

Completing Substance Abuse and CARA Information on an Intake



Knowledge Base Article

Completing Substance Abuse and CARA Information on an Intake

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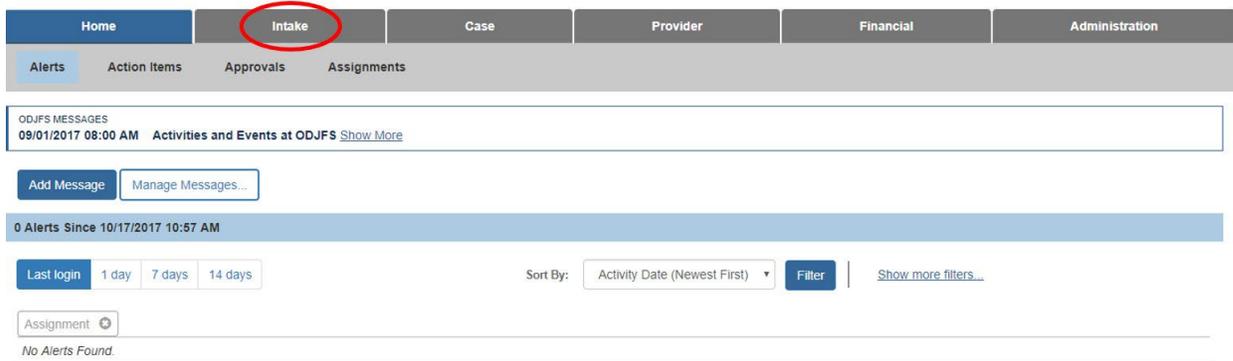
Overview

This article provides step-by-step instruction for documenting drug involvement and infant drug and alcohol exposure on an Intake, as required by the **Comprehensive Addiction Recovery Act (CARA)**.

Important: This article covers **only** new items, regarding substance use/abuse, that have been added to the Intake.

From the Ohio SACWIS Home Screen:

1. Click the **Intake** tab.



The **Intake Workload** screen appears.

2. Click **Add Intake**.



The **Intake Workspace** screen appears with the **Reporter** tab highlighted.

3. Complete the **Reporter** tab as usual.

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The screenshot shows the 'Intake Workspace' interface. At the top, a green notification bar states 'Your data has been saved.' Below this, the intake details are displayed: INTAKE ID, INTAKE STATUS (Pending), DATE/TIME CREATED (04/26/2018 08:40 AM), INTAKE CATEGORY, and INTAKE TYPES. The 'Received' field shows 04/26/2018 at 08:40 AM via 'Phone'. The 'Method' dropdown is set to 'Phone'. The 'Reporter' tab is selected and highlighted in blue. Below the tabs, there is an 'Add Reporter' button and a list of reporters with one entry: 'Reporter 1: 1 contact:'. On the left, there is a 'Scripts & Templates' section with an 'Intake Narrative' field containing a question: 'Does Parent/Caretaker have any drug or alcohol abuse concerns? If yes: What type(s) of drugs/alcohol are being used? How often? Are the children with the caretaker when she is using drugs? Is the individual providing care for the child when high or intoxicated?'

From the **Intake Workspace**:

1. Click the **Basic** tab.

Note: Your changes will be saved as you navigate through the tabs.

This screenshot is similar to the previous one but shows the 'Basic' tab highlighted with a red circle. The 'Intake Category' is now 'CA/N Report' and the 'Intake Types' field is labeled 'Screener:'. The 'Reporter' tab is still selected, but the 'Basic' tab is circled in red to indicate it should be selected. The 'Add Reporter' button and the reporter list are visible below the tabs. The 'Scripts & Templates' section on the left shows a different narrative question: 'Does Parent/Caretaker have any drug or alcohol abuse concerns? If yes: What type(s) of drugs/alcohol are being used? How often? Are the children with the caretaker when she is using drugs? Is the individual providing care for the child when high or intoxicated?'

The **Intake Workspace** screen appears with the Basic tab highlighted.

Completing the Basic Tab

1. Select **CA/N Report** from the **Intake Category** drop-down menu.
2. Select the appropriate Intake type from the **Intake Types** list.

Important: If a child has been exposed to, or affected by, a legal or illegal substance, the Intake Type selected should be **Physical Abuse**.

3. Click **Add** (this will place the selected Intake Type in the **Selected Types** box).
4. Place a checkmark(s) in the appropriate checkbox(es) beside the option(s) under: **This report involves the following substance use concerns (check all that apply)**.

