Alert TPA Statistical Data Guide

Last Updated: 2026-01-14

Overview

Statistical data information is required for all Contractor enrollments to ensure contractors are complying with the Operator's program requirements. Contractors and/or designated Third-Party Administrators (TPA's) can enter the statistical data throughout the year. All statistical data information for the previous year must be entered into the system before February 1 of the current year to maintain compliance with Operator(s) requirements.

This guide outlines how to enter statistical data into the Alert Consortium Management application and provides helpful tips to maintain compliance.

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Statistical Data

Statistical data reporting is required to ensure compliance with your Operator's Alert program requirements.

- The Operator determines the non-dot random percentage requirements. DOT random percentage rates follow regulatory requirements for the specified modality.
- Statistical Data reporting can be reported as Quarterly and/or Monthly.
- Annually on the **first business day** in **February**, Contractors with missing statistical data for the previous year will have their account status impacted as non-compliant, and the Operator(s) will be notified of the contractor's non-compliance.

Notification Process & Deadlines

Action Items are generated at the first of each quarter alerting Contractors and/or Third-Party Administrators (TPA's) of the need to enter the previous quarter's statistical data information. These quarterly action items do not impact the Contractor's overall compliance during the current year. All statistical data for the previous year must be submitted into the Alert application for each Operator enrollment and for each rostered work type **before February 1** to maintain your compliance with Operator(s).

TIP: Add statistical data reports throughout the year to complete the action item. If TPA enters CONSORTIUM data, ensure data is reported each quarter.

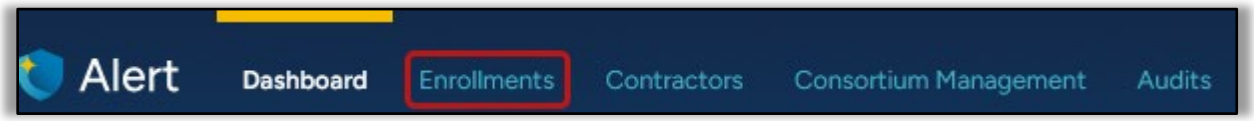
Contractors will have until **January 31 at 11:59 PM** to submit their previous year's statistical data.

NOTE: Contractors may have more than one Operator, so you will need to ensure that statistical data is reported for all Operator enrollments and rostered work types.

Accessing Statistical Data

Third Party Administrators (TPAs) can enter individual statistical data summaries per Contractor and/or report Consortium data for multiple Contractors through the Consortium Management Tool. Please reference the "Consortium Management" section for mass reporting.

- Select "Enrollments"



