

# VENDOR POST -AWARD CONFERENCE

FY 2016-2018

*Wednesday, September 9, 2015*  
*10:00am - 12:00pm*

# WELCOME -

Noel Belton, Assistant  
Deputy Chief U.S.  
Probation Officer



Roy Saenz, Chief U.S.  
Pretrial Services Officer



# U.S. PROBATION/PRETRIAL SERVICES STAFF INVOLVED IN CONTRACTING

- U.S. Probation Officer Specialist Nicole Brown (Oakland)
- U.S. Probation Officer-in-Charge Jennifer James (San Francisco)
- U.S. Probation Officer Specialist Janie Zhuang (San Jose)
- U.S. Pretrial Services Officer Specialist Gelareh Farahmand (San Francisco)
- Administrative Assistant Teresa Rivero (U.S. Probation Office, San Francisco)
- Administrative Assistant Karen Sullivan (U.S. Pretrial Services Office, Oakland)



# INITIAL REFERRAL PACKET

## *Should include:*

- - *Treatment referral letter* (in lieu of PSR, but should include similar information, including an identifiable photograph of the client)
- - *Signed release of information*
- - *Program plan* authorizing services
- - *Any previous psychological evaluations* (if applicable)
- - *Copy of the last MTR and discharge summary* (if transferring from another provider)



# WHAT IS A PROGRAM PLAN?

*“Treatment Services Program Plan” = Probation Form 45*

- Contractual Government Agreement
- Vendor performs **only** authorized services
- NO “verbal authorizations” - services may only begin upon receipt of program plan
- All services remain in effect until receipt of “amended” or “termination” program plan is received
- Pay special attention to effective dates on the - program plans



# TREATMENT

## *Initial three-way meetings*

- Officers and vendors are required to participate in a three-way meeting at the onset of treatment (may occur in person, or over the phone)
- Purpose is to develop an individualized treatment plan that outlines the goals and objective of treatment. It can also be used to address any concerns an offender may have, and to discuss how compliance will be monitored and the consequences of any non-compliance.
- Please assist the officer(s) in facilitating the scheduling of these



# TREATMENT (CONT'D)

## *Monthly case staffings*

- Officers are also required to conduct monthly staffings (in person, or over the telephone) with the treatment provider on each case.
- *Purpose:* Officers are in a unique position to provide first-hand information that is typically unavailable to clinicians. The officer and clinician work together to produce a successful offender outcome.



# TREATMENT (CONT'D)

## *Assessments/Evaluations - When are they due?*

- 2011 and 5011 – due 10 calendar days after face to face contact with the client
- 5010, 5020 and 5030 – due 10 business days after completion of the service
- 5012 – due 10 business days after completion of examination
- 5021 and 5025 – due 10 business days from date of exam
- 5022 and 5023 – due 10 calendar days after date of exam



# TREATMENT (CONT'D)

## *Length of Sessions*

- According to the RFP and our Administrative Office in Washington, D.C., two units = 60 minutes, three units = 90 minutes, etc. This does **not** include ten minutes for the counselor/therapist to record notes, as is common in the counseling field.



# TREATMENT (CONT'D)

## *Sign-in logs*

- Treatment sign-in logs must be signed by both the client and the therapist, and reflect the actual start/end times of the session/group.
- It is considered improper for a therapist to sign for a client if s/he forgot to have the offender sign.



# TREATMENT (CONT'D)

## *Monthly Treatment Reports (MTRs)*

- Make sure all services are listed from the treatment sign-in logs.
- The MTR is preferably typed (can be handwritten, if legible) and signed by the counselor.
- Remarks by counselor should include client's adjustment, responsiveness, and any significant problems. Comments should note more than just attendance and participation.



# TREATMENT (CONT'D)

## *No show notifications*

- Pursuant to the requirements outlined in the RFP, no show notifications must be submitted to the officer **within 24 hours**. No show notifications can be faxed to individual officers (our system converts personal faxes to an email attachment and arrive in his/her email inbox)



# TREATMENT (CONT'D)

## *Catchment Areas*

- All services **must** take place in the vendor's catchment area (i.e. it would be improper to have a client go to see a psychiatrist in San Francisco when they have been referred for services in Pleasant Hill)



# TREATMENT (CONT'D)

## *90 day Treatment Plans*

- Pursuant to the Statement of Work, treatment providers are required to submit updated treatment plans every 90 days
- The plans should provide *specific and measurable goals and objectives* with targeted completion dates



# TREATMENT (CONT'D)

## *Transportation assistance*

- In some cases, we are able to assist with transportation costs *to/from* treatment
- Officer should specify amount and how to be paid (Clipper card, gas card, cash, etc.)
- Client must sign for the assistance acknowledging receipt
- When applicable, vendor must supply a receipt for the assistance



# TREATMENT (CONT'D)

## *Discharge summaries*

- A typed discharge summary shall be submitted to the officer **within 15 calendar days** of the date treatment is terminated. The summary shall include reason for discharge and any recommendations for future care.



# RESIDENTIAL TREATMENT (2001, 2002, 6001, 6002)

*The Statement of Work (Section C, pages 6-11) outlines counseling requirements:*

- (1) A minimum of 6 hours of structured programmatic activities per weekday (e.g., life skills training, GED, employment readiness, etc.), 3 hours of which shall be clinical group counseling.
- (2) A minimum of 1 hour of individual clinical counseling per week.



# CODE-A-PHONE (UA TESTING)

- Vendor shall develop and operate an automated phone notification system for random urine collections
- Offenders cannot be given more than 24 hours notice
- Last four digits of social security # notifies client of need to submit test, or can use color system
- Call 2 Test (option)
- Tests should be randomly scheduled so clients don't detect a pattern
- Preferred that you offer some morning and/or evening and weekend testing



# CASE MANAGEMENT

- Reentry/drug courts in San Francisco and Oakland
- Unsure as to what the Court will ultimately desire



# FILE MAINTENANCE

- We have several sample six-part client files available today. It is not mandatory that you maintain this exact style of file, but encouraged.
- Defendant/offender files *must be kept separately from other client files in a locked filing cabinet*, in a locked room. If information is maintained electronically, the vendor shall make a hard copy of all files available for review immediately upon request.



# CHRONOLOGICAL NOTES

The vendor's file shall contain chronological notes that:

- Record all contacts (including telephonic) with the defendant/offender, including contact with the USPO/USPTSO
- Record absences
- Document the goals of treatment, methods used, observed progress toward reaching treatment goals
- Are legible
- Are current



# SUBCONTRACTING

- After award, any proposed subcontractor arrangements or changes are subject to the Contracting Officer's approval, and shall be submitted in writing to the Contracting Officer at least 30 days in advance of the arrangement or change.
- The prime contractor is responsible to the judiciary for overall performance of the services required under this contract/agreement



# DRUG-FREE WORKPLACE

- The contractor, if other than an individual, shall, within 30 calendar days after award, shall publish a statement notifying employees that the unlawful possession of/use of a controlled substance is prohibited in the workplace



# COPAYMENTS

- USPO/USPTSO shall evaluate the defendant's/offender's ability to participate in a copayment for services
- USPO/USPTSO shall advise the defendant/offender of the copayment
- Vendor shall provide defendant/offender with a receipt for co-payment
- Shall never exceed the total amount of services
- Vendor shall deduct copayments from monthly invoices



# BILLING SUBMISSION

- Invoices are to be received ***by the 10<sup>th</sup> of each month.*** (For example, January's invoices are to be received by February 10th) The exception is if the 10<sup>th</sup> falls on a Saturday, Sunday, or holiday. In that case, billing can be received on the next business day.



# BILLING – MONTHLY INVOICES

*Submit separate invoices for:*

- Probation clients ~ Substance Abuse Services
- Pretrial clients ~ Substance Abuse Services
- Probation clients ~ Mental Health Services
- Pretrial clients ~ Mental Health Services



# BILLING – MONTHLY INVOICES

*Vendors are required to submit the following each month:*

- Part A (summarization of the services –no client names listed on Part A)
- Part B (each client with services listed)
- Monthly Treatment Report for each client
- Sign-in sheet indicating services received, date, time in/out, client and vendor initials
- Receipts (co-payments/bus passes, etc.)
- UA Specimen Log (if applicable)



# BILLING – MONTHLY INVOICE

## PART A

- Part A is a summary, by project code, of the total units of each service provided for all clients for the month, the bid unit price, and the total amount due (no individual client information is contained here).
- Total copayment collected for the month is subtracted from the subtotal
- Must contain an original signature



# BILLING – MONTHLY INVOICE

## PART B

- Client name;
  - Client PACTS ID number;
  - Each service provided by date and project code;
  - The number of units;
  - The actual unit price bid in proposal;
  - and
  - The total price for that service
- **No-shows & stalls-** may not be charged; included in bid price
  - **Copayment** collected for the month is subtracted from the subtotal for each client.



# CALCULATING FRACTIONAL UNITS FOR COUNSELING SESSIONS

Assume price for 2010 counseling session is  
\$20.00 per unit (one unit = 30 minutes)

<u>If Session is:</u>	<u># Units</u>	<u>Price to Charge =</u>
○ 0-15 minutes	0 unit	\$0.00
○ 16-30 minutes	1 unit	\$10.00
○ 31-45 minutes	1.5 units	\$20.00
○ 46-60 minutes	2 units	\$40.00

\*Sessions lasting less than 15 minutes are considered a “no show.”

\*Generally, anything less than one hour needs approval



# BILLING

## *Common mistakes:*

- Late submission (due by the **10<sup>th</sup>** of the month)
- Invoices and back up documentation are not **original** copies
- Billing DAC and MH on one invoice (DAC, MH and SO should be billed separately)
- Charging for services that are not authorized on the most recent program plan (i.e. exceeded units for 1010 testing, or billing for 2010 when 6010 authorized, etc.)
- Missing documentation (i.e. no sign-in log/MTR, no receipts for medication, no client signature for transportation expense, or co-payment)



# BILLING (CONT'D)

## *More Common Mistakes*

- Incorrect Pacts No./Client No. on invoice
- Billing Probation for a Pretrial client
- Incorrect project code on invoice or daily tx log
- No time in/time out on daily treatment log
- No client or counselor signature on daily tx log
- Billing sweat patch on application date instead of removal date
- Incorrect total invoice amount
- Charging for a “no test” result on UA or sweat patch

~Please attempt to conduct an internal audit of your bill before submitting to avoid delayed payment.



# ELECTRONIC BILLING?

- Plan to offer this within the next year
- Will want to pilot with one to two vendors
- Interested?



# MONITORING VISITS

- The first monitoring visit will occur within 120 days of award
- The next monitoring visit will occur 120 days prior to exercising the option to renew a BPA
- In order for us to exercise the option to renew a BPA for fiscal years 2017 and 2018, the vendor must be performing at a satisfactory level



# MONITORING VISITS (CONT'D)

- What are we looking for?
  - Review of a sample of files – Are they well maintained? Is there a signed release of information? Current program plan? Are any unauthorized services being provided? What is the quality of treatment being provided?
  - Is the vendor initiating/participating in case staffing/conferencing as defined in Section C of the SOW? (This can be in person, by email, or by phone)
  - Is there timely notification of no-shows?
  - Is the vendor in compliance with the facility requirements and restrictions as defined in Section C of the SOW?



