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ADP BULLETIN

Title:

Computer Recommendations for Interacting with the Department of Alcohol & Drug Programs

Acting Deputy Director Approval		Issue Date: October 23, 2001
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Paul Wyatt, Ed.D.	[ ]Fiscal	Supersedes Bulletin/ADP Letter No.
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PURPOSE

Inform counties of the current computer recommendations for interacting with the California State Department of Alcohol and Drug Programs.

DISCUSSION

The Department of Alcohol and Drug Programs is often asked for guidance regarding the computer hardware and software necessary to work with various programs and projects under state development or implementation. The purpose of this memorandum is to provide this guidance.

It should be noted that any current recommendations are likely to be out of date in just a few months because of the rapid development of computer technology.

With this understanding, the Department's October 2001 recommendations for purchasing computer hardware and software for county/provider offices working on or with State Alcohol and Other Drug (AOD) programs and projects are as follows:

- Personal Computer Processing Unit (CPU) – Pentium III or equivalent 600 MHz or higher (faster) processor.
- Operating System – Windows 2000 or XP
- Random Access Memory (RAM) – recommended 256 megabytes minimum.
- Size of hard drive can vary. However, it is important to note that many of the computer programs developed or used by the state require several hundred megabytes of memory. If you are buying a new computer that will be part of a LAN, it is recommended that you have at least a 20-gigabyte hard drive.
- A 56 kilobytes/second (56K) modem is needed; a DSL or cable modem is recommended.
- A 17-inch or more VGA monitor is recommended, especially for those who input considerable data into the computer.

- 24X to 32X CD-ROM or DVD-ROM is required for loading computer applications (most applications are no longer available on floppy disk).
- Software Recommended: Office 2000 or XP with Internet Explorer (5.5, Service Pack 2) or Netscape Communicator (4.8, 128 bit).
- Internet Service Provider – some "e-mail clients" do not (as of yet) work well with certain other software. When working with the State, check with the IT project literature or assigned technician to verify which e-mail client works best or call the Department's AOD Automation Help Desk at 1-877-517-3329.

REFERENCES

Letter to County Alcohol and Drug Program Administrators, dated January 12, 2000, signed by Paul Wyatt, Ed.D.

ADP Bulletin 00-08, Drug Medi-Cal Paradox Version 9 Runtime Drug Medi-Cal, Alcohol and Other Drug (AOD) InfoNet, and Y2K Requirement deadlines for Drug Medi-Cal Claim Format

ADP Bulletin 00-09, Budget Act Amendment Diskette for the Final Fiscal Year 1999-2000 Combined Negotiated Net Amount and Drug Medi-Cal Contract or Single Negotiated Net Amount Contract

ADP Bulletin 00-11, ADP Application Software

HISTORY

N/A

QUESTIONS/MAINTENANCE

These guidelines are meant to assist you as you make decisions on computer purchases over the next few months. Please call the Department's AOD Automation Help Desk at 1-877-517-3329, if you have any questions or if we can provide you with additional information.

EXHIBITS

N/A

DISTRIBUTION

County Alcohol and Drug Program Administrators

Wagerman Associates, Inc.

Director's Advisory Council (DAC)

Department of Alcohol and Drug Programs' AOD Automation Help Desk