

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**

1700 K STREET  
SACRAMENTO, CA 95814-4037  
TDD (916) 445-1942  
(916) 324-4398

**ADP BULLETIN**

Title PREVENTION ACTIVITIES DATA SYSTEM, (PADS) REPORTING PERIOD JULY 1, 1999 THROUGH JUNE 30, 2000		Issue Date: 8-24-1999 Expiration Date: 6-30-2000	Issue No.  99-29
Deputy Director Approval    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.  <a href="#">ADP Bulletin 98-46</a>	

**PURPOSE**

The purpose of this bulletin is:

- (1) to transmit copies of the Prevention Activities Data System (PADS) forms (revised 7/1/99) for reporting period July 1, 1999 through June 30, 2000 (Enclosure 1);
- (2) to provide each county with a series of statewide and individual county reports showing data collected and compiled for the January 1, 1998 through June 30, 1998 reporting period (Enclosure 2);
- (3) to announce that a User's Guide will be mailed to all counties in September; and
- (4) to discuss changes to the county's listing of primary prevention provider's list (Master Provider File).

**DISCUSSION**

As you know, the first full fiscal year of reporting information on the Prevention Activities Data System (PADS) forms ended on June 30, 1999. PADS forms were to be submitted to the Department of Alcohol and Drug Programs (ADP) no later than July 30, 1999. 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. If you have not submitted your forms, please consider this bulletin to be a reminder that they are to be sent to ADP as soon as possible.

Included with this bulletin are several copies of the PADS forms (revised 7/1/99) for the reporting period July 1, 1999 through June 30, 2000. The first reason for enclosing multiple copies is to save the county time in duplicating the forms for distribution to their providers. The second reason for including multiple copies is that some counties expressed concern that they do not have a database to collect the information required. The counties that do not have a means of collecting or storing the information electronically may want to consider requiring that each primary prevention provider submit a PADS report to the county periodically. These can then be compiled into the annual report

that is to be submitted to ADP. As a reminder, the county must submit one set of forms for each primary prevention provider that is receiving prevention dollars as listed on the County's Negotiated Net Amount (NNA) Contract and the Master Provider File (MPF).

Additional copies of the forms may be obtained by contacting Margaret Cossey, Analyst, at (916) 324-4468. She may also be reached through E-mail address [mcossey@adp.state.ca.us](mailto:mcossey@adp.state.ca.us) or by simply going into the PADS' web site to contact person and click on "E-mail." The PADS' web site address is <http://www.adp.cahwnet.gov/padsmain.htm>.

**Discussion of No. 1.** Some revisions have been made to the 7/1/99 forms as a result of comments from counties and providers. Because we are striving to make the forms easier to read, you may notice that the forms have a slightly different look; the information, however, basically remains the same. These revisions include wording changes and some additions/deletions as described below:

#### **ADP 7235A – Program Description**

- & County/Provider Information, Section A, *Nonprofit/Profit* has been deleted.
- & Program Information, Section B, Special Population Breakdown, *Frequency* has been deleted. The Safe and Drug Free Schools and Communities Act (SDFSCA) data requirements do not require that frequency be counted.

#### **ADP 7235B-G**

- & Service Populations. The category of *Youth Substance Abuse* has been deleted and those persons will now be counted in the category *Persons Using Substances*. The Center for Substance Abuse Prevention (CSAP) defines Persons Using Substances as: "Youth and adults who may have used or experimented with alcohol, tobacco, or other drugs. Examples are youth or adults charged with driving under the influence (DUI), driving while intoxicated (DWI), or being a minor in possession (MIP); social or casual users of illicit substances; and youth and adults who smoke tobacco or consume alcoholic beverages but who are not yet in need of treatment services."

#### **ADP 7235B – Information Dissemination Strategy**

- & Services.
  - (1) The category of *Conferences and Fairs* has been added.
  - (2) The categories of *Mentoring* and *Press Releases Developed and Disseminated* have been deleted. Mentoring is more appropriately counted on the ADP 7235C and D forms and press releases can be counted in the *Public Service Announcements* (PSAs) categories. PSAs can be defined as a media message, or campaign, designed to inform and educate audiences concerning substance abuse and its effects on individuals, schools, families, and communities. PSAs are usually less than five minutes long and broadcast at no charge.

