

# DRUG & ALCOHOL TESTING PROGRAM MANAGEMENT

THE FIRST STEP IN BECOMING NATIONALLY ACCREDITED FOR ADMINISTRATION OF DRUG AND ALCOHOL TESTING PROGRAMS



Providence, RI

Phoenix, AZ

Charlotte, NC

Sacramento, CA

Cincinnati, OH

DOT Reviewed



### A MATTER OF STANDARDS

DATIA is pleased to present national seminars on how to professionally manage and administer drug and alcohol-testing programs for Consortia, Third Party Administrators, and in-house program administrators. While the drug and alcohol testing program management industry enjoys a 20% annual growth rate, there has been a lack of standardized procedures and rules applying to program management since the inception of drug and alcohol testing. No federal or state regulations currently govern the proper management of drug and alcohol testing programs. The many programs that have been developed employ different methods for administering the testing process for their members. New Department of Transportation Regulations, which go into effect on August 1, 2001, provide guidelines for C/TPA management, but they are still not comprehensive. The DATIA Drug and Alcohol Testing Program Management seminar will provide you with a comprehensive set of guidelines that comply with all regulations and can lead your company to achieving accreditation.

### PROGRAM OBJECTIVE

The objectives of the DATIA NAADATP program and the Drug and Alcohol Testing Program Management seminar are: 1) address the lack of a national consensus and frequent ambiguity on the role of drug and alcohol testing program managers in assisting employers meet the drug and alcohol testing rules, 2) to continue the industry's growth and have the confidence of its members and government officials, and 3) to minimize inconsistencies with objective criteria on how to effectively manage a company's drug and alcohol testing program. The program will provide participants with concrete guidelines, standards, and examples that can immediately be put to use at their organization. The seminar is designed for all drug and alcohol testing program managers.

### ORGANIZATIONAL ACCREDITATION

The DATIA Drug and Alcohol Testing Program Management seminar is the first step in becoming Nationally Accredited for Administration of Drug and Alcohol Testing Programs (NAADATP) by DATIA.. The program recognizes organizations that complete the DATIA Drug and Alcohol Testing Program Management seminar, successfully pass a comprehensive examination on key information presented during the seminar, and adhere to strict standards in areas of professional competency and conduct, procedural administration, confidentiality of records, testing administration and reporting, accountability, and client service. Organizations that achieve NAADATP status are recognized by potential clients and industry professionals as providing superior services in the field of drug and alcohol testing program management that are in compliance with all regulations. Complete requirements for becoming Nationally Accredited for Administration of Drug and Alcohol Testing Programs can be found at [www.datia.org](http://www.datia.org) or by contacting DATIA at 800-355-1257.

# DATIA DRUG AND ALCOHOL TESTING PROGRAM MANAGEMENT SEMINAR

THE FIRST STEP IN BECOMING NATIONALLY ACCREDITED FOR ADMINISTRATION OF DRUG AND ALCOHOL TESTING PROGRAMS (NAADATP)

## IN THIS ONE-DAY SEMINAR, YOU WILL LEARN:

- The role of a drug and alcohol testing program manager and the scope of their possible services.
- Whether you should hire in-house or contracted Specimen Collectors and Medical Review Officers.
- What Certified Drug Testing Laboratories must include in written contracts, and how you can arrange cost-efficient billing procedures and discover methods of tracking missing test results.
- What methods can be used to notify participants of a random test.
- When pre-employment testing has to be done and when it can be exempt.
- How to ensure time sensitive drug and alcohol testing at remote sites and on a 24-hour basis.
- What the allowed methods are to report test results.
- What information you should maintain in your participant files and database and how long the information should be kept.
- How to determine the scope of drug and alcohol testing services to provide in mandated or non-mandated testing programs.
- What facts you should consider when managing a follow-up testing program for positive tests.
- What you should do if your program participants violate regulations and whether or not it is your responsibility to report them to the federal agency.
- How to set up clear and fair procedures to ensure maximum deterrence and detection of drug abusers in your drug and alcohol testing program.
- How to implement effective billing and collection methods.
- What software and hardware drug and alcohol testing program managers are using to manage their programs.

### Continuing Education Units

Upon successful completion of the course, attendees receive .7 CEUs (7 contact hours) of continuing education credit. Attendees will be provided with a CEU certificate stating the course name, date, sponsoring organization (DATIA) and number of CEUs awarded. These CEUs can be used by attendees for fulfilling continuing education requirements.

