TANF Suspicion Based Drug Testing Referral Process (02/2021)

Client meets one of the following SBDT indicators (KEESM 2260.3): Arrest records from drug related charges (within the last 12 months) * Employment records (loss of job, failing a drug test, etc. within the last 12 months) TANF applicants, recipients and * Self-declaration of usage or other indicator being met (within the last 12 months) protective payees are subject to drug * Visual observation of drug use testing (KEESM 2260.1 for more) * Visual observation of drug paraphernalia information on individuals required * SASSI (Substance Abuse Subtle Screening Inventory) indicators to be determined by to test). SRCC staff * Prior refusal to drug test A signed copy of the DT3100 needs to be on file. Note: Documentation is required when an indicator is met. Substantiated 3rd party reports may be used for documentation (KEESM 2260.4). Ensure client has valid photo ID, transportation, and schedule (KEESM 2260.4). Explain to client *Determine if reasonable accommodations are needed. they are being Complete Drug referred for drug * Plan SBDT test time with the client to ensure they are able to make it to the Testing Referral testing and why. test site within time allotted. Contact testing site to check hours of operation. Make an appointment. If no appointment needed, the time client is assigned to test should be at least 1 Complete all fields on the hour prior to closing time (KEESM 2260.4). Collection Site Passport (ES-4108). Make a copy. Link to list of approved collection sites can be found in KEESM Forms (hyperlink under ES-4108 form). Give client copy of Collection Site Passport (ES-4108) and Chain of Custody form (do not write on this). * Remind client that valid form of photo ID is required to test (KEESM 2260.4). * Collection site may require test kit (Phillipsburg/Newton/McPherson ONLY) which is noted on collection site list. * If mailing the referral, allow adequate mailing time when establishing test date/time. Send Standard Copy and Paste Text notice -SBDT Referral (Mailed), printed locally, along with Chain of Custody Form and Collection Site Passport (and kit if referring to location in Phillipsburg, Newton or McPherson). A copy of the Collection Site Passport is to be placed in ImageNow. E-mail a copy of the Collection Site Passport and ES-4412 to the Thoroughly document all indicators that warrant a drug test. SBDT Mailbox (DCF.SBDT@ks.gov). Documentation placed in KEES journal and/or ES-4412. SBDT staff will receive drug test results. SBDT staff will send the Employment Services staff and EES BPM staff will complete appropriate SBDT checklist to the SRCC will update the ES-4412 Test SBDT checklist actions and EES BPM mailbox to notify of case with any changes to the case as Results notify SBDT mailbox

(DCF.SBDT@ks.gov) of

completion of the checklist.

they occur and email the updated

form to the SBDT mailbox

(DCF.SBDT@ks.gov).

actions to be completed. SBDT staff

will send ES-4412 to SRCC worker

and Employment Services mailbox to

notify of the SBDT results.

Received

Suspicion Based Drug Testing (SBDT) FAQ's

- 1. Drug testing is only done on TANF clients who meet the SBDT criteria (KEESM 2260.1). Food assistance only clients should not be sent to drug test. Contact your local supervisor for instruction on how to meet the food assistance policy. TANF drug felons (KEESM 2183) do not require SBDT testing.
- 2. The controlled substances and controlled substance analogs to be tested for are: Amphetamines/Methamphetamines, Cannabinoids (THC/Marijuana), Cocaine, Opiates, and Phencyclidine (PCP). Alcohol is **not** a controlled substance and signs of alcohol abuse will follow current processes in place with screening and referral to SRCC (KEESM 3330.1).
- 3. Always contact a collection site before sending the client to drug test to check on hours of operation. The latest a client should be scheduled to arrive at the collection site is 1 hour prior to closing. This is to ensure client arrives in plenty of time to provide specimen. Write the test time on the Collection Site Passport (ES-4108).
- 4. Client must own a picture ID (KEESM 2260.4) to complete a drug test. If a client reports that they do not own a valid photo ID, check KEES/Image Now. If there is no photo ID in the system contact SBDT Staff with the client information. SBDT Staff will assist with contacting Employment Services/Career Navigator to obtain a valid photo ID. If client has an ID but does not have it with them, allow time for client to retrieve ID when arranging the testing time.
- 5. Same day referrals are to be made when sending clients for a drug test (KEESM 2260.4 for exceptions). It is important to have a conversation with the client regarding transportation and their schedule for the day to ensure client has reasonable time to complete the drug test.
- 6. Once a drug test date and time has been assigned to the client, the date/time cannot be changed without contacting the SBDT Staff (<u>DCF.SBDT@ks.gov</u> or see contact information below) for approval.
- 7. Applications are not to be held up for drug test results. Continue processing benefit applications per the BPM process (KEESM 2260.7).
- 8. Contact SBDT Staff (<u>DCF.SBDT@ks.gov</u> or see contact information below) with any questions as you work through the process of sending a client for a drug test or when processing actions on a SBDT case.

SBDT Staff Contact Information

SBDT E-mail Address:
DCF.SBDT@ks.gov">DCF.SBDT@ks.gov