

**County of San Bernardino
Department of Behavioral Health**

Alcohol and Drug Services Program Review Policy

Effective Date 5/8/07
Revised Date 5/10/07



Allan Rawland, Director

Policy It is the policy of the Department of Behavioral Health (DBH) that a formal program review be conducted a minimum of one (1) time per fiscal year, with the standard of two (2) times per fiscal year, for all contract and DBH Primary Prevention, Outpatient, Residential, Narcotic Treatment, and Recovery Center programs. All County Certified Deferred Entry of Judgment Program and Certified Driving Under the Influence Program reviews are to be conducted two (2) times per fiscal year and additional evaluations may apply to specific programs.

Purpose To ensure contract, certified, and county agencies are in compliance with Federal, State and County standards and requirements that may be indicated in alcohol and drug programs, block grant standards, and contract guidelines.

Formal Program Review A formal program review is a process of ensuring all contracted, certified, and county programs are meeting Federal, State and County standards and requirements.

The formal program review requires a designated ADS staff member to examine:

- The organization, administration and personnel of contracted, certified and county programs.
- The documentation supporting alcohol and other drug services.
- Additional program requirements

Additional Evaluation In addition to the formal program review, a designated ADS staff member is also required to evaluate the performance of the following programs on a quarterly basis:

- Primary Prevention
- Outpatient
- Residential
- Narcotic Treatment
- Recovery Center

Note: Under special circumstances, quarterly reviews may be waived with the consent of the Program Manager II or his/her designee.