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ADP BULLETIN

Title	Issue Date: Issue No.
	May 24, 2007
California Outcomes Measurement Service for Prevention	Expiration 07-05
Reporting Period of July 1, 2007 through June 30, 2008	Date:
	June 30, 2008

Deputy Director Approval	Function:	Supersedes Bulletin/ADP
	[ ]Information Management	Letter No.
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	[ ]Service Delivery	
David Monti	[ ]Fiscal	
Acting Deputy Director	[X]Administration	ADP Bulletin Issue
Program Services Division	[ ]	No. 06-06

PURPOSE

The purpose of this bulletin is to:

1. Request all counties and providers input their Fiscal Year (FY) 2006-07 fourth quarter California Outcomes Measurement Service for Prevention (CalOMS Pv) data by July 13, 2007 and that each county review and release the data by July 31, 2007.
2. Request all counties and providers update the status of FY 2006-07 data items by June 24, 2007.
3. Inform all counties and providers that the FY 2007-08 version of CalOMS Pv will be available as of June 25, 2007.
4. Request each county provide the Department of Alcohol and Drug Programs (ADP) with a list of providers that will be funded for prevention in FY 2007-08 by June 25, 2007.
5. Request each county upload an electronic copy of their prevention strategic plan via CalOMS Pv by July 13, 2007.
6. Request each county enter Problem Statements, Goals, and Objectives into CalOMS Pv and assign each Objective to providers by July 13, 2007.
7. Request all counties and providers identify the funding sources for each program identified in CalOMS Pv by September 30, 2007.
8. Remind all counties and providers of the CalOMS Pv data reporting requirements.

DISCUSSION

Discussion of No. 1 pertains to both counties and prevention funded providers:
The current fiscal year for reporting CalOMS Pv data to ADP will end on June 30, 2007. This is a reminder for counties and providers that the majority of fourth quarter data is to be input by June 30, 2007. Any outstanding fourth quarter data from the end of June should be input as early as possible in July to afford the county ample time to review, clarify, correct, and release the data to ADP by July 31, 2007.

Discussion of No. 2 pertains to both counties and prevention funded providers:
On June 25, 2007, all Problem Statements, Goals, Objectives, Programs, Groups, Individual Participants, Types of Recurring Services, Coalitions, Coalition Members, Coalition Sub-committees, Training/Technical Assistance, and Staff/Users with a status set to "Active" will automatically be copied over to the FY 2007-08 version of CalOMS Pv. To prevent unwanted data from copying over, access the appropriate module for the data items previously noted and update the status of each unwanted item to "Inactive", "Completed", or "Cancelled" by June 24, 2007.

Being the current fiscal year doesn't end until June 30, 2007, the FY 2006-07 version of CalOMS Pv will still be available for data entry of single and recurring services after the copy is made on June 25, 2007. With that in mind, be careful not to inactivate, cancel or complete any items that will continue to have additional data reported for them after June 25, 2007.

Discussion of No. 3 pertains to both counties and prevention funded providers:
The FY 2007-08 version of CalOMS Pv will be available as of June 25, 2007. The current CalOMS Pv log-in page located at https://kitservices1.kithost.net/Calomspv/pLogin.aspx will have links to both the FY 2006-07 and the FY 2007-08 versions of CalOMS Pv as of this date. Validations have been integrated into both versions to alert users if the date of service does not correspond to the fiscal year version chosen. This will prevent single or recurring services from inadvertently being entered into the incorrect fiscal year.

Discussion of No. 4 pertains only to counties:
Due to the budget cycle, ADP will not receive the county V.1 budgets which detail the providers funded for prevention services until months after the beginning of FY 2007-08. Hence, ADP is requesting that each county submit a list of the providers that will be funded for prevention services in FY 2007-08 by June 25, 2007, via e-mail to calomspvhelp@adp.ca.gov. Please identify the county and include the provider identification number and legal name of each provider.

It is important that counties notify ADP of any current prevention providers that will not be funded in FY 2007-08 as ADP pays monthly access fees to the CalOMS Pv vendor (KIT Solutions, Inc.) for every active provider identified in CalOMS Pv. Upon notification, ADP will change the status of the unfunded providers to inactive in the FY 2007-08 version of CalOMS Pv.

Any new prevention providers will need to be assigned a provider identification number before they can be included in CalOMS Pv. To obtain provider identification numbers for new prevention providers, please contact Karen Woolley, in the Fiscal Management Branch, at (916) 323-2502 or kwoolley@adp.ca.gov. After the provider identification number has been assigned, please send a request to add the new provider to CalOMS Pv to calomspvhelp@adp.ca.gov. Include the county, new provider identification number, and legal name in the request.

