

ADP Prevention Services Training for
County Fiscal Staff
On
CalOMS Prevention
and
Fiscal Requirements

List of Exhibits

- Exhibit Pv-1 – ADP Bulletin 08-12 (Negotiated Net Amount/Drug Medi-Cal Detailed Budgets)
- Exhibit Pv-2 – ADP Bulletin 09-XX (Guidelines for Reporting Primary Prevention Expenditures)
- Exhibit Pv-3 – SAPT Block Grant Application Forms 4a, 4b, 11a and 11b
- Exhibit Pv-4 – January 12, 2009 Email to Co. Administrators regarding ADP Bulletin 08-12
- Exhibit Pv-5 – Sample Budget for Primary Prevention Funding
- Exhibit Pv-6 – FY 08-09 Prevention Funding Sources
- Exhibit Pv-7 – Primary Prevention Service Codes
- Exhibit Pv-8 – Example of County Final Cost Report
- Exhibit Pv-9 – Example of Prevention Activities Report of Services by Strategy
- Exhibit Pv-10 – Example of Duration of Service by Provider report
- Exhibit Pv-11 – List of Reports
- Exhibit Pv-12 – Screen shot of CalOMS Pv Reports Module
- Exhibit Pv-13 – Example of County Budget from Paradox system

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95811-4037
TDD (916) 445-1942
(916) 322-7012

Exhibit P-1



ADP BULLETIN

Title Negotiated Net Amount/Drug Medi-Cal Detailed Budgets		Issue Date: December 26, 2008	Issue No. 08-12
Deputy Director Approval <i>Dave Neilsen</i> dave neilsen Deputy Director Program Services Division		Function: (Check one.) [] Information Management [] Quality Assurance [] Service Delivery [X] Fiscal [] Administration []	Expiration Date: N/A Supersedes Bulletin/ADP Letter No.

PURPOSE

The purpose of this bulletin is to announce a streamlining effort related to the submission of Negotiated Net Amount/Drug Medi-Cal (NNA/DMC) detailed budgets.

DISCUSSION

After careful review and consideration, the Department of Alcohol and Drug Programs (ADP) is eliminating the requirement for the counties and direct contract providers to submit detailed budgets for Fiscal Year (FY) 2008-09. This streamlining effort will be evaluated at the end of the fiscal year to determine the continuance of this effort.

As a result of this streamlining effort, and since each county and direct contract provider already has an established multi-year contract, the first fiscal year contract amendment will be based on the Budget Act Allocation. As funding changes are needed, additional contract amendments will be required.

At the beginning of January 2009, the first contract amendment will be issued for FY 2008-09. The contract amendment package will include a cover letter, standard agreement form, Exhibit A1, and contract boilerplate language. The Exhibit A1 will identify the funding amounts based on FY 2008-09 Budget Act Allocation. The Exhibit A1 will also include the federal share of the Drug Medi-Cal funding. The standard agreement form will identify the total funding amount from the Exhibit A1. The signed contract amendment will be due back to ADP within 90 days from ADP's issuance of the contract amendment package.



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For energy saving tips, visit the Flex Your Power website at
<http://www.flexyourpower.ca.gov>

While the detailed NNA/DMC budgets will not be required, ADP still requires that prevention budget information be submitted. This will assist ADP in ensuring that all prevention funded providers are accounted for and reporting California Outcomes Measurement System (CalOMS) Prevention data and that planned expenditures align with CalOMS Prevention service data.

ADP will require the following budget data from each county by February 4, 2009:

- List of providers funded for prevention with Substance Abuse Prevention and Treatment (SAPT) dollar for the current fiscal year.
 - Identify the six-digit ADP assigned provider identification number and program name for each provider;
 - Identify the amount of funding, broken down by Prevention Service Codes (12-17), for each provider; and,
 - Identify the funding sources for each funded Prevention Service Code for each provider (e.g. SAPT, Safe and Drug Free Schools and Communities, etc.)

Please submit this information in Excel via e-mail to the CalOMS Prevention Help Desk at calomspvhelp@adp.ca.gov for FY 2008-09. CalOMS Prevention will be enhanced to accommodate submittal of this information directly into the system for future fiscal years.

REFERENCES

None

BACKGROUND

Each fiscal year, counties and direct contract providers are required to submit detailed budgets on how they plan on expending their NNA/DMC funding. These budgets are submitted at least once a year upon issuance of the Budget Act Allocation and maybe again towards the end of the fiscal year to accommodate possibly additional changes. These budgets are used for the establishment of a contract between ADP and the county or direct contract provider.

QUESTIONS/MAINTENANCE

If you have questions regarding this bulletin related to the streamlining effort, please contact the Fiscal Management and Accountability Branch analyst assigned to your county or direct contract. Copies of the assignment listings are enclosed.

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If you have questions related to the submission of CalOMS Prevention fiscal data, please send an email to calomspvhelp@adp.ca.gov.

An additional copy of this document may be requested through ADP's Resource Center at (800) 879-2772. This bulletin is also available on ADP's Web page at www.adp.ca.gov.

EXHIBITS

Exhibit 1 = Fiscal Management and Accountability Branch – County Assignment Listing

Exhibit 2 = Fiscal Management and Accountability Branch – Direct Provider Assignment Listing

DISTRIBUTION

County Alcohol and Drug Program Administrators
Strategic Local Government Services, LLC
Director's Advisory Council
Drug Medi-Cal Direct Contract Providers

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95814-4037
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Exhibit Pv-2



ADP BULLETIN

Title Requirement for Reporting Primary Prevention Expenditures		Issue Date: March 17, 2009	Issue No. 09 - 02
Deputy Director Approval <i>dave neilsen</i> dave neilsen Deputy Director Program Services Division		Expiration Date:	Supersedes Bulletin/ADP Letter No. DDP 92-35
Function: <input type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input checked="" type="checkbox"/> Fiscal <input type="checkbox"/> Administration <input type="checkbox"/> Other			

PURPOSE

Rescind the primary prevention fiscal reporting requirements identified in the Department of Alcohol and Drug Programs (ADP) Letter DDP 92-35 dated November 16, 1992. The Substance Abuse Prevention and Treatment (SAPT) Block Grant annual application requires that data be reported reflecting the SAPT dollars expended for each primary prevention strategy. As a result, ADP requires that primary prevention funding be present in the Negotiated Net Amount (NNA) Contract fiscal service codes for which data has been reported in CalOMS Prevention (Pv). This requirement pertains to prevention specific mid-year budgets (ADP Bulletin 08-12) and cost reports, effective immediately.

