

CT Statewide Drug and Alcohol Testing Consortium Newsletter

March 2022

CY2021 Management Information System (MIS) Reporting

On behalf of Consortium Members, all CY2021 MIS reports related to members' drug and alcohol testing data have been submitted to the Office of Federal Transit Administration (FTA) by the Greater Hartford Transit District. The submitted MIS reports have been provided to the Designated Employer Representatives (DERs) for their records.

Pursuant to **49 CFR 655.71(b)(1) – Retention of Records: Members are required to retain copies of annual MIS reports submitted to FTA for five years.**

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DISA Authorization Form

Reminder:

The DISA360 portal requires DERs to create an authorization form for all requested drug and/or alcohol testing. Without this authorization form, your agency's testing results may not be processed correctly or available in a timely fashion. For additional training on creating authorization forms, contact Candice at DISA (please refer to Page 3 for her Contact Info).



Connecticut Commission on Human Rights and Opportunities' Sexual Harassment Prevention Training

Through the Connecticut Commission on Human Rights and Opportunities (CHRO), all Connecticut employees have access to a free online Sexual Harassment Training as a result of updated laws. Here is the link for this training:

https://forms.office.com/Pages/ResponsePage.aspx?id=-nyLEd2juUiwJjH_abtzi1ho4uKVVftOpzDtEVu7P7IUMk5JTTY2WIZSWDFOTEIXMk9OUjYwRFFNOS4u

The training is broken up into multiple sections. To begin the training, select "Start Training" and click the "Next" button below. This will take you to the first section of the training with a link to a Youtube video. Towards the end of the training video, the trainers will ask you to pause the video and take the quiz associated with that training section. To take the quiz, press the "Next" button, take the quiz, and then unpause the video to hear a discussion of the quiz questions. This will occur for every section except the last one. Please note that this program will time how long it takes to complete the training. To meet the statutory training requirements, you must complete the full-two hours of training. After you have completed all of these quizzes and viewed the full two-hours of training materials, you can request a Certificate of Completion from the CHRO. To receive the certificate, please fill out the form at the end of this training. Please make sure that your name and email address are entered correctly as any error may cause an issue in receiving a certificate. Certificates are generally issued every other business day, so please be patient. If there are any issues in receiving the certificate, please email CHRO.Questions@ct.gov.

Drug and Alcohol Testing Program Third Party Administrator (TPA) DISA Global Solutions, Inc.

COMPANY CONTACTS:

Mobile Operations Scheduling Department

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Area Leader

Lisa Murray – #413-896-2894. Email: Lisa.Murray@disa.com

24-Hour Drug & Alcohol Testing On-Site

Post-Accident

Reasonable Suspicion

1-800-967-3135 Toll-Free Emergency Line

Be prepared to provide the following information:

Your Name

Agency Name

Phone Number

Location of Incident

Reason for Call (Post-Accident or Reasonable Suspicion)

Medical Review Officer (MRO) Department

University Services

Terri Hellings, MD

2800 Black Lake Place,

Suite A

Philadelphia, PA 19154

Phone: 800-624-3784

Fax: 215-637-6998

Enhance Awareness of the Employee Assistance Program (EAP)

Note: This letter from The Lexington Group should be made available to safety-sensitive employees and posted in the break room



The Lexington Group

Your Employee Assistance Program
A Woman Owned Enterprise Since 2000

Dear CT Drug Consortium Employees and Family Members:

The Lexington Group Employee Assistance Program (EAP) provides CONFIDENTIAL face-to-face and virtual counseling services to assist employees in identifying and resolving personal problems. Examples include marriage and family issues, job stress, alcohol and drug abuse, depression and other emotional concerns. The Lexington Group services also include referral resources for legal, financial, eldercare, and childcare through the Life Care program.

Because employee lives may be affected by problems with a spouse or other family members, this program is extended to household family members as well. You or your household family members may contact your EAP directly at any time. No matter what your situation, any assistance you seek through the EAP is held in the strictest confidence. Involvement will not jeopardize your job security, future promotional opportunities or reputation.

For confidential and immediate access, you may call The Lexington Group 24/7 at:

1-800-676-HELP (4357)

You may also request services or read more about the program online at:

www.The-Lexington-Group.com

Your unique employee password is "CTDrugConsort"

We hope you will share our enthusiasm for The Lexington Group, Employee Assistance Program, and the opportunity it presents to help you and your family.

Sincerely,
The Lexington Group



Scan to go to website

Contact & Resource Information

DISA Global Solutions, Inc.

Formerly Occupational Drug Testing (ODT)
www.occupationaldrugtesting.com
Toll Free # 800-211-4469

The Lexington Group

www.The-Lexington-Group.com
Toll Free # 800-571-0197

Employee Assistance Program

1-800-676-HELP (4357)

Request clinical services online directly from the web site at:

www.The-Lexington-Group.com

To log on, your customer name is "CT Drug Consortium"
And your unique employee password is "CTDrugConsort"

Are you aware of the availability of program forms and resource documents on

GHTD's website? Go to:

<https://www.hartfordtransit.org/about/drug-alcohol-testing-consortium/>

Also, checkout the following materials:

What Employers Need to Know About DOT Drug and Alcohol Testing

What Employees Need to Know About DOT Drug and Alcohol Testing

Resources for The Designated Employer Representative (DER)

Lexington Newsletters

FTA Regulation Update Issues

The following FTA website provides a wealth of information such as trainings, newsletters, etc. on the Drug and Alcohol Testing Program that you might find very helpful:

www.fta.dot.gov/12533.html

You may also find Title 49 Parts 40 and 655 (FTA regulations on the drug and alcohol testing program) by using the Search engine.