

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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TO: County Alcohol and Drug Program Administrators
 County Alcohol and Drug Program Prevention Coordinators

Title: Implementation of the Prevention Activities Data System Beginning January 1, 1998		Issue Date: 02-10-98	Issue No. 98-03
		Expiration Date:	
Deputy Director Approval Original signed by: JAMES M. KOOLER, Dr.P.H. California Mentor Initiative Office	Function <input type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input type="checkbox"/> Administration	Supersedes Bulletin/ADP Letter No.	

In a letter dated November 13, 1997, the California Department of Alcohol and Drug Programs (ADP), California Mentor Initiative (CMI) Office, notified all counties, prevention coordinators, and interested parties, that the existing ADP 7235 form had been revised to accommodate the implementation of a prevention data collection instrument entitled the *Prevention Activities Data System (PADS)*. The letter also advised counties that they would be required to participate in this data collection system beginning January 1, 1998. The purpose of this letter is to remind all counties of this obligation, to provide copies of the ADP 7235A-G (revised 1/30/98) forms that comprise the *PADS*, and to emphasize changes in reporting periods for submission of data.

In December the CMI Office began working with ADP's Information Management Services Division (IMSD) to discuss the development of an automated collection system that will allow counties to submit information via an automated personal computer-based system. Our plan is to have this process in place and available to the counties by July 1, 1998. It is further planned that this system will be available on the Internet beginning January 1999. As a result of developing a system that accomplishes this goal, the design of the form may change. However, the information identified to be collected (the content of the form) to meet the federal grant requirements will not change. Based on customer feedback, if there is other information that should be

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collected, we will work through the County Alcohol and Drug Program Administrators Association Prevention Committee for consideration and implementation.

As previously discussed, in order for California to continue to provide leading primary prevention programs, and to support funding sources, we must implement a data collection system

(1) that identifies and targets specific prevention populations, (2) that utilizes needs assessment information in prevention program planning, and (3) that accurately accounts for primary prevention services according to the requirements of the federally funded Substance Abuse Prevention and Treatment (SAPT) and the Safe and Drug Free Schools and Communities Act (SDFSCA) Grants.

Important Dates and Time Lines

Because most state-required reports are due on a state fiscal year basis, collection of data for the *PADS* will also be based on the state fiscal year. **Please note that this reporting period is a change from the previous correspondence.**

- Beginning January 1, 1998, counties are required to distribute the ADP 7235A-G (revised 1/30/98) forms to primary prevention providers. At the end of each reporting period, as identified at the top of each form, counties are required to collect all the appropriate forms and transmit them to ADP (address at the top of the instructions of ADP 7235A).
- The first reporting time period is January 1, 1998 through June 30, 1998. The applicable ADP 7235 forms must be submitted to ADP no later than July 31, 1998.
- No later than June 22, 1998, ADP will send each county a set of ADP 7235 forms noting the next reporting period of July 1, 1998 through June 30, 1999. **Please note that the end of this reporting period is June 30, 1999. This is a change to the previous correspondence.** This will be the first full-year collection, and reporting will be required thereafter on the state fiscal year basis.
- At the end of each June 30 reporting period, the counties will collect the applicable forms and forward them to ADP no later than July 31. With the implementation of the automated personal computer-based system and the Internet, ADP may consider a more frequent collection, perhaps on a semiannual or quarterly basis.
- No later than June 20 of each year, ADP will send each county a reminder letter

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and a hard copy of the ADP 7235A-G forms with the applicable reporting date.

Benefits

Once again, I would like to review some benefits to counties:

- Block grant funds would not be jeopardized for lack of required data.
- Counties would be required to complete only one set of forms that satisfies data collection needs for primary prevention activities.
- Counties would no longer be required to complete form ADP 7882A- Characteristics of Persons Served. The *PADS* collects the required information.
- Each County will receive an annual report on the results of the data.
- A data collection system will be in place that is unique to California's needs.

Thank you for your attention and cooperation on this critical activity. At this time, I would like to convey my appreciation to Contra Costa, Imperial, Los Angeles, Santa Barbara, Stanislaus, and Ventura Counties for participating in the *PADS* pilot during the months of November and December. I would also like to thank Kern, Los Angeles, San Benito, San Mateo, and Stanislaus Counties for their participation on the Minimum Data Set (MDS) pilot. The MDS was developed and sponsored by the Center for Substance Abuse Prevention and piloted last spring. Without these counties' participation in this pilot, the need for California to develop its own data collection system would not have been so obvious.

If you need additional information or have questions, please contact Margaret Cossey, Analyst, at (916) 324-4398 or Antonia Taylor, Supervisor, at (916) 445-7771.

Sincerely,

A handwritten signature in black ink that reads "Jim Kooler".

JAMES M. KOOLER, Dr.P.H.
Deputy Director
California Mentor Initiative Office

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Enclosures

cc: Wagerman Associates, Inc.
Director's Advisory Council



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