REQUEST FOR PROPOSALS
State Public Health Departments to Pilot CSTE Recommended Surveillance Indicators for Substance Use and Mental Health

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PART I: OVERVIEW INFORMATION

Issuing Organization: Council of State and Territorial Epidemiologists (CSTE) at www.cste.org

PART II: FULL TEXT OF ANNOUNCEMENT

Section I. Funding Opportunity Description

Background

The burden of substance abuse and mental illness continues to increase. Data is more readily available for substance abuse including alcohol misuse than for mental illness. Data on mental illness in the US is generally obtained from national surveys conducted by SAMHSA and CDC, which leaves a gap in state level information.

In 2015, the Council of State and Territorial Epidemiologists (CSTE) Substance Abuse Subcommittee established a Workgroup to develop a set of 18 substance abuse and mental health surveillance indicators for use by state and local public health departments. Regular collection of these indicators will provide an opportunity to routinely analyze and disseminate results.

CSTE recommends the use of 18 Substance Abuse and Mental Health (SA/MH) indicators across the 3 domains of Alcohol, Other Drugs, and Mental Health for state, territorial, local, and tribal surveillance. See the complete list of indicators here: http://www.cste.org/members/group.aspx?id=87616

The SA/MH indicators provide a guiding framework for states, territories and other jurisdictions to expand their surveillance systems, and simultaneously maximize their jurisdiction’s informed decision making in substance abuse and mental health planning and implementation, based on the priorities, needs and resources of the individual jurisdiction

CSTE is soliciting proposals from state public health agencies to conduct a pilot study of 9 of the SA/MH indicators, including state and county or sub state level data for the 6 required indicators listed in “Objectives” below, plus state level data for 3 additional indicators from the recommended indicators. The purpose of this pilot is to generate multi-state data for each indicator at the state and county or sub state level and to improve the recommendations and guidelines for the indicators. The results of this pilot will strengthen the case for the widespread adoption of these indicators and their regular collection by state and local public health agencies. The participating pilot states will present their results at the CSTE Annual Conference in West Palm Beach, Florida, Sunday, June 10, 2018.

Objectives

By May 15, 2018 the funded jurisdictions or agencies will obtain, analyze and report on the 9 of the Substance Use and Mental Health indicators, including state and county or sub state level data for the 6 required indicators and state data for 3 indicators chosen by the pilot site (see list of 6 priority indicators below). A final project report to CSTE, due on June 30, 2018, will include summary information on the ease of collection, perceived usefulness and likelihood of local adoption for each indicator, as well as the analyzed data for each indicator. The summary should also include a cost estimate of implementing such indicators. A representative from each agency participating in the pilot agency will attend the CSTE
Annual Conference in West Palm Beach, Florida to present the results on Sunday, June 10, 2018. Travel costs for 1 representative from each pilot agency will be provided by CSTE.

The 6 required indicators for state and county or sub state level data (see The Recommended CSTE Surveillance Indicators for Substance Abuse and Mental Health for additional information)

- Indicator #4: Mortality from liver disease and cirrhosis;
- Indicator #6: Drug overdose mortality;
- Indicator #7: Hospitalization attributable to drugs with potential for abuse and dependence all drugs and each specified drug* – A and B (7 sub-indicators);
- Indicator #11. Suicide rate;
- Indicator #12: Hospital discharges for mental disorders*;
- Indicator #13: Emergency department visits for intentional self-harm*.

In addition, each pilot site should select 3 indicators from The Recommended CSTE Surveillance Indicators for Substance Abuse and Mental Health for state level data reporting.

*States interested in the pilot opportunity but with limited access to hospitalization or ED data should contact Megan Toe at mtoe@cste.org

**Deliverables**

To meet the above-mentioned objective, the awardee will be required to:

- Collect and analyze data for the 6 selected SA/MH indicators (see above for list of 6 required indicators) and 3 additional indicators
- Provide a summary report to CSTE that includes:
  - Ease of completing each indicator (including a time estimate and lessons learned on acquiring and analyzing the data)
  - Perceived usefulness or public health impact for the indicators completed
  - Evaluate estimated cost of the likelihood of the 9 SA/MH indicators being implemented by each health department
- Participation in project conference calls with CSTE to discuss broader implications of results on STLT behavioral health surveillance.
- Provide final data set of indicators for public dissemination. Analyzed, aggregate results for each indicator reported to CSTE must be “cleared or have final approval by each state or local jurisdiction public health organization or agency for future public dissemination.
- Travel to and participation in the Substance Use and Mental Health Sunday Workshop on June 10, 2018 at the CSTE Annual Conference in West Palm Beach, Florida. CSTE will provide travel funds for 1 representative of each piloting health department to attend the conference.
**Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 9, 2018</td>
<td>Applications Submission Deadline</td>
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<tr>
<td>March 15, 2018</td>
<td>Award Notification Date</td>
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<tr>
<td>March 19, 2018</td>
<td>Anticipated Start Date</td>
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<tr>
<td>May 1, 2018</td>
<td>Draft Project Report Due to CSTE</td>
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<tr>
<td>June 10, 2018</td>
<td>Participation in CSTE Annual Conference Substance Use and Mental Health Surveillance Workshop in West Palm Beach, Florida</td>
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<tr>
<td>June 30, 2018</td>
<td>Final Project Report Due to CSTE</td>
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*Please note that the timeline is subject to change*

