

**THE WAVE INTERNATIONAL, LLC**

**RECEIPT & ACKNOWLEDGEMENT OF  
DRUG FREE WORKPLACE PLAN**

This Drug Free Workplace Plan is an important document intended to help you become acquainted with The Wave International, LLC current Drug Free Workplace policies and procedures.

Please read the following statements and sign below to indicate your receipt and acknowledgement of The Wave International, LLC Drug Free Workplace Plan.

- I have received and read a copy of The Wave International, LLC Drug Free Workplace Plan. I understand that the policies and procedures described in it may be subject to change as new laws arise. I understand that this Plan replaces (supersedes) all other previous Drug Free Workplace Plans for The Wave International, LLC.
- I understand that I will have the opportunity to ask questions of Administration regarding the contents of this Plan.
- I understand that, should the content be changed in any way, The Wave International, LLC may require an additional signature from me to indicate that I am aware of and understand any new policies.

My signature confirms that I have read the above-mentioned policies and understand that I have the opportunity to ask questions of Administration, at any time, for clarification purposes. I further agree to abide by the above polices and that violation of policies may and shall be grounds for immediate termination.

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



## I. Purpose of the Drug Free Workplace Plan

The Wave International, LLC is committed to maintaining a safe, healthy and productive work environment for all its Staff; to recognize the demands of the workplace and our society which could necessitate assistance for our Staff; to maintain the integrity and security of its workplace and equipment; and to perform all these functions in a fashion consistent with the interests and concerns of the Agency and our community.

The Wave International, LLC acknowledges the problem of substance abuse, including alcohol, in our society. Furthermore, we see substance abuse as a serious threat to our staff and patients. We are addressing this problem by introducing guidelines for a drug-free workplace.

The goal of these guidelines is to balance our respect for individual privacy with our need to keep a safe, productive, drug-free environment. Our intention is to prevent and where necessary intervene early in substance abuse or other Staff problems. We would like to encourage those who use drugs, including alcohol, to seek help in overcoming their problem. Likewise, timely referral for other assistance will be available to Staff.

Pursuant to these goals, The Wave International, LLC is committed to establishing a Drug-Free Workplace Program in compliance with the Federal Drug-Free Workplace Act of 1988, 41 U.S.C. §§701 *et seq.*, the requirements set forth in §440.102, Florida Statutes (F.S.) and the implementing regulations (F.A.C. Chapter 38F-9) promulgated by the State of Florida, Department of Labor and Employment Security, Division of Worker's Compensation.

To enforce the Agency's drug-and-alcohol-free policies and programs, candidates for employment and current Staff may be required to submit to substance abuse testing under certain circumstances set forth herein.

The policies and procedures set forth in the Agency's Drug-Free Workplace Program constitute statements of policy only, and are not to be interpreted as a contract of employment between the Agency and any of its independent contractors. The Agency reserves the right to change, modify, or delete any of the Agency's provisions and policies at any time. The policies contained in this Drug-Free Workplace Program supersede all prior Agency policies on substance abuse.

## II. Policy

1. The policy described herein applies to applicants/Staff members in all job classifications at all locations.
2. It is the policy of The Wave International, LLC, that the unlawful possession, use, consumption, sale, purchase, distribution, dispensation or manufacture by any Staff of alcohol or any illegal drugs or illegally obtained drugs in the workplace, on The Wave International, LLC premises or within its facilities, in the conduct of Agency-related work off Agency premises, or when operating Agency vehicles is strictly prohibited. **This policy applies to all Staff on-duty, as well as off-duty.**

3. A Staff member who is under the influence of alcoholic beverages at any time while on Agency premises or during their regularly scheduled work hours shall be guilty of misconduct and subject to discipline, including suspension or immediate termination.
4. Staff shall be determined to be under the influence of alcohol if:
  - A. A Staff member suspect the individual is under the influence of alcohol and a Supervisor confirms this suspicion, and
  - B. The results of a Breathalyzer test and/or drug screen test are positive. The Staff member should be confronted with the results and a statement of admission should be secured, or
  - C. If the Staff member disagrees with the results of the tests, then the Staff member should be transported to (or referred to) an approved clinic for a blood-alcohol or drug screen test. A Staff member who is suspected of being under the influence should be discouraged from driving.
  - D. A statement of admission should be secured from the Staff, whenever possible.
5. The Agency also does not permit any Staff member to report to work or to perform his or her duties while taking prescribed drugs which may adversely affect a person's ability to safely and effectively perform his or her job functions. Staff are required to notify Administration of such prescription drug use.
6. It is a condition of working with The Wave International, LLC to abide by the terms of this policy. Any Staff member who violates this policy is subject to disciplinary action up to and including immediate termination.
7. For the sake of this Agency, the following definitions will apply:

**Legal Drug** - includes prescribed drugs and over the counter drugs, which have been legally obtained and are being used solely for and in the prescribed quantity for the purpose for which they were prescribed or manufactured.

