



TM DYS – CM - Manage Drug and Alcohol Screenings Job Aid

Users

- DYS Client Manager or DYS Client Manager Supervisor

Process

These Job Aid tables describe the actions needed to manage the drug and alcohol screenings of a case for various DYS pages.

Related Job Aids

- *TM DYS_CM – Access/View Client Manager*

Introduction

- There will be a list of Drug and Alcohol Screenings for a Case. The default sort will be by Date of Screening with most recent on top.
- When Type of Screening is set to 'Other', the worker will be required to describe what other means.
- The Date of Addendum can be set to the current date or the past.

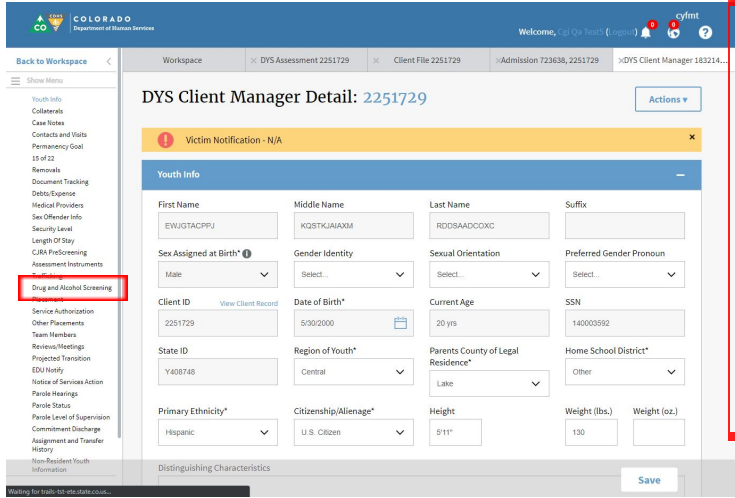
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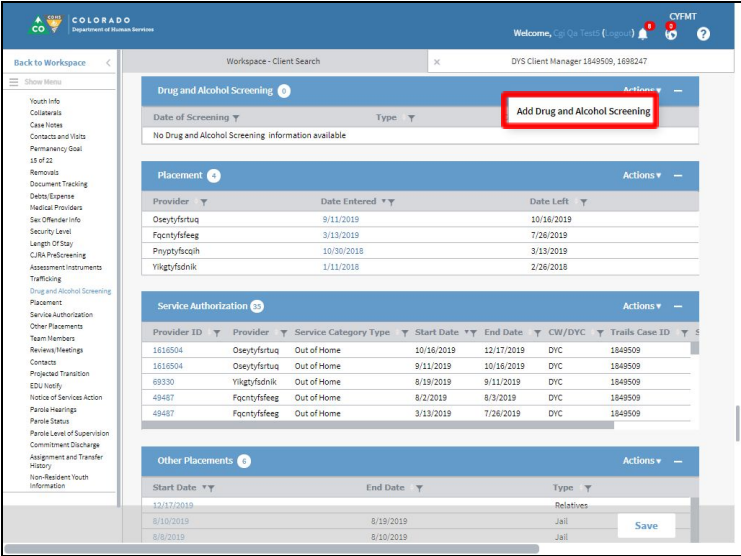
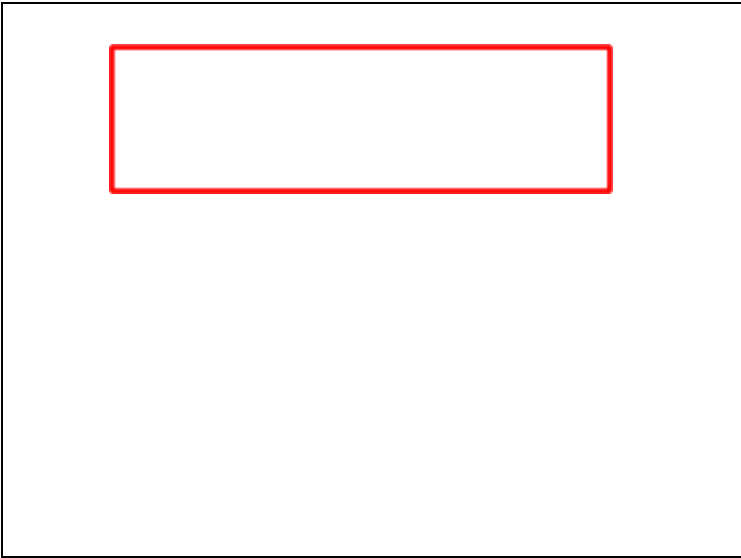
Access and View Drug and Alcohol Screenings

