

June 12, 2024

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 24-34

This All County Letter provides child welfare workers, juvenile probation officers, and Tribes with a Title IV-E agreement with the state with information about changes to the Child Welfare Services/Case Management System. Furthermore, this All County Letter delineates the proper use of the “Drugs/Mental Health Needs Currently Affecting this Client” grid accessed through the referral in the Child Welfare Services/Case Management System.



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

June 12, 2024

ALL COUNTY LETTER NO. 24-34

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL FOSTER CARE MANAGERS
ALL TITLE IV-E AGREEMENT TRIBES
ALL EMERGENCY RESPONSE STAFF
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS

SUBJECT: USE OF THE UPDATED "CURRENT DRUG/MENTAL HEALTH
NEEDS AFFECTING THIS CLIENT" GRID ACCESSED
THROUGH THE REFERRAL IN THE CHILD WELFARE
SERVICES/CASE MANAGEMENT SYSTEM

REFERENCE: [CHILD ABUSE PREVENTION AND TREATMENT ACT \(42 UNITED STATES CODE 5104\); WELFARE AND INSTITUTIONS CODE SECTION 224.2\(i\)\(1\); ALL COUNTY LETTER 21-135, ALL COUNTY LETTER 20-122; CHILD WELFARE SERVICES MANUAL OF POLICIES AND PROCEDURES SECTION 19-003; STRUCTURED DECISION MAKING POLICY AND PROCEDURES MANUAL; NATIONAL CHILD ABUSE AND NEGLECT DATA SYSTEM \(NCANDS\) CHILD FILE CODEBOOK; CALIFORNIA DEPARTMENT OF SOCIAL SERVICES DATA DE-IDENTIFICATION GUIDELINES; THE INDIAN CHILD WELFARE ACT DESK REFERENCE](#)

PURPOSE

This All County Letter (ACL) provides Child Welfare Services (CWS) agencies, Juvenile Probation Departments, and Tribes with Title IV-E agreements with the State of California (hereinafter, "Title IV-E Tribes") with information about changes in the Child Welfare Services/Case Management System (CWS/CMS).

This ACL also outlines the updated process for inputting data into the “Current Drug/Mental Health Needs Affecting this Client” grid located in the client notebook **accessed through the referral** in the CWS/CMS.

On February 25, 2023, changes were implemented in the CWS/CMS that updated the “Drug/Mental Health Issues Affecting this Client” grid on the ID page in the client notebook accessed through the referral. These changes streamline the existing collection of this data in CWS/CMS for reporting to the federal [National Child Abuse and Neglect Data System \(NCANDS\)](#) by providing specific fields and drop-down selections in CWS/CMS where social workers may document this information which previously was documented in narrative text or other fields. The grid must be completed for all clients (children, youth, Nonminor Dependents (NMD)¹ and parents/caregivers²/other adults who are entered as clients in investigated referrals prior to closing the referral. In situations when it is known or there is reason to know a child is an Indian child per [Welfare and Institutions Code \(WIC\) Section 224.2\(i\)\(1\)](#), counties should collaborate with the Tribe to accurately and comprehensively assess the “Current Drug/Mental Health Needs Affecting this Client”.

This letter only provides guidance regarding the updated “Current Drug/Mental Health Needs Affecting this Client” grid that is accessed through the referral. Please note, this letter does not change the functionality for the existing “Drug/Mental Health Issues Affecting this Client” grid **accessed through the case**, which is still available for all clients. For instructions regarding the grid accessed through the case, refer to [ACL No. 21-135](#). Please also note that while [ACL No. 21-135](#) provides definitions informed by the California Child and Adolescent Needs and Strengths (CANS) Assessment, this ACL provides definitions informed by the NCANDS, as this data will be utilized to improve the existing federal NCANDS reporting. The existing grid accessed through the case and the updated grid accessed through the referral were designed to document data at different points in time for different purposes. Therefore, please refer to [ACL No. 21-135](#) for instructions regarding the use of the grid accessed through the case and refer to this ACL for instructions regarding the use of the grid accessed through the referral.

¹ [1] The use of “children and youth” or each term independently refers to child as defined by Section 475 of Title IV-E of the Social Security Act (42 U.S.C. 675(8)) and includes nonminor dependents as defined by state law (WIC Section 11400, subdivision (v)).

