

## BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 9.7	SUBJECT: Drug Screens
	EFFECTIVE DATE: 4/2/2014
	REVISION DATE: 9/2018
	REVIEW DATE: 9/2018

**PURPOSE:** The purpose of this policy is to establish a protocol for drug screening.

**POLICY:** Certified BCCS staff are trained to administer drug screens. Screens can be requested at random for suspected substance use and/or as outlined in the family's case plan. The following protocol has been established to assure that oral drug screens are administered appropriately.

**PROCEDURE:**

1. The purpose of drug screening is to assess safety and risk to the child. This must be clearly explained to the client along with how the agency will use the results of the drug screen. If a client refuses a drug screen the caseworker will continue to assess for safety and risk. Document all conversations regarding drug screening in the activity log.
2. Clients may be screened when there is a concern of safety and/or risk to the child. Examples of this may include but are not limited to the following:
  - a) Allegations of alcohol/drug abuse by parents/caregivers or other adults in the home.
  - b) Allegations of domestic violence, dirty house, lack of supervision, etc. that may indicate alcohol/drug abuse.
  - c) Case history that include allegations of alcohol/drug abuse.
  - d) Criminal history of alcohol/drug abuse related charges.
  - e) Behavioral changes noted from previous visits that may indicate alcohol/drug abuse.
  - f) Financial instability, inability to maintain a job, or similar concerns that may indicate alcohol/drug abuse.
  - g) Mothers of babies who have been identified at birth as having been prenatally exposed to drugs (substance exposed infants).
3. Clients may also be drug screened to provide documented evidence to support the following including but not limited to:
  - a) Case plan progress.
  - b) Visitation changes.
  - c) Reunification Assessment.
  - d) When requested by the courts.
4. Family Healing Center is a safe place for children to visit with their parents, therefore it is imperative that there are minimal disruptions. Drug screens may be performed at this location

only during extenuating circumstances, such as inability to locate a parent after continuous good-faith efforts, or due to unsafe behavior during visits. If a client is drug screened at Family Healing Center it must be clearly documented why the screen was performed and it must occur at the end of the visit.

5. Collectors will be certified and trained in the correct collection techniques and collectors will properly administer screens per training protocol.
6. Screens will remain in Collectors' possession until returned to the agency as to preserve the chain of custody.
7. Completed screens will be returned to the appropriate receptacle the same day (if after-hours please see the night supervisor), signed in, and documented appropriately. Completed screens should never be kept overnight.
8. Drug screens will be performed in the office whenever possible
9. Completed tests will be shipped out by UPS daily or when appropriate. Results will be accessed via on line portal or email and disseminated to BCCS staff.
10. Special precautions will be followed when screening minors:
  - a) Collectors will administer the oral screen in the presence of the parent or legal custodian.
  - b) Collectors will have both the minor (if appropriate) and guardian sign the agreement and consent.

### **Positive Drug Screens**

If the client states that they have used drugs or alcohol then a drug screen may not be necessary. The client will need to sign a Visitation Record form indicating what they have used and the date of use.

When a client tests positive for alcohol or other nonprescribed drugs, or signs the Visitation Record form, this must be documented appropriately and shared with the BCCS supervisor. The following must occur:

- a) Develop a plan of action if needed to ensure child safety. Document the date of the drug screen and the results.
- b) Document the impact on child safety and risk.
- c) Discuss the results with the client and the impact on child safety. Document this discussion in the activity log as well as one of the following areas:
  - i. 90 Day Review.
  - ii. SAR.
  - iii. Social Summary.
  - iv. Safety, Family, or Specialized/Ongoing Assessment.
  - v. Reunification Assessment.

- d) Treatment providers must be notified of the results after obtaining the appropriate release of information.

9/20/18

APPROVAL DATE:

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