

CHAPTER FIVE

REPORTING FORMS AND INSTRUCTIONS

Revised July 2007

CHAPTER FIVE – REPORTING FORMS AND INSTRUCTIONS

A. Treatment Reporting Requirements:

The County shall provide annual reports about services performed against this Program Agreement to the DASA Regional Administrator. The reports shall provide information on services provided from the beginning of the biennium to the end of the fiscal year being reported as well as the progress of services provided from the beginning of the biennium to the end of the fiscal year being reported. The reports shall be submitted to the Regional Administrator within 60 days of the end of each fiscal year reporting period.

The report formats are prescribed in a memorandum sent out to the County at the end of each fiscal year reminding the County of the reporting requirements and listing the reports required.

The County shall provide the following reports in each fiscal year report:

- System Collaboration Report
- Subcontractor On-Site Monitoring Report
- IVDU Report

There may be a change to the reports required by DASA during the biennium. If this happens, DASA will communicate and coordinate with the County on the need for the change in the reports and/or the change in format.

B. Prevention Reporting Requirements:

The County Coordinator (or Designee) responsibilities are the following:

1. Implement and monitor prevention programs and reporting to assure compliance with these guidelines.
2. Counties that deliver prevention services through subcontractors will develop and submit to DASA a protocol for monitoring their subcontractors and will conduct on-site visits of prevention contractors at least once each contract year.

Reporting Requirements and Timelines

The Counties will provide the following information to DASA through the Performance-based Prevention system (PBPS):

1. Program Planning
 - a. **June 1, 2007:** All components for the 2007-2009 biennium as outlined in the County Six Year Strategic Plan.
 - b. **July 1, 2007:** All programs approved by DASA for implementation in the 2007-2009 biennium.

2. Program Service Reports

- a. Counties shall ensure that demographic information is provided for each participant single and recurring programs.
- b. **15th of Every Month:** Service reports due for all services for active programs for preceding month.
For example: October 15, 2007 for services that occurred September 1-30, 2007.

Any requests for extensions to reporting deadlines or exceptions from reporting must be requested directly from the Regional Administrator (or designee) before the report due date and the Regional Administrator (or designee) must accept the extension or exception request before the due date.

3. Community Coordination Reports efforts in the PBPS for each three-month quarter of the calendar year. The due dates are:

- a. Each county will report their community coordination:

October 31, 2007 (for July-September, 2007);
January 31, 2008 (for October-December, 2007);
April 30, 2008 (for January-March, 2008);
July 30, 2008 (for April-June, 2008);
October 31, 2008 (for July-September, 2008);
January 31, 2009 (for October-December, 2008);
April 20, 2009 (for January-March, 2009); and
July 30, 2009 (for April-June, 2009).

- b. Any requests for extensions to reporting deadlines or exceptions from reporting must be requested directly from the Regional Administrator (or designee) before the report due date and the Regional Administrator must accept the extension or exception request before the due date.

4. Outcome Measures

- a. Counties shall be required to report on all Required Measures in the PBPS.
- b. Special situations and exceptions regarding Required Measures.
 - The County may negotiate with the Regional Administrator (or designee) to reduce multiple administrations of surveys to individual participants.
 - Participants in recurring programs that serve the majority participants outside the designated age range,
 - Recurring services that spend less than \$2,000 of DASA prevention funds,

- All single event programs,
- c. Counties will still be required to report service data, including participant demographics and attendance, for all recurring programs, regardless of survey exceptions.
5. Training activities – use of training funds will be reported in the PBPS at least every three months. The due dates are:

October 31, 2007 (for July-September, 2007);
January 31, 2008 (for October-December, 2007);
April 30, 2008 (for January-March, 2008);
July 30, 2008 (for April-June, 2008);
October 31, 2008 (for July-September, 2008);
January 31, 2009 (for October-December, 2008);
April 30, 2009 (for January-March, 2009); and
July 30, 2009 (for April-June, 2009).

