

STATE OF WISCONSIN

Department of Health Services
Division of Mental Health and Substance Abuse Services

Memo Series DMHSAS 2009-04
ACTION
Date: June 1, 2009

RE: 2008 SUBSTANCE ABUSE
PREVENTION AND TREATMENT BLOCK
GRANT REPORT
(Replaces DDE 2008-06)

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

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 Wis. Stats s. 51.42(3)(ar) 15. This report is due **July 24, 2009**.

Instructions

This memo provides instructions for the completion of the SAPT Block Grant Annual Report for 2008. 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 (2008 County Agency Treatment Report) <http://dhs.wisconsin.gov/forms1/F2/f21199.doc>

These fill-able forms comprise the SAPT Block Grant Annual Report for the period January 2008 through December 2008 which is due **July 24, 2009**.

Please complete Sections I – VI of F-22567, F-22567A and F-21199 and submit them 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 and Treatment Service Reporting. The County and/or vendors/sub-contractors receiving SAPT Block Grant funds for the provision of substance abuse prevention, intervention or treatment services shall report and use data on federally required National Outcome Measures (NOMS) in accordance with guidelines provided through the Human Services Reporting System (HSRS) and/or the Substance Abuse Prevention-Services Information System (SAP-

SIS). NOMS reporting is required in order to receive the full allocation of the SAPT Block Grant. All agencies receiving SAPT Block Grant funds through this contract are required to have in place the mechanisms to report timely, accurate, and complete NOMS data. If the State should receive a reduction in the SAPT Block Grant allocation due to failure to report NOMS, contract agencies that have not met the NOMS reporting requirements may be subject to a funding reduction and required to refund part of payments already made.

A web-based substance abuse prevention services reporting system was deployed in March 2008. All organizations and agencies that provide substance abuse prevention services through the use of SAPT Block Grant funds are required to report fiscal, program, individual and population data using SAP-SIS. Collection of these data and expenditures is required to meet 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 that SAPT Block Grant funds were used for the delivery of substance abuse prevention services. It is required that the total amount of SAPT Block Grant funds reported in SAP-SIS equal the total amount listed on form F22567A in the "Primary Prevention Expenditures" column (see Section IV below).

Information on the HSRs Reporting System can be found at: <http://dhs.wisconsin.gov/HSRS/index.htm>. Instructions for entering data into SAP-SIS can be found in the Users Manual located on the Bureau's website located at: <http://dhs.wisconsin.gov/substabuse/sapsis> Questions can also be emailed to the SAP-SIS Systems Administrator at: dhssapsis@wisconsin.gov

Section III: Charitable Choice. The state must comply with 42 U.S.C. 300x-65 and 42 C.F.R. 54.8(c) (4) and 54.8(b), Charitable Choice Provisions and Regulations. 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. 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.

The term "alternative services" means services determined by the State to be accessible and comparable and provided within a reasonable period of time from another substance abuse provider (alternative provider) to which the program beneficiary (services recipient) has no religious objection. This reported information is used to ensure compliance with this requirement. Indicate whether or not the county referred block grant recipients to alternative services.

Section IV: SAPT Block Grant Annual Expenditure Report 2008. 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. It is required that the total reflected in the "Total Provider Expenditures" column equals the total amount of your SAPT Block Grant award.

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 and submit the report to the central office contact to verify 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 2008. 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 2008 is due no later than **July 24, 2009** to the central office contact.

REGIONAL OFFICE CONTACT: Area Administrators

CENTRAL OFFICE CONTACT: Lori Ludwig, Substance Abuse Block Grant Planner
Division of Mental Health and Substance Abuse Services
1 West Wilson Street, Room 434
P.O. Box 7851
Madison, WI 53707-7851
(608) 267-3783

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

Attachments

F-22567 Substance Abuse Prevention and Treatment Block Grant Annual Report 2008
<http://dhs.wisconsin.gov/forms1/F2/F22567.doc>

F-22567A Substance Abuse Prevention and Treatment Block Grant Annual Expenditure Report 2008
<http://dhs.wisconsin.gov/forms1/F2/F22567a.xls>

F-21199 County Agency Treatment Form and Instructions
<http://dhs.wisconsin.gov/forms1/F2/f21199.doc>