



# SERVICES | GUIDE



# Background Screening



## Criminal Background Screening | Packages

	Basic Insight	Pro Insight	Most Popular Plus Insight	VeriPro Insight	VeriPlus Insight
<b>County Criminal</b> <b>Current name and residence</b> Search of the county's court records for current residence and name as provided on the application.	✓	✓	✓	✓	✓
<b>All known names and residence - 7 years</b> Search of all county's court records for all addresses and names provided or developed from Address Insight for the past 7 years of residence. Include any counties' use for validating a match from NCIS		✓	✓	✓	✓
<b>Federal District</b> <b>Current name and residence</b> Search of the district's court records for current residence and name as provided on the application.	✓		✓		✓
<b>All known names and residence</b> Search of the district court records for all addresses and names provided or developed from Address Insight for the past 7 years of residence. Include any districts' use for validating a match from NCIS.			✓		✓
<b>Address Insight</b> Returns names and addresses for the past 7 years along with: <ul style="list-style-type: none"> <li>• Death Master Index check</li> <li>• SSN format validation</li> <li>• Whether SSN date of issue occurred after DOB</li> </ul>	✓	✓	✓	✓	✓
<b>National Criminal Insight Search (NCIS)</b> <ul style="list-style-type: none"> <li>• Multi-jurisdictional criminal data</li> <li>• OFAC, OIG, GSA, SAM, etc.</li> <li>• Multiple national security sources plus local and national sexual offender registry data</li> </ul>	✓	✓	✓	✓	✓
<b>Employment</b> 7 year employment verification for each previous employer.				✓	✓
<b>Education</b> Verifies a candidate's degree from the highest level education obtained.				✓	✓

A-la-carte services can be added to all package options.

### Basic Insight | Current residence and name as provided by applicant

Service Item	Description
County Criminal	Search of the county's court records for current residence and name as provided on the application.
Federal District	Search of the district's court records for current residence and name as provided on the application.
Address Insight	Returns name and address for the past 7 years along with: <ul style="list-style-type: none"> <li>• Death Master Index check</li> <li>• SSN format validation</li> <li>• Whether SSN date of issue occurred after DOB</li> </ul>
National Criminal Insight Search (NCIS)	<ul style="list-style-type: none"> <li>• Multi-jurisdictional criminal data</li> <li>• OFAC, OIG, GSA, SAM, etc.</li> <li>• Multiple national security sources plus local and national sexual offender registry data.</li> </ul>

## A-la-carte services can be added to all package options.

### Pro Insight | Current residence and name as provided by applicant. All provided and developed aliases and counties for the past 7 years.

Service Item	Description
County Criminal	Search of county's court records for all addresses and names provided or developed from Address Insight for the past 7 years of residence. Include any counties' use for validating a match from NCIS.
Address Insight	Returns names and addresses for the past 7 years along with: <ul style="list-style-type: none"> <li>• Death Master Index check</li> <li>• SSN format validation</li> <li>• Whether SSN date of issue occurred after DOB.</li> </ul>
National Criminal Insight Search (NCIS)	<ul style="list-style-type: none"> <li>• Multi-jurisdictional criminal data</li> <li>• OFAC, OIG, GSA, SAM, etc.</li> <li>• Multiple national security sources plus local and national sexual offender registry data.</li> </ul>

### Plus Insight | Current residence and name as provided by applicant | All provided and developed aliases and counties and federal districts for the past 7 years.

Service Item	Description
County Criminal	Search of the county's court records for all addresses and names provided or developed from Address Insight for the past 7 years of residence. Include any counties' use for validating a match from NCIS
Federal District	Search of the district court records for all addresses and names provided or developed from Address Insight for the past 7 years of residence. Include any districts' use for validating a match from NCIS
Address Insight	Returns names and addresses for the past 7 years along with: <ul style="list-style-type: none"> <li>• Death Master Index check</li> <li>• SSN format validation</li> <li>• Whether SSN date of issue occurred after DOB</li> </ul>
National Criminal Insight Search (NCIS)	<ul style="list-style-type: none"> <li>• Multi-jurisdictional criminal data</li> <li>• OFAC, OIG, GSA, SAM, etc.</li> <li>• Multiple national security sources plus local and national sexual offender registry data</li> </ul>

**VeriPro Insight** | Current residence and name as provided by applicant | all known aliases in all counties | employment verification | education verification. Past 7 years.

Service Item	Description
County Criminal	Search of the county's court records for all addresses and names provided or developed from Address Insight for the past 7 years of residence. Include any counties' use for validating a match from NCIS
Address Insight	Returns names and addresses for the past 7 years along with: <ul style="list-style-type: none"> <li>• Death Master Index check</li> <li>• SSN format validation</li> <li>• Whether SSN date of issue occurred after DOB</li> </ul>
National Criminal Insight Search (NCIS)	<ul style="list-style-type: none"> <li>• Multi-jurisdictional criminal data</li> <li>• OFAC, OIG, GSA, SAM, etc.</li> <li>• Multiple national security sources plus local and national sexual offender registry data</li> </ul>
Employment	7 year employment verification for each previous employer
Education	Verifies a candidate's degree from the highest level education obtained

**VeriPlus Insight** | Current residence and name as provided by applicant | all known aliases in all counties federal search | employment verification | education verification. Past 2 years.

