

A management initiated referral to the Employee Assistance Program (EAP) is appropriate when management recognizes serious work performance problems related to alcohol/drug use, severe emotional issues or safety issues. A referral to the EAP should always be made for a positive drug/alcohol test or refusal to take drug/alcohol test.

Management should meet with the employee to discuss the referral. An authorization form to release information regarding services (see attached) should be signed and dated by the employee and the Referral Contact. The form should specifically indicate which information could be released to the Referral Contact. Please note that without the signed authorization, ComPsych® will not be able to release any information regarding the employee's participation in the program. The form should be faxed back to the Management Referral Team at: **312.705.6375**.

Once the employee agrees to seek EAP services, the Referral Contact should call ComPsych at the designated toll-free line regarding the referral. The Guidance Consultant will gather information regarding the reason for the referral, employer's expectation regarding the referral, and name and telephone/fax number of the Referral Contact.

The employee should be instructed to call ComPsych at the designated toll-free line within twenty-four (24) hours of the referral to arrange for a face-to-face assessment. The local EAP provider will determine the most appropriate course of treatment to help the employee address and resolve work related issues. The provider will not make return to work recommendations.

The Management Referral Specialist will provide the Referral Contact with the information regarding recommendations to resolve the issue and the employee's compliance with the recommendations.

If you need additional information or need assistance with a referral, please contact the ComPsych® GuidanceResources® Unit at the designated toll-free line.