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DrugPak Software Suite Newsletter

Premier Drug and Alcohol Testing Software

February 2008

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Import Result Data with MRO Management

One of the most time-consuming aspects of substance abuse testing management is entering data. In many cases it is possible to electronically import result data rather than manually enter it into DrugPak! MRO

Management serves as a result data import engine as well as a holding area for results that require review. Importing result data is one of the various tools DrugPak offers for making your result processing more efficient

We're Here to Help You!

We appreciate that you have chosen DrugPak to manage your substance abuse testing data. This newsletter is an opportunity for us to pass on news, helpful hints, and suggestions. If you ever have any questions or problems, don't hesitate to contact us.

ADS Client Server 8.0 or 8.1?

Many DrugPak users use the Advantage Database Server (ADS) Client/Server engine. Recent reports indicate the most recent version of ADS is much more stable. Scanlon Associates is encouraging anyone who uses the ADS engine to upgrade to version 8.1.

You can check what version of the Client/Server engine you are running in a few ways, but the easiest is in DrugPak (version 6 only). Open the Tools menu and select Server Monitor. In the window that pops-up, click on the Installation Information. If you do have Client/Server then there will be a serial number (if you do not have it then you would typically see a series of @ symbols). Look for the ADS Revision. If you are using Client/Server and your revision number begins with 8.0 then you should visit the [DrugPak utility download page](#) where you can download and install the latest installation for ADS.

If you already have 8.1 installed then no action is necessary. If you do not use Client/Server then you will likely find that the ADS version is 8.0 and this is NOT a problem and you do NOT have to upgrade.

If you have questions about this or any DrugPak topic please contact our Support Department.

The DOT MIS Form vs. DrugPak Summary of Drug and Alcohol

Everyone's favorite part of working in the Substance Abuse Prevention industry is producing statistics! One of the

and effective.

The idea of MRO Management starts with your result data. Results that are reported from a laboratory can often be delivered in a data file as well as, or instead of, by fax. Scanlon Associates has an extensive library of translation formats including all major laboratories, many national MRO practices, and various testing devices--over 40 translation scripts in all. If we don't already have exactly what you need, custom translations can be created for new trading partners as well!

Once data has been delivered to your computer, MRO Management reads the information, arranges everything in the correct DrugPak data format, and validates the information. Customizable automation levels allow you to define warnings for missing and mis-matched information so that you can decide what results can automatically report through DrugPak and which results need to be held for review.

MRO Management provides an easy interface for reviewing problem and non-negative results. This includes an in-depth MRO Result Worksheet and access to Document Manager images. Issues of concern for each result are clearly identified and final processing is not permitted until all issues

most common requests at the DrugPak Help Desk is to explain how these two reports should be interpreted. When considering the DOT MIS form and comparing it to the Summary of Drug and Alcohol report (let's call it SD&A for this discussion) there are a few common misconceptions.

Counting Participants: SD&A is a snapshot of "right now"; the MIS report is an average over time.

When printing the SD&A only for DOT, it is possible to include the DOT Matrix, a report that counts participants by DOT administration. This count represents the number of DOT covered participants AT THE TIME OF PRINTING THE REPORT.

The MIS report sections II A and C reflect the number of covered participants in a pool, but that number is the average of the number of covered employees over the course of the reporting period--and it's supposed to be that way. DrugPak arrives at this number using an average of the DOT participants that were eligible for random selections performed during the reporting period.

Counting Results: SD&A has options; MIS is standardized.

The SD&A has options to include various results including DOT and/or non-DOT, excused, refused, not performed and cancelled by MRO. If the options are set to include these results they will typically be included in the "other" category.

The MIS report will never include a result that is non-DOT, excused, not performed or inconclusive.

Occupation Codes and Administrations: SD&A does not detail the groups; MIS is specific to groups.

The SD&A report will include any DOT result (and in the Matrix report, any DOT participant) regardless of administration or occupation code. It is not possible to filter the SD&A by either of these factors.

The MIS report will always print a separate form for different DOT administrations and also separate forms if there are multiple occupation groups within an administration.

At first glance you might be tempted to expect these two reports to produce the same numbers, but given these basic differences, you can see how these reports are quite different. If you have questions about these or any DrugPak reports please contact our Support Department.

Visit www.drugpak.com/training.shtml to learn more.

Using Version 6:



have been addressed.

MRO Management represents the keystone of automation in DrugPak, dramatically reducing processing time per result as well as data entry mistakes. With the ability to import data from a variety of sources and detailed control over processing options, any DrugPak user who considers result data entry a significant burden can reduce time and increase accuracy by electronically importing result data. Consider reducing the weight of your burden through automation with MRO Management.

[Visit DrugPak.com to learn more](#)

Thanks to Melissa Yarnell for 20 Years of Loyal Service!



