

Drug-Free Schools and Communities Act
Annual Notification & Biennial Review Requirements/Checklist
University of Illinois at _____
Review Date: _____

#	Requirement	Source	Discussion
	Annual Notification		
1	Date last distributed	N/A	
2	Distributed to all employees	N/A	
3	Distributed to all students	N/A	
4	Means of distribution	N/A	
5	Content of Notice	20 USC 1011i(a)(1)	
5.1	Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.	20 USC 1011i(a)(1)(A)	
5.2	A description of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.	20 USC 1011i(a)(1)(B)	
5.3	A description of health risks associated with the abuse of alcohol or use of illicit drugs.	20 USC 1011i(a)(1)(C)	
5.4	A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students.	20 USC 1011i(a)(1)(D)	
5.5	A clear statement that the IHE will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.	20 USC 1011i(a)(1)(E)	
	Biennial Review		
6	Identification of the responsible official(s) or	DOE Program Review	

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	office(s) conducting the review		
7	A signature of the institution's chief executive officer (i.e., President or Chancellor) or governing board indicating approval of the report.	DOE Program Review and Handbook, Chapter 3, page 15	
8	An IHE's biennial review should be completed and on file by December 31 of each even-numbered year, and the report should cover the previous two academic years.	DOE Handbook, Chapter 3, Page 13	
9	Determine the effectiveness of the university's Drug and Alcohol Abuse Prevention Program and implement changes to the program if needed;	20 USC 1011i(a)(2)(A)	
9.1	Description of alcohol and other drug (AOD) program elements	DOE Handbook, Chapter 3, pages 15-16	
9.2	Statement of AOD program goals and a discussion of goal achievement	DOE Handbook, Chapter 3, page 16	
9.3	Summaries of AOD program strengths and weaknesses	DOE Handbook, Chapter 3, page 16	
9.4	Procedures for distributing annual AOD notification to students and employees	DOE Handbook, Chapter 3, page 16	
9.5	Copies of policies distributed to students and employees	DOE Handbook, Chapter 3, page 16	
9.6	Recommendations for revising AOD programs	DOE Handbook, Chapter 3, page 16	
9.7	A plan of action that details how the findings and recommendations identified	DOE Program Review	

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	during the review will be integrated into the DAAPP to improve the program's effectiveness.		
9.8	A detailed description of how the institution measured program effectiveness (this may necessitate including supporting documentation that relates to the report's findings and recommendations to further evidence that "a substantive examination was conducted").	DOE Program Review	
9.9	A description of the research methods and data analysis tools used to determine program effectiveness	DOE Program Review	
10	Determine the number of drug and alcohol-related violations and fatalities that— (i) occur on the institution's campus (as defined in section 1092(f)(6) of this title), or as part of any of the institution's activities; and (ii) are reported to campus officials;	20 USC 1011i(a)(2)(B)	
11	Determine the number and type of sanctions described in paragraph (1)(E) that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities;	20 USC 1011i(a)(2)(C)	
12	Ensure that the disciplinary sanctions for drug and alcohol abuse violations are consistently enforced.	20 USC 1011i(a)(2)(D)	
12.1	To establish that the disciplinary sanctions for drug and alcohol abuse violations are consistently enforced, the biennial review must	DOE Handbook, Chapter 3, page 19	

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	document that the IHE treats similarly situated offenders in a similar manner		
12.2	A detailed description of how the institution measured consistency of sanction enforcement (this may necessitate including supporting documentation that relates to the report's findings and recommendations to further evidence that "a substantive examination was conducted").	DOE Program Review	
	<u>Drug Free Workplace Requirements</u>		
13	A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of the prohibition.	41 USC 8102(a)(1)(A)	
13.1	B. Establishing a drug-free awareness program to inform employees about— (i) the dangers of drug abuse in the workplace; (ii) the policy of maintaining a drug-free workplace; (iii) available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations;	41 USC 8102(a)(1)(B)	
13.2	C. All employees engaged in the performance of federal	41 USC 8102(a)(1)(C)	

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	contracts must be given a copy of the statement required by subparagraph (A);		
13.3	D. Notify employees in the statement required by subparagraph (A) that as a condition of employment on the contract the employee will— (i) abide by the terms of the statement; and (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction.	41 USC 8102(a)(1)(D)	
13.4	E. Notify the contracting agency within 10 days after receiving notice under subparagraph (D)(ii) from an employee or otherwise receiving actual notice of a conviction;	41 USC 8102(a)(1)(E)	
13.5	F. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by section 8104 of this title; and,	41 USC 8102(a)(1)(F)	
13.6	G. Make a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (A) to (F).	41 USC 8102(a)(1)(G)	