

Army Drug Testing Program (ADTP) User's Manual

Version 4.02

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ADTP ADDENDUM

06 April 1998

TO: All ADTP users

From: U.S. Army Center for Substance Abuse Programs

Subject: Modifications to ADTP User's Guide

1. The ADTP manual (dated November 1997) was printed prior to the time that some final modifications were made to the software. Thus, this addendum outlines additional features of ADTP not mentioned in the primary User's Guide.

- ◆ ADTP will run on Windows NT (not just Windows 3.1 and Windows 95). Follow the instructions for Windows 95 to install.
- ◆ Printing 2624 forms requires a laser printer. To print 2624 forms **with** bar codes usually requires a HP II or III compatible laser printer. (if using a HP VI printer, for example, try installing the HP III drivers; Check with your Information Management Officer). Test print one 2624 form to determine if your printer correctly prints bar codes on the form. Check to make sure all bar codes are contained within their respective boxes. If your printer cannot handle the bar codes cleanly, then you may still print 2624 forms **without** bar codes by selecting the appropriate choice on the print menu. If the barcodes are outside of the boxes then print 2624s without barcodes.
- ◆ Note: if bar coding 2624 forms, you must also bar code the labels so that the submission to the drug testing lab is consistent.
- ◆ The correct label type to use is Avery 5163 (2" x 4", 2 across by 5 down on a page). The GSA catalog stock number is 7530-01-336-0540. Each box contains 100 sheets of 10 labels. The approximate GSA cost is \$10.95.
- ◆ Need help? Call DSN 761-5560 or (703)-681-5560 at ACSAP if you have additional questions.

2. The next 3 pages of the addendum provide additional information on the types of analyses available in the Analysis module of ADTP.

Analysis Reports

Testing Statistics

- ◆ **Premise Summary.** For each testing premise, this report lists the number selected and testing in the specified time period. Each event counts once. Thus, if the same person is chosen 4 times in the period with the same premise, this summary counts all 4 tests.
- ◆ **Testing Summary.** Provides the “percent selected”, “percent tested”, and “percent tested of those selected” for a specified period of time. The “percent selected” counts the percentage **of the roster** selected during the given time period. If a person is selected 10 times, he or she is still only counted once. The “percent tested” counts the percentage of the roster that was tested during the given time period. This counts everyone who was tested in the specified time period, even if they were selected for testing outside of the specified time period. The “percent tested of those selected” is computed as: (number tested / number selected) times 100. The probability of selection is the Percent Selected / 100. The probability of testing is the Percent Tested / 100. In all cases, the size of the roster is calculated as an average over the specified time period.
- ◆ **Positive Summary.** Lists all drugs that anyone tested positive for in the requested time period. It reports the number of people positive for each drug in the given time period and the percentage of ALL those tested in the given time period that were positive for each drug. This assumes that all testees were tested for all drugs. The Total fields show the total number of people positive for **any** drug in the given period and the total percent of those tested that were positive for any drug during the given period.
- ◆ **Percent Tested.** For each day of the week, this report lists the number selected and tested (for all premises) on that day of the week during the given time period. For each day of the week, the percent tested of selected is calculated as: (number tested / number selected) times 100. The Total fields list the total number selected and tested in the time period and the total percent tested in that period. Note that more people can be tested in a period than were selected if there is carry over between periods. In this case, the percentage will exceed 100%. This report is useful for showing relative testing rates by day of week.

Frequency Reports

- ◆ **Testing Days by Day of Week.** For the 7 days of the week, this report provides the number of times on each day of the week that ADTP was asked if it was a random testing day and the number of times for each day that ADTP said yes. The percent of times asked and times yes is also calculated. For example, if there were 4 Tuesdays in the specified time period and ADTP was asked on 3 of those Tuesdays if today was a random testing day and ADTP said that it was a testing day 2 times, then next to Tuesday on this report, the number of times asked would be 3, the

number of times yes would be 2, the frequency asked ADTP would be 75% (asked the question on 3 of the 4 Tuesdays), and the frequency yes would be 50% (on 2 of 4 Tuesdays, the answer was yes). This report is useful in that it may show that the command asks the question only on certain days of the week, which may lead to avoidance of detection by drug users.

- ◆ **Testing Days by Day of Month.** Same as the above report, except that data is reported for days of the month rather than days of the week. Again, this report is useful in spotting patterns of testing by the command. Ideally, testing should occur equally throughout the week as well as throughout the month.

Roster

- ◆ **Alterations.** The alteration report lists all of the changes to the roster in a given time period. This includes deletions, additions, and modifications. For a modification, the report lists the person's record before and after the change. The Total value sums the number of deletions, additions and modifications. (It does not necessarily show the total number of records displayed, as 2 records are shown for each modification). This report is useful for identifying unauthorized tampering with the personnel roster.

Population Reports – All

- ◆ **Selected.** Provides a listing of all testing selections (one record per SSN per selection) within a specified time period. If a person is selected 10 times for testing during the time period, 10 records for that person will appear.
- ◆ **Tested.** Provides a listing of all testing occurrences (one record per SSN per test) within a specified time period. If a person is tested 10 times during the time period, 10 records for that person will appear.

Population Reports – N Value

- ◆ **Selected.** For a specified time period, this report lists each individual that was selected **N** times for testing. Here, **N** could be 0 times, 1 time, greater than 1 time, less than 2 times, 3 or more times, etc. If there was a change in any of the selectee information (e.g., Rank), the most recent information for that individual will be used (either from the roster or the history file if they are not in the roster). This report is useful in locating those individuals who have never been selected during a particular time period or finding individuals who have been selected multiple times over a short period of time. In relatively large commands, there will be a few people who will be selected a seemingly high number of times, although these occurrences are due entirely to the random processes in ADTP.
- ◆ **Tested.** For a specified time period, this report lists each individual that was tested **N** times. Here, **N** could be 0 times, 1 time, greater than 1 time, less than 2 times, 3

or more times, etc. If there was a change in any of the testee information (e.g., Rank), the most recent information for that individual will be used (either from the roster or the history file if they are not in the roster). This report is useful in locating those individuals who have never been tested during a particular time period or finding individuals who have been tested multiple times over a short period of time. In relatively large commands, there will be a few people who will be tested a seemingly high number of times, although these occurrences are due entirely to the random processes in ADTP.

Individual Reports

- ◆ **Premise.** This report lists all of the premises that the selected person was tested under during the given time period. It details how many times the person was selected, tested, and unavailable for testing for each premise during the given time period.
- ◆ **Selection.** This lists all of the selection events for the specified individual in the given time period. For each event, it details when they were selected, when and if they were tested, the premise of the test, and the result of the test.

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1. Installation Requirements

1.1 Hardware/software

Each command will provide access to one of its microcomputer systems (PC) to run ADTP. The system must have Microsoft® Windows™ 3.1 or 95 and a mouse device installed, and contain sufficient processor speed and memory to reasonably support this operating environment: a minimum of a 80386 processor (80486 recommended) and 8 MB of RAM is recommended. The application will require approximately 25-30 MB of hard disk storage depending upon the size of the command's personnel roster. ADTP access is protected by a password, and its data files are stored in encrypted form, to prevent unauthorized roster manipulation. An inkjet or laser printer will also be required if the command wishes to print the 2624 transmittal forms. If you are unsure about your computer's capabilities see your Information Management Officer (IMO)

1.2 Initial Installation

Although installation assistance may be available to each command as it installs ADTP, the process is very simple; First close all other programs:

- 1) Insert the CD into the CD ROM drive. Microsoft Windows must be loaded. (Although ADTP runs on Windows 3.1, the examples in this manual are written in Windows 95.) At the WINDOWS MAIN SCREEN, click on the "MY COMPUTER" icon, then on *your CD ROM Drive*. Double click on the "adtpex.exe" icon.

NOTE: This may also be accomplished by clicking on "Load ADTP" from the "Resource Library" of the UPL CD ROM Training Program.

- 2) The installation process will walk you through the installation procedure. First, it will offer C:\ADTP as a default directory name to create for ADTP; usually you will accept this. You can change it to another drive or name if the default will conflict with an existing entry.

- 3) You will be asked for your command name, UIC, and base area code. ADTP will use these on screens and paper printouts, including specimen labels. The base area code identifies the command that collects the specimens and forwards them to the drug screening lab.

- 4) Next, you will be asked to select the types of subordinate organizations that make up your command. For example, if you are a Battalion, choose your subordinate command level ("Primary Unit Type") as *Company*, and the next lower subordinate command level ("Secondary Unit Type") as *Platoon*. Note: Secondary Unit Type is optional; if you only want one subordinate level, choose (None) as the secondary unit type. Click on finish. The program will ask if you want to restart or shutdown your computer, select restart.

5) Once ADTP installation is complete, you should double click on the README icon in the *ADTP* group.

6) You may also want to make a duplicate ADTP icon, and place it in the *Start Up* group so ADTP will be activated every time you enter Windows (usually every time the PC is turned on). This can be convenient for reminding you to check ADTP to see if today is a testing day or not. Need Help see your IMO or your IBTC?

2. ADTP Operation

2.1 Initial System Operation

Several things must be done the first time you actually run ADTP:

1) Every time you actually run ADTP, it will require a password. The initial access password is "DRUG" but the user will immediately select a new password (see pg. F-9).

2) You will be asked to confirm today's date. ADTP keeps testing history, and must have the correct system date; if it is wrong, simply use the Windows date/time setting facility under the *Main* group.

3) First, you will need to enter the organization units that comprise your testing population. Under *System Utilities*, choose "modify **organization structure**", where organization structure is the structure you entered in the installation procedure. Initially, this structure will be blank. Enter the appropriate data, until you have defined the organization units that constitute your tested population. Note that if you are going to enter your roster of personnel names and other data directly from PC disk (see below), you must enter the very same organization names in this step that will be imported from your roster diskette. If you wish to enter the secondary structure from a roster import (see below), you only have to enter the primary structure here.

4) Now, the personnel roster must be entered. Click on the *Modify Personnel Roster* button. You may enter names and data manually, using the *Add* button. However, for larger rosters, it is more convenient to import a roster from diskette. Choose the *Import* button. You must "find" the import file first, by choosing the proper drive letter, then clicking on the right file name. Ensure you know the data file type your unit has. You can import several different types of files: ASCII fixed field length, ASCII tab- or comma-delimited, dBASE III or IV, or Microsoft Access database. Follow the instructions to mark the necessary data fields. Importing the file as "Append" will simply add these names to the existing roster; importing as "Replace" will discard all existing roster data and replace them with this import file only. At the beginning, it makes no difference which you choose. "Replace with secondary organization structure" adds the name of the secondary organization structure during the import.

5) You now need to enter the system parameters that direct ADTP to run your urinalysis program. The following section covers these parameters.

2.2 System Parameters

At the beginning of each month, a command gives ADTP operational direction by supplying it with three parameters.

- 1) The first parameter is the number of days in the coming month available for drug screening. This is not the number of actual testing days expected for the month, but the days when a command *could* conduct testing. Ideally, this would be same as the total number of days in the month. However, due to operating conditions, this number of possible, or available days, may be fewer.
- 2) The second parameter is the number of days the command expects to actually conduct testing during the coming month. ADTP will take this number as a guide as it randomly selects drug screening days for the command. If five testing days are expected, ADTP will select actual testing days so that in the long run, the command will experience an average of five actual testing days per month. However, the number of testing days in any specific month may likely vary from this expected value. This eliminates the predictability of knowing when the command has conducted its last test for the month. It is advisable to keep this number as high as possible, consistent with the size of the command, spreading actual testing over the maximum number of days.

Larger commands may schedule screening tests virtually every day; they can set the number of available testing days and the number of expected testing days to the same number. Very small commands may set an expected number of testing days to one or two, but should keep the number of available days at a high level, to avoid predictability.

- 3) The third parameter is the percentage of personnel in the command to be tested each month. Again, as in the number of expected days, this percentage will be used as a guide to the number of personnel to be selected, not as an absolute number for each month. Over the long run, this percentage will, in fact, be selected, but will vary from month to month to eliminate predictability. As long as ADTP is allowed to operate normally, any one month's testing can vary unpredictably, but will average to the desired testing values.

2.3 Daily Operation

The following text is intended as an overview of ADTP functions. See the Appendices for more detailed descriptions of activities and options during ADTP operation. The Help notes in the Appendices are also available on-line during ADTP operation, by choosing the Help button on each screen.

2.3.1 Organizational Maintenance

Changes to the organizational structure will probably occur infrequently. Often, the two subordinate levels of a command will remain unchanged for an extended period. Any changes must be entered, however, as they occur and before any personnel are changed or added to the new organization. When deleting a

subordinate component, all personnel previously assigned to that component must be "moved" to their new organization before the old can be deleted. Organization names up to 25 characters in length can be used. (See pg. F-10.)

2.3.2 Roster Maintenance

This will be the primary maintenance responsibility in ADTP. The roster will be used to select specific personnel for testing, **and must therefore be kept current.** Additions, deletions, and changes must be entered as they occur. Individuals must be added or removed as they join or leave the command. Changes in rank/grade, organizational assignment, or name (as in marriage) should be made as they occur. If there are many changes daily and the PC file can be easily prepared from a primary command roster, it may prove easier for a command to use File Import regularly to replace the ADTP roster. File Import can be used to not only replace an entire roster, but also to append new records to existing records. (See pgs. C-7 to C-10.)

2.3.3 Random Testing – see Appendix B for additional help

The UPL or designee is the ADTP user who will turn on the PC early in the morning of each "available" day (parameter 1 above) during the month. The user will ensure the system date is correct (see pg. A-7) and the roster is current. The user will use the PC mouse to choose the first option, click on "Conduct Random Testing?" Via a set of statistical processes, ADTP will use the first two parameters (see above) to determine if today will be an actual testing day. If not, it will respond that today is not a testing day. The user can quit ADTP for the day, unless ongoing roster maintenance is required. A more detailed description of how the random testing program works can be found in the Technical Supplement 4.0.

The list of personnel selected for random testing is shown on the screen, and is printed out at user request. The list is printed two ways: one copy of all personnel, to be retained by the UPL for test preparation, and the other copy divided into separate sheets, one per subordinate group, to be distributed to notify those personnel selected for testing. The user can print out specimen labels and DD2624 transmittal sheets. A Urinalysis Register can be printed to serve as the command's permanent register of tests conducted; the user is asked for the starting batch number to use for the urinalysis specimen submission, offering as a default the next higher number than the previous run. Personnel selected for testing, but not present at the command for testing that day (e.g., on leave, TDY, illness, etc.) should have the reason for their unavailability noted, either on the Testing Register, or the UPL's copy of personnel to be tested, which should then be retained with the testing register. Preprinted labels (containing SSN of personnel selected for testing) not used because of personnel not being available for testing should be destroyed by the UPL at the end of the testing period.

ADTP may occasionally select a day as an actual testing day, but select no personnel for testing if the command has a small roster or has chosen a large number of expected testing days. This does not mean that ADTP is malfunctioning. For the ADTP user, it's as if ADTP had responded that the day is not a testing day.

The personnel selected for testing will remain fixed for the day. If the user leaves ADTP and returns the same day, the results will be unchanged: either it is still not a testing day, or it still is a testing day with the same list of personnel to be tested.

The process for conducting drug screening tests and all associated paperwork remains unchanged. The same strict requirements for chain of custody, handling of specimens, and Army Drug Screening Lab transmittal forms remain as before.

2.3.4 Other Testing

ADTP supports other types of testing in addition to random tests. Options are shown under the *Other Testing* button. For all but the unit inspection choice, the user is shown the roster of names and should click with the checkmark on all names to be tested under that test basis. For unit inspections, the user can include all personnel on the roster (entire command), as well as any subordinate group. Further, groups can be either user-selected, or randomly chosen by ADTP. Once the personnel are selected from these options, the process remains as above: printed lists are available, as well as labels and a register. This selection is completely independent of the random testing described above. (See Appendix E.) On the testing register for "user-specified" inspections, the command should record the reason for choosing this method of testing.

2.3.5 Backup and Restore

ADTP supports data backup and restore functions. The user should periodically backup ADTP data, as with any PC data files, to provide easier recovery in case of a system failure on the PC or its hard disk drive. (See Appendix pgs. F-7 and F-8.)

2.3.6 Setting Parameters

The only parameter the user can change *during* a month is the number of available days for possible testing for the remainder of the month. In the event significant changes to a command's operating schedule arise during a month, this will allow the command to increase or decrease the number of possible drug testing days. ADTP will automatically vary the probability that any available day will be selected as a test day, in order to reach the target percentage of personnel tested that month. (See Appendix pgs. A-8 and D-3.)

All three system parameters described in 2.2 above can be set for the coming month prior to the beginning of the month. Default values (copied from the current month) are offered to the user, and can be accepted, or changed. Often, the number of expected testing days, and target percentage, may hold constant, while the number of available days for possible testing will vary according to operating plans for each coming month.

2.4 Reporting Monthly Results

As each new month arrives, ADTP will prepare a report for review by the UPL and the Commander which details the drug screening program carried out by the command during the month just completed. This report can be reprinted at any time during the month. In addition to providing an excellent method for internal review, these reports can help demonstrate during external inspections that the command is conducting an appropriate drug testing program. A permanent file of these monthly activity reports should be kept by the command.

An interim version of this report can be requested at any time during a month (see Appendix pg. F-5).

Multiple months can also be requested. The user will enter the beginning and ending months, and choose whether to report each month separately or to average the statistics over the time period (see pg. F-6).

3. When you have suggestions or problems

3.1 How to forward comments for improving ADTP

For every ADTP user, there may be times that you would like to see the program behave differently, offer some additional functions, react in a different way to your responses, or provide additional Help. Comments to improve this User's Guide are also strongly encouraged. All feedback should be addressed to your ADTP support office, i.e., the command that supported your initial ADTP installation process.

During initial ADTP distribution, it's very important to the future usefulness of ADTP that those of you using it on the front lines make your comments and suggestions for possible inclusion in new versions of ADTP.

3.2 Who to call with a problem

When ADTP seems to have broken, acts oddly, or otherwise fails to do what it should, help is close by. You may have discovered a real bug in the system; or perhaps the instructions are not clear, and although ADTP really isn't broken, we may not have clearly explained how to use some features. In any case, call your local Army Substance Abuse Program (ASAP) office, formally known as Alcohol and Drug Abuse Prevention and Control Program (ADAPCP), Installation Biochemical Testing Coordinator (IBTC).

Write in your point of contact at your supporting ASAP here:

3.3 How to go to manual backup

It's possible that ADTP may fail, and the help contact shown above is unavailable. In this unlikely event, the command at any time can directly revert to manual methods for selecting personnel for testing. Whatever had been the practice in the past (e.g., selecting last digit of SSN) can be employed as before. If this ever becomes necessary, the UPL should briefly document the situation for his/her ADTP support office. Manual processing will reduce the effectiveness of the ADTP testing process, however, and should only be done when ADTP help is unable to resolve the problem rapidly.

3. Technical Supplement: Random Testing Methodology

4.1 Selecting Test Days

The way ADTP selects testing days is simple, but ensures that every available day (when the user asks "Is today a testing day?") has an equal chance of being an actual testing day. For example: the user enters number of available days = 20; i.e., the user will ask ADTP if it's a testing day 20 times this month. (Note: this means the user must be ready to perform testing on any of those 20 days; one never knows which days ADTP will say "Yes, today is a testing day.") Further, the user enters number of expected test days = 5; i.e., the user would like 5 of the 20 days to be "Yes" testing days. ADTP uses the ratio of expected over available; in this case, 5/20 (or .25) as a threshold value. On every available day, when the user asks the question, ADTP generates a random number between 0 and 1. If the random number for today is between 0 and .25 (the threshold), today is a testing day. If the random number is between .25 and 1, today is not a testing day. So in this example every available day has a $\frac{1}{4}$ chance of being a test day. After 20 available days pass during the month, there will have been, on average, 5 of the 20 chosen as test days. However, due to the random nature of this process, actually there can be fewer or more than 5 selected days during any one month, but over time, 5 test days per month will be the average number (assuming expected test days remains 5 during this time).

