

# **Completing Substance Abuse and CARA Information in the Family Assessment and Disposition**



**Knowledge Base Article**

# Completing Substance Abuse and CARA Information in the Family Assessment and Disposition

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# Completing Substance Abuse and CARA Information in the Family Assessment and Disposition

## Overview

This document provides step-by-step instruction for completing Substance Abuse and CARA information in the Family Assessment and Disposition.

## Navigating to a Family Assessment

From the Ohio SACWIS home page:

1. Navigate to the **Case Overview** screen.
2. Click, **Family Assessment** in the navigation pane.

The screenshot shows the Ohio SACWIS Case Overview interface. At the top, there are navigation tabs: Home, Intake, Case (highlighted), Provider, Financial, and Administration. Below these are sub-tabs: Workload (highlighted), Court Calendar, and Placement Requests. The main content area displays case information for 'Ongoing' case 'Sacwis, Susie / 123456' with a 'HAZARD' status. The left navigation pane includes links for Case Overview, Activity Log, Attorney Communication, Intake List, Safety Assessment, Substance Abuse Screening, Forms/Notices, Category/Pathway Switch, Safety Plan, Actuarial Risk Assessment, Family Assessment (highlighted), and Ongoing Case All.

The **Family Assessment** grid appears.

3. Click, **Add Family Assessment**.

The screenshot shows the Family Assessment Filter Criteria section with fields for 'From Date', 'To Date', and 'Sort Results By' (set to 'Approval Date (Descending)'). Below the filter criteria are 'Filter' and 'Clear Form' buttons. The Family Assessment grid displays one result with the following data:

Family Assessment ID	Status	Approval Date	Final Case Decision	Agency
<a href="#">view</a> <a href="#">report</a>	<a href="#">Approved</a>	06/14/2023	Transfer for Ongoing PCSA Services	County Children Services Board

At the bottom of the grid, the 'Add Family Assessment' button is highlighted.

## Completing Substance Abuse and CARA Information in the Family Assessment and Disposition

The **Family Assessment** screen appears.

**Important:** An Intake must be linked to the Family Assessment to add substance abuse information.

4. Click, **Add Child** in the **Children in the Family** grid.

Participants	Safety Review	Strengths & Needs	Risk Assessment	Substance Use	Case Analysis		
Case ID: 123456		Family Assessment ID:					
Case Name: Sacwis, Susie		Family Assessment Status: In Progress					
<b>Participant Information</b>							
<b>Intake Information</b>							
Intake ID	Decision Date / Time	Intake Category	Intake Type(s)	Safety Assessment ID	Safety Response	Agency	Case Disposition
<a href="#">111111</a>	09/01/2023 12:00 PM	CA/N Report	Neglect			Test County Children Services Board	<a href="#">Unsubstantiated</a> <a href="#">delete</a>
<a href="#">Link Intake</a>							
<b>Children in the Family</b>							
Name	Role	DOB	Age	Gender			
		12/30/2008	14	Male	<a href="#">delete</a>		
<a href="#">Add Child</a> <a href="#">Add/Change Roles</a>							

### Adding Participants

The **Participants** screen appears.

1. Place a checkmark in the checkbox next to the name of the child(ren) in the **Available Participants** grid.
2. Make a selection from the drop-down menu in the **Role** column.
3. Click, **Save**.

Case ID: 123456		Family Assessment ID:			
Case Name: Sacwis, Susie		Family Assessment Status: In Progress			
<b>Available Participants</b>					
	Child Name	Role	DOB	Age	Gender
<input type="checkbox"/>	Test, Child	<input type="text"/>			Male
<input type="checkbox"/>	Sacwis, Susie	<input type="text"/>	02/06/2009	14	Male
<a href="#">Save</a> <a href="#">Cancel</a>					

The **Family Assessment** screen appears.

## Completing Substance Abuse and CARA Information in the Family Assessment and Disposition

4. Click, **Add Adult** in the **Adults in the Family** grid.

Children in the Family

Name	Role	DOB	Age	Gender	
<a href="#">Sacwis, Susie</a>		12/30/2008	14	Male	<a href="#">delete</a>

Add Child
Add/Change Roles

Adults in the Family

Caregiver	Name	Role	DOB	Age	Gender	
	<a href="#">Test, Adult 1</a>		07/23/1985	38	Female	<a href="#">delete</a>
	<a href="#">Test, Adult 2</a>		10/03/1990	33	Male	<a href="#">delete</a>

Add Adult
Add/Change Roles
Relationships

The **Participants** screen appears.