² The use of “caregivers” is inclusive of guardians, and Indian Custodians in the case of an Indian Child, and other caregivers. [The Indian Child Welfare Act Desk Reference](#) describes an Indian Custodian as: Any person who has legal custody of an Indian child under tribal law or custom or state law or to whom temporary physical care, custody, and control has been transferred by the parent. There does not have to be any paperwork or formal documents establishing an Indian custodianship.

BACKGROUND

As required by the [Child Abuse Prevention and Treatment Act \(CAPTA\)](#), states must report specific data to the federal [Administration for Children and Families \(ACF\)](#) through the [NCANDS](#).

The changes to the CWS/CMS are intended to strengthen existing federal data reporting and to provide additional data to counties by more accurately capturing the number of clients in referrals affected by compulsive drug use, compulsive alcohol use, mental health needs, and domestic violence. The updates to CWS/CMS now provide specific data fields and drop-down selections to capture this information which may have previously been documented in narrative text or other fields.

This ACL will focus on the changes to and use of the “Current Drug/Mental Health Needs Affecting this Client” grid that is accessed through the referral in CWS/CMS. This grid provides the improved ability to document drug use, alcohol use, diagnosed mental health needs, and domestic violence exposure for each client in an investigated referral. The grid will need to be completed for each client, except in referrals with a Determine Response of “Evaluate Out” or “N/A Secondary.” A new referral reminder will be generated in the Reminder Notebook for each referral client, and a referral cannot be closed until the “Current Drug/Mental Health Needs Affecting this Client” grid has been completed for each client.

The requirement to complete the “Current Drug/Mental Health Needs Affecting this Client” grid for each client to close the referral only applies to referrals created on or after February 25, 2023, meaning that when closing a referral that was created before the System Change Request (SCR) release, the system will show a reminder, but it will not prevent referral closure.

Information entered into the grid accessed through the referral does not transfer into the grid accessed through the case. This distinction allows users to capture point in time data regarding the presence of substance use, mental health, and domestic violence (i.e., at the time of each referral/investigation). The CWS/CMS changes and instructions in this ACL will allow users to capture data at the specific point in time of the referral to understand when the needs are affecting a household. Please note that any information in the referral grid that a user wants added to the grid accessed through the case will need to be entered directly into the grid located in the case.

APPLICATION OF INFORMATION

While the primary purpose of the collection of data in the “Current Drug/Mental Health Needs Affecting this Client” grid is to fulfill existing federal reporting requirements for NCANDS, there are multiple beneficial applications for the obtained information, including the following:

- Streamlining identification and documentation of client needs in referrals with an investigation - specifically substance use, mental health, and domestic violence needs affecting the family.
- Streamlining identification of safety concerns to strengthen safety assessment and planning, including providing referrals to service providers working with children, youth, and families.
- Providing the county with more data insight into child maltreatment allegations by tracking specific substance use, mental health, and domestic violence needs that may be contributing to maltreatment and removals.

FUNCTIONALITY AND CHANGES TO THE “CURRENT DRUG/MENTAL HEALTH NEEDS AFFECTING THIS CLIENT” GRID ACCESSED THROUGH THE REFERRAL IN CWS/CMS

The information in this section describes the changes that were made to the “Current Drug/Mental Health Needs Affecting This Client” grid accessed through the referral and how these changes function in CWS/CMS. For detailed CWS/CMS instructions on completing this grid, refer to the end of the letter.

Grid Title and Name Changes

The title of the grid accessed through the referral has been changed from “Drug/Mental Health Issues Affecting this Client” to “Current Drug/Mental Health Needs Affecting This Client” to more accurately reflect reporting requirements for NCANDS.

The “Mental Health Issues” frame was re-named to “Diagnosed Mental Health Needs”.

