

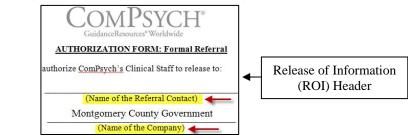
GuidanceResources® Worldwide

EAP Formal Referral Request

Supervisor/Manager Name	Contact #	Date
Department	Division	
Employee Being Referred	Position	
Reason for Referral:		
Substance Abuse (Non-DOT vio	lation)	
Substance Abuse (DOT violation)	
Committee Recommended Throu	igh Alternative Dispute Resolut	tions (ADR)
Conditions of a Last Chance Agr	eement (LCA)	
Supervisor Signature	Date	

Next Steps:

- Supervisor/Manager: Fax or email Formal Referral Request Form to OMS. Fax: 240-777-5138 or 240-777-5186; Email: <u>OMSTeam@montgomerycountymd.gov</u>
- OMS contacts the Supervisor/Manager listed above within 24-hours.
- OMS gathers information and emails Supervisor/Manager Authorization to **Release of Information** Form (**ROI**) for employee to sign.
 - Supervisor/Employee faxes ROI to ComPsych 312-705-6375. Email/fax a copy to OMS Team. When filling out the ROI, the "Referral Contact" for Substance Abuse issues should be Jennifer Byers & Dr. Sylvester, EME. The "Referral Contact" for ADR's and LCA's should be the employee's supervisor/manager and Jennifer Byers. The "Name of the Company" is Montgomery County Government. (see Release of Information Header below)



- OMS calls ComPsych and speaks with a Guidance Consultant who creates a client profile for the employee being referred. (1-855-350-1750)
- ComPsych assigns a Formal Referral Specialist (FRS) that contacts OMS to discuss referral details within 24-hours of initial call.
- Employee contacts the FRS at ComPsych for referral to EAP provider. (1-855-350-1750)
- ComPsych FRS contacts provider to discuss assessment and treatment recommendations. Formal Referral confirmation is sent to provider.
- FRS sends compliance updates to Referral Contact's listed on the ROI.