5. Place a checkmark in the checkbox beside the name of the relevant adult(s).
6. Make a selection from the **Role** drop-down menu.
7. Click, **Save**.

Case ID: 123456
Family Assessment ID:

Case Name: Sacwis, Susie
Family Assessment Status: In Progress

Available Participants

	Adult Name	Role	DOB	Age	Gender
<input type="checkbox"/>	<a href="#">Test, Adult 1</a>	<div style="border: 1px solid #ccc; padding: 2px;">▼</div>			Male
<input type="checkbox"/>	<a href="#">Sacwis, Susie</a>	<div style="border: 1px solid #ccc; padding: 2px;">▼</div>	02/06/2009	14	Male

Save
Cancel

The **Family Assessment** screen appears.

1. Complete the **Safety Review**, **Strengths & Needs**, and **Risk Assessment** (if applicable) tabs as usual.
2. Click the **Substance Use** tab.

**Note:** Your changes will be saved as you move among the tabs.

Participants
Safety Review
Strengths & Needs
Risk Assessment
Substance Use
Case Analysis

Case ID: 123456
Family Assessment ID:

Case Name: Sacwis, Susie
Family Assessment Status: In Progress

Participant Information

Intake Information

Intake ID	Decision Date / Time	Intake Category	Intake Type(s)	Safety Assessment ID	Safety Response	Agency	Case Disposition

## Completing Substance Abuse and CARA Information in the Family Assessment and Disposition

The **Substance Use** grid appears.

### Completing the Substance Use Tab

1. Place a checkmark(s) in the appropriate checkbox(es) under: **The following substance use concerns have been identified (check all that apply)**.

**Note:** Once you have made a selection(s) from the **Substance Use** grid (other than “**None of the above**”), the grid expands, displaying a list of participants.

2. Click, **edit**, beside a Participant’s name.

Participants | Safety Review | Strengths & Needs | Risk Assessment | **Substance Use** | Case Analysis

Case ID: 123456 | Family Assessment ID: | Case Name: Sacwis, Susie | Family Assessment Status: In Progress

**Substance Use**

The following substance use concerns have been identified (check all that apply): ⓘ

- Abuse of legal or illegal substances by any family member
- An infant identified as affected by legal or illegal substance use (including positive toxicology for any substance at birth)
- An infant having withdrawal symptoms resulting from prenatal drug exposure (legal or illegal)
- An infant diagnosed with Fetal Alcohol Spectrum Disorder
- None of the above

<a href="#">edit</a>	Sacwis, Susie / 123456 Male 14, 12/30/2008	Requires Review
<a href="#">edit</a>	Test, Adult Female 38, 07/23/1985	Requires Review

The **Family Assessment Participant Details** screen appears.

3. The **Approximate Age Category** will be pre-populated if the Participant’s birthdate is listed in the record. If the Approximate Age Category is not pre-populated, select one of the options.

Depending on your choice of Participant to edit (i.e., Infant or Child/Adult), the screen will expand with questions relevant to the selected participant.

The screen below is the screen that appears when an **Infant** Participant record has been selected for edit.

4. Select the **Yes** or **No** radio button under: **Infant has been identified as being affected by or exposed to a legal or illegal substance.**

**Note:** If you respond with an affirmative answer to the question above, the screen will expand for further detail.

## Completing Substance Abuse and CARA Information in the Family Assessment and Disposition

5. Place a checkmark in the checkbox beside the appropriate option(s) under: **Infant is experiencing the following (select all that apply).**
6. Make a selection from the **Add Characteristics** drop-down menu.
7. Click, **Add Characteristics**.

Family Assessment Participant Details

Family Assessment Participant Substance Use Information

123456 - Sacwis, Susie (XXX-XX-XXXX) Male 14, 12/30/2008

Approximate Age Category:

None Selected

Infant - Under 12 months

Child/Adult - Over 12 months

Infant has been identified as being affected by or exposed to a legal or illegal substance: ⓘ

Not Answered

No

Yes

Substances Reported in Intake(s):  
None

Substance Related Characteristics for this Person:

Current Characteristics	Method	Date
-------------------------	--------	------

Add Characteristics:

Prenatal/Birth

The **Characteristics** screen appears.

8. Make a selection(s) from the **Available Characteristics** list in the **Characteristics Details** grid (this will activate the **Add** option).
9. Click, **Add**.
10. Click, **Save**.

**Note:** Only Substance-related person characteristics will display on the Family Assessment Participant Substance Use Information page.

