

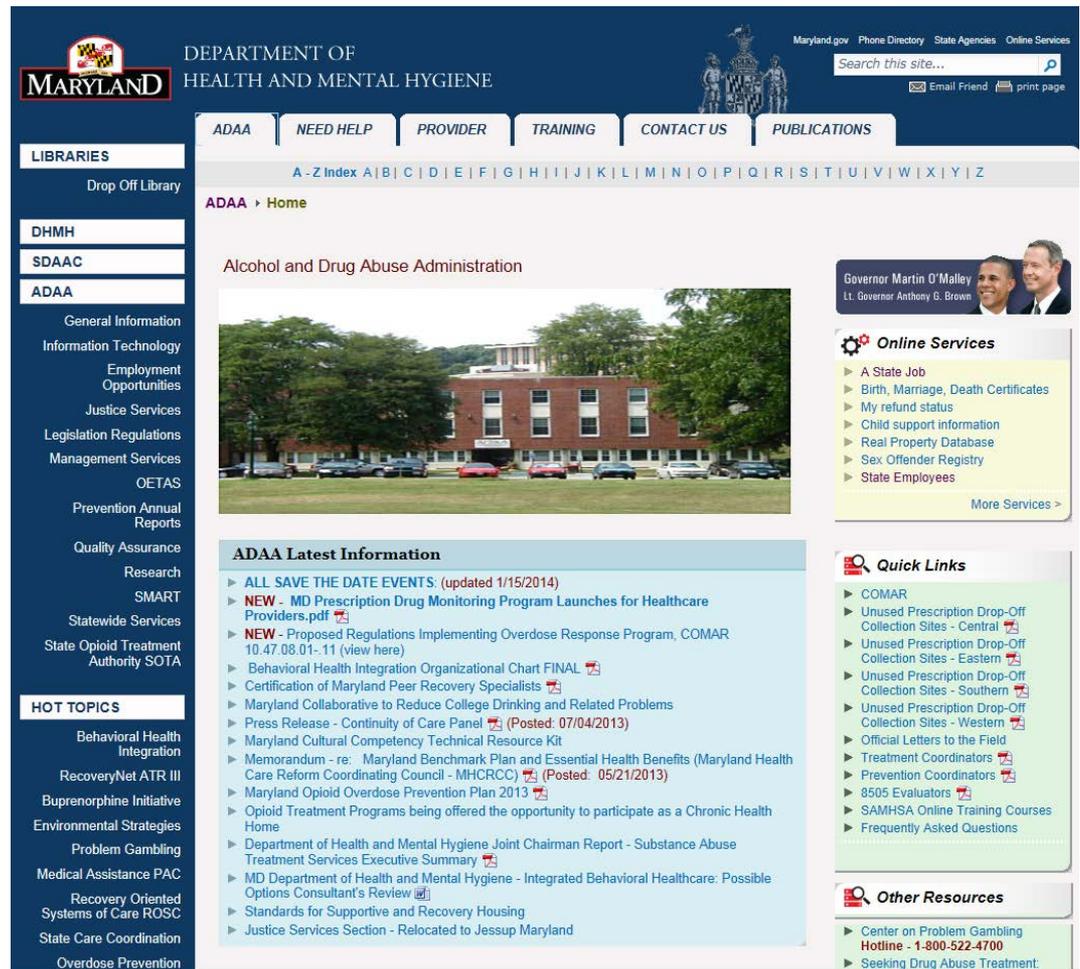
# ADAA Web Financial Reporting Training

[adaa.dhmh.maryland.gov/Management Services/Financial Reporting](http://adaa.dhmh.maryland.gov/Management%20Services/Financial%20Reporting)

Revised February 2014

# Access the ADAA Financial Reporting Web Application from the ADAA website

- A computer with access to the Internet and a web browser is required. Go to the ADAA website ([www.adaa.dhmh.maryland.gov](http://www.adaa.dhmh.maryland.gov)) and click on Management Services.



The screenshot shows the homepage of the Alcohol and Drug Abuse Administration (ADAA) website. The header includes the Maryland Department of Health and Mental Hygiene logo and navigation links for Maryland.gov, Phone Directory, State Agencies, and Online Services. A search bar is located in the top right corner. The main navigation menu includes links for ADAA, NEED HELP, PROVIDER, TRAINING, CONTACT US, and PUBLICATIONS. Below the navigation menu is an alphabetical index (A-Z) and a 'Home' link. The main content area features a large photograph of a building and a section titled 'ADAA Latest Information' with several news items, including 'ALL SAVE THE DATE EVENTS: (updated 1/15/2014)', 'NEW - MD Prescription Drug Monitoring Program Launches for Healthcare Providers.pdf', and 'NEW - Proposed Regulations Implementing Overdose Response Program, COMAR 10.47.08.01-11 (view here)'. On the right side, there are sections for 'Online Services' and 'Quick Links', both containing various links to state services and resources. A 'HOT TOPICS' sidebar is located on the left side of the page, listing various topics such as Behavioral Health Integration, RecoveryNet ATR III, Buprenorphine Initiative, Environmental Strategies, Problem Gambling, Medical Assistance PAC, Recovery Oriented Systems of Care ROSC, State Care Coordination, and Overdose Prevention.