**Illegal Drug** - any drug: (a) that is not legally obtainable; (b) that may be legally obtainable but has not been legally obtained; or (c) that is being used in a manner or for a purpose other than as prescribed.

**Prescription or Non-prescription Medication** - a drug or medication obtained pursuant to a prescription as defined by s.893.02 or a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human disease, ailments or injuries.

**Chain of Custody** - methodology of tracking specimens for the purpose of maintaining control and accountability from initial collection to final disposition for all such specimens and providing for accountability at each stage in handling, testing, storing and reporting of test results.

**Confirmation Test, Confirmed Test, or Confirmed Drug Test** - a second analytical procedure run on a sample that was positive on the initial screening test. The confirmation is different in scientific principle from that of the initial test. The confirmation test for drugs, other than alcohol, will be gas chromatography/mass spectrometry.

**Initial Drug Test** - a sensitive, rapid and reliable procedure to identify negative and presumptive positive specimens, using an immunoassay procedure or an equivalent, or a more accurate scientifically accepted method approved by the U.S. Food and Drug Administration or the Agency for Health Care Administration as such more accurate technology becomes available in a cost-effective form.

**Drug Test or Test** - any chemical, biological or physical instrumental analysis administered by a laboratory certified by the U.S. Dept. of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug or its metabolites.

**Staff/Staff Member/Independent Contractor** - a person who works for wages or other remuneration.

**Employee/Staff Assistance Program** - an established program capable of providing expert assessment of employee/independent contractor personal concerns; confidential and timely identification of services with regard to Staff's drug and/or alcohol abuse; referrals of Staff for appropriate diagnosis, treatment and assistance; and follow-up services for Staff who participate in the program or require monitoring after returning to work. If, in addition to the above activities, an employee assistance program provides diagnostic and treatment services, these services shall be provided by service providers pursuant to s.397.311(28).

**Employer** – an entity that employs a person and that is covered by the Workers' Compensation Law.

**Job Applicant** - a person who has applied for a position with an employer and has been offered employment or contract work conditioned upon successfully passing a drug test.

**Medical Review Officer or MRO** - a licensed physician, employed with or contracted with an employer, who has knowledge of substance abuse disorders, collection testing procedures and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee/independent contractor's positive test result in relation to the employee/independent contractor 's medical history or any other relevant biomedical information.

**Specimen** - tissue, hair or a product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the U.S. Food and Drug Administration or the Agency for Health Care Administration.

### **III. Types of Testing**

#### **1. Pre-Contract Work Testing**

- A. The Independent Contractor's on-boarding paperwork shall contain a statement that the Agency may require a pre-work drug urinalysis.
- B. All applicants who have accepted an offer of employment may be required to submit to testing. The applicant will be able to begin employment only upon the successful completion of the drug and alcohol screen, should one be requested of the applicant.
- C. Any applicant who refuses to submit to drug and alcohol testing if requested, refuses to sign a consent form, fails to appear for testing, tampers with the tests, or fails to pass a pre-work drug test will be ineligible from further work consideration.

## 2. **Random Testing**

All Agency Staff, in all job classifications at all locations may be subject to random drug and alcohol testing. The random selections would be made by a scientifically valid method. Each Staff member shall have an equal chance of being tested each time selections are made. Further information can be found in the Random Substance Use Testing Procedures section.

## 3. **Reasonable Suspicion Testing**

When Agency management or supervision has reasonable suspicion based on objective evidence to believe that a Staff member is using or has used drugs in violation of the Agency's policy, said Staff member may be required to submit to a drug test. Such evidence may consist of, but is not limited to:

- A. Direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug while at work.
- B. Abnormal or erratic behavior while at work or a significant deterioration in work performance.
- C. A report of drug use, by a reliable and credible source, which has been independently corroborated.
- D. Evidence that an individual has tampered with a drug and alcohol test during his/her contract with the Agency.
- E. Evidence that a Staff member has used, possessed, sold, solicited or transferred drugs while working or while on the Agency's premises or while operating the employer's vehicle, machinery or equipment.

