

**Parolee Services Network – Fiscal Year (FY) 2013-14  
Work Plan Provisions**

**A. Work Plan Overview**

The Parolee Services Network (PSN) Work Plan is submitted annually by each county and is subject to approval by the Department of Alcohol and Drug Programs (ADP) and the Department of Corrections and Rehabilitation (CDCR). The County Work Plan (Enclosure 2) is the controlling fiscal and program document for each county, and includes:

- a. Cover Sheet signed by the county administrator
- b. Allocation Distribution
- c. Provider Information

**B. Competitive Bid Process**

1. Each county, whether they contract directly or through subcontract, must select all eligible PSN treatment providers through a competitive bid process once every 36 months. County owned and operated programs are exempt. Counties may incorporate the PSN competitive bid process with the county overall competitive bid process.
2. Representatives from CDCR's Office of Offender Services (OS) and ADP will be included in the county's planning and preparation of the bid document and will serve on the selection panel.
3. Prior to final selection of service providers, the county must notify the PSN representative at ADP of the selection decision.
4. The bid process will establish the providers, treatment modalities, units of service, and each provider's maximum cost per unit for the next 36 months. The providers selected by this process agree to provide service at a rate not to exceed the bid rate for the next 36 months. The 36 months unit rate also applies to county owned and operated programs.
5. The county shall provide for similar services with other approved PSN contractors in the event a provider terminates its contract or fails to perform as required.

**C. County Annual PSN Work Plan**

1. The PSN Work Plan is due to ADP by June 14, 2013.

2. Program and funding changes will be documented in an amendment to the Work Plan and approved by ADP prior to implementation. County proposed changes must be justified and submitted to ADP's PSN office in written form via email.
  - a. Work Plan amendments can be made during the Fiscal Year. Plans to amend work plans should be communicated in advance and discussed with your assigned PSN liaison analyst.

**D. Funding**

1. PSN funds are 100 percent CDCR General Fund and have no rollover option for unexpended funds.
2. Counties are to use the preliminary allocation for preparing the Work Plan. Counties will be notified immediately if there is a change in the allocations.
3. ADP has the authority to redirect funds from one county to another. This could be a one-time or a permanent change to a county allocation.
4. ADP will compare the last two years' expenditures against the historical allocation. After allowing for a marginal under expenditure of 5%, any additional under expenditure amount will be automatically deducted from the county's allocation in the subsequent fiscal year. The recaptured amount will be reallocated to the counties that did not have funds recovered; based on a ratio of their preliminary allocation. Counties may choose to relinquish some or all of their PSN funds that they do not anticipate to fully expend by June 30, of each fiscal year. Those counties must notify ADP in writing by the end of the 2<sup>nd</sup> quarter (December 31), of their decision to relinquish PSN funds to prevent counties from having funds recovered in the next FY distribution of allocations.

**E. Reimbursement**

1. No program funds may be reimbursed to the County prior to the completion and approval of the county work plan.
2. Each county must provide ADP with quarterly invoices detailing actual expenditures of PSN funds. Counties must submit the invoice electronically and mail a hard copy with an original signature. ADP will review expenditures submitted by the counties to verify that the expenditures shown on the invoice match the information on the county work plan and meet the eligibility requirements for the PSN program. ADP will monitor PSN county expenditures to determine that funds will be fully expended. If ADP finds that a county is not reasonably expected to expend the allocated amount, funds may be re-allocated to other counties and used during the current fiscal year.

Quarter	Quarterly Dates	Invoice Due Date* *45 days after quarter's end
1	July 1 – Sep. 30, 2013	Nov. 15, 2013
2	Oct. 1 – Dec. 31, 2013	Feb. 15, 2014
3	Jan. 1 – Mar 31, 2014	May 15, 2014
4	Apr. 1 – June 30, 2014	Aug. 15, 2014

3. Reimbursement is contingent upon timely submission of the quarterly invoice and all data reports.
4. Counties will not be reimbursed for costs which are not associated with providing services to PSN.
5. Unless authorized by an approved Work Plan, counties will not be reimbursed for costs associated with drug testing.

**F. County Administrative Costs**

County administrative costs will be allowed up to a maximum of 10% of their allocation.

