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|-------------------------------------------------------------|------------------|----------|
| TITLE                                                       | POLICY NUMBER    |          |
| Drug Testing for Group Foster Home Direct Service Employees | DCS 02-46        |          |
| RESPONSIBLE AREA                                            | EFFECTIVE DATE   | REVISION |
| Office of Procurement and Contracts (OPC)                   | October 15, 2025 |          |

## I. POLICY STATEMENT

The Department of Child Safety (DCS) is committed to providing safe living environments that allow children to thrive. Drug use by employees who are entrusted with the caretaking responsibilities of children is incompatible with this goal. Accordingly, the Department shall require group foster homes licensed by DCS under [Arizona Administrative Code Title 21, Chapter 7](#) to conduct random quarterly drug screenings of their employees to ensure the safety of children in their care.

## II. APPLICABILITY

This policy applies to direct service employees at all group foster homes contracted with the Department of Child Safety that provide placements for children, including shelter care and residential group care facilities.

## III. AUTHORITY

[A.A.C. Title 21, Chapter 7](#)

Child Welfare Agency Licensing

[A.R.S. § 8-503](#)

Powers and duties

[A.R.S. § 8-505](#)

Issuance of licenses; application; investigation; renewal

[A.R.S. § 8-506.01](#)

Denial, suspension, revocation or change of

license; child welfare agency; appeal

[A.R.S. § 8-509](#)

Licensing of foster homes; renewal of license; provisional license; exemptions from licensure; immunization requirements

[A.R.S. § 8-530.06](#)

Group foster homes; employees; random drug screening

#### IV. DEFINITIONS

Department or DCS: The Arizona Department of Child Safety.

Direct Service: Any activity in which an employee has face-to-face interaction with a child outside of the view of any other group foster home staff or another responsible adult.

Direct Service Employee: Any employee of a group foster home whose duties, tasks, or responsibilities involve in-person interaction, including interaction alone, with a child. This may include consultants, contractors, subcontractors, volunteers, students, interns, governess members, and persons otherwise affiliated with the group foster home who have direct contact with children.

Drug: Any substance considered unlawful under the schedules of the controlled substances section of the comprehensive Drug Abuse Prevention and Control Act of 1970, as amended ([P.L. 91-513](#); [21 United States Code section 812](#)) or pursuant to [A.R.S. Title 13, Chapter 34](#) or the metabolite of the substance.

Employer: This state, a political subdivision of this state or any person, firm, company, corporation, labor organization, employment agency or joint labor-management committee, including any public utility, transit district or special taxing district organized pursuant to Title 48, Chapter 17 or 22, that has one or more full-time employees employed in the same business, or in or about the same establishment, under any contract of hire, express or implied, oral or written.

Group foster home: A licensed regular or special foster home that is suitable for placement of more than five minor children but not more than ten minor children.

Impairment: Symptoms that an individual may be under the influence of drugs or alcohol that may decrease ability to perform duties or tasks associated with job performance, including symptoms of speech, walking, standing, physical dexterity, agility, coordination, actions, movement, demeanor, appearance, clothing, odor, irrational or unusual behavior, negligence or carelessness in operating equipment, machinery or production or manufacturing processes, disregard for the safety of the individual or others, involvement in an accident that results in serious damage to equipment, machinery or property, disruption of a production or manufacturing process, and any injury to the individual or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol.

Office of Procurement & Contracts (OPC): The team responsible for the Department's procurement activities and contracted services.

Prospective Employee: A person who has made an application, whether written or oral, to become an employee of a group foster home.

Quarter: A three-month period beginning on January 1, April 1, July 1, and October 1 of each calendar year.

Random: Chosen by chance rather than according to a schedule or pattern; all employees will be tested on a date selected by the employer, without prior notice to the employee

Regulated five (5) panel drug test: A drug screen that tests for commonly abused substances THC, opiates, PCP, cocaine, and amphetamines. A regulated drug is one that is researched, manufactured, distributed, and administered under the supervision of regulatory authorities.

Sample: Urine, blood, breath, saliva, hair or other substances taken from a person being tested.

## V. POLICY

### A. Group foster homes shall:

1. require all direct service employees (hereafter referred to as "employees" throughout the remainder of this policy) to participate in random quarterly regulated five (5) panel drug testing in accordance with [A.R.S. § 8-530.06](#) (Group foster homes; employees; random drug screening);

2. require all prospective employees to participate in an initial regulated five (5) panel drug testing prior to performing any employment-related duties;
3. require a drug test for any employee who is involved in an accident or incident in which a child required medical treatment;
  - a. if the employee is reasonably suspected to be under the influence of drugs, a drug test shall be conducted within thirty-two (32) hours of the accident or incident;
  - b. if a test is not administered within 32 hours following the accident or incident, the group foster home shall:
    - i. cease attempts to administer a drug test;
    - ii. prepare and maintain on file a record stating the reasons the test was not promptly administered;
4. submit the results of all accident/incident drug tests (or submit a written explanation why a drug test was *not* administered) to OPC within 48 hours;
5. maintain up-to-date drug test results in employee personnel files for auditing by OPC.

## VI. PROCEDURES

- A. Group foster homes shall identify a licensed drug testing facility to which their employees will be referred and submit documentation verifying that facility's qualifications to the Office of Procurement and Contracts (OPC).
- B. Reporting of Test Result
  1. The group foster home shall provide OPC with a copy of all drug testing results, both specified and randomized by OPC, conducted during the previous quarter by the second Monday following the end of that quarter (e.g., the second Monday in October for the tests conducted from July through September).

- a. The results shall be emailed to [contractcompliance@AZDCS.gov](mailto:contractcompliance@AZDCS.gov). The subject line shall use the following naming convention: Agency, Month, Year (example: Group Home, October, 2025).
- b. All the results shall be compiled and attached to the submission as individual attachments and results shall be on the testing facility's letterhead.

#### C. Disciplinary Procedures

A group foster home may take adverse employment action based on a positive drug test. On receipt of a positive drug test result that indicates a violation of the group foster home's written policy, or on the refusal of an employee or prospective employee to provide a drug testing sample, a group foster home may use that test result or test refusal as a basis for disciplinary or rehabilitative actions.

Additionally, the group foster home shall submit within forty-eight hours the [Drug Testing Notification for Group Foster Homes](#) form to OPC at [contractcompliance@AZDCS.gov](mailto:contractcompliance@AZDCS.gov) when an employee tests positive for drugs, refuses to take a drug test, or misses a test.

#### D. Confidentiality of Results and Access to Records

1. As required by [A.R.S. § 23-493.09](#), all communications received by the Department are confidential and not a matter of public record and may only be disclosed consistent with the terms of A.R.S. § 23-493.09.
2. As required by [A.R.S. § 23-493.09](#), the tested employee has a right of access to the written test results that pertain to that individual, subject to the maintenance of confidentiality for other individuals.
3. Except as otherwise permitted by law, no sample taken for testing pursuant to [A.R.S. Title 23, Chapter 2, Article 14](#) shall be tested for any substance or condition except unlawful drugs as defined in [A.R.S. Title 23, Chapter 2, Article 14](#).

## VII. FORMS INDEX

[Drug Testing Notification for Group Foster Homes \(CSO-4620\)](#)