



**Department of Health Care Services
Community Services Division
Prevention and Family Services Section**

**Primary Prevention
Substance Use Disorder Data Service**

Quarterly Data Review Requirements for Counties

January 2021

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Prevention Data Review Requirements

Counties must adhere to the data review timeline and criteria outlined in this document.

Supporting Documents

Counties shall review PPSDS data accurately according to the Department of Health Care Services (DHCS) *Data Quality Standards* and the *DHCS Primary Prevention SUD Data Service (PPSDS) Data Entry User Guide*.

Note: This document contains page numbers in parenthesis with **red font** that corresponds with relative procedural information in the *DHCS PPSDS Data Entry User Guide*. Example: (32)

The Data Review Report

Data reviews will utilize the *Strategy Implementation and Service Data Review V2_Fei* report located in PPSDS. Refer to Addendum I: Administer the *Service Data Review V2_Fei* report for instructions about how to administer the report. The *Strategy Implementation and Service Data Review V2_Fei* report consists of three data levels: program, service/session, and planned strategy levels. **Counties are fully responsible for reviewing service/session level data to ensure providers are compliant with county/provider agreements.** The chart illustrates the data levels and who can edit data for each level.

Data Level and Related Columns	Editing Responsibility
Program Level - Strategy Implementation Description (program title), the Strategy Implementation Profile Comments (program description), Total Participant Count (demographics), and Risk Categories	County and providers can edit.
Service/Session Level - Activity Name, Service Comments, Service Date, Hours, Indirect Hours, and Indirect Hours Comments.	County and providers can edit.
Planned Strategy Level - Counties enter planned strategies when they enter a new strategic prevention plan into PPSDS. Planned strategy level data includes IOM Classification, Service Population, CSAP Activities Reported (CSAP strategy), and Evidence-Based Type.	DHCS will edit.

Quarterly Data Review Report Administration

DHCS will administer and send the *Strategy Implementation and Service Data Review V2_Fei* report to counties every quarter. DHCS will review quarters 1 and 3. Counties will review quarters 2 and 4. **DHCS may request a county/provider to cease data entry at any time to remedy data deficiencies.**

Program Set-Up and Maintenance

DHCS will conduct data reviews to ensure programs are set up correctly. DHCS may require follow-up with technical assistance to instruct counties how to set up programs correctly and edit data deficiencies. Counties will report if they or their providers added new programs during monthly check-in calls to the DHCS analyst. The DHCS analyst will check PPSDS to ensure correct program set up during the check-in call. If a county needs to develop a planned strategy to ensure correct program set-up, counties shall inform their DHCS analyst. **Counties shall not enter one-time entries without DHCS approval.**

Accountability

A county's inability to meet data review requirements and timelines may result with a non-compliant report to the County Compliance Unit (CCU). The CCU is the DHCS unit responsible for annual desk/site reviews. Non-compliance with the annual desk/site review may result in corrective action or a decrease/termination in SABG funds.

Quarterly Data Review Timeline

	Task	Deadline	Notes
Quarter 1 (Jul – Sep)	County/providers enter quarter 1 data into PPSDS	Oct 10	DHCS reviews data; DHCS will implement TA to a county/provider if there are many data errors
	DHCS reviews quarter 1 data	Nov 10	
	DHCS sends quarter 1 data reviews to county	Nov 15	
	County/providers edit quarter 1 data and the county sends a confirmation email confirming completion.	Dec 15	
Quarter 2 (Oct – Dec)	County/providers enter quarter 2 data into PPSDS	Jan 10	County reviews data to confirm county/providers edited quarter 1 errors and ensure those errors do not continue to quarter 2 data.
	DHCS sends quarter 2 (Oct – Dec) data reports to counties	Jan 15	
	County reviews and edits data deficiencies for quarter 2	Feb 15	
	County sends an email to DHCS confirming quarter 2 data review and edits are complete with county reviews attached.	Feb 16	
Quarter 3 (Jan – Mar)	County/providers enter quarter 3 data into PPSDS	Apr 10	DHCS reviews data; paying attention to previous data discrepancies.
	DHCS reviews quarter 3 data	May 10	
	DHCS sends quarter 3 data reviews to county	May 15	
	County/providers edit quarter 3 data and the county sends a confirmation email confirming completion.	Jun 15	
Quarter 4 (Apr – Jun)	Counties/providers will delete programs that do not have sessions/activities.	Jun 22	County reviews data. DHCS will reconcile county reviews with new data reports.
	County/providers enter quarter 4 data into PPSDS	Jul 10	
	DHCS sends quarter 4 data reports to counties	Jul 15	
	County reviews and edits data deficiencies for quarter 4	Aug 15	
	County sends an email confirming quarter 4 data review and edits are complete with county reviews attached.	Aug 16	