Note: Once you indicate (in step 4 above) the Intake involves substance abuse, the **Substance Abuse** tab will appear. Additionally,

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when substance abuse is indicated, the following question will populate: **How did the reporter become aware of the substance abuse?**

5. Make a selection from the drop-down menu beside: **How did the reporter become aware of the substance abuse?**
6. Click the **Participants** tab.

The screenshot displays the 'Participants' tab of an intake form. The 'Intake Type' section is highlighted with a red box, showing 'Intake Category' set to 'CAN Report'. Below this, 'Intake Types' and 'Other Intake Designations' lists are shown, with 'Physical Abuse' and 'Positive Toxicology' selected and highlighted in blue. The 'Other Intake Designations' list is also highlighted with a red box. The 'Additional Comments about intake (internal use only)' field is visible at the bottom left.

Does Child 1 have any drug or alcohol abuse concerns? If yes, is the caretaker willing and able to meet these needs?

Does Household Member have any drug or alcohol abuse concerns? If yes, is the caretaker willing and able to meet these needs?

Additional Comments about intake (internal use only): 500

Does this report allege human trafficking of a child or children? Not Answered No Yes

Does this report allege a child fatality or near fatality? Not Answered No Yes

Does this report require a Specialized Assessment/Investigation?

Does this report require Third Party involvement due to a potential conflict of interest?

This report involves the following substance use concerns (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

How did the reporter become aware of the substance abuse?

Living arrangement at time of intake:

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The **Intake Workspace** screen appears with the **Participants** tab highlighted.

Completing the Participants Tab

1. Complete the **Participants** tab as usual.

Note: For assistance with adding Participants to an Intake, please see the following Knowledge Base Article: [Adding Intake Participants](#).

Important: If you click the word, edit, beside a Participant's name (**Participants** grid), you will be taken to the Participant Details screen where you can click on the Substance Use Information tab and enter information regarding substance abuse. Access to, and use of, the Substance Use Information tab is discussed later in this article.

Note: Complete the **ACV/AP Detail** and the Allegations tabs as usual.

Completing the Substance Use Tab

1. Click the **Substance Use** tab.

The **Intake Workspace** screen appears with the **Substance Use** tab highlighted.

Important: Substance Use details must be recorded for each Intake Participant.

2. Click, **edit**, beside the name of a Participant.

The **Participant Details** screen appears, with the **Substance Use Information** tab highlighted. If the date of birth is listed under the Participant tab, the **Approximate Age Category** radio button will be pre-selected based on the Participant's age; for example, if the Participant is a child over the age of 12 months, or an adult, the **Child/Adult-Over 12 months** radio button will be selected.

Depending on the age group selected, the subsequent information requested will be relevant to that age group.

3. If there is no pre-selected age group, make a selection from the **Approximate Age Category** list.
4. Provide the appropriate response to the subsequent information requested after an age group has been selected. The example below shows the subsequent information requested when the **Child/Adult-Over 12 months** age group is selected.

Provide a response to the question: **Are there current concerns for any of the following for this participant: Abuse of any substance including illegal drugs, prescription medications or other substance?** If you answer the question affirmatively, the grid of **Available Substances** will appear.

5. Select all that apply (this will activate the **Add** button).
6. Click, **Add** (this will place the selections in the **Selected Substances** grid).
7. Click, **Save**.

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Participant Details

Current Narrative

Current Narrative (saved 05/01/2018 02:25 pm) ▾

Participant Details Substance Use Information

Substance Use Information

Approximate Age Category:

None Selected

Infant - Under 12 months

Child/Adult - Over 12 months

Are there current concerns for any of the following for this participant?

- Abuse of any substance including illegal drugs, prescription medications, or other substance.
This may include a medication not taken as prescribed, medication not prescribed to the user, or other substance which can be legally purchased such as alcohol or inhalants

Not Answered

No

Yes

Available Substances:

- Alcohol
- Amphetamines
- Barbiturates
- Benzodiazepines
- Euprenorphine (Suboxone)
- Cocaine**
- Codeine

Selected Substances:

Remove Remove All

Save Cancel

The **Intake Workspace** appears, displaying the **Substances Identified** under the appropriate Participant's name.

Intake Workspace

Your data has been saved.

