



Utah Department of
Health & Human Services
Integrated Healthcare

Office of Substance Use and Mental Health (SUMH)



**Audit Corrective Action Plan (CAP) Report of:
Weber Human Services
Contract #A03084**

**Audit Review Date: January 20, 2026
Final Report**

Table of Contents

Table of Contents	1
Executive Summary	2
Table of Findings	3
Governance and Fiscal Findings	3
Program Findings	3
WHS Responses	5
Signature Page	6

Executive Summary

In accordance with Section 26B-5-102, the Office of Substance Use and Mental Health (SUMH) conducted a local authority (LA) audit of Weber Human Services (WHS). The official date of the review was January 20, 2026 for FY25 (July 1, 2024 - June 30, 2025).

The focus of this examination was to evaluate the LA's 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
Programming	2.1	2

Governance & Fiscal Findings

None

Program Findings

Finding 2.1 - Data User Gateway System (DUGS) data entry

The [FY25 SUMH Office Directives](#) (H. Service, Satisfaction and Outcome Data, vi. Prevention Data Requirements) indicate that the LA must enter prevention data into the SUMH approved system, Data User Gateway System (DUGS), within 45 calendar days of the delivery of service. During FY25, the LA entered DUGS data within the required 45 day timeframe 79% of the time. Although this is an improvement from prior years, the requirement was still not adequately met.

Criteria:

According to the [FY25 SUMH Office Directives](#) (H. Service, Satisfaction and Outcome Data, vi. Prevention Data Requirements), the LA is required to enter DUGS data within 45 calendar days of the delivery of service.

Condition:

During FY25, the LA entered DUGS data within the required timeframe 79% of the time.

Cause:

Some of the Prevention personnel did not complete DUGS data entry within the required timeframe.

Effect:

Data entry was not submitted timely, which impacts federal data reporting.

Recommendations:

SUMH has transitioned from having Prevention data reported in the Data User Gateway System (DUGS) to having it reported in the State Prevention Activity Recording Query System (SPARQS) spreadsheet. It is recommended that the Prevention Manager develop a tracking system regarding SPARQS data entry, and conduct spot checks of data entry on a monthly basis, to ensure data is being entered within the required timeframe.

Local Authority Action Plan:**Timeline for follow-up or completion:**

The LA should send an update regarding their progress with improving SPARQS data entry deadlines to Becky Johnson (beckyljohnson@utah.gov) and David Watkins (dwatkins@utah.gov) no later than March 31, 2026.

Local Authority personnel responsible for the action plan:

Weber Human Services Prevention Director

Tracked at SUMH by:

Becky Johnson

Weber Human Services Responses

Finding 2.1 - Data User Gateway System (DUGS) data entry

The WHS Prevention team has been working throughout the year to increase data entry. The Prevention Coordinator has monthly check-ins with each coalition to discuss any data issues. The Prevention Coordinator has a tracking system (Tracking Sheet) to follow up on data collection for each coalition. Additionally, the OSUMH has provided a monthly call to troubleshoot SPARQS. These two strategies have supported the team and increased the timeliness of data collection.

Additionally, WHS Prevention has formal contracts with coalitions that are outside of our agency (Weber CTC & Roy CTC) to ensure timely data collection. WHS hosts a monthly meeting where all coalition coordinators convene and issues are discussed. The WHS Prevention team will review the data entry once a month to check where any gaps or lags may be occurring.

Signature Page

We appreciate the cooperation afforded SUMH monitoring teams by the management, staff and other affiliated personnel of Tooele 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

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Weber Human Services FY26 Final Audit CAP Report











Final Audit Report

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