



Office of Alcoholism and Substance Abuse Services

Impaired Driver System (IDS) User Manual

NEW YORK STATE OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES (OASAS)

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I. Purpose

The New York State Office of Alcoholism and Substance Abuse (OASAS), in collaboration with the Department of Motor Vehicles (DMV), Impaired Driver Program (IDP) educators and OASAS approved providers of clinical screening and assessment for the impaired driving offender (Clinical Providers), has developed the Impaired Driver System (IDS) to collect data and track motorists charged with or convicted of an impaired driving related offense as they move through the processes of screening, assessment, treatment and participation in the IDP. IDS is a point-forward system that will eventually build a comprehensive database of information connecting impaired driving recidivism data with data concerning motorists' participation in related clinical and educational processes. Formerly, since data generated by IDP directors and Clinical Providers was manually processed and not integrated with other electronic systems, it was difficult to connect this to relevant recidivism data on impaired drivers. IDS captures the most relevant data on impaired drivers including prior convictions and contact with IDP and Clinical Providers. IDS simplifies information sharing, improves process efficiency and increases the rate of accuracy in data collection.

IDS is a web-based solution, which means that it is deployed to users without the overhead associated with software installation and maintenance that exists in a client server environment. IDS provides increased efficiency, accuracy and timeliness of information sharing, with electronic data exchange between OASAS and DMV resulting in a more effective, efficient and consistent evaluation process for impaired driving offenders. IDS is customized with user guidance on standards and best practices to reduce incorrect entries or unsubstantiated determinations. Furthermore, automated reporting to IDS triggers the transmission of pertinent data to DMV, reducing the need for manual intervention and paper-based processing.

OASAS and DMV analyze IDS data to track the paths of impaired driving offenders and also to monitor the activity of IDP and Clinical Providers. Data collection will support outcome measures by connecting motorist recidivism data with prior referrals and/or completions of assessment, treatment or IDP processes. Outcome measures of recidivism aid in our identification of patterns or trends in motorist activity and point to areas in need of enforcement or prevention efforts. Data analysis reports may be used as documentation in response to provider complaints, to inform policy decisions and support related initiatives. Limited and non-identifying data is also shared with other agencies, such as the Office of Court Administration (OCA) and the Division of Criminal Justice Services (DCJS), to enhance the quality and reliability of statistical data needed for related research projects.

IDP and Clinical Providers will use the system to report specific details on the motorist's status indicating their compliance with requirements deemed necessary by the court or DMV as a result of their impaired driving related offense. Reporting to IDS triggers the transmission of data to DMV, possibly effectuating changes in the motorist's conditional licensing or relicensing eligibility status. IDS data that is transmitted to DMV is posted to the motorist's license file for internal review by DMV only. Authorized DMV users may also access IDS to view more detailed information if necessary during their evaluation of a motorist's application for relicensing.

IDS is an easy-to-use, highly flexible application that facilitates tracking of impaired driving offenders and collecting and organizing data regarding their screening, assessment, treatment and/or participation in IDP.

II. User Groups

User access levels and reporting capabilities are determined at login according to the user's role and business needs which are prescribed by laws, policies and regulations.

IDS can be accessed by four distinct user groups:

Clinical Providers

Clinical Providers are OASAS Approved Providers of Impaired Driver Screening and Assessment Services and are further classified as OASAS certified providers; New York State Education Department (SED) licensed practitioners; as well as OASAS approved providers licensed or certified through another state or federal agency (including the Office of Mental Health (OMH), Veterans Affairs (VA) or Indian Health Service (IHS). Clinical Providers use IDS to view, edit and add pertinent details concerning the clinical screenings, assessments and treatment they conduct for motorists who have been charged with or convicted of an impaired driving offense.

IDP Providers

IDP providers use the system to view, edit, create and track details for impaired driving motorists who participate in IDP by voluntary enrollment to obtain a conditional license or by court order to satisfy a conditional discharge that may have been included in the disposition of their criminal case.

DMV Staff

DMV staff access the system to view data related to motorist relicensing requirements, such as the satisfactory completion of IDP, assessment and any treatment that may have been recommended by a Clinical Provider. Data entry by Clinical and IDP Providers into IDS will also trigger the electronic transmission of data to DMV's internal license file, which will generate timely changes in that motorist's conditional license or relicensing eligibility status.

OASAS Staff

OASAS staff utilize the system to track the paths of impaired driving offenders and evaluate Clinical Provider and IDP activity. Collection and analysis of IDS data supports outcome measures on impaired driving recidivism and aids in the identification of patterns or trends within geographical areas. Data analysis reports may be used as documentation in response to provider complaints, to inform policy decisions and support related initiatives. Limited and non-identifying data is shared with other agencies such as OCA and DCJS as described above.

III. Functionality

The IDS application provides data entry capability for IDP and Clinical Providers to report specific details about an impaired driving offender's status and compliance with applicable requirements.

User reporting to the system will trigger the transmission of data to DMV for their use in evaluating and initiating changes in a motorist's conditional license or relicensing eligibility status. The IDS application will provide for the electronic transmission of data pertinent to a motorist's status to DMV on a nightly basis.

IDS Security

As with all other OASAS systems, users must complete an External Access Request Form (IRM-15) for authorized access to IDS. This form can be downloaded from the OASAS Applications web site (<http://www.oasas.ny.gov/mis/forms/irm-15.pdf>). Upon approval of a request for registration, a username and

password is assigned for personal access to the system. OASAS certified providers are able to use the same username they currently use to login to other OASAS applications; however, a specific request for access to IDS is still required. All IDS inquiries and user activity is tracked and monitored for security and auditing purposes by the OASAS IT Bureau.

IDS Consent Form

IDS users are required to obtain the motorist's consent before viewing or creating their IDS records.¹ A customized consent form has been developed for this purpose (Appendix B). The IDS consent form lists the specific data elements displayed in IDS and explains the purpose for sharing these details with parties listed on the consent. Confidentiality has been further assured by requiring that users attest to the receipt of each motorist's consent when selecting from a list of IDS records generated by inquiry and when creating a new IDS case.

Driver's Abstract

IDS users can access the motorist's most current abstract of driving record by clicking the "Driver's Abstract" link, located at the top right of data entry fields on the screening, assessment, treatment and IDP pages. Drivers' abstracts are accessible through IDS via a DMV web service and displayed to the IDS user in a pdf format. A sample driver's abstract is available to view in Appendix C – 'Abstract of Driving Record Sample'.

IV. Email Alerts²

IDS assists with client management by alerting users (via email) when a client's status, as reported in IDS, is moving toward a state of non-compliance. Email alerts are general messages that do not include identifying information about the motorist. Email alerts are simply a prompt for the IDS user to login to IDS to view alert and client details so that they can then take whatever action may be necessary. A list of active cases in "alert" status can be independently viewed at any time by the IDS user for their own use in following up with clients. Up to date and accurate email addresses for each IDS user are required for the reliability of this function. Following are causes for email alerts:

- **Any active case that is closing in on a specified date checkpoint indicative of the motorist's non-compliance or the record's need for a status update.**
- **Alerts to Clinical Provider with open assessment case:**
 - 30 days from start date: reminder of open and active assessment case.
 - 45 days from start date: reminder of open and active assessment case and includes a warning of "system closure in 15 days".
 - 60 days from start date: notice of system closure.
- **Alerts to Clinical Provider with open treatment case:**
 - Beginning 90 days following a treatment admission date, alerts are sent on a bi-monthly basis as a reminder of all open and active treatment cases until the user reports that the case has been closed (i.e., 'Discharge Status' and 'Discharge Date' are entered).