# Access the ADAA Financial Reporting Web Application from the ADAA website

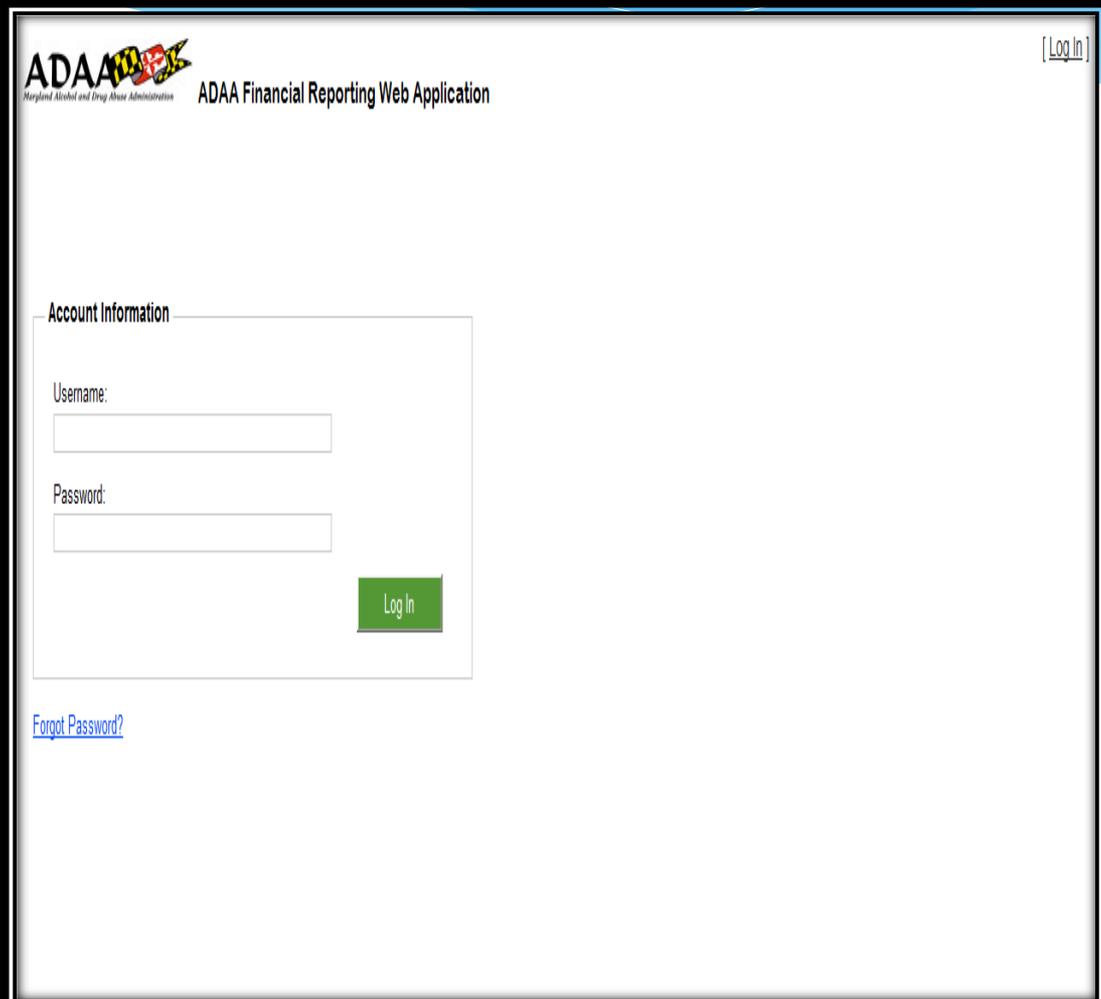
- Once on the Management Services Screen, click on Financial Reporting

The screenshot displays the website for the Maryland Department of Health and Mental Hygiene. At the top, the Maryland state logo is on the left, and the department name is in the center. On the right, there are links for 'Maryland.gov', 'Phone Directory', 'State Agencies', and 'Online Services', along with a search bar and 'Email Friend' and 'print page' options. Below the header is a navigation menu with tabs for 'ADAA', 'NEED HELP', 'PROVIDER', 'TRAINING', 'CONTACT US', and 'PUBLICATIONS'. A secondary navigation bar contains an 'A-Z Index' and a list of letters from A to Z. The main content area is titled 'ADAA > Management Services' and features a list of links: 'Solicitations', 'Federal Block Grant Applications', 'FY 2010 - 2012 IFB Price Bids', 'FY 14 Grant Information', 'Budget Forms', and 'Financial Reporting'. A paragraph of text follows, describing the Management Services Division's role in providing fiscal services to the substance abuse prevention and treatment network. On the left side of the page, there is a sidebar with several sections: 'RECENTLY MODIFIED' (listing 'Employment Opportunities', 'County Coordinators and HG §8-505 Evaluators', and 'ADAA-ResourceDirectory'), 'LIBRARIES' (listing 'Drop Off Library'), and a list of menu items including 'DHHM', 'SDAAC', 'ADAA', 'General Information', 'Information Technology', 'Employment Opportunities', 'Justice Services', 'Legislation Regulations', 'Management Services' (which is highlighted), 'OETAS', 'Prevention Annual Reports', 'Quality Assurance', 'Research', 'SMART', 'Statewide Services', and 'State Opioid Treatment Authority SOTA'.

# Logging into the ADAA Financial Reporting Web Application

**Logging in:** Enter the Username and Password assigned by ADAA in the appropriate fields. Once the Username and Password is entered, click **Log In**

**Note:** If you have forgotten your password click the **Forgot Password?** link then type in your Username and click **Reset Password**.



The screenshot shows the login interface for the ADAA Financial Reporting Web Application. At the top left is the ADAA logo with the text "Maryland Alcohol and Drug Abuse Administration". To the right of the logo is the text "ADAA Financial Reporting Web Application". In the top right corner, there is a "[Log In]" link. The main content area is titled "Account Information" and contains two input fields: "Username:" and "Password:". Below the password field is a green "Log In" button. At the bottom left of the form area, there is a blue link labeled "Forgot Password?".

# Accessing ADAA Financial Reporting

## *Change Password*

Click the **Change Password** link. Enter your **Old Password**; enter your **New Password** and then **Confirm New Password**.

## *Reset Password*

Click the **Reset Password** button and a temporary password will be sent to your e-mail address.

The screenshot displays the ADAA Financial Reporting Web Application interface. At the top, the ADAA logo (Maryland Alcohol and Drug Abuse Administration) is on the left, and the text 'ADAA Financial Reporting Web Application' is on the right. Below the header is a navigation bar with three buttons: 'Home', 'Treatment Services', and 'Prevention Services'. The main content area is titled 'Reset/Change Password' in green. It contains two sections: 'Change Password' and 'Reset Password'. The 'Change Password' section has three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. A green message states 'Passwords are required to be a minimum of 6 characters in length.' A 'Change Password' button is located at the bottom right of this section. The 'Reset Password' section has a single line of text: 'Temporary password will be sent to user account's e-mail address.' and a 'Reset Password' button at the bottom right. A 'Cancel' button is located at the bottom left of the entire form area.

