




**MEMORANDUM OF IMPORTANCE**

**County Commissioners**  
Joshua G. Parsons, Chairman  
Ray D'Agostino, Vice-Chairman  
Craig E. Lehman

**Executive Director**  
Rick Kastner, M.Ed.

**TO:** All LCDAC Contracted Outpatient Treatment Providers  
**FROM:** Becky Sayeg, Case Management Supervisor   
**SUBJECT:** 2022 Monitoring Episode PRELIMINARY Instructions  
**TODAY'S DATE:** 02082022  
**EFFECTIVE DATE:** 02082022

As a result of the previous monitoring experiences and spending much time trying to organize the material coming to LCDAC from the providers during the monitoring process, the following instructions have been created, to help organize and manage this workload.

- Becky Sayeg will be spearheading the Case Management/Treatment Monitoring this year. If there are questions or submission of materials, please only contact Becky.
  - Niki Snyder: will be overseeing the fiscal aspect of the Monitoring
  - Shawn McNichol: is playing a supportive role
- In the next few weeks, someone from the LCDAC office will be contacting each of you to schedule your 2022 monitoring visit
  - Be advised that some providers may be scheduled for a virtual site visit while others are scheduled for an on-site visit
  - For the scheduled on-site visits, a competent agency staff person **MUST** be made available to assist the LCDAC staff on-site for the duration of the on-site visit
- After your 2022 Monitoring appointment has been scheduled:
  - Becky Sayeg will email you confirmation of your appointment with an attached list of documents that you **MUST** submit electronically by the identified due date
  - Each provider will receive an individualized list of required documents of which may include:
    - Items based on the Corrective Action Plan/CAP from the previous year; and/or
    - Items that the LCDAC office neglected to review the previous year
  - If your submission packet includes copies of any new or recently updated policies, verification of the following will also be required:
    - Proof that these updated/changed policies were reviewed with the staff must also be sent, such as (but not limited to):
      - Minutes of meetings when the policies were reviewed that list the attendees who were present
      - Documented supervision sessions listing the attendees
      - Sign-off Sheets
- Submission of your 2022 monitoring documents
  - Only electronic submissions will be accepted
  - All requested documents **MUST** be received by the due date



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- Submissions received AFTER the due date may not be accepted
- If you are sending several documents as ONE scanned document, you MUST include an INDEX as to what the bulk scan includes
- If you are scanning your documents to email, YOU MUST RELABEL EACH ITEM, so we know exactly what each document is and/or contains.
- If your emailed documents arrive as “doc####”; you will receive a non-compliance
- We will not be responsible for discerning what items you have scanned to us AND will not be responsible for identifying any unlabeled documents
- Additionally, if the requested Provider Policy/Procedure is not a stand-alone policy/procedure AND/OR is nestled into a larger manuscript, you MUST HIGHLIGHT the information requested and/or indicate exactly where the requested policy/procedure is located in the larger manuscript.
- Documents are to be sent as an individual document; of which is properly identified
- **These instructions above need to be followed or the provider will be in non-compliance**
- If a Corrective Action Plan (CAP) is required, only those CAPs submitted in the correct format will be accepted

Your time, attention, & adherence to these preliminary instructions are appreciated.

Additional instructions will be forthcoming 😊