## Completing Substance Abuse and CARA Information in the Family Assessment and Disposition

Characteristics Details

Characteristic Group: Prenatal/Birth

Available Characteristics:

Low birth weight

Drug Addiction at Birth - Buprenorphine (Suboxone)

Drug Addiction at Birth - Heroin

Drug Addiction at Birth - Methadone

Selected Characteristics: \*

Method:  Unknown  Self Reported  Observed  Clinically Diagnosed

Additional Information:

Spell Check Clear 4000

Created Date: Created By:

Modified Date: Modified By:

Save Cancel

The **Family Assessment Participant Details** screen appears.

1. Select, **Yes** or **No**, under: **Infant has been identified as being affected by or exposed to a legal or illegal substance?**
2. Select, **Yes** or **No** from the drop-down menu under: **Have there been any service referrals made on behalf of the infant and/or the parent/caregiver?**

**Note:** If you respond affirmatively to the question above, select all that apply.

3. Select, **Completed**, from the drop-down menu under: **Substance Use Information Reviewed/Updated.**
4. Click, **Save.**

**Note:** The Family Assessment Participant Details screen appears below when a Child/Adult Participant record has been selected for edit.

# Completing Substance Abuse and CARA Information in the Family Assessment and Disposition

**Important:** If you respond affirmatively to: “**Are there current concerns for any of the following for this participant...**”, then you will need to **Add Characteristics**. Once you are finished adding characteristics, select **Completed** from the **Substance Use Information Reviewed/Updated** drop-down menu; then, click, **Save**.

Family Assessment Participant Substance Use Information

Male 14, 12/30/2008

Approximate Age Category:

None Selected

Infant - Under 12 months

Child/Adult - Over 12 months

Infant has been identified as being affected by or exposed to a legal or illegal substance: <sup>?</sup>

Not Answered

No

Yes

Substances Reported in Intake(s):

None

Substance Related Characteristics for this Person:

Current Characteristics	Method	Date
-------------------------	--------	------

Add Characteristics:

Prenatal/Birth

Have there been any service referrals made on behalf of the infant and/or the parent/caregiver?

No

Substance Use Information Reviewed / Updated:

Completed

Previous

The **Family Assessment** screen appears.

1. Complete the edit process for each Participant listed in the **Substance Use** grid.
2. Click the **Case Analysis** tab.

Participants Safety Review Strengths & Needs Risk Assessment Substance Use **Case Analysis**

Case ID: 123456 Family Assessment ID:

Case Name: Sacwis, Susie Family Assessment Status: In Progress

**Substance Use**

The following substance use concerns have been identified (check all that apply): <sup>?</sup>

Abuse of legal or illegal substances by any family member

An infant identified as affected by legal or illegal substance use (including positive toxicology for any substance at birth)

An infant having withdrawal symptoms resulting from prenatal drug exposure (legal or illegal)

An infant diagnosed with Fetal Alcohol Spectrum Disorder

None of the above

[edit](#) Male 14, 12/30/2008

Characteristics Identified:

None

# Completing Substance Abuse and CARA Information in the Family Assessment and Disposition

## Recording the Disposition

The **Family Assessment** screen appears, displaying the **Case Analysis** page.

1. Click, **Record Disposition** in the **Case Decision** grid.

**Note:** For an Alternative Response Family Assessment, **Record Disposition** must be accessed from the **Case Intake List** link.

The screenshot shows the 'Case Analysis' tab selected in a navigation bar. Below the navigation bar, there are tabs for 'Participants', 'Safety Review', 'Strengths & Needs', 'Risk Assessment', 'Substance Use', and 'Case Analysis'. The 'Case Decision' section is active, displaying case information: Case ID: 123456, Family Assessment ID: [blank], Case Name: Sacwis, Susie, and Family Assessment Status: In Progress. A 'Case Decision' grid is visible with a 'Record Disposition' button highlighted in red. Below the grid, there is a 'Preliminary Matrix-Indicated Case Decision' section with a 'Disposition:' label.

The **Intake Dispositions** grid appears.

2. Click, **edit**, beside the **Intake ID** number.

The screenshot shows the 'Intake Dispositions' section. At the top, it displays 'CASE NAME / ID: Sacwis, Susie / 123456' and 'Ongoing / Open (04/09/2021)'. Below this is a table with the following columns: Intake ID, Decision Date & Time, Category, and Type(s). The first row contains the following data: Intake ID: 123456, Decision Date & Time: 04/22/2022 09:31 AM, Category: CA/N Report, Type(s): Physical Abuse. An 'edit' button is highlighted in red next to the Intake ID '123456'. A 'clear' link is visible at the end of the row.

The **Allegation Details** grid appears.