Domestic Violence

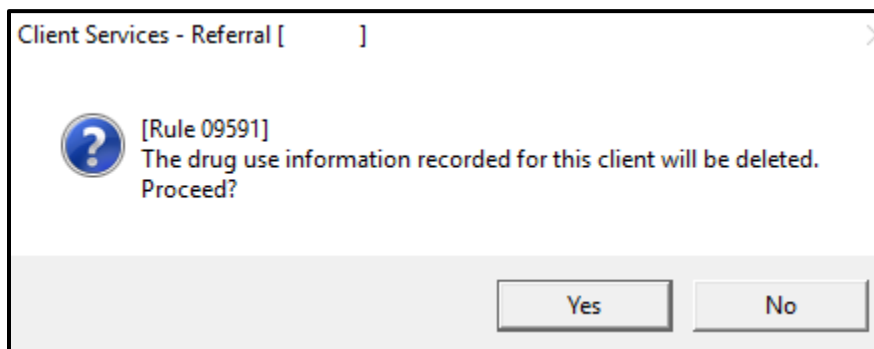
The “Domestic Violence” frame has been added to the grid. The grid will now allow the user to document if there is domestic violence impacting the client at the time of the referral and if the client was a “perpetrator”, “victim”, or if the user was “unable to determine” the client’s role in the domestic violence at the time of the referral. The Client Role drop-down will become mandatory when the user selects “Yes” in the Domestic Violence frame.

“Unable to Determine” Radio Button

In addition to the existing “Yes” and “No” radio buttons available for each need affecting the client, a new radio button of “Unable to Determine” has been added. The “Unable to Determine” option should be used only when the user cannot determine “Yes” or “No” regarding each need based upon the information available to the user at the time of the investigation. See below for more detailed instructions on when to select “Yes,” “No,” or “Unable to Determine” for each need.

Changes to Information Entered into the Grid

As a reminder, this grid is for point in time information. In the Drug Use frame, if the radio button is changed from “Yes” to “No” or “Unable to Determine” and specific drugs have been selected, the system will display the error message shown below:



If proceeding to change the “Drug Use” radio button from “Yes” to “No” or “Unable to Determine,” the drugs that were selected from the “Drugs” dropdown menu will be deleted for this client.

In the Domestic Violence frame, if the radio button has previously been “Yes” and is changed to “No” or “Unable to Determine,” the Client Role value will be cleared.

Required Completion of the “Current Drug/Mental Health Needs Affecting this Client” Grid

Previously, this grid was available only for the perpetrator in a referral, and this information was documented for other clients in narrative text or other fields in CWS/CMS. The updated grid is now available for each client in a referral and streamlines the entry of this information by providing specific data fields, drop down selections, and radio buttons to document when the social worker identifies a client has substance use, mental health, or domestic violence needs at the time of the referral. The grid must be completed for every client (i.e., children, youth, NMDs, and

parents/caregivers/other adults who are entered as clients) in an investigated referral in order to close a referral. If the user has not completed the grid for a client, the referral will not be closed and a reminder to complete the grid will appear in the Reminder Notebook.

This grid does not need to be completed for referrals with a Determine Response of "Evaluate Out" or "N/A Secondary Report."

Referral Reminder

A new Referral Reminder will be generated in the Reminder Notebook for the updated "Current Drug/Mental Health Needs Affecting this Client" grid for each referral client. The reminder will display as "Current Drug/Mental Health Needs Incomplete."

Merging Clients

Users with the Merge Client privilege in Resource Management have the ability to use the Merge Client command to merge or consolidate two clients into a single client record (notebook). This command is used to reduce the number of duplicate or multiple client records in the CWS/CMS.

The merge process enables the user to select the primary and secondary client records. When merging two referral clients in the same referral that have different Domestic Violence Client Role values, the value from the primary record will be kept. For example, if the client has a domestic violence role of "Perpetrator" in one referral and another domestic violence role of "Victim," whichever record is the "primary" will be the Domestic Violence role that will be kept.

Case Intervention Reasons

When a referral is promoted to a case and the alleged perpetrator in the referral is a parent who has "Yes" entries in the "Current Drug/Mental Health Needs Affecting this Client" grid, case intervention reasons related to the entries in the grid are automatically created on the Case ID page in the new case. For example, if a selection of "Yes" is made for Alcohol Use for the alleged perpetrator parent in the "Current Drug/Mental Health Needs Affecting this Client" grid, an intervention reason of "Parent Alcohol Use" will be created in the new case. **This is existing functionality that has not changed.** However, a new case intervention reason of "Parent Domestic Violence" has been added to CWS/CMS. This intervention reason will be auto-populated in the case that results from the referral when the alleged perpetrator in the referral is a parent with a selection of "Yes" for Domestic Violence and a Client Role of "Perpetrator."