Service Item	Description
County Criminal	Search of the county's court records for all addresses and names provided or developed from Address Insight for the past 7 years of residence. Include any counties' use for validating a match from NCIS
Federal District	Search of the district court records for all addresses and names provided or developed from Address Insight for the past 7 years of residence. Include any districts' use for validating a match from NCIS
Address Insight	Returns names and addresses for the past 7 years along with: <ul style="list-style-type: none"> <li>• Death Master Index check</li> <li>• SSN format validation</li> <li>• Whether SSN date of issue occurred after DOB</li> </ul>
National Criminal Insight Search (NCIS)	<ul style="list-style-type: none"> <li>• Multi-jurisdictional criminal data</li> <li>• OFAC, OIG, GSA, SAM, etc.</li> <li>• Multiple national security sources plus local and national sexual offender registry data</li> </ul>
Employment	7 year employment verification for each previous employer
Education	Verifies a candidate's degree from the highest level education obtained





# Background Screening

A-la-Carte Services

# Background Screening a-la-Carte Services

Service Item	Description
<b>Criminal Record Searches</b>	
County Court Criminal Records Search - 7 Years	Search of county's court records for one name. At minimum will include 7 years worth of records in that county
County Court Criminal Records Search - 10 Years	Search of county's court records for one name. At minimum will include 10 years worth of records in that county
State Wide Criminal Records Searches	Provides an overview of a candidate's criminal history, for one name, in a specific state where available
National Criminal Insight Search	<ul style="list-style-type: none"> <li>- Multi-jurisdictional criminal data</li> <li>- OFAC, OIG, GSA, SAM, etc.</li> <li>- Multiple national security sources plus local and national sexual offender registry data</li> </ul>
Federal District Court Criminal Records Searches	Search of the federal district court record for one name. At minimum will include 7 years worth of records in that federal district
Federal District Court Criminal Records Searches	Search of the federal district court record for one name. At minimum will include 10 years worth of records in that federal district
International Criminal Search	The search for criminal records for specific criminal jurisdiction for specific country
<b>Civil Record Searches</b>	
County Court Civil Records Searches, 7 years	Provide county civil court records for one name for the past 7 years minimum. Depending on the jurisdiction it may include: Upper civil records, lower civil records, large claim records, small claims records, liens, judgments, family court records etc.
County Court Civil Records Searches -10 Years	Provide county civil court records for one name for the past 10 years where available. Depending on the jurisdiction it may include: Upper civil records, lower civil records, large claim records, small claims records, liens, judgments, family court records etc.
Federal District Court Civil Records Searches	District level search for civil cases filed in Federal District Courts
<b>Government and Registry Searches</b>	
State & National Sexual Offender Searches	Search of nationwide and statewide sex offenders registries for one name
Abuse Registry Search	Search the state or local registries for registered abusers
Medex Plus Search	OIG, DEA, TRI-Care and SAM (EPLS) Exclusion
Medex Pro Search	OIG, DEA, TRI-Care and SAM (EPLS) Exclusion + State Medicate Exclusion Data
Medex Complete Search	OIG, DEA, TRI-Care and SAM (EPLS) Exclusion + State Medicate Exclusion Data + State Board Actions
Medex Plus Enrollment	One time enrollment fee for Medex Plus Monitoring Services
Medex Pro Enrollment	One time enrollment fee for Medex Pro Monitoring Services
Medex Complete Enrollment	One time enrollment fee for Medex Complete Monitoring Services
Medex Plus - Monitoring	Monthly monitoring fee: Monitor OIG, DEA, TRI-Care and SAM (EPLS) Exclusion
Medex Pro - Monitoring	Monthly monitoring fee: OIG, DEA, TRI-Care and SAM (EPLS) Exclusion + State Medicate Exclusion Data
Medex Complete Monitoring	Monthly monitoring fee: OIG, DEA, TRI-Care and SAM (EPLS) Exclusion + State Medicate Exclusion Data + State Board Actions



Service Item	Description
FINRA Search	Search FINRA records of brokers, brokerage firms, investment adviser firms and advisers.
Producer Database - PDB LPR	Searches Insurance producer licensing information. The PDB report contains Demographic, Licensing, Appointment and Regulatory Actions supplied by insurance departments.
OFAC - Office of Foreign Assets Control	Searches of individuals and companies owned or controlled by, or acting for or on behalf of, targeted countries. It also lists individuals, groups, and entities, such as terrorists and narcotics traffickers designated under programs that are not country-specific. Identifies candidates that have been barred from doing business in or entering the United States.
FMCSA SPHRR Option 1	Previous employer records of accident history, drug, substance abuse and alcohol test records along with refusals to test.
FMCSA SPHRR Option 2	Search previous 3 years of employers' records of accident history, drug, substance abuse and alcohol test records along with refusals to test.
FMCSA Clearinghouse TPA Services - Full Query	Pre-employment query as defined by the FMCSA regulations, including: <ul style="list-style-type: none"> <li>- Registration look-up</li> <li>- Registration initiation (if applicable)</li> <li>- Consent initiation</li> <li>- Results processing</li> <li>- Non-Clear results will incur additional full-query re-run, processing and fees as applicable</li> </ul>
FMCSA Clearinghouse TPA Services - Limited Query	Annual current driver query as defined by the FMCSA regulations, including: <ul style="list-style-type: none"> <li>- Individual and Batch processing</li> <li>- Clear/Non-Clear processing</li> <li>- Non-Clear results will incur additional full-query processing and fees as applicable</li> </ul>
FMCSA Clearinghouse TPA Services - Follow-up Full Query	Current driver resulting from a non-clear limited query: <ul style="list-style-type: none"> <li>- Registration look-up</li> <li>- Registration initiation (if applicable)</li> <li>- Consent initiation</li> <li>- Results processing</li> </ul>
FMCSA Clearinghouse TPA Services - Reporting of Events	Reporting information to the Clearinghouse on behalf of the End-User under the applicable DOT number such as: <ul style="list-style-type: none"> <li>- Positive BATs</li> <li>- Refusal to test</li> <li>- Negative RTD drug tests</li> <li>- Completion of follow-up testing</li> </ul>
FAA & Pilot Searches - Reporting of Events	Compliance with PRIA, FAA, and DOT requirements by performing PRIA drug/alcohol verifications, Pilot employer records, employment gap review, incident checks etc.
<b>Identity Searches</b>	
CBSV - Consent Based SSN Verification	Validates that the name, DOB, SSN belongs to the same individual in the Social Security Administration database
Address Insight	Returns names and addresses for the past 7 years derived from multiple sources along with: <ul style="list-style-type: none"> <li>• Death Master Index check</li> <li>• SSN format validation</li> <li>• Whether SSN date of issue occurred after DOB</li> </ul>
Credit Bureau Address History Trace	Names and addresses history for the past 7 years from the credit header of credit bureau report

