

Recording Substance Abuse and Positive Infant Toxicology Person Characteristic Records



Knowledge Base Article

**Recording Substance Abuse and Positive Infant Toxicology Person Characteristic
Records**

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Overview

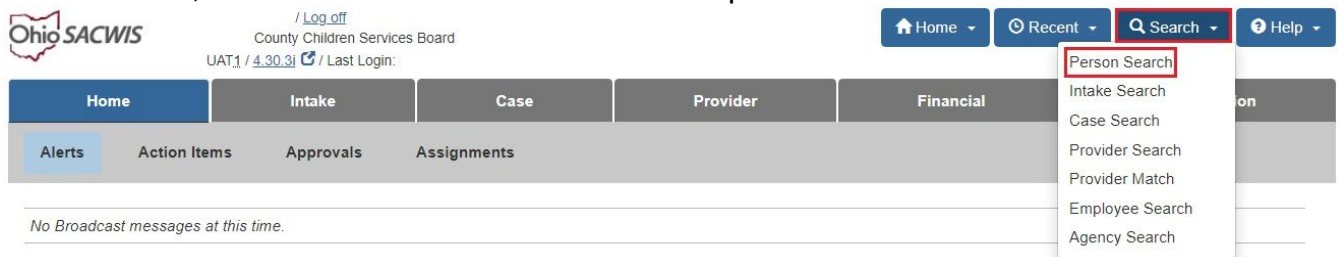
This article describes how to add **Characteristics** to a **Person Profile** for documenting a parent or older child's **Substance Abuse** issues, and for documenting an infant's **Prenatal Exposure**.

Characteristics added to document a parent or older child's substance abuse issues are added in the **Mental Health/Substance Abuse** Characteristic Group. Characteristics added to document an infant's prenatal exposure are added in the **Prenatal/Birth** Characteristic Group.

The characteristics may be recorded as **Clinically Diagnosed** by a doctor or clinician, **Observed**, or **Self-Reported** by the parent or another person.

Navigating to the Person Characteristic Fields

1. From the Ohio SACWIS Home screen, click the **Search** tab.
2. Click, **Person Search** from the **Search** drop-down menu.



The **Person Search** tab screen appears as shown on the next page.

3. Enter search information into the fields, or, if known, enter the **Person ID** number.
4. Click, **Search**.

The screenshot shows the 'Person Search' form. At the top, there's a navigation bar with 'Person Search', 'Intake Search', 'Case Search', 'Provider Search', 'Provider Match', 'Employee Search', and 'Agency Search' tabs. The 'Person Search' tab is selected. Below the navigation bar, there's a 'Search For Person' section. It contains several input fields: 'Person ID:', 'SSN:', 'Last Name:', 'First Name:', 'Middle Name:', 'DOB:', 'Gender:', 'Age Range:', and 'Reference, TCN, and Address Criteria'. There are also checkboxes for 'Name Match Precision' and 'Sort by: Relevance (Highest-Lowest)'. At the bottom, there's a 'Search' button and a 'Clear Form' button.

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The results appear in the **Person Search Results** grid.

5. Click, **edit** beside the appropriate **Person ID**.

Person Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

☐ Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
view edit	Sacwis, Susie / 123456		Female	(14) 07/03/2009	

[Related Persons](#) ▾

The **Person Overview** screen appears.

6. Click, **Profile**, in the navigation pane.

Person Overview

Profile

[Education](#)

[Medical](#)

[Employment](#)

[Military](#)

[Background](#)

[Delinquency](#)

[SACWIS History](#)

[Relationships](#)

PERSON NAME / ID:
Sacwis, Susie / 123456
Female Age 14, DOB 07/03/2009
123 Test Rd, Test Oh 12345

RACE: *White*
HISPANIC / LATINO: *No*
HAIR COLOR:
EYE COLOR:

ENVIRONMENTAL HAZARDS:

AKA Names

The **Person Information** page appears, defaulted to the **Basic** tab page.

