

POLICY

The DADS Adult System of Care (ASOC) monitors temporary closures of treatment sites in the system. The purpose for this monitoring is so that we can notify the system in a timely manner (especially the assessment sites).

PROCEDURE

**Treatment
Sites**

Notify the DADS Quality Improvement Division as soon as you are aware that your site will be closed for any period of time. We request notification at least 2 weeks in advance. Call the On-Call QI Coordinator to advise of the closure and then follow the call with a Fax or Email submission of the DADS Temporary Closure Notification Form (Appendix D-3 of this Manual).

**Quality
Improvement**

When the On-Call QI Coordinator receives the call advising of a temporary closure, the provider should be reminded to submit the written form the same day. When the On-Call QI Coordinator receives the Closure Notification Form they will then send an e-mail regarding the temporary closure to all of the screening sites (Temporary Closure Distribution List on email) to advise of the closure.