She's often referred to as "the glue that holds Scanlon Associates together" and her 20 years of service is certainly a rare accomplishment these days. Our Office Manager, Melissa Yarnell, marked her 20th year with Scanlon Associates on Friday February 1, 2008. Many of you deal with Melissa on a regular basis, so you know of her friendly and steady presence.

Over the years she has seen a

The Default DOT Panel

The default DOT panel has always been a global setting as well as a company-specific setting. The latest update of DrugPak will no longer include a default DOT panel for companies, but rather will only have the one default value in the Global Settings.

DrugPak programmers look for every opportunity to reduce complexity, increase speed, and enhance your DrugPak experience as much as possible.

Check out the [release notes](#) for information about the latest updates. For more information about DrugPak Version 6, please visit the [Version 6 Learning Center](#).

February Webinars

Introduction to Version 6 - Main Module Learn about the core changes to the Main Module of DrugPak in

version 6, steps for upgrading, and ways you can plan to take advantage of new features. *This webinar is a great introduction for anyone who uses the DrugPak Main Module. It also contains essential information for any customer who has more than one DrugPak module.*

Introduction to Ver. 6 - 90 minutes - \$69
Friday, February 15th 2:00 PM Eastern Time*

Participant Import Webinar

Basic and advanced techniques for importing lists of participants into DrugPak. Importing is one of the most in-demand topics for our support Help Desk. This session will cover all aspects of taking client-prepared files and getting the data correctly into your DrugPak system.

Participant Import - 60 minutes - \$59
Monday February 18th 3:00 PM Eastern Time*

Random Selection Webinar

Learn how to use DrugPak's Random Selection Expert to quickly and easily perform random selections. In-depth coverage of random selection profiles, the random selection expert and random selection program statistical analysis.

DrugPak Random Selection - 90 minutes - \$69
Tuesday, February 19th 1:00 PM Eastern Time*

Introduction to Version 6 - DP Billing

Flexible, versatile, and powerful ... If you loved DP Billing in version 5, then you will be crazy about the new features



lot of changes here at SA. In fact, when she started on February 1, 1988, DrugPak had not yet been conceived. The DrugPak concept wasn't suggested until the Summer of '88 and then the first version was released in November of that year. With Melissa acting as the steady "administrative foundation" DrugPak has grown to over 1100 systems, with more being added every month.

Words are inadequate to express our feelings of gratitude to Melissa and her unwaivering loyalty.

When you speak to Melissa, be sure to congratulate her on her 20th anniversary!

Photo above: Twenty roses for twenty years--part of Melissa's anniversary observance.

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in version 6. If you were frustrated by limitations in version 5, then you might find that DP Billing in version 6 has the features you need to create invoices exactly the way you need them. This session will address the new price structure, using the new interface, and billing rules. *The changes to DP Billing in Version 6 are quite extensive. This webinar is highly recommended for anyone who will use or configure DP Billing in the new Version 6.*

**Intro. to Ver. 6 - DP Billing - 90 minutes - \$69
 Monday, February 25th 3:00 PM Eastern Time ***

Introduction to Version 6 - DP Informer

Email and/or fax more reports with more options through DP Informer in version 6. In the new version you can use Informer to send result letters, random selection reports, DP Billing invoices, DOT MIS reports--nearly every report that DrugPak can produce. You can also specify more options for individual reports. This session will address the expanded "Contacts" database, report scheduling, and what to expect after you update to version 6. *DP Informer is one of the most significantly enhanced aspects of DrugPak version 6. If you use DP Informer (or plan to start using it soon), this is a webinar that you should attend.*

**Intro. to Ver. 6 - DP Informer - 90 minutes - \$69
 Friday, February 29th 2:00 PM Eastern Time ***

Support Plan members receive an automatic \$10 discount on all webinars!

Seats are limited and DrugPak webinars fill up quickly.

Contact Scanlon Associates today to make your advance reservations. Call (800) 321-7826 x202.

Attendees are welcome to have **one** computer connected to the on-line portion and **one** phone connection to the conference call, but have as many people view and listen in your office as you wish. Advance payment is necessary to reserve your place and includes the cost of the web connection and the toll-free conference call.

***Please note: all times for webinars are Eastern.**
 Adjust for your location accordingly and please be prompt!

There is a limited number of "seats" available for each webinar. Please be considerate of others who may wish to attend. In the event you cannot attend a webinar for which you have registered, kindly give at least one day notice that you will not attend. We will be unable to give refunds or reschedule webinars unless we receive your cancellation at least one day before the scheduled webinar start time.

Think About It

"All virtue is summed up in dealing justly."
 --Aristotle (384 BC - 322 BC) Greek Philosopher

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