in providing accurate local statistics in the future. Prior data indicates that during 2012 Headquarters received 276 calls where alcohol or substance use was the primary concern, in 2013 the number of these calls increased to 327. Alcohol or other substance use, including self-medication with alcohol or other substances, contributed to risk of suicide or violence toward other was documented in 5,015 crises counseling calls.

**D. Describe the desired outcomes of this program (see Logic Model).** At least one Process, one Behavioral and one Impact Outcome must be included and clearly outlined on Logic Model. Outcomes must be measured by an identified evaluation tool. Does agency show adequate progress towards achieving their targeted outcomes if previously funded.

The logic model being submitted with this application is the same as the logic model submitted last year. New leadership at Headquarters has not had time to adequately assess and evaluate this program's logic model, measurement tools, or outcomes. It is the intention of Headquarters to develop a new logic model for this program and amend this application. The old model has been included for completeness of the application at the time of filing, but city staff should anticipate an amended or altered version in the near future.

**E. Describe any coordination efforts your agency has made.** Program strategy should involve a coordinated approach. Description should address how this particular program or service fits with other existing efforts to reduce fragmentation and duplication.

Headquarters provides direct intervention from counselors during crises situations and referral services to existing community services. Headquarters works with individuals and family members to create safety plans and follow up to referrals. Headquarters does not duplicate services provided by other community resources and will increase collaboration with other agencies providing services across the treatment spectrum for substance use disorders. Additionally Headquarters is working to increase public awareness of this issue and offers ASSIST training to community agencies for their staff.

**F. Describe how your agency is capable of implementing the proposed program.** Based on agency history, management structure, and staffing pattern, does organization have capacity to implement the proposed program and achieve the desired outcomes?

Headquarters has recently gone through a period of significant adjustment and change, which has proven very difficult for the agency and its capacity, however significant effort is being put into restoring the agency's capacity to continue this program. Headquarters recently announced the hire of a new executive director and it is anticipated that the agency will be returning to 24/7 response before the beginning of the 2015 funding cycle. The agency also anticipates growth in new program areas not funded by this source.

**G. Provide a detailed budget for the proposed program using the categories provided.** The budget request for the program described should be reasonable and spelled out according to the categories below. Does the organization use funding creatively to get the most for the money, i.e. use of students, volunteers, in kind donations, leveraging of this

funding to get other funding, etc.? Are long-term plans for program funding discussed – will this be an annual request for alcohol tax, is it expected to increase, decrease, etc.? Are other sources of funds used for the program? If so, are they described.

- Personnel(list each staff position individually and note if new or existing)
- Fringe Benefits
- Travel
- Office Space
- Supplies: office
- Supplies: other
- Equipment

Headquarters makes excellent use of students, volunteers, and in-kind donations:

Funding is supplemented by over 9,000 volunteer hours per year, primarily by volunteer paraprofessional counselors. This is part of an annual request for funding from the Special Alcohol Tax Fund last year those funds were reduced to \$10,000 for 2014 from \$20,000 for 2013. City funding for this program will be supplemented by the Student Activities Fund at the University of Kansas and private donor contributions. Additional sources of funding are being sought for agency capacity building and improved programming.

#### Personnel

HQCC Volunteer Coordinator	1 FTE	\$ 32,000
5 Shift Leads	4.5 FTE	\$ 74,880

Personnel Total	5.5 FTE	\$ 106,880
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Fringe Benefits	\$ 10,688
Travel	\$ 0
Office Space	\$ 20,064
Supplies	\$ 12,000
Equipment	\$ 0
Other	\$ 0

<b>Grand Total</b>	<b>\$ 149,632</b>
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### SECTION 3. LOGIC MODEL

Please complete the Logic Model below.

ASSESSMENT DATA	PROGRAM GOALS/ OBJECTIVES	TARGET GROUP	STRATEGIES	PROCESS OUTCOMES	BEHAVIORAL OUTCOMES	IMPACT OUTCOMES
See Needs Assessment and Outcomes sections	Caller shows improvement from start to end of call.	<p>Adults and teens who call our 24 hour counseling and information center.</p> <p>Note: This could include anyone in Lawrence due to the range of our services for the person her-/himself and those s/he is concerned about..</p>	<p>Counseling primarily by telephone, using reflective listening skills, clarifying questions, and assessments for danger to self or other, and directive counseling to establish safety plans</p> <p>Limited services is also available inperson and by email.</p>	<p>See Outcomes section:</p> <p>Offer 11-item questionnaire at the end of all talks with adult callers during 2-week intervals during the year.</p> <p>Compile data from administration.</p> <p>Examine that data to determine whether our training and supervision build the needed skills, and improve those processes if needed.</p>	<p>Each item prefaced by: after/ talking with the HQCC Counselor: client rates self on 1-5 scale...</p> <ol style="list-style-type: none"> <li>1. I feel more calm.</li> <li>2. I feel less alone.</li> <li>3. I feel more hopeful.</li> <li>4. I gained useful information about my concern.</li> <li>5. If referrals were requested or offered: I gained useful information about resources that I will use.</li> <li>6. I am more prepared to manage this concern.</li> <li>7. If the person was in danger from self or another person: I am more likely to take actions for my safety.*</li> </ol> <p><i>*With this item, if rating is less than 4, we discontinue survey and continue counseling.</i></p>	<p>All clients experience benefits from the service, as demonstrated by (mean) average ratings of at least 4 on all items.</p>