

**CHAPTER 253. ORGANIZATIONAL STRUCTURE  
OF THE COUNCIL**

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**Source**

The provisions of this Chapter 253 amended August 3, 1979, effective August 4, 1979, 9 Pa.B. 2524, unless otherwise noted.

**§ 253.1. Statement of policy.**

In order to effectively carry out the mandates of Act 63, an organizational structure has been established, with the approval of the Executive Board, that provides for the systematic delegation of authority of the Governor's Council through its staff at 4 Pa. Code § 9.13 and 9 Pa.B. 309 (January 27, 1979) (relating to Governor's Council on Drug and Alcohol Abuse).

**§ 253.2. The Council.**

- (a) The Council is composed of six members in addition to the Executive Assistant for Human Services to the Governor who serves as its Chairman.
- (b) The Council shall provide the following services:

- (1) Be responsible for the efficient performance of all duties and responsibilities as prescribed in Act 63 and Act 64 and Reorganization Plan No. 4 of 1973.
- (2) Function as the Single State Authority for the acquisition and disposition of Federal and State drug and alcohol funds.
- (3) Assure the development, coordination and adoption of a State Plan for the control, prevention, treatment, rehabilitation, education, training, research and evaluation aspects of drug and alcohol abuse.
- (4) Serve as the policy making body that directs operations pertaining to the implementation of the State Plan.
- (5) Review and adopt regulations, with the approval of the Chairman, for the operation of programs supported under Act 63 and Reorganization Plan No. 4 of 1973.
- (6) Establish such advisory committees as are necessary to assist the Council in fulfilling its responsibilities.
- (7) Encourage the formation of community agencies and coordinating councils in an effort to promote local cooperation and communication.
- (8) Determine policy and coordinate and evaluate the efforts of all drug and alcohol abuse programs in this Commonwealth.
- (9) Establish funding priorities for drug and alcohol programs.
- (10) Approve grants and contracts except as noted.

### § 253.3. Alcohol Advisory Task Force.

The Alcohol Advisory Task Force shall provide the following services:

- (1) Perform all duties defined by The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (42 U.S.C.A. §§ 4541—4593).
- (2) Advise the Council on areas pertaining to alcohol education, treatment, and rehabilitation.
- (3) Convene monthly or at the discretion of the Chairman of the Council.
- (4) Select and develop various issues deemed important to the Task Force for submission to the Council.

### § 253.4. Drug Advisory Task Force.

The Drug Advisory Task Force shall perform the following services:

- (1) Perform all duties as defined by The Drug Abuse Office and Treatment Act of 1972 (21 U.S.C.A. §§ 1101—1191) and (42 U.S.C.A. §§ 2684—2688t).

- (2) Advise the Council on areas pertaining to drug education, treatment, and rehabilitation.
- (3) Convene monthly or at the discretion of the Chairperson of the Council.
- (4) Select and develop various issues deemed important to the Task Force for submission to the Council.

**§ 253.5. Office of the Executive Director.**

The Office of the Executive Director shall provide the following services:

- (1) Administer policies and programs under Act 63, its amendments, and other applicable laws.
- (2) Serve as the Chief Executive Officer of the Council staff and be delegated all administrative authority for the operation of the Council in accordance with Act 63 and The Administrative Code of 1929 (71 P. S. § 51—718-3).
- (3) Convene the Council.
- (4) Direct all activities of the Council staff in terms of the development and implementation of the State Plan.
- (5) Inform the Council of all exceptional program issues needing policy redirection.
- (6) Have approval authority for facilities that dispense methadone and other chemicals for the treatment of drug dependence.
- (7) Issue official memoranda indicating Council policy, procedures, and legal rulings necessary to implement the goals and objectives of the Council.
- (8) Implement policies promulgated by the Council, and, acting through the staff, see that there is compliance with the policies approved by the Council.
- (9) Review and submit the annual operating budget to the Secretary of the Budget.
- (10) Direct, at his discretion or at the request of the Council, a performance audit of any activity pursuant to the State Plan.
- (11) Act as final approving authority for personnel appointments.
- (12) Direct the activities of the Deputy Executive Director and Office of the General Counsel.
- (13) Resolve exceptional contractual issues requiring Council attention.
- (14) Have final approval authority on grants and contracts, upon approval of the Council.
- (15) Report to the Executive Assistant for Human Services in the Governor's Office and have such other authority as delegated by the Council.