Counties with numerous providers may want to review a list of currently active CalOMS Pv providers for their county, note any changes on the list, and then attach it to the requested email. To obtain the list, log into CalOMS Pv, open the Reports Module, open Standard Reports, choose the Administration tab, and then select the County/Provider Profile Report (with addresses). Select the appropriate county in the drop-down menu, choose "All" in the

provider menu, and then click on "Show Report". To export the report, choose Excel from the "Select a Format" menu at the top of the page and then click on "Export". The report will regenerate and open in Excel. Input any changes, save the file, and attach it to the e-mail.

Discussion of No. 5 pertains only to counties:
As stated in the Negotiated Net Amount (NNA) contract, ADP Bulletin 05-04, dated June 22, 2005, and ADP Bulletin 06-06, dated May 22, 2006, all counties are required to use the Strategic Prevention Framework (SPF) steps for prevention planning.

Each county must develop a prevention strategic plan and upload an electronic copy into CalOMS Pv by July 13, 2007, in Microsoft Word or Adobe PDF format. The upload function is located in the Planning Module.

Previously uploaded plans will be copied over into the FY 2007-08 version of CalOMS Pv on June 24, 2007. After June 25, 2007, please upload plans into the FY 2007-08 version of CalOMS Pv.

No-cost technical assistance is available for the SPF planning process. Contact the Center for Applied Research Solutions, Inc. at carsinfo@cars-rp.org or by telephone at (916) 983-9506 or (707) 568-3800.

Discussion of No. 6 pertains only to counties:
As stated in ADP Bulletin 06-06, dated May 22, 2006, counties are required, through assessment and planning, to develop Problem Statements, Goals and Objectives. This information must be entered into CalOMS Pv. Problem statements are entered in the Assessment Module. Goals and Objectives are entered in the Planning Module. Each Objective must be assigned to one or more providers. These tasks must be completed no later than July 13, 2007.

Due to varying contracting processes, it is expected that newly funded prevention providers will be added to CalOMS Pv throughout the fiscal year. At the time a new provider is added, it is essential that the county assign them Objectives prior to the provider submitting any service/ activity data.

Only Objectives assigned to a specific provider will appear in the Objective drop down menu for that provider. An Objective has to be chosen for all single and recurring services reported in CalOMS Pv. In addition to the assigned Objectives, the drop down menu will also include the alternate options of "None" and "SPF or Administrative Activities". Providers will have no choice but to use the alternate options when reporting services if the county has not assigned any Objectives to providers. If providers begin entering data using the alternate options, once the county assigns the Objectives to the providers, the providers will have to go back and correct all of their entries to reflect the correct Objective. This can be avoided by the county completing this task of assigning Objectives to providers at the very beginning of the fiscal year.

Counties that are contractually obligated to continue funding providers for services that do not align with the new county Objectives should not assign Objectives to these providers. Rather, instruct the providers to utilize the "None" option when reporting single and recurring services.

Many Problem Statements can be identified during a county assessment. ADP strongly encourages counties to prioritize their Problem Statements based on their capacity (funding, staffing, expertise, etc.) to successfully deliver services/activities that will produce an outcome.

Only enter into CalOMS Pv the priority Problem Statements, keeping in mind that every Problem Statement has to have at least one Goal, every Goal has to have at least one Objective, and all service/activity data has to link back to the Objectives. If too many Problem Statements and corresponding Goals and Objectives have been input and there are not sufficient resources to deliver services that address all of the Objectives, it will be difficult to show progress towards achieving the Goals and Objectives. It is better to start off conservative and then add additional Problem Statements, Goals, and Objectives as capacity increases.

Previously entered Problem Statements, Goals, and Objectives with an "Active" status will be copied over into the FY 2007-08 version of CalOMS Pv on June 24, 2007. After June 25, 2007, please enter this information into the FY 2007-08 version of CalOMS Pv.

Discussion of No. 7 pertains to both counties and prevention funded providers: Numerous requests were submitted to ADP to add the ability to identify funding sources for programs within CalOMS Pv. This request has been completed and the new utility will be in the FY 2007-08 version of CalOMS Pv. This new functionality eliminates the tedious task of trying to gather and report only percentages of program data that were funded with Substance Abuse Prevention and Treatment (SAPT) dollars. While it is required that SAPT funded services be reported, CalOMS Pv can now be used to report all prevention service/activity data, regardless of funding source, if counties or providers choose to do so.

It is imperative that counties assist their providers in determining the correct funding sources for their programs. If inaccurate funding sources and percentages are input into CalOMS Pv, the data reflected in reports that are generated by funding source will have no validity for ADP or the counties. ADP is sensitive to the fact that many counties and providers have created high volumes of programs and it will take time to accurately input this new information. We are requesting that the funding sources for all programs be accurately identified by September 30, 2007.

