

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**

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June 17, 2010

PSN Letter No. 10-01

**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) 2010-11 PSN POLICY GUIDELINES AND WORK PLAN DOCUMENTS

This letter transmits the authorized policies and procedures for administering the Parolee Services Network (PSN) in FY 2010-11.

The PSN funds are administered pursuant to the requirements established by the California Department of Corrections and Rehabilitation (CDCR), Office of Substance Abuse Treatment Services (OSATS), 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. 10-01 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](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.

The FY 2010-11 work plan package is essentially the same as that used in FY 2009-10. In most cases, unless a county has recently conducted an RFP process, updating the FY 2009-10 plan will be permissible.

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, 2010, contingent on an expectation of eventual ADP/CDCR approval. However,



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PSN reimbursements cannot be released until the FY 2010-2011 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 2010-11. If you have any questions, feel free to contact your county's assigned field analyst or PSN administrative staff:

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Parolee Services  
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Sincerely,



MILLICENT GOMES  
Deputy Director  
Office of Criminal Justice Collaboration

Enclosures:

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

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[Enclosure 2](#) -

Services to California Department of Corrections and Rehabilitation (CDCR), Parolee Services Network

[Enclosure 3](#) -

Fiscal Year 2010-11 Parolee Services Network County Work Plan

[Enclosure 4](#) -

Fiscal Year 2010-11 Parolee Services Network: Amendment to County Work Plan

[Enclosure 5](#) -

Parolee Services Network Funding Fiscal Year 2010-11: Preliminary County Allocations

[Enclosure 6](#) (Excel) -

County Monthly Activity Report: Parolee Services Network

[Enclosure 7](#) -

PSN/CIU Client Admission Form: Parolee Services Network

PSN Transfer/Discharge: Parolee Services Network

[Enclosure 8](#) -

CDCR Office of Substance Abuse Treatment Services, Parolee Services Network, Program Guidelines and Treatment Standards

[Enclosure 9](#) (Excel) -

Statewide PSN Participant Count

[Enclosure 10](#) -

OSATS Activity Report (client incident report)

cc: California Department of Corrections and Rehabilitation (CDCR), Office of Substance Abuse Treatment Services (OSATS)

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