

USER'S MANUAL

**SUBSTANCE ABUSE PREVENTION SERVICES INFORMATION
SYSTEM (SAP-SIS)**

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State of Wisconsin Department of Health Services
Division of Mental Health and Substance Abuse Services
Bureau of Prevention, Treatment and Recovery
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Madison, Wisconsin 53707

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I. INTRODUCTION

The Substance Abuse Prevention Services Information System (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. Data collected through SAP-SIS will be used by the State of Wisconsin to fulfill annual SAPT Block Grant reporting requirements. Agencies will use SAP-SIS to report on required data from their prevention efforts throughout the contract year. After registration and training (available on the web at <http://dhs.wisconsin.gov/substabuse/SAPSIS/INDEX.HTM>), agencies may access SAP-SIS at any time to enter data or review past records.

This manual is designed to guide users through the process of entering data into SAP-SIS records. Users are required to enter data at the completion of all intervention activities on a yearly basis. Users of the SAP-SIS reporting system are allowed to save records as incomplete in order to keep a running tally of intervention participants. The State will be able to see that an agency has intervention activities taking place, but will not be able to use that data until the record has been saved and submitted by the authorized supervisor. The Primary Contract Agency is responsible for submitting at least one record for every implemented prevention activity per contract year.

TIP: Begin a new SAP-SIS record at the start of a prevention program. Complete all but the “Participant Demographic” section of the record and save it as incomplete. Print a hardcopy of the record and provide it to the prevention program provider. During the activity the program provider can use the hardcopy to collect the participant demographic data. When all activities for the program are complete, use the data from the hardcopy to finish the online SAP-SIS record.

II. WHO SHOULD REPORT

All State grantees, including counties and tribes (Primary Contract Agencies), who receive SAPT Block Grant dollars must report their prevention activities using SAP-SIS. The Primary Contract Agency Data Supervisor is responsible for submitting required data to the Bureau of Prevention, Treatment and Recovery (BPTR) on a yearly basis. Primary Contract Agencies may allow subcontract agency staff to enter data into SAP-SIS records. A Data Entry Staff member is any person authorized by the Primary Contract Agency to enter data into a SAP-SIS record.

III. WHEN TO REPORT

Data should be entered as program activities take place throughout the year and submitted once the program has been completed. A prevention program is considered complete when all program activities have been completed. If a program is ongoing (meaning the activities took place over the course of the year or there are multiple implementations of the program throughout the year), users may enter the data collected during the initial implementation and save the record as incomplete until all activities/implementations have been completed for that program.

Only one record needs to be submitted for each unique program that takes place throughout the year. For example, if an agency does four different speaking engagements designed to prevent substance abuse, all four can be summarized in one record.

Contract agencies are required to submit one SAP-SIS record for each preventative intervention implemented within the contract year. For interventions that last longer than a year or span contract years, include data for the reporting year only. Create separate records for each completed preventative intervention.

Example: In 2007, a Primary Contract Agency and its sub-contractors completed four preventive interventions. By the end of March, 2008 the agency should have four separate submitted records, one for each completed prevention program.

IV. OBTAINING SAP-SIS ACCESS

In order to use the SAP-SIS system, users must first:

1. Obtain a personal Wisconsin Login Account using the Web Access Management System (WAMS). WAMS registers individual users to do secure business with the State of Wisconsin over the Internet. It does not register the user's agency. Users who have previously conducted secure online business with the State (HSRS, GAC, etc.) may already have a WAMS ID. These users will NOT need to create a new ID.

If a user does not already have a WAMS ID,

- Logon to the WAMS self registration website:
<https://on.wisconsin.gov/WAMS/SelfRegController>
- After reading the Overview and instructions, choose "Accept" at the bottom of the page.



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.

- Follow the self registration instructions.
 - After completing and submitting the online self-registration form, users will receive an e-mail notification. Follow the instructions in this email to complete the WAMS registration process.
2. Once all Primary Contract Agency users have obtained a WAMS ID, the agency must register for SAP-SIS access by completing an Agency/User Web Access Request. This form and instructions can be downloaded at: <http://dhs.wisconsin.gov/forms1/f2/f21088.doc>

DEPARTMENT OF HEALTH AND FAMILY SERVICES Division of Mental Health and Substance Abuse Services DDE-1088 (11/2007)		STATE OF WISCONSIN
SUBSTANCE ABUSE PREVENTION SERVICES INFORMATION SYSTEM (SAP-SIS) AGENCY / USER WEB ACCESS REQUEST		
Completion of this form is required to access the SAP-SIS data reporting system		
Instructions:		
a. Users must first obtain a Web Access Management System (WAMS) ID. If you do not already have a WAMS ID, use this url https://on.wisconsin.gov/WAMS/SelfReqController to logon to the WAMS home page. Click on the self registration link to create a new account OR use the other options on this page for subsequent account maintenance.		
b. Once SAP-SIS users have a WAMS ID, the contract agency must complete this form for users at their agency and for users at their subcontracted agencies. Return the request to BMHSAS via fax or e-mail, Attn: SAP-SIS System Administrator, Fax: 608-266-1533, E-mail: dhfssapsis@dhs.state.wi.us		
1. Select one of the following: <input type="checkbox"/> Add Primary Agency and Activate User(s) <input type="checkbox"/> Add User(s) for Previously Registered Agency	<input type="checkbox"/> Remove User(s) <input type="checkbox"/> Change User Profile	2. Submission Date []
3. Name - Contract Agency (Please do not abbreviate) []	4. Counties Served by Contract Agency []	
5. Name -- Data Supervisor Contract Agency (Last, First MI) []	6. Position/Title -- Data Supervisor []	
7. Address -- Contract Agency (Street, City, State, Zip) []		
8. County -- Contract Agency []	9. Telephone No. -- Data Supervisor []	
10. E-mail -- Data Supervisor []	11. WAMS ID -- Data Supervisor []	
12. FEIN Number -- Contract Agency []	13. I-SATS ID Number [] If you do not know OR do not have an I-SATS No. check here <input type="checkbox"/>	
14. Subcontract agencies []		

The Agency/User Web Access Request registers the Primary Contract Agency and its users with BPTR. Users may be a contract agency Data Supervisor or Data Entry Staff from either the Primary Contract Agency or a Subcontract Agency. Agencies may register up to five users at a time. Additional pages may be submitted for additional users. Information from this form will be used to populate fields in SAP-SIS. Be as accurate as possible when completing the form. Once the Agency/User Web Access Request has been submitted and authorized, users may begin entering data into the SAP-SIS reporting system.

