

**County of San Bernardino  
Department of Behavioral Health**

**Alcohol and Drug Services (ADS) Primary Prevention  
CalOMS Reporting Policy**

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**Effective Date** 05/29/12  
**Approval Date** 11/08/12  CaSonya Thomas, Director

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**Policy** Prevention providers are required to submit written quarterly reports to the Office of Prevention and Early Intervention (PEI) program staff by the 10<sup>th</sup> day of the month following the end of the quarter.

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**Purpose** To ensure compliance in the quarterly submission of CalOMS Prevention Services. Programs are required to demonstrate progress in achieving measurable results.

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**Service Data Entry** Service data shall be submitted to the Cal OMS Prevention System on a weekly basis. The data entry shall include detailed information on strategies used to meet objectives. The entries shall correspond to the overall program goals and identified County objectives by:

- Submitting an annual written report which describes services provided during the contract period and the details how resources invested in substance abuse prevention effected a change in community and/or target population. All processes and measured outcomes shall be clearly identified. This report is due to the County ADS **thirty (30) days** at the end of each fiscal year.
  - Submitting a written final report describing the services provided during the contract period, to include specific problems which were identified and addressed. Also notate the overall effectiveness of the performance activities. The final report is due to the County ADS **thirty (30) days** following the end of the contract period.
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**References** Code of Federal Regulations:  
Title 45, Section 96.121  
Title 45, Section 96.125  
Alcohol and Drugs Program:  
Bulletin 05-04  
Bulletin 06-06

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