

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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November 8, 2011

PSN Letter No. 11-02

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)

SUBJECT: FISCAL YEAR (FY) 2011-12 PSN POLICY GUIDELINES AND WORK PLAN DOCUMENTS

This letter transmits the authorized policies and procedures for administering the Parolee Services Network (PSN) in FY 2011-12.

Please note that this information is being distributed in advance of the Department of General Services final approval of the PSN Interagency Agreement. That approval, to include a July 1, 2011 start date for services, will be communicated shortly in a follow up notification. In the interim, these guidelines will allow counties to immediately begin completing their workplan guidelines documents to allow them more time in which to prepare and submit quarterly reports and invoices.

The PSN funds are administered pursuant to the requirements established by the California Department of Corrections and Rehabilitation (CDCR), Office of Offender Services (OS), through an Interagency Agreement with the Department of Alcohol and Drug Programs (ADP). Beginning this fiscal year, the allocation and county reimbursements will be distributed to counties through the new actual cost quarterly invoicing and reimbursement system.

Electronic versions of PSN No. 11-02 and its eleven (11) 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.

The FY 2011-12 work plan package elements have been substantially streamlined since the version used in FY 2010-11. Following the approval of all 17 PSN workplans, an update of CDCR's PSN Monthly Tracking Form (Excel spreadsheet) will be released, including FY 2011-12 provider data in the drop-down selection menus.



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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. PSN reimbursements cannot be released until your FY 2010-2011 county work plan is approved.

We look forward to working with you in FY 2011-12. If you have any questions, feel free to contact your county's assigned field analyst or PSN administrative staff:

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Sincerely,



MILLICENT GOMES
Deputy Director
Office of Criminal Justice Collaboration

Enclosures:

[Enclosure 1](#) -
Parolee Services Network – Fiscal Year (FY) 2011-12 Work Plan Provisions

[Enclosure 2](#) -
Parolee Services Network – County Work Plan, Fiscal Year 2011-12

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[Enclosure 3](#) -

Parolee Services Network – Final Allocations, Fiscal Year 2011-12

[Enclosure 4](#) (Excel) -

Parolee Services Network – Quarterly Claim for Reimbursement, Fiscal Year 2011-12

[Enclosure 5](#) (Excel) -

Statewide PSN Weekly Participant Count, FY 2011-12

[Enclosure 6](#) (Excel) - 

Parolee Services Network – County Quarterly Activity Report

[Enclosure 7](#) - 

Parolee Services Network – Client Admission Form

[Enclosure 8](#) - 

Parolee Services Network – Transfer/Discharge Form

[Enclosure 9](#) -

Parolee Services Network – Program Guidelines and Treatment Standards

[Enclosure 10](#) -

Office of Offender Services (OS) Activity Report (client incident report)

[Enclosure 11](#) (Excel) -

Parolee Services Network Data Collection Instrument (PSN DCI – v5.0)

cc: California Department of Corrections and Rehabilitation (CDCR),
Office of Offender Services (OS)

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