

**Huerfano County Department of Human Services
Drug Testing Protocol**

Purpose of Drug Testing by the Huerfano County Department of Human Services

The purpose of drug testing by the Huerfano County Department of Human Services (HCDHS) is to document objective evidence if substance use and/or substance abuse is a part of child maltreatment/abuse investigation and to document objective evidence if substance use/abuse are a threat to the health, safety, and well-being of any and all children.

Drug testing may be requested

- As part of the assessment stage of a Child Welfare investigation to determine if substance use/abuse is a factor in the assessment;
- Randomly as part of an ongoing investigation as ordered by the overseeing court;
- In response to new allegations or acquired information in an ongoing Child Welfare investigation.

Drug Testing Protocol

1. All urine analysis drug tests are provided free of charge at the Huerfano County Department of Human Services by a Qualified Collector. (Standard Charge is \$20 per drug tested)
2. Client will arrive on time and immediately notify the receptionist that they are here for a drug test; the receptionist will document the time of arrival.
3. Clients are strongly advised to be prepared to provide a urine sample upon arrival at the office. If you are unable to do so within 15 minutes of arrival, the results will be recorded as a positive drug test. (No Exceptions)
4. Once Client notifies the receptionist of their arrival, they are to remain in the waiting area until they are called to test. If Client leaves the waiting area for any reason, the opportunity to test will be forfeited and the results will be recorded as a positive drug test.
5. All tests will be a Urine Analysis Drug Test. Only under special circumstances and at the discretion of the Caseworker will a Saliva Analysis Drug Test be administered.

Collection Procedures

1. The Caseworker/Case Aide will initially go over the HCDHS Drug Testing Protocol with Client and have them sign the Protocol document which becomes a permanent part of the Client file.
2. The Collector will present the Protocol Card to the Client prior to commencement of the urine collection to address any confusion the Client may have about the urine test procedure.
3. Client will remove any unnecessary outer clothing (e.g. coats, hooded sweatshirts, hats, etc.), empty their pockets, and place any personal belongings he or she is carrying and (e.g. purse, wallet, medications, cell phone, etc.) and place them in a secure location provided by the collector and in view of the Client.

The tops of the Client's socks will also be checked by the collector. Anything out of the ordinary will be recorded by the collector.

If a Client refuses to empty his or her pockets or remove outer wear, this is considered a refusal to cooperate in the testing process and will be recorded as a positive drug test.

4. Client will wash and dry his or her hands, under the collector's observation. The Client is not to wash his or her hands again until after they have provided the specimen to the collector and are given permission to do so. The Client is not allowed any further access to water or other materials that could be used to put into the specimen.
5. Under the direct supervision of the collector Clients will fill $\frac{1}{3}$ (one third) to $\frac{1}{2}$ (one half) of the cup and secure the cap.
6. After the cap is secured the collector will check the temperature, volume, and inspect the specimen for adulteration or substitution. The collector should check the temperature of the specimen as soon as the parent has finished, but no later than four minutes after the parent comes out of the restroom. The acceptable temperature range is 32° - 38° C / 90° - 100° F.
7. After the specimen is inspected the Client will quickly invert the cup and place on a flat surface for approximately 30 seconds.
8. The Client will then return the cup upright and wait for the results to appear. This could take up to five minutes.

9. The collector will then review the results with the Client.
10. If any lines appear, the specimen is recorded as a preliminary negative.
11. If the result is positive, the Client has the right to voluntarily acknowledge the result and sign a Statement of Admittance.
12. All presumptive positive specimens will be sent to Redwood Toxicology Laboratory for further testing and confirmation.

Note: If the line is faint or broken the specimen will be sent to the lab for further testing and confirmation.

Note: If the results show negative for drug use but alcohol is suspected the specimen will be sent to the lab for further testing.

Presumptive Positive Specimens

1. The Client will sign a completed Preliminary Results Form, indicating the positive and negative results.
2. The Client will place the security seal over the top of the RediCup.
3. The collector fills out the Specimen ID/Chain of Custody Label and indicates the positive drug(s) on the line marked "GC/MS: _____".
4. The Client will place the label around the sides of the RediCup.
5. The Client will initial the security seal.
6. The Client or the collector will seal the RediCup in a plastic baggie with absorbent material and return the specimen to the collector.

Note: The Huerfano County Department of Human Services will ensure that each specimen collected is shipped to a laboratory as quickly as possible, but in any case, within 24 hours or during the next business day.

If the specimen will not be shipped immediately, the collector is responsible for ensuring its integrity and security.

*** By signing below, I acknowledge that I have received this information and agree to abide by the HCDHS Drug Testing Protocol. I also acknowledge that I have received a copy of this signed HCDHS Drug Testing Protocol.***

Client Signature Date

HCDHS Staff Signature Date