Within three (3) days after testing based on reasonable suspicion, the supervisor who recommended the testing shall detail in writing on the "**Reasonable Suspicion Testing Report Form**" the circumstances which formed the basis of his or her belief that reasonable suspicion existed to warrant the testing. A copy of this report shall be provided to the Staff member being tested upon request and the original copy of the report shall be kept confidential by the Agency and retained for at least twelve (12) months.

#### **4. Post-Accident/Injury Testing**

When a Staff member is involved in a work-related accident or suffers a workplace injury, a drug and alcohol test will be required. A Staff member who is unable to submit to testing at the time of an accident due to the seriousness of his or her injuries, is required to provide the necessary authorization for obtaining hospital reports and other documentation that would indicate whether there were any drugs or alcohol in his or her body system. No specimen shall be taken prior to the administration of emergency medical care. Once this condition has been satisfied, the Staff member must release to his or her employer the result of any test conducted on such specimen for the presence of alcohol or drugs.

#### **5. Follow-Up Testing**

If in the course of Staff member's employment or independent contract agreement, a Staff member enters an Employee Assistance Program for drug or alcohol related problems or an alcohol or drug rehabilitation program, the independent contractor must submit to drug testing as a follow-up to such program, on a quarterly basis for up to two (2) years thereafter.

#### **6. Post-Absence Testing**

Staff who are returning to the workplace after any absence of thirty (30) days or more, will be required to submit to substance abuse testing prior to returning to work.

### **IV. Conditions of Testing**

#### **1. Confidentiality**

All information, interviews, reports, statements, memoranda, and drug results, received by The Wave International, LLC in conjunction with this Drug Free Workplace Plan are considered confidential communications and such information will not be disclosed or released except as authorized pursuant to State Law or regulations or written consent by the person tested.

#### **2. Informed Consent and Release of Liability Form**

The execution of an "**Informed Consent and Release of Liability (Testing/Release of Results) Form**" will be required of each Staff member submitting to a drug test. Refusal to comply will result in an applicant's disqualification from further employment consideration, or will be grounds for the employee/independent contractor's immediate termination.

#### **3. Refusal to Submit to Testing**

Staff are expected to cooperate fully in providing specimens and explanations that may be required by this policy. Failure to provide specimens, attempts to contaminate specimens or otherwise interfere with Agency procedures will be grounds for immediate termination or disqualification from further employment consideration.

## **V. Testing Procedures**

### **1. Collection Site**

All drug testing, for local Staff member are conducted at The Wave International, LLC facilities. The testing will be conducted with appropriate chain of custody procedures in place to ensure accuracy and continuity in specimen collection and handling.

### **2. Drugs to be Tested**

When testing is conducted in conjunction with this program, The Wave International, LLC may test for any or all of the following drugs:

Amphetamines: Binhetamine, Desoxyn, Dexedrine

Barbiturates: Phenobarbital, Tuinal, Amytal

Benzodiazepines: Ativan, Azene, Clonopin, Dalmone, Diazepam, Halcion, Librium, Poxipam, Restoril, Serax, Transene, Valium, Vertron, Xanax

Cannabinoids: marijuana, hashish, hash, hash oil, pot, roach, joint, spleaf, grass, weed, reefer

Cocaine: coke, blow, nose candy, snow, flake, crack

Ethyl Alcohol: booze, drink

Methadone: Dolophine, Methadose

Methaqualone: Qualudes, ludes

Opiates: opium, dover's powder, paregoric, parepectolin

Phencyclidine: PCP, angle dust, hog

Propoxyphene: Darvocet, Darvon N, Dolene

### **3. Report Medications which may Alter or Affect a Drug Test Result**

- A. Each Staff member shall be provided the opportunity to report, both before and after being tested, the use of prescription or non-prescription medication which may alter or affect the outcome of a drug test as well as any other information relevant to the drug test result. The information provided by the applicant/staff member shall be reviewed by a Medical Review Officer (MRO) interpreting any confirmed positive results.
- B. Staff have the right to consult with Administration and/or designated Staff for technical information regarding prescription and non-prescription drugs.