4.2 Selecting Personnel to be Tested

If this is a testing day, the user will be so informed. ADTP uses the following process to randomly select personnel to be tested: Continuing our example from above, say the user selected 20% of the command as the testing target for the month. Once a day is selected as a test day, ADTP then takes the target percentage (e.g., 20%) and divides it by the number of expected test days entered by the user (e.g., 5), resulting in a 4% (.04) threshold for personnel selection. ADTP takes each name on the roster one-by-one and generates a random number between 0 and 1 for that name. If the random number for the first name falls between 0 and .04, that name is on the list to be tested. If the random number is between .04 and 1, the name is not selected for testing. Every name on the roster is independently subjected to this comparison with its own random number. When this process is complete, *approximately* 4% of the roster will have been selected for testing today. Over the entire month, with an average of 5 testing days, approximately 20% of the command will be selected.

Appendix A: Installation and Sign On

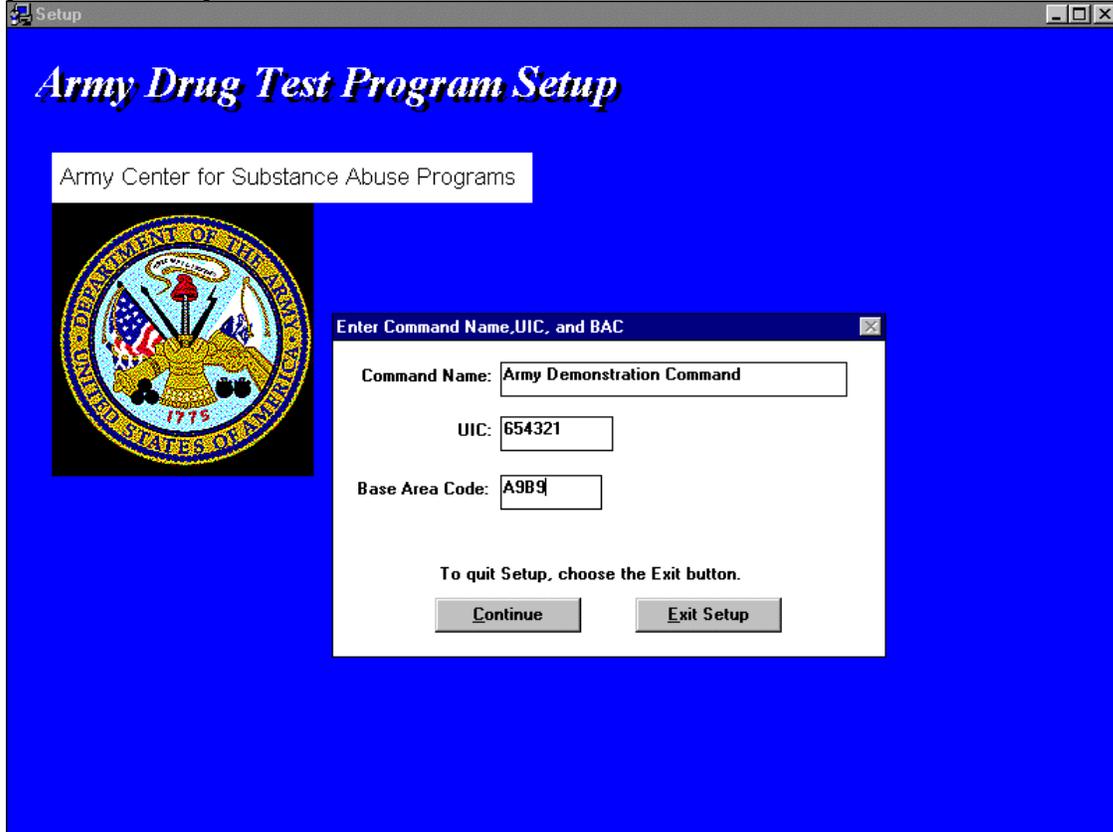
Appendix: Screen Images and Associated Help Text

The appendices provide detailed guidance, augmenting the more general information in the basic ADTP User's Guide. Screens with a Help button also have their text available on-line, for reference during ADTP operation.

A. Installation: Begin by inserting ADTP Installation disk 1 of 4 in drive A (or B). From the Windows Program Manager, open the File menu and select Run. **Type a:setup** (or **b**). The following screen will appear, asking you to choose where you would like ADTP installed. The default directory of **C:\ADTP** should normally be accepted.



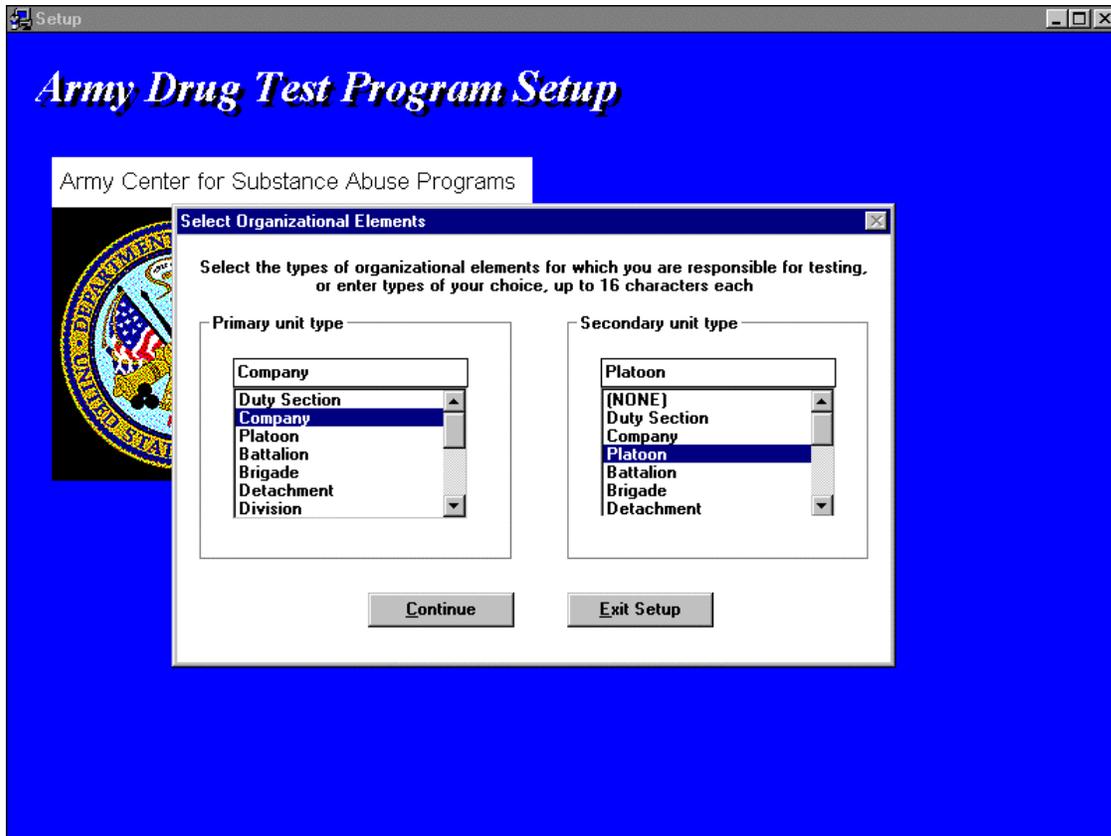
Change installation disks as the screen requests. The next screen requiring your data entry is shown below.



Enter your command name; this is the command that will be conducting the urinalysis program. Enter your command's UIC and Base Area Code. Press Continue.

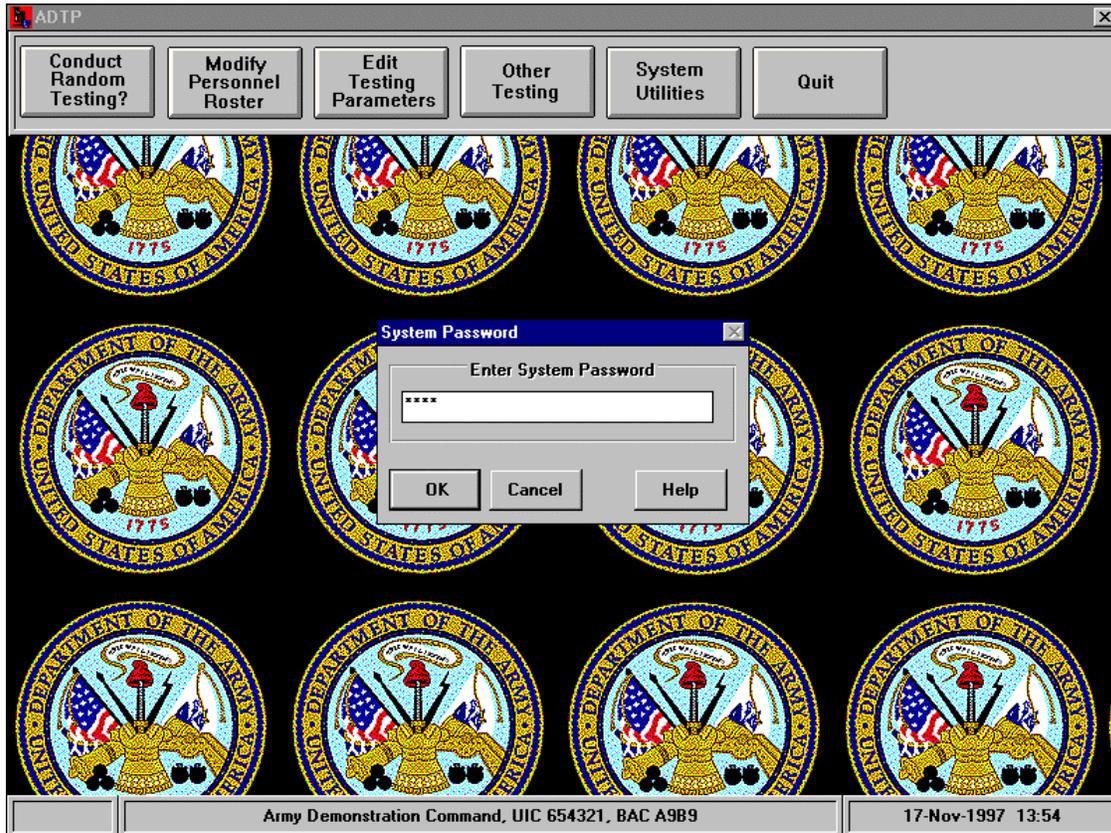
When the installation process stops at the screen below, you will need to define the types of subordinate organizations that make up your command. If you are a Battalion, your primary type of subordinate organization would likely be Company. The secondary type would be Platoon. You may choose any of the types offered in the lists, or key in your own.

You must enter at least one level of subordinate command. If you have no secondary level, you may select (NONE).



When the installation is complete, you will have an ADTP program group containing the ADTP program icon, and an README icon. Double-clicking on the README icon will bring up a small information file telling you how to proceed. This information is also contained in the User's Guide.

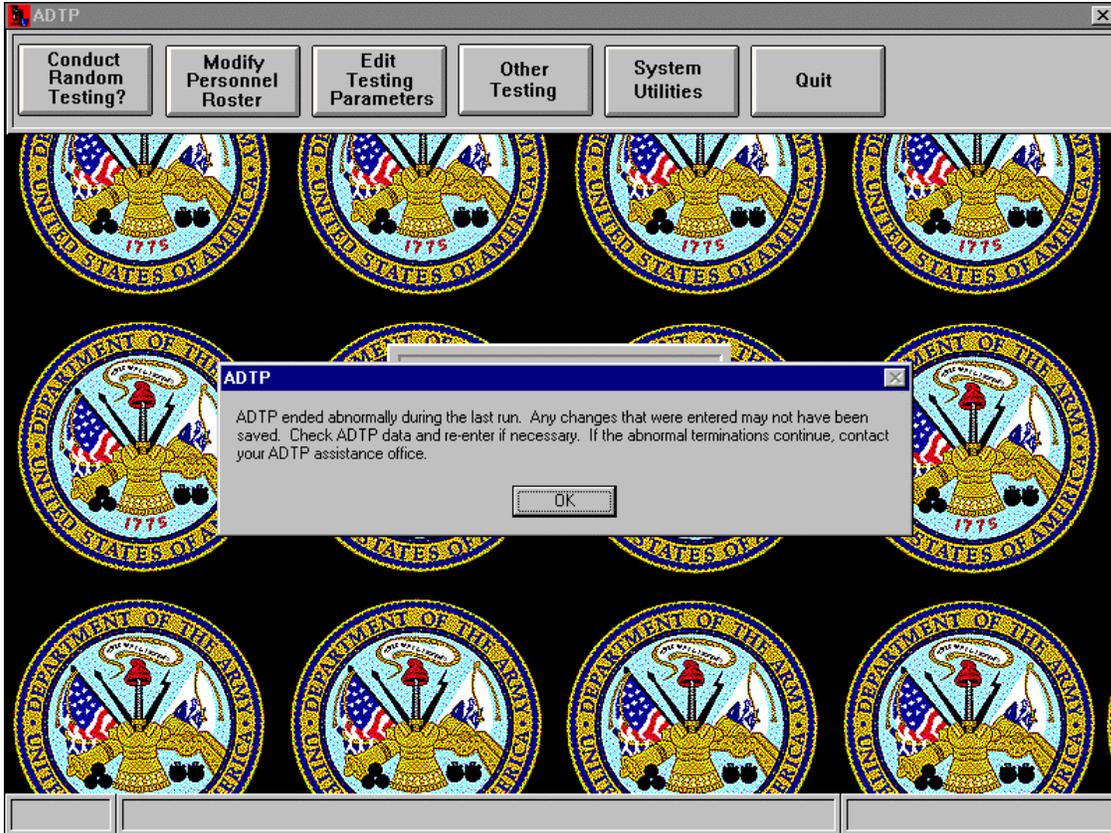
B. Sign-On: Double-click on the ADTP icon. The following screen will appear:



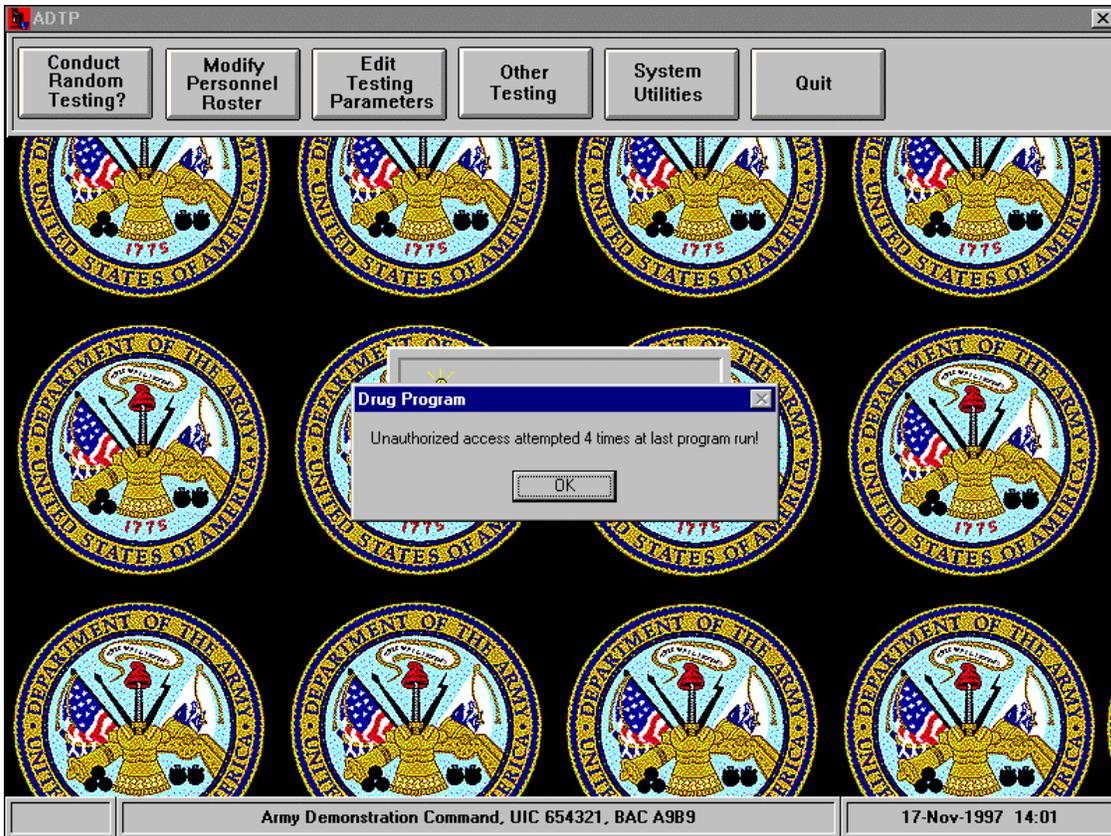
Key in password, then press the OK button.

The first time you run ADTP, it will ask you for the initial password -- **DRUG** – and will require you change it immediately to a new password. At any later time, you may change password by using the System Utilities button. All authorized personnel with access to ADTP must be informed when the password is changed.

If someone loses their access to ADTP, change the password and inform the remaining users.



If this screen appears, some malfunction occurred during your most recent ADTP session. Any file maintenance or other ADTP activity likely has been lost. You should check to see the status of these most recent changes, and re-enter them if necessary. Should such a condition continue to occur, contact your ADAPCP assistance office.

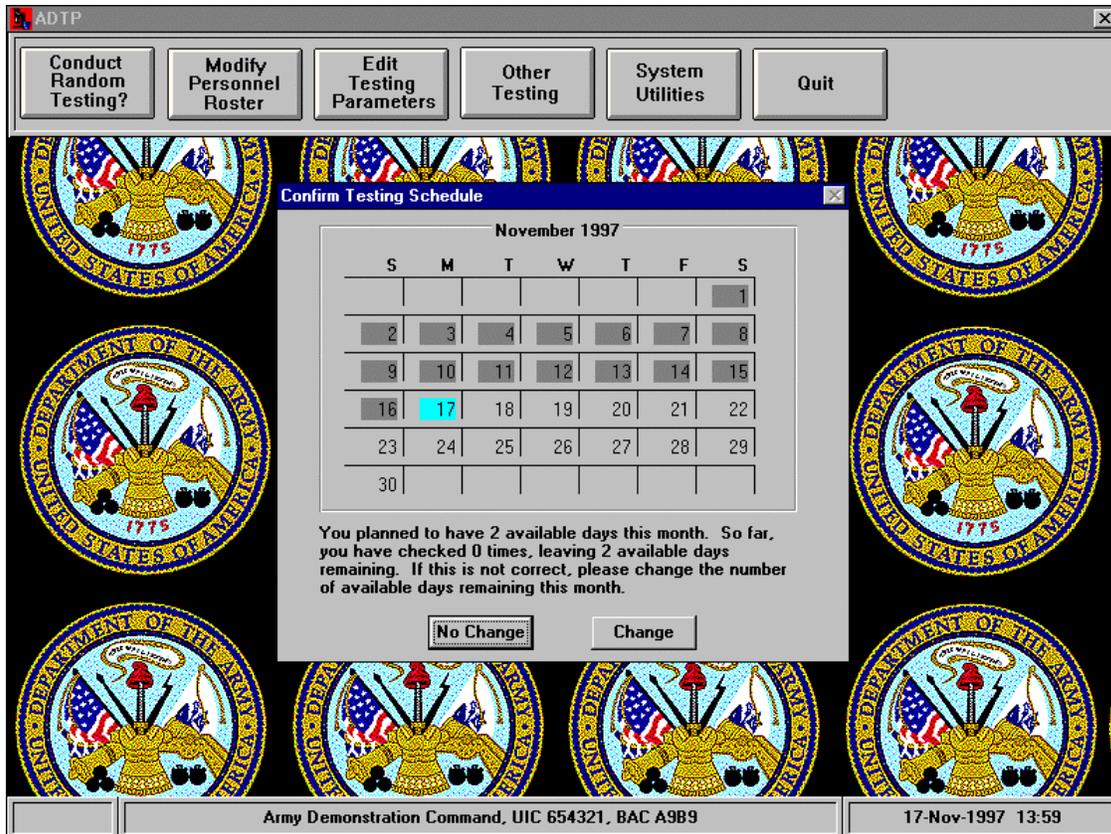


If a message such as this appears, someone tried to access ADTP but did not use the correct password. You should be aware perhaps someone was trying to access the system without authorization.

