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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 Cork, Administrator  
Division of Mental Health and Substance Abuse Services

**2015 Substance Abuse Block Grant Annual Report and  
SAP-SIS Final Submission**

**Document Summary**

This memo outlines the reporting requirements for agencies receiving federal Substance Abuse Block Grant (SABG) funds for Calendar Year 2015. The Department of Health Services (DHS) requires agencies 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 2, 2016**.

**Instructions**

This memo provides instructions for completing the SABG Annual Report for 2015 and the SAP-SIS primary prevention data final submission.

Both the SABG report data and the SAP-SIS data are submitted online. Instructions for completing the SABG report are found in the report form. The online report form is found at: <http://4.selectsurvey.net/DHS/TakeSurvey.aspx?SurveyID=SABG2015>

Instructions for completing the SAP-SIS report are found in the User Manual located on the DHS webpage ([SAP-SIS](#)).

Please do not use the Chrome web browser to complete the reports. Chrome is not compatible with the DHS online reporting systems for the SABG and SAP-SIS annual reports. We recommend using the Internet Explorer or Mozilla Firefox web browsers.

Thank you for providing this important information to us.

**Action Summary:**

The SABG annual report and the SAP-SIS final submission for calendar year 2015 are due by **May 2, 2016 and must be submitted via the online systems.**

**REGIONAL OFFICE CONTACT:**

Area Administrators

**CENTRAL OFFICE CONTACT:**

Kris Moelter, Substance Abuse Block Grant Planner  
Division of Mental Health and Substance Abuse Services  
1 West Wilson Street, Room 850  
Madison, WI 53703  
Telephone: 608-267-7704  
Fax: 608-266-1533  
Email: [Kristina.Moelter@Wisconsin.gov](mailto:Kristina.Moelter@Wisconsin.gov)

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