Steps/Output	Screenshot																																												
<p>Refer to the <i>TM DYS Client Manager – Access and View Client Manager Detail Job Aid</i> for details on locating the desired Client Manager Details.</p> <p>Navigate to the <i>Drug and Alcohol Screening</i> section by clicking the link in the left navigation panel or using the scroll bar at the right of the page.</p>	 <p>The screenshot shows the 'DYS Client Manager Detail' page for client 2251729. The left navigation menu includes 'Drug and Alcohol Screening', which is highlighted with a red box. On the right side of the page, a vertical scroll bar is also highlighted with a red box. The main content area displays the 'Youth Info' section with various fields for personal and identification information.</p> <table border="1"><thead><tr><th>Field</th><th>Value</th></tr></thead><tbody><tr><td>First Name</td><td>EWJGTACPFJ</td></tr><tr><td>Middle Name</td><td>KQSTKJAJAXM</td></tr><tr><td>Last Name</td><td>RDDSAADCCXC</td></tr><tr><td>Suffix</td><td></td></tr><tr><td>Sex Assigned at Birth*</td><td>Male</td></tr><tr><td>Gender Identity</td><td>Select...</td></tr><tr><td>Sexual Orientation</td><td>Select...</td></tr><tr><td>Preferred Gender Pronoun</td><td>Select...</td></tr><tr><td>Client ID</td><td>2251729</td></tr><tr><td>Date of Birth*</td><td>5/30/2000</td></tr><tr><td>Current Age</td><td>20 yrs</td></tr><tr><td>SSN</td><td>140003592</td></tr><tr><td>State ID</td><td>Y40B748</td></tr><tr><td>Region of Youth*</td><td>Central</td></tr><tr><td>Parents County of Legal Residence*</td><td>Lake</td></tr><tr><td>Home School District*</td><td>Other</td></tr><tr><td>Primary Ethnicity*</td><td>Hispanic</td></tr><tr><td>Citizenship/Alienage*</td><td>U.S. Citizen</td></tr><tr><td>Height</td><td>5'11"</td></tr><tr><td>Weight (lbs.)</td><td>130</td></tr><tr><td>Weight (oz.)</td><td></td></tr></tbody></table>	Field	Value	First Name	EWJGTACPFJ	Middle Name	KQSTKJAJAXM	Last Name	RDDSAADCCXC	Suffix		Sex Assigned at Birth*	Male	Gender Identity	Select...	Sexual Orientation	Select...	Preferred Gender Pronoun	Select...	Client ID	2251729	Date of Birth*	5/30/2000	Current Age	20 yrs	SSN	140003592	State ID	Y40B748	Region of Youth*	Central	Parents County of Legal Residence*	Lake	Home School District*	Other	Primary Ethnicity*	Hispanic	Citizenship/Alienage*	U.S. Citizen	Height	5'11"	Weight (lbs.)	130	Weight (oz.)	
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Add Drug and Alcohol Screening

Steps/Output	Screenshot
<p>In the <i>Drug and Alcohol Screening</i> section:</p> <ol style="list-style-type: none"> 1. Click Actions. 2. Select Add Drug and Alcohol Screening. <p>The <i>Add Drug and Alcohol Screening</i> pop-up window displays.</p>	
<p>In the <i>Add Drug and Alcohol Screening</i> pop-up window :</p> <ol style="list-style-type: none"> 3. Click the Type of Screening* drop down and make a selection. <p>Note: If <i>Other</i> is selected, the Other, provide details section is required.</p>	