Service Item	Description
<b>Verification Searches</b>	
Education Verification	Verifies a candidate's educational claims per institution and degree provided
Employment Verification	Verify employment claim per employer
Experience and Education Gap Analysis	Review of candidates education and employment history to identify gaps to fulfill certain regulatory requirements
Professional References*	Verify professional reference or recommendation with a prior colleague as provided by applicant
Personal References*	Verify personal or character reference with a prior colleague as provided by applicant
Insurance Biographical Affidavits	The NAIC Biographical Affidavit
Professional License, Credentials, and Certifications	Verifies valid license, credentials or certifications as provided by applicant
<b>Financial History Searches</b>	
Consumer Credit Report (Employment)	A credit bureau consumer credit report
Federal Bankruptcy Records Searches	Returns bankruptcy records - chapters 7, 11 and 13 filings
Business Credit	A credit bureau business credit report
Uniform Commercial Code (UCC) Filing	Search of any uniform commercial code filings
<b>Driving History Searches</b>	
Motor Vehicle Report (MVR) MVR Driving Record	Candidate's personal driving history, as reported from the state Department of Motor Vehicles. Information on this report may include driver's license information, violations, convictions, and license status on the driving record
Commercial MVR (CDL)	Candidate's commercial driving history, as reported from the state Department of Motor Vehicles. Information on this report may include driver's license information, violations, convictions, and license status on the driving record
Commercial Driver's License Information System - CDLIS	Lists of the CDLs held by the driver to include the state and the CDL number
Pre-Employment Screening Program - PSP	The DOT FMCSA MCMIS pre-employment screening program to include 5 years of crash data and 3 years of roadside inspection data
<b>I-9 &amp; E-Verify Compliance Services</b>	
Electronic I9 and E-Verify	Creating, managing and securely storing compliant Form I-9s and performing an E-Verify check
Electronic I9 and E-Verify Remote Hire	Creating, managing and securely storing compliant Form I-9s and performing an E-Verify check for remote hires.
<b>Fingerprinting</b>	
Scheduling	Coordination of fingerprint capture either by electronic means or via paper-card; submission through an approved channeler
<b>Identification Badges</b>	
Printed ID Badges	Printing of a plastic card with photograph identifier and expiration date as applicable
<b>Admin Services</b>	
Setup Fee Standard	Fee to set up client in aINSIGHT's system, up to 5 hours
Setup fee per hour	Per incremental hour
Legal review of client requested modifications	Legal review of client requested modifications to aINSIGHT's standard MSA and corresponding addendums/agreements. Legal review per hour

\* 3 attempts over 3 days



Service Item	Description
Letter - Mail	Per mailed letter including, but not limited to copy of report, pre-adverse, adverse, state based notices, consumer notification, SAP letter, etc. (plus cost difference between regular and priority or overnight mail if chosen)
Letter - Email	Per emailed letter including, but not limited to copy of report, pre-adverse, adverse, state based notices, consumer notification, SAP letter, etc.
Data Entry	Per candidate
Applicant Contact	aINSIGHT will engage with applicant's directly for additional information regarding verification services and collect supporting collateral materials
Custom Development	Custom software development based on provided specification
Custom Management Report Development	Custom report development



# **Drug Testing** and Occupational Health Services

# Drug Screening and Occupational Health Third Party Administrative Services At-a-Glance

## Scheduling

- Set up collectors, collection facilities, lab and MRO accounts
- Provide custody and control forms (CCF) and other drug/ alcohol testing supplies
- Set up electronic ordering of drug testing using electronic CCF
- Set up and manage random testing programs as a consortium or stand-alone program

## Results Management

- Coordinate transfer of test results from MRO to the employer client
- Assistance with MIS reports as needed

## Education

- Employee education and supervisor training
- Provide access to Employee Assistance Program (EAP) or Substance Abuse Professional (SAP)

## Why use a TPA

- Troubleshoot missing or abnormal results (fatal flaw, canceled test, etc.)
- Ongoing customer service including consultation, guidance and answering questions
- Assistance with blind specimens as needed
- Various record-keeping functions
- Combined billing of multiple services at multiple locations
- Review existing or create new drug free workplace policies
- Updating customer on regulations and State laws



# DOT Services

Service Item	Description
<b>DOT Occupational Health Administrative Services</b>	
DOT BAT	The screening test is performed first, and if it provides a positive result (an alcohol concentration of .020 or greater), a confirmation breath alcohol test is required within 15 minutes. Test is recorded using a three-part DOT Alcohol Testing Form
DOT Physical Exam	Medical evaluation required in order to operate a commercial vehicle ensuring the driver is capable and healthy to complete the duties associated with commercial driving
DOT 5 Panel urine test	Drug test regulated by the Department of Transportation. Check for marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines
<b>DOT Scheduling/Coordination</b>	
Scheduling of drug screen, BATs or DOT Physicals through Formfox - without follow up	TPA service to identify a FormFox enabled specimen collection site and provide either the candidate or employer with an electronic passport (ECCF) which directs them on the selected services. Without follow up of results
ECCF drug screens and BATs or DOT Physicals through Formfox with follow up - Scheduling	TPA service to identify a FormFox enabled specimen collection site and provide either the candidate or employer with an electronic passport (ECCF) which directs them on the selected services. Tracking and follow up of results for prompter delivery of results
Paper Chain - Scheduling	TPA service to schedule urine drug testing at the collection site using a paper chain of custody. Tracking of drug test and status update if candidate does not take the drug test at the agreed upon time and place
BAT-Scheduling	Scheduling of Breath alcohol test with the collection site. Includes tracking of BAT and status update if candidate does not take the BAT at the agreed upon time and place
DOT Physical Exam-Scheduling	Scheduling of DOT physical exam with the collection site. Includes tracking of physical and status update if candidate does not take the physical at the agreed upon time and place
<b>Training</b>	
FMCSA Reasonable suspicion training for Employers and Supervisors	Participation of 2 x 60 minutes web based training sessions on how to identify indicators that may create reasonable suspicion that could lead to a referral of an employee for testing. First training covers alcohol abuse and second the symptoms of controlled substances use (120 minutes in total)
DOT Drug & Alcohol for employees	Web based course including information on the effects of alcohol and controlled substances on an employee's health, work, and personal life, signs and symptoms of substance abuse problems and ways to get help
<b>Policy Development</b>	
DOT excludes PHMSA Drug and Alcohol Policy Development	DOT policy created in conjunction with client that includes purpose statement, drug and alcohol test types and procedures, prohibited conduct, consequences, policy consent forms and other forms as determined necessary
DOT PHMSA Drug and Alcohol Policy Development	PHMSA policy created in conjunction with client that includes purpose statement, drug and alcohol test types and procedures, prohibited conduct, consequences, policy
Drug and Alcohol Policy State Amendments	Provides information pertaining to legal requirements for a particular state that differ from the main content found in the base policy
Drug and Alcohol Policy Compliance Renewal	During the one year compliance period, if an applicable law changes and necessitates revisions to a policy or state addenda, the change will be made at no extra cost
<b>Compliance</b>	
DOT SAP Letters	Contact to advise an employee with a non-negative test result of available resources for evaluation and treatment including the names, addresses and telephone numbers of preferred SAPs and counseling treatment programs