### **4. Testing Methodology**



- A. **Initial Test:** The initial screen for all drugs shall use a 13-panel dip test.
- B. **Confirmation Test:** All specimens identified as positive on the initial test shall be confirmed using a 13-panel dip test.

**5. Cost of Testing**

- A. The Wave International, LLC shall pay the costs of initial and confirmation drug and alcohol testing which it requires of Staff, including random, reasonable suspicion, post-accident/injury, follow-up, post-absence and safety-sensitive testing.

**6. Collection Site Analysis Procedures**

Security of the collection site, chain of custody procedures, privacy of the individual, collection control, integrity and identity of the specimen, as well as all security, chain of custody, specimen processing, re-testing, instrument calibration and reporting of results, shall be in accordance with §112.0455 (F.S.), and its attendant rules as established by the Department of Children and Families (DCF) in F.A.C., Ch. 10E-18. These procedures are intended to ensure that specimens are properly collected, identified and tested.

<b>VI. Random Substance Use Testing Procedures</b>
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The Wave International, LLC strives to provide a safe, secure and drug-free workplace for all its Staff. Furthermore, we see substance abuse as a serious threat to our Staff and Clients. We are addressing this threat by introducing random drug and alcohol testing procedures and guidelines. These guidelines are fully incorporated within The Wave International, LLC's Drug Free Workplace Program.

To enforce the Agency's drug-and-alcohol-free policies and programs, all current Staff will be subject to random drug testing in accordance with the procedures set forth herein. The procedures described herein apply to all Agency Staff in all job classifications at all locations.

It is a condition of the Agency's Staff members to abide by the terms of this Drug Free Workplace Plan. Any Staff member found in violation of this Plan is subject to immediate termination.

**1. Selection Criteria Standards**

- A. Administration will be responsible for the notification of all randomly selected participants. Administration will document the date and time of each Staff member's notification on the Random Selection control sheet.
- B. Each selected Staff member will receive a Notification of Selection for Random Drug

Testing form, verifying his or her notification. The Staff member and a representative from Administration must sign the form.

- C. Administration is responsible for securing and maintaining all records and documentation required for this program, unless otherwise indicated.

## 2. Random Selection Notification Procedures

- A. Administration shall ensure the confidential notification of the individuals selected to report for screening or notify the individual's immediate supervisor to direct the individual to meet with Administration for screening.
  - i Should the individual not be working on the day of notification, but is expected to return within five (5) business days, the individual shall report for screening upon his/her return to work. No prior notification shall be made to the individual.
  - ii If the individual is not expected to return within five (5) business days, the individual shall not be counted as having been selected and a notation is made to the record. In this case, the first alternate will then be notified of selection.
- B. Upon notification, Staff are required to meet with Administration. The Director or Coordinator will also be notified in order to ensure that the applicant/staff member is available to meet with Administration. **The selected Staff must report for testing upon notification and must be tested no later than the close of the business day of the collection site.** Failure to report for testing or refusal to submit to testing will be grounds for immediate termination.

## 3. Testing Procedures

- A. The Wave International, LLC provides in-house drug and alcohol screenings at their facilities to applicants and staff members.
- B. Cost of Testing
  - i With regards to Random Drug Testing, The Wave International, LLC shall pay the costs of initial and confirmation drug testing which it requires of Staff.

<b>VII. Release and Review of Test Results</b>
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### 1. Medical Review Officer (MRO)

The Wave International, LLC will engage a Medical Review Officer (MRO), a licensed

physician or A.R.N.P., or designee, who will be responsible for receiving and reviewing all confirmed test results. Administration will also be responsible for contacting all positively tested individuals to inquire about possible prescriptive or over-the-counter medications that could have caused a positive test result.

