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# ADP BULLETIN

Title

California Outcome Measurement Service for Prevention Reporting Period of July 1, 2009 through June 30, 2010

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|---|---|---|
| | | Issue Date: May 18, 2009 Issue No. 09 - 04 |
| | | Expiration Date: |
| Deputy Director Approval | Function:<br>[ ]Information Management<br>[ ]Quality Assurance<br>[ ]Service Delivery<br>[ ]Fiscal<br>[ X]Administration<br>[ ]Other | Supersedes Bulletin/ADP Letter No. |
| dave neilsen<br>Deputy Director<br>Program Services Division | | ADP Bulletin Issue No. 08-06 |

## PURPOSE

The purpose of this bulletin is to:

1. Request each county review prevention providers currently identified in CalOMS Prevention (Pv) and alert Prevention Services of any additions or deletions for Fiscal Year (FY) 2009-10 by June 30, 2009.
2. Provide instructions for monitoring and updating Funding Sources for all Programs.
3. Remind counties to submit their Primary Prevention Mid-Year Budget to the Department of Alcohol and Drug Programs (ADP) by January 31, 2010.
4. Notify all counties and providers of the new CalOMS Pv data reporting requirements.
5. Request all counties complete the annual progress reports for Goals and Objectives by September 30, 2009.
6. Inform all counties and providers that the FY 2009-10 version of CalOMS Pv will be available as of July 6, 2009.
7. Provide instructions on utilizing the Data Transfer Tool.
8. Provide instructions for uploading revised Strategic Prevention Plans and modifying Problem Statements, Goals and Objectives.

## DISCUSSION

**Discussion of No. 1 pertains to counties only:**

ADP is requesting that each county review their prevention providers currently identified in CalOMS Pv and alert Prevention Services if any modifications are needed for
FY 2009-10 by June 30, 2009. 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 primary prevention services in FY 2009-10 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. Please 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 primary prevention providers, please contact Karen Woolley, in the Fiscal Management Accountability 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. 2 pertains to both counties and providers:**
Funding Sources must be updated, if needed, and accepted for each Program transferred into the FY 2009-10 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 incorrect funding sources are input, the data reflected in reports generated by funding source have no validity for ADP, counties, or providers which ultimately results in inaccurate data in the annual Substance Abuse Prevention and Treatment (SAPT) Block Grant application. For example, in past fiscal years, 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 monitor the funding sources identified for all Programs in the FY 2009-10 version, log into CalOMS Pv → 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. 3 pertains to counties only:**
The Primary Prevention Mid-Year Budgets are used as a monitoring tool to ensure the following:

- all providers funded in the county budget are reporting CalOMS Pv data;
- all providers reporting CalOMS Pv data are identified in the budget;
- the funds distributed to each provider within Service Codes 12 – 17 align with the Center for Substance Abuse Prevention strategies reported in CalOMS Pv.

Reviewing the mid-year prevention budgets provides the opportunity to identify and correct discrepancies during the current fiscal year. This will ultimately lead to fewer discrepancies in the Final Cost Reports and accurate data for the SAPT Block Grant annual application. The mid-year budgets are not used for audit purposes.

Each county must submit a mid-year budget to ADP by January 31, 2010. Additional instructions and templates will be released in November 2009.

**Discussion of No. 4 pertains to both counties and providers:**
CalOMS Pv data is to be submitted by counties and each of their SAPT funded primary prevention providers. Per the updated Negotiated Net Amount (NNA) contract, *services can now be reported on a monthly basis rather than weekly*.

Data must still be reported by the date of occurrence and large submissions of aggregated data will not be accepted (an entire month of data submitted as one entry). However, there are conditions where weekly aggregate entries of data are encouraged and accepted. Due to the wide variety of services being delivered across the State, there are too many examples to cite in this document. Please contact the CalOMS Pv Help Desk for assistance in determining what data is acceptable for weekly aggregate entries. The CalOMS Pv Help Desk can be reached at (916) 552-8933 or CalOMSPvHelp@adp.ca.gov.

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 primary prevention-funded counties and providers to adhere to the reporting requirements by submitting and releasing all data in a timely manner.

