



Subject: Random Substance Test Protocol

As a part of your Court Orders you are required to submit to Random Substance Testing. You will be required to call or text (send "Test" in the text message) the OCSS Substance Test Check In System at **(937) 862-0871.**

You must call or text the Substance Test Check In System every day, 365 days per year **between 6:00 AM and 1:00 PM.** You will be prompted to enter the last four digits of your SSN and your four digit year of birth, if there is another client with similar information, you may be prompted to enter your full SSN.

When required to perform a substance test, you will report to:

5950 Mason Montgomery Road, Mason, OH

Testing windows:

8:00am – 11:00am

OR

1:00pm – 3:00pm