

New UA Testing Form

Client Information

Client Name:		Date of Birth:	
Client PERSON ID #:		Program:	

Hours of Operation

I hereby acknowledge the current changes that Monroe County Justice Department is undergoing. I am aware that I am responsible for calling between the hours of 5AM and 2PM DAILY to see if I am required to test. I am aware that if I am unable to call into the phone line system, I am to utilize the MyCallin.com web check-in feature (SEE ATTACHED GUIDE).

UA Call Line Phone Number

The phone number that I am responsible for calling is:

1-866-207-2911

I understand that I am not allowed to “make-up” a test if I fail to test the day I am required to. Failure to submit on the day I am required will result in the test being considered dirty.

Please realize that everyone that tests calls the number listed above, if you fail to get through the first time continue to call until you get through.

Details for the UA Call line

When calling the UA call line phone number you will receive the following prompt (during the times stated above)	You have reached the drug testing notification system. Press 1 for English. Press 2 for Spanish
Once the appropriate selection has been made, You will receive the following prompt:	Please enter your client ID number:
Once the ID has been entered you will receive the following prompt:	Does your last name begin with XXX? If yes press 1. If no, press 2. (if you press 2 you will be looped back to please enter your client ID number)
If the correct ID is used and the last name is also correct:	You are required to test today/ Do Not Test Today (it will repeat this three times)
If the caller receives the following prompt they have called too early:	You have called the drug testing notification system too early, please call back
If the caller receives the following prompt they have called too late:	You have called the drug testing notification system too late, please call back tomorrow.

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information that has been listed above. You also confirm that you agree to follow regulations made by NM CYFD – Albuquerque..

<i>Client Signature</i>	<i>Date</i>
<i>Witness Signature (if client understands warning but refuses to sign)</i>	<i>Date</i>

How to Use Mycallin.com

Go to **mycallin.com** in your browser.

1. Please enter the phone number provided above, including the area code.
2. Please enter your Last name in the next field, and your unique identification number in the "ID Number" field.
3. After filling out the form, please hit "Next".
4. Please confirm that your information has displayed properly on the next page using the buttons at the bottom of the page. If your information is not displayed, please hit the red button to have another chance to check in.

The final page will display whether or not you are required to test that day.

Please contact your agency with any questions

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<i>Client Signature</i>	<i>Date</i>
<i>Witness Signature (if client understands warning but refuses to sign)</i>	<i>Date</i>