

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
 1700 K STREET
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ADP BULLETIN

Title Prevention Activities Data System (PADS)		Issue Date: 05-14-98 Expiration Date: Information to be returned by June 12, 1998	Issue No. 98-24
Deputy Director Approval (signed by) JAMES M. KOOLER, Dr.P.H. Prevention Services Division	Function <input type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input checked="" type="checkbox"/> Administration	Supersedes Bulletin/ADP Letter No. N/A	

PURPOSE

The purpose of this bulletin is to (1) request that each county review and correct the enclosed primary prevention provider information that is now contained in ADP's Master Provider File (MPF), and (2) suggest and seek concurrence on the best way to obtain answers to questions regarding the completion of the PADS forms.

DISCUSSION

In letters dated November 13, 1997 and February 10, 1998, the California Department of Alcohol and Drug Programs (ADP), Prevention Services Division, notified all counties, prevention coordinators, and interested parties of the implementation of the data collection instrument entitled the Prevention Activities Data System (PADS). These letters emphasized the importance of (1) identifying and targeting specific prevention populations, (2) utilizing needs assessment information in prevention program planning, and (3) accurately accounting for primary prevention services according to the requirements of the federally funded Substance Abuse Prevention and Treatment (SAPT) Block Grant and the Safe and Drug Free Schools and Communities Act (SDFSCA) Grant.

As you know, the first reporting period for PADS began on January 1, 1998 and will end on June 30, 1998. Now that we have begun working with the PADS ADP 7235(A-G) forms, questions have been raised at both the county and provider levels on how best to complete the forms in order to obtain accurate data. At the same time, ADP is continuing to explore ways in which the State can make optimal use of this information in conjunction with existing documents and other data.

When ADP receives the PADS forms in July for analysis, 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 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. These are the providers for which ADP expects to receive PADS reports. As a reminder, all providers that receive ADP funds must have a unique provider identification number issued by ADP (satellite providers who provide 20 or less hours a week are exempt from this requirement).

To make corrections to your list, please do the following by June 12, 1998:

- If you have a name or address correction, strike out the incorrect information, write in the correct information, and return the listing with these changes to Margaret Cossey, Prevention Services Division, ADP, 1700 K Street, Sacramento, CA 95814.
- If you are adding or deleting a provider, you will need to (1) contact Barbara Norton, Program Operations Division, ADP, 1700 K Street, Sacramento, CA 95814, telephone (916) 323-2019, to make changes on the MPF, and (2) write this information on your enclosed listing and return to Ms. Cossey.

ADP may schedule regional workshops on PADS throughout the State after July 1, 1998. However, comments from both county and provider staff have clearly identified a need on the State's part to solicit additional comments regarding potential problems in the forms' completion, as a prerequisite to determining the most efficient method of communicating those problems and their answers to the field. We realize that you need your questions answered quickly in order to complete the forms for this reporting period. In response to this need, we have created a PADS page on ADP's Internet website (<http://www.adp.cahwnet.gov>) as an electronic posting site for incoming questions and answers. From ADP's "Welcome" page, click on "Department Services and Programs," then on "Program Information," and finally on the PADS LADP may schedule regional workshops on PADS throughout the State after July 1, 1998. However, comments from both county and provider staff have clearly identified a need on the State's part to solicit additional comments regarding potential problems in the forms' completion, as a prerequisite to determining the most efficient method of communicating those problems and their answers to the field. We realize that you need your questions answered quickly in order to complete the forms for this reporting period. In response to this need, we have created a PADS page on ADP's Internet website (<http://www.adp.cahwnet.gov>) as an electronic posting site for incoming questions and answers. From ADP's "Welcome" page, click on "Department Services and Programs," then on "Program Information," and finally on the PADS selection in the Table of Contents. Your questions and answers will be compiled within the FAQ (Frequently Asked Questions) section.

To allow ADP to prepare the most up-to-date and accurate information, we ask that county offices meet with at least one local prevention provider to conduct a trial run on a single set of the forms. Your joint comments would be invaluable for developing content for regional workshops, if they are ultimately found to be needed. Comments should be forwarded in writing to Ms. Cossey. Once received, they will be immediately added to others on the PADS web page.

I would like to thank you once again for your attention and cooperation on this critical activity.

REFERENCES

Substance Abuse Prevention and Treatment (SAPT) Grant
 Safe and Drug Free Schools and Communities Act (SDFSCA) Grant
 Negotiated Net Amount (NNA)
 Master Provider File (MPF)

HISTORY

Form ADP 7235 Revised to Accommodate the Data Collection Instrument Entitled the Prevention Activities Data System
[ADP #97-64](#)
 November 13, 1997

Implementation of the Prevention Activities Data System beginning January 1, 1998
[ADP #98-03](#)
 February 10, 1998

QUESTIONS/MAINTENANCE

Please address your written questions and corrected listing of primary prevention providers to Margaret Cossey, Analyst, at the above address. If you need additional information, please contact her at (916) 324-4468.

EXHIBITS

None

DISTRIBUTION

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