¹ Upon IDP enrollment at DMV, IDP participants will have already signed an attestation of consent allowing the IDP to access their IDS record and view/print a copy of their driver's abstract through IDS prior to the first class. However, IDPs must also issue the full IDS consent form and obtain signatures from each participant during the first day of class.

² As of this update, emails regarding cases that are in alert status have not been turned on, however, a list of cases in alert status are available on the "View All My Cases" page.

- **Alerts to Impaired Driver Program Provider with an open IDP case and referral made for Assessment:**
 - 15 days from referral entry date: alert to IDP provider if no ‘Assessment Start Date’ has been entered by a Clinical Provider.
 - Alert to IDP provider upon entry of ‘Assessment Status’ by the Clinical Provider (‘Assessment End Date’ and ‘Assessment Status’) or upon system closure of an assessment record.

- **Open IDP case with Referral Made for Treatment by Clinical Provider:**
 - 15 days from ‘Assessment End Date’ (‘Treatment Referral Date’): alert sent to IDP provider if no ‘Treatment Admission Date’ has been entered by a Clinical Provider.
 - Upon entry of ‘Treatment Status’ (‘Discharge Date’ and ‘Discharge Status’ entered by Clinical Provider): notice sent to IDP provider.

- **Open IDP Cases Without an Assessment or Treatment Referral or Treatment Admission:**
 - 90 days from ‘IDP Start Date’: reminder of open and active case.
 - 120 days from ‘IDP Start Date’: reminder of open and active case and warning of system closure in 30 days.
 - 150 days from ‘IDP Start Date’: notice of system closure and drop.³

- **IDP Transfer:**
 - On ‘Date of Transfer’: alert to new IDP provider.
 - 15 days from ‘Transfer Date’: alert sent to old and new IDP providers if no new IDP ‘Start Date’ has been entered.

³As of this update, system closures have not been activated.

V. Locating a Motorist Record in IDS

IDS allows users to navigate to specific motorist records by using the “Motorist Search” page or the “View All My Cases” page. In this section, both methods are described in detail with suggestions for when a user may prefer to locate a record using one method over the other.

Method 1 - Motorist Search

The “Motorist Search” method should be used when an IDS user needs to view a driver’s abstract, add/update a screening, assessment, or treatment record or update a IDP record in IDS.

To perform a motorist search, users should navigate to the main OASAS Applications web site: https://apps.oasas.ny.gov/portal/page/portal/OASAS_APPS and login; then, under the “Applications” tab, select the link for the Impaired Driver System on the Portal home page. The “Motorist Search” page will appear by default and includes a data entry field for the NYS DMV Client ID, which is required to search the system for any existing records on a motorist. A screen shot can be found in Figure 1.1.

The screenshot shows the "Motorist Search" interface. At the top, there are navigation buttons: "Find", "View My Cases", "Create New Case", and "Clear". Below these is a search field labeled "* NYS DMV Client ID:" with a text input box and the note "(NYS License No)". To the right of the search field is a link for "IDS Consent Form". Below the search area is a table with the following columns: "Consent Obtained", "DMV Client ID", "First 2 Char of Last Name(Birth Name)", "Birth Date", "Sex", "Last 4 SSN", and "First 2 Char of Last Name(Current Name)". The table contains one row with the text "No items were found".

Figure 1.1 Motorist Search

Page Descriptions

Motorist Search Criteria

- **NYS DMV Client ID** – Represents the motorist’s 9-digit DMV Client ID or New York State driver’s license number. This information can be obtained directly from the motorist or from documentation of the arrest or violation, including a copy of the traffic ticket, arrest report or incident report. If the motorist cannot provide their NYS DMV Client ID, they can obtain it by ordering a copy of their driver’s abstract online at: <http://www.dmv.ny.gov/abstract.htm>

Buttons

View My Cases – This option allows users to view all open and closed cases that are associated with their username and/or provider.

Create New Case – This option will direct users to the “Motorist Details – General” page where they can enter information and create new motorist details. Users would choose this option if their search produces no match to an IDS record.

Find – This option will search for and validate the NYS DMV Client ID. If a match is found, the result will display below.

Clear – This option clears all data that was entered on the page, allowing re-entry of data in each field to search for a different motorist.

If all information is not entered or non-numeric data is entered into the NYS DMV Client ID field, an error message will display. See Figure 1.2.

Motorist Search

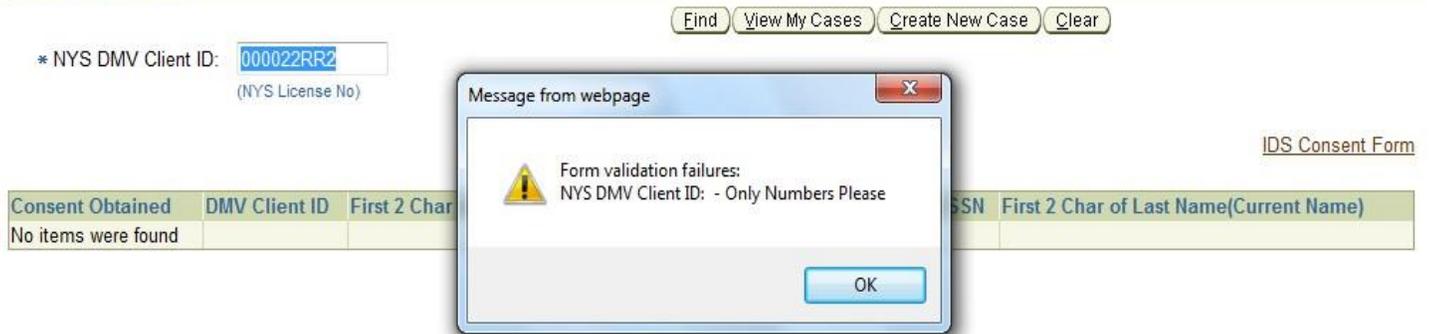


Figure 1.2 Motorist Search Page with Errors

Motorist Search Result

The user's search will result in the display of a motorist record that matches the NYS DMV Client ID entered. A screen shot showing an example of the search result can be found in Figure 1.3.

Motorist Search

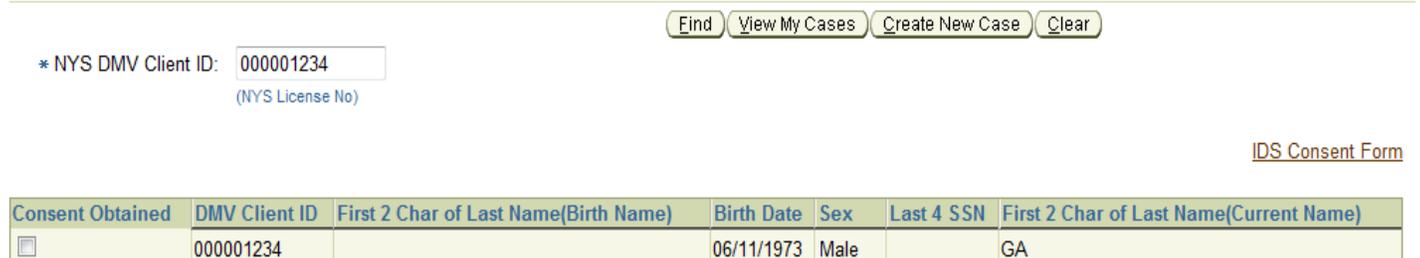


Figure 1.3 Motorist Search Result

Page Descriptions

Search Criteria

Search - If search is not successful, a motorist record must be created [See Section VI. "Creating a Case"].

