

SACPA / OTP:

- Substance Abuse and Crime Prevention Act of 2000
- Offender Treatment Program

Substance Abuse and Crime Prevention Act of 2000 (SACPA)

The funding provided by this program is used for the treatment of first or second time nonviolent adult drug offenders who have used, possessed, or transported illegal drugs for personal use. The object of the program is to provide treatment programs rather than incarceration. SACPA is designed to:

- preserve jail and prison cells for serious and violent offenders
- enhance public safety by reducing drug-related crime
- improve public health by reducing drug abuse through proven and effective treatment strategies.

SACPA provides treatment services and aftercare. Vocational training, family counseling, literacy training, and other services may also be provided.

Funding Information

SACPA funds are provided from SGF.

Each year, the Department of Alcohol and Drug Programs (ADP) allocates SACPA funds to all 58 counties using the allocation methodology specified in the California Code of Regulations (CCR). Before a county can receive the lump sum payment of their allocated amount they must: 1) submit their SACPA annual County Plan, 2) submit a copy of their County Board of Supervisors approval of the County plan, and 3) receive ADP approval of the County plan.

Reporting Requirements

The SACPA Reporting Information System (SRIS) system was developed for counties to use in submitting and updating SACPA County Plans, Expenditure and Client Count reports, and Financial Status Reports. The system also contains a reporting function that allows counties to view and print the information entered into the system. ADP's Office of Criminal Justice Collaboration utilizes this information to authorize the release of annual allocations to counties and to track and report program activity. The required reports are:

- SACPA Quarterly Reports – these reports are due quarterly (January 31st, April 30th, July 31st, and October 31st) of each fiscal year as required per HSC, Section 11999.30. These reports to gather data to measure program outcomes for all clients funded by SACPA/OTP funding.

- Bi-Annual Program Reports – these reports are due January 31st and July 31st of each fiscal year as required per HSC, Section 11999.11 which provides information on expenditures by entity information and service/activity information, and other service client counts and other service waiting list counts.
- County Plan – the due date is dependent on release of the Budget Act. The initial plan must be approved prior to the payment of the lump sum allocation amount. If the County makes a funding shift that varies ten percent or more from the approved SACPA County plan, the county is required to submit an approved updated plan to ADP.
- Financial Status Report – this report is due September 30 of each fiscal year as required per HSC, Section 11999.11 that identifies entity information, service/activity information, capacity planning, client projections, plan questions, and plan descriptions.

Offender Treatment Program (OTP)

The Offender Treatment Program (OTP) was enacted in 2006 to enhance Substance Abuse and Crime Prevention Act (SACPA) outcomes and accountability. The OTP statute authorized additional funds to counties that demonstrate a commitment of county matching funds. The goals of OTP are:

- improve SACPA offender accountability
- increase show rates (the proportion of sentenced offenders who enter, remain in, and complete treatment)
- increase retention of offenders in treatment and improve rates of treatment completion
- reduce delays in the availability of appropriate treatment services
- expand treatment services that are needed but not available, including residential and narcotic replacement therapy
- attain county investment

Specific requirements of OTP include for Fiscal Year (FY) 2006-07:

- the establishment and maintenance of a dedicated court calendar with regularly scheduled reviews of treatment progress for persons ordered to drug treatment;
- the existence or establishment of a drug court, and willingness to accept defendants who are likely to be committed to state prison
- establishment and maintenance of protocols for the use of drug testing to monitor offenders' progress in treatment
- the establishment and maintenance of protocols for assessing offenders' treatment needs and the placement of offenders at the appropriate level of treatment

Additional requirements of OTF for FY 2007-08:

- Existence or establishment of protocols for supervision of offenders on probation
- Existence or establishment of protocols for services to eligible parolees

Funding Information

There is a county match requirement of \$1 for every \$9 state funds.

Counties with a carryover equaling 20% or more of their Substance Abuse Treatment Trust Fund annual allocation are not eligible for OTP funds.

