

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

1700 K STREET
 SACRAMENTO, CA 95811
 TDD (916) 445-1942
 (916) 445-7456



DATE: September 16, 2009 **ACLA Letter No. 09-09**

TO: All County Lead Agencies (ACLA)

SUBJECT: OFFENDER TREATMENT PROGRAM (OTP) REVISED INVOICE
 AND QUARTERLY DATA REPORT (QDR) INSTRUCTIONS

This letter transmits changes made to Fiscal Year (FY) 2009-2010 OTP invoice (Attachment A) to simplify the billing process, as well as instructions on how to complete the new invoice form (Attachment B). The major change is the consolidation of Form B and the Quarterly Data Report (QDR) onto one sheet (Form A), so counties will no longer need to submit a separate form to report their OTP quarterly data.

Effective *October 1, 2009* the Department of Alcohol and Drug Programs (ADP) will require all counties to use the new invoice form for expenditures beginning on July 1, 2009. Any invoices submitted on the old form will be returned without action.

The client data submitted in the QDR section is to capture clients funded ONLY with OTP funds. Do not count clients funded through remaining SACPA funds, Recovery Act-JAG, SAPT, client fees, SATTA, or any other funding source.

As in previous years, payments will not be released until the original invoice is submitted. ADP will use counties' OTP invoice as the basis for required audits of county expenditures.

The following chart details the quarterly reporting due dates:

Quarter	Quarterly Dates	Invoice and QDR Due Dates
1	July 1 – September 30, 2009	October 31, 2009
2	October 1 – December 31, 2009	January 31, 2010
3	January 1 – March 31, 2010	April 30, 2010
4	April 1 – June 30, 2010	July 31, 2010



DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY
 For energy saving tips, visit the Flex Your Power website at
<http://www.flexyourpower.ca.gov>

All County Lead Agencies
September 16, 2009
Page 2

If you have any questions about the new invoice, please contact your OTP county liaison or the Office of Criminal Justice Collaboration at (916) 445-7456.

Sincerely,



MILLICENT GOMES
Deputy Director
Office of Criminal Justice Collaboration

[Attachment A: Invoice](#)

[Attachment B: Instructions](#)