7. Enter available information (information fields designated with a red asterisk are required).

Basic Demographics Address Additional **Characteristics** Safety Hazard Confidential Information

Person Information

Prefix: ▾

First Name: * Middle Name:

Last Name: * Suffix: ▾ [Populate AKA Name](#)

Gender: (a) SSN: ☒ Retain ☐ Add/Edit

DOB: (a) Age: ☐ No SSN Exists ☐ Estimated DOB ☐ DOB Unknown

Hair Color: ▾ Eye Color: ▾

Sexual Orientation: ▾

☐ Deceased Deceased Date: Age At Time Of Death: ☐ Deceased Date Unknown

Driver's License #: Issue State: ▾ Expiration:

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8. Click the **Characteristics** tab.

The **Characteristics** tab screen appears.

Important:

Clinically Diagnosed characteristics include any medical, physical, or mental health condition which has been diagnosed by a **Qualified Professional**. Documentation of the person's **Clinically Diagnosed** condition must be maintained in the child's **Case** record; otherwise, the condition may be documented as **Self-Reported** or **Observed**.

Example: If the parent reports that the older child has been using amphetamines, this can be added by selecting **Self-Reported** in the **Method** field, instead of **Clinically Diagnosed**.

9. If necessary, place a checkmark in the check box beside one of the following options:

- **A clinical assessment by a qualified medical or mental health professional has not yet been completed for this person.**
- **A qualified professional has conducted a clinical assessment of this person and has determined this person has no clinically diagnosed conditions (Medical, Mental Health/Substance Abuse, Prenatal/Birth, or Developmental/Intellectual).**

Adding a Characteristic

1. In the **Characteristic Type** field, select the appropriate characteristic type from the drop-down list:

- **Mental Health/Substance Abuse** – for documenting a parent or older child's substance abuse issues.
- **Prenatal/Birth** – for documenting an infant's prenatal drug exposure, positive toxicology at birth, neonatal abstinence syndrome (NAS) diagnosis, or neonatal withdrawal symptoms.

Note: The example below displays the selection of: Mental Health/Substance Abuse.

The screenshot shows the 'Characteristics' tab interface. At the top, there are tabs for Basic, Demographics, Address, Additional, Characteristics (selected), Safety Hazard, and Confidential Information. Below the tabs, the 'Documented Person Characteristics' section contains three checkboxes for clinical assessment status. The 'Person Characteristics' section shows a dropdown for 'Characteristic Type' and an 'Add Characteristic' button. Below this is a table with columns: Characteristic, Category, Method, Begin Date, and End Date. The first row shows 'Active' under Characteristic and 'Traits/Behaviors/Family History' under Category.

Characteristic	Category	Method	Begin Date	End Date
Active	Traits/Behaviors/Family History	Unknown		

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2. Click, **Add Characteristic**.

The **Characteristics Details** grid appears.

Important: Each **Substance Abuse** characteristic has an **Addiction/Dependence** characteristic and an **Involved/Abuse** characteristic. For example, you will see **Heroin-Addiction/Dependence** and **Heroin-Involved/Abuse**.

- The **Addiction/Dependence** characteristic should be selected when the client acknowledges that they are addicted to or dependent on a substance, or a formal addiction or dependence diagnosis has been made.
- The **Involved/Abuse** characteristic should be selected when the client is not acknowledging an addiction or dependence, but substance abuse is reported, **and** a formal addiction or dependence diagnosis has not yet been made.
- For a person currently in recovery from drug or alcohol dependence, the values of **Alcohol Addiction - In Recovery** and **Drug Addiction – In Recovery** should be added.

1. Select the relevant characteristic type(s) from the list of **Available Characteristics** (This will activate the **Add** option).
2. Click, **Add**, to move the selection to the **Selected Characteristics** grid.

Characteristics Details

Characteristic Group: Mental Health/Substance Abuse

Available Characteristics:

- ADHD
- Adjustment Disorder
- Alcohol Abuse
- Alcohol Addiction/Dependence
- Alcohol Addiction - In Recovery
- Amphetamines - Addiction/Dependence
- Amphetamines-Involved/Abuse
- Anorexia

Selected Characteristics: *

Method:

☒ Unknown ☐ Self Reported ☐ Observed ☐ Clinically Diagnosed

Additional Information:

Spell Check Clear 4000

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3. In the **Method** field, click the appropriate radio button.

