Substance Abuse Prevention Services Information System (SAP-SIS) Online Reporting System

Wisconsin Department of Health Services,
Division of Mental Health and Substance Abuse Services,
Bureau of Prevention, Treatment and Recovery

SAP-SIS Introduction

- What is SAP-SIS

- What to report

- Who should report

- When to report

SAP-SIS Introduction: What is SAP-SIS?

SAP-SIS is a web-based data collection tool developed by the State of Wisconsin, Department of Health Services, Division of Mental Health and Substance Abuse Services (DMHSAS) to collect federally required Substance Abuse Prevention and Treatment (SAPT) Block Grant prevention data from state grantees, including counties and tribes, who receive SAPT Block Grant dollars.

SAP-SIS Introduction:
What to report

- Agencies should use SAP-SIS to report on all federally required SAPT Block Grant National Outcome Measure data from prevention efforts throughout the contract year.

- Agencies should complete separate records for each prevention intervention that concluded program activities during the contract year.

- For interventions that last longer than a year, or span contract years, agencies should include data collected during the current reporting year only.

SAP-SIS Introduction:
Who should report?

<u>Primary Contract Agencies</u>: All state grantees, including counties and tribes, that receive SAPT Block Grant dollars.

<u>Data Supervisors</u>: The Data Supervisor is the individual from the Primary Contract Agency who is responsible for approving the collection and submission of required data to the Bureau of Prevention, Treatment and Recovery (BPTR).

<u>Data Entry Staff</u>: Primary Contract Agencies may allow sub-contract agency staff to enter data into SAP-SIS. A Data Entry Staff member is any person authorized by the Primary Contract Agency Data Supervisor to enter data into SAP-SIS.

SAP-SIS Introduction:
When to report

- Contract agencies are required to submit at least one SAP-SIS record for each implemented intervention per contract year.

- In order to keep a tally of participants in ongoing interventions, data may be entered throughout the course of the intervention and saved as "incomplete". These records should then be submitted annually.

- All data submissions for a contract year are due 90 days following the conclusion of the contract year. i.e. March 31 for calendar year contracts.

Obtaining SAP-SIS Access

- All contract agency users must obtain a personal Wisconsin Login Account using the Web Access Management System (WAMS).

- The contract agency must register itself and its users with BPTR by completing an Agency/User Web Access Request.

For further instructions on establishing a SAP-SIS account, and viewing related information go to: http://dhs.wisconsin.gov/substabuse/SAPSIS/INDEX.HTM

Obtaining SAP-SIS Access:
Obtain WAMS username and password

WAMS registers individual users to do secure business with the State of Wisconsin over the Internet.

To obtain a WAMS username and password, logon to: https://on.wisconsin.gov/WAMS/SelfRegController and complete the self registration process.

State of **W I S C O N S I N**

WAMS – Web Access Management System

Logout Help FAQ

Self-Registration

Welcome to the State of Wisconsin's self-registration process. Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet.

OVERVIEW

The self-registration process consists of two parts:

Important!: We highly recommend that you complete Parts One and Two at the same time. You **must** complete Part Two within four (4) days of requesting the account or you will have to begin the self-registration process again.

Obtaining SAP-SIS Access:
Complete Agency/User Web Access Request

- Once all contract agency users have obtained a WAMS ID, the contract agency must register its users by completing an Agency/User Web Access Request: http://dhs.wisconsin.gov/forms1/f2/f21088.doc

  - Users may be a Primary Contract Agency Data Supervisor, or a Data Entry Staff member from either the Primary Contract Agency or a sub-contract agency.

  - Information from the Agency/User Web Access Request will be used to pre-populate fields in SAP-SIS records. Be as detailed as possible when completing the request form.

  - Contract agencies may also use the Agency/User Web Access Request form to remove inactive users as necessary.

Obtain SAP-SIS Access: SAP-SIS Training

- Data Supervisors are encouraged to review SAP-SIS training materials prior to accessing SAP-SIS for the first time.

    - This presentation as well as the SAP-SIS User's Manual are available at: http://dhs.wisconsin.gov/substabuse/docs/sapsis/SAPSIStraining.ppt
    - These resources are designed to assist users as they enter data into SAP-SIS records.