## **2. Reporting Results**

- A. The Agency, within seven (7) working days after receipt of the results of the specimen, must provide the MRO quantitation of the test results upon request. Only specimens that are confirmed as positive on the confirmation test shall be reported as positive to an MRO for a specified drug.
- B. Administration shall notify the applicant/staff member of a confirmed positive test result within three (3) days of receipt of the test results and inquire whether prescriptive or over-the-counter medications could have caused the positive test result.
- C. If Administration is unable to contact a positively tested applicant/staff member within the five (5) days of receipt of the test result, the MRO shall verify the test result as positive. If the applicant/staff member refuses to talk with Administration regarding a positive test result, the MRO shall validate the result as positive and annotate such refusal in the remarks section of the report.
- D. The applicant/staff member shall have five (5) days from the date of initial notification to discuss the positive test result with Administration and to submit documentation of use of prescription or over-the-counter medication relevant to the positive test result.
- E. The MRO shall notify the Agency in writing of the verified test result, as negative, positive or unsatisfactory. If the MRO determines that there is a legitimate medical explanation for the positive test result, the MRO shall report a negative test result to the Agency. However, should the MRO feel that the legal use of the drug would endanger the applicant/staff member or others, or if the applicant/staff member is in a safety sensitive or special risk position at the Agency, then the MRO shall report the test negative due to a validated prescription, but shall request that the individual be placed in a position which would not threaten the safety of the applicant/staff member or others.
- F. The MRO may verify a positive test without having communicated with the tested applicant/staff member if:
  - The individual expressly declines the opportunity, or
  - Within five (5) days after a documented contact by the Agency to the tested applicant/staff member to contact Administration, the applicant/staff member has not done so.
  - Upon fourteen (14) days of receipt of a confirmed positive result, the Agency has been unable to contact the employee/independent contractor despite making and documenting all reasonable efforts.

### **3. Notice to employee/independent contractor of Test Results**

Within five (5) working days after receipt of a confirmed positive test result from the MRO, the Agency will inform the applicant/staff member in writing of such positive test results, the consequences of results, and the options available to the applicant/staff member, including the right to file an administrative or legal challenge. Upon request, a copy of the test results shall be provided to the applicant/staff member.

## **VIII. Challenges to Test Results**

### **1. Intra-Agency Challenge**

- A. The applicant/staff member has, within five (5) working days, after receiving notice of a confirmed positive test result, to submit information to the Agency explaining or contesting the test result(s).
- B. If the applicant/staff member's explanation or challenge of a positive test result is deemed unsatisfactory by the Agency, the Agency shall within fifteen (15) days of receipt of the applicant/staff member's explanation or challenge, provide the applicant/staff member with a written explanation as to why his or her explanation is deemed unsatisfactory, along with the report of positive results(s). All such documentation shall be retained by The Wave International, LLC on a confidential basis for at least one (1) year.

### **2. Administrative or Legal Challenge**

The applicant/staff member may undertake an administrative challenge of the test result by filing a claim for benefits with a Judge of Compensation Claims pursuant to Chapter 440, F.S. or if no workplace injury has occurred, the applicant/staff member must challenge the test result in a court of competent jurisdiction. When an applicant/staff member undertakes a challenge to the results of a test, it shall be his or her responsibility to notify the collection site of the challenge.

### **3. Independent Testing**

In the event of a positive test result, the applicant/staff member, during the 180-day period after written notification of a positive test result, may request independent testing at his/her own expense of a portion of the tested specimen for verification of the test result. The result(s) of the independent testing may be used in any administrative or legal challenge.

## **IX. Consequences of Positive Test Results/Disciplinary Action**

### **1. Applicant/Staff Member**

An applicant/staff member, whose test results are confirmed positive, will be subject to immediate termination.

### **2. Staff arrested for a Criminal Drug Statute.**

- A. Upon arrest, the Staff member must notify Administration immediately and no later than 24 hours after the time of arrest. The Staff member will be placed on Administrative Leave without pay at least until a court disposition is finalized.
- B. If the Staff member is convicted of the offense, he/she must notify Administration as soon as possible but no later than 24 hours after the conviction is confirmed. Upon notification, the employee/independent contractor will be terminated and requested to seek appropriate treatment.
- C. Administration shall notify the HR Dept. and/or CEO of an applicant/staff member's arrest and conviction of the offense immediately but no later than 24 hours after the supervisors' notification. Administration shall also provide written documentation to the CEO within 5 days of the conviction.
- D. Administration shall notify all appropriate Federal Agency(s) of the conviction in writing within 10 days of the conviction including information regarding action taken against the Staff member.

## **X. Drug-Free Workplace Awareness/Education Program**

This Awareness/Education Program is designed to help achieve the Agency's goal of maintaining a drug-free workplace and to inform the Staff member regarding the requirements of the program.

