

**Department of Health Care Services
SUD Program, Policy and Fiscal Division
Policy and Prevention Branch**

**Primary Prevention SUD Data Collection and Reporting
Transition Period - July 1, 2017 to September 20, 2017**

**Primary Prevention SUD Data Service (PPSDS)
Instructions**

Note: This template is similar to the layout of the Unformatted Service Review Report.

This template is being provided to counties as a tool to collect and report primary prevention SUD service activity during the transition from the CalOMS Pv data collection service to the new PPSDS data collection service.

The new PPSDS will go live on October 1, 2017. Use this template to report primary prevention SUD service activity from July 1, 2017 to September 30, 2017.

The template is designed to look familiar. It has a layout similar to the Unformatted Service Review Report used in CalOMS Pv. The new PPSDS service will collect the same types of information as are collected now, but some terminology will change. When the template contains information in both rows four and five, the current terminology is shown in row four. The new terminology used in the PPSDS is shown in row five.

Counties can choose to use the template in a way that best fits their needs. For example, depending on the size of the county, the number of providers, and the number of services delivered:

- Use a separate spreadsheet for each monthly reporting period.
- Use a separate tab on the spreadsheet for each service delivered.
- Use a separate tab on the spreadsheet for each provider.

Regardless of whether or not this template is used to report monthly data to DHCS, the data must be reported to DHCS by the 10th day of the month following the month of service activity. For example, July data must be reported by August 10th.

Department of Health Care Services
SUD Program, Policy and Fiscal Division
Policy and Prevention Branch

Primary Prevention SUD Data Collection and Reporting
Transition Period - July 1, 2017 to September 20, 2017

Field Names and Data Entry Instructions

Report Period

Enter the reporting period month in the following format MM/DD/YYYY to MM/DD/YYYY. **Example: 07/01/2017 to 07/31/2017**

Provider ID

Enter the 6-digit provider ID number. This is the provider ID number assigned by and contained in the Master Provider File.

Provider Name

Enter the name of the Provider or the County.

**Program Name and Group Name
(Strategy Implementation Description)**

Enter the Program Name and Group Name in the “Strategy Implementation Description” field. **Only** the Program Name and Group Name should be entered. Use a dash to separate the Program Name from the Group Name. **Example: Strengthening Families – Families of Rock Creek**

Service Date

Enter the date the service took place.

Type of Service

Select the type of service from a drop-down menu. The choices are One-Time, Recurring, and Session-Based.

- **One-Time:** Used to capture services that occurred one time. Examples include health fairs, speaking engagements, etc.
- **Recurring:** Used to capture a series of recurring meetings that typically have the same participants. Examples include coordination meetings, policy meetings, multi-agency coordination/collaboration, screening & referral services, mentoring, etc.
- **Session-Based:** Used to capture demographic service information for groups that have the same participants. These groups may have curriculum-based

**Department of Health Care Services
SUD Program, Policy and Fiscal Division
Policy and Prevention Branch**

**Primary Prevention SUD Data Collection and Reporting
Transition Period - July 1, 2017 to September 20, 2017**

programs. Examples include evidence-based interventions, Friday Night Live chapter activities, youth/adult leadership, educational services, etc.

**Service Description
(Comments)**

Describe the services or activities that actually occurred during the service.

**CSAP Strategy
(CSAP Category)**

Enter one or more CSAP Categories for the service delivered.

- Information Dissemination
- Education
- Alternatives
- Problem ID and Referral
- Community-Based Process
- Environmental

**Service Delivery
(CSAP Activity)**

Enter one or more CSAP Activities for the service delivered. (Note: This list of CSAP activities is the result of the CSAP workgroup effort and is pending DHCS management approval.)

Value Name	CSAP Strategy	Demographic ?
Community/School Outreach Events	Information Dissemination	No
Curricula Development	Information Dissemination	No
Multi-Media Development	Information Dissemination	No
Multi-Media Dissemination	Information Dissemination	No
Printed Materials Development	Information Dissemination	No
Printed Materials Disseminated	Information Dissemination	No

**Department of Health Care Services
SUD Program, Policy and Fiscal Division
Policy and Prevention Branch**

**Primary Prevention SUD Data Collection and Reporting
Transition Period - July 1, 2017 to September 20, 2017**

Resource & Information Services	Information Dissemination	No
Social Media Development and Maintenance	Information Dissemination	No
SUD Prevention Presentations	Information Dissemination	No
Classroom/School Educational Services	Education	Yes
Community Educational Services	Education	Yes
Mentoring	Education	Yes
Parenting/Family Management Services	Education	Yes
Peer Leader/Helper Programs	Education	Yes
Community Service Activities	Alternatives	Yes
Social/Recreational Events/Activities	Alternatives	Yes
Youth/Adult Leadership Activities	Alternatives	Yes
Employee Assistance Programs	Problem Identification and Referral	Yes
Prevention Screening and Referral Services	Problem Identification and Referral	Yes
Accessing/Monitoring Services and Funding	Community-Based Process	No
Assessing Community Needs/Assets	Community-Based Process	No
Coalition/Workgroup Activities	Community-Based Process	Yes
Evaluation Services	Community-Based Process	No
Intra/Inter-Agency Coordination/Collaboration	Community-Based Process	No
Strategic Prevention Planning (for county use only)	Community-Based Process	No
Training and Technical Assistance (TTA)	Community-Based Process	Yes
Advertising Policies and Restrictions	Environmental	No

**Department of Health Care Services
SUD Program, Policy and Fiscal Division
Policy and Prevention Branch**

**Primary Prevention SUD Data Collection and Reporting
Transition Period - July 1, 2017 to September 20, 2017**

Community and Neighborhood Mobilization	Environmental	No
Community Norms Marketing	Environmental	No
Driving Under the Influence (DUI) Checkpoints	Environmental	Yes
Drug Paraphernalia Ordinances	Environmental	No
Efforts with City, County, tribal, and/or State Officials	Environmental	Yes
Healthy Retailer Efforts	Environmental	Yes
Local and State Regulations	Environmental	No
Physical Design to Prevent Substance Use-Related Activities	Environmental	No
Pricing Policies	Environmental	No
Public Use Restrictions	Environmental	No
Retail Policy Efforts	Environmental	No
School Policies (college)	Environmental	No
School Policies (K-12)	Environmental	No
Social Host Efforts	Environmental	No
Special Event Policies and Requirements	Environmental	No
Sponsorship Restrictions	Environmental	No
Surveillance Activities	Environmental	No
TTA: Commercial Host Liability	Environmental	Yes
TTA: Professional and Community Development	Environmental	Yes
TTA: Social Host Liability	Environmental	Yes
Workplace Policies	Environmental	No
Zoning Ordinance: Abate Existing Outlets	Environmental	No
Zoning Ordinance: Density	Environmental	No
Zoning Ordinance: Land Use	Environmental	No
Zoning Ordinance: New Outlets	Environmental	No

IOM Category

Select the appropriate IOM Category from the drop-down menu. The choices are Universal Direct, Universal Indirect, Selective and Indicated.

Universal activities are targeted to the public or a whole population group that have not been identified on the basis of individual risk.

**Department of Health Care Services
SUD Program, Policy and Fiscal Division
Policy and Prevention Branch**

**Primary Prevention SUD Data Collection and Reporting
Transition Period - July 1, 2017 to September 20, 2017**

- **Universal Direct** - Interventions 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 also could include interventions involving interpersonal and ongoing/repeated contact (e.g., coalitions).
 - **Use Universal Direct for *all* strategies except Environmental.**

- **Universal Indirect** - Interventions support population-based programs and environmental strategies (e.g., establishing ATOD policies, modifying ATOD advertising practices). This also could include interventions involving programs and policies implemented by coalitions.
 - **Use Universal Indirect for the Environmental strategy.**

- **Selective:** Selective prevention strategies 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 at risk 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.

- **Indicated:** Indicated prevention strategies are designed to prevent the onset of substance abuse in individuals who do not meet diagnostic 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 approaches are used

**Department of Health Care Services
SUD Program, Policy and Fiscal Division
Policy and Prevention Branch**

**Primary Prevention SUD Data Collection and Reporting
Transition Period - July 1, 2017 to September 20, 2017**

for individuals who may or may not be abusing substances, but exhibit risk factors that increase their chances of developing a drug abuse problem. Indicated prevention programs address risk factors associated with the individual, such as conduct disorders and alienation from their 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 programs 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 programs by parents, teachers, school counselors, school nurses, youth workers, friends, or the courts. Young people may volunteer to participate in indicated prevention programs. In a majority of cases, indicated strategies would be the most appropriate strategies for youth already involved with the juvenile justice system.

Service Population

Enter one or more service populations.

Business and Industry
Civic Groups/Coalitions
College Students
Children of Substance Abusers
Delinquent/Violent Youth
Economically Disadvantaged
Elementary School Students
LGBTQ
General Population
Government/Elected Officials
Health Professionals
High School Students
Homeless/Runaway Youth
Law Enforcement
Middle/Junior High School Students
Military/Military Families
Older Adults
Parents/Families

**Department of Health Care Services
SUD Program, Policy and Fiscal Division
Policy and Prevention Branch**

**Primary Prevention SUD Data Collection and Reporting
Transition Period - July 1, 2017 to September 20, 2017**

Persons Using Substances
Persons with Physical Disabilities
People with Mental Health Problems
Physical/Emotional Abuse Victims
Pregnant Women/Teens
Preschool Students
Prevention/Treatment Professionals
Religious Groups
School Dropouts
Teachers/Administrators/Counselors
Youth/Minors
Adults
Employee Groups/Unions
Evaluator/Researcher
Fire Professionals
Gangs
Homeowners Associations
Local Municipal Agencies
Media
Mentors/Adult Ally
Neighborhood Associations
Professional/Trade Associations
Property Managers
Retailers
Social Service Providers
Voluntary/Fraternal Community Service
Women and Children

**Service Location
(Venue)**

Enter a venue.

Bar/Club/Tavern
Board & Care Facilities
Border (CA/Mexico)

**Department of Health Care Services
SUD Program, Policy and Fiscal Division
Policy and Prevention Branch**

**Primary Prevention SUD Data Collection and Reporting
Transition Period - July 1, 2017 to September 20, 2017**

Church/Faith Center
Community at Large
Community/Drop-In Center
Conference/Convention
Correctional Facility - Adults
Correctional Facility - Youth
County/Provider Office
Entertainment Venue (Sports, Casinos, Concerts, etc.)
Fairground
Fire Station
Government Offices
Group Home
Health Center/Clinic
Homeless Shelter
Hospital
Hotel/Motel
Indian Health Clinic
Library
Mall/Shopping Center
Media Outlets (Print, Radio, TV)
Military Base
Other
Park
Police Station
Public Housing
Recreational Activity Site
Residence
Restaurant
Retail Site - Alcohol
Retail Site - Tobacco
School
Senior Center/Housing
State Capitol
Superior Courts
Tribal Office/Site

**Department of Health Care Services
SUD Program, Policy and Fiscal Division
Policy and Prevention Branch**

**Primary Prevention SUD Data Collection and Reporting
Transition Period - July 1, 2017 to September 20, 2017**

University/College Campus
Work Place
Youth Club/Center

Venue Zip Code

Enter the zip code where the specific activity took place.

Duration

Enter a whole number as the duration of the service. For example: 30 (and then select “minutes” from the duration unit field). Or enter 1 (and then select “hours” from the duration unit field).

Duration Unit

Select a duration *unit* of either minutes or hours from the drop-down menu. The duration unit is linked to the whole number entered in the duration field.

Indirect Time

Enter a whole number as the duration of “Indirect Time” spent for the service.

Duration Unit

Select a duration *unit* of either minutes or hours from the drop-down menu. The duration unit is linked to the whole number entered in the indirect time field.

Total # Served

Enter the total number of participants served for the specific service if no group was used.

Group Attendance

Enter the total number of group participants that were present for the service.

Demographic area (Gender, Age, Ethnicity, Race)

If the service included demographics, enter the demographic information to include the gender, age, ethnicity and race.