- Search for specific Contractor to select enrollment

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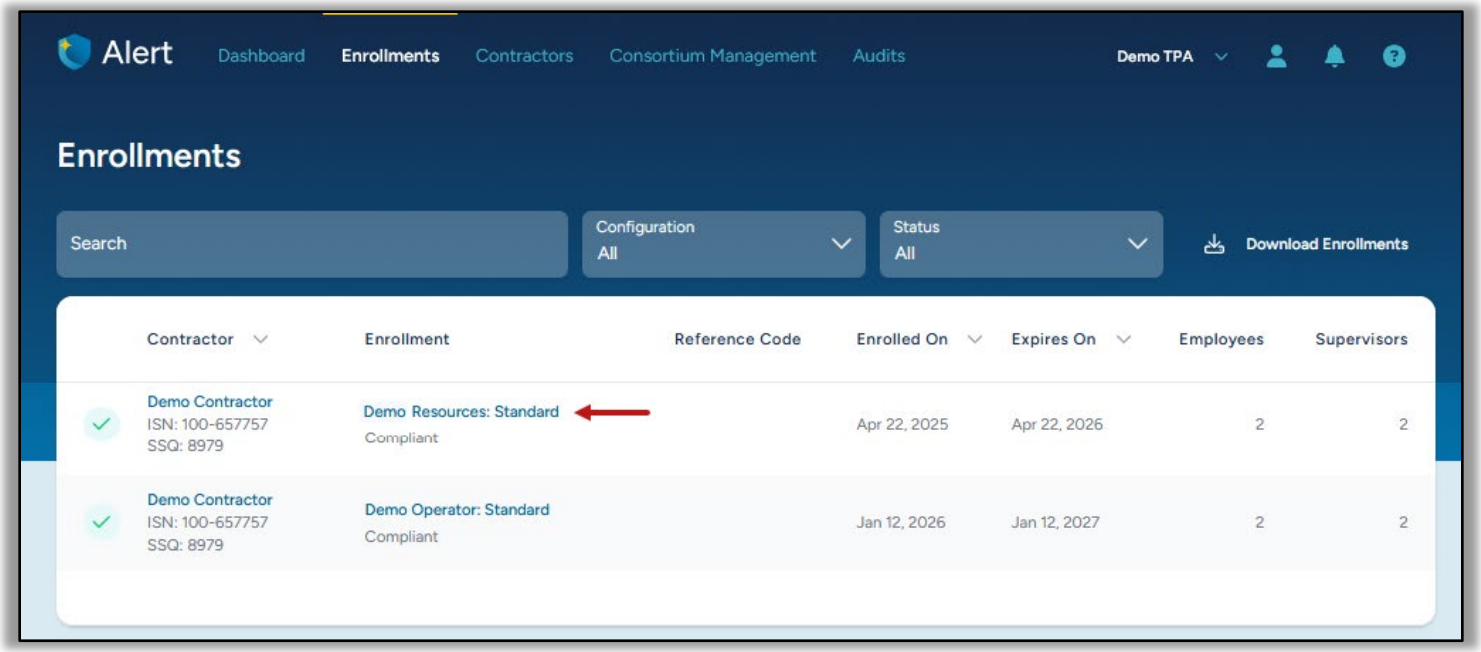
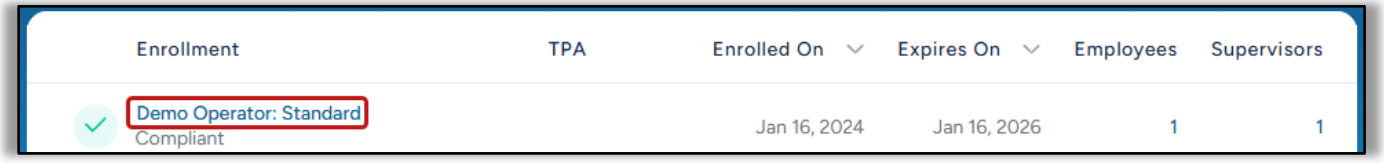
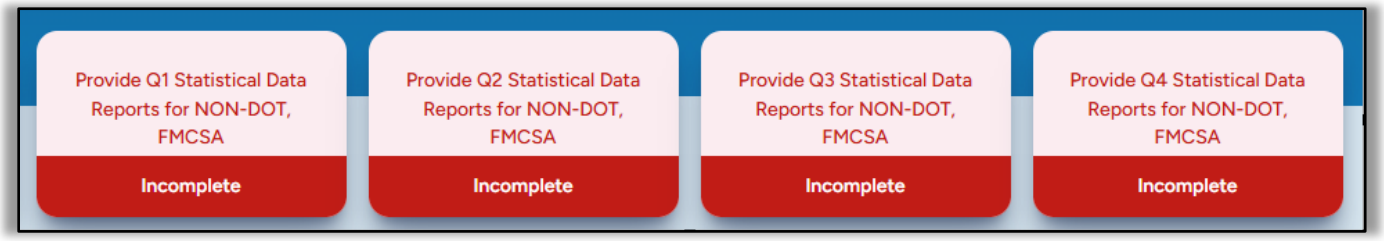


- The selected enrollment will display pending Statistical Action Items. Some Action Items may display as “Provide Q# Statistical Data Reports for all rosters” and others may display as “Provide Q# Statistical Data Reports for NON-DOT, FMCSA, PHMSA, etc.” Click the action item to access the statistical data section or select “Statistical Data” section appearing on the right side of the Alert application.





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- Reporting Period click Quarterly or Monthly
    - Select a Quarter or Month to enter the period of reporting
    - Select Year
- Select Work Type (NON-DOT, FMCSA, PHMSA, etc.)

NOTE: Statistical Data is required for all rostered work types. If you have more than one work type, you will need to enter the specific statistical data for the specified work type and selection period.

- Select “Enrollments”
- Check “All Enrollments” if you wish to apply the report to all Operator enrollments
    - If the statistical report is for a specific enrollment, select the desired enrollment(s) to apply the summary report.

