

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**

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DATE: September 27, 2001                      ACLA Letter No.    01-13

TO: All County Lead Agencies (ACLA)

SUBJECT: SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000 (SACPA)  
REPORTING INFORMATION SYSTEM

REFERENCE: Chapter 2.5, Title 9, California Code of Regulations, Sections 9515(g) and  
9535

The Department of Alcohol and Drug Programs (ADP) has installed version 1.2 of the SACPA Reporting Information System. The primary purpose of the new version is to allow counties to submit their Financial Status Reports via the SACPA Reporting Information System (the system where they submitted the fiscal portion of the county SACPA plan). The first Annual Financial Status Report is due September 30, 2001. Counties who have not yet submitted their Quarterly Reports, which were due April 30 and July 30, will be able to use this new version to submit those reports as well. We will be following up with those counties who have not submitted reports. ADP will assist in identifying any barriers to submission.

SACPA Reporting Information System version 1.2 includes:

- **Automation of the Financial Status Reports (Annual and Quarterly).** The Annual Financial Status Report [[Form ADP 10096](#) (New 4/01)] is due September 30, 2001; the Quarterly Financial Status Reports [[Form ADP 10086](#) (New 4/01)] were due April 30, 2001 and July 31, 2001. These reports can now be generated using the automated system.
- **Revision Feature for Fiscal Planning Forms.** The system allows counties to create and submit revised County Fiscal Planning Forms. Fiscal Planning Forms can be designated as now either "original" or "revised."
- **Inclusion of the Client Projections and Capacity Plan Forms as part of the Fiscal Planning Forms.**
- **Other Technical Revisions.** Also included is the ability to modify contacts and County Level 1 and Level 2 Approvers. To identify your Level 1 and 2 Approvers, please follow the procedures to secure user identification and passwords described in ACLA Letter No. 01-05 and fax the form to Penny Tafoya at (916) 327-7308. A copy of the user id request form ADP 10098 (New 04/01) is attached. A copy of ACLA Letter No. 01-05 can be found on the SACPA website at [www.adp.ca.gov](http://www.adp.ca.gov).



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For instruction on how to use this new version, refer to the SACPA Reporting Information System User Manual. The Release Notice and revised User Manual are enclosed. The User Manual has been posted to the ADP web site at: <http://www.adp.ca.gov/SACPA/prop36.shtml#SRIS>.

We appreciate your ongoing support and cooperation in the successful implementation of SACPA. If you have any questions or comments regarding the information for the County Financial Status Report, please call Michael Chmielewski with our Audit Services Branch at (916) 324-2038. For questions regarding the User ID and password, you may contact Penny Tafoya at (916) 445-0857. For technical assistance using the automated system contact the ADP Help Desk at (877) 517-3329. You may also contact the Department of Alcohol and Drug Programs via email at [SACPA@adp.state.ca.us](mailto:SACPA@adp.state.ca.us) regarding County Financial Status Report requirements or any other matter related to SACPA implementation.

We look forward to our continuing collaboration with you for successful implementation of SACPA.

Sincerely,

[Original Signed By]

DEL SAYLES-OWEN  
Deputy Director  
Office of Criminal Justice Collaboration

[Attachment](#)

bcc: All Executive Staff  
OCJC Chron

pt:rmg  
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