Service Item	Description
Substance Abuse Professional (SAP)	Working with a SAP Referral company that can coordinate an initial face to face evaluation, recommendations for treatment, ensure compliance to recommendations, follow up evaluations with the same SAP, recommendations for RTD testing, recommendations for "Follow up testing and aftercare if applicable", the employer can pay for the initial evaluation or let aINSIGHT know the employee will be responsible for all costs associated with the initial evaluation
<b>Additional DOT Services</b>	
Random Program Management	Selection, notification, location identification and reporting of results and maintenance of driver pools, and auditing to ensure year end compliance and MIS reporting capabilities
<b>Onsite Collection - Scheduling</b>	
Minimum Service Fee	Minimum
Set-up Fee	One time set-up fee per program
Collection Fee (Drug)	Collection Fee (Drug)
Collection Fee (BAT)	Collection Fee (BAT)
Wait Time (time spent at site not collecting) - Hourly	Hourly, time spent on-site for services
Mileage - Per Mile	Charge per mile for on-site collection services
<b>Onsite Collection - Post-incident &amp; 24/7</b>	
Set-up Fee	24 hour TPA service to coordinate, track and report after hours drug screening and BATs
Collection Fee (Drug)	Post incident and after-hours collection fee (Drug)
Collection Fee (BAT)	Collection Fee (BAT)
Hourly Fee - Portal to Portal - Per Hour	Charge per hour for on-site collection services

# Drug Testing Services - Non-DOT

Service Item	Description
<b>Non-DOT Scheduling/Coordination</b> Drug test scheduling for pre-employment screening, random programs, reasonable suspicion and pre/post employment examinations	
ECCF drug screens without follow up - Scheduling	TPA service to identify a FormFox enabled specimen collection site and provide either the candidate or employer with an electronic passport (ECCF) which directs them on the selected services. Without follow up of results
ECCF drug screens with follow up - Scheduling	TPA service to identify a FormFox enabled specimen collection site and provide either the candidate or employer with an electronic passport (ECCF) which directs them on the selected services. Tracking and follow up of results for prompter delivery of results
Paper Chains - Scheduling	TPA service to schedule urine drug testing at the collection site using a paper chain of custody. Tracking of drug test and status up-date if candidate does not take the drug test at the agreed upon time and place
<b>Urine</b>	
5 Panel urine test	Check for marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines
9 Panel urine test	Check for amphetamines; barbiturates; benzodiazepines; cocaine; methadone; opiates; phencyclidine (PCP); propoxyphene and marijuana
10 Panel urine test	Check for amphetamines; barbiturates; benzodiazepines; cocaine; methadone; opiates; phencyclidine (PCP); propoxyphene, methaqualone and marijuana
Expanded opiates panel add on	Expanded opiates added to standard 5, 9 and 10 panel tests- includes hydrocodone, oxycodone, hydromorphone and oxymorphone
Fentanyl add on	Fentanyl
DOT Look-alike	Check for marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines
Additional panels upon request	Urine testing for substance other than amphetamines; barbiturates; benzodiazepines; cocaine; methadone; opiates; phencyclidine (PCP); propoxyphene, methaqualone and marijuana
<b>Hair Analysis</b>	
4 panel	Check for cocaine, opiates, phencyclidine (PCP), methamphetamines and amphetamines
5 panel	Check for marijuana, cocaine, opiates, phencyclidine (PCP), methamphetamines, and amphetamines
5 panel plus - with expanded opioid	Check for marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines, hydrocodone, oxycodone, hydromorphone and Oxymorphone
7 panel	Check for marijuana, cocaine, opiates, phencyclidine (PCP), methamphetamines, amphetamines, benzodiazepines, hydrocodone, oxycodone, hydromorphone and oxymorphone
17 panel	Check for marijuana, cocaine, opiates, phencyclidine (PCP), methamphetamines, amphetamines, benzodiazepines, hydrocodone, oxycodone, hydromorphone and oxymorphone, ketamine, tramadol, barbiturates, fentanyl, buprenorphine, methadone, meperidine, propoxyphene, zolpidem, and methcathinone
Additional panels upon request	Checks for additional substances not included in 17 panel test
<b>Hair Collection Fees</b>	
Form Fox network preferred clinics - CRL	Hair specimen collection fees assessed by preferred clinics in the Formfox network – CRL drug tests
Form Fox network preferred clinics – Non-CRL	Hair specimen collection fees assessed by preferred clinics in the Formfox network – Non-CRL drug tests
Concentra	Hair specimen collection fees assessed by Concentra
3rd party collection fees*	Hair specimen collection fees assessed by clinics that are not Formfox preferred sites or Concentra

