

# **RECORDING A SUBSTANCE ABUSE SCREENING TOOL**



**Knowledge Base Article**

# Recording a Substance Abuse Screening Tool

## Table of Contents

<a href="#">Overview</a> .....	3
<a href="#">Navigating to the Substance Abuse Screening Tool Screen</a> .....	3
<a href="#">Completing the Substance Abuse Screening Tool</a> .....	4

# Recording a Substance Abuse Screening Tool

## 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.

# Recording a Substance Abuse Screening Tool

The **Substance Abuse Screening** screen appears.

## 6. Click **Add Record**.

The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Intake', 'Case', 'Provider', 'Financial', and 'Administration'. Below this is a secondary navigation bar with 'Workload', 'Court Calendar', and 'Placement Requests'. A left sidebar menu lists various options, with 'Substance Abuse Screening' highlighted. The main content area displays 'CASE NAME / ID: Ongoing Open (05/12/2017)' with a 'HAZARD' indicator. Below this, it says 'Substance Abuse Screening Tool' and 'Substance Abuse Screening Tool List'. A message states 'No substance abuse screening tool records found'. A red circle highlights the 'Add Record' button.

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?**

The screenshot shows the 'Substance Abuse Screening Tool Entry' form. The breadcrumb trail is 'Case / Workload / Substance Abuse Screening'. The case information is 'CASE NAME / ID: Ongoing / Open (11/01/2017)'. The form title is 'Substance Abuse Screening Tool Entry'. Below this is 'Substance Abuse Screening Tool Detail'. A red box highlights the 'Case member associated to this record:' dropdown menu. Below it is the 'Was a substance abuse screening tool administered?' dropdown menu.

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

The screenshot shows the 'Substance Abuse Screening Tool Entry' form. The 'Save' button at the bottom is circled in red. The form includes fields for 'Case member associated to this record', 'Was a substance abuse screening tool administered?' (set to 'Yes'), 'Date tool was administered', and 'Based on the screening tool, is there a need for additional diagnostic assessment?'. A 'Comments' field is also present.

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**.

The screenshot shows the 'Substance Abuse Screening Tool Entry' form with the 'Reason why screening tool not administered?' field highlighted in red. The 'Date decision to not administer tool:' field is set to '12/29/2017'. The 'Save' button at the bottom is circled in red. The form includes fields for 'Case member associated to this record', 'Was a substance abuse screening tool administered?' (set to 'No'), 'Reason why screening tool not administered?' (set to 'Predetermined Need for Additional Screening'), and 'Date decision to not administer tool:'. A 'Comments' field is also present.

## Recording a Substance Abuse Screening Tool

**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.