

Chemical Assessment Referral Overview

Chemical Dependency Assessment

Referrals of employees to VITAL WorkLife may be done to complete a Chemical Dependency Assessment or Substance Use Assessment after events such as:

- Reasonable suspicion of chemical use as indicated by behaviors, appearance, or odor.
- Drug or alcohol tests are performed and there is a positive result indicating use. These tests may be done:
 - When there is reasonable suspicion of use as indicated by behaviors, appearance, or odor.
 - After a worksite accident.
 - As part of a random drug testing program.
 - As a pre-employment requirement for all prospective employees or those with a history of harmful chemical use.
- Admission of drug/alcohol use that violates company policy.

Note: Please consult with your Human Resources/Employee Relations department before proceeding with a referral to ensure you follow organizational policies and processes.

Referral Steps

1. Collect and document information regarding concerns.
2. Consult with HR about the concerns and the appropriateness of an EAP referral.
3. The supervisor or HR has the client sign the referral/release form allowing VITAL WorkLife to communicate with company representative, and reviews the following:
 - a. Inform the client of the phone number to contact the EAP
 - b. Indicate how many days the employee has to set up their EAP appointment
 - c. Inform the employee of the need to follow the recommendations of the EAP and the potential consequences of not following through
4. The supervisor or HR sends the release to VITAL WorkLife electronically or by fax — with the employee's signature, being sure the specific behaviors are listed and any supporting documentation is included, e.g. past performance reviews, written warnings, etc.
5. Once VITAL WorkLife has received the release and the client has called to set up an appointment, the supervisor or HR is contacted to inform them the employee has initiated the process. Appointment date(s) are reported, when known.
6. VITAL WorkLife relays counselor recommendations to the employer contact(s). To verify the employee is following the recommendations, refer to the steps described below.

Recommendations Following Chemical Assessment Referrals

After a Chemical Dependency or Substance Use Assessment is completed, the evaluating professional may provide recommended actions that might include individual therapy, attendance of 12 step groups, medication or other medical evaluation, educational classes, or treatment (outpatient, Intensive Outpatient or IOP, or inpatient treatment). After recommendations are received by the assessor and relayed to the employer by VITAL WorkLife, it is then the employee's responsibility to demonstrate successful completion of those recommendations in the following ways, as the EAP no longer manages the referral or completion of the recommendations:

- **Recommendation for any type of treatment program:**
 - Request the employee show proof of enrollment into program/treatment. It is helpful to set a time frame around this to ensure the employee does not put off the next step in their treatment and recovery.
 - Request the employee sign a new release with the facility/program in which they will be enrolling to allow for regular correspondence and feedback on their follow through, completion and /or additional recommendations regarding return to work plan. Treatment programs are accustomed to providing regular updates to employers, courts/probation, etc. after the release is signed with their program.
- **Recommendation for a drug/alcohol class (typically 8, 16 or 24 hours):**
 - Request the employee show proof of follow-through by submitting a certificate of completion from their education program.
- **Recommendation for attendance of 12-step or other support meetings, such as Alcoholics Anonymous, Narcotics Anonymous or SMART Recovery:**
 - Request employee complete a meeting attendance form to show proof of follow through. Group leaders can sign the form to show participation. Forms are available online or from VITAL WorkLife.
- **Recommendation for Individual or Family therapy:**
 - As with a treatment program recommendation, the employee would sign a release form with the therapist so there can be communication with the employer regarding further recommendations and follow-through.
- **Recommendation for drug/alcohol testing:**
 - The assessor may recommend the employee be re-tested on a particular schedule. For example, twice a month for 3 months, then once a month for 6 months.

Note: Substance Abuse Professional (SAP) evaluations are a separate process from the EAP Chemical Assessment Referral.