Division of Public and Behavioral Health
Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Drug Test Results		1 of 3

1.0 Policy

It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA), to collect items including admission and discharge data.

2.0 Procedure
1. In the Search Forms field, type Drug Test Results.
    a. Double-click the Drug Test Results form.

2. The Search Client window will display.
    a. Search client by Client ID # or Last Name.
    b. Double-click desired client.

3. The Drug Test Results form will display.
4. If the client has more than one episode, the episode selection window will display.
    a. Double-click the appropriate episode that is related to the drug test result.

Division of Public and Behavioral Health
Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Drug Test Results		2 of 3

5. The Drug Test Results form will be displayed.
6. Enter the date that the tests were administered in the **Test Date** field.
7. Choose the radio button that best represents the type of test that was administered in the **Type of Drug Test.**
   - Lab
   - UA

8. There are a series of drugs listed on this form. They are in alphabetical order for convenient labelling purposes and include the following tests: **Alcohol**, **Amphetamines**, **Barbiturates**, **Benzodiazepines**, **Cocaine**, **Ethyl Glucuronide**, **Opiates**, and **THC (Marijuana)**. To enter the test results, first click on the **Yes** or **No** radio button to indicate whether or not that particular drug was tested for or found within the person's test results.
9. Next, in the reference field (**Alcohol Reference**, **Amphetamines Reference**, etc.) select the radio button for **Less Than**, **Greater Than** or **Equal** to mark the reference amount.
10. In the **Measure** field, enter the measurement amount of the drug that was found in the client's test results.
11. Repeat steps 3-5 for each drug test that was conducted for the client. If a particular drug was not tested, then select the No radio button to indicate that either the test was negative, or that it was not conducted.

Division of Public and Behavioral Health
Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Drug Test Results		3 of 3

12. If a test was performed for a drug not listed (a new designer drug, etc.), enter the drug name in the **Other** field on the bottom of the screen.
13. Select Yes if the client tested positive or No if the client tested negative in the **Other (Result) field.**
14. Enter additional information in the comment field at the bottom of the page.

15. When finished click on the Submit button in the upper left hand corner of the screen to submit the information and return to the Avatar main screen.