- If you have questions about entering data or accessing SAP-SIS, please contact the System Administrator at dhssapsis@wisconsin.gov

SAP-SIS Access: Removing Inactive Users

- If a Primary Contract Agency would like to remove a user's authorization to access the SAP-SIS reporting system, they must complete an Agency/User Web Access Request form and submit it to BMHSAS. http://dhs.wisconsin.gov/forms1/f2/f21088.doc

- BPTR will also conduct annual reviews of authorized users. Data supervisors will be contacted yearly to confirm all current authorized users.

SAP-SIS Step by Step

- Beginning a new record

- Entering data into a record

- Saving and submitting a record

  - Saving a record as incomplete
  - Submitting a record

- Editing a record

- Reviewing submitted records

SAP-SIS Step by Step: Beginning a New Record

- Logon to SAP-SIS:

  - Go to: https://apps.dhfs.state.wi.us/sais

  - Enter your WAMS username and password

  - From the SAP-SIS home page, select "Add a New SAP-SIS Record"

SAP-SIS Step by Step: Entering Data

SAP-SIS records are organized into three sections:

1. Agency and Program information

2. Determination of Evidence-Based Interventions, and

3. Participant Demographic Information

SAP-SIS Step by Step:
Entering Data: Agency & Program Information

- In this section, provide specifics about the agency and the intervention program being reported on.

- There are 14 fields in this section. Only 12 of these fields will need to be completed by the user.

  - The *Agency*, *User* and *Grant Name* fields will be pre-populated based on user login.

  - Two fields in this section are required: *Reporting Year* and *Name of Intervention Program*. Users will not be able to save the record until these two fields are completed.

Agency: Test Provider 2   7654321   User: isprovidersup, saps

Reporting Year (required): 2008

Contract: Federal Fiscal Year (10/01/2007-09/30/2008)

Name of Intervention/Program: (required) :
RACE

Identify Sub-contractor responsible for providing this prevention service:

[▼]

Grant Name: SAPT-BG ▼

County/Tribe(s) impacted by this intervention episode:

Bad River
Ashland
Adams

Primary Type of IOM Intervention: [▼]

Primary Population Served: [▼]

Primary Type of Prevention Strategy: [▼]

Prevention Strategy Activity: [▼]

Other, specify:

Total Cost for this intervention: [ ]
(Do not include commas or symbols, and use whole dollar amount only, for example: 7525.)

	CARS Profile ID	SAPT Block Grant Amount Expended	(Do not include commas or symbols, and use whole dollar amount only, for example: 7525.)
1			
2			
3			

SAP-SIS Step by Step:
Entering Data: Agency & Program Information

Field Name	User completes?	Required to save?	Field Type/Data Required
Agency	No	-	User's agency, pre-populated based on user login.
User	No	-	User's name, pre-populated based on user login.
Reporting Year	Yes	Yes	Drop-down list. Contract year in which intervention activities occurred.
Name of Intervention	Yes	Yes	Fillable. Name of intervention funded in whole or in part by SAPT Block Grant dollars.
Identify Sub-Contractor	Yes	No	Sub-contractor responsible for implementing the intervention, pre-populated list based on user login.

SAP-SIS Step by Step:
Entering Data: Agency & Program Information

Field Name	User completes?	Required to save?	Field Type/Data Required
Grant Name	No	-	Grant name, set by default for the SAPT Block Grant.
County/tribe impacted by episode	Yes	No	Primary County/tribe impacted by intervention activities, pre-populated list based on user login.
Primary Type of IOM	Yes	No	Drop-down list. Primary Type of Institute of Medicine (IOM) classification for the intervention.
Primary Population Served	Yes	No	Drop-down list. Primary population served by the intervention. Select only one.
Type of Prevention Strategy	Yes	No	Drop-down list. Six primary types of prevention strategies typically funded by SAPT contract agencies.

