



Substance Abuse and Crime Prevention Act SACPA Reporting Information System

User Manual

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Part Six: General Reporting Function

You may generate the following reports using the SRIS:

- Plan
- Entity
- Service
- Capacity
- Client Projection

- Compare Revision
 - Entity Plan
 - Services
 - Capacity Plan
 - Client Projection Plan

- Financial Status Report
 - Financial Status Report - Compare

- Expenditure Information
 - Entity
 - Services

- Other Services
 - Client Counts
 - Waiting List

- Compare Expenditure to Plan
 - Entity
 - Services

- Compare Other Services Client Counts to Plan

- Expenditure County Roll Ups
 - Entity
 - Services

- Other Services County Roll Ups
 - Client Counts
 - Waiting List



SATTA

- Plan Information Report
- Expenditure and Count Information Report
- Plan vs. Actual Comparison

Generating a Report

Follow these steps to generate a report using the SRIS:

1. Log on to the SRIS. For help logging on, refer to page 2.
2. Click the [Reporting](#) link on the navigation bar, and then click the link for the fiscal year of the plan you would like to create. Figure 6.1 is an example of the Fiscal Year Selection page.

Figure 6.1:
Fiscal Year
Options Page.

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

Fiscal Year 2002/2003

To begin, enter your rollover amount from the prior year using the Fiscal Year Set Up link below:

[Fiscal Year Set Up](#)

Next, select the submission type you would like to complete:

[County Plan](#)

[Expenditure, Client Counts and Wait List Report - First Six Months \(July 1 to December 31\)](#)

[Expenditure, Client Counts and Wait List Report - Annual \(July 1 to June 30\)](#)

[Financial Status Report](#)

3. Click the desired report from the Report Type list. Figure 6.2 is an example of the Report Type list.



Figure 6.2:
Report Request Page.

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

Report Request

To request a report, select a Report Type and click the *Submit* button.

Report Type:

- Entity Plan
- Service Plan
- Capacity Plan
- Client Projection Plan
- County Plan - Plan Questions
- Expenditure Information - Entity
- Expenditure Information - Services
- Other Services - Client Counts
- Other Services - Waiting List

4. Click the **SUBMIT** button and the Report Selection Criteria page is displayed. Figure 6.3 is the Selection Criteria page.

Figure 6.3:
Selection Criteria Page.

Department of Alcohol and Drug Programs SACPA Reporting Information System

Alameda County Health Care Services Agency/Behavioral Health Care Services

Report Selection Criteria

To complete your report request, select the *Fiscal Year/Version* and click the *Submit* button.

Report: Entity Plan

Selection Criteria:

Plan

- 2004/2005 Version 2 (Status: Draft)
- 2003/2004 Revised 08/27/2003 (Status: Draft)
- 2003/2004 Version 14 (Status: County Approved)

5. Click the Fiscal Year or Fiscal Year Plan from the Select a Fiscal Year or Select Fiscal Year/Version scroll list. Your selection will be generated.