

Milwaukee County Department of Health and Human Services Delinquency and Court Services Division POLICY & PROCEDURE	Date Issued: 08/05/2014	Reviewed: 8/6/2014 By: MG/KP Last Revision: 08/05/2014 By: DM	Section: ADMINISTRATION	Policy No: 021	Pages: 1 of 9
<input checked="" type="checkbox"/> Delinquency and Court Services Division <input checked="" type="checkbox"/> Children's Court Services Network <input checked="" type="checkbox"/> Purchase of Service Agencies	Effective Date: 08/11/2014	Subject: <p style="text-align: center;">Rapid Urinalysis Screens</p>			

I. POLICY

It is the policy of the Delinquency and Court Services Division (DCSD) that the purpose of urinalysis screens is to determine the intensity and type of Alcohol and other Drug (AODA) services that are needed for youth.

The Human Service Worker (HSW) can administer rapid urinalysis screens to determine whether a youth has recently used drugs and to continue the therapeutic process, if needed. The rapid urinalysis screen results have the potential to be used in court, whether court ordered or not, and may have implications for the youth's court ordered supervision and program status. When rapid urinalysis results are received, the HSW must review the type and intensity of AODA services that are assigned to the youth and make changes if necessary. The history of urinalysis results may also be used to assess the effectiveness of AODA services for youth over time. When cited in court reports, positive urinalysis results should be presented along with the steps that DCSD has taken to address any AODA issues that they may indicate.

It is presumed that all negative tests results are negative and will not be sent out to the lab for confirmation. Should a youth contest a positive screen, it is expected that all staff and employees of the respective treatment agencies handling the rapid urinalysis collection will receive DCSD Administration approval prior to requesting lab confirmation. A test will not be approved for confirmation with the intent to check for levels. A GC/MS test will be used to confirm positive tests. These confirmed results are considered undisputable

All staff and employees of the respective treatment agencies handling the rapid urinalysis collection materials and specimen must have successfully completed the 2-hour in-service training on UA sample and data collection provided by DCSD and have received a certificate of completion which certifies the recipient as a Collection Technician. It is expected that the HSW and/or agency employee collecting the sample will follow the collection and data recording process procedures as outlined in the training and must respect the chain of custody of the specimen at all times. Should the chain of custody be violated, the materials and specimen must be discarded. DCSD staff may not use the results of a specimen for which the chain of custody was violated in court reports, or as the basis for any case planning or decision-making.

II. PROCEDURE FOR COLLECTING RAPID URINALYSES (UA) SAMPLE-

- A. The Collection Technician will obtain the sealed Rapid Urine Test Kit, a pair of latex gloves and the Nobel Medical Results and Chain of Custody Paperwork.
- B. The Collection Technician will fill out the Nobel Medical Inc. Rapid Urine Screens Results and Chain of Custody Label Step 1.

- 1) The Collection Technician will have the youth initial and date the collector seal and place this over the sealed container in the presence of the youth.
- D. The Collection Technician will then complete the Nobel Medical Inc. Rapid Urine Screens Results and Chain of Custody Label **Step 4** by having the youth sign and date the form. *(You do not have to supply a separate phone number for the youth in this section.)*
- E. The Collection Technician will then activate the test by placing the activation key firmly into the side of the cup. **(you may have to press the key with both thumbs to get it to activate)**
- F. The Collection Technician will then peel off the label so the test results can be read and analyzed and place the Rapid Test Collection Cup on a flat surface for processing. **(Please wait 2-5 minutes before reading the results.)**
- G. While the test is processing, the Collection Technician will complete the Nobel Medical Inc. Rapid Urine Screens Results and Chain of Custody Label **Step 5**.
- 1) The Collection Technician will sign and print their name as the collector and enter the **COLLECTION** time and date. This is the time that the youth supplied the sample.
 - 2) Enter Specimen Bottle Released To: **On-Site Analyst**
- H. The Collection Technician will then complete Noble Medical Inc. Rapid Urine Screens Chain of Custody Label **Step 6a**.
- 1) The Collection Technician will sign and print their name as the collector and enter the **COLLECTION** time and date. This is the time that the youth supplied the sample.
 - 2) Enter Specimen Bottle Released To: **On-Site Analyst**
 - 3) Device Name: check **OTHER** and write in **NOBEL CUP**
 - 4) Enter the Lot Number and Expiration date off of the Rapid Test Collection Cup Packaging. **(You may now discard this packaging)**
 - 5) Test Code number: check **10 PANEL**.
- I. Please proceed to the procedure for How to Analyze the Results.

IV. PROCEDURE FOR CONDUCTING A RAPID URINALYSIS (UA) WITH K2:

- A. The Collection Technician will observe the Temperature Gauge on the side of the cup. The temperature should read between 90-100 F. Once the temperature has been read and confirmed to be in the desired range or not, the Collection Technician will record these findings on the Nobel Medical Inc. Rapid Urine Screens Results and Chain of Custody Label **Step 2**
- 1) Is the Temperature between 90-100 F? **Check Yes or No**
 - 2) Specimen Collection type – Check **CUP**.
 - 3) Tests will NOT be observed – **Leave this blank**

- 1) The Collection Technician will sign and print their name as the collector and enter the **COLLECTION** time and date. This is the time that the youth supplied the sample.
- 2) Enter Specimen Bottle Released To: **On-Site Analyst**

L. The Collection Technician will then complete Noble Medical Inc. Rapid Urine Screens Chain of Custody Label Step **6a**.

