CLIENT _____ PO_____
20th Judicial District UA Program Instructions
Effective Tuesday, May 1, 2012
UA Phone Number: (303) 785-6174
HOURS TO CALL IN: EVERY DAY 4:00 a.m.-1:59 p.m.   CLOSES at 2:00 p.m.

- I understand that I have been directed by the Probation Department to submit to random urinalysis for drug testing. Failure to submit on the day I am required could lead to a sanction/revocation.
- I understand that I am responsible for calling the UA call line **EVERY DAY**. I understand that if I am required to submit a UA test I will report to Intervention, Inc. at:
    5600 Arapahoe Ave. #100, Boulder, CO 80303 OR
    1132 Main St., Longmont, CO 80501

  Between the hours of 7:00 a.m. and 8:00 p.m. on Monday through Friday/between the hours of 8:00 a.m. and 12:00 noon and 4:00 p.m. and 8:00 p.m. on Saturday and Sunday.   U/A testing and Antabuse monitoring clients must be in the office 30 minutes prior to close on these days.

  Both offices are closed between 12:00 noon and 1:00 p.m.

  I understand that I will **not** be allowed to "make-up" a UA should I fail to submit on the day I am required.

Instructions:
- Dial 303-785-6174. You will receive the following prompt: (During normal operating hours) **You have reached the drug testing notification system. Press 1 for English. Press 2 for Spanish**
- Press the appropriate selection and you will receive the following prompt: **Enter your ID number: ML #**
- Enter your ID number and you will receive the following prompt: **Does your last name begin with ____? If yes, press 1. If no, press 2.**
- If 2 is pressed, the prompt will continue to loop to: **Please re-enter your ID number.** This process will allow you to enter an ID number 3 times and will then say; **Your ID number could not be validated - goodbye** and then disconnects.
- If an ID number was entered and not recognized by the system the caller will receive the following prompt: **You have entered an invalid ID number, please try again.** The system will allow you to enter an ID number 3 times and then will say: **Your ID number could not be validated - good bye.**
- When you are connected, you will receive the following message: **You are required to test today/ You are required to test today** or **Do not test today/ Do not test today**
- Final: **Good-bye**
- If you dial the phone number too early you will receive the following message: **You have called the drug testing notification system too early, please call back.**
- If you dial the phone number too late you will receive the following message: **You have called the drug testing notification system too late, please call back tomorrow. THIS WILL BE NOTED AS A MISSED CALL.**
- Caller UA ID number is not recognized: **Caller must call probation within 24 hours to get a new number.**

20th Judicial District Probation Department
UA Phone Line #303-785-6174
Call in times: EVERY DAY between 4:00 a.m. – 1:59 p.m.
ID#: _____
First three letters of last name: _____

IGNATURE: _____   **PO/UA Tech: _____**

ATE: _____   **DATE: _____**