Consent

"Consent Obtained" Check Box - To edit and/or view the details of a motorist record, select the "Consent Obtained" check box and attest to the fact that the IDS Consent Form has been signed by the motorist by selecting 'OK' on a pop-up window. IDS will then navigate to that Motorist's "Motorist Summary" page. The IDS Consent Form is available as a link within the application should a user need immediate access to it. IDS

users cannot access or report data about a motorist in IDS without official documentation of that motorist’s consent.

Method 2 - View All My Cases

The “View All My Cases” method should be used by IDP users to search for their enrolled participants or by Clinical Providers who have already entered a screening, assessment or treatment record for a motorist.

As indicated in the previous section, after logging into IDS, users are directed to the “Motorist Search” page. From this page, users can click on the “View All My Cases” button, which then directs them to a list of all of the IDS records associated with their username and/or provider. A screen shot can be found in Figure 1.4.

Motorist Search >

View All My Cases

Selection: Open Cases
 Closed Cases
 Alerts
 Show All

[IDS Consent Form](#)

Consent Obtained	DMV Client Id	Sex	Date of Birth	Last Name2 Char Birth	Last Name2 Char Current	Screening Date	Assessment Start Date	Assessment Status Date	Treatment Admission Date	Treatment Dischar
<input type="checkbox"/>	692704302	Male	06/04/1991		ME		10/24/2011	10/24/2011	10/24/2011	
<input type="checkbox"/>	008675309	Female	08/08/1980	JE	JE	10/24/2011	10/24/2011			
<input type="checkbox"/>	887258516	Male	01/01/1988		SE	09/01/2011				

Figure 1.4 – View All My Cases

Page Descriptions

Result List

Result Columns – Each column header indicates the data element represented in that column. Selecting the header name of any column will result in sorting the data in either ascending or descending (alternating selections) order by that column’s data element. By default, data is sorted by “Violation Date” in ascending order.

Consent

“Consent Obtained” Check Box - To edit and/or view the details of a motorist record, select the “Consent Obtained” check box and attest to the fact that the IDS Consent Form has been signed by the motorist by selecting ‘OK’ on a popup window. IDS will then navigate to the “Motorist Summary” page. The IDS Consent Form is available as a link within the application should a user need immediate access to it.

VI. Motorist Summary

After successfully locating a motorist in IDS, users are directed to the “Motorist Summary” page which includes the motorist’s details and the names of providers and programs the motorist has come in contact with during the clinical screening, assessment, treatment or IDP process. A screen shot can be found in Figure 1.6. Breadcrumb links at the top left of this page can be used to return to the “Motorist Search,” page where criteria are preserved.

[Motorist Search](#) > [View My Cases](#) > Motorist Summary

Incident Summary

DMV Client ID: First 2 Char of Last Name(Current Name): Last 4 SSN:
Birth Date: Sex: First 2 Char of Last Name(Birth Name):

Screening

Provider	Screening Date	Assessment Recommended	Screening Tool Used	Details
John Doe, LCSW	01/12/2011	N	RIASI	

Assessment

Provider	Referral Source	Start Date	Status Date	Status	Details
John Doe, LCSW	Court	01/15/2011	01/16/2011	Treatment recommended	

Treatment

Provider	Admission Date	Discharge Date	# Of Sessions	Discharge Status	Details
No items were found					

Drinking Driver Program

Provider	Start Date	Status Date	Assessment Referral	Status
No items were found				

Figure 1.6 Motorist Summary

Page Descriptions

Motorist Details – Displays information that identifies the motorist record and violation date.

Screening Details – The following fields are displayed:

- Provider
- Screening Date
- Assessment Required
- Screening Tool Used

Assessment Details – The following fields are displayed:

- Provider
- Referral Source
- Start Date
- Completion Date
- Status

Treatment Details – The following fields are displayed:

Provider
Admission Date
Number of Sessions
Discharge Date
Discharge Status

IDP Details – The following fields are displayed:

Provider
Start Date
Status Date
Assessment Referral
Status

Buttons

Details – When the “Details” button is clicked, users will be directed to the corresponding section where, based on user privileges, they can view, edit or add screening, assessment, treatment or IDP details.

Business Rules

DMV users will have read-only privileges to the “Motorist Summary” page. The “Details” buttons are not displayed on the screen for DMV users.

IDS users can view but not edit details input by other users.

VII. Creating a Case (Motorist Details)

Although motorist and violation information will often be pre-populated with data from the DMV, IDS users may sometimes be required to enter this information manually. Users are able to enter motorist and violation details by clicking on the “Create New Case” button (Figure 1.7) on the “Motorist Search” page only after first determining that the motorist is not already in the system. **Note: To accurately ensure a motorist record is not in the system, users should follow the steps in the “Locating a Motorist Record in IDS” Section IV. of this manual.**

Motorist Search

Figure 1.7 Motorist Search - Displays the IDS Consent pop-up that appears after users click on the “Create New Case” button

From the “Motorist Search” page, users can click on the “Create New Case” button to add motorist details into the system. From there, users will be directed to the “Motorist Details – General” webpage which is shown in Figure 1.8. Required fields on this page are denoted with an asterisk and any validations that the field must pass in order to be saved are indicated below the field. A screen shot of this page returned with errors can be found in Figure 1.9. A breadcrumb link at the top left of this page can be used to return to the “Motorist Search” page where search criteria are preserved.

Figure 1.8 Motorist Details – General

Page Descriptions

Data Entry – All fields are required.

- **NYS DMV Client ID** – Represents the motorist’s 9-digit DMV Client ID or New York State driver’s license number. This information can be obtained directly from the motorist or from documentation of the arrest or violation, including a copy of the traffic ticket, arrest report or incident report. If the motorist is unable to provide you with their DMV Client ID, they can obtain it by ordering a copy of their driver’s abstract online at: <http://www.dmv.ny.gov/abstract.htm>
- **First 2 Char of Last Name at Birth** – The first 2 characters of the motorist’s last name at birth.
- **First 2 Char of Current Last Name** – The first 2 characters of the motorist’s current last name.
- **Sex** – Male / Female gender options are available for selection in a drop down menu.
- **Birth Date** – The motorist’s Birth Date in *MM/DD/YYYY* format.
- **Last 4 SSN** – The last 4 digits of the motorist’s social security number (SSN). If the motorist does not have an SSN, you should enter ‘0000’ in this field.
- **State of License** - A list of options is included in the drop down menu.

Buttons

Insert Violation –When creating a case, users must also enter the violation for the motorist by clicking on the “Insert Violation” button after all of the motorist details have been entered. When you click on the “Insert Violation” button, IDS will validate the motorist details you have entered on the screen and either return the page with error messages or navigate to the “Violation Details” page. Figure 1.9 is a screen shot showing how error messages will be displayed. If no errors are found, users will be directed to the “Violation Details” page to enter the violation information.

Clear – The “Clear” button will clear the screen of any manually entered content.

[Motorist Search >](#)

Figure 1.9 Motorist Details Page with Errors

VIII. Adding a Violation

In circumstances where no information has been received from the DMV regarding a motorist, users are required to manually enter violation details into IDS. To do this, users must first navigate to the Violation Tab. See the box below for a navigation tip.

