

## OFFENDER TREATMENT PROGRAM INVOICE AND QUARTERLY DATA REPORT INSTRUCTIONS

### OTP Quarterly Data Report

The Quarterly Data Report has been condensed and entered in the OTP Invoice Form A.

- Enter the total number of *unique* offenders charged and **REFERRED** by probation under PC 1210.1.  
Enter the total number of *unique* offenders charged and **REFERRED** by parole under PC 3063.1.
- \*If a client is dual-supervised or from both probation and parole, the offender should be counted as parole.
- Grand Total of unique clients referred from probation and parole.
- Enter the total number of *unique* clients **ASSESSED**.
- Enter the total number of *unique* clients **ADMITTED** into OTP funded treatment.
- Enter the total number of clients that **WAITED** to receive their assessed level of treatment during this reporting period.

### OTP Quarterly Invoice

List all treatment and criminal justice costs by quarter on this form. Costs submitted on invoices must reflect the current approved OTP budget.

- **County** - Name of county submitting invoice.
- **Payee** - The payee as identified in the OTP application. Please include current address, telephone number, and e-mail address (if applicable).
- **Quarter** - The quarter is the three-month period containing the expenditures being invoiced. For example, the first quarter is July 1, 2009 – September 30, 2009.
- **Expenditures for Sections I & II** - Enter the total expenditures incurred during the quarter. Note these cells are formula driven in this electronic Excel file. If additional space is needed to itemize your county expenditures, please utilize Form A-2. Form A-2 is available on a tab at the bottom of the form. *If you do not have any expenditures to report, submit an invoice for the quarter indicating \$0 in the Section Total.*
- **Section I** - List all expenditures associated with Drug Treatment Costs (Do not include Criminal Justice Costs in this section).
- **Section II** - List all expenditures associated with the Criminal Justice Services. (Do not include Drug Treatment Costs in this section.)
- **Total of Sections I & II** - Totals of Drug Treatment Costs and Criminal Justice Services will be auto populated.
- **Payment Block** – Total of Section I Drug Treatment Services. Total of Section II Criminal Justice Services. County Match (Total of Section I and II multiplied by .1). Amount Due to County (Total of Section I & II minus total amount of county match). (These cells are auto populated).
- **OTP County Verification** - ADP will accept the signature of the OTP Agency Designee only. Sign in blue ink to distinguish the original signature from the copies.