



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
REHABILITATION ADMINISTRATION
JUVENILE REHABILITATION
14TH & Jefferson ~ PO Box 45720 • Olympia WA • 98504-5720
(360) 902-8499 • (360) 902-8108 FAX

March 2, 2017

TO: JR Policy Holders

FROM:

A handwritten signature in cursive script that reads "Marybeth Queral".

Marybeth Queral, Assistant Secretary
Rehabilitation Administration

SUBJECT For Distribution: JR Policy 3.40, *Testing JR Youth for Unauthorized Substance Use*

The JR Policy Committee has completed the review of Policy 3.40, *Testing JR Youth for Unauthorized Substance Use*. The policy has been updated to provide additional guidance on the method of testing, frequency of testing and circumstances for testing, and consequences for positive tests. We will continue to develop the policy in 2017 to be responsive to several different issues, however, we are pleased to release this policy with the new revisions.

This policy has a scheduled effective date of March 10, 2017. If you have questions regarding the policy, please contact JR's policy staff at jrapolicy@dshs.wa.gov.

Attachment: Policy 3.40, PRO 3.40.1, PRO 3.40.2

Policy 3.40– Testing JR Youth For Unauthorized Substance Use *Summary*

- Establishes policy regarding substance use testing in order to identify youth who use unauthorized substances so that screening and assessment may occur if needed.

Background:

The existing policy only allowed observed urinalysis testing, which presented challenges in the field, and the frequency of testing was causing challenges to budget and contracted number of tests.

Policy Summary

The revised policy includes the specific purpose of identifying youth who need additional intervention and treatment for substance use. The policy authorizes both unobserved urinalysis and oral swabs. Youth must be informed of the substance use testing process and requirements, as well as consequences for a positive test. Situations for testing have been revised and limited to reasonable suspicion of use (for both residential and parole), as well as intake to the institution, and results of tests will be discussed with youth. Graduated interventions will be used and must be aligned with the Integrated Treatment model. Documentation of positive tests is required, including relapse prevention when a youth has used at a community facility or on parole.

Changes from Current Practice

- Urinalysis testing will only be conducted in an unobserved format, removing authority for observed testing.
- Oral swab testing is allowed by policy with approval of the appointing authority.
- The testing process was outlined, including required notifications and documentation.
- Two new procedures were added for clarification.
- Youth may not be charged for the cost of testing.
- Specific instances for testing were revised and limited, although additional random tests are authorized at the discretion of the appointing authorities or designees.
- Staff will discuss results of tests with the youth after results are received.
- Consequences for positive testing were outlined, and graduated interventions in alignment with the Integrated Treatment Model are required.
- Substance use interventions were identified for youth who are returned to an institution for a parole revocation or removal from a community facility related to a positive test.

Training Required: No

Policy Effective Date: March 10, 2017

*Staff are responsible for reading and understanding the information contained in the full policy.
Review of this summary is not sufficient for full understanding.*

POLICY 3.40 TESTING JR YOUTH FOR UNAUTHORIZED SUBSTANCE USE

Policy Committee Chair

Don Mead, Ed. D.
Superintendent, Echo Glen
Juvenile Rehabilitation

Approved



Marybeth Queral, Assistant Secretary
Juvenile Rehabilitation
2/24/2017

Authorizing Sources

RCW 13.40.210(3)(b)(viii)
RCW 13.40.310 RCW 13.40.460
RCW 72.05.405

WAC 110-730-0070(1)(i)

Information Contact

Andrea Ruiz
Policy, Planning & Lean Administrator
Juvenile Rehabilitation

Effective Date (*Technical Update 10/1/19*)
3/10/2017

Sunset Review Date
3/10/2021

I. PURPOSE AND SCOPE

This document establishes policy governing the testing of Juvenile Rehabilitation (JR) youth for unauthorized use of alcohol or other drugs. JR will conduct substance use testing in order to identify youth who use unauthorized substances and then screen and refer youth who need further treatment or intervention services.

