



LOUISIANA

Addictive Disorder Regulatory Authority

Policy Name: Self-Report Policy

Approval Authority: The ADRA Board is responsible for final approval of new or revised policies and procedures. The ADRA office will be responsible for ensuring that necessary policies, procedures and guidelines are current and available on the appropriate departmental web site and implemented accordingly.

Revisions: March 14, 2013

Errors or changes? Send email to admin@la-adra.org

1. **Policy Statement**

ADRA self-reporting plays an essential role in the conduct of our business; we value our ability fulfill our purpose designated by the Addictive Disorders Practice Act to protect the public.

2. **Reason for Policy**

The purpose of this policy is to ensure the fulfillment of the purpose of the ADRA board by requiring individuals credentialed by the ADRA to self-report relapses directly to the ADRA office and to define the process in doing so.

3. **Who Should Read This Policy**

The following individuals should observe this policy and follow its procedures and understand this policy in order to perform job duties.

- All members of the ADRA community including but not limited to:
 - ADRA Staff
 - ADRA Board Members
 - All individuals regulated by the ADRA
 - All individuals applying to be regulated by the ADRA
 - Counselors/Prevention Specialist in Training
 - Addiction Treatment Assistants
 - Certified Clinical Supervisors
 - Public

4. **Related Documents**

Addictive Disorders Practice Act
Professional and Occupational Standards
Impaired Professionals Policy

5. **Contacts**

ADRA Office
4919 Jamestown Avenue, Suite 203
Baton Rouge, Louisiana 70808
225-361-0698 (phone)
admin@la-adra.org (email)



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6. **The Policy**

In an effort to ensure the fulfillment of the purpose of the ADRA board by requiring individuals credentialed by the ADRA to self-report relapses and define the process:

Submission

- A relapse must be self-reported immediately but no later than 24 hours from relapse
- Self-report must be submitted in writing to the ADRA office via email or mail

Following Submission:

- The credential and/or status immediately becomes inactive in the ADRA database
- All certificates and wallet cards should be surrendered to the ADRA office
- Self-Reports are investigated by the board upon receipt
- Disciplinary Action is determined accordingly

General information and application instructions regarding all ADRA credentials can be found on the ADRA website at www.la-adra.org. The most current copy of this policy is also maintained on our website for your reference.

7. **Compliance with this Policy**

Failure to comply with this policy may result in untimely and inaccurate transfer of information. If there is anything in this policy that you do not understand, please contact the ADRA office using the information provided.

Please note that the procedures and policies outlined in this policy, and in any related policy, may be reviewed or changed at any time. You will be alerted to important changes [and updates will be published on our website].