

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS  
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ADP BULLETIN

Title <b>NEW ADP BULLETIN PROCESS</b>		Issue Date: 2/20/98  Expiration Date: Until Notified	Issue No.  <b>98-04</b>
Deputy Director Approval  (signed by)  Gloria J. Merk, II Program Operations Division	Function  <input type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input checked="" type="checkbox"/> Administration	Supersedes Bulletin/ADP Letter No.  N/A	

**PURPOSE**

This is to transmit specific information regarding the new ADP Bulletin process. ADP Bulletins replace ADP Letters as a method of providing organized and consistent information to County Administrators and other affected or interested parties. ADP Bulletins will transmit information regarding **new** or **revised** procedures, practices, and other general information relating to the alcohol and other drug service delivery system.

In future Bulletins, this section will be used to briefly explain why the Bulletin is being sent.

**DISCUSSION**

The Bulletin identifies the operational or functional area of impact as it relates to the Department's primary lines of business.

The format of ADP Bulletins consists of two sections described below.

**1. Heading**

The information captured in the Heading assures that the recipient has the most recent release from ADP and will facilitate referencing, filing, and retrieving. The following information is contained in the heading:

- **Title:** specific subject matter
- **Issue/Expiration Dates:** release date; date bulletin expires, or a renewal is issued
- **Issue Number:** assigned control number
- **Deputy Director Approval:** signature of originating Division Deputy
- **Function:** operations or lines of business most impacted:

Information Management: reporting, record keeping, research, studies, data, evaluations, etc.

**Service Delivery System:** prevention, treatment and recovery systems and programs; contracts; federal, state, and local collaborations; advocacy groups and constituencies, etc.

**Quality Assurance:** regulations, protocols, guidelines, standards, licensing, etc.

**Fiscal:** funding, fiduciary responsibilities, fiscal accountability, allocations, audits, etc.

**Administration:** customer service; internal policies, procedures and processes; support services; etc.

- **Supersedes:** previous issues repealed or rescinded by this issuance

## 2. Body

The body of the ADP Bulletin is constructed to uniformly detail the purpose of the Bulletin. The following is information contained in this section:

- **Purpose:** impetus for Bulletin
- **Discussion:** issues addressed by Bulletin
- **References:** related documents or data sources
- **History:** previous Bulletins or ADP Letters addressing subject
- **Questions/Maintenance:** Division/Branch/Individual contact
- **Exhibits:** addendum to Bulletin
- **Distribution:** listing of recipients

Bulletins will also be made available to the general public via the Department's Home Page on the World Wide Web.

In future Bulletins, the information contained in this section will provide a comprehensive discussion of the specific issues addressed by the Bulletin. It will identify what is new or changed; the estimated impact; who is impacted; how they are impacted; and when the change is effective.

### **REFERENCES**

In future Bulletins, the information contained in this section will list documents referred to in the discussion or data sources that will further assist the reader.

### **HISTORY**

In future Bulletins, the information contained in this section will list previously released pertinent documents and related Bulletins or ADP letters.

### **QUESTIONS/MAINTENANCE**

If you have questions regarding the format, procedures, or processes for the new ADP Bulletin, please contact Val Marglin at 323-2048.

In future Bulletins, this section will be used to identify individuals responsible for the development/function/processes addressed in the Bulletin and the name of a contact person or general phone number.

### **EXHIBITS**

Future Bulletins will contain the following information:

#### **Exhibit Title**

Exhibit Number Title of Exhibit and form number, if any.

Exhibits will be numbered sequentially starting with "Exhibit 1" at the upper right corner of the exhibit.

**DISTRIBUTION**

County Alcohol and Drug Program Administrators  
Wagerman Associates, Inc.  
Director's Advisory Council (DAC)

Future Bulletins may include additional groups as appropriate.