SAP-SIS Step by Step:
Entering Data: Agency & Program Information

Field Name	User completes?	Required to save?	Field Type/Data Required
Strategy Activity	Yes	No	Common activities employed by each type of prevention strategy. Pre-populated based on type of prevention strategy chosen.
Other, specify	Yes	No	Fillable. Name activities not listed in Strategy Activity Code *or* name multiple activities completed for the same intervention.
Total Cost	Yes	No	Fillable. All programmatic expenditures, including administrative expenses.
CARS #*	Yes	No	Fillable. Contract Agency's Community Aids Reporting System (CARS) profile number. Use additional lines for additional numbers
SAPT BG amount expended*	Yes	No	Fillable. Total amount of SAPT Block Grant dollars expended on the intervention for each CARS Profile number.

* Not required for Tribal Users.

SAP-SIS Step by Step:
Entering Data: Determine Evidence-Based Interventions

- In this section, identify whether the intervention can be classified as evidence-based.

    - There are three criteria for classifying an intervention as evidence-based. Choose the one that describes your program.

    - If the intervention has been included on a federal list or registry, or reported on in a peer reviewed journal, specify which list, registry or journal the intervention was documented in.

    - If the intervention does not meet any of the evidence-based classification requirements mark the box that says, "Intervention does not meet any of the three criteria".

Determination of Evidence-Based Interventions

Please specify if this intervention meets any one of the following three criteria for an evidence-based intervention.

☐ A. This intervention is included in a Federal List or Registry of evidence-based interventions

If yes, which list or registry is it named in? [   ]

☐ B. This intervention has been reported (with positive effects) in a peer-reviewed journal

If yes, which journal were the findings reported in? [   ]

☐ C. Documentation of effectiveness based on all the following guidelines:

Guideline 1: The intervention is based on a solid theory or theoretical perspective that has validated research

Guideline 2: The intervention is supported by a documented body of knowledge "a converging of empirical evidence of effectiveness" generated from similar or related interventions that indicate effectiveness.

Guideline 3: The intervention is judged by informed experts to be effective (i.e. reflects and documents consensus among informed experts based on their knowledge that combines theory, research and practice experience). "Informed experts" may include key community prevention leaders, and elders or other respected leaders within indigenous culture.

☐ Intervention does not meet any of the three criteria above.

SAP-SIS Step by Step:
Entering Data: Participant Demographic Information

- In this section, identify demographic information for participants served by the intervention.

- There are seven race categories and two ethnicity categories.

  - Information on the age and gender of participants should be collected for each race *and* each ethnicity category.

  - If an intervention serves the community at large, users may use U.S. Census data to estimate the number of persons served.

SAP-SIS Step by Step:
Entering Data: Participant Demographic Information

- Using the Office of Management and Budget (OMB) as a guide, the following five racial categories should be reported:
  - American Indian/Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or other Pacific Islander
  - White

- Identify the number of male and female participants in each race category for each age group.

Participants Demographic

Age Range	American Indian / Alaska Native Male	American Indian / Alaska Native Female	Asian Male	Asian Female	Black or African American Male	Black or African American Female	Native Hawaiian / Other Pacific Islander Male	Native Hawaiian / Other Pacific Islander Female
0-4								
5-11								
12-14								
15-17								
18-20								
21-24								
25-44								
45-64								
65 and Over								

Age Range	White Male	White Female	More Than One Reported Male	More Than One Reported Female	Unknown or Other Male	Unknown or Other Female
0-4						
5-11						
12-14						
15-17						
18-20						
21-24						
25-44						
45-64						
65 and Over						

SAP-SIS Step by Step:
Entering Data: Participant Demographic Information

- The two additional racial categories are:

  - More than one Reported, and
  - Unknown or Other

- Participants who are more than one race should be reported in the "More than one Reported" category. These participants should NOT be included in the totals for each applicable race.

- If a participant's race is unknown or other than those listed, report the participant in the "Unknown or Other" category.

SAP-SIS Step by Step:
Entering Data: Participant Demographic Information

EXAMPLE: A participant identifies themselves as 16 years old, Asian, African American, and female.

