

January 29, 1999

GENERAL RELIEF PROGRAM GUIDE LETTER NO. 22

SUBJECT: GENERAL RELIEF ALCOHOL AND DRUG SERVICES (GRADS)

Effective Date: Upon Receipt

1. Purpose

This General Relief Program Guide (GRPG) Letter is to provide a new chapter of the GRPG for the General Relief Alcohol and Drug Services (GRADS) program.

2. Background

On October 18, 1994, the San Diego County Board of Supervisors directed the Department of Social Services and the Department of Health Services to develop a substance abuse screening, testing and treatment program for General Relief (GR) applicants. On December 14, 1994, the Board of Supervisors adopted an ordinance establishing a mandatory substance abuse screening, testing and recovery services requirement for GR applicants and recipients. On April 25, 1995, the Board of Supervisors approved a recovery services plan for implementation effective July 1, 1995.

Initiation of and subsequent changes in the GRADS program were announced to staff in GRPG Special Notices. Several of the changes were due to the implementation of time-limited eligibility and reasonable suspicion criteria in the General Relief program. This new GRPG chapter includes current policies and procedures for the program.

In addition, a Memorandum of Agreement between Policy, Strategy and Program Development and Alcohol and Drug Services for the GRADS program has been developed and was signed in July of 1998.

3. Automation Changes

None.

4. Forms Impact

Three of the GRADS forms have been revised. Districts are to use the new version upon receipt of the initial supply from Office Services and recycle existing stock of forms. Revisions are:

- The GRADS Appointment Letter (Form 11-89 HHSA) has a box added to be checked if the client is homeless or has no permanent residence*. The address for ECS – Mid-City has been changed.

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- The GRADS Orientation Log (Form 11-90 ORI DSS) and the GRADS Screening Appointment/Sign-In Log (Form 11-90 DSS) have been combined into one log, now titled the GRADS Screening/Assessment Sign-In Log (Form 11-90 HHSA). Information to be entered in the “Status” column is:
 - Type of referral (i.e., screening or comprehensive assessment)
 - GR program category (i.e., Time Limited, Interim Assistance, Employable with Limitations)
 - Indication if client is homeless*.
- The GRADS Non-Compliance Form (Form 11-91 HHSA) has the new address of Mid City.

* Note: Information on homeless status is requested on these forms to identify potential participants in a Housing and Urban Development (HUD) grant, called GRADS 2. This grant funds residential recovery services for homeless substance abusers.

5. Appeals/Quality Control Impact (QC)

None.

6. Acknowledgement

Thanks are extended to the following GR Corrective Action Committee Members who revised/developed sections of the GRPG: Reynato Alcantara, Ron Flint, Patti Groulx, Patricia Haskell, Fred Leger, Diana Levardo, Elsa Montoya. Special thanks are extended to Joelle Carrine who drafted the GRADS Chapter.

7. Filing Instructions

Add Chapter 90-120.

Special Notices 95-10 and 95-10 Addendums A – G are now obsolete.

ORIGINAL SIGNED BY:

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