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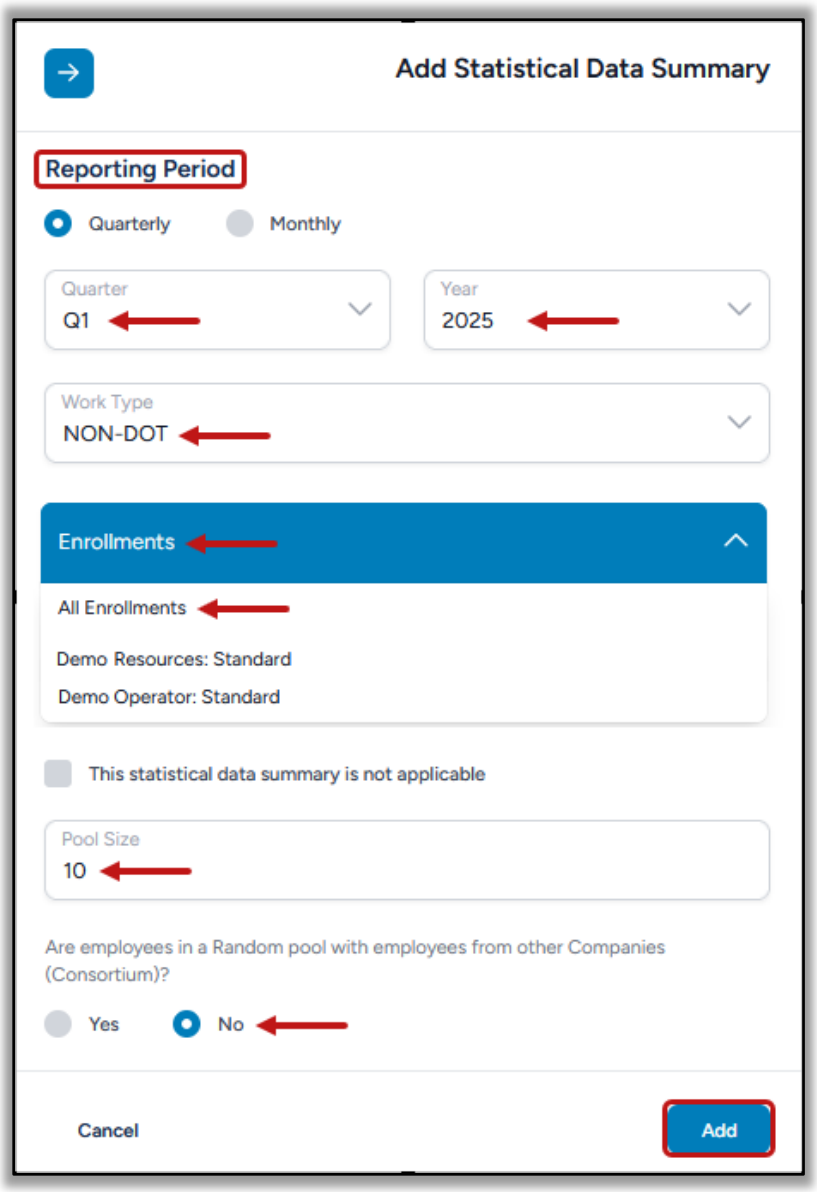

- Do not check “This statistical data summary is not applicable” unless you were not enrolled with a random program for the reporting period. If this is selected, Contractor will be required to submit reason and provide additional information.
- Enter the Pool size for the selection period that is being reported. This is the actual number of employees reported in the random program for the specified period.
- If your Random program is part of a Consortium pool that includes employees from other companies, select “**Yes**”; otherwise select “**No**”