## SEMINAR AT A GLANCE

Program Hours: 8:30 am to 5:00 pm

- I. Course Introduction
- II. Legislative And Regulatory Climate
- III. First Thoughts And Information On Drug and Alcohol Testing Program Management
- IV. Development Of Standardized Operating Procedures
- V. Developing An Effective Contract for Program Services
- VI. Developing A Company Policy
- VII. Employee Training And Education
- VIII. Development Of Effective Membership Documents
- IX. Managing An Effective And Credible Testing Process
- X. Test Result Reorting
- XI. Managing a Follow-Up Testing Program
- XII. Blind Specimens
- XIII. Managing Paperwork and Filing Requirements
- XIIV. Management and Oversight of C/TPA Vendors
- XV. Client Accountability to C/TPA
- XVI. C/TPA Accountability to DOT
- XVII. Federal Agency and Modal Relations
- XVIII. Technology
- XIV. Managing Business and Organizational Issues
- XX. Resources

Drug & Alcohol Testing Industry Association (DATIA)  
1600 Duke Street, Suite 200, Alexandria, VA 22314  
phone: 800-355-1257 fax: 703-519-1716  
email: [datia@wpa.org](mailto:datia@wpa.org)  
web site: [www.datia.org](http://www.datia.org)

# DATIA DRUG AND ALCOHOL TESTING PROGRAM MANAGEMENT SEMINAR

THE FIRST STEP IN BECOMING NATIONALLY ACCREDITED FOR ADMINISTRATION OF DRUG AND ALCOHOL TESTING PROGRAMS (NAADATP)

Registration Information (Please print or type.)

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

What type of drug and alcohol testing program do you run?  Consortium  Third Party Administrator  In-House

Receive a **\$50**  
discount when you attend  
both the CPCT Training  
Course and the Drug &  
Alcohol Testing Program  
Management course.\*

#### \*Discount Policy

When the same person registers for both the Drug and Alcohol Testing Program Management Course and the Certified Professional Collector Trainer (CPCT) Training Course, you may deduct \$50 off of your CPCT Training Registration Fee. Both registration forms must be sent to DATIA at the same time with payment.

DATIA member \$289

Non-member \$349

*This is a one-day course offered twice in each location.*

#### Registration Confirmation

Each class is limited to 40 persons. You will receive written confirmation for your registration from DATIA within 10 business days of receipt. If your preferred course is full, we will ask you to choose another course or put you on a waiting list. There will be no on-site registration, so please register ASAP. All registrations will be based on first response. No seats will be held until full payment is received.

#### Charlotte, NC

September 14, 2001  
 September 15, 2001  
Sheraton Uptown (\$119)  
704-372-7550

#### Cancellation Policy

Cancellations made at least 30 days before the program will receive a full refund; cancellations made at least 14 days before the program will receive a full refund less a \$50 service charge; cancellations made less than 14 days before the program are nonrefundable. All refund requests must be submitted to DATIA in writing. Transfers to another class will be accepted up to 14 days prior to your confirmed class.

#### Providence, RI

March 9, 2001  
 March 10, 2001  
Providence Biltmore (\$140)  
800-294-7709

#### Sacramento, CA

October 5, 2001  
 October 6, 2001  
Hyatt at Capitol Park (\$130)  
916-443-1234

#### Phoenix, AZ

May 31, 2001  
 June 3, 2001  
Wigwam Resort ( \$125)  
800-327-0396

#### Cincinnati, OH

November 2, 2001  
 November 3, 2001  
Regal Cincinnati Hotel (\$99)  
800-876-2100

#### Hotel Accommodations

To make room reservations, call the hotel in the city in which you will be attending training and indicate you are with DATIA. You will receive a discounted rate for rooms held in the DATIA block up to four weeks prior to the program. Room confirmations will be sent from the hotel.

**Register on the  
web  
with a credit card**

[www.datia.org](http://www.datia.org)

**Register by mail  
with check or  
credit card**

**1600 Duke  
Street  
Suite 200  
Alexandria, VA  
22314**

**Register by fax  
with a credit  
card**

**703-519-1716**

#### Payment Options

Check enclosed  Master Card/VISA  AMEX

Amount \$ \_\_\_\_\_

Account # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_