# Change Account Information

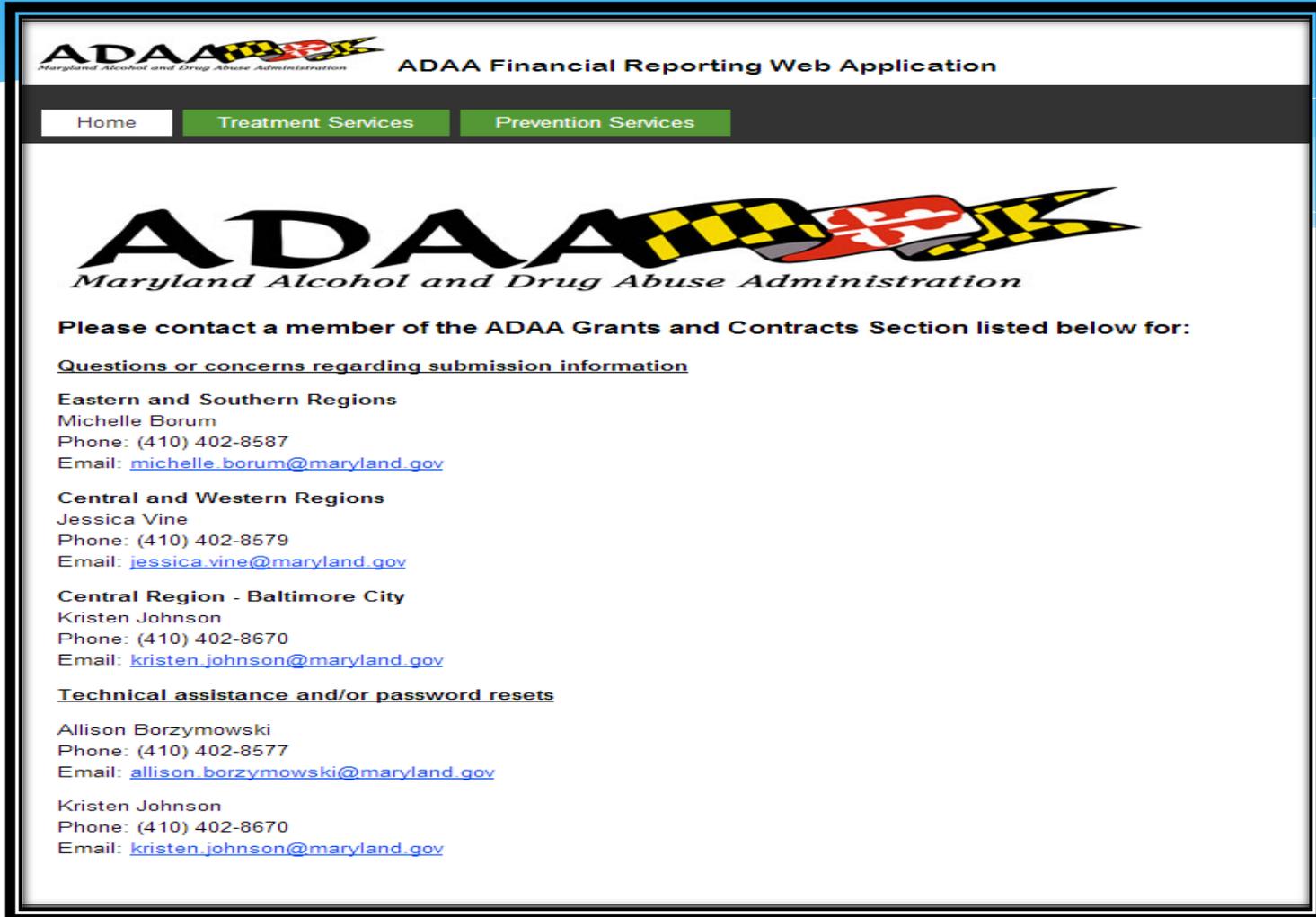
- To change account information, click **Account Information**. Once the information has been changed click the **Update Information** button to save the changes.

The screenshot shows the ADAA Financial Reporting Web Application interface. At the top, there is a logo for ADAA (Maryland Alcohol and Drug Abuse Administration) and the text 'ADAA Financial Reporting Web Application'. Below the logo is a navigation bar with three buttons: 'Home', 'Treatment Services', and 'Prevention Services'. The main content area is titled 'Change Account Information' in green. Below this title is a form titled 'Account Information' with the following fields:

- First Name:  \*
- Last Name:  \*
- E-mail Address:  Example: johnny@yahoo.com
- Jurisdiction: Calvert County
- User Access: User

At the bottom of the form are two buttons: 'Cancel' and 'Update Information'.

# Welcome Screen



The screenshot shows the ADAA Financial Reporting Web Application interface. At the top left is the ADAA logo with the text "Maryland Alcohol and Drug Abuse Administration". To its right is the title "ADAA Financial Reporting Web Application". Below this is a navigation bar with three buttons: "Home", "Treatment Services", and "Prevention Services". The main content area features a large ADAA logo with the text "Maryland Alcohol and Drug Abuse Administration" below it. The text "Please contact a member of the ADAA Grants and Contracts Section listed below for:" is followed by three sections of contact information, each with a heading and a list of names, phone numbers, and email addresses.

**ADAA**  
Maryland Alcohol and Drug Abuse Administration

ADAA Financial Reporting Web Application

Home Treatment Services Prevention Services

**ADAA**  
Maryland Alcohol and Drug Abuse Administration

Please contact a member of the ADAA Grants and Contracts Section listed below for:

Questions or concerns regarding submission information

**Eastern and Southern Regions**  
Michelle Borum  
Phone: (410) 402-8587  
Email: [michelle\\_borum@maryland.gov](mailto:michelle_borum@maryland.gov)

**Central and Western Regions**  
Jessica Vine  
Phone: (410) 402-8579  
Email: [jessica.vine@maryland.gov](mailto:jessica.vine@maryland.gov)

**Central Region - Baltimore City**  
Kristen Johnson  
Phone: (410) 402-8670  
Email: [kristen\\_johnson@maryland.gov](mailto:kristen_johnson@maryland.gov)

Technical assistance and/or password resets

Allison Borzymowski  
Phone: (410) 402-8577  
Email: [allison\\_borzymowski@maryland.gov](mailto:allison_borzymowski@maryland.gov)

Kristen Johnson  
Phone: (410) 402-8670  
Email: [kristen\\_johnson@maryland.gov](mailto:kristen_johnson@maryland.gov)

## Treatment Services/ Prevention Services

Click the **Treatment Services** or **Prevention Services** tab. Either **the Treatment Financial Report List** or **Prevention Financial Report List** will appear.

To search for an existing financial report form enter the **Grant Name**, **Fiscal Year**, **Jurisdiction**, or **Grant #** and click the **Search** button.

The “Order By “ dropdown can be used to sort records by the following:

- **Fiscal Year DESC**
- **Grant Name**
- **Grant #**
- **Status**

You may change the order of the list as necessary.

