PRISM 3.5

Streamlined Drug Testing Module

(SDTM)

Requirements

FINAL Version 2.3

April 6, 2010

VERSION CONTROL 3

INTRODUCTION, BACKGROUND, GOALS FOR NEW WORKFLOW SCREEN 4

DRUG TESTING PROCESSING QUEUE SCREEN 4

DRUG TESTING PROCESSING QUEUE LIST SCREEN -BASIC FILTERS 7

NEW STREAMLINE DRUG TESTING CHECK IN; FILTER PROCESS, PRISM/ SMART INTERFACE AND FIND CLIENT OR OFFENDER 9

CHECK-IN AND DRUG TESTING FORM SCREEN 11

CHECK IN AND DRUG TESTING INFORMATION SECTION 13

CHECK-IN AND DRUG TESTING SCREEN; CURRENT ADDRESS INFORMATION AND NEXT COURT APPEARANCE DATE 14

CHECK IN AND DRUG TESTING SCREEN MODIFICATION SUMMARY, VIEWING HISTORY AND COURT APPEARANCE HISTORY SCREEN AND MEDICATION SECTION 16

MEDICATION SECTION 17

MEDICATION LIST 19

CHECK-IN AND DRUG TESTING SCREEN; COMMENTS AND CURRENT AND PREVIOUS DRUG TEST RESULTS 22

CHECK IN DRUG TESTING SCREEN APPT SLIP OPTION & DRUG TEST LABEL OPTIONS 24

Version Control

Date	Version	Revision Description	Author
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Introduction, Background, Goals for New Workflow Screen

Introduction

This document provides the functional requirements for the new Streamlined Drug Testing Module (SDTM). It is the intent of this new screen to create an easier workflow for the users and to simplify the current Check In and Drug Testing process for the Pretrial Services Agency (PSA) and Court Services and Offender Supervision Agency (CSOSA) drug units.

The new STDM will only be used by PSAs Drug Testing and Compliance Unit (DTCU) and CSOSA Illegal Substance Compliance Unit (ISCU) as well as at all remote drug testing site locations for both agencies. The new screen or 'workflow' will replace the current PRISM 2.0 Drug Testing and Check-in Screens. There are new requirements in this document to also develop screens that will be used by Lab personnel to check medications (prescription and over the counter) for cross reactivity.

Background

CSOSA and PSA use the Pretrial Real Time Information System Manager (PRISM) to check in clients and offenders for drug and oral fluid testing. The work process requires users to go back and forth between the Check-In and Drug Testing modules screens to complete a court ordered drug placement or a check-in. Currently, in PRISM there is no module to check medication cross reactivity.

Goals for New Workflow Screen

The new screen or 'workflow' approach will streamline the current drug checkin process for many of the clients and offenders that are currently under PSA or CSOSA supervision. PSA supervises defendant pre-adjudication and CSOSA supervises offenders post adjudication. The average supervision period for a client under PSA supervision is 180 days, and the average supervision period for CSOSA is 90days to 2 years.

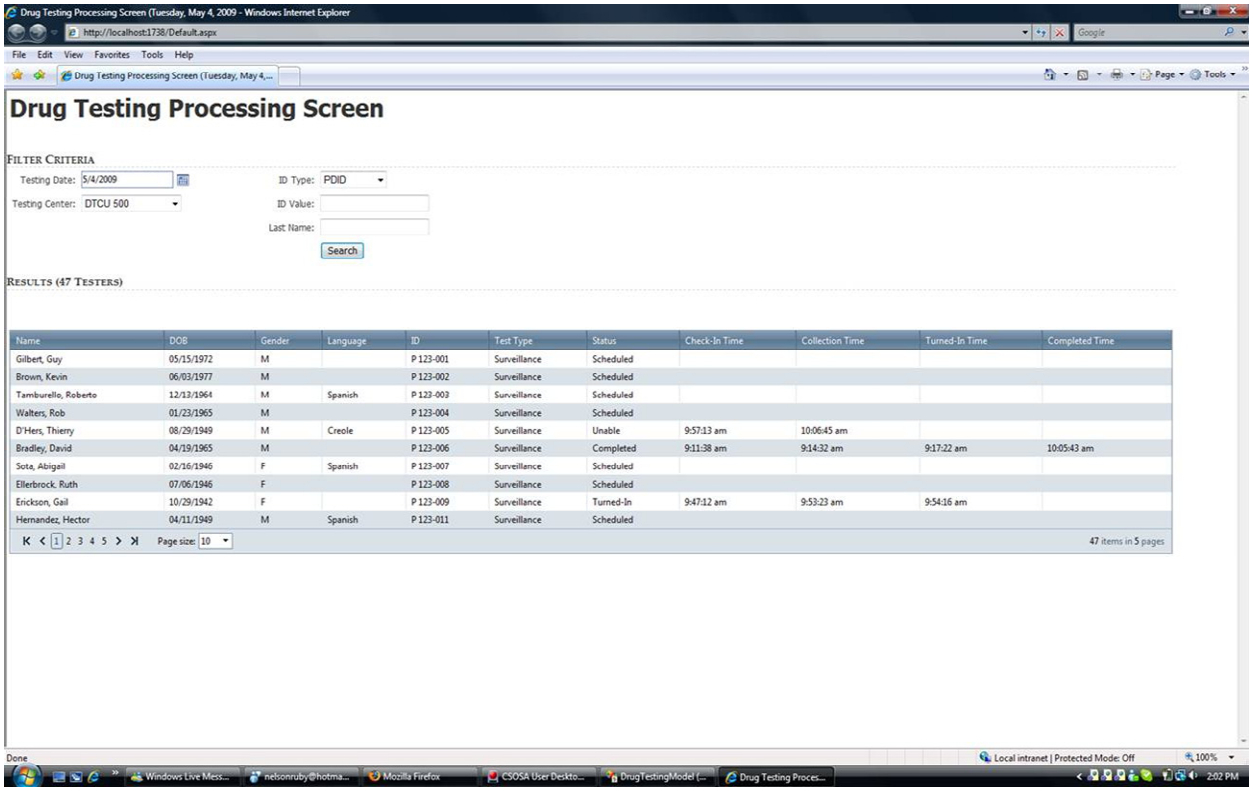
The objective of this project is to have the Check-in and Drug Testing Records in one screen. By combining these screens our goal is to reduce the number errors Agencies have. Some common errors are; drug tests and placements created for the wrong clients & offenders, duplicate drug records created for a client on the same date and check-ins created for a client & offender using a record from a previous date.

