

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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ADP BULLETIN

Title PREVENTION ACTIVITIES SYSTEM (PADS) COUNTY REVIEW AND CORRECTION TO THE MASTER PROVIDER FILE (MPF)		Issue Date: May 18, 2000 Expiration Date: Information to be returned by June 26, 2000	Issue No. 00-17
Deputy Director Approval (signed by) JAMES M. KOOLER, Dr.P.H. Deputy Director Prevention Services Division	Function []Information Management []Quality Assurance []Service Delivery []Fiscal [x]Administration	Supersedes Bulletin/ADP Letter No. 99-20	

PURPOSE

The purpose of this bulletin is:

1. to request that each county review and make corrections on the enclosed primary prevention provider information that is now contained in the Department of Alcohol and Drug Programs' (ADP) Master Provider File (MPF); and
2. to remind counties that submission of the Prevention Activities Data System (PADS) forms for reporting period **July 1, 1999-June 30, 2000 are due no later that July 31, 2000.**

DISCUSSION

Discussion of No. 1 - Action to all Counties. When ADP receives the July 1, 1999-June 30, 2000 PADS forms in July 2000 for analysis and data entry, the information on these forms will be linked with information already in ADP's fiscal database and in the MPF. In order to assure that the primary prevention provider information in the MPF is correct, we are enclosing a listing of your county's primary prevention providers that receive funding through your Negotiated Net Amount (NNA) Contract for your review and correction. **Counties are required to submit PADS reports for all primary prevention providers that received prevention dollars through the NNA Contract at any time during the reporting year July 1, 1999-June 30, 2000.**

To make corrections to your list, please do the following by **June 26, 2000**:

- If you have a provider name or address correction, strike out the incorrect information, write in the correct information, and return the listing with these changes to Margaret Cossey, California Department Alcohol and Drug Programs, Prevention Services Division, Second Floor, 1700 K Street, Sacramento, CA 95814, or FAX to her at (916) 323-0633.

- If a provider needs to be added or identified as inactive, you must initiate this request to the Contracts Management Section of the Program Operations Division, California Department of Alcohol and Drug Programs, 1700 K Street, Sacramento, CA 95814, because providers are stated in the terms and conditions of your NNA contract. Contracts Management oversees that NNA contract and has the authority to approve changes in the MPF. Also, for information only, note these changes on your enclosed listing and return Ms. Cossey.
- If you do not have changes on this listing, please write “no changes” on the form and return to Ms. Cossey.

Discussion of No. 2 - As you know, the second full fiscal year reporting information on the PADS forms ends on June 30, 2000. Counties are to submit PADS forms to ADP no later than July 31, 2000. The County must submit **one set** of forms for each primary prevention provider that received any prevention dollars as listed on the MPF and the County’s NNA Contract during the reporting year July 1, 1999- June 30, 2000. As these data are reviewed and entered into the database, we may need to call county contacts and/or prevention providers for clarification or correction. PADS’ forms that are incomplete or do not report information in accordance with the Users’ Guide will be returned to the county for correction and resubmission. The year-end set of PADS forms are to be sent to Margaret Cossey, California Department of Alcohol and Drug Programs, Prevention Services Division, Second Floor, 1700 K Street, Sacramento, CA 95814, telephone (916) 324-4468.

Thank you once again for your attention and cooperation on this critical activity.

REFERENCES

Master Provider File (MPF)
Negotiated Net Amount Contract (NNA)

HISTORY

[ADP #97-64](#)

Form ADP 7235 Revised to Accommodate the Data Collection Instrument Entitled the *Prevention Activities Data System*
November 13, 1997

[ADP #98-03](#)

Implementation of the *Prevention Activities Data System* beginning January 1, 1998
February 10, 1998

ADP Bulletin - Issue No. [98-24](#)
PREVENTION ACTIVITIES DATA SYSTEM (PADS)
May 14, 1998

ADP Bulletin - Issue No. [98-32](#)
UPDATE ON PREVENTION ACTIVITIES DATA SYSTEM (PADS)
June 29, 1998

ADP Bulletin - Issue No. [98-46](#)
PREVENTION ACTIVITIES DATA SYSTEM (PADS)
REPORTING PERIOD JULY 1, 1998 THROUGH JUNE 30, 1999
September 4, 1998

ADP Bulletin – Issue No. [99-20](#)
PREVENTION ACTIVITIES DATA SYSTEM (PADS)
May 27, 1999

ADP Bulletin – Issue No. [99-29](#)
PREVENTION ACTIVITIES DATA SYSTEM (PADS)
REPORTING PERIOD JULY 1, 1999 THROUGH JUNE 30, 2000
August 24, 1999

ADP Letter
User’s Guide, October 1999, Prevention Activities Data System (PADS)
October 29, 1999

ADP Letter
Prevention Activities Data System (PADS) – Statewide and Individual County Reports for
Reporting Period July 1, 1998-June 30, 1999
April 19, 2000

QUESTIONS/MAINTENANCE

The PADS’ web page can be reached through ADP’s Internet web site
<http://www.adp.ca.gov/pads/padsmain.shtml>

If you have any questions, please call Margaret Cossey, Analyst, at (916) 324-4468. She may also be reached through E-mail address mcossey@adp.state.ca.us.

EXHIBITS

Master Provider File listing of FY1999/2000 contracted prevention providers by county

DISTRIBUTION

County Alcohol and Drug Program Administrators
County Alcohol and Drug Program Prevention Coordinators
Director’s Advisory Council
Wagerman Associates, Inc.

