SUD Assessment Tip Sheet

This Tip Sheet will walk users through the SUD Assessment form. This Tip Sheet may change as our trainings and systems are updated. Please visit our website https://dhs.saccounty.gov/BHS/Avatar/Pages/Avatar.aspx for the most updated version. If any additional help is needed you can contact us at Avatar@saccounty.net.
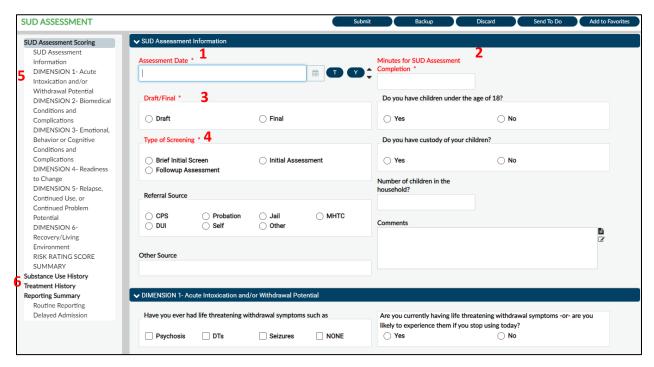
Documentation:

Quality Management provides Documentation Training which will provide information as to what would be appropriate to enter into the form. The content below is meant for navigational purposes.

SUD Assessment Scoring:

1. **Date:** Enter the date of assessment. Once the form has been saved (even if in draft) the date field will lock in. The only way to change the date would be to delete the assessment and re-enter. Make sure to enter the correct date before submitting.
2. **Minutes for SUD Assessment Completion:** Once you have completed the assessment, come back to this field and enter how long it took you to complete.
3. **Draft/Final:** Save the item in draft if you have not completed working on it. You can access the draft item on your To-Do Widget or by re-opening the form. Save the item in Final if you have completed the assessment.
4. **Type of Screening:** System of Care will complete the Brief Initial Assessment, providers will complete the Initial Assessment. If this is a follow up assessment, choose the option for Follow up Assessment.
5. **Dimensions:** There are 6 dimensions to be completed. You can scroll down the form to complete them. If you need to jump up or down to a specific dimension, you can click on the dimension number in the navigation box.
6. **Additional Pages:** The bolded sections in the navigation box are additional pages to the assessment. Make sure to address each page.
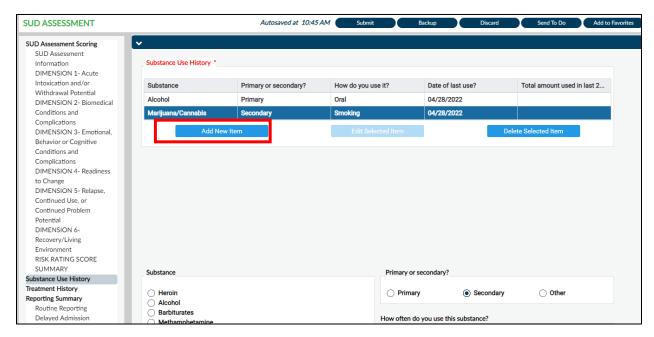
At the bottom of the first page will be your Risk Rating Score Summary. The ratings that you entered throughout the assessment will populate in the summary. If you need to change a rating, go back to that dimension and change the rating you entered. Enter your Rationale for each of the dimensions.
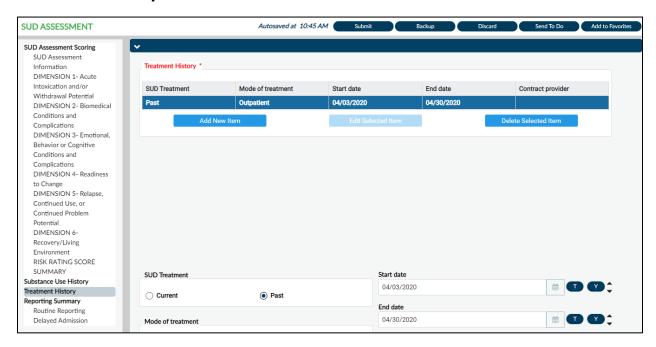

Substance Use History

Use the Multi-iteration table to fill in the client's substance use. Click on "Add New Item" to add a new substance. If a mistake is made you can click on "Delete Selected Item". Only delete an item if it was
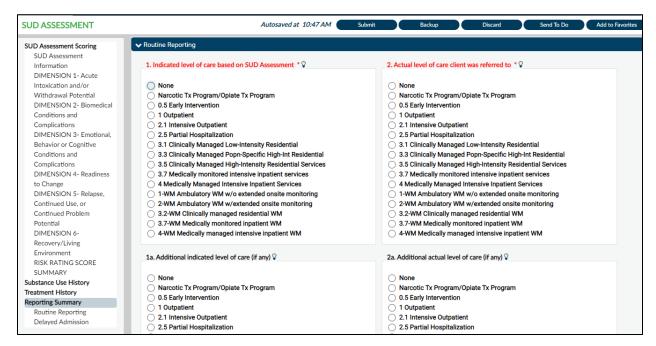
done in error, otherwise you can "Edit Selected Item". Make sure not to add blank rows, this will give you an error message when you go to submit the form.

Treatment History

The Treatment History page works the same way as the Substance Use History page. Click on "Add New Item" to add the client's treatment history. Multiple items can be added.
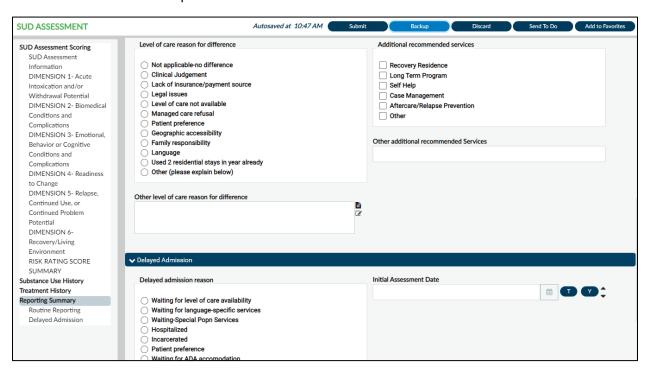
Reporting Summary

1. **Indicated Level of care based on SUD Assessment:** This will be the level of care you feel the client should be placed in based on the assessment.
2. **Actual level of Care client was referred to:** Ideally this should match with number one, however, if the client is unable to be placed in the level of care that was determined by the assessment, you will indicate the level they were placed in.

1a,2a. If any additional services were recommended, enter the placement based on the assessment, as well as the actual level of placement.

Level of care reason for difference: If there was a difference between the indicated level of care and actual level of care, specify the reason. If there was no difference choose the option for "Not applicable-no difference". If none of the reasons apply, choose the option for "Other" and explain below.

Additional Recommended Resources: Mark all that apply.

Delayed Admission: If there was any delay in admission, mark the reason. If none of the reasons apply, choose the option for "Other" and explain below. If there was no delay in admission, leave blank.

Initial Assessment Date: Enter the date of the initial assessment.

Auto save: The auto save feature will save your work every two minutes. If something happens and you lose your work, open the form again and you will receive a prompt asking if you want to open what was auto saved, choose Yes. If you want to auto save your work before the two minute mark, click on the Backup button next to the Submit button.

SUD Assessment Report

If you would like to view the assessment you entered you can run the "SUD Assessment Report". Search the report in your universal search and enter the criteria for the SUD you would like to view.

Click the "Process" button and the report will open in a separate window.