Having a new screen or module to allow the lab personnel to check a medication's cross reactivity would allow the staff to have the information about possible cross reactivity information available during subsequent activities such as levels analysis.**Drug Testing Processing Queue Screen**
When the Pretrial Services Officer (PSO) or Community Supervision Officer (CSO) enters the new screen they will be presented with the ***Drug Testing Processing Queue List***. The queue list screen

will allow a PSO or CSO to search to find all defendants and offenders scheduled to report for check-ins and drug tests that day at any PSA or CSOSA drug testing location. The functionality of this screen will only be adult clients and offenders. At this time, PRISM juvenile will not be modified with the new module screens and functionality.

When a PSO or CSO uses this queue list screen, they are operating outside of a specific client's or offender's information, similar to the 'My Case List' functionality currently in PRISM. My Case List in PRISM provides an overall list view of all clients a PSO is supervising. Once a user selects a client or offender they are then in an 'active record' of that specific defendant or offender.

*The following mock up screen shows the suggested new **Drug Testing Processing Queue List** screen. The functionality of this screen is similar to the current PRISM Drug Lock- Up List screen. This screen mock up does not represent all the fields described below or show all the preset filters but represents a concept of the screen.*



Drug Testing Processing Queue List Screen
The screen will be divided in to two sections; Filter Criteria and Search Results.

The first section of the screen will be for the **Filter Criteria** which will allow the user to refine their search criteria to look for any of the following;
Testing Date- defaults to today's date, prior dates can be entered. This will be a text box, with a calendar selector button.
Drug Testing Preferred Location-represented as Testing Center in the screen shot.
ID Type-PDID, BAID and CSOSA 'C' Number
ID Value- Displays the values for the ID Type for example; 234234 will format to 234-234 for the PDID number.
Client or Offender Last Name- Display a text box to search for a client or offenders by their last name.

Drug Test Types (defined in the table below)

Descr	PSA	CSOSA	Scheduled or Not Scheduled Drug Test
Citation Spot Test	x		
Court Spot Test	x		
Evaluation	x		
Initial test		x	
Lock Up	x		
Other	x		
Placement	x		
PSA Spot Test	x		
Initial test – PSI		x	
RSC Spot Test		x	Not Scheduled
Spot	x		Not Scheduled
SRTP Initial Spot Test		x	Not Scheduled
SRTP Spot Test		x	Not Scheduled
Surveillance	x	x	

Search Button-a button the user will click to search for any of the above criteria to search their client or offender.

In addition to allowing the PSO or CSO to search with the fields identified above, the list screen will have basic filters to sort and view data.

Drug Testing Processing Queue List Screen -Basic Filters

Scheduled Tests-this basic filter will default to today's date and return a list of defendants or offenders names (records) that have a status of 'Checked In' or 'Scheduled . The user should be able to conduct a secondary sort by; Scheduled Clients or Offenders A-H, Scheduled Clients or Offenders I-R, Scheduled Clients or Offenders S-Z.

Tests by Drug Test Location (site)-this basic filter will sort the queue list by drug test site (regardless of status) and return all defendants or offenders currently under supervision that are scheduled to submit a drug test at one of the drug testing units (PSA or CSOSA).

Unscheduled Drug Tests (walk-ins)-this basic filter will sort the queue list and show all defendants or offenders that have drug tests for a specific date (defaults to today's date) that are not scheduled and have a status of 'Checked In' or 'Scheduled'. The user should be able to conduct a secondary sort by; Unscheduled Clients or Offenders A-H, Unscheduled Clients or Offenders I-R, Unscheduled Clients or Offenders S-Z.

The second section of the **Drug Testing Processing Queue List Screen** will display the **Search Results** of the basic filtered criteria entered. The Search Results should be presented on the screen in column format.

Results – once the search criteria is entered and returned, a 'results banner' will display a cumulative number of records that match the searched input criteria.

Name- displays a list of clients or offenders with the Last Name criteria that was searched, a Thumbnail Picture of the Client or Offender—a current drug testing photo of the client or offender will display next to the name. The user will be able to click on the picture and expand to a larger picture of the client or offender.

Date of Birth- displays the clients or offenders dates of birth
Gender-displays the client's or offender's gender
Language-displays the client's primary or preferred language spoken
ID –displays the PSAPrimaryID values (from the ClientDrugTestRecord) for the ID Types searched. This field would be populated when the record is created.
Test Type-(see table on page 6 for complete list)
Result Status- displays the current drug test status of the client's or offender's specimen in the chain of custody process. The status will be updated as the specimen moves through the Chain of Custody process. Values: admin error, collected, contaminated sample & incarcerated
Checkin Time-displays the time the client or offender was checked in,
Collection Time-displays the time the sample was collected (urine or saliva)
Turned in Time-displays the time the sample was turned in to the lab
Completed Time-displays the time the sample processing was completed by the lab
Selecting a Record- To select a record for a Client/Offender from the list a user will hyperlink or click on the client/offenders name from the queue list.

If a client or offender has already been checked in, or a sample has been collected, a popup will display informing the user of this information.

In addition to the **Drug Testing Processing Queue List Screen** basic filtered search results, PSA will have 5 defined filters available to refine searches for clients. CSOSA will have 4 defined filters to search for offenders.

Defined Filters

PSA Drug Test Filter 1-
This filter will list all the clients who are scheduled to submit a drug test today for a specific drug test unit (preferred location). It will include spot tests.

PSA Drug Test Filter 2-
This filter will list all clients who are scheduled to test today for any drug unit (preferred location).

PSA Drug Test Filter 3-
This filter will list all clients that have been in lock up over the last 3 days (72 hours). Clients that have evaluation tests from 48-72 hours (2 business days) should appear on this list.

PSA Drug Test Filter 4-
This filter will list any client who has one case with a PSA drug testing condition and a case manager assigned.

PSA Drug Test Filter 5-
This filter will list anyone who has an open PSA case. This filter will primarily accommodate clients who are in Failure to Appear (FTA) status.