Data Review Criteria for Recurring Services

The “Report Column” aligns with the columns of the *Strategy Implementation and Service Data Review V2_Fei* report.

Program Level Data for Recurring Services

The *Implementation Strategy Profile* screen houses program level data and reveals if programs are set-up correctly (37-40).

Report Column	Program Level Data Review Criteria for Recurring Services
Strategy Implementation Description	<p>The Strategy Implementation Description is the title of the program and/or service. (38)</p> <ul style="list-style-type: none"> Set up programs by location, especially if they are evidence-based. A county may set up programs by location and group. The naming convention for demographic program/service titles is: (fiscal year) (program/service title) (program location) (group, if applicable) Do not include “FY” in the fiscal year. Example: 20/21 Life Skills Training King High School Period One (includes a group) Example: 20/21 Friday Night Live King High School
Strategy Implementation Profile Comments	<p>The Strategy Implementation Profile Comments is the program/service description. (39)</p> <ul style="list-style-type: none"> The program description verifies the program is a primary prevention program. If the program is evidence-based on a registry, use the official program description from the registry and include the registry link. If the program is local/innovative, the program description will include the purpose of the program, the service population, and the frequency of implementation (i.e. weekly, twice a month). Friday Night Live Programs must use the following program description: <i>Youth led chapter meetings, activities, and events focused on engaging youth as active leaders and resources in Pv. Chapter activities include chapter meetings, recruitment activities, assemblies, awareness, events/campaigns, environmental projects, and alternative activities.</i>
Total Participant Count	<p>The Total Participant Count is the cumulative demographics for the specific program. (40)</p> <ul style="list-style-type: none"> Demographics must be accurate and align with the correct CSAP strategies. Education, Alternatives, Community-Based Process (Training and Technical Assistance only), and Problem Identification and Referral require demographics. Do not count a participant twice. Enter the demographics for the first service activity. Thereafter, only enter demographics for NEW participants. The “participant count” must be appropriate for the program description and/or service activity. Inadequate counts may indicate duplicate counts or incorrect data entry.
Risk Categories	<p>Risk Categories indicate specific risk factors for selective or indicated programs/services. Risk Categories indicate the service populations are at a higher risk of acquiring a substance use disorder. (39-40)</p> <ul style="list-style-type: none"> Programs using IOM Categories Selective or Indicated must have Risk Categories. Programs using IOM Categories Universal Direct or Universal Indirect must show Risk Unknown (Universal Only).

Editing Program Level Data for Recurring Services

Implementation Strategy Profile

Outcome Indicator(s): Alcohol Sales to Minors, Availability of Alcohol, Availability of Cannabis, Availability of Prescription Drugs.

Risk Factor(s): Academic failure/truancy, Early/persistent problem behaviors, Family conflict/abuse/violence, Lack of clear

Service Population: Students: Middle/Junior High School

Goal(s): Decrease Alcohol Use Among Youth, Decrease Marijuana Use Among Youth, Decrease Methamphetamine Use Among Youth, Decrease Prescription Drug Misuse or Abuse Among Youth and Adults

Protective Factor(s):

IOM Classification: Universal Direct

C SAP Strategies: Education

Edit the program title here.

ID: 26181

Prevention Plan: Los Angeles SPP, 2020-2025

Planned Strategy: 0185 Middle School EBP UD ED

Strategy Frequency: Recurring

Description: 20/21 Communities that Care (CTC) Dana Middle School

Created By: [Redacted]

Created Date: 8/17/2020 5:28 PM

Updated By: [Redacted]

Updated Date: 12/15/2020 10:05 AM

Geo Type: [Redacted]

City/Town: [Redacted]

Risk Categories: [Redacted]

Selected Risk Categories: Risk Unknown (Universal only)

Comments: DEMOGRAPHICS
The Communities That Care (CTC) prevention

Edit risk categories here.

