



DEPARTMENT OF ALCOHOL & DRUG SERVICES  
POLICIES & PROCEDURES MANUAL

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Date Developed 01/31/06

Date Last Reviewed 08/01/06

SUBJECT: **CONTRACT MONITORING**

Policy

The Department of Alcohol & Drug Services receives funding from Federal, State and County General Fund sources. DADS uses some of those funds to contract with community-based organizations to provide services. DADS has a responsibility to ensure that its providers remain in compliance with the terms of their contracts and with all applicable federal, state and local regulations. DADS monitors contract agencies on an annual basis to ensure compliance with the terms of their contracts. Monitoring includes a review of the steps taken by agencies to comply with federal, state and local regulations. In circumstances, when irregularities are suspected, DADS will initiate an investigation at the discretion and under the direction of County Counsel.

Procedure

DADS staff will conduct an annual review of contracts. The attached form will be used for the purposes of contract monitoring. A report will be provided to contractors following a review by DADS staff. Contractors will be given the opportunity to respond to the review.