

## Appendix E: Participant UA Testing Protocol with Mile Bluff Medical Center

### Location and Reporting Times

- If the call-in to Reconnect (920-779-1044) tells the participant they are to test that day, they are to then call MBMC (608-847-1067) and set an appointment time with scheduling.
- All participants will report to the Mile Bluff Medical Center (MBMC) lab for testing.
- Participants will need to report during their specific appointment time.
- Testing periods are as follows at MBMC:
  - Monday - Friday 8:00 a.m. – 3:00 p.m.
  - Sat. & Sunday 9:00AM – 11:AM (no appointment – (first come-first served)
- If a participant needs permission to test at an alternative time, the coordinator may direct to the JC JAIL, to DHS or to the DCC Probation Office for testing. The hours listed above for MBMC are firm.

### Forms and Materials

- The coordinator will provide the lab with the following:
  - List of participants
  - Copy of the participants' Wisconsin photo ID
  - Change of custody forms
  - Testing kits
  - Shipping labels/packaging

### Reporting for Testing

- Each participant will be accompanied by the coordinator for their initial drug screen at MBMC.
- Each participant will report to the MBMC front desk to check-in upon arrival.
- After check-in, report to the lab. If the lab appears empty, push the button (next to the door) for services.
  - The lab is located at the end of the hallway to the right of the front desk.
- Each participant will need to show their state ID when reporting to test. The ID should be compared to the copy of the ID in the participant's file.
  - Failure to bring proper identification will be considered a **positive test** and should be reported to the coordinator before the end of the business day. Reports can be done via telephone, email, and/or fax.
  - It is the participant's responsibility to disclose all substances/medications (including over-the-counter medications) that were consumed since the last test by writing them on the Chain of Custody form in the appropriate spot.
  - Additionally, any reason for a positive test should be asked by MBMC staff and indicated on the Chain of Custody form. If recent use was disclosed, contact the coordinator as soon as possible.
- The label on the sample cup should be completed with appropriate information.
- The red evidence label should also be completed with appropriate information.

- If a participant reports for their UA but leaves before providing a sample, it will be considered a **positive test**.

### **UA Testing**

- All testing materials will be provided to the lab by the coordinator and Options Lab. (Notify coordinator if additional materials are needed)
- Participants will place all belongings on the provided rack and empty all pockets completely. Heavy coats and sweatshirts with pockets should be taken off prior entering the testing area. A lock box will be provided to each participant for the duration of their appointment. Items that should be secured include but are not limited to: wallet, cell phone, ID, money, purse, etc.
  - It is the participant's responsibility to secure valuable items. MBMC and/or Juneau County is not responsible for lost or stolen items.
- Each participant will be directed to wash their hands before beginning the drug screen test.
  - Lab staff will add blue dye into the toilet bowl.
  - Lab staff will also turn off the water to the testing area.
  - Lab staff will observe/witness collection of UA testing samples, if specifically requested or behavior warrants it. (Pat downs and close watch needs will be discussed between the coordinator and lab staff prior to the screening)
    - Staff will accompany the participant to the facility to ensure altering of the sample does not occur and receive the sample upon exit.
    - At the MBMC staff's discretion, the screening could also include a pat down of the body prior to submitting the sample, partial disrobing at the time of providing the sample, direct observation of the flow of urine from the body and other methods of collection to assure integrity of the process.
- After a specimen is obtained, participants replace the cup lid and directly give sample to MBMC staff.
  - Staff will place completed red tape over the lid of the cup. Be sure the information on the red tape is filled out completely.
- Staff will examine the label to ensure temperature is between 90 and 100 degrees Fahrenheit.
  - Complete step 2 on the Chain of Custody form by circling yes or no for the two statements regarding temperature of specimen.
  - Further, complete step 3 and 4 on the Chain of Custody form once the sample is placed in the provided packaging bag.
- Once the Chain of Custody form is fully completed and signed, Mile Bluff staff will disperse copies accordingly:
  - First copy = packed in sample packaging to be mailed out
  - Second copy = Juneau County
  - Third copy = participant
- Each participant will have 15 minutes maximum to complete the test.
  - If the test is not completed within the 15 minutes, the test will be considered **positive**.

### **Sending Sample to Options Lab**

- Each sample and Chain of Custody form should be placed in the clear sample bag provided with each test.
- Once the sample bag is securely sealed, place in provided shipping bag.
  - Mile Bluff Clinic staff will ship the collected samples during their normal USPS daily times using the provided packaging/shipping supplies.
  - Any samples collected after 4 pm will be sent out by Mile Bluff staff the next day.

### **Reporting and Communication with Juneau County Adult Drug Court Coordinator**

- Mile Bluff lab staff will contact the coordinator at the end of the day, or first thing the next morning, to notifying the coordinator of any missed UA's, failures to produce a sample, or incidents of leaving before a sample was given. Further, if there were any disclosure of use or concerning behaviors displayed by the participant, the coordinator should be notified as soon as possible.
  - Any questions regarding testing should be directed to the coordinator.
- If a participant is questioning or challenging the established testing and collection protocol/procedures, they should be directed to the coordinator for answers/explanations.
- Any changes that need to be made to the current protocol and procedures should be sent to or discussed with the coordinator as soon as possible to ensure best practice.

### **Confidentiality**

- Mile Bluff staff will be responsible for any files they maintain and ensure that participants only see their own files to ensure confidentiality of all participants.

**Drug/Alcohol Testing Consent Form**

**Mile Bluff Medical Center**

I, \_\_\_\_\_, hereby agree to submit to a drug test conducted by Mile Bluff Medical Center. I have been fully informed of the reason for this test. I understand what I am being tested for and the procedure involved. I am fully aware that the results of this test will be sent to Options Lab and the results will be given to the Drug Court Coordinator.

I understand if at any time I refuse to submit a drug test, display noncompliant or disruptive behaviors, and/or express disrespect in any way, Mile Bluff staff will report this to the Drug Court Coordinator and sanctions may be issued. I understand an expectation of the Juneau County Adult Drug Court is to be respectful and honest. I understand Mile Bluff Medical Center is a facility conducting drug screens and if I have an issue, I will address it with the Drug Court Coordinator appropriately.

\_\_\_\_\_  
Signature of JCADC Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Drug Court Coordinator

\_\_\_\_\_  
Date