

**BHCS APPLICANT PRE-QUALIFICATION QUESTIONNAIRE
For SUD Treatment Providers who want to apply for NRT funding**

A maximum of two pre-qualified providers will be selected to implement the pilot program based on responses to the following questionnaire and associated budget. Pre-qualified applicants must currently have:

- a. Agency level tobacco policies in place; and
- b. Routinely conduct tobacco cessation motivational counseling and/or groups to be eligible for consideration.

Please fill out the following questionnaire:

1. What tobacco policies does your agency currently have in place? Check all that apply

- Designated and separate smoking areas for clients and staff
- Staff not permitted to smoke with clients or in sight of clients
- No smoking signs posted at facility and around grounds
- Agency has written tobacco policies and/or has adopted BHCS Tobacco Policies and Consumer Treatment Protocols 2011
- Tobacco-free program for clients; i.e. Clients cannot smoke while in a residential treatment program and/or Clients cannot smoke on site in an outpatient program
- Working on establishing more comprehensive agency-wide tobacco policies

2. Please describe your agency tobacco policies and how they are enforced: If applicable, attach a copy of your Agency's Tobacco Policies

3. How has your agency addressed staff training to competently conduct tobacco treatment?

- Provide tobacco education for all staff
- Require staff to show no evidence of tobacco use during work hours
- Support and encourage staff to quit smoking
- Staff receives or attends trainings in how to conduct tobacco cessation interventions with clients
- Currently have qualified, experienced staff who routinely conduct tobacco treatment services with clients
- Designated tobacco treatment "champion" in your program who coordinates tobacco treatment for clients

4. How has your agency addressed staff smoking issues?

- Provide tobacco education for all staff
- Require staff to show no evidence of tobacco use during work hours
- Support and encourage staff to quit smoking
- Staff receives or attends trainings in how to conduct tobacco cessation interventions with clients
- Currently have qualified, experienced staff who routinely conduct tobacco treatment services with clients
- Designated tobacco treatment "champion" in your program who coordinates tobacco treatment for clients

5. Please describe staff's experience conducting tobacco treatment in your program:

6. Check all client tobacco education and nicotine treatment protocols that apply:

- Assess and diagnose client nicotine dependence upon admission
- Tobacco dependence included in client treatment planning
- Provide tobacco education and include tobacco in client drug education classes
- Require all clients to be abstinent from tobacco use
- Cessation support offered to clients who want to quit
- Provide tobacco cessation classes
- Provide one-on-one cessation counseling
- Offer nicotine patches and/or medications to support clients to quit
- Offer recognition to clients who have quit smoking

7. Please describe your agency's current tobacco cessation/dependence activities; identifying the names of the specific programs where these activities take place:

8. List your goals if your agency were chosen to implement the NRT Protocol:

a.
b.
c.

9. Agency modality: Check all that apply

- Residential Outpatient Case management Other please specify _____

10. Population: Check all that apply

- Male Female

11. Agency Information:

Agency Name:	Program Name(s):
Address:	
City:	Zip:
Contact Person for NRT Program:	Title:
Email:	Phone:
Signature:	Date:

Due by October 5, 2011, at 5:00pm