BACKGROUND

DDP 92-35 was released in November 1992 before ADP had a data collection application for prevention services and prior to the introduction of the Center for Substance Abuse Prevention's (CSAP) six prevention strategies. This letter references Form 7235 which was replaced by the Prevention Activities Data System (PADS) in 1998; and, most recently by CalOMS Pv in 2006. The guidelines for reporting prevention services have advanced, as have the data collection applications which house the primary prevention service data. Therefore, the manner in which the primary prevention dollars are reported in prevention specific mid-year budgets and cost reports must also progress in order for ADP to meet current federal reporting requirements.

DISCUSSION

Each primary prevention NNA fiscal service code correlates with one of the six CSAP primary prevention strategies in CalOMS Pv. The service/activity data submitted into



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For energy saving tips, visit the Flex Your Power website at
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CalOMS Pv directly links to the prevention strategies. Therefore, dollars must be distributed to the NNA fiscal service codes/CSAP prevention strategies associated with the actual services/activities conducted and reported in CalOMS Pv.

ADP must submit an annual application for the SAPT Block Grant in order to continue receiving the federal funding. There are three required forms within the SAPT application that depend on accurate prevention budget information. In order for ADP to report accurate budget information, it is essential that each county distribute their NNA primary prevention dollars into the fiscal service codes that align with the prevention strategies utilized, as reported in CalOMS Pv.

Note: It is imperative that counties/providers report accurate CalOMS Pv data that reflects the full spectrum of the prevention strategies being utilized. Counties/providers should not cease reporting service/activity data for utilized prevention strategies because dollars have yet to be distributed to the prevention strategy/fiscal service code. This will result in under reporting and provide an inaccurate reflection of all of the services being delivered and the prevention strategies being used with the ADP NNA prevention dollars. Use the CalOMS Pv standard reports to assist in distributing funding to the appropriate NNA fiscal service codes.

REFERENCES

Negotiated Net Amount Contract – FY 2008-09
Substance Abuse Prevention and Treatment Block Grant Application
ADP Bulletin 08-12 – NNA/Drug Medi-Cal Detailed Budgets

QUESTIONS/MAINTENANCE

Questions regarding this bulletin should be directed to Paul Brower at 916-323-6419 or pbrower@adp.ca.gov. An additional copy of this document may be requested through ADP's Resource Center at (800) 879-2772. This bulletin is also available on ADP's Web page at www.adp.ca.gov.

EXHIBITS

Exhibit 1 – Primary Prevention Fiscal Service Codes
Exhibit 2 – ADP Letter DDP 92-35

DISTRIBUTION

County Alcohol and Drug Program Administrators
County CalOMS Prevention Primary and Secondary Contacts
Strategic Local Government Services, LLC
Director's Advisory Council

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
SACRAMENTO, CA 95814-4037
TELEPHONE (916) 445-1942
(916) 322-3873



November 16, 1992

TO: County Alcohol Program Administrators
County Drug Program Administrators

DDP #92-35

SUBJECT: ADDITIONAL GUIDANCE ON COMPLETING PREVENTION
PORTION OF COUNTY PLANS

At a Prevention Committee meeting in Sacramento on October 21, 1992, questions were raised regarding forms ADP 7225C, ADP 7228C, and ADP 7235 (copies enclosed for reference). The concern of the committee was that ADP staff or auditors would link and compare the data on the ADP 7235 to the financial information on ADP's budget forms, ADP 7228C and 7235C and question why the financial information does not exactly coincide with the data. This letter is to assure counties that the ADP 7235 form is designed to approximate the descriptive prevention information which we anticipate the Center of Substance Abuse Treatment will be requiring of us when it releases its guidelines. Because the ADP 7235 form has been developed prior to the release of these guidelines we anticipate no federal audit problems.

Please complete the form as instructed in the County Guidelines. Counties should use the service code on the budget forms which represents the major part of the expenditures of that provider. If the provider is a large one and performs more than one service and the county can determine the amount of expenditures expected to be made in each service, then the county may enter the provider on the budget forms once for each service it performs, and enter below the estimated dollar amounts for each service.

If you have any questions please contact the analyst assigned to your county.

Sincerely,

A handwritten signature in cursive script that reads "Sherry Ellis Conrad".