 **Navigation Tip – Finding the Violation Tab**

I am “Creating a New Case”: After entering all the information on the “Motorist Details – General” page, you will be automatically directed to the “Violation Details” page once you click on the “Insert Violation” button.

The “Violation Details” page displays the text fields that must be completed in order to create an arrest or violation record for a motorist. Required fields on this page are denoted with an asterisk and any data validations that the field must pass in order to be saved are indicated. A screen shot can be found in Figure 2.1. A breadcrumb link at the top left of this page can be used to return to the “Motorist Search” page where criteria are preserved.

Violation Details

DMV Client ID:	<input type="text" value="012023092"/>	First 2 Char of Last Name(Current Name):	<input type="text"/>	First 2 Char of Last Name(Birth Name):	<input type="text" value="TR"/>
Birth Date:	<input type="text" value="01/01/1980"/>	Sex:	<input type="text" value="Male"/>		
Violation Date:	<input type="text"/>	Last 4 SSN:	<input type="text" value="2123"/>		

Driver Abstract

Save Clear

*Violation Date	*First 2 Char of Last Name	*County Name	Court Name	*BAC Level	*Chemical Test Refusal	Out of State Violation	*Violation
1/8/2011 <small>(mm/dd/yyyy)</small>	TR <small>(Current Name)</small>	Albany	NY001291J:Albany Traffic Ct Court	.15 - .17	No		1192.2-DWI .08-.17%

Remove

Figure 2.1 Violation Details

Page Descriptions

Data Entry - Required fields are marked with an asterisk (*)

- **Violation Date** – The arrest or violation date in *MM/DD/YYYY* format.
- ***First 2 Char of Current Last Name** – The first 2 characters of the motorist’s current last name.
- ***County Name** - A list of options is included in a drop down menu. The Court Name list is filtered based on the county name.
- ***Court Name** - A list of all NYS courts is included in a drop down menu.
- ***BAC Level** - The available drop down options are:
 - *< .15*
 - *.15 - .17*
 - *.18 - .21*
 - *.22 - .26*
 - *.27 - .30*
 - *> .30*
 - *None*
 - *Unknown*
- ***Chemical Test Refusal** -The available drop down options are:
 - *Yes*
 - *No*
 - *Unknown*
- **Out of State Violation** - If a NYS licensed motorist was charged for an offense that occurred outside of NYS, users should identify the state where the violation occurred in this drop down menu.
- ***Violation** - A list of options is included in a drop down menu. Choice of violation is based on conversation with the motorist and review of the motorist’s arrest report, ticket copy and/or abstract of driving record.

Buttons

Save – The “Save” button will result in validating information entered on the screen. If errors are found, the page will be re-displayed with errors indicated. If no errors are found, the application will save the information and add the violation details on the grid.

Clear – The “Clear” button will clear the screen of any manually entered content.

Driver Abstract – The “Driver Abstract” hyperlink will navigate users to the most current abstract of driving record for the motorist.

IX. Adding a Screening

The “Screening Details” page displays fields requiring data entry to add screening details for a motorist. **Please note that a screening record should ONLY be entered when the court is specifically requiring a screening. You should not enter screening information if the screening you conducted was part of a full, comprehensive assessment.** Required screen fields on this page are denoted with an asterisk and any data validations that the field must pass in order to be saved are indicated. A screen shot can be found in Figure 2.2. A breadcrumb link at the top left of this page can be used to return to the “Motorist Search” page where criteria are preserved.



Navigation Tip – Finding the Screening Tab

I am on the ‘General’, ‘Violation’, ‘Assessment’ or ‘Treatment’ screen and I want to enter a screening: Simply click on the ‘Screening’ tab.

I am on the ‘Motorist Search’ page: Follow the steps in the “Locating a Motorist” section, then navigate to the “Motorist Summary” page and click on the “Details” button above the screening section.

[Motorist Search >](#)

Information

- Assessment recommended for this motorist.
- Details Saved Successfully.

General Violation **Screening** Assessment Treatment

Provider:

* Program:

Screening Details

DMV Client ID: First 2 Char of Last Name(Current Name): Last 4 SSN:
Birth Date: Sex: First 2 Char of Last Name(Birth Name):

[Driver Abstract](#)

*Screening Date	*Assessment Recommended	*Screening Tool Used	Other
<input type="text" value="1/12/2011"/> <small>(mm/dd/yyyy)</small>	No	RIA Self Inventory	<input type="text"/>

Figure 2.2 Screening Details

Page Descriptions

Data Entry - Required fields are marked with an asterisk (*)

- ***Screening Date** – Indicates the date that the screening was conducted. This is a required field and must be entered in MM/DD/YYYY format.

- ***Assessment Recommended** – Represents the clinician’s determination that the motorist may need a full comprehensive assessment to determine whether or not there is evidence of an abuse or dependence diagnosis. The default is “Select” and the drop down options are:
 - Yes
 - No
- ***Screening Tool Used (*Required)** – Indicates which screening instrument was administered to the motorist. IDS offers a list of the five screening tools recommended for use by OASAS approved providers but also allows clinicians to use other screening instruments of their choice. The default is “Select” and the options are:
 - The RIA Self Inventory (RIASI)
 - The AUDIT Alcohol Screening Test
 - Michigan Alcohol Screening Test for Alcohol and Drug (MAST/AD)
 - Simple Screening Instrument (SSI)
 - Drug Abuse Screening Test (DAST)
 - Other (You will be required to enter the name of the screening tool used)
- **Other:** If “Other” is selected for **Screening Tool Used**, you must enter the name of the screening tool used in the space provided.

Buttons

Save –When you click on the “Save” button, IDS will validate information entered on the screen. If errors are found, an error message will be displayed. If no errors are found, IDS will save the screening details entered.

Clear – The “Clear” button will clear the screen of any manually entered content.

Add – The “Add” button will allow a user to add a new screening.

Driver Abstract - The “Driver Abstract” hyperlink will navigate users to the most current abstract of driving record for the motorist.

Business Rules

Motorist details must exist in the system before adding screening, assessment, treatment and/or IDP details for a motorist.

X. Adding an Assessment

The “Assessment Details” page displays data entry fields required to add assessment details for a motorist. Required screen fields on this page are denoted with an asterisk and any data validations that the field must pass in order to be saved are indicated. A screen shot can be found in Figure 2.3. A breadcrumb link at the top left of this page can be used to return to the “Motorist Search” page where criteria are preserved.



Navigation Tip – Finding the Assessment Tab

I am on the ‘General’, ‘Violation’, ‘Screening’ or ‘Treatment’ screen and I want to enter an Assessment: Simply click on the ‘Assessment’ tab.

I am on the ‘Motorist Search’ page: Follow the steps in the “Locating a Motorist” section, then navigate to the “Motorist Summary” page and click on the “Details” button above the assessment section.