CSOSA Drug Test Filter 1-
This filter will list all the offenders who are scheduled to submit a drug test today for a specific drug test unit (preferred location). It will include referrals. A Referral is defined as a drug test in which an offender is 'referred the same day' to be drug tested. Similar to the PSA Spot Test.

CSOSA Drug Test Filter 2-
This filter will list all CSOSA offenders who are scheduled to test today for any drug unit (preferred location).

CSOSA Drug Test Filter 3-
This filter will list any CSOSA offender with a drug testing condition- any offender who has tested in the last 60 days for CSOSA.

CSOSA Drug Test Filter 4-
This filter will list any offender who has a CSOSA Supervision case.

New Streamline Drug Testing Check In; Filter Process, PRISM/ SMART Interface and Find Client or Offender

The PSA and CSOSA filters will be run overnight in a 'batch' process. The database will be searched and build queue lists to prepopulate these filters.

To streamline the data flow and increase data integrity between PRISM and Supervision Management Automated Record Tracking System (SMART-CSOSA's case management system), PSA would like to have an interface or—in the absence of an interface—a process set up that when an offender is put into SMART, the offender is identified with a existing client record in PRISM. This would help both systems reflect accurate data and help reduce errors. In the new STDM DTCU or ISCU staff should rarely enter clients or offenders in PRISM.

Find and Add a Client or Offender

The **Drug Testing Processing Queue List Screen** must accommodate clients and offenders that 'walk in' for drug testing on a specific day. DTCU and ISCU staff must be able to add a client or an offender record for a walk-in a drug test record (spot test, or referral test) in real-time. Spot Drug Tests are ordered by PSA PSOs and Drug Referral Tests are ordered by CSOSA CSOs.

Find Client or Offender- DTCU or ISCU staff will perform a client or offender Search. When staff is searching the database they should only be able to search the database for clients or offenders that are currently under PSA or CSOSA supervision. If a PSA staff person is searching, only PSA clients under supervision or dually supervised clients with CSOSA will be returned in the search. The same is true for CSOSA offenders, if a CSOSA ISCU staff person is searching for an offender, only offenders under current CSOSA supervision or PSA clients being dually supervised should be returned in the search.

Today, staff is able to search the entire database to look for clients. This refined search will reduce errors of a wrong or incorrect clients or offenders being selected. Adding a thumbnail picture at the end of the row will allow the staff to click on and enlarge the picture. This will assist staff by being able to look at a current picture of the client or offender. If no picture of the client or offender is available a message will display indicating no current picture is available.

This search will help reduce data entry errors by only returning records that have current supervision cases.

This modified Client or Offender search screen will display some of the search criteria fields outlined on page 6.

Client or Offender Name -displays a list of clients or offenders with the Last Name criteria that were searched that have an active case for PSA or CSOSA. The thumbnail picture of the client or offender will be a current drug testing photo of the client or offender. The user will be able to click on the picture to expand and display a larger picture of the client or offender. If no picture of the client or offender is available, a message will display indicating no current picture is available.

If the client's or offender's name is not found by one of the defined filters, or through the new Find Client or Offender Search process, a new Check in and Drug Testing record must be created at the client's or offender's first visit.
Each client or offender will report to the respective drug collection units with the necessary paperwork to allow the record to be added in real time.

Add a Client or Offender

Once the search is complete and no Client or Offender record is found, the staff must add a Client or Offender record to the queue list. From the modified search screen, the staff should be able to click an 'Add 'button to add a client or offender record in real time.

The following fields will be added to create a new record;
ID Type-PDID, BAID and CSOSA 'C' Number
ID Value- Displays the values for the ID Type for example; 234234 will format to 234-234 for the PDID number.
To Date Field –defaults to today's date
Drug Testing Preferred Location-represented as Testing Center in the above screen shot.
Drug Test Type See table of Drug Test Types on page 6

The system will need to be able to check and confirm if a duplicate record (same client name, id & date) currently exist in PRISM. If so a warning pop up screen will display a message alerting the user that a record already exists.

When a Client is added here through this 'quick' add process, the client or offender record will be available in real time in PRISM.

After the 'save' the user is directed to the new **Check in and Drug Testing form** screen (below). This screen is a 'one stop shop' for check in and drug testing screen in the new SDTM.

Check-In and Drug Testing form screen

The following screen shot shows the **Check in and Drug Testing form screen** of the new STDM.

The new **Check In and Drug Testing form screen**, will combine current functionality from two modules in PRISM; Check in and Drug testing in to a 'one stop shop' one screen.

The new screen will have seven sections within;
The section headers for the form screen are;

Check-In and Drug Testing Information
Current Address Information
Next Court Appearance Date
Medications & Comments
Current and Previous Drug Test Results
Next Appointment Slip Options
Drug Test Label Options

Last updated by JenG on 10/03/2008

Check-In and Drug Testing Information

Function	☑ Pretrial ☐ Probation ☐ Parole	Specimen Number	31816351
Check-In Date/Time	10/03/2008 ... 8:55 AM	Compliance	Yes
Drug Test Type	Surveillance	Specimen Type	Urine
	Coc - Amph - PCP - Opi - Meth - Mari - Alc	STL Specimen ID	
Default Drug Profile	☐ ☐ ☐ ☐ ☐ ☐ ☐	Check Levels	☑
	-- -- -- -- -- -- --		
Result Status	Scheduled for Testing	Workstation ID	PSAmax300012

Current Address Information — Add Address

Address	Live at?	Receive mail?	Returned mail?	Verified?	USPS Validated?	Acknowledge	
5457 Madison Way, New Carrollton, MD 20784	Yes	Yes	Yes	Yes	Yes	☐	edit
1334 Newton Street, NE Washington, DC 20017	Yes	Yes	Yes	Yes	Yes	☑	edit
1806 M Street, NE Washington, DC 20002	No	No	No	No	No	☐	edit

Next Court Appearance Date

Date	Time	Appearance Type	Judge/Officer	Docket	Court/Room	Acknowledge
10/15/2008	9:00 AM	Diversion Status Hearing	Judge Judy	2008-CMD-018777	SupCt / 212	☑
11/01/2008	12:00 PM	Status Hearing	Judge Judy	2008-CMD-018777	SupCt / 212	☑
01/25/2009	No	Status Hearing	Judge Judy	2008-CMD-018777	SupCt / 212	☐