The screenshot displays the ADAAM Financial Reporting Web Application interface. At the top left is the ADAAM logo with the text "Maryland Alcohol and Drug Abuse Administration". To the right, it says "ADAAM Financial Reporting Web Application". In the top right corner, there is a user greeting "Welcome allie !" with a "Log Out" link, and two links: "Account Information" and "Change Password". Below the header is a navigation bar with three tabs: "Home", "Treatment Services", and "Prevention Services". The main content area is titled "Treatment Financial Report List". It features a search section with a "Search" label and a search box. Below the search box are input fields for "Grant Name", "Grant #", "Fiscal Year" (with a dropdown arrow), and "Jurisdiction" (set to "Calvert County"). A "Search..." button is located below these fields. A note below the search box reads "To search All, leave the field's blank or select All." In the bottom right of the search section, there is an "Order By:" dropdown menu currently set to "Fiscal Year DESC". Below the search section is a link "Create New Record". At the bottom is a table with the following data:

	Budget Action	#	Fiscal Year	Grant Name	Grant #	Submit Date	Status
<a href="#">Update View</a>	Final	1	2013	General Treatment Grant	AS027SAS	1/1/0001	Draft
<a href="#">Update View</a>	Final	1	2013	Recovery Support Service Expansion	AS264RSS	1/1/0001	Draft
<a href="#">Update View</a>	Final	1	2013	Federal Substance Abuse Treatment	AS219FED	1/1/0001	Draft

# Treatment Services Tab

The Treatment Services Tab is the home of the Treatment Financial Report List. Once records have been created, one will be able to search by Grant Name, Grant #, or Fiscal Year.

The “Order By” dropdown can be used to sort records by the following:

- Fiscal Year DESC
- Grant Name
- Grant #
- Status

Press the [Create New Record](#) link to begin a new financial reporting form. **A new record should be created every time there is a change in Budget Action.**

The screenshot displays the ADAA Financial Reporting Web Application interface. At the top, the ADAA logo (Maryland Alcohol and Drug Abuse Administration) and the text "ADAA Financial Reporting Web Application" are visible. A navigation bar contains "Home", "Treatment Services", and "Prevention Services" tabs. The "Treatment Services" tab is active, showing the "Treatment Financial Report List" section. A search area includes fields for "Grant Name", "Grant #", "Fiscal Year", and "Jurisdiction" (set to "Calvert County"), along with a "Search" button. Below the search area, an "Order By" dropdown menu is set to "Fiscal Year DESC". A "Create New Record" link is present. A table lists three records with columns for "Budget Action", "#", "Fiscal Year", "Grant Name", "Grant #", "Submit Date", and "Status".

	Budget Action	#	Fiscal Year	Grant Name	Grant #	Submit Date	Status
<a href="#">Update View</a>	Final	1	2013	General Treatment Grant	AS027SAS	1/1/0001	Draft
<a href="#">Update View</a>	Final	1	2013	Recovery Support Service Expansion	AS264RSS	1/1/0001	Draft
<a href="#">Update View</a>	Final	1	2013	Federal Substance Abuse Treatment	AS219FED	1/1/0001	Draft

# Creating a New Record - Treatment Services Tab

From the Treatment Services Tab, when the **Create New Record** link is clicked, this form will appear.

1. Select proper information in the top portion of the form for the following:

- Budget Action
- Budget Action #
- Fiscal Year
- Grant Name/Grant Number

By entering this information the form will automatically generate the project code and the DHMH/ADAA grant award amount.

2. The bottom portion of the form is now ready for completion.

3. Click the **Add Row** link to add new rows.

4. Click the **Delete** link next to the row you would like to delete.

5. Click the **Save** button to save any changes or to create a Draft version.

**Tip: After the original award data has been accepted for the Fiscal Year, the saved data will be shown for any revisions or edits. Rows should be edited as necessary.**

**ADAA Financial Reporting Web Application**

Welcome allie | [Log Out] | [Reset Information] | [Change Password]

Home | Treatment Services | Prevention Services

### ADAA Treatment Financial Report Form

*NOTE: Please fill-out the form accordingly.*

Budget Action: Original # : 1 Fiscal Year: 2014  
 Jurisdiction: County  
 Grant Name: Federal Substance Abuse Treatment  
 Grant #: AS219FED  
 Project Code: F849N  
 Total DHMH/ADAA Grant Award: \$ 110,420

**Provider Services:**

Row	Provider Name	ISATs	Level of Care/Service	Comment	Type	# Slots	# Served	Funding Method	DHMH/ADAA Funding	Collections	County Contribution	Total
1			BUP: Buprenorphine		Adolescents	0	0	Cost Reimburse	\$0	\$0	\$0	\$0 <a href="#">Delete</a>

[Add Row...](#)

# Slots	# Served	DHMH/ADAA Funding	Collections	County Contribution	Total Program Budget
TOTAL: 0	0	\$0	\$0	\$0	\$0

Interest Income	Bad Debt	Self Pay	Medicaid	Other	Total Collections	County Contribution
1600	1602	1603	1606	1608	1512	1512
TOTAL: \$0	\$0	\$0	\$0	\$0	\$0	\$0

Submit Save Cancel

# Creating a New Record - Treatment Services Tab (Continued...)

6. For Each Row, please identify the Provider Name. (e.g. Health Department or Vendor)

7. Please complete the ISATs number for ALL Levels of Care/Service. This field is mandatory for all Levels of Care.

**Tip: Every certified provider location in Maryland is assigned a unique Inventory of Substance Abuse Treatment Services (ISATS) ID. If you do not know the ISATs number for the provider, please contact [erik.gonder@maryland.gov](mailto:erik.gonder@maryland.gov) for assistance.**

ADAA Financial Reporting Web Application

Welcome allie ! [ Log Out ] [ Account Information ] [ Change Password ]

Home Treatment Services Prevention Services

### ADAA Treatment Financial Report Form

NOTE: Please fill-out the form accordingly.

Budget Action : Original # : 1 Fiscal Year : 2014

Jurisdiction : Statewide

Grant Name : To Be Awarded

Grant # : TBA

Project Code :

Total DHMH/ADAA Grant Award : \$ 2,635,621

**Provider Services:**

Row	Provider Name	ISATs	Level of Care/Service	Comment	Type	# Slots	# Served	Funding Method	DHMH/ADAA Funding	Collections	County Contribution	Total	
1	Co Health Dept	MD99999	Level I: Outpatient Tre		Adults	50	200	Fee for Service	\$ 1,500,000	\$ 1,500	\$ 0	\$ 1,501,500	Delete
2	Co Health Dept	MD99999	Level I: Outpatient Tre		Adolescents	25	100	Fee for Service	\$ 500,000	\$ 0	\$ 25,000	\$ 525,000	Delete
3	ABC Provider	MD19999	Level III.3: Long Term		Women & Ch	30	60	Fee for Service	\$ 550,000	\$ 7,500	\$ 0	\$ 557,500	Delete
4	Co Health Dept	MD1999	BUP: Buprenorphine		Buprenorphin	0	100	Fee for Service	\$ 50,000	\$ 0	\$ 0	\$ 50,000	Delete
5	Co Health Dept		JC: Jurisdictional Cos	Treatment System	Adolescents	0	0	NA	\$ 35,621	\$ 0	\$ 0	\$ 35,621	Delete