- (3) Counting the “*No. of Persons Served*” in lines (b), (e), (h), (l), (p), (r), and (v) is no longer necessary. These services have been designated as “N/A,” and are in addition to those services already identified as not applicable.

#### **ADP 7235C – Education Strategy**

- & Services. The category of *Classroom Programs and Activities* has been deleted. The services in this category can be counted in the *Classroom Education Services*. CSAP defines classroom education services as “Prevention lessons, seminars, or workshops that are recurring and are presented primarily in a school or college classroom. Examples are: delivery of recognized prevention curricula and regular and recurring health education presentations to students.”

#### **ADP 7235D – Alternatives Strategy**

- & Services.
- (1) The category of *Mentoring* has been deleted. The services in this category can be counted in *Youth/Adult Leadership Activities*. CSAP defines youth/adult leadership activities as “services through which youth/adult role models work with youth to help prevent substance abuse. Examples are: tutoring programs, coaching activities, adult mentoring programs, adult-led youth groups, youth/peer mentoring programs.”
  - (2) Counting the “*No. of Persons Served*” in *Community Drop-In Centers Operating* is no longer necessary.
  - (3) The category of *Community Drop-In Center Activities* has been added.

#### **ADP 7235E – Problem Identification and Referral Strategy**

- & Services. The category of *Mentoring* has been deleted as it is more accurately counted on ADP 7235C and D forms.

#### **ADP 7235F – Community Based Process Strategy**

- & Services.
- (1) The categories of *Mentoring* and *Risk and Protective Factor* have been deleted.
  - (2) Counting the “*No. of Persons Served*” in lines (a), (b), (c), (e), and (h) is no longer necessary. These services have been identified as “N/A” (not applicable).

**Discussion of No. 2.** The enclosed statewide and individual county reports reflect the data the counties submitted for the reporting period January 1, 1998 through June 30, 1998. For this first reporting period, we realize that the method of data collection and the understanding of how best to collect data may not be consistent across counties, or even from provider to provider within a county. Please keep in mind, these first reports reflect the initial attempt to collect and report services/activities and demographics for prevention. Enclosed are statewide and individual county reports regarding:

- (1) the total number/percent of providers using each strategy;
- (2) the services, service frequency, and number of persons served by strategy;
- (3) the target populations by strategy;
- (4) where services occurred by strategy; and,
- (5) the participant characteristics by strategy.

**Discussion of No. 3.** The User's Guide is in final draft, and will be mailed to the counties in late September. The Guide gives direction and suggestions about how to complete the PADS forms. It represents the thoughts and ideas of numerous county officials and service providers who have worked diligently to accurately and responsibly complete the forms. Hopefully, this product represents the collected wisdom of these individuals in a useful and meaningful way. We welcome your thoughts and suggestions for enhancing the product to make it an even more useful document for the field.

**Discussion of No. 4 – Primary Prevention Provider Listing.** Thank you for reviewing and submitting changes to your primary prevention provider listing that was requested in ADP Bulletin 99-20, dated May 27, 1999. The changes identified by the counties have been forwarded to ADP's Contracts Management Branch for review and action. As explained in that bulletin, this is a list of the county's primary prevention providers that receive funding through the Negotiated Net Amount (NNA) Contract. Because the information submitted on the PADS forms will be linked with information already in ADP's fiscal data base and the Master Provider File (MPF), the purpose of this request was to have an accurate, up-to-date primary prevention provider MPF.

#### REFERENCES

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

#### 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

#### QUESTIONS/MAINTENANCE

The PADS' web page can be reached through ADP's Internet web site  
<http://www.adp.cahwnet.gov/Padsmain.htm>.

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](mailto:mcossey@adp.state.ca.us) or by simply going into the PADS' web site to contact person and click on "E-mail."

#### EXHIBITS

- (1) Prevention Activities Data System (PADS) ADP 7235A-G (revised 7/1/1999) forms for reporting period July 1, 1999 through June 30, 2000.
- (2) Statewide and County Reports for reporting period January 1, 1998 through June 30, 1998.

#### DISTRIBUTION

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