Medication

Medication	...	Quantity	30 tablets
Rx. Date / Rx. Expiration	10/01/2008 ... 11/01/2008 ...	Method	oral
Frequency	Take 1 every 6 hours	Save Medication	

#.	Medication	Rx. Date	Exp. Date	Qty.	Frequency	
1.	Acetaminophen and Codeine Phosphate Oral Solution USP and Tablets	10/01/2008	10/15/2008	30 tab	Every 12 hours	edit delete
2.	Butabital, Aspirin, Caffeine and Codeine Phosphate Capsules, USP	09/29/2008	10/30/2008	90 tab	Every 8 hours	edit delete
3.	Naldecon-DX Adult Liquid 30	09/26/2008	10/12/2008	16 gm	Once a day	edit delete
4.	Oxycodone/Acetaminophen Capsules	09/24/2008	10/04/2008	20 tab	Every 12 hours	edit delete
5.	Percocet-7.5/500	09/22/2008	10/02/2008	20 tab	Every 12 hours	edit delete
6.	Robitussin Maximum Strength Cough and Cold	09/17/2008	10/05/2008	16 mg	Twice a day	edit delete
7.	Tylenol Maximum Strength Flu Gelcaps	09/15/2008	10/15/2008	60 tab	Every 6 hours	edit delete
	Display entire list (active and inactive prescriptions)	Today is	10/03/2008			

Comments

Current and Previous Drug Test Results

Function	Date	Test Type	Coc	Amp	Pcp	Opi	Meth	Mari	Alc	Levels	Status	Compliance
PT PB PR	10/03/2008	Surveillance	-	-	-	-	-	-	-	Yes	Collected	
PT PB PR	09/26/2008	Surveillance	N	N	N	Y	-	N	-	Yes		No
PB PR	09/19/2008	Surveillance	N	N	N	N	-	N	-	Yes		Yes
PB PR	09/12/2008	Surveillance	N	N	N	N	-	N	-	Yes		Yes
PB PR	09/05/2008	Placement	N	N	N	Y	-	N	-	Yes		No

Next Appointment Slip Options (changes made below will NOT affect the Client's current testing schedule)

Print Slip	☑		
Drug Test Site	633 - DTCU	Appointment Date	10/20/2008 ...
Report Between	07:00 AM And 07:00 PM	Contact Phone	(202) 555-5555

Drug Test Label Options

Print Label	☑		
Printer	633 - Label 1	Workstation ID	PSAmax300012

Print | Remarks | Chain of Custody | Save | Cancel

Check In and Drug Testing Information Section

This section of the screen will consolidate the check-in and drug testing information that is currently in two different modules in PRISM.

When a user enters the new screen for the first time (first check in for the client or offender) they must be made aware they are entering information for the first time.

Moving left to right on the screen the following fields should display:
Function- followed by three checkboxes for Pretrial, Probation, and Parole. These check boxes define which division of PSA of CSOSA the client or offender is drug testing (for/with). In other words, if the client being supervised by PSA, the PSA check box should be checked; if the offender is testing for (and is currently on Probation) the Probation check box is checked; and if the offender is on Parole, the Parole check box will be checked. The user should not have to check these boxes except on a new record added.
Specimen Number - This is a unique number associated to every (urine or oral) specimen in PRISM. This field will be read-only textbox containing the auto generated specimen ID. The number is generated on the 'add' function when a user creates a new record or by the Agent. This field cannot be edited or modified.
Check-In Date &Time –This field captures the date and time the client or offender is checking in to a drug unit (preferred location). Both date and time fields will default to today's date and time. No future or past dates can be entered.
Compliance – a dropdown values are; Yes, No, N/A.
Drug Test Type - a dropdown values are defined in the table on page 6 of this document. The field will be populated by the scheduling agent.
Specimen Type- a dropdown values are 'Oral' and 'Urine', defaults to specimen type of 'Urine'. If 'Oral' is selected, STL Specimen ID will be a required field.
External Lab Specimen ID (represented as STL specimen id on the screen shot (above) - textbox to capture the oral specimen's number. Only mandatory field if 'Specimen Type' is 'oral'.
Default Drug Profile- checkboxes to represent the types of drugs that a client or offender can be tested for- Cocaine, Amphetamines, PCP, Opiates, Methadone, Marijuana, and Alcohol are substances the lab can test. All drug profile defaults are based on the **Drug Test Type** and
Check Levels- a check box, drug levels analysis are done for the following PSA Sanctions Based Programs; New Directions, SCDIP and some defendant's in General Supervision on a Sanctions contract). Levels analysis is done for CSOSA (STAR and SAINT HIDTA) programs for these Programs the 'check levels' check box would default to 'Checked'. Only a PSA or CSOSA Supervisor has the ability to check or uncheck this box before or after a drug test is submitted to the lab.
Result Status- a dropdown Use current PRISM 2.x values to populate this dropdown. This dropdown is 'user created' and reflects where the specimen result currently is in the drug process. This field will not be allowed to be edited once a specimen has results. Values: admin error, collected, contaminated sample & incarcerated.
Workstation ID- displays the current workstation name. This is a read only field. There is an Active X control downloaded on every PC that identifies each PC and populates this field.

Check-In and Drug Testing Screen; Current Address Information and Next Court Appearance Date

The following screen shot shows the 2nd and 3rd sections of the new streamlined Check-In and Drug Testing Screen; Current Address Information and Next Court Appearance Date.

Current Address Information — Add Address

Address	Live at?	Receive mail?	Returned mail?	Verified?	USPS Validated?	Acknowledge	
5457 Madison Way, New Carrollton, MD 20784	Yes	Yes	Yes	Yes	Yes	☐	edit
1334 Newton Street, NE Washington, DC 20017	Yes	Yes	Yes	Yes	Yes	☑	edit
1806 M Street, NE Washington, DC 20002	No	No	No	No	No	☐	edit

Next Court Appearance Date

Date	Time	Appearance Type	Judge/Officer	Docket	Court/Room	Acknowledge
10/15/2008	9:00 AM	Diversion Status Hearing	Judge Judy	2008-CMD-018777	SupCt / 212	☑
11/01/2008	12:00 PM	Status Hearing	Judge Judy	2008-CMD-018777	SupCt / 212	☑
01/25/2009	No	Status Hearing	Judge Judy	2008-CMD-018777	SupCt / 212	☐

Current Address Information Section

The address section screen shot above does not accurately reflect the new PRISM 3.1 address values that should display in this section of the new STDM.

