

Guide to schedule a test in eScheduling (DCS applicants)

*For best ease of use, please note:

- This process needs to be done from a computer (not a mobile device).
- Use Internet Explorer if possible
- Popup Blockers will need to be turned off or your browser will likely give you an error message between step 6 & 7 that states it blocked a pop up window and it will give you options to allow pop-up windows from the site – select option to either temporarily allow pop-ups from this site or to always allow pop-ups from this site.

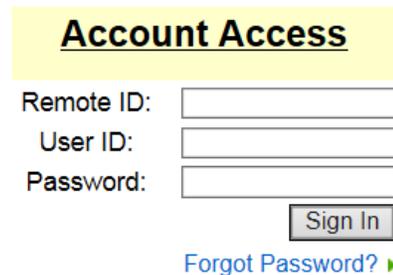
1. Go to the homepage/login for Alere Toxicology:

<https://www.aleredatalink.com>

2. Sign in with the Remote ID: **115394**

User ID: **DCSAPP**

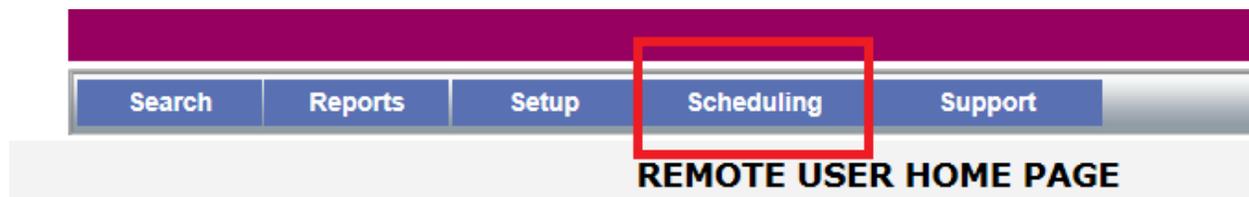
Password: **dcs2020\$**



The screenshot shows a login form titled "Account Access" with a yellow header. It contains three input fields: "Remote ID:", "User ID:", and "Password:". Below the fields is a "Sign In" button and a link for "Forgot Password?" with a right-pointing arrow.

If you try this password twice and it does not work, please call 765-894-3453 immediately!

3. Once you are signed in, you will see the following menu bar options - select "Scheduling" – then "eScheduling" (hover the cursor over "Scheduling" and you will see "eScheduling" to click on)



4. On the next screen, select "eScheduling New"

If you have any questions, please contact DISA Indiana/MTS at 765/894-3453 (Paula Zimmerman) or 317/269-3030 (Admin Department).

Next

Employer: Indiana Department Of Child Services (Dc - Indianapolis)

Donor: First Name: JOHN *
 Middle Name:
 Last Name: DOE *

Social Security Number: ●●● - 45 - 6789
 Date of Birth: / / MM/DD/YYYY
 Day Phone: () - Ext.
 Evening Phone: () - Ext.
 Email Address: john.doe@midwesttox.com
 Donor ID: None
 Cost Center / Job Code: --Select--

Reason:
 Pre-employment Periodic Medical Followup
 Random Promotion Transfer
 Post Accident Return to Duty Other - Specify Reason:
 Diversion Reasonable Suspicion/Cause

Type of Test: DOT/Federal Tests non-DOT Tests
 Urine collection for drug test
 Breath alcohol test

Blank gray fields are optional

8. Next you will select a clinic for you to report for your test. The system will show a list of default clinics that are available in Indiana. Sort the list by clicking on the “City” column label to find sites more easily.

Select Clinic

[Show Default Clinics](#) [Back](#)

Clinic Search Range:
 Address: City: State/Province: --Choose-- Postal Code:
 Distance: Miles [Search](#)

Select	Drug	Health-Screen	Clinic Name	Phone	Address	City: ▼	State/Province:	Postal Code
Select			Med One Urgent Care Center	7656466331	4778 S SCATTERFIELD RD	ANDERSON	IN	46013
Select			MedExpress Urgent Care - Anderson	7656422602	3800 S SCATTERFIELD RD	ANDERSON	IN	46013
Select			Dekalb Memorial Hospital	2609202612	1316 E 7TH ST	AUBURN	IN	46706
Select			DeKalb Business Health	2609259511	1316 E 7TH ST	AUBURN	IN	46706
Select			MMCH Occupational Health Services	8129325105	1051 STATE ROAD 229	BATESVILLE	IN	47006
Select			St. Vincent Walk-In Clinic - Bedford	8122761305	2415 MITCHELL RD	BEDFORD	IN	47421
Select			IU Health - Bedford	8122759675	2900 16TH ST	BEDFORD	IN	47421

If you need to search for a site outside of this list, use the search field options. The system will always require you to enter a “distance” value – use 25 miles as default. Select the clinic that works best for you by clicking on the “Select” button on the left. If you would like to see the hours operation, you can select the small button with a black arrow in front of the clinic’s name (note that you should always call the site to confirm hours of service).

There are a few sites that require you carry in a paper CCF (form) (included in traditional testing kit). These sites are marked in red and the system will give you a warning that a paper CCF is needed. Note that The Figment Group in LaPorte has CCFs on file and you do not need to carry a CCF with you to this site. Contact Midwest Toxicology if you have more questions about this process and these few sites that require a paper CCF.

