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**MEMORANDUM**  
**OF**  
**IMPORTANCE**

**County Commissioners**  
Joshua G. Parsons, Chairman  
Ray D'Agostino, Vice-Chairman  
Craig E. Lehman

**Executive Director**  
Rick Kastner, M.Ed.

**TO:** All LCDAC Contracted Prevention Providers\*  
(\*that is: Compass Mark; COBY's; EACTC; Gaudenzia; SACA; YWCA;  
GOAL Project; DUI Council)

**FROM\*:** Rick Kastner, LCDAC Executive Director

**SUBJECT:** Monthly Narrative Reports ***MUST*** now also include a "**WITS Prevention Services All Services Report**"

**TODAY'S DATE:** November 16, 2021

**EFFECTIVE DATE:** December 1, 2021

As written in the *PREVENTION Appendix A* of the 2021/2022 LCDAC contractual agreement, ***currently ALL*** LCDAC Contracted Prevention Providers ***MUST:***

- Submit a monthly narrative report to the LCDAC Prevention Program Specialist by the 15th day of the following month
  - This report shall include (at a minimum) a status report of the prevention services/activities, staff updates, successes, issues encountered or anticipated, outcome measures, etc.
  - Monthly invoices will not be processed until the monthly report is received.
- Input data associated with all prevention and early intervention services funded by the Lancaster SCA into the PA WITS system
  - At least 70% of prevention service data must be entered into the PA WITS system within two (2) weeks of the date the service was delivered
  - Services will not be reimbursed until all data entry is complete and accurate

To ensure that the data associated with all prevention and early intervention services have been successfully entered into the PA WITS system, a copy of the "**WITS Prevention Services All Services Report**" ***MUST*** accompany the monthly narrative report.

This *MEMORANDUM OF IMPORTANCE* serves as notice that failure to include the "**WITS Prevention Services All Services Report**" WITH the monthly narrative report may delay payment for services rendered.

The contents of this *MEMORANDUM OF IMPORTANCE* shall be incorporated into the 2022/2023 LCDAC Prevention Contracts.

\*Questions may be directed to Shawn McNichol: [samnichol@co.lancaster.pa.us](mailto:samnichol@co.lancaster.pa.us)

