

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

DOCUMENT TITLE	DUE DATE	WHERE SUBMITTED	SUBMISSION FORMAT	PRIMARY CONTACT PERSON
All Contractors				
Contract Materials	July 31, 2009	ADP Office	Exhibits A & B: E-Mail Attachments: Hard Copy*	Gary Najarian (Prevention) Catherine Condon (All Other)
All Billing Invoices & Monthly Client/Service Activity Reports	By the 10 th of each month	ADP Office	Hard Copy* with Client/Service Activity Reports attached to the Invoice	DJ Pierce
Provider Self-Audit	January 30, 2010	ADP Office	Hard Copy*	Kasey Clarke
Provider Cost Reports	September/October 2010	ADP Office	Hard Copy* and Disk	Linda Fortelka
Annual Report	July 30, 2010	ADP Office	E-Mail or Hard Copy*	Catherine Condon
Error Correction Report (ECR) Certification Form (for Base, SACPA, ADC and BASN providers)	Within 21 days of receipt of the ECR request	ADP Office	Hard Copy, Fax or E-mail scan	Shae Ladnier
Primary Prevention Providers				
California Outcome Measurement System for Prevention (CalOMS Prevention)	Uploads should occur within 10 days of event, and no later than the 10 th of each month	https://kitprevention.kithost.net/calomspv/	Web Based	Gary Najarian
Progress Reports	October 1, 2009 January 1, 2010 April 1, 2010 July 1, 2010	ADP Office	Report: E-Mail and Hard Copy* Attachments: Hard Copy*	Gary Najarian
Treatment Providers				
Drug and Alcohol Treatment Access Report (DATAR)	By the 10 th of each month	ADP Office	Electronic Upload	State ADP
Provider Summary Report (PSR)	By the 10 th of each month	ADP Office		
California Outcome Measurement System (CalOMS)	Uploads should occur within 10 days of event, and no later than the 10 th of the month following admission/discharge.	https://marin.witsweb.org/wits/default.aspx	Web-based	Leigh Steffy
SACPA (Prop 36) Providers and Assessors/Case Managers				
CalOMS Intake and Assessments and Transfers to Treatment Providers	Upload should occur within 10 days of the event	https://marin.witsweb.org/wits/default.aspx	Web-based	Paula Glodowski-Valla
Initial Intake & Progress Reports	By the 10 th of each month	ADP Office	Fax or E-Mail	Kasey Clarke

Expenditure Reports	January 15, 2010 July 16, 2010	ADP Office	E-Mail	Garland Murphy
CalOMS Reports	Uploads should occur within 10 days of the event, and no later than the 10 th of the month following admissions/discharge	https://marin.witsweb.org/wits/default.aspx	Web-based	Paula Glodowski-Valla
All billing invoices	By the 10 th of each month	ADP Office	Hard Copy*	Paula Glodowski-Valla
Monthly Progress Reports	By the 10 th of each month	ADP Office	Hard Copy	Paula Glodowski-Valla
Adult Drug Court Providers				
Billing Invoice	By the 10 th of each month	ADP Office	Hard Copy*	Paula Glodowski-Valla
Monthly Activity Report	By the 10 th of each month	ADP Office	Hard Copy	Paula Glodowski-Valla
BASN Providers				
Monthly Report Form	By the 10 th of each month	ADP Office	Hard Copy* or E-Mail	Robert Reinhard
Tobacco Prevention and Cessation Providers				
Progress Reports	November 15, 2009 March 15, 2010 July 15, 2010 (Annual Report)	Tobacco Education Program Office	Report: E-mail Attachments: Hard Copy* (to follow)	Bob Curry

* These documents require original signatures (blue ink) from authorized individuals.

Note: All documents are due by or before the close of business (5:00pm) on the due date outlined above.

INFORMATION FOR PRIMARY REPORTING CONTACTS

**MARIN COUNTY DIVISION OF ALCOHOL, DRUG AND TOBACCO PROGRAMS
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