

OEAP PARTICIPATION AGREEMENT (PA) MANAGEMENT ROLE AND RESPONSIBILITIES

Note: Management may include manager designees, HR Administrators, Labor Relations representatives, Drug-Free Coordinator or the appointing authority designee

1. Prior to initiating the Participation Agreement with an employee, please notify OEAP.
2. Retrieve the Participation Agreement from the website and provide the employee with a copy of the OEAP Participation Agreement along with the Employee Role and Responsibilities. Both documents must be signed by the employee and attached when forwarding to OEAP.
3. Complete the OEAP Participation Agreement and ensure all parties sign the agreement.
4. Review the Employee Confidentiality Notice with employee.
5. Instruct the employee to call an OEAP Case Consultant the same day that he/she signs the Agreement, in order to be referred for treatment services.
6. Forward a copy of the signed OEAP Participation Agreement (minimum 180 calendar day, maximum 730 calendar day duration) via fax at: (614) 728.3046 or email to: OEAP@das.ohio.gov within the same day, if possible.
7. Retrieve the provider cover letter, Release of Information and Participation Outline forms from the website, then provide to the employee and instruct the employee to take the forms with him or her to the first counseling session. **The forms must be completed by the treatment provider and returned to the OEAP Case Consultant via fax at: (614) 728.3046 or email to: OEAP@das.ohio.gov.**
8. Maintain contact with the OEAP Case Consultant for verification of the employee's compliance or noncompliance with his/her treatment plan, as often as designated by the OEAP Case Consultant.
9. Continue to monitor and document the employee's job performance; also inform the OEAP Case Consultant regarding and updates and/or changes in the employee's job status and/or behavior at the workplace.
10. Remind the employee of his or her responsibility to sign all necessary release of information to enable the OEAP to report compliance.
11. Contact OEAP, if you have any questions about the Participation Agreement process, forms or if there is a change in management.