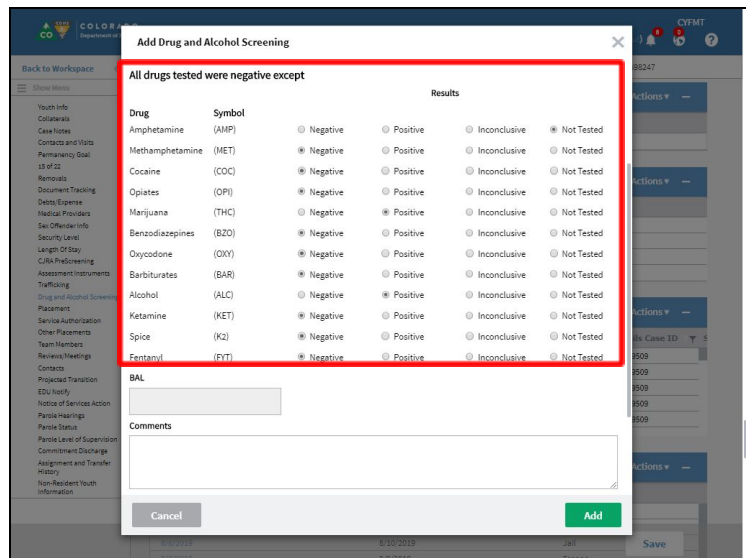
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4. Select date in **Date of Screening*** field.



In the *Add Drug and Alcohol Screening* pop-up window:

5. Select the Radio Button beside the drug under the *Results* category (if applicable).





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6. Continue completing the remaining fields as needed, using the right scroll bar to move through the form.

The screenshot shows the 'Add Drug and Alcohol Screening' form. It includes a list of substances with radio buttons for 'Negative', 'Positive', 'Inconclusive', and 'Not Tested'. The substances listed are: Opiates (OPI), Marijuana (THC), Benzodiazepines (BZO), Oxycodone (OXY), Barbiturates (BAR), Alcohol (ALC), Ketamine (KET), Spice (K2), and Fentanyl (FYT). Below the list are fields for 'BAL', 'Comments' (containing 'sdifhaandij'), 'Addendum' (containing 'asidivsoijk'), 'Date of Addendum' (22/02/2020), and 'Addendum By' (Cgi Oa Test5). A red vertical bar is positioned on the right side of the form, indicating the scroll bar.

7. Click **Add** when all applicable fields are completed.

This opens the *Save Successful* pop-up window.

This screenshot is identical to the one above, showing the 'Add Drug and Alcohol Screening' form. In this version, a red rectangular box highlights the 'Add' button at the bottom right of the form, indicating the final step to save the entry.



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In the *Save Successful* pop-up window:

8. Click **Ok**.

This saves the changes and returns you to the *DYS Client Manager Detail* page.

The screenshot displays the CDHS system interface. A 'Save Successful' pop-up window is visible at the top, with the text 'Screening Saved.' and an 'Ok' button highlighted in red. Below the pop-up, the 'Drug and Alcohol Screening' form is shown. The form includes a table for 'Placement' and a table for 'Service Authorization'. The 'Placement' table has columns for Provider, Date Entered, and Date Left. The 'Service Authorization' table has columns for Provider ID, Provider, Service Category, Type, Start Date, End Date, CW/DYC, Trails Case ID, and Status. The 'Other Placements' table has columns for Start Date, End Date, and Type. A 'Save' button is visible at the bottom right of the form.

Provider	Date Entered	Date Left
Oseystfrtuq	9/11/2019	10/16/2019
Fqontyfsfeeg	3/13/2019	7/26/2019
Phyptyfsqsih	10/30/2018	3/13/2019
Yiktyfsdnik	1/11/2018	2/26/2018

Provider ID	Provider	Service Category	Type	Start Date	End Date	CW/DYC	Trails Case ID	Status
1616504	Oseystfrtuq	Out of Home		10/16/2019	12/17/2019	DVC	1849509	
1616504	Oseystfrtuq	Out of Home		9/11/2019	10/16/2019	DVC	1849509	
69330	Yiktyfsdnik	Out of Home		8/19/2019	9/11/2019	DVC	1849509	
49487	Fqontyfsfeeg	Out of Home		8/2/2019	8/3/2019	DVC	1849509	
49487	Fqontyfsfeeg	Out of Home		3/13/2019	7/26/2019	DVC	1849509	