[Motorist Search >](#)

Provider:

* Program:

Assessment Details

DMV Client ID: First 2 Char of Last Name(Current Name): Last 4 SSN:

Birth Date: Sex: First 2 Char of Last Name(Birth Name):

[Driver Abstract](#)
[Back to Summary](#) [Save](#) [Clear](#)

*Referral Source	*Start Date	Violation Documents Reviewed	Collateral Interviews Conducted	Toxicology Ordered	Driver Abstract Reviewed	Status Date	Status
Court	<input type="text" value="1/15/2011"/> <small>(mm/dd/yyyy)</small>	Yes	Yes	Yes-Positive	<input type="text" value="1/16/2011"/> <small>(mm/dd/yyyy)</small>	<input type="text" value="1/16/2011"/> <small>(mm/dd/yyyy)</small>	Treatment recommended

[Remove](#)

Figure 2.3 Assessment Details

Page Descriptions

Data Entry - Required fields are marked with an asterisk (*)

- ***Referral Source** – Indicates from which situation the motorist is coming to you and how the motorist came to need an assessment. This is a required field and the available drop down menu options are:
 - *Court*
 - *DMV*
 - *IDP*
 - *Motorist (self-referral)*
- ***Start Date** – Indicates the date of the first face to face assessment appointment with the motorist. This field is required and must be entered in the format *MM/DD/YYYY*.
- **Violation Documents Reviewed** – Not a required field unless ‘Assessment Status’ has been selected as ‘*Completed: Treatment Recommended*’ or ‘*Completed: No Treatment Necessary*’. OASAS approved providers should obtain paperwork associated with the motorist’s violation for officially documented details about the circumstances surrounding the motorist’s violation, such as the time of day, location, additional observations made by the arresting/ticketing officer, others involved, if any, and notes of any statements made by the motorist. Acceptable documentation of the violation includes any paperwork that the motorist was issued at the time he or she was arrested, ticketed or arraigned, such as the arrest report, traffic ticket or incident report. The available drop down menu options are:
 - *Yes*
 - *No*
- **Toxicology Ordered** – Indicates whether or not you ordered toxicology, and if yes, whether or not the results were positive or negative. This is not a required field unless ‘Assessment Status’ has been selected as ‘*Completed: Treatment Recommended*’ or ‘*Completed: No Treatment Necessary*’. The available drop down menu options are:
 - *Yes: Positive*

- *Yes: Negative*
 - *No*
- **Collateral Interviews Conducted** – Indicates whether you spoke with any other people to gather additional information in order to support your own clinical determination for the motorist. Collateral contacts can include the motorist’s relatives, employers, neighbors, friends or significant others. This is not a required field unless ‘Assessment Status’ has been selected as ‘*Completed: Treatment Recommended*’ or ‘*Completed: No Treatment Necessary*’. The available drop down menu options are:
 - *Yes*
 - *No*
 - **Driver’s Abstract Reviewed** – Indicates the last date that you reviewed the motorist’s abstract of driving record. Please note that OASAS requires providers to review an updated copy of the motorist’s driver’s abstract through IDS within 24 hours of making a final assessment determination to ensure the provider is aware of the most complete and accurate history of the motorist’s impaired driving related offenses. If you review a motorist’s driver’s abstract more than once during the course of your assessment process, you should enter the last date of review. This date will ideally match your assessment completion date. This is not a required field unless ‘Assessment Status’ has been selected as ‘*Completed: Treatment Recommended*’ or ‘*Completed: No Treatment Necessary*’. The field requires entry of a date in *MM/DD/YYYY* format.
 - **Completion Date** – Indicates the date you completed your assessment and made your final clinical determination for the motorist. If the motorist did not complete the assessment process, you should enter the date of their last appointment and indicate their non-completion status in the “assessment status” field. Must be entered in the format *MM/DD/YYYY* but is not a required field until ‘Assessment Status’ has been selected.
 - **Assessment Status** – Indicates the outcome of the assessment process. This field is not required until the ‘Assessment Completion Date’ has been entered. The default is “Select” and the available drop down menu options are:
 - *Completed: Treatment Recommended* - This option should be selected when the motorist has cooperated with the assessment process and you are able to support a diagnosis of substance abuse or dependence as a basis for admission to a treatment program.
 - *Completed: No Treatment Necessary* - This option should be selected when the motorist has cooperated with the assessment process without evidence of a substance use disorder.
 - *Not Completed: Lost Contact* - This option should be selected when a Clinical Provider is unable to make contact with the motorist.
 - *Not Completed: Canceled by Motorist* - This option should be selected when the motorist has canceled the assessment process.
 - *Not Completed: Noncompliance* - This option indicates that the motorist has refused to comply with any requirements deemed necessary in order to complete the assessment process.

- *Automatic System Closure* - This option cannot be selected but will display if an assessment record has been closed due to inactivity for a period of 60 days.

Buttons

Save – When you click on the “Save” button, IDS will validate information entered on the screen. If errors are found, an error message will be displayed. If no errors are found, IDS will save your assessment details in the database.

Clear – The “Clear” button will clear the screen of any manually entered content.

Add – The “Add” button will allow a user to add a new assessment.

Driver Abstract - The “Driver Abstract” hyperlink will navigate users to the most current abstract of driving record for the motorist.

Business Rules

Assessment Completion Date is required if the Assessment Status is selected and vice versa.

Treatment Tab will be disabled unless the Assessment Tab indicates the status “Completed: Treatment Recommended”.

If Assessment Status is “Completed”, a selection must be made for the Driver’s Abstract Reviewed, Arrest Report Reviewed, Collateral Interviews Conducted, and Toxicology Ordered fields.

XI. Adding a Treatment Record

The “Treatment” tab displays fields requiring data entry to add treatment details for a motorist. Required screen fields on this page are denoted with an asterisk and any data validations that the field must pass in order to be saved are indicated. A screen shot can be found in Figure 2.4. A breadcrumb link at the top left of this page can be used to return to the “Motorist Search” page where criteria are preserved.

 **Navigation Tip – Finding the Treatment Tab**

I am on the ‘General’, ‘Violation’, ‘Screening’, or ‘Assessment’ screen and I want to enter a treatment record: Simply click on the ‘Treatment’ tab.

I am on the ‘Motorist Search’ page: Follow the steps in the “Locating a Motorist” section, then navigate to the “Motorist Summary” page and click on the “Details” button above the treatment section.

[Motorist Search >](#)

Provider:

* Program:

Treatment Details

DMV Client ID: First 2 Char of Last Name(Current Name): Last 4 SSN:
Birth Date: Sex: First 2 Char of Last Name(Birth Name):

*Admission Date	Number of Sessions	Discharge Date	Discharge Status
<input type="text" value="1/30/2011"/>  <small>(mm/dd/yyyy)</small>	<input type="text" value="12"/>	<input type="text" value="4/1/2011"/>  <small>(mm/dd/yyyy)</small>	<input type="text" value="Completed"/>

[Back to Summary](#) [Save](#) [Clear](#) [Driver Abstract](#)
[Remove](#)

Figure 2.4 Treatment Details

Page Descriptions

Data Entry - Required fields are marked with an asterisk (*)

- ***Admission Date** – Indicates the date that the motorist was admitted to treatment. Must be entered in *MM/DD/YYYY* format.
- **Number of Sessions** – Indicates the number of treatment sessions that the motorist has attended. This number can be updated periodically or entered once upon discharge. It is not a required field unless ‘Discharge Status’ has been selected as “*Completed*”.
- **Discharge Date** – Indicates the date that the motorist was discharged from treatment. Must be entered in *MM/DD/YYYY* format but is not required field until a “*Discharge Status*” has been selected.
- **Discharge Status** – Indicates the status of the motorist at the time of discharge, or the reason why the motorist was discharged from treatment. Not a required field until a ‘Discharge Date’ has been entered. The default is “*Select*” and the drop down options are as follows:

- *Completed* -This option should be selected when the motorist has achieved treatment goals and met the “treatment completion” criteria outlined in OASAS’ ‘Standards for Clinical Services Provided to Individuals Arrested for an Impaired Driving Offense’.
- *Transferred* - This option should be selected when the motorist has been transferred to another outpatient treatment facility.
- *Referred to a Different Level of Care* - This option should be selected when the motorist is unable to achieve treatment goals in an outpatient setting until a higher or different level of care is received.
- *Not Completed: Lost Contact* - This option should be selected for discharges related to a Clinical Provider’s inability to make contact with the motorist.
- *Not Completed: Noncompliance* - This option should be selected when the motorist has refused to comply with any requirements deemed necessary to remain in treatment and complete treatment goals.
- *Not Completed: Administrative Discharge* - This option should be selected when the motorist is unable to continue treatment due to financial or medical issues, relocation without prior arrangement for transfer, or incarceration for an incident that occurred prior to the treatment admission date.

