



COUNTY OF LOS ANGELES

# Public Health



JONATHAN E. FIELDING, M.D., M.P.H.  
Director and Health Officer

JONATHAN E. FREEDMAN  
Chief Deputy Director

## Alcohol and Drug Program Administration

JOHN VIERNES, JR.  
Director  
1000 South Fremont Avenue  
Building A-9 East, Third Floor  
Alhambra, CA 91803  
TEL (626) 299-4193 • FAX (626) 458-7637

www.publichealth.lacounty.gov

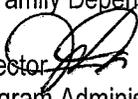
### BOARD OF SUPERVISORS

- Gloria Molina  
First District
- Mark Ridley-Thomas  
Second District
- Zev Yaroslavsky  
Third District
- Don Knabe  
Fourth District
- Michael D. Antonovich  
Fifth District

August 24, 2009

**ADPA BULLETIN NO. 09-03**

TO: Executive Directors, Family Dependency Drug Court

FROM: John Viernes, Jr., Director   
Alcohol and Drug Program Administration

SUBJECT: **REVISED - FAMILY DEPENDENCY DRUG COURT – TIMELY PROGRESS REPORTING**

This is to remind you about the requirements for the timely submission of Family Dependency Drug Court (FDDC) progress reports as set forth by the County of Los Angeles Superior Court (Court), Department of Children and Family Services (DCFS), and the Alcohol and Drug Program Administration (ADPA). It is also to request that you ensure the progress reports contain full and accurate information needed by DCFS and the Courts.

Progress reports are an integral part of the professional treatment planning process and content-laden detailed reports are a necessary part in fulfilling the courts' responsibilities as a non-adversarial, motivational, advocate in addressing the client's substance abuse issues. The report should contain detailed recommendations as to what would be in the best interest of the clients and should be tied to the treatment plan objectives or discharge plan.

**TIMELINESS OF THE PROGRESS REPORT:**

1. Treatment Providers are required to submit an initial report within five business days of the treatment admission to the DCFS Social Worker.
2. Treatment Providers are required to submit a progress report to the DCFS Social Worker within five business days prior to the clients scheduled Court appearance.
3. Treatment Providers are required to submit a progress report to the DCFS Social Worker immediately upon discharge (expected or unplanned).

If you have any questions or need additional information, please contact your assigned Contract Program Auditor.

JV:td

c: Read File