Address-The address displayed here is the Supervision Address (not the Diagnostic Interview (DI) address). Concatenate the address into one line or wrap the address in two equal lines to be able to display all pertinent address information. If the client or offender doesn't have an address, a banner will display indicating that there is no current address for the client/offender.
Status-status of an address record is either current or prior; 'C' or 'P' will display under the column header.
Stay Away/Curfew- displays whether this address is an address the client or offender has been court ordered to stay away from or reside at for a curfew. If the address is either one of these the word YES will display under the column header
Mail or Mail Returned- If PSA has received return mail, a YES is displayed; if no return mail has been received a NO is displayed. The Yes or No text will display under the column header.
Court Ordered- If a current Supervision address has been ordered as an address the client is required to live at court ordered=yes then the Yes or No text will display under the column header.
Verified Date- The date when an address was verified will display under the column header Corroboration Date in PRISM 3.1.
Sealed Date-The date when an address was sealed will display under the column header.
Acknowledge- An acknowledgment check box will be at the end of every address row. This field will not be required for any CSOSA case. Currently in PRISM a user must acknowledge one address before being allowed to continue to the next screen to complete a check in for a client.

Edit an Address

In the **Current Address Information** section users will have the option to click on a pencil icon and edit an address record. All changes here on this screen will be reflected in real time on the supervision address and be recorded in the modification summary (audit record as well). Once a user clicks on the pencil icon, a user should have the ability to hyper link on an address and change any necessary information the client or offenders' reports at the time of checking in. The changes should be reflected on this screen as well as the Supervision address.

Add an Address

Users can also 'quick 'add an address through the 'one stop shop' new check in drug testing screen. An add button will be in the header of the address section.
If a new Address is entered (by clicking on the Add Address button) the user will be taken to the supervision address module form screen. While maintaining 'state' of the current drug test check in screen the user must be allowed to return to the screen 'as is' if the user has to go out of the screen or leave the 'workflow' wizard process. Once the user has entered an address, he should be able to continue to the next section of the check in screen.

Next Court Appearance Date Section

Next Court Appearance Date Section displays all of the client's or offender's upcoming court appearance date(s). CSOSA users must be able to click through these screens and not acknowledge or 'save' any information. CSOSA offenders typically do not have pending court appearances while on supervision.

Date- this field displays the client's next court dates sorted by most recent date at the top. If the defendant does not have a pending court date, a banner will display that reads 'no pending appearance dates available'. If the defendant case (PSA only) is Pending Grand Jury (PGJ), a banner will display 'pending grand jury'.
Time- this field displays the time the client is due in court. If no time is available, a banner reads 'no court time available'. The screen will have no default time.
Appearance Type- this field displays the next court appearance type(s) for the client. This is sorted by most recent date at the top of the list. After a Court Appearance date has passed, the screen will only display one current court appearance date for each current case.
Judge/Officer – this field displays the name of the judge(s), magistrate judge, or judicial officer. This field will default to the current presiding judge in each case.
Docket- this field displays all the current docket numbers for all the clients' cases. They should be sorted by most recent case at the top of the list.
Courtroom –this field displays all the Court Types; Superior, District, Traffic and the Court Room number ex; SupCrt/203
Acknowledge- this field will be a checkbox and be at the end of every court date row listing. For CSOSA offenders checking in, this field will not be required mandatory field.

Check in and Drug Testing Screen Modification Summary, Viewing History and Court Appearance History Screen and Medication Section

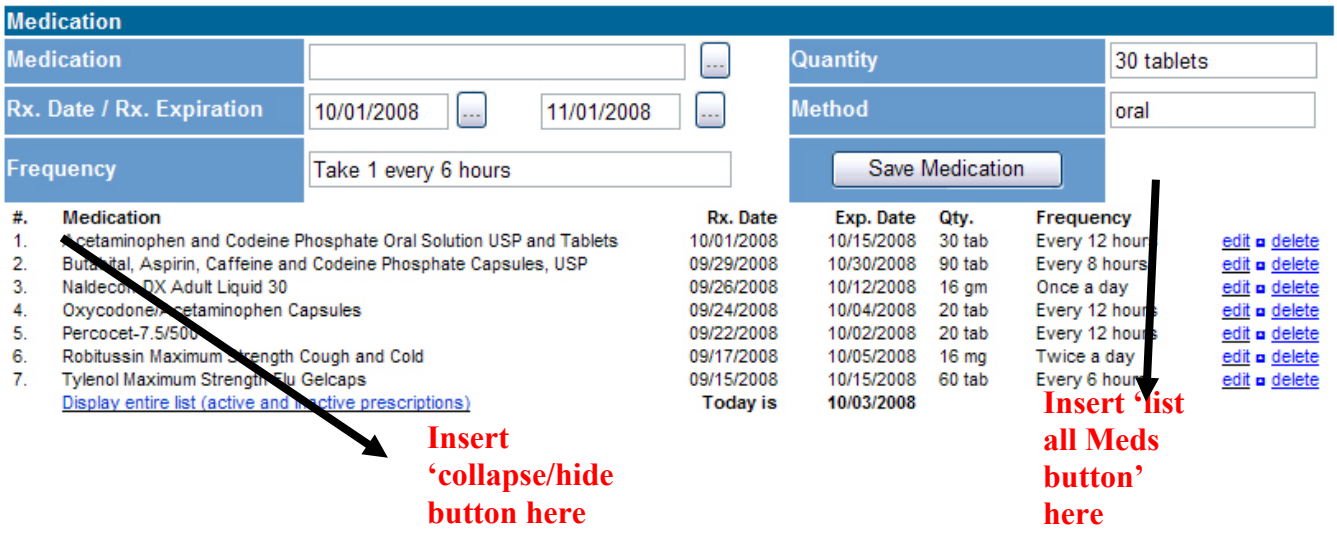
The new Check-In and Drug Testing Screen must maintain audit records for the entire screen by section. Functionality in this new module should mirror what is currently in PRISM 3.1.

Viewing the modification and check in history is important. The users must be allowed the option of viewing the check in history.

Show All Court Appearance History screen- when the user clicks on the 'Check-in History' or 'Show All Court Appearances' button, from the Next Court A**p**pearance Date section. The user will be directed to another screen that lists all the clients or offenders court appearance history delineated by case.
The user must have the capability of viewing the acknowledgements for past court appearances.

