**DRUG TESTING PROCEDURE**

# County Policy

In order to save funding, ESS should investigate other credible sources for drug test results. Two examples would be someone who is currently on Probation or Parole. The customer may already have been ordered to take a drug test by their P.O. ESS can also ask Probation Officer to order one if the customer has not taken one in the last 30 days. Another example is customers attending a Methadone Clinic. Customers take drug tests frequently as part of their program.

**County Procedure**

This process remains primarily a clerical function; however, if an ESS is working with someone and drug testing comes up, follow these instructions (3rd bullet) as opposed to referring them to clerical.

Once ESS determines that customer needs to have a negative drug test in order to be eligible for benefits, they should follow the procedure below:

**ESS Staff**

Ask customer if they have had recent drug test that we could use the results.

* **If yes**, ask customer to provide documentation of results. If no, ask the customer if there are any resources where they could take a drug test. Examples are Probation and Parole, Methadone Clinic

phones

* **If no**, refer the customer to the Benefits Desk at the Dane County Job Center (customers need to come to JCO-we no longer schedule over the phone)
* **If you are assisting the customer at JCO:**

1. Ask customer which location they would like to use (locations listed below)
2. Issue the corresponding **Chain of Custody** form to the customer (located in the bottom drawer of the cabinet behind the IM desk).
3. Complete the **Drug Test Log** sheet (located in binder by Chain of Custody forms).
4. Enter **case comments**. Example – ‘Issued Drug Test Specimen ID # (number on the Chain of Custody form) to “customer’s name” on “current date”.’
5. Give **Drug Test** form to customer
6. Inform customer to complete test within **24 hours**

**Benefits Desk Staff**

1. Benefits staff does a search for the case in CWW
2. Check case comments for location in which customer would like test conducted. If no case comments, ask customer which location they would like to use. (locations listed below)
3. Issue the corresponding **Chain of Custody** form to the customer (located in the bottom drawer of the cabinet behind the IM desk).
4. Complete the **Drug Test Log for Applicants** spreadsheet.
5. Enter **case comments**. Example – ‘Issued Drug Test Specimen ID # (number on the Chain of Custody form) to “customer’s name” on “current date”.’
6. Give **Drug Test** form to customer
7. Inform customer to complete test within **24 hours**

**Mailroom Staff**

*All drug test results will be received via fax*

1. Email all faxed drug test results to [hseadrugtesting@countyofdane.com](mailto:hseadrugtesting@countyofdane.com) (HS EA Drug Testing)
2. Put the fax in Clerical Lead mailbox

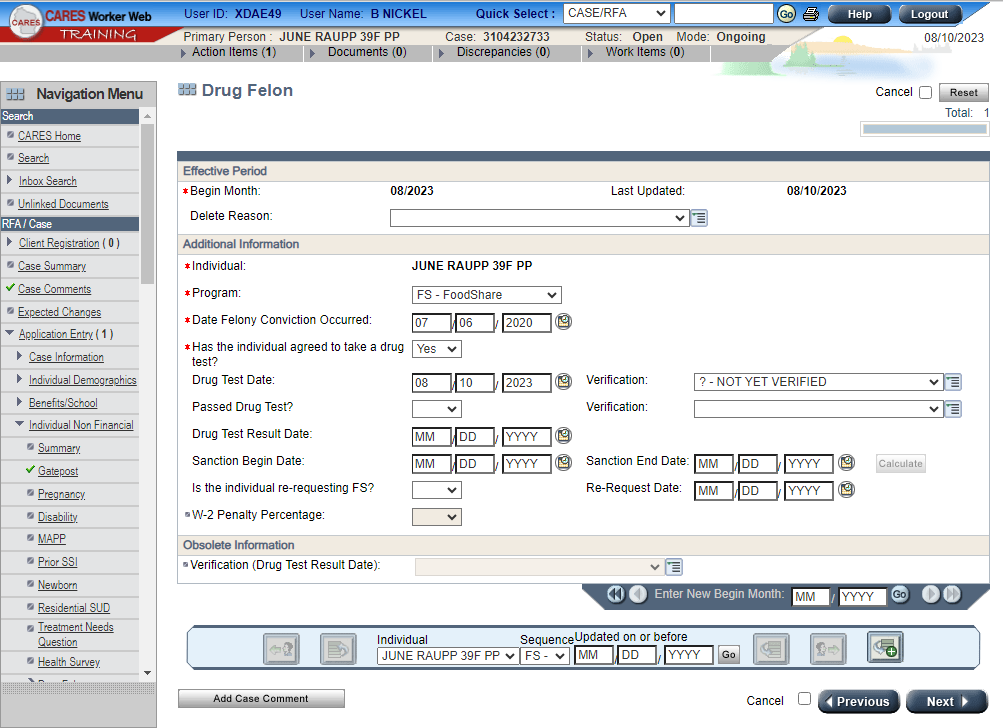
**Clerical Lead**

1. In CWW, enter comments – “Received drug test results: POSITIVE/NEGATIVE. Sent to scanning.”
2. On the top of the fax, write the 1) case #, 2) document code MAS, and 3) name of the client tested.
3. Put FAX in **ScanFirst** basket in mailroom.

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| **TESTING LOCATIONS** | |
| **Concentra – Madison East** 4260 East Town Blvd., Madison 53704 Hours: M-F 8:00 AM - 5:00 PM 608-244-1213 No appointment needed | **Concentra – Madison West** 358 Junction Road, Madison 53717 (located in Junction Point buildings) Hours: M-F 8:00 AM - 5:00 PM 608-829-1888  No appointment needed |
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| **SSM Heath - Dean Madison East** 1821 S. Stoughton Rd., Madison, WI 53716  Hours: M-F 8:00 AM - 5:00 PM Appointment **REQUIRED** - customer must call for an appointment: 608-252-8003 | **SSM Heath - Dean Madison West** 752 N. High Point Rd., Madison, WI 53717  Hours: M-F 8:00 AM - 5:00 PM Appointment **REQUIRED** - customer must call for an appointment: 608-252-8003 |

**CWW Process:**

Completing the page this way will approve expedited benefits, or pend regular benefits. Confirm the expedited and then re-run eligibility to pend the FS for ongoing benefits.

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