

**ALCOHOL AND DRUG ABUSE DIVISION
ATR Ohana**

TECHNICAL ASSISTANCE (TA) PROCEDURES

- 1. Provider asks for assistance from ADAD staff**
- 2. ADAD staff emails TA form to Provider to fill out**
- 3. Provider fills out TA form and returns to ADAD staff**
- 4. ADAD staff turns in form to supervisor for approval**
- 5. Date of TA is confirmed**
- 6. TA is delivered as approved**
- 7. After TA is performed, ADAD staff fills out office use section of the form and turns it back into supervisor**