An intervention reason alone does not necessitate an actionable item in the family's case plan unless it has been assessed as a safety threat.

DEFINITIONS FOR “CURRENT DRUG/MENTAL HEALTH NEEDS AFFECTING THIS CLIENT” GRID ACCESSED THROUGH THE REFERRAL

The definitions of “Drug Use”, “Alcohol Use”, “Diagnosed Mental Health Needs”, and “Domestic Violence” below are based on the definitions used for reporting to the NCANDS and provide context for the selection of “Yes”, “No”, or “Unable to Determine” in the grid. The definitions for “Domestic Violence” roles are supplemented by guidance found in the [Structured Decision Making \(SDM®\) Policy and Procedures Manual](#), which is the decision-support tool currently used by all 58 counties to promote safety and well-being for children and youth.

“Client”

For the purposes of using the updated grid, this ACL defines “Client” as someone who is entered into the CWS/CMS as a client in the referral. Please note that while the grid must be completed for every client in an investigated referral, only the data entered for children/youth/NMDs, and parents/caregivers are reported to NCANDS.

WHEN TO SELECT “YES” FOR EACH NEED IN THE GRID:

In general, drug use, alcohol use, mental health needs, and domestic violence for the purposes of this grid should be assessed as needs affecting the client that **may place the child at risk for maltreatment**. Responses of “Yes” for each need should include all instances when the compulsive drug use, compulsive alcohol use, diagnosed mental health needs, or domestic violence, as defined below, may be placing the child at risk of maltreatment, is contributing to child maltreatment, or is interfering with the parent's/caregiver's/other adult client's ability to care for the child/youth/NMD. Further inquiry and engagement with the family should be done to determine level of compulsive drug and/or alcohol use, whether the individual may be in active recovery, and what safety planning is needed to support the family.

Please note that the definitions for this grid accessed through the referral are different than the definitions for the grid accessed through the case.

“Drug Use”

Select “Yes” if:

- Adult Client: The client currently engages in a compulsive use of drugs that is not of a temporary nature.
- Child/Youth/NMD Client: The client currently engages in a compulsive use of drugs that is not of a temporary nature or if the client was exposed to drugs during pregnancy. Exposure to drugs during pregnancy should be documented even for older children/youth in a referral, as required for NCANDS reporting. Document whether the older child/youth/NMD is currently engaged in their own drug use or was exposed during pregnancy in the contact notes and/or the investigation narrative.

Identifying Drugs:

If “Yes” is selected in the “Drug Use” box, a specific drug can be selected by clicking the “+” button in the box titled “Drugs.” Drugs impacting that specific client can be added. This list available in CWS/CMS is not comprehensive. If a drug does not appear, county social workers can select “Other Drug” in the drop down and type the name of the drug in the “Other Drug” text box. Check to see if the drug is on the list first, before using the “Other Drug” text box. See Attachment A for further direction.

List of drugs in the CWS/CMS:

- Amphetamine
- Barbiturates
- Benzodiazepines
- Cannabinoids (Marijuana-THC)
- Cocaine
- Cocaine Metabolite
- Codeine
- Crack Cocaine
- Ecstasy
- Fentanyl
- Hallucinogens
- Heroin

- Hydrocodone (Vicodin)
- Methamphetamine
- Methadone
- Morphine
- Opiates
- Oxycodone
- Phencyclidine (PCP)
- Polydrug
- Valium
- Xanax
- Other Drug

When assessing referrals, county social workers should be mindful that Methadone is a Medication Assisted Treatment (MAT) and should be understood as part of a stable recovery journey when utilized appropriately under a medically-supervised treatment plan. County social workers should also be mindful of additional drugs/medications that support substance abuse recovery that are not on the list such as Suboxone and Buprenorphine. However, if the use of drugs/medications that support substance abuse recovery meet the definition of compulsive use, it should be documented in this grid. Further guidance can be found in [ACL No. 20-122](#).