Check in and Drug Testing Screen Medication Section

The following screen shot shows the 4th section of the new streamlined Check-In and Drug Testing Screen; Medication. NEED UPDATED SCREEN SHOT TO REFLECT NEW/ADDITIONAL FIELDS



Medication Section

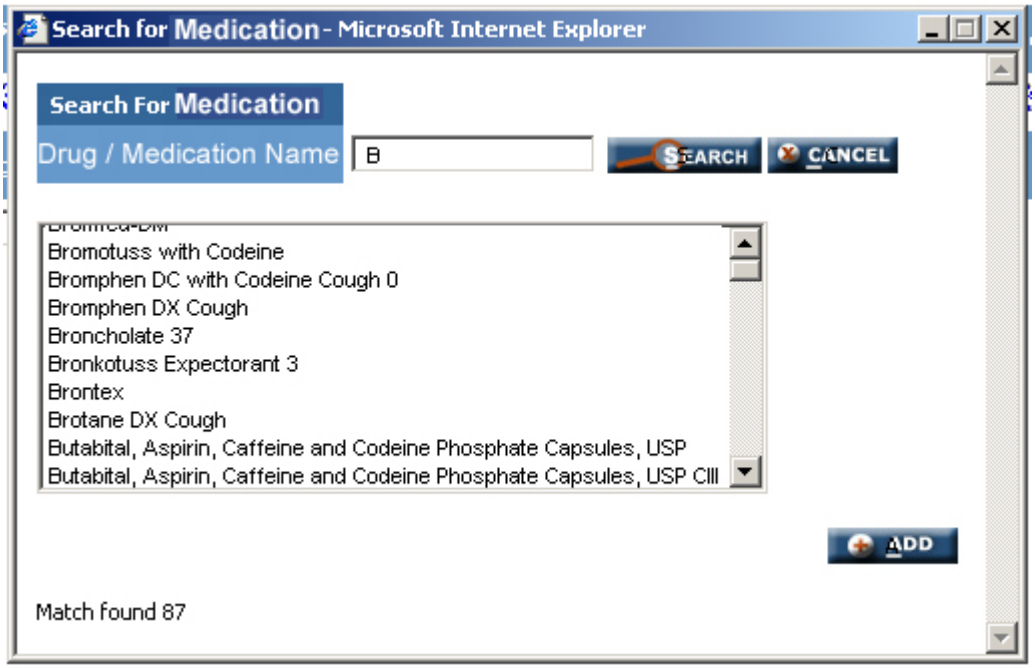
Currently in PRISM, if a client or offender is taking prescription or over the counter medication, the information is recorded either in the Health Module or Drug Testing Modules. It is the drug collection unit's responsibility to record the client's medications, and the Lab's responsibility to determine each medication's cross-reactivity and its impact on each drug test result.

PSA & CSOSA must have a standard process to record client and offender's medication. These decisions will have an impact on the business rules of this section of the SDTM screen.

The purpose of this section of the screen is to record all medications used by the client or offender that may interact with urinalysis test reagent and produce a false positive test. If a client or offender is not currently taking medication or reporting medication during a check in, this section is not required.

Search Medication

When a user clicks on the button at the end of the Medication text, and before they can add a medication to the database, they must first search for the medication in the Medication List. The database must have the capability to bring back all medications that sound like and are similarly spelled the same. For example; if the user types in Tylenol, a list will return with Tylenol Extra strength, Tylenol 3, Tylenol Arthritis Strength etc. The primary search of medications will be for the non generic name of medications. The data base will also store generic names and cross reference non generic to generic names. For example; if a defendant is taking Nasacort nasal spray, when Nasacort is entered, Fluticasone will display.



Create a screen in PRISM to search for Medications.

The Search Medication screen will have the following fields.

Medication Name- will be a text box with a <Search> button next to it.
Medication list- will display text list from which the user can select a medication entry.
Add button- allows a user to create a new entry on the list (see "Add Medication" screens.
Search button-Clicking on the button takes the value in the Medication Name text box and performs a search of the medication list and displays the possible matches in the "Medication list" text list.
Cancel button-clicking on the button returns nothing to the calling screen.

The user should be able to search on a partial name of the medication and also have "sounds like" search capabilities.
If a user enters the letter 'A'(upper or lower case), a list is returned with all the medications beginning with the letter 'A or a'. The values displayed in the list should be properly spelled, in alphabetical order, and be returned in less than 5 seconds.
Selecting an item from the list returns it to the calling screen

Enter Medication
A user will select from a list of prepopulated medications. The following fields must be entered to successfully record a medication a client or offender is reporting. If the medication being reported is not found, the user will have the ability to add the medication in free text format with spell check functionality.

Quantity-this field allows the user to enter (text box) what the 'quantity' of the medication is (30 tablets, 2 vials etc)
Date Filled/Rx Expiration Date- these fields will be used to collect when the prescription medication was filled and when it's due to expire.
Method-is a dropdown field that captures how a medication is taken. Values are: oral, injection & inhaled.
Frequency-a text box to record how frequently the client or offender has to take the prescribed medication i.e; take one tablet twice a day.
Still Taking Meds? - is a check box that allows the user to record whether the medication is still being taken by the defendant/offender.
Medication Missing-is a check box that allows the user to record whether the medication bottle is missing and not in the defendants/offenders possession.

Medication List

Medication List Headers-in a read only list the following field headers will be displayed in a row (left to right);#, Medication, Date Filled, Exp Date, Qty, Frequency.
Underneath each header are row(s) of the medications currently reported being taken by the client or offender, with the most recent sorted at the top. The list will display the most current 3 records. For the user to see the entire list of medications reported by a client or offender, they will click on the 'List All Meds' Button.

List All Meds Button

When the user click on the 'List All Meds Button', a second window/screen will display all the medications a client or offender has reported.
Medication #, Medication name, Rx date, Exp date, Quantity and Frequency of each medicine will be listed. The purpose of this additional screen is to make the Medication Screen not too 'busy' listing all the current meds a client or offender is taking.
For every new prescription entered by a user, the read only list will populate with the most recent medication recorded, filtered at the top of the list. The number field # will be sequentially completed as prescriptions are added.

