

<p style="text-align: center;"><b>York/Adams Drug and Alcohol Commission Treatment Policy and Procedure Manual</b></p>	<p><i>Number: P-9</i></p> <p><i>Policy: New Program Request Process</i></p>
<p><i>Most Current Revision : 6/1/20</i> <i>Effective Date: 7/1/20</i></p>	<p style="text-align: right;"><i>Page: 1 of 1</i></p>

***I. Purpose:***

To establish a policy outlining the process for new program requests

***II. Policy:***

Programs that do not exist in the DDAP Prevention Program Listing, must receive approval prior to implementation. To request to implement a program that is not approved, alert your YADAC prevention program representative or their designee of the requested program and justification of the request. If the SCA finds the request appropriate, they will completed an SCA Prevention Program Request Form and submit via email to their assigned DDAP Prevention Analyst for consideration for addition to the DDAP Prevention Program Listing and the WITs system. The SCA shall alert the provider of the request approval or denial.

***III. Related Items:***

The SCA Prevention Program Request Form.

Approved by:

*Audrey Gladfelter*  
YADAC Administrator

6/1/20  
Date