Counties are reimbursed in arrears through a quarterly invoicing process at a ratio of nine dollars (\$9) for every one dollar (\$1) of eligible county matching funds. The amount reimbursed shall not exceed the county's OTP award.

Reporting Requirements

Counties are required to submit the following:

- SACPA Quarterly Report – This report is due quarterly (January 31st, April 30th, July 31st, and October 31st) for reporting SACPA clients funded with SACPA and OTP funds.
- OTP Invoices (Forms A and B) - These invoices are due quarterly (January 31st, April 30th, July 31st, and October 31st).
- OTP Application - This application is due each fiscal year (date is dependent on release of Budget Act). This is required per HSC, Section 11999.30 for planning on distribution of OTP funding.

SACPA/OTP REPORT DUE DATES

A

FY 2008-09

OTP Quarter	Quarterly Dates	Invoice & Quarterly Data Report Due Date
1	July 1, 2008 – September 30, 2008	October 31, 2008
2	October 1, 2008 – December 31, 2008	January 31, 2009
3	January 1, 2009 – March 31, 2009	April 30, 2008
4	April 1, 2009 – June 30, 2009	July 31, 2009

SACPA REPORTS

Jan. 31	Biannual Program Report (Expenditures and Other Services Client/Waiting List Counts)
30 days after the release of the preliminary allocation	County Plan
July 31	Biannual Program Report (Expenditures and Other Services Client/Waiting List Counts)
Sept. 30	Financial Status Report

Case Management Client Counts and Characteristics Report - "Unique"

Unique Client: is identified as an offender convicted of a new SACPA charge and referred on the new charge for SACPA treatment; non-duplicative.

Unique Referral: Referral data is an unduplicated client count for the initial referral

Unique Assessment: Assessment data is an unduplicated client count for the initial assessment.

Unique Placement: Placement data is an unduplicated client count for the initial placement.

Example.....Once a client has been referred, assessed, and placed into treatment and the client continues to loop in and out of the system on the same offense, count this client only once.

Assessments and Placements Should Be Equal To or Less Than Referrals.

County

Alcohol and Drug Programs

Case Management Client Counts and Characteristics Report for Fiscal Year 2007/2008, July 1 - June 30, 2008
 Status: ADP Received Created: 09/04/2008 Last Revised: 09/17/2008

Client Characteristics

Totals	Referral	Assessment	Placement	Court Monitoring	Supervision	Misc. Case Management
Total Clients	28	26	24	60	104	10
Gender	Referral	Assessment	Placement	Court Monitoring	Supervision	Misc. Case Management
Male	15	13	11	41	68	5
Female	13	13	13	19	36	5
Children Under 18	Referral	Assessment	Placement	Court Monitoring	Supervision	Misc. Case Management
Yes	14	14	13	5	5	3
No	14	12	11	5	5	7
Age at Admission	Referral	Assessment	Placement	Court Monitoring	Supervision	Misc. Case Management
18-20	2	2	2	2	1	1
21-25	2	2	2	2	1	1
26-30	5	5	5	4	2	1
31-35	3	3	2	2	2	1
36-40	3	3	3	2	2	0
41-45	1	1	1	0	1	0
46-50	5	5	5	3	1	1
51-55	1	1	1	0	0	0
56-60	2	2	2	1	0	1
61-65	0	0	0	0	0	0
Over 65	1	0	0	0	0	0
Race	Referral	Assessment	Placement	Court Monitoring	Supervision	Misc. Case Management
White	24	21	23	15	9	7
Black/African American	0	0	0	0	0	0
American Indian	2	2	1	2	1	0
Alaskan Native	0	0	0	0	0	0
Asian Indian	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0
Chinese	0	0	0	0	0	0
Filipino	0	0	0	0	0	0
Guamanian	0	0	0	0	0	0
Hawaiian	0	0	0	0	0	0
Japanese	0	0	0	0	0	0
Korean	0	0	0	0	0	0
Laotian	0	0	0	0	0	0
Samoan	0	0	0	0	0	0
Vietnamese	0	0	0	0	0	0
Other Asian	0	0	0	0	0	0
Other Race	0	0	0	0	0	0
Ethnicity	Referral	Assessment	Placement	Court Monitoring	Supervision	Misc. Case Management
Not Hispanic	23	21	21	15	9	6
Mexican/Mexican American	2	2	2	0	0	0
Cuban	0	0	0	0	0	0
Puerto Rican	0	0	0	0	0	0
Other Hispanic/Latino	1	0	1	1	1	0
Referral Source	Referral	Assessment	Placement	Court Monitoring	Supervision	Misc. Case Management
SACPA Parole Referrals	1	1	0	1	2	0
SACPA Court / Probation Referrals	27	24	24	59	102	10
Living Arrangement at Admission	Referral	Assessment	Placement	Court Monitoring	Supervision	Misc. Case Management
Homeless	3	3	3	3	0	2
Dependent Living	11	11	8	7	4	3
Independent Living	13	11	12	6	6	1
Pregnant at Admission	Referral	Assessment	Placement	Court Monitoring	Supervision	Misc. Case Management
Yes	0	0	0	0	0	0
No	27	26	24	60	104	10

