
Alcohol & Other Drug Screening Specialist (ADSS) Screening & Referral FAQ

Revised 05/25/2023

This summary of OHA certification requirements is not legal advice. If you need legal advice, please consult an attorney.

Who is required to be screened and referred by an Alcohol & Other Drug Screening Specialist (ADSS)?

Anyone under a diversion agreement for a charge of driving under the influence of intoxicants (DUI) is required to be screened and referred to a DUI Services Provider (DSP). – [ORS 813.200\(4\)\(b\) and \(c\)](#)

Anyone convicted of DUI is required to be screened and referred to a DSP. – [ORS 813.020\(1\)\(b\)](#)

How much can an ADSS charge for a screening and referral?

The fee is \$150.00. – [ORS 813.021\(1\)\(b\) and 813.240\(3\)](#).

An ADSS may charge only one screening fee per diversion order or conviction order, unless otherwise ordered by the adjudicating court. – [OAR 415-054-0520 \(6\) and \(7\)](#)

Who is responsible for setting the standards for screening and referrals?

The Oregon Health Authority is authorized by law to establish standards for conducting the screening and referral required for people who are under a diversion agreement for DUI or have been convicted of DUI. – [ORS 813.021\(2\) and 813.260\(1\)](#)

How can I access the forms required for screenings?

All required forms are available for download at:

<https://www.oregon.gov/oha/HSD/AMH-DUII/Pages/ADSS.aspx>.

What does a screening include?

The screening includes:

- The ADSS and the individual completing administrative paperwork (e.g., releases of information, required notifications, etc.)
- The individual completing the [TCU Drug Screen 5](#) and selecting a DSP
- The ADSS completing the appropriate Screening & Referral Report and forwarding the necessary referral paperwork to the DSP

Additional detail is provided in [OAR 415-054-0485](#) and [OAR 415-054-0462\(2\)](#).

Are DSPs permitted to enroll an individual before the individual has been screened and referred by an ADSS?

Yes. However, the DSP is unable to issue completion documentation to the ADSS or the DMV until all requirements have been met as described in [OAR 309-019-0195](#).

What is a re-referral?

A re-referral is the process of the ADSS sending a referral to a different DSP under the same court order of conviction or diversion as the original referral.

A re-referral **does not** include situations in which the individual has a new, additional court order of conviction requiring a new screening and referral.

What does a re-referral include?

A re-referral includes:

- The ADSS completing the “Re-referred to” section on the previously completed ADSS Screening & Referral Report
- The ADSS obtaining a release of information from the individual authorizing their paperwork to be sent to the new DSP, and
- The ADSS forwarding the appropriate referral paperwork to the new DSP

A re-referral is based on the original screening, and therefore does not include a new screening. If the individual’s state of residence has changed since the original screening was conducted, the re-referral should be completed using the appropriate ADSS Screening & Referral Report form.

Who can I contact if I have more questions?

If you have questions about OHA rules or the requirements of certification that doesn’t fit a scenario below, please contact:

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Scenarios - Diversion

An individual under a diversion agreement pays the \$150.00 screening fee but does not initially complete the screening and so a referral to a DSP is not made. The individual re-engages later within the court authorized diversion period and they complete the screening and referral.

- A second screening fee **may not** be charged because the individual is completing the screening that they already paid for.

An individual under a diversion agreement pays the \$150.00 screening fee but does not complete the screening within the court authorized diversion period, and a referral to a DSP is not made. The court terminates the individual's diversion resulting in a conviction. The individual re-engages and completes the screening and referral.

- A second screening fee may be charged because the individual has been ordered by the court to complete a new screening. – [ORS 813.020\(1\)\(b\)](#) and [ORS 813.021\(1\)\(b\)](#)

An individual under a diversion agreement pays the \$150.00 screening fee, is screened and referred to a DSP but chooses to transfer to a different DSP.

- The ADSS should issue a re-referral to the newly selected DSP.
- Because a re-referral does not involve conducting a new screening, a second screening fee **may not** be charged unless ordered by the court. – [OAR 415-054-0520 \(6\) and \(7\)](#)

An individual under a diversion agreement pays the \$150.00 screening fee, is screened and referred to a DSP. The individual does not initially engage with the DSP or is discharged unsuccessfully, but later returns to engage with the DSP during the court authorized diversion period or court authorized extended diversion period.

