



STATE OF CONNECTICUT



DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

DDaP NEWSLETTER

Issue # 20 - January 11, 2011

It has come to DMHAS attention that there are questions regarding the new Drug Ranking feature of the DDaP Periodic Assessment screen. Below are instructions to guide you:

1. Add a Periodic assessment and select the ADD DRUG button.

SUBSTANCE ABUSE

Drugs: No drugs recorded ...

ADD DRUG

2. The **Add New Drug** window will display:

Add New Drug

Drug Type: -- Select One --

Method of Delivery: -- Select One --

Drug Rank: -- Select One --

Days Used:

Age First Used:

SAVE CANCEL

NOTE: All fields are **REQUIRED** if adding a drug.

3. Select the **Drug Type** from the drop list.
4. Select the **Method of Delivery**. (How the drug is administered.)
5. Select the **Drug Rank**. (Values: 1- 3, No Rank)

NOTE: If only adding one drug, select '1' for **Drug Rank**.

Add New Drug

Drug Type: Cocaine

Method of Delivery: Inhalation

Drug Rank: -- Select One --

Days Used:

Age First Used:

SAVE CANCEL



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6. Enter the number of **Days Used** (in the past 30 days).
7. Enter the **Age First Used**.
8. Select the **SAVE** button.
9. The **DRUG USE** grid will display:

Drugs:	Drug Type	Rank	Delivery Method	Days Used in Last 30 Days	Age First Used
	Marijuana, Hashish, THC	1	Smoking	10	14

ADD DRUG

SAVE SAVE & EXIT CANCEL Periodic Assessment

10. If adding **more than one** drug, enter the 'Primary' drug first and select '1' for the 'Rank'. Complete the remaining fields and select **SAVE**.
11. Select '**ADD DRUG**' for the second drug and select '2' for the 'Rank'. Complete the remaining fields and select **SAVE**.
12. Select '**ADD DRUG**' for the third drug and select '3' for the 'Rank'. Complete the remaining fields and select **SAVE**.
13. If adding **more than 3 drugs** select '**ADD DRUG**' and select '**No Rank**' for the 'Rank'. Complete remaining fields and select **SAVE**.



If there are more than 3 drugs, only the first 3 will have a number ranking. Select '**No Rank**' for the remaining drugs. If there is only 1 drug, select '1' for the 'Rank'.

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14. The drugs will display in the Drugs grid:

SUBSTANCE ABUSE

Drugs:	Drug Type	Rank	Delivery Method	Days Used in Last 30 Days	Age First Used		
	Heroin	1	Inhalation	0	22		
	Other Opiates and Synthetics	2	Oral	0	22		
	Alcohol	3	Oral	0	14		
	Marijuana, Hashish, THC	No Rank	Smoking	0	16		
	Cocaine	No Rank	Inhalation	0	22		

ADD DRUG

SAVE SAVE & EXIT CANCEL

Periodic Assessment

15. Select the edit icon in the **Drug Use** grid to edit the drug information.

16. Select the save icon in the **Drug Use** grid to save the drug information.

(Select cancel icon to cancel out of the change.)

17. Select the delete icon to delete the drug information.

Historical Drug ranking has been brought over from DPAS and Batch. New Periodic assessments added online will require the entry of a drug ranking.