

# Addressing Substance Use Disorders in America's Jails: Clinical Guidelines for Withdrawal Management

Request for Applications Informational Webinar

October 5, 2020 – 2:00 p.m. ET

# Welcome



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## **Pamela Rainer, M.S.W.**

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Senior Program Manager, Advocates for Human Potential; deputy director of AHP's work on COSSAP product development

# Webinar Objectives

After viewing the RFA Informational Webinar, you will be able to:

- Describe the purpose and deliverables of the **Addressing Substance Use Disorders in America's Jails: Clinical Guidelines for Withdrawal Management** funding opportunity
- Determine whether your organization meets the eligibility criteria
- Locate the application materials and instructions

# Overview

- Opioid epidemic thrusting jails into new role of largest substance use treatment provider in many communities
  - Since 2015, jails have reported multiple deaths from severe heroin withdrawal symptoms.<sup>1</sup>
  - Between 2013 and 2014, drug-alcohol intoxication deaths in local jails grew from 72 to 90, and suicides increased 13 percent.<sup>2</sup>
- Lack of adequate withdrawal management protocols risk liability under ADA and state tort laws, including wrong death statutes

<sup>1</sup> Jeremy Galloway, 2017, "U.S. Jails Are Killing People Going Through Opioid Withdrawals," *Huffpost*, retrieved July 17, 2020, from [https://www.huffpost.com/entry/us-jails-arekilling-people-opioid-withdrawals\\_b\\_9563940](https://www.huffpost.com/entry/us-jails-arekilling-people-opioid-withdrawals_b_9563940)

<sup>2</sup> Margaret Noonan, December 2016, *Mortality in Local Jails, 2000–2014—Statistical Tables*, Washington, DC: U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics, NCJ 250169, retrieved July 17, 2020, from <https://www.bjs.gov/content/pub/pdf/mlj0014st.pdf>

# Overview (cont'd.)

- The Bureau of Justice Assistance (BJA), in partnership with the National Institute of Corrections, identified the critical need for evidence-based clinical guidelines and protocols within jail-based settings.
- Thus, the Addressing Substance Use Disorders in America's Jails: Clinical Guidelines for Withdrawal Management Request for Applications (RFA) was created under BJA's COSSAP.

# Purpose

To develop clinical guidelines and protocols that will help jail administrators, correctional officers, and jail-based clinicians identify and safely manage withdrawal in jail-based settings

# Guidelines and Protocols to be Developed

To address the following:

- Rapid withdrawal
- Screening for suicide risk
- Medication maintenance
- Transition to buprenorphine maintenance or detoxification if preferred
- Dosage and administration of agonist medication standards
- Prescriptions upon release, transition care, record-sharing

# Guidelines and Protocols to be Informed by

To be informed by:

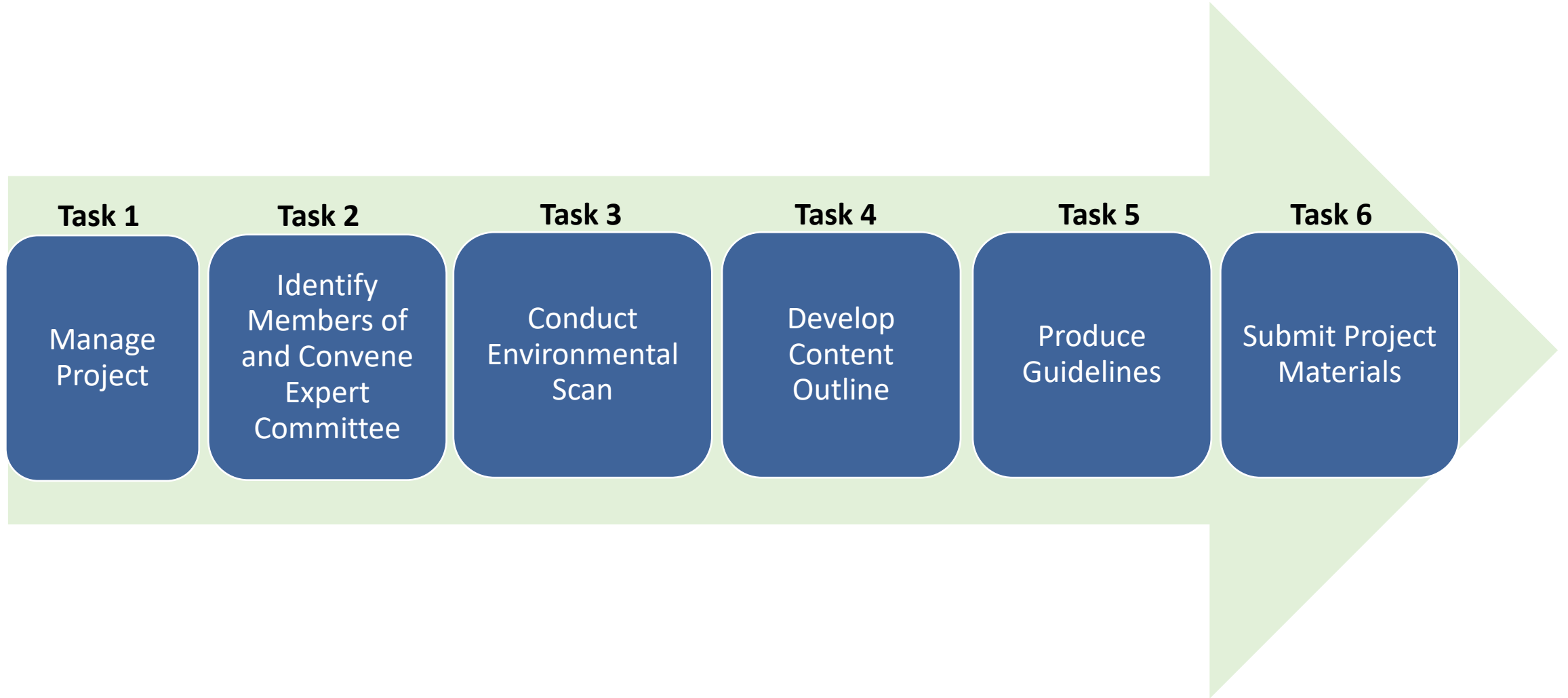
- Best and evidence-based medical practice
- A legal analysis presented in a pending Georgetown University publication describing the standards and implementation strategies for minimizing liability and negative outcomes



# Major Activities

1. Convene expert advisory committee to inform development of guidelines
2. Conduct environmental scan of existing guidelines
3. Incorporate findings from scan and expert committee feedback to create a detailed content outline
4. Produce draft- and final-version guidelines and protocols

# Tasks



# Task 1 – Manage Project

- Subtask 1.1 Post-award meeting and project schedule
- Subtask 1.2 Workplan
- Subtask 1.3 Project calls and meetings
- Subtask 1.4 Monthly reports

## Task 2 – Identify/Convene Committee

- Subtask 2.1      Expert committee member selection
- Subtask 2.2      Expert committee meetings

## Task 3 – Conduct Environmental Scan

- Subtask 3.1      Summary document

# Task 4 – Develop Content Outline

- Subtask 4.1      Draft outline
- Subtask 4.2      Revised outline

# Task 5 – Produce Guidelines

- Subtask 5.1      Draft guidelines
  - Subtask 5.1.1      Beta version
- Subtask 5.2      Final document
- Subtask 5.3      Briefing

# Task 6 – Submit Product Materials

- At the end of the project, the award recipient will provide AHP with all relevant and requested files to be maintained as property by the U.S. Department of Justice (DOJ).
- All materials generated by this project belong to DOJ, and DOJ retains all rights to the deliverable.

# Objective and Performance Period

- One applicant will be selected for a 10-month award.  
*(See Selection Criteria on page 8 of RFA.)*
- Period of Performance: November 23, 2020 – September 30, 2021.

