



Policy/Procedure regarding Submission of the Comprehensive Community Plan

To: Local Coordinating Councils

From: Sonya R. Carrico, Division Director
Substance Abuse Services

Re: Comprehensive Community Plans

Over the past year several plans have been received in the state office months late. This has occurred for several reasons, many of them understandable. However, it remains the responsibility of the LCCs and the Community Consultants to communicate with the Substance Abuse Services Division regarding the status of the plans. Therefore, the following policy and procedure is to be implemented effective January 1, 2011.

Any plan not submitted to the Community Consultant by the due date will result in an immediate denial letter, therefore freezing the LCC's funds. In the event an extension is necessary, the request must be submitted no later than the 15th day of the month the plan is due. Therefore, the Governor's Commission for a Drug Free Indiana now requires the consultants to notify commission staff they have received the plans and are in the review process. Additionally, the LCCs will be given 15 days, to make any revisions recommended by the consultant. Once the revisions are received or the 15th day, whichever comes first, the plan will be submitted to the consultant for review and submission to commission staff. Should staff request additional information or clarification; the CCP will be returned to the consultant with the recommended changes. The LCC will then have 15 days to make the requested revisions. If no revisions or changes are received, commission staff has authority to send a denial letter, thereby freezing the LCC funds until the changes are complete.

For example: The LCC's plan is due in November. The consultant will notify division staff no later than December, 1st the CCP has been received and is under review. Should the consultant recommend changes, the LCC will have 15 days to complete and return the plan to the consultant. Once commission staff receives and reviews the plan it will either be approved, or returned to the consultant with requested changes. The LCC will then have 15 days to complete the CCP for final approval. If the plan is not submitted by the due dates, a denial letter will be sent.

By implementing this process, it is anticipated plans will be reviewed and approved quickly and ensure the LCCs remain in statutory compliance. Please contact your Community Consultant should you have any questions. This document will also be posted on the Indiana Criminal Justice's website at www.in.gov/cji, then click on the Governor's Commission for a Drug Free Indiana. The "Instructions for Completing a Comprehensive Community Plan," has also been updated with this information and can be found on the website.

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