**§ 253.6. Office of General Counsel.**

The Office of General Counsel shall provide the following services:

- (1) Provide legal advice and services to the Executive Director and the Council.
- (2) In conjunction with the Department of Justice, represent the Council in legal matters, including judicial proceedings.
- (3) Prepare all legislation and approve all rules and regulations to be promulgated by the Council prior to the submission of the foregoing to the Department of Justice for review and approval as required by law.
- (4) Approve all contracts and grants for form, content, legality, and compliance for minority fair employment prior to submission of the foregoing to the Department of Justice for review and approval as required by 37 Pa. Code Chapter 161 (relating to procedures for contract review).
- (5) Assist in drafting legal opinions concerning drug and alcohol questions issued by the Attorney General.
- (6) Process all records acquired through sections 17—19 of Act 64 (35 P. S. §§ 780-117—780-119).
- (7) Serve as the Council's representative to the Drug, Device and Cosmetic Board.
- (8) Conduct legal research consistent with policy decisions of the Council.
- (9) Conduct investigations at the direction of the Executive Director and in conjunction with appropriate investigative agencies.
- (10) Report to the Executive Director and to the Counsel of the Governor.

**§ 253.7. Office of the Deputy Executive Director.**

The Office of the Deputy Executive Director shall provide the following services:

- (1) Perform the duties of the Executive Director in the absence of the Executive Director.
- (2) Directly supervise the Office of Policy and Planning and the Affirmative Action Office.
- (3) Assist the Executive Director in the formulation of program funding policies and priorities in relation to grants given to Single County Authorities and direct provider contractors.
- (4) Evaluate and monitor the activities of the four individual Bureaus in order to assure the prompt accomplishment of their assigned tasks, goals and objectives.
- (5) Implement a project controls system utilized on a monthly basis, the purpose of which will be to accurately evaluate the performance of Bureau directors.
- (6) Meet with Bureau directors on a regularly scheduled basis to resolve problems in the achievement of goals and objectives and to coordinate the accomplishment of tasks involving participation of more than one Council bureau, or outside agencies, or both.

- (7) Assist the Executive Director in the development of policies and the implementation of procedures required to translate Council policies into action programs.
- (8) Report to the Executive Director.

**§ 253.8. Affirmative Action Office.**

The Affirmative Action Office shall provide the following services:

- (1) Assure that the Council and its grantees/contractors operate in accordance with Executive Directives Numbers 17, 21 and 50 and relevant State and Federal laws concerned with ending discrimination against minority groups and women.
- (2) Assure that positions are filled by the selection of qualified applicants and that the applicants are not discriminated against due to their race, color, religion, or sex, and that promotions are provided on an equal opportunity basis.
- (3) Report to the Deputy Executive Director.

**§ 253.9. Office of Policy and Planning.**

The Office of Policy and Planning shall provide the following services:

- (1) Prepare the Annual Alcohol Abuse Prevention Plan in accordance with 42 U.S.C.A. §§ 4541—4593.
- (2) Prepare the Annual Drug Abuse Prevention Plan in accordance with 21 U.S.C.A. §§ 1101—1191.
- (3) Prepare Agency input to related plans developed by other State agencies.
- (4) Update and amend Drug Abuse and Alcohol Abuse Plans.
- (5) Prepare planning guidelines for annual County Plans prepared by Single County Authorities.
- (6) Analyze County Plans for utilization of data required for planning purposes.
- (7) Maintain inter- and intra-agency liaison for planning related activities.
- (8) Maintain planning liaison with the Drug Advisory Task Force and the Alcohol Advisory Task Force.
- (9) Provide technical assistance regarding planning procedures and requirements to Agency and county staff.
- (10) Review and analyze Federal and State legislation, regulations, policy and guidelines to determine potential impact on the Agency planning process.
- (11) Develop procedures for obtaining necessary input into the development and improvement of the Council's planning process.
- (12) Respond to letters, suggestions and information requests directed to the Council relating to the planning process.