Edit the program description here.

Edit demographics here.

Approximate Cost

Travel \$: \$0.00

Material \$: \$0.00

Space \$: \$0.00

Labor \$: \$0.00

Total \$: \$0.00

Impacted Target Population

Total number of participants: 0 [Census Information](#)

Gender	Ethnicity
Male: 0	Hispanic or Latino: 0
Female: 0	Not Hispanic or Latino: 0
Unknown: 0	Unknown: 0

Age	Race
0-4: 0	White: 0
5-11: 0	Black/ African American: 0
12-14: 0	Native Hawaiian/ Other Pacific Islander: 0
15-17: 0	Race unknown or other: 0
18-20: 0	Asian: 0
21-24: 0	American Indian/ Alaskan Native: 0
25-44: 0	More than one race: 0
45-64: 0	
65 and over: 0	
Unknown: 0	

Administrative Actions

[Activities](#) [Actual Expenditure](#)

Service Activity-Level Data for Recurring Services

The *Activity Profile* screen houses service activity-level data and includes data about the specific activity.

Report Column	Service Activity Level Data Review Criteria for Recurring Services
Activity Name	<p>The Activity Name indicates the title of the activity. (42)</p> <ul style="list-style-type: none"> The Activity Name indicates the activity and the group name, if applicable. <ul style="list-style-type: none"> Data may include data for more than one group depending on program set-up. Example: 20/21 Life Skills King High School AM Class (AM Class is the group) Example: 20/21 Life Skills King High School Period 1 (Period 1 is the group) Aggregate data weekly for non-demographic programs (optional, highly recommended). (44-45) Designate one staff to enter an activity if more than one staff attend. DHCS data monitors services, not staff time. The number of activities shall match the length of the program. Example: A program that meets weekly for 12 weeks should not have more than 14 entries, giving room for an introductory activity when the program starts and a celebration activity as participants complete the program.
Service Comments	<p>The Service Comments describe the specific activity. (43)</p> <ul style="list-style-type: none"> Ensure users enter weekly aggregates for non-demographic programs, if applicable. Weekly aggregates must include a breakdown of dates, hours, and activities. (44-45) DHCS recommends including the number of participants that attended the activity. If the Activity Name indicates the service activity topic or training title, enter N/A.
Service Date	<p>The Service Date indicates the date the activity occurred. (42)</p> <ul style="list-style-type: none"> Service dates are accurate and in accordance with provider agreements, if applicable. The date for weekly aggregated data shall be the Monday of the week. If Monday is a holiday, use Tuesday's date. (44-45)
Hours	<p>Hours indicate the total time the service lasted. (42)</p> <ul style="list-style-type: none"> Ensure the hours reported are correct, adequate, and in accordance with provider agreements, if applicable. Service hours capture the duration of service, not the cumulative hours of each staff that attended the service. Example: If three staff attend a health fair from 10 AM to 2 PM, the service hours should be four, not twelve.
Indirect Hours and Indirect Hours Comments	<p>Indirect Hours include the total time required to perform the tasks described in the Indirect Hours Comments. Acceptable tasks include Xeroxing, invitation/follow-up calls, event set-up/clean-up, and travel time. (43)</p> <ul style="list-style-type: none"> DHCS does not require counties to report Indirect Hours. Counties may require indirect hours for their providers, if applicable. Ensure Indirect Hours are correct and adequate for the service. Indirect hours should not include activities that are actually a "service activity" under a CSAP Strategy in the <i>DHCS Center for Substance Abuse Prevention (CSAP) Strategies and Activities Definitions and Matrix</i>.

Editing Service Activity-Level Data for Recurring Services

Activity Profile

Outcome Indicator(s): Alcohol Sales to Minors, Availability of Alcohol, Availability of Cannabis, Availability of Prescription Drugs, ...

Risk Factor(s): Academic failure/truancy, Acceptance of substance use, Early/persistent problem behaviors, Family ...

