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:

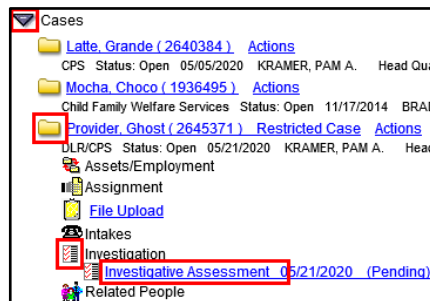| Icon	Function
	This will be covered in more detail later in the course.
	FYI – Helpful information related to FamLink functions.
	Best Practice – This is a technique that through our experience has been shown to be the most effective and efficient.

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

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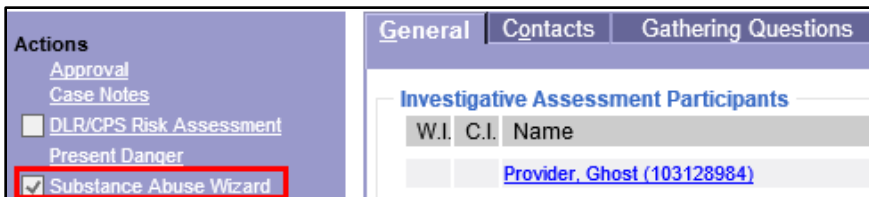- Confirm specifics such as parent's names, spellings and dates of birth.

Create Substance Abuse Wizard

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

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

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.

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.

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 Display

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

Access Existing

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

On the Action Pane

1. Select **Substance Abuse Wizard**