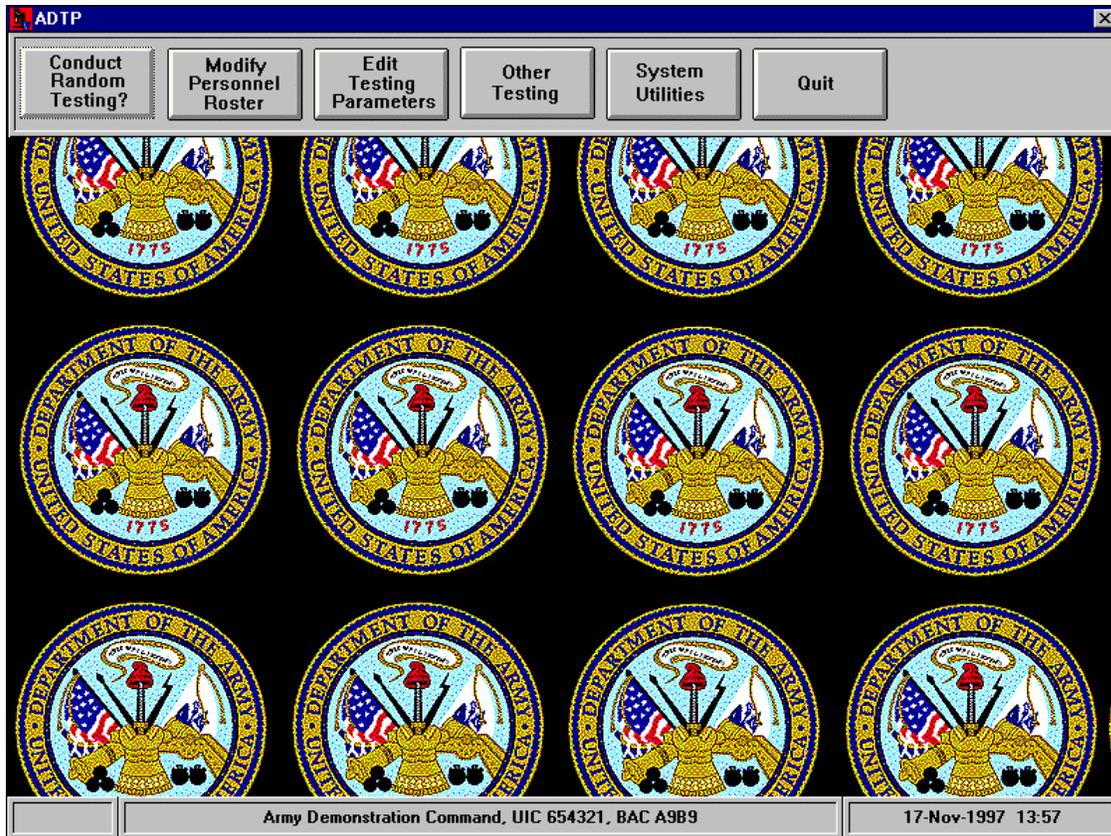
If you have forgotten your password, or ADTP locks due to numerous invalid password entries, contact the Army Center for Substance Abuse Programs.



As the screen says, check to see that the computer system is set up with the correct date.



Every time (after the first time) you enter ADTP, the system will reconfirm your plan for the current month. It gives you the opportunity to change the number of available days your command will ask ADTP to consider as a possible testing day. This is the same change you can enter at any time using the Edit Testing Parameters button on the main screen, choosing Current Month. If you do not want to make a change at this time, press No Change and continue on to the main screen.

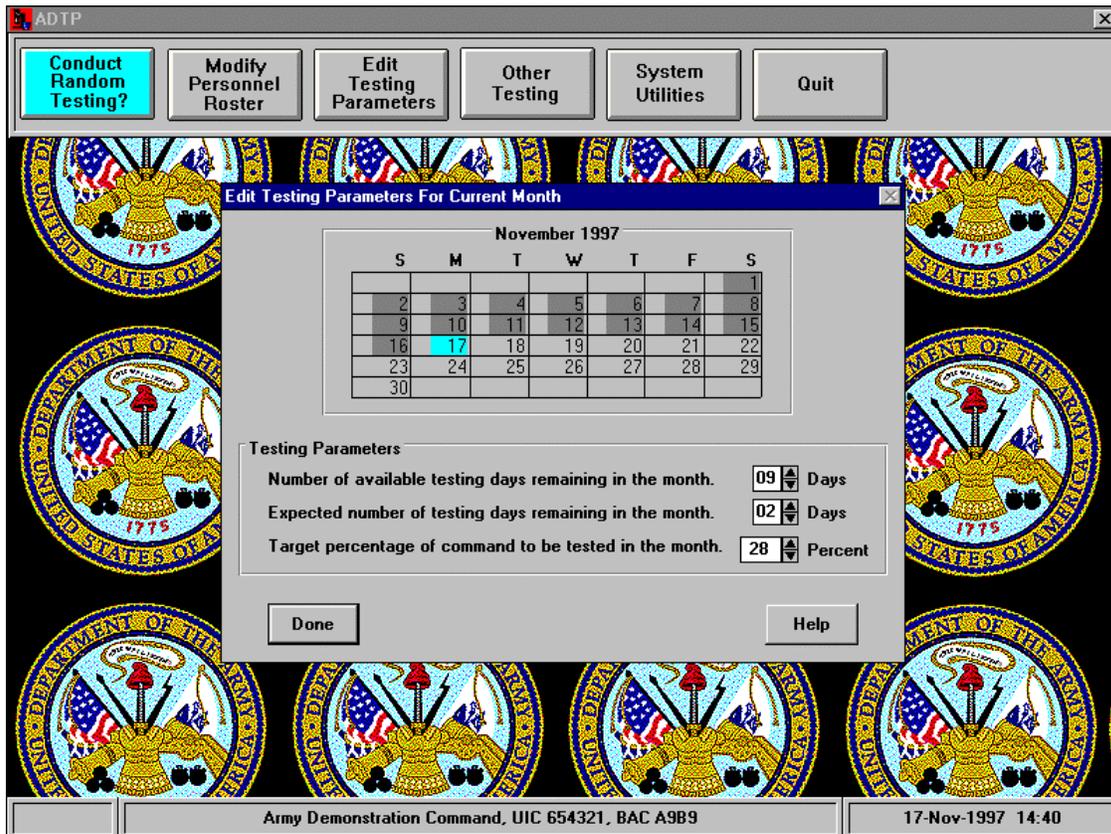


When you have successfully entered ADTP, the above screen will appear. Choose one of the buttons at the top to select what you will do. Enter all organizational file and personnel roster maintenance first before choosing one of the testing buttons (Random or Other Testing). Remember: if today is one of your "available" testing days for ADTP, you must choose the "Conduct Random Testing?" button to see if this will be an actual testing day or not.

When you wish to leave ADTP, choose the Quit button.

Appendix B: Conduct Random Testing

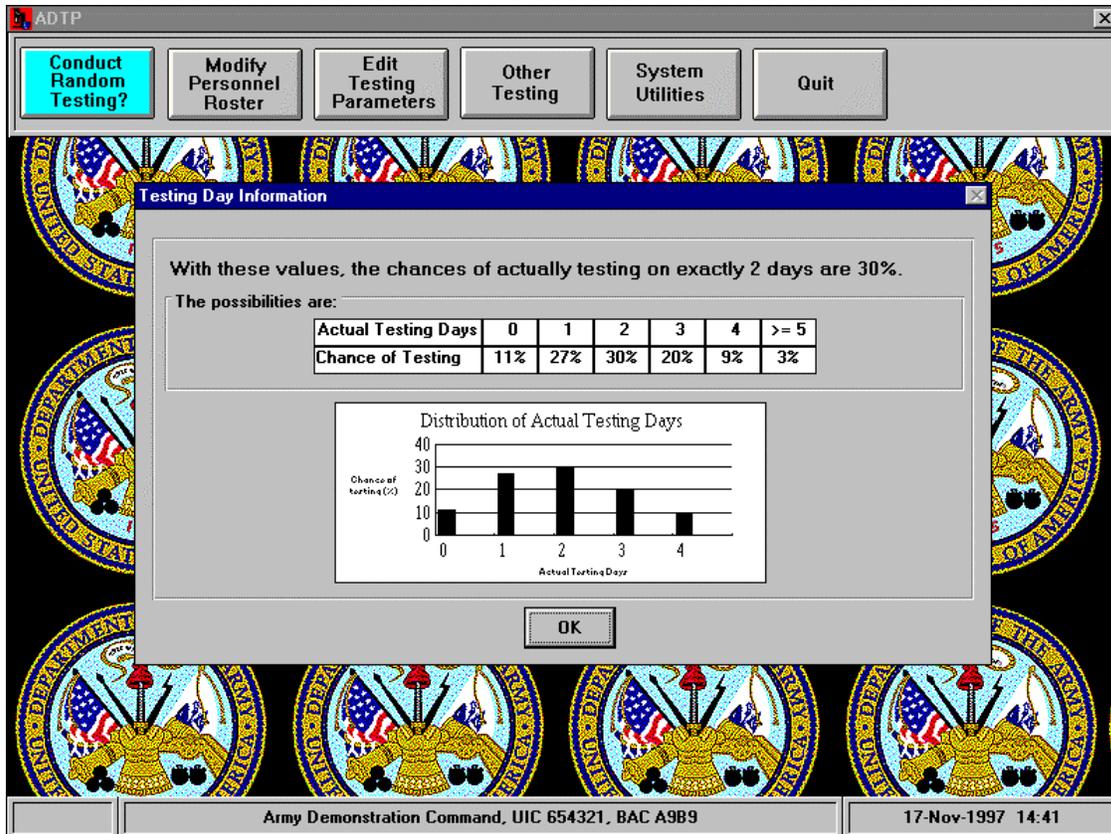
B. Conduct Random Testing?



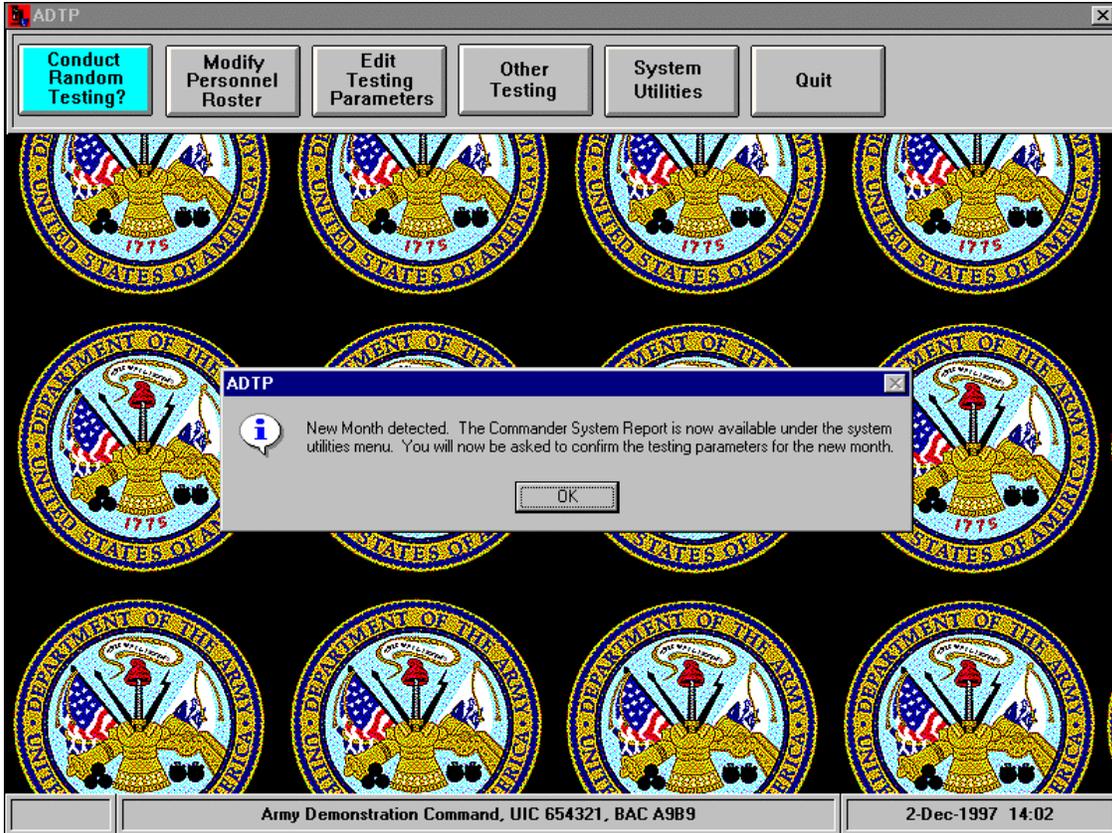
The first time each month you check to see if today is a testing day, ADTP will present you with the testing parameters for the month now starting. You may change any of these values at this time. Once the month begins, you may only change the number of available testing days, to accommodate unforeseen changes in your command's activities.

If you have previously entered data for this month using the Edit Testing Parameters, Next Month, those data will be presented now for you to confirm. If you did not enter data for "next month", the values for the current month will be repeated for you to update.

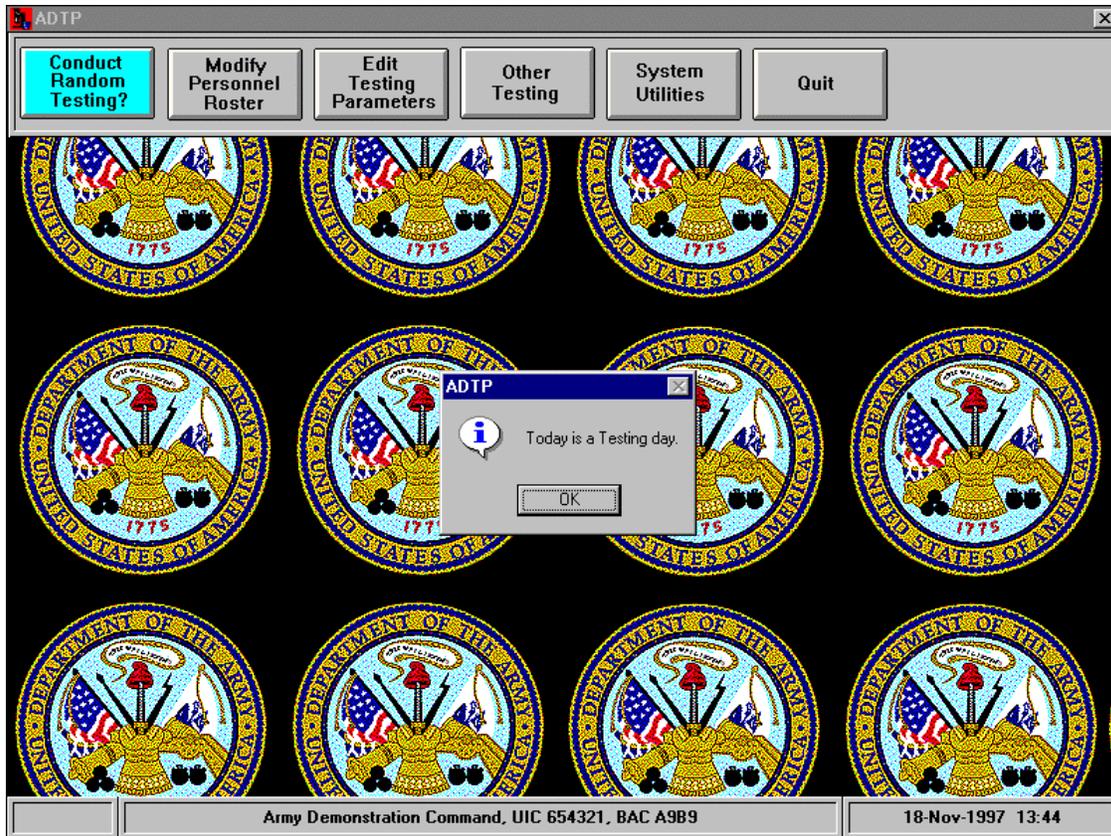
When the data reads as you wish, press Done to continue.



If you change any of your testing variables, you will be shown what the various possibilities are for actual testing days occurring this month. Although you selected an “expected” number of actual testing days, ADTP through its random selection algorithm may end up selecting fewer or more actual testing days -- this screen shows the chances of this happening. The greatest chance is that the number you chose will actually occur, but on some months, another number will occur. This makes the actual number of testing days more unpredictable, which is one of the objectives of the Army’s drug screening program. In the long run, however, over a number of months the actual number of testing days should average out to your choices for “expected” number of testing days.



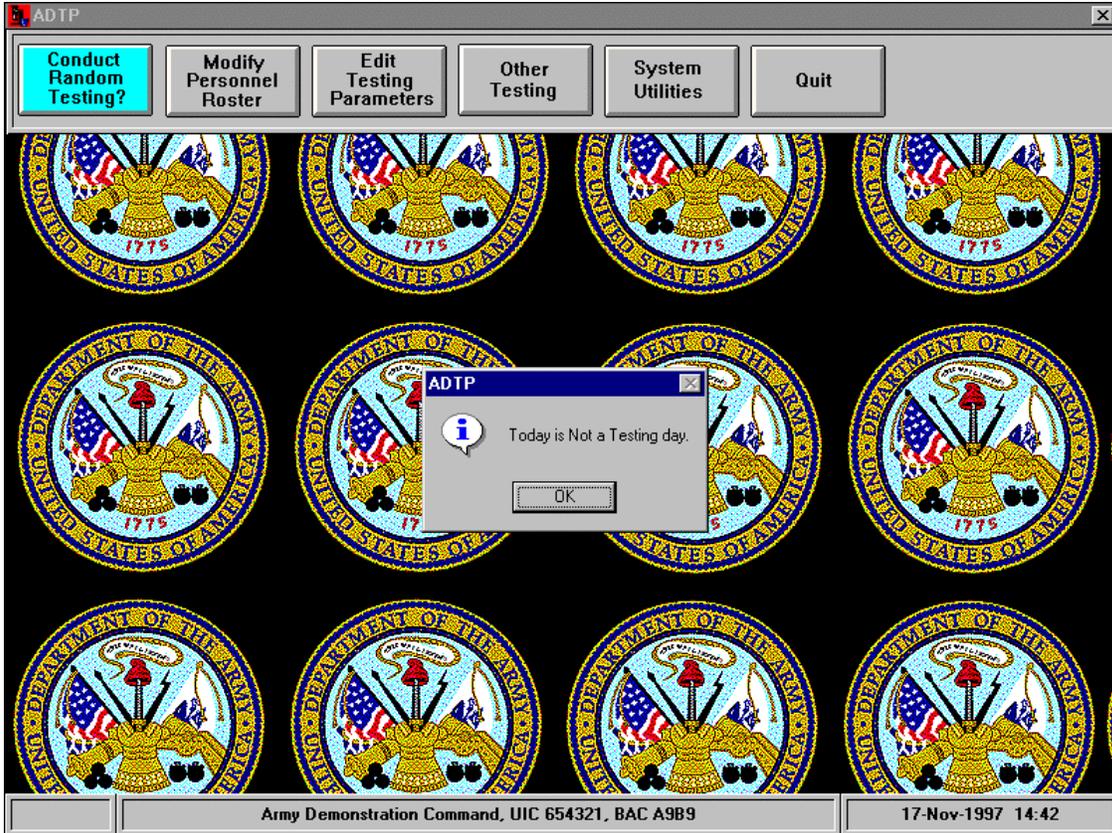
At the beginning of each new month, the user is informed that the Commander's report of ADTP activity for the prior month is now available for printing from the System Utility area.



When you run ADTP on one of your command's "available" testing days, you will either get this response from ADTP, that today will be a testing day, or that it will not be a testing day (sample screen follows next).

Note that ADTP takes equally long to process its response that either today is a testing day, or is not a testing day. You can't tell today is a testing day just because ADTP takes a moment to return its answer.

