

**ATTACHMENT TEN
DRUG TESTING SPECIMEN COLLECTION
AND
SWEAT PATCH LAB CONFIRMATION
Service Attachment**

DEFINITION

A drug test specimen collection is defined as the point of collection during a face-to-face contact with a client by a trained employee. At the point of collection, a single specimen or multiple specimens such as urine, saliva, sweat, breath, hair, and nails are collected and screened using multiple devices if necessary to detect the presence or absence of alcohol or an illicit substance. Collection of a urine specimen must be conducted through line of sight observation of the client by a trained employee of the same gender.

DHHS shall obtain lab confirmations directly from Redwood Toxicology Lab. The Contractor shall use specimen collection supplies provided by Redwood Toxicology Lab. Specimen collection supplies will be provided for urine testing, oral fluid testing, hair testing, nail testing, and breath testing. The Contractor shall prepare and send collected specimens for lab confirmation in accordance with instructions and training provided by Redwood Toxicology Lab and DHHS. The Contractor will respond to random drug collection referrals communicated by DHHS and Redwood Toxicology Lab through the Interactive Voice Response (IVR) call-in system managed by Redwood Toxicology Lab.

A laboratory confirmation test is defined as screening the collected sweat specimen by a laboratory to confirm the presence of a specific substance(s) and the concentration of the substance(s) as identified and requested in the DHHS Service Referral. The results of the laboratory confirmation test must be provided in writing to the DHHS Case Manager or supervisor by the end of the next business day following receipt of the test results.

During a specimen collection the Contractor shall take every opportunity to engage the client in conversation about the importance of maintaining abstinence to meet case plan goals and outcomes, and offer the client encouragement, positive reinforcement, and continued support.

An admission is defined as a voluntary self-disclosure by the client that a drug test will reveal his or her use of alcohol or an illicit substance prior to the collection of a specimen. All admissions by a client must be reported to the DHHS Case Manager or Supervisor by the end of the next business day, unless otherwise noted in the DHHS Service Referral. A drug test shall not be sent for lab confirmation after a client admission unless specifically requested by the DHHS Case Manager.

A refusal is defined as the client choosing not to provide a specimen to the Contractor at the designated time. All specimen collection refusals by a client must be reported to the DHHS Case Manager or Supervisor by the end of the next business day, unless otherwise noted in the DHHS Service Referral.

A no-show is defined as the client not being present to provide a specimen to the Contractor at the designated time. All specimen collection no-shows must be reported to the DHHS Case Manager or Supervisor by the end of the next business day, unless otherwise noted in the DHHS Service Referral.

The Contractor's Drug Testing Specimen Collection protocol, policy, and rates shall be submitted to the DHHS Contract Monitor or Designee within thirty (30) days of execution of the contract, and must include, but not be limited to, the following information: (1) the procedures used for each specimen collection, (2) the rate that will be billed for collecting one or more specimens during the same point of collection when traveling to and from the point of collection; and, the rate that will be billed for site-based specimen collection if applicable; (3) the chain of custody procedures; and, (4) a copy of the forms used for written documentation of specimen collection refusals, specimen collection no-shows, and specimen collection admissions.

TARGET POPULATION

The target population is any adult, state ward, or other child referred by DHHS. Children who are not in DHHS custody or who are in DHHS custody pursuant to a 48 hour police hold, will not be referred without DHHS

obtaining parental consent.

LENGTH AND FREQUENCY OF SERVICE

Drug Testing Specimen Collection shall be provided as described in the written DHHS Service Referral and in accordance with the written DHHS Service Authorization.

STAFF CREDENTIALS

Contractor staff providing Drug Testing Specimen Collection Services shall have a High School Diploma or a GED. The Contractor shall ensure that applicable staff are trained in the use of specimen collection equipment, point-of-collection procedures, packaging for shipment, specimen storage, chain of custody procedures, and online reporting through ToxAccess in accordance with and as directed by Redwood Toxicology Lab. For sweat collection and testing, Contractor staff shall have successfully completed training that includes the use of drug testing equipment, point-of-collection drug testing procedures, maintaining chain of custody, and the Contractor's specific drug testing protocols.

If an employee does not meet the standards outlined above, the Contractor shall notify the DHHS Contract Manager, or Designee, and provide the name of the employee, their job function, and education deficiencies which prevent them from meeting the contractual standards.