Goal(s): Decrease Alcohol Use Among Youth, Decrease Marijuana Use Among Youth, Decrease Methamphetamine Use Among Youth, Decrease Prescription Drug Misuse or Abuse Among Youth and Adults

Protective Factor(s):

Planned Strategy: Primary Prevention

Activity Name: Chapter Meeting **Date:** 7/16/2020

Duration Units: Hours **Duration:** 1

Indirect Units: **Indirect Duration:**

Indirect Duration Description:

Venue: Other Zoom

Activity and Duration

Duration: **Duration Type:** *Duration and Duration Type are required for this activity.

CSAP Activities: Alt - D - Community Service Activities, Alt - D - Social/Recreational Events/Activities

Selected CSAP Activities: Alt - D - Youth/Adult Leadership Activities (1 Hrs)

Comments: Youth Community Advocates came together to share their thoughts and concerns related to COVID-19 and reopening of their school, as well

Buttons: Cancel Save Finish

Planned Strategy Level Data for Recurring Services

Counties enter planned strategy level data when entering their strategic prevention plans into PPSDS. Below is criteria when reviewing data for each planned strategy level column. If there are errors at the planned strategy level, **the county shall contact DHCS immediately for remedy.**

Report Column	Planned Strategy Level Data Review Criteria for Recurring Services
IOM Classification	<p>For each Strategy Implementation Description (program/service), verify the correct IOM Classification: Universal Direct, Universal Indirect, Selective, and Indicated.</p> <ul style="list-style-type: none"> • Universal Direct, Selective, and Indicated indicates the provider has direct contact with service recipients. <ul style="list-style-type: none"> ○ Includes the CSAP strategies Education, Alternatives, Community-Based Process (only service activity Training and Technical Assistance) and Problem Identification and Referral. • Universal Indirect indicates the service has an indirect impact on the general population. <ul style="list-style-type: none"> ○ Includes CSAP strategies Information Dissemination, Environmental, and Community-Based Process (except service activity Training and Technical Assistance).
Service Population	<p>For each Strategy Implementation Description (program/service), verify the correct service population.</p> <ul style="list-style-type: none"> • Environmental programs mostly use General Population. In a few cases, Environmental programs may also use Retailers, Coalitions, or specific professions.
CSAP Activities Reported	<p>Verify correct CSAP Strategies. Refer to the <i>DHCS Center for Substance Abuse Prevention (CSAP) Strategies and Activities Definitions and Matrix</i>.</p> <ul style="list-style-type: none"> • If the planned strategy is correct, DHCS will request the county/provider to edit the correct CSAP Activity on the Activity Profile screen. This edit occurs in the Activity and Duration box. Refer to the picture on the prior page.
Evidence Based Type	<p>For each Strategy Implementation Description (program/service), verify the correct Evidence-Based Type.</p> <ul style="list-style-type: none"> • Two selections are available: Local/Innovative and Evidence Based: Inclusion in a Federal List or Registry of evidence-based interventions.

Data Review Criteria for Session-Based Services

The “Report Column” aligns with the columns of the *Strategy Implementation and Service Data Review V2_Fei* report.

Program Level Data for Session-Based Services

Program Level Data reveals if programs are set-up correctly. The Implementation Strategy Profile screen houses this data. The county is responsible for reviewing Program Level Data to ensure providers, if applicable, adhere to county/provider agreements. The county/providers are able to edit program level data.

Report Column	Program Level Data Review Criteria for Session-Based Services
Strategy Implementation Description	<p>The Strategy Implementation Description is the title of the program. (47)</p> <ul style="list-style-type: none"> • Set up programs by location, especially if they are evidence-based. A county may set up programs by location and group. • All session-based programs are demographic and will adhere to the following naming convention: (fiscal year) (program title) (program location) (group, if applicable) Do not include “FY” in the fiscal year. Example: 20/21 Life Skills Training King High School Period One (includes a group) Example: 20/21 Friday Night Live King High School
Strategy Implementation Profile Comments	<p>The Strategy Implementation Profile Comments is the program description. (47-48)</p> <ul style="list-style-type: none"> • The program description verifies the program is a primary prevention program. If the program is evidence-based on a registry, use the official program description from the registry and include the registry link. • If the program is local/innovative, the program description will include the purpose of the program, the service population, and the frequency of implementation (i.e. weekly, twice a month). • Friday Night Live Programs must use the following program description: <i>Youth led chapter meetings, activities, and events focused on engaging youth as active leaders and resources in Pv. Chapter activities include chapter meetings, recruitment activities, assemblies, awareness, events/campaigns, environmental projects, and alternative activities.</i>
Risk Categories	<p>Risk Categories indicate specific risk factors for selective or indicated programs. Risk Categories indicate the service recipients are at a higher risk of acquiring a substance use disorder. (47)</p> <ul style="list-style-type: none"> • Programs using IOM Categories Selective or Indicated must have Risk Categories. • Programs using IOM Categories Universal Direct or Universal Indirect must show Risk Unknown (Universal Only).

