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ADP BULLETIN

Title

CalOMS Prevention
Reporting Period of July 1, 2008, through June 30, 2009

	Issue Date: June 11, 2008	**Issue No.**
	Expiration Date: June 30, 2009	**08 - 06**

Function:

Deputy Director Approval

[ ]Information Management
[ ]Quality Assurance
[ ]Service Delivery
[ ]Fiscal

Supersedes Bulletin/ADP Letter No.

dave neilsen
Deputy Director
Program Services Division

[X]Administration
[ ]Other

ADP Bulletin Issue
No. 07-05

PURPOSE

The purpose of this bulletin is to:

1. Request all counties and providers input remaining Fiscal Year (FY) 2007-08 California Outcome Measurement Service for Prevention (CalOMS Pv) data by July 11, 2008, and each county review and release all data by July 31, 2008.
2. Request each county review prevention providers currently identified in CalOMS Pv and alert Prevention Services of any additions or deletions for FY 2008-09 by June 30, 2008.
3. Inform all counties and providers that the FY 2008-09 version of CalOMS Pv will be available as of July 7, 2008.
4. Provide counties and providers instructions on utilizing the Data Transfer Tool.
5. Provide instructions for updating Funding Sources for all Programs.
6. Request all counties complete the required annual progress reports for Goals and Objectives by August 31, 2008.
7. Provide instructions for uploading revised Strategic Prevention Plans and modifying Problem Statements, Goals and Objectives.
8. Remind all counties and providers of the CalOMS Pv data reporting requirements.
9. Provide an update on current and future enhancements to CalOMS Pv.

DISCUSSION

Discussion of No. 1 pertains to both counties and providers:
The current fiscal year for reporting CalOMS Pv data to the Department of Alcohol and Drug Programs (ADP) will end on June 30, 2008. Counties and providers are required to input all remaining FY 2007-08 data by July 11, 2008. Counties are to review, clarify, correct and release the data to ADP by
July 31, 2008. ADP requests that all counties and providers be timely in this process so ADP can review the fourth quarter data and subsequently close out the fiscal year.

Discussion of No. 2 pertains to counties only:
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 2008-09. Hence, ADP is requesting that each county review the prevention providers currently identified in CalOMS Pv and alert Prevention Services if any modifications are needed for FY 2008-09 by June 30, 2008. The report entitled "County/Provider Profile Report", located in the Reports Module Standard Reports Administration tab, will generate a list of active providers currently identified in CalOMS Pv.

Current providers that will not be funded with ADP dollars for prevention services in FY 2008-09 will need to be made inactive. Please send written notification to the CalOMS Prevention Help Desk at CalOMSPvHelp@adp.ca.gov. Identify the county and include the provider identification number and legal entity name for each provider that will no longer need to be included in CalOMS Pv.

Any new providers will need to be assigned a provider identification number before they can be included in CalOMS Pv. Take note: only providers funded with ADP dollars can be assigned provider identification numbers as these numbers link directly to ADP's Master Provider File. Please do not request a number for a provider that will be receiving all of their funding from sources other than ADP.

To obtain provider identification numbers for new ADP-funded 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 via email, CalOMSPvHelp@adp.ca.gov. Include the county, new provider identification number, and legal entity name in the request.

Discussion of No. 3 pertains to both counties and providers:
The FY 2008-09 version of CalOMS Pv will be available as of July 7, 2008. The current CalOMS Pv log-in page located at https://kitservices1.kithost.net/Calomspv/ will have links to both the FY 2007-08 and FY 2008-09 versions of CalOMS Pv as of this date.

Once logged into either version of CalOMS Pv, the fiscal year will be displayed at the very top of the screen. Additionally, 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 and recurring services from inadvertently being entered into the incorrect fiscal year.

Discussion of No. 4 pertains to both counties and providers:
On July 7, 2008, all Prevention Strategic Plans, Problem Statements, Goals, Objectives, and Progress Reports from the Evaluation Module in the FY 2007-08 version of CalOMS Pv will automatically transfer over into the new FY 2008-09 version regardless of status. All Coalitions, Coalition Members, Coalition Sub-Committees, Training/Technical Assistance, and Staff/Users with an "Active" status, will automatically transfer.

This fiscal year, Programs, Groups, Individual Participants and Types of Recurring Services will be transferred manually by using the Data Transfer Tool located in the Administration Module. Only users with "Admin" privileges have permission to utilize the tool. Take note: until the data transfer is performed, data entry cannot be done by any users because there will not be any Programs, Groups, Participants, or Types of Recurring Services to link the data to.

Upon logging into the new FY 2008-09 version of CalOMS Pv, an automated notification will appear alerting the user to perform the data transfer. Proceed to the Administration Module. Scroll down to the new item entitled "Transfer Tools". Click on the + sign to open the menu. Transfer data in the order presented on the screen. Click on "Transfer Programs" first. The list of Programs will come up with check boxes next to each one. Check the boxes of only the Programs that will be utilized in FY 2008-09 and then click on "Transfer Programs". Follow these same instructions for Groups, Individual Participants, and Types of Recurring Services.

