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November 17, 2008

**ADPA BULLETIN NO. 08-04**

TO: Proposition 36 Executive Directors  
FROM: Wayne K. Sugita, M.P.A., Acting Director   
Alcohol and Drug Program Administration  
SUBJECT: **TIMELY PROGRESS REPORTING – PROPOSITION 36**

This is to remind you about the requirements for the timely submission of Proposition 36 Progress Reports as set forth by the County of Los Angeles Superior Court (Proposition 36 Monitoring Courts) 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 the courts and ADPA.

Bench officers and court officers in some Proposition 36 court jurisdictions have recently voiced dissatisfaction with the poor quality and the late submission of clients' progress reports. In some cases, no reports are being submitted to the courts. Progress reports are an integral part of the professional treatment planning process and content-laden detailed reports are a necessary part of the courts' monitoring function.

As set forth in the agency Proposition 36 contract and the Proposition 36 Providers' Manual, the following applies:

**1) Timeliness of the Progress Report:**

Upon receiving clients from the Community Assessment Services Centers (CASC), Proposition 36 treatment agencies are required to submit professionally prepared Progress Reports to the Bench Officers at least **two to five days** prior to the client's next Court appearance, through the TCPX (Treatment, Court, and Probation eXchange) system.

For participants supervised by the California Department of Corrections and Rehabilitation, the treatment agency is to submit Progress Reports on a quarterly basis, or sooner if the status of the participant changes.

**2) Quality of the Progress Report Content:**

The content of the Progress Report is to be developed in a typed, case-specific, professional manner and have sufficient detail to provide the Judge, Public Defender, District Attorney, Deputy Probation Officer and/or Parole Agents with a clear understanding of the status and prognosis for that particular client. The report should also provide detailed recommendations from the agency to the Court as to what would be in the best interest of the specific client and should be tied to the treatment plan objectives or the discharge plan. Cut and paste, and cryptic progress notes are not appropriate to submit to the Court, and are of little value in assisting your client. If there is something that you need from the Court on a particular matter, please include that into the Progress Report, or in a letter to the Bench Officer, if it will enhance your client's progress.

**3) Designated Court Liaison:**

Each agency is to provide the Superior Court of their jurisdiction with the name of one staff member, who will be the point-of contact (the Proposition 36 liaison) responsible for providing additional information or missing Progress Reports, should this become necessary.

**4) Provider Sanctions:**

Failure to comply with this bulletin may be considered a violation of the contractual agreement. If there are repeated failures to provide timely Progress Reports and concerns from Courts, referrals to the treatment program may be suspended until the areas of deficiencies are appropriately addressed. The assigned Contract Program Auditor will work with agencies and monitor compliance with this procedure during the annual site visits.

If you have any questions or need additional information, please contact your assigned Contract Program Auditor or the Proposition 36 Helpline at (888) 742-7900, Monday to Friday, from 8:00 a.m. to 5:00 p.m.

WKS:dk

c: Leo Busa  
David Hoang  
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Contract Program Auditors and Supervisors