THE STATE OF CALIFORNIA-HEALTH AND HUMAN SERVICES AGENCY GRAY DAVIS, *Governor*

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
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ADP BULLETIN

Title PREVENTION ACTIVITIES DATA SYSTEM (PADS) REPORTING PERIOD JULY 1, 2003 THROUGH JUNE 30, 2004		Issue Date: 5-14-03 Expiration Date: 06-30-04	Issue No. 03-6
Deputy Director Approval _____(signed by)_____ MICHAEL S. CUNNINGHAM Deputy Director Prevention Services Division	Function: [ ]Information Management [ ]Quality Assurance [ ]Service Delivery [ ]Fiscal [X]Administration	Supersedes Bulletin/ADP Letter No. ADP Bulletin Issue No. 02-10	

PURPOSE

The purpose of this bulletin is:

1. To transmit a copy of the Prevention Activities Data System (PADS) forms (revised 3/03) for fiscal year July 1, 2003 through June 30, 2004;
2. To transmit a copy of the PADS User's Guide, July 2003, for fiscal year July 1, 2003 through June 30, 2004.
3. Inform counties of a change in reporting format.
4. Inform counties of a change in reporting frequency requirements.

DISCUSSION

The fiscal year for reporting information to the Department of Alcohol and Drug Programs for PADS will end on June 30, 2003. Counties are to submit data for each primary prevention provider that receives Substance Abuse Prevention and Treatment (SAPT) primary prevention block grant funds via the county's Negotiated Net Amount (NNA) Contract. This is a reminder that the data for each provider for the period of July 1, 2002 through June 30, 2003, is due to ADP by July 31, 2003.

Enclosed are single copies of fiscal year 2003/04 PADS forms and User's Guide for county administrators. Multiple copies and an electronic form on diskette are being sent directly to the county PADS contacts 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 at (916) 327-4425 or kbrowning@adp.state.ca.us. She may also be reached 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 in PDF format via the PADS' web site at www.adp.ca.gov/PADS/padsmain.shtml.

Discussion of No.1. Revisions have been made to the fiscal year 2003/04 PADS forms. These revisions are described below:

ADP 7235A

- Section A, County/Provider Information, No. 1, *County Name* has been replaced with *Date* ; No. 2, *Provider Name* has been replaced with *County Name*; No. 3, *Provider ID No.* has been replaced with *Provider Name;* No. 4, *Contact Person* has been replaced with *Provider ID No.;* No. 5, *Provider Address* has been replaced with *Contact Person;* No. 6, *Telephone Number* has been replaced with *Provider Address;* No. 7, *Fax Number* has been replaced with *Telephone Number;* No. 8, *E-mail Address* has been replaced with *Fax No.;* and No. 9, *Submission Type* has been deleted and replaced with *E-mail Address.*
- Section B, Program Information, No. 3, *Strategies Delivered* has shifted to No. 5; No. 4, *ADP Negotiated Net Amount Contract Prevention Elements* has been revised and renamed *ADP Negotiated Net Amount Contract Prevention Business Practices* and has shifted to No.3; and No. 5, *Accessibility* has shifted to No.4.

Discussion of No. 2. The updated PADS User's Guide, dated July 2003, for fiscal year July 1, 2003 through June 30, 2004 is also enclosed. The guide provides direction on how to correctly collect and report PADS data 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.

Discussion of No. 3. In July 2002, the web application for PADS data submission was introduced as an additional option for submitting annual PADS data. The option was well received with 40 out of 58 counties submitting fiscal year 2001/02 data via the web.

Beginning July 2003, all PADS data must be submitted via the web application located at http://www.adp.ca.gov/PADS/padsmain.shtml. County staff who have not previously requested access must complete the enclosed PADS Access Request Form and return it to Kami Browning via fax at (916) 322-7117. The approved user will then be contacted and provided a secure User ID and password that will permit access to the system. Former approved users whom have misplaced their User ID and password may contact Kami Browning at (916) 327-4425 or kbrowning@adp.state.ca.us. As a reminder, data can only be submitted via the web by pre-authorized county staff. Individual primary prevention providers must continue to submit data directly to their county, not the Department.

Discussion of No. 4. The Center for Substance Abuse and Prevention (CSAP) recently approached the Department and requested that the Prevention Services Division (PSD) begin submitting PADS data on a quarterly basis versus the current annual requirement. The Department is sensitive to the fact that implementing a more frequent reporting requirement will directly affect the processes and procedures for counties, their providers, and PSD. In an effort to accommodate CSAP's request and afford all affected parties time to modify processes, the Department has agreed to submit fiscal year 2003/04 PADS data to CSAP on a bi-annual basis. The web application will also support monthly

and quarterly submissions for those counties who choose to do so. Mandatory quarterly submissions will begin in fiscal year 2004/05. The following table reflects reporting requirements and submission due dates:

Fiscal Year	Mandatory Reporting Requirement	Due Dates	Optional Reporting Time Periods
2002/03	Annual	07/31/03 for 07/01/02 through 06/30/03 data	N/A
2003/04	Bi-annual	01/31/04 for 07/01/03 through 12/31/03 data 07/31/04 for 01/01/04 through 06/30/04 data	Monthly Quarterly
2004/05	Quarterly	10/31/04 for 07/01/04 through 09/30/04 data 01/31/05 for 10/01/04 through 12/31/04 data 04/30/05 for 01/01/05 through 03/31/05 data 07/31/05 for 04/01/05 through 06/30/05 data	Monthly

PADS was designed to collect service, demographic and environmental data per the six CSAP strategies. The forthcoming Performance Partnership Grants will require the incorporation of modules to measure capacity, process and outcome data. The implementation of a bi-annual reporting requirement is the Department's first step towards transitioning to CSAP's requests for greater accountability.

REFERENCES

Negotiated Net Amount (NNA) Contract

HISTORY

ADP Bulletin – Issue No. 02-10
PREVENTION ACTIVITIES DATA SYSTEM (PADS)
REPORTING PERIOD JULY 1, 2002 THROUGH JUNE 30, 2003
June 7, 2002

QUESTIONS/MAINTENANCE

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

Direct any PADS related issues to Kami Browning at (916) 327-4425 or by e-mail at kbrowning@adp.state.ca.us.

EXHIBITS

(1) Prevention Activities Data System (PADS) ADP 7235A-G (revised 3/03) forms for fiscal year July 1, 2003 through June 30, 2004.
(2) PADS User's Guide dated July 2003 for fiscal year July 1, 2003 through June 30, 2004.
(3) PADS Web Access Request Form

DISTRIBUTION

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