

Substance Use Screening

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Authority:

[Administrative Code 392](#)

[Wisconsin Statute § 938.34\(6r\), 938.34\(6s\)](#)

General Statement

Substance use screening is an evidence-based practice used to identify and monitor potential chemical use/misuse. Substance use screening by DOC staff is done to investigate and establish a factual context (forensic purpose). The generated results of any instant screen are only an indication that a substance (legal and/or illegal) is present. Best practices include that all screenings conducted under this subsection which have the potential to directly or indirectly affect custody, assessment, treatment plan, or treatment programming of any participant shall be confirmed by a certified laboratory.

While confirmation of positive screening results is considered the best practice, if a youth admits to drug use, this admission, along with the positive drug screen, can be used to refer a youth to treatment. Substance-use screening results alone should not be the basis for a youth referral to substance-use treatment. If a treatment referral is submitted due to substance use, and the youth does not admit or does not agree to treatment, completion of a confirmation test is necessary.

Urine and saliva confirmation testing can be used for:

- Identify drug usage;
- Discuss denials of use;
- Monitor compliance;
- Assess risk and needs;
- Comply with court orders and/or rules of supervision.

The results for a substance use screen must be confirmed by a certified laboratory test due to any of the following:

- The youth does not admit to the use of drugs;
- The screening device is the sole evidence of drug use;
- Termination or revocation could result because of the test result.

The confirmation screen must be requested immediately.

Confirmation may also be done at the request of the youth or at the discretion of the agent with supervisory approval.

If the agent intends to utilize a lab confirmed positive urine or saliva screen result, in a termination or revocation hearing, staff from the testing agency must be available via letter, telephone, or in person for appearance at hearings.

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Frequency of screening and the selection of substances to be screened shall be driven by the youth case plan, criminogenic needs and current supervision standards. Every youth shall have a substance use screening during the intake period. Every youth shall have a minimum of one substance-use screening completed every 90 days. Substance use screening may be conducted more frequently:

- As a recurrent part of routine supervision;
- If there is a highly probable substance use need identified;
- If a life-changing event has occurred;
- If behavioral change has been exhibited by the youth;
- If there is reason to believe the youth has been in possession of or has used illegal drugs or non-prescribed medication;
- When a youth is taken into custody for drug-related behaviors;

- When the observation of a staff member or credible information from an informant warrants screening;
- At the direction of a supervisor.

Collection of urine or saliva specimens for the sole purpose of monitoring result levels is not recommended.

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Each DJC office shall follow a standard process for the collection of specimens, storage, transport, and maintaining a Chain of Evidence ([DOC-1496](#)). Staff collecting specimens to be tested by a contracted, off-site laboratory will precisely follow the procedures outlined by that laboratory.

If the youth provides a monitored specimen and there are tampering or substance use concerns, staff shall consult with their supervisor regarding whether or not the UA needs to be observed. If an observed specimen is necessary due to concerns of tampering, in lieu of observation, the youth may be asked to provide a second sample. Youth shall be allowed to urinate in a cup while sitting.

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Results of the urine or saliva screening will be documented in the Drug Tests section of COMPAS. If the screen result is positive for illegal substances, staff shall utilize the EBRV for a disposition of the violation. After a discussion between the youth and the agent, the conversation and outcome will then be appropriately documented in notes.

Recording Screening Results in COMPAS [Back to Top](#)

1. The COMPAS Person record will open to the Person Summary screen.
2. Scroll down to the Cases section. Click on the Case hyperlink. If only one case is listed, select that case. Ensure that the current case hyperlink that is assigned to DJC is selected. If a case does not exist or the most current case is checked "closed", contact the supervisor.
3. Click on Drug Testing on the left-hand side of the screen. Do not attempt to enter data into Drug Testing Information or Additional Assessment Information sections.
4. In the Drug Test section, click on Create.
5. Enter Test Date or click on the calendar to populate this field.

6. Enter Test Time or click on Now to auto-populate this field.
7. Enter Ordered By as the agent of record – drop down sorted by first name of staff.
8. Enter Tested By as the staff member observing the screening process. The drop down is sorted by the first name of a staff member.
9. Enter Test Location and Test Reason. The test reasons to be entered are as follows:
 - Cause: Youth may be subject to testing if the agent believes the youth has used or is under the influence of intoxicating substances.
 - Random: Random sampling will be used for the minimum quarterly requirement.
 - Saturation: Field agents will not use this type of screening. When a high incidence of drug use or trafficking is suspected, an identified group may be tested. This type of test will mainly be utilized by Division of Adult Institutions or a Juvenile Correctional Facility.
 - Targeted: Youth may be identified for targeted testing during the intake process to determine /identify any current drug usage.
10. Enter Test Type by using the drop down function, then click next.
11. Enter test results individually for each substance tested for or click Negative or Positive to auto-populate all of the test fields. Do not use Faint, Admit or Level. Click Save.
12. Enter detailed comments, if identified, utilizing the associated section:
 - Tampered: Agent will utilize this if there is suspected interference with the screening, including but not limited to; invalid registered temperature or youth possession of screen tampering contraband.
 - Missed: DJC Field staff will not utilize this box
 - Excused: Staff will use this box and enter comments if there are valid reasons the mandatory minimum urine screen was missed. Included but not limited to: temporary custody, medical emergency, unable to use the restroom at time of screen, or reason beyond youth's control and the screen cannot be rescheduled in a reasonable time to meet the standard.
 - Refused: Staff will use this box if a youth declines, rejects or refuses to cooperate with the screen.

Entering Laboratory Confirmation Tests In COMPAS [Back to Top](#)

1. Create a new Drug Test record for entering Confirmation Test results. Do not update the prior Instant Test results record.

2. Enter Test Date as the date you receive the results back from the confirmation lab (noted on the results sheet).
3. Enter Test Time as the time the sample was confirmed by the lab (noted on the results sheet).
4. Enter Ordered by as the agent of record.
5. Enter Tested by as the agent of record.
6. Select Confirmation Test from the drop-down menu for Test Type. Do not select Sent to Lab.
7. In Comments, staff may enter the following if applicable:
 - Confirmation requested by youth
 - Confirmation test from Instant Screen dated 00/00/00
8. Click Next and enter Positive or Negative for all drugs listed. Do not use Faint or Admit.
9. Scroll down to access all drugs listed. For drugs not tested, select Negative.
10. Click on the Positive bubble for any drugs testing positive.
11. Click Print if you choose to have a printed copy of this test and place in youth file.
12. Close out each Person record by clicking the red X beside the youth name.
13. Enter summary of test process and results into COMPAS Case Plan Notes for this youth.

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All DOC-1496 forms shall be retained in accordance with RDA 153

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