

Lancaster County Drug & Alcohol Commission Case Management & Clinical Services Policy & Procedure Manual	CMCS # 16B <i>Policy: Provider Responsibility When Hiring a Case Manager and/or Filling A Vacated Case Manager Position Thereafter</i>
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**I. Purpose of the policy**

To identify/clarify a few additional parameters/activities/guidelines to ensure that the Case Management Positions funded through the LCDAC office remain solvent **before hiring** a Case Manager, **upon hiring** a Case Manager, and/or **filling a vacated** Case Manager **position**

**II. Procedure Prior to Hiring a Case Manager**

a. As indicated in “***CMCS 16A Case Management Overview For Grant Funded Case Managers Embedded within the OP LOC***”, the Provider MUST have ***in working order*** ALL itemized parameters/activities/guidelines indicated in the “***CMCS 16A Case Management Overview For Grant Funded Case Managers Embedded within the OP LOC***” ***PRIOR*** to hiring a Case Manager

**III. Procedure to Fill a Vacated Case Management Position**

a. If/when a vacancy transpires, the Provider **MUST** inform LCDAC of said vacancy **BEFORE** filling the position OR **BEFORE** assigning another staff person to fulfill the responsibilities of the vacated CM position

- i. The Providers CANNOT fill a vacant position with a NEW staff person UNTIL written approval has been received from LCDAC that the position may be filled;
- ii. Providers CANNOT have another employed staff member fulfill the vacated CM position responsibilities until written permission is secured from LCDAC

**IV. Procedure Upon Hire of a Case Manager**

a. Upon hiring a qualified candidate for the position of Case Manager, a copy of resume of the hired Case Manager shall be emailed to LCDAC office: [Drugalcohol@co.lancaster.pa.us](mailto:Drugalcohol@co.lancaster.pa.us)

Approved By:



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Rick Kastner LCDAC Executive Director

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Date