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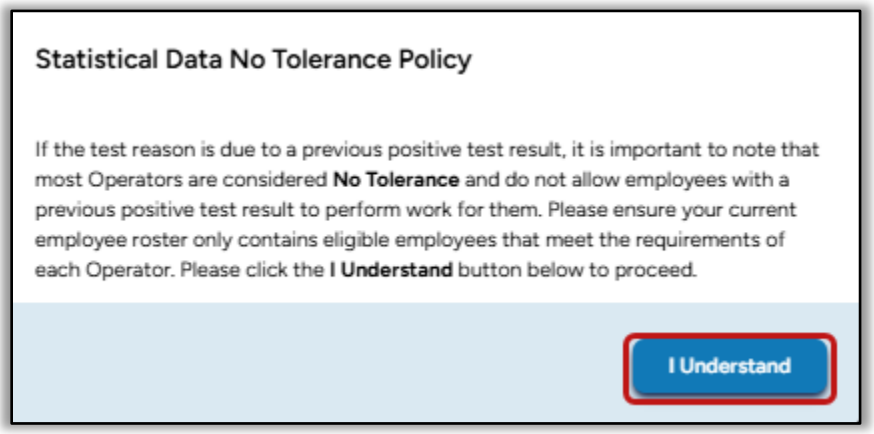
NOTE: Do not enter CONSORTIUM statistical data if plan to distribute Consortium data via the Consortium Management option.

- Click “Add”
- Enter statistical data testing information for the specified selection period
- Positives and Refusals will require a disposition for each test reason and test type in which they were reported. If a positive and/or refusal was reported, follow the steps below to enter disposition.
    - Click the warning triangle icon ⚠ to enter employee disposition
    - Click “Positive Outcomes” drop-down to select the positive drug (select all that apply)
    - Click “Disposition” to enter the result of the employee’s disposition due to a positive result
    - Enter the number of employees associated with this positive outcome in the “Count” section
    - Click “Add” to submit a positive disposition
    - Repeat steps for each disposition under the specified reason for test
    - Click “Refusals” to enter the refusal reason if applicable
    - Click “Disposition” to enter the result of the employee’s disposition due to Refusal
    - Enter the number of employees associated with this Refusal outcome in the “Count” section
    - Click “Add” to submit the refusal disposition
        - If disposition status retains the employee, you must acknowledge the “Statistical Data No Tolerance Policy” ensuring that only eligible employees meeting Operator requirements are listed on your Alert roster.



    - Click “Validate” once all dispositions for the specified reason for test is added

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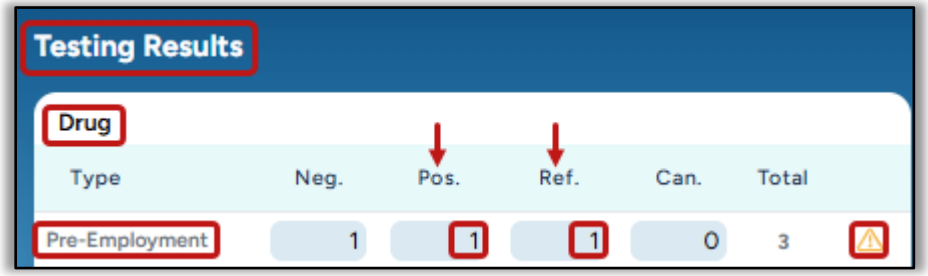
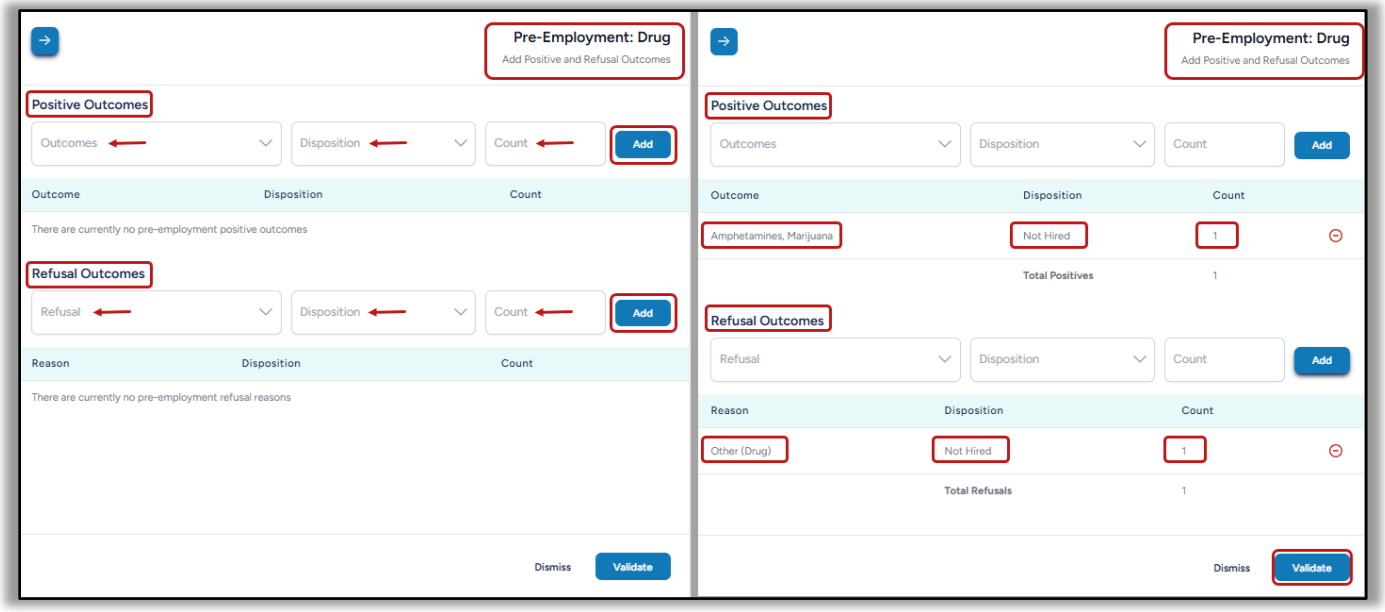
NOTE: The number of positives and/or refusals must equal the number of dispositions reported. As the dispositions are reported, you must select "Add" to apply the disposition. Once "Add" is selected, the disposition table is updated. Selecting "Validate" will ensure the number of reported Positives and/or Refusals equal the number of dispositions reported.





