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DMHSAS Numbered Memo 2015-02

To: Area Administrators/Human Service Area Coordinators
DHS Division Administrators
DHS Bureau / Office Directors
Certified Mental Health Inpatient Facilities
County Departments of Community Programs, Human Services, Social Services,
Developmental Disabilities Services Directors
County Mental Health / Substance Abuse Coordinators
Mental Health Institutions
Tribal Chairperson/Human Service Facilitators

From: Patrick K. Cork, Administrator
Division of Mental Health and Substance Abuse Services

**2014 Substance Abuse Block Grant Annual Report and
SAP-SIS Final Submission**

Document Summary

The federal Substance Abuse Block Grant (SABG) application requires the Department of Health Services (DHS) to describe grant fund expenditures and activities provided by sub-recipients. Wis. Stats. §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 SABG funds to provide an annual report and to report primary prevention data into the Substance Abuse Prevention Services Information System (SAP-SIS) reporting system. The SABG report and the SAP-SIS final submission are due **May 1, 2015**.

Instructions

This memo provides instructions for completing the SABG Annual Report for 2014 and the SAP-SIS primary prevention data final submission.

SABG data for the 2014 report are submitted online. This is a new system and replaces the paper forms counties submitted in the past. Instructions for completing the report are found in the report form.

The online report form is found at:

<http://4.selectsurvey.net/DHS/TakeSurvey.aspx?SurveyID=SABG2014>

SAP-SIS data are also submitted online. Instructions for entering data into SAP-SIS can be found in the User Manual located on the DHS webpage ([SAP-SIS](#)).

Thank you for providing this important information to us.

Action Summary:

The SABG annual report and the SAP-SIS final submission for calendar year 2014 are due by **May 1, 2015 and must be submitted via the online systems.**

For additional information and questions regarding this memo:

Regional Office Contact:

Area Administrators

Central Office Contact:

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