# APPENDIX K - DEFINITIONS

1. **Activities.**  Efforts conducted to achieve identified objectives. A number of activities may be needed to achieve each objective.
2. **Applicant (Synonymous with Agency).** One who has interest in being considered for funding, and in accordance with that interest appropriately responds to the solicitation within the timeframes specified within the solicitation.
3. **Budget.** The financial plan or future projection for how funds will be spent. The budget is usually for a 12 month consecutive period and includes the itemizations and justifications of each budget category and line item.
4. **Budget Justification.** An explanation as to why a certain budget line item is needed and how the cost for that line item was derived.
5. **Business Day.** Any day from 8:30 a.m. to 5:00 p.m. EST (Eastern Standard Time) in Miami-Dade County, Florida other than Saturday, Sunday, or a holiday recognized by SFBHN.
6. **Care Coordination.** Means the implementation of deliberate and planned organizational relationships and service procedures that improve the effectiveness and efficiency of the behavioral health system by engaging in purposeful interactions with individuals/clients who are not yet effectively connected with services to ensure service linkage. Examples of care coordination activities include development of referral agreements, shared protocols, and information exchange procedures. The purpose of care coordination is to enhance the delivery of treatment services and recovery supports and to improve outcomes among priority populations.
7. **Causal Factors/Risk Factors.** Research-based constructs that have been identified as being strongly related to, and influencing the occurrence and magnitude of, substance use and related risk behaviors and their subsequent consequences. These variables are the proximal focus of prevention strategies, changes which are then expected to affect consumption and consequences.
8. **Consequences.** The social, economic and health problems associated with the use of alcohol and illicit drugs. Any social, economic or health problem can be defined as a substance use problem if the use of alcohol, tobacco, or drugs increases the likelihood of the problem occurring.
9. **Continuous Quality Improvement.** is an ongoing, systematic process of internal and external improvements in service provision and administrative functions, taking into account both in process and end of process indicators, in order to meet the valid requirements of Individuals served.
10. **Cultural appropriateness.** In the context of public health, sensitivity to the differences among ethnic, racial, and/or linguistic groups and awareness of how people's cultural background, beliefs, traditions, socioeconomic status, history, and other factors affect their needs and how they respond to prevention. Generally used to describe interventions or practices.
11. **Cultural competence.** In the context of public health, the knowledge and sensitivity necessary to tailor interventions and services to reflect the norms and culture of the target population and avoid styles of behavior and communication that are inappropriate, marginalizing, or offensive to that population. Generally used to describe people or institutions. Because of the changing nature of people and cultures, cultural competence is seen as a continual and evolving process of adaptation and refinement.
12. **Eligible Applicants**. Eligible applicants are entities that meet the established criteria of this solicitation, as defined within this document, where a certain criterion has been set for a particular type of entity to be considered for funding. This determinate process is completed by assessment of applicants, which may be qualified on characteristics such as, but not limited to, providing services in Miami-Dade County, qualification to conduct business in the State of Florida and financial obligations with SFBHN.
13. **Emerging Recovery Community Organization.** An unaccredited Recovery Community Organization that is pursuing accreditation by the Council on Accreditation of Peer Recovery Support Services (CAPRSS) or the Association of Recovery Community Organizations (ARCO).
14. **Engaged (Individual Served).** An Individual who meets service criteria for peer services but has yet to formally accepted services from the RCO via a signed consent form.
15. **Enrolled (Individual Served).** Individual served who has agreed via a signed consent form to receive services from the RCO.
16. **Existing Recovery Community Organization.** A Recovery Community Organization that is accredited by the Council on Accreditation of Peer Recovery Support Services (CAPRSS) or the Association of Recovery Community Organizations (ARCO).
17. **Financial and Services Accountability Management System (FASAMS).** FASAMS is the Department’s information management and fiscal accounting system for providers of community substance use and mental health services.
18. **Implementation.** The use of a prevention or service interventions in a specific community-based or other setting with a particular target audience.
19. **Individual Served.** Synonymous with Client, Consumer, Participant, Patient is an individual who receives substance use or mental health services, the cost of which is paid, either in part or whole, by these funds appropriated for this project.
20. **In-Kind.** A non-cash donation such as labor, facilities, or equipment to carry out a project. Typically, skilled and professional labor, as well as volunteer labor, can be valued at the prevailing rate for the field.
21. **Intervention.** A strategy or approach intended to prevent an undesirable outcome (preventive intervention), promote a desirable outcome (promotion intervention) or alter the course of an existing condition (treatment intervention).