# HIPAA – RESPONDING TO REQUESTS FOR CLINICAL INFORMATION

- (a) Under HIPAA, offenders have the right to review their protected health information, but with very important exceptions. Persons requesting treatment records, whether provided by court order or under a federal contract, should be referred directly to the treatment provider. Some of the exceptions to disclosure under HIPAA are listed below:
  - (1) Counseling or psychotherapy notes are non-disclosable.
  - (2) Information that may harm the client or others may be withheld.
  - (3) Information compiled in anticipation of use in civil, criminal, and administrative proceedings is not subject to the same right of review and amendment as is health care information in general ([45 CFR 164.524\(a\)\(ii\)](#)).



# HIPAA (CONT'D)

- HIPAA authorizes treatment providers to determine what information to release, when to release it, and to whom to release it. These determinations can only be made by the treatment provider. It is the treatment provider that faces both criminal and civil penalties for non-compliance with HIPAA. The fact that the treatment provider is working for the federal court does not provide immunity.
- Please notify us



# BPA RENEWAL PROCESS

- Solicited for 1 year, with two 1-year options.
- Chief Probation Officer has the final authority on whether or not to exercise option.
- Notice of Intent to Renew letter will be mailed out at least 60 days prior to end of fiscal year (on or about July 31).
- Vendor must have current and satisfactory monitoring report.
- New purchase orders with bid prices will be mailed around October 1.



# SUPPLIES

- To order UA supplies email Terry:

Email address is:

[CANP\\_Treatment@canp.uscourts.gov](mailto:CANP_Treatment@canp.uscourts.gov)

Phone number is (415)436-7568

Fax number is (415)581-7401

Please remember to mail, fax, or scan and email your packing lists to Terry, as well.



# WHERE TO FIND MORE INFORMATION AND HOW TO REACH US

ND/CA website address:

<http://www.canp.uscourts.gov>

Link titled “Vendors” will include a copy of today’s power point presentation; a link to a list of phone numbers and email addresses for officers; a copy of the UA collection power point presentation; a link to the PharmChem sweat patch website which includes instructional videos; and more specific billing instructions.