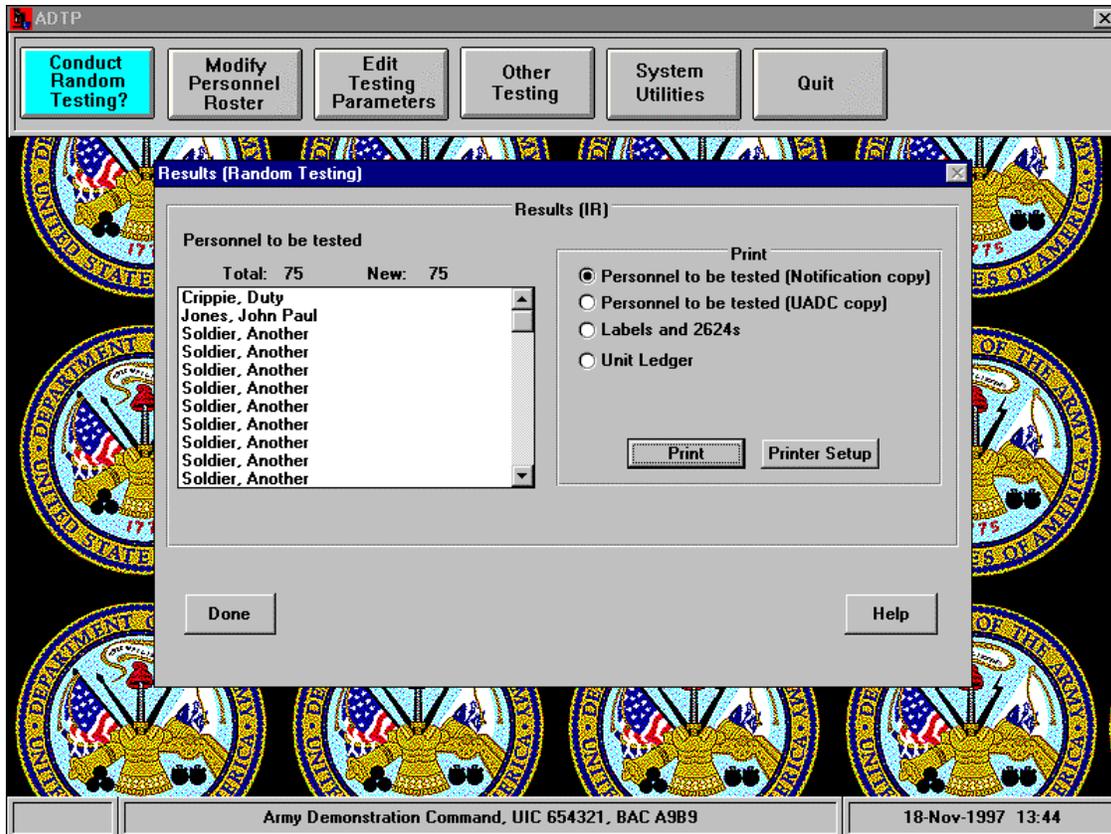
When you get this response, you will be testing today. Press the OK button to continue.



When you receive this response, ADTP has determined that this particular “available” testing day will not be an actual testing day. Nothing further is required today.

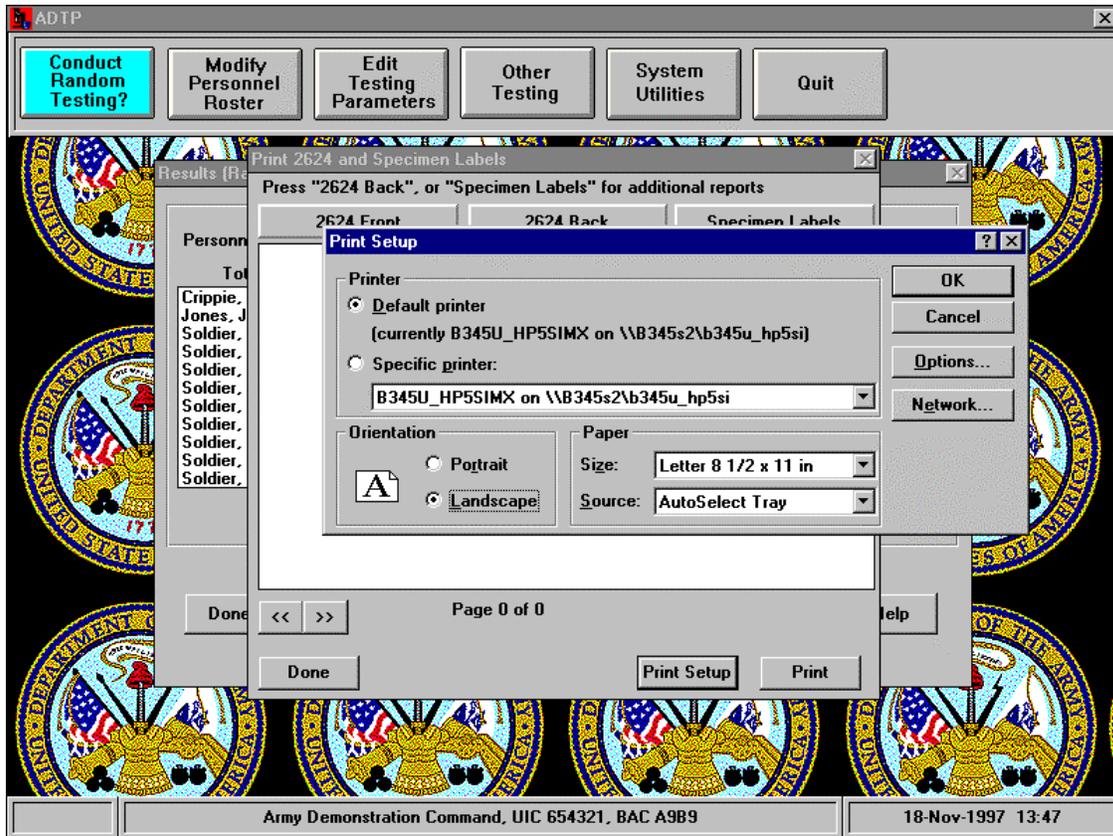


Occasionally, when a testing day is selected for a command with a small roster of personnel, the statistical selection process may not select anyone for testing. This is entirely normal, and not a cause for concern. In this event, consider the day to be similar to a non-testing day, and nothing further needs to be done.

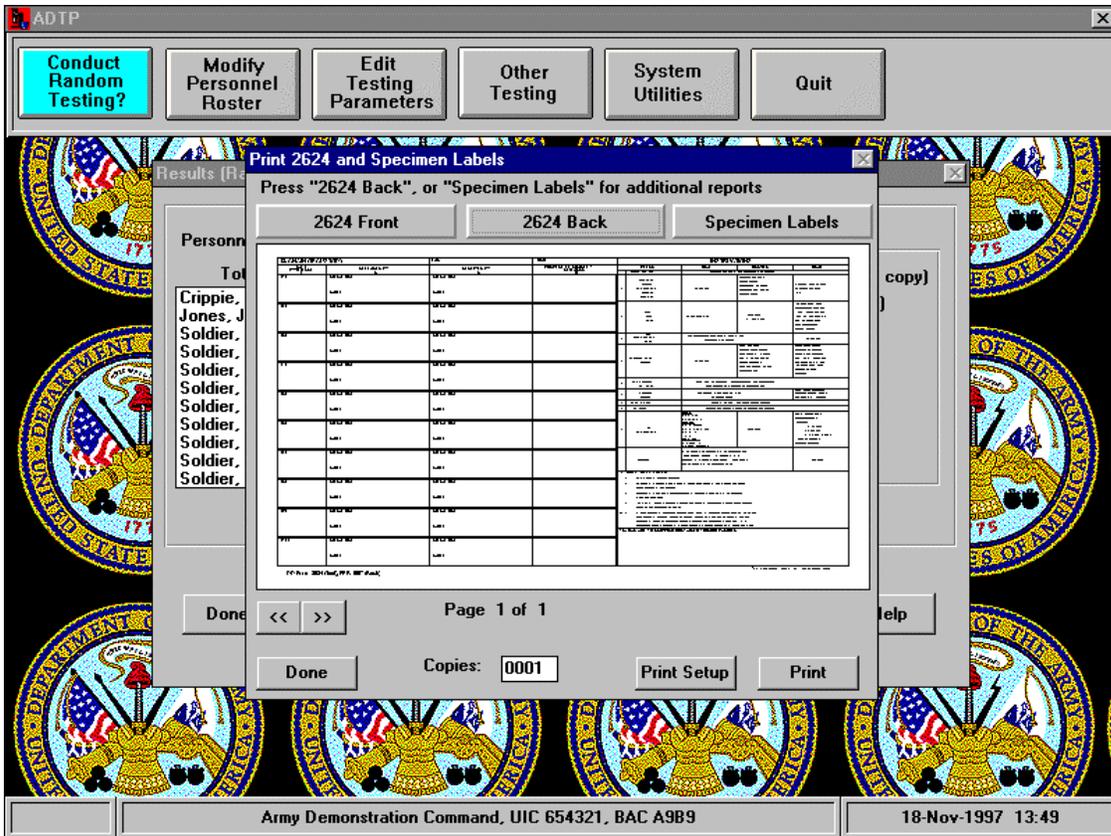


ADTP has selected personnel for today's random sampling. The names are shown; if you wish, use the scroll bar along the right side to see the names. The following forms are available: personnel lists, labels/2624s and Register. Set up the printer as necessary before choosing Print. A laser printer is required; one size label (2" x 4") is expected, ten per sheet.

When you've printed the desired forms, leave this screen by pressing the Done button.

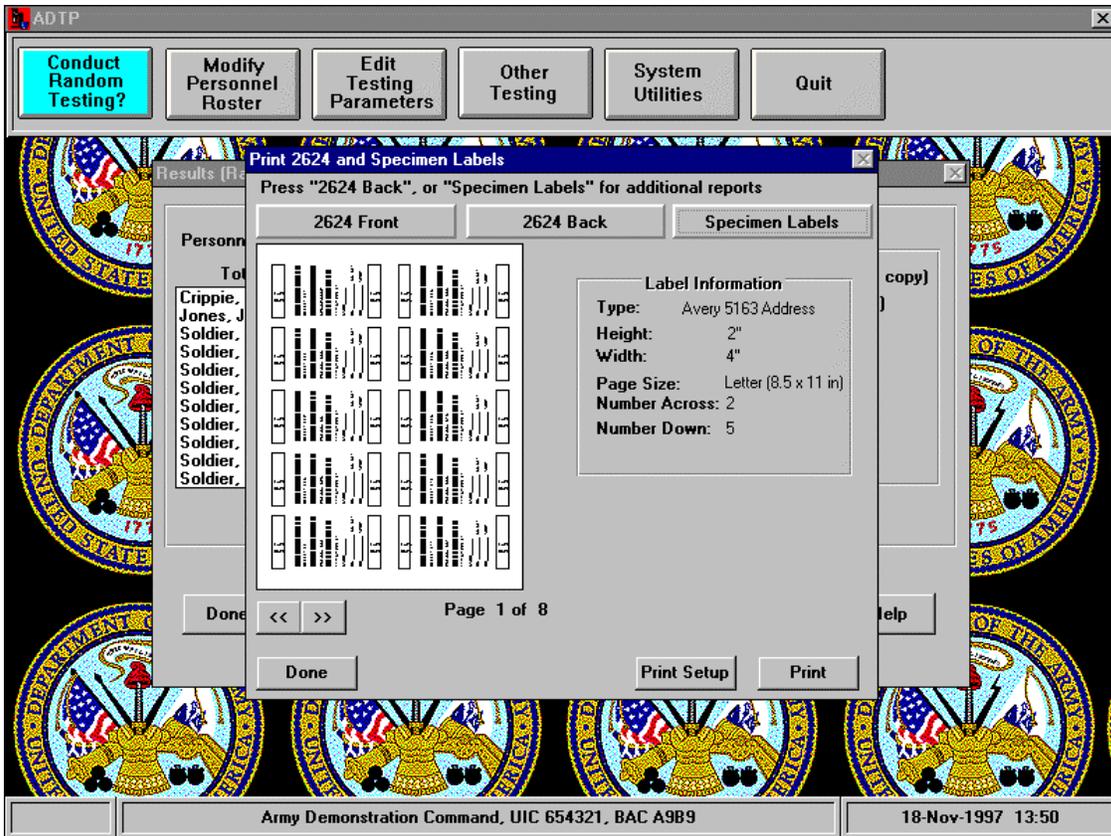


When printing 2624s and labels, you must use Print Setup to change the orientation to “Landscape” for the 2624, both front and back, then use it to change to “Portrait” for the labels, and leave it Portrait to return to the other print options.

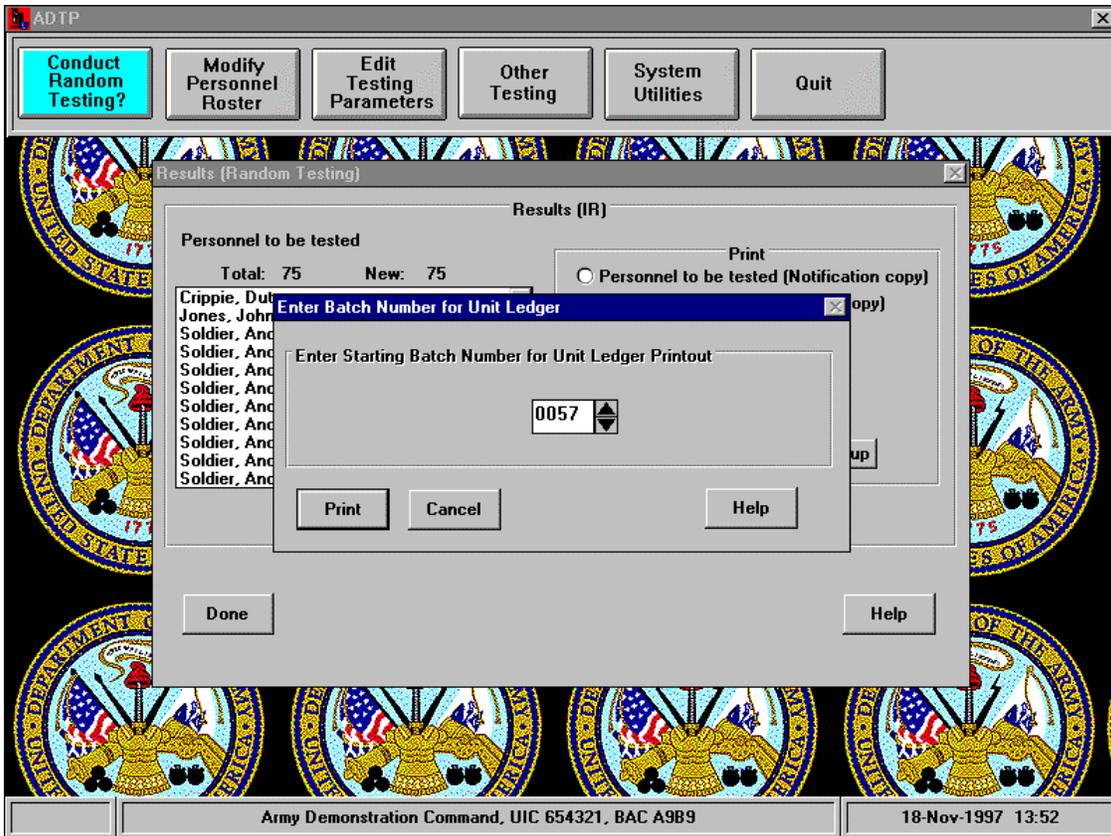


When choosing 2624 backs, place the printed 2624 “fronts” in the paper feeder tray (experiment to determine paper orientation) and select the required number of copies of the back. This will print the 2624 backs on the previously printed fronts.

Don't forget to return printer orientation to Portrait after printing the 2624s.



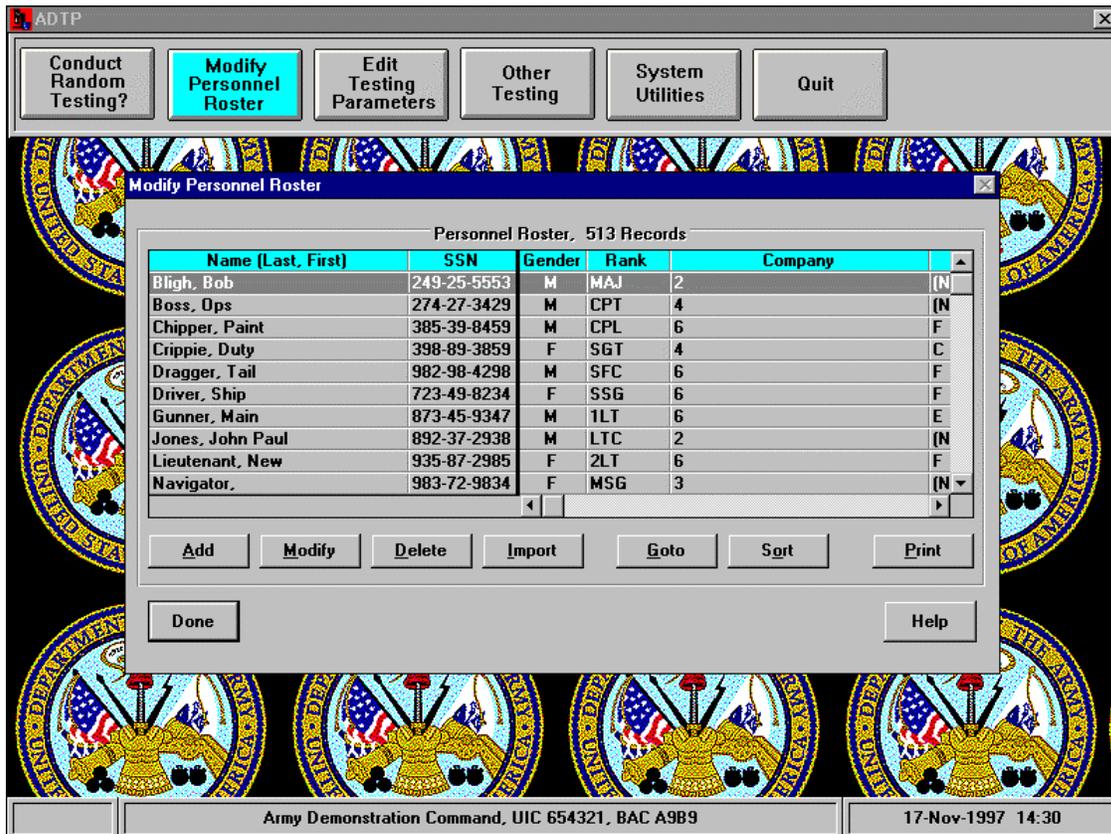
Specimen labels are printed in Portrait orientation. A single size has been fixed at 2" x 4", ten to a sheet (2x5).



When the labels/2624s are requested, the user is asked for the batch number to be used. ADTP offers the next number in sequence from the prior testing session, but the user can easily change this. The register will print sequential batch and specimen numbers with SSNs and names alphabetically sorted.

Appendix C: Modify Personnel Roster

C. Modify Personnel Roster



All maintenance to the personnel roster in ADTP is done from this screen. You can Add an individual, Delete an individual record, or Modify a record if the person changes rank, company or platoon, etc.

You can find a record alphabetically by using the scroll bar along the right side of the list of records.

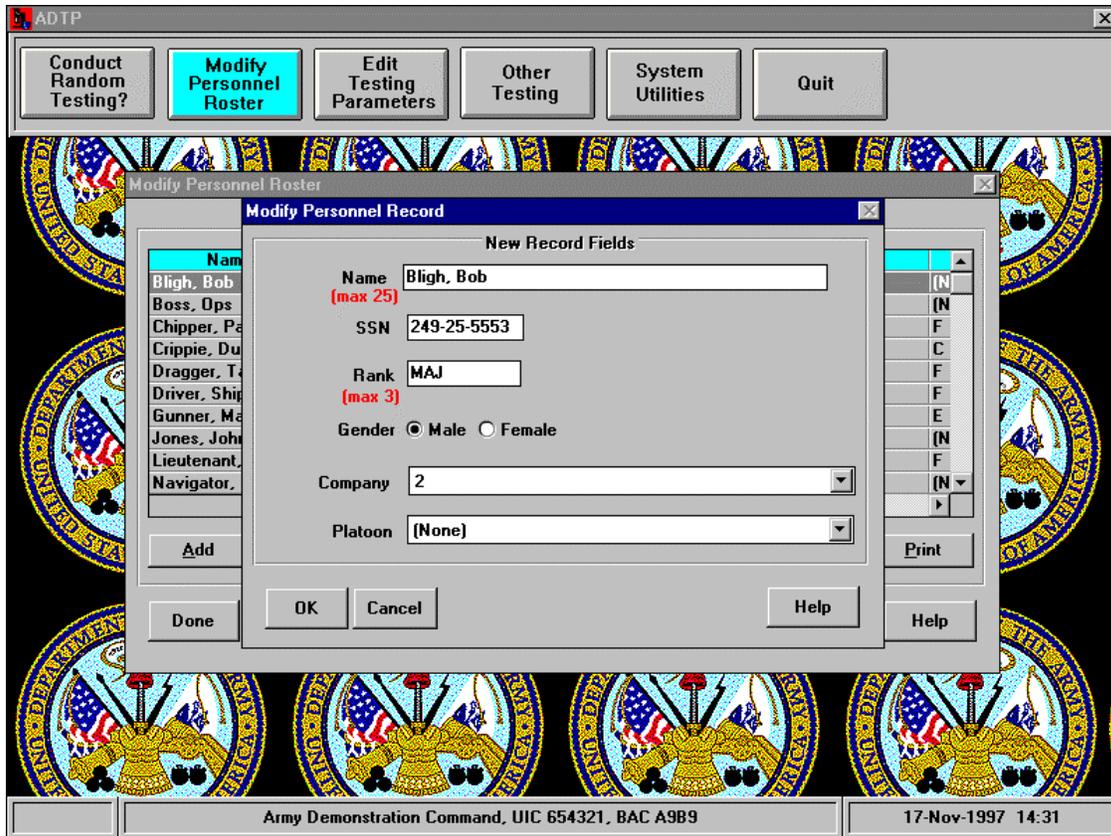
You can sort the roster by any of its data fields, then scan it on the screen or print it out in that sequence. Once you leave, however, the file reverts to name sequence for the next time you look at roster maintenance.

