



DEPARTMENT OF HEALTH AND HUMAN SERVICES

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*Division of Alcohol, Drug
and Tobacco Programs*

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October 10, 2008

Dear Alcohol and Other Drug Prevention and Treatment Providers and Independent Contractors,

As you are aware, Marin County's allocations are based in part on our data submitted to the State Department of Alcohol and Drug Programs through the CalOMS Prevention and MarinWITS systems. For example, 40% of our SACPA allocation and 25% of our OTP allocation are directly based on our MarinWITS submissions. As such, it is of critical importance that you ensure the timely and accurate submission of your agency's prevention and treatment client data into CalOMS Prevention and MarinWITS, respectively.

It has been brought to my attention that despite the significant efforts of everyone in improving the quality of the data submitted through the CalOMS systems, Marin County has experienced an over 25% rejection rate in each of the past three months for the treatment system and a 37% rejection rate over a three month period for the prevention system. The goal is to achieve 95% compliance with both CalOMS Prevention and Treatment data, which is consistent with the state minimum rates for compliance. To improve our data quality and accuracy and to bring Marin back into compliance, below are the new procedures, **effective immediately**.

Procedures and Resources for CalOMS Treatment- MarinWITS: *Effective Immediately*

In an effort to reduce the number of rejected records, our staff has been sending Error Correction and Submission Reports (ECR) on a monthly basis to you and your data staff. It unfortunately appears that many of the errors are not being corrected. Given the importance of having high quality data—not only for planning and evaluation purposes, but also given that our funding allocations are based on the data—we will be implementing new procedures effective immediately. As the time to resubmit rejected records has now elapsed for FY 2007/08, these procedures will apply to data submitted beginning July 1, 2008.

New Procedure Effective Immediately

Our staff will continue to send the monthly ECR Reports to your and your staff's attention, along with a new 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. A sample of the certification document, which shall be signed by the Executive Director, is attached to this letter. Also attached is a table summarizing the key actions and timelines that you can post at your MarinWITS data entry station.

Technical Assistance Resources

Most of you have worked with Leigh Steffy on MarinWITS and she will continue to be a resource to you. She can be contacted at 499-4293 or lsteffy@co.marin.ca.us. I also strongly recommend the following resources for CalOMS should any questions arise:

- ❖ **CalOMS Data Collection Guide, CalOMS Data Dictionary and CalOMS Data Compliance Standards:** These materials are available on the FY 2008/09 Contractor Manual CD ROM, as well as on ADP's website, which can be accessed by visiting www.adp.ca.gov/CalOMS/CalOMSmain.shtml.
- ❖ **CalOMS Web-Based Training:** The State Department of Alcohol and Drug Programs recently released a web-based training for CalOMS. I highly recommend that new staff and your MarinWITS data entry staff take all four training modules. I strongly encourage you, as the Executive Director of your agency, to take at least Module 1, which focuses on the purpose and significance of the CalOMS system. The training can be accessed at www.adp.ca.gov/Data/wbt.shtml. You can contact Leigh for a username and password.

Procedures and Resources for CalOMS Prevention: *Effective Immediately*

As you are aware, the State is moving more towards aligning CalOMS Prevention reports and activities with the Service Codes and budgets in each of your contracts. The expectation from the State is that the Division of Alcohol, Drug and Tobacco Programs monitor your entries on a weekly basis and provide you with feedback to improve the accuracy of your data entry and to ensure that activities entered align with your Exhibit B.

New Procedure Effective Immediately

In an effort to reduce the amount of entries rejected by the State, attached is a brief guide to the types of information that should be included in the narrative section of your activity entry. Staff in our Division will review your entries prior to submission to the State. If your entries do not contain the information specified below, your CalOMS Prevention contact will be notified and a request for correction issued.

Technical Assistance Resources

All of you have worked with Gary Najarian on CalOMS Prevention and he will continue to be a resource to you. He can be contacted at (415) 499-4230 or gnajarian@co.marin.ca.us. I also strongly recommend the following resources for CalOMS Prevention should any questions arise:

- CalOMS Prevention Library – the Library can be accessed under the Knowledge base tab in CalOMS Prevention and contains a variety of documents which can serve to clarify your entries. Special attention should be paid to the Demographic and Non-Demographic Services Matrix, Evaluation Tip Sheets and ADP Bulletins.
- CalOMS Prevention Web Based Training – Web based trainings are offered regularly by the State and are posted on the Home page in CalOMS Prevention. The next three trainings scheduled are on 10/22; 11/18 and 12/19, 2008.

Thank you for your attention to this important issue and feel free to call me if you have any questions.

Sincerely,

DJ Pierce, OTR, MPA
Division Chief

Enclosures:
MarinWITS Certification Form
Summary of Key Procedures and Timelines
CalOMS Prevention Guide

MarinWITS
Error and Submission Details Report
Certification Form

In an effort to reduce the number of rejected MarinWITS records, this document will serve as Certification that all of the identified errors have been corrected in the MarinWITS system.
All identified errors should be resolved within 21 days of receipt of this form.

Thank you for making the correction of these errors a priority for your agency.

Date *Error and Submission Details Report* (ECR) Request was sent to your agency: _____

Number of *Errors* identified on the report: _____

Date *Error and Submission* corrections due by: _____

Certification:

The below signed individual confirms that **all** identified *Error and Submission* details have been resolved and completed.

Agency Name: _____

Number of successfully corrected errors: _____

Executive Director
 Signature: _____ Date signed: _____

Print Name: _____

If there were errors that your agency could not fix, please provide detail for each error that your agency was unable to correct or resolve:

Provider ID	Participant ID	Error Description	Reason Not Corrected

Fax completed form to 415.499.7008
 or mail to: County of Marin, Division of Alcohol, Drug and Tobacco Programs
 10 N. San Pedro Road, Suite 1013
 San Rafael, CA 94903
 415.499.3030 phone

Treatment CalOMS Reporting Overview

Report Type	Purpose of Report	Why it Matters	Frequency	Action Required	Time Frame for Completion
MarinWITS Unfinished Client Activity Report	Identifies all MarinWITS activity that is incomplete within the system. CalOMS does not accept incomplete (unfinished) data transferred out of MarinWITS.	Completing unfinished client activities ensures that all data is being captured and reaching the State. The State uses MarinWITS data to determine future funding allocations.	ADTP emails any unfinished client activity details to Providers by the 5 th of each month to be corrected.	Providers review each identified client to complete the unfinished activity. Providers have a week to complete the unfinished activities.	Each Provider should resolve all unfinished activity by the 12 th of the month. The ADTP office uploads all MarinWITS data to the State by the 15 th of each calendar month.
CalOMS Error and Submission Correction Report (ECR)	The report details client data that is incomplete or has an error and was rejected and not included in the upload to the State.	The State requires the ADTP office to be 95% compliant with data submissions. Non-compliance can result in negative funding allocation in the future.	By the 15 th of each month, after ADTP does the monthly upload to State, an Error and Submission report is generated and emailed to Providers for correction.	ADTP emails each Provider any errors that need to be corrected in MarinWITS. Upon completion, the Provider fills out the ECR Certification Form and returns it to ADTP offices within 21 days of receipt of the ECR report.	Each Provider has 21 calendar days to make corrections within MarinWITS and to return the Certification form back to ADTP so that the corrected data is included in the next upload to the State.

CALOMS PREVENTION GUIDE
SERVICE CODE DESCRIPTIONS, MANDATORY ELEMENTS FOR INCLUSION IN PREVENTION
CALOMS ENTRIES

Mandatory elements for each entry should include the following:

- The individual(s) or group(s) that completed the activity**
- Location where conducted**
- Number of individuals reached**
- Evaluation measures used**
- Outcomes observed or measured**

See samples below under each Service Code Description

Primary Prevention

12 – Information Dissemination

This strategy provides awareness and knowledge of the nature and extent of alcohol, tobacco and drug use, abuse and addiction and their effects on individuals, families and communities. It also provides knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following:

- a. Clearinghouse/information resource center(s);
- b. Resource directories;
- c. Media campaigns;
- d. Brochures;
- e. Radio/TV public service announcements;
- f. Speaking engagements;
- g. Health fairs/health promotion; and
- h. Information lines.

The following type of unit must be reported:

Main Unit: Staff Hours

Sample CalOMS Prevention Entries:

Example: Resource directories which contained information about over 150 alcohol free activities in Marin County were developed by youth leaders in the YEA project and disseminated to over 4,000 high school youth in 12 high schools.

Example: Gary Najarian, Prevention Coordinator for Marin County conducted a presentation to over 60 parents entitled “Teen Drinking is Not Inevitable”. The presentation was sponsored by the Redwood High School PTSA and took place at Redwood High School. Evaluations from the participants indicated that over 90% of the audience learned new information and 82% intended to use the information they learned in conversations with their teens within the next two weeks. The presentation also resulted in requests to conduct 4 “Parent Coffees” as a follow-up with other parents.