(13) Review grant applications submitted to Federal agencies for funding of drug/alcohol related programs and prepare letters of comment for executive signature.

(14) Develop and amend all provisions of this part (State Plan for the Prevention, Treatment and Control of Drug and Alcohol Abuse) promulgated by the Council.

(15) Develop and amend all project standards used as criteria for Council project approval, certificates of compliance, licenses, and the like.

(16) Develop and recommend to the Executive Office program policies for implementation by Council staff, SCAs and service providers.

(17) Develop and revise procedures and guidelines for implementation of Council program policies and this part.

(18) Issue policies and procedures and regulation amendments to SCAs and service providers.

(19) Review information required of and submitted by SCAs and service providers for compliance with this part, policies and procedures.

(20) Develop and update operations manuals for use by service providers.

(21) Develop and implement procedures for soliciting community input into the development of this part.

(22) Provide technical assistance and interpretation of this part, guidelines and procedures to Agency units, SCAs and service providers.

(23) Review, research and develop responses to requests for exceptions to this part.

#### **§ 253.10. Bureau of Management Information Systems.**

The Bureau of Management Information Systems shall provide the following services:

(1) Develop, implement and maintain management information systems based upon input from appropriate Agency units, SCAs and service providers.

(2) Provide training and technical assistance to Agency units on the use of management information systems.

(3) Provide training and technical assistance to systems users outside of the Agency.

(4) Provide computer systems design, maintenance, programming and processing services to Agency units.

(5) Develop and implement the Agency-wide evaluation strategy.

(6) Provide evaluation services to Agency units as needed.

(7) Review research and evaluation proposals and monitor contracts of Council research and evaluation contractors.

(8) Maintain and update data based on prevalence and extent of drug and alcohol problems.

(9) Make necessary recommendations for computer hardware and software support.

(10) Report to the Deputy Executive Director.

**§ 253.11. Division of Operations and Control.**

The Division of Operations and Control shall provide the following services:

- (1) Provide computer processing support for automated Council systems.
- (2) Provide data control support to all systems users for utilization of Council automated systems.
- (3) Monitor and review all internal production procedures, production systems and programs to insure the most effective use of division personnel and computer hardware.
- (4) Schedule and control all required processing at the Council or other data processing sites.
- (5) Evaluate present hardware configuration, review new hardware, and make equipment recommendations.
- (6) Notify vendors or maintenance organizations of all equipment malfunctions and monitor corrective action.
- (7) Maintain liaison with vendors and maintenance organizations for equipment and supplies.

**§ 253.12. Division of Systems and Programming.**

The Division of Systems and Programming shall provide the following services:

- (1) Provide systems analysis, design and programming support to meet the operating requirements of the Council, and the reporting requirements of the legislature, various Federal, State and local agencies, and service providers.
- (2) Develop and maintain systems specifications necessary for implementation and use of automated systems and provide the necessary training and technical support to systems users.
- (3) Work with the systems users to develop controls, insure timely and accurate reporting and to verify systems integrity.
- (4) Provide the Division of Operations and Control with operational programs, instructions, and procedures for all automated systems.
- (5) Design and procure input documents required to support all automated systems.
- (6) Implement and modify systems software or utility programs to insure effective use of computer equipment for the Division of Operations and Control.
- (7) Provide technical assistance and training on systems software, utilities and computer equipment.
- (8) Establish and maintain liaison with Federal, State and local agencies with respect to information requirements.