SHERRY ELLIS CONRAD
Deputy Director
Office for Treatment and Recovery

Enclosures - 3

Exhibit 1 - Primary Prevention Fiscal Service Codes

Fiscal Service Code	Corresponding CSAP Primary Prevention Strategy
Service Code 11	<p>Other: The federally defined six primary prevention strategies, codes 12 through 17, have been designed to encompass nearly all of the prevention activities. However, in the unusual case an activity does not fit one of the six strategies, it may be classified in the "Other" category. A justification must be submitted if allocating any dollars to this service code. (Federal Definition and ADP Letter #96-47 dated September 19, 1996)</p>
Service Code 12	<p>Information Dissemination: This strategy provides awareness and knowledge of the nature and extent of alcohol, tobacco, and drug use, abuse and addiction and their effects on individuals, families and communities. It also provides knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: a) Clearing house/information resource center(s); b) Resource directories; c) Media campaigns; d) brochures/pamphlets; e) Public service announcements; f) Conferences/health fairs/promotions; and h) information lines, etc.</p>
Service Code 13	<p>Education: This strategy involves two-way communication and is distinguished from the Information Dissemination strategy by the fact that interaction between the educator/facilitator and the participants is the basis of its activities. Activities under this strategy aim to affect critical life and social skills, including decision-making, refusal skills, critical analysis (e.g., of media messages) and systematic judgment abilities. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: a) Classroom and/or small group sessions (all ages); b) Parenting and family management classes; c) education programs for youth groups; and e) Children of substance abusers groups.</p>
Service Code 14	<p>Alternative: This strategy provides for the participation of target populations in activities that exclude alcohol, tobacco, and other drug use. The assumption is that constructive and healthy activities offset the attraction to, or otherwise meet the needs usually filled by, alcohol, tobacco, and other drugs and would, therefore, minimize or obviate resorting to the latter. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: a) Drug free dances and parties; b) Youth/adult leadership activities; c) Community drop-in centers; and d) Community service activities.</p>
Service Code 15	<p>Problem ID and Referral: This strategy aims at identification of those who have indulged in illegal/age-inappropriate use of alcohol or tobacco and those individuals who have indulged in the first use of illicit drugs in order to assess if their behavioral can be reversed through education. It should be noted, however, that this strategy does not include any activity designed to determine if a person is in need of treatment. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: a) Prevention assessment and referral services; b) Student assistance programs; and c) Employee assistance programs.</p>
Service Code 16	<p>Community-Based Process: This strategy aims to enhance the ability of the community to more effectively provide prevention services for alcohol, tobacco, and drug use. Activities in this strategy include organizing, planning, enhancing efficiency and effectiveness of services implementation, inter-agency collaboration, coalition building and networking. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: 1) Multi-agency coordination and collaboration; b) Assessing community needs/assets; c) Accessing/monitoring services and funding; d) Community/volunteer service or training; and e) Systematic planning.</p>
Service Code 17	<p>Environmental: This strategy establishes or changes written and unwritten community standards, codes and attitudes, thereby influencing incidence and prevalence of the abuse of alcohol, tobacco, and other drugs used in the general population. This strategy can be divided into two subcategories to permit distinction between activities which center on legal and regulatory initiatives and those which relate to the service and action-oriented initiatives. Examples of activities conducted and methods used for this strategy shall include (but not be limited to) the following: a) Creation/passage of local policy, regulation, legislation or ordinances; b) Compliance with existing laws and policies; c) Consultation and technical assistance to support the development and implementation of local enforcement procedures; d) Activities to improve health and increase social and economic well being in conjunction with alcohol/drug prevention initiatives.</p>

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
ALCOHOL PROGRAM BUDGET DETAIL
PREVENTION SERVICES**

**FISCAL YEAR 1992/93
REORGANIZATION ACT TRANSITION**

COUNTY NAME: _____

COUNTY CODE: _____

SUBMISSION DATE: _____

TYPE OF SUBMISSION:
 Original
 Amended

	A	B	C	D	E	F	
01	PROVIDER NAME						PAGE TOTALS 01
05	PROVIDER CODE						05
10	SERVICE CODE (PREVENTION STRATEGY)						10
60	TOTAL BUDGETED						60

FUNDING SOURCES

72	Other Revenues						72
73	Excess Fees						73
74a	SABG--Discretionary Fed Cat # 93.992						74a
74b	FBG--Women's Set-Aside Fed Cat # 93.992						74b
74d	FBG--Homeless Project Fed Cat #93.992						74d
74f	Special Projects						74f
74g	DFSC-Friday Night Live Fed Cat # 84.186						74g
74h	DFSC-Club Live Fed Cat # 84.186						74h
74i	OTS/DFSC Match-Club Live Fed Cat # 84.186						74i
74j	DFSC-High Risk Yth. S/A Fed Cat # 84.186						74j
75a	State General Funds						75a
76a	Participant Fees						76a
76b	Insurance						76b
77a	Required County Match **NOTE						77a
77b	County Funds - Other						77b
78a	PC 1463.16 - Statham						78a
78b	PC 1463.25 - SB 920						78b
80	TOTAL BUDGETED BY SERVICE CATEGORY						80
82	Volunteer Services						82

**NOTE: Statham funds being used for match must appear on the Statham line 78a. DO NOT REPORT STATHAM AS MATCH ON LINE 77a.

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
DRUG PROGRAM BUDGET DETAIL
PREVENTION SERVICES**

**FISCAL YEAR 1992/93
REORGANIZATION ACT TRANSITION**

OF SUBMISSION:
 Original
 Amended

COUNTY NAME: _____
 COUNTY CODE: _____
 SUBMISSION DATE: _____

	A	B	C	D	E	F	
01	PROVIDER NAME						PAGE TOTALS 01
05	PROVIDER CODE						05
10	SERVICE CODE (PREVENTION STRATEGY)						10
60	TOTAL BUDGETED						60

FUNDING SOURCES

72	Other Revenues						72
73	Excess Fees						73
74a	SABG--Discretionary Fed Cat # 93.992						74a
74b	FBG--Women's Set-Aside Fed Cat # 93.992						74b
74d	FBG--Homeless Project Fed Cat # 93.992						74d
74f	Special Projects						74f
74h	DFSC-School Based Prev. Fed Cat # 84.186						74h
74i	DFSC-Drug Free Housing Fed Cat # 84.186						74i
74ia	DFSC-High Risk Yth. S/A Fed Cat # 84.186						74ia
74j	Aids/HIV Counselor Fed Cat # 93.118						74j
75a	State General Funds						75a
75b	SCPPP School-Community Primary Prevention						75b
76a	Participant Fees						76a
76b	Insurance						76b
77a	Required County Match						77a
77b	County Funds - Other						77b
78	HS 11372.7 - SB 921						78
80	TOTAL BUDGETED BY SERVICE CATEGORY						80
82	Volunteer Services						82