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

| Fiscal Year | Reporting Period | Due Date for Release of Data to ADP |
|---|---|---|
| 2009/10 | 1st Quarter: 07/01/09 through 09/30/09 data<br>2nd Quarter: 10/01/09 through 12/31/09 data<br>3rd Quarter: 01/01/10 through 03/31/10 data<br>4th Quarter: 04/01/10 through 06/30/10 data | 10/31/09<br>01/31/10<br>04/30/10<br>07/31/10 |

**Discussion of No. 5 pertains to counties only:**
Reporting progress on Goals and Objectives has been an annual requirement to be completed at the end of each fiscal year. Based on county feed back, *reporting progress on Goals is now optional unless the Goal is being completed or cancelled*. Reporting progress on Objectives is mandatory. The due date for the FY 2008-09 annual progress reports is September 30, 2009.

Any progress reports already input into the FY 2008-09 version of CalOMS Pv will automatically transfer over into the new FY 2009-10 version of CalOMS Pv on July 6, 2009. After the transfer is complete, the Evaluation Module will no longer be available for reporting purposes in the FY 2008-09 version of CalOMS Pv.

To complete the annual progress reports for FY 2008-09, after July 6, 2009, log into the new FY 2009-10 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 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. 6 pertains to both counties and providers:**
The FY 2009-10 version of CalOMS Pv will be available as of July 6, 2009. The CalOMS Pv log-in page located at https://kitservices1.kithost.net/Calomspv will provide links for both the FY 2008-09 and FY 2009-10 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. 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. 7 pertains to both counties and providers:**

On July 6, 2009, all Prevention Strategic Plans, Problem Statements, Goals, Objectives, and Progress Reports from the Evaluation Module in the FY 2008-09 version of CalOMS Pv will automatically transfer over into the new FY 2009-10 version regardless of status. All Coalitions, Coalition Members, Coalition Sub-Committees, Training/Technical Assistance, and Staff/Users with an "Active" status, will automatically transfer.

Programs, 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. Data entry cannot be done by any users until the data transfer is performed because there will not be any Programs, Participants or Types of Recurring Services to link the data to. Take note: In an effort to assist counties in increasing demographic data accuracy, Groups can no longer be transferred. New Groups must be created at the beginning of each new fiscal year.

Upon logging into the new FY 2009-10 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 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 2009-10 and then click on "Transfer Programs". Follow these same instructions for Individual Participants and Types of Recurring Services.

A few helpful hints:

- The Data Transfer Tool can be utilized more than once. This allows users to transfer Programs, Participants and Types of Recurring Services as needed, versus all at once. Additionally, any data that is transferred, and then deleted from the FY 2009-10 version, will reappear in the FY 2008-09 lists within the tool.
- The "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 2008-09.

**Discussion of No. 8 pertains to counties only:**
Those counties 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 2009-10 version of CalOMS Pv, which will be available for use on July 6, 2009.

No-cost technical assistance with the Strategic Prevention Framework process including revising Strategic Prevention Plans is available for all counties. Contact the Center for Applied Research Solutions at carsinfor@cars-rp.org or by telephone at (916) 983-9506 or (707) 568-3800.

*Uploading Amended Prevention Plans*: Log into the FY 2009-10 version of CalOMS Pv → Planning Module → Upload Strategic Plan → click on the "Add" button located on the left side of the screen → fill in the required fields → click on "Browse", locate and click on the document in your directory and then click "Open" → click on "Upload" → click on "Save" after the document uploads. Multiple documents can now be uploaded in this area. The previous copy of the plan can be kept or can be removed by clicking on "Delete" to the right of the plan name.

*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. 7). Once the status of all of the Goals and Objectives have been changed to either "Cancelled" or " Completed", 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. 7 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. 7. 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 cancelled → change the status back to "Active" → input additional narrative explaining the basis for reactivating the Goal/Objective → click on "Save".
- *Scenario #5 – County Wants to Extend the "Complete By Date" for a Goal or Objective:* Proceed to the Planning Module → choose either Goals or Objectives → click on the Goal or Objective that requires a date extension → change the date in the "Complete By Date" field → 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.

REFERENCES
Negotiated Net Amount Contract

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

ADP Bulletin – Issue No. 08-06
CalOMS Prevention
Reporting Period July 1, 2008 through June 30, 2009
Issued: June 11, 2009

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 Section – ADP Bulletins & Letters, or via the Library located in the Knowledge Base Module of CalOMS Pv.

EXHIBITS
None

DISTRIBUTION
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