Buttons

Save – When you click on the “Save” button, IDS will validate information entered on the screen. If errors are found, an error message will be displayed. If no errors are found, IDS will save your treatment details in the database.

Clear – The “Clear” button will clear the screen of any manually entered content.

Add – The “Add” button will allow adding a new treatment record.

Driver Abstract – The “Driver Abstract” hyperlink will navigate users to the most current abstract of driving record for the motorist. Please note that OASAS requires providers to review an updated copy of the motorist’s driver’s abstract through the system within 24 hours of making a final assessment determination to ensure the provider is aware of the complete and accurate history of the motorist’s impaired driving related offenses.

Business Rules

‘Discharge Date’ is required if the ‘Discharge Status’ is selected and vice versa.

‘Number of Sessions’ is required if the ‘Discharge Status’ is ‘*Completed*’.

XII. IDP Records

The “IDP Details” page displays data entry fields required to add IDP details for a motorist. Required screen fields on this page are denoted with an asterisk and any data validations that the field must pass in order to be saved are indicated. A screen shot can be found in Figure 2.5. A breadcrumb link at the top left of this page can be used to return to the “Motorist Search” page where criteria are preserved.

	Navigation Tip – Finding the IDP Tab
<p>I am on the ‘General’ or ‘Violation’ screen and I want to enter a IDP record: Simply click on the ‘Violation’ tab.</p> <p>I am on the ‘Motorist Search’ page: Follow the steps in the “Locating a Motorist” section, then navigate to the “Motorist Summary” page and click on the “Details” button above the IDP section.</p>	

[Motorist Search >](#)

Information
- Details Saved Successfully.

Provider:

* Program: ▾

Drinking Driver Program

DMV Client ID: First 2 Char of Last Name(Current): Last 4 SSN:

Birth Date: Sex: First 2 Char of Last Name(Birth):

[Driver Abstract](#)
[Back to Summary](#) [Save](#) [Clear](#)

Provider	*Start Date	Assessment Referral	Reason for Assessment Referral	Status Date	Status	Transfer To
Safeway Driving	<input type="text" value="10/31/2011"/> <small>(mm/dd/yyyy)</small>	Yes ▾	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> RIASI Score: Yes ▾ Intoxicated During Class: No ▾ </div> <div style="display: flex; justify-content: space-between;"> Re-Arrested: No ▾ Self-Disclosure: No ▾ </div> <div style="display: flex; justify-content: space-between;"> Two or More Prior Convictions: No ▾ </div> </div>	<input type="text" value="1/4/2012"/> <small>(mm/dd/yyyy)</small>	Completed ▾	

Figure 2.5 IDP Details

Page Descriptions

Data Entry - Required fields are marked with an asterisk (*)

- ***IDP Start Date** - Must be entered in *MM/DD/YYYY* format.
- **Assessment Referral** – Indicates whether or not the motorist was referred for an assessment. The default is “Select” and it is not a required field unless the IDP Status is ‘Completed’. The drop down menu options are:
 - *Yes* - If ‘Yes’ is chosen, the five fields in the “Reason for Assessment Referral” section must also be indicated as “yes” or “no”.
 - *Yes – Out Of State Clinical Provider:* this option should be chosen if the IDP refers the motorist for an assessment and they select an out of state clinical provider for their assessment and/or treatment, which will not be displayed or reported in IDS. If this option is chosen, the five fields in the “Reason for Assessment Referral” section must also be indicated as “yes” or “no”.
 - *No*

- **Reason for Assessment Referral** – If an assessment referral is made, you must indicate the reason for the referral. Five choices are offered based on the IDP screening matrix. If ‘Assessment Referral’ has been indicated as “Yes”, at least one of the following reasons must be selected:
 - *RIASI Score*
 - *Intoxicated During Class*
 - *Re-Arrested*
 - *Self-Disclosure*
 - *Two or More Prior Convictions*

- **Status Date** – Indicates the date the motorist was completed, dropped or transferred to a new IDP. The value must be entered in *MM/DD/YYYY* format.

- **Status** – Indicates the status of the motorist. Not a required field until the ‘IDP Status Date’ is entered. The available drop down options are:
 - *Completed*
 - *Transferred*
 - *Re-scheduled*
 - *Dropped: Non-Payment of Class Fees*
 - *Dropped: Failure to Attend Assessment*
 - *Dropped: Failure to Attend Class*
 - *Dropped: Failure to Participate in Class*
 - *Dropped: Failure to Attend Treatment*
 - *Completed: Out of State*
 - *Dropped: Out of State*
 - *Automatic System Closure (this option cannot be selected but will display if a IDP record has been closed due to inactivity for a period of 150 days)*

- **Transfer to** – Indicates the name of the IDP to which the motorist is transferred and is not a required field unless the ‘IDP Status’ is “*Transferred*”. The default is “*Select*” and the drop down menu options include a list of the names and program numbers for active IDPs.

Buttons

Save – When you click on the “Save” button, IDS will validate information entered on the screen. If errors are found an error message will be displayed. If no errors are found, IDS will save your IDP details in the database.

Clear – The “Clear” button will clear the screen of any manually entered content.

Add – The “Add” button will allow the addition of a new IDP record for a motorist.

Driver Abstract - The “Driver Abstract” hyperlink will navigate users to the most current abstract of driving record for the motorist.

Business Rules

‘IDP Status Date’ is required once a IDP ‘Status’ is selected and vice versa.

If the Assessment Referral is ‘Yes’, at least one of the six choices listed in the ‘Reason for Assessment Referral’ section must be selected.

‘Transfer To’ is a required field once a ‘IDP Status’ is ‘*Transferred*’ and vice versa.

XIII. How to Handle Out of State Drivers and Undocumented Persons in IDS

Clinical Provider

If a motorist has an out of state driver's license, but was charged in NYS and has been ordered to get a screening, assessment or treatment, clinical providers should ask the motorist to provide their NYS DMV Client ID number (NOT the Client ID number from their state of license) to search the system. If they have been contacted by the NYS DMV, it should be on any correspondence they have received from them. If they do not know what their NYS DMV Client ID number is, they may request a copy of their driver's abstract by visiting their local DMV office. However, unless the NYS DMV has placed a sanction against their driving record at that point, it is possible that a NYS DMV Client ID number has not yet been assigned. If this is the case, the Clinical Provider is not required to enter them into IDS at that time. However, please be aware that the motorist may contact the Clinical Provider at a later date once the DMV assigns them a NYS DMV Client ID number to request that they enter into IDS their screening, assessment or treatment information to satisfy DMV relicensing requirements. If the motorist returns within a year of their completion, Clinical Providers are required to enter the details of that screening, assessment or treatment into IDS without requiring that the motorist undergo additional assessment or treatment sessions.

