



Utah Department of
Health & Human Services
Integrated Healthcare

Office of Substance Use and Mental Health (SUMH)



Corrective Action Plan (CAP) Report of:
Central Utah Mental Health Substance Abuse Center
Contract #A030891

Audit Review Date: October 21, 2025
Final Report

Table of Contents

Table of Contents	1
Executive Summary	2
Table of Findings	3
Program Findings	3
Program Response/Action Plan	4
Signature Page	5

Executive Summary

In accordance with Section 26B-5-102, the Office of Substance Use and Mental Health (SUMH) conducted a review of Central Utah Mental Health Substance Abuse Center (Central). Central is the agency within a 6 county area designated to provide services as the Local Authority (LA) through a multi-county agreement. The official date of the review was October 21, 2025 for FY26 for the FY25 data (July 1, 2024 - June 30, 2025).

The focus of this examination was to evaluate the LA compliance with: contract requirements, SUMH Directives, mandated mental health services, and Preferred Practice Guidelines. During the examination, the review teams evaluated: the reliability and integrity of the LA's data and its compliance with established programmatic and operational objectives. Additionally, the review included an examination, through sampling, of the LA's use of financial resources.

This corrective action plan (CAP) report will be due back with input and responses from the LA within 14 calendar days from receipt of the signed audit report. For additional information about this process, please review the [FY26 Office Directives G&O Monitoring Process #4-5 pages 3-4](#).

If you have questions regarding this audit, please address them to Kelly Ovard by email at kovard@utah.gov or by phone at 385-310-5118.

Table of Findings

Program Reviewed	Finding Number	Page(s)
Governance and Fiscal	None	
Programming	2.1	6

Program Findings

Finding: 2.1 - DUGS Data Entry

Finding:
 The FY25 SUMH Office Directives (H. Service, Satisfaction and Outcome Data, vi. Prevention Data Requirements) require that Prevention data must be entered into the Data User Gateway System (DUGS) within 45 calendar days of the delivery of service. During FY25, the LA completed data entry within 45 days at a rate of 25%.

Criteria:
 The FY25 SUMH Office Directives (H. Service, Satisfaction and Outcome Data, vi. Prevention data requirements) indicate:

- a. The Information System Data Set for Universal and Selective Prevention is DUGS (Data User Gateway System). The LA must enter prevention data into the SUMH approved system within 45 calendar days of the delivery of service.

Condition:
 In FY25, Central Utah Counseling Center entered DUGS data within 45 days at a rate of 25%.

Cause:
 The Central Utah Counseling Center Prevention Coordinator indicated the staff member who entered the data during FY25 entered it for the incorrect fiscal year.

Effect:
 Data entry was not completed in accordance with SUMH’s requirements.

Recommendation:

The LA indicated that the staff member who was responsible to enter the DUGS data inadvertently entered it under a different fiscal year. The LA reported that this staff member has received additional training, including technical assistance from SUMH. It is recommended that:

- (1) the LA Prevention Coordinator conduct DUGS data entry spot checks on a regular basis to ensure that data is being entered timely and accurately, and
- (2) the LA Prevention Coordinator should send David Watkins (dwatkins@utah.gov) and Becky Johnson (beckyljohnson@utah.gov) an update regarding the LA's FY26 progress with DUGS data entry no later than December 31, 2025.

Local Authority Action Plan:**1. Weekly Review for FY26:**

The CUCC Prevention Coordinator will conduct a weekly Friday review of DUGS data entered by prevention team members to ensure:

- *They are submitting their DUGS data,*
 - *The data are accurate, and*
 - *Entries are assigned to the correct fiscal year (FY26).*
- This review will continue throughout FY26.*

2. Update to SUMH:

The Prevention Coordinator will provide an FY26 progress update to David Watkins and Becky Johnson no later than December 31, 2025.

Timeline for follow-up or completion:

Update from CUCC no later than December 31, 2025.

Local Authority personnel responsible for the action plan:

Elizabeth Hinckley

Tracked at SUMH by:

Becky Johnson

Signature Page

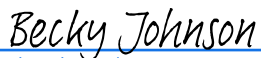
We appreciate the cooperation afforded SUMH monitoring teams by the management, staff and other affiliated personnel of Summit County and for the professional manner in which they participated in this review.