A few helpful hints:

- The Data Transfer Tool can be utilized more than once, which allows users to transfer the Programs, Groups, Participants, and Types of Recurring Services, as needed, versus all at once. Additionally, any data that is transferred, and then deleted, will reappear in the lists within the tool.

- After the Programs are transferred, the only Groups that will show up in the "Transfer Groups" screen will be those that are linked to the Programs that were already transferred.
- The "Transfer Groups", "Transfer Individual Participants", and "Transfer Types of Recurring Services" screens may be empty if the county/provider site did not create any of these in FY 2007-08.
- When Groups are transferred that were created using Individual Participants, the Participants automatically transfer and will not appear in the "Transfer Individual Participants" screen.
- After the Groups have been transferred, any remaining Individual Participants that are listed in the "Transfer Individual Participants" screen are those that were not linked to a Group that has already been transferred. However, they could have been linked to a group that is no longer needed and wasn't transferred, or they were linked to only Single Services.

Discussion of No. 5 pertains to both counties and providers:
Numerous requests were submitted to ADP requesting the ability to identify funding sources for Programs. This was implemented in the FY 2007-08 version of CalOMS Pv. Being funding sources fluctuate, they will need to be updated for each Program transferred into the FY 2008-09 version of CalOMS Pv before data can be input for the Program.

ADP strongly encourages each county to assist their staff and providers in determining the correct funding sources for Programs. When inaccurate funding sources and percentages are input, the data reflected in reports generated by funding source have no validity for ADP, counties, or providers. For example, in FY 2007-08, the funding sources for a majority of the Programs were identified incorrectly as "Other Federal", "Other State" or "Other Local" when it should have been "SAPT".

To preview the funding sources identified for all Programs transferred into the FY 2008-09 version, log into CalOMS Reports Module Standard Reports Administration tab choose and generate the report entitled "Program Funding Source". This report will reflect the funding sources and percentage of funding for each source for each Program. Review the information and identify which Programs require a funding source update.

To make updates, proceed to the Implementation Module Program Management Identify Programs click on "Select" next to the Program name update the funding information click on "Save" to prompt the Program to accept data entries.

Programs that transferred over with accurate funding sources must also be prompted to accept data entries. Proceed to the Implementation Module Program Management Identify Programs click on "Select" next to the Program name click on "Save" to prompt the Program to accept data entries.

Discussion of No. 6 pertains to counties only:
Reporting progress on Goals and Objectives is an annual requirement to be completed at the end of each fiscal year. ADP recognizes the end of the fiscal year is a very busy time and staff are already engaged in reviewing and releasing CalOMS Pv data during the month of July. For that reason, the due date for the FY 2007-08 progress reports is August 31, 2008.

Any progress reports already input into the FY 2007-08 version of CalOMS Pv will automatically transfer over into the new FY 2008-09 version of CalOMS Pv on July 7, 2008. After the transfer is complete, the Evaluation Module will no longer be available for reporting purposes in the FY 2007-08 version of CalOMS Pv.

To complete the annual progress reports for FY 2007-08, after July 7, 2008, log into the new FY 2008-09 version of CalOMS Pv proceed to the Evaluation Module and choose either the Goal or Objective progress reporting area update the "Status" if appropriate input a begin and end date in the "Progress Report Period" fields which will allow dates from the previous fiscal year fill in the required narrative fields and the measurement tool screen (Goals only) clicking on "Save" after completing each screen.

Progress reports are still a fairly new task for many counties, so having the reports from the previous fiscal year transfer over will keep the reporting history for each Goal and Objective accessible and available for editing/updates. As always, this information is also available in the Reports Module Standard Reports Evaluation tab County Goal and Objective Progress Report.

Discussion of No. 7 pertains to counties only:
Considering the dynamic and iterative nature of the Strategic Prevention Framework (SPF) planning process, it is not surprising that many counties are interested in revising their Problem Statements, Goals and Objectives as already defined in their Strategic Prevention Plan and as entered into CalOMS Pv.

Those interested in revising Problem Statements, Goals and Objectives must first update the narrative in the county's Strategic Prevention Plan. An electronic copy of the amended plan must then be uploaded into CalOMS Pv and the revisions to Problem Statements, Goals and Objectives must be keyed into the appropriate modules so the plan and the planning data in CalOMS Pv align.

Please upload amended copies of Strategic Prevention Plans and revise Problem Statements, Goals, and Objectives in the FY 2008-09 version of CalOMS Pv, which will be available for use on July 7, 2008.

No-cost technical assistance is available for all counties with the SPF process including revising Strategic Prevention Plans. Contact the Center for Applied Research Solutions at carsinfor@cars-rp.org or by telephone at (916) 983-5738 or (717) 568-3800.

