

| PROCEDURE NAME | MANAGER RESPONSIBLE | PROGRAM AREA |
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| Urine Drug Screening Procedure | Jennifer Saelens | Quality Improvement |

I. PROCEDURE SUMMARY

Urine drug screening is utilized by Fairfield County Job and Family Services (FCJFS) - Children Services Division to quantitatively test for the presence of alcohol and/or other drugs. As urine drug screening is quantitative, results can be used not only for determining whether or not a client or significant other is legally positive or negative for the presence of alcohol and/or other drugs, but can also (after establishing baseline results with the first screening) determine whether a client or significant other’s use of drugs is decreasing or increasing over time. All clients or significant others are provided with the following three options when participating in the urine drug screening process:

- Option 1: FCJFS - Children Services Division has entered into an agreement with Fairfield County Medical Center, located at 401 N. Ewing St., Lancaster, OH and Marinacci Labs, located at 830 E. Main St., Lancaster, OH. In this option customers may choose either Fairfield County Medical Center or Marinacci Labs to complete screening.

- Option 2: FCJFS – Children Services Division has an agreement with AccuChem Laboratories. In this option, FCJFS – Children Services Division staff will collect and send urine samples to 990 N. Bowser Rd., Suite 800, Richardson, TX, 75081 for testing. All FCJFS – Children Services Division staff have been trained in policy and procedure set forth by AccuChem Laboratories for such urine drug screening collection and testing.

- Option 3: FCJFS – Children Services Division has an agreement with Phamatech Inc. In this option, FCJFS – Children Services Division staff will conduct, monitor and complete the *QuickScreen™ Pro Multi Drug Screening Test* also referred to as Rapid Screens. This is an instant screening process. *(See Procedure: Option 3 of this document)*

Urine drug screening is voluntary, except under specific conditions when so ordered by a court of competent jurisdiction, and is subject to the federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records.

II. PROCEDURE

The following actions should be initiated by a FCJFS – Children Services Division staff member when requesting a urine drug screening for any client or significant other under Option 1:

1. Obtain immediate supervisor's approval for use of Urine Drug Screening Referral and Voucher.
2. Complete the Urine Drug Screening Referral and Voucher form (available in the forms cabinet located near receptionist's desk). Staff member requesting screening is to assure person or persons to be screened is provided with "Needed Items" form and informs client to produce a picture ID at time of screening. If client does not have a picture ID, FCJFS – Children Services Division staff member will arrange for ID to be made at FCJFS office.
3. FCJFS – Children Services Division staff member completes Urine Drug Screening Referral and Voucher form, including client's name, client's date of birth, corresponding FCJFS – Children Services Division date, caseworker name, caseworker's phone number, type of screening requested, time frames for screening to be executed and location screening is to occur. Staff member may clarify this information directly to service provider in lieu of completing the Urine Drug Screening Referral and Voucher form.
4. FCJFS – Children Services Division staff member will fax Urine Drug Screening Referral and Voucher form to client's choice of screening location.
5. Fairfield Medical Center and Marinacci Labs staff have been trained and instructed regarding information required on form prior to screening taking place. Fairfield Medical Center and Marinacci Labs staff can clarify any questions or concerns regarding information on the form by contacting FCJFS – Children Services Division staff member.
6. Results of the urine drug screening will be faxed to FCJFS – Children Services Division. Under special circumstances (i.e. court hearings), results may be obtained in a more expedient manner by FCJFS – Children Services Division staff.

The following actions should be initiated by a FCJFS – Children Services Division staff member when requesting a urine drug screening for any client or significant other under Option 2:

1. Obtain immediate supervisor's approval for obtaining urine drug screen sample.
2. FCJFS – Children Services Division staff member follows steps as instructed by AccuChem Laboratories urine screening procedures, which include completing urine screening form complete with client's name,

social security number, client's (donor) self printed name and signature, FCJFS – Children Services Division staff member printed name and signature, date and time of screening.