Medication Renewal

PRISM must have the flexibility and ease of use to be able to record multiple medications at the same time, quickly. In addition, PRISM also needs to be able to have a 'quick medication renew' method, whereby, if a defendant's medication dates have expired since his last reporting date and he is in the unit today with the same medications (just new dates or new prescriptions, but the same meds) the user (staff member) can quickly 'renew' the drugs that have expired and enter new dates. This process would only be a 'quick renewal' method for drugs that have been previously reported.

Add a new Medication to PRISM

Add Medication Screen

If the medication is not found, a new screen will display when the user clicks on the 'Add Medication' button that is in the frame of the Medication section. The user will enter the name of the medication in text field (with spell check capabilities), and a confirmation message pop-up will say 'Are you sure you want to add this medication?' If the user clicks 'yes', the medication is added to the list of medications. Once the new medication is entered an email is triggered to the PSA Lab Help Desk notifying them of the new medication that was added to the Medications list. It will be the Lab personnel's responsibility to update any cross reactivity information in the database.

The following screen shot shows the screens that will be used to add a new Medication to PRISM.

Add new Drug/Medication (Toxicology has not reviewed this entry yet)

ID number	<sequential number>
Drug/Medication Name	
List Active Ingredients (separate with commas)	

Created/entered by caravantesd on 08/20/2008 5:00pm

SAVE CANCEL

Toxicology Review

Cross Reaction # 1	
Cross Reaction # 2	
Cross Reaction # 3	

Last updated/reviewed by robinsonj on 08/21/2008 7:00am

SAVE CANCEL

The **Add Medication screen** will have two sections **Add newMedication** section and **Toxicology Review** section. The following fields will be in the **Add new Medication** section at the top of the new screen.

ID-will display the unique sequential number used to identify the entry.
Medication Name- will be a text box to enter the medication name up to 150 characters. This will be a required field.
List Active Ingredients-will be a text box to enter a list of the medicine's active ingredients separated by commas (,). This will be an optional field.
Cross Reaction- (3) three separate fields to capture which substance could the medicine cross react to. This is a dropdown from the substance list. This section will display who created and last updated the record
Save button- (2) two separate buttons to save the record returns the user to the calling screen. 1st set is to be used when the entry comes from Drug Testing screen. 2nd set is to be used when the entry comes from the main menu.
Cancel button (2)-clicking on the button returns nothing to the calling screen. 1st set is to be used when the entry comes from Drug Testing screen. 2nd set is to be used when the entry comes from the main menu

The Add Medication screen will have two sections **Add new Medication** section and the **Toxicology Review** section. The following fields will be in the **Toxiocology Review** section at the bottom of the new screen.

When a user creates a new entry from the search screen, the Toxicology Review section is NOT available.
Cross Reaction- (3) three separate fields to capture which substance could the medicine cross react to. This is a dropdown from the substance list. This section will display who created and last updated the record.

When the screen is called from the main menu it is assumed the Toxicology experts are working with it and the "Toxicology Review" section is available for use.
Save button- a button to save the record returns the user to the calling screen.
Cancel button- clicking on the button returns nothing to the calling screen.

Lab Notification

The following notification will be sent to the Lab personnel regarding medications.
Name of the medication that was added
Date the medication was added
User name that entered the medication

Check-In and Drug Testing Screen; Comments and Current and Previous Drug Test Results

The following screen shot shows the 5th and 6th sections of the new streamlined Check-In and Drug Testing Screen; Comments and Current and Previous Drug Test Results.

Comments

Current and Previous Drug Test Results

Function	Date	Test Type	Coc	Amp	Pcp	Opi	Meth	Mari	Alc	Levels	Status	Compliance
PT PB PR	10/03/2008	Surveillance	-	-	-	-	-	-	-	Yes	Collected	
PT PB PR	09/26/2008	Surveillance	N	N	N	Y	-	N	-	Yes		No
PB PR	09/19/2008	Surveillance	N	N	N	N	-	N	-	Yes		Yes
PB PR	09/12/2008	Surveillance	N	N	N	N	-	N	-	Yes		Yes
PB PR	09/05/2008	Placement	N	N	N	Y	-	N	-	Yes		No

Comments Section

This section will be used to record any comments a user may have regarding this defendant's check in or drug test record for that day. These comments are 'public' information and will print on all drug status and 'other reports' to be defined. The use of preformatted comments, similar to those in use in the Supervision Log of PRISM, will be incorporated into this section.

Comments Box-The comments box will be text box with a 1000 character limit of free text.

Current and Previous Drug Test Results Section

The purpose of this section is to display the last 12 drug test results for Pretrial, Probation or Parole and display them by their Function in a read only list. A user will be able to see 'at a glance' if the client or offender has tested positive for a substances and the date of the test. This section of the screen will also let the user see whether a levels analysis was done, where the sample is in the chain of custody process, and what the client's or offenders' compliance is in regard to that sample.

Function- Pretrial (PT), PB (Probation), PR (Parole) defines which Agency the client or offender is currently testing under. A client or offender can be testing for more than one Agency at the same time.
Date- The date the drug test was taken
Test Type-this is driven by what is entered in the Drug Test Type (formerly Check-In Type) Values are: Citation Spot Test, Court Spot, Eval, Initial test, Lock Up, Other, Placement, PSA Spot Test, Initial **Test**-PSI, RSC Spot test, Spot, Surveillance, Unscheduled Test.

* The Screen Shot incorrectly shows a 'Y' for a positive test.

Coc- abbreviation for Cocaine will display and show an 'N 'or Neg for Negative, 'P' or Pos for Positive, or a dash '–' if the client or offenders are not tested for this substance in their specific drug profile. Use of color on the screen will also help delineate Positive versus Negative tests.

Amp-abbreviation for Amphetamine will display and show an 'N 'or Neg for Negative, 'P' or Pos for Positive, or a dash '–' if the client or offenders are not tested for this substance in their specific drug profile. Use of color on the screen will also help delineate Positive versus Negative tests.

Pcp-abbreviation for phencyclidine will display and show an 'N 'or Neg for Negative, 'P' or Pos for Positive, or a dash '–' if the client or offenders are not tested for this substance in their specific drug profile. Use of color on the screen will also help delineate Positive versus Negative tests.