Service Item	Description
<b>Instant urine testing</b>	
Instant test kits are visually read and subject to interpretation by the collector. Confirmatory laboratory testing required for non negative results.	
5 panel	Check for COC, MET, OPI, PCP, and THC
7 Panel	BAR, BZO, COC, MET, OPI, PCP, and THC
9 Panel	AMP, BAR, BZO, COC, MET, MTD, OPI, PCP and THC
10 Panel	AMP, BAR, BZO, COC, MET, MTD, OPI, OXY, PCP, and THC
6 Panel	AMP, COC, MET,OPI, PCP, THC
7 Panel (DOT LAL)	AMP, COC, MDMA, MET, OPI, PCP and THC
11 Panel	AMP, BAR,BZO,COC, MET, MTD, OPI, OXY, PCP, PPX, and THC
12 Panel	AMP, BAR,BZO,COC, MET, MTD, OPI, OXY, PCP, PPX, MDMA,
12 Panel and THC	THC, COC, OPI, AMP, MET, PCP, BZO, BUP, MDMA, MTD, OXY, BAR
Cup Confirmation	Only available through FormFox
<b>Lab Based Oral Fluids</b>	
Intercept Device	Sold in lots of 25 plus shipping
5 panel	Check for marijuana, cocaine, opiates, phencyclidine (PCP), methamphetamines, and amphetamines
7 panel	Check for amphetamines; methamphetamine; barbiturates; benzodiazepines; cocaine; opiates; phencyclidine (PCP); and marijuana
9 panel	Check for amphetamines; methamphetamines; barbiturates; benzodiazepines; cocaine; methadone; opiates; phencycli- dine (PCP); and marijuana
Expanded Opiates	Expanded Opiates added to standard 5, 7 and 9 panel tests- includes hydrocodone, oxycodone, hydromorphone and oxymorphone
K2/Spice Testing	Stand alone panel
Bath Salts	Stand alone panel
Additional panels upon request	Screens for additional substances outside of the standard panels
<b>Oral Fluid, Lab Based, Collection Fees</b>	
Form Fox network preferred clinics – CRL	Oral fluid specimen collection fees assessed by preferred clinics in the Formfox network – CRL drug tests
Form Fox network preferred clinics – Non-CRL	Oral fluid specimen collection fees assessed by preferred clinics in the Formfox network – Non-CRL drug tests
Concentra	Oral fluid specimen collection fees assessed by Concentra
3rd party collection fees*	Oral fluid specimen collection fees assessed by clinics that are not Formfox preferred sites or Concentra
<b>Instant Oral Fluids testing</b>	
These test kits are visually read and subject to interpretation by the collector. Confirmatory laboratory testing for test results that are non negative by a lab based method recommended. Device are sold in lots of 25 + shipping.	
5 Panel – Option 1	Check for marijuana, cocaine, opiates, methamphetamines, and amphetamines
5 Panel – Option 2	Check for cocaine, opiates, phencyclidine (PCP), methamphetamines, and amphetamines
6 Panel	Check for marijuana, cocaine, opiates, phencyclidine (PCP), methamphetamines, and amphetamines
7 panel	Check for marijuana, cocaine, opiates, phencyclidine (PCP), methamphetamines, amphetamines, and oxy
10 Panel	Check for amphetamines; methamphetamines; barbiturates; benzodiazepines; cocaine; methadone; opiates; phencyclidine (PCP); oxy, and marijuana

Service Item	Description
<b>Training Services</b>	
NON DOT Employee/ Supervisor Training	Non-DOT drug and alcohol training for supervisors who need skills in non-DOT reasonable suspicion training to remain proactive in spotting signs and symptoms of employees using drugs, alcohol, and other substances that can pose a risk to those around them
Other Training	Other training available upon request
<b>Policy Consultancy</b>	
<b>A TPA provides to employer clients a service of developing written drug and alcohol testing policies. TPA's sometimes have in house policy consultants or outsource this function. This manual includes a further discussion to develop drug free workplace policies.</b>	
Non-DOT Drug and Alcohol Policy Development	Policy created in conjunction with client that includes purpose statement, drug and alcohol test types and procedures, prohibited conduct, consequences, policy consent forms and other forms as determined necessary
Drug and Alcohol Policy Compliance Renewal Annually	During the one year compliance period, if an applicable law changes and necessitates revisions to a policy or state addenda, the change will be made at no extra cost
<b>Additional Services</b>	
Random Program Management	Selection, notification, location identification and reporting of results. Maintenance and auditing to ensure year end compliance and MIS reporting capabilities
<b>Onsite Collection - Scheduling</b>	
Minimum Service Fee	Minimum
Set-up Fee	One time set-up fee per program
Collection Fee (Drug)	Collection Fee (Drug)
Collection Fee (BAT)	Collection Fee (BAT)
Wait Time (time spent at site not collecting) - Hourly	Hourly, time spent on-site for services
Mileage - Per Mile	Charge per mile for on-site collection services
<b>Onsite Collection - Post-incident &amp; 24/7</b>	
Set-up Fee	24 hour TPA service to coordinate, track and report after hours drug screening and BATs
Collection Fee (Drug)	Post incident and after-hours collection fee (Drug)
Collection Fee (BAT)	Collection Fee (BAT)
Hourly Fee - Portal to Portal - Per Hour	Charge per hour for on-site collection services

3rd party collection fees\*



## Urine Based Collection Fees

Collection Fees	
Labcorp	Urine specimen collection fees assessed by Labcorp
Quest	Urine specimen collection fees assessed by Quest
Form Fox network preferred clinics - CRL	Urine specimen collection fees assessed by preferred clinics in the Formfox network – CRL drug tests
Form Fox network preferred clinics – Non-CRL	Urine specimen collection fees assessed by preferred clinics in the Formfox network – Non-CRL drug tests
Concentra	Urine specimen collection fees assessed by Concentra
3rd party collection fees*	Urine specimen collection fees assessed by clinics that are not Lab owned collection sites and not Formfox preferred sites

\* Applicant Insight reserves the right to change 3rd party collection fees due to changes in pricing based on the collection sites utilized.