Incorrect:

	Asian		Black or African American	
	Male	Female	Male	Female
Age				
0-4				
5-11				
12-14				
15-17		1		1
18-20				

Correct:

	More than One Reported		Unknown or Other	
	Male	Female	Male	Female
Age				
0-4				
5-11				
12-14				
15-17		1		
18-20				

SAP-SIS Step by Step:
Entering Data: Participant Demographic Information

- There are two ethnicity categories.

  - Hispanic or Latino, and
  - Non-Hispanic or Latino

- All participants should be identified in a race category *and* in an ethnicity category.

Age Range	Hispanic or Latino Male	Hispanic or Latino Female	Not Hispanic or Latino Male	Not Hispanic or Latino Female
0-4				
5-11				
12-14				
15-17				
18-20				
21-24				
25-44				
45-64				
65 and Over				

SAP-SIS Step by Step:
Entering Data: Participant Demographic Information

EXAMPLE: A participant identifies themselves as 12 years old, Hispanic, African American and male.

Incorrect:

	More than One Reported	
	Male	Female
Age		
0-4		
5-11		
12-14	1	
15-17		
18-20		

Correct:

	Black or African American	
	Male	Female
Age		
0-4		
5-11		
12-14	1	
15-17		
18-20		

	Hispanic or Latino		Non Hispanic or Latino	
	Male	Female	Male	Female
Age				
0-4				
5-11				
12-14	1			
15-17				
18-20				

SAP-SIS Step by Step:
Entering Data: Data Collection Tip

■ At the start of an intervention the Primary Contract Agency can begin a new SAP-SIS record by completing the Program Information and Determination of Evidence-Based Interventions sections. Save this record as incomplete and print a hardcopy.

■ Provide the intervention program provider with the hardcopy of the record.

■ The program provider can use the hardcopy to collect Participant Demographic information during the intervention.

■ Once all activities have concluded, the Primary Contract Agency can complete the online record using the Participant Demographic information supplied by the program provider.

SAP-SIS Step by Step:
Saving & Submitting Records

Records may be saved in two ways:

- Save Incomplete

    - As long as both required fields (*year and name of intervention*) are complete, a record may be saved as incomplete.

- Save and Submit

    - When all data have been entered and reviewed by the Data Supervisor, the record may be saved and submitted to BPTR.

SAP-SIS Step by Step: Saving Incomplete Records

There are several reasons to save a record as incomplete:

- Data Entry Staff should save records as incomplete to allow for the Data Supervisor's review and submission to BPTR.

- Users may begin data entry but need to complete it at another time. By saving the record as incomplete the user may come back to finish the data entry at a later time.

- Users may use the save incomplete function to maintain a tally of participants in ongoing interventions. The state will be able to see that activities are taking place, but will not be able to access the data until it has been submitted by the Data Supervisor.

SAP-SIS Step by Step: Submitting Records

- Only Data Supervisors should submit records to BPTR.

- The Data Supervisor should submit at least one record for every preventative intervention funded in whole or in part by SAPT Block Grant dollars during the contract year.

- Data Supervisors should carefully review the data in each record prior to submission to BPTR. Once a record is submitted it cannot be re-opened for editing by contract agency users.

SAP-SIS Step by Step:
Editing Submitted Records

To edit or delete a submitted record:

- Contact the SAP-SIS System Administrator at dhssapsis@wisconsin.gov

- The System Administrator will un-submit the record to allow the Data Supervisor to make necessary edits.

- After editing the record, the Data Supervisor will need to re-submit the record by choosing "Save and Submit".

SAP-SIS Step by Step: Reviewing Submitted Records

To review a previously submitted record:

- Logon to SAP-SIS:

  - Go to: https://apps.dhfs.state.wi.us/sais

  - Enter your WAMS username and password

  - Under the "Submitted Records" heading, submitted records will be listed by intervention name and date.

  - Click "view" for the desired record to review the record.

SAP-SIS Review

Questions?
Comments?

SAP-SIS Resources

SAP-SIS materials can be found on the Bureau of Prevention, Treatment and Recovery website:
http://dhs.wisconsin.gov/substabuse/SAPSIS/INDEX.HTM

Questions or concerns should be addressed with the SAP-SIS System Administrator:
dhssapsis@wisconsin.gov