Start Date	End Date	Type
12/17/2019		Relatives
8/10/2019	8/10/2019	Jail
8/8/2019	8/10/2019	Jail
8/2/2019	8/3/2019	Escape



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Edit Drug and Alcohol Screening

- All drugs will default to Not Tested.
- The BAL must be in the format of #.### with values between 0.000 and 0.400.
 - When the value entered is outside of the range, an error message will display.
 - If a value entered is not provided to the 3rd decimal point, the system will automatically add '0' to get it to the 3rd decimal point (e.g. 0.08 will be converted to 0.080).

Steps/Output	Screenshot
<p>In the <i>Drug and Alcohol Screening</i> list:</p> <ol style="list-style-type: none"> 1. Click the date link in the Date of Screening column for the desired entry. <p>This opens the <i>Edit Drug and Alcohol Screening</i> pop-up window.</p>	



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In the *Edit Drug and Alcohol Screening* pop-up window:

2. Use the drop-down arrows, radio buttons, and text fields to update required fields and add additional information as needed.
3. Use the right scroll bar to move through the form.

Note: If *Other* is selected in **Type of Screening***, the **If Other, provide details** section is required.

Drug	Symbol	Negative	Positive	Inconclusive	Not Tested
Amphetamine	(AMP)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Methamphetamine	(MET)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cocaine	(COC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Opiates	(OPI)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Marijuana	(THC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benzodiazepines	(BZO)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oxycodone	(OXY)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Barbiturates	(BAR)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alcohol	(ALC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

When changes are complete.

4. Click **Save** to save the changes or **Cancel** to close without saving.

Drug	Symbol	Negative	Positive	Inconclusive	Not Tested
Opiates	(OPI)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Marijuana	(THC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Benzodiazepines	(BZO)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Oxycodone	(OXY)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Barbiturates	(BAR)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Alcohol	(ALC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Ketamine	(KET)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Spice	(K2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Fentanyl	(FYT)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>



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In the Save Successful pop-up window:

5. Click **Ok**.

This saves the changes and returns you to the *DYS Client Manager Detail* page.

The screenshot shows the CDHS system interface. A 'Save Successful' pop-up window is displayed at the top, indicating that the screening has been saved. The main content area shows the 'Drug and Alcohol Screenings' section for a client. The table below lists the screening details:

Date of Screening	Type	Comments
2/28/2020	Urine Analysis	asdijfasindif

Below the screening table, there are sections for 'Placement' and 'Service Authorization'. The 'Placement' table lists providers and their dates:

Provider	Date Entered	Date Left
Oseytfsrtuq	9/11/2019	10/16/2019
Fqontyfsfeeg	3/13/2019	7/26/2019
Phyptyfsqcih	10/30/2018	3/13/2019
Yiktyfsdnik	1/11/2018	2/26/2018

The 'Service Authorization' table lists provider IDs, providers, service categories, and dates:

Provider ID	Provider	Service Category	Type	Start Date	End Date	CW/DYC	Trails Case ID
1616504	Oseytfsrtuq	Out of Home		10/16/2019	12/17/2019	DVC	1849509
1616504	Oseytfsrtuq	Out of Home		9/11/2019	10/16/2019	DVC	1849509
69330	Yiktyfsdnik	Out of Home		8/19/2019	9/11/2019	DVC	1849509
49487	Fqontyfsfeeg	Out of Home		8/2/2019	8/3/2019	DVC	1849509
49487	Fqontyfsfeeg	Out of Home		3/13/2019	7/26/2019	DVC	1849509

The 'Other Placements' table lists start and end dates and types:

Start Date	End Date	Type
12/17/2019		Relatives
8/10/2019	8/29/2019	Jail
8/8/2019	8/20/2019	Jail
8/7/2019	8/8/2019	Escape