13 – Education

This strategy involves two-way communication and is distinguished from the Information Dissemination strategy by the fact that interaction between the educator/facilitator and the participants is the basis of its activities. Activities under this strategy aim to affect critical life and social skills, including decision-making, refusal skills, critical analysis (e.g., of media messages) and systematic judgment abilities. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following:

- a. Classroom and/or small group sessions (all ages);

- b. Parenting and family management classes;
- c. Peer leader/helper programs;
- d. Education programs for youth groups; and
- e. Children of substance abusers groups.

The following type of unit must be reported:

Main Unit: Staff Hours

Sample CalOMS Prevention Entries:

Gary Najarian, Prevention Coordinator for Marin County conducted Session 2 entitled, "Alcohol Sponsorship and Youth" from the Towards No Drug Abuse Curriculum to 37 9th grade students at Tamalpais High School. Evaluations from the session indicated that students increased their ability to recognize alcohol marketing directed at youth by 27%.

14 – Alternatives

This strategy provides for the participation of target populations in activities that exclude alcohol, tobacco and other drug use. The assumption is that constructive and healthy activities offset the attraction to, or otherwise meet the needs usually filled by, alcohol, tobacco and other drugs and would, therefore, minimize or obviate resorting to the latter. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following:

- a. Drug free dances and parties;
- b. Youth/adult leadership activities
- c. Community drop-in centers; and
- d. Community service activities.

The following type of unit must be reported:

Main Unit: Staff Hours

Currently no Marin County Prevention Providers are funded under the SAPT Prevention Set Aside for Alternatives and this category should not be used in CalOMS Prevention.

15 – 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. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following:

- a. Employee assistance programs;
- b. Student assistance programs; and
- c. Driving while under the influence/driving while intoxicated education programs.

The following type of unit must be reported:

Main Unit: Staff Hours

Currently no Marin County Prevention Providers are funded under the SAPT Prevention Set Aside for Problem Identification and Referral and this category should not be used in CalOMS Prevention.

16 – Community-Based Process

This strategy aims to enhance the ability of the community to more effectively provide prevention and treatment services for alcohol, tobacco and drug abuse disorders. Activities in this strategy include organizing, planning, enhancing efficiency and effectiveness of services implementation, inter-agency collaboration, coalition building and networking. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following:

- a. Community and volunteer training, e.g., neighborhood action training, training of key people in the system, staff officials training;
- b. Systematic planning;
- c. Multi-agency coordination and collaboration;
- d. Accessing services and funding; and
- e. Community team-building.

The following type of unit must be reported:

Main Unit: Staff Hours

Sample CalOMS Prevention Entries:

The SAPT Project Evaluator conducted a focus group of 14 parents in the community of Larkspur to elicit feedback on the implementation of the social host ordinance on the one-year anniversary of its passage in Larkspur. Preliminary analysis of the data indicates that the parents remain in strong support of the ordinance.

Bay Area Community Resources convened a planning meeting with the Youth Leadership Institute, Huckleberry Youth Programs, O’Rorke Inc and 10 youth leaders to design and implement a youth media sub-committee for the Alcohol and Other Drug Prevention Collaborative. Eight of the youth committed to attending an upcoming media spokesperson training. Two of the youth will present the work of the group at the next Collaborative meeting and move for formal adoption of the sub-committee.

17 – Environmental

This strategy establishes or changes written and unwritten community standards, codes and attitudes, thereby influencing incidence and prevalence of the abuse of alcohol, tobacco and other drugs used in the general population. This strategy can be divided into two subcategories to permit distinction between activities which center on legal and regulatory initiatives and those which relate to the service and action-oriented initiatives. Examples of activities conducted and methods used for this strategy shall include, but not be limited to, the following:

- a. Promoting the establishment and review of alcohol, tobacco and drug use policies in schools;
- b. Technical assistance to communities to maximize local enforcement procedures governing availability and distribution of alcohol, tobacco and other drug use;
- c. Modifying alcohol and tobacco advertising practices; and
- d. Product pricing strategies.

The following type of unit must be reported:

Main Unit: Staff Hours

Sample CalOMS Prevention Entries:

Gary Najarian, Prevention Coordinator for Marin County provided technical assistance to three officers in the San Rafael Police Department to develop procedures for implementation of the new Social Host Accountability Ordinance. The San Rafael Police Department will produce a “Party Patrol” handbook to train other officers in the department.

Twelve youth from the Youth leadership Institute met with the Director of the Youth In Arts Festival to create a police to eliminate alcohol sponsorship and promotion from the event which will be held this June 8-10, 2009. The youth also provided information to the event to ensure that all alcohol servers/sellers are trained in RBS by Bay Area Community resources.