Substance Abuse Wizard

The Substance Abuse Wizard page, a tool that is required to be completed when the Investigative Assessment (IA) is being completed for DLR/CPS or DLR/CPS-Risk Only intakes.

Course Icons You will see some symbols appear throughout this course. These icons are used to indicate the following:

| lcon | Function |
|------|--|
| | This will be covered in more detail later in the course. |
| | FYI – Helpful information related to FamLink functions. |
| | Best Practice – This is a technique that through our experience has been shown to be the most effective and efficient. |

Objectives By the end of this module you should be able to:

- Create New Substance Abuse Assessment.
- Search for specific client information.
- Confirm specifics such as parent's names, spellings and dates of birth.

| Create | |
|--------------|--|
| Substance | |
| Abuse Wizard | |

Create

From the FamLink Desktop

- 1. Select Cases Expando
- 2. Select Case Folder
- 3. Select Investigation Icon
- 4. Select Investigative Assessment Hyperlink



CPS Investigative Assessment Page will display

| Actions | General Contacts Gathering Questions |
|---|---------------------------------------|
| Approval Case Notes | Investigative Assessment Participants |
| DLR/CPS Risk Assessment Present Danger | W.I. C.I. Name |
| Substance Abuse Wizard | Provider, Ghost (103128984) |

On the Action Pane

1. Select Substance Abuse Wizard



The Substance Abuse Wizard is only available on DLR/CPS Investigative Assessments.

The Substance Abuse Wizard page will display

| Fanki | nk | | | | | Print 🔠 | Grammar Check |
|---------------------------|---------------------------|--------------------------------|------------------|---------|----------------|---------|------------------|
| Case Inform Case Name: | nation Provider, Ghost | | Case ID: 2645371 | Worker: | KRAMER, PAM A. | | |
| | | ¹ No records found. | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | Insert |
| | | | | | | Sau | <u>C</u> lose |

FamLink Prefills the Case Information Group Box at the top of the screen.

1. Click Insert

The Substance Abuse Wizard Group Box will display within the page.

| *Caregiver/Subject: | | | |
|--|-------------------------------------|---|--------|
| *Caregiver/Subject has historical or current alcohol or drug problem: | \checkmark | | |
| Alcohol - During the Last 12 Months | Drugs - During the Last 12 Months | | |
| Alcohol - Prior to the Last 12 Months | Drugs - Prior to the Last 12 Months | | |
| Is the family already involved in substance abuse services? | ~ | | Delete |
| Has a referral been made to a certified chemical dependency specialist? | V | | 00000 |
| | | | |
| Explain: | | ~ | |
| | , | | |

- 1. Caregiver/Subject: Select the participant from pulldown
- 2. Caregiver/Subject has historical or current alcohol or drug problem?":
 - Yes select all check boxes that describe the situation.
 - *No* then all remaining responses are no longer available.



Each household member that needs a Substance Abuse Wizard will have a separate group box on the page. Click insert to add an additional participant.

| *Caregiver/Subject: *Caregiver/Subject has historical or current alcohol or drug problem: Caregiver/Subject has historical or current has hist | elete |
|--|-------|
| Explain: | |

- 1. Is the family already involved in substance abuse services?: Select Yes or No
- 2. Has a referral been made to a certified chemical dependency specialist?: Select Yes or No
- 3. Explain: Enter comments to explain answers

4. Select Save



The Explain text box is required when Alcohol or Drugs during the last 12 months is checked and the family is not involved in substance abuse services and a referral has not been made.

- **Insert** Will add additional participants each participant can only have one group box for information.
- Delete Will remove Wizard Group Box for a specific participant

Responses Responses gathered on the Substance Abuse Wizard display on the Disposition tab Display and are approved as part of the Investigative Assessment.

| <u>G</u> eneral | Contacts | Gathering Questions | Evidence/Rec | ords Additional | Factors A | legations/F | indings | Disposition |
|-----------------------------------|--|---------------------|--------------|--|----------------|-------------|----------------|-------------|
| Prese Date Asses No reco | nt Danger ID sed rds found. | Present Danger | | Investigation Disposition: Disposition: Explain: | osition | | < > | Y |
| Date | Assessment Safety Decision rds found. | Final Safety Plan | View | Substance Abuse Name Provider, Ghost | Alcohol Yes | Drugs No | Referral No | |



CPS Investigative Assessment Page will display

| Actions | General Contacts Gathering Questions |
|---|---------------------------------------|
| <u>Approval</u> <u>Case Notes</u> | Investigative Assessment Participants |
| DLR/CPS Risk Assessment Present Danger | W.I. C.I. Name |
| Substance Abuse Wizard | Provider, Ghost (103128984) |

On the Action Pane

1. Select Substance Abuse Wizard