

State of Nevada EAP

Guidelines to Make a Required Official Referral to the EAP

1. Supervisor calls for a telephone consultation or makes an appointment to consult in-person with the EAP Coordinator regarding the circumstances causing a required official referral (e.g. DUI in a State vehicle, DUI in a personal vehicle while on State time, or positive result on a screening test.);
2. After this consultation, the supervisor and the EAP Coordinator schedule an appointment for the employee;
3. Supervisor and EAP Coordinator discuss the preparation of the required official referral memo, which states the reasons for referral and the information regarding time, date, and location of the appointment;
4. Supervisor personally presents the original memo to the employee in a private setting, and faxes a copy of the memo to EAP (**Note:** *EAP Coordinator must receive this memo at least one business day prior to employee's required official referral appointment*);
5. During the appointment, the employee will be required to sign a release of information form, following the guidelines of 42CFR Part II (Confidentiality of Alcohol and Drug Abuse Patient Records Federal Regulations);
6. After the employee's appointment, the EAP Coordinator notifies the supervisor of the employee's attendance or non-attendance at the appointment.
7. The EAP Coordinator will also send the supervisor a memo confirming the employee's attendance and include a suggested treatment plan. A memo will also be sent to the supervisor in the event the employee does not attend the appointment.

Important Notes:

- The employee will be responsible to provide evidence of his initial consultation with a counselor or treatment facility and the successful completion of the recommended treatment plan.
- The employee is responsible to pay for any portion of the charges for this required treatment that are not covered by his health insurance provider.