Note: If you select the **Self-Reported**, **Observed**, or **Clinically Diagnosed** radio button in the **Method** field, additional fields appear. The names of the additional fields will depend on the selected Method. The example below displays when the **Clinically Diagnosed** option is selected.

4. In the **Diagnosed By** field, enter the name of the qualified professional or the name of the Clinic or doctor's office who diagnosed the person.

5. Enter a date in the **Diagnosis Date** field (Required).

Note: An **End Date** should be entered only if the characteristic is no longer applicable to the person because they no longer have the diagnosis or condition. Historical diagnoses, such as pre-natal exposure to heroin, would always be true for the person, and should not be end-dated.

6. Enter narrative in the **Additional Information** text box (Optional).

7. Click, **Save**.

Characteristics Details

Characteristic Group:
Mental Health/Substance Abuse

Available Characteristics:

Add

ADHD

Adjustment Disorder

Alcohol Abuse

Alcohol Addiction/Dependence

Alcohol Addiction - In Recovery

Amphetamines - Addiction/Dependence

Amphetamines-Involved/Abuse

Anorexia

Selected Characteristics: *

Remove

Method: ☐ Unknown ☐ Self Reported ☐ Observed ☒ Clinically Diagnosed

Diagnosed By:

Diagnosis Date:

End Date:

Additional Information:

Spell Check Clear 4000

Created Date: Created By:

Modified Date: Modified By:

Save Cancel

The **Documented Person Characteristics** grid appears, displaying the selected characteristic(s) in the **Person Characteristics** grid.

Recording Substance Abuse and Positive Infant Toxicology Person Characteristic Records

Note: If you locate a record without a **Begin Date**, click the **edit** link in the relevant grid row to add the date for that condition.

8. Click, **Save**.

The screenshot shows the 'Documented Person Characteristics' form. At the top, there are tabs: Basic, Demographics, Address, Additional, Characteristics (selected), and Safety Hazard. Below the tabs, there is a section for 'Documented Person Characteristics' with two radio buttons: 'A clinical assessment by a qualified medical or mental health professional has not yet been completed for this person.' (selected) and 'A qualified professional has conducted a clinical assessment of this person and has determined this person has no clinically diagnosed conditions (Medical, Mental Health/Substance Abuse, Prenatal/Birth, or Developmental/Intellectual)' (disabled). Below this is a 'Person Characteristics' section with a 'Characteristic Type' dropdown and an 'Add Characteristic' button. A table below shows a single record: 'Opiate-Addiction/Dependence' under the 'Characteristic' column, 'Mental Health/Substance Abuse' under 'Category', 'Clinically Diagnosed' under 'Method', '05/01/2020' under 'Begin Date', and an empty 'End Date' column. Below the table is a message: 'No additional known or applicable characteristics are documented for this person'. At the bottom, there are 'Apply', 'Save' (highlighted with a red box), and 'Cancel' buttons.

The **Person Overview** screen appears.

Recording Characteristics within a Medical Treatment Record

Note: Clinically Diagnosed characteristics may also be recorded from within a **Medical Treatment** record.

1. From the **Person Overview** screen, click **Medical** in the navigation pane.

The screenshot shows the 'Person Overview' screen. On the left is a navigation pane with links: Profile, Education, Medical (highlighted with a red box), Employment, Military, Background, Delinquency, SACWIS History, and Relationships. The main content area displays personal information for 'PERSON NAME / ID: Sacwis, Susie / 123456', 'Female Age 14, DOB 07/03/2009', and '123 Test Rd, Test Oh 12345'. It also shows 'RACE: White', 'HISPANIC / LATINO: No', 'HAIR COLOR:', and 'EYE COLOR:'. Below this is a section for 'ENVIRONMENTAL HAZARDS:'. At the bottom, there is a section for 'AKA Names'.

The **Provider** tab page appears.

