

<p>York/Adams Drug & Alcohol Commission Policy & Procedure Manual</p>	<p>Number: P-6 Policy: Prevention Unavailable Service Log</p>
<p>Creation Date : 10/8/2014 Effective Date: 11/5/2014</p>	<p>Page: 1 of 1</p>

I. Purpose:

To identify prevention service needs as requested by the community that the prevention provider is unable to provide, as well as unfunded services provided, and to capture data regarding such services.

II. Policy:

All Contracted Prevention/Intervention Providers are required to complete the *Prevention Unavailable Service Log* ("log"). The log must be submitted to the Prevention Program Specialist monthly, via email, by the 15th of the following month for the previous month (ex. July 15th for services in June). The log must contain information regarding prevention services requested that the provider was unable to provide, as well as those services that were provided that were not funded. Utilizing the log, the provider must indicate:

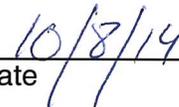
- Community requestor (if applicable)
- Service requested
- Date service requested
- Service location requested
- Service population code(s)
- Reason service not rendered (must check and explain). The program cost must be included regardless of reason. If service not rendered due to training cost, please include this cost as well.

III. Related forms

The *Prevention Unavailable Service Log* form is posted on the YADAC website.

Approved By:


YADAC Administrator


Date