

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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Date: June 7, 2011

DUI Letter No. 11-02

TO: DUI PROGRAM SERVICE PROVIDERS
CALIFORNIA COUNTY ALCOHOL AND DRUG PROGRAM ADMINISTRATORS
DUI COUNTY COORDINATORS

SUBJECT: QUARTERLY LICENSING AND PARTICIPANT ENROLLMENT
REPORTS

This letter provides information and direction for utilization of the newly revised Quarterly Licensing and Participant Enrollment Reports (enclosed).

The Department of Alcohol and Drug Programs (ADP) is including a new line item on these reports under "Statistical Information" to capture the number of active participants receiving program services for the \$5 per month fee schedule. For the purpose of these reports, active participants include those who were transferred out, completed, or dismissed during the respective reporting quarter. This data will provide the Department valuable information for identifying trends and providing statistical information to program stakeholders.

Effective July 1, 2011, all DUI programs are required to submit quarterly data utilizing the newly revised form. For your convenience, ADP will continue to accept program developed versions of these reports providing the corresponding change is made. Any reports submitted after July 1, 2011, that do not incorporate this new information will be returned to the program for revision.

ADP appreciates your cooperation in collecting this information. Download revised enrollment forms at http://www.adp.ca.gov/Criminal_Justice/DUI/forms.shtml. If you have any questions regarding the contents of this letter you may contact Amanda Mains at (916) 323-4877.

Sincerely,

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

MILLICENT GOMES
Deputy Director
Office of Criminal Justice Collaboration

Enclosures



DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY
For energy saving tips, visit the Flex Your Power website at
<http://www.fypower.org>