Notes

Annual Financial Status Report (AFSR)

Setting "Level One" and "Level Two" Approval

Logging On

- Ensure that county users have the correct password. Passwords expire every ninety days.
- Approval levels are only needed for the Annual Financial Status Report (FSR).
- County staff can only set one approval level for each report. Two approvals are needed in order for the report to be complete.

County Information

- Start at the County Information screen to see the current approval status of each staff member. This screen will display contact information as well as approval status.
- To update a contact, click on the Update Contact Button.
- County staff can be level one and level two approvers. (Recommended)
- When putting in the date, make sure it is filled out completely. For example: 01/05/2006. Also, make sure the end date does not go past the end of the FY 2010-11.
- Counties must save their work!
- Staff cannot give themselves approval status. Other staff can give the approval status, or add new county contacts.

Changing Status

- County staff need to first change the status of their report from draft to final.
- At this time, the staff member can also set level one.
- If the county changes the status of their report back to "draft", both approvals levels will need to be reset.
- County staff can see when levels are set. Their login name will appear in the approval level box.
- As a result of All County Lead Agency Letter #05-08, all FSR's that are in the Final Status and have Level I and Level II approvals, will be upgraded to "ADP Received."
- Counties needing to revise data after it the report has been finalized may contact their SACPA County Liaison.

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**ANNUAL FINANCIAL STATUS REPORT
SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000
Department of Alcohol and Drug Programs**

1. Submit Completed Report to: Department of Alcohol and Drug Programs Audit Services Branch 1700 K Street, 5th Floor Sacramento, CA 95814	2. Funding Period (State Fiscal Year) 2007/2008
3. Name and address of County Lead Agency [as required by the California Code of Regulations (CCR), Title 9, Division 4, Chapter 2.5, Section 9515(b)] _____ _____ _____	
4. Employer ID Number 946000507	5. Accounting Basis () Cash () Accrual
Transactions	Amount
6. Total SATTF Funds Allocated	\$168,382
7. Approved Excess Funds Carried Over from Prior Fiscal Year	\$191,733
8. Total SATTF Funds Available During Funding Period	\$360,115
9. Expenditures for Drug Treatment Services	\$141,734
10. Expenditures for Additional/Ancillary Services	\$6,156
11. Expenditures for Other Services (Court, Probation, Misc.)	\$81,935
12. Total Expenditures	\$229,825
13. Other Income (Interest, Sale of Equipment, etc.)	\$8,393
14. Client Fees Assessed by Trial Judges and Received by the County	\$0
15. Client Fees Assessed by Trial Judges and Collected by Treatment Programs	\$0
16. Client Fees Assessed and Collected by the County for County Operated Treatment Programs	\$17,608
17. Client Fees Assessed and Collected by Drug Treatment Programs for the Costs of Treatment. Note: These funds are not totaled in the Total Program Income	\$0
18. Funds Received from Providers for Audit Exceptions	\$0
19. Funds Received from County/Local Agencies	\$0
20. Total Program Income	\$26,001
21. Net Expenditures	\$203,824
22. Funds Available at End of Period	\$156,291



