



## FREQUENTLY ASKED QUESTIONS

### eScreen Random Management Program

**1. What random programs are offered by eScreen?**

eScreen offers two basic programs for qualified employers. You can join a managed consortium pool, or we can help establish a stand-alone pool for your company.

**2. What is a consortium?**

A random program consortium is an association of companies or groups of employers that join together, as a single entity, for the purpose of drug and alcohol testing its members. The member companies add their employees to a combined random testing pool and are responsible for maintaining their active roster throughout the year. eScreen acts as consortium administrator and updates the pool and manages the selection process. Please note: Consortium participation is limited to employers with 1-49 employees.

**3. What is the cost to join a consortium?**

The annual membership fee is \$150.00 per consortium pool. For example, if you are submitting an enrollment to participate in a Department of Transportation (DOT) consortium pool and a non-DOT consortium pool the total cost would be \$300.00 annually.

Please note: We require that your company pay the membership fee annually to continue participation in our random management program.

**4. What is covered by the annual membership fee?**

Your annual membership fee covers the access and tools that are necessary to manage your random program. It includes employee roster management, a valid scientific random selection process, scheduling abilities, statistical reports, and several other features.

Please note: All costs associated with drug and alcohol testing will be invoiced separately according to your pre-established billing rules.

Please note: eScreen will not authorize designation as a C/TPA for FMCSA regulated employers within the FMCSA Clearinghouse.

**5. How do I know what regulation applies to my company?**

Not sure if your company is subject to the DOT drug and alcohol testing regulations? Follow [this link](#) to take a short quiz to help determine if you are covered.

Please note: The decision tree is only a guide and does not replace or supersede the actual regulations.

**6. What are the consortium selection dates?**

The eScreen consortium administrator runs the selection dates on a bi-monthly frequency.

Please note: The consortium selection dates do not apply to stand-alone pools.

**7. What is a stand-alone pool?**

A stand-alone pool is a random test management program specifically for your company. You will not be part of a group of companies. All employees must fall within the same regulation and setup can be customized to suit your program needs. Your designated pool manager is responsible for maintaining the active roster and working with the eScreen coordinator to manage updates. The eScreen coordinator will work with you to set up your pool to fit your needs.

Please note: Stand-alone pools can be established for employers of almost all sizes (must have more than one employee), but it is required for all employers with 50+ employees.

**8. What is the cost to join a stand-alone pool?**

The annual membership fee is \$300.00 per stand-alone pool. For example, if you are submitting an enrollment to participate in a DOT stand-alone pool and a non-DOT stand-alone pool the total cost would be \$600.00 annually.

Please note: We require that your company pay the membership fee annually to continue participation in our random management program.

**9. Are there set selection dates for stand-alone pools?**

There are no set selection dates for stand-alone pools. Selection dates are set by your designated pool manager and can be customized to suit your program needs. According to DOT best practices, we recommend that selections take place at least quarterly.

Please note: Selections are recommended to start on the 1<sup>st</sup> of the designated selection period and run for the full duration (i.e., 1<sup>st</sup> of the month/quarter to end of the month/quarter).

- 10. What are the steps needed to enroll in the Random Management Program?** All enrollments must be submitted online via [www.escreen.com/randomenrollment](http://www.escreen.com/randomenrollment). Once you have submitted your enrollment online, you will receive an immediate confirmation email. The confirmation email will include a copy of your enrollment submission. If/when your eligibility has been confirmed, we will invoice you for membership dues payment via email. This email will include instructions and a link to submit payment via credit card. If you prefer to send payment by check, that is an option, and the mailing address will be provided on the invoice (the invoice will need to be mailed along with your check). Once your payment has been received, you will be emailed an Official Certificate of Participation confirming your membership and participation.

Please note: Once enrollment has been fully processed, we will send you a reference guide with instructions on next steps and how to provide us your active employee roster.

- 11. What criteria must be met to be considered eligible?**

To be considered eligible for our program, you must either be a direct client of eScreen or your clinic provider must be a qualified partner with eScreen.

Please note: Some restrictions may apply.

- 12. Can I enroll in additional pools throughout the year?**

Yes, follow the process listed above.

Please note: If you need to make any changes to existing pool memberships, call 800.881.0722, option 5 or email [randomsmanagement@escreen.com](mailto:randomsmanagement@escreen.com).

- 13. What is the annual renewal process?**

You will be notified via email at least 30 days in advance of your membership expiration with instructions on where to access your invoice and how to pay your renewal fee. Please note: Annual membership is based on participation in a full calendar year of selections for consortium and stand-alone pool participants. If you participate in more than one program offering, the annual membership dates may differ.