

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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June 19, 2009

PSN Letter No. 09-01

TO: SELECTED COUNTY ALCOHOL AND DRUG PROGRAM ADMINISTRATORS AND LOCAL PAROLEE SERVICES NETWORK (PSN) COORDINATORS (COUNTIES OF ALAMEDA, CONTRA COSTA, FRESNO, KERN, LOS ANGELES, MARIN, NAPA, ORANGE, RIVERSIDE, SACRAMENTO, SAN BERNARDINO, SAN DIEGO, SAN FRANCISCO, SAN MATEO, SANTA CLARA, SOLANO, AND SONOMA)

SUBJECT: FISCAL YEAR (FY) 2009-10 PSN POLICY GUIDELINES AND WORK PLAN DOCUMENTS

This letter transmits the authorized policies and procedures for administering the Parolee Services Network (PSN) in FY 2009-10.

The PSN funds are administered pursuant to the requirements established by the California Department of Corrections and Rehabilitation (CDCR), Division of Addiction and Recovery Services (DARS), through an Interagency Agreement with the Department of Alcohol and Drug Programs (ADP). Although the PSN funds are distributed to the 17 counties through their Negotiated Net Amount (NNA) contracts, they are subject to additional CDCR restrictions, limitations, and special programmatic requirements not associated with other State or Federal funds also distributed through those contracts. This document also includes the NNA contractual language associated with PSN.

Electronic versions of PSN No. 09-01 and its ten (10) enclosures are available for immediate downloading on ADP's Parolee Services website, at:

http://www.adp.ca.gov/ParoleeServices/ParoleeServices_ltrs_and_bulletins.shtml

Full hardcopy mailings will be provided on request. Otherwise, we hope that each of you will be able to quickly download the enclosure documents. We encourage you to add this webpage to your Internet browser's "bookmarks" or "favorites". It will serve as ADP's central reference point for major PSN-related documents and other information relevant to counties and parolee service providers.

With the exception of two new forms described below, the FY 2009-10 work plan package is essentially the same as that used in FY 2008-09, with only the most minor of modifications (for example, the updating of old "CADDs" references, to "CalOMS"). In most cases, unless a county has recently conducted an RFP process, updating the FY 2008-09 plan will be permissible.

Two new forms have been added to the FY 2009-2010 workplan, at the request of DARS:



- **Enclosure 9: Statewide PSN Participant Count (Weekly Count for FY 2009-2010)**

The new requirement formalizes and makes permanent a weekly gender-reported "head count", as required effective July 1, 2009 pursuant to a new ADP/CDCR interagency agreement. Local PSN offices have already been e-mailing PSN client head counts to OCJC since April 2008, reported by modality (residential or outpatient). A new element has been added to that weekly head count: reporting by gender. Beginning on Friday, July 3, 2009, each county should e-mail a copy of Enclosure 9, completed for their county only, to ADP's Office of Criminal Justice Collaboration, attn: Kurt Klemencic (kklemencic@adp.ca.gov). Please continue to transmit your head counts by noon each Friday.

- **Enclosure 10: DARS Activity (Incident) Report**

Reportable incidents shall be reported to CDCR/DARS within 24 hours of an incident's occurrence. These incidents include but are not limited to:

- Altercations
- Death
- Injury/Illness requiring professional medical attention
- Major or minor crimes
- Disturbance or disruption in essential services
- Other unusual incidents

Our internal State-level approval process will be for your work plans to be reviewed and approved by both ADP and CDCR within 30 days of receipt. However, this timeframe may be extended based on a need for local follow up or administrative review by staff of either ADP or CDCR. In the interim, you are authorized to continue services as of July 1, 2009, contingent on an expectation of eventual ADP/CDCR approval. However, PSN reimbursements cannot be released until the FY 2009-2010 plan is approved, and counties are therefore encouraged to make the plan a priority for early completion and submission.

We look forward to working with you in FY 2009-10. If you have any questions, feel free to contact your county's assigned field analyst or PSN supervisor:

Cindy Smith, PSN Field Analyst
Office of Criminal Justice Collaboration
Parolee Services
(916) 324-8122 Cell: (916) 217-6596
CSmith@adp.ca.gov

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Terrence Jackson, PSN Field Analyst
Office of Criminal Justice Collaboration
Parolee Services
(916) 323-9124 Cell: (916) 712-5564
TJackson@adp.ca.gov

Kurt Klemencic, PSN Supervisor
Office of Criminal Justice Collaboration
Parolee Services
(916) 327-2112
KKlemencic@adp.ca.gov

Sincerely,



MILLICENT GOMES
Deputy Director
Office of Criminal Justice Collaboration

Enclosures:

[Enclosure 1](#) -
Policy Guidelines and Work Plan Document - Provisions

[Enclosure 2](#) -
Services to California Department of Corrections and Rehabilitation (CDCR), Parolee
Services Network

[Enclosure 3](#) -
Fiscal Year 2008-09 Parolee Services Network County Work Plan

[Enclosure 4](#) -
Fiscal Year 2008-09 Parolee Services Network: Amendment to County Work Plan

[Enclosure 5](#)-
Parolee Services Network Funding Fiscal Year 2008-09: Preliminary County Allocations

[Enclosure 6](#) (Excel) -
County Monthly Activity Report: Parolee Services Network

[Enclosure 7](#) -

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PSN/CIU Client Admission Form: Parolee Services Network

[Enclosure 8](#) -

CDCR Division of Addiction Recovery Services, Parolee Services Network, Program Guidelines and Treatment Standards

[Enclosure 9](#) -

Statewide PSN Participant Count

[Enclosure 10](#) -

DARS Activity Report (client incident report)

cc: California Department of Corrections and Rehabilitation (CDCR), Division of
Addiction and Recovery Services (DARS)

[For inquiries to CDCR on PSN matters call (916) 327-3707.]