



Treating people right

SAP Procedures

As a Substance Abuse Professional, you are performing an extremely important function in preserving public safety within the U.S. transportation industries through your efforts to evaluate and refer to appropriate treatment those employees with drug or alcohol issues. As a third party administrator or Substance Abuse Professional services, Human Behavior Associates is very pleased to be working with you in this effort.

To facilitate the process for HBA's client employers, we have developed specialized forms and outlines of required report contents. Your report letter **MUST** contain this information and **SHOULD NOT** contain any clinical information. **DO NOT** send HBA assessment forms to the employer.

The evaluation and follow-up letters must be prepared by the SAP on his/her own letterhead and transmitted directly to the employer. A copy of each letter must be forwarded to Human Behavior Associates, Inc. as the third party administrator of the SAP services.

The Referral Form must be completed at the initial interview and signed by the client. Give a copy to the client and return the signed original to HBA with the initial evaluation letter. This **MUST** be accomplished within **72 HOURS** of the initial evaluation interview.

Substance Abuse Professional Services are **NOT** treatment. Your role, as outlined by the Federal Department of Transportation, is to evaluate the employee, refer him or her to appropriate education and/or treatment, re-evaluate the employee after the completion of the assignment and write a follow-up report letter. It is **CRITICAL** that you remain firm in requiring the employee to complete the education or treatment in a timely fashion and that the employee understands that failure to complete the assignment in a timely fashion will result in a letter of non-compliance to the employer.

Your return to work letter **MUST** outline follow-up testing and continuing care needs. After the employee returns to work, your responsibility is complete. The employer is responsible for monitoring the follow-up testing and continuing care. The SAP is **NOT** responsible for further monitoring of the case, nor is the SAP liable should the employee relapse.

www.callhba.com

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