

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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**ADP BULLETIN**

Title: Utilization and Reimbursement of Bay Area Services
 Network (BASN) Allocation

Deputy Director Approval

(signed by)

GLORIA J. MERK, II
 Program Operations Division

Function:

- Information Management
- Quality Assurance
- Service Delivery
- Fiscal
- Administration

Issue Date:

3-1-00

Expiration Date:

00-05

Until Notified

Supersedes Bulletin/ADP Letter
 No.

Issue No.

PURPOSE:

To reinstate the policies and guidelines established for Parolee Services Network Projects, Fiscal Year (FY) 1999-00 Policy Guidelines and Work Plan Document, dated April 26, 1999.

To suspend the negotiated Work Plan rates for the FY 1998-99 (only), to allow the (9) BASN counties to receive 100 percent reimbursement for 90 percent, and above, utilization.

To rescind the May 28, 1999, memorandum.

DISCUSSION:

The May 28, 1999, memorandum amended the policy language involving utilization and reimbursement for 90 percent utilization and reimbursement of the BASN county allocations.

The May 28, 1999, memorandum authorized a 100 percent reimbursement for 90 percent utilization but did not authorize a rate increase from those established in the Work Plan, which would allow for full reimbursement. The revised policy was signed by representatives of Department of Alcohol and Drug Programs (ADP) and Department of Corrections (CDC).

REFERENCES:

The April 26, 1999, Parolee Services Networks Projects – FY 1999-00 Policy Guidelines and the Work Plan Document.

This notice rescinds and replaces the policy memorandum dated May 28, 1999,

(Exhibit 1). The policy memorandum stated, in part, that full reimbursement of the allocation will be allowed if 90 percent of the contracted units of service are provided by each provider in each modality.

HISTORY:

Policy and guideline documents for the Parolee Services Networks state that providers must reach and maintain a minimum of 90 percent utilization as a performance issue, or be at risk of losing funds. This policy, however, did not take into account the weekend bed day vacancy. An example, programs discharging clients' vacancies which could affect overall utilization. A circumstance complicating this issue is the BASN Case management Provider (Walden House) operates Monday through Friday only. The program provider must wait until the next business day to contact the Case Manager for possible new clients.

QUESTIONS/MAINTENANCE:

If you have further questions, please feel free to call Marshal Wilkerson, Supervisor, Special Projects, at (916) 323-2089 or Alisa Nelson, BASN Liaison, at (916) 322-8726.

EXHIBITS:

1. May 28, 1999 Memorandum
2. The April 29, 1999, Parolee Services Network Projects –FY 1999-00 Policy Guidelines and Work Plan Document.

DISTRIBUTION:

BASN County Coordinators (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma); County Alcohol and Drug Program Administrators; Department of Corrections' Office of Substance Abuse Programs and Parole and Community Services Division; Walden House; Wagerman Associates, Inc.; and Director's Advisory Council