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
 PROGRAM DESCRIPTION
 PREVENTION STRATEGY REPORT
 FY 1992-93

Submission Type
 Original
 Amended

Provider Type
 Alcohol
 Drug
 Combined

1. COUNTY NAME:			2. PROVIDER'S NAME:				3. PROVIDER'S CODE:	
4. CONTACT PERSON'S NAME:					5. PHONE NUMBER: () - ext #			
6. MAILING ADDRESS					7. FACILITY ADDRESS <input type="checkbox"/> Confidential			
8. <input type="checkbox"/> IN COUNTY CONTRACT PROVIDER <input type="checkbox"/> COUNTY OPERATED <input type="checkbox"/> OUT OF COUNTY CONTRACT						9. <input type="checkbox"/> NONPROFIT <input type="checkbox"/> PROFIT		
10. STRATEGY	11. ENVIRONMENT	12. TARGET POPULATION TYPE	13. AGE	14. RACE/ETHNICITY	15. SEX	16. NUMBER SERVED	17. SETTING (Check One)	
PROGRAM NAME:								
INFORMATION/EDUCATION							<input type="checkbox"/> SCHOOL BASED <input type="checkbox"/> COMMUNITY BASED <input type="checkbox"/> BOTH	
EARLY INTERVENTION								
ALTERNATIVES								
COMMUNITY/PROFESSIONAL MOBILIZATION								
SOCIAL POLICY /ENVIRONMENTAL CHANGE								
PROGRAM NAME:								
INFORMATION/EDUCATION							<input type="checkbox"/> SCHOOL BASED <input type="checkbox"/> COMMUNITY BASED <input type="checkbox"/> BOTH	
EARLY INTERVENTION								
ALTERNATIVES								
COMMUNITY/PROFESSIONAL MOBILIZATION								
SOCIAL POLICY /ENVIRONMENTAL CHANGE								
PROGRAM NAME:								
INFORMATION/EDUCATION							<input type="checkbox"/> SCHOOL BASED <input type="checkbox"/> COMMUNITY BASED <input type="checkbox"/> BOTH	
EARLY INTERVENTION								
ALTERNATIVES								
COMMUNITY/PROFESSIONAL MOBILIZATION								
SOCIAL POLICY /ENVIRONMENTAL CHANGE								

Form 4ab

Excerpt from SAPT Block Grant Application

State: California

Form 4a. Primary Prevention Expenditures Checklist

Activity	SAPT Block Grant FY 2006	Other Federal	State Funds	Local Funds	Other
Information Dissemination	\$ 5,265,721	\$	\$ 3,284,480	\$	\$
Education	\$ 19,081,345	\$	\$ 2,748,422	\$	\$
Alternatives	\$ 6,020,854	\$	\$	\$	\$
Problem Identification & Referral	\$ 1,344,203	\$	\$	\$	\$
Community Based Process	\$ 17,722,674	\$	\$ 3,912,647	\$	\$
Environmental	\$ 3,044,140	\$	\$	\$	\$
Other	\$	\$ 12,558,346	\$	\$	\$
Section 1926 - Tobacco	\$ 2,000,000	\$	\$	\$	\$
Column Total	\$54,478,937	\$12,558,346	\$9,945,549	\$0	\$0

Form 4b. Primary Prevention Expenditures Checklist

Activity	SAPT Block Grant FY 2006	Other Federal	State Funds	Local Funds	Other
Universal Indirect	\$	\$	\$	\$	\$
Universal Direct	\$	\$	\$	\$	\$
Selective	\$	\$	\$	\$	\$
Indicated	\$	\$	\$	\$	\$
Column Total	\$0	\$0	\$0	\$0	\$0

Form 11ab

State: California

Form 11a. Primary Prevention Planned Expenditures Checklist

Activity	Block Grant FY 2009	Other Federal	State Funds	Local Funds	Other
Information Dissemination	\$ 4,814,892	\$	\$ 16,000,000	\$	\$
Education	\$ 17,447,681	\$	\$	\$	\$
Alternatives	\$ 5,505,374	\$	\$	\$	\$
Problem Identification & Referral	\$ 1,229,118	\$	\$	\$	\$
Community Based Process	\$ 16,205,334	\$	\$	\$	\$
Environmental	\$ 2,783,514	\$	\$	\$	\$
Other	\$ 0	\$ 28,066,000	\$	\$	\$
Section 1926 - Tobacco	\$ 2,000,000	\$	\$	\$	\$
Column Total	\$49,985,913	\$28,066,000	\$16,000,000	\$0	\$0

Form 11b. Primary Prevention Planned Expenditures Checklist

Activity	Block Grant FY 2009	Other Federal	State Funds	Local Funds	Other
Universal Direct	\$	\$	\$	\$	\$
Universal Indirect	\$	\$	\$	\$	\$
Selective	\$	\$	\$	\$	\$
Indicated	\$	\$	\$	\$	\$
Column Total	\$0	\$0	\$0	\$0	\$0

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From: CalOMSPVHelp
Sent: Monday, January 12, 2009 1:29 PM
To: CalOMSPVHelp
Subject: ADP Bulletin 08-12 - Additional Information

To All County Administrators, County CalOMS Pv Primary and Secondary Contacts:

On December 26, 2008, ADP electronically disseminated ADP Bulletin #08-12 to all County Administrators. This bulletin announced a decision to eliminate detailed budgets for FY 2008/09. However, prevention budget information must still be submitted to assist ADP in ensuring that all prevention funded providers are accounted for, are reporting CalOMS Pv data and that planned expenditures align with the CalOMS Pv data.

This correspondence is intended to share this prevention related information with the CalOMS Pv contacts and provide additional information to assist counties in completing and submitting the prevention budget data.

