



GEORGIA DEPARTMENT OF CORRECTIONS REPORT FOR EMPLOYEE SUPPORT SERVICES

ADR & EAP Services

Location: _____ Date: _____

Coordinator: _____

Type and number of cases handled in the month of _____
(Include A/D Referral, Family Counseling, Conflict Resolutions, Consultant Referrals, etc.)

(use additional pages as needed)

CID Services

Location: _____ Date: _____

Debriefing Team: _____

Date of Event: _____ Date of Debriefing: _____

Facts about the Event: _____

Number Debriefed: _____ Number needing further assistance: _____ and type of assistance offered:

If follow-up needed, explain:

(use additional pages as needed)

When complete:

- **e-mail** the form via Group Wise mail as an attachment to:
Brewtc00@dcor.state.ga.us OR to Jacksc02@dcor.state.ga.us
- **Fax** the form to CPA-Employee Support Services at 404-656-6496
- **Mail** via US Postal to CPA-Employee Support Services-2 MLK Jr. Dr. 7th Fl. East Tower, Atlanta, Ga. 30334

ADR & EAP Services Report due by the 10th of each month

CID Services Report due within one week following any Critical Incident Debriefing

Record Retention: Retain in CPA, Employee Support Services for one calendar year.