2. Click the **Treatment** tab.

The screenshot shows the 'Provider' tab page. At the top, there are tabs: Provider, Treatment (highlighted with a red box), Medication, Immunization, Pregnancy/Parenting, Health Insurance, and Birth. Below the tabs, there is a section for 'Name: Sacwis, Susie' and 'Person ID: 123456'. Below this is a section for 'Health Care Provider History' with a 'Created in Error' section containing 'Exclude' (selected) and 'Include' (disabled) radio buttons. Below this is a table with columns: 'First Visit', 'Provider End Date', 'Provided Treatment Types', and 'Provider Name / ID'. The table contains one row: '09/20/2016' under 'First Visit', an empty 'Provider End Date' column, 'University Medical' under 'Provided Treatment Types', and an empty 'Provider Name / ID' column. Below the table is an 'edit' link.

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The **Treatment** tab page appears.

3. Select **Available** or **Unavailable** from the drop-down menu for: **Availability of Medical and Immunization Records**.

Note: If you select Unavailable, you will be required to provide the reason(s) the records are unavailable.

Provider | **Treatment** | Medication | Immunization | Pregnancy/Parenting | Health Insurance | Birth

Name: Sacwis, Susie | Person ID: 123456 | DOB: 07/03/2009

Medical Records

Availability of Medical and Immunization Records: * Available

Reason(s) for Unavailability:

Created Date: | Created By: | Modified Date: | Modified By:

Childhood Illnesses

Rubella: | Rubeola: | Chicken Pox: | Hepatitis:
Mumps: | Whooping Cough: | Other:

Treatment History a

Sort By: Service Start Date (Descending) | Created in Error: ☒ Exclude ☐ Include

Add Treatment

	Service Start Date	Service End Date	Primary Service Type	Treatment Type	Provider Name/ID	Hospitalization
edit	05/16/2022		Initial 5 Day Screening	Medical		

4. Click the relevant **edit** link in the **Treatment History** grid or click **Add Treatment** to create a new record.

The **Treatment Details** screen appears, displaying a **Currently Diagnosed Characteristics** grid.

1. Select the characteristic type, for example, **Medical** from the drop-down menu.
2. Click, **Add Characteristics**.

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Treatment Details

Service Start Date: *
Provider Name/ID: *
Provider Address:
Contact:
Treatment Type: *
Primary Service Type: * OR Other:
Secondary Service Type: OR Other:

Service End Date:

Currently Diagnosed Characteristics

	Characteristics	Category	Method	Begin Date	End Date	Linked Characteristics
edit	Post Traumatic Stress Disorder	Mental Health/Substance Abuse	Clinically Diagnosed	12/01/2015		<input type="checkbox"/>
edit	Alcohol Addiction/Dependence	Mental Health/Substance Abuse	Clinically Diagnosed	11/29/2023		<input type="checkbox"/>

Add Characteristics:

The **Characteristics Details** screen appears (displaying **Available Characteristics** for the **Prenatal/Birth Characteristic Group**).

Note: As shown below, the **Method** of **Clinically Diagnosed** is pre-selected, and the **Diagnosed By** and **Diagnosed Date** fields are pre-populated with the **Provider** and **Date** information from the **Treatment Details** record. You may change these fields if needed.

3. Complete the fields on the screen using steps previously discussed.
4. Click, **Save**.

Characteristics Details

Characteristic Group: Medical

Available Characteristics:
Add

AIDS
Allergies - Drug
Allergies - Environmental
Allergies - Food
Asthma-No Treatment Required
Asthma-Treatment Required
Blind
Blood Disorder

Selected Characteristics: *
Remove

Method: ☐ Unknown ☐ Self Reported ☐ Observed ☒ Clinically Diagnosed

Diagnosed By:

Diagnosis Date:

End Date:

Additional Information:

4000

Created Date:
Modified Date:

Created By:
Modified By:

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The **Treatment Details** grid appears, listing the newly added Characteristic.

5. Place a checkmark in the check box under **Linked Characteristics** to designate any diagnoses that were made or confirmed from the treatment being documented.
6. Complete any available information.
7. Click, **Save**.