Per the bulletin, all counties are required to submit the following budget data by February 4, 2009:

- List of providers funded for prevention with Substance Abuse Prevention and Treatment (SAPT) dollars for FY 2008/09.
 - Identify the six-digit ADP assigned provider identification number and program name for each provider;
 - Identify the amount of funding, broken down by Prevention Service Codes (12-17) for each provider; and,
 - Identify the funding sources for each funded Prevention Service Code for each provider.

The attached Excel document provides an example of how to format the budget data and lists the prevention service codes and funding sources for FY 08/09. Please follow the example and submit the completed document in Excel format via e-mail to calomspvhelp@adp.ca.gov.

Direct any questions to the CalOMS Prevention Help Desk at 916-552-8933 or calomspvhelp@adp.ca.gov.

Regards,

The CalOMS Prevention Team

Attachment

Primary Prevention Funding - Fiscal Year 2008-09

County Name

Provider 6 digit ID Number	Provider Name	Service Code	Service Description	Line Item	Line Description	Amount	Total
	ABC Prevention Program	12	Information Dissemination	50d-08 50d-08 50d-09	SAPT Discretionary - FFY 2008 Award SAPT Primary Prev Set-Aside FFY 2008 Award SAPT Primary Prev Set-Aside FFY 2009 Award	\$1,000 \$25,000 \$10,000	\$36,000
		13	Education	50d-08 50d-09 80	SAPT Primary Prev Set Aside - FFY 2008 Award SAPT Primary Prev Set Aside - FFY 2009 Award Non-County Revenue	\$3,000 \$50,000 \$1,500	\$54,500
		14	Alternatives	50b-08 50b-09 50c-08 50c-09	SAPT Friday Night Live - FFY 2008 Award SAPT Friday Night Live - FFY 2009 Award SAPT Club Live - FFY 2008 Award SAPT Club Live - FFY 2009 Award	\$2,500 \$2,500 \$1,500 \$1,500	\$8,000
		15	Problem Identification and Referral	50d-08 50d-09 82 86	SAPT Primary Prev Set Aside - FFY 2008 Award SAPT Primary Prev Set Aside - FFY 2009 Award County Fund - Other PC 1463.25 - SB 920 HS 11372.7 - SB 921	\$2,000 \$3,000 \$1,000 \$1,500	\$7,500
		16	Community-Based Process	50d-08 50d-09 82	SAPT Primary Prev Set Aside - FFY 2008 Award SAPT Primary Prev Set Aside - FFY 2009 Award County Fund - Other	\$25,000 \$15,000 \$5,000	\$45,000
		17	Environmental	50d-08 50d-09	SAPT Primary Prev Set Aside - FFY 2008 Award SAPT Primary Prev Set Aside - FFY 2009 Award	\$15,000 \$20,000	\$35,000
Provider Total						\$186,000	

*** This is just an example. Counties are not required to fund all of the Prevention Service Codes.

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FY 08-09 Prevention Funding Sources	
Line Item	Line Description
50-08	SAPT Discretionary - FFY 2008 Award
50-08s	SAPT Discretionary - FFY 2008 Award - Supplemental
50-09	SAPT Discretionary - FFY 2009 Award
50b-08	SAPT Friday Night Live - FFY 2008 Award
50b-09	SAPT Friday Night Live - FFY 2009 Award
50c-08	SAPT Club Live - FFY 2008 Award
50c-09	SAPT Club Live - FFY 2009 Award
50d-08	SAPT Primary Prev Set Aside - FFY 2008 Award
50d-09	SAPT Primary Prev Set Aside - FFY 2009 Award
56-08	SAPT Special Projects - FFY 2008 Award
56-08s	SAPT Special Projects - FFY 2008 Award - Supplemental
56-09	SAPT Special Projects - FFY 2009 Award
59b-08	SAPT SATTA - Additional Discretionary FFY 2008 Award
59b-09	SAPT SATTA - Additional Discretionary FFY 2009 Award
80	Non-County Revenue
80c	State General Fund
81c	Required County Match
82	County Fund - Other
86	PC 1463.25 - SB 920 HS 11372.7 - SB 921
87	PC 1463.16 - Statham
90a	Obligated Unexpended State Gen Funds-Prior FY's

Primary Prevention Service Codes

Service Code	Definition
11 - Other:	The federally defined six primary prevention strategies, codes 12 through 17, have been designed to encompass nearly all of the prevention activities. However, in the unusual case an activity does not fit one of the six strategies, it may be classified in the "Other" category. A justification must be submitted if allocating any dollars to this service code. (Federal Definition and ADP Letter #96-47 dated September 19, 1996)
12 - Information Dissemination:	This strategy provides awareness and knowledge of the nature and extent of alcohol, tobacco, and drug use, abuse and addiction and their effects on individuals, families and communities. It also provides knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: a) Clearing house/information resource center(s); b) Resource directories; c) Media campaigns; d) brochures/pamphlets; e) Public service announcements; f) Conferences/health fairs/promotions; and h) information lines, etc.
13 - Education:	This strategy involves two-way communication and is distinguished from the Information Dissemination strategy by the fact that interaction between the educator/facilitator and the participants is the basis of its activities. Activities under this strategy aim to affect critical life and social skills, including decision-making, refusal skills, critical analysis (e.g., of media messages) and systematic judgment abilities. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: a) Classroom and/or small group sessions (all ages); b) Parenting and family management classes; c) education programs for youth groups; and e) Children of substance abusers groups.
14 - Alternatives:	This strategy provides for the participation of target populations in activities that exclude alcohol, tobacco, and other drug use. The assumption is that constructive and healthy activities offset the attraction to, or otherwise meet the needs usually filled by, alcohol, tobacco, and other drugs and would, therefore, minimize or obviate resorting to the latter. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: a) Drug free dances and parties; b) Youth/adult leadership activities; c) Community drop-in centers; and d) Community service activities.
15 - Problem Identification and Referral:	This strategy aims at identification of those who have indulged in illegal/age-inappropriate use of alcohol or tobacco and those individuals who have indulged in the first use of illicit drugs in order to assess if their behavioral can be reversed through education. It should be noted, however, that this strategy does not include any activity designed to determine if a person is in need of treatment . Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: a) Prevention assessment and referral services; b) Student assistance programs; and c) Employee assistance programs.
16 - Community-Based Process:	This strategy aims to enhance the ability of the community to more effectively provide prevention services for alcohol, tobacco, and drug use. Activities in this strategy include organizing, planning, enhancing efficiency and effectiveness of services implementation, inter-agency collaboration, coalition building and networking. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following: 1) Multi-agency coordination and collaboration; b) Assessing community needs/assets; c) Accessing/monitoring services and funding; d) Community/volunteer service or training; and e) Systematic planning.
17 - Environmental:	This strategy establishes or changes written and unwritten community standards, codes and attitudes, thereby influencing incidence and prevalence of the abuse of alcohol, tobacco, and other drugs used in the general population. This strategy can be divided into two subcategories to permit distinction between activities which center on legal and regulatory initiatives and those which relate to the service and action-oriented initiatives. Examples of activities conducted and methods used for this strategy shall include (but not be limited to) the following: a) Creation/passage of local policy, regulation, legislation or ordinances; b) Compliance with existing laws and policies; c) Consultation and technical assistance to support the development and implementation of local enforcement procedures; d) Activities to improve health and increase social and economic well being in conjunction with alcohol/drug prevention initiatives.

