

<b>York/Adams Drug &amp; Alcohol Commission Policy &amp; Procedure Manual</b>	Number: P-7  Policy: Quarterly Prevention Service Implementation Plan Progress Report
<i>Most Current Revision:</i> 6/9/2017	<i>Page 1 of 1</i>

I. Purpose

To establish a policy outlining procedures to document quarterly progress towards achieving the program markers identified in the implementation plan.

II. Policy

York/Adams Drug and Alcohol Commission requires all contracted Prevention Providers to submit quarterly an implementation plan progress report to the YADAC Prevention Program Specialist. This form must be submitted via email by the due dates outlined below.

Quarter	Due Date
Quarter 1 (July 1- September 30)	October 15
Quarter 2 (October 1- December 31)	January 15
Quarter 3 (January 1-March 31)	April 15
Quarter 4 (April 1- June 30)	July 15

The progress report presents an opportunity for the provider to identify how services, populations, etc. have been implemented, expanded and/or to report on barriers/trends that have occurred, reporting program evaluation, etc.

III. Related Items

The Quarterly Prevention Service Implementation Plan Progress Report is included in your approved implementation plan.

Approved by:

  
YADAC Administrator

  
Date