

## **EMPLOYEE POSITIVE TEST RESPONSE ALCOHOL / DRUG USE**

### **What Is the EAP Process for an Employee failing an Employer Test?**

The process described here presumes that referring employers have policies within their established Employment Practices for employees failing employer-mandated testing for alcohol and drug use; referral to the EAP for assessment and treatment of the problem is part of those Employment Practices.

**Step One.** Before submitting the Positive Test Referral form, a Human Resources representative can call JBG [520-575-8623 or 888-520-5400] to speak with a staff clinician about the issues leading to consideration for a Fitness for Duty evaluation, and the appropriateness of the evaluation, or consider options for evaluation.

**Step Two.** If a Positive Test Referral is to be made to JBG, the employer and employee will complete the respective JBG forms [Employer Statement and employee-signed Release of Information]. Human Resources will instruct the employee to call JBG within 24 business hours to schedule an evaluation.

**Step Three.** Human Resources will fax [520-844-1156] the completed forms to JBG.

### **JBG Process:**

- A licensed clinician with experience in substance abuse disorders conducts a thorough evaluation of the employee's substance use, medical, emotional, family, and related history.
- The assessment determines recommendations for levels of appropriate care; EAP counseling, self-help groups, Intensive Outpatient Program, medical detoxification, or inpatient rehabilitation.
- Most referrals do well with EAP counseling and self-help groups.
- JBG coordinates services for higher levels of care with network providers in the group medical plan [including confirming bed or service availability, JBG expectations for case management interaction, and facility assistance with FMLA documentation].
- Facility and JBG communicate on participant's progress; aftercare plan; and discharge date.
- JBG provides employer Human Resources of steps underway and progress during treatment.
- JBG notifies Human Resources of employee's completion of treatment, anticipated date of return to work, as well participates [telephonically or video] in a return-to-work conference.
- JBG monitors with the employee their post-treatment compliance for one [1] year.