Editing Program Level Data for Session-Based Services

Implementation Strategy Profile

Outcome Indicator(s): Access for Cannabis, Age of First Use of Alcohol, Age of First Use of Cannabis or Hashish, Availability of Cannabis, Binge

Risk Factor(s): Acceptance of substance use, Lack of clear academic and behavioral expectations, Lack of commitment or

Service Population: Students: High School

Goal(s): Reduce Underage Drinking, Reduce youth marijuana use

Protective Factor(s):

IQM Classification: Universal Direct

CSAP Strategies: Alternatives, Education

Edit the program title here.

ID: [Redacted]

Plan: [Redacted]

Strategy: Session-Based

Planned Strategy: HS Students EBP UD ED ALT

Date Range: From 7/1/2020 To 6/30/2021

FY 20/21 Impact Mentoring Bidwell Mentors

Session Count: 20

Created Date: 10/20/2020 10:47 AM

Updated Date: 12/11/2020 2:21 PM

Risk Categories:

Select 6 Risk Categories

Risk Unknown (Universal only)

Comments:

A program that serves thriving high school students with junior high students. They meet on junior high campuses to focus on skill building,

Approximate Cost:

Travel \$

Material \$ \$0.00

Space \$ \$0.00

Labor \$ \$0.00

Total \$ \$0.00

Edit risk categories here.

Edit the program description here.

Impacted Target Population

Total number of participants: 9

Gender		Ethnicity	
Male	1	Hispanic or Latino	3
Female	8	Not Hispanic or Latino	6
Unknown	0	Unknown	0

Age		Race	
0-4	0	White	6
5-11	0	Black/African American	0
12-14	0	Asian	0
15-17	9	American Indian/Alaskan Native	0
18-20	0	Native Hawaiian/Other Pacific Islander	0
		Race unknown or other	0
		More than one race	3

Administrative Actions

[Sessions](#) [Actual Expenditure](#)

Session Level Data for Session-Based Services

The *Session Profile* screen houses session level data, which includes data about the session.

Report Column	Session Level Data Review Criteria for Recurring Services
Session Name	<p>The Session Name indicates the title of the session. (50)</p> <ul style="list-style-type: none"> The Session Name indicates the curriculum title or topic. The number of sessions coincide with the Date Range on the Implementation Profile Screen. Example: A program/group that meets weekly for 12 weeks should not have more than 14 entries, giving room for an introductory activity when the program starts and a celebration activity as participants complete the program.
Session Comments	<p>The Session Comments describe the specific session. (51)</p> <ul style="list-style-type: none"> DHCS recommends including the number of participants that attended the activity. If the Session Name indicates the session topic, enter N/A. Aggregated data is not acceptable for session-based entries.
Session Date	<p>The Session Date indicates the date the activity occurred. (50)</p> <ul style="list-style-type: none"> Session dates are accurate and in accordance with provider agreements, if applicable.
Hours	<p>Hours indicate the total time the session lasted. (50)</p> <ul style="list-style-type: none"> Ensure the hours reported are correct, adequate, and in accordance with provider agreements, if applicable. Session hours capture the duration of the session, not the cumulative hours of each staff that attended the session. Example: If three staff attend a health fair from 10 AM to 2 PM, the session hours should be four, not twelve.
Indirect Hours and Indirect Hours Comments	<p>Indirect Hours include the total time required to perform the tasks described in the Indirect Hours Comments. Acceptable tasks include Xeroxing, invitation/follow-up calls, event set-up/clean-up, and travel time. (50)</p> <ul style="list-style-type: none"> DHCS does not require counties to report Indirect Hours. Counties may require indirect hours for their providers, if applicable. Ensure Indirect Hours are correct and adequate for the session. Indirect hours should not include activities that are actually a “service activity” under a CSAP Strategy in the <i>DHCS Center for Substance Abuse Prevention (CSAP) Strategies and Activities Definitions and Matrix</i>.

