



CARE's WorkLife Solutions

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CARE's WorkLife Solutions Referral Process

Self-Referral (employee or dependent)	Formal Supervisory Referral	Drug-Free Workplace (positive drug test, non-safety sensitive position)	DOT (positive drug test, safety sensitive position)
Change in behavior is desired	Change in job performance is required for employment	Compliance with drug policy is required for employment	Employee cannot work in a safety sensitive job until completion of the Substance Abuse Professional (SAP) process
	- Follows supervisory procedure - Employer notifies EAC of referral	- Follows supervisory procedure - Employer notifies EAC of referral	- Follows supervisory procedure - Employer notifies EAC of referral
Client makes the appointment	Client makes the appointment	Client makes the appointment	Client makes the appointment
	Client signs consent to release form	Client signs consent to release form	Client signs consent to release form
A behavioral/chemical health screening is provided	A behavioral/chemical health screening is provided as a part of the EAP assessment	A chemical health screening is provided	A chemical health evaluation is provided by the SAP
Recommendations and referrals are made	Recommendations and referrals are made	Recommendations and referrals are made	Recommendations and referrals are made
Client may or may not follow recommendations	Client may or may not follow recommendations	Client may or may not follow recommendations	Client must follow recommendation to return to safety sensitive job
Supervisor <i>is not</i> informed of employee's involvement with the program	Supervisor is informed of: - Client's attendance - Whether client agrees to follow recommendations - Follow-up information	Supervisor is informed of: - Client's attendance - Whether client agrees to follow recommendations - Follow-up information	Designated Employer Representative (DER) is informed of: - Client's attendance - Result of evaluation - Recommendations - Client's compliance/non-compliance status - Follow-up plans - If sent to TX, follow up information related to treatment programs - Follow up drug testing schedule
	Supervisor continues to monitor job performance	Supervisor continues to monitor job performance	DER: - Continues to monitor job performance - Tests according to SAP's recommendation - After receiving the SAP's final evaluation, determines return to safety sensitive duty