- 1) The Collection Technician will sign and print their name as the collector and enter the **COLLECTION** time and date. This is the time that the youth supplied the sample.
- 2) Enter Specimen Bottle Released To: **On-Site Analyst**
- 3) Device Name: check **OTHER** and write in **NOBEL CUP**
- 4) Enter the Lot Number and Expiration date off of the Rapid Test Collection Cup Packaging. (**You may now discard this packaging**)
- 5) Test Code number: check **10 PANEL**.
- 6) When adding a K2 test check **OTHER** and write in K2

M. Please proceed to the procedure for analyzing the results.

V. PROCEDURE FOR ANALYZING THE RESULTS:

- A. After waiting the required length of time from collection (**2-5 minutes**), the Collection Technician will now analyze the results of the test.
- B. The Collection Technician will first confirm the adulteration panel to determine if the rapid test has been tampered with or compromised in any way. (**Each technician will be supplied with a key card to read this panel**)
 - 1) If the Collection Technician suspects that a test has been tampered with, the results are considered invalid and a new sample should be supplied.
- C. The Collection Technician will then read the test panel to determine if the youth has tested positive for any of the 10 substances being tested for.
 - 1) The first line next to the C panel in the control line indicates that the test is working. The absence of a line by the C panel indicates that the test did not get enough fluid. If this occurs, slightly tilt the test cup forward to allow for the absorbent strips to soak up more fluid. If this does not remedy the invalid test, his test is considered invalid and any result obtained on this test is not considered accurate. A new Rapid Testing Cup should be obtained to complete the testing process. The Collection Technician will report the Lot Number for this testing device to DCSD Administration and will maintain the invalid test to be returned to Nobel Diagnostics.
 - 2) The second line next to the T panel is the test line should is read at 5-10 minutes post collection.
 - 3) The presence of a line next to the T panel, regardless of how light or dark the line, is considered a negative test.

- B. DCSD Clerical Specialist/AA will enter the results of the Rapid Urine Screen on the DCSD UA database on receipt of the results.
- C. DCSD Clerical Specialist will monitor each individual agency's Rapid Urine Screen test kit inventory and confirm that all kits being ordered are accounted for when a request has been made for additional testing kits.
- D. DCSD Clerical Specialist will contact Nobel Medical Inc. to request additional testing units be shipped to the respective agency when an agency has notified DSCD of the need for additional testing kits only after inventory has been accounted for.

IX. PROCEDURE FOR CONDUCTING RAPID URINALYSES (UA) CONFIRMATIONS-

- A. If the Rapid Urine Screen comes back positive and the youth does not admit to use or adamantly denies any use of the drugs that tested positive on the test and is contesting the results, the treatment agency or Human Service Worker collecting the urine screen will contact the DCSD Administrative Coordinator of AODA Services, for approval to send the test to the lab for confirmation at. In the event that the Administrative Coordinator is unavailable, confirmation requests can also be directed to the assigned Section Manager.
- B. If it has been determined that a lab confirmation is necessary for a youth, the agency employee or Human Service worker who collected the sample will follow the confirmation procedures as outlined:
 - 1) The Collection Technician will photo copy the top sheet of the completed collection form and email a scanned copy of the form to DCSDAdmin@milwaukeecountywi.gov.
 - 2) The Collection Technician will then obtain a plastic security bag, FED EX mailing envelope and label.
 - 3) The Collection Technician will tear off the top copy of the completed collection form and place it in the back section of the security bag.
 - 4) The Collection Technician will remove the absorbent pad from the back section of the security bag. The Collection Technician will then place the sealed Rapid Collection Cup and the absorbent pad inside the front pocket of the bag.
 - 5) The Collection Technician will then seal the security bag and place this bag inside of the FED EX mailing envelope.
 - 6) The Collection Technician will fill out the provided FED EX mailing label and adhere this to the outside of the FED EX mailing envelope.
 - 7) The Collection Technician will then contact FED EX at 1-800-463-3339 to arrange for pick up. **(If questioned about a FED EX account indicate you have a pre-paid envelope)**
 - a. Confirmed results can be expected back from the lab within 48 business hours.
 - b. A GC/MS test will be used to confirm positive tests. These confirmed results are considered undisputable.

GAIN assessment are followed. This includes ensuring that youth are referred for the recommended services to address their AODA use.

2. If a service that has been recommended in the GAIN assessment is not going to be utilized, the Human Service Worker should document in a Synthesis case note why this service is not necessary.
 - c. The Human Service Worker's plan to address the youth's continued AODA use should be clearly documented in a Synthesis case note. This should include any additional services that the Human Service Worker will implement to address the youth's AODA use.
 - d. The Human Service Worker will ensure that the youth's AODA use has been noted in their YASI. If this is not noted in the YASI, the Human Service worker will update the YASI to reflect this information.

VI. DISPOSAL OF RAPID COLLECTION TESTING CUP AFTER COMPLETION OF TEST AND RESULTS ANALYSIS-

- A. Once the Collection Technician has completed the test process and analysis of the test results, the Collection Technician can then open the test collection cup and dispose of the fluid in the toilet.
- B. The test collection cup can then be resealed and disposed of in trash receptacle. Test collection cups cannot be reused.

AODA RAPID SCREENS

10 PANEL DRUG TEST (mAMP, COC, THC, BZO, MTD, BAR, AMP, OPI, OXY, MDMA)

K2 STRIP (K2, Synthetic Marijuana, Herbal Incense)
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BREATHALYZER (Alcohol)

DRUG CODES:

Amphetamine (AMP), Barbiturates (BAR), Benzodiazepines (BZO), Cocaine (COC), Marijuana (THC), Methadone (MTD), Methamphetamine (mAMP), Opiates (OPI), Oxycodone (OXY), Methadone (MTD), Ecstasy (MDMA)

Reviewed & Approved By: B. Thomas Wanta

B. Thomas Wanta, Division Administrator