C. Other Reports:

1. The County shall provide timely and accurate reports and other documents as deemed necessary by DASA regarding services provided directly in performance of this Program Agreement and shall ensure that subcontractors provide timely and accurate reports regarding subcontracted services.
2. Criminal Justice Treatment Account Innovation Annual Report.

Submit an annual progress report to the Regional Administrator that summarizes the status of the county's innovated project. The following items are to be included in the annual report:

- a. Type of project (innovation, best practice, or regional project).
 - b. Status or project (innovation, best practice, or regional project);
 - How has implementing the project enhanced treatment services?
 - Capacity – number of people to be service in the report period.
 - c. Progress in meeting projects goals and objectives.
 - d. Evaluation strategy that addresses at a minimum:
 - Treatment retention/completion.
 - Reduced involvement in criminal activity.
3. DASA reserves the right to have counties report on the Federal Government Performance Reporting Act (GPRA) measures when handed down from the Center for Substance Abuse Prevention (CSAP).
 4. The County shall submit required annual reports within 60 days following the end of the Fiscal Year.

5. Requested compensation for prevention services shall be listed by CSAP Strategy.

CSAP Strategies include: Information Dissemination, Education, Alternatives, Problem Identification and Referral, Community-based Process, Environmental, Other, Section 1926 – Tobacco

Counties shall report expenditures for each of the six CSAP strategies on a quarterly basis (three month). Expenditures shall match the previous three months A-19 billings. Please use the following reporting template:

Primary Prevention Expenditures Checklist

Strategy	Block Grant FY 2005	Other Federal *	State *	Local *	Other *
Information Dissemination	\$	\$	\$	\$	\$
Education	\$	\$	\$	\$	\$
Alternatives	\$	\$	\$	\$	\$
Problem Identification & Referral	\$	\$	\$	\$	\$
Community-based process	\$	\$	\$	\$	\$
Environmental	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$
Section 1926 - Tobacco	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$
Total A-19 billing amount for this quarter	\$				

*Please list all sources, if possible (e.g., Center for Disease Control and Prevention block grant, foundations).

Due dates are:

- October 31, 2007** (for July-September, 2007);
- January 31, 2008** (for October-December, 2007);
- April 30, 2008** (for January-March, 2008);
- July 30, 2008** (for April-June, 2008);
- October 31, 2008** (for July-September, 2008);
- January 31, 2009** (for October-December, 2008);
- April 30, 2009** (for January-March, 2009); and
- July 30, 2009** (for April-June, 2009).

Information Dissemination – This strategy provides knowledge and increases awareness of the nature and extent of alcohol and other drug use, abuse, and addiction, as well as their effects on individuals, families, and communities. It also provides knowledge and increases awareness of available prevention and treatment programs and services. It is characterized by one-way communication from the source to the audience, with limited contact between the two.

Education – This strategy builds skills through structured learning processes. Critical life and social skills include decision making, peer resistance, coping with stress, problem solving, interpersonal communication, and systematic and judgmental abilities. There is more interaction between facilitators and participants than in the information strategy.

Alternatives – This strategy provides participation in activities that exclude alcohol and other drugs. The purpose is to meet the needs filled by alcohol and other drugs with healthy activities, and to discourage the use of alcohol and drugs through these activities.

Problem Identification and Referral – This strategy aims at identification of those who have indulged in illegal/age-inappropriate use of tobacco or alcohol and those individuals who have indulged in the first use of illicit drugs in order to assess if their behavior can be reversed through education. It should be noted however, that this strategy does not include any activity designed to determine if a person is in need of treatment.

Community-based Process – This strategy provides ongoing networking activities and technical assistance to community groups or agencies. It encompasses neighborhood-based, grassroots empowerment models using action planning and collaborative systems planning.

Environmental – This strategy establishes or changes written and unwritten community standards, codes, and attitudes, thereby influencing alcohol and other drug use by the general population.

Other – The six primary prevention strategies have been designed to encompass nearly all of the prevention activities. However, in the unusual case an activity does not fit one of the six strategies it may be classified in the “Other” category.

Section 1926 – Tobacco: Costs Associated with the Synar Program.