All staff, contractors, volunteers, and interns working in or for Juvenile Rehabilitation (JR) are responsible for reviewing and complying with JR policies.

II. POLICY

1. JR will test JR youth for unauthorized use of alcohol or other drugs.

1.1. Testing is done as a tool for monitoring and supervising youth in residential programs and on parole.

2. JR may use urinalysis testing or oral swab testing.

- 2.1. Staff will be trained to conduct urinalysis and oral swab testing with an initial training and an annual refresher process.
- 2.2. Oral swabs may be utilized at the discretion of the facility or parole office with the approval of the appointing authority.

3. Completed testing will be documented and tracked according to local practice.

4. Collected specimens will be tested for unauthorized substances in accordance with the JR Purchased Service Contract for substance use testing services.

Policy 3.40, Testing JR Youth For Unauthorized Substance Use 3/10/2017**PROCESS**

- 5. Youth will be oriented to the purpose of the substance use testing and to the substance use testing process at intake to each residential facility, including instances in which testing will occur.**
- 6. Youth will be notified of the consequences of:**
 - 6.1. Refusing to provide a urine, breath, or saliva specimen
 - 6.2. Failing to provide a sufficient urine, breath, or saliva specimen for testing purposes within two hours of being directed to complete a test,
 - 6.3. Attempting to tamper with a specimen
 - 6.4. Submitting a sample that has been tampered with
 - 6.5. Providing a sample that tests positive for unauthorized substances
- 7. JR will screen all youth for substance use upon intake to the institution in alignment with Policy 3.10, *Assessing and Placing Youth in JR*. Youth with high scores on the screen will be referred for additional substance use assessments or diagnosis.**
- 8. If a urinalysis specimen will be collected, the test will be conducted through unobserved testing.**
 - 8.1. Observed testing is prohibited.
- 9. The Request for Substance Use Test Form (Attachment A) must be completed for every youth selected for urine testing.**
 - 9.1. Staff will use the form provided by the current testing company.
 - 9.2. The form must list any legal medication the youth is currently taking.
- 10. Youth must not be charged for the costs of substance use testing, including tests that return positive results.**
- 11. Staff must maintain the chain of custody for the urinalysis sample. (Procedure 3.40.2)**

SITUATIONS FOR TESTING

- 12. Testing for unauthorized use of alcohol or other drugs will be conducted in specific instances.**
 - 12.1. Residential facilities will test upon:
 - 12.1.1. Reasonable suspicion of substance use
 - 12.1.2. Return to the institution for a community facility removal or parole revocation
 - 12.1.3. Intake to the institution if not provided by the detention center
 - 12.1.4. Community facilities may request that the institution conduct an additional substance use test prior to transferring a youth to the facility.
 - 12.2. Parole staff will test upon reasonable suspicion of substance use.

Policy 3.40, Testing JR Youth For Unauthorized Substance Use 3/10/2017

12.3. Additional random testing may be conducted as needed, at the discretion of the Superintendent, Regional Administrator, or designee.

13. All youth engaged in substance use treatment may receive random substance use testing.

13.1. JR will not duplicate substance use testing for youth who are engaged in treatment with a community provider who tests as a part of treatment.

14. Results of a substance use test will be discussed with the youth at the next scheduled individual or family session after receiving the test result.**CONSEQUENCES****15. Youth will be subject to graduated interventions in the situations noted in statement 6.****16. Refusing to provide a specimen or failing to provide a sufficient specimen will result in the same response as a positive test.****17. Positive results of substance use testing will result in a referral for a follow up intervention.****18. Positive test results and refusals to test will be documented in the youth's substance use case file and in an Incident Report in ACT. Treatment will include steps to prevent further relapse episodes. Steps taken will be documented in a substance use case note in ACT.****19. Graduated interventions will be provided in alignment with the Integrated Treatment Model, and may include:**

19.1. Counseling

19.2. Attendance at a smart recovery or other recovery support group

19.3. Increased frequency of substance use testing

19.4. Additional substance use screening, assessment and treatment

19.5. Increase in level of supervision

19.6. Parole revocation in alignment with the Parole Revocation Matrix.

20. Positive results of substance use tests in a community facility may¹ require removal from a community facility in accordance with RCW 72.05.405.