## Occupational Health Administration & Scheduling Services

Occupational Health Administration Services	
BAT	Administrative services related to the breath alcohol test, including follow-up with the provider on results and providing results, where obtained
Physical Exam	Administrative services related to the physical exam, including follow-up with the provider on results and providing results, where obtained
Occupational Health Scheduling Services	
BAT – Scheduling	Scheduling of Breath alcohol test with the collection site. Also includes tracking of BAT and status update if candidate does not take the BAT at the agreed upon time and place
Physical Exam – Scheduling	Scheduling of the physical exam with the collection site. Also includes tracking of physical and status update if candidate does not take the physical at the agreed upon time and place
Other Occupational Health Services - Scheduling	Scheduling of the occupational health services with the collection site. Also includes tracking of physical and status update if candidate does not take the physical at the agreed upon time and place

## Occupational Health Services

Service Item	Description
Occupational Health Services	
DOT Physical - Formfox network standard clinics	Medical evaluation required in order to operate a commercial vehicle, it ensures each driver is capable and healthy enough to complete the duties associated with commercial driving. Performed by a provider within Formfox's preferred clinic network
DOT Physical - Formfox network preferred clinics	Medical evaluation required in order to operate a commercial vehicle, it ensures each driver is capable and healthy enough to complete the duties associated with commercial driving. Performed by a provider within Formfox's preferred clinic network
BAT - Formfox network preferred clinics	Measures how much alcohol is in the air the person taking the test breathes out, the device uses that measurement to estimate how much alcohol is in their blood. Performed by a provider within Formfox's preferred clinic network
DOT Physical - Formfox non-preferred clinics	Medical evaluation required in order to operate a commercial vehicle, it ensures each driver is capable and healthy enough to complete the duties associated with commercial driving. Performed by a provider within Formfox's non-preferred clinic network

Service Item	Description
BAT - Formfox non-preferred clinics	Measures how much alcohol is in the air the person taking the test breathes out, the device uses that measurement to estimate how much alcohol is in their blood. Performed by a provider within Formfox's non-preferred clinic network
Physicals	Pre-placement, exit, fit-for-duty, and MSHA physicals
BAT - Breath Alcohol Test	Measures how much alcohol is in the air the person taking the test breathes out, the device uses that measurement to estimate how much alcohol is in their blood
HPE Exams	Human Performance Evaluations (HPE) help you hire someone who can safely perform the job. Many job assignments and positions require intensive physical activity. As part of the hiring process and pre-placement screening, an HPE can be used to determine (with accuracy) whether applicants can meet physical job demands
Chest X-ray	Imaging test that uses small amount of radiation to produce pictures and help spot abnormalities or diseases of the airways, blood vessels, bones, heart and lungs
Vision	There are a wide variety of vision tests available, the most common services we provide are visual acuity testing, and Ishihara testing (color blindness)
Hearing	An Audiogram is a means of recording the results of a hearing test. It will include a table and graph for each ear showing how well sounds at various frequencies are heard
Pulmonary function test (PFT)	A pulmonary function test assesses lung performance. Some OSHA standards require PFT testing to be performed by either a licensed physician or technician who have completed a course approved by the National Institute of Occupational Safety and Health. Test results are interpreted by comparing an employee's readings with those predicted for a person of a similar description (gender, age, and height)
<b>Titers Testing</b>	
Hep B Titer	A titer is a laboratory test that measures the presence and amount of antibodies in blood
MMR - Measles, Mumps, Rubella Titer	A titer is a laboratory test that measures the presence and amount of antibodies in blood. A titer may be used to prove immunity to disease. A blood sample is taken and tested. If the test is positive (above a particular known value) the individual has immunity
Varicella	A titer is a laboratory test that measures the presence and amount of antibodies in blood. A titer may be used to prove immunity to disease. A blood sample is taken and tested. If the test is positive (above a particular known value) the individual has immunity
Tuberculosis - TB	There are two types of TB testing aINSIGHT typically coordinates: The TB skin test. A TB skin test requires two visits with a health care provider the second option is a TB blood test
Other upon request	
<b>Vaccinations</b>	
Hep B Vaccination	Vaccine administered at clinic to provide active acquired immunity to a particular infectious disease
MMR - Measles, Mumps, Rubella Vaccination	Vaccine administered at clinic to provides active acquired immunity to a particular infectious disease
Varicella Vaccination	Vaccine administered at clinic to provides active acquired immunity to a particular infectious disease
Tuberculosis (TB) Vaccination	Vaccine administered at clinic to provides active acquired immunity to a particular infectious disease
Tetanus, Diphtheria, Pertussis - TDAP Vaccination	Vaccine administered at clinic to provides active acquired immunity to a particular infectious disease
Flu shot Vaccination	Vaccine administered at clinic to provides active acquired immunity to a particular infectious disease
Other upon request	Vaccine administered at clinic to provides active acquired immunity to a particular infectious disease

COVID-19 Testing	
COVID-19 Assessment - Concentra	An assessment questionnaire reviewed by a Concentra clinician to determine if the employee may go back to work or if testing for active COVID-19 infection, testing for COVID-19 antibodies, or an in-person clinical examination is recommended
COVID-19 Clearance - Concentra	Clearance after a suspected or confirmed COVID-19 illness or exposure; includes return-to-work evaluation and screening
COVID-19 Antibody Test - Concentra	Tests employees for possible COVID-19 immunity
COVID-19 RNA Swab - Concentra	Tests employees for active COVID-19 infection with nasopharyngeal swab
COVID-19 Test Scheduling Concentra	Scheduling of the COVID-19 RNA or Antibody test with the collection site. Includes tracking, status update and reporting results
Quantitative Respirator Fit Test - Concentra	Scheduling a fit test with clinic to examine any tight-fitting respirator, ensuring that there's a proper seal to protect the user
COVID-19 Antibody (DBS) Test Kit - CRL (sold in lots of 10)	Dried blood spot (DBS) finger stick test to screen for COVID-19 antibodies. Test is self-administered and shipped to CRL lab for testing
COVID-19 Antibody (DBS) Test Lab Processing Fees - CRL	Fees to process test in lab and reporting results
COVID-19 Oral Fluids Kit CRL (sold in lots of 10)	Saliva-based molecular test screen for active COVID-19 virus. Test is self-collected to and shipped to CRL lab for testing
COVID-19 Oral Fluids Test Lab Processing Fees	Fees to process test in lab and reporting results
Shipping for COVID-19 DBS Test Kits	Additional fee for outbound shipping to associate' home (if requested)



