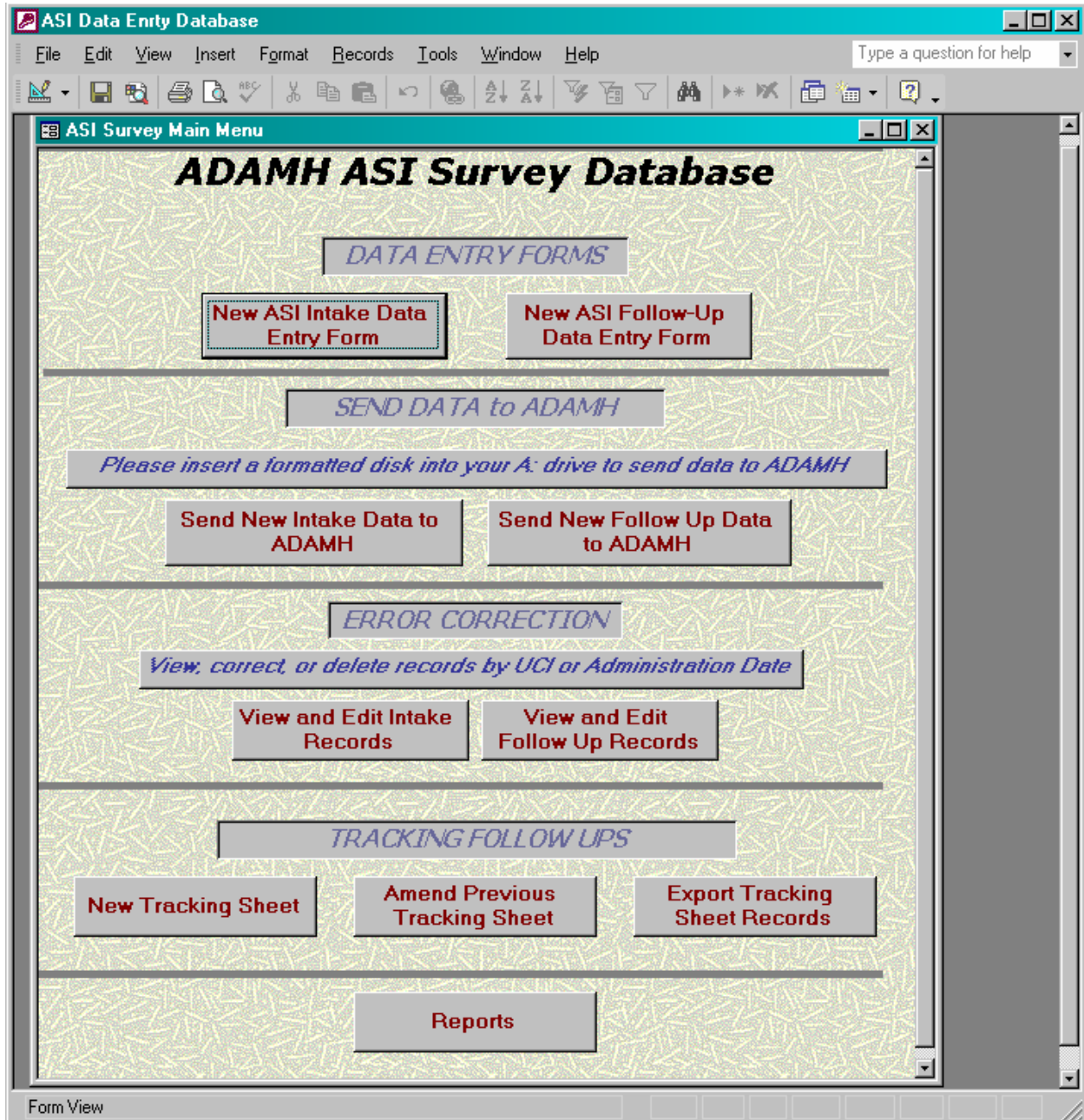


Guide for the ASI Template Version 3.0 Beta



1) Inputting new data

To input the data from an ASI **intake** form, click on the *New ASI Intake Data Entry Form* button.



To input the data from an ASI **follow-up** form, click on the *New ASI Follow-Up Data Entry Form* button.



For either case, a form corresponding to the ASI paper form (available from <http://www.adamhfranklin.org/outcomes.htm>) will appear.