Offender Treatment Program

QUARTERLY CLAIM FOR REIMBURSEMENT

Mail Completed Form To: Department of Alcohol and Drug Programs Offender Treatment Program 1700 K Street, 5th Floor Sacramento, CA 95814-4022	Quarter 1 2 3 4 Billing Period From: ___/___/___ To: ___/___/___ Initial _____ Amended _____
	County:
	Payee:
	Address:
	City/Zip:
	Phone:
	Email Address:

Section I: Treatment Services - Administrative (Including County Match)			
	Personnel	Other	Total
	\$ -	\$ -	\$ -

Section II: Contractual Residential Treatment Services (Including County Match)								
Residential	Men's Residential	Women's Residential	Residential Perinatal	Social Mod Detox	Residential Detox	Co-Occurring Residential	Other	Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Section III: Contractual Treatment Services (Including County Match)								
Outpatient	Sober Living	Intensive Outpatient w/ Sober Living	Narcotic Replacement Therapy	Medically Monitored Detox	Vocational	Co-Occurring Outpatient	Other	Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Section IV: Criminal Justice Related Costs (Including County Match)			
	Personnel	Other	Total
	\$ -	\$ -	\$ -

Total Section I.	Total Section II.	Total Section III.	Total Section IV.	Total Sections I-IV	County Match	Amount Due to County
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

I hereby certify that all costs are consistent with the award.

X _____ Date: ___/___/___

Signature SACPA Lead Agency Designee Print name of SACPA Lead Agency Designee

(Please use blue ink)

ADP Offender Treatment Program Section Use Only			
Encumbrance Number:	FY:	Index Code:	PCA Number:
I hereby certify that the required reports for the above billing period have been received.			
Signature ADP Offender Treatment Program Manager		Date: ___/___/___	
		Please print name of OTP Manager	

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Offender Treatment Program

QUARTERLY CLAIM FOR REIMBURSEMENT

Mail Completed Form To: Department of Alcohol and Drug Programs Offender Treatment Program 1700 K Street, 5th Floor Sacramento, CA 95814-4022	Quarter 1 2 3 4 Billing Period From: ___/___/___ To: ___/___/___ Initial _____ Amended _____
	County:
	Payee:
	Address:
	City/Zip:
	Phone:
	Email Address:

Section I: Treatment Services - Administrative (Including County Match)

Section I. Treatment Services \$

Section II: Contractual Residential Treatment Services (Including County Match)

Section II. Contractual Residential Treatment Services \$

Section III: Contractual Treatment Services (Including County Match)

Section III. Contractual Treatment Services \$

Section IV: Criminal Justice Related Costs (Including County Match)

Section IV. Criminal Justice Related Costs \$

Total of Sections I. - IV. \$

Attach additional sheets if needed

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In order to enhance services to the COD population, the Department of Alcohol and Drug Programs (ADP) will authorize counties, through a pilot project, to utilize up to five percent (5%) of their OTP funds to treat clients with COD. Counties may not use the funds to treat clients who have a "Serious Mental Disorder" (SMD) as defined in the Welfare and Institutions Code, Section 5600.3 (b)(1). For the purpose of this pilot project, ADP will give counties the discretion to determine which non-SMD clients will be eligible for mental health services. Individuals that are defined as having a SMD should be eligible for other funding from sources such as the Mental Health Services Act.

