RECORDING A SUBSTANCE ABUSE SCREENING TOOL

Knowledge Base Article

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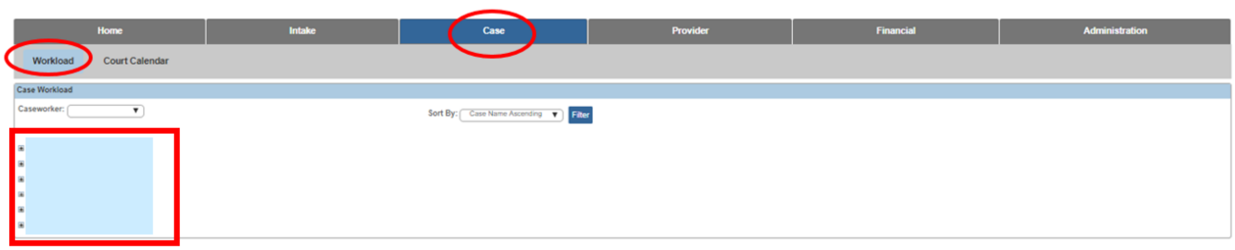
Overview

This article provides step-by-step instruction for completing a Substance Abuse Screening Tool.

Navigating to the Substance Abuse Screening Tool Screen

From the SACWIS **Home** screen,

1. Click, **Case**.
2. Click, **Workload**.
3. Click the name of the appropriate caseworker (this will expand the caseworker link to show his/her cases).
4. Click the appropriate **Case ID** number.



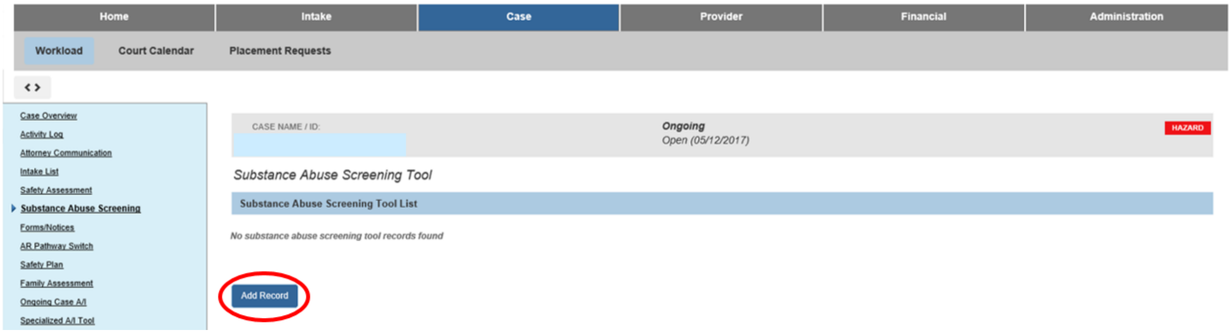
The **Case Overview** screen appears.

5. Click, **Substance Abuse Screening** link.

Note: If you know the **Case ID** number, you can also use the **Search** link at the top of the **Home** screen to navigate to the **Case Overview** screen.

The **Substance Abuse Screening** screen appears.

6. Click **Add Record**.

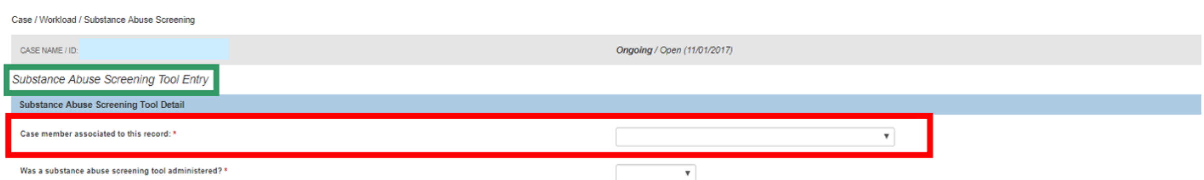


The **Substance Abuse Screening Tool Entry** screen appears.

Completing the Substance Abuse Screening Tool

Note: A screening tool can be recorded to document either that a tool was administered, or that one was not administered. There are certain scenarios where it is known that additional substance abuse diagnostic assessment is needed, and a tool may not need to be administered; for example, a case opening due to a parent overdose.