A screenshot of a web-based data entry application. The browser window title is "ASI Data Entry Database". The main content area is titled "ADAMH ADDICTION SEVERITY INDEX (ASI) INTAKE SHORT FORM DATA ENTRY". It features several input fields: "Provider:" (a dropdown menu), "MACSIS Member # (UCI):" (a text box with "0" entered), "Case Number:" (a text box), "Staff ID:" (a text box), "G5 Interview Date:" (a date picker), and "G9 Mode:" (a dropdown menu). Below these are five tabs: "General/Medical/Emp. Info", "Drug/Alcohol Use", "Legal Status", "Family/Social Relationships", and "Psychiatric Status". The "General/Medical/Emp. Info" tab is active, showing two sub-sections: "GENERAL INFORMATION" with fields G19 and G20, and "MEDICAL STATUS" with fields M3, M6, M7, and M8. To the right, the "EMPLOYMENT/SUPPORT STATUS" section has fields E4, E5, E10, E11, E12, and E17. At the bottom, there are three buttons: "New Tracking Sheet", "Tracking Sheet", and "Sheet Records". The status bar at the very bottom indicates "Form View".

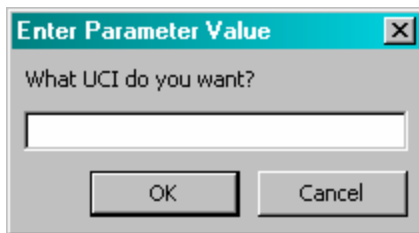
Three fields (Provider, UCI, and Interview Date) are required. It is possible to tab from one field to the next. When a survey has been entered, either tab to a new survey (to begin entering another ASI) or close out of the window to save the entered data.

2) Revising a form

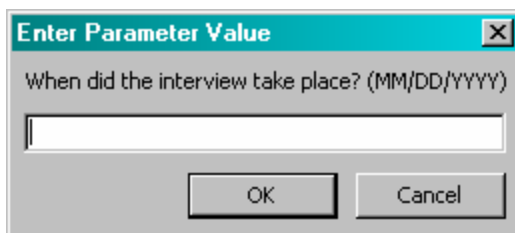
To revise data for a form that has already been input, click on either the *View and Edit Intake Records* button or the *View and Edit Follow Up Records* button.



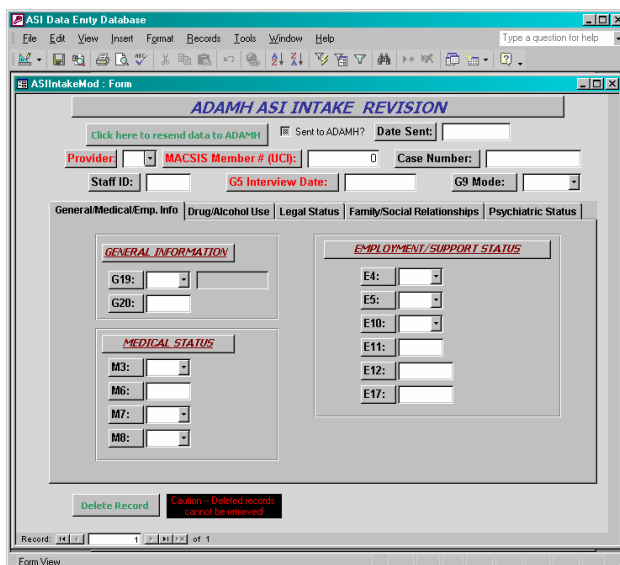
You will be asked to enter the UCI for the consumer whose records you wish to modify.

A small dialog box titled "Enter Parameter Value" with a close button (X) in the top right corner. The text inside asks "What UCI do you want?". Below the text is a single-line text input field. At the bottom are two buttons: "OK" and "Cancel".

Then you will be asked to enter the date when the interview took place. You do not need to enter an interview date (just hit the *OK* button).

A small dialog box titled "Enter Parameter Value" with a close button (X) in the top right corner. The text inside asks "When did the interview take place? (MM/DD/YYYY)". Below the text is a single-line text input field. At the bottom are two buttons: "OK" and "Cancel".

The ASI revision form looks like the correspond new data form

A screenshot of a software application window titled "ASI Data Entry Database". The main window displays a form titled "ADAMH ASI INTAKE REVISION". The form has a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar. Below the menu bar, there are several input fields: "Click here to resend data to ADAMH", "Sent to ADAMH?", "Date Sent:", "Provider:", "MACSIS Member # (UCI):", "Case Number:", "Staff ID:", "G5 Interview Date:", and "G9 Mode:". Below these fields are several tabs: "General/Medical/Emp. Info", "Drug/Alcohol Use", "Legal Status", "Family/Social Relationships", and "Psychiatric Status". The "General/Medical/Emp. Info" tab is active, showing two sections: "GENERAL INFORMATION" with fields G19, G20, and "MEDICAL STATUS" with fields M3, M6, M7, M8. The "EMPLOYMENT/SUPPORT STATUS" section has fields E4, E5, E10, E11, E12, E17. At the bottom, there is a "Delete Record" button and a "Caution - Deleted records cannot be retrieved" warning. The status bar at the bottom shows "Record: 1 of 1" and "Form View".

with two exceptions. If you want to delete a record, click on the *Delete Record* button.



