

Date: **2017-2018**

Substance Abuse Prevention (CSAP) Biennial Review Form

Goals

Conduct company-wide drug screening in 2017 for all active employees

- A. Annual notification to all enrolled students of the consequences of drug use and/or abuse.
✓ Met (the new president sent an email on 01/15/2018 to go out to all students)
Not Met

Assessment of Data Reviewed:

Student Drug Testing Policy updated on 01/15/2017 and added to MCC and the consumer web site on www.collegesooner.com . The Employee Drug Testing Policy was also updated on 01/15/2017 and loaded to MCC.

Drug testing policy for Employees and for students were updated on 01/10/2018 and posted to MCC mycourseconnection and the consumer website at www.collegesooner.com

- B. Educational programs in a variety of formats.
Met
✓ Not Met
We need more literature in electronic format. I will be assessing MCC to add additional drug information to be available to all employees.
- C. A multimedia library on drug related topics.
✓ Met
Not Met
Assessment of Data Reviewed: NIDA literature available in public areas.
- D. Alternative programming promoting drug- free fun.
Met
✓ Not Met
Assessment of Data Reviewed: We don't have any alternative programs
- E. Procedures followed on positive drug tests.
✓ Met
Not Met
- F. Referral information for students.
✓ Met
Not Met
Assessment of Data Reviewed: HR just updated a list of treatment centers in Oklahoma

[Type text]



and posted them to MCC, and Consumer website. Updated both the employee drug testing policy and the student drug testing policy for 2017

G. Number of Drug and Alcohol Violations.

Memo:

We conducted a periodic company -wide drug screen on every active employee on 10/24/2017. 147 employees were tested. One positive Methamphetamine and one positive THC. The list of results are kept in the office of HR.

Student Updates:

- All medical assistant and surgical assistant students who go on extern have to submit a negative drug screen before they go onsite. Those are conducted at NOHS. Previously we were screening out negatives here in the office until a student made an allegation that the ST Department Head tampered with a specimen. We investigated the matter and found no evidence of tampering. That DH has since been replaced and we decided to send the students directly to the licensed lab to avoid any further conflict of interest.

Institutional Signatures:

Brenda Knopf

01/15/2018

Human Resources

Date

President

Date