INTAKE ID: [REDACTED] INTAKE STATUS: Pending DATE/TIME CREATED: 05/01/2018 11:08 AM INTAKE CATEGORY: CARA Report INTAKE TYPES: Physical Abuse

Received: * 05/01/2018 11:08 AM ALV Method: * Phone

Scripts & Templates

Intake Narratives: * (Expand view) last saved May 2, 2019 12:01:22 PM 19987

test test test test

Reporter Basic Participants ACV/AP Detail Allegations Substance Use

Substance Use

edit [REDACTED] Alleged Perpetrator (AP)

Substances Identified: Cocaine

edit [REDACTED] Alleged Child Victim (ACV)

Substances Identified: No substance use concerns.

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Important: If you select a Participant (**Participant Details** screen/**Substance Use Information** grid) who is an **Infant-Under 12** months, and you click **edit** beside the infant's name, the subsequent **Participant Details** screen looks different than it does for a Child/Adult-Over 12 months.

1. Make the selection of **Infant-Under 12 months** from the **Approximate Age Category** in the **Substance Use** Information grid.
2. Make a selection from the options listed under: **Infant has been identified as being affected by or exposed to a legal or illegal substance.**

Note: If you select **No**, in response to **Infant has been identified as being affected by or exposed to a legal or illegal substance**, you are finished with the **Substance Use Information** page once you click, **Save**.

If you select **Yes**, from the list below: **Infant has been identified as being affected by or exposed to a legal or illegal substance**, follow the instructions below.

Once you have selected **Yes** to a child being affected by or exposed to a legal or illegal substance, further information is requested.

Note: If you hover over the information icon, denoted with an "i," a text box will appear with definitions of a Substance Affected Infant and a Substance Exposed Infant.

3. Make a selection(s) from the list below: **Infant is experiencing the following (please select all that apply).**
4. Make a selection(s) from the **Available Substances** grid.
5. Click, **Add**. (This will place the selections from the substances grid into the **Selected Substances** grid).
6. Make a selection to the question: **For all the selected substances, is there a valid prescription that has been verified and is being used as prescribed?**

Note: If you respond, No, to the above-listed question, a **CARA** badge will be placed on the Intake Workspace after you have saved the record.

7. Make a selection from the drop-down menu under: **Is referral source aware of any service referrals made on behalf of the infant and/or the parent/caregiver?**

Note: If you select, **Yes**, from the drop-down menu listed above, you will be prompted to make a selection(s) from a list of service referrals.

8. Click, **Save**.

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Participant Details

Current Narrative

Current Narrative (saved 05/02/2019 03:00 pm) ▼

Participant Details Substance Use Information

Substance Use Information

Approximate Age Category:

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: **0**

No

Yes

Infant is experiencing the following (please select all that apply):

Positive Toxicology

Withdrawal Symptoms

Diagnosed with Fetal Alcohol Syndrome

Not Applicable

Available Substances:

Alcohol

Amphetamines

Barbiturates

Benzodiazepines

Buprenorphine (Suboxone)

Cocaine

Codeine

Selected Substances:

For all the selected substances, is there a valid prescription that has been verified and is being used as prescribed:

Answered

Yes

Is referral source aware of any service referrals made on behalf of the infant and/or the parent/caregiver?

Yes

Select all that apply:

Drug/alcohol treatment

Medical treatment (prescriptions, medical treatments, etc.)

Mental Health treatment

Community Supports (housing, food, mentoring, etc.)

Other

Other service referral:

Save Cancel

The **Intake Workspace** screen below displays the **CARA** badge.

9. Select, **Complete**, from the Intake Status drop-down menu. This will make the record unable to be edited.

Once the Complete option has been selected, the **Decision** tab appears (the tab appears only if you have the proper security).

Important: If you do not have screening decision maker security, you are finished with the Intake once you click **Save** and return to the Intake Workload. The intake will be picked up for a decision (by the screening decision maker) from the workload.

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The screenshot shows the 'Intake Workspace' interface. At the top, there are fields for 'INTAKE ID', 'INTAKE STATUS' (Complete), 'DATE/TIME CREATED' (04/23/2018 01:13 PM), 'INTAKE CATEGORY' (CARA Report), and 'INTAKE TYPE'. Below this, there are 'Received:' and 'Method:' sections. The 'Decision' tab is highlighted in red. The main content area is divided into 'Participants' and 'Participants Relationships' sections, both containing redacted information. At the bottom, there is a 'Save' button and a status bar showing 'Intake Status: Complete'.

The **Intake Workspace** screen appears with the **Decision** tab highlighted.

Recording a Screening Decision

Screening In the Intake

1. Make a selection from the drop-down menu under **Is this an emergency?**

Note: Your selection to the above question will populate the **Response time for initiation**.