**§ 253.13. Division of Evaluation and Technical Support.**

The Division of Evaluation and Technical Support shall provide the following services:

- (1) Provide evaluation services and technical support to meet Agency requirements.
- (2) Implement an overall evaluation plan to service the Commonwealth prevention and treatment program.
- (3) Work with the Division of Systems and Programming in developing the necessary systems support for evaluation.
- (4) Develop and disseminate information on the prevalence and extent of drug and alcohol problems in this Commonwealth.
- (5) Recommend projects, review proposals, and monitor contracts related to research and evaluation.
- (6) Work with the Division of Systems and Programming and systems users in the development, writing and maintenance of user manuals necessary for implementation and use of automated systems.
- (7) Conduct site visits to SCAs and facilities as needed to provide or arrange for the provision of necessary training and technical support in the preparation of input and use of output for users of automated systems.
- (8) Work with the Division of Systems and Programming, the Division of Operations and Control, and users, to establish validity checks of the data being processed.
- (9) Establish procedures for monitoring compliance with Agency reporting requirements and work with Agency users and other Bureau personnel to implement and enforce this requirement.

**§ 253.14. Bureau of Administrative Services.**

The Bureau of Administrative Services shall provide the following services:

- (1) Provide administrative direction for the Office Services Division and the Personnel Division.
- (2) Develop and implement procedures governing the Council's administrative activities; such as budget preparation, personnel management, accounting services, management methods, procurement, and the like.
- (3) Serve as the Agency liaison with Commonwealth agencies relating to budget, fiscal, procurement and personnel activities; such as State Civil Service Commission, Office of Administration, Office of the Budget, Comptroller's Office, Department of General Services, and the like.
- (4) Be responsible for the preparation and control of the Council's budget request, rebudget, preparation of material for Appropriation Committees Hearings, the processing of all budget documents such as Allotment Allocation Schedules, Allotment Amendments, Contingent Commitments, and the like.

(5) Operate a personnel management system assuring that Council and SCAs have adequate staff to meet their goals and objectives in accordance with various State and Federal Civil Service Commission and personnel rules and regulations.

(6) Prepare all necessary service purchase contracts, maintenance contracts, lease agreements, and procurement documents necessary for the Council to have adequate equipment, office space, supplies and services necessary for its daily operations.

(7) Provide the Council with management methods services in the areas of systems, methods, organization, space analysis, equipment utilization, forms and records control, filing techniques, procedures and composition services.

(8) Serve as using agency representative with the Department of General Services on capital construction projects which are State-financed; such as Gaudenzia, Diagnostic and Rehabilitation Center, St. Luke's and Children's Hospital Addictive Disease Center.

**§ 253.15. Division of Office Services.**

The Division of Office Services shall provide the following services:

(1) Furnish procurement services and supplies to the Council to adequately maintain operations.

(2) Be responsible for the negotiation and assignment of all leased office space for Council headquarters and regional offices.

(3) Coordinate the preparation of service purchase contracts, and maintain files and reports and other deliverables resulting from these documents.

(4) Serve as the liaison between the Council, Comptroller and independent vendors relative to specialized purchase needs.

(5) Provide for maintenance and disposition of Council automotive equipment as well as serve as a liaison with the Department of General Services for use of vehicles from the Commonwealth Automotive Fleet.

(6) Provide for mail and messenger services as required.

(7) Be responsible for the coordination and preparation of all budget material to be incorporated into the Council's annual budget request, rebudget, and material to be used as part of the Agency's appropriation hearings.

(8) Be responsible for the maintaining of all Agency accounting reports and control of fiscal accounts; such as preparation of Allocation and Allotment Schedules, Allotment Amendments, revenue deposits, year-end closing documents, Letter of Credit transactions, and the like.

(9) Review accounting reports for each organization/bureau, making the necessary adjustments and transfers to assure adequacy of funds to meet Council obligations.

(10) Serve as the primary interface between the Office of the Budget and the Comptroller's Office on all matters relating to budgetary and fiscal activities.

(11) Provide the Council with composition and graphic arts functions to meet the Agency's requirements.

(12) Provide for printing needs to the Council through both Commonwealth and commercial printing agencies.