Primary Prevention Funding
 Fiscal Year: 2007-08 2007-2008COST_V0

For County: [REDACTED]

Service Code	Service Desc	Provider	Provider Name	Line	Line Description	Amount	Units	CPU
12	Information Dissemination	[REDACTED]	County Department of Behavioral Health Services Alcohol and Drug Programs	50-07	SAPT Discretionary - FFY 2007 Award	\$4,095	745	\$5.50
				50-08	SAPT Discretionary - FFY 2008 Award	\$19,709	745	\$26.46
				50d-07	SAPT Primary Prev. Set-Aside - FFY 2007 Award	\$8,413	745	\$11.29
				50d-08	SAPT Primary Prev. Set-Aside - FFY 2008 Award	\$14,063	745	\$18.88
13	Education	[REDACTED]	County Department of Behavioral Health Services Alcohol and Drug Programs	50-07	SAPT Discretionary - FFY 2007 Award	\$30,420	1,416	\$21.48
				50-08	SAPT Discretionary - FFY 2008 Award	\$29,288	1,416	\$20.68
				50d-07	SAPT Primary Prev. Set-Aside - FFY 2007 Award	\$9,688	1,416	\$6.84
				50d-08	SAPT Primary Prev. Set-Aside - FFY 2008 Award	\$22,726	1,416	\$16.05
14	Alternatives	[REDACTED]	County Department of Behavioral Health Services Alcohol and Drug Programs	50-07	SAPT Discretionary - FFY 2007 Award	\$5,222	1,681	\$3.11
				50-08	SAPT Discretionary - FFY 2008 Award	\$30,487	1,681	\$18.14
				50d-07	SAPT Primary Prev. Set-Aside - FFY 2007 Award	\$5,075	1,681	\$3.02
				50d-08	SAPT Primary Prev. Set-Aside - FFY 2008 Award	\$44,098	1,681	\$26.23
15	Problem Identification and Referral	[REDACTED]	County Department of Behavioral Health Services Alcohol and Drug Programs	50-07	SAPT Discretionary - FFY 2007 Award	\$30,075	1,681	\$17.89
				50-08	SAPT Discretionary - FFY 2008 Award	\$46,810	1,681	\$27.85
				50d-07	SAPT Primary Prev. Set-Aside - FFY 2007 Award	\$58,831	1,681	\$35.00
				50d-08	SAPT Primary Prev. Set-Aside - FFY 2008 Award	\$15,148	1,681	\$9.01
16	Community-Based Process	[REDACTED]	County Department of Behavioral Health Services Alcohol and Drug Programs	50-07	SAPT Discretionary - FFY 2007 Award	\$14,270	880	\$16.22
				50-08	SAPT Discretionary - FFY 2008 Award	\$3,624	880	\$4.12
				50d-07	SAPT Primary Prev. Set-Aside - FFY 2007 Award	\$31,493	880	\$35.79
				50d-08	SAPT Primary Prev. Set-Aside - FFY 2008 Award	\$2,908	880	\$3.30
17	Environmental	[REDACTED]	County Department of Behavioral Health Services Alcohol and Drug Programs	50-07	SAPT Discretionary - FFY 2007 Award	\$463	10	\$46.30

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Exhibit P-8

Primary Prevention Funding
 Fiscal Year: 2007-08 2007-2008COST_V0

For County: [REDACTED]

Service Code	Service Desc	Provider	Provider Name	Line	Line Description	Amount	Units	GPU
17	Environmental	[REDACTED]	County Department of Beh.	50-08	SAPT Discretionary - FFY 2008 Award	\$37	10	\$3.70
						Prov. Total: \$426,943		
12	Information Dissemination	[REDACTED]	Madera County Mental Health Department	50d-08	SAPT Primary Prev. Set-Aside - FFY 2008 Award	\$500	12	\$41.67
12	Information Dissemination	[REDACTED]	County Office of Education	50b-07	SAPT Friday Night Live - FFY 2007	\$750	1,675	\$0.45
				50b-08	SAPT Friday Night Live - FFY 2008 Award	\$2,250	1,675	\$1.34
				50c-07	SAPT Club Live - FFY 2008 Award	\$750	1,675	\$0.45
				50c-08	SAPT Club Live - FFY 2008 Award	\$2,250	1,675	\$1.34
				50d-08	SAPT Primary Prev. Set-Aside - FFY 2008 Award	\$14,000	1,675	\$8.36
						Prov. Total: \$20,000		
						Total: \$447,443		