Editing Session Level Data for Session-Based Services

Session Profile

Session # Date

Session Name Units Duration

Units Duration

Included Duration Description

Activity and Duration

Duration Duration and Duration Type are required for the CSAP Activity.

CSAP Activities

- Alt - D - Community Service Activities
- Alt - D - Social/Recreational Events/Activities
- Ed - D - Classroom/School Educational Services
- Ed - D - Community Educational Services
- Ed - D - Mentoring
- Ed - D - Parenting/Family Management Services

Selected CSAP Activities

- Alt - D - Youth/Adult Leadership Activities (2 Hrs)

Comments

- Welcome & Zoom Etiquette Reminder
- Activity
- Typical Session overview (Basics)
- Goals

Impacted Target Population

Total number of participants [Census Information](#)

Gender

Male	<input type="text" value="0"/>
Female	<input type="text" value="3"/>
Unknown	<input type="text" value="0"/>

Ethnicity

Hispanic or Latino	<input type="text" value="0"/>
Not Hispanic or Latino	<input type="text" value="3"/>
Unknown	<input type="text" value="0"/>

Age

0-4	<input type="text" value="0"/>	21-24	<input type="text" value="0"/>
5-11	<input type="text" value="0"/>	25-44	<input type="text" value="0"/>
12-14	<input type="text" value="0"/>	45-64	<input type="text" value="0"/>
15-17	<input type="text" value="3"/>	65 and over	<input type="text" value="0"/>
18-20	<input type="text" value="0"/>	Unknown	<input type="text" value="0"/>

Race

White	<input type="text" value="3"/>	Asian	<input type="text" value="0"/>
Black/ African American	<input type="text" value="0"/>	American Indian/ Alaskan Native	<input type="text" value="0"/>
Native Hawaiian/ Other Pacific Islander	<input type="text" value="0"/>	More than one race	<input type="text" value="0"/>
Race unknown or other	<input type="text" value="0"/>		

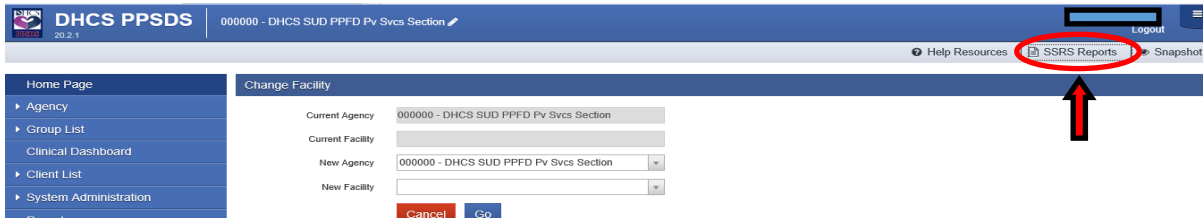
Planned Strategy Level Data for Session-Based Services

Counties enter planned strategy level data when entering their strategic prevention plans into PPSDS. Below is criteria when reviewing data for each planned strategy level column. If there are errors at the planned strategy level, **the county shall contact DHCS immediately for remedy.**

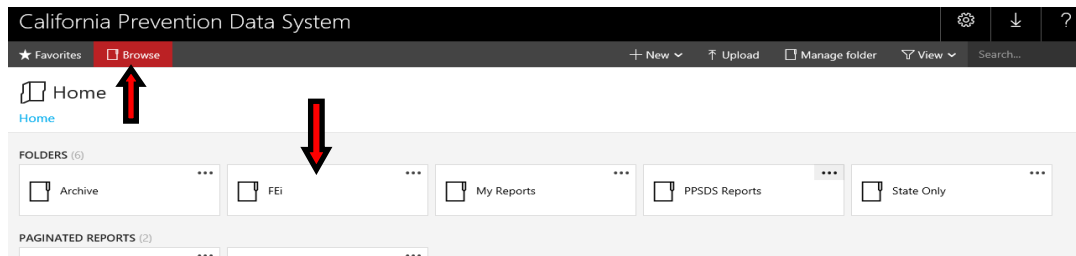
Report Column	Planned Strategy Level Data Review Criteria for Session-Based Services
IOM Classification	<p>For each Strategy Implementation Description (program), verify the correct IOM Classification: Universal Direct, Universal Indirect, Selective, and Indicated.</p> <ul style="list-style-type: none"> • Universal Direct, Selective, and Indicated indicates the provider has direct contact with service recipients. <ul style="list-style-type: none"> ○ Includes the CSAP strategies Education, Alternatives, Community-Based Process (only service activity Training and Technical Assistance) and Problem Identification and Referral. • Universal Indirect indicates the service has an indirect impact on the general population. <ul style="list-style-type: none"> ○ Includes CSAP strategies Information Dissemination, Environmental, and Community-Based Process (except service activity Training and Technical Assistance).
Service Population	<p>For each Strategy Implementation Description (program), verify the correct service population.</p> <ul style="list-style-type: none"> • Environmental programs mostly use General Population. In a few cases, Environmental programs may also use Retailers, Coalitions, or specific professions.
CSAP Activities Reported	<p>Verify correct CSAP Strategies. Refer to the <i>DHCS Center for Substance Abuse Prevention (CSAP) Strategies and Activities Definitions and Matrix</i>.</p> <ul style="list-style-type: none"> • If the planned strategy is correct, DHCS will request the county/provider to edit the correct CSAP Activity on the Activity P profile screen. This edit occurs in the Activity and Duration box. Refer to the picture on the prior page.
Evidence Based Type	<p>For each Strategy Implementation Description (program), verify the correct Evidence-Based Type.</p> <ul style="list-style-type: none"> • Two selections are available: Local/Innovative and Evidence Based: Inclusion in a Federal List or Registry of evidence-based interventions.

Addendum I: Administer the *Service Data Review V2_Fei* Report

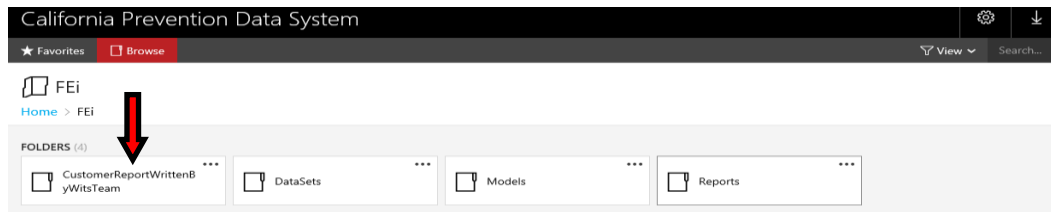
1. Click *SSRS Reports* on the upper right hand corner.



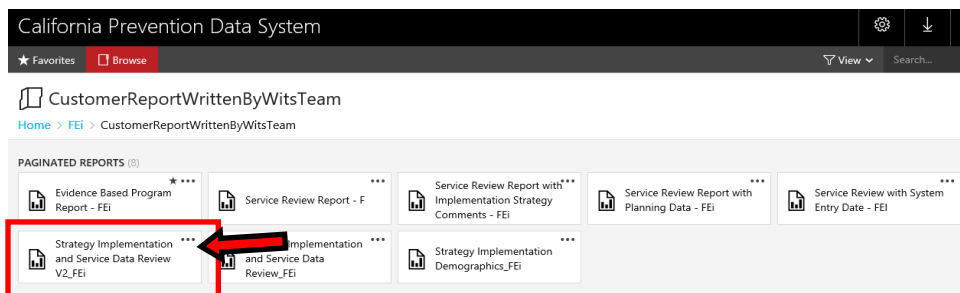
2. Click the *Browse* tab and select the *FEi* folder.



3. Select the *CustomerReportWrittenByWitsTeam* folder



4. Select the *Strategy Implementation and Service Data Review V2_Fei* report.
Note: If you click on the three dots in the upper right hand corner and select *Add to Favorites*, the report will move to the Favorites tab for easier access.



5. Enter the duration of time the report will cover, agency names, IOM categories, and the frequency types. The report will appear. DHCS highly recommends counties use the Excel format.