

Delaware Professionals' Health Monitoring Program Program Guidelines

Title: Toxicology Testing Exemptions

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Guideline:

1. A Licensee may request a travel exemption from toxicology testing if all of the following conditions have been met:
 - a. The request must be made at least two weeks prior to time requested. Testing requests not made prior to the two-week timeframe may not be considered.
 - b. The licensee must give DPHMP the dates requested, and the city, state, and zip code of where the licensee will be staying. DPHMP may request a copy of the licensee's itinerary or proof of travel.
 - c. The request must be for travel in an area where calling the interactive voice response system is not possible and/or a collection site is not available within a 20-mile radius.
 - d. The licensee must have a minimum of 9 months in a monitoring program. If the licensee was in a **residential** treatment program 2 weeks prior to licensee's entrance to the monitoring program, the time spent in the treatment program will be included in the 9-month calculation. **Other treatment modalities may be considered as part of the 9-month calculation if the treatment included random, observed toxicology testing.**
 - e. The licensee must have a record of compliance with his/her monitoring agreement and addendums. A licensee must have a minimum of nine months in the DPHMP program from the time of the closure of a **non-excused** report of non-compliance or substantial non-compliance to be eligible to request a testing exemption.
 - f. All treatment providers must approve the licensee's request, in addition to the licensee's agreement monitor. If the agreement monitor has questions if the request meets the requirements of the Guidelines, the agreement monitor may review the case at the Agreement Monitors meeting or consult with a manager.
 - g. The licensee will be required to have a toxicology test upon return from testing exemption.
2. A licensee is able to use up to 5 testing exemption days per year, except in the first year of the program. For the first year, the licensee may not request exemption days until the licensee has been in the program and compliant for nine months. For the remaining 3 months of the licensee's first year in the program, the licensee will be entitled to 3 exemption days. At the licensee's annual review date, which is the anniversary of the date of full enrollment, the licensee will be entitled to 5 exemption days for the coming year. For licensees who have previously planned longer vacations during the last three months of their first year, the requests may be reviewed and approved at the agreement monitor meeting or staffed with a supervisor on a case by case basis.

3. If a testing exemption is not approved, then the standard vacation policy applies as follows:
 - a. The licensee may travel to a location where the licensee is able to call the Interactive Voice Response (IVR) or log on to the website on a daily basis.
 - b. The licensee must make a request for collection sites at least two weeks in advance of the proposed travel.
 - c. The licensee needs to give the monitoring program the dates of travel, and the city, state and zip code of where the licensee will be staying.
 - d. Licensee will need to take a paper Chain of Custody form to the collection site.
4. The IVR and website are accessible from 5:00am Eastern Time -7:00pm Eastern Time. If the IVR system is contacted prior to 5:00am or after 7:00pm, the licensee will NOT hear their individualized testing message; rather a message will inform each licensee that they've contacted the IVR outside the hours of operation. The website provides the same messaging outside hours of operation.