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SAPC BULLETIN 23-08
Supersedes BULLETIN 21-04

August 31, 2023

TO: Los Angeles County Substance Use Disorder
Contracted Prevention and Treatment Service Providers

FROM: Gary Tsai, M.D., Bureau Director 
Substance Abuse Prevention and Control

SUBJECT: EFFECTIVE COMMUNICATIONS WITH SAPC NETWORK

The Department of Public Health, Bureau of Substance Abuse Prevention and Control (SAPC) is committed to establishing and maintaining effective lines of communication with all contracted substance use disorder (SUD) prevention, harm reduction, and treatment service provider agencies. Similarly, contracted prevention, harm reduction, and treatment service provider agencies are expected to ensure all relevant staff throughout their organization receive and understand SAPC communications (e.g., Provider Manual, Information Notices, Bulletins, email updates, etc.) which are critical to the delivery of services and relevant to their respective positions.

SAPC – Provider Communications

SAPC has enhanced its existing “SAPC Provider Listservs” which are used to facilitate effective communication with various service provider audiences. Information shared via the listservs are vital to the effective implementation of SAPC-funded programs and will include the release of new Information Notices, Bulletins, changes to standards and policies, updates on Sage or other information relevant to the delivery of services, and the management of SAPC’s SUD prevention and treatment network.

GovDelivery Subscription

SAPC uses GovDelivery, a digital communications platform, for email listserv delivery.

Subscription to the “SAPC Provider Listservs” must be made by the provider agency Executive Leadership using the attached SAPC Listserv Update Form. Requests to subscribe or to make any changes to your agency’s existing subscriptions to any of the “SAPC Provider Listservs” must be submitted to SAPCMonitoring@ph.lacounty.gov with the designated listserv group(s) requested, using the SAPC Listserv Add Form.

If an individual has removed themselves from a listserv email, they will not receive any future emails from that individual listserv which may mean missing critical updates, contract requirements, or other important notifications SAPC sends out to our provider network. In the event a person has removed themselves from a GovDelivery listserv, they may follow up with SAPC Contracts and Compliance team through the SAPCMonitoring@ph.lacounty.gov email and our team will verify if an individual email is active or blocked on the listserv list and assist in how to be added back to the listserv.

Below is the list and description of the audience(s) for all SAPC Provider Listservs:

Listserv	Audience	Purpose/Type of Information Shared
All Agencies	Leadership and designated staff (per Executive leadership of provider agency) for all SAPC services and providers	High-level information on administrative updates having an impact on all SAPC service agencies
SAPC Treatment	Contracted treatment provider leadership and key staff	High-level administrative and programmatic updates impacting contracted treatment services (e.g., Information Notices, Bulletins, State guidance)
SUD Treatment Workforce <i>(this listserv is generated by SAPC from SAGE)</i>	All current Sage users	Primarily clinically related and more detailed updates, news, and requirements having an impact on direct service provision
Medical Director	Physicians serving as Medical Director and Executive leadership of contracted treatment provider agencies	High-level clinical updates and news impacting medical and clinical treatment protocols

<p style="text-align: center;">SUD Transformation</p>	<p>Contracted and non-contracted SUD prevention and treatment provider agencies and other stakeholders</p>	<p>High-level administrative and programmatic updates impacting SAPC prevention and treatment services (e.g., Bulletins, news, etc.), including updates on upcoming trainings, conferences, and grant opportunities</p>
<p style="text-align: center;">SAPC Prevention</p>	<p>Contracted prevention provider leadership and key staff</p>	<p>High-level administrative and programmatic updates impacting contracted prevention services (e.g., Bulletins, news, etc.)</p>

In addition to SAPC’s GovDelivery listservs provided above, agencies are reminded to keep SAPC updated with any key agency contact changes. If your agency has any new corporate information, staff changes, etc., please complete the attached “Corporate Information Form” attached to this Bulletin. It is important that SAPC have the most current and updated contact(s) for all providers. Agencies may provide updates at any time but are encouraged to review and verify existing contacts with SAPC on at least an annual basis.

Please contact SAPCMonitoring@ph.lacounty.gov or your assigned Contract Program Auditor for additional information.

GT:mm

Enclosures