3. Click, **edit**, beside the name of the **ACV/CSR**.

The screenshot shows the 'Allegation Details' section. At the top, it displays 'CASE NAME / ID: Sacwis, Susie / 123456' and 'Ongoing / Open (04/09/2021)'. Below this is a table with the following columns: ACV/CSR, Allegation, AP/ASR, Severity of Harm, Harm Description, Substance(s), and Incident Date. The first row contains the following data: ACV/CSR: Sacwis, Susie / 123456, Allegation: Physical Abuse, AP/ASR: Test, Adult / 121212, Severity of Harm: [blank], Harm Description: [blank], Substance(s): [blank], Incident Date: 04/22/2022. An 'edit' button is highlighted in red next to the ACV/CSR name. The 'Intake ID' is 123456 and the 'Intake Category' is CA/N Report.

The **Disposition Information** screen appears.

4. Complete the required information (designated with a red asterisk) in the **Disposition Details** grid.

## Completing Substance Abuse and CARA Information in the Family Assessment and Disposition

5. Select all relevant options from the **Available Harm Descriptions** list in the **Harm Descriptions** grid.
6. Click, **Add**.
7. Select all relevant options from the **Available Substances** list in the **Substances** grid, if any.

**Note:** When any selected Harm Description is a substance-related value, such as “**Access to drugs**” or “**Child affected by substance abuse**,” at least one substance must be selected. Otherwise, Selected Substances field is optional.

8. Click, **Add**.
9. Click, **Save**.

**Disposition Details**

Intake ID: Intake Category: CA/N Report Screening Decision Date: 04/22/2022

Alleged Child Victim / Child Subject of Report: [Sacwis, Susie / 123456](#)  
Alleged Perpetrator / Adult Subject of Report: [Test, Adult / 121212](#)

Allegation: Physical Abuse

When did the alleged Physical Abuse happen (Incident Date)?: \*    Date Estimated

Report Disposition: \*

Severity of Harm: \*

**Harm Descriptions**

Record Harm Description(s) as a result of this abuse or neglect allegation.

Available Harm Descriptions	Selected Harm Descriptions
<input type="text"/> Add Abandonment Access to drugs Blindness Bone Fracture Brain Damage/Skull Fracture Burns/Scalds Child affected by substance abuse Dirty/Unsafe Environment	Remove <input type="text"/>

**Substances**

Select substance(s) pertinent to this abuse/neglect allegation.

Available Substances:	Selected Substances:
<input type="text"/> Add Alcohol Amphetamines Barbiturates Benzodiazepines Buprenorphine (Suboxone) Cocaine Codeine Fentanyl	Remove <input type="text"/>

## Completing Substance Abuse and CARA Information in the Family Assessment and Disposition

The **Allegation Details** grid appears.

1. Click, **Contributing Factors**.

Disposition Information				Contributing Factors			
CASE NAME / ID: Sacwis, Susie / 123456				Ongoing / Open (04/09/2021)			
<b>Allegation Details</b>							
Intake ID: 123456		Intake Category: CA/N Report		Screening Decision Date: 04/22/2022			
ACV/CSR	Allegation	AP/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date	
<a href="#">edit</a>	Sacwis, Susie / 123456	Physical Abuse	<a href="#">Test, Adult / 121212</a>				

The **Contributing Factors** grid appears.

2. Place a checkmark(s) in the appropriate checkbox(es) beside the relevant issues in the **Contributing Factors** list.
3. Place a checkmark in the checkbox beside: **Disposition Complete**.
4. Enter the **Disposition Date**.
5. Click, **Save**.

Disposition Information				Contributing Factors			
CASE NAME / ID: Sacwis, Susie / 123456				Ongoing / Open (04/09/2021)			
<b>Contributing Factors</b>							
Intake ID: 123456		Intake Category: CA/N Report		Screening Decision Date: 04/22/2022			
<p>Select all that apply:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Caretaker was an Abused Child</li> <li><input type="checkbox"/> Medical/Physical Disability of Caretaker</li> <li><input type="checkbox"/> Medical/Physical Disability of Child</li> <li><input type="checkbox"/> Economic Difficulties</li> <li><input type="checkbox"/> Other Family Violence</li> <li><input type="checkbox"/> Illness/Death of Family Member</li> <li><input type="checkbox"/> Mental/Emotional Problem of Child</li> <li><input type="checkbox"/> Mental/Emotional Problem of Caretaker</li> <li><input type="checkbox"/> Intellectual/ Developmental Disability of Caregiver</li> <li><input type="checkbox"/> Intellectual/ Developmental Disability of Child</li> <li><input type="checkbox"/> No Contributing Factors Apply</li> <li><input type="checkbox"/> Physical Living Conditions</li> <li><input type="checkbox"/> Single Head of Household</li> <li><input type="checkbox"/> Substance Abuse</li> <li><input type="checkbox"/> TANF Benefit Ineligible</li> <li><input type="checkbox"/> TANF Sanction</li> </ul>							
<input type="checkbox"/> Disposition Complete				Disposition Date: <input style="width: 100px;" type="text"/>			
<span style="border: 1px solid red; padding: 2px 5px; margin-right: 5px;">Apply</span> <span style="border: 1px solid red; padding: 2px 5px; margin-right: 5px;">Save</span> <span style="border: 1px solid red; padding: 2px 5px;">Cancel</span>							

