

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

DMHSAS Info Memo Series 2008-04
Date: April 1, 2008
Index Title: Deployment of Web-based
Substance Abuse Prevention-Services
Information System (SAP-SIS)

To: Listserv

For: Area Administrators/Human Services Area Coordinators
Bureau Directors
County Departments of Community Programs Directors
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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, Ph.D
Administrator

Subject: Deployment of Web-based Substance Abuse Prevention-Services Information System
(SAP-SIS)

Document Summary:

The Division of Mental Health and Substance Abuse Services will be deploying 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 will be 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 will take the place of previous paper and pencil prevention reports submitted by provider agencies.

The Bureau of Mental Health and Substance Abuse Services (BMHSAS) has scheduled on-site training on use of this system. The primary audiences for this training are individuals who will be responsible for approving the collection of and submitting local data (Data Supervisors).

On-site training will be available at two Wisconsin locations, Madison and Wausau. A schedule of training dates, times and site locations is found in the table below. Data supervisory staff interested in attending one of these on-site training events will be required to submit a registration application. The application may be found at the following web site, <http://dhfs.wisconsin.gov/substabuse/sapsis/training.htm> . Space is limited due to the number of computers available in each of the on-site computer labs. Registration applications will be considered on a first come, first serve basis. Depending on the number of registration applications received, additional training may be scheduled in Madison, Wisconsin for those interested in attending but unable to participate during one of the training sessions listed below.

On-site Training Dates and Locations - Madison, WI			
Date	Time	Location	Capacity
April 24, 2008	9:30 – 11:30 am	Mendota Mental Health Institute Lakeside Computer Lab 301 Troy Dr Madison, WI 53704 Computer Lab Phone: 608-261-1645	16
April 24, 2008	1:30 – 3:30 pm	Mendota Mental Health Institute Lakeside Computer Lab 301 Troy Dr Madison, WI 53704 Computer Lab Phone: 608-261-1645	16
April 25, 2008	9:30 – 11:30 am	Mendota Mental Health Institute Lakeside Computer Lab 301 Troy Dr Madison, WI 53704 Computer Lab Phone: 608-261-1645	16
April 25, 2008	1:30 – 3:30 pm	Mendota Mental Health Institute Lakeside Computer Lab 301 Troy Dr Madison, WI 53704 Computer Lab Phone: 608-261-1645	16

On-site Training Dates and Locations - Wausau, WI			
April 22, 2008	9:30 – 11:30 am	City County Data Center Training Room 212 River Drive Wausau, WI 54401 Training Site Phone: 715-261-6710	12
April 22, 2008	1:30 – 3:30 pm	City County Data Center Training Room 212 River Drive Wausau, WI 54401 Training Site Phone: 715-261-6710	12
April 23, 2008	9:30 – 11:30 pm	City County Data Center Training Room 212 River Drive Wausau, WI 54401 Training Site Phone: 715-261-6710	12
April 23, 2008	1:30 – 3:30 pm	City County Data Center Training Room 212 River Drive Wausau, WI 54401 Training Site Phone: 715-261-6710	12

Data entry is required for each calendar year quarter beginning January 1, 2007 if Substance Abuse Prevention and Treatment Block Grant funds were used for the delivery of substance abuse prevention services. All data must be reported on a calendar year quarterly basis.

Individuals are not required to attend this training and may begin entering data by following the instructions found on the Bureau of Mental Health and Substance Abuse Services Website, located at:

<http://dhfs.wisconsin.gov/substabuse/sapsis/>

An instruction manual can also be accessed at:

<http://dhfs.wisconsin.gov/substabuse/sapsis/SAPSISdocs/SAPSISUsersManual.pdf>

Data Entry Supervisors can register to participate in this training by going to:

<http://dhfs.wisconsin.gov/substabuse/sapsis/training.htm>

If you have questions concerning registration or use of this data entry tool you may contact:

REGIONAL OFFICE CONTACT:
Area Administrators

Louis L. Oppor
Prevention Coordinator
Bureau of Mental Health and Substance Abuse Services
1 W. Wilson Street, Room 434
Madison, WI 53702
Phone: 608-266-9485
Email: opporll@dhfs.state.wi.us

Christine Niemuth
SAP-SIS System Administrator
Bureau of Mental Health and Substance Abuse Services
1 W. Wilson Street, Room 434
Madison, WI 53702
Phone: 608-261-7655
Email: niemuce@dhfs.state.wi.us

MEMO WEB SITE:
http://dhfs.wisconsin.gov/dsl_info/