# Eligibility

Organizations, including but not limited to nonprofits and universities, committed to improving the standard of care in correctional facilities and can demonstrate a history of setting clinical standards around medication-assistance treatment and developing operational protocols within a correctional facility (or willing to partner) are eligible to apply.



# Funding

Up to \$298,500 will be awarded to one entity.

*See page 5 of the RFA for additional details.*

# Budget (1 of 3)


## Use of funds:

- Personnel (staff salaries, payroll taxes, benefits)
- Subcontracts
- Consultant honorariums (up to \$650 per day)
- Other direct expenses
  - Graphic design
  - Tele/videoconferences
- Indirect expenses

*See page 5 of the RFA.*

# Budget (2 of 3)

- Download and complete the [Budget Detail Worksheet](#).
- Instructions to complete the budget are included in the first tab of the spreadsheet.


	
<b>Budget Detail Worksheet Instructions</b>	
<b>Purpose</b> budget narrative. All required information, including the budget narrative, must be provided.	
<b>How to Use this Spreadsheet</b> Use the budget detail template provided. Applications that do not conform to this template will not be considered. All items budgeted must be inclusive of all costs, including taxes and fees, in U.S. dollars to fully carry out each task and subtask. Following a technical review and score of the application, completed budgets will be reviewed to ensure costs are allowable, reasonable, and linked to the described tasks. Submitted budgets will be reviewed for cost reasonableness of the final fixed price amount awarded. Applicants must abide by standard funding restrictions as determined by BJA and as described on page 5 of the Request for Applications (RFA).	
<i>Personnel</i>	List each position by name and role. Indicate the number of hours allocated to this project for each staff member. Include a brief description of the responsibilities and duties of each position in relationship to fulfilling the project goal.
<i>Subcontractors</i>	List each subcontractor by organization name and role. Indicate the allocated budget to this project. Include a brief description of the responsibilities and duties of each subcontractor in relationship to fulfilling the project goal.
<i>Consultant Honorarium</i>	List each consultant (expert committee member) by name and role. Indicate the allocated honorarium for eligible members up to \$650 per day.
<i>Other Direct Costs</i>	List items (telephone, graphic design) by type and budget cost. Include the basis of computations in the narrative.
<i>Indirect Costs</i>	Calculate these costs using the federal indirect rate or up to 10% of direct costs.

# Budget (3 of 3)

- Applications that do not conform to this template will not be considered.
- All items budgeted must be inclusive of all costs to fully carry out each task and subtask.
- Completed budgets will be reviewed for cost reasonableness of the final fixed price amount awarded.

Of note: The budget submitted with the application is not expected to be a final budget.

*(See pages 5-7 of RFA for additional details.)*

			
Organization:			
Point of Contact:			
Contact Email:			
Contact Phone:			
<b>I. Personnel (add lines as needed)</b>			
Salaries (Name, Position)			
	Hours	Cost	
<b>Name</b> <i>List each name</i>	<b>Position</b> <i>Indicate associated position</i>		
1			
2			
3			
4			
5			
6			
7			
		Subtotal salaries	\$ -
<b>Benefits</b>		<b>Rate/cost</b>	\$ -
		Subtotal personnel	\$ -
<i>Personnel Narrative: Insert text in box below.</i>			
<b>II. Subcontractor Partners (add lines as needed)</b>			
<b>Organization Name</b>	<b>Role</b>	<b>Cost</b>	
1			
2			
3			
		Subtotal subcontractors	\$ -
<i>Subcontractor Narrative: Insert text in box below.</i>			

# How to Apply

To locate all the RFA documents, answers to frequently asked questions, and a recording of the informational webinar, visit the COSSAP website at: <http://s.iir.com/QwQrrHVY>.

