

**MARIN COUNTY DIVISION OF ALCOHOL, DRUG AND TOBACCO PROGRAMS  
CONTRACTOR REPORTING REQUIREMENTS  
FY 2009/10**

**REPORTING REQUIREMENTS  
ALL CONTRACTORS**

Failure to comply with any of the reporting requirements outlines below may result in a delay of payment, as outlined in the **Contract Compliance Policy**. It is the provider's responsibility to ensure that all documents are received by ADTP in the timeframe and format prescribed by the County, as outlined below.

**1) Contract Materials**

Submit all contract materials, as outlined in the contract renewal package, to ADTP by or before the close of business (5:00pm) on July 31, 2009.

**2) All Billing Invoices**

Billing invoices (Exhibit C) are provided by ADTP and reflect the contract agreement. Invoices must contain an **original signature (blue ink)** from an authorized individual in your agency.

**Drug Medi-Cal payments will be paid upon approval of acceptance into the State's ITWS system. We estimate that this will take an additional week for payment approval.**



**NEW!** Mirroring requirements in the SACPA and Base Treatment Programs, **contractors providing secondary prevention/intervention services are required to submit the monthly activity report in conjunction with the monthly invoice** before the close of business (5:00pm) on the 10<sup>th</sup> of the month for the previous month's activities. Templates of the activity report and Outreach Log are included in **section four** of the contractor manual.

All invoices and monthly activity/progress reports [including base intervention and treatment contracts, Drug/Medi-Cal, Drug Court, Substance Abuse and Crime Prevention Act (SACPA), Bay Area Services Network (BASN) and Safe and Drug Free Schools (SDFSC)] and accompanying reports are due to ADTP by or before the close of business (5:00pm) on the **10<sup>th</sup> of the month** for the preceding month's services.

**3) Provider Self-Audits and Site Visits**

The purpose of the Self-Audit is to assess compliance with the policies and procedures outlined in the contract agreement, as well as assess objective attainment at mid-year. In December, ADTP will distribute Self-Audit forms to all providers. A sample of the Provider Self-Audit is enclosed under the Resources and Manuals section. This document is due to ADTP by or before the close of business (5:00pm) on January 29, 2010. ADTP staff will conduct follow-up Site Visits in February and March 2010.

**4) Provider Cost Reports**

All providers are required to submit an annual cost report to ADTP. Specific instructions, templates and the due date will be provided to each agency upon

notification from the State Department of Alcohol and Drug Programs (ADP). Cost report documents are generally made available in September.

## 5) Annual Reports

All providers are required to submit an annual report, detailing their contractual outcomes for the fiscal year. *Demographic information on persons served in treatment is no longer required and will be available to the County, and by request, to Providers, from the State's ITWS system.* Annual reports are due to ADTP by or before the close of business (5:00pm) on July 30, 2010.

# I. PRIMARY PREVENTION PROVIDERS

## 1) CalOMS Prevention

CalOMS Prevention is a fully web-based data collection service for primary prevention service/activity data funded with the Substance Abuse Prevention and Treatment (SAPT) block grant dollars via the Department of Alcohol and Drug Programs. Uploads should occur within 10 days of event, and no later than the 10<sup>th</sup> of each month

For technical support, please contact the following: [casupport@kitsolutions.net](mailto:casupport@kitsolutions.net)  
[www.kitsco.com/casupport](http://www.kitsco.com/casupport) or 1-888-600-4777

For assistance with program related questions, please send an e-mail to the following:  
[CalOMSPVHELP@adp.ca.gov](mailto:CalOMSPVHELP@adp.ca.gov)

## 2) Progress Reports

**All SAPT primary prevention providers** are required to submit quarterly progress reports, detailing their program progress and outcomes. Progress report templates will be provided to each grantee to enter into the Evaluation module of CalOMS Prevention and will reflect the contract goals and objectives from Exhibit A. Providers are required to complete progress notes in CalOMS Prevention due to ADTP by or before the close of business (5:00pm) on:

- October 1, 2009 (Activities for July 1, 2009 – September 30, 2009)
- January 1, 2009 (Activities for October 1, 2009 – December 31, 2009)
- April 1, 2010 (Activities for January 1, 2010 – March 31, 2010)
- July 1, 2010 (Activities for April 1, 2010 – June 30, 2010)

**All non-SAPT primary prevention providers** are required to submit quarterly progress reports, detailing their program progress and outcomes. Progress report templates will reflect the contract objectives and activities and will be provided to each grantee in July. An electronic copy of the progress report and hard copies of the progress report and attachments are due to ADTP by or before the close of business (5:00pm) on:

- October 1, 2009 (Activities for July 1, 2009 – September 30, 2009)
- January 1, 2010 (Activities for October 1, 2009 – December 31, 2009)
- April 1, 2010 (Activities for January 1, 2010 – March 31, 2010)
- July 1, 2010 (Activities for April 1, 2010 – June 30, 2010)

## Progress Report Submission

Please submit an **electronic version** of the progress report to Gary Najarian at [gnajarian@co.marin.ca.us](mailto:gnajarian@co.marin.ca.us). Please also send a hard copy of the completed progress report **and attachments** by the designated due date to the attention of: Gary Najarian, Prevention Coordinator, Division of Alcohol, Drug and Tobacco Programs, 10 North San Pedro Road, Suite 1013, San Rafael, CA 94903.