Be very careful – once a record has been deleted, it cannot be recovered.

The revision form may be used similarly to the intake form. Once you have made the necessary revisions, click on the *Click here to resend data to ADAMH* button.



This will reset the record so it may be re-exported to ADAMH.

After changes have been made (and the *Click here to resend data to ADAMH* button has been clicked), close out of the window so all changes will be saved.

3) Sending data to the ADAMH Board

After you have entered new data, you may export it to a disk by clicking on the *Send New Intake Data to ADAMH* button.



Make sure you have put a disk into the a:\ drive first. The exported file will be named asi_Intake.txt. You will want to change the name to reflect your agency's UPID and the date of the export.

Similarly, to export follow up data, click on the *Send New Follow-Up Data to ADAMH* button.

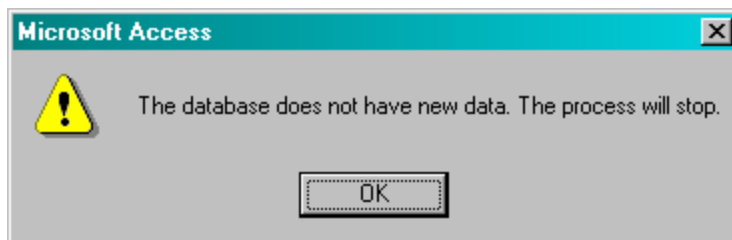


The file name for follow up data is asi_fup.txt.

Please retain a copy of the exported text files for your own records.

These text files follow the format of the data specifications available from the ADAMH Board Outcomes webpage.

If you have not entered any new ASI's since the last export, you will get the following window:

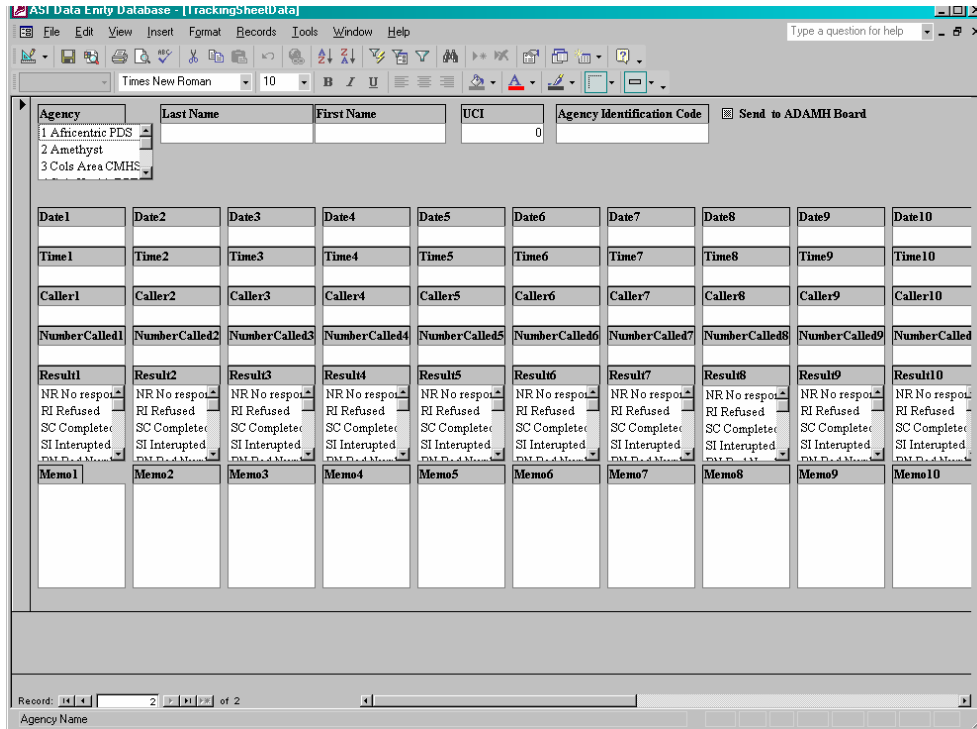


4) Tracking sheet

To keep an electronic version of a tracking sheet, click on the *New Tracking Sheet* button.



The tracking sheet

A screenshot of a software application window titled "ASI Data Entry Database - [TrackingSheetData]". The window has a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar. Below the toolbar is a form with several fields: Agency (a dropdown menu with options like "1 Africentric PDS", "2 Amethyst", "3 Coles Area CMHS"), Last Name, First Name, UCI (with a value of 0), Agency Identification Code, and a checkbox labeled "Send to ADAMH Board". The main area of the form is a table with 10 columns and 7 rows of data entry fields. The columns are labeled Date1-10, Time1-10, Caller1-10, NumberCalled1-10, Result1-10, and Memo1-10. The Result1-10 cells contain dropdown menus with options: NR No respons, RI Refused, SC Complete, and SI Interrupted. At the bottom of the window, there is a status bar showing "Record: 1 of 2" and "Agency Name".

allows you to keep track of calls made to a consumer.