The Goto button lets you find a record by its SSN.

You can print the roster (including setting up for the print) by using the buttons with those labels.

The Import button lets you bring in a personnel roster from a diskette or another file on the same hard disk.

When you are finished with all personnel roster activity, press the Done button.



To modify an existing record, place the cursor at the field you need to change, and key in the right data. You'll need to delete the old data, or highlight it with the cursor before you enter the new. For organizations, press the down arrow on the right side to get the list of possible choices. If it's new, and not on the list, you'll need to add to the Organization lists first, under System Utilities.

When the record looks the way it should, press the OK button. If you want to back out of this screen making no changes at all, press the Cancel button.

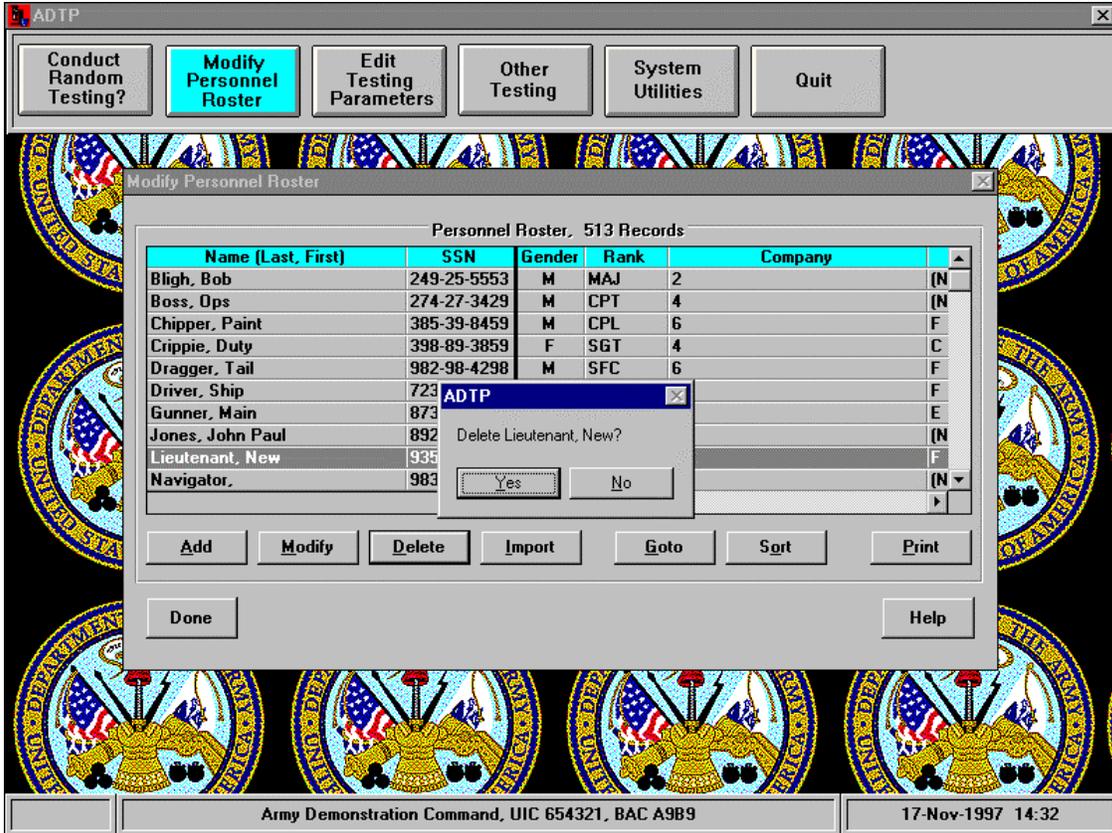
The screenshot displays the ADTP software interface. At the top, a menu bar contains buttons for 'Conduct Random Testing?', 'Modify Personnel Roster', 'Edit Testing Parameters', 'Other Testing', 'System Utilities', and 'Quit'. The 'Modify Personnel Roster' button is highlighted. Below the menu bar, a window titled 'Modify Personnel Roster' is open, showing a list of names on the left and a 'New Record Fields' dialog box in the center. The 'New Record Fields' dialog box contains the following fields:

- Last Name (max 25)
- First Name (max 25)
- SSN
- Rank (max 3)
- Gender (Male/Female)
- Company
- Platoon

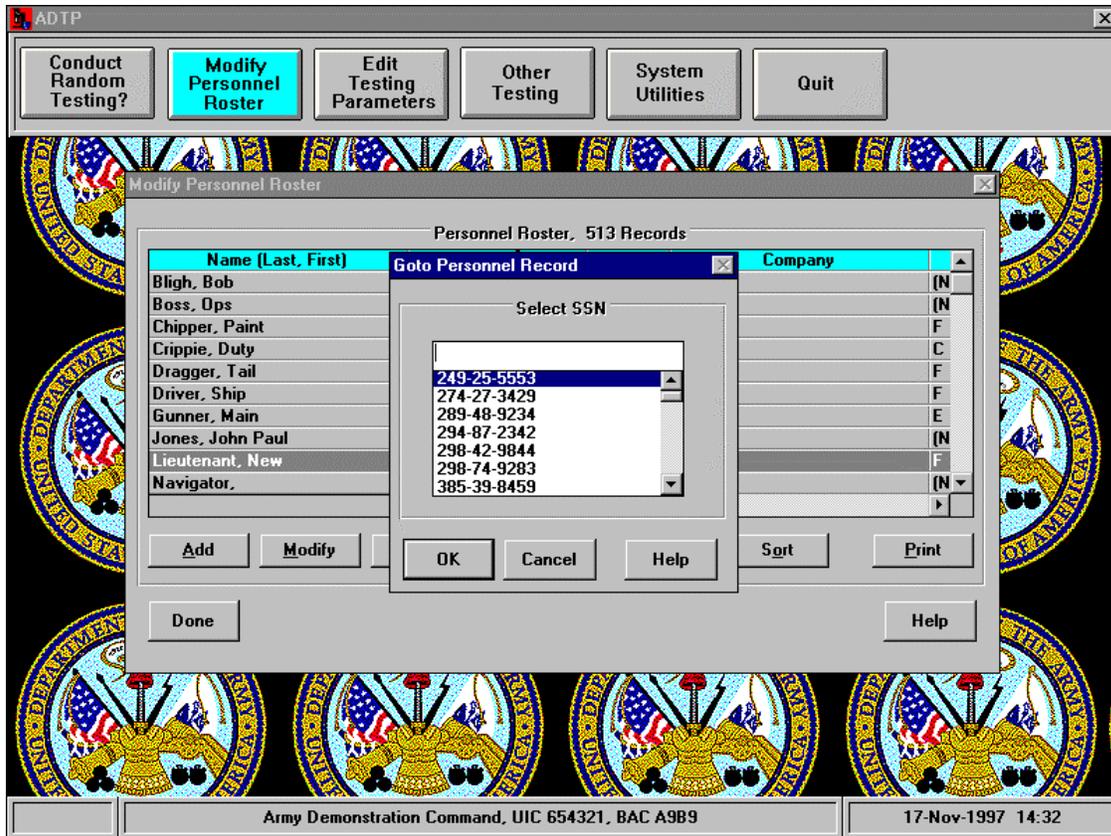
Buttons for 'Add', 'Quit', and 'Help' are located at the bottom of the dialog box. The status bar at the bottom of the window displays 'Army Demonstration Command, UIC 654321, BAC A9B9' and '17-Nov-1997 14:31'.

When you're adding a record, fill in all the blanks. For Organizations, press on the arrow to the right of the space to see the list of available choices. If it's not there (e.g., a new Platoon), you must first enter it using System Utilities, Modify Company/Platoon Data.

When the record is correct, press the Add button. If you wish to back out of this screen without adding a record, press the Quit button.



You are given a chance to change your mind when deleting a record.

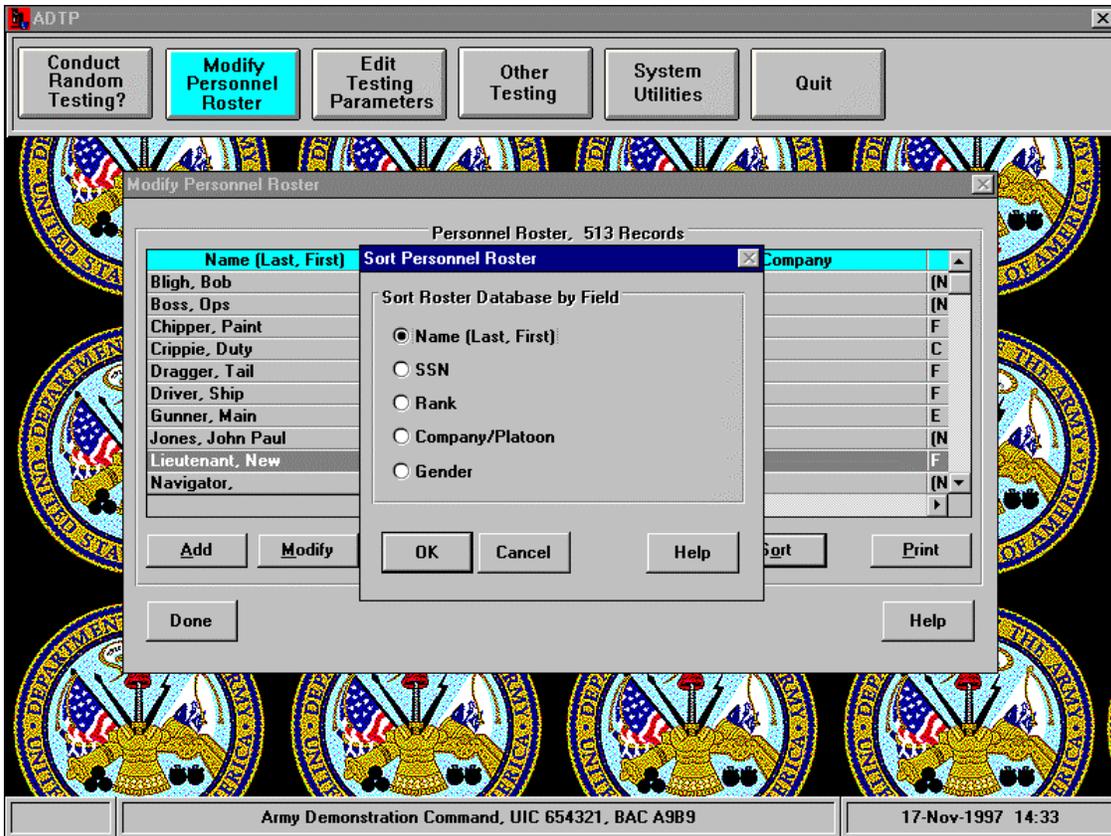


You can Goto a record by its SSN in either of two ways:

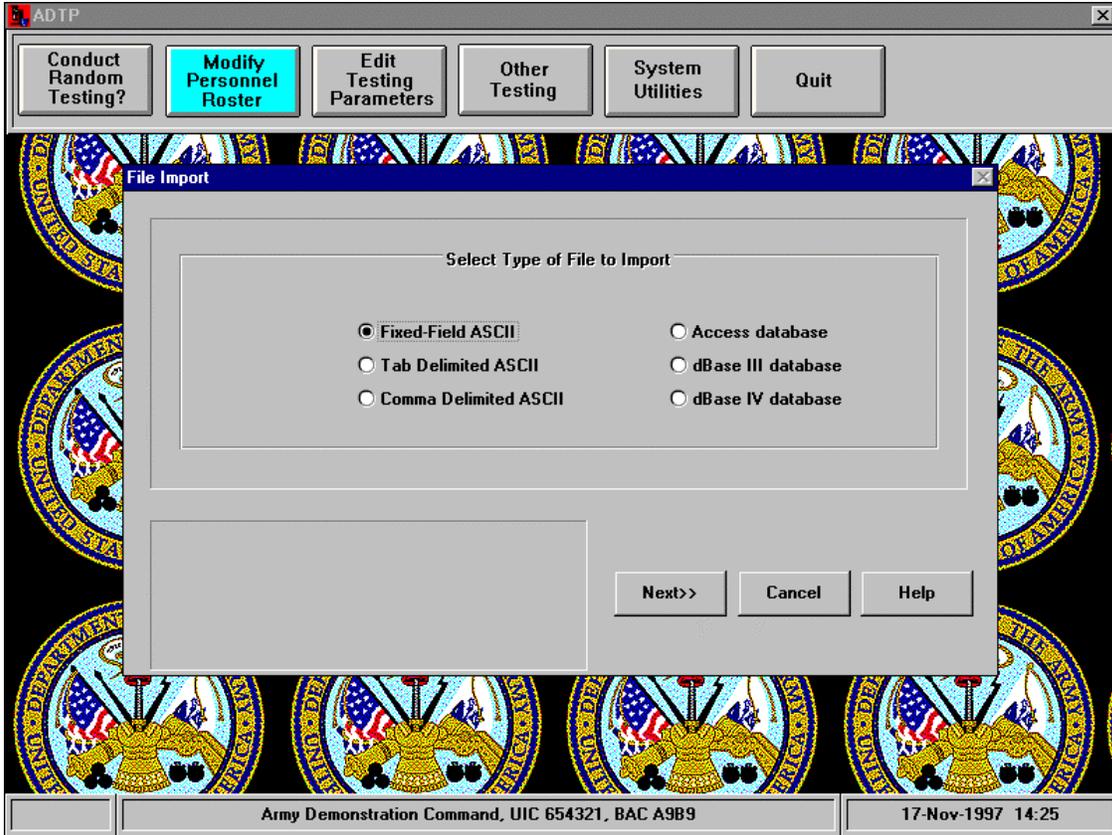
⇒ Scroll down the list of SSN's (shown in ascending sequence) and with the mouse highlight the SSN of the record you want to go to, or

⇒ Key in the SSN directly in the space available.

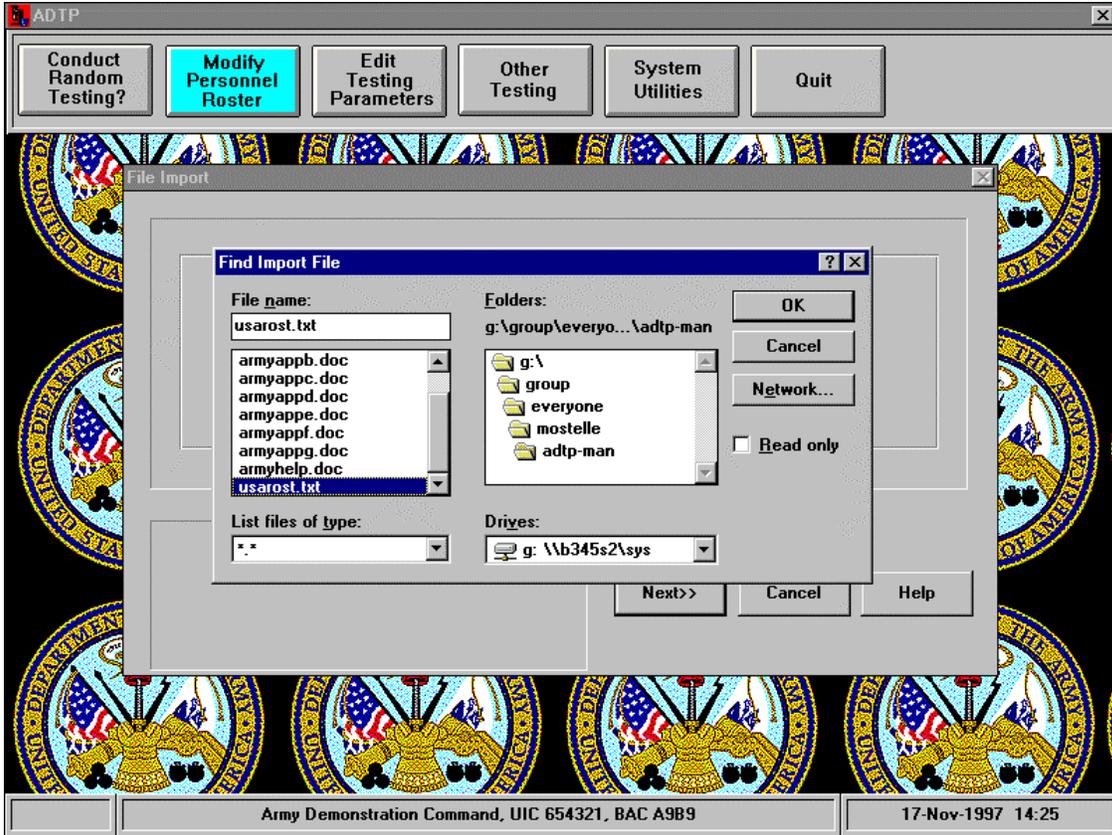
Then press the OK button. To back out of the screen without going to a record by SSN, press the Cancel button.



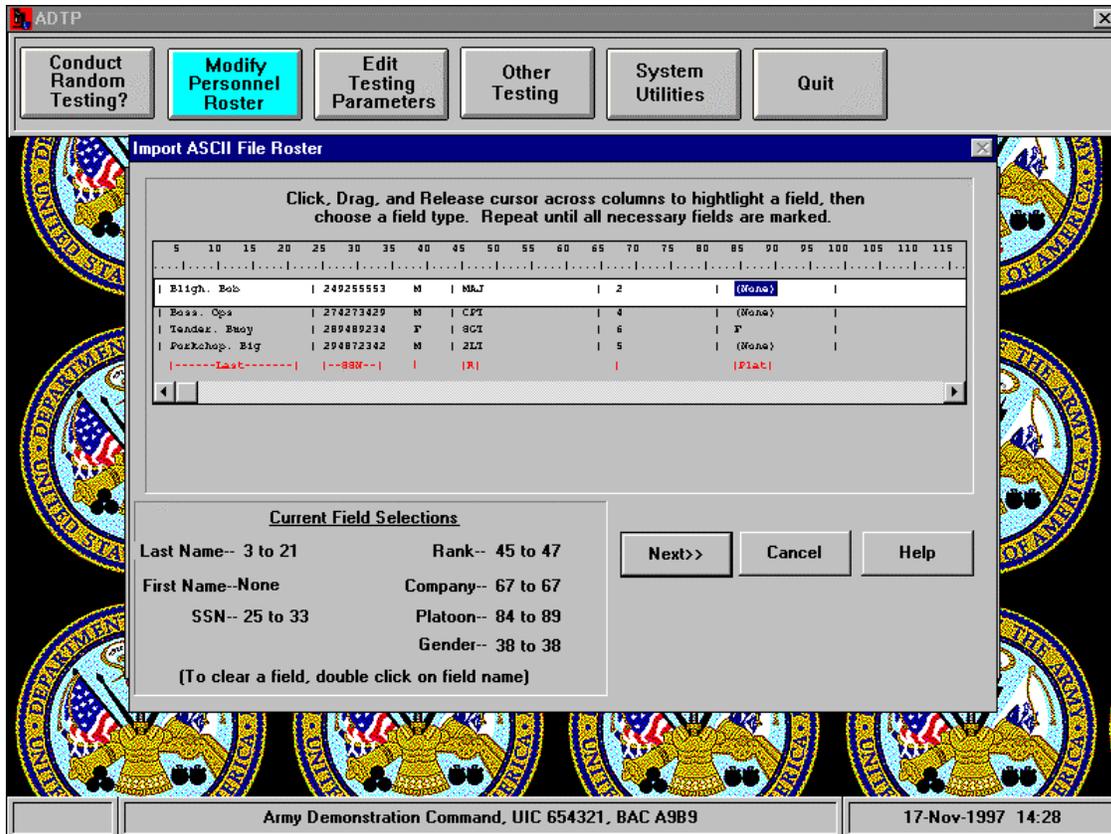
You may sort the roster by any of the fields shown. Once sorted, a roster print will print the roster in the sequence it is in at that moment. Once you leave roster maintenance, however, the roster sequence reverts to name sequence.



