

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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**ADP BULLETIN**

Title

PREVENTION ACTIVITIES DATA SYSTEM (PADS)
 REPORTING PERIOD JULY 1, 2002 THROUGH JUNE 30, 2003

Deputy Director Approval

(signed by)

MICHAEL S. CUNNINGHAM

Deputy Director

Prevention Services Division

Function:

- Information Management
 Quality Assurance
 Service Delivery
 Fiscal
 Administration

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Supersedes Bulletin/ADP Letter No.

ADP Bulletin Issue No. 01-15

PURPOSE

The purpose of this bulletin
 is:

1. To transmit a copy of the Prevention Activities Data System (PADS) forms (revised 3/02) for fiscal year July 1, 2002 through June 30, 2003;
2. To transmit a copy of the User's Guide, July 2002, for fiscal year July 1, 2002 through June 30, 2003.

DISCUSSION

The fiscal year for reporting information to the Department of Alcohol and Drug Programs (ADP) for the Prevention Activities Data System (PADS) will end on June 30, 2002. Counties are to submit one set of forms for each primary prevention provider that receives primary prevention funds via the county's Negotiated Net Amount (NNA) Contract. This is a reminder that the completed forms for each provider for the period of July 1, 2001 through June 30, 2002, are due to ADP by July 31, 2002.

Enclosed with this bulletin are single copies of the fiscal year 2002/2003 PADS forms and User's Guide for the county administrators. Multiple copies and an electronic format on diskette are being sent directly to the prevention coordinators to both prevent possible reproduction needs at the county level and to facilitate distribution to the primary prevention providers. Additional copies of the forms and User's Guide may be obtained by contacting Kami Browning, Analyst, at (916) 327-4425. She may also be reached through E-mail at kbrowning@adp.state.ca.us, fax number (916) 323-0633 or by mail at the California Department of Alcohol and Drug Programs, Prevention Services Division, Second Floor, 1700 K Street, Sacramento, CA 95814. These documents are also available via the PADS' web site at <http://www.adp.ca.gov/PADS/padsmain.shtml>.

Discussion of No.1. Revisions have been made to the fiscal year 2002/2003 PADS forms. These revisions are described below:

ADP 7235A

- Section A, County/Provider Information, No. 5, *Mailing Address* has been renamed *Provider Address*, No. 7, *Facility Address* has been renamed *Fax No.*, and No. 8, *Today's Date* has been renamed *E-mail Address*.
- Section B, Program Information, No. 1, *Program Status, 3 – Expanded Services* has been deleted. Program Status is now identified by check boxes.
- Section B, Program Information, No. 2, *Program Service Tracking Reports* has been renamed *Program Description*. It is now required that a brief description of the program be included with each submission.
- Section B, Program Information, No. 3, *ADP Negotiated Net Amount Contract Prevention Elements* has been renamed *Strategies Delivered* (formerly Program Service Tracking Reports), No. 4, *Accessibility* has been renamed *ADP Negotiated Net Amount Contract Prevention Elements*, No. 5, *Special Population Breakdown* has been renamed *Accessibility*, and No. 6, is *Special Population Breakdown*. A “Y” or “N” entry is no longer required prior to reporting the Total Number of Persons Served.

ADP 7235B

- Section C5, Services Not Requiring Demographics, *(k) Clearinghouse/ Information Resource Center* has been renamed *Clearinghouse/Info Resource Centers in Operation*.
- Section C5, Services Not Requiring Demographics, *(w) Web Sites in Operation* has been added.

ADP 7235B-F

- Section C5, Services Not Requiring Demographics, the check boxes preceding each service has been deleted.
- Section D, Where Services Occurred, *County/Provider Office* has been added as (d). The remaining alphabetical identifiers have been changed to accommodate the addition.

ADP 7235B-G

- Section A, Provider/Program Information, No. 2, *Provider Name* has been renamed *Provider ID No.*, No. 3, *Contact Person* has been renamed *Provider Name*, No. 4, *Today's Date* has been renamed *Contact Person*, and No. 5, *Provider ID No.* has been renamed *Telephone No.* No. 6, formerly *Telephone No.* and No. 7, formerly *Strategy Status* have been deleted.

ADP 7235G

- Section C, Participant Characteristics has been deleted.
- Section D, Environmental Services Provided for the Reporting Years is now Section C.

Discussion of No. 2. The updated User's Guide, dated July 2002, for fiscal year July 1, 2002 through June 30, 2003 is also enclosed. It gives direction and suggestions on how to complete the PADS forms and represents the thoughts and ideas of numerous county staff and service providers who have worked to accurately represent prevention data. We welcome your thoughts and suggestions for enhancing the product to make it an even more useful document for the field.

REFERENCES

Negotiated Net Amount (NNA) Contract

HISTORY

ADP Bulletin – Issue No. 01-15

PREVENTION ACTIVITIES DATA SYSTEM (PADS)

REPORTING PERIOD JULY 1, 2001 THROUGH JUNE 30, 2002

July 31, 2001

QUESTIONS/MAINTENANCE

The PADS' web page is located at <http://www.adp.ca.gov/PADS/padsmain.shtml>.

If you have any questions, please contact Kami Browning, Analyst, (916) 327-4425 or by E-mail at kbrowning@adp.state.ca.us.

EXHIBITS

(1) Prevention Activities Data System (PADS) ADP 7235A-G (revised 3/02) forms for fiscal year July 1, 2002 through June 30, 2003.

(2) User's Guide dated July 2002 for fiscal year July 1, 2002 through June 30, 2003.

DISTRIBUTION

County Alcohol and Drug Program Administrators

County Alcohol and Drug Program Prevention Coordinators

Director's Advisory Council

Wagerman Associates, Inc.