“Alcohol use”

Select “Yes” if:

- Adult Client: The client currently engages in a compulsive use of alcohol that is not of a temporary nature.
- Child/Youth/NMD Client: The client currently engages in a compulsive use of alcohol that is not of a temporary nature or if the client has Fetal Alcohol Spectrum Disorder (FASD) or was exposed to alcohol during pregnancy. Exposure to alcohol during pregnancy should be documented even for older children/youth in a referral, as required for NCANDS reporting.

Document whether the older child/youth/NMD is currently engaged in their own alcohol use or was exposed during pregnancy in the contact notes and/or the investigation narrative.

“Diagnosed Mental Health Needs”

Select “Yes” if:

- Client (Adult or Child/Youth/NMD): The client currently has a **clinically diagnosed condition**. The term includes attention deficit disorder (ADD), attention deficit hyperactivity disorder (ADHD), anxiety disorders, obsessive compulsive and other related disorders, bipolar disorders, schizophrenia spectrum and other psychotic disorders, feeding and eating disorders, and disruptive, impulse control, and conduct disorders. This does not include autism.

“Domestic Violence”

Select “Yes” if:

- Adult Client: There is currently any abusive, violent, coercive, forceful, or threatening act or verbal threats inflicted by one member of a family or household on another. This includes if the parent/caregiver/other adult is the perpetrator, victim, or if it is unable to be determined what the parent’s/caregiver/other adult’s role is in the domestic violence.
- Child/Youth/NMD Client: Domestic violence is not reported to NCANDS for children/youth/NMDs. However, documenting this information helps to strengthen data collection and more accurately capture the number of clients in referrals affected by domestic violence. Select “Yes” and select client role of “Victim” if child witnessed domestic violence.

Examples of Selecting “Client Role” in “Domestic Violence” Frame:

Within the Domestic Violence Frame, below the “Yes”, “No”, and “Unable to Determine” radio buttons, there is a drop-down item which provides an opportunity for the user to select the role of the client in the domestic violence (i.e., “perpetrator”, “victim,” or “unable to determine”). Roles of “perpetrator” and “victim” should be used when the client is a parent/caregiver/other adult in the referral, unless the social worker is unable to determine the role of the client. The roles of “victim” and “unable to determine” may be used for a child/youth/NMD as well.

- **“Perpetrator”**: As described in the [California’s SDM® Policy and Procedure Manual](#) definition, domestic violence perpetrators are parent/caregiver/other adult in the referral, who engage in a pattern of coercive control against one or more intimate partners. This pattern of behavior may continue after the end of a relationship or when the partners no longer live together. The alleged perpetrator’s actions often directly involve, target, and impact any children in the family.

- **“Victim”**: Selecting the victim drop-down option requires the user to have reasonable and credible evidence that the client is the victim (including a child who has witnessed the event) in the presenting domestic violence event/s. Credible sources of information could be self-disclosures from clients or other witnesses, or information from medical professionals, law enforcement, and others.
- **“Unable to determine”**: Selecting the “unable to determine” drop-down option requires that the user is unable to determine the specific role the client had in the domestic violence event(s) based upon the information the user has obtained.

WHEN TO SELECT “NO” FOR EACH NEED IN THE GRID

A selection of “No” should be made when the user has gathered enough information to determine that drug use, alcohol use, diagnosed mental health needs, and domestic violence were not present as described above.

For example, occasional/non-compulsive drug or alcohol use by a parent/caregiver/other adult that does not present significant dysfunction in the adult’s daily functioning or risk to the child would warrant a selection of “No” for drug and/or alcohol use. A selection of “No” should also be made when drugs/medication (including MAT programs to support recovery) are currently prescribed to clients while under the supervision of a physician or doctor.

Also, no evidence of domestic violence currently occurring in the investigation would warrant a selection of “No” for domestic violence. Additional examples of when “No” should be selected include investigations where there may be a history of alcohol/drug use, diagnosed mental health condition, or domestic violence but these needs are not currently present.

WHEN TO SELECT “UNABLE TO DETERMINE” FOR EACH NEED IN THE GRID

A selection of “Unable to Determine” should be made when the user could not determine that yes, the factor(s) were present or no, they were not.