Treatment Details

Service Start Date: *
Provider Name/ID: *
Provider Address:
Contact: Work:
Treatment Type: *
Primary Service Type: * OR Other:
Secondary Service Type: OR Other:

Service End Date:

Currently Diagnosed Characteristics

	Characteristics	Category	Method	Begin Date	End Date	Linked Characteristics
edit	Post Traumatic Stress Disorder	Mental Health/Substance Abuse	Clinically Diagnosed	12/01/2015		<input type="checkbox"/>
edit	Alcohol Addiction/Dependence	Mental Health/Substance Abuse	Clinically Diagnosed	11/29/2023		<input type="checkbox"/>
edit	Allergies - Drug	Medical	Clinically Diagnosed	11/29/2023		<input type="checkbox"/>

Add Characteristics: Add Characteristics

Medical/Specialist Treatment Information

Height:

Weight:

Additional Details:
(expand full screen)

Spell Check
Clear
10000

Describe any other pertinent medical information or events the child has had or currently has. Include any condition that is preventing the child from attending school on a full-time basis:

Spell Check
Clear
4000

Hospitalization Details

Hospitalization:
Date Admitted:
Treated By:
Hospitalization Details:

Hospital Name:
Date Discharged:
Surgery:

Spell Check
Clear
3000

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Medication Summary

Date Prescribed	Discontinue Date	Name/Dosage/Frequency	Psychotropic Medication
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Immunization Summary

Type	Immunization Group
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Created Date:

Created By:

Modified Date:

Modified By:

Save

Cancel

Marking a Characteristic as Created in Error

Follow the steps below if a characteristic was selected in error.

1. In the **Person Characteristics** grid on the **Documented Person Characteristics** screen, click the **edit** link beside the characteristic that was added in error.

Person Characteristics

Characteristic Type:

Add Characteristic

Created in Error

Exclude

Include

3

Returned 8 Record(s)

	Characteristic	Category	Method	Begin Date	End Date
edit	Active	Traits/Behaviors/Family History	Unknown		
edit	Alcohol Addiction/Dependence	Mental Health/Substance Abuse	Clinically Diagnosed	11/29/2023	

The **Characteristics Details** screen appears. A **Created in Error** check box displays near the bottom of the screen.

2. Place a checkmark in the checkbox beside **Created in Error**.
3. Click, **Save**.

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Characteristics Details

Characteristic Group: Medical

Characteristic: Allergies - Drug

Method:
☐ Unknown
☐ Self Reported
☐ Observed
☒ Clinically Diagnosed

Diagnosed By:

Diagnosis Date:

End Date:

Additional Information:

4000

☐ Created In Error

Created Date:

Created By:

Modified Date:

Modified By:

The **Characteristics** tab page appears, no longer displaying the characteristic marked as “Created in Error.” By default, the **Person Characteristics** grid is filtered to **Exclude** records marked as **Created in Error**.

Basic
Demographics
Address
Additional
Characteristics
Safety Hazard
Confidential Information

Documented Person Characteristics
The Characteristics Tab supports Federal Reporting by allowing the worker to record diagnoses of medical or mental health conditions and supports the recording of helpful information which may assist the worker when making placement decisions for a child. (a)

☐ A clinical assessment by a qualified medical or mental health professional has not yet been completed for this person.
☐ A qualified professional has conducted a clinical assessment of this person and has determined this person has no clinically diagnosed conditions (Medical, Mental Health/Substance Abuse, Prenatal/Birth, or Developmental/Intellectual).
☐ A qualified professional has conducted a medical exam or assessment of this person but the agency has not yet received the results.

Person Characteristics

Characteristic Type:

☒ Created in Error
☒ Exclude
☐ Include (a)

Returned 6 Record(s)

	Characteristic	Category	Method	Begin Date	End Date
edit	Alcohol Addiction/Dependence	Mental Health/Substance Abuse	Clinically Diagnosed	11/29/2023	
edit	Attention seeking	Traits/Behaviors/Family History	Unknown		

Note: To display records marked as **Created in Error**, click the **Include** radio button above the **Person Characteristics** grid.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at sacwis_help_desk@childrenandyouth.ohio.gov.