## II. TREATMENT

### 1) Drug and Alcohol Treatment Access Report (DATAR) and Provider Waiting List Record and Provider Summary Report (PSR)

The State Department of Alcohol and Drug Programs has recently converted to an electronic entry system for these documents. Contracted Providers should contact the State Department of Alcohol and Drug Programs to obtain a password for this system.

### 2) California Outcome Measurement System (CalOMS)

**DESCRIPTION and REQUIREMENT:** The California Outcomes Measurement System (CalOMS) is a statewide client-based data collection and outcomes measurement system. CalOMS allows the Department of Alcohol and Drug Programs to effectively manage and improve the provision of alcohol and other drug services at the state, county, and provider levels.


**DATA ENTRY and ACCESS:** Data entry occurs on the secure web server located at <https://marin.witsweb.org/wits/default.aspx>. Please contact Leigh Steffy at [lsteffy@co.marin.ca.us](mailto:lsteffy@co.marin.ca.us) or at (415) 499-4293 or, for justice programs contact Paula Glodowski-Valla at [pglodowski@co.marin.ca.us](mailto:pglodowski@co.marin.ca.us) or at (415) 499-6403.

#### STANDARDIZED DEFINITIONS- QUALITY ASSURANCE

In an effort to ensure that Marin's outcomes are being reported in a standardized manner, utilize the definitions that are **attached and included in section five** for the various admission and discharge measures.

#### QUARTERLY DATA REVIEW:

At least quarterly, or more often as needed, ADTP shall monitor treatment activities and outcomes through a full county data extract. This data will be parsed and provided to individual providers for each facility uniquely. (Data will be provided in ACCESS or Excel formats, consistent with providers' existing systems and preferences).

 **UPDATED! 3) Error Correction Reports (ECR): Certification of Errors Corrected** Effective October 2008, County staff will continue to send the monthly ECR Reports to your and your staff's attention, along with a document that you will be required to sign and return to our office via mail or fax within 21 days. The document will serve as certification that all of the errors have been corrected in the system. The policy and a sample of the certification document, which shall be signed by the Executive Director, is included in Section 5 of the contractor manual. This policy applies to all substance abuse treatment services, including Base, SACPA, Drug Court and BASN.

### III. SUBSTANCE ABUSE AND CRIME PREVENTION ACT (SACPA/PROP 36)

#### 1) Initial Assessment Reports

The clinical assessment specialist is required to complete and submit CalOMS intake assessment reports and CalOMS entries for all interviewed clients. This assessment and intake shall be forwarded to the referred treatment program within 10 days of the completion of the interview.

#### 2) Progress Reports

All SACPA providers are required to complete and submit monthly progress reports. Progress reports are due to ADTP by or before the close of business (5:00pm) on the 10<sup>th</sup> of the month.

#### 3) Expenditure Reports

All SACPA providers are required to complete and submit bi-annual expenditure reports. Expenditure reports are due to ADTP by or before the close of business (5:00pm) on January 15, 2010 (for expenditures from July 1, 2009 – December 31, 2009) and July 16, 2010 (for expenditures from January 1, 2010 – June 30, 2010).

#### 4) California Outcome Measurement System (CalOMS)

**DESCRIPTION and REQUIREMENT:** The California Outcomes Measurement System (CalOMS) is a statewide client-based data collection and outcomes measurement system. CalOMS allows the Department of Alcohol and Drug Programs to effectively manage and improve the provision of alcohol and other drug services at the state, county, and provider levels.

**DATA ENTRY and ACCESS:** Data entry occurs on the secure web server located at <https://marin.witsweb.org/wits/default.aspx>. Please contact Leigh Steffy at [lsteffy@co.marin.ca.us](mailto:lsteffy@co.marin.ca.us) or at (415) 499-4293.

#### **STANDARDIZED DEFINITIONS- QUALITY ASSURANCE**

In an effort to ensure that Marin's outcomes are being reported in a standardized manner, utilize the definitions that are **attached and included in section five** for the various admission and discharge measures.

#### **QUARTERLY DATA REVIEW:**

At least quarterly, or more often as needed, ADTP shall monitor treatment activities and outcomes through a full county data extract. This data will be parsed and provided to individual providers for each facility uniquely. (Data will be provided in ACCESS or Excel formats, consistent with providers' existing systems and preferences).

#### 5) Monthly Client Reports for Billing

Contractors for SACPA/Prop 36 are required to submit the monthly activity report in conjunction with the monthly invoice to Paula Glodowski-Valla by or before the close of business (5:00pm) on the 10<sup>th</sup> of the month for the previous month's activities.

#### **IV. ADULT DRUG COURT PROGRAMS**

##### **1) Copy of Expenditure Report**

The treatment provider for the Adult Drug Court is required to submit a Expenditure reports to ADTP by or before the close of business (5:00pm) on the 10<sup>th</sup> of the month for the previous month's activities.

##### **2) Monthly Activity Report**

Contractors for the Adult Drug Court is required to submit the monthly activity report to Paula Glodowski-Valla by or before the close of business (5:00pm) on the 10<sup>th</sup> of the month for the previous month's activities.

#### **V. BAY AREA SERVICES NETWORK (BASN) PROVIDERS**

##### **1) Monthly Report Form**

The Bay Area Services Network (BASN) providers are required to complete and submit a Monthly Report Form that details the client admissions, discharges and service modality. The Monthly Report is due to Robert Reinhard by or before the close of business (5:00pm) on the 10<sup>th</sup> of the month for the previous month's activities.