

CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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DATE: May 7, 2001 ACLA Letter No. 01-06

TO: All County Lead Agencies (ACLA)

SUBJECT: Substance Abuse and Crime Prevention Act of 2000
County Reporting Information System
User Instructions

The purpose of this letter is to transmit instructions for use of the automated web-based tool developed for use by counties when submitting the Fiscal Planning Form as part of the SACPA County Plan.

On April 27, 2001, the Fiscal Planning Form was released to the counties via ACLA Letter No. 01-03, County Plan Guidelines. The SACPA County Reporting Information System will be operational effective today. We are providing these instructions to assist you in your use of the SACPA County Reporting Information System for submission of the Fiscal Planning Form.

As a reminder, so that you and your staff can access the SACPA County Reporting Information System, your county must have an authorized user with an identification code (USER-ID) and password. If you have not already done so, please follow the procedures outlined in the ACLA Letter No. 01-05 to designate an authorized user of this new system. A copy of ACLA Letter No. 01-05 can be found on our web site at www.adp.ca.gov.

The instructions for using the SACPA County Reporting Information System are in the attached SACPA Reporting Information System User Manual. It is our intent that this new automated county reporting system will streamline and simplify the county plan preparation and reporting requirements. Should technical difficulties be encountered when using the SACPA County Reporting Information System, you may contact the ADP technical help desk (toll free) at 1-877-517-3329 for assistance.

If you have any questions or comments regarding other county plan requirements, or if we can be of assistance to you, please call Saralee Dinelli or Penelope Tafoya at (916) 445-9655 or you may contact ADP via Email at SACPA@adp.state.ca.us.



Sincerely,

[Original Signed By]

Victoria O'Kelly
Deputy Director
Information Management Services Division

Enclosure:

[SACPA Reporting Information System User Manual](#)

[large file; longer download time is normal]