

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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July 16, 2007

PSN Letter No. 07-02

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); Center Point

Subject: Change in site visit procedures

This letter is to inform Parolee Services Network (PSN) counties of a change in the site visit policy. Site visits performed by the Department of Alcohol and Drug Programs' (ADP) PSN liaisons will no longer be unannounced as a matter of routine. PSN liaison analysts will contact county PSN coordinators or treatment providers to arrange all site visits in advance.

Under the revised policy, and as a first step in scheduling a site visit, liaisons will contact the county PSN coordinator. The county coordinator will make arrangements with the provider or will authorize the PSN liaison to contact the provider directly.

In an effort to attain program compliance the goal will be to work collaboratively to eliminate any program discrepancies or audit disallowances. Therefore, for your convenience, the PSN site visit/monitoring form used by PSN liaisons is available for download via a new PSN Forms web page (linked on the right-side navigation bar. Please use this form in preparation for a site visit.

If you have any questions, please contact your county's field analyst or another PSN staff member, or [E-mail PSN](#).

Sincerely,

A handwritten signature in blue ink that reads "Millicent Gomes".

MILLICENT GOMES
Deputy Director
Office of Criminal Justice Collaboration

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.



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