To import a personnel roster file, first designate what kind of file it is from the six choices offered. If your source file is not one of these, many programs can convert it to one of them. Then select "Next."



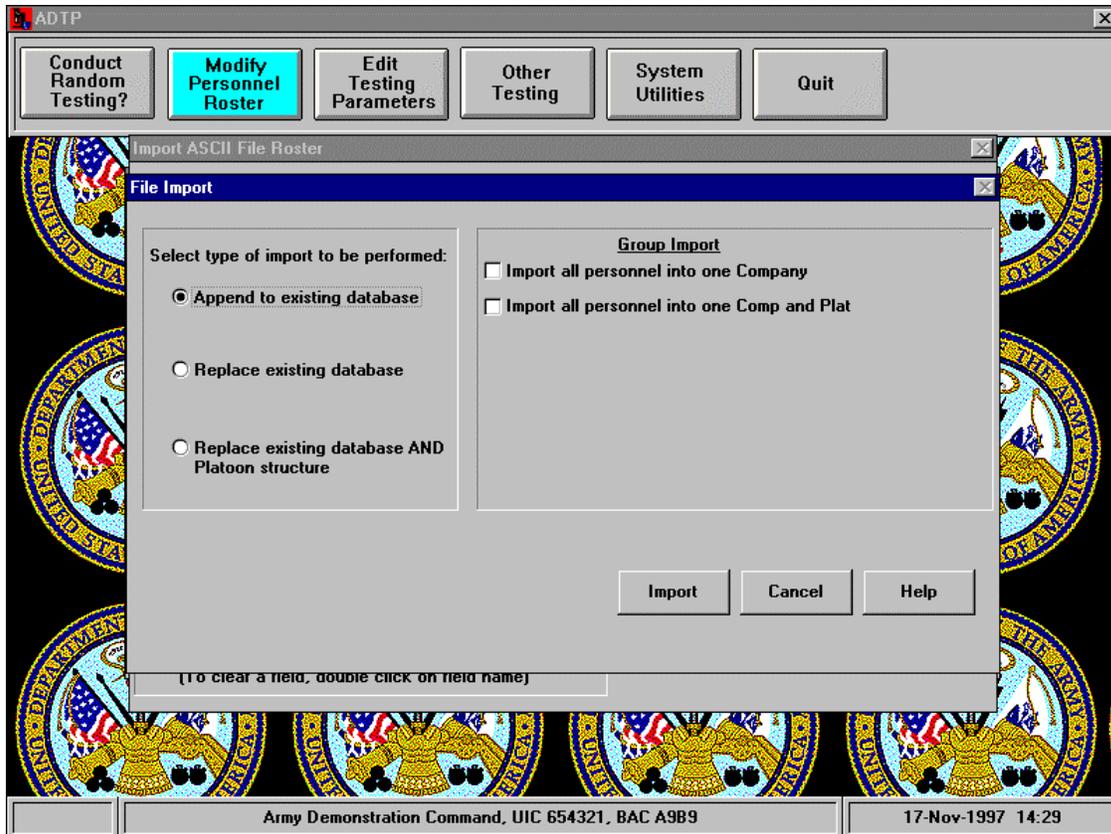
You will then need to find the file ADTP will import. Select the drive letter, then highlight the actual file name. When you have marked the right file, press "OK."



This example file is in a fixed field length format. Using the mouse, click-drag-and-release across the From and To columns where each data element can be found in the source file. ADTP will mark the fields on the sample data records as they are defined.

If the source file has only one Name field with both last and first names, enter the full name field as the last name, and ignore the first name field.

The other five file types (beside fixed field length) are analyzed by ADTP and presented to you to select which fields are to be imported. The fields do not have to be in sequential order left to right -- they can be in any location in the record layout.

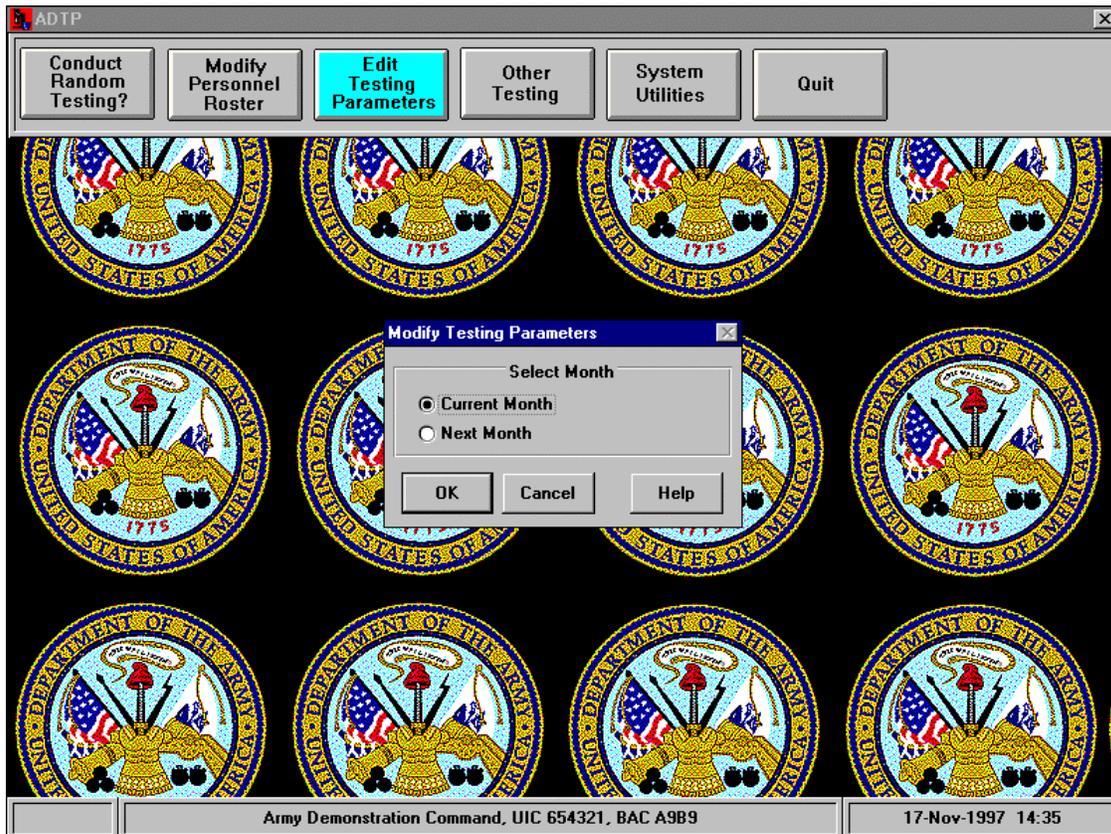


Click on either Append (to add the imported records to the existing ADTP roster, if any), or Replace (to erase the existing ADTP roster and entirely replace it by the import file).

To back out of this screen without importing any data, press the Cancel button.

Appendix D: Edit Testing Parameters

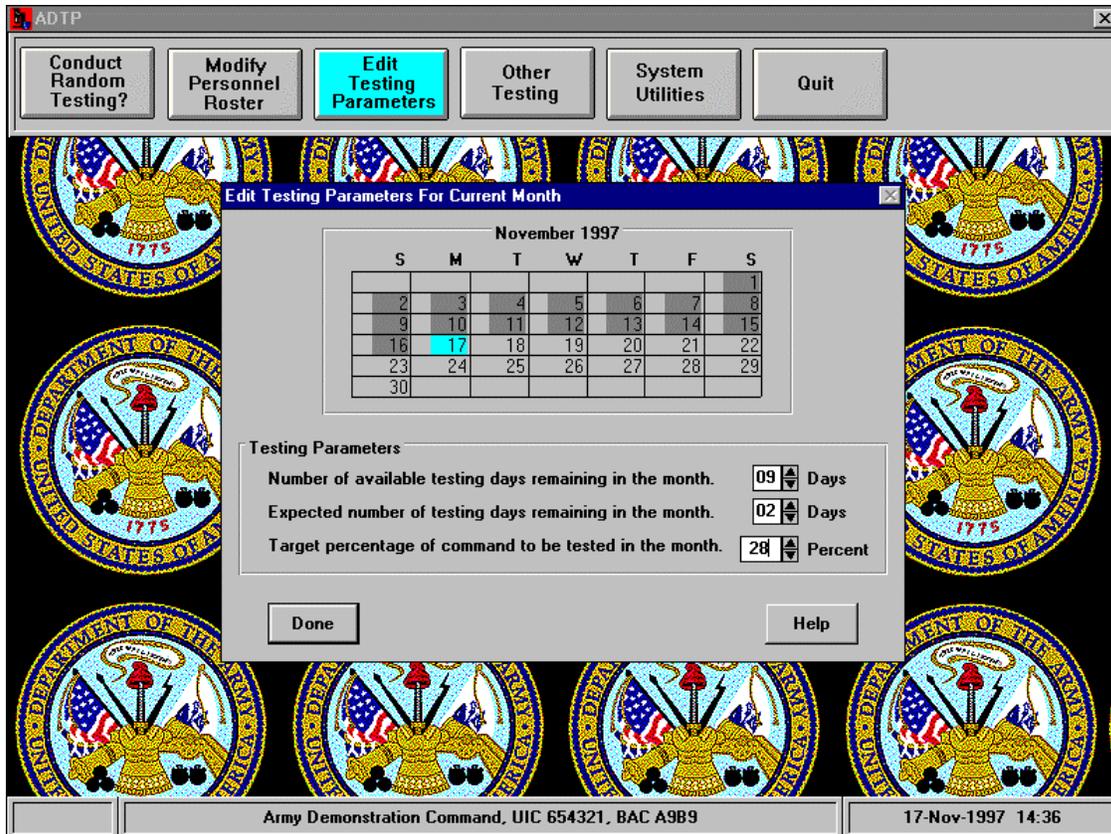
D. Edit Testing Parameters



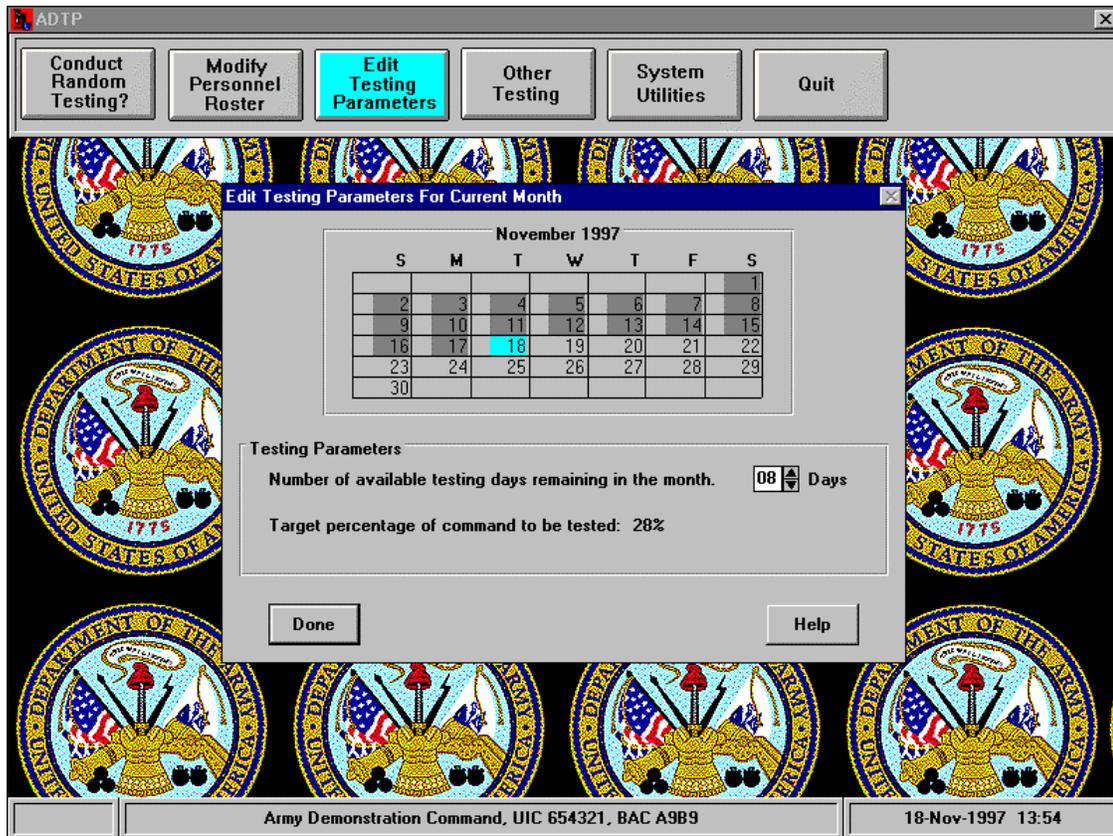
You may access the Current Month area to change the number of available (possible) testing days remaining in the current month. This would be necessary should the command's operating schedule undergo significant change during a testing month. If no random testing has been requested for the current month, you may change all three testing variables before the month starts; once random testing has been requested, however, only the number of available days may be changed for the current month.

You can also access all three variable factors for the coming month, and set up for operations before the month starts.

With the mouse, highlight Current Month or Next Month, then press the OK button. To back out of the screen without choosing either, press the Cancel button.



This screen enables you to tell ADTP how to operate for your command. See the main User's Guide section 2.2, System Parameters, for a description of what each of the three entries means. The calendar at the top of the screen is a reference, to help you determine the number of days when you will ask if it is a random testing day (available days). When finished, press Done.



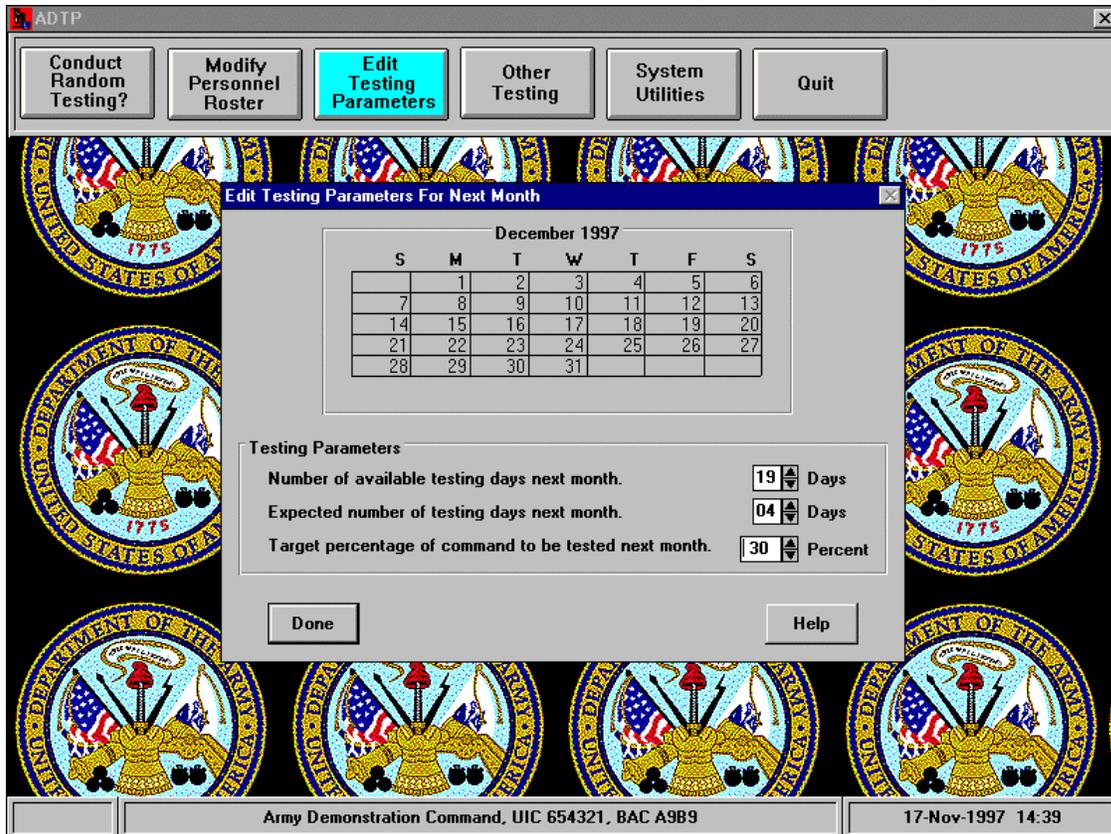
When the command undergoes such significant schedule changes during a month that it will have either more or fewer days available for possible drug screening than you thought at the beginning of the month, use this screen to enter the number of available days you want ADTP to use *for the rest of the month*. Note that once testing begins for a month, you cannot change either the number of expected testing days, or the target percentage to be tested.

Example: You began the month believing you would have 20 possible days when you might test. By the fourth, you've already asked ADTP three times if "today is a testing day?". Unexpected operational commitments then arise which reduce your remaining available days from 17 to 12. Use this screen to enter "12" as the available days remaining during the month. Unseen by you, ADTP will alter its statistical programs to adjust the remaining expected actual testing days, and the percentage of personnel selected on each of them, to achieve the target percentage for the month.

As an item of information, the target percentage for the month is shown.

You can't enter more available testing days than there are days remaining in the month.

When finished, press the Done button.

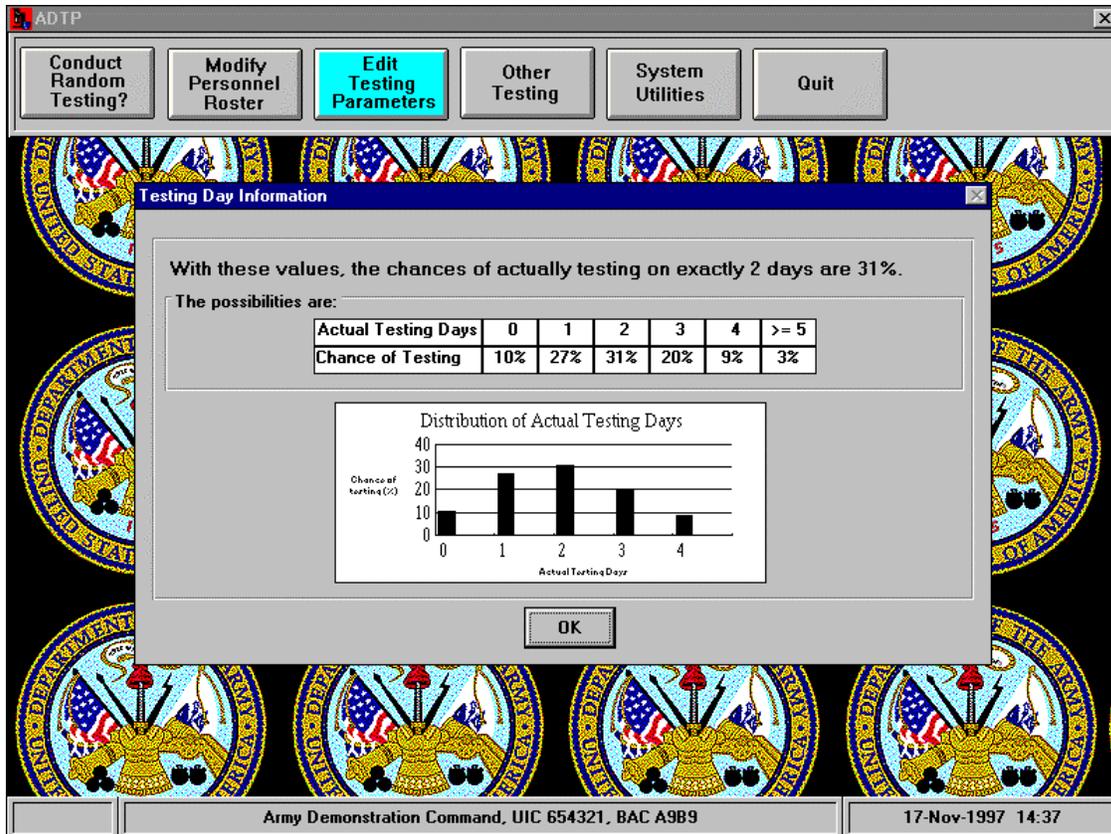


Here is where you can set up the testing program data for the coming month. You are offered the values in use for the current month; you can accept them, or make changes. Often, you will want to keep the last two the same, and alter the first variable, the possible or available testing days, to meet expected schedules. **Remember you can change the number of available testing days during the month by taking the Current Month choice.**

These values will be automatically presented to you the first time you run the random sampling job (the first available day) next month, for your last minute changes, if any.

