

Lancaster County Drug & Alcohol Commission Case Management & Clinical Services Policy & Procedure Manual	CMCS # 46  Policy: Unusual Incident Reporting
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**I. Purpose**

To outline what the parameters are for ALL contracted LCDAC service providers in reporting unusual incidents.

**II. Procedure**

- A. The provider is to adhere to the most recent DDAP Unusual Incident Reporting directives regarding what to report, how to report, and when to submit an unusual incident report.
- B. These directives can be located on the DDAP Website.
- C. ADDITIONALLY, ALL PROVIDERS are expected to alert the LCDAC Executive Director in the event ANY contracted provider has a voluntary closure of a site.

The following information is expected to be included in the alert to the Executive Director:

- A. The date of closure
- B. The process leading to the closure date
- C. A written press release to provide to the media
- D. An identified spokesperson to whom the media shall be directed to contact with questions
- E. The necessary information and date when the closure information can be made public;
- F. The date when the staff will be informed of the closure.

Approved By:



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Rick Kastner LCDAC Executive Director

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Date