1. Download and complete the application.
2. Download the budget detail worksheet and complete.
3. Collect the following and submit in one PDF:
  - Proposed Project Director's resume
  - Brief bios of proposed key staff members and expert committee members
  - Organizational chart

Bureau of Justice Assistance (BJA)  
Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP)  
**Addressing Substance Use Disorders  
in America's Jails: Clinical Guidelines  
for Withdrawal Management**

**Application**

Advocates for Human Potential, Inc. (AHP) must receive the complete application—this form, Budget Detail Worksheet, and Attachment A (project director's resume, staff and committee bios, and organizational chart)—no later than 5:00 p.m., ET, on October 28, 2020.

Please save this form and complete it. Then, email a copy of the completed form, along with all required documents and attachments, to [WithdrawalManagement\\_RFA@ahpnet.com](mailto:WithdrawalManagement_RFA@ahpnet.com).

For any questions regarding this application and its submission, contact Deann Jepson at [djepson@ahpnet.com](mailto:djepson@ahpnet.com).

Applicant organization

Applicant organization website, if applicable

**Primary Contact**

First name

Last name

Job title

Email address

Phone number

Street address

City  State  ZIP

BJA's  
**Comprehensive**  
Opioid, Stimulant,  
and Substance Abuse  
Program

# Project Narrative

## Project Narrative

Thoroughly answer the questions below. You may copy and paste your responses from other documents into the text boxes.

### Applicant Organizational Overview (10 points; up to 1,000 words)

Provide a general description of your organization in terms of its capacity to respond to the current need for these guidelines and target audience needs. Provide a detailed explanation of your organization's experience and expertise in jail administration, correctional health care, addiction medicine, medical standards, and protocol development. Explain why your organization is best suited to lead this effort. Include specific examples of relevant experience. Applicants should agree to work directly with AHP, BJA, and the National Institute of Corrections (NIC).

*See page 2 of RFA application.*



# Statement of Work

## Statement of Work (40 points; up to 2,500 words)

- ◀ Provide a proposed statement of work and timeline (workplan) that respond to this request for applications. Describe your planned deliverables for each quarter.
  
- ◀ Propose a methodology for developing an expert committee and obtaining consensus on the final guidelines. Your methodology should be a recognized formal group consensus method that organizes subjective judgments and synthesizes them with available evidence to form consensus guidelines and protocols.

*See page 3 of RFA application.*

# Project Staffing and Capabilities

## Project Staffing and Capabilities (40 points; up to 1,000 words)

Discuss the proposed project director's relevant capabilities and experience to lead this project. Identify staff members who will implement this project and the percentage of their time that will be allocated to it. If contractors or consultants will be used, identify what functions/roles they will fulfill to help achieve your project objectives. Include a full resumé for the proposed project director, as well as brief bios for other key staff members and proposed expert committee members, as one PDF attachment.

*See page 4 of RFA application.*



# Project Budget Narrative

## Project Budget (10 points; up to 500 words)

Justify the items included in the Budget Detail Worksheet in terms of cost-effectiveness for achieving the goal of this project.

*See page 5 of RFA application.*

# How to Apply (cont'd.)

- ✓ Refer to the answers to frequently asked questions, which will be posted to the [COSSAP website](#) after the RFA Informational Webinar.
- ✓ Submit additional questions to Deann Jepson at [djepson@ahpnet.com](mailto:djepson@ahpnet.com).
- ✓ Submit the completed application, budget detail worksheet, and PDF to [WithdrawalManagement\\_RFA@ahpnet.com](mailto:WithdrawalManagement_RFA@ahpnet.com) by

**5:00 p.m. ET on October 28, 2020**

## Important Dates

RFA Release Date:  
September 30, 2020

Informational Webinar:  
October 5, 2:00 ET  
Register at <http://s.iir.com/WZy3zB5H>

Question Submittal Deadline:  
October 6, 2020

Application Deadline: October  
28, 2020, 5:00 p.m. ET

Anticipated Selection Date:  
November 9, 2020

Anticipated Start Date:  
November 23, 2020



BJA's

# Comprehensive

Opioid, Stimulant,  
and Substance Abuse

Program