

## SAP-SIS Update – July 23, 2009

### Due to user feedback, updates have been made to the SAP-SIS reporting system.

Since SAP-SIS went live in May, 2008 we have been reviewing feedback from users and addressing technical issues as they arise. In an effort to make the SAP-SIS data collection system more user-friendly and in order to accommodate new user groups, some system changes have become necessary. This update is to inform you about several of these system-wide changes that will take effect July 23, 2009. Changes to the SAP-SIS data collection system will not affect previously completed records (either submitted or un-submitted).

The following is a list of changes that will take effect July 23, 2009:

1. The quarterly reporting option has been deleted. This option was found to be more confusing than useful and therefore will be eliminated. Agencies/Tribes are only required to submit one record for each primary prevention program funded within a contract year.
  - Data for ongoing programs should be aggregated in one yearly report and submitted at the end of the contract reporting year.
  - One-time programs can be recorded and submitted as they occur.
  - Like events should be combined into one record. For example, an agency staff member has several speaking engagements with the primary focus of substance abuse prevention throughout the course of the contract year. All of these events can be reported in one record, aggregated for the entire contract year.
2. Based on the user, the contract year for the selected reporting year will now be displayed under the reporting year field. For users that are funded on a calendar year the calendar year for the selected reporting year will be displayed.

Reporting Year (required): 2007 ▾

Contract: Calendar Year (01/01/2007-12/31/2007)

For users that are funded on a federal fiscal year, the federal fiscal year for the reporting year selected will be displayed.

Reporting Year (required): 2007 ▾

Contract: Federal Fiscal Year (10/01/2006-09/30/2007)

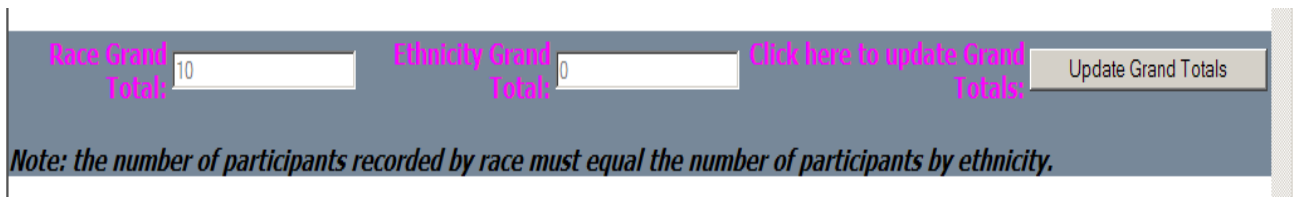
Users should make sure they are reporting data for the selected reporting year only.

3. The character limit for the “other specify” field has been increased from 80 to 250 characters. If a user types more than 250 characters into this field, they will receive an error message.
4. If a user attempts to "Save and Submit" a record without the following fields complete they will receive an error message in red:

- Reporting year
- Name of intervention
- Primary type of IOM intervention
- Primary population served
- Primary type of prevention strategy
- Prevention strategy activity
- Total cost of the intervention
- CARS Profile ID (does not apply to tribal users)
- SAPT Block Grant Amount Expended (does not apply to tribal users)

Users will not be able to submit data until these fields are complete.

5. Grand totals for Race and Ethnicity are displayed between the Race and Ethnicity sections. The total number of participants reported by race should equal the total number reported by ethnicity. Users will now be able to see if their totals match prior to data submission. To see updated totals, select the “Update Grand Totals” button.



Race Grand Total: 10      Ethnicity Grand Total: 0      [Click here to update Grand Totals](#)      Update Grand Totals

*Note: the number of participants recorded by race must equal the number of participants by ethnicity.*

We appreciate everyone who worked hard to get their 2007 data completed and submitted to us. We are in the process of reviewing 2008 data submissions. If you have not yet submitted 2008 data, that was due March 31, 2009, please do so as soon as possible.

Please, continue to let us know about any problems you are having with the system or with your suggestions for improvement. Updates will be posted to the SAP-SIS web-site; <http://dhs.wisconsin.gov/substabase/SAPSIS/INDEX.HTM>

If you have any questions or need assistance working with SAP-SIS, please contact us at [dhssapsis@wisconsin.gov](mailto:dhssapsis@wisconsin.gov)