

STATE OF WISCONSIN
Department of Health Services
Division of Mental Health and Substance Abuse Services

DMHSAS Memo Series 2008-06 /Action
Date: July 15, 2008

RE: 2008 SUBSTANCE ABUSE
PREVENTION AND TREATMENT
BLOCK GRANT REPORT
(Replaces DDE 2007-07)

To: Listserv

For: Area Administrators/Human Services Area Coordinators
Bureau Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities
Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Program Office Directors/Section Chiefs
Tribal Chairpersons/Human Services Facilitators

From: John Easterday
Administrator

Document Summary

The Federal Substance Abuse Prevention and Treatment (SAPT) Block Grant application requires the Department to describe the purpose of grant fund expenditures and a description of activities provided by subrecipients. The requirements are in accordance with s. 51.42(3)(ar) 15, Wis. Stats. This report is due **August 15, 2008**.

Instructions

This memo provides instructions for the completion of the SAPT Block Grant Annual Report for 2007. This year, the annual report consists of three separate forms, F-22567 (SAPT Block Grant Annual Report) <http://dhs.wisconsin.gov/forms1/F2/F22567.doc>, F-22567A (SAPT Block Grant Annual Expenditure Report) <http://dhs.wisconsin.gov/forms1/F2/F22567a.xls>, and F-21199 (2007 County Agency Treatment Report) <http://dhs.wisconsin.gov/forms1/F2/f21199.doc>

These fill-able forms replace the County Planned Use of Funds Report that counties were previously required to submit; and the County Agency Treatment form previously sent separately but has now been incorporated into this report; and will provide the Department with information regarding the expenditure of SAPT Block Grant funds. The SAPT Block Grant Annual Report for the period January 2007 through December 2007 is due **August 15, 2008**.

Please complete Sections I – VI of F-22567 (including F-22567A and F-21199) and submit it to the central office contact.

Section I: SAPT Block Grant Monitoring Checklist. This checklist outlines SAPT Block Grant funds use requirements. It also identifies restricted use guidelines and the federal requirement for first priority of services to pregnant women as well as vendor/sub-contractor compliance. Counties should develop a policy to ensure that all vendors/sub-contractors comply with all of the requirements within the checklist when contracting for services.

Section II: Substance Abuse Prevention Service Reporting. The Division of Mental Health and Substance Abuse Services deployed a Web-based substance abuse prevention services reporting

system in March 2008. All organizations and agencies that provide substance abuse prevention services through the use of Federal Substance Abuse Prevention and Treatment Block Grant funds are required to report fiscal, program, individual and population data using the Substance Abuse Prevention-Services Information System (SAP-SIS). Collection of this data is required to meet Federal Substance Abuse Prevention and Treatment (SAPT) Block Grant and National Outcome Measure reporting requirements. This system has taken the place of previous paper and pencil prevention reports submitted by provider agencies.

Data entry is required for each calendar year beginning January 1, 2007 if Substance Abuse Prevention and Treatment Block Grant funds were used for the delivery of substance abuse prevention services. Beginning in calendar year 2008, all data must be reported on a calendar year quarterly basis. Calendar year 2007 data is not required to be reported quarterly.

Instructions for entering data can be found in the Users Manual located on the Bureau's website located at: <http://dhs.wisconsin.gov/subst Abuse/sapsis> Questions can also be emailed to the SAP-SIS Systems Administrator at: dhssapsis@wisconsin.gov

Section III: Charitable Choice. Charitable Choice statutory provisions ensure that religious organizations are able to equally compete for Federal substance abuse funding administered by SAMHSA, without impairing the religious character of such organizations and without diminishing the religious freedom of SAMHSA beneficiaries. Charitable Choice statutory provisions of the Public Health Service Act enacted by Congress in 2000 are applicable to the SAPT Block Grant program, the Projects for Assistance in Transition from Homelessness (PATH) formula grant program, insofar as recipients provide substance abuse services for substance abuse treatment or prevention services provided with direct Federal funds. No funds provided directly from SAMHSA or the relevant State or local government to organizations participating in applicable programs may be expended for inherently religious activities, such as worship, religious instruction, or proselytization. If an organization conducts such activities, it must offer them separately, in time or location, from the programs or services for which it receives funds directly from SAMHSA or the relevant State or local government under any applicable program, and participation must be voluntary for the program beneficiaries.

Indicate whether or not the county referred block grant recipients to alternative services.

Section IV: SAPT Block Grant Annual Expenditure Report 2007. This section of the annual report is now a separate, fill-able Excel spreadsheet form, F-22567A, and allows for expenditure reporting of target group and standard program clusters. Calculations are automatic. Please be sure to include all providers and their information.

Section V: Certification. This assurance verifies that fiscal and program information is in agreement with what is reported in the Community Aids Reporting System (CARS). Information provided is used both for federal and state reviews of expenditures and activities. We request that the Director or Authorized Certifying Official sign the report to assure the validity of reported expenditures and activities.

Section VI: County Agency Treatment Form. This form meets the SAPT Block Grant requirements for service needs, waiting list, and cost data. Data reported on the form should cover substance abuse clients and expenditures that would typically be reported in HSRS or the DDE-942 expenditure form for the period calendar year 2007. Please see attached form and instructions.

Thank you for providing this important information to us.

ACTION STATEMENT: The annual report for the period January - December 2007 is due no later than **August 15**, 2008 to the central office contact.

REGIONAL OFFICE CONTACT: Area Administrators

CENTRAL OFFICE CONTACT: Lori Ludwig, Substance Abuse Block Grant Planner
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MEMO WEB SITE: http://dhs.wisconsin.gov/dsl_info/NumberedMemos/DMHSAS/CY2008/index.htm

Attachments F-22567 Substance Abuse Prevention and Treatment Block Grant Annual Report 2007

<http://dhs.wisconsin.gov/forms1/F2/F22567.doc>

F-22567A Substance Abuse Prevention and Treatment Block Grant Annual Expenditure Report 2007

<http://dhs.wisconsin.gov/forms1/F2/F22567a.xls>

F-21199 County Agency Treatment Form and Instructions

<http://dhs.wisconsin.gov/forms1/F2/f21199.doc>