1. Ongoing communications to Agency Staff and supervisory personnel that include educational and informational materials advising about the dangers of drug use and/or abuse.
2. Information for Agency Staff regarding community service hot-line telephone numbers concerning drug use and/or abuse.
3. Specific training of Agency's management and supervisory personnel who are responsible for determining when an individual is subject to testing based on "reasonable suspicion". Such training will address the physical, behavioral and performance indications of probable drug use and appropriate supervisory response.

4. Annual education for all Agency Staff to assist them in identifying personal and emotional problems that may result in the misuse of alcohol or drugs.
5. Display and distribution of the Agency's Drug-Free Workplace Program and notice of drug testing on vacancy announcements.

## **XI. Searches**

In order to effectively implement the Agency's Drug-Free Workplace Program, the Agency retains the right to conduct searches and inspections of its property or premises whenever there is objective evidence that a Staff member may be in possession of alcohol or any illegal drugs on Agency property or within its facilities, or may otherwise be in violation of Agency policy.

A search may be conducted, under the guidelines of "reasonable suspicion" only after consultation with the Agency attorney and the approval of the Administration.

In case of a search, the Agency will conduct the search with the involvement of any applicable law enforcement agencies.

If a search or inspection reveals the presence of unauthorized alcohol or illegal drugs, Staff member will be subject to immediate termination.

## **XII. Voluntary Employee/Independent Contractor Assistance**

IMPORTANT: Upon random selection and notification, a Staff member can no longer seek voluntary assistance as described herein.

No Staff member will be retaliated against for voluntarily seeking assistance for problems relating to drug/alcohol use and/or abuse. It is the Agency's desire that the individual be allowed to address and resolve any drug- and alcohol-related problems on a confidential basis.

Should a Staff member realize that he or she has developed a dependence on drugs, alcohol or any controlled substance, he or she is advised to inform his or her supervisor of that condition and to seek trained, professional assistance immediately. Staff are encouraged to seek confidential rehabilitation voluntarily (without disciplinary penalty) before any management action, to address and resolve any drug- and alcohol-related problems. If the Staff member seeks confidential treatment, he or she may contact Administration.

1. In the case that a Staff member seeks voluntary assistance for a substance or alcohol abuse related problem, the Agency reserves the right to offer the Staff member the opportunity to participate in an Agency-approved Employee Assistance Program (EAP) or rehabilitation program. If such a program is offered, and accepted by the Staff member, the Staff member must

satisfactorily participate in and complete the program as a condition of continued employment. In such a case, the Staff member must submit to drug testing as a follow-up to such a program, on a quarterly basis for up to two (2) years thereafter. If the Staff member should subsequently test positive or otherwise violate the Agency's Drug-Free Workplace Policy, he or she will be subject to immediate termination.

2. For those Staff whose positions require direct patient care (i.e.: counselor, program aide, case manager, etc.), an administrative leave of absence from the Agency will be required if no suitable transfer position is available. The Staff member shall be allowed to use any accumulated leave time, for which they are eligible, with the remainder of the leave to be taken without pay.
3. If the Staff member responds well to treatment and all treatment plan goals are satisfactorily achieved, he/she may be returned to their previous or a comparable vacant position. The applicant/staff member will be placed on a probationary status of ninety (90) days. During this period, the Staff member 's progress and job performance must meet the supervisor's expectations.
4. The Agency reserves the right to suspend an employee/independent contractor without pay pending the release of the results of a drug test or the outcome of an investigation related to a violation of the Agency's Drug-Free Workplace Policy.
5. If a Staff member is injured in the course and scope of his or her work at The Wave International, LLC and whose test results are confirmed positive, the Staff member may, in addition to the above, forfeit his or her eligibility for all medical and indemnity benefits under the Florida Workers' Compensation Act. Any Agency group health/medical insurance in effect does not cover injuries sustained in the course or scope of work.
6. An applicant/staff member, whose test results are confirmed positive, will be subject to immediate termination of the applicant/staff member.

<b>XIII. Community Resources</b>
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**Mental Health in the Community**

BayCare Behavioral Health (727) 584-6266

Family Resources (727) 449-8336

Mental Health Resource Center (727) 449-8331

Catholic Charities (727) 893-1313

Pinellas County Health Human Services (727) 464-4200

211 (727) 210-4211 (<http://www.211.tampa.bay.org>) - 24/7 program that provides information and referrals on local health and human services.