2. Make a selection from the drop-down menu under **Screening decision**.
3. Make a selection from the **Screening Pathway** drop-down menu.

Note: Based on your selection for the Screening decision, you will be prompted for further information.

4. **Enter the Date & time of screening decision.**
5. When you have completed the requested information, click **Save**.

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The screenshot shows the 'Intake Workspace' interface. At the top, there are fields for 'Intake ID', 'Intake Status' (Complete), 'Date/Time Created' (05/02/2018 09:01 AM), 'Intake Category' (CA/N Report), and 'Intake Types' (Physical Abuse). Below this, there are fields for 'Received' (05/02/2018, 09:01, AL) and 'Method' (Phone). A navigation bar includes tabs for 'Reporter', 'Basic', 'Participants', 'AC/VIAP Detail', 'Allegations', 'Substance Use', and 'Decision', with 'Decision' highlighted by a green circle. The 'Decision Details' section contains two dropdown menus: 'Is this an emergency?' and 'Screening decision:', both highlighted with a red box. To the right of these is a 'Response time for initiation' field. At the bottom, there are 'Apply', 'Save', and 'Cancel' buttons, with 'Save' highlighted by a red circle.

Screening Out the Intake

1. If the Intake is screened out and the reason selected is either, **Does not meet agency criteria for service**, or, **no allegation of child abuse/neglect**, you must respond to the resulting question that appears on the screen (see graphic below):

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 caregivers as required per CARA? The link beside the CARA acronym will take you to the CARA Collaboration Guide in the Knowledge Base ([CARA Collaboration Guide 2-2018](#)).

2. In any Intake, when screening out for either, **Does not meet agency criteria for service**, or, **no allegation of child abuse/neglect**, the **Decision Comments** field is required; this is a change from previous functionality
3. Click, **Save**, when you are finished.

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Intake Narrative: * (Expand view) last saved May 3, 2018 1:52:03 PM

Does Parent/Caretaker have any drug or alcohol abuse concerns? If yes:
What type(s) of drugs/alcohol are being used? How often?
Are the children with the caretaker when she is using drugs?
Is the individual providing care for the child when high or intoxicated?
How is the individual's ability to care for the child impacted by drugs/alcohol?
What is the harm that could occur to the child resulting from the individual's drug/alcohol use?

Does Parent/Caretaker have any drug or alcohol abuse concerns? If yes:
What type(s) of drugs/alcohol are being used? How often?
Are the children with the caretaker when she is using drugs?
Is the individual providing care for the child when high or intoxicated?
How is the individual's ability to care for the child impacted by drugs/alcohol?
What is the harm that could occur to the child resulting from the individual's drug/alcohol use?

Does Child 1 have any drug or alcohol abuse concerns? If yes, is the caretaker willing and able to meet these needs?

Does Parent/Caretaker have any drug or alcohol abuse concerns? If yes:
What type(s) of drugs/alcohol are being used? How often?
Are the children with the caretaker when she is using drugs?
Is the individual providing care for the child when high or intoxicated?
How is the individual's ability to care for the child impacted by drugs/alcohol?
What is the harm that could occur to the child resulting from the individual's drug/alcohol use?

Does Child 1 have any drug or alcohol abuse concerns? If yes, is the caretaker willing and able to meet these needs?

Does Household Member have any drug or alcohol abuse concerns? If yes:
What type(s) of drugs/alcohol are being used? How often?
Are the children with the caretaker when she is using drugs?
Is the individual providing care for the child when high or intoxicated?
How is the individual's ability to care for the child impacted by drugs/alcohol?
What is the harm that could occur to the child resulting from the individual's drug/alcohol use?

Decision Comments:

Decision Details

Is this an emergency? Response time for initiation:

Screening decision:

Reason for screening out:

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 caregivers as required by CARA? Not Answered No

⚠ Ensure the decision comments describe how the plan of safe care is meeting the safety and well-being needs of the infant(s)

Date & time of screening decision:

The Decision Review screen appears.

4. Click Confirm Screening Decision.

Decision Review

Intake Summary

Saving the Screening Decision will invoke 'Post-Screening Decision' edit rules.

You are about to decision this intake as: **Screened Out**

Received Date/Time: 04/19/2018 04:05 PM Intake ID:

Decision Date/Time: 05/04/2018 01:52 PM Human Trafficking Allegation: No

Intake Category: CAN Report Child Fatality Status: N/A

Intake Types: Physical Abuse

Physical Abuse
04/01/2018 ACV/CSR
API/ASR
Reported By

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