

**Staff Report**

**Subject:** Consideration of Adoption of AccuSourceHR Employment Screening and Remote Oral-Fluid Drug Testing (10-Panel)

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**Department:** Human Resources

**Meeting Date:**

**Item Description:** Request for ECBOC approval to engage AccuSourceHR for comprehensive pre-employment background checks and to implement its remote, proctored 10-panel oral-fluid drug testing for pre-employment, post-incident, and random drug screening.

**Summary Recommendation:**

Staff recommends that the Board approve contracting with AccuSourceHR to provide both employment background screening and the remote 10-panel oral-fluid drug testing program. This combination will streamline the County's hiring process, reducing turnaround times and improving compliance oversight.

**Executive Summary:**

Background Screening Services: AccuSourceHR is a 25-year employment screening provider headquartered in Phoenix, Arizona. The company is Professional Background Screening Association (PBSA)-accredited and employs a consultative approach to tailor screening programs to each client's specific needs. Its services include county, federal, and statewide criminal record searches; verifications of employment, education, and licenses; motor vehicle reports; and social security validation. A Fair Credit Reporting Act (FCRA)-certified quality-assurance team reviews every file for compliance with federal, state, and local laws. AccuSourceHR's SourceDirect platform offers secure 24/7 access for ordering and retrieving reports, unlimited system users with customizable permissions, online compliance tools, and single-click pre-adverse/adverse action letters. All reports undergo quality control and compliance reviews at no extra cost, and clients can access real-time management reports to track turnaround time, costs, and other key metrics.

Remote Drug Testing: The remote oral-fluid program enables applicants to schedule testing through a mobile portal and receive a tamper-resistant kit shipped to their address. A trained proctor verifies the donor's identity and observes the test via video, reads the result, and records it in the portal. Instant results are posted to the donor profile within minutes, and non-negative specimens are sent to a laboratory for confirmation using the same sample. The service is PBSA-accredited and provides expert compliance support and customer care. By comparison, traditional saliva or urine testing requires donors to bring paper chain-of-custody forms to a collection site, and lab results typically take 24–72 hours. The remote model eliminates travel, reduces turnaround from days to minutes and offers 24/7 scheduling with a fully digital chain of custody.

Integration Benefits: Using one vendor for background checks and drug screening simplifies billing, training and policy enforcement. SourceDirect allows the County to order background screenings

and drug tests within the same system, receive consolidated reports and maintain audit trails. The platform supports electronic signatures and candidate-facing portals, reducing data entry and paperwork. For tests with non-negative results, lab confirmation and medical review officer processes are handled seamlessly.

**Funding Source:**

Testing kits are purchased on a per-test basis. The 10-panel kit costs about \$38.67 per applicant, plus shipping. Background-check costs vary by service but include quality control and compliance review at no additional charge. Funding would come from the existing Human Resources screening budget.

**Alternatives for the Commission to Consider:**

1. Approve the proposed contract with AccuSourceHR for both background checks and the remote 10-panel oral-fluid testing program. This would provide a unified, proctored screening process with rapid turnaround and comprehensive compliance support.
2. Contract only for background checks and continue using clinic-based urine testing for drug screens. Donors would continue to travel to collection sites, and results would be available within 24–72 hours.
3. Decline the proposal and continue with existing vendors for both services.
4. Provide staff with directions.

**Recommended Alternative:**

Staff recommends Alternative #1 – approval of a comprehensive agreement with AccuSourceHR for background screening and remote 10-panel oral-fluid drug testing. This approach will modernize the county's hiring process, reduce delays, and ensure a consistent and compliant screening program.

**Other Alternatives:**

N/A

## **Proposed Solution: AccuSourceHR™ Remote Oral Fluid Drug Testing**

AccuSourceHR offers remote oral fluid drug testing, eliminating the need for applicants to travel to a collection site. Instead, donors schedule the test through a mobile-friendly app and receive a tamper-resistant kit. The process is fully proctored: a trained proctor verifies the donor's identity, the kit is unopened, observes the test, reads the results, and records them in the portal. Testing can be performed virtually anywhere video conferencing is supported, and a worldwide proctoring service is available. Employers receive real-time visibility into the screening process, and instant test results are posted to the donor profile within minutes. Tests with non-negative results automatically trigger a lab-based confirmation using the same specimen, helping employers meet states that require identical specimen confirmation.

### **Time-Saving and Convenience**

The remote approach dramatically reduces testing cycle time. Under AccuSourceHR's on-demand model, donors can perform the test at home or in the office, thereby avoiding travel to collection sites and the scheduling delays typically associated with clinic-based testing. The virtual oral-fluid panel offers a 10-panel test that adds barbiturates, benzodiazepines, methadone, and propoxyphene. Each kit includes an instant device and supplies for lab confirmation, if needed. The 10-panel test costs approximately \$39, with results available in 15 minutes and lab confirmation results within three business days. By contrast, traditional urine-based testing often requires donors to bring paper chain-of-custody forms and kits to a collection site and typically takes 24-72 hours for results. Instrumented rapid urine tests can deliver confirmed negatives in about 15 minutes, but positives still require lab testing that takes 24-72 hours. The remote oral-fluid program, therefore, offers the speed of instant results without the logistical burden of traveling to a clinic.

### **Legitimacy and Compliance**

AccuSourceHR's remote program is designed to meet regulatory expectations. Donors are guided through a fully monitored testing process, and the test kit is tamper-resistant. The company's workforce solutions are PBSA-accredited and provide expert compliance support and award-winning client care. The pre-employment kit includes two drug screen devices, an instant reader, and a confirmation device. Post-incident kits, on the other hand, include one drug screen and an alcohol detection device. Kits used for random or post-accident testing are clearly labeled as such. The program supports on-demand random testing for non-DOT situations and provides 24/7 virtual scheduling with transparent

pricing. For tests that return a non-negative result, lab confirmation is performed by accredited laboratories and reported through the medical review officer process.

### **Benefits for Effingham County**

AccuSourceHR's remote proctored oral fluid testing would enable the county to conduct pre-employment, post-incident, and random tests without requiring donors to travel to distant clinics. In the county's site match report, the nearest in-network urine collection sites are often 15–24 miles away, and some tests require appointments or additional fees. Remote testing eliminates travel time, allows applicants to remain on duty until their scheduled slot, and reduces scheduling delays. A fully digital process also minimizes paperwork and chain-of-custody errors, providing instant results to hiring managers through the SourceDirect platform. The service integrates with existing applicant tracking or HRIS systems and supports an unlimited number of users, electronic signatures, and customizable permissions.

### **Conclusion**

The remote oral-fluid testing program offers a credible and time-efficient alternative to traditional clinic-based urine testing. It maintains chain-of-custody integrity through proctoring and tamper-evident kits, delivers results within minutes with lab confirmation when necessary, and is backed by PBSA accreditation and compliance support. Implementing this solution would enhance candidate experience, shorten hiring timelines, and provide the Board of Commissioners with a modern, compliant approach to maintaining a drug-free workforce.