<http://nami-pinellas.org/resources/>:

**TELEPHONE REFERENCE GUIDE—NATIONAL AND FLORIDA AGENCIES**

**AIDS Hotline**

800-342-2437

**Department of Children and Families—Suncoast Region**  
813-558-5700

**Depression and Bipolar Support Alliance-Florida**  
866-281-5322

**Florida Child and Adult Abuse Hotline**  
800-962-2873 or 800-96A-BUSE

**Florida Advocacy Center for Persons with Disabilities**  
800-342-0823

**Florida Drug Assistance Helpline (Florida Legal Services)**  
800-436-6001

**Florida Medicaid**  
888-419-3456

**Florida Substance Abuse Hotline**  
800-729-6686

**Florida Suicide Prevention Coalition**  
800-273-8255

**Medicare**  
800-633-4227 or 800-MEDICARE

**Medication Assistance Helpline**  
800-906-7279

**National Alliance on Mental Illness (NAMI)**  
800-950-6264

**National Alliance on Mental Illness—NAMI-Florida**  
877-626-4352

**National Alliance on Mental Illness—NAMI Pinellas**  
727-826-0807

**National Association for the Dually Diagnosed**  
800-331-5362

**National Institute of Mental Health**  
866-615-6464

**Social Security Administration**  
800-772-1213

**State of Florida Information Center**  
866-693-6748

**Treatment Advocacy Center**



703-294-6001

**Veteran's Assistance**  
800-827-1000

## **RESOURCES — PINELLAS COUNTY**

### ***Information and Referral***

**National Alliance on Mental Illness—NAMI Pinellas**  
Family Help Line 727-791-3434

Peer Support Help Line 727-600-5838

### **Tampa Bay Cares**

2-1-1

To access up-to-date information about all community resources, call 2-1-1 or visit their web site: [www.tampabaycares.org](http://www.tampabaycares.org). Search the site using key words such as mental health, substance abuse, or support groups.

**Suicide/Emergency Hotline-Pinellas County**  
727-791-3131

### **National Suicide Hotlines**

1-800-SUICIDE

1-800-273-TALK

### **National Domestic Violence Hotline**

1-800-799-SAFE

### **Rape Crisis Line—Local**

727-530-7273

### **Rape Crisis Line—National**

1-800-656-HOPE

## **TREATMENT PROVIDERS**

### **ACTS (Alcohol Community Treatment Services)**

727-942-4181

### **Bay Care Life Management**

727-584-6266

Services: Private Adult Mental Health-outpatient

### **Bay Pines Veteran's Administration Hospital**

727-398-6661

Services: Private Baker Act Facility  
Adult Mental Health-Outpatient and  
Inpatient and Residential

### **Benedict Haven-St. Petersburg**

727-525-5205

Services: Adult Male Residential

**Boley Centers for Behavioral Health Care, Inc.**

727-821-4819

St. Petersburg

Services: Adult Mental Health-outpatient

Adult Residential 727-824-5745

FACT Team 727-538-9903

**CASA-Community Action Stops Abuse**

727-895-4912

Services: Domestic Violence Shelter, Transitional Residential

**Catholic Charities**

727-893-1313

Services: Outpatient Counseling

**Department of Health-Pinellas County**

727-507-4857

Services: Outpatient Health Care Treatment

Mobile Medial Unit

**Directions for Living**

727-524-4464

Services: Children's and Adult Mental Health-outpatient

**Focused Outreach and Intervention Program**

727-894-0171

Services: Deviation program to prevent incarceration

**FSC Family Counseling**

727-536-9427

Services: Adult Mental Health Counseling

**Gulf Coast Jewish Family and Community Services**

727-538-7460

Services: Adult/ Children's Mental Health/Substance Abuse

Outpatient Counseling

Adult Residential

**Homeless Coalition**

727-328-1990

**Largo Medical Center at Indian Rocks**

727-581-9474

Services: Private Baker Act Facility

Inpatient Psychiatric Unit

**Marriage and Family Counseling of Pinellas**

727-726-9408

Services: Adult Mental Health

**Mental Health Resource Center Clearwater FACT Team**

727-449-8331

Services: Adult FACT Services

**Morton Plant Hospital-Clearwater**

727-462-7000

Services: Private Baker Act Facility  
Inpatient Psychiatric Unit

**Operation PAR**

888-727-6398

Services: Adult Substance Abuse-Outpatient;  
Residential; Detox  
Children's Substance Abuse

