

York/Adams Drug & Alcohol Commission Policy & Procedure Manual	Number: P-1 Policy: PBPS Late Data Entry
<i>Most Current Revision:</i> 4/23/14	<i>Page:</i> 1 of 1

I. Purpose:

The SCA must plan, monitor, evaluate and analyze prevention service delivery using PBPS. This policy is to establish guidelines regarding adherence DDAP requirements related to timely data entry into PBPS.

II. Policy:

All Contracted Prevention Providers and YADAC staff are required to adhere to the most current DDAP manual(s) regarding data entry as stated: At least 70% of prevention service data must be entered into PBPS within two (2) weeks of the date the service was delivered. The data entered monthly must be monitored for accuracy and analyzed for progression toward outcomes by the 30th of the following month.

Contracted Prevention Providers and YADAC staff must enter into PBPS the service location of programs delivered in any school, government building, church, college, etc., unless the address is confidential.

III. Notices:

A notice will be sent to the Contracted Prevention Provider when data has not been entered in PBPS in a timely manner. This notice will serve as a reminder of the DDAP policy regarding data entry in PBPS, and to alert the provider that PBPS data entry was not entered within the DDAP specified two (2) week timeframe. If data is found to be entered late a second time, a second (2nd) notice will be sent to the Contracted Prevention Provider to again remind the provider of the DDAP policy regarding data entry in PBPS and to alert the provider that PBPS data entry was not entered within the DDAP specified two (2) week timeframe. If, in the event a second (2nd) notice must be issued, YADAC **MAY** choose to request a meeting with the contracted provider to discuss the continued late data entry.

The contracted provider's failure to comply with the aforementioned may result in:

- a. Delay of funding; and/or
- b. Denial of funding payment

Approved By:

Audrey Gladfelter
YADAC Administrator

4/23/14
Date