- A re-referral is not needed; however, it is strongly recommended that the DSP be notified of any court authorized extensions of the diversion period.
- A second screening fee **may not** be charged because an ADSS may charge only one screening fee per diversion order, unless otherwise ordered by the court. – [OAR 415-054-0520 \(6\) and \(7\)](#)

An individual under a diversion agreement pays the \$150.00 screening fee, is screened and referred to a DSP. The individual does not initially engage or is discharged unsuccessfully, but later wants to enroll with a new DSP prior to the end of the court authorized diversion period or court authorized extended diversion period.

- *The ADSS should issue a re-referral to the newly selected DSP.*
- *Because a re-referral does not involve conducting a new screening, a second screening fee **may not** be charged unless ordered by the court. – [OAR 415-054-0520 \(6\) and \(7\)](#)*

An individual under a diversion agreement pays the \$150.00 screening fee, is screened and referred to a DSP but does not complete services prior to the end of the court authorized diversion period or court authorized extended diversion period. The court terminates their diversion resulting in a conviction and order for a new screening.

- *A second screening fee may be charged because the individual has been ordered by the court to complete a new screening. – [ORS 813.020\(1\)\(b\)](#) and [ORS 813.021\(1\)\(b\)](#)*

An individual under a diversion agreement pays the \$150.00 screening fee, is screened and referred to a DSP and then is charged with a new DUI offense. The court revokes their diversion resulting in a conviction.

- *A second screening fee may be charged because the individual has been ordered by the court to complete a new screening. – [ORS 813.020\(1\)\(b\)](#) and [ORS 813.021\(1\)\(b\)](#)*
- *If the individual is convicted of the new DUI offense by a court the ADSS is designated by, a third screening fee may be charged because the individual has been ordered by the court to complete a new screening. – [ORS 813.020\(1\)\(b\)](#) and [ORS 813.021\(1\)\(b\)](#)*
- *If the individual is convicted of the new DUI offense by a court the ADSS is **not** designated by, the individual should be referred to an [appropriately designated ADSS](#). That ADSS may charge the \$150.00 screening fee because the individual has been ordered by the court to complete a new screening. – [ORS 813.020\(1\)\(b\)](#) and [ORS 813.021\(1\)\(b\)](#)*

Scenarios - Conviction

An individual convicted of DUII pays the \$150.00 screening fee but does not complete the screening and a referral to a DSP is not made. Under the same DUII conviction, the individual re-engages later, and the screening and referral are completed.

- A second screening fee **may not** be charged because the individual is completing the screening that they already paid for.

An individual convicted of DUII pays the \$150.00 screening fee, is screened and referred to a DSP but chooses to transfer to a different DSP.

- The ADSS should issue a re-referral to the newly selected DSP.
- Because a re-referral does not involve conducting a new screening, a second screening fee **may not** be charged unless ordered by the court. – [OAR 415-054-0520 \(6\) and \(7\)](#)

A person convicted of DUII pays the \$150.00 screening fee, is screened and referred to a DSP. The person does not engage or is discharged unsuccessfully, but later re-engages with the DSP they were previously referred to.

- A re-referral is not needed; however, updated releases of information may be necessary.
- A second screening fee **may not** be charged because the screening and referral have already been completed.

A person convicted of DUII pays the \$150.00 screening fee and is screened and referred to a DSP. The person does not engage or is discharged unsuccessfully, but later engages with a new DSP.

- The ADSS should issue a re-referral to the newly selected DSP.
- Because a re-referral does not involve conducting a new screening, a second screening fee **may not** be charged unless ordered by the court. – [OAR 415-054-0520 \(6\) and \(7\)](#)

A person convicted of DUII pays the \$150.00 screening fee, is screened and referred to a DSP and is charged with a new DUII offense.

- *The ADSS may not charge a second screening fee with respect to the **original DUII conviction**, because the individual already paid the screening fee corresponding to that court order of conviction.*
- *The ADSS may charge a new screening fee with respect to the **new DUII offense** if they are designated by the court that enters the order of conviction for the new DUII offense and orders the individual to complete a new screening.*
- *If the individual is convicted of the new DUII offense by a court the ADSS is **not** designated by, the individual should be referred to an [appropriately designated ADSS](#). That ADSS may charge the \$150.00 screening fee because the individual has been ordered by the court to complete a new screening. – [ORS 813.020\(1\)\(b\) and ORS 813.021\(1\)\(b\)](#)*