20.1. Youth returned to the institution for a positive result of a substance use test will not be tested again at intake to the facility.

20.2. The youth will complete a GAIN-SS screen for substance abuse upon return to the institution.

21. Youth returned to an institution for a parole revocation based on a positive substance use test will be managed the same way as youth removed from a community facility (in section 20).

¹ 10/1/2019 Technical Edit: Added 'may' require according to SSB 5815.

Policy 3.40, Testing JR Youth For Unauthorized Substance Use 3/10/2017

III. DEFINITIONS

Unobserved Urinalysis: Staff is in vicinity of youth but does not actually witness passage of the urine into the specimen container.

IV. REFERENCES

JR Purchased Service Contract for Substance Use
Testing Services 0842-42100 or its successor

V. PROCEDURES

3.40.1 – Collecting a Urine Specimen

3.40.2 – Maintaining the Chain of Custody

VI. FORMS AND DOCUMENTS

Attachment A – Model: Request for Substance Use Test Form
(use form provided by testing company)

JUVENILE REHABILITATION

Procedure 1 – Policy 3.40– Substance Use Testing
Collecting an Unobserved Urine Specimen

Authorizing Sources	Information Contact
Policy 3.40	Jennifer Zipoy, Policy & Planning Administrator Juvenile Rehabilitation

Effective Date	Sunset Review Date
3/10/2017	3/10/2021

<i>Action by:</i>	<i>Action</i>
JR Residential or Parole Case Manager	<ol style="list-style-type: none">1. Completes the Request for Urinalysis Test form2. Positively identifies the youth being tested3. Escorts the youth to a secure, private and sanitary restroom4. Conducts a room search of the restroom in accordance with Policy 5.705. Conducts a pat/frisk search of the youth in accordance with Policy 5.70
Youth	<ol style="list-style-type: none">6. Washes his or her hands prior to providing the sample
JR Residential or Parole Case Manager	<ol style="list-style-type: none">7. Provides youth with a lid to the labeled container
Youth	<ol style="list-style-type: none">8. Secures the lid on the container
JR Residential or Parole Case Manager	<ol style="list-style-type: none">9. Document the completed test with the youth’s name and JR number, the date and time the specimen was collected, and the sample number, in accordance with local practice.

JUVENILE REHABILITATION

Procedure 2 – Policy 3.40 – Substance Use Testing

Maintaining Urine Specimen Chain of Custody

Authorizing Sources	Information Contact
Policy 3.40	Jennifer Zipoy, Policy & Planning Administrator Juvenile Rehabilitation
Effective Date	Sunset Review Date
3/10/2017	3/10/2021

<i>Action by:</i>	<i>Action</i>
JR Residential or Parole Case Manager who witnessed the collection of the sample	IN THE PRESENCE OF THE YOUTH SUBMITTING THE SAMPLE <ol style="list-style-type: none">1. Seals the specimen with the tape provided by the test manufacturer2. Places the specimen in the plastic bag3. Ensures that steps 5 and 6 are completed.
Youth submitting the sample	<ol style="list-style-type: none">4. Signs the lab request form5. Places the signed form in the plastic bag with the specimen
JR Residential or Parole Case Manager who witnessed the collection of the sample	<ol style="list-style-type: none">6. Seals plastic bag in the presence of the youth submitting the sample7. Ensures that the individually packaged and sealed specimen is ready for shipping.
Designated staff	<ol style="list-style-type: none">8. If it is a large number of samples, designated staff ensures that the sealed samples will be stored in a secure location while awaiting transfer to the lab for testing.9. Designated staff will ensure that specimens will be placed in a larger plastic bag and placed in the shipping container provided by the lab company and picked up by lab personnel.10. If it's an individual test, designated staff ensures that the test is picked up by the lab.