# Driver Qualification

## File Management Services

# Driver Qualification Services At-a-Glance

File Set Up	CDL Files	Non-CDL Files	
<b>Create New File</b> Create and perform complete audit of new hire files for new drivers under the required provisions of the FMCSA.	✓	✓	
<b>Recreate Existing DQ File</b> Create and perform complete audit of existing DQ driver file.	✓	✓	
File Management	Active Drivers	Inactive Drivers	
<b>Manage Files</b> <b>Manage Expiring Renewables:</b> Annual MVR, Record of Violations/Annual Review of Driving Record, Copy of Driver License and Medical Examiner's Certificate.  <b>Ongoing File Management:</b> DOT audit process, SPHRR auditing, self-certification driving record, National Registry of Certified Examiners Verification  <b>DQ File Storage:</b> Stores a terminated drivers DQ file, 3 years from termination date	✓	✓	
<b>Purge Files</b> Post 3 years of termination date, change file to inactive closed.		✓	
<b>Export Files</b> Download of existing files away from Applicant Insight management.	✓	✓	
	Enrollment	Removal	Notification
<b>Employer Pull Notice Program Forms - California DMV</b> TPA services of enrolling new driver, removing a terminated driver or notification services.	✓	✓	✓

FMCSA Clearinghouse TPA Services	Full Query	Limited Query	Reporting of Events
<b>Pre-employment Query</b> Pre-employment query as defined by the FMCSA regulations	✓		
<b>Current Driver Annual Query</b> Annual current driver query as defined by the FMCSA regulations		✓	
<b>Follow-up Query</b> Current driver resulting from a non-clear limited query	✓		
<b>Reporting</b> Reporting information to the Clearinghouse on behalf of the End-User under the applicable DOT number			✓

MVR Monitoring	New Drivers	Existing Drivers
<b>Program Implementation</b> Account Setup	✓	✓
<b>Establish Baseline</b> Order a baseline for existing drivers (initially) and new drivers	✓	✓
<b>Monitor MVR Activity</b> Monitor and report trigger events	✓	✓
<b>MVR Management</b> Monthly import, manage email alerts and update DQ file	✓	✓



Service Item	Description
<b>Driver Qualification File Set Up</b>	
Create New CDL Files	Create and perform complete audit of new hire files for new CDL drivers under the required provisions of the FMCSA. Additional provisions not included
Create Non-CDL Files	Create and perform complete audit of new hire files for new Non-CDL drivers under the required provisions of the FMCSA. Additional provisions not included
Recreate Existing DQ CDL Files	Create and perform complete audit of existing DQ, CDL driver file
Recreate Existing Non-CDL Files	Create and perform complete audit of existing DQ, non-CDL driver file
Implementation - Standard	Account setup, creation of standard DOT audit provisions, and system configuration. Auditor attaching up to 3 client-authorized non-audited documents in the Driver File
Implementation - Non Standard	Multiple locations, number of users and the results of an assessment. Audit and reporting functions on any documents outside the standard DOT file requires custom programming
Customized Report Creation	Create custom report within MicroStrategy's based on customer scope
<b>Driver Qualification File Management</b>	
Management of active DQ files	<ul style="list-style-type: none"> <li>- Manage Expiring Renewables: Annual MVR, Record of Violations/Annual Review of Driving Record, Copy of Driver License and Medical Examiner's Certificate.</li> <li>- Ongoing File Management: DOT audit process, SPHRR auditing, Self-certification driving record, National Registry of Certified Examiners Verification</li> </ul>
Inactive DQ file management	Stores a terminated driver's DQ file, 3 years from termination date
Purge Inactive Drivers	Post 3 years of termination date, change file to inactive closed
Export DQ Files	Download of existing files away from Applicant Insight management
EPN Enrollment DMV California	TPA services of enrolling new driver
EPN Removal DMV California	TPA services of removing a terminated driver
EPN Pull Notice DMV California	TPA notification services
<b>FMCSA Clearinghouse TPA Services</b>	
Full Query	Pre-employment query as defined by the FMCSA regulations, including: <ul style="list-style-type: none"> <li>- Registration look-up</li> <li>- Registration initiation (if applicable)</li> <li>- Consent initiation</li> <li>- Results processing</li> </ul>
Limited Query	Annual current driver query as defined by the FMCSA regulations, including: <ul style="list-style-type: none"> <li>- Individual and Batch processing</li> <li>- Clear/Non-Clear processing</li> <li>- Non-Clear results will incur additional full-query processing and fees as applicable</li> </ul>
Follow-up Full Query	Current driver resulting from a non-clear limited query: <ul style="list-style-type: none"> <li>- Registration look-up</li> <li>- Registration initiation (if applicable)</li> <li>- Consent initiation</li> <li>- Results processing</li> </ul>
Reporting of Events	Reporting information to the Clearinghouse on behalf of the End-User under the applicable DOT number such as: <ul style="list-style-type: none"> <li>- Positive BATs</li> <li>- Refusal to test</li> <li>- Negative RTD drug tests</li> <li>- Completion of follow-up testing</li> </ul>


Service Item	Description
<b>Driving History Searches</b>	
Motor Vehicle Report (MVR) MVR Driving Record	Candidate's personal driving history, as reported from the state Department of Motor Vehicles. Information on this report may include driver's license information, violations, convictions, and license status on the driving record
Commercial MVR (CDL)	Candidate's commercial driving history, as reported from the state Department of Motor Vehicles. Information on this report may include driver's license information, violations, convictions, and license status on the driving record
Commercial Driver's License Information System -CDLIS	Lists of the CDLs held by the driver to include the state and the CDL number
Pre-Employment Screening Program - PSP	The DOT FMCSA MCMIS pre-employment screening program to include 5 years of crash data and 3 years of roadside inspection data
<b>Driver Qualification File MVR Monitoring Program</b>	
Implementation Setup	Establish account setup and create user access
Establish MVR Baseline	Order a baseline, initially for all existing drivers; moving forward for any new drivers added to MVR Monitoring
Activity MVR	Produced when the driver enrolled in monitoring has a qualifying event that triggers an MVR
MVR Monitoring Management	Monthly import, manage email alerts and update DQ file
MVR	MVR for either the annual requirement or a request from the client


















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powered by *a*INSIGHT<sup>™</sup>



# nomoreforms At-a-Glance

	Included
<b>Standard Features:</b> Unlimited forms submitted by a subject Unlimited electronic attachments Notes, comments and reminders maintained Population of internal forms Master Diary Client forms repository Custom internal forms Standard MicroStrategy reporting outputs Recall Subjects data for additional processing New package form creation up to 50 forms package codes	

	Appointment	Termination
<b>Welcome Letter:</b> US Post Mail Emailed		
<b>NIPR Filing</b> NIPR transaction fee per producer / per state / per appointing company		
<b>TPA Services</b> TPA Services to manage appointments not able to be processed through nomoreforms		
<b>Electronic Filing</b> Includes only Pass through fees charged by the State's Department of Insurance, NAIC or other applicable 3rd Party Provider. There is no additional transactional fee from NMF.		
<b>AR (LEO), FL (E-Appoint) &amp; MA (OPRA) Processing</b> TPA services to manage appointment related submissions.		
<b>Access to PDB Data</b> Retrieval of information stored on the NIPR servers.		
<b>PDB Reports</b> Unlimited access to view PDB detail reports directly from the nomoreforms system to include licensing, appointments, address history and DOI actions. Retrieval of information stored on the NIPR servers.		

