

POLICY BULLETIN

No. 15-01

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Effective Date: Immediate

Subject: DDAP 2015-2020 Prevention Manual Modifications

The Department of Drug and Alcohol Programs (DDAP) has updated the 2015-2020 Prevention Manual. The updated version of the Prevention Manual is published on our website (www.ddap.pa.gov) under the DDAP Document Library, Manuals page.

This update includes the following modifications:

SECTION 2.01

Section 2.01 outlines the Strategic Prevention Framework and related requirements. Slight modifications to wording that do not impact requirements were made to the paragraph and corresponding bulleted list beginning at the bottom of page 2.01.2 and ending at the top of page 2.01.3.

SECTION 4.01

Section 4.01 outlines training requirements. Four revisions have been made to this section.

1. A note was added to clarify that additional training requirements related to the Student Assistance Program are outlined in Part VII of the manual.
2. A note was added to say that DDAP will consider waivers to any of these training requirements on a case by case basis. SCAs should reference Appendix D, Section XII of the Grant Agreement for instructions about submitting a waiver.
3. Prevention Ethics training requirement was revised to reflect that DDAP does not presently offer a three hour version of the training, but that the three hour version of the training offered at the Commonwealth Prevention Alliance Conference can be used to fulfill this requirement.
4. A process for approving exemptions to the Addictions 101 training requirement has been outlined as follows:

Exemptions may be made at the discretion of the SCA Administrator for both SCA staff and provider staff for Addictions 101, provided that comparable training and educational requirements have been met. If the SCA Administrator chooses to exempt any staff from the above trainings, the SCA/provider must be able to provide written documentation to justify the exemption.

If the SCA Administrator wishes to be exempted from the Addictions 101 training requirement, a written request for the exemption and supporting documentation must be submitted to the Director of the Division of Prevention & Intervention. Exemptions will then be made at the discretion of DDAP. SCA Administrators are not permitted to exempt themselves from training requirements.

SECTION 5.01

Section 5.01 outlines staffing qualifications. At the request of SCAs, DDAP has added to this section the minimum education and training requirements for each classification referenced. These minimum education and training requirements now outlined are:

Drug and Alcohol Prevention Specialist Trainee

Minimum Requirements

A bachelor's degree; OR any equivalent combination of experience and training.

Drug and Alcohol Prevention Specialist

Minimum Requirements

One year as a Drug and Alcohol Prevention Specialist Trainee; OR one year of experience in drug and alcohol prevention work and a bachelor's degree in health education, education, the social or behavioral sciences or related fields; OR an equivalent combination of experience and training.

Drug and Alcohol Prevention Program Specialist

Minimum Requirements

One year of experience as a Drug and Alcohol Prevention Specialist; OR a bachelor's degree in health education, education or the social or behavioral sciences and two years of progressively responsible experience in drug and alcohol prevention activities; OR an equivalent combination of experience and training.

Drug and Alcohol Prevention Program Supervisor

Minimum Requirements

One year as a Drug and Alcohol Prevention Specialist; OR a Bachelor's Degree in Health Education, Education, the Social or Behavioral Sciences or related fields and two years of progressively responsible experience in prevention activities; OR any equivalent combination of experience and training.

SECTION 7.01

Section 7.01 outlines Student Assistance Program tasks. A note was added to the training requirements on page 7.01.2 to clarify that the training requirements outlined are in addition to the training requirements outlined in Part IV of the manual.