- Data Supervisors and staff are encouraged to participate in training prior to accessing SAP-SIS for the first time. A self training power-point is available at: <http://dhs.wisconsin.gov/substabase/docs/sapsis/SAPSIStraining.ppt>

Links to SAP-SIS and all required forms can be found on the DHS/DMHSAS/BPTR website at <http://dhs.wisconsin.gov/substabase/SAPSIS/INDEX.HTM>

V. LOGON TO SAP-SIS

- Go to <https://prd.wamsidp.wisconsin.gov/nidp/idff/sso?id=DHSLogin&sid=0&option=credential&sid=0> and enter your WAMS Username and Password. Users will then be directed to the SAP-SIS home page.

Please log In

Please Enter Your Username and Password

Username:

Password:

[Forgot your password or account locked?](#)

Help Desk Contact Information

Local Madison Number :
608-261-4400

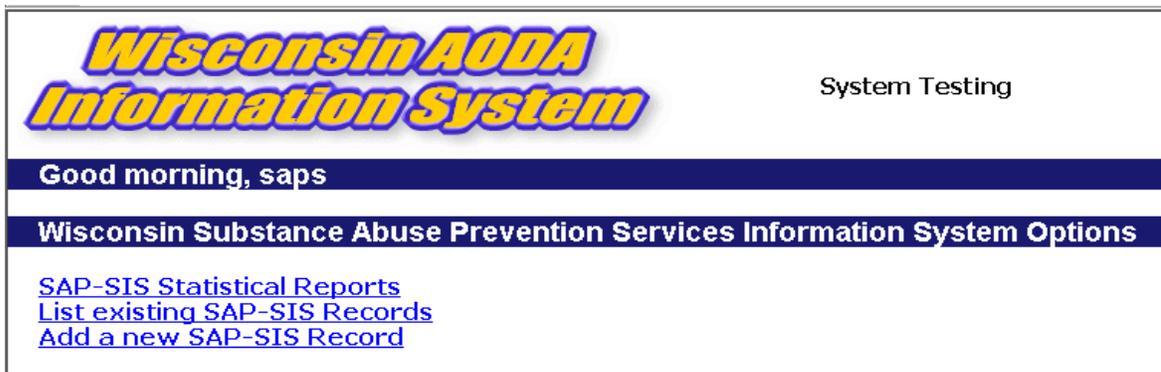
Long Distance to Madison :
1-866-335-2180 (Toll Free)

TTY/Textnet :
1-888-845-4160

[Send an e-mail to the help desk](#)

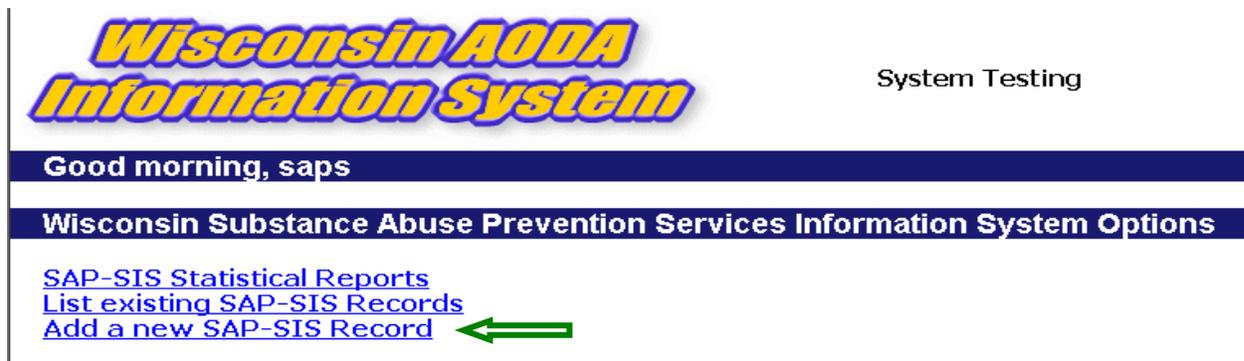
[I need to change my account info \(Name, address, password etc\).](#)
[I do not have an account and would like to register for one.](#)

- From the SAP-SIS home page users will be able to choose “SAP-SIS Statistical Reports”, “List existing (un-submitted and submitted) SAP-SIS records,” or “Add a new SAP-SIS record”.



VI. ADDING NEW RECORDS

- Logon to the SAP-SIS reporting system using the WAMS Username and Password.
<https://prd.wamsidp.wisconsin.gov/nidp/idff/sso?id=DHSLogin&sid=0&option=credential&sid=0>
- From the SAP-SIS home page choose “Add a New SAP-SIS Record”



When entering a new SAP-SIS record the “Agency” and “User” fields will be pre-populated based on user login. For a brief overview of all fields in a SAP-SIS record see Appendix B.

The first field a user will need to complete is “Reporting Year”.

- **Reporting Year:** The reporting year is the contract year for which the user is entering data. **This is a required field.** While all fields must be completed in order to submit a record to BPTR, users will not be able to save the record as incomplete unless this field is completed.

Example: Your contract is on a calendar year and you are entering data in January, 2008 for a program which completed activities in December, 2007. The reporting year should be 2007.

For ongoing programs that span contract years, data should be submitted annually for participants served within each contract year.

Example: Your contract is on a calendar year and you are entering data in January, 2008 for a program begun in 2007 that has continuing activities taking place in 2008. Choose 2007 for the reporting year, and enter data based on 2007 participants only. When you enter 2008 contract year data you will report this program and these participants again.

SAP-SIS Record for Test Provider 2

[Back to SAP-SIS list](#)

Agency: User:

Reporting Year (required): (dropdown menu open with 2007 selected)

Contract: Calendar Year (01/01/2007-12/31/2007) (selected year-12/31/selected year)

Name of Intervention/Program (required):

As part of your user profile, the contract year will appear automatically below the reporting year once the year has been chosen. Users should make sure to enter the correct data for the correct reporting period.

Example: If your contract is on a calendar year and you choose “2007” as the reporting year, then the contract year for calendar year 2007 will be displayed.

SAP-SIS Record for Test Provider 2

[Back to SAP-SIS list](#)

Agency: User:

Reporting Year (required): ←

Contract: Calendar Year (01/01/2007-12/31/2007) ←

If your contract is on a federal fiscal year and you choose 2007, then the contract year for federal fiscal year 2007 will be displayed.

SAP-SIS Record for Test Provider 2

[Back to SAP-SIS list](#)

Agency: User:

Reporting Year (required): ←

Contract: Federal Fiscal Year (10/01/2006-09/30/2007) ←

- **Name of Intervention/Program:** Provide the name of the program that was funded in whole or in part by SAPT Block Grant dollars during the contract year. Include the program even if the SAPT Block Grant funding constituted a minor part of the total program cost. When applicable, provide the name given by the program developer even if a different name is used locally.
This is a required field. While all fields must be completed in order to submit a record to BPTR, users will not be able to save the record as incomplete unless this field is completed.

Agency: User:

Reporting Year (required):

Contract: Calendar Year (01/01/2007-12/31/2007)

Name of Intervention/Program: (required) :

- **Describe your Intervention/Primary Prevention Program:** The title of the intervention does not provide sufficient description as to the substance and nature of the prevention program being implemented. Using 250 characters or less, briefly describe the primary prevention program you are reporting on. This might include the intended outcomes of the program or the reason for choosing the program for implementation in your community.

Contract: Calendar Year (01/01/2008-12/31/2008)

Name of Intervention/Program: (required) :

Describe your Intervention/Program in 250 characters or less:

- **Identify Sub-Contractor Responsible for Providing this Prevention Service:** Based on user login, this field will be pre-populated with the list of the sub-contract agencies registered with the Primary Contract Agency. If applicable, choose the sub-contractor responsible for providing the program activities.

Reporting Year (required):

Contract: Calendar Year (01/01/2007-12/31/2007)

Name of Intervention/Program: (required) :

Identify Sub-contractor responsible for providing this prevention service:

- **Grant Name:** This field is pre-defined for the SAPT Block Grant. It does not need to be completed by the user.

Name of Intervention/Program: (required) :

Identify Sub-contractor responsible for providing this prevention service:

Grant Name:

- **County/Tribe(s) Impacted by this Intervention Episode:** In the Agency/User Web Access Request the Primary Contract Agency must identify county/tribe(s) for which services may be provided. This field is pre-populated with those county/tribe(s). Select the primary county/tribe where the prevention services were targeted. To select multiple counties/tribes, hold the “Ctrl” key and highlight all counties where targeted prevention services occurred. Only counties/tribes that were identified on the Agency/User Web Access Request form for the Primary Contract Agency will be shown.

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

Primary Type of IOM Intervention:

Primary Population Served:

- **Primary Type of IOM Intervention:** Choose the primary type of Institute of Medicine (IOM) classification for the program. There are four classifications, *choose one*:
 1. **Indicated:** Indicated prevention interventions support individual-based programs and strategies. Strategies are designed to prevent the onset of substance abuse in individuals who do not meet DSM-IV criteria for addiction, but who are showing early danger signs, such as falling grades and consumption of alcohol and other gateway drugs. The mission of indicated prevention is to identify individuals who are exhibiting early signs of substance abuse and other problem behaviors associated with substance abuse and to target them with special programs. The individuals are exhibiting substance abuse-like behavior, but at a sub-clinical level (IOM 1994). Indicated prevention interventions are used for individuals who may or may not be abusing substances, but exhibit risk factors that increase their chances of developing a drug abuse problem. They address risk factors associated with the individual, such as conduct disorders, and alienation from parents, school, and positive peer groups. Less emphasis is placed on assessing or addressing environmental influences, such as community values. The aim of indicated prevention interventions is not only the reduction in first-time substance abuse, but also reduction in the length of time the signs continue, delay of onset of substance abuse, and/or reduction in the severity of substance abuse. Individuals can be referred to indicated prevention interventions by parents, teachers, school counselors, school nurses, youth workers, friends, or the courts. Young people may volunteer to participate in indicated prevention programs. [NOTE: In the majority of cases, indicated strategies would be the most appropriate strategies for youth already involved with the juvenile justice system.]
 2. **Selective:** Interventions support individual-based programs and strategies. Selective prevention interventions target subsets of the total population that are deemed to be at risk for substance abuse by virtue of their membership in a particular population segment--for example, children of adult alcoholics, dropouts, or students who are failing academically. Risk groups may be identified on the basis of biological, psychological, social, or environmental risk factors known to be associated with substance abuse (IOM 1994), and targeted subgroups may be defined by age, gender, family history, place of residence such as high drug-use or low-income neighborhoods, and victimization by physical and/or sexual abuse. Selective prevention targets the entire subgroup regardless of the degree of risk of any individual within the group. One individual in the subgroup may not be at

personal risk for substance abuse, while another person in the same subgroup may be abusing substances. The selective prevention program is presented to the entire subgroup because the subgroup as a whole is at higher risk for substance abuse than the general population. An individual's personal risk is not specifically assessed or identified and is based solely on a presumption given his or her membership in the at-risk subgroup.

Universal: Prevention strategies address the entire population (national, local, community, school, neighborhood), with messages and programs aimed at prevention or delaying the abuse of alcohol, tobacco and other drugs. For example, it would include the general population and subgroups such as pregnant women, children, adolescents, and the elderly. The mission of universal prevention is to deter the onset of substance abuse by providing all individuals the information and skills necessary to prevent the problem. All members of the population share the same general risk for substance abuse, although the risk may vary greatly among individuals. Universal prevention programs are delivered to large groups without any prior screening for substance abuse risk. The entire population is assessed as at-risk for substance abuse and capable of benefiting from prevention programs. There are two sub-categories for this intervention classification.

3. **Universal Direct:** Interventions support individual-based programs and strategies. Activities directly serve an identifiable group of participants who have not been identified on the basis of individual risk (e.g., school curriculum, after school program, parenting class). This could also include interventions involving interpersonal and ongoing/repeated contact (e.g., coalitions).
4. **Universal Indirect:** Interventions support population-based programs and strategies. Universal Indirect interventions include planned and deliberate goal-oriented practices, procedures, processes, or activities that have identifiable outcomes achieved with a sequence of steps subject to monitoring and modification. Included within this definition are environmental strategies (which establish or change written and unwritten community standards, codes, laws and attitudes, thereby influencing incidence and prevalence of substance abuse in the general population), one-time or single events (such as a health fair, a school assembly, or the distribution of material), and other activities intended to impact a broad population.
(Adapted from the Institute of Medicine Model of Prevention)

The image shows a screenshot of a web form. The label 'Primary Type of IOM Intervention:' is circled in green. Below it is a dropdown menu with four options: 'Indicated', 'Selective', 'Universal Direct', and 'Universal Indirect'. The 'Universal Direct' option is also circled in green. To the left of the dropdown are two other form fields: 'Primary Population Served:' and 'Primary Type of Prevention Strateg', both with empty input boxes.

- **Primary Population Served:** Select the primary at risk population served by the program. The Primary Population is the population category which best describes the *majority* of the persons involved in the program. *Chose only one population.* If the program served the general population, users may choose “general population”.

Primary Type of IOM Intervention: []

Primary Population Served: []

Primary Type of Prevention []

Prevention Strategy Activity []

Other, specify: []

- Abuse victims
- Already using substances
- Children of substance abusers
- Drop-outs
- Economically disadvantaged
- General Population
- Homeless and/or runaway youth
- Mental health problems
- Physically disabled
- Pregnant women/teens

- **Primary Type of Prevention Strategy:** There are six prevention strategies typically funded by SAPT Block Grant contract agencies. Based on the definitions below, *choose one* Primary Type of Prevention Strategy for the program.

Primary Population Served: []

Primary Type of Prevention Strategy: []

Prevention Strategy Activity: []

Other, specify: []

- Alternatives
- Community-Based Process
- Education
- Environmental
- Information Dissemination
- Other Prevention Strategy
- Problem Identification and Referral

Alternatives: This strategy provides participation in activities that exclude alcohol and other drugs. The purpose is to meet the needs filled by alcohol and other drugs with healthy activities, and to discourage the use of alcohol and drugs through these activities.

Alternatives Activities:

- Community drop-in centers
- Community service activities
- Drug-free dances and parties
- Outward Bound
- Recreation activities
- Youth/adult leadership activities

Community-Based Process: This strategy provides ongoing networking activities and technical assistance to community groups or agencies. It encompasses neighborhood-based, grassroots empowerment models using action planning and collaborative systems planning.

Community-Based Process Activities:

- Accessing services and funding
- Community and volunteer training (e.g., neighborhood action training, impactor training, staff/officials training)
- Community team building
- Multi-agency coordination and collaboration
- Systematic planning

Education: This strategy builds skills through structured learning processes. Critical life and social skills include decision making, peer resistance, coping with stress, problem solving, interpersonal communication, and systematic and judgmental abilities. There is more interaction between facilitators and participants than in an information dissemination strategy.

Education Activities:

- Education programs for youth groups
- Mentors
- Ongoing classroom and/or small group sessions
- Parenting and family management
- Peer leader/helper programs
- Preschool ATOD prevention programs

Environmental: This strategy establishes or changes written and unwritten community standards, codes, and attitudes, thereby influencing alcohol and other drug use by the general population.

Environmental Activities:

- Guidance and technical assistance on monitoring enforcement governing availability and distribution of alcohol and other drugs.
- Modifying alcohol and tobacco advertising practices
- Product pricing strategies
- Promoting the establishment or review of alcohol, tobacco and other drug policies in schools

Information Dissemination: This strategy provides knowledge and increases awareness of the nature and extent of alcohol and other drug use, abuse, and addiction, as well as their effects on individuals, families, and communities. It also provides knowledge and increases awareness of available prevention and treatment programs and services. It is characterized by one-way communication from the source to the audience, with limited contact between the two.

Information Dissemination Activities:

- Brochures
- Clearinghouse/information resource centers
- Health fairs and other health promotion (e.g. conferences, meetings, seminars)
- Information lines/Hot lines
- Media campaigns
- Radio and TV public service announcements
- Resource directories
- Speaking engagements

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.

Problem Identification and Referral Activities:

- Driving while under the influence(DUI)/driving while intoxicated (DWI) education programs
- Employee assistance programs
- Student assistance programs

Other Prevention Strategy: The six primary prevention strategies have been designed to encompass nearly all of the prevention activities employed by prevention intervention programs. However, in the unusual case a strategy does not fit one of the six strategies listed, it may be classified as “Other Prevention Strategy”. If the user chooses “Other Prevention Strategy” the strategy and its activity(ies) should be listed in the “Other Specify” field.

Primary Type of Prevention Strategy: [Dropdown menu with 'Other Prevention Strategy' selected]

Prevention Strategy Activity: [Dropdown menu]

Other, specify: [Text input field]

- **Prevention Strategy Activity:** Based on the Primary Type of Prevention Strategy selected, the Prevention Strategy Activity field will populate with the activities typically used for that prevention strategy. Choose the primary activity employed for the program.

Primary Type of Prevention Strategy: [Alternatives]

Prevention Strategy Activity: [Dropdown menu with options: Community drop-in centers, Community services activities, Drug free dances and parties, Other activity, Outward Bound, Recreation activities, Youth/adult leadership activities]

Other, specify: [Text input field]

Total Cost for this intervention: [Text input field]

(Do not include commas or symbols and use whole dollar amount only for example: 7525)

If users choose “Other Prevention Strategy” in the Primary Type of Prevention Strategy field, “Other Activity” will be the only option in the Prevention Strategy Activity Code field. Users should choose this option and use the “Other, specify” field to define the strategy and activities employed.

Primary Type of Prevention Strategy: [Other Prevention Strategy]

Prevention Strategy Activity: [Other activity]

Other, specify: [Text input field]

If more than one activity was employed choose “Other Activity” and list all activities in the “Other, specify” field. Users may also select “Other Activity” if the employed activity is not listed.

Primary Type of Prevention Strategy:

Prevention Strategy Activity:

Other, specify:

- **Other, specify:** Use this field to report on multiple prevention activities employed by the same program or on a prevention activity that was not represented in the Prevention Strategy Activity Code list. There is a 250 character limit to the amount of information that can be entered into this field. If you receive an error message when trying to save your report, check this field. You may have entered too many characters.

Primary Type of Prevention Strategy:

Prevention Strategy Activity:

Other, specify:

- **Total Cost for this Intervention:** All programmatic expenditures of the Primary Contract Agency, including administrative expenses should be included in the total cost of the intervention. Do not include symbols when entering dollar amounts. Example: 7525 *not* \$7,525.

Total Cost for this intervention:

(Do not include commas or symbols, and use whole dollar amount only, for example: 7525.)

- **CARS Profile Number:** Only County contract agencies will need to complete this information. Tribal users do not complete this data and it will not appear on their screen. Provide the Primary Contract Agency’s Community Aids Reporting System (CARS) profile number(s) for the funding source of the intervention. CARS is the State system for processing contracts and reimbursing expenses for local agencies. The system records all expenditures from the county and non-county providers. It calculates amounts due and adjustments back to the State. It also generates reports for providers and counties under contract with the State. Depending on the contract, the CARS profile number will be either three or five digits. Typically, the CARS profile number for the block grant is 570, but this is not always the case. Users should check with their financial person to assure they are reporting the correct CARS profile number for the program. In some cases an intervention may have more than one CARS profile number. Enter additional CARS profile numbers under lines two and three.

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
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

(Do not include commas or symbols, and use whole dollar amount only, for example: 7525.)

- **Amount Expended from the SAPT Block Grant:** Only County contract agencies will need to complete this information. Tribal users do not complete this data and it will not appear on their screen.

Prevention efforts are often funded through multiple funding streams. In this field, enter only the amount of SAPT Block Grant dollars the Primary Contract Agency expended on the program for each CARS profile number. Do not include symbols when entering dollar amounts. Example: 7525 *not* \$7,525. The amount expended from the SAPT Block Grant can be less than or equal to the total cost of the intervention reported above, but it cannot exceed it.

The total “amount expended from the SAPT Block Grant” for all programs recorded for the contract year must equal at least 20% of the total county block grant award. The total reported in this field across all records for the contract year should be used to report the total spent on primary prevention on form F-22567A (annual SAPT Block Grant Expenditure Report) that is submitted annually to DHS.

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
1	<input type="text" value="570"/>	<input type="text" value="4500"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

(Do not include commas or symbols, and use whole dollar amount only, for example: 7525.)

- **Determination of Evidence-Based Intervention:** Specify if the program meets the criteria for an evidence-based intervention. A program may be considered evidence-based if it:
 - is included in a Federal List or Registry of interventions, please specify which registry the intervention is named in, OR
 - has been reported (with positive effects) in a peer-reviewed journal, please specify which journal the findings were reported in, OR
 - has documentation of effectiveness based on all three of the following guidelines:
 - The intervention is based on a solid theory or theoretical perspective that has validated research.
 - The intervention is supported by a documented body of knowledge, a converging of empirical evidence of effectiveness, generated by similar or related interventions that indicate effectiveness.

- The intervention is judged by informed experts to be effective. “Informed experts” may include key community prevention leaders, and elders or other respected leaders within indigenous culture.

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.

Check the applicable evidence-based criteria box and specify the registry or journal the evidence was reported in. If the intervention does not meet any of the evidence-based criteria, check the “does not meet criteria” box circled in red above.

- **Participant Demographic Information:** Enter the number of persons served by the program during the contract year. For individual-based programs, data should be based on actual numbers of people served. Age, gender, ethnicity and race data should be collected from all individual-based prevention program participants. For population-based programs, with an identifiable population (e.g., an entire county, city or state), users may use U.S. Census data (if available) to estimate the number of persons served in each category. For programs that last longer than a year, or span contract years, include the data for the reporting year only.

Race: Using the Office of Management and Budget (OMB) as a guide, the following racial categories are to be reported: White, Black or African American, Native Hawaiian/Other Pacific Islander, Asian, and American Indian/Alaskan Native. Enter the total number of male and female participants for each race in each age range.

Age Range	American Indian / Alaska Native		Asian		Black or African American	
	Male	Female	Male	Female	Male	Female
0-4	0	0	0	0	0	0
5-11	0	0	0	0	0	0
12-14	0	0	0	0	0	0
15-17	0	0	0	0	12	20
18-20	0	0	0	0	10	15
21-24	0	0	0	0	0	0
25-44	0	0	0	0	0	0
45-64	0	0	0	0	0	0
65 and Over	0	0	0	0	0	0

Participants who are more than one race should be tallied in the “More than one Reported” column for each age/gender category. DO NOT include these participants in the totals for each applicable race.

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

INCORRECT:

Age Range	American Indian / Alaska Native		Asian	
	Male	Female	Male	Female
0-4	0	0	0	0
5-11	0	0	0	0
12-14	0	0	0	0
15-17	1	0	1	0
18-20	0	0	0	0
21-24	0	0	0	0
25-44	0	0	0	0
45-64	0	0	0	0
65 and Over	0	0	0	0

CORRECT:

Age Range	White		More Than One Reported	
	Male	Female	Male	Female
0-4	0	0	0	0
5-11	0	0	0	0
12-14	0	0	0	0
15-17	0	0	1	0
18-20	4	4	0	0
21-24	0	0	0	0
25-44	0	0	0	0
45-64	0	0	0	0
65 and Over	0	0	0	0

If the race is unknown or other than those listed, enter the total in the “Unknown or Other” column for each age/gender category.

Age Range	White		More Than One Reported		Unknown or Other		
	Male	Female	Male	Female	Male	Female	
0-4	0	0	0	0	0	0	
5-11	0	0	0	0	0	0	
12-14	0	0	0	0	0	0	
15-17	0	0	0	0	2	5	
18-20	0	0	0	0	10	8	
21-24	0	0	0	0	0	0	
25-44	0	0	0	0	0	0	
45-64	0	0	0	0	0	0	
65 and Over	0	0	0	0	0	0	
Race Grand Total:		25		Ethnicity Grand Total:		25	

Note: the number of participants recorded by race must equal the number of participants recorded by ethnicity.

Ethnicity: Enter the total number of male and female Hispanic and Non-Hispanic participants for each age category.

Age Range	Hispanic or Latino		Not Hispanic or Latino	
	Male	Female	Male	Female
0-4	0	0	0	0
5-11	0	0	0	0
12-14	0	0	0	0
15-17	0	0	2	5
18-20	0	0	10	8
21-24	0	0	0	0
25-44	0	0	0	0
45-64	0	0	0	0
65 and Over	0	0	0	0

The total number of participants reported by ethnicity should equal the total number of participants reported by race. Participants are either Hispanic or Non-Hispanic. The grand totals field will help users to identify if the two questions match. To find out if your total race count matches your total ethnicity count click on the “update grand totals button”. This will ensure that the user has entered the same number of participants for each question however, users need to double check to assure that participants are reported with the same distribution in the gender and age groups for both race and ethnicity.

Race Grand Total: Ethnicity Grand Total: [Click here to update Grand Totals:](#)

Note: the number of participants recorded by race must equal the number of participants by ethnicity.

Participants Ethnicity Demographic

Age Range	Hispanic or Latino		Not Hispanic or Latino	
	Male	Female	Male	Female
0-4	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5-11	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
12-14	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
15-17	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
18-20	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
21-24	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
25-44	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



VII. SAVING RECORDS

Records can be saved in two ways, “save incomplete” and “save and submit”. The only option available to Data Entry Staff is “save incomplete”. Data entry staff should choose this option to allow the Data Supervisor to review the record prior to submission. Data Supervisors can either save records as incomplete or save and submit records.

- Save incomplete: As long as both required fields (Reporting Year & Name of Intervention) have been completed, a record may be saved as incomplete. Use this function for the following reasons:
 - 1) Users may begin a record and be unable to complete it at that time. Users may save the record as “incomplete” and come back to finish the data entry at a later time.
 - 2) Primary Contract Agencies may choose to allow sub-contract prevention providers to complete records for interventions provided by that sub-contract agency. The sub-contract agency Data Entry Staff member may enter data into a record, but must save the record as incomplete to allow the Primary Contract Agency Data Supervisor to review and submit to BPTR. Data Entry Staff cannot submit a record without review from the Data Supervisor.
 - 3) Users may have ongoing programs that will need submission only once per contract year. Users may choose to complete the data fields periodically throughout the course of program activities, save the record as incomplete, and update the totals as more participants are served. The State will be able to see that activities are taking place and that data is being collected, but will not be able to use the data until the record has been saved and submitted by the Data Supervisor. Caution should be taken to assure that participants are not counted multiple times for participating in separate activities of one, ongoing program.

- Save and Submit: Only Data Supervisors may save and submit records. The Data Supervisor from the Primary Contract Agency should submit at least one record for every preventative program funded in whole or in part by SAPT Block Grant dollars during the contract year. Records should be carefully reviewed and all fields completed prior to submission. Once a record has been submitted it cannot be edited without contacting the System Administrator at BPTR (see Section IX). If an error is found in a submitted record, contact the System Administrator at dhssapsis@wisconsin.gov. DO NOT create a new record with the correct data. To save and submit a record:
 - Select “Y” for yes in the “I certify that all information provided in this report is accurate and complete” drop down box,
 - Click the “Save and Submit” button.

Click here to save this report for supervisor approval

To be completed by supervisor:

I certify that all information provided in this report is accurate and complete 

You must check the statement above before submitting this report

[Return to the home page](#)

Users will be brought back to the SAP-SIS home page where the record will now be listed by name and date under “Submitted Records”.

VIII. REVIEWING RECORDS

Primary contract agencies and their users may review submitted records and edit un-submitted records. To review a past record:

1. Logon to the SAP-SIS reporting system using the WAMS Username and Password.
<https://prd.wamsidp.wisconsin.gov/nidp/idff/sso?id=DHSLogin&sid=0&option=credential&sid=0>

Please log In

Please Enter Your Username and Password

Username:

Password:

[Forgot your password or account locked?](#)

Help Desk Contact Information

Local Madison Number :
608-261-4400

Long Distance to Madison :
1-866-335-2180 (Toll Free)

TTY/Textnet :
1-888-845-4160

[Send an e-mail to the help desk](#)

[I need to change my account info \(Name, address, password etc\).](#)
[I do not have an account and would like to register for one.](#)

2. From the SAP-SIS home page choose “List existing SAP-SIS Records”. A list of un-submitted and submitted records will be displayed by submission date.

Wisconsin AODA Information System

System Testing

Good morning, saps

Wisconsin Substance Abuse Prevention Services Information System Options

[SAP-SIS Statistical Reports](#)
[List existing SAP-SIS Records](#) ←
[Add a new SAP-SIS Record](#)

- To change or add information to an un-submitted record, locate the record under “Un-submitted Records” and choose “edit”. The record will open for review and editing.

SAP-SIS Records		
[add a new SAP-SIS record]		
Unsubmitted Records		
Program Name	Year	
RACE	2008	[edit]
Community Coalition Meetings	2007	[edit]
St. Croix Community Coallition	2007	[edit]
Submitted Records		

- To review a previously submitted record, locate the record under “Submitted Records” and choose “view”. The record will be displayed, but users will not be able to save changes to it without contacting the System Administrator.

Unsubmitted Records		
Program Name	Year	
RACE	2008	[edit]
Community Coalition Meetings	2007	[edit]
St. Croix Community Coallition	2007	[edit]
Submitted Records		
Program Name	Year	
best program	2008	[view]
e-b test	2008	[view]

IX. EDITING/DELETING RECORDS

Once a record has been started and saved either as incomplete or submitted, it can not be deleted by the user. To delete unnecessary records, the Data Supervisor must contact the SAP-SIS System Administrator at BPTR, dhssapsis@wisconsin.gov. Include the name and reporting year of the record to be deleted. Once the Data Supervisor has submitted a record, it can not be re-opened for editing. If, upon review, an error is discovered, the Data Supervisor must contact the SAP-SIS System Administrator at BPTR, dhssapsis@wisconsin.gov. The System Administrator will “un-submit” the record to make it available for editing. Once the Data Supervisor has made the necessary changes, they will need to re-submit the record by again choosing “Save and Submit”.

X. SAP-SIS Statistical Reports

Primary contract agencies and their users may review statistical reports for submitted records. There are six excel reports that agencies can view that hold aggregate information from all submitted SAP-SIS records for the agency. These reports include:

- Expenditures: This report shows the reported total of SAPT BG funds expended for all submitted records, as well as the SAPT BG amount expended by IOM intervention type and prevention strategy type.

2. Strategies: This report lists the federal prevention strategy code by population served for all submitted records.
3. Individual-based Programs: This report contains aggregate demographic information for all submitted individual-based programs (Universal Direct, Selective and Indicated).
4. Population-based Programs: This report contains aggregate demographic information for all submitted population-based programs (Universal Indirect).
5. Intervention Type Programs: This report shows the total number of people served, the number of evidence-based programs funded, the total number of programs funded and the percent of total programs that are evidence-based by IOM intervention type for all submitted records.
6. Cost bands: This report shows the total reported participant count and total cost for each submitted record and calculates the cost per participant. The final column indicates whether the average cost per participant falls within the cost band for that IOM intervention type

To view a statistical report:

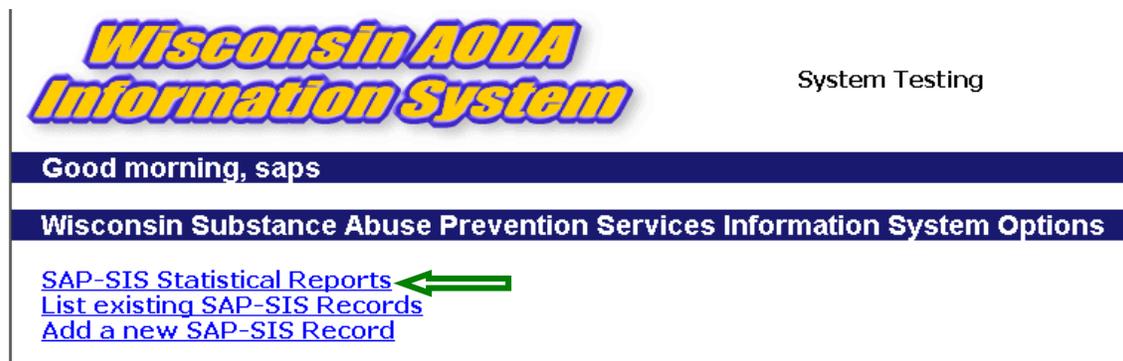
1. Logon to the SAP-SIS reporting system using the WAMS Username and Password.
<https://prd.wamsidp.wisconsin.gov/nidp/idff/sso?id=DHSLogin&sid=0&option=credential&sid=0>

Please log In

Please Enter Your Username and Password	Help Desk Contact Information
Username: <input type="text"/>	Local Madison Number : 608-261-4400
Password: <input type="password"/>	Long Distance to Madison : 1-866-335-2180 (Toll Free)
<input type="button" value="Login"/> <input type="button" value="Reset"/>	TTY/Textnet : 1-888-845-4160
Forgot your password or account locked?	Send an e-mail to the help desk

[I need to change my account info \(Name, address, password etc\).](#)
[I do not have an account and would like to register for one.](#)

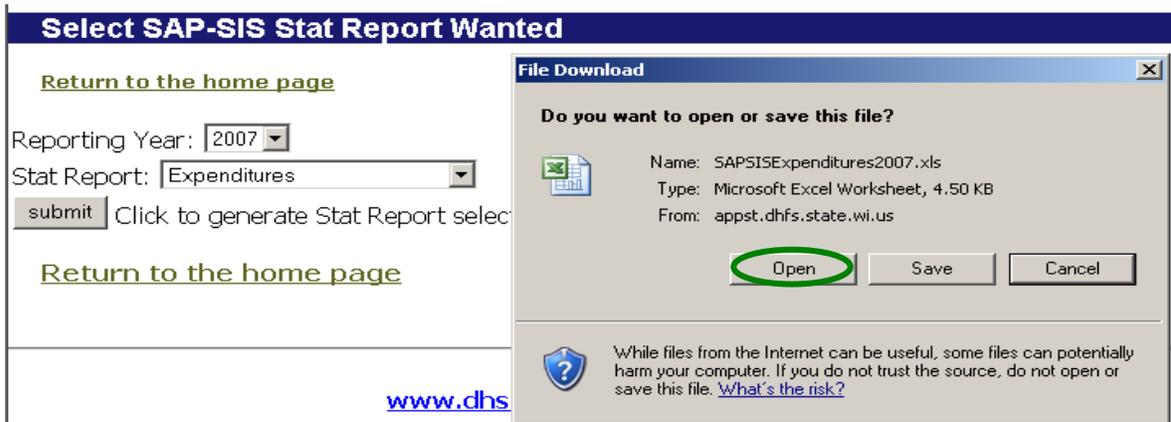
2. From the SAP-SIS home page choose “SAP-SIS Statistical Reports”. A list of un-submitted and submitted records will be displayed by submission date.



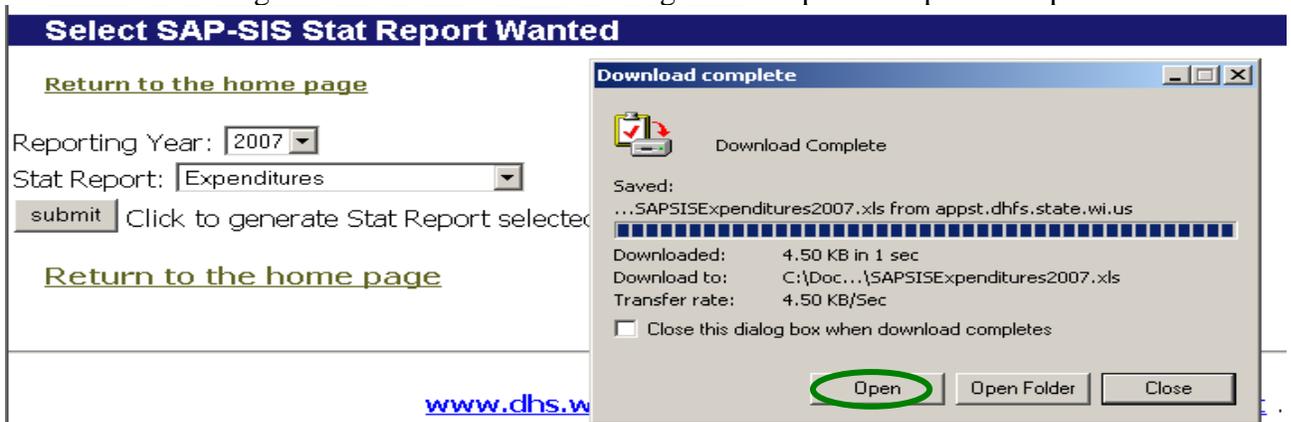
3. From the Statistical Report home page, select the reporting year and the Statistical Report (Stat Report) you are interested in downloading.



- 4. Select "Submit". The user will be asked whether they want to open or save the report. If the user selects "open", the Excel report requested will "pop-up" in a new window. The report can be viewed and then saved at this point.



If the user selects "save", they will be asked where they would like to save the report. After the report downloads to the designated location the user will be given the option to open the report.



XI. DELETING INACTIVE USERS

If a Primary Contract Agency would like to remove a user's authorization from the SAP-SIS reporting system they must complete an Agency/User Web Access Request form and submit it to BPTR. This form and instructions can be downloaded at <http://dhs.wisconsin.gov/forms1/f2/f21088.doc>. BPTR will also conduct annual reviews of authorized users. The Data Supervisor will be contacted yearly and asked to confirm that all authorized users are still active.

APPENDIX A: Glossary of Terms and Acronyms

Intervention Activity: A specified pursuit in which an organization or person partakes to remedy a specific problem or issue; includes level of intensity and frequency (e.g., parent training classes on underage drinking prevention strategies).

A process or procedure intended to stimulate learning through actual experience.

BPTR: State of Wisconsin, Bureau of Prevention, Treatment and Recovery (formerly the Bureau of Mental Health and Substance Abuse Services).

CARS Profile: Community Aids Reporting System.

DMHSAS: State of Wisconsin, Division of Mental Health and Substance Abuse Services.

Data Entry Staff: Any employee of the contract agency or a subcontract agency who is authorized to enter data into SAP-SIS.

Data Supervisor: The person at the Primary Contract Agency responsible for submitting federally required SAPT Block Grant data to the State.

Individual-Based Programs and Strategies: Include practices and strategies with identifiable goals designed to change behavioral outcomes among a definable population or within a definable geographic area. Individual-based programs and strategies are provided to individuals or groups of individuals who receive the services over a period of time in a planned sequence of activities that are intended to inform, educate, develop skills, alter risk behaviors, or provide direct services (e.g., a parent education group that meets once a week for six weeks).

Intervention: Interventions include activities, practices, procedures, processes, programs, services and strategies.

Population-Based Programs and Strategies: Include planned and deliberate goal-oriented practices, procedures, processes or activities that have identifiable outcomes achieved with a sequence of steps subject to monitoring and modification. Included within this definition are environmental strategies (which establish or change written and unwritten community standards, codes, laws and attitudes, thereby influencing incidence and prevalence of substance abuse in the general populations), one-time or single events (such as a health fair, a school assembly, or the distribution of material), and other activities intended to impact a broad population.

Practices: Repeated performance of an activity or strategy to perfect a skill or an outcome (e.g. **Best Practices** – Strategies, activities, approaches, or programs shown through research and evaluation to be effective at preventing and/or delaying substance use and abuse; **Exemplary Practices** – Those which long-term empirical research and evaluation have documented to be effective in reducing substance use and abuse; **Promising Practices** – Strategies, activities, approaches, or programs for which the level of certainty from available evidence is too low to support generalized conclusions, but for which there is some empirical basis for predicting that further research could support such conclusions).

Prevention Activity: *See Intervention Activity*

Prevention Intervention: *See Intervention*

Primary Contract Agency: Any State grantee, including counties and tribes, who receive SAPT Block Grant funds under contract with the State of Wisconsin.

Procedures: A series of steps taken to accomplish an end.

Processes: A series of actions, changes, or functions bringing about a result, i.e., strengthening or enhancing individual (community, family, etc.) in knowledge and skills that are essential in healthy behaviors.

Programs: A system or coordinated set of activities, approaches, strategies, services, opportunities, practices, or projects, designed to influence changes in behaviors, knowledge, attitudes, organizational practices and policies that are designed to achieve specific objectives over time (e.g., creating healthy people and healthy environments).

SAP-SIS: Substance Abuse Prevention System Information System. An online data reporting system used to collect federally required SAPT Block Grant data from counties, tribes and state grantees.

Strategy: A plan of action (activities – e.g., policy changes, practices, or approaches), that can be implemented to achieve specific objectives and for which a strong evidence base may or may not exist.

APPENDIX B: SAP-SIS Data Field Quick Reference Guide

Field Name	User Completes?	Required to save incomplete?	Field Type	Data
Agency	No	-	Pre-populated	User's agency, populated based on user login.
User	No	-	Pre-populated	User's name, populated based on user login.
Reporting Year	Yes	Yes	Drop-down list	Contract year in which the prevention program or strategy was implemented
Name of Intervention	Yes	Yes	Fillable	Name of the prevention program or strategy funded in whole or in part by SAPT Block Grant dollars.
Describe the Intervention	Yes	No	Fillable, 250 character maximum	Description of the program/services being reported on in the record.
Identify Sub-Contractor	Yes	No	Drop-down list based on information provided in the user's Agency/User Access Request	Sub-contractor responsible for implementing the prevention program or strategy.
Grant Name	No	-	Default setting	Grant name, set by default for the SAPT Block Grant
County(ies)/Tribe impacted by episode	Yes	No	Drop-down list based on information provided in the user's Agency/User Access Request	Primary county/tribe targeted by services provided by the program or strategy. If more than one county or tribe, select multiple counties/tribes while holding the Ctrl button
Primary Type of IOM Intervention	Yes	No	Drop-down list	Primary Type of Institute of Medicine (IOM) classification for the program or strategy.
Primary Population Served	Yes	No	Drop-down list	Primary population served by the program or strategy. Select only one.
Primary Type of Prevention Strategy	Yes	No	Drop-down list	List of six primary types of prevention strategies typically funded by SAPT contract agencies. Choose one <i>or</i> choose "other" and list the strategy and activities in the "Other Specify" field.
Prevention Strategy Activity	Yes	No	Drop down list based on Primary Type of Strategy chosen.	Common activities employed by each primary type of prevention strategy. Choose one <i>or</i> choose other and specify multiple activities in the "Other Specify" field.
Other, specify	Yes	No	Fillable	Name activities not listed in the Strategy Activity Code list or multiple activities completed for the same program or strategy.
Total Cost	Yes	No	Fillable	Total cost of the program or strategy. All programmatic expenditures including administrative expenses should be included.

Field Name	User Completes?	Required to save incomplete?	Field Type	Data
CARS #*	Yes	No	Fillable	Contract agency's Community Aids Reporting System (CARS) profile number. The CARS profile number is either a three or a five digit number. Use additional lines for additional numbers.
Amount of SAPT BG expended*	Yes	No	Fillable	Total amount of SAPT Block Grant dollars expended on the program or strategy.
Determination of Evidence-based intervention	Yes	No	Check boxes with fillable text areas	Identify the program or strategy as evidence-based based on the definitions provided. If the program or strategy does not comply with one of the evidence-based intervention definitions, check "Intervention does meet any of the three criteria above."
Participant Demographics: Race	Yes	No	Fillable	Identify the number of program participants of each race by gender in each age category. If the program served the community at large, provide estimated counts.
Participant Demographics: Ethnicity	Yes	No	Fillable	Identify the number of Hispanic and Non Hispanic program participants by gender in each age category. If the program served the community at large, provide estimated counts.

* Tribal users are not required to complete this field and it will not appear as an option when completing a record.