The *Amend Previous Tracking Sheet* button is used for subsequent calls.



To export the data, click on the *Export Tracking Sheet Records* button.



Any individual records that have the *Send to ADAMH Board* box checked will be exported.

5) Reports

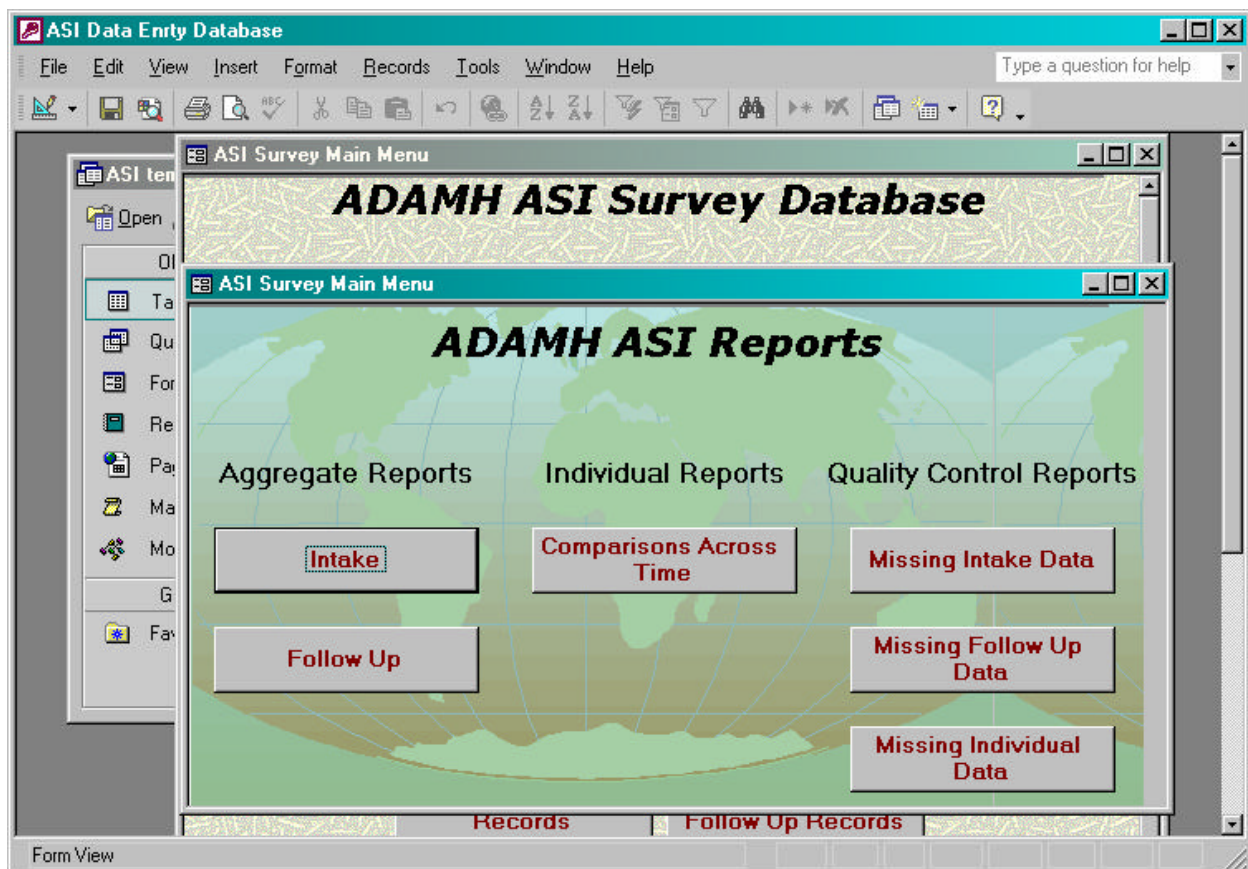
The ASI template Version 3.0 Beta has several reports.

To access the *ADAMH ASI Reports* menu, click on the *Reports* button



at the very bottom of the *ADAMH ASI Survey Database* menu.

Three types of reports are available.



Aggregate reports present summary statistics for intake and follow up forms that have been entered in the template. The individual report is a comparison across time at the individual consumer level. The quality control reports help you determine which questions are going unanswered and which consumers are not completing the entire questionnaire. Click on a button to generate a report. It may take a few seconds for the report to appear.