**People Builders**

727-538-4150

Services: Medical Detox, DUI Counseling  
Domestic Violence; Anger Management

**Personal Enrichment Through Mental Health Services (PEMHS)**

727-545-6477

Services: Adult/Children's Crisis Stabilization Unit  
Family Emergency Treatment Center 727-552-1053

**Salvation Army**

727-550-8080

**St. Anthony's Hospital-St. Petersburg**

727-825-1124

Services: Private Baker Act Facility  
Inpatient Psychiatric Unit

**Suncoast Center**

727-327-7656

Services: Children's and Adult Mental Health-outpatient  
Substance Abuse-outpatient  
Sexual Assault  
Homeless Outreach

**Forensic FACT Team**

727-323-6300

**Wellness and Recovery Center**

727-327-7656

**Tampa Crossroads-St. Petersburg**

727-898-0088

Services: Forensic Residential Treatment

**Tranquility Counseling, LLC-Largo**

727-365-9365 | [www.tranquilitycounselingllc.com](http://www.tranquilitycounselingllc.com)

Services: Outpatient Mental Health Counseling/Individual Counseling

**Turning Point-St. Petersburg**

727-823-7811

Services: Adult Detox/Substance Abuse for the Homeless

**Veterans Administration—BayPines VA**

727-398-6661

Services: Medical, Mental Health and Substance Abuse  
Inpatient; Outpatient; Residential  
Domiciliary-shelter for the homeless

**Veterans Center**

727-893-3791

Services: PTSD; Sexual Trauma

**Vincent House-Pinellas Park**

727-541-0321

Services: Clubhouse Program for Adults

**Westcare**

727-579-9016

Services: Substance Abuse/Outpatient Counseling

**Windmoor Healthcare of Clearwater**

727-541-2646

Services: Private Baker Act Facility  
Inpatient Psychiatric Units  
Addiction Treatment

**YOUR RIGHTS IN A FLORIDA MENTAL HEALTH FACILITY**

An individual experiencing a mental health crisis can be admitted to a mental health facility. At the point of admission, the patient should be informed of his or her rights and should be able to ask questions and receive answers about those rights. Under federal law and Florida's Mental Health Act, your rights are protected as follows:

**RIGHT TO INDIVIDUAL DIGNITY:**

You are to be treated with dignity and respect at all times.

**RIGHT TO COMMUNICATE:**

You may talk with people you choose by local telephone or in person, unless determined to be harmful to you or others.

**RIGHT TO QUALIFIED TREATMENT:**

You are to receive treatment and services based upon your needs; and you are expected to participate in your treatment plan.

**RIGHT TO BE SAFE:**

You are to be free of restraint, seclusion, isolation, or emergency treatment orders. Laws prohibit neglect or abuse of persons in a facility; however, certain rights can be restricted by your doctor for safety reasons.

**RIGHT TO POSSESS CLOTHING & PERSONAL EFFECTS**

**RIGHT TO RELEASE OR DISCHARGE:**

You may request at any time, if you are on voluntary status. You will be released within 24-hours from community-based, receiving facility (or three days from a state facility), unless a petition is filed with the court to hold you for an involuntary placement hearing.

**RIGHT TO EXPRESS AND INFORMED CONSENT:**

You must be given the following information before you are asked to give consent to treatment: the reason for your admission, your proposed treatment and its purpose, common side-effects of your treatment and alternatives and the approximate length of care.

**RIGHT TO AN ATTORNEY & REPRESENTATIVE:**

You will have an attorney appointed to represent you if you are placed at a facility on involuntary basis. Most often this is a Public Defender.

**RIGHT TO PRIVACY & CONFIDENTIALITY:**

You will have privacy when talking with your doctor, team members and visitors whenever possible. Your treatment record is kept private except from your guardian, your attorney, certain state agencies, your parent or next-of-kin (limited information), or because of a court order or if you threaten to harm someone.

**RIGHT TO VOTE**

**COMPLAINTS & GRIEVANCES:**

You can make a verbal or written complaint if you feel you or others are not treated fairly.

**Housing**

Kimberly Home Inc. (727) 443-0471

Pinellas Hope (727) 556-6397

**Financial**

Social Security (benefits, Disability, Medicaid/Medicare) 1-800-772-1213