

<p>Lancaster County Drug & Alcohol Commission PREVENTION Procedures</p>	<p><i>P # 4</i> Policy: Reporting and Evaluation Requirements</p>
<p><i>Most Current Revision: 08242022</i> <i>Page: 1 of 2</i> <i>Effective Date: 07012020</i></p>	

I. Purpose

To ensure that deliverables are being fully executed in accordance with the most current contractual work statement

II. Procedure

a. WITS

- i. All contracted LCDAC Prevention Provider staff that deliver services shall input data associated with all prevention and early intervention services funded by the LCDAC into the PA WITS system.
 1. Recommend training for PA WITS can be found at:
https://www.ddap.pa.gov/Trainings/Pages/DataSystem_Training.aspx
 2. At least 70% of prevention service data must be entered into the PA WITS system within two (2) weeks of the date the service was delivered. The LCDAC Prevention Providers are expected to maintain a 70% yearly average. This requirement will be reviewed during LCDAC’s annual monitoring site visit. If the two (2) week data entry requirement is not being met, LCDAC will require the LCDAC Prevention Provider to submit a corrective action plan to identify how the issue will be resolved.
 3. Prevention services are not considered complete until they are entered into the PA WITS system. Services will not be reimbursed until all data entry is complete and accurate. All previous fiscal year service data must be entered into the prevention data system by July 31 of the fiscal year
 4. The contracted LCDAC Prevention Service Provider will plan, monitor, analyze and evaluate prevention service delivery using PA WITS.
 5. The contracted LCDAC Prevention Provider is responsible for adhering to all most current PA WITS directives/instructions found in this contractual agreement, the DDAP manuals, and the DDAP website.
 6. The following are the WITS “best practice considerations” when entering WITS data
 - a. Were the services entered accurately (e.g., were they entered under the correct program and service code)?
 - b. Were the services entered timely (e.g., are most entered within two weeks of date service occurred)?
 - c. Are all of services that occurred based entered?
 - d. Are there services entered for activities that are not in your contract?

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- e. Does the number of services entered for certain programs align with what you contracted for (e.g., expected to see Too Good program implemented in three schools, but only see services entered for one school)?

b. PRE/POST TESTS

- i. The LCDAC Prevention Provider is required to use the developer’s pre/post tests and/or surveys for all Evidence-Based and Evidence-Informed Programs as well as all session-based/recurring Supplemental Programs under the federal strategies of Education and Alternative Activities for the purposes of capturing outcomes.
- ii. The use of an alternate instrument requires prior approval from DDAP/LCDAC.
- iii. Justification to utilize an alternate instrument must be provided to the LCDAC. The LCDAC Prevention Provider must also develop process and outcome measures for supplemental programs and report these as part of the monthly narrative.

c. MONTHLY NARRATIVE

- i. The LCDAC Prevention Provider shall submit a monthly narrative report to the LCDAC Prevention Program Specialist by the 15th day of the following month. This report shall include (at a minimum) a status report of:
 - 1. the prevention services/activities,
 - 2. staff updates,
 - 3. successes,
 - 4. issues encountered or anticipated,
 - 5. outcome measures,
 - 6. fidelity checks,
 - 7. etc.
- ii. A copy of the “WITS Prevention Services All Services Report” MUST accompany the monthly narrative report.

d. END OF FISCAL YEAR REPORT

- i. The LCDAC Prevention Provider will submit a year-end evaluation by July 31; 30 days post the close of the fiscal year
- ii. The year-end report will include, at a minimum, identifying services rendered, number of individuals served, and associated costs, progress on achieving work statement objectives, compilation of statistical data, analysis of overall program/activity strengths and program barriers with recommendations.
- iii. The year-end report will include all contracted services.

Approved By:



Rick Kastner LCDAC Executive Director

08242022

Date