To identify the funding sources, log into the FY 2007-08 version of CalOMS Pv on or after June 25, 2007. Open the Implementation Module, click on Program Management and then Identify Programs. A list of all previously created programs will populate the screen. Click on the "Select" button to the left of a program and then complete the newly added section for funding sources. The choices are SAPT, Safe and Drug Free Schools and Communities (SDFCS), California Friday Night Live Partnership (CFNLP) Mentoring, Other Federal, Other Local and Other State. All of the "Other" options allow the user to input the actual funding source into a narrative field. One or more of the funding sources can be chosen for each program by checking the box next to the source and then filling in the percentage of funding for each source. The total of all funding sources must equal 100%.

Discussion of No. 8 pertains to both counties and prevention funded providers:
CalOMS Pv data is to be submitted by counties and each of their SAPT funded primary prevention providers. Per the NNA contract, services are to be reported by date of occurrence within a reasonable amount of time after the service has taken place. Depending on the volume and type of services being delivered, ADP recommends that data be entered on a weekly basis to prevent a data back-log that then requires many hours to enter and tends to lead to aggregated data which has been happening during FY 2006-07.

Large submissions of aggregated demographic data will not be accepted (an entire month or quarter of data submitted as one entry) because they do not provide an accurate depiction of the service/activity or the frequency of events. There are situations where small bundles (weekly) of

aggregated demographic data are acceptable but due to the wide variety of demographic services being delivered across the State, there are too many examples to cite in this document. Additionally, it does require dialogue between ADP and county/provider staff to determine what data is acceptable to aggregate and in what increments. Contact the CalOMS Pv Help Desk at (916) 552-8933 or calomspvhelp@adp.ca.gov for assistance in this area. Examples of non-demographic services that can be tallied and entered in weekly entries are: dissemination of brochures/pamphlets, curricula, newsletters, printed materials, resource directories, and telephone information service calls.

Additionally, the month following the end of the quarter is the time period provided for the county to review, clarify, correct, and release the previous quarter's data to ADP. It is not a grace period for counties and providers to enter all of the previous quarter's data as has been happening quite frequently during FY 2006-07. Per the NNA contract, it is the responsibility of all prevention funded counties and providers to adhere to the reporting requirements and submit and release all data in a timely manner.

It is highly recommended that counties review and release data to ADP frequently throughout the quarter rather than waiting until the end of each reporting quarter. As FY 2006-07 has shown, there can be very large volumes of data requiring county review depending on the number of providers reporting and the level of services reported by each. Additionally, reviewing and releasing small batches of data more frequently will provide counties the opportunity to identify and clarify data issues early on and work with providers to prevent the submission of inaccurate data in the future.

The reporting periods and due dates are detailed in the following chart:

Fiscal Year	Reporting Period	Due Date to Release Data to ADP
2007/08	• 1st Quarter: 07/01/07 through 09/30/07 data • 2nd Quarter: 10/01/07 through 12/31/07 data • 3rd Quarter: 01/01/08 through 03/31/08 data • 4th Quarter: 04/01/08 through 06/30/08 data	• 10/31/07 • 01/31/08 • 04/30/08 • 07/31/08

REFERENCES

Negotiated Net Amount Contract
Strategic Prevention Framework

BACKGROUND

ADP Bulletin – Issue No. 05-04
Prevention Activities Data System
Reporting Period July 1, 2005 through June 30, 2006
Issued: June 22, 2005

ADP Bulletin – Issue No. 06-06
California Outcomes Measurement Service for Prevention
Reporting Period July 1, 2006 through June 30, 2007
Issued: May 22, 2006

QUESTIONS/MAINTENANCE

For questions regarding this bulletin, please contact the CalOMS Pv Help Desk at 916-552-8933 or CalOMSPvHelp@adp.ca.gov. Additional copies of this bulletin may be requested through the ADP Resource Center at 800-879-2772, via the ADP web site at www.adp.ca.gov, or accessed via the Library located in the Knowledge Base Module of CalOMS Pv.

EXHIBITS

None

DISTRIBUTION

County Alcohol and Drug Program Administrators
County Alcohol and Drug Program CalOMS Pv Primary Contacts
CalOMS Pv Primary Prevention Providers (FY 2006-07)
Strategic Local Government Services, LLC
Director's Advisory Council
Joel Phillips, Community Prevention Initiative/Center for Applied Research Solutions
Kerrilyn Scott, Community Prevention Initiative/Center for Applied Research Solutions