- Once validation is completed, the warning triangle icon will change to the editing icon
- Complete the above steps for all reasons for tests with a reported Positive and/or Refusal
- Click "Fill blanks with 0" once all statistical testing data has been entered
- Click "Validate & Save"
- Validated will appear in the upper right-hand corner of the application
- To enter additional statistical data reports, select "Statistical Data Section" or to return to the Contractor enrollments section by selecting the Contractor name link.

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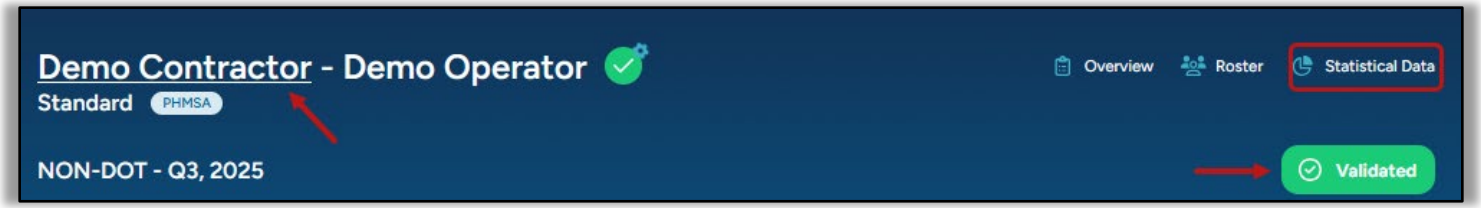
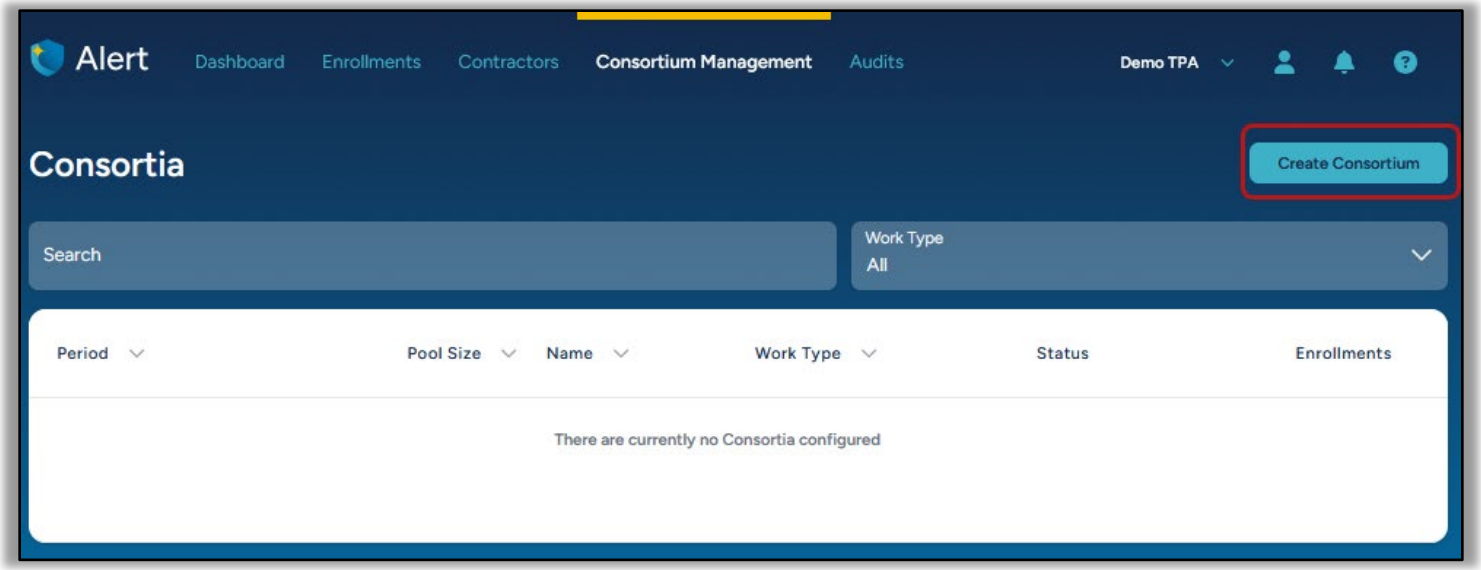