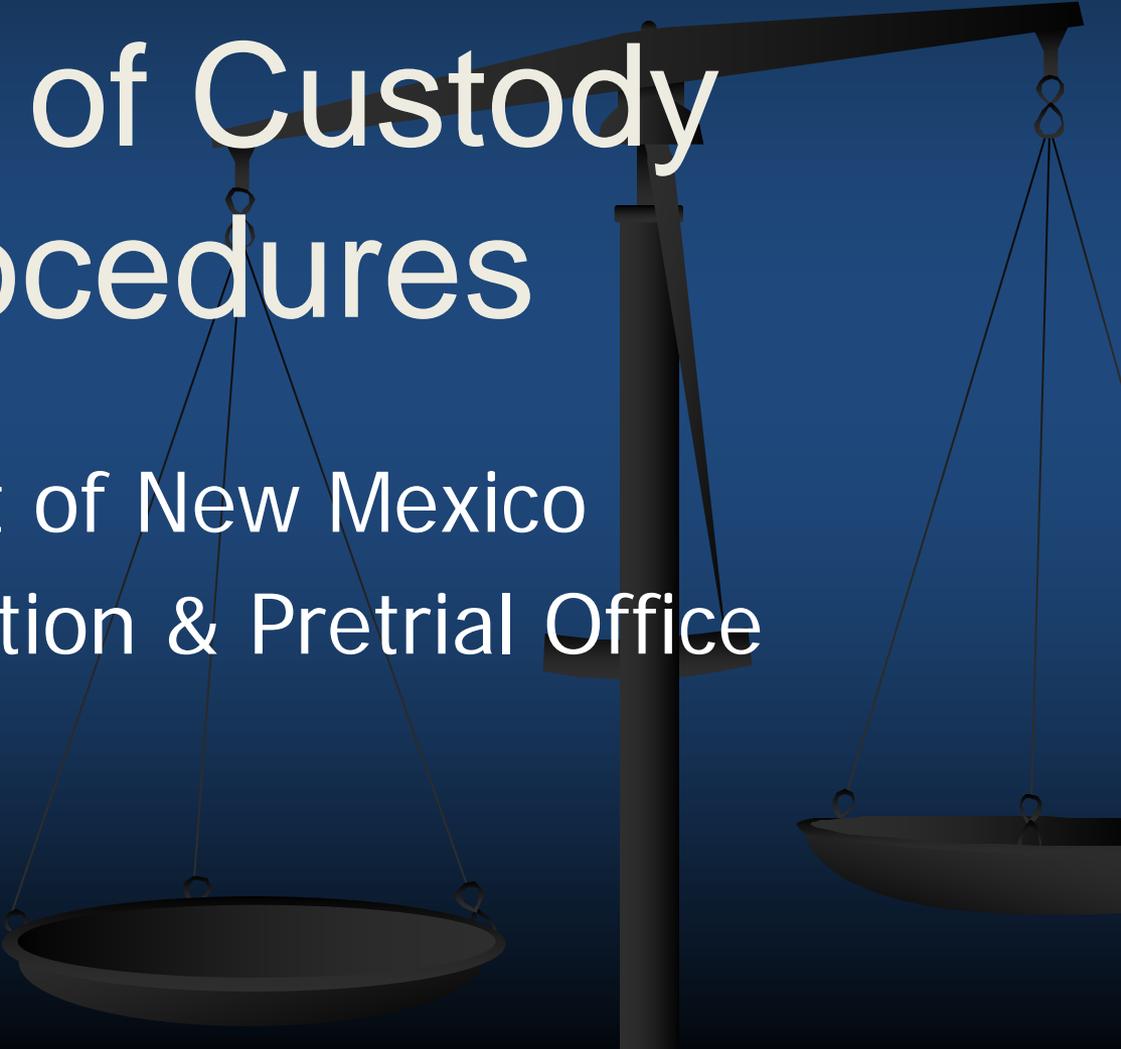


# QUESTIONS?

*Thank you for coming – we look forward to  
working with you!*

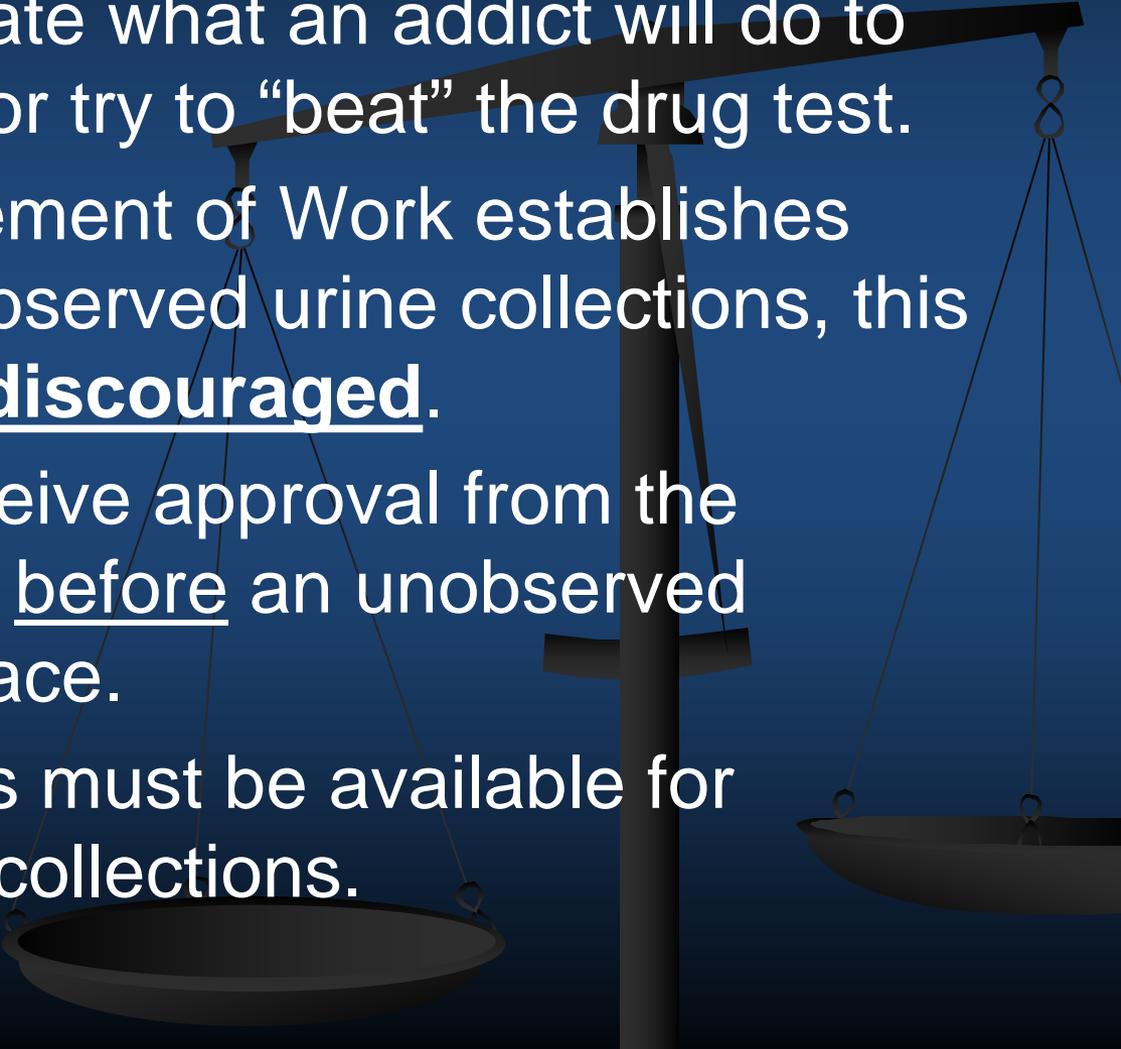


# Urine Collection and Chain of Custody Procedures



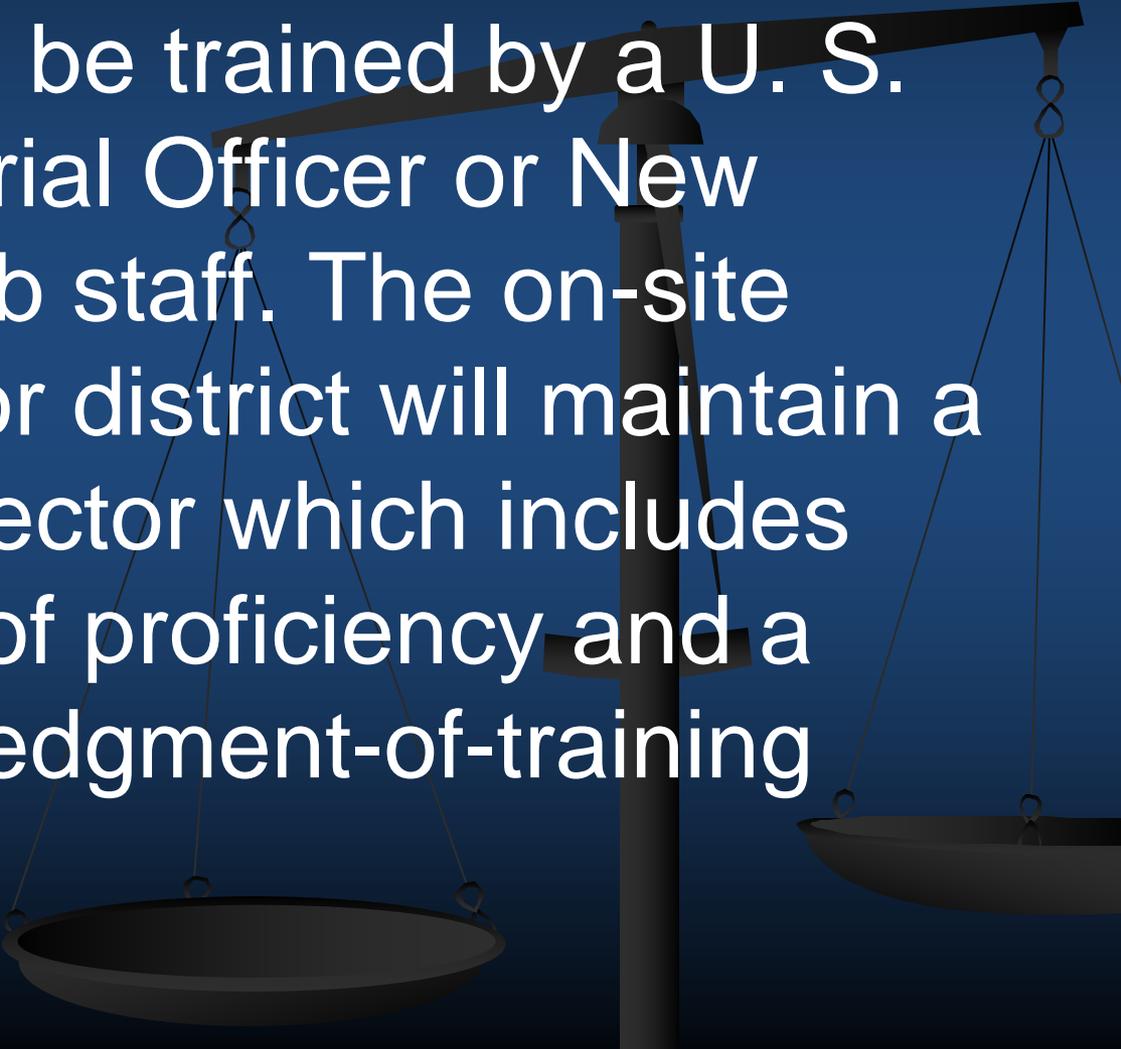
District of New Mexico  
U. S. Probation & Pretrial Office

# Importance of Observed Collection

- Never underestimate what an addict will do to conceal drug use or try to “beat” the drug test.
  - Although the Statement of Work establishes guidelines for unobserved urine collections, this method is **highly discouraged**.
  - Collector must receive approval from the supervising officer before an unobserved collection takes place.
  - Temperature strips must be available for unobserved urine collections.
- 

# Collector Certification

All personnel who perform urine collections must be trained by a U. S. Probation / Pretrial Officer or New Mexico Drug Lab staff. The on-site laboratory and/or district will maintain a file on each collector which includes documentation of proficiency and a signed acknowledgment-of-training form.



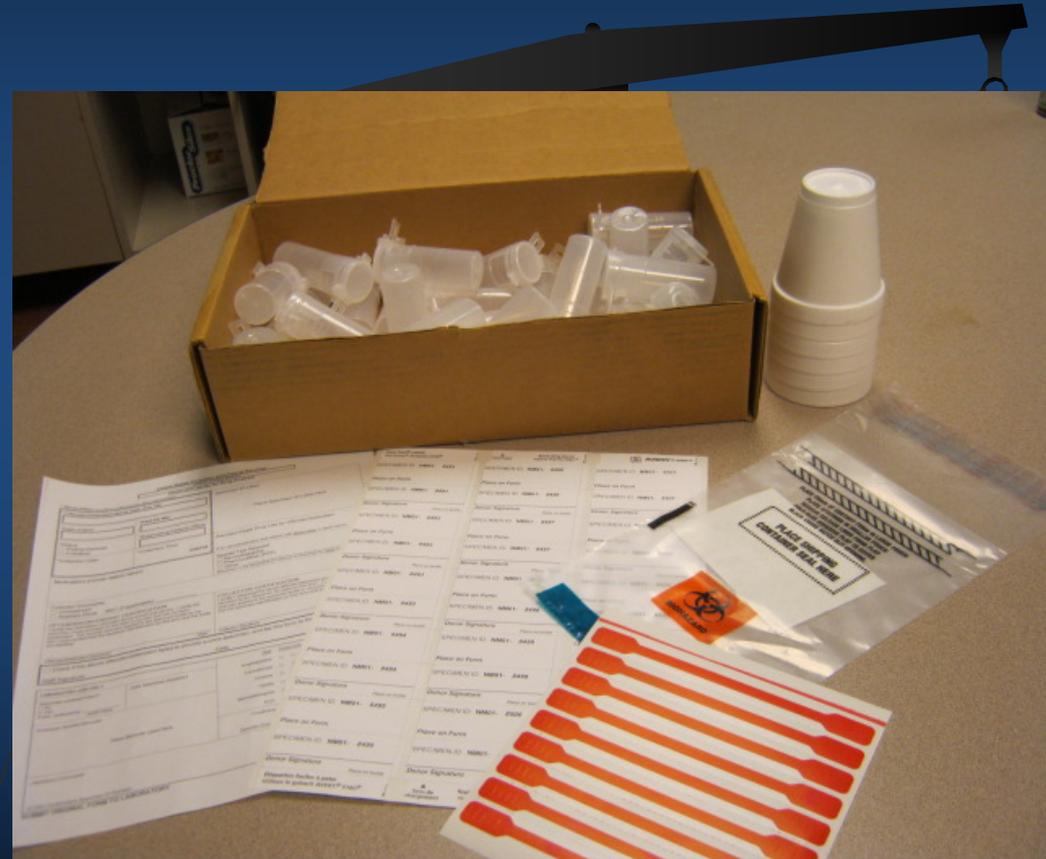
# Urine Collection- Step 1



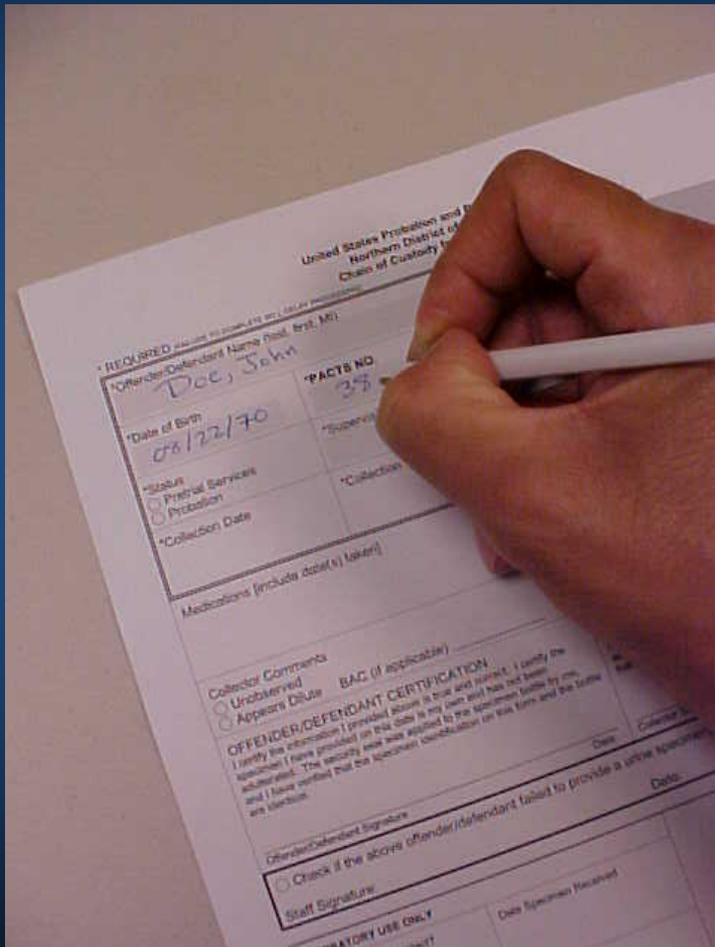
- The defendant should be escorted from the waiting area to the collection area by the collector.
- Be cognizant of body language and potential efforts to conceal a “cheating” device.
- The collector and the defendant are the only people present in the collection area at this time. **Multiple collections should not occur at the same time.**

# Urine Collection – Step 2

- The collector shall obtain supplies from a secured area in view of the defendant.
  - Chain of Custody (COC) form
  - Specimen ID labels
  - Tamper-evident seals
  - Specimen bottles
  - Wide-mouthed cups
  - Tamper-evident bag



# Urine Collection – Step 3



The image shows a close-up of a hand writing on a form. The form is titled "United States Probation and Northern District of California" and "Class of Custody". It contains several fields for information: "Offender/Defendant Name (Last, First, MI)" with "Doe, John" written; "Date of Birth" with "08/22/70" written; "PACTS NO" with "35" written; "Supervising Officer" and "Collection" fields; "Medications (include date(s) taken)"; "Collector Comments" with "Unobserved" and "Appears Dilute" selected; "OFFENDER/DEFENDANT CERTIFICATION" section; and "Staff Signature" and "Date Specimen Received" fields. A scale of justice is visible in the background.

- The collector fills out the top portion of the COC form (defendant's legal court name, date of birth, PACTS number, supervising officer, collection date/time, and medications).
- Verify information on pre-printed forms.

# Urine Collection – Step 4

- The defendant signs a specimen ID label.
- The defendant affixes the signed specimen ID label to the bottle, and affixes the matching specimen ID label to the COC form.

United States Probation and Pretrial Services  
Northern District of Oklahoma  
Chain of Custody for Drug Analysis

\*REQUIRED (ALL INFORMATION TO COMPLETE WILL DELAY PROCESSING)

*Offender/Defendant Name (Last, First, MI) Doc, John		Specimen ID Label SPECIMEN ID: ON01- 15 Place on Form
*Date of Birth 08/22/70	*FACTS NO. 3826	
*Status <input type="checkbox"/> Pretrial Services <input checked="" type="checkbox"/> Probation	*Supervising Federal Officer TS	
*Collection Date 9/16/06	*Collection Time 10:00 AM	Admitted Illegal Drug Use by Offender/Defendant _____
Medications (include date(s) taken) Prozac, Dayquil 9/16 11/7	Special Test Request <input type="checkbox"/> Benzodiazepine <input type="checkbox"/> Phencyclidine (PCP) <input checked="" type="checkbox"/> Other Specimen to be forwarded to national lab for other special test.	
Collector Comments <input type="checkbox"/> Unobserved <input checked="" type="checkbox"/> Appears Dilute BAC (if applicable) _____		

# Urine Collection- Step 5



- **The collector** maintains control of all supplies and escorts the defendant into the restroom.

# Urine Collection- Step 6



- Ask the defendant to remove any bulky (concealing) clothing, and to roll up sleeves so that wrists/forearms are in clear view.
- It may be necessary to have defendant adjust clothing in order to adequately determine that a device is not being concealed on his/her body.

# Urine Collection- Step 7



- The defendant will rinse hands with cold water (no soap) and dry them thoroughly.
- Purpose of rinse is to eliminate any agent the defendant may use to contaminate his urine.

# Urine Collection- Step 8



- The collector hands the labeled bottle to the defendant and positions himself in a manner to directly observe urine leave the body and enter the specimen bottle.
- Ask defendant to fill bottle to the top.

# Urine Collection- Female



- A clean, wide-mouthed disposable cup is used to catch urine. The urine is then transferred to the specimen bottle by the defendant.