(13) Be responsible for the publication and updating of the Agency Administrative Manual which outlines basic operating procedures for Council employees in the administration of their daily tasks and assignments.

(14) Provide the Council with management expertise in the areas of systems, records management, space analysis, equipment utilization, forms and filing techniques.

#### § 253.16. Division of Personnel.

The Division of Personnel shall provide the following services:

(1) Direct and control all phases of the Agency's personnel program including recruitment, employe services, labor relations, leave, personnel/payroll transactions, classification and compensation and training.

(2) Develop and implement Council personnel policies and procedures.

(3) Conduct the Agency recruitment and placement program by interviewing candidates, reviewing resumes, determining qualifications, and referring candidates for employment consideration.

(4) Coordinate the development of testing programs with the State Civil Service Commission and Agency consultants.

(5) Provide benefit information and counseling to employes in such areas as Blue Cross/Blue Shield, life insurance, blood bank, and retirement.

(6) Interpret and administer the provisions of collective bargaining agreements.

(7) Classify Agency and county positions to maintain equity among positions.

(8) Conduct Agency and county occupational and classification surveys.

(9) Resolve third step grievances and represent the Agency on appeals.

(10) Develop or revise class specifications and recommend appropriate pay ranges or revisions or both.

(11) Determine and evaluate Agency training needs and provide training information to staff.

(12) Review out-service and in-service training requests for job relatedness.

(13) Provide technical assistance to SCAs on personnel management and administration.

(14) Provide technical assistance to Council staff on personnel management matters.

(15) Conduct personnel management reviews of SCAs to ensure compliance with personnel agreements and policies.

(16) Investigate disciplinary recommendations made by office or bureau directors and make appropriate recommendations.

- (17) Process personnel/payroll transactions received by the Division of Personnel.
- (18) Process SCA personnel transactions.
- (19) Maintain Agency leave records.
- (20) Conduct orientation program for new employees.
- (21) Conduct an exit interview program.

**§ 253.17. Bureau of Community Assistance.**

The Bureau of Community Assistance shall provide the following services:

- (1) Direct all operations of the Bureau's four Regional Division Offices.
- (2) Provide feedback to other units of the Council based on the results of the Bureau's project approval/licensing, monitoring, technical assistance, auditing and fiscal review and approval activities as an aid in the assessment of the effectiveness of programs and services supported or required by the Council.
- (3) Provide technical assistance to Single County Authorities (SCAs), projects and related organizations in the interpretation and implementation of the Council's policies, standards and procedures, and this part.
- (4) Be responsible for all project approval/licensure field activities, analyses and recommendations to the Executive Director for the issuance of project approval compliance certificates/licenses.
- (5) Garner input from SCAs, projects and related organizations and assess the impact of Council policy on the community based drug and alcohol service delivery system; and provide recommendations to the Executive Director.
- (6) Be responsible for conducting all necessary monitoring and associated activities necessary to assess contractor/grantee performance and compliance with the terms and conditions of agreements.
- (7) Review, analyze, and make recommendations on all Single County Authority grants, contracts and plans.
- (8) Act as the primary reviewer of contract proposals related to the community based service delivery system and related agreements.
- (9) Develop and maintain fiscal systems for grantees and contractors providing treatment services or comprising a part of the community based services delivery system. The Bureau shall also be responsible for the conduct and analysis of fiscal and performance audits as directed by the Executive Director. Recommendations shall be made to the Executive Director.
- (10) Analyze budget requests and fiscal reports of grantees providing treatment services or comprising a part of the community based services delivery system. The Bureau shall also be responsible for the conduct and analysis of fiscal and performance audits as directed by the Executive Director. Recommendations shall be made to the Executive Director.
- (11) Prepare application/proposals for Federal funding in support of treatment services.

- (12) Review and comment on the guidelines providing technical assistance; receive and review all Single County Authority plans.
- (13) Report to the Executive Director.

