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STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION FOR BEHAVIORAL HEALTH

Lori A. Shibinette
Commissioner

Katja S. Fox
Director

129 PLEASANT STREET, CONCORD, NH 03301
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May 5, 2021

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, on behalf of the Governor's Commission on Alcohol and Other Drugs, to enter into a memorandum of understanding with the New Hampshire Department of Military Affairs and Veterans Services, Concord, New Hampshire in the amount of $105,000, to implement the Ask the Question: Ask, Link, Collaborate Technical Assistance program in up to forty (40) selected medical practices that identify, refer or treat for risk of substance misuse and substance use disorders statewide, with the option to renew for up to two (2) additional years, effective upon Governor and Council approval through December 31, 2021, with the authority to adjust budget line items within the price limitation through the Budget Office, if needed and justified.

05-95-92-920510-33820000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION FOR BEHAVIORAL HEALTH, BUREAU OF DRUG AND ALCOHOL, GOVERNOR COMMISSION FUNDS

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2021	049-584912	Transfer to Other State Agencies	92058502	$26,250
2022	049-584912	Transfer to Other State Agencies	92058502	$78,750
			Total	**$105,000**

EXPLANATION

The purpose of this Memorandum of Understanding (MOU) is to support the implementation of the Ask the Question: Ask, Link, Collaborate Technical Assistance program in up to forty (40) selected medical practices that will identify, refer and provide treatment for substance misuse and substance use disorders for service members, veterans and their families statewide.

Approximately 80 individuals will be served from June 1, 2021 to December 31, 2021.

The Ask the Question: Ask, Link, Collaborate Technical Assistance program will spread awareness of the importance of identifying service members, veterans and their families who may suffer from substance misuse and substance use disorders, and to provide information on resources and facilitate the process of linking them to appropriate substance misuse services and resources in order to promote harm reduction and prevent substance use. The program will last 12 months and includes three phases – training, implementation, and evaluation.

The New Hampshire Department of Military and Veterans Affairs is the only military base serving the State's active duty personnel, veterans, and their families. It has the resources, including trained staff with technical skills, to implement and operate the Ask the Question: Ask, Link, Collaborate Technical Assistance program.

The Department will monitor the services provided in the MOU by reviewing progress summaries provided by the Department of Military Affairs and Veterans Services.

As referenced in Section 2, Term, Subsection 2.2, Duration of the MOU, the parties have the option to extend the agreement for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and Governor and Council approval.

Should the Governor and Council not authorize this request, service members, veterans, and their families may not have access to services to identify, refer and provide treatment for substance misuse and substance use disorder.

Area served: Statewide.

Respectfully submitted,

Lori A. Shibinette
Commissioner

MEMORANDUM OF UNDERSTANDING BETWEEN
THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

AND

THE NEW HAMPSHIRE DEPARTMENT OF MILITARY AFFAIRS AND VETERANS SERVICES

MOU-2021-BDAS-05-ASKTH-01

1. GENERAL PROVISIONS

1.1. This Memorandum of Understanding (MOU) is between the New Hampshire Department of Health and Human Services ("DHHS"), Division for Behavioral Health, Bureau of Drug and Alcohol Services, 129 Pleasant Street, Concord, NH 03301 and the New Hampshire Department of Military Affairs and Veterans Services ("DMAVS"), 4 Pembroke Road, Concord, New Hampshire 03301 (mutually referred to as the "Parties").

1.2. The purpose of this MOU is to set forth the roles and responsibilities of DHHS and DMAVS for the use of funds from the Governor's Commission on Alcohol and Other Drugs. Funds will support the Ask the Question: Ask, Link Collaborate Technical Assistance program to identify, refer and provide treatment for substance misuse and Substance Use Disorder. The program will identify and refer service members, veterans, and their families to appropriate services.

1.3. In connection with the performance of this MOU, DHHS and DMAVS shall comply with all applicable laws and regulations.

2. TERM

2.1. Effective Date: This MOU is effective upon approval by the Governor and Executive Council.

2.2. Duration: The duration of this MOU is from the Effective Date through December 31, 2021. The parties may extend this MOU for up to two (2) years at any time by mutual written agreement, subject to the continued availability of funds, satisfactory performance of responsibilities, and Governor and Council approval.

2.3. Modification: The parties may modify this MOU by mutual written agreement at any time, subject to approval from the Governor and Executive Council.

2.4. Termination: Either party may unilaterally terminate this MOU upon written notice to the other party, in which case the termination shall be effective thirty (30) days after the date of that notice or at a later date specified in the notice. In the event of an early termination of this MOU for any other reason than the completion of services, DMAVS shall deliver to DHHS, not later than thirty (30) days after the termination, a "Termination Report" describing in detail all activities performed and the MOU funds used up to and including the date of termination. In the event the services and/or prescribed outcomes described within this MOU are not met to the satisfaction of DHHS, DHHS reserves the right to terminate this Agreement and any remaining funds will be forfeited. Such termination shall be submitted in writing to DMAVS and will require DMAVS to deliver a final Termination Report as described above.

3. RESPONSIBILITIES OF THE NEW HAMPSHIRE DEPARTMENT OF MILITARY AFFAIRS AND VETERANS SERVICES

3.1. DMAVS agrees to:

3.1.1. Use the funding provided by DHHS from the Governor's Commission funds to support the implementation of the Ask the Question: Ask, Link, Collaborate Technical Assistance program in up to forty (40) selected practices that identify,

refer or treat for risk of substance misuse and substance use disorders statewide, to include:

3.1.1.1. Implementing Phase 1: Preparation and Enrollment by:

3.1.1.1.1. Conducting outreach and enrolling up to forty (40) selected medical practices statewide;

3.1.1.1.2. Establishing a point of contact within each practice;

3.1.1.1.3. Providing Ask the Question: Ask, Link, Collaborate Technical Assistance program orientation to participating practices; and

3.1.1.1.4. Coordinating guest speakers for program training.

3.1.1.2. Implementing Phase 2: Military Cultural Competency & ATQ Training by:

3.1.1.2.1. Ensuring each point of contact registers appropriate staff to complete program-related professional development including Ask the Question training and military cultural competency training applicable to the staff's professional role;

3.1.1.2.2. Providing Ask the Question: Ask, Link, Collaborate virtual training to registered staff from participating practices; and

3.1.1.2.3. Making funds available to participating practices for program implementation and maintenance through an application process.