Opi-abbreviation for Opiates will display and show an 'N 'or Neg for Negative, 'P' or Pos for Positive, or a dash '–' if the client or offenders are not tested for this substance in their specific drug profile. Use of color on the screen will also help delineate Positive versus Negative tests.

Meth-abbreviation for Methadone will display and show an 'N 'or Neg for Negative, 'P' or Pos for Positive, or a dash '–' if the client or offenders are not tested for this substance in their specific drug profile. Use of color on the screen will also help delineate Positive versus Negative tests.

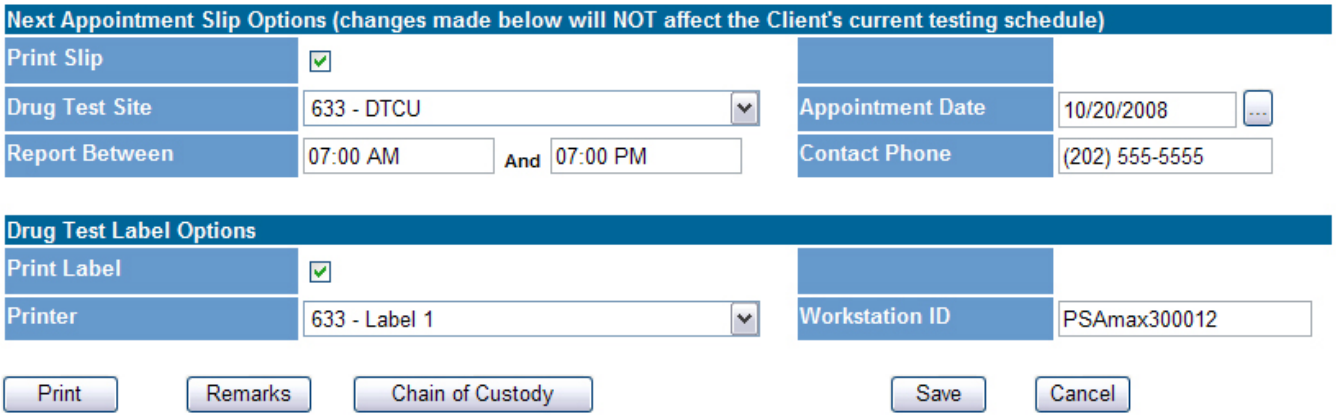
Marj-abbreviation for Marijuana will display and show an 'N 'or Neg for Negative, 'P' or Pos for Positive, or a dash '–' if the client or offenders are not tested for this substance in their specific drug profile. Use of color on the screen will also help delineate Positive versus Negative tests.

Alc-abbreviation for alcohol will display and show an 'N 'or Neg for Negative, 'P' or Pos for Positive, or a dash '–' if the client or offenders are not tested for this substance in their specific drug profile. Use of color on the screen will also help delineate Positive versus Negative tests.

Levels-this is a read only field that will be populated from DTMS.net. These values will display a 'Yes' if a levels analysis was conducted and if the 'Check Levels' check box is checked. The values can be; Residual, NewUse, Can't Determine or a '-'(dash) will display if a levels analysis was not done.
Status-this is a read only field that displays the 'Result Status' of where the sample is currently is in the chain of custody.
Compliance-these are 'read only' values that will display one of the following values; Yes, No, or N/A

Check in Drug Testing Screen Appt Slip Option & Drug Test Label Options

The following screen shot shows the 7th and 8th sections of the new streamlined Check-In and Drug Testing Screen; Next Appointment Slip Options and Drug Test Label Options



<u>Next Appointment Slip Options Section</u>
In this section a user will be able to refine and change specific information that prints on the Drug Testing Appointment Slip that each client or offender receives at each drug testing appointment to remind them on their next testing date, time and location.

Print Slip-a check box, if checked, the appointment slip will print. Defaults to 'checked' for all clients or offenders.
Drug Test Site-this is a dropdown box listing all the current PSA and CSOSA drug testing locations. At the initial drug test check in the client or offenders test location will be set as the default location. By selecting a default Drug Test Site the 'Report Between' field and the 'Contact Phone' field will be populated with pertinent information for the specific location.
Appointment Date- There will be one date text box followed by a calendar selector button for the PSO/CSO to record the next drug test appointment date.
Report Between/And-this is a text box that will prepopulate with the Preferred Location time when the Drug Test Site is selected at the first drug test check in. This field may be overwritten if necessary.
Contact Phone- this is a text box that will prepopulate with the Preferred Location phone number when the Drug Test Site is selected at the first drug test check in. This field may be overwritten if necessary.

<u>Drug Test Label Options Section</u>

In this section a user will be able to refine and change specific information that allows the Drug Test Label to be printed for each specimen collected.
Print Label- this is a check box. If checked the appointment slip will print. This check box will always be defaulted to 'checked' for all clients and offenders.
Printer-this is a dropdown listing all the printers for a particular Drug Testing Location.
Workstation ID- This read only text box is an Active X control that is downloaded to every PC. The workstation ID identifies each PC and will populate this text box.

Action Buttons
At the bottom of the screen there will be three action buttons- Print, Save and Cancel.
Print- allows the user to print the screen out in a format similar to the PSR preview, the Prior Contact Report or in a format similar to the Event Chronology.
Save-when a user clicks on this all the information on the screen is saved.
Cancel- when a user clicks on this all the information on the screen is not saved and the user is returned to the Check-In/Drug Testing screen.

Additional Buttons
At the bottom of the screen there will be two additional buttons.
Remarks-when a user clicks on this button they are taken to the Remarks module. Here they can enter confidential remarks about a client or offender for the check-in/drug testing record.
Chain of Custody-when a user clicks this button they are taken to the Chain of Custody module.

Updating Records
In order for the new SDTM to be used effectively, drug unit personnel need the ability to update records easily.

Once a check in record has been logged the following fields will not be allowed to be updated;
Check in Date & Time
Address
Acknowledgements
Date of Drug Test
Drug Test Type (see page 6 for types of drug tests)
Next Appointment information (date, time, preferred location)
Once these records are saved they will become read only.

To make updates to a record, a user will have to have specific permission (or rights) to update information. There will be an 'Update Records' button that will allow a user to update the following fields;
The update process would allow edits or updates to the following;
Change compliance
Change Drug Test Status
Append more text to a comment or add a comment
Reprint a Drug Test Label or Appointment Slip