You can choose a testing percentage outside the recommended limits of 10%-20% for the month, if you have reason to test at such levels.

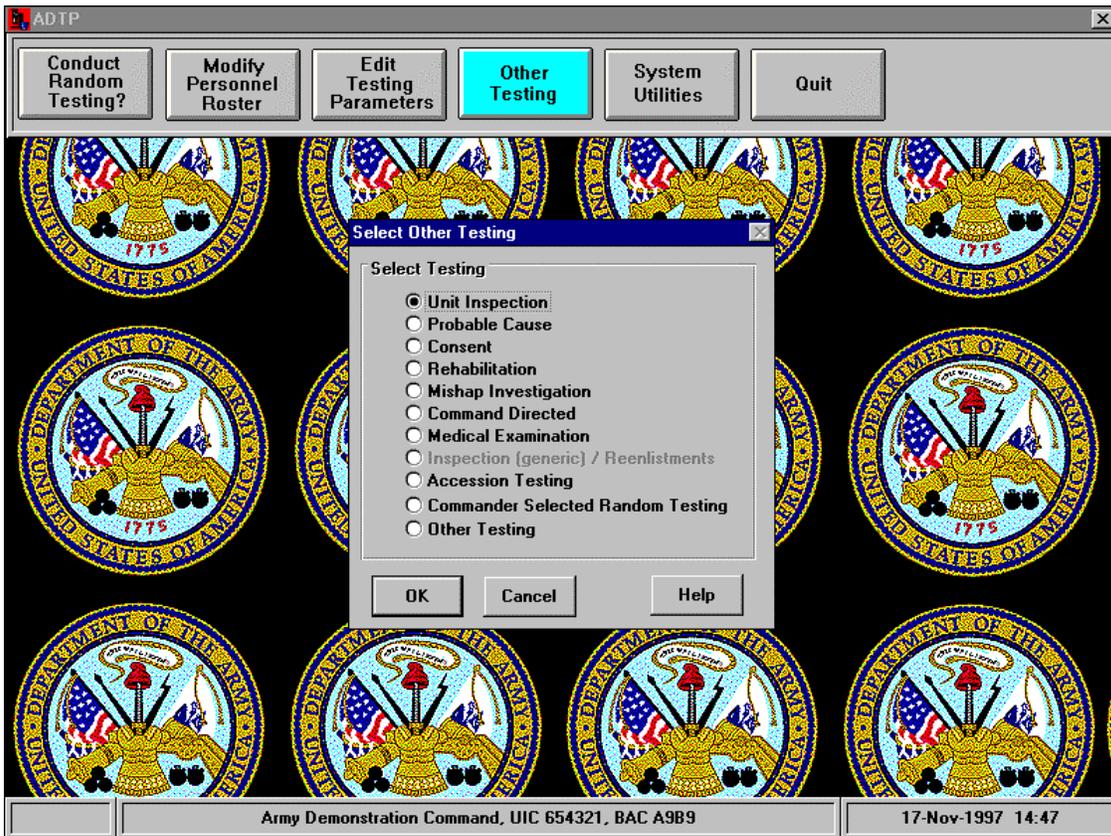
Press the Done button when you are finished.



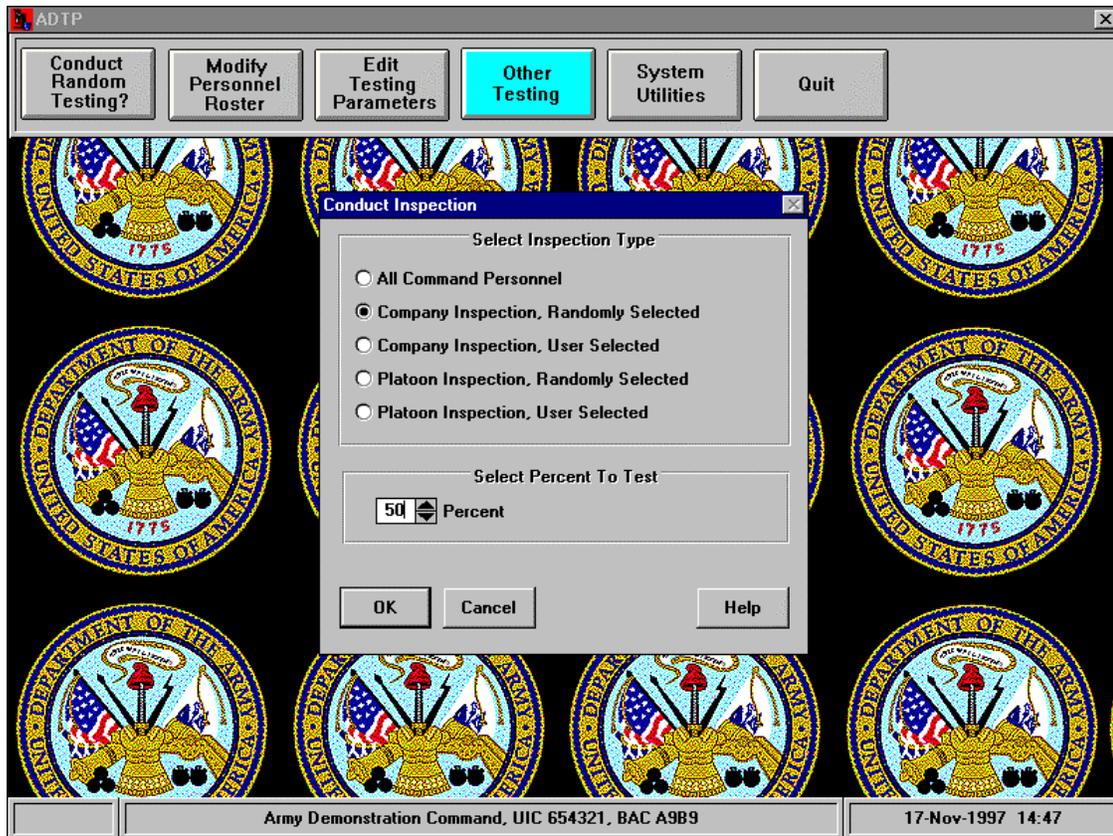
Whenever you have reviewed a testing parameter screen with all three variables shown for possible change, you are then shown this display. It tells you the chances of having these actual numbers of testing days this coming month. Remember that although you have selected an “expected” number of testing days, ADTP through its random selection algorithm may end up testing on fewer or more days -- see the graph above for the chances of it doing so. Over the long run, however, the average of actual testing days will be nearly equal to your requested “expected” number.

Appendix E: Other Testing

E. Other Testing



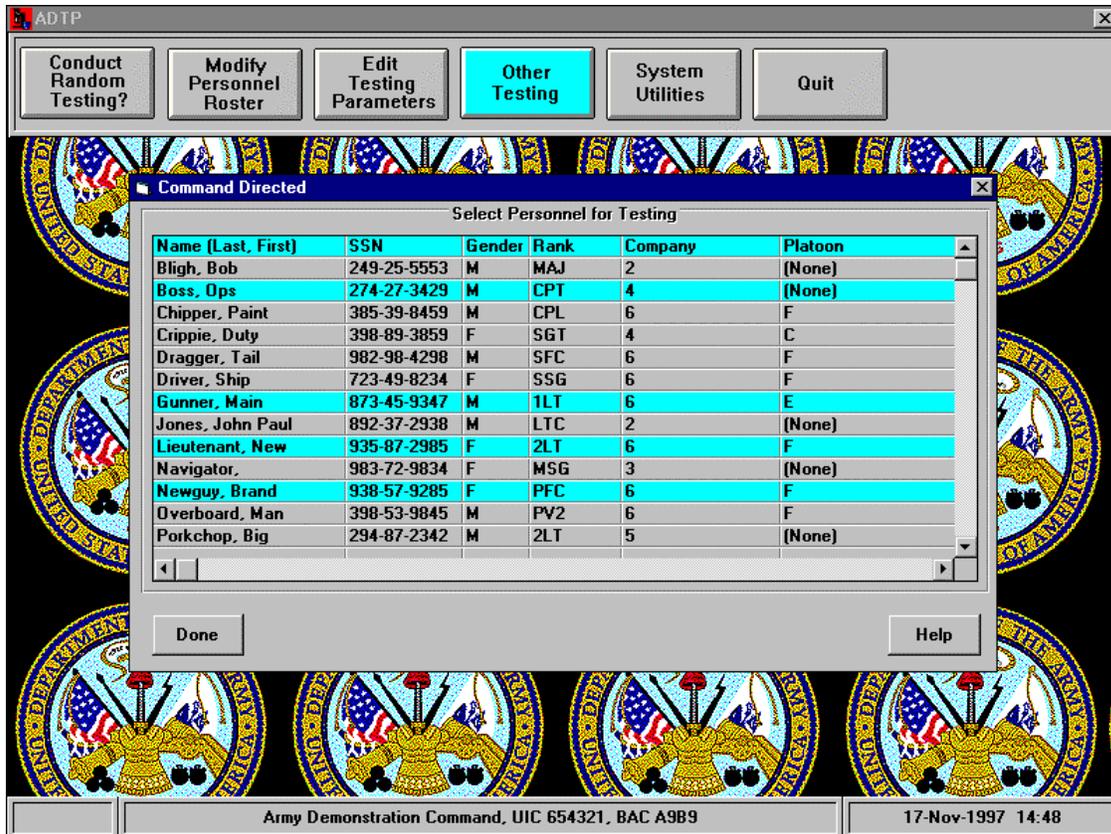
From here, you can select what type testing you want to conduct from this list of various testing bases. Select type, and press OK.



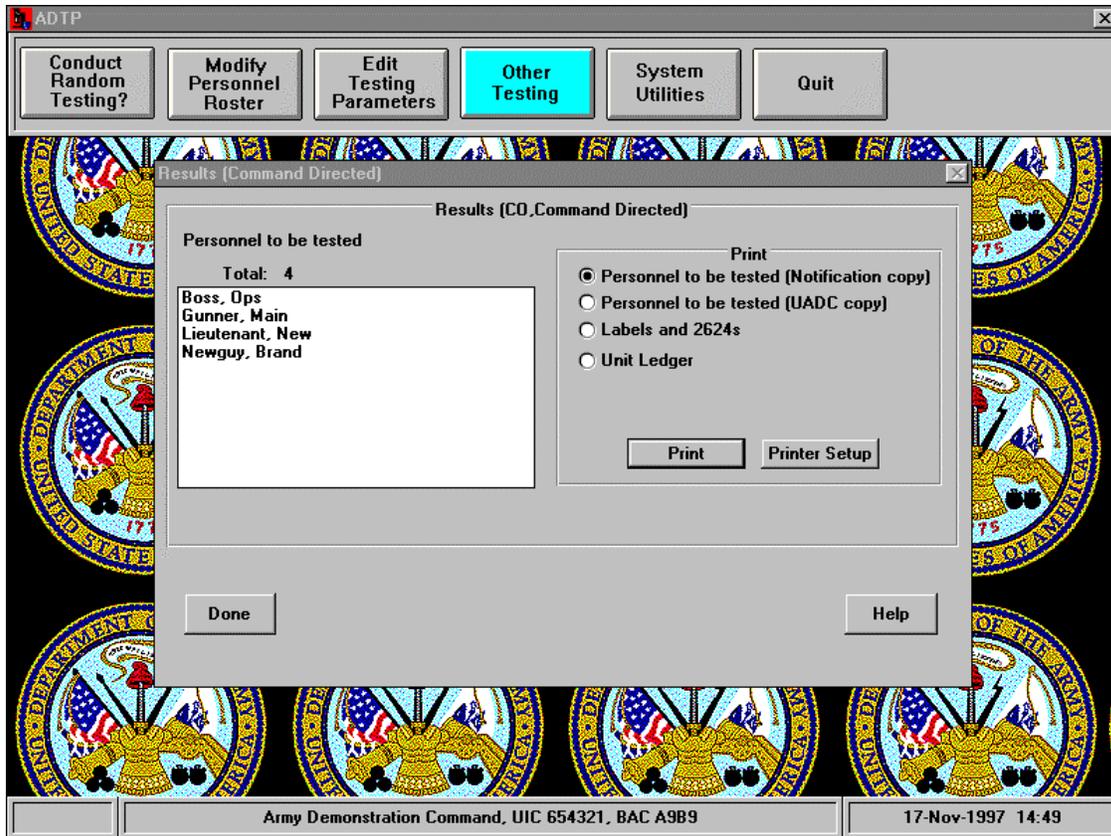
If you select Unit Inspection, you can select the organization to be tested: the entire command, or one of the primary or secondary subordinate commands. For a subordinate command, either you can have ADTP select one for you at random, or you can select one yourself.

You may select to have the entire organizational unit inspected, or select some randomly-selected percentage of the unit, less than 100%.

When you've made your choice, press the OK button. To back out of this screen without selecting any inspection, press the Cancel button.



If you select any other type of testing, you will be brought to the command roster. The cursor is now a check mark; click on the name or names you want tested under the testing basis you chose, and those names will be highlighted. When finished, click Done.

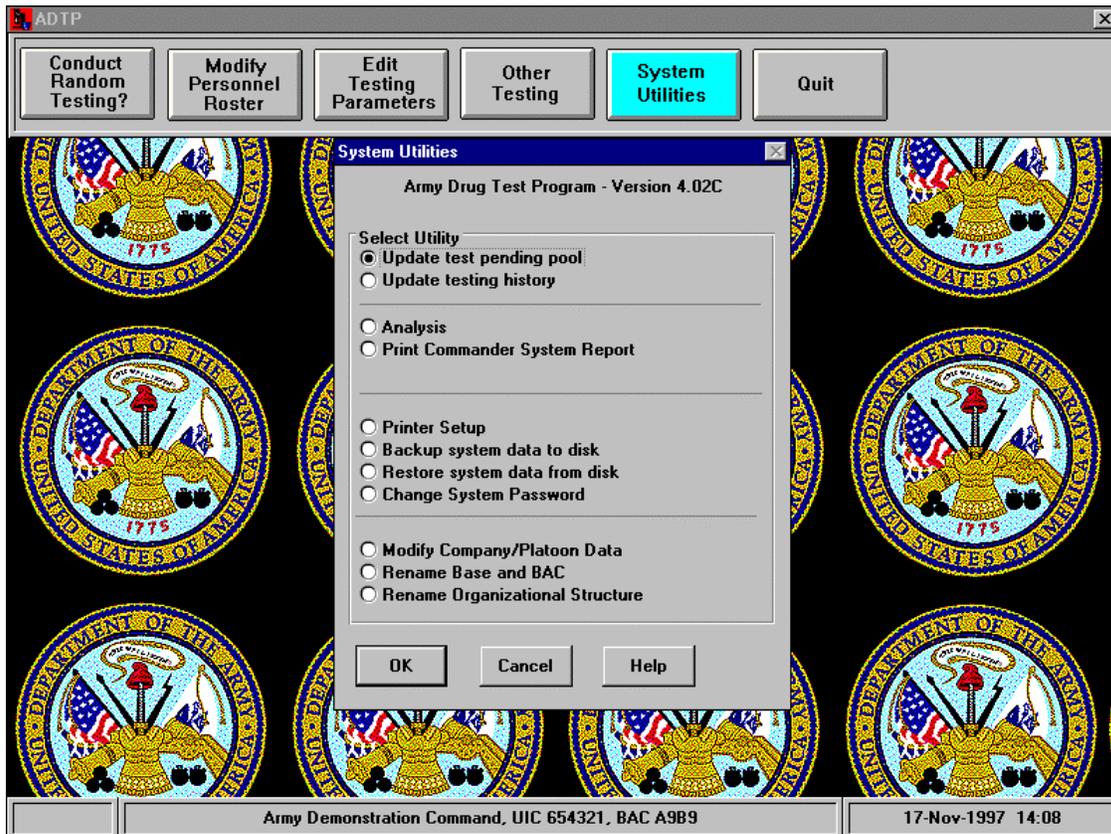


The personnel you have selected, either for unit inspection or another testing type, will be shown. If you wish, use the scroll bar along the right side to check the presence of particular names. The same forms are available as for a random sample: personnel lists, labels and Register. Set up the printer as necessary before choosing Print.

When you've printed the desired forms, leave this screen by pressing the Done button.

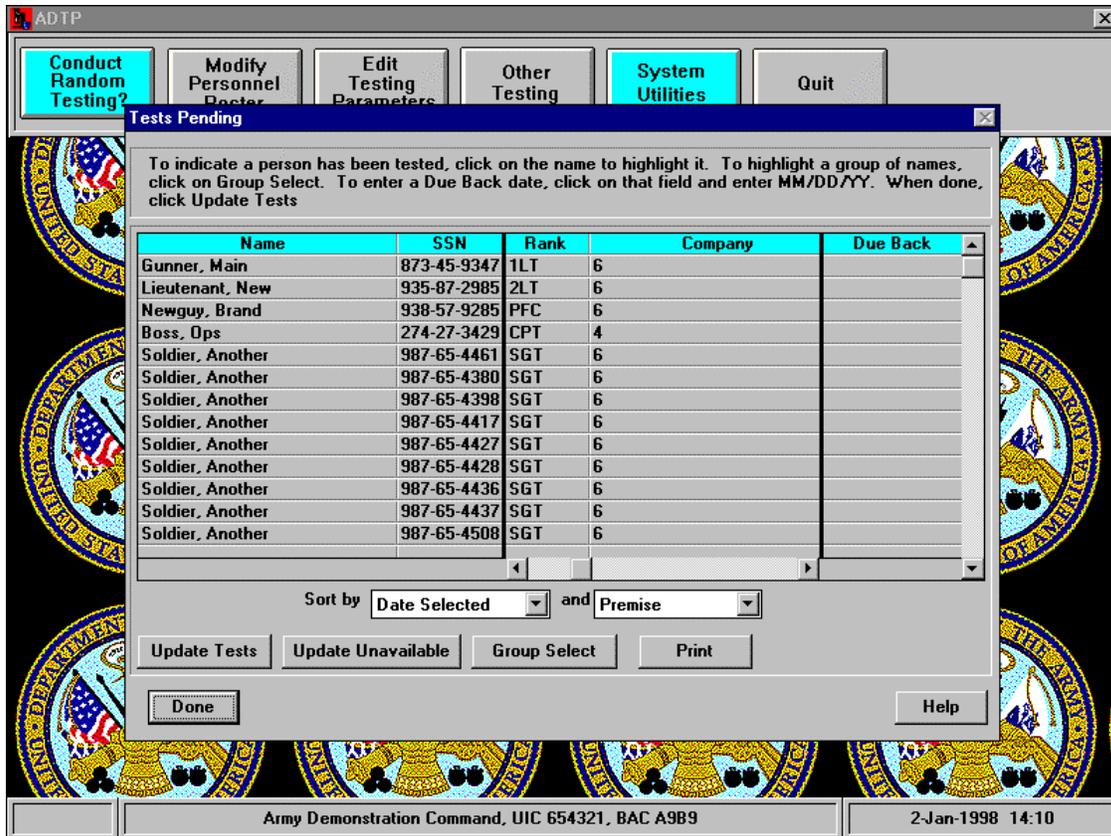
Appendix F: System Utilities

F. System Utilities



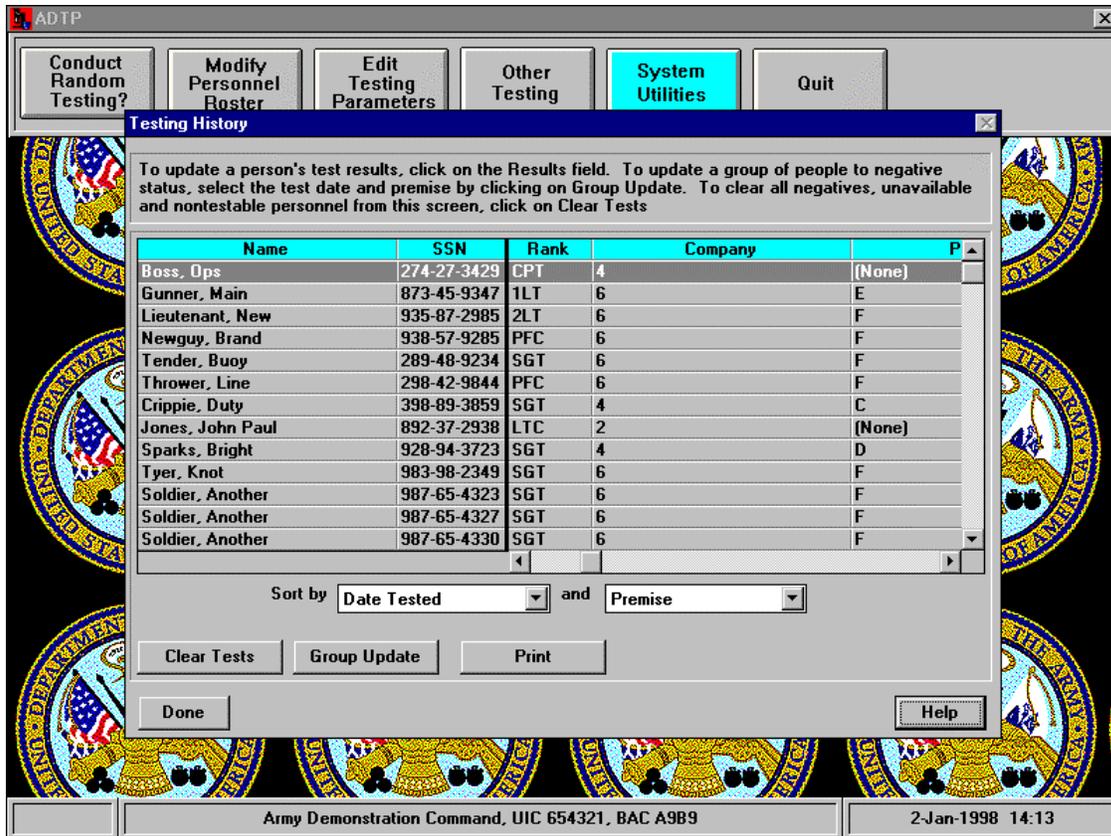
System Utilities allows you to perform several functions:

