

Sixth District Department of Correctional Services POLICY	Issue Date 04/01/88	Effective Date 08/15/22	Policy Number 1008-22
Subject NOTIFICATION OF MISSED APPOINTMENTS		Review Month September	Author 746 (CRY)
Rescinds 1008-16	References		

POLICY:

The Director ensures a system is developed and implemented that requires on-going communication regarding client's progress in treatment.

PROCEDURE:

1. The TASC Liaison notifies the referring Agent, within one (1) working day, when a client misses an assessment.
1. The notification to the referring Agent is documented, at minimum in ICON Generic Notes (103).

BY ORDER OF:

Bruce Vander Sanden, District Director