PROPER USE OF THE “CURRENT DRUG/MENTAL HEALTH NEEDS AFFECTING THIS CLIENT” GRID AND GRID INFORMATION

When to enter information in this grid:

With the updates to this grid, the user is only entering specific information on needs that are present at the time of the referral report and/or investigation. When entering information into this grid, social workers may also record additional relevant information to elaborate on the mental health, substance use, or domestic violence needs in the

contact notes and/or the investigation narrative (e.g., frequency of use, if there is treatment, if there is improvement, specific incidents, nature of domestic violence, treatment start or end dates, etc.) Please follow county policy and document thorough details to provide a full understanding of the circumstances for mental health, domestic violence, and/or substance use.

If there are imminent concerns, it is recommended to post the concerns in an easily accessible field that is in plain sight (i.e., the “alerts” text box).

For infants 0-12 months old, information entered into the "Current Drug/Mental Health Needs Affecting This Client" grid may overlap with information entered into the *Contributing Factors* tab in the Referral Notebook. See [ACL No. 20-122](#) for more information about entering information in the Contributing Factors tab regarding substance affected infants, Plans of Safe Care, and referral to services.

When to use the information in the grid:

Only use the client-specific information in the grid for the duration of the referral. Once the referral is closed the data should only be used as county, Tribes with a Title IV-E Agreement with the state, and/or state level aggregate data to track and assess the prevalence and impact of compulsive drug and alcohol use, diagnosed mental health needs, and domestic violence that may be placing children/youth/NMDs at risk or contributing to child maltreatment and removals into foster care, consistent with [Division 19-003](#) regulations and [California Department of Social Services \(CDSS\) Data De-Identification Guidelines](#).

Limitations on use of the information in this grid:

When investigating a new referral or allegation and reviewing past referral and case information, the information contained in any ***past referral or case grids*** cannot be used as evidence for the ***current*** substance use, mental health, or domestic violence needs in ***subsequent*** emergency response or court investigations of child abuse and neglect involving the same clients. Only new assessments/investigative information should be used to complete the grid in new referrals.

For questions or additional guidance regarding data entry into CWS/CMS, contact the Child Welfare System Branch, User Resource Unit at (916) 891-3100 or at UserResourceUnit@osi.ca.gov.

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For questions regarding policy and program implementation of this ACL, contact the CDSS Integrated Services Unit at (916) 651-2752 or by email at cwscoordination@dss.ca.gov.

For technical assistance related to emergency response program policy, contact the Family Intake and Engagement Unit at cfschildprotection@dss.ca.gov.

Sincerely,

Original Document Signed By

ANGIE SCHWARTZ
Deputy Director
Children and Family Services Division

Attachment

cc: All Federally Recognized Tribes

STEP BY STEP CWS/CMS INSTRUCTIONS FOR USING THE “CURRENT DRUGS/MENTAL HEALTH NEEDS AFFECTING THIS CLIENT” GRID ACCESSED THROUGH THE REFERRAL

STEP BY STEP CWS/CMS INSTRUCTIONS FOR USING THE “CURRENT DRUGS/MENTAL HEALTH NEEDS AFFECTING THIS CLIENT” GRID ACCESSED THROUGH THE REFERRAL

Instructions

6. Complete the “Current Drug/Mental Health Needs Affecting this Client” Grid in the bottom right corner of the Client ID Page. Use the guidance on pages 4-12 to determine which radio button to select.

Screenshot

Client Services - Referral (0464-0175-9297-0002508) - [Client ID]

File Edit Search Action Associated Attach/Detach Window Help Tools

Summary ID Demographics Address Issues Related Clients ID Num Juv Crs Search Log AFDC-PC Attorney Service Providers LCWA Contributing Factors Spec Pls Adoption Info AAP Eligibility

Name and Identification

Client Information

Prefix First Middle Last Suffix Name Type Client Index Number (CIN)

Unknown Client Sex at Birth Unknown Marital Status SSN Client Index Number (CIN) **Client Index Number (CIN)**

Driver's License - State/Number Date of Birth or Age and Age Unit

Self Reporter Alien Registration # Client is a Minor/POD Parent Client Number 0603-0671-4917-0002508