Consortium Management

From the TPA main dashboard access the “Consortium Management” section of the Alert application.

- Select “Create Consortium”



- “Consortium Summary” Section
  - Enter name of Consortium Pool
  - Enter description of Consortium Pool (optional)
  - Reporting Period click Quarterly or Monthly
    - Select a Quarter or Month to enter the period of reporting
    - Select Year
  - Select Work Type (NON-DOT, FMCSA, PHMSA, etc.)

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- Enter Pool Size
- “Enrollment Selection” Section
  - Select “Manage Enrollments”
  - Search for Contractor Enrollment
    - Please note, when first creating a Consortium Pool you must assign to an active enrollment.
  - Select the green plus symbol to add Contractor Enrollment to the “Enrollment Selection”
  - Select “Close”
  - Select “Create Consortium”
- Enter statistical data testing information for the specified selection period
- Positives and Refusals will require a disposition for each test reason and test type in which they were reported. If a positive and/or refusal was reported, follow the steps below to enter disposition.
  - Click the warning triangle icon to enter employee disposition
  - Click “Positive Outcomes” drop-down to select the positive drug (select all that apply)
  - Click “Disposition” to enter the result of the employee’s disposition due to a positive result
  - Enter the number of employees associated with this positive outcome in the “Count” section
  - Click “Add” to submit a positive disposition
  - Repeat steps for each disposition under the specified reason for test
  - Click “Refusals” to enter the refusal reason if applicable
  - Click “Disposition” to enter the result of the employee’s disposition due to Refusal
  - Enter the number of employees associated with this Refusal outcome in the “Count” section
  - Click “Add” to submit the refusal disposition
    - If disposition status retains the employee, you must acknowledge the “Statistical Data No Tolerance Policy” ensuring that only eligible employees meeting Operator requirements are listed on your Alert roster.