**Section II. Award Mechanism**

**Mechanism(s) of Support**
CSTE will manage matters related to financial support for this project.

**Funds Available**
Funding for this project will be firm-fixed. CSTE intends to commit up to $20,000.00 per pilot. Funding for this project is provided by the Substance Abuse and Mental Health Services Agency (SAMHSA) through the Centers for Disease Control (CDC) cooperative agreement number 5U38-OT000143. Funds awarded to contractors under this announcement are subject to the laws, regulations and policies governing the U.S. Public Health Service grant awards. All estimated funding amounts are subject to the availability of funds.

**Section III. Eligibility Information**

**Eligible Applicants**
Eligible applicants are any state public health organization or agency with demonstrated access to the data sources for the selected indicators and sufficient epidemiological capacity in the field of substance use and/or behavioral health to carry out the pilot.

**Section IV. Application and Submission Information**

**Content and Form of Application Submission**
The application should be no longer than 5 pages, and should be written using a 12-point, double-spaced, unreduced, Times New Roman font, on 8.5x11 inch paged paper with one-inch margins. Additional pages or appendices may not be reviewed. Please include the headings below in the order listed, and address all the issues included under each heading.

1. Contact Information and Data Collection/Analysis Team info
   - Provide applicant contact information
   - Provide summary of relevant technical experience for key project contributors
2. Background
   • Describe prior agency experience in surveillance with an emphasis on substance use and behavioral health
   • Describe anticipated level of access to data sources required

3. Work Plan
   • Describe the process for completing the pilot project, including the 3 indicators selected for completion and information on the workplan for all 9 indicators including data access, analysis and reporting.

4. Budget and Justification
   • Provide budget and a detailed justification.

For further assistance, technical questions, or inquiries about the application, contact Megan Toe at CSTE (770-458-3811 or mtoe@cste.org). Representatives from CSTE will be available to speak to potential applicants to discuss technical or administrative questions. All questions and answers will be made available to all potential applicants upon request.

Submission Dates and Times
Anticipated Submission, Review, and Key Dates:
   • Applications Submission Deadline: March 9, 2018
   • Award Notification Date: March 15, 2018

Submitting an Application:
Application materials should be sent to Megan Toe at mtoe@cste.org no later than 11:59 pm Monday, March 9, 2018. Notification of successful receipt of the application will be sent to the applicant upon request. Electronic applications are encouraged, however, CSTE will accept applications mailed to CSTE National Office at the following address:

Megan Toe
Council of State and Territorial Epidemiologists
2872 Woodcock Blvd, Suite 250
Atlanta, GA 30340

Mailed applications must still arrive by the aforementioned deadline
Section V. Application Review Information

Criteria
The following criteria will be used to review all submitted applications:
1. Background/Project Team (50 points)
   a. Applicants understanding of the project and deliverables (25 points)
   b. Prior experience of applicant (25 points)
2. Plan/Methods (30 points)
   a. Detailed work plan, method, and timeline for completing work (30 points)
3. Budget and Justifications (20 points)

Review and Selection Process
Eligible applications that are complete will be evaluated for scientific and technical merit by CSTE in accordance with the review criteria stated above. A review panel of the CSTE National Office, Substance Abuse Subcommittee members, and subject matter experts will score the applications. Funding awards will be made based upon the quality of the submitted proposal and the ability of the applicant to meet the criteria stated above.

Section VI. Award Admission Information

Award Notices
All applicants will be notified via email.

Award Recipients and Responsibilities
The award recipient will have primary responsibility for the following:
   1) Accomplish the objectives and deliverables listed in this announcement
   2) Provide written progress reports and invoices to CSTE as required in the contract agreement
   3) Participate in post pilot workgroup conference call

CSTE Responsibilities
CSTE will have the primary responsibility for the following:
   1) Serve as the awardee’s principal point of contact
   2) Facilitate work and provide avenues for communication between awardee and stakeholders
   3) Monitor the terms of the agreement
   4) Fund according to the terms of the agreement

For More Information
For more information, contact:
   Megan Toe
   Council of State and Territorial Epidemiologists
   2872 Woodcock Blvd, Suite 250
   Atlanta, GA 30340
   770-458-3811 (phone)
   mtoe@cste.org