MINIMUM REPORTING REQUIREMENTS

The Contractor shall maintain a monthly contact log. The contact log shall include the following information:

- Name of Provider Agency
- Name of Direct Care Provider
- Family Name
- Master Case Number
- Name of person tested
- Number and dates of specimen collections
- Number and dates of specimen collections attempted (indicate type)
 - No shows
 - Refusals
 - Admissions
- The outcome of each contact and efforts to engage the client, including a description of the conversation.
- Indication of engagement with the client to include but not limited to
 - The importance of maintaining abstinence to meet case plan goals and outcomes
 - Client encouragement
 - Positive reinforcement
 - Continued support
 - Each instance that the family is not present at a scheduled appointment or cancels an appointment for Drug Testing Specimen Collection service or (as defined below in Established Rate section).

The Contractor shall notify the DHHS Case Manager by the end of the next business day, by either phone, email, or text message every time the Contractor travels to meet the family, and the family is not present for the appointment at the scheduled designated time and location, or the appointment is cancelled while en-route to the location.

The Contractor shall enter data through ToxAccess as required and directed by Redwood Toxicology Lab. The Contractor shall provide to the DHHS Case Manager or supervisor all admissions and refusals signed by a client, in a written format approved by DHHS, by the end of the next business day unless otherwise noted in the DHHS Service Referral.

ESTABLISHED RATE

1. DHHS shall pay the Contractor up to **\$61.20** for one or more specimen collections during the same point of collection.

2. DHHS shall pay the Contractor up to **\$102.00 per each lab confirmation test for sweat patch** as defined above. Separation of a collected specimen for lab test confirmation purposes shall be construed to mean one lab confirmation test.
3. Upon request, the Contractor shall provide evidence of the actual costs for specimen collection while traveling to and from the point of collection; and for site-based specimen collection that support the rates established by the Contractor, and the Contractor shall not bill in excess of their established rates listed in their drug testing specimen collection protocol and policy.
4. DHHS shall pay the Contractor **\$15.30 for each time the client refuses a specimen collection when the contractor travels to the client to conduct the drug test.** The Contractor must provide written documentation of each refusal. The documentation must include the client's name, the designated location and time, client's stated reason for refusal, and when possible, the client's signature indicating refusal of the test.
5. DHHS shall pay the Contractor **\$15.30 for each time the Contractor travels to the client to conduct a specimen collection and a specimen is not collected because the client admits to using a specific illicit substance.** When a client self-discloses the use of a specific illicit substance, the Contractor will not conduct a specimen collection for that specific substance. The Contractor may conduct a specimen collection for other illicit substances as directed in the DHHS Service Referral. The Contractor must provide written documentation of the admission. The documentation must include the client's name, the client's signature acknowledging their admission, the date and time of the admission, and the circumstances surrounding the admission.
6. **Payment for No-Show:** No-shows will be defined as: those situations where the Contractor travels to meet the family, and the family is **not present** for the scheduled appointment at the designated time and location, or; those situations where the Contractor is traveling to meet the family for scheduled appointment, and the family cancels the appointment while the Contractor is en-route to the location.
 - a. Contractor shall attempt to communicate with the family by either phone, email or text message **before** every scheduled appointment. If the family does not confirm they are home and that they are not planning on the service, then the travel by the Contractor to the family home **shall not occur**.
 - b. The Contractor shall notify the DHHS Case Manager by the end of the next business day, by either phone, email, or text message every time the Contractor travels to meet the family, and the family is not present for the appointment at the scheduled designated time and location, or the appointment is cancelled while en-route to the location.
 - c. DHHS shall pay the Contractor **\$15.30** for each occurrence of a "no-show" that: the Contractor travels to meet the family, and the family is not present for the scheduled appointment at the designated time and location, or; the family cancels the appointment while the Contractor is en-route to the designated location. The Contractor will request payment from the DHHS CFS Staff for each instance of "no-show" as outlined above.
 - d. Contractor must provide clear written documentation, including the day and time of the attempt, that a successful attempt was made to contact the parent **before** going to the home. When clients are expected to travel to a site to submit a specimen (site-based), and do not show up at the designated time, DHHS **shall not** pay the Contractor for a no-show.