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# ADP BULLETIN

Title

REVISED ANNUAL NNA CONTRACT COMPLIANCE REVIEW PROCESS

Deputy Director Approval

(Original signed by David Monti)
DAVID MONTI
Acting Deputy Director
Program Services Division

Function:
[ ]Information Management
[ ]Quality Assurance
[ ]Service Delivery
[ ]Fiscal
[ ]Administration
[X] New Process

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## PURPOSE

The purpose of the Bulletin is to explain revisions to the Department of Alcohol and Drug Program's (ADP) county monitoring process for compliance with terms of the Substance Abuse Prevention and Treatment (SAPT) Block Grant and the Negotiated Net Amount (NNA) contract. Because of increased focus on accountability by both the federal government and the State, ADP has re-engineered the annual NNA contract monitoring review. The process will be more efficient and effective and reduce a county's time required to respond to the monitoring questionnaire.

## DISCUSSION

Monitoring is performed by analysts from the Program Services Division's (PSD) Performance Management Branch (PMB), formerly known as the County Monitoring Branch. The primary change will be that County Administrators will be asked to certify in writing their county's compliance with certain requirements of the SAPT Block Grant and the NNA contract. Because our reviews have shown that some counties do not have adequate policies and procedures, we are adding written certifications to our process in order to verify compliance and ensure that the funds are spent in accordance with SAPT Block Grant requirements.

In addition to the written certifications, the monitoring process will include a site review or desk review. Counties will receive a site review at least biennially or annually based on several factors, including whether there are new key county staff or issues to be addressed. The monitoring questionnaire and certification form will be sent well before the review and counties will complete them according to the following schedule:

- Certification – Signed hard copy is due to PMB within 10 working days of receipt
- Monitoring questionnaire for site visit – Electronic, or hard copy, is due no later than five business days before site review
- Monitoring questionnaire for desk review – Electronic, or hard copy, is due 30 days from date of receipt

## REFERENCES

Monitoring questions are based on, but not limited to, the following federal regulations and requirements, which are incorporated by reference in the NNA contract:

- 45 Code of Federal Regulations (CFR), Part 96 (SAPT Block Grant)
- Title 42 CFR, Part 2 – Confidentiality of Alcohol and Drug Abuse Patient Data
- Title 42 CFR, Part 54 – Charitable Choice Regulations and ADP Bulletin 04-5, Nondiscrimination and Institutional Safeguards for Religious Providers
- Americans with Disabilities Act (ADA), Title 45 CFR, Part 84

## BACKGROUND

As required by terms of the SAPT Block Grant, PSD began monitoring counties through county and provider site visits in Fiscal Year 2002-03. In addition to determining counties' compliance with the terms of the NNA contract and the SAPT Block Grant, monitoring analysts offer technical assistance and referrals to counties to meet the terms of their funding.

## QUESTIONS/MAINTENANCE

If you have questions please contact Virginia Clark, Manager, Performance Management Branch, PSD, at (916) 327-3726 or vclark@adp.ca.gov, or Tracie Walker, Supervisor, (916) 323-1862 or twalker@adp.ca.gov.

The Bulletin is available on ADP's Web site at www.adp.ca.gov. An additional copy may be requested through the Department's Resource Center at (800) 879-2772.

## EXHIBITS

1. County Monitoring Questionnaires (On-Site and Desk Review)
2. Certification Form

## DISTRIBUTION

County Alcohol and Drug Program Administrators Strategic Local Government Services, LLC Director's Advisory Council