Add Row

# Slots	# Served	DHMH/ADAA Funding	Collections	County Contribution	Total Program Budget
TOTAL: 105	460	\$ 2,635,621	\$ 9,000	\$ 25,000	\$ 2,669,621

Interest Income 1600	Bad Debt 1602	Self-Pay 1603	Medicaid 1606	Other 1608	Total Collections	County Contribution 1612
TOTAL: \$ 0	\$ 0	\$ 9,000	\$ 0	\$ 0	\$ 9,000	\$ 25,000

Submit Save Cancel

# Creating a New Record - Treatment Services Tab (Continued...)

## 8. Select the Level of Care/Service

**Tip: Level of Care and service totals must correspond with information provided in the Program Budget (Performance Measures, Salary, Special Payments detail, and Purchase of Care pages). This information must correspond with the each budget action.**

**ADAAD Financial Reporting Web Application**

Welcome kjohnson1 [Log Out] [Account Information](#) [Change Password](#)

Home Treatment Services Prevention Services Financial Report Review Users

### ADAAD Treatment Financial Report Form

NOTE: Please fill-out the form accordingly.

Budget Action: Original # : 1 Fiscal Year: 2017  
 Jurisdiction: Statewide  
 Grant Name:   
 Grant #:   
 Project Code:   
 Total DHMH/ADAAD Grant Award: \$ 0

**Provider Services:**

Row	Provider Name	ISATs	Level of Care/Service	Comment	Type	# Slots	# Served	Funding Method	DHMH/ADAAD Funding	Collections	County Contribution	Total
			BUP: Buprenorphine			0		Cost Reimburse	\$0	\$0	\$0	\$0
			Cont. Continuing Care									
			JC: Jurisdictional Costs									
			Level 0.5: Early Intervention									
			Level I: Outpatient Treatment									
			Level I.D: Outpatient - Detoxification									
			Level II.1: Intensive Outpatient									
			Level II.5: Partial Hospitalization									
			Level III.D: Intensive Outpatient - Detoxification									
			Level III.1: Halfway House									
			Level III.3: Long Term Residential Care									
			Level III.5: Therapeutic Community									
			Level III.7: Medically Monitored Inpatient (ICF)									
			Level III.7.D: Medically Monitored Inpatient (ICF) - Detoxification									
			OMT: Opioid Maintenance Therapy									
			Other:									
			REC: Recovery Services									
			Set Aside: HIV Services									
			TCA: Temporary Cash Assistance									

Submit Save Cancel

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# Creating a New Record -Treatment Services Tab (Continued...)

9. The Comments field is made available for selections such as “Other” or “Jurisdictional Costs”. Please utilize this field to provide a detailed explanation.

Tip: The text in the comments field will wrap when printed.

Level of Care/Service	Comment
JC: Jurisdictional Cos ▼	LDAAC
Other: ▼	Assessments
Level I: Outpatient Tr▼	
Level II.1: Intensive C ▼	
Other: ▼	Urinalysis
REC: Recovery Servi ▼	Housing

# Creating a New Record -Treatment Services Tab (Continued...)

The Comments field is also made available for **REC: Recovery Services**. The comments field could list one of the following for Recovery Services:

- Care Coordination
- Continued Care
- Peer Support
- Recovery Housing
- Recovery Community Center
- Adolescent Community Center/Clubhouse

Level of Care/Service	Comment
JC: Jurisdictional Cos ▾	LDAAC
Other: ▾	Assessments
Level I: Outpatient Tr ▾	
Level II.1: Intensive C ▾	
Other: ▾	Urinalysis
REC: Recovery Servi ▾	Housing

# Creating a New Record - Treatment Services Tab (Continued...)

10. Identify the Type for the Level of Care/Service for each row.

The funds allocated to a Level of Care/Service must be categorized to identify programming targeting issues specific to each population.

ADAA Financial Reporting Web Application

Welcome kjohnson | [Log Out] | Account Information | Change Password

Home Treatment Services Prevention Services Financial Report Review Users

**ADAA Treatment Financial Report Form**

NOTE: Please fill out the form accordingly.

Budget Action: Original # : 1 Fiscal Year: 2015

Jurisdiction: Statewide

Grant Name: To Be Awarded

Grant #: TBA

Project Code: Total DHMH/ADAA Grant Award : \$ 1,459,535

**Provider Services:**

Row	Provider Name	ISATs	Level of Care/Service	Comment	Type	Slots	# Served	Funding Method	DHMH/ADAA Funding	Collections	County Contribution	Total	
	Statewide HD		JC. Jurisdictional Cos	LDAAC	N/A			N/A	\$5,000	\$0	\$0	\$ 5,000	
	Statewide HD		Other:	Assessments	N/A			N/A	\$2,000	\$0	\$0	\$ 2,000	
	Statewide Vendor	MD123456	Level I Outpatient In		Adults			Fee for Service	\$56,000	\$0	\$0	\$ 56,000	
	Statewide Vendor	MD123456	Level II.1 Intensive C		Buprenorphine/LDL			Fee for Service	\$45,000	\$0	\$0	\$ 45,000	
	Statewide Vendor		Other:	Urinalysis	Criminal Justice			Fee for Service	\$1,500	\$0	\$0	\$ 1,500	
	Recovery Vendor		REC: Recovery Servi	Housing	Drug Court - Adolescents			Cost Reimburse	\$25,000	\$0	\$0	\$ 25,000	
									<b>DHMH/ADAA Funding</b>	<b>Collections</b>	<b>County Contribution</b>	<b>Total Program Budget</b>	
									\$ 134,500	\$ 0	\$ 0	\$ 134,500	
									<b>Interest Income 1600</b>	<b>Medicaid 1606</b>	<b>Other 1608</b>	<b>Total Collections</b>	<b>County Contribution 1612</b>
									\$0	\$0	\$0	\$0	
TOTAL: \$0													

Submit Save Cancel

For technical questions send an E-mail to [DHMH.adaa\\_grants@maryland.gov](mailto:DHMH.adaa_grants@maryland.gov)  
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# Creating a New Record - Treatment Services Tab (Continued...)

11. After the patient type is identified for each Level of Care, please enter the total number of Slots and the number of Patients Served as disclosed in the performance measures of the corresponding budget.

**Tip: Year End FINAL Web Forms should reflect actual services, slots, and persons served.**

Provider Name	ISATs	Level of Care/Service	Comment	Type	# Slots	# Served
Statewide HD		JC: Jurisdictional Cos ▼	LDAAC	N/A ▼	0	0
Statewide HD		Other: ▼	Assessments	N/A ▼	0	0
Statewide Vendor	MD123456	Level I: Outpatient Tr ▼		Adults ▼	12	56
Statewide Vendor	MD123456	Level II.1: Intensive C ▼		Adults ▼	8	16
Statewide Vendor		Other: ▼	Urinalysis	Adults ▼	0	100
Recovery Vendor		REC: Recovery Servi ▼	Housing	Women & Cr ▼	0	50

# Creating a New Record - Treatment Services Tab (Continued...)

12. Identify the Funding Method for each Row. The drop down provides the following 3 options:

**Cost Reimbursement** – should be used when a purchase agreement has been established with the sub-vendor. Only a #served estimate is needed.

