

DNA Testing Information

PCU has a partnership with DNA Diagnostics Center for all DNA testing. Below are the steps that need to take place when your FFS has ordered DNA testing between the minor and potential family member.

Step 1 - Contact only Raquel and/or Nicole @ 1-866-956-4959 for pricing and nearest testing centers. Extensions are 2616 or 2615. The phone number above is the only number that should be used. Raquel and Nicole work specifically on DNA cases for PCU & ORR program shelter.

(Some of the agencies tend to work on Saturdays and even Sundays. Additionally, many work after-hours. Nicole and Raquel work Monday through Friday from 8:30am to 5:30pm EST. If an email is sent to them outside of those hours, they will contact the shelter when they are back in the office. They ask to please refrain from calling outside those hours. Their phones will go straight to an Ohio call center if they are not in. If you do call and don't get Nicole or Raquel, please ask for the call to be transferred to extension 2616 (Raquel) or 2615 (Nicole) and leave a message. They will return the call when they are back in the office.)

Step 2 - Once you have received the information (pricing and type of testing) from only Raquel and/or Nicole, the TAR can be submitted.

The TAR category is - Medical → Lab/Imaging

- The TAR must include
 - Name of the FFS that is requesting the DNA testing
 - Type of DNA testing (maternity, paternity, etc.)
 - The relationship between the minor and potential sponsor (example: minor & father)
 - The pricing estimate including any separation fees
 - Name of the DNA Diagnostics personal that provided pricing

If you need assistance with completing the TAR, please contact the PCU Clinical Department

- Email: clinical@pointcomfort.com
- Phone 317-210-2010

Step 3 - Once the TAR has been approved, you will need to fax or email the following information to DNA Diagnostic's Center

- Email: info@allabouttruthdna.com
- Fax: 513-881-4082

DNA Diagnostics Requirements

BEFORE THE TEST CAN BE SCHEDULED – DNA Diagnostics will need the following information emailed or faxed:

- Program Name and address for mailing results. (Result only to be mailed to the Program Coordinator)
- TAR (Treatment Authorization Request)
- Custodial Paperwork of the child (placement paperwork)
- Identification Document of the child such as photo and (Medical/Dental/Rx)
- Name of Case Manager or medical coordinator bringing child for the DNA collection
- Date and Time needed for appointment of child
- Full Name and contact number for the other party/parties testing – zip code, if known
- Letter from the facility program (on its letterhead) titled “REQUEST FOR MEDICAL RECORDS” signed by Case Manager, Program Director or Program Coordinator stating the following:
 - Date
 - Attn: All About Truth DNA Services/DDC
 - Minor’s Name
 - Date of Birth:
 - Reference #: (this will be provided – may also leave blank)
 - The above-named child is currently residing and, in the custody, and care of (name of facility). Please fax the DNA test results to (FAX NUMBER) once available and mail hardcopy to: (Name and address of facility)

****IMPORTANT- PLEASE BRING THE FOLLOWING TO THE TESTING LOCATION****

Any person bringing the child for the collection must bring with them the following for identification purposes and MUST also do the following so as not to delay testing and/or avoid having to re-schedule:

- **ID Badge and other form of ID such as Driver’s license or State ID**
- Identification Document of the child (docs that have picture of child and info) the person bringing the child MUST, sign the form directly as (their own signature) **DO NOT PUT THE NAME OF FACILITY/SHELTER**. A signature is required, and it must be the signature of the person on the ID badge who brought the child.
- Please check all spelling of the names that are written on the chain of custody form and the collection envelope.
- Be sure to check that the race, date of birth, and medical questions etc.

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NEW YORK CASES:

ALL NEW YORK DNA CASES REQUIRE A DOCTOR'S PRESCRIPTION FOR SCHEDULING THE PERSON WHO RESIDES IN THE STATE OF NEW YORK ONLY. RX must be written to include:

- 1) Name of the person to test (only those residing in NY)
- 2) The DNA test that is being performed i.e. DNA Test for Paternity/Maternity/etc.
- 3) RX must state Release results.

IF THE SPONSOR IS DETAINED:

Before we even start the process noted above for the child, all the listed below needs to be obtained as we will need to find a collector to go to the detention center to collect the DNA sample of the detainee. Additionally, we need to obtain the cost of such so it can be added to the TAR.

You will need to contact the facility where the detainee resides and make sure that you obtain information regarding the detainee such as full name, ID or inmate number, date of birth and confirm that they are still located at the facility information you have on file and if he or she is schedule to be moved and what date.

You will also need to obtain the name of the officer and their contact information. This will be the person who will authorize the clearance of entry to the facility for the taking of the DNA sample of detainee. (Sometimes it is not allowed depending on the detainee). Also, make sure that the officer confirms with the detainee that he/she is willing to provide DNA samples.

Once you have obtained all information and have confirmed that all information is current, you will send it to us via email so that we may find a mobile collector, correspond with the officer on getting clearance for the mobile collector to come to the facility. No one is allowed without clearance first.

There is an additional charge called a mobile fee for someone to come to the detention center to take the DNA sample of the detainee. Once we have obtained the cost, we will respond accordingly so that it can be added to the TAR.

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INTERNATIONAL CASES: (when a sponsor or relative is in another country)

All international cases will incur a shipping fee that will have to be added to the TAR. Every country has a different fee for shipping, so please call to inquire.

If the Lab cannot secure a collection facility in the country that is needed, the other option will be that a private doctor to collect the sample. However, this doctor must be contracted by the Agency and it will not be our responsibility if samples are not collected properly. We will ship a kit to wherever you designate and will provide the doctor with instructions on how to do the collection, so they follow the chain of custody. We do not recommend doing it this way as samples can be tampered with, since these are not doctors or collection facilities we work with routinely.

AVUNCULAR CASES:

On all avuncular testing, the case manager or coordinator requesting the DNA test **MUST** provide and confirm whether the Uncle/Aunt is a full sibling to the parent of the child being tested before requesting a TAR. Results of an Avuncular DNA test can only be conclusive and performed when the Uncle/Aunt is a full sibling to the parent of the child being tested.

If the uncle or aunt is **NOT** a full sibling to the parent of said child, then the TAR will be **DENIED** because results will be inconclusive.

Siblingship Cases:

On all siblingship testing, the case manager or coordinator requesting the DNA test **MUST** provide and confirm whether

- the sibling is a full sibling or a half sibling to the child being tested
- which side the siblings are related (mother or father), if half siblings.