# Urine Collection- Female

- Because it may be impossible to see urine leave the female body and enter the disposable cup, request a mid-stream collection.
- Ask the female defendant to begin the flow of urine into the toilet, stop the flow, then resume the flow into the collection cup.
- Defendant's other hand should be in clear view, away from the collection cup.
- Defendant will pour the urine from the collection cup into the specimen bottle.

# Urine Collection- Step 9



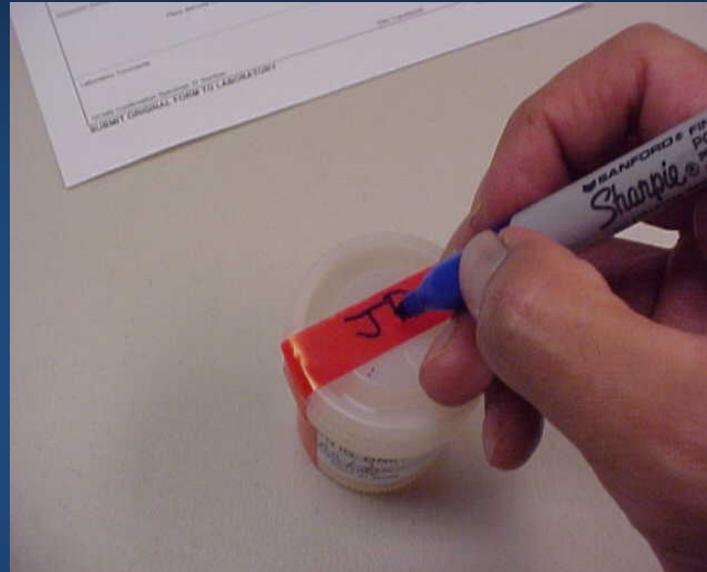
- After urine is collected, the defendant places the cap tightly on the bottle to prevent leakage.
- The defendant turns the bottle upside down over the sink to check for leakage.
- The **COLLECTOR** will **NEVER** handle the **filled** specimen bottle.

# Urine Collection- Step 10



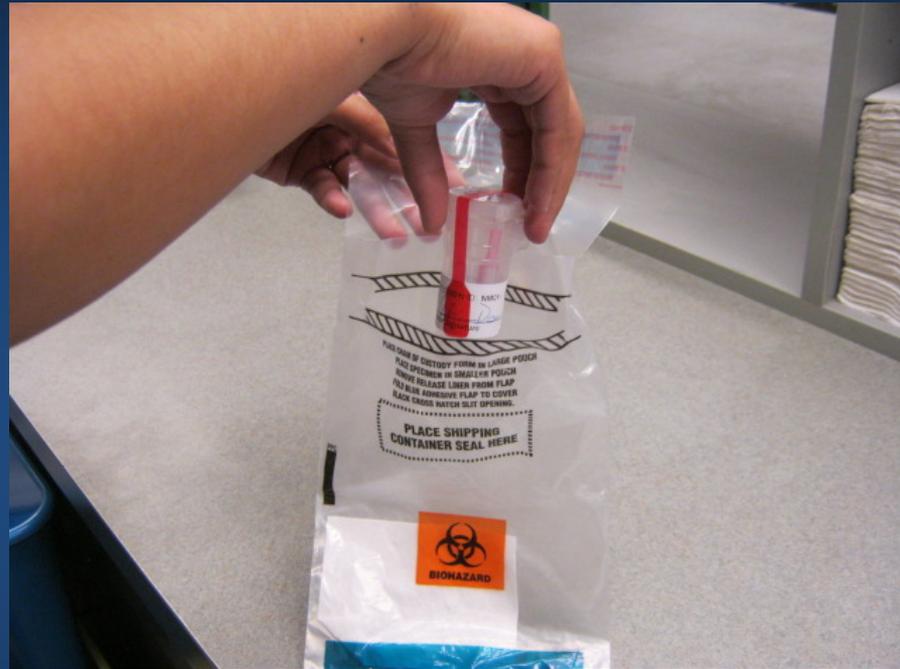
- At the collection area, the defendant places the tamper-evident seal over the top of the bottle with both sides of the seal securing the bottle top and adhering to the sides of the bottle. At least one end of the seal must be placed over the specimen ID label.

# Urine Collection – Step 10 (Continued)



- The defendant will write his/her initials on the tamper evident seal AFTER it is affixed to the bottle. Use a Sharpie marker for this.

# Urine Collection-Step 11



- The defendant places the UA specimen into the tamper evident bag, along with an absorbent sheet.

# Urine Collection- Step 12

United States Probation and Pretrial Services  
Northern District of California  
Chain of Custody for Drug Analysis

\*REQUIRED (Offender/Defendant Name (last, first, MI))  
Offender/Defendant Name (last, first, MI) Doe, John  
Specimen ID Label SPECIMEN ID: NM01- 15

Date of Birth 09/12/78 PACTS NO. 3526  
Status Probation Supervising Federal Officer TS  
Collection Date 9/18/06 Collection Time 10:00 AM

Admitted Illegal Drug Use by Offender/Defendant  
Special Test Request  
Benzodiazepine  
Phencyclidine (PCP)  
Other

Medications (include date(s) taken)  
Prozac, Dayquil, Zilt

Collector Comments  
Unobserved  
Appears Dilute  
BAC (if applicable)

OFFENDER/DEFENDANT CERTIFICATION  
I certify the information I provided above is true and correct. I certify the specimen I have provided on this date is my own and has not been adulterated. The security seal was applied to the specimen bottle by me, and I have verified that the specimen identification on this form and the bottle are identical.

Offender/Defendant Signature John Doe 9/18/06

United States Probation and Pretrial Services  
Northern District of California  
Chain of Custody for Drug Analysis

\*REQUIRED (Offender/Defendant Name (last, first, MI))  
Date of Birth 09/12/78 PACTS NO. 47192  
Status Probation Supervising Federal Officer TS  
Collection Date 3/30/12 Collection Time 7:10 AM

Specimen ID Label SPECIMEN ID: NM01- 8516

Place on Form

Admitted Illegal Drug Use by Offender/Defendant

If so, list substance(s) and date(s) with date(s) in space above

Special Test Request  
Benzodiazepine  
Phencyclidine (PCP)  
Other

Collector Comments  
Unobserved  
Appears Dilute  
BAC (if applicable)

OFFENDER/DEFENDANT CERTIFICATION  
I certify the information I provided above is true and correct. I certify the specimen I have provided on this date is my own and has not been adulterated. The security seal was applied to the specimen bottle by me, and I have verified that the specimen identification on this form and the bottle are identical.

Offender/Defendant Signature Jane Smith 3/30/12

Collector Signature Jane Smith 3/30/12

Check if the above offender/defendant failed to provide a urine specimen, and fax this form to the supervisor.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- The **defendant** shall read, sign, and date the COC form under offender/defendant certification.
- The **collector** shall complete the notes section of COC form, **REVIEW** the form for completeness, and then read, sign and date under collector certification.

# Urine Collection – Step 13



Before placing the COC form into the specimen bag, the **collector** has the opportunity to do a final review and verify that –

- specimen ID numbers on the COC form and specimen bottle match.

# Urine Collection – Step 13

## (Continued)



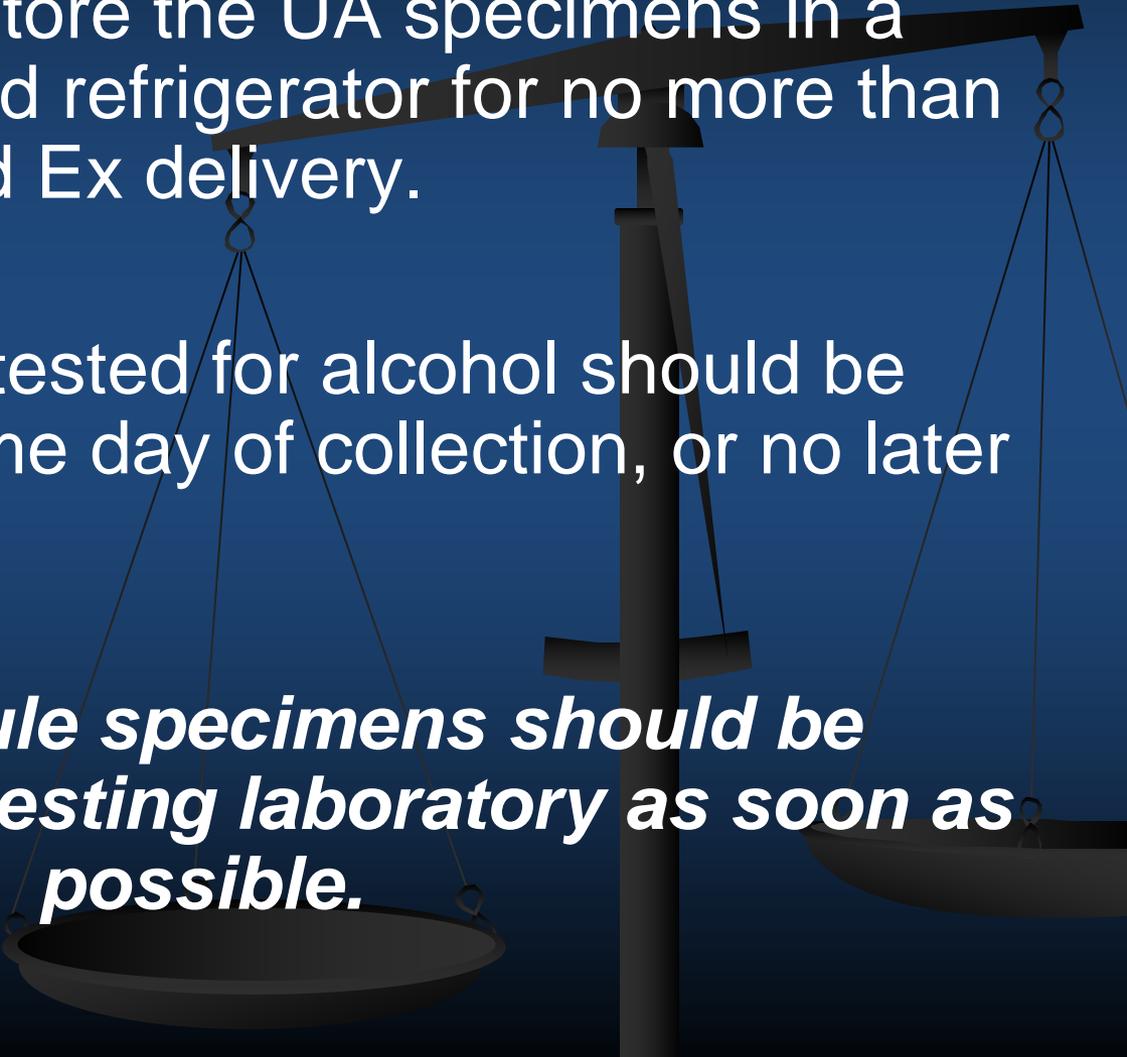
- The specimen bottle is **TIGHTLY** sealed.
- The specimen bottle is affixed with
  - **defendant-signed** specimen ID label.
  - **defendant-initialed** tamper-evident seal that is placed **OVER** the specimen ID label.
  - security seal is intact and adhering to both sides of the bottle.

# Urine Collection-Step 14



- The **collector** folds the form and places it into the document pocket of the tamper-evident bag.
- The **collector**, in the presence of the defendant, removes the adhesive strip and folds the top of the bag over the front pocket guidelines.

