

<p>Lancaster County Drug &amp; Alcohol Commission PREVENTION Procedures</p>	<p><i>P # 1</i> <b>Policy: Prevention Provider Meetings</b></p>
<p><i>Most Current Revision: 08242022</i> <i>Effective Date: 07012020</i></p>	<p><i>Page: 1 of 2</i></p>

I. Purpose

To ensure that the contracted LCDAC Prevention Providers are involved with the planning, implementation, barriers, evaluation, and technical assistance of the LCDAC prevention service goals.

II. Procedure

- a. LCDAC will have scheduled quarterly meetings.
  - i. A representative from each of the contracted LCDAC Prevention Service Provider is to be present.
- b. The LCDAC Prevention Provider Meeting schedule will be posted on the LCDAC Website at the beginning of each fiscal year.
  - i. This posting shall include
    1. Date
    2. Start time
    3. End time
    4. Format/Location
      - a. Virtual = computer; OR
      - b. In Person = address will be provided
- c. As appropriate/warranted, LCDAC will schedule additional meetings.
  - i. For each additional meeting scheduled, a representative from each of the contracted LCDAC Prevention Service Providers is to be present.
  - ii. For each additional meeting, relevant information will be provided with ample notice.
- d. Meetings shall be designed to:
  - i. Build strong relationships
  - ii. Foster greater collaboration among providers/staff and provide opportunities to learn from one another
  - iii. Keep people informed
  - iv. Communicate and clarify goals
  - v. Communicate and reinforce expectations
  - vi. Review of expectations/deliverables
  - vii. Assess progress
  - viii. Share upcoming plans
  - ix. Identify problems or concerns early on
  - x. Share successes

*P#1: Prevention Provider Meetings*

- xi. Discuss program adaptations
  - xii. Help ensure a good understanding of adaptations that have been made and how they may affect program outcomes
  - xiii. Provide space for proactively planning adaptations that may help a program be a better fit for the target population/community
  - xiv. Determine if a planned program is truly a good practical fit or if it would be better to replace with a different program that is a better fit
  - xv. Discuss needs
- a. Meeting minutes from every meeting shall be retained on file at the LCDAC office.
  - b. Following each gathering, the meeting minutes will be dispersed to the LCDAC Prevention Providers.

Approved By:



Rick Kastner LCDAC Executive Director

08242022

Date