

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 22, 2017

What's Inside:
 Statewide and CTS
 Drug Testing
 Contracts –
 ARCpoint Labs

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
 FROM: TIM DECKER, DIRECTOR
 SUBJECT: STATEWIDE AND CTS DRUG TESTING CONTRACTS -
 ARCPPOINT LABS KANSAS CITY

DISCUSSION:

Drug testing is a service covered by MO HealthNet and MO HealthNet Managed Care. Prior to using Children's Treatment Services (CTS) funds for drug testing, staff should first determine the client's MO HealthNet or MO HealthNet Managed Care eligibility for coverage. This service is being provided as an option, however if staff currently utilize other alternatives, such as the court, or other public entities, which offer more cost-effective, or free testing, they should continue the practice.

The purpose of this memorandum is to introduce the statewide drug testing contract (#CS170316001) with ARCpoint Labs Kansas City, available February 1, 2017; and provide clarification for appropriate use of the contract. ARCpoint Labs currently has an active CTS contract (#SDA39916602) to provide drug testing services. The primary contract for staff to utilize for Children's Division clients is the CTS contract.

ARCpoint CTS Contract Information

ARCpoint Labs CTS contract (#SDA39916602) information service code options and service code pricing can be found in FACES (DVN # 002542912). The following is a list of the CTS contract service descriptions, unit of service and FACES codes for ARCpoint Labs CTS contract:

CTS Contract Service Description	Unit of Service	CTS FACES Code
Drug Testing—Five Panel (See Catalog)	Test	DRUG
Drug Testing—Nine Panel (See Catalog)	Test	DU09

Service Description	Unit of Service	CTS FACES Code
Drug Testing—Ten Panel (see Catalog)	Test	DU10
Drug Testing—Eleven Panel (See Catalog)	Test	DU11
Drug Testing—Hair Follicle, Five Panel (See Catalog)	Test	DH05
Drug Testing—Hair Follicle, Nine Panel (See Catalog)	Test	DH09
Drug Testing—Hair Follicle, Ten Panel (See catalog)	Test	DH10
Drug Testing—Medical Review Officer Test Results Review (See Catalog)	Review	DMRO
Drug Testing—Drug Specimen Positive Confirmation Test (See Catalog)	Test	DSPC
Drug Testing—Alcohol breathalyzer or Urine Test	Test	ETOH
Drug Testing—Oral fluid test	Test	ORAL

For more information about the CTS contract, staff can find both the CTS Catalog and the CTS Invitation For Bid (IFB) on the DSS Internet at: <http://dss.mo.gov/bids/>.

ARCpoint Statewide Contract Information

Complete contractual requirements, service item options and service item pricing can be found in Contract CS170316001, which may be found by going to OA Purchasing’s “Statewide Contract Search” feature at their site: <https://oa.mo.gov/purchasing>, by using the contract number. Usage of the statewide contract should be limited to mobile collection services and staff must obtain Circuit Manager approval prior to requesting mobile services. Staff should direct clients to collections sites whenever possible. A mobile collection unit may be requested to provide services if a collection site is not established. Indicate on the referral the test is for mobile purposes.

Collection Sites

The ARCpoint Labs website will direct you to the local collection sites, or contact information to find a collection site throughout the state. The website is posted on the intranet under “Resources & Links”, “Other Helpful Resources.”

Referral Requirements

ARCpoint Labs will be setting up an electronic referral system through their webpage. Each county office that will utilize ARCpoint Labs for drug testing will need to complete the ARCpoint New Agency Form and submit the form to Nick Foley, Account Manager of ARCpoint Labs at the fax number 913-652-3311 or emailed to nick@arcpointlabskc.com.

so that an account number can be set up and results will be sent to the correct county office. Until the electronic referral system is available, county offices will utilize the ARCpoint Referral for Drug Testing Services form located on E-Forms under “Reference Documents and Resources.” In order for test results and invoices to be distributed in the correct offices, the referring county’s FIPS code should be clearly documented in the “Child’s Div. #” field on the referral form.

Testing Process

Specimen collections are forwarded to a lab for testing to determine either a positive or negative result for detectable drugs based on the requested panel drug screen. ARCpoint will provide test results to the referral source either by fax or secure email, as designated on the referral form.

Payment Information

Once invoiced by ARCpoint for services rendered, payment should be made via a Payment Request and entered into FACES using DVN 002542912. The Vendor Type and Program Area are both CT. All service items included in the CTS contract should be paid using the service code that corresponds to the test administered and invoiced for. ARCpoint contracted drug service codes and rates can be found on the “Management Screen” in FACES. The invoice should be itemized per service and service rates; and each service code requires its own payment line on the Payment Request.

In extenuating circumstances it may be necessary to utilize the statewide drug testing contract for mobile testing services for Children’s Division clients. In the event the statewide contract is utilized, the appropriate service code to use when processing the payment is DRUG/NA with the corresponding “firm, fixed price” noted on the contract’s pricing table. A comment should be entered on the Payment Request line specifying it is for a mobile fee. If one mobile fee is charged for the testing of several clients, the fee should be divided among the clients tested. Each service requires its own payment line on the Payment Request. For example, positive confirmation test fees and medical review officer test results have their own codes and should be entered as a separate line item from the client’s panel drug screen fee. The invoice number and the account number with “Child’s Div. #” (FIPS code) should be documented in the “Provider Invoice/Account Number” field on the Payment Request screen to ensure payments are credited to the correct accounts.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. Review revised Child Care Subsidy Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT	MANAGER CONTACT
Nancy L. Reid 573-522-2316 Nancy.L.Reid@dss.mo.gov	Tasha Toebben 573-526-3899 Tasha.Toebben@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS N/A
FORMS AND INSTRUCTIONS ARCpoint New Agency Form ARCpoint Referral for Drug Testing Services
REFERENCE DOCUMENTS AND RESOURCES N/A
RELATED STATUTE N/A