Uploading Amended Prevention Plans: Log into the FY 2008-09 version of CalOMS Pv Planning Module Upload Strategic Plan click on the "Delete" button located to the right of the file name of the plan click on "Yes" in the warning message that pops up regarding permanently deleting the file click on "Add" in the Upload Strategic Plan screen fill in the narrative fields click on "Browse" next to the field entitled "File" locate the amended plan and click on "Open" click on "Upload" click on "Save".

Editing Problem Statements, Goals and Objectives: The narrative of Problem Statements, Goals and Objectives cannot be edited once service/activity data has been linked to them. However, the status can be changed and new ones can be created if needed.

- *Scenario #1 – County Needs to Cancel a Problem Statement*: Being that the Problem Statements, Goals and Objectives are linked together, the status changes have to begin with the Objectives, then the Goals, and lastly the Problem Statements. The status of Goals and Objectives are changed in the Evaluation Module (follow instructions for reporting progress in Discussion of No. 6). Once the status of all of the Goals and Objectives have been changed to either "Canceled" or " Completed" then the status of the Problem Statement can be changed in the Assessment Module.
- *Scenario #2 – County Needs to Cancel a Goal*: Same premise as Scenario #1. Begin by canceling the Objectives linked to the Goal and then the status of the Goal can be updated.
- *Scenario #3 – County Needs to Cancel an Objective*: Follow instructions for reporting progress in Discussion of No. 6 and change the status of the Objective to "Cancelled".
- *Scenario #4 – County Wants to Temporarily Cancel a Goal or Objective:* Counties may want to temporarily cancel Goals or Objectives, but plan to reactivate them in the future. Cancel the Goals and/or Objectives by following the instructions for reporting progress in Discussion of No. 6. When the county is ready to reactivate the Goals and/or Objectives, return to the Evaluation Module locate the Goal/Objective click on the last progress report entry where the Goal/Objective was canceled change the status back to "Active" input additional narrative explaining the basis for reactivating the Goal/Objective click on "Save".

Inputting New Problem Statements, Goals and Objectives: New Problem Statements are input in the Assessment Module and Goals and Objectives are
input in the Planning Module. The instructions are the same as when these data elements were originally input and can be found in the User Manual located on the Support Site or by clicking on the "Help" icon within the data entry screen.

Discussion of No. 8 pertains to both counties and providers:
CalOMS Pv data is to be submitted by counties and each of their Substance Abuse Prevention and Treatment (SAPT) funded primary prevention providers. Per the Net Negotiated Amount (NNA) contract, services are to be reported by date of occurrence on a weekly basis. This prevents a data back-log that then requires many hours to input and tends to lead to aggregated submissions and vague service descriptions.

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; however, 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. 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 2007-08 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.

Discussion of No. 9 pertains to both counties and providers:
Following are enhancements integrated into the 2008-09 version:

- "Property Managers" has been added to the list of Service Populations;
- "DUI Checkpoints" has been added to the Non-Demographic panel in the Environmental Strategy – Compliance section;
- The list of strategies/services in the Non-Demographic panel in the Report Recurring Services screen has been expanded;
- Supporting documents can now be uploaded in the Evaluation Module in the Report Progress screens for both Goals and Objectives;
- In the Planning and Evaluation Modules in the Objective screens, the list now starts with the Problem Statement Goal and then the Objectives. This will keep the items linked together rather than in alphabetical order by Objective, which was very confusing;
- Non-demographic panel Community-Based Process "Accessing Services and Funding" has been expanded and now reads "Accessing/Monitoring Services and Funding". Refer to the expanded definition in the Prevention 101 document in the Knowledge-Base Module. This Service Delivered is the appropriate choice when reporting activities related to monitoring prevention providers, their data, contracts, etc.;
- When attempting to edit or delete services that have already been released, the warning message will no longer pop-up and services can be freely edited/deleted;
- Number of attendees can now be tracked when reporting Recurring Service sessions for Groups that were created as summaries. Formerly, this could only be done for Groups created with Individual Participants. The "Group Attendance Report" in the Reports Module Standard Reports Implementation tab will reflect the data if tracked.

Following are enhancements planned for integration after July 2008:

- The ability for Friday Night Live Mentoring providers to identify more than one middle/jr. high school in their Chapter Profiles;

- Increase the number of participants that are listed on the Identify Participants page;
- Groups created as summaries will be able to be updated in the Report Recurring Services screen. This will eliminate the extra step of having to update the Groups in the Program Management Identify Groups area;
- Groups created with Individual Participants will be able to be updated in the Report Recurring Services screen via a newly added "Register Participant" function currently available in the Identify Groups screen.

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

ADP Bulletin – Issue No. 07-05
California Outcomes Measurement Service for Prevention
Reporting Period July 1, 2007, through June 30, 2008
Issued: May 24, 2007

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 accessed online via the ADP web site at www.adp.ca.gov, under the Most Popular Links, Document Library section, or via the Library located in the Knowledge Base Module of CalOMS Pv.

EXHIBITS

None

DISTRIBUTION

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