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9. Next, you will see additional options – you must fill in the items outlined in red below.
 - a. In the “Hours Type” section (1st red box on next page), enter 48 in the first box and select “Actual Hours” in the second box.
 - b. In the “Scheduler Contact Info” section (2nd red box), enter “DCS HR” in the first name field (leave Last Name blank) and enter phone number 317-233-4721.
 - c. In the “Additional Notes” section (3rd red box), enter the region and county you will be working in.

NOTE: If you do not know the number for the region in which you are applying, you can go to the following link for a reference map: <http://www.in.gov/dcs/2372.htm>
 - d. Select “Confirm Scheduled Event” once you have entered all necessary information.

Configuration:

Hours Type:

Notifications:

Email Address:

Scheduler Contact Info:

Additional Notes for ePassport:

Immediate (Start time is current time.)
 Future (Start time must be specified.)

Immediate

Donor has (ET) to complete test.

Donor is allowed to take test up to 7 days after the test time has expired.
 Do not display expiration time on the ePassport.

Send Email when donor has completed the event.
 Send Email if the donor fails to take test by the event time.
 Send Email notification 4 hours before scheduled event expires.

Note: To email multiple recipients, separate email addresses with a semi colon.

Please enter the contact information in case the donor has questions.

Contact First Name:
 Contact Last Name:
 Contact Phone:
 () - Ext.

Region ___ / _____ (county)

10. You will then see the “Print ePassport” options. First you need to email the “ePassport” form which is your testing authorization form that you will bring with you to the collection site.
 - a. If you entered your email address in step 7, it should auto-populate in the Email box. If your email address did not auto-populate, then type it in the Email box (john.doe@disa.com is just an example).

If you have any questions, please contact DISA Indiana/MTS at 765/894-3453 (Paula Zimmerman) or 317/269-3030 (Admin Department).

- b. Add MROTeamD@disa.com (enter semicolon between email addresses).
- c. Add any other email address if directed by your DCS rep.

https://www.myescreen.com/v3/Scheduling/Schedule_Passport.aspx

Print ePassport Done

ePassport Notification Options

Email:

Would you like to send this ePassport via text message?

Instructions:
Print out this sheet and send with the participant to the clinic.

OR

Email the ePassport to the participant. Note: To email multiple recipients, separate email addresses with a semicolon.
Note: If you select the option to text the ePassport to the participant, the participant will receive a text message instructing them to click a link to open their ePassport.

If you are unable to view the report below, please [click here](#).

- d. Click on “Send” button. You will see a message at the top that confirms the email addresses the system sent the ePassport to.

https://www.myescreen.com/v3/Scheduling/Schedule_Passport.aspx

Print ePassport

Email sent to John.doe@disa.com; mroteamd@disa.com

ePassport Notification Options

Instructions:

- e. Check your email inbox – the email will come from donotreply@escreen.com. The email will have a PDF copy of the ePassport attached. If you do not see it within 5 minutes, check your junk/spam folders.

11. You will need to print your “ePassport” form. This can done from this system or you can print it off from the email you receive (as described above). If you cannot see the ePassport in the bottom half of the window (see below), click on the link in the statement “If you are unable to view the report below, please click here” and the ePassport will open up in a new window.

Would you like to send this passport via text message?

Email the ePassport to the donor. Note: To email multiple recipients, separate email addresses with a semicolon.
Note: If you select the option to text the passport to the participant, the participant will receive a text message instructing them to click a link to open their ePassport.

If you are unable to view the report below, please [click here](#)

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ePassport[®]

Test Scheduling Document

Scan this barcode into eScreen123[®]



AI2171909832

 Participant Test for JOHN DOE

This order must be completed by:

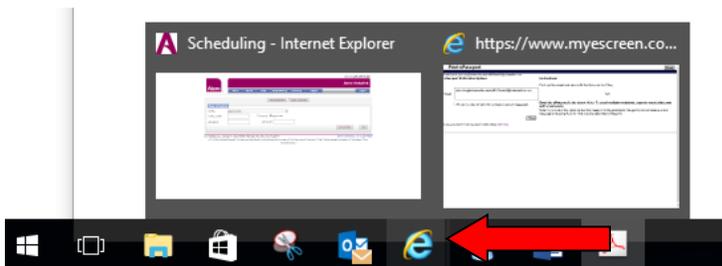
11/4/2017 7:41 AM (ET)

- You are required to take a photo ID, this ePassport, and all documents with which it printed.

12. VERY IMPORTANT – you must click on the “Done” button in the upper right corner of the window.

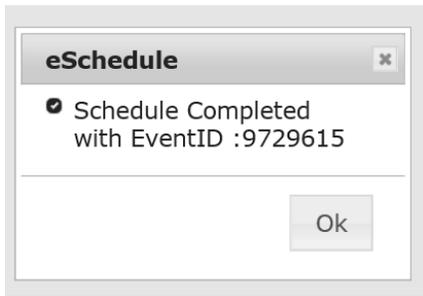


If you have “lost” this window when you clicked on the link to open the ePassport in a new window, hover your cursor over your internet browser (ideally Internet Explorer) icon in the task bar to view all the windows open on your computer – hopefully you can find the window.



13. You will see one more window that confirms the ePassport has been created successfully – select OK and the window will close.

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14. When you report for your collection you must have the ePassport form and a photo ID with you.

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