

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

## Overview

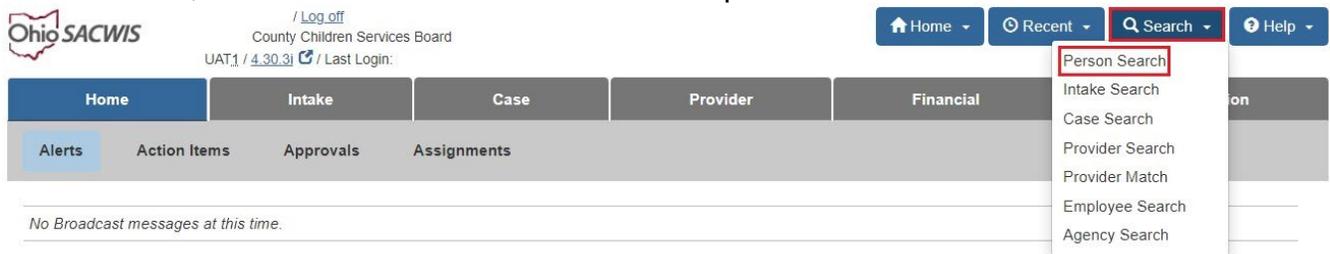
This article describes how to add **Characteristics** to a **Person Profile** for documenting a parent or older child's **Substance Abuse** issues, and for documenting an infant's **Prenatal Exposure**.

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 are tabs for 'Person Search', 'Intake Search', 'Case Search', 'Provider Search', 'Provider Match', 'Employee Search', and 'Agency Search'. The 'Person Search' tab is selected. Below the tabs, there is a 'Search For Person' section. It contains several input fields: 'Person ID:', 'SSN:', 'Last Name:', 'First Name:', 'Middle Name:', 'DOB:', 'Gender:', and 'Age Range:'. There are also radio buttons for '~ OR ~' and 'OR'. Below the input fields, there is a 'Reference\_TCN\_and Address Criteria' dropdown menu. At the bottom, there is a 'Name Match Precision' section with a dropdown menu set to 'Relevance (Highest-Lowest)'. There are also buttons for 'Search' and 'Clear Form'.

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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
<a href="#">view</a> <a href="#">edit</a>	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](#)

[SACVIS History](#)

[Relationships](#)

PERSON NAME / ID:  
Sacwis, Susie / 123456

RACE: *White*

Female Age 14, DOB 07/03/2009

HISPANIC / LATINO: *No*

123 Test Rd, Test Oh 12345

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)   No SSN Exists  Estimated DOB  DOB Unknown

Hair Color:  Eye Color:

Sexual Orientation:

Deceased Deceased Date:   Deceased Date Unknown

Age At Time Of Death:

Driver's License #:  Issue State:  Expiration:

# Recording Substance Abuse and Positive Infant Toxicology Person Characteristic Records

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 selected. Below the tab, there is a section for 'Documented Person Characteristics' with three checkboxes. The first checkbox is selected. Below that is a section for 'Person Characteristics' with a dropdown menu for 'Characteristic Type' and an 'Add Characteristic' button. Below the dropdown is a table with columns: Characteristic, Category, Method, Begin Date, and End Date. The table contains one row with 'Active' in the Characteristic column, 'Traits/Behaviors/Family History' in the Category column, and 'Unknown' in the Method column.

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

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.

The screenshot displays the 'Characteristics Details' interface. At the top, the 'Characteristic Group' is 'Mental Health/Substance Abuse'. The interface is divided into two main sections: 'Available Characteristics' and 'Selected Characteristics: \*'. The 'Available Characteristics' list includes: ADHD, Adjustment Disorder, Alcohol Abuse, Alcohol Addiction/Dependence, Alcohol Addiction - In Recovery, Amphetamines - Addiction/Dependence, Amphetamines-Involved/Abuse, and Anorexia. Below this list is a search bar and an 'Add' button. The 'Selected Characteristics' section is currently empty, with a search bar and a 'Remove' button. Below the characteristic lists, there is a 'Method' section with four radio button options: 'Unknown' (selected), 'Self Reported', 'Observed', and 'Clinically Diagnosed'. At the bottom, there is an 'Additional Information' text area and a 'Spell Check' button with a 'Clear' button and a '4000' character count.

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

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:

- 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

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 **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 **Provider** tab page appears.

2. Click the **Treatment** tab.

# Recording Substance Abuse and Positive Infant Toxicology Person Characteristic Records

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.

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**

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
<a href="#">edit</a>	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**.

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

**Treatment Details**

Service Start Date: \*  Service End Date:

Provider Name/ID: \*

Provider Address:

Contact:

Treatment Type: \*

Primary Service Type: \*  OR Other:

Secondary Service Type:  OR Other:

**Currently Diagnosed Characteristics**

	Characteristics	Category	Method	Begin Date	End Date	Linked Characteristics
<a href="#">edit</a>	Post Traumatic Stress Disorder	Mental Health/Substance Abuse	Clinically Diagnosed	12/01/2015		<input type="checkbox"/>
<a href="#">edit</a>	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:**

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

**Selected Characteristics: \***

Method:  Unknown  Self Reported  Observed  Clinically Diagnosed

Diagnosed By:

Diagnosis Date:

End Date:

Additional Information:

Created Date:  Created By:

Modified Date:  Modified By:

# Recording Substance Abuse and Positive Infant Toxicology Person Characteristic Records

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: \*  Service End Date:

Provider Name/ID: \*

Provider Address:

Contact: Work:

Treatment Type: \*

Primary Service Type: \*  OR Other:

Secondary Service Type:  OR Other:

**Currently Diagnosed Characteristics**

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

Add Characteristics:

**Medical/Specialist Treatment Information**

Height:  Weight:

Additional Details:  
([expand full screen](#))

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:

**Hospitalization Details**

Hospitalization:  Hospital Name:

Date Admitted:  Date Discharged:

Treated By:  Surgery:

Hospitalization Details:

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

**Medication Summary**

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

Type	Immunization Group
------	--------------------

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  <sup>Ⓜ</sup>

Returned 8 Record(s)

	Characteristic	Category	Method	Begin Date	End Date
<a href="#">edit</a>	Active	Traits/Behaviors/Family History	Unknown		
<a href="#">edit</a>	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**.

# Recording Substance Abuse and Positive Infant Toxicology Person Characteristic Records

**Characteristics Details**

Characteristic Group: Medical

Characteristic: Allergies - Drug

Method:  Unknown  Self Reported  Observed  Clinically Diagnosed

Diagnosed By:

Diagnosis Date:

End Date:

Additional Information:

TEST

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 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

Returned 6 Record(s)

	Characteristic	Category	Method	Begin Date	End Date
<a href="#">edit</a>	Alcohol Addiction/Dependence	Mental Health/Substance Abuse	Clinically Diagnosed	11/29/2023	
<a href="#">edit</a>	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](mailto:sacwis_help_desk@childrenandyouth.ohio.gov) .