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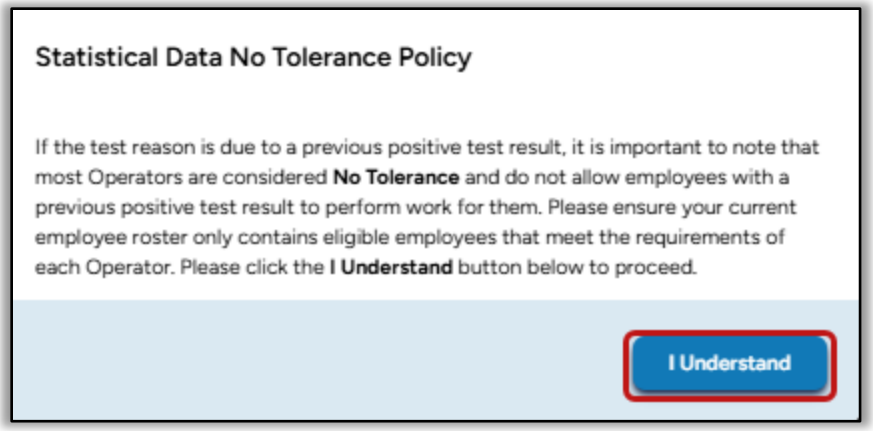
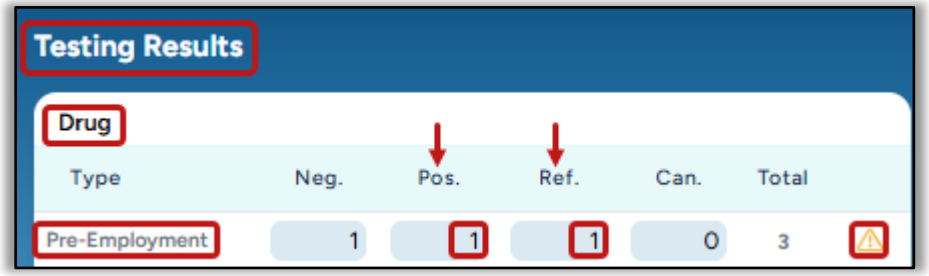


- Click “Validate” once all dispositions for the specified reason for test is added

NOTE: The number of positives and/or refusals must equal the number of dispositions reported. As the dispositions are reported, you must select “Add” to apply the disposition. Once “Add” is selected, the disposition table is updated. Selecting “Validate” will ensure the number of reported Positives and/or Refusals equal the number of dispositions reported.



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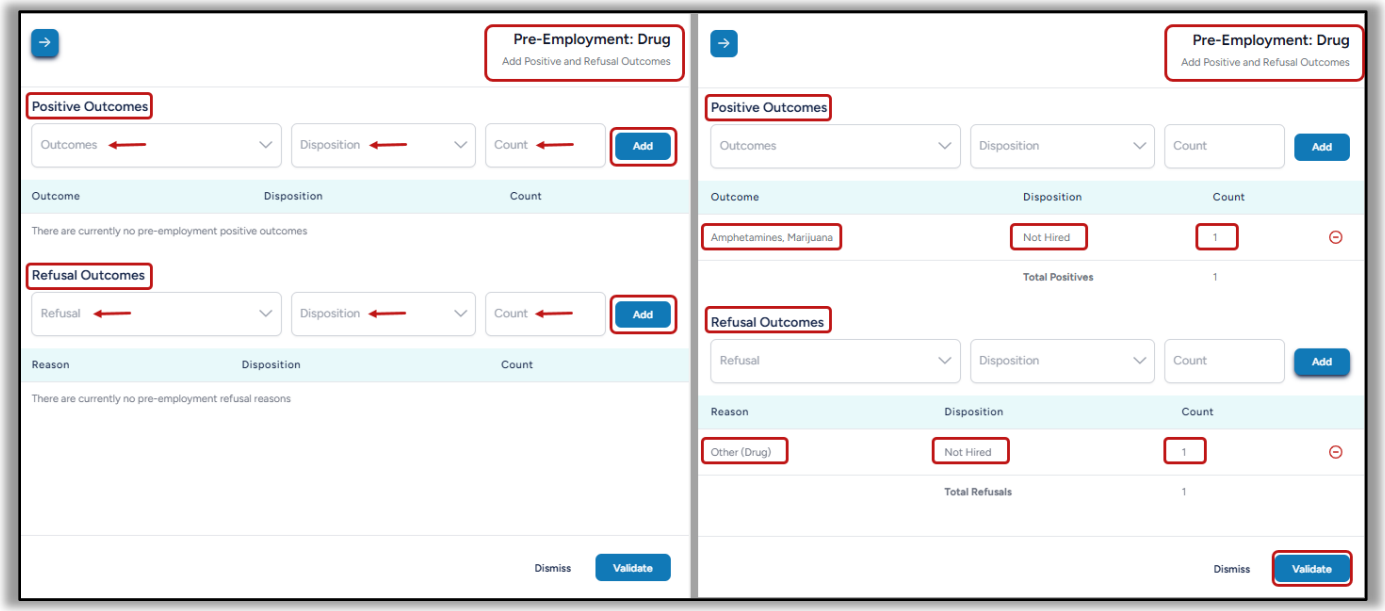