# Storage and Delivery

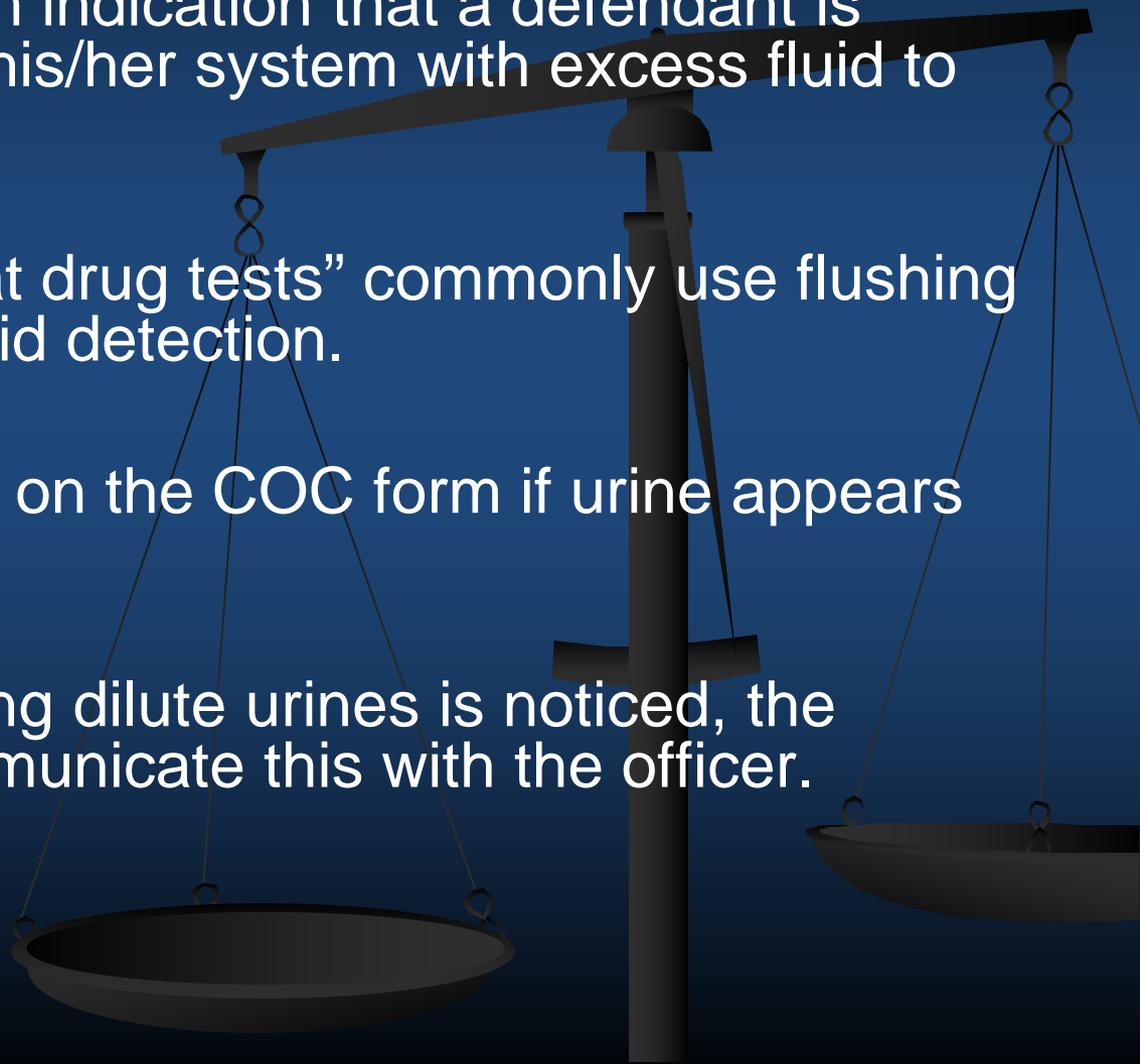


- The collector will store the UA specimens in a secured and locked refrigerator for no more than 3 days prior to Fed Ex delivery.
- Specimens being tested for alcohol should be sent off on the same day of collection, or no later than the next day.

***As a general rule specimens should be delivered to the testing laboratory as soon as possible.***

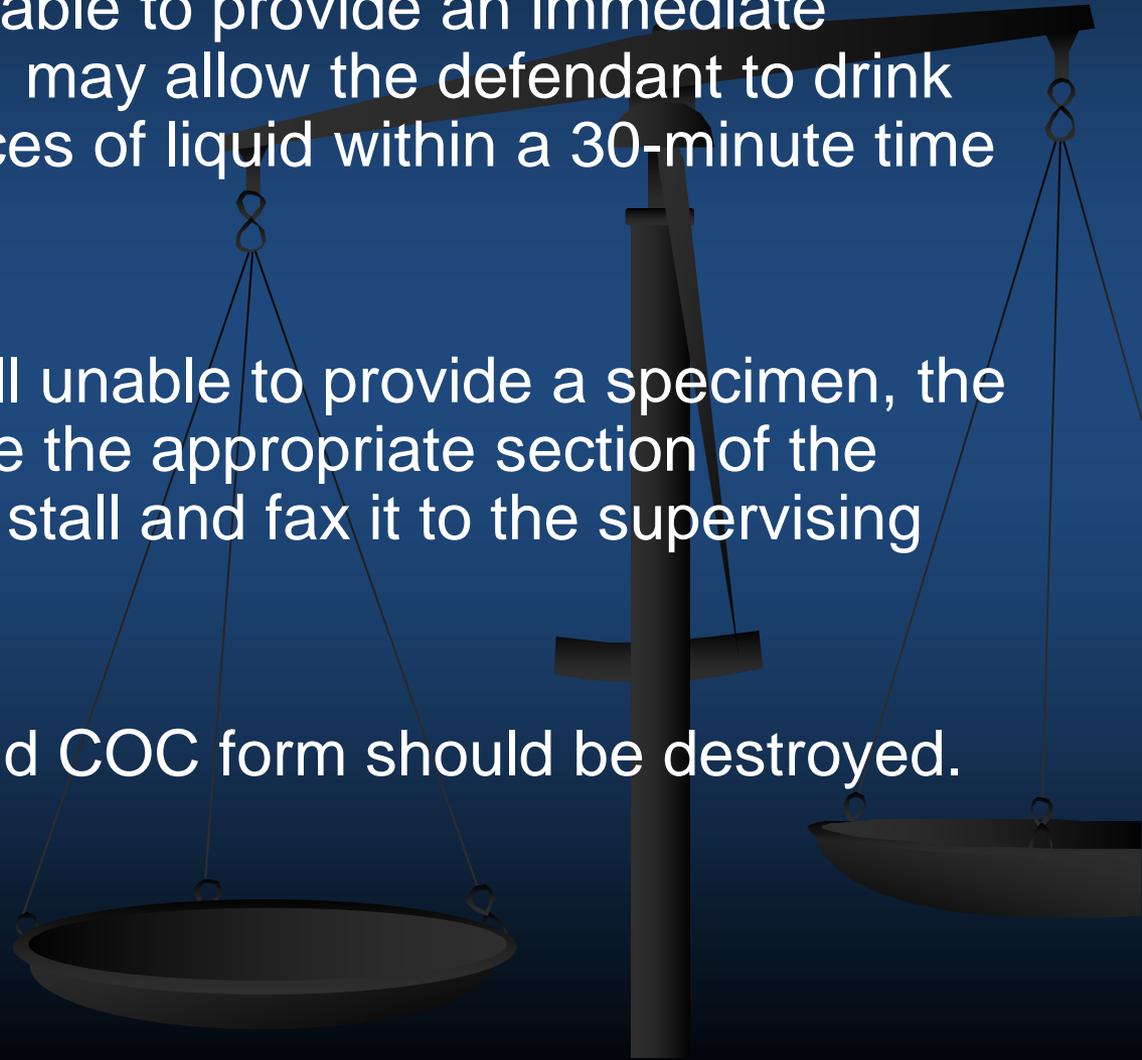
# DILUTE URINE

- Dilute urine can be an indication that a defendant is attempting to “flush” his/her system with excess fluid to avoid drug detection.
- Products sold to “beat drug tests” commonly use flushing as the method to avoid detection.
- It is important to note on the COC form if urine appears dilute.
- If a pattern of providing dilute urines is noticed, the collector should communicate this with the officer.



# Stalling & Subsequent Attempts

- If the defendant is unable to provide an immediate sample, the collector may allow the defendant to drink not more than 8 ounces of liquid within a 30-minute time period.
- If the defendant is still unable to provide a specimen, the collector will complete the appropriate section of the COC form noting the stall and fax it to the supervising officer.
- The unused bottle and COC form should be destroyed.



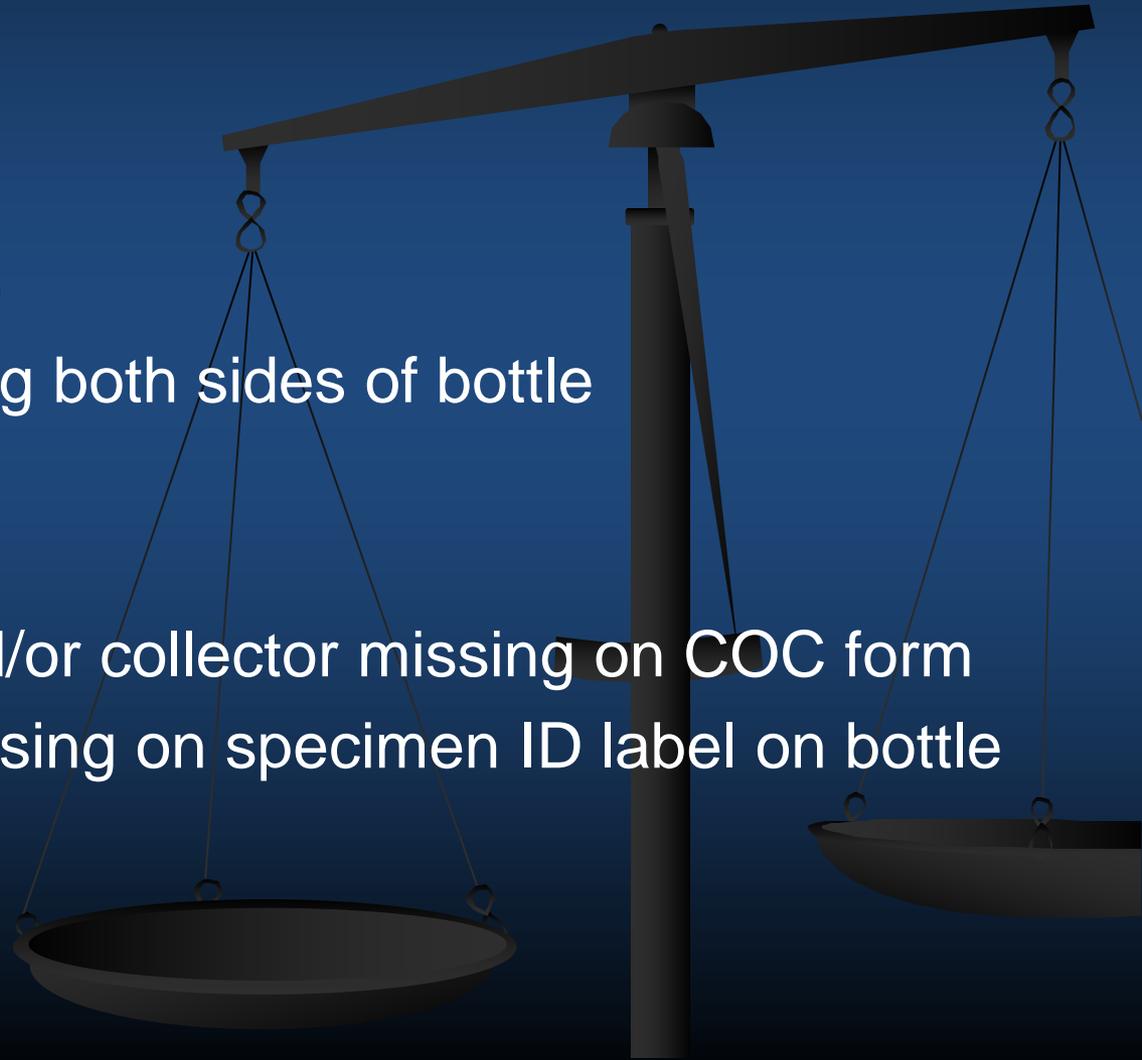
# “NO TESTS”