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Prevention Activities Report of Services by Strategy

(Services Reviewed)

Report Period: 7/1/2007 to 6/30/2008

*SAPT Funding Only

*All Programs

County:

Provider: County Department of Behavioral Health Services Alcohol and Drug Programs

Strategy/Service	No. of Providers	Service Frequency	Persons Served
Information Dissemination			
AV Material Development	1	1	N/A
AV Materials Disseminated	1	5	N/A
Audio/Visual Materials Disseminated	1	6	N/A
Brochures/Pamphlets Disseminated	1	30	N/A
Health Fairs Attended/Promotions Conducted	1	3	N/A
Printed Materials Disseminated	1	8	N/A
Resource Directories Disseminated	1	11	N/A
Speaking Engagements	1	10	N/A
Telephone Information Service Calls	1	2	N/A
Total:	1	76	N/A
Education			
Educational Services for Adult Groups	1	9	12
Educational Services for Youth Groups	1	358	420
Total:	1	367	432
Alternatives			
AOD Free Social/Recreational Events	1	3	130
Youth/Adult Leadership Activities	1	1	16
Total:	1	4	146
Community Based Process			
Assessing Services/Funding	1	1	N/A
Assessing Community Needs/Assets	1	4	N/A
Community Team Activities	1	4	N/A
Evaluation Services	1	1	N/A
Multi-agency Coordination/Collaboration	1	14	N/A
Total:	1	24	N/A

Exhibit Pv-9

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Prevention Activities Report of Services by Strategy

(Services Reviewed)

Report Period: 7/1/2007 to 6/30/2008

Provider: County Mental Health Department

Strategy/Service	No. of Providers	Service Frequency	Persons Served
Information Dissemination			
Brochures/Pamphlets Disseminated	1	1	N/A
Resource Directories Disseminated	1	1	N/A
Total:	1	2	N/A
Education			
Classroom Educational Services	1	2	19
Educational Services for Adult Groups	1	1	7
Total:	3	3	26

Provider: County Office of Education

Strategy/Service	No. of Providers	Service Frequency	Persons Served
Information Dissemination			
Brochure/Pamphlet Development	1	1	N/A
Brochures/Pamphlets Disseminated	1	18	N/A
Health Fairs Attended/Promotions Conducted	1	3	N/A
Newsletters Disseminated	1	1	N/A
Printed Materials Disseminated	1	1	N/A
Total:	1	24	N/A
Education			
Classroom Educational Services	1	72	2578
Total:	1	72	2578
Alternatives			
AOD Free Social/Recreational Events	1	6	801
Youth/Adult Leadership Activities	1	24	581
Total:	1	30	1382
Environmental			
Informational/AOD Warning Posters, Notices & Signs	1	1	N/A
Total:	1	1	N/A

Duration of Service by Provider

(Services Reviewed)

Report Period: 7/1/2007 to 6/30/2008

Provider: ██████████ County Department of Behavioral Health Services Alcohol and Drug Programs Summary

Strategy/Service	Service Frequency	Duration (Hours)	Average (Hours)	Duration (Days)	Average (Days)	Duration (Weeks)	Average (Weeks)	Duration (Months)	Average (Months)
Information Dissemination									
A/V Material Development	1	3.00	3.00	0	0.00	0	0.00	0	0.00
A/V Materials Disseminated	5	17.50	3.50	0	0.00	0	0.00	0	0.00
Audio/Visual Materials Disseminated	6	8.50	1.42	0	0.00	0	0.00	0	0.00
Brochures/Pamphlets Disseminated	30	70.00	2.33	0	0.00	0	0.00	0	0.00
Health Fairs Attended/Promotions Conducted	3	12.00	4.00	0	0.00	0	0.00	0	0.00
Printed Materials Disseminated	8	18.00	2.25	0	0.00	0	0.00	0	0.00
Resource Directories Disseminated	11	28.00	2.55	0	0.00	0	0.00	0	0.00
Speaking Engagements	1	5.98	5.98	0	0.00	0	0.00	0	0.00
Telephone Information Service Calls	2	1.50	0.75	0	0.00	0	0.00	0	0.00
Total:	7	18.25	2.48	0	0.00	0	0.00	0	0.00
Education									
Educational Services for Adult Groups	9	9.00	1.00	0	0.00	0	0.00	0	0.00
Educational Services for Youth Groups	358	434.00	1.21	0	0.00	0	0.00	0	0.00
Total:	367	443.00	1.21	0	0.00	0	0.00	0	0.00
Alternatives									
AOD Free Social/Recreational Events	3	14.00	4.67	0	0.00	0	0.00	0	0.00
Youth/Adult Leadership Activities	1	8.50	8.50	0	0.00	0	0.00	0	0.00
Total:	4	22.50	5.63	0	0.00	0	0.00	0	0.00

Duration of Service by Provider

(Services Reviewed)

Report Period: 7/1/2007 to 6/30/2008

Community Based Process	Service Frequency	Duration (Hours)	Average (Days)	Duration (Weeks)	Average (Weeks)	Duration (Months)	Average (Months)
Accessing Services/Funding	1	4.00	4.00	0	0.00	0	0.00
Assessing Community Needs/Assets	4	8.50	2.13	0	0.00	0	0.00
Community Team Activities	4	14.50	3.63	0	0.00	0	0.00
Evaluation Services	1	1.75	1.75	0	0.00	0	0.00
Multi-agency Coordination/Collaboration	14	38.00	2.71	0	0.00	0	0.00
Total:	24	66.75	2.78	0	0.00	0	0.00
Provider Total:	471	720.50	1.53	0	0.00	0	0.00