**§ 253.18. Division of Grants Management.**

The Division of Grants Management shall provide the following services:

- (1) Provide interface between the Council and the Comptroller on all contract and grant fiscal matters.
- (2) Receive, review, and analyze fiscal reports to keep appropriate Agency units informed of financial activities.
- (3) Consolidate budget submittals, including coordination of Federal program funding requirements for submission to the Bureau of Administrative Services.
- (4) Review the budget portion of contract and grant proposals for efficient utilization of program funds.
- (5) Maintain a fiscal reporting system that will relate to a standard service contract and be compatible with the State fiscal system.
- (6) Carry out performance audits with authorization of the Executive Director.
- (7) Prepare fiscal guidelines for county plans.
- (8) Report to Deputy Director of Community Assistance.

**§ 253.19. Division of Licensing and Certification.**

The Division of Licensing and Certification shall provide the following services:

- (1) Provide approval function for the use of methadone as mandated under Act 64 and 21 U.S.C.A. §§ 1101—1191.
- (2) Implement, monitor, control and conduct field work for Agency project approval/licensing responsibilities.
- (3) Maintain liaison with the Office of Policy and Planning with respect to the development and revision of project approval/licensing standards.
- (4) Maintain a central number and record control for project approval/licensing activities.
- (5) Issue appropriate letters and certificates indicating Council action on project approval/licensing applications.
- (6) Issue appropriate correspondence indicating Drug and Alcohol Project Status on all inter- and intra-agency requests; such as BVR, C-2, M.A., Food Stamps, and the like.
- (7) Report to the Director of Community Assistance.

**§ 253.20. Regional Divisions.**

The Regional Divisions shall provide the following services:

- (1) Provide technical assistance to county agencies in the implementation of Council policies and programs.
- (2) Provide explanation and clarification to county agencies on this part, and policies and guidelines of the Council.
- (3) Provide recommendations on grant and contract proposals and county plans.
- (4) Monitor service delivery systems for compliance with this part, Council standards and reporting formats.
- (5) Monitor performance of Single County Authority contractors and grantees.
- (6) Report to Director of Community Assistance.

**§ 253.21. Bureau of Program Services.**

The Bureau of Program Services shall provide the following services:

- (1) Be responsible for the identification of unique population groups requiring specialized program information.
- (2) Plan and coordinate the activities for these special population groups through various Council functions, programs, technical assistance, and the like.
- (3) Develop and operate occupational alcoholism and drug programs for business industries and conduct training programs in the fields of prevention and treatment for service delivery personnel.
- (4) Provide training programs for persons currently employed in community treatment programs.
- (5) Coordinate and implement training and prevention efforts in the field of drug and alcohol abuse with other Commonwealth agencies.
- (6) Coordinate the Alcohol Highway Safety Program in association with the Governor's Traffic Safety Council and the Pennsylvania Department of Transportation in an effort to establish a system of Driving Under The Influence programs on a statewide basis.
- (7) Recommend the adoption of new and innovative training and prevention strategies for use by Single County Authorities and program providers.
- (8) Provide a toll-free answering service for treatment and prevention referral; such as guidance of funding and treatment approaches.
- (9) Provide the citizens of this Commonwealth with current and factual information on drug and alcohol abuse.
- (10) Develop and implement basic alcohol and drug education programs, institutes, workshops, and seminars for community professionals and laymen, prospective counselors, Council members, Council staff and special population groups.

**§ 253.22. Division of Training and Prevention.**

The Division of Training and Prevention shall provide the following services:

- (1) Develop, coordinate and conduct training programs in prevention and treatment for service delivery personnel.
- (2) Provide training programs for public and private schools and professional and technical education institutions and their professional personnel.
- (3) Monitor Agency training and prevention contracts.
- (4) Provide analysis and recommendations on training and prevention proposals.
- (5) Develop and recommend appropriate curriculum materials for training and prevention service delivery.
- (6) Recommend new and innovative training and prevention strategies for use by Single County Authorities and program providers.
- (7) Implement training and prevention programs under the auspices of the National Institute of Alcoholism and Alcohol Abuse and the National Institute of Drug Abuse, using Federal grant moneys.
- (8) Provide training to Agency staff in coordination with the Division of Personnel.
- (9) Coordinate and implement training and prevention efforts with other Commonwealth agencies.
- (10) Maintain the statewide training system and training registries.
- (11) Develop and implement basic alcohol and drug education programs, institutes, workshops and seminars for community professionals and laymen, prospective counselors, Council members, Council staff and special population groups.
- (12) Negotiate with colleges and universities to obtain academic credits or continuing education unit credits for students attending alcohol and drug courses conducted by the Division.
- (13) Coordinate training with Single County Authorities through the Regional Training System.
- (14) Provide technical assistance to Regional Division Offices as requested in monitoring of training and prevention plan performance.

**§ 253.23. Division of Intervention Services.**

The Division of Intervention Services shall provide the following services:

- (1) Analyze new or unique populations in need of specialized program information, such as women, youth, ethnic minorities, the elderly, or professional groups such as emergency care personnel, nurses, clergy, and the like.
- (2) Plan and coordinate activities and awareness for special populations through Council functions, program development, technical assistance, or public forum/conference presentation.
- (3) Serve as Agency liaison or provide technical assistance or both to special population organizations, including the Women's Task Force and the Physician's Task Force, the certification process, judicial and law enforcement personnel.

(4) Prepare guidelines for developing the State Employee Assistance Program to assist governmental employees with deteriorating job performance and establish a system of referral for those needing specialized or professional care.

(5) Provide technical assistance to occupation program consultants from Single County Authorities; plan and direct training programs for consultants, counselors, and supervisory personnel from business industry, and governmental agencies regarding the State Employee Assistance Program.

(6) Maintain liaisons with Bureau of Labor Relations, unions, and managers in regard to the State Employee Assistance Program for those employees with alcohol or drug abuse problems.

(7) Coordinate the Alcohol Highway Safety Program in association with the Governor's Traffic Safety Council and the Pennsylvania Department of Transportation in an effort to establish a system of Driving Under the Influence programs on a statewide basis.

(8) Serve as consultant to community groups operating Driving Under the Influence programs or preparing to conduct programs for Driving Under the Influence offenders.

(9) Record and collate blood alcohol reports received from the Department of Health laboratories on driver fatalities; notify county coroners of the blood alcohol content of the deceased drivers from reports received from the laboratory; and correlate reports of drivers' deaths with reports from State Police and Pennsylvania Department of Transportation statistics.

**§ 253.24. Educational Needs Clearinghouse for Outreach Research and Emergency (ENCORE).**

The Education Needs Clearinghouse for Outreach Research and Emergency shall provide the following services:

(1) Provide the citizens of this Commonwealth with current and factual information on drug and alcohol abuse.

(2) Provide ongoing public relations.

(3) Provide support to Agency staff in developing workshops, seminars, training and conferences.

(4) Develop multimedia campaigns to increase public awareness of the nature and extent of drug and alcohol abuse and the availability of prevention and treatment services throughout this Commonwealth.

(5) Assist the National Institute on Drug Abuse in implementing its nationwide Drug Abuse Communications Network (DRACON).

(6) Provide a toll-free public answering service for information and treatment referral; such as guidance on program funding and treatment approaches.

(7) Provide on a free loan basis audiovisuals and an index of audiovisual aids pertaining to drug and alcohol.

(8) Publish a bimonthly newsletter and prevention newsletter offering news of developments and state-of-the-art reports in the field.

- (9) Provide a reference library and data repository.
- (10) Develop and disseminate bibliographies on various aspects of drug abuse and alcoholism.
- (11) Maintain Agency-produced publications and respond to inquiries for information concerning the Council.
- (12) Provide technical assistance and information to private organizations, drug and alcohol programs and other Commonwealth agencies for conferences, workshops and seminars.
- (13) Operate a newspaper clipping service relative to articles on the drug and alcohol abuse field.

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