

FY 2009-10 County SACPA Plan & OTP Application

Instructions

GENERAL INFORMATION

- The county SACPA plan and OTP application consists of two parts: The plan/application narrative with OTP budget sheet and SRIS data entry. In addition to completing these parts, the county must submit a copy of a county board of supervisors' resolution, minutes, order, motion, or ordinance approving the county plan/application. Written delegation granting approval authority to the lead agency will also be accepted. Counties with outstanding audit disallowances will need to include a re-payment plan in BOS approval. Final ADP plan approval will not be granted nor will allocations be released until this criteria has been met.
- Allocation(s) and county match amounts will be released soon in a separate ACLA. The county will not be able to complete some of the SRIS data information or the OTP Budget sheet until this information is received.
- If the county will not be applying for OTP funds, then the county will need to forward a signed copy of the OTP decline of funds form (Attachment B).
- For questions regarding SACPA/OTP, please contact your SACPA county liaison.
- Once complete, save Attachment A with a .doc extension for ease of uploading into SRIS. See upload instructions to submit this portion of the plan/application.

NARRATIVE and OTP BUDGET SHEET

Complete SACPA and OTP narrative, and the OTP Budget sheet in detail (Attachment A). For the OTP Budget sheet, be sure to enter county name, allocation amount, and the county match at the top of the form. Enter projected expenditure amounts for each category projecting how the county plans to use OTP funds. Administrative costs should not exceed 20% of the total budgeted for each category. All costs entered require a written description of the services and/or activities that will occur as a result of the expenditures identified (use question #3 under the OTP Application narrative to describe). The strategies listed below are examples as to how the identified goals might be achieved.

Strategies:

- Locate assessment units or centers in or near the court.
- Enhance criminal justice supervision of offenders.
- Improve collaboration and coordination between criminal justice and treatment with the goal of admitting offenders into appropriate treatment in the shortest possible time.
- Maintain appropriate levels of criminal justice and treatment oversight and supervision.
- Intensify or add services as indicated by drug test results.
- Conduct assessment and treatment placement in a single visit.
- Adopt drug court procedures (drug court practices include court calendars dedicated to SACPA offenders; direct contact between judge and offender; appropriate treatment and supervision; and close collaboration between judge, prosecutor, defense attorney, and treatment provider).
- Use intermediate sanctions of graduating severity for problematic or recalcitrant offenders (not to include jail sanctions).
- Utilize additional screening tools.
- Increase NRT use for treatment of opiate dependent offenders who wish to receive it.
- Expand capacity of treatment services including sober living tied to outpatient.
- Increase utilization of residential treatment services.
- Assess the possible disproportionate impact of limited treatment capacity, assessment procedures, and treatment protocols across racial/ethnic groups.
- Improve location of services to ensure accessibility to all populations.
- Place offenders with high rates of prior non-drug convictions (e.g., five or more prior convictions over the prior three years) into more controlled settings, including residential.

APPLICATION NARRATIVE UPLOAD INSTRUCTIONS (PLAN DESCRIPTION FILES)

Remember that SRIS user passwords expire every 90 days. Contact your county Liaison if you need to reset your password. A complete copy of the SRIS user manual can be found online at:

http://www.adp.ca.gov/SACPA/P36_SRIS_SystemDocumentation.shtm.

- Step 1-The Plan Description Files page allows users to submit the completed plan/application narrative (Attachment A).
- Step 2-County users will have the ability to attach the completed SACPA/OTP narrative and a Board of Supervisors Resolution (or other approval document) through file upload. The process requires the county to create these documents using Word with an extension of .doc.
- Step 3-Click the radio button next to the type of document you wish to attach. You will select either "County Plan Description" or "Board of Supervisors Resolution".
- Step 4-Click the BROWSE button. This will allow you to select a file and will open a 'choose file' window.
- Step 5-Click the appropriate file, and then click the OPEN button. The file name will be displayed on the 'File Name' window of the File Upload page.
- Step 6-Click the UPLOAD FILE button. This will upload the file to the database and return you to the Plan Description Files page. The file name will be displayed under the document name. To view a file that has been uploaded, right click on the document link under the 'Document Name' header. The document will not be displayed if its format is not compatible with Microsoft Word.

SRIS DATA ENTRY

Remember that SRIS user passwords expire every 90 days. Contact your SACPA county liaison if you need to reset your password. A complete copy of the SRIS user manual can be found online at:

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- Step 1-Select the submission link on the Navigation bar.
- Step 2-Select the link of the fiscal year for which you are submitting your County Plan. Select the Fiscal Year Set Up link.
- Step 3-Enter your Excess Funds Carry Over amount from the prior year. Click the Save button.
- Step 4-Select the Prior Page link.
- Step 5-Select the Add a County Plan link.
- Step 6-Select the Prior Page link.
- Step 7-Select the add a county plan link. Determine if you want to add a plan using a blank template or copy data from an existing plan and select the appropriate link.
- Step 8-Select the link for each web form and complete all fields listed. Complete the following forms: Entity, Service/Activity, Client Projections, and Plan Description Files. SATTA (SB 223) plan questions are included in these forms.