1. Select, from the drop-down menu beside **Case Member Associated to This Record**, the case member for whom the tool was administered.
2. Select Yes or No from the drop-down menu beside, **Was a Substance Abuse Screening Tool Administered?**



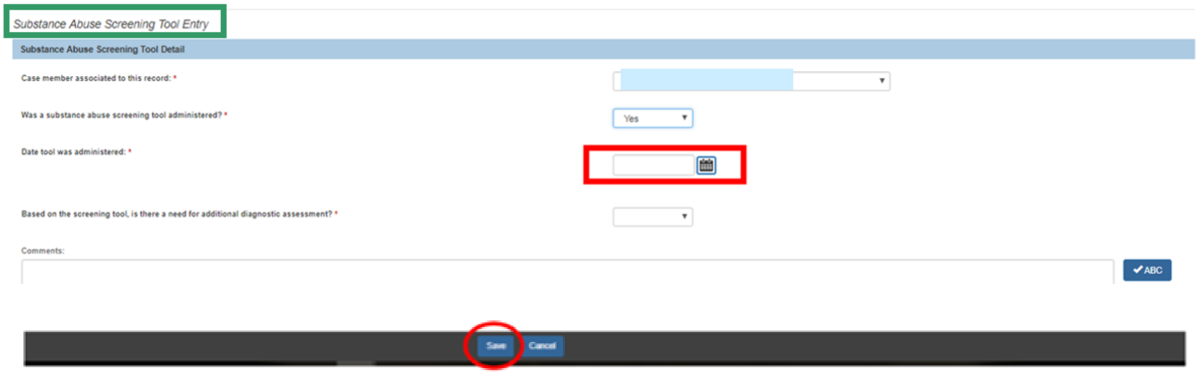
If **Yes** is selected regarding the administration of a substance abuse screening tool, the screen will expand to request further information:

3. Enter a date in the **Date Tool was Administered** field.

   Note: This field can be back-dated but not future-dated.

4. Select the appropriate answer for the **Based on the Screening Tool, is there a Need for Additional Diagnostic Assessment** question.
5. Add text in the **Comments** field (optional).
6. Click, **Save**.

Recording a Substance Abuse Screening Tool



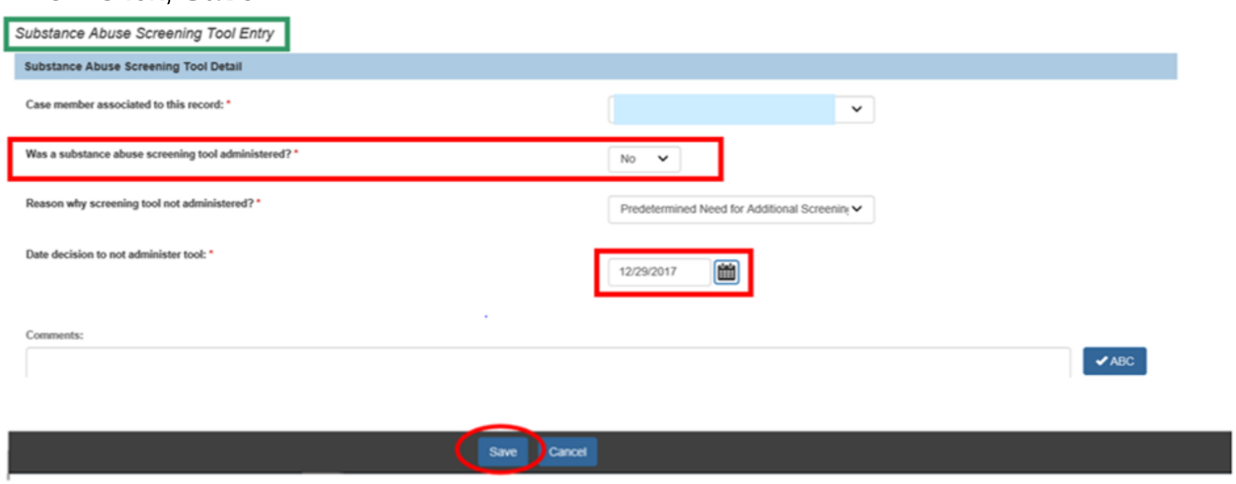
If **No** is selected regarding the administration of a substance abuse screening tool, the screen will expand to request further information:

1. Select the appropriate option from the drop-down menu beside, **Reason Why Screening Tool Not Administered**. The available options are:
    - Agency Resource Constraints
    - Predetermined Need for Additional Screening
    - Other
    - Refused
    - Unable to Locate

2. **Important**: If a tool was not administered because it is known the person needs additional substance abuse assessment, **"Predetermined Need for Additional Screening"** should be selected.
3. Document a date in the **Date Decision to Not Administer Tool** field.

Note: This field can be back-dated but not future-dated.

4. Add text in the **Comments** field (optional).
5. Click, **Save**.



Important: Only one case member can be associated to a tool; therefore, multiple tools will need to be recorded if tools were administered to multiple case members.

If you need additional assistance, please contact the SACWIS Help Desk.