3. FCJFS – Children Services Division staff member instructs client (donor) to provide urine sample in container provided in kit.
4. FCJFS – Children Services Division staff member instructs client (donor) to secure lid as instructed on kit procedural steps for collecting urine sample.
5. FCJFS – Children Services Division staff member instructs client (donor) to place security seal contained on urine screening form over container containing sample. Client then places secured sample in first pouch of plastic bag for submission to lab.
6. FCJFS – Children Services Division staff member then removes a second coded label from urine screening form and places it plastic bag which contains secured urine sample. Staff member provides one carbon copy of urine screening form to client (donor), one carbon copy to FCJFS – Children Services Division client case record and places original or top copy complete with a coded label in second pouch of plastic bag, which contains secured urine sample. Staff member closes plastic bag securing both pouches as instructions state on plastic bag.
7. FCJFS – Children Services Division staff member places completed and secure urine sample in identified refrigerator for urine sample collections located on first floor. Staff member completes urine screening log located next to identified refrigerator complete with date, name of staff member conducting screening and name of client (donor).
8. All urine screen samples are sent to AccuChem Laboratories located at 990 N. Bowser Rd., Suite 800, Richardson, TX, 75081 within 7 days.
9. Once urine sample is received by AccuChem Laboratories, results of urinalysis are faxed within 72 hours and then mailed to FCJFS – Children Services Division.

The following actions should be initiated by a FCJFS – Children Services Division staff member when requesting a urine drug screening for any client or significant other under Option 3:

1. Obtain immediate supervisor's approval for obtaining urine drug screen sample.

2. FCJFS – Children Services Division staff provide customer or significant other with urine screen sample container. FCJFS – Children Services Division staff instructs customer or significant other to provide urine sample in container and close lid. Staff member follows all procedural steps as outlined in the *QuickScreen™ Pro Multi Drug Screening Test Catalog #9147T-25/Test Instructions* booklet. This booklet is kept with *QuickScreen* kits located in filing cabinet outside Children Services Director’s office.
3. After FCJFS – Children Services Division staff member assures temperature reading is in the approved range, staff member then places *QuickScreen™ Pro Multi Drug Screening Test Panel* into urine sample.
4. FCJFS – Children Services Division staff member follows instructions as printed on *QuickScreen™ Pro Multi Drug Screening Test Panel* for reading and determining results of urine screen.
5. Upon completion of reading *QuickScreen™ Pro Multi Drug Screening Test Panel*, FCJFS – Children Services Division staff member records findings or results on the 5 Panel Drug Test form. FCJFS – Children Services Division staff member completes form including date, customer or significant other’s name, case number, customer signature and FCJFS – Children Services Division staff member’s name who conducts the test.
6. FCJFS – Children Services Division staff member removes *QuickScreen™ Pro Multi Drug Screening Test Panel*, discards and requests customer or significant other to open lid of urine sample container. Staff member then places the *Intect 6 Test Strip* into urine sample.
7. FCJFS – Children Services Division staff member removes the *Intect 6 Test Strip* and follows instructions as listed on *Intect 6 Test Strip* container for reading and determining results of urine adulteration test.
8. Upon completion of reading the *Intect 6 Test Strip*, FCJFS – Children Services Division staff member records findings or results on the Urine Adulteration Test Results form. Staff member completes form including customer or significant other’s name, FCJFS – Children Services Division case number, customer or significant other’s signature, date, staff member name and signature.
9. FCJFS – Children Services Division staff member discards urine screening tools and instruments used in testing procedure. Staff member provides the completed 5 Panel Drug Test form and Urine Adulteration Test Results form in corresponding case record.

AFTER HOURS and ON-CALL

In the course of business, there are situations that require Urine Drug Screening to take place outside of regular business hours. When providing Urine Drug Screening after hours or during on-call, Fairfield County Job and Family Services – Children Services staff will utilize the following procedural steps:

1. Obtain on-call or back up supervisor’s approval for obtaining urine drug screen sample.
2. Determine which of the above listed options will be utilized to complete required urine drug screening.
3. Follow procedural steps as outlined for chosen option.

Additional special needs can usually be accommodated but must be coordinated by the FCJFS – Children Services Division, Fairfield Medical Center and/or Marinacci Labs staff.

III. RESPONSIBILITIES

All FCJFS – Children Services Division staff are to be familiar with procedures outlined in Option 1 and Option 2 through staff training and supervision.

IV. DATE FOR FULL IMPLEMENTATION OF THIS PROCEDURE

Upon approval.

V. FORMS ASSOCIATED WITH THIS PROCEDURE:

- Urine Drug Screening Referral and Voucher Form (Option 1)
- Client’s Need Items for Urine Drug Screening (Option 1)
- Urine Drug Screening form (Option 2)
- Drug Screening Instructions for Identifying Levels

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| Procedure Section Code: | Alcohol and Drug Services | |
| Date Approved: | October 8, 2004 | |
| Revision Dates: | | |
| Next Review Date: | October 1, 2005 | _____ FCJFS – Children Services Director |