- TAMPER SEALS –

- 1) broken
- 2) no initials
- 3) none on bottle
- 4) not overlapping both sides of bottle

- SIGNATURES –

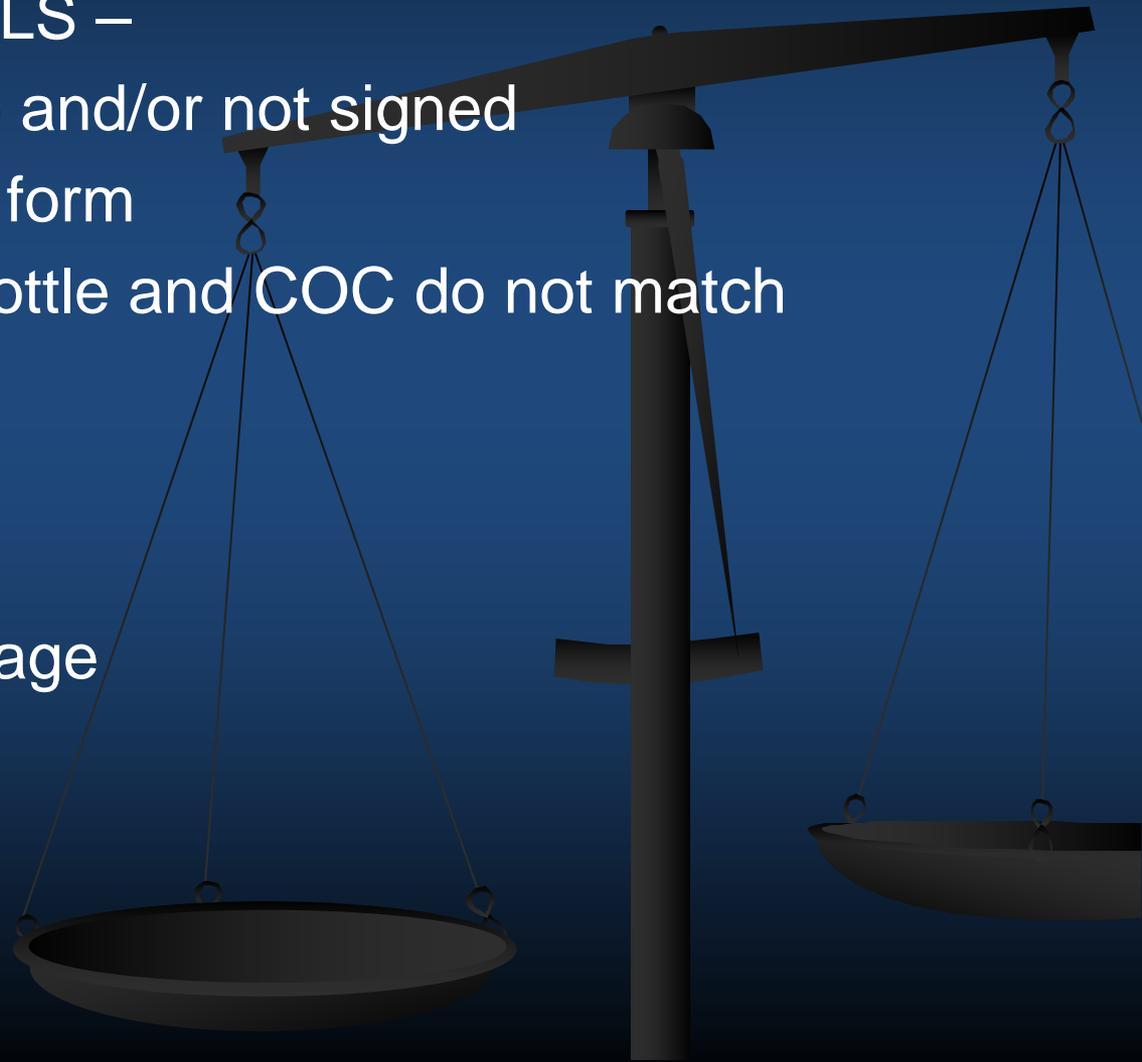
- 1) defendant and/or collector missing on COC form
- 2) defendant missing on specimen ID label on bottle



# “NO TESTS”

Continued

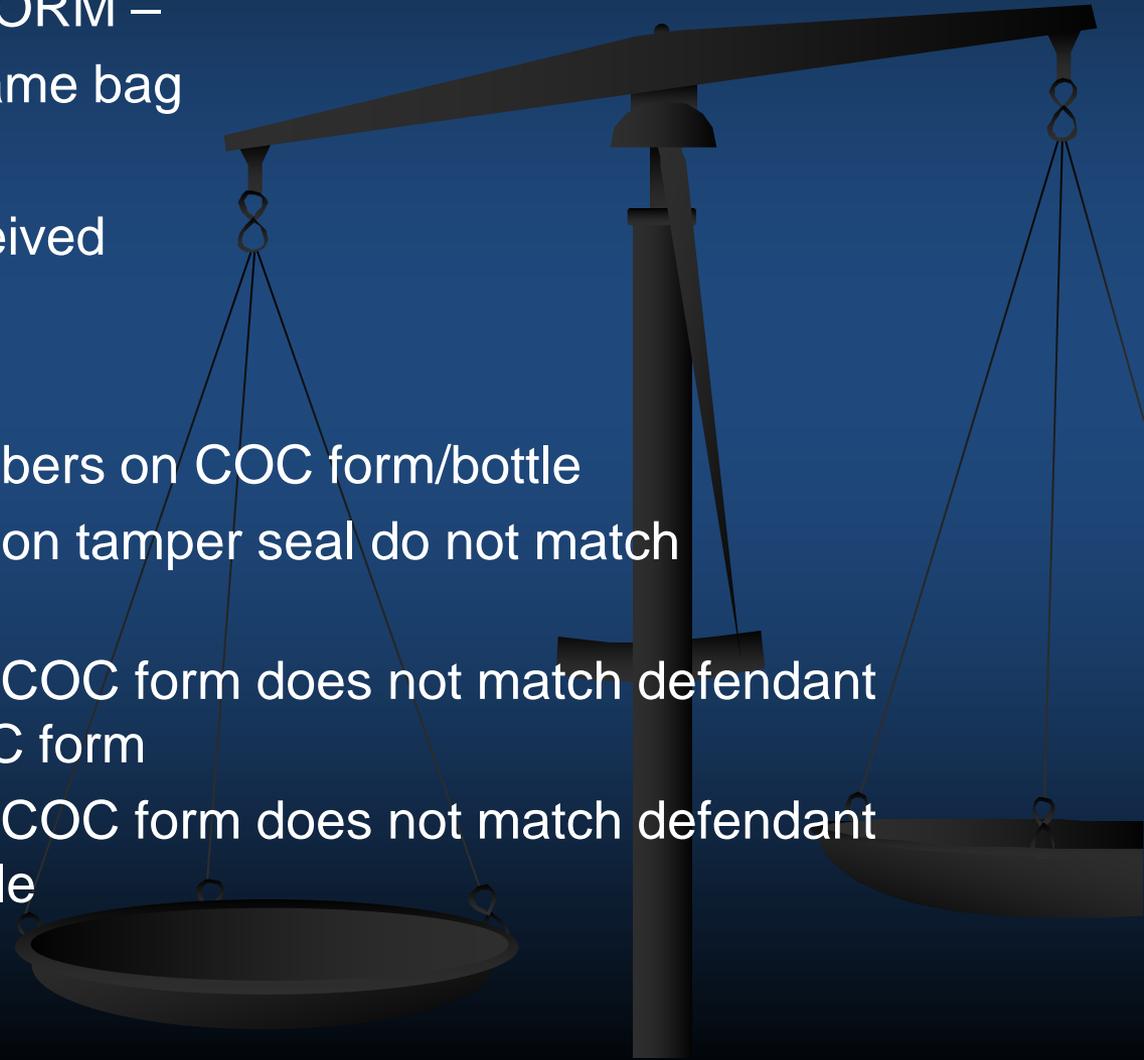
- SPECIMEN ID LABELS –
  - 1) none on bottle and/or not signed
  - 2) none on COC form
  - 3) numbers on bottle and COC do not match
  
