

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**

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DATE: January 10, 2003

ACLA Letter No. 03-01

TO: All County Lead Agencies (ACLA)

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

The purpose of this letter is to advise you of the modifications to the automated SACPA Reporting Information System (SRIS). In response to input received from the SRIS users, we have simplified the steps users take to submit information through SRIS. The system will be changed to make it easier to stay within one fiscal period/version when adding and making updates to county submissions. ADP is modifying the flow of SRIS to step the user through each submission. The new flow will reduce the number of options on each page and draw the user more logically through each step of the submission process.

Also, each submission is now grouped by submission due date. All county plan information can now be found under the County Plan section of the database, all submission of Expenditure, Client Counts and Wait List information can be found in one place and all Financial Status Report data can be found in one place.

The release notice for SACPA Reporting Information System version 3.4 is attached. It describes the system enhancements and changes included in the upcoming release in more detail. The updated user manual will be available on the SACPA web site on January 10<sup>th</sup>, 2002.

Each county has previously designated an authorized user(s) to access the SACPA Reporting Information to submit the actual Expenditure, Client Counts and Wait List information for the first six months of Fiscal Year 2002/2003 (due by January 31, 2003).

If your county wants to add or change your authorized user(s), you may request a user identification code (USER-ID) and password using the application as described in ACLA Letter No. 01-05.

A copy of this letter is on the SACPA web site at: [www.adp.ca.gov/SACPA/pdf/ACLA\\_Letter\\_01-05.pdf](http://www.adp.ca.gov/SACPA/pdf/ACLA_Letter_01-05.pdf)  
Please fax the completed application to Penny Tafoya at (916) 327-7308.

If you have questions on your submission of your county expenditures, client counts or waiting list, contact your SACPA county analyst or the Office of Criminal Justice Collaboration (OCJC) at (916) 445-7456 or [SACPA@adp.state.ca.us](mailto:SACPA@adp.state.ca.us).

Sincerely,

[Original Signed By]

DEL SAYLES-OWEN  
Deputy Director  
Office of Criminal Justice Collaboration  
Attachment:

[SACPA Reporting Information System version 3.4 Release Notice](#)



<Name of addressee>

<Date> *Do not date until letter is signed*

Page 2