- Once validation is completed, the warning triangle icon will change to the editing icon
- Complete the above steps for all reasons for tests with a reported Positive and/or Refusal
- Click “Fill blanks with 0” once all statistical testing data has been entered
- Click “Validate & Save”
- Validated will appear in the upper right-hand corner of the application
- To distribute statistical data to additional Contractors select the ← Back option to return to the Consortia section.
    - Select the edit icon for the specific Consortium
    - Select “Manage Enrollments” from the “Enrollment Selection” section
    - Search for the Contractors enrollments that you want to apply the statistical data to
    - Click on the green plus symbol for all enrollments you wish to add

TIP: To view all enrollments, enter the “%” symbol in the “Search Enrollments” bar. Please note that loading may take time depending on the number of contractors. Due to system limitations, it is recommended to select 20 or less enrollments at a time.

- Select “Close”
- Select “Save Consortium”
- Repeat these steps until all Contractor enrollments have been added to the Consortium Pool

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Statistical Data Tips

Use the table below as a resource for submitting statistical data.

Item Type	Description	Requirements	Tips
Consortium Management	Consortium statistical data summaries that can be distributed to all designated Contractor enrollments.	Consortium-specific reporting enables a TPA to enter statistical data into the consortium and distribute the summary to all designated enrollments.	When creating a Consortium Report, you must assign at least one enrollment at the time of creation. Other enrollments can be added after the consortium pool is created. Do not add more than 20 enrollments at a time. Ensure all statical data is validated and assigned to the proper Contractor enrollment. Utilize the "%" search to view a listing of all enrollments. Previous years statistical data must be reported before Feb. 1.
Period	Random program selection timeline. Most random selections are generated on a quarterly basis; however, some companies perform monthly random selections.	Quarterly must include Q1, Q2, Q3, and Q4 data for the previous year before February 1. Monthly must have each month reported for the previous year before February 1.	Statistical data action items are created at the beginning of each quarter reminding Contractors to enter their previous quarter's statistical information. It is recommended to enter your statistical information quarterly as data is provided.
Work Type	Employees classification and the random pool type the employee is residing in.	NON-DOT testing percentages vary by Operator. Employees should be classified by the requirements of the Operator and subject to random testing based on these requirements. DOT work types follow regulatory testing requirements. Some Operators require their DOT employees to be subject to NON-DOT. This would require regulated employees to be in a DOT Random program and a NON-DOT Random program.	Employees can have more than one work type. Statistical reports are required for all rostered work types.
Pool Size	This is the number of all employees in the random program at the time of the selection.	Must enter the number of employees in the Random program at the time of the selection.	This is not the number of employees listed on your Alert roster. When reporting statistical data, it is about the number of employees in the actual Random program at the time of selection.

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Enrollment Selection	Contractors may have one or more enrollments in Alert.	Based on Operator requirements, statistical data must be submitted for each active enrollment within Alert.	When creating a Consortium Report, you must assign at least one enrollment at the time of creation. Other enrollments can be added after the consortium pool is created. Do not add more than 20 enrollments at a time. Remember to always select "Save Consortium" after adding enrollments to retain selections.
Disposition	Statistical reports containing Positive and/or Refusal test results must provide the disposition of the employee.	Any reported Positive and/or Refusal must provide the drug panel involved and the disposition of the employee. Retaining an employee with a Positive or Refusal disposition requires acknowledgment of the "Statistical Data No Tolerance Policy" ensuring that only eligible employees meeting Operator requirements are listed on the Alert roster. This acknowledgement will appear for all follow-up testing reported.	When entering a disposition, you must select the ADD button to submit the entry into the system. CONSORTIUM dispositions for employees that are not the Contractors employee can enter "Unknown – Not My Employee" if the TPA has not provided this information.

Support

Our Customer Excellence TEAM is here to help. With TEAM you're never alone. Get expert advice and responsive service when you need it.

- **PHONE:** 918-970-4990
- **Email:** support@teamqualify.com
- **CHAT:** Access your Alert application and select the symbol to Chat with our TEAM

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