	Expirations	Renewals
<b>License Review:</b> Identifies agents whose licenses are about to expire.		
<b>Appointment Renewal Reconciliation</b> Reconciliation of company records to state records. List of agents that do not match provided records.		
<b>Appointment Renewal</b> Processing and payment of State DOI Appointment Renewals on behalf of the insurer where applicable.		

Service Item	Description	
<b>Standard Features (Included)</b>		
Functionality	<ul style="list-style-type: none"> <li>• Unlimited forms submitted by a subject</li> <li>• Unlimited electronic attachments</li> <li>• Notes, comments and reminders maintained</li> <li>• Population of internal forms</li> <li>• Master Diary</li> <li>• Client forms repository</li> <li>• Custom internal forms</li> <li>• Standard MicroStrategy reporting outputs</li> <li>• Recall Subjects data for additional processing</li> <li>• New package form creation up to 50 forms package codes</li> <li>• Customer specific branding</li> <li>• Background check trigger</li> </ul> <p>Insurance specific:</p> <ul style="list-style-type: none"> <li>• Integration with CRM</li> <li>• Configurable workflows for different relationships e.g. FMO, MGA, IMO, Captive, Agency, Broker</li> <li>• Auto Appointment</li> <li>• IP and Mac address recording</li> <li>• Dedicated Customer Support &amp; Producer support</li> </ul>	
<b>Pricing Models</b>		
Flat Monthly Fee	Flat monthly fee based on annual number of transactions	Under 500
		501 - 1,500
		1,501 - 2,500
		2,501 - 5,000
		5,001 - 7,500
		7,501 - 10,000
		10,001 - 12,000
		Over 12,001
Variable Transaction Fees based on new Annual Subject Submissions	One time transaction fee for adding a new unique (not already in the system) subject. Never pay a transaction related fee to NoMoreForms again on the individual to populate forms, etc. Minimum monthly transactional fees are \$550.00	Under 500
		501 - 7,500
		7,501 - 12,000
		Over 12,001
Digitize Forms	Transforming a paper form into a digital form that can be filled out electronically	
Implementation	Implementation fees vary based on number of business units, user configuration, package options and forms requirements. Options can include an on-site Project Analyst to assist in workflow analysis, aid in forms requirements, provide staff training and manuals. A quote will be provided upon discovery	

Service Item	Description
<b>Appointing and Licensing</b>	
Appointing	<ul style="list-style-type: none"> <li>• Unlimited access to view PDB detail reports directly from the NoMoreForms system to include licensing, appointments, address history and DOI Actions</li> <li>• Unlimited access to paper appointments and terminations</li> <li>• Unlimited access to state's paper non-resident licensing forms</li> <li>• Electronic appointment and termination confirmation</li> <li>• Unlimited access to State Reference Guides relating to appointments and terminations</li> </ul>
Welcome and Termination Letters	Mailed letter
Welcome and Termination Letters	Email letter
Appointment/Termination Transaction Fee	NIPR transaction fee per producer / per state / per appointing company
Appointment - aINSIGHT Outsource Fee	TPA Services to manage appointments not able to be processed through NoMoreForms
Termination-aINSIGHT Outsource Fee	TPA Services to manage terminations not able to be processed through NoMoreForms
Electronic Appointment and/or Termination (auto or triggered by Carrier)	Includes only Pass through fees charged by the State's Department of Insurance, NAIC or other applicable 3rd Party Provider
AR (LEO), FL (E-Appoint) & MA (OPRA) Processing	TPA services to manage appointment related submissions
NMF Access of PDB Data	Retrieval of information stored on the NIPR servers
NMF Access to PDB report details	Unlimited access to view PDB detail reports directly from the NoMoreForms system to include licensing, appointments, address history and DOI actions
<b>Expirations and Renewals</b>	
License Expiration Review	Identifies agents whose licenses are about to expire
Appointment Renewal Reconciliation	Reconciliation of company records to state records. List of agents that do not match provided records
Appointment Renewal	Processing and payment of State DOI Appointment Renewals on behalf of the insurer where applicable
<b>Financial Functions</b>	
State Appointment Fee	State fee is per producer / per appointing company / per state. This fee is billed at cost. State fees are subject to change without notice and may be obtained by request
Agent self pay	Per transaction - credit card and ACH fees also apply
Bank Validation Service	Ability to validate a subject's banking information through a real time retrieval from the central banking system
Auto Appoint	Applying insurer's business rules and implementing automatic license review, regulatory review and appointments based on those rules
<b>Development and Setup</b>	
Form Live Update	Modifying an existing digital form. The historical form will not be retained.
Custom Development	Custom software development based on provided specification
Javascripting	Development to create actions in the form (e.g. select a field inactivates another field)
Custom Management Report Development	Custom report development



Service Item	Description
New Package and Code Creation	Initial set up includes 50 packages. Fee is for each additional package and codes that are developed
New Package and Code Creation - Per Package	
Export subject's Data File with Custom Programming	No per transaction fee to download employee's data from the NoMoreForms database to client's mainframe, however, custom export programming charges apply
<b>Administrative Services</b>	
Custom Import	Upload subject's data to NoMoreForms database in a bulk method. Custom programming charges apply
Bulk Import Rate	Transaction fee per subject that is being imported into NoMoreForms database
Email notification to Producer	Applicant Insight can provide email notifications to the producer in conjunction with an outsource service or as a special project