

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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**ADP BULLETIN**

Title

**BUDGET AND COST REPORT PARADOX DATA RETRIEVAL PROCESS
 FOR FISCAL YEAR 2002-03**

Deputy Director Approval

(signed by)

JESSE A. McGUINN, MSW
 Program Operations Division

Function:

- Information Management
 Quality Assurance
 Service Delivery
 Fiscal
 Administration

Issue Date:

10-11-02

Issue No.

Expiration Date:

02-21

Supersedes Bulletin/ADP
 Letter No.

PURPOSE

This bulletin is to inform counties that effective November 1, 2002, the State Fiscal Year 2002-03 Budget and Cost Report application will be available on the Department's Web site.

DISCUSSION

In an effort to improve consistency and provide efficient service to counties in the delivery of budget and cost reports, counties will be able to download their county Paradox Budget and Cost Report application from the Department's Web site and install the information on their personal computers (PCs). For each version of the Budget and Cost Report application, a Web page containing a link for each of the 57 counties will be available in an application containing the file name extension ".exe". Also included for downloading will be Excel worksheet files for use in preparing budgets and cost reports.

It is anticipated that the Fiscal Year 2002-03 budget data and instructions will be available online after November 1, 2002, at www.adp.ca.gov/adp_prog.asp. Please contact your county Information Systems Administrator to ensure there are no restrictions with downloading an application with the .exe extension and county guidelines regarding system's safety and security are followed. The Department recommends you run a virus check after downloading the file.

If the county does not have the capability to download the Paradox application from the Internet, diskettes will be available and mailed individually to the county upon request. If your county is requesting a diskette, please contact your assigned county analyst by Thursday, October 24, 2002.

Please be advised that this new implementation does not change the budget or cost report submission process to the Department. The Budget or Cost Report diskette will

still need to be returned to the Contracts Management or Fiscal Management and Accountability Branches.

REFERENCES

N/A

HISTORY

N/A

QUESTIONS/MAINTENANCE

Contact your county Information Systems Administrator to ensure there is sufficient capability to download the application on your PC. The application is an “.exe” file and is approximately 1.2 MB.

If you have questions or concerns regarding the change in the delivery of the Budget and Cost Report application, please contact your county analyst.

EXHIBITS

N/A

DISTRIBUTION

County Alcohol and Drug Program Administrators
Wagerman Associates, Inc.
Director's Advisory Council