Outstanding Warrant Exists

SOGIE Data

Sexual Orientation Reason Unable to Determine Description Gender Identity Description Gender Expression

Language

Primary Language Secondary Language Literate Yes No Unknown Not Applicable

Race/Ethnicity

Specify Race if known Primary Ethnicity Unable to Determine - Reason Other Ethnicity Other Ethnicity

Confidentiality

Confidentiality in Effect Effective Date

Other Client Information

CWA Eligible Incapacitated Parent Yes No Not Asked Pending

Indian Ancestry Notification

County Date County Date Informed

CSEC Data

CSEC Type CSEC Type Start Date

Current Drug/Mental Health Needs Affecting this Client

Drug Use Yes No Unable to Determine Alcohol Use Yes No Unable to Determine Diagnosed Mental Health Needs Yes No Unable to Determine Domestic Violence Yes No Unable to Determine Client Role

Current Drug/Mental Health Needs Affecting this Client

Drug Use

☐ Yes

☐ No

☐ Unable to Determine

Alcohol Use

☐ Yes

☐ No

☐ Unable to Determine

Diagnosed Mental Health Needs

☐ Yes

☐ No

☐ Unable to Determine

Domestic Violence

☐ Yes

☐ No

☐ Unable to Determine

Client Role

Drugs

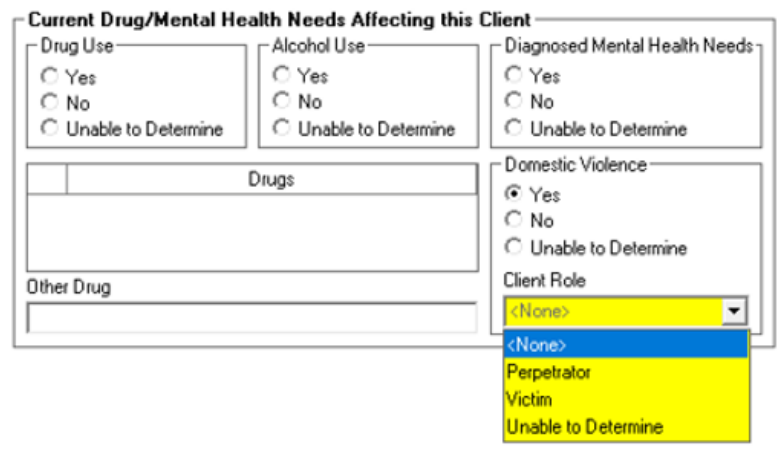
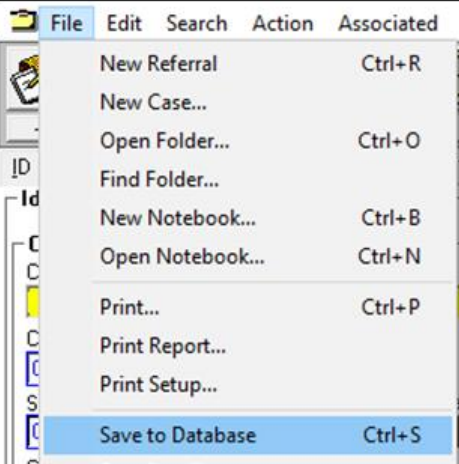
Other Drug

7. If “Yes” is selected for Drug Use, then the Drugs grid will become available. Click the “+” button and then select the appropriate drugs. If “Other” is selected for Drugs, after double checking the drug of use is not on the drug list, type the drug name in the “Other Drug” field.

+

Drugs

Other Drug

Instructions	Screenshot
<p>8. If the “Yes” radio button is selected for Domestic Violence, then the dropdown becomes mandatory. Select the appropriate dropdown option for “Client Role” (see page 10 to determine which dropdown option to select).</p>	
<p>9. Save to Database.</p> <p>Repeat steps 3-9 for all Clients associated with the Referral.</p>	
<p>Note: If this grid is not completed for all clients in a referral with a Determine Response <i>other than</i> “Evaluate Out” or “N/A Secondary Report,” then a reminder will show up in the Reminder Notebook and the user will not be able to close the referral. This ONLY applies to referrals created on or after February 25, 2023, meaning that when closing a referral that was created before the SCR release, the reminder will show, but it will not prevent referral closure.</p>	