**Fee for Service** – services are purchased via fee-for-service reimbursement with the actual or expected amount of funds to be used for this service.

**N/A** – should be used when the treatment or services are provided directly by the grantee Health Department. No vendor is utilized.

## Provider Services:

Row	Provider Name	ISATs	Level of Care/Service	Comment	Type	# Slots	# Served	Funding Method	DHMH/ADAA Funding
1	Statewide HD		JC: Jurisdictional Cos	LDAAC	N/A	0	0	N/A	\$5,000
2	Statewide HD		Other:	Assessments	N/A	0	0	N/A	\$2,000
3	Statewide Vendor	MD123456	Level I: Outpatient Tr		Adults	12	56	Fee for Service	\$56,000
4	Statewide Vendor	MD123456	Level II.1: Intensive C		Adults	8	16	Fee for Service	\$45,000
5	Statewide Vendor		Other:	Urinalysis	Adults	0	100	Fee for Service	\$1,500
6	Recovery Vendor		REC: Recovery Servi	Housing	Women & Ct	0	50	Cost Reimburse	\$25,000

[Add Row..](#)

# Creating a New Record - Treatment Services Tab (Continued...)

13. Amounts input for the 1600, 1602, 1603, 1606, 1608 and 1612 should match the amounts reported on the grant budget submission. These total amounts should then match the total of the Collections and County Contributions reported by line item.

**Tip: Collections amounts should be combined and reported by Level of Care. Amount totals will update as you input the data.**


ADAA Financial Reporting Web Application
Welcome allie! [ Log Out ]  
[Account Information](#) [Change Password](#)

Home
Treatment Services
Prevention Services

### ADAA Treatment Financial Report Form

NOTE: Please fill-out the form accordingly.

Budget Action :  # :  Fiscal Year :

Jurisdiction : Statewide

Grant Name :

Grant # :

Project Code :

Total DHMH/ADAA Grant Award : \$ 2,635,621

**Provider Services:**

Row	Provider Name	ISATs	Level of Care/Service	Comment	Type	# Slots	# Served	Funding Method	DHMH/ADAA Funding	Collections	County Contribution	Total	
1	Co Health Dept	MD99999	Level I: Outpatient Tre		Adults	50	200	Fee for Service	\$1,500,000	\$1,500	\$0	\$ 1,501,500	Delete
2	Co Health Dept	MD99999	Level I: Outpatient Tre		Adolescents	25	100	Fee for Service	\$500,000	\$0	\$25,000	\$ 525,000	Delete
3	ABC Provider	MD19999	Level III.3: Long Term		Women & Ch	30	60	Fee for Service	\$550,000	\$7,500	\$0	\$ 557,500	Delete
4	Co Health Dept	MD1999	BUP: Buprenorphine		Buprenorphin	0	100	Fee for Service	\$50,000	\$0	\$0	\$ 50,000	Delete
5	Co Health Dept		JC: Jurisdictional Cos	Treatment System	Adolescents	0	0	NA	\$35,621	\$0	\$0	\$ 35,621	Delete

[Add Row](#)

	# Slots	# Served	DHMH/ADAA Funding	Collections	County Contribution	Total Program Budget
<b>TOTAL:</b>	105	460	\$ 2,635,621	\$ 9,000	\$ 25,000	\$ 2,669,621

	Interest Income 1600	Bad Debt 1602	Self-Pay 1603	Medicaid 1606	Other 1608	Total Collections	County Contribution 1612
<b>TOTAL:</b>	\$0	\$0	\$9,000	\$0	\$0	\$9,000	\$25,000

Submit
Save
Cancel

# Creating a New Record - Treatment Services Tab (Continued...)

14. Click the “Save” button to save the changes. (This should be done periodically when entering data).

15. The DHMH/ADAA Grant Award must equal the TOTAL DHMH/ADAA Funding amount (Red Column). If the amounts do not match you will receive an error message when you attempt to ‘Submit’ the form.

16. The “Submit” button should only be used when the form is complete. Clicking on the “Submit” button will submit the form to ADAA .

Welcome allie ! [ Log Out ]  
 Account Information | Change Password

ADAA Financial Reporting Web Application

Home Treatment Services Prevention Services

### ADAA Treatment Financial Report Form

NOTE: Please fill-out the form accordingly.

Budget Action : Original # : 1 Fiscal Year : 2014  
 Jurisdiction : Statewide  
 Grant Name : To Be Awarded  
 Grant # : TBA  
 Project Code :  
 Total DHMH/ADAA Grant Award : \$ 2,635,621

**Provider Services:**

Row	Provider Name	ISATs	Level of Care/Service	Comment	Type	# Slots	# Served	Funding Method	DHMH/ADAA Funding	Collections	County Contribution	Total	
1	Co Health Dept	MD99999	Level I: Outpatient Tre		Adults	50	200	Fee for Service	\$1,500,000	\$1,500	\$0	\$ 1,501,500	Delete
2	Co Health Dept	MD99999	Level I: Outpatient Tre		Adolescents	25	100	Fee for Service	\$500,000	\$0	\$25,000	\$ 525,000	Delete
3	ABC Provider	MD19999	Level III.3: Long Term		Women & Ch	30	60	Fee for Service	\$550,000	\$7,500	\$0	\$ 557,500	Delete
4	Co Health Dept	MD1999	BUP: Buprenorphine		Buprenorphin	0	100	Fee for Service	\$50,000	\$0	\$0	\$ 50,000	Delete
5	Co Health Dept		JC: Jurisdictional Cos	Treatment System	Adolescents	0	0	NA	\$35,621	\$0	\$0	\$ 35,621	Delete

[Add Row.](#)

# Slots	# Served	DHMH/ADAA Funding	Collections	County Contribution	Total Program Budget
TOTAL: 105	460	\$ 2,635,621	\$ 9,000	\$ 25,000	\$ 2,669,621

Interest Income 1600	Bad Debt 1602	Self-Pay 1603	Medicaid 1606	Other 1608	Total Collections	County Contribution 1612
TOTAL: \$0	\$0	\$9,000	\$0	\$0	\$9,000	\$25,000

Submit Save Cancel

# Creating a New Record - Prevention Services Tab

1. From the Prevention Services Tab, when the **Create New Record** link is clicked, this form will appear.

2. Select proper information in the top portion of the form for the following:

- Budget Action
- Budget Action #
- Fiscal Year
- Grant Name/Grant Number

**Tip: Rows can be added or deleted as necessary just like in the Treatment Services Tab.**

ADAAM Financial Reporting Web Application

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Home Treatment Services Prevention Services

### ADAAM Prevention Financial Report Form

NOTE: Please fill-out the form accordingly.

Budget Action : Original # : 1 Fiscal Year : 2014

Jurisdiction : Statewide

Grant Name :  
 Grant # :  
 Project Code :  
 Total DHMH/ADAA Grant Award : \$ 0

**Provider Services:**

Row	Provider Name	Program/Service	Program Desc.	Env. Strategy	# Cycles	# Served	DHMH/ADAA Funding	Other Funds	County Contribution	Total
		Jurisdictional Costs		Yes	0	0	\$0	\$0	\$0	\$0
<a href="#">Add Row...</a>										
					# Cycles	# Served	DHMH/ADAA Funding	Other Funds	County Contribution	Total Program Budget
TOTAL:					0	0	\$0	\$0	\$0	\$0
							Interest Income 1600	Other 1608	Total Other Funds	Total County Contribution 1612
TOTAL:							\$0	\$0	\$0	\$0

Submit Save Cancel

## Creating a New Version – Prevention Services Tab (continued...)

4. For each row, complete the Provider Name then choose the Program/Service from the dropdown:

- Jurisdictional Costs - Formerly Provider System Management Costs
- NREPP Programs - Programs from the SAMHSA National Registry of Evidence-based Programs and Practices list.
- Non-NREPP Programs – Any non-evidence-based recurring prevention program
- Environmental Strategies – interventions that are designed to change certain community conditions (laws, policies, procedures, practices, attitudes, etc.) that will potentially impact all people in the community and result in population-level reductions in ATOD use. These strategies reflect our upcoming Population Based Behavioral Health unit name and focus.
- Single Services – all funded activities that are non-recurring one time prevention services, events, or activities. (Ex – presentations, health fairs, training services, etc.)

**ADAA Prevention Financial Report Form**

*NOTE: Please fill-out the form accordingly.*

Budget Action :  # :  Fiscal Year :

Jurisdiction : Prince George's County

Grant Name :

Grant # :

Project Code : F842N

Total DHMH/ADAA Grant Award : \$ 33,475

**Provider Services:**

Row	Provider Name	Program/Service	Program Desc.	Env. Strategy	# Cycles	# Served	DHMH/ADAA Funding	Other Funds	County Contribution	Total	
1	PG Health Department	NREPP Programs	Communities for Change	Yes	2	300	\$ 33,475	\$ 0	\$ 0	\$ 33,475	<a href="#">Delete</a>
					<b># Cycles</b>	<b># Served</b>	<b>DHMH/ADAA Funding</b>	<b>Other Funds</b>	<b>County Contribution</b>	<b>Total Program Budget</b>	
<b>TOTAL:</b>					2	300	\$ 33,475	\$ 0	\$ 0	\$ 33,475	
							<b>Interest Income 1600</b>	<b>Other 1608</b>	<b>Total Other Funds</b>	<b>Total County Contribution 1612</b>	
<b>TOTAL:</b>							\$ 0	\$ 0	\$ 0	\$ 0	

## Creating a New Version – Prevention Services Tab (continued...)

- Next complete the Program Description – provide the name of the program or detailed description
- Identify whether the Program is an Environmental Strategy.

**Tip: For FY14 50% of all prevention block grant funds must be used to support environmental strategies.**

### ADAA Prevention Financial Report Form

NOTE: Please fill-out the form accordingly.

Budget Action :  # :  Fiscal Year :

Jurisdiction : Prince George's County

Grant Name :

Grant # :

Project Code : F842N

Total DHMH/ADAA Grant Award : \$ 33,475

**Provider Services:**

Row	Provider Name	Program/Service	Program Desc.	Env. Strategy	# Cycles	# Served	DHMH/ADAA Funding	Other Funds	County Contribution	Total		
1	PG Health Department	NREPP Programs	Communities for Change	Yes	2	300	\$33,475	\$0	\$0	\$ 33,475	<a href="#">Delete</a>	
					<b>TOTAL:</b>		2	300	\$ 33,475	\$ 0	\$ 0	\$ 33,475

[Add Row..](#)

# Cycles	# Served	DHMH/ ADAA Funding	Other Funds	County Contribution	Total Program Budget
Interest Income 1600	Other 1608	Total Other Funds	Total County Contribution 1612		
<b>TOTAL:</b>		\$0	\$0	\$0	\$0

## Creating a New Version – Prevention Services Tab (continued...)

7. Next, please identify the total number of Cycles and the number of Individuals Served.

**Tip: these numbers should be estimates until the FINAL web form is submitted at the end of the Fiscal Year.**

8. Input the DHMH/ADAA Funding amount and any Collections and/or County Contribution amounts as applicable.

**Tip: Just as in Treatment, Collection amounts should be combined. Both Collection and County Contribution amounts should be reported for the provided service. Amount totals will update as you input the data.**

### ADAA Prevention Financial Report Form

NOTE: Please fill-out the form accordingly.

Budget Action :  # :  Fiscal Year :

Jurisdiction : Prince George's County

Grant Name :

Grant # :

Project Code : F842N

Total DHMH/ADAA Grant Award : \$ 33,475

Provider Services:

Row	Provider Name	Program/Service	Program Desc.	Env. Strategy	# Cycles	# Served	DHMH/ADAA Funding	Other Funds	County Contribution	Total	
<input type="checkbox"/>	PG Health Department	<input type="text" value="NREPP Programs"/>	Communities for Change	<input type="text" value="Yes"/>	<input type="text" value="2"/>	<input type="text" value="300"/>	<input type="text" value="\$33,475"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$ 33,475"/>	<a href="#" style="color: blue; text-decoration: none;">Delete</a>
					<b># Cycles</b>	<b># Served</b>	<b>DHMH/ ADAA Funding</b>	<b>Other Funds</b>	<b>County Contribution</b>	<b>Total Program Budget</b>	
<b>TOTAL:</b>					<input type="text" value="2"/>	<input type="text" value="300"/>	<input type="text" value="\$ 33,475"/>	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 33,475"/>	
							<b>Interest Income</b>	<b>Other</b>	<b>Total Other Funds</b>	<b>Total County Contribution</b>	
							<input type="text" value="1600"/>	<input type="text" value="1608"/>	<input type="text" value="1612"/>	<input type="text" value="1612"/>	
<b>TOTAL:</b>							<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	

# Creating a New Version – Prevention Services Tab (continued...)

Click the **Submit** button when you are ready to submit the form for approval.

The Total DHMH/ADAA Grant Amount must equal the DHMH/ADAA Funding amount. If the amounts do not match you will receive an error message when you attempt to ‘Submit’ the form.

**Tip: Only when submitting the Budget Action: Final, will this error message not appear when the grant award amount and The DHMH/ADAA funding column total does not match.**

**ADAA Prevention Financial Report Form**

NOTE: Please fill-out the form accordingly.

Budget Action: Original # : 1 Fiscal Year : 2013  
 Jurisdiction : Prince George's County \*  
 Grant Name : Maryland Strategic Prevention Framework  
 Grant # : MU244SPF  
 Project Code : F842N  
 Total DHMH/ADAA Grant Award : \$ 33,475

**Provider Services:**

Row	Provider Name	Funding	# Cycles	# Served	DHMH/ADAA Funding	Other Funds	County Contribution	Total
1	PG Health Department	NREPP		300	\$30,000	\$0	\$0	\$ 30,000
<a href="#">Add Row...</a>								
TOTAL:			2	300	\$ 30,000	\$ 0	\$ 0	\$ 30,000

Interest Income	Other	Total Other Funds	Total County Contribution
1600	1608		1612
TOTAL: \$0	\$0	\$0	\$0

Buttons: Submit, Save, Cancel

Message from webpage

**ERROR:**Total Award should be equal to ADAA Funding. For further details, please contact your Grant Manager.

OK

# Accessing a submitted Financial Reporting Form

## Status Report

Once a decision has been made by the Grants Manager, an email will be sent to the jurisdiction. However, from the Financial Report List (Treatment or Prevention) the status of all submissions can also be determined.

Clicking on [View](#) will show whether the information reported was accepted or denied.

*Once the Financial Report Form is accepted, the grant managers will proceed in processing the submitted budget action for approval.*

[Create New Record](#)

	Budget Action	#	Fiscal Year	Grant Name	Grant #	Submit Date	Status
<a href="#">View</a>	Original	1	2014	Prevention Services	MU525ADP	9/3/2013	Accepted
<a href="#">View</a>	Original	1	2014	Maryland Strategic Prevention Framework	MU212SPF	9/3/2013	Accepted
<a href="#">View</a>	Original	1	2014	Prevention Services	MU509ADP	9/3/2013	Accepted
<a href="#">Update View</a>	Original	1	2013	Maryland Strategic Prevention Framework	MU244SPF	9/4/2013	Denied
<a href="#">Update View</a>	Original	1	2013	Prevention Services	MU530ADP	9/4/2013	Denied

**ADAA** Maryland Department of Health and Human Services  
ADAA Financial Reporting Web Application

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### ADAA Prevention Financial Report Form

Budget Action : Original # : 1 Fiscal Year : 2013  
 Jurisdiction : Prince George's County  
 Grant Name : Maryland Strategic Prevention Framework  
 Grant # : MU244SPF  
 Project Code : F842H  
 Total DHMH/ADAA Grant Award : \$ 33,475

**Provider Services:**

Row	Provider Name	Program/Service	Program Desc.	Env. Strategy	# Cycles	# Served	DHMH/ADAA Funding	Other Funds	County Contribution	Total
1	City of Bowie	Single Services		Yes	0	500	\$ 33,475	\$ 0	\$ 0	\$ 33,475
					<b># Cycles</b>	<b># Served</b>	<b>DHMH/ADAA Funding</b>	<b>Other Funds</b>	<b>County Contribution</b>	<b>Total Program Budget</b>
TOTAL:					0	500	\$ 33,475	\$ 0	\$ 0	\$ 33,475
					<b>Interest Income</b>	<b>Other</b>	<b>Total Other Funds</b>	<b>Total County Contribution</b>		
TOTAL:					1600	1608	\$ 0	1612	\$ 0	

**Accept or Deny ADAA Financial Reporting Form**

Status : Denied  
 Reviewed by : kjohnson on 09/04/2013 10:22 AM  
 Comments : No Program Description

[Back to List](#)

# Accessing a submitted Financial Reporting Form (continued).

## Viewing a Denied Form

Clicking the **View** link of a 'Denied' form will allow you to view the denied form along with the reason for denial in the yellow **Accept or Deny ADAA Financial Reporting** portion of the form.

This area shows the Status, Reviewed by, and any **Comments** from the Grants Manager. The **Comments** section provides the reason for denial and what changes are needed.

## Updating a Denied Form

Clicking the **Update** link will open the form for updates and/or changes. Once corrected, the form may be resubmitted.

Create New Record

	Budget Action	#	Fiscal Year	Grant Name	Grant #	Submit Date	Status
<a href="#">View</a>	Original	1	2014	Prevention Services	MU525ADP	9/3/2013	Accepted
<a href="#">View</a>	Original	1	2014	Maryland Strategic Prevention Framework	MU212SPF	9/3/2013	Accepted
<a href="#">View</a>	Original	1	2014	Prevention Services	MU509ADP	9/3/2013	Accepted
<a href="#">Update View</a>	Original	1	2013	Maryland Strategic Prevention Framework	MU244SPF	9/4/2013	Denied
<a href="#">Update View</a>	Original	1	2013	Prevention Services	MU530ADP	9/4/2013	Denied



ADAA Financial Reporting Web Application

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### ADAA Prevention Financial Report Form

**Budget Action :** Original      **# :** 1      **Fiscal Year :** 2013

**Jurisdiction :** Prince George's County

**Grant Name :** Maryland Strategic Prevention Framework

**Grant # :** MU244SPF

**Project Code :** F842H

**Total DHMH/ADAA Grant Award :** \$ 33,475

**Provider Services:**

Row	Provider Name	Program/Service	Program Desc.	Env. Strategy	# Cycles	# Served	DHMH/ADAA Funding	Other Funds	County Contribution	Total
1	City of Bowie	Single Services		Yes	0	500	\$ 33,475	\$ 0	\$ 0	\$ 33,475

# Cycles	# Served	DHMH/ADAA Funding	Other Funds	County Contribution	Total Program Budget
TOTAL: 0	500	\$ 33,475	\$ 0	\$ 0	\$ 33,475

Interest Income	Other	Total Other Funds	Total County Contribution
1600	1608	\$ 0	1612
TOTAL:	\$ 0	\$ 0	\$ 0

**Accept or Deny ADAA Financial Reporting Form**

**Status :** Denied

**Reviewed by :** kjohnson on 09/04/2013 10:22 AM

**Comments :** No Program Description

[Back to List](#)



If you have any questions or concerns regarding these new Web Financial Report Procedures, please contact your grants manager for assistance.

