

County of Santa Barbara
Alcohol, Drug, Mental Health Services
Alcohol & Drug Programs Providers REPORTS Schedule

Name of Report (what)	Who Receives it?	When is it due	Where it goes	Why? NNA/SACPA
All Billing Invoices NNA/SACPA Drug Medical	ADMHS Financial	10 th of each month	Adpfinance@co.santa-barbara.ca.us	Both
Client Episode Reports	ADMHS – MIS	Daily	Fax to Desdnie @ MIS	Both
Client Registration	ADMHS – MIS	Daily	Fax to Desdnie @ MIS	Both
Cost Reports	ADP – Financial	Annually by End of Year date to be announced	Mail to ADMHS Financial	Both
DATAR	ADP – Admin	10 th of each month	Fax or Mail (Mary or Carolyn)	Both
Provider Summary Report (PSR)	ADP – Admin	10 th of each month	Fax or Mail (Mary or Carolyn)	Both
Initial Treatment Plan	Probation/Court	Within 30 days of enrollment & 48 hours before court date	Probation	SACPA
Monthly Mentoring Reports	ADMHS Financial	10 th of each month	Adpfinance@co.santa-barbara.ca.us	NNA
Monthly Treatment Service	ADMHS Financial	10 th of each month	Adpfinance@co.santa-barbara.ca.us	Both
Prevention PADS Report	ADMHS Financial	10 th of each month	Adpfinance@co.santa-barbara.ca.us	NNA
Provider Progress Report	Probation/Court	Upon successful completion of Program - 48 hours before court date	Probation	SACPA
Provider Progress Reports (Incident Report)	Probation/Court	Within 24 hours of a negative incident	Probation	SACPA
Provider Progress Reports	Probation/Court	Quarterly, after initial 30 day Tx	Probation	SACPA
Monthly School Based Counseling	ADMHS Financial	10 th of each month	Adpfinance@co.santa-barbara.ca.us	NNA
Verification of Enrollment	Client	Upon enrollment	To client to give to probation	SACPA
Perinatal	ADP – Admin	8 th Day of each Month	Fax or Mail (Mary or Carolyn)	Both
Prevention Six Month Report	ADMHS Financial	Six months; date to be determined be announced	Adpfinance@co.santa-barbara.ca.us	NNA
Prevention Year End Report	ADMHS –	Annually by End of Year date to be announced		NNA

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ADP Fax Number 805-681-5413