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Following are the responses to questions related to the new Primary Prevention Substance Use Disorder Data Service (PPSDS). As new questions are submitted, this document will be updated.

General

1. Question: Is the statewide training mandatory?

Answer: No. However it is highly encouraged.

2. I was curious as to how we will report our FY 16/17 objectives progress? Would we still be able to report that in CalOMS Pv or will a template be provided?

Answer: A template will be e-mailed in September that will enable counties to report FY 16/17 progress on goals and objectives, as well as close out any previous goals.

3. In CalOMS Pv, demographic information could be entered as “Actual” or “Estimated”. Can we still enter estimated numbers if actual numbers are not available?

Answer: Yes, please enter an estimate if actual numbers are not available

4. What is the recommendation for how many county prevention staff should be trained at the statewide training?

Answer: County staff who enter prevention data into the PPSDS should attend the statewide training.

5. We are ready to submit our completed PPSDS template date for July. It is due tomorrow. Where do we send it? Do we e-mail it to you, the PPSDS help desk, or to our SUD Prevention Analyst?

Answer: For counties, please e-mail the completed PPSDS template to your SUD Prevention Analyst by the 10th of the month following the service delivery. Please ask for an extension if the data entry submission deadline cannot be met. Providers

should e-mail completed templates to their county, in time for the county to e-mail their SUD prevention analyst.

6. When I am working on the documentation end of the SPF, such as formatting the layout, working on the logic model, reading CHKS, typing the body of the text, etc., is that Info Dissemination, Printed Material Development, or is that part of the Community Based strategies? It is basically the administrative functions, but where now does that get applied to?

Answer: These types of tasks that are directly related to the SPF and county-oriented, would be recorded under the *Community-Based Process Activities* CSAP category, and using the Strategic Prevention Planning CSAP activity.

7. What would a monthly training that occurs throughout the year be reported as? Also, would we report this with demographics as it is the same participants?

Answer: A monthly training that occurs throughout the year would be reported as a "recurring" service. The CSAP category would be *Community Based Process*, and the CSAP activity would be *Training and Technical Assistance (TTA)*. This activity would be reported with demographics.

8. If a group of parents come to help set up for an event, would we capture their time as indirect for setup? Or is this just about the staff involved in the service or event?

Answer: Indirect time (i.e. setting up), only applies to staff.

9. Will any of the Tip Sheets regarding the SPF/SPP process still be available online somewhere after CalOMS Pv is expired? I love those tip sheets, and they are truly a great reference.

Answer: Many of the helpful documents found within the CalOMS Pv library will be available in PPSDS.

10. Can you please confirm when your department will close CalOMS Prevention FY16-17 data entry? We have met our obligation of entering SAPT-funded Primary Pv services for 16-17, but have more records to enter to provide complete data for our purposes.

Answer: The last day to enter service data in CalOMS Pv for FY 16/17 was July 31st. However, CalOMS Pv will remain open for running reports and for any data corrections that are needed until the end of November.

11. Regarding using groups under the Strategy Implementation description within the PPSDS template - in the past, we have only identified groups if the service was a recurring service. Is that still the case? Or do we need to include a group name for

any single direct service that was presented to or conducted with a group of people? (i.e., coalition workgroup meetings, etc.).

Answer: Groups can be included for any type of service (recurring, one-time, session-based), however they will most likely be used for recurring and session-based. A group is defined as having the same “core” group of participants. If the service had demographics but does not fit the definition of a “group”, then the number served should be entered in the “Total # Served” (column R of the template) field, and no groups should be identified in the Strategy Implementation Description.