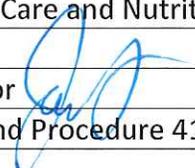




VERMONT

411

DEPARTMENT FOR CHILDREN AND FAMILIES  
Family Services Division  
Woodside Juvenile Rehabilitation Center

Chapter:	Treatment, Health Care and Nutrition Services	
Subject:	Drug Testing	Page 1 of 5
Approved:	Jay Simons, Director 	Effective: 4/20/2018
Supersedes	Woodside Policy and Procedure 411	Dated: 12/2016

## Purpose

This policy sets standards for staff to administer drug testing of youth at Woodside.

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## Related Policies

Family Services Policy 175: [Drug Testing Youth](#)

## Definitions

**Drug Testing:** a laboratory test, onsite instrument, or non-instrument-based device such as a swab that tests bodily fluids such as saliva, urine, breath or hair, for traces of drugs or alcohol.

**Reasonable Suspicion:** information, consisting of articulable objective facts and inferences drawn from objective data, which would cause a reasonable and experienced Woodside staff member to conclude that an individual is either in possession of drugs/alcohol, or has used a prohibited substance.



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## Policy

The testing of drugs for any Woodside resident will not be performed for disciplinary reasons, only for their treatment. Screening and drug testing must be administered by trained staff. Residents must agree to the testing unless it is ordered by the court. Testing of Woodside residents for drugs will be conducted in accordance with this policy and procedure.

### *Eligibility for Drug Testing*

#### Reasonable Suspicion

Requests for drug testing based on "reasonable suspicion" may be initiated by any Woodside staff member. A positive treatment test may not be used as the basis for "reasonable suspicion."

Requests are submitted to the Woodside director or designee. If approved, the results will be documented in the resident's treatment record.

#### Treatment Testing

Information gathered about a resident may indicate that treatment for a substance use disorder may be needed. Sources of such information include:

- An outside source of information such as an IEP or other official school report, a psychological or substance abuse screen/assessment or information from qualified service providers.
- Conversations with parents, foster parents, guardians, or legal authorities such as police.
- Youth self-report that are promptly recorded in the case record.
- Social worker observation recorded in the case record.
- Affidavits or other court documents stating that alcohol and or drugs contributed to the behavior that led to Family Services involvement.
- A juvenile probation certificate with a condition to remain substance free *and* a reasonable suspicion of use based on 1 through 5 above.



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When that is the case, drug testing can be an essential part of the screening and assessment process. The need for drug testing will be reviewed at the clinical team meeting. When one or more of the criteria outlined above are present, the team will request that the Director or designee approve urinalysis screening.

**Court ordered testing**

If a resident is court ordered to undergo drug testing, screening or assessment, the resident’s consent is not legally necessary. However, the resident should be encouraged to comply with the court’s order and be reminded of the consequences of non-compliance. Woodside staff should utilize positive engagement strategies and motivational enhancement techniques to encourage the resident to comply.

Woodside staff shall secure from the resident a written release of information for the results of any court-ordered drug testing, screening or assessment.

A refusal to provide a urine sample will be documented and forwarded to the resident’s clinical supervisor, social worker and the Woodside Director.

*Testing Procedures*

**Obtaining Consent for Testing**

Staff shall obtain the youth’s consent to participate in drug testing, screening or assessment. This consent to participate should be in writing (utilizing the form provided by the testing entity). Any consent by the youth shall be accompanied by a written release of information.

Staff will document any admission or denial of drug use on the part of the resident.

**Obtaining a Urine Sample**

A staff member who is the same gender as the resident will bring the resident to a location designated by the Woodside Director where a urine sample will be discreetly collected. Before the specimen is collected, staff will:

- search the room where the specimen is to be collected prior to placing the resident inside, and
- pat search the resident.



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Staff will give the resident a urinalysis container provided by the urine testing entity and labeled with the resident’s name, for collection of the specimen.

Staff must be respectful of the youth while maintaining the test integrity. The collection of the sample will be monitored by a same-gender staff in a place and manner that will avoid undue embarrassment to the youth while safeguarding against sample tampering.

Staff will use universal precautions (use of personal protective equipment, i.e. vinyl gloves) when conducting tests.

Resident will be required to provide an amount of urine sufficient for testing. An insufficient amount will be considered a refusal to provide a sample. If the resident is unable to provide a urine sample because of a substantiated medical or mental health condition, staff will inform the Woodside Director or designee. The Woodside Director or designee will determine the next course of action.

**Storage and Transfer of Urine Sample**

Once the sample is provided, staff will keep it within their control to minimize tampering opportunities. Staff will complete all chain of custody forms as required.

Staff will follow the urine testing manufacturers and the testing agency’s instructions for storage and transfer of sample for further testing.

If refrigeration of the urine sample is required, the operations supervisor will transfer the sample to refrigerator in the nurse’s office and complete the chain of custody as required.

**Tracking Drug Testing Reports**

The results of drug tests will be documented in each individual resident’s treatment record. All drug test results will be forwarded to the Clinical Care Coordinator who will maintain a list of the date of the collection and the results. Residents’ names will not be kept on this list.

**Confidentiality of Results**

Staff will ensure confidential information about testing and results is protected and appropriate information is disclosed in compliance with Woodside policy.

**Training**

The Woodside Director will ensure staff are properly trained in the collection and handling of urine specimens.



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**Quality Assurance**

The Woodside Director will ensure that procedures in this policy are consistently and fairly applied and that data is collected properly and disseminated per policy.