22. **Knight Information Software (KIS).** The ME's online data system which Network Providers that do not have their own data system are required to use to collect and report data and performance outcomes on individual served whose services are paid for, in part or in whole, by the ME's contract, Medicaid, local match, Temporary Assistance for Needy Families (TANF), Purchase of Therapeutic Services (PTS) and Title 21. The KIS, or other system designated by the ME, must be utilized to upload individual served-related data as required by this contract.
23. **Matching Funds (Leverage Funds).** Matching funds may be cash or in-kind contributions that are clearly documented as such and include non-federal cash dollars and/or donated items/services that are part of the overall cost of operating the proposed program. Matching funds do not include SFBHN or other State of Florida Department of Children and Families funds.
24. **Memorandum of Understanding**. A document that expresses a common intention or agreement between two or more parties.
25. **Minor irregularities**. A variation from the Invitation to Negotiate (ITN) terms and conditions, which does not affect the price of the application, does not give the applicant an advantage or benefit notenjoyed by other applicants, and does not adversely impact the interest of SFBHN. This will be determined at SFBHN’s sole discretion and does not meet criteria for appeal, protest, or dispute.
26. **Outcome evaluation.** An evaluation to determine the extent to which an intervention affects its participants and the surrounding environments. Several important design issues must be considered, including how to best determine the results and how to best contrast what happens as a result of the intervention with what happens without the program.
27. **Outcome.** A change in behavior, physiology, attitudes, or knowledge that can be quantified using standardized scales or assessment tools. In the context of NREPP, outcomes refer to measurable changes in the health of an individual or group of people that are attributable to the intervention.
28. **Partner.** A business, non-profit agency, government entity, etc. that collaborates with the RCO in providing services to the community.
29. **Procurement** **Manager**. Stephanie Feldman is the SFBHN Procurement Manager and is the designated single point of contact for this solicitation and procurement purposes.
30. **Provider. (Synonymous with Network Provider, Contracted Agency, Awarded Agency, Network Service Provider, Vendor).** Successful applicants awarded contracts by Thriving Mind.
31. **Recovery Support Services**. As defined in Rule 65E-14, Florida Administrative Code are services designed to support and coach an adult or child and family to regain or develop skills to live, work and learn successfully in the community. Services include substance abuse or mental health education, assistance with coordination of services as needed, skills training, and coaching. This Covered Service shall include clinical supervision provided to a service provider’s personnel by a professional qualified by degree, licensure, certification, or specialized training in the implementation of this service. For Adult Mental Health and Children’s Mental Health Programs, these services are provided by a Certified Family, Veteran, or Recovery Peer Specialist. For Adult and Children’s Substance Abuse programs, these services may be provided by a certified Peer Recovery Specialist or trained paraprofessional staff subject to supervision by a Qualified Professional as defined in Rule 65D-30.002, F.A.C. These services exclude twelve-step programs such as Alcoholics Anonymous and Narcotics Anonymous.
32. **SAMHSA**. The Substance Abuse and Mental Health Services Administration is a branch of the U.S. Department of Health and Human Services and the funder for this project. It is charged with improving the quality and availability of treatment and rehabilitative services in order to reduce illness, death, disability, and the cost to society resulting from substance abuse and mental illnesses.
33. **Scope of Work/Service(s).** A narrative describing what services/activities are to be provided, to whom and how the services are to be provided, measurable outcomes, products to be delivered, etc. It is also an attachment of the SFBHN core contract.
34. **Substance Use/Consumption.** The consumption of alcohol or other drugs (e.g., acute or heavy consumption, consumption in risky situations and consumption by high risk groups) that is causally related to particular substance- related consequences.
35. **Substantive Review (Phase II).** A review of the submitted proposal application which is conducted by members of the proposal application evaluation team. The substantive review ranks the proposal against previously identified rating criteria.
36. **System of Care.** Incorporates a broad array of services and supports that are organized and coordinated, integrates care and planning and management across multiple levels, is culturally and linguistically responsive and competent, and builds meaningful partnerships with individuals and their families at the service delivery and policy levels.
37. **Technical review (Phase I).** A review of the submitted proposal application by staff of SFBHN to ensure that: (1) the proposal was received before the deadline, (2) the applicant is a non-profit and actively registered and qualified to do business in the State of Florida, (3) the proposal is responsive to the specifications and terms of the solicitation application of this review as stated in this solicitation; and (4) any other criteria as defined by this solicitation under the application review process by SFBHN staff.

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