- URINE VOLUME –
  - 1) insufficient
  - 2) complete leakage



# “NO TESTS”

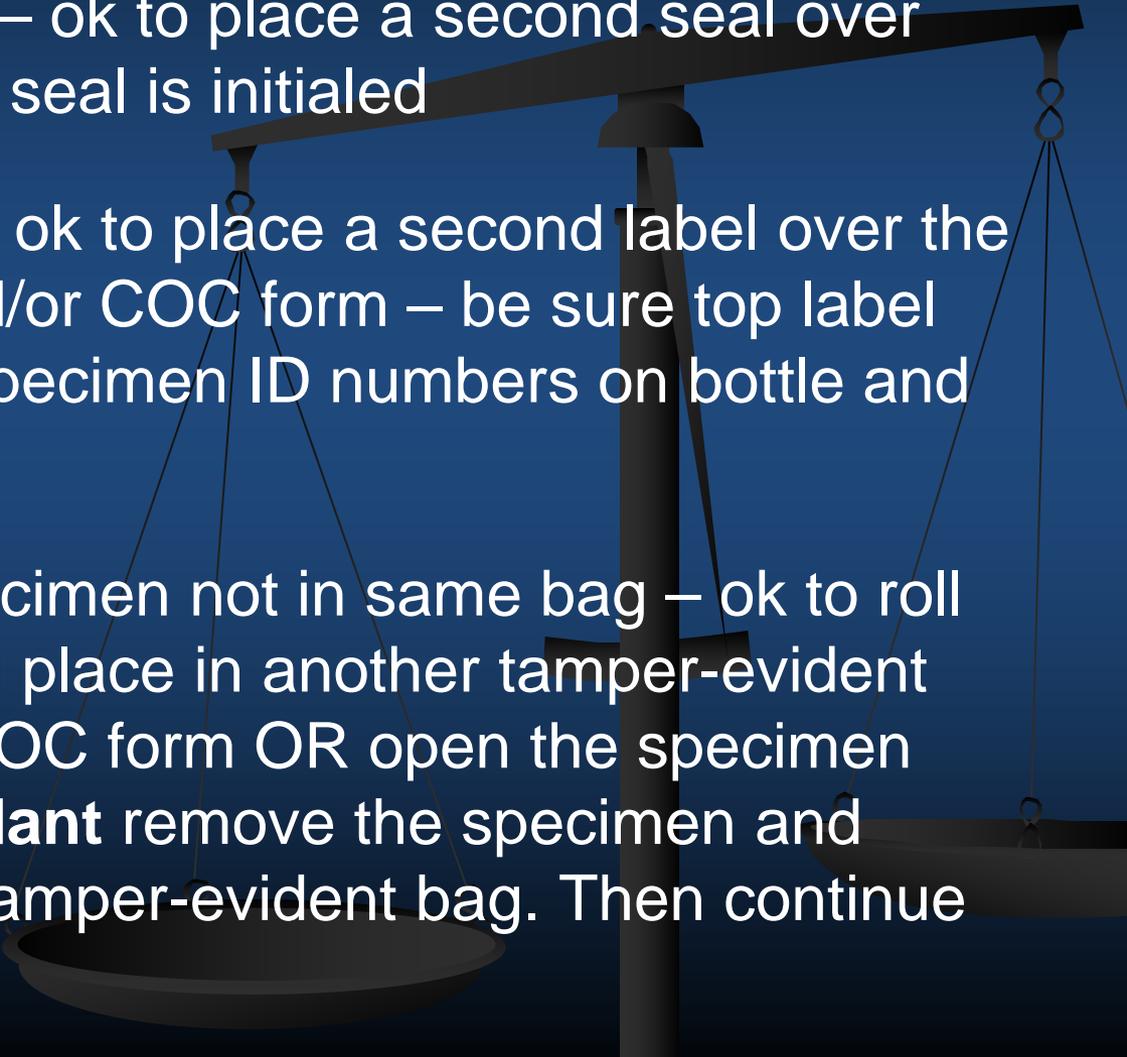
Continued

- SPECIMEN AND COC FORM –
  - 1) not received in same bag
  - 2) no COC received
  - 3) no specimen received
  
- NO MATCH –
  - 1) specimen ID numbers on COC form/bottle
  - 2) defendant initials on tamper seal do not match defendant name
  - 3) name/Pacts # on COC form does not match defendant signature on COC form
  - 4) name/Pacts # on COC form does not match defendant signature on bottle



# Correctable errors

(detected in presence of defendant)

- Broken tamper seals – ok to place a second seal over the first – be sure top seal is initialed
  - Specimen ID labels – ok to place a second label over the first, on the bottle and/or COC form – be sure top label on bottle is signed. Specimen ID numbers on bottle and COC must match.
  - 3) COC form and specimen not in same bag – ok to roll up specimen bag and place in another tamper-evident bag, along with the COC form OR open the specimen bag, have the **defendant** remove the specimen and place it into another tamper-evident bag. Then continue with step #14.
- 

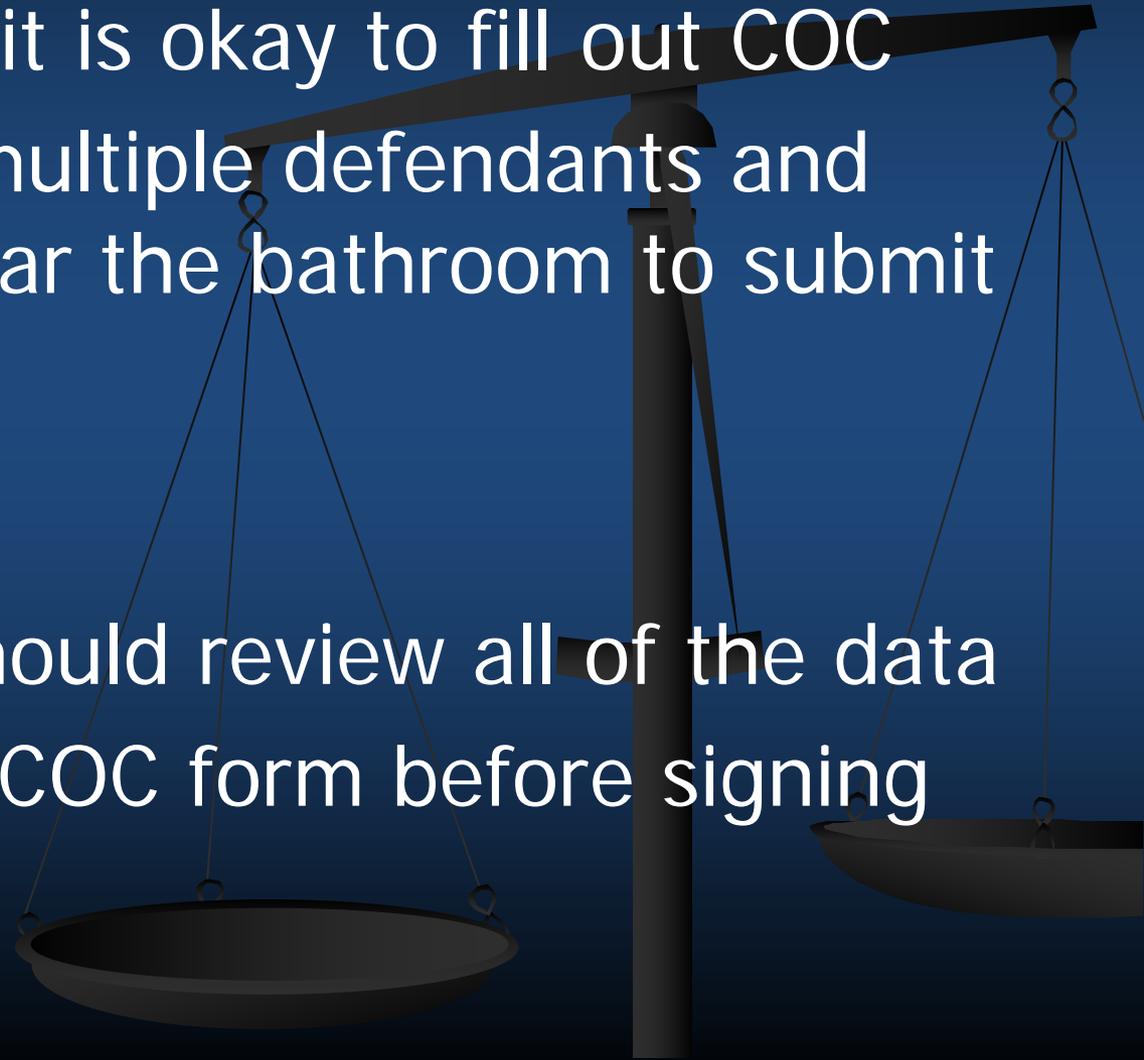
# POP QUIZ

- True or False?

On a busy day, it is okay to fill out COC forms first for multiple defendants and line them up near the bathroom to submit to collection.

- True or False?

The collector should review all of the data entered on the COC form before signing the COC form.



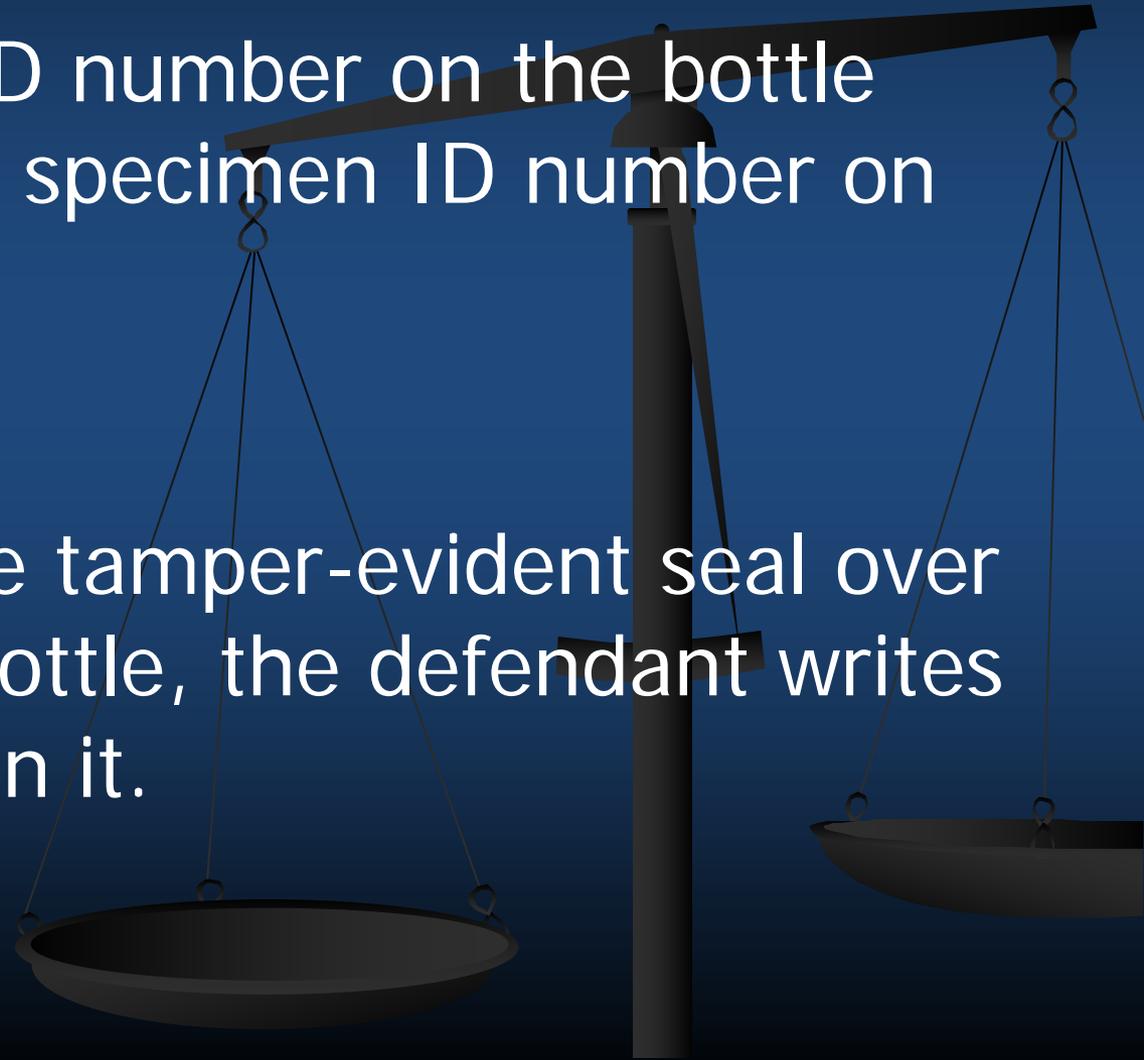
# POP QUIZ

- True or False?

The specimen ID number on the bottle must match the specimen ID number on the COC form.

