

REPORTING REQUIREMENTS FOR FY2009

Bureau of Community-Based and Primary Prevention Substance Abuse Prevention (SAPP) Programs

For providers that deliver *COMPREHENSIVE* prevention services

Please be sure to submit the correct number of copies.

Please DO NOT punch holes in your reports.

Please DO NOT FAX your reports. This applies to all reports listed in this chart.

Please DO NOT paper clip your reports. (Use staples instead. Paper clips fall off.)

Please DO NOT submit your reports in bound folders, 3-ring notebooks, spiral binders and other binders.

NOTE: Per IDHS contract conditions, late or substandard reports can result in delay, suspension or termination of funding as well as a delay in receiving feedback from the Bureau and the Center for Prevention Research and Development (CPRD) to assist in future program decisions.

ANNUAL REPORTS	Where to send	Number of Copies	Who to contact for Technical Assistance
FY2010 Work Plan An instruction packet will be sent to providers in the spring of CY 2009.	Alma Stallings Ott	Original + 3 copies	Your DHS Community Liaison
FY2009 Annual Spending Plan Due October 9, 2008	Anne Cox IDHS/Bureau of Community-Based and Primary Prevention 4402 N. Main St., Hawthorne Building Rockford, IL 61103	Original	Anne Cox IDHS/Bureau of Community-Based and Primary Prevention (815) 987-7973
FY2009 Audit Report: Due 120 days following the end of the state fiscal year. (The state fiscal year ends June 30th.)	Gary Beckman IDHS/Office of Contract Administration 222 South College, 2 nd Floor Springfield, IL 62704-1875	Two copies	IDHS/Office of Contract Administration (217) 785-9260

QUARTERLY REPORTS			
1ST QUARTER - Due October 27, 2008**	Where to send	Number of Copies	Who to contact for Technical Assistance
Quarterly OnTrack Report	- Your IDHS Community Liaison - Alma Stallings Ott Illinois Department of Human Services Substance Abuse Prevention Program 1112 S. Wabash Ave., 4 th Floor Chicago, IL 60605	1 copy 1 copy	<i>For assistance with Quarterly OnTrack entry:</i> Contact Susan Witkin with the Center for Prevention Research & Deveopment (CPRD) at 217-333-3231
Summary Expenditure Documentation Form	Attention: Bureau of Fiscal Support Services Illinois Department of Human Services Div. of Community Health & Prevention 535 West Jefferson, 3 rd Floor Springfield, IL 62702	Original	Anna Austin IDHS-Division of Community Health & Prevention Fiscal Office 217/782-2550
2ND QUARTER - Due January 26, 2008**	Where to send	Number of Copies	Who to contact for Technical Assistance
Quarterly OnTrack Report	- Your IDHS Community Liaison - Alma Stallings Ott Illinois Department of Human Services Substance Abuse Prevention Program 1112 S. Wabash Ave., 4 th Floor Chicago, IL 60605	1 copy 1 copy	<i>For assistance with Quarterly OnTrack entry:</i> Contact Susan Witkin with the Center for Prevention Research & Deveopment (CPRD) at 217-333-3231
Summary Expenditure Documentation Form	Attention: Bureau of Fiscal Support Services Illinois Department of Human Services Div. of Community Health & Prevention 535 West Jefferson, 3 rd Floor Springfield, IL 62702	Original	Anna Austin IDHS-Division of Community Health & Prevention Fiscal Office 217/782-2550

***The due date for quarterly reports is the 25th day of the month following the end of each quarter. If the 25th day falls on the weekend or holiday, the report will be due on the 1st business day following the end of the holiday or weekend.*

3RD QUARTER - Due April 25, 2009	Where to send	Number of Copies	Who to contact for Technical Assistance
Quarterly OnTrack Report	<ul style="list-style-type: none"> - Your IDHS Community Liaison - Alma Stallings Ott Illinois Department of Human Services Bureau of Substance Abuse Prevention 1112 S. Wabash Ave., 4 th Floor Chicago, IL 60605	1 copy 1 copy	<i>For assistance with Quarterly OnTrack entry:</i> Contact Susan Witkin with the Center for Prevention Research & Deveopment (CPRD) at 217-333-3231
Summary Expenditure Documentation Form	Attention: Bureau of Fiscal Support Services Illinois Department of Human Services Div. of Community Health & Prevention 535 West Jefferson, 3 rd Floor Springfield, IL 62702	Original	Anna Austin IDHS-Division of Community Health & Prevention Fiscal Office 217/782-2550
4TH QUARTER - Due July 25, 2009	Where to send	Number of Copies	Who to contact for Technical Assistance
Quarterly OnTrack Report	<ul style="list-style-type: none"> - Your IDHS Community Liaison - Alma Stallings Ott Illinois Department of Human Services Bureau of Substance Abuse Prevention 1112 S. Wabash Ave., 4 th Floor Chicago, IL 60605	1 copy 1 copy	<i>For assistance with Quarterly OnTrack entry:</i> Contact Susan Witkin with the Center for Prevention Research & Deveopment (CPRD) at 217-333-3231
Annual Performance Report (for 07/01/08 through 06/30/09) NOTE: You may submit this report in the same envelope with your Quarterly OnTrack Report, but do not attach the reports to each other. Please submit them as separate reports.	<ul style="list-style-type: none"> - Alma Stallings Ott - Your IDHS Community Liaison - Trina Ragain IGPA/CPRD 510 W. Devonshire Dr. Champaign, IL 61820	1 copy 1 copy 1 copy	<i>For assistance with downloading or completing the report:</i> Contact Trina Ragain CPRD (CPRD) at 217-333-3231
Summary Expenditure Documentation Form	Bureau of Fiscal Support Services Illinois Department of Human Services Div. of Community Health & Prevention 535 West Jefferson, 3 rd Floor Springfield, IL 62702	Original	Anna Austin IDHS-Division of Community Health & Prevention Fiscal Office 217/782-2550