## Completing Substance Abuse and CARA Information in the Family Assessment and Disposition

The **Intake Dispositions** grid appears.

6. Click, **Close**.

Intake Dispositions					
	Intake ID	Decision Date & Time	Category	Type(s)	
	<a href="#">edit</a>	04/22/2022 09:31 AM	CA/N Report	Physical Abuse	<a href="#">clear</a>

**Close**

The **Family Assessment** screen appears.

### Making the Final Case Decision

1. Make a selection from the drop-down menu beside: **Should the Preliminary matrix-Indiated Case Decision be Overridden? (Disrectionary Override Information grid)**.

**Important:** If you respond affirmatively to the override question, you will need to make a selection from the, **Select Discretionary Reasons** drop-down menu.

2. Enter narrative in the **Describe Reasons** text box in the **Discretionary Override Information** grid.
3. Enter narrative in the **Evaluation** text box in the **Final Case Decision** grid.
4. Make a selection from the **Final Case Decision** drop-down menu.

**Important:** If the information in the Family Assessment indicates that an infant has been substance affected/exposed and CARA applies, and you select Close/Close and Refer as the Final Case Decision, you will be requested to answer the following question: “Does the plan of safe care meet the safety needs of the infant(s) as well as the health and substance use disorder treatment needs of the affected family or caregiver as required per CARA?” There is a hyperlink icon beside the CARA acronym that will take you to the CARA Collaboration Guide 2-2018 ([CARA Collaboration Guide 2-2018 CPS](#)).

5. Click, **Service Planning** near the top of the screen.

# Completing Substance Abuse and CARA Information in the Family Assessment and Disposition

Participants
Safety Review
Strengths & Needs
Risk Assessment
Substance Use
Case Analysis

Case Decision: Service Planning

Case ID: 123456      Family Assessment ID: \_\_\_\_\_  
 Case Name: Sacwis, Susie      Family Assessment Status: In Progress

**Case Decision**

(Record Disposition)

**Preliminary Matrix-Indicated Case Decision**

Preliminary Matrix-Indicated Case Decision:

Disposition:

Final Risk Level: Uncalculated

**Discretionary Override Information**

Should the Preliminary Matrix-Indicated Case Decision be Overridden? ▼

If Yes, Select Discretionary Reasons: ▼

Describe Reasons:

(expand full screen)

**Final Case Decision**

To support the basis for the case decision, evaluate the following assessment variables and their relevance and importance to the case decision: active safety threats, protective capabilities, child vulnerability, child harm, risk contributors and the final level of risk, child and family strengths and needs, family history, and family perceptions.

Evaluation:

(expand full screen)

Final Case Decision: ▼

The **Service Planning** grid appears.

6. Place a checkmark in the checkbox beside the appropriate situation.

**Note:** Once you select the appropriate situation, the screen will expand for you to provide further information.

7. Process the Family Assessment for approval as usual.

Participants
Safety Review
Strengths & Needs
Risk Assessment
Substance Use
Case Analysis

Case Decision | Service Planning

Case ID: 123456      Family Assessment ID: \_\_\_\_\_  
 Case Name: Sacwis, Susie      Family Assessment Status: In Progress

**Service Planning**

**Services Related to Family Assessment**

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates
<div style="border: 1px solid #004a7c; padding: 2px; display: inline-block; margin-bottom: 5px;">Associate Service</div>			

Family Not in Need of P.C.S.A Services - Likelihood of future maltreatment does not warrant continued agency involvement.

Family in Need of P.C.S.A Services - Likelihood of future maltreatment warrants continued agency involvement.

Family in Need of P.C.S.A Services - Services are not provided for one or more of the following reasons:

Validate for Approval

Process Approval

Apply

Save

Cancel

## Completing Substance Abuse and CARA Information in the Family Assessment and Disposition

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) .