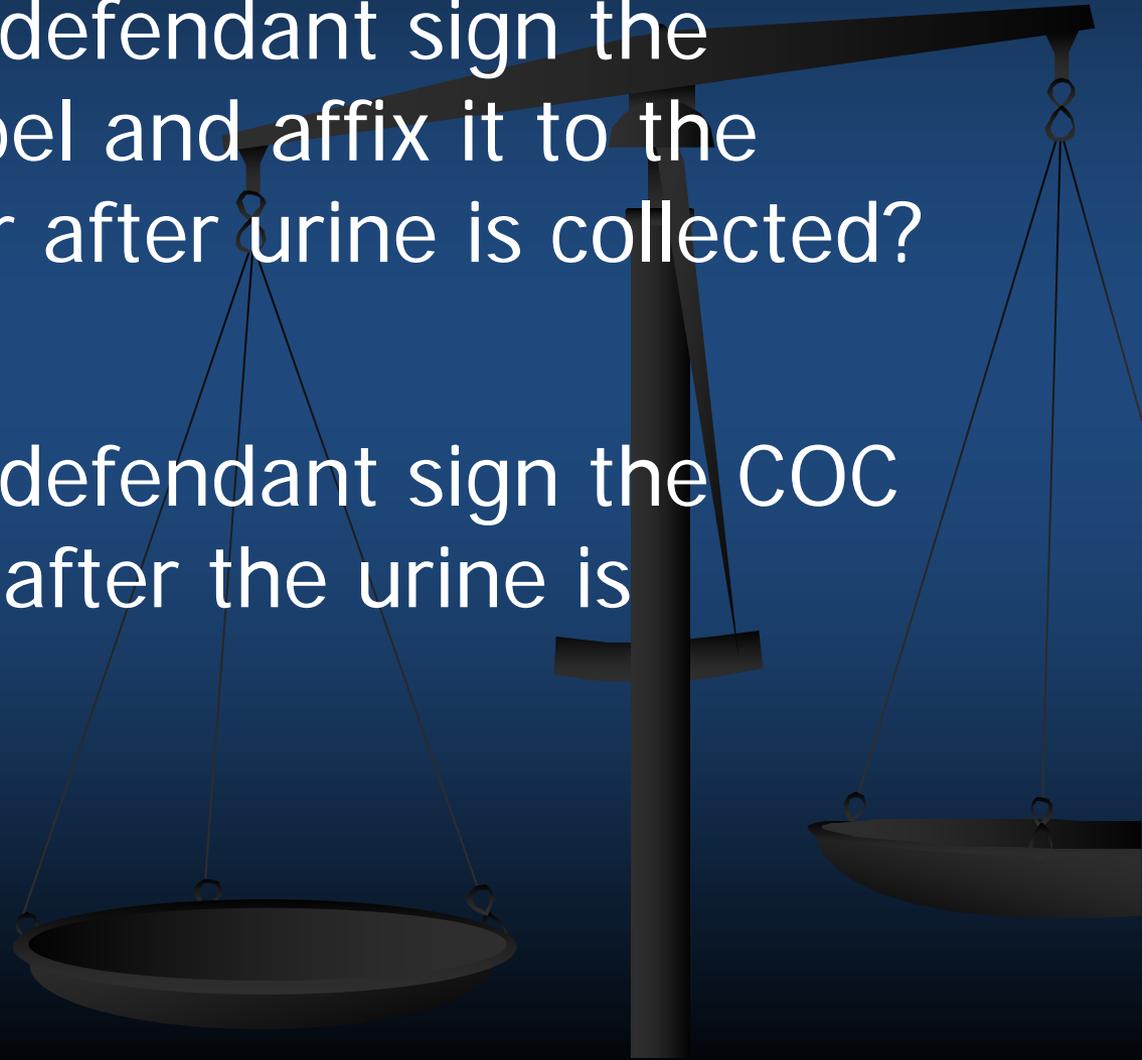
- True or False?

After placing the tamper-evident seal over the top of the bottle, the defendant writes his/her initials on it.



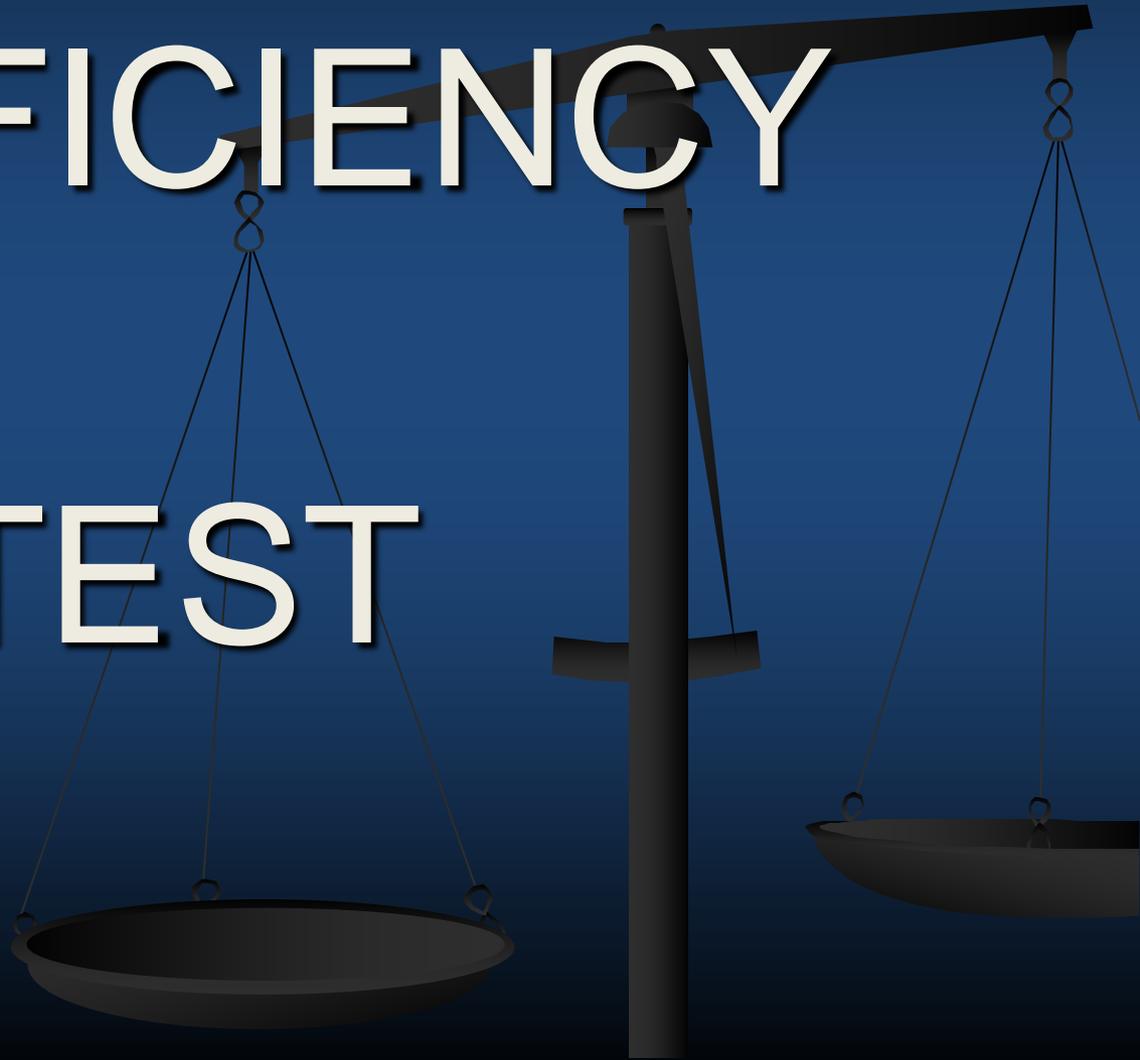
# POP QUIZ

- When does the defendant sign the specimen ID label and affix it to the bottle, before or after urine is collected?
- When does the defendant sign the COC form, before or after the urine is collected?



PROFICIENCY

TEST



# Positive Reports

- The positive/abnormal results are sent in a PDF report which can be printed out or immediately uploaded into PACTS
- Any notes from the chain-of-custody form will be on the report

**U.S. Probation & Pretrial Services**  
 333 Lomas Blvd., NW., Suite 170  
 Albuquerque NM, 87102  
 Phone:(505)348-2600 Fax:(505)348-2701

Final Copy

<b>Donor:</b>	<b>BYRD, LA-TERRIA TI-SHAWN</b>	<b>Birth:</b>	<b>1/10/1990</b>	<b>Acc #:</b>	<b>586226</b>
<b>Donor #:</b>	<b>OE7691</b>	<b>Age:</b>	<b>22 years</b>	<b>Collection Date:</b>	<b>2/21/2012 14:30</b>
<b>Officer:</b>	<b>Hendley, Michael</b>			<b>Received in Lab:</b>	<b>2/28/2012</b>

Collection Site: OE04 - The Oaks/SV  
 District: Oklahoma Eastern Pretrial  
 Region: U.S. P&P - Oklahoma Eastern

Specimen ID      OE04-989

Test Name	Result	Units	Flag	Reference Range/Cutoff
<b>PANEL 1</b>				
CREATININE	108.9	mg/dL	NORMAL	>15.0
COCAINE			Negative	300
OPIATES			Negative	300
AMPHETAMINES			POSITIVE	1000
AMPHETAMINES			POSITIVE	1000
CANNABINOIDS			Negative	50

**Notes:** Officers should verify the names of any over-the-counter medications, and secure copies of any prescriptions that the defendant reports to have taken due to a possible substantiated positive.

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

# Result Reporting Procedures

- Negative Results - filed, PACTS chrono / DTR
- Positive Results - filed, e-mailed, PACTS chrono / DTR
- Abnormal Creatinine - filed, e-mailed, PACTS chrono / DTR
- No Test - filed, e-mailed, faxed to collection site, end of month (EOM) report

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333 Lomas Blvd., NW., Suite 170  
Albuquerque NM, 87102  
Phone:(505)348-2600 Fax:(505)348-2701

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Donor: **DOE, J**      Acc #: **100101**  
Donor #: **JDOE**      Birth: **9/9/1999**  
Officer: **Phillips, Gary**      Age: **7 years**      Collection Date: **5/31/2007 16:20**

Collection Site: **CO01 - Denver Office/P**  
District: **Colorado Probation**  
Region: **U.S. P&P - Colorado**

Specimen ID: **CO01-697**

Test Name	Result	Units	Flag	Reference Range/Cutoff
<b>PANEL 1</b> <span style="float: right;"><i>Run By: BC on 6/7/2007 16:02</i></span>				
CREATININE	64.2	mg/dL	<b>NORMAL</b>	>15.0
COCAINE			<b>Negative</b>	300
OPIATES			<b>Negative</b>	300
AMPHETAMINES			<b>Negative</b>	1000
CANNABINOIDS			<b>Negative</b>	50

**Notes:** DEFENDANT'S DOB IS 4/3/77

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

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Originally Printed On: 6/18/2007 9:28      Accession: 100101    Donor ID: JDOE  
Printed: 6/18/2007 9:37      Page 1 of 1      Lab Results For: J DOE

# Urine Collection and Chain of Custody Procedure

Questions may be directed to:

## Drug Lab Assistants

- Melodie Wacker
- Janean Perea
- Stephanie Dameron
- Jacqueline Daughtry

## Drug Lab Administrative Analyst

- Patricia Rodriguez

505-348-2715 or 505-348-2734

Email: [nmppdb\\_Druglab@nmcourt.fed.us](mailto:nmppdb_Druglab@nmcourt.fed.us)



# SWEAT PATCH TESTING

- Sweat patch testing is ordered in unique cases – (UA testing is generally the preferred method of testing). Some examples of when such testing would be ordered:
  - Client lives a long distance from testing site and it is easier to have the patch applied/removed at the time of weekly counseling services
  - Client is incapable of calling the CAP line daily
  - Client needs 24/7 testing to stay clean



# SWEAT PATCH TESTING (CONT'D)

Pharm Chem sweat patch videos