3.1.1.3. Implementing Phase 3: Implementation by:

3.1.1.3.1. Providing consultation and coaching to assist practices in determining how to operationalize the principles of Ask the Question: Ask, Link, and Collaborate in practice policies, procedures and protocols.

3.1.1.4. Implementing Phase 4: Evaluation and Recognition by:

3.1.1.4.1. Collecting data sets for evaluation from participating practices for evaluation; and

3.1.1.4.2. Recognizing practices that meet all program requirements as NH Veteran-Friendly Providers.

3.1.1.4.3. Create and maintain a contract with a vendor to provide program evaluation to track intermediate and long-term outcomes.

3.1.1.4.4. Intermediate outcomes include, but are not limited to:

3.1.1.4.5. Increasing the number of practices that Ask the Question during intake procedures.

3.1.1.4.6. Increasing the number of practices that link military-connected patients to military-specific resources.

3.1.1.4.7. Increasing the number of staff at each practice who are trained in military culture and the impact of military service on patients.

3.1.1.4.8. Increasing the number of patient referrals to military-specific services and resources including the VA.

3.1.2. Achieve long-term outcomes including, but are not limited to:

3.1.2.1. Reducing the number of military-connected patients indicating the use of illicit drugs or alcohol within the past 30 days using an applicable survey.

3.1.2.2. Increasing the number of military-connected patients who indicate a feeling of confidence in their provider's ability to effectively address their healthcare concerns using an applicable survey.

3.1.2.3. Increasing the number of military-connected patients who indicate a feeling that their sacrifice is recognized and appreciated using an applicable survey.

3.1.2.4. Increasing the level of confidence in staff of their ability to effectively refer and treat Service members and Veterans using an applicable survey.

3.1.2.5. Creating and maintaining a contract with a vendor to record and edit videos that will be utilized for training purposes within the Ask the Question: Ask, Link, Collaborate Technical Assistance program.

3.1.2.6. Creating and maintaining a contract with a vendor to produce printed materials, including Ask the Question Toolkits, to be used in all phases of the program.

3.1.2.7. Creating and maintaining a contract with a vendor to create military accoutrements and program supplies that include, but are not limited to NH Veteran-Friendly Provider decals for participating practices that successfully complete the program

3.1.2.8. Providing quarterly summaries on the progress of the use of funds to the Governor's Commission and DHHS. Any data provided in these summaries shall be aggregated and not include any personally identifiable information or other confidential information.

3.1.2.9. Taking appropriate steps to accept and expend the funds provided within the project period. At the conclusion of the Fiscal Year, DMAVS will report the unspent balance to DHHS. DMAVS agrees to submit quarterly invoices to DHHS by the 21st business day of the following month for costs incurred. Invoices must include a description of services and associated costs.

3.1.3. Mail, or email, invoices to:

Jill Burke

Bureau of Drug and Alcohol Services

129 Pleasant Street

Concord, NH 03301

(603) 271-6112

Jill.Burke@dhhs.nh.gov

4. RESPONSIBILITIES OF THE DEPARTMENT OF HEALTH AND HUMAN SERVICES

4.1. DHHS agrees to:

4.1.1. Provide funding to DMAVS to support the implementation of the Ask the Question: Ask, Link, Collaborate Technical Assistance program, up to a maximum amount of $105,000 in State Fiscal Year 2021 and beyond for the projects obligated in State Fiscal Year 2021.

4.1.2. Pay DMAVS within thirty (30) days of receipt of the approved invoices.

4.1.3. Monitor the expenditure of funds within this MOU by reviewing quarterly summaries and associated invoices provided to DHHS by DMAVS.

5. IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE PARTIES:

5.1. Notwithstanding any provision of this MOU to the contrary, all obligations of DHHS hereunder are contingent upon the availability and continued availability of funds from the Governor's Commission. DHHS shall not be required to transfer funds from any other source in the event that such funds become unavailable. DHHS may adjust encumbrances between State Fiscal Years within the price limitation through the Budget Office, if needed and justified.

5.2. Disputes arising under this MOU which cannot be resolved between the agencies shall be referred to the New Hampshire Department of Justice for review and resolution.

5.3. This MOU shall be construed in accordance with the laws of the State of New Hampshire.

5.4. In the event any of the provisions of this MOU are held to be contrary to any state or federal law, the remaining provisions of this Memorandum of Understanding will remain in full force and effect.

5.5. This MOU, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Memorandum of Understanding and understandings between the parties, and supersedes all prior Memoranda of Understanding and understandings relating hereto.

5.6. Nothing herein shall be construed as a waiver of sovereign immunity, such immunity being hereby specifically preserved.

APPROVALS:

Lori A. Shibinette
Commissioner
NH Department of Health and Human Services

Date: 5·10·21

For Major General David J. Mikolaities
Adjutant General
Department of Military Affairs and Veterans Services

Date: 4/30/2021

The preceding Memorandum of Understanding, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

Date: 05/11/21

Name: Catherine Pinos
Title: Catherine Pinos, Attorney

The foregoing Memorandum of Understanding was approved by the following authority of the State of New Hampshire:

Date:

Name:
Title: