

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

Date: February 11, 2014  
Memo Series DMHSAS 2014-01 **Action**  
This replaces DMHSAS Memo 2013-02

RE: Substance Abuse Prevention and Treatment Block Grant Report and  
SAP-SIS Final Submission

To: DMHSAS 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: Linda A. Harris, Administrator  
Division of Mental Health and Substance Abuse Services

Subject: 2013 Substance Abuse Prevention and Treatment Block Grant Report and  
SAP-SIS Final Submission

### **Document Summary**

The federal Substance Abuse Prevention and Treatment Block Grant (SAPTBG) application requires the Department of Health Services (DHS) to describe grant fund expenditures and activities provided by sub-recipients. Wis. Stats s. 51.42(3)(ar) 15 requires counties to submit any reports DHS deems necessary to comply with the federal law. DHS requires counties that receive SAPTBG funds to provide an annual report. This report is due **May 1, 2014**.

Please note the due dates for submission of the SAPTBG annual report and SAP-SIS data submissions have changed. This was done in an effort to consolidate reporting efforts. Both the SAPTBG annual report and the SAP-SIS final online submission are now due on May 1, 2014.

### **Instructions**

This memo provides instructions for the completion of the SAPTBG Annual Report for 2013 and the SAP-SIS prevention data final submission.

The SAPTBG annual report consists of three separate DHS Forms: [F22567](#) Substance Abuse Prevention and Treatment Block Grant (SAPTBG) Annual Report 2013, [F22567a](#) Substance Abuse Prevention and Treatment Block Grant Annual Expenditure Report, and [F21199](#) County Agency Treatment Report – 2013.

Please complete DHS Form [F22567a](#) and DHS Form [F21199](#) in their entirety and Sections I – VI of DHS Form [F22567](#) and submit them to the central office contact listed at the end of this memo.

SAP-SIS data is submitted online. Instructions for entering data into SAP-SIS can be found in the User Manual located on the DHS webpage, Substance Abuse Prevention Services Information System ([SAP-SIS](#)).

### **Form F22567 Section I: SAPTBG Monitoring Checklist**

This checklist outlines SAPTBG 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.

### **Form F22567 Section II: Substance Abuse Prevention and Treatment Service Reporting**

The county and/or vendors/sub-contractors receiving SAPTBG funds must report and use data on federally-required National Outcome Measures (NOMS) in accordance with guidelines provided through the Human Services Reporting System (HSRS)/Program Participation System (PPS) and/or the Substance Abuse Prevention-Services Information System (SAP-SIS). NOMS reporting is required in order to receive the full allocation of the SAPTBG. All agencies receiving SAPTBG 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 SAPTBG 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.

In addition, all organizations and agencies that use SAPTBG funds to provide substance abuse prevention services are required to report fiscal, program, individual, and population data using SAP-SIS.

Information on the HSRS/PPS Reporting System can be found on the DHS webpage, Human Services Reporting System ([HSRS](#)). Instructions for entering data into SAP-SIS can be found in the Users' Manual located on the DHS webpage, Substance Abuse Prevention Services Information System ([SAP-SIS](#)).

### **Form F22567 Section III: Charitable Choice**

Wisconsin 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. 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. If the county actually referred clients to alternative services, please list those providers and indicate how many clients were referred to alternative services.

### **Form F22567a Section IV: SAPTBG Annual Expenditure Report 2013**

This section of the annual report is a separate, fillable Excel spreadsheet, DHS Form [F22567a](#), and allows for expenditure reporting. Calculations are automatic. The county should only report expenditures made from the 570 appropriation, and the total expenditures reported should equal the 570 appropriation amount. Do not report expenditures from another appropriation. The amount reported across all CY2013 SAP-SIS reports for the 570 appropriation should match the amount reported on Form F22567a in the "Primary Prevention" expenditure column. This information can be found on the Division of Enterprise Services (DES) web page: State and County Contract for Social Services, Community Programs, and Income Maintenance [2013archive](#). Under the heading "DHS

Allocations,” open the Excel spreadsheet entitled “2013 Department of Health Services [Final Allocation Spreadsheet](#).”

**Form F22567 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. The Director or Authorized Certifying Official must sign and submit the report to the central office contact to verify reported expenditures and activities.

**Form F21199 Section VI: County Agency Treatment Report – 2013**

Instructions for completion are included as part of the form. Data reported on the form should cover substance abuse clients and expenditures that would typically be reported in [HSRS](#)/PPS.

Thank you for providing this important information to us.

**Action Statement:**

The SAPTBG annual report and the SAP-SIS final submission for calendar year 2013 are due by **May 1, 2014** to the central office contact.

For additional information and questions regarding this memo:

**Regional Office Contact:**

Area Administrators

**Central Office Contact:**

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