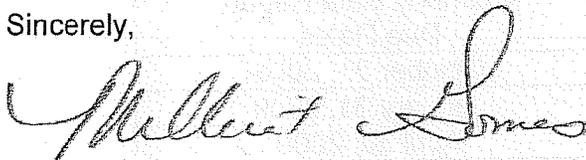
Participation in this pilot project is not mandatory and will not be used as a determining factor for eligibility for OTP funding. However, ADP will require participating counties to identify in their FY 2008-09 OTP application: the specific dollar amount to be used for mental health services for COD clients; the types of services that will be provided; and an explanation of how the county plans to track COD clients and services. Counties shall list all expenditures associated with mental health services for clients with COD on the revised quarterly invoice on Form A and itemized expenditure information must be explained on Form B. The revised quarterly invoice form that is attached includes the new COD category.

Once counties have budgeted and ADP has approved the expenditure of OTP funds for COD services, counties shall not move these funds back to AOD services without ADP's approval. ADP cannot, however, guarantee that approval will be granted.

Finally, as part of ADP's obligation to meet its federal Maintenance of Effort (MOE), it is essential for counties to track expenditures of mental health services for COD clients in detail. This will allow ADP to determine if these funds can be used toward the MOE obligation. Counties that do not adequately track and monitor these COD expenditures will be considered non-compliant and face future audit findings.

If you have questions regarding submission of your OTP application, please contact your SACPA county liaison or the Office of Criminal Justice Collaboration at (916) 445-7456 or SACPA@adp.ca.gov.

Sincerely,



MILLICENT GOMES
Deputy Director
Office of Criminal Justice Collaboration

Attachment A: Revised OTP Invoice Form A
Attachment B: Revised OTP Itemized Invoice Form B

SACPA/OTP County Plan/Application Review Criteria

County Plan Overview

Counties are required to submit an annual Substance Abuse Crime Prevention Act (SACPA) plan to be eligible for SACPA funding.

In 2005-06, the Substance Abuse Offender Treatment Program (OTP) was enacted and provides additional funding as a measure to improve program outcomes for SACPA clients. OTP also requires submission of an annual application to request funding.

SACPA Plan Review Criteria

- County plan must identify available treatment and criminal justice services available to eligible SACPA clients for the upcoming year. All services must be consistent with allowable services and activities outlined in regulations and All County Lead Agency (ACLA) letters
- County plan must provide projected program expenditures for the upcoming year. Plans with more than 30% of available funds designated to criminal justice services require a detailed explanation. The Department of Alcohol and Drug Programs (ADP) compares previous year's expenditures to current projections to determine expenditure feasibility
- Requires documented Board of Supervisor Approval (or Designated Approval Authority)

OTP Application Review Criteria

- Request of OTP funds require a county match. ADP will reimburse county OTP expenditures at a ratio of nine dollars (\$9) for every one dollar (\$1) of eligible county matching funds. Source of county match must be identified in the OTP application
- Counties may use county general funds expended for OTP purposes and/or client fees to meet matching fund requirements
- OTP application must identify program goals and strategies for obtaining those goals. All goals and strategies must be consistent with allowable services and activities outlined in regulations and ACLA letters
- OTP Budget sheet must provide projected program expenditures for the upcoming year. Budget sheets are compared to previous year's expenditures and to the goals and strategies identified in the application to determine expenditure feasibility
- Requires documented Board of Supervisor Approval (or Designated Approval Authority)

Approval of SACPA Plan and OTP Application

All county plans and applications must receive ADP approval. Upon ADP approval of plan/application

- SACPA funds are released to counties for placement into their SACPA county trust fund.
- OTP funds are released to counties based on expenditures invoiced for by the county on a quarterly basis. ADP reviews each invoice to confirm expenses are allowable and identified in the approved OTP application
- SACPA and OTP expenditures must have separate funding codes