**G. Objectives of the PSN Projects**

1. To provide a continuum of alcohol or drug abuse treatment and recovery services.
2. To reduce substance abuse and related criminal activity.
3. To reintegrate parolees into society and encourage a clean and sober lifestyle.
4. To provide appropriate placement in community treatment and recovery programs to all parolees eligible under PSN criteria immediately upon release from custody or during the period of parole supervision.
5. Provide 180 days of treatment and recovery services based on the CDCR/OS Program Guidelines and Treatment Standards (Enclosure 6).
6. Coordinate parolee services through communication and cooperative working relationships among community service providers, OS, ADP, and county staff to continue improvement of the project.
7. Meet the needs of the client through continual improvement of project.

## H. County Reporting Process and Procedures

The County Contractors shall submit the requested data elements outlined below:

1. Weekly Participant Counts will be due to ADP the close of business on Monday for the preceding week of Saturday through Friday. (Enclosure 5)
2. Each county must ensure that providers adhere to all data collection and reporting requirements. Counties must submit accurate and timely client information to the CalOMS Tx system.
3. Payment against Quarterly Claims for Reimbursement (Enclosure 4) will not be released until both the signed hardcopy invoice and the electronic copy have been received by ADP. (Enclosure 4)

## I. County Responsibilities

1. Each county shall have a procedure for monitoring provider compliance with CDCR Program Guideline and Treatment Standards (Enclosure 6). Counties should request redirection of funds from providers not meeting the utilization goal. Maintain continuous evaluation of contract performance and provide copies of provider evaluations to ADP PSN Liaison during the scheduled monitoring visit.
2. Counties that provide central intake and assessment services must ensure that county staff stay within the percentage of duties funded by PSN.
3. On a case-by-case basis and with the approval of CDCR/OS, the county has the option to extend a participant's PSN treatment for a maximum of 45 days.
4. Ensure that the full range of approved Work Plan services is available for the entire fiscal year.
5. Ensure that providers have staff coverage in residential treatment and Sober Living Environment (SLE) housing on a 24 hour, seven day per week schedule.
6. SLE housing can only be provided in combination with clients receiving the nonresidential treatment and recovery services listed in the Work Plan.
7. Counties shall comply with Section 11841. (a) and (b) of the Health and Safety Code that states that programs be partially self-supporting by raising revenues including assessing fees for services. Counties shall comply with Section 11852.5. (b) And (c) which state that clients are responsible to pay the charges for services according to ability to pay. Services shall not be denied because of a client's inability to pay.
8. Ensure that all PSN providers are compliant with provisions of the Americans with Disabilities Act.
9. Ensure that PSN funds are used to provide services only to eligible parolees as defined by CDCR.

10. Make PSN placement available immediately for eligible parolees. If no PSN slot is available for immediate placement, the county must seek other placement options for the parolee.
11. Maintain communication and cooperation in working relationships among the case managers, program providers, parole agents, institution staff, ADP, and CDCR staff.
12. Coordinate, schedule, facilitate and record minutes at PSN meetings. The minutes of meetings will be sent to ADP, CDCR, and all attendees within 30 days after the meeting. Provide the fiscal year schedule of meetings to ADP. Each County may have as many meetings as needed to meet the objectives of the project.
  - a. At minimum, quarterly County Team Meetings (with county administrators, CDCR, local Parole representatives, ADP, case managers, and providers); and
  - b. At minimum, bi-annual Administrators' Meetings (with county administrators, CDCR, ADP, case managers).
13. Counties and providers are strongly encouraged to attend Parolee Orientation meetings and/or Parole and Community Team (PACT) meetings.
14. Maintain a current list of providers, including the primary contact persons, address of site(s) where services are provided, telephone numbers, provider numbers, locations, and mailing addresses.
15. Maintain complete records of PSN capacity, availability of services, and beds/slots.
16. Provide consultation and information to parole agents and other interested PSN-associated staff regarding client progress, treatment and recovery services, and discharge status within the requirements of the state and federal Health Insurance Portability and Accountability Act (HIPAA) and other confidentiality requirements.
17. Ensure that providers work cooperatively with parole agents in the commission of their duties and recognize the Release of Information document signed by each parolee.
18. Assist ADP and CDCR to develop and implement PSN written guidelines, policies, procedures, and protocols.