Provider: XXXXXXXXXX County Mental Health Department Summary

Strategy/Service	Service Frequency	Duration (Hours)	Average (Days)	Duration (Weeks)	Average (Weeks)	Duration (Months)	Average (Months)
Information Dissemination							
Brochures/Pamphlets Disseminated	1	1.00	1.00	0	0.00	0	0.00
Resource Directories Disseminated	1	1.00	1.00	0	0.00	0	0.00
Total:	2	2.00	1.00	0	0.00	0	0.00
Education							
Classroom Educational Services	2	3.50	1.75	0	0.00	0	0.00
Educational Services for Adult Groups	1	1.00	1.00	0	0.00	0	0.00
Total:	3	4.50	1.50	0	0.00	0	0.00
Provider Total:	5	6.50	1.30	0	0.00	0	0.00

REPORTS

These are just a few reports available in CalOMS Pv that may be helpful in preparing County Mid-Year Budgets and Final Cost Reports.

Implementation Tab

- Duration of Service by Program
- Duration of Service by Provider
- Prevention Activities Report of Services by Strategy
- Service Duration with Staff Hours Report
- Service Review Report (std and Unformatted)

Administration Tab

- Program Funding Source
- Staff Hours Detailed
- Staff Hours Detailed by Program
- Staff Hour Summary

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Reports 07/08 | Reports 06/07

Standard Reports 07/08

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Planning Implementation Capacity Administration State Evaluation FNL

Report Name	Select Report
Prevention Activities Report of Number of Providers by Strategy	Select
Prevention Activities Report of Race/Ethnicity Per Service	Select
Prevention Activities Report of Service Location by Strategy	Select
Prevention Activities Report of Service Population by Strategy	Select
Prevention Activities Report of Services by Strategy	Select
Prevention Activities Report of Services by Strategy by Objective	Select
Program Report	Select
Program/Group Report	Select
Programs Without Services	Select
Providers Not Reporting Services	Select
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Standard Reports 07/08

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Print

ADP

Report Parameters

Report Name: Prevention Activities Report of Service Location by Strategy

Time Period: Fiscal Year

Begin Date: 7/1/2007

End Date: 6/30/2008

County: [Dropdown]

Provider: [Dropdown]

Program: [Dropdown]

Funding Source: [Dropdown]

View: [Show Report](#)

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Prevention Services by Provider

Monday, August 20, 2007

██████████ County Health and Human Services, ██████████ Avenue, Auburn, 95603

Service 12 Information Dissemination

Program 1 Alcohol/Drug Units 1003 Hours Desc:Info. Dissemination

50d-06	SAPT Primary Prev. Set-Aside - FFY 2006 Award	\$7,581.00
50d-07	SAPT Primary Prev. Set-Aside - FFY 2007 Award	\$60,667.00

Total: \$68,248.00

Service 13 Education

Program 1 Alcohol/Drug Units 1697 Hours Desc:Education

50d-06	SAPT Primary Prev. Set-Aside - FFY 2006 Award	\$45,537.00
50d-07	SAPT Primary Prev. Set-Aside - FFY 2007 Award	\$69,906.00

Total: \$115,443.00

Service 16 Community-Based Process

Program 1 Alcohol/Drug Units 158 Hours Desc:

50d-07	SAPT Primary Prev. Set-Aside - FFY 2007 Award	\$10,000.00
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Total: \$10,000.00

Provider Total: \$193,691.00

██████████ County Health and Human Services, ██████████ Avenue, Auburn, 95603

Service 12 Information Dissemination

Program 1 Alcohol/Drug Units 439 Hours Desc:

50d-06	SAPT Primary Prev. Set-Aside - FFY 2006 Award	\$1,036.00
50d-07	SAPT Primary Prev. Set-Aside - FFY 2007 Award	\$13,208.00

Total: \$14,244.00

Service 13 Education

Program 1 Alcohol/Drug Units 658 Hours Desc:

50b-06	SAPT Friday Night Live - FFY 2006 Award	\$750.00
50b-07	SAPT Friday Night Live - FFY 2007 Award	\$2,250.00
50c-06	SAPT Club Live - FFY 2006 Award	\$750.00
50c-07	SAPT Club Live - FFY 2007 Award	\$2,250.00
50d-06	SAPT Primary Prev. Set-Aside - FFY 2006 Award	\$8,198.00
50d-07	SAPT Primary Prev. Set-Aside - FFY 2007 Award	\$9,595.00

Total: \$23,793.00

Prevention Services by Provider

Monday, August 20, 2007

Service 14 Alternatives
Program 1 Alcohol/Drug

Units 1894 Hours Desc:

50d-06	SAPT Primary Prev. Set-Aside - FFY 2006 Award	\$38,950.00
50d-07	SAPT Primary Prev. Set-Aside - FFY 2007 Award	\$27,371.00

Total: \$66,321.00

Service 15 Problem Identification and Referral
Program 1 Alcohol/Drug

Units 219 Hours Desc:

50d-06	SAPT Primary Prev. Set-Aside - FFY 2006 Award	\$5,341.00
50d-07	SAPT Primary Prev. Set-Aside - FFY 2007 Award	\$1,780.00

Total: \$7,121.00

Service 16 Community-Based Process
Program 1 Alcohol/Drug

Units 1316 Hours Desc:

50d-06	SAPT Primary Prev. Set-Aside - FFY 2006 Award	\$27,391.00
50d-07	SAPT Primary Prev. Set-Aside - FFY 2007 Award	\$16,220.00

Total: \$43,611.00

Service 17 Environmental
Program 1 Alcohol/Drug

Units 439 Hours Desc:

50d-06	SAPT Primary Prev. Set-Aside - FFY 2006 Award	\$5,316.00
50d-07	SAPT Primary Prev. Set-Aside - FFY 2007 Award	\$8,927.00

Total: \$14,243.00

Provider Total: \$169,333.00

County Total: \$363,024.00

Plumas

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