- ➔ Update the test pending and testing history files with information about who has been actually tested, and the lab test results.
- ➔ Print Analyses and the Commander's Report, with ADSP activity summary for the current month (so far; interim report), any prior month, or for a range of months.
- ➔ Backup system data to diskette regularly to avoid data loss if the PC fails.
- ➔ Restore data. Necessary after a system failure. Anything you've done since the backup was made will be lost, and the system will restore to the point the backup was made.
- ➔ Change system password. Do this immediately after installing the system. Let other authorized users know the new password. Change the password whenever you suspect it has been disclosed to unauthorized personnel, or when an authorized user is reassigned.
- ➔ Add or modify organizational structure in the command. Change the org structure labels, command name, BAC or UIC.
- ➔ The OK button selects the Utility function you've highlighted. To leave this screen without choosing a Utility, press the Cancel button.



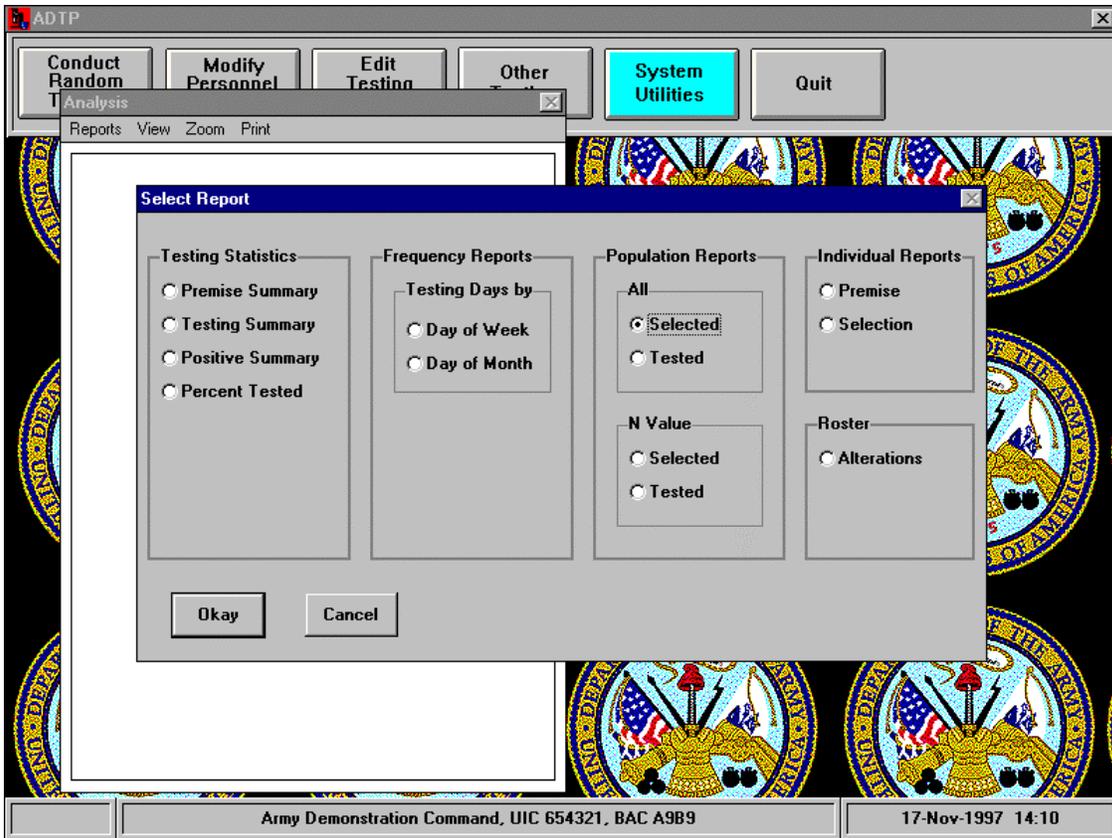
The test pending pool contains records of all personnel selected for testing, for all premises. When testing has been completed, go to this screen to mark the group as having been selected. Press the Group Select button, and choose the date and testing premise of the group tested. Records will change color to show they've been tested.

For a random testing group, the names that were not tested should be clicked with the mouse, and a date due back entered in the right column. (If a person will not be coming back, e.g., transferred, leave them and you can show them unavailable when you go to the next screen, the testing history screen.)

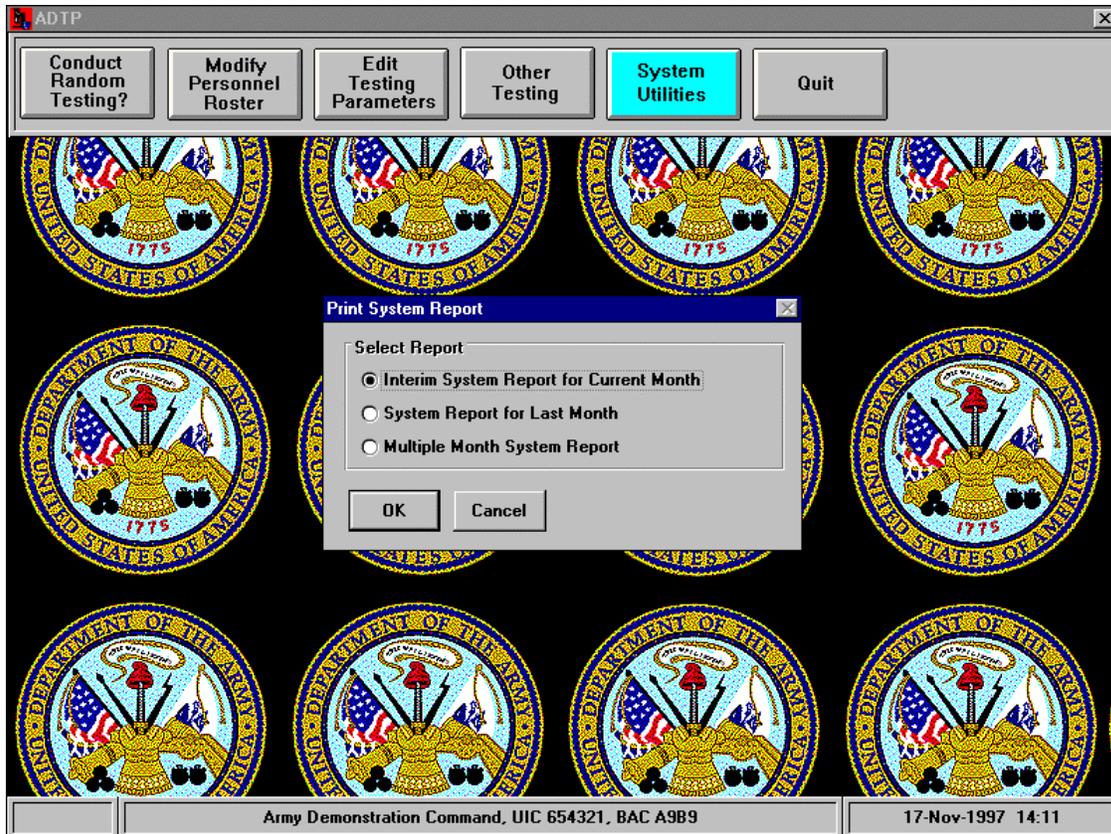


Records from the test pending pool are moved to the test history screen to await test results. As test results return, groups can be updated by date and premise; all are marked Negative. At that time, any individual can be marked Positive as required, or that their specimen was untestable. At any time, a record can be marked unavailable, if they could not be tested, e.g., due to transfer.

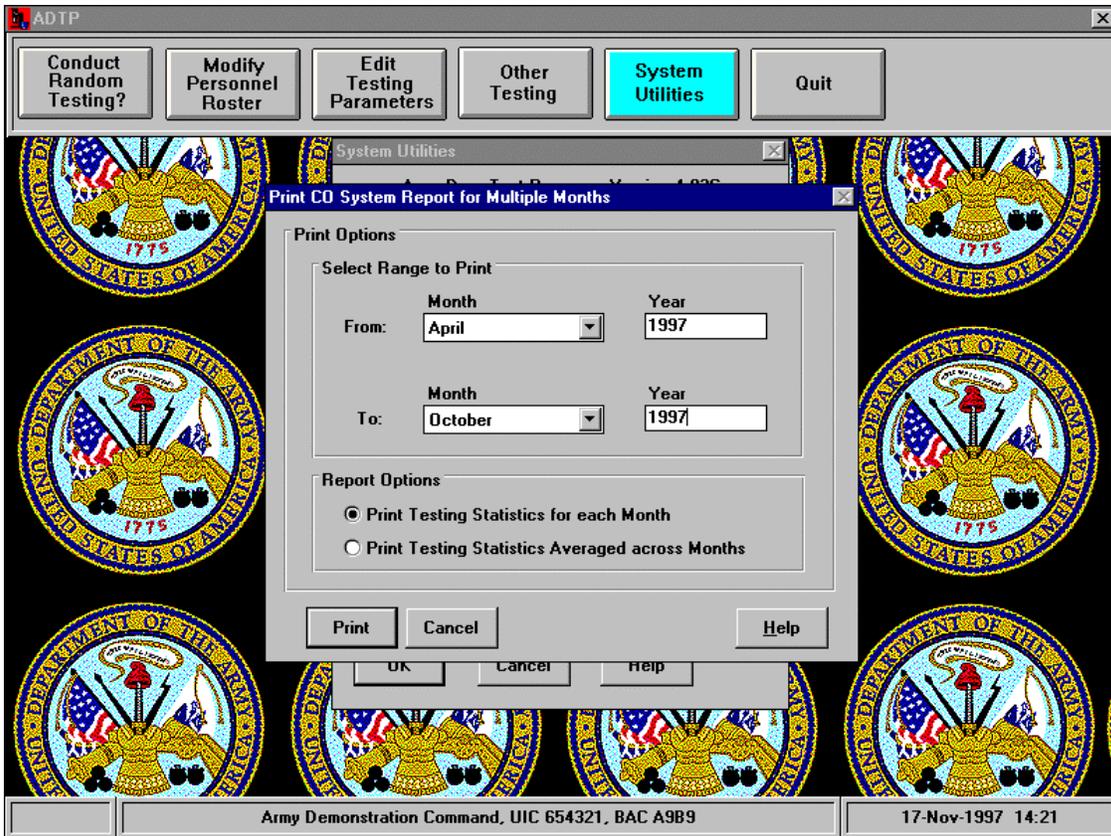
The Clear Tests button will delete all Negative, Unavailable and Untestable records, only saving the Positives. **NOTE: DO NOT PRESS "CLEAR TESTS" until you have completed the following statistics: Tested by Rank and Tested by Company.**



The data analyses are available for a wide range of reports. To leave the analyses area, choose Close under the Reports drop-down menu.



If you select the Interim Report choice, you will get an ADSP activity report for the current month *so far*. You can request this at any time. If you select the System Report for Last Month, you can get the full month report for the previous month, at any time during the current month. If you select the Multiple Month System Report, you may select the time range to report; see the following display.

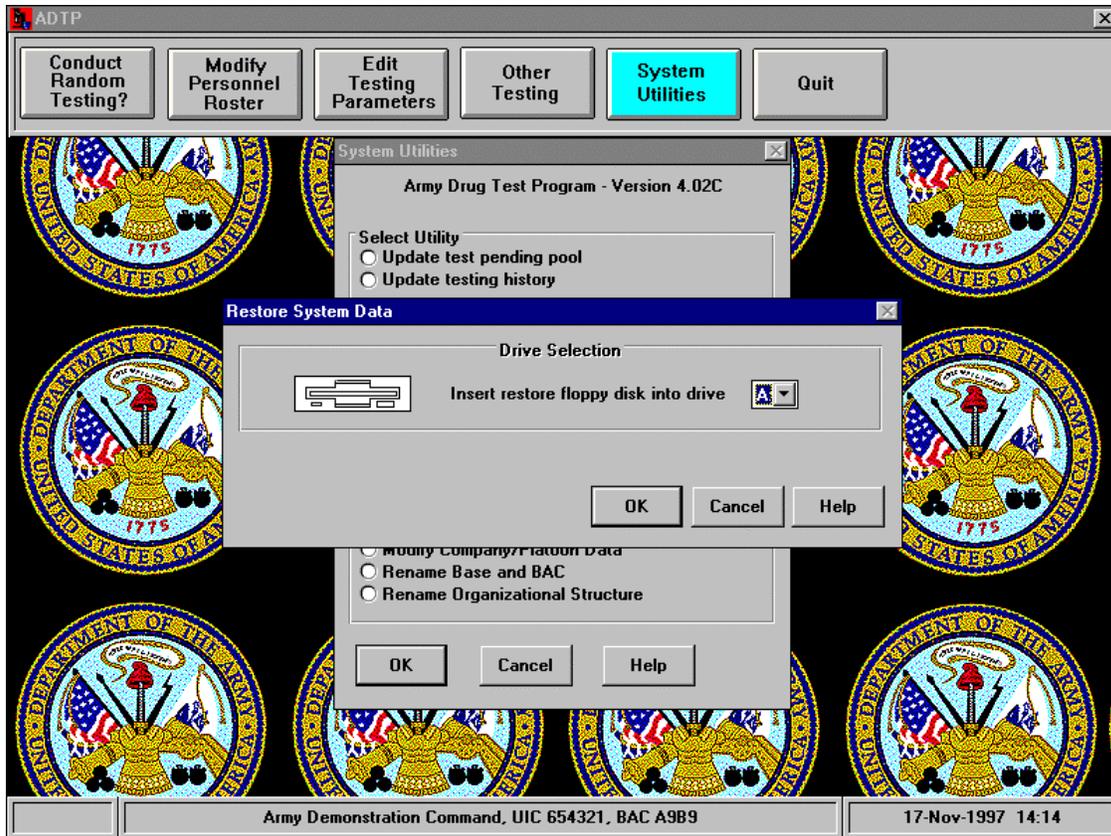


You may produce the system activity report either for each month separately, or for the consolidated range as a single period.



System data should be backed up on a regular basis, depending on how frequently you have to maintain organizational and personnel data. Choose the drive you want to use. Load an empty diskette in that drive. Press the OK button to backup the data. You may use the Cancel button to back out without backing up the data.

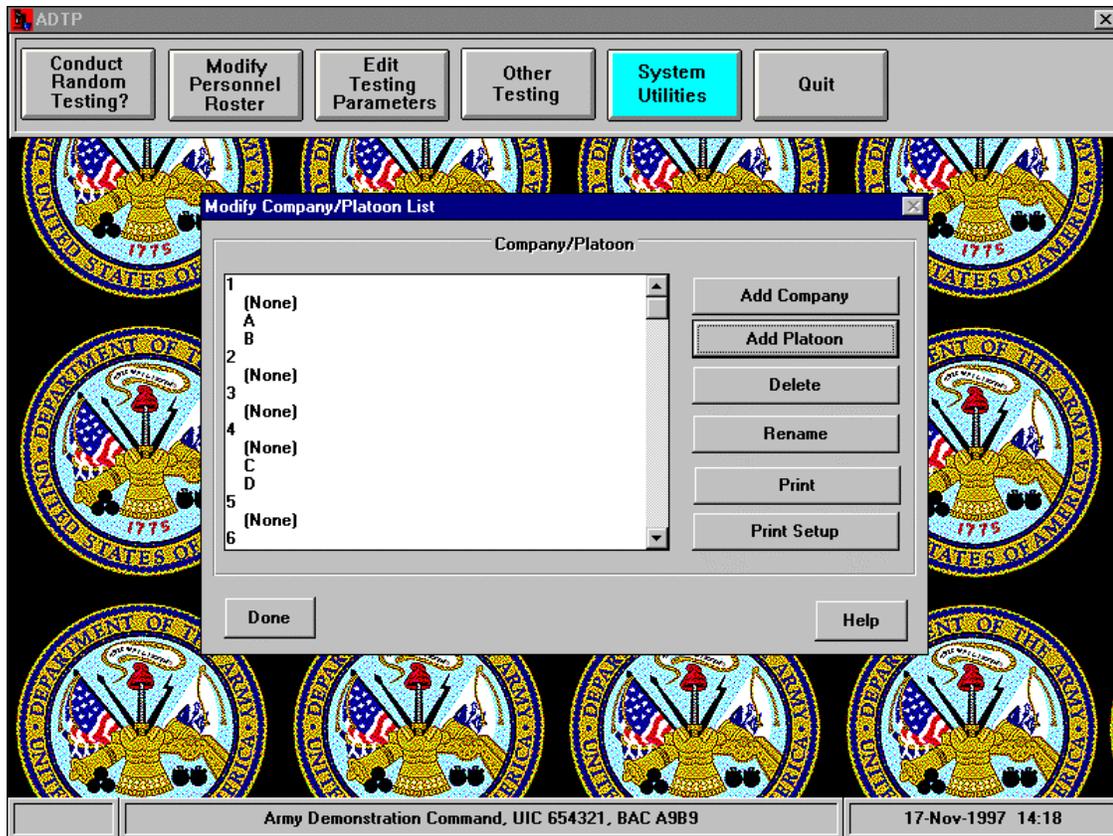
You are offered the opportunity to backup the entire system every time you Quit the program. It is recommended you do so if you have conducted testing or modified the personnel roster.



You will need to restore the system data if there has been a hardware failure or if the data files have been corrupted and are unreadable. Select the drive you wish to use to restore from the latest backup diskette. Load the backup diskette. Press the OK button to begin the restore process. Use the Cancel button to back out without restoring data.



To change password, you are asked to enter the old one first, to ensure you are an authorized user. Then, enter the new password (from 4-8 characters long), and re-enter it to be sure what you typed is correct. Successfully re-entering the new password completes the change. During the process, use the Cancel button to back out without changing the password.



You may add a new Primary or secondary subordinate organization, or delete one. You may print a copy of the command organizational structure.

To add a subordinate command, press the appropriate button. To delete, first highlight the organization you wish to delete, then press the Delete button.

To delete, you must first have moved all personnel records away from the old organization. You may not delete the organizational unit if personnel are still assigned to it. Similarly, you must first delete all secondary organizations in a primary organization before you may delete it.

When you've made the desired changes, press the Done button.