IDP Provider

IDP enrollment records are included in IDS for out of state offenders and undocumented persons unless they are accepted through a courtesy enrollment. IDS does not maintain any information on IDP participants that have been accepted through a courtesy enrollment. IDPs must follow the current paper processes to account for these participants outside of the system.

XIV. Reporting

IDS will include reporting capabilities according to the user's role and business requirements.

XV. Appendix A – Glossary

IDS: Impaired Driver System; data collection and tracking system developed to support information sharing and outcome measures related to the screening, assessment and treatment of and participation in the Impaired Driver Program (IDP) by motorists charged with or convicted of an impaired driving related offense.

BAC Level: Blood Alcohol Concentration; amount of alcohol detected in the motorist's bloodstream at the time of arrest or ticket issue. BAC is used as an indicator of legal intoxication or impairment. BAC of .15 means that .15 percent of the blood content is alcohol.

Breadcrumb Link: A navigation aid in IDS that provides users with a way to keep track of their locations within the program. They can be found near the top left of most IDS web pages.

Clinical Provider: A clinician who has been approved by OASAS to conduct clinical screening, assessment and treatment of motorists charged with or convicted of an impaired driving related offense.

Data Element: A unit of data. For example, on the 'Motorist Search' page, the 'Birth Date' is a unit of data.

IDS Consent Form: IDS users are required to obtain the motorist's consent, in the form of an IDS Consent Form, before viewing or creating an IDS record. The IDS consent form lists the specific data elements displayed in IDS and explains the purpose for sharing these details with parties listed on the consent. Confidentiality has been further assured by requiring that users attest to the receipt of the motorists consent when selecting an IDS record or creating a new IDS case. A customized consent form has been developed for this purpose and can be found in Appendix B.

IDP: Impaired Driver Program; motorists participate in this seven week, 16-hour program either by court mandate or voluntary enrollment, in exchange for a conditional license during a term of suspension associated with an impaired driving related conviction.

IDP Provider: The IDP director, coordinator or instructor who is registered as an authorized user of IDS.

Driver's Abstract: A NYS DMV form available through IDS which includes the following information about a motorist: name, date of birth, mailing address, driver license class, endorsements, restrictions, the current status and expiration date of their driver license, as well as any suspensions revocations, accidents, or moving violation convictions the motorist may have had.

Email Alerts: Email messages generated by IDS and sent to users when a motorist's status, as reported in IDS, is moving toward a state of non-compliance. Email alerts do not include any identifying information about the motorist and are simply a prompt for the IDS user to login to IDS to view alert and motorist details so that they can then take whatever action may be necessary.

RIASI Score: Score for the test developed by the Research Institute on Addictions Self-Inventory that is used to determine whether the motorist needs an assessment and as a basis for referral from IDP.

IDS User: Individual who is authorized to access IDS.

Violation: An impaired driving arrest or infraction.

XVI. Appendix B – IDS Consent Form

NEW YORK STATE
OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES

**CONSENT TO RELEASE OF INFORMATION
CONCERNING
SUBJECT CHARGED WITH IMPAIRED DRIVING
IMPAIRED DRIVER SYSTEM (IDS)**

Individual's Case Number or File Reference:	
Referring Entity Type:	
<input type="checkbox"/> Court	<input type="checkbox"/> DDP Provider
<input type="checkbox"/> DMV	<input type="checkbox"/> OASAS Approved Provider

Individual's Last Name	First	M.I.
Individual's DMV Client ID (Driver's License Number):		
Referring Entity's Name & Address:		

INSTRUCTIONS: 1) GIVE A COMPLETED COPY OF THIS FORM TO THE INDIVIDUAL; AND
2) ADD A COMPLETED COPY OF THIS FORM TO THE INDIVIDUAL'S CASE RECORD

I, the undersigned, hereby **CONSENT** and authorize communication between and among the above named **Referring Entity** and the following agencies:

- My OASAS approved provider: _____ ;
(Enter Name of Provider or if unknown enter "TBD")
- My Drinking Driver Program (DDP): _____ ;
(Enter Name of Program or if unknown enter "TBD")
- The New York State Office of Alcoholism and Substance Abuse Services (OASAS), NYS Department of Motor Vehicles (DMV), NYS Office of Court Administration (OCA) and the New York State Office of Criminal Justice Services (DCJS) (DCJS will receive non-personally identifying information for research purposes only).

SAMPLE

to **DISCLOSE INFORMATION** concerning any current and/or past data pertaining to my impaired driving offense including prior conviction(s) related to impaired driving and other traffic infractions noted on my driver's abstract and the following data elements:
Motorist: DMV client ID, first two characters of current last name and last name at birth, sex, birth date and last four digits of my SSN.
Violation: violation date, court name, violation, first two characters of current last name, BAC level, indication of chemical test refusal, if any, and an indication of out of state license, if any.
Screening: provider/program name, screening date, indication of assessment referral, if any, and indication of screening tool used.
Assessment: referral source, provider/program name, assessment start and end dates and assessment status.
Treatment: provider/program name, admission date, discharge date, number of sessions and discharge status.
DDP: program name, start and status dates, indication of assessment referral, if any, and DDP enrollment status.

Such disclosure is for the **PURPOSE** of enabling the entities listed above to share the indicated data elements for purposes of data collection, tracking, monitoring activities of providers and programs. The specific data elements disclosed to each entity will be limited to the minimum necessary for that entity to carry out its official duties related to my impaired driving offense in compliance with the NYS Vehicle and Traffic Law (VTL).

I, the undersigned, have read the above and authorize the staff of the disclosing entities named to disclose, obtain and share such information as herein specified. I further understand that, unless otherwise specified, this consent will authorize the use of data to support research and quality assurance measures for OASAS, OCA, DCJS and DMV and will remain in effect for this purpose and cannot be revoked by me for a period of ten (10) years as consistent with the record retention period in NYS VTL §201(1)(i) and the DWI offense level determination clauses of NYS VTL §1192.

I understand that disclosure of my personal information by DMV is controlled by the Federal Driver's Privacy Protection Act, 18 USC §2721 and that my signature below constitutes my authorization for DMV to disclose my personal information to the entities indicated above.

I also understand that any disclosure of any identifying information is bound by Title 42 of the Code of Federal Regulations 42 CFR Part 2; governing the confidentiality of alcohol and drug abuse patient records, as well as the Health Insurance Portability and Accountability Act of 1996 (HIPAA) 45 CFR Pts. 160 & 164; and that redisclosure of this additional information to a party other than those designated above is forbidden without additional written authorization on my part.

NOTE: Any information released through this form **MUST** be accompanied by the form **Prohibition on Redisclosure of Information Concerning Chemical Dependence Treatment Patient (TRS-1)**

I understand that generally the program may not condition my treatment on whether I sign a consent form, but that in certain limited circumstances I may be denied treatment and/or determined ineligible for the Drinking Driver Program if I do not sign a consent form. I have received a copy of this form, as recognized by my signature below.