If there are any questions regarding this report please contact Kelly Ovard at 385-310-5118.


The Office of Substance Use and Mental Health

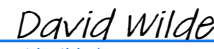
Prepared by:

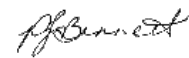
Kelly Ovard  Date 12/02/2025
Auditor IV

Becky Johnson  Date 12/02/2025
Auditor III [Becky Johnson \(Dec 2, 2025 12:48:00 MST\)](#)

Approved by:

Kyle Larson  Date 12/02/2025
Administrative Services Director

Dave Wilde  Date 12/02/2025
Assistant Director [David Wilde \(Dec 2, 2025 11:32:31 MST\)](#)

Pam Bennett  Date 12/02/2025
Assistant Director

Eric Tadehara  Date 12/02/2025
Director [Eric Tadehara \(Dec 2, 2025 11:33:31 MST\)](#)












Central FY26 Final Audit CAP Report

Final Audit Report

2025-12-02

Created:	2025-12-02
By:	Kelly Ovard (kovard@utah.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAiEPgQ7VyUI-s7L2jtWqoMgDvg0P_fUts

"Central FY26 Final Audit CAP Report" History

-  Document created by Kelly Ovard (kovard@utah.gov)
2025-12-02 - 6:29:41 PM GMT- IP address: 204.113.19.132
-  Document emailed to Kelly Ovard (kovard@utah.gov) for signature
2025-12-02 - 6:31:31 PM GMT
-  Document emailed to Becky Johnson (beckyljohnson@utah.gov) for signature
2025-12-02 - 6:31:31 PM GMT
-  Document emailed to Kyle Larson (kblarson@utah.gov) for signature
2025-12-02 - 6:31:31 PM GMT
-  Document emailed to David Wilde (djwilde@utah.gov) for signature
2025-12-02 - 6:31:32 PM GMT
-  Document emailed to Pamela Bennett (pbennett1@utah.gov) for signature
2025-12-02 - 6:31:32 PM GMT
-  Document emailed to Eric Tadehara (erictadehara@utah.gov) for signature
2025-12-02 - 6:31:32 PM GMT
-  Document e-signed by Kelly Ovard (kovard@utah.gov)
Signature Date: 2025-12-02 - 6:31:49 PM GMT - Time Source: server- IP address: 204.113.19.132
-  Email viewed by David Wilde (djwilde@utah.gov)
2025-12-02 - 6:31:51 PM GMT- IP address: 74.125.210.169
-  Document e-signed by David Wilde (djwilde@utah.gov)
Signature Date: 2025-12-02 - 6:32:31 PM GMT - Time Source: server- IP address: 204.113.19.47
-  Email viewed by Kyle Larson (kblarson@utah.gov)
2025-12-02 - 6:32:39 PM GMT- IP address: 74.125.210.164



Document e-signed by Kyle Larson (kblarson@utah.gov)

Signature Date: 2025-12-02 - 6:32:54 PM GMT - Time Source: server- IP address: 204.113.19.47



Email viewed by Eric Tadehara (erictadehara@utah.gov)

2025-12-02 - 6:32:56 PM GMT- IP address: 74.125.210.170



Document e-signed by Eric Tadehara (erictadehara@utah.gov)

Signature Date: 2025-12-02 - 6:33:31 PM GMT - Time Source: server- IP address: 204.113.19.47



Email viewed by Pamela Bennett (pbennett1@utah.gov)

2025-12-02 - 7:45:45 PM GMT- IP address: 74.125.210.170



Document e-signed by Pamela Bennett (pbennett1@utah.gov)

Signature Date: 2025-12-02 - 7:46:47 PM GMT - Time Source: server- IP address: 204.113.19.47



Email viewed by Becky Johnson (beckyljohnson@utah.gov)

2025-12-02 - 7:47:27 PM GMT- IP address: 74.125.215.168



Document e-signed by Becky Johnson (beckyljohnson@utah.gov)

Signature Date: 2025-12-02 - 7:48:00 PM GMT - Time Source: server- IP address: 76.76.245.126



Agreement completed.

2025-12-02 - 7:48:00 PM GMT