(Print Name of Individual)

(Signature of Individual)

(Date of Signature)

(Signature of Parent or Guardian of Individual, If Applicable)

TRS-IDS (11/11)

XVII. Appendix C – Abstract of Driving Record Sample

State of New York DEPARTMENT OF MOTOR VEHICLES, Empire State Plaza, Albany, New York 12228

ABSTRACT OF DRIVING RECORD

Document # ALRLF002

PRINT DATE: 6/29/2011 TIME: 15:44:29 OPERATOR: RLF OFFICE: DAB

DMVTEST,OASAS,A
6 EMPIRE STATE PLAZA
ALBANY NY 12228

CLIENT ID#: 810444706
DOB: 04/22/1980 SEX: M
HEIGHT: 5-11 EYE COLOR: GREEN
COUNTY: ALBA
MI #: D13829 73143 422966-80

NAME ON LICENSE/ID: DMVTEST
OASAS,A

ID ONLY

NON-COMM. STATUS: REVOKED

PROBATION START: 06/28/2002 END: 12/28/2002

EXPIRATION: 04/22/2014

SUSP/REV SUMMARY: TOTAL 2 (SCORE) FINES DATES JUDGEMENT \$ 0

***** ACTIVITY *****
DOCUMENT SURRENDERED ON: 12/26/2001 TO NY
RETURNED TO NY ON: 01/31/2002
CLASS CHANGE: 07/02/2002 NEW: *D* OLD: PERMIT
DOCUMENT SURRENDERED ON: 07/06/2009 TO NY

***** SUSPENSIONS/REVOCATIONS *****
SUSPENSION: 07/13/2007 FLD PAY DRIV ASSESS ORDER #: A070613D000
CLEAR ON: 01/14/2008 REQUIREMENTS MET

SUSPENSION: 08/11/2006 PEND PROS-CT BAC ORDER #: A0712040000
COMPLIED ON: 08/11/2006
CLEAR ON: 01/16/2008 REQUIREMENTS MET

SUSPENSION: 03/07/2011 DRV WHILE USE DRUGS ORDER #: D1103170000
COMPLIED ON: 03/07/2011

SUSPENSION: 06/13/2008 TEMP - PDG C/T HRG ORDER #: H080619
COMPLIED ON: 06/13/2008
CLEAR ON: 06/20/2008 REQUIREMENTS MET

This is to certify that this document is a true and complete copy of an electronic record on file in the New York State Department of Motor Vehicles, Albany, New York. The record was made in regular course of New York State Department of Motor Vehicles daily business. It is the business of the New York State Department of Motor Vehicles to create and maintain the records of drivers in the state of New York. Entries in this document are made at the time the recorded transactions or events took place or within a reasonable time thereafter. The person who reports the information is under a business duty to do so accurately.

Continued Page 2

ABS-3 (04/11)

Barbara J. Liola

ABSTRACT OF DRIVING RECORD

Page # 2

Document # ALRLF002
PRINT DATE: 6/29/2011 TIME: 15:44:29 OPERATOR: RLF OFFICE: DAB

DMVTEST,OASAS,A
6 EMPIRE STATE PLAZA
ALBANY NY 12228

CLIENT ID#: 810444706
DOB: 04/22/1980 SEX: M
HEIGHT: 5-11 EYE COLOR: GREEN
COUNTY: ALBA
MI #: D13829 73143 422966-80

REVOCATION: 10/08/2008 RFSB SUB CHEM TEST ORDER #: H0810230000

***** CONVICTIONS/BAIL FORFEITURES *****

CONVICTION: AGG UNL OP MISD
VIOLATION: 07/25/2008 CONVICTED ON: 11/03/2010
LOCATION: SUFFOLK COUNTY, SUFFOLK COUNTY COURT
PENALTY: DAYS- 7
COMM VEH: NO HAZMAT: NO

CONVICTION: SPEED IN ZONE 050/040
VIOLATION: 06/12/2008 CONVICTED ON: 02/09/2009
LOCATION: SUFFOLK COUNTY, TOWN OF SHELTER ISLAND
PENALTY: POINTS: 3
COMM VEH: NO HAZMAT: NO

CONVICTION: DRV WHILE USE DRUGS
VIOLATION: 06/12/2008 CONVICTED ON: 03/07/2011
LOCATION: SUFFOLK COUNTY, TOWN OF SHELTER ISLAND
PENALTY:
COMM VEH: NO HAZMAT: NO

CONVICTION: DRUG WHILE IMPAIRED
VIOLATION: 11/11/2005 CONVICTED ON: 04/21/2006
LOCATION: SUFFOLK COUNTY, SUFFOLK COUNTY COURT
PENALTY: FINE- \$500 DISCHARGE: CONDITIONAL
COMM VEH: UNKNOWN HAZMAT: UNKNOWN

*** END OF RECORD ***

SAMPLE

This is to certify that this document is a true and complete copy of an electronic record on file in the New York State Department of Motor Vehicles, Albany, New York. The record was made in regular course of New York State Department of Motor Vehicles daily business. It is the business of the New York State Department of Motor Vehicles to create and maintain the records of drivers in the state of New York. Entries in this document are made at the time the recorded transactions or events took place or within a reasonable time thereafter. The person who reports the information is under a business duty to do so accurately.

ABS-3 (04/11)

Barbara J. Liala

COMMISSIONER OF MOTOR VEHICLES

DESCRIPTION OF ABSTRACT OF DRIVING RECORD

Form DS-242 (Abstract of Driving Record) shows basic licensing information. Suspensions and revocations that have not been cleared will show on the record as long as they remain open. Information about cleared suspensions and revocations, traffic tickets, and accidents will show for the current year and the last three years before the current year. Convictions that result from violations related to alcohol and drug use while operating a vehicle are shown on the abstract for at least ten years from the date of conviction.

Each abstract identifies the motorist, gives the class of license, the current license status, the license expiration date and any restrictions and/or endorsements that limit or expand the driving privilege.

THE RECORD SUMMARY LINE SHOULD ALWAYS BE USED TO DETERMINE THE CURRENT STATUS OF THE DRIVER'S LICENSE OR DRIVING PRIVILEGE.

The **Record Summary Line** is printed just above the "Activity" section. It tells what class license or permit is held, and whether the status is Valid, Revoked, Suspended, Cancelled, Surrendered or Approved (for future license privileges after a revocation). It will also show what type document the motorist has (a permit, a license, a conditional or restricted use license, or a non-driver ID card) and when the license/permit/ID card expires. If the individual is unlicensed, that information appears on the Record Summary Line as **NO NY LICENSE**. There will be more than one Record Summary Line if the motorist has a valid license in one class and a valid permit in another class. It is also possible to have a valid non-commercial license while the commercial privilege (CDL) is revoked or suspended (this is shown on more than one Record Summary Line).

Other license information is grouped in separate sections by action type. Each section is separated by a line of asterisks and a heading that identifies what information is in each section. The **ACTIVITY** section is followed by **SUSPENSIONS/REVOICATIONS**, **CONVICTIONS/BAIL FORFEITURES** and **ACCIDENTS**.

The **ACTIVITY** section of the record shows: accident prevention course completion and the period of time to which the point reduction applies; "prohibits" (which prevent transactions from taking place until requirements are met); CDL history information; reciprocity information (a NY license issued on the basis of the license presented from another jurisdiction); information that the NY license was surrendered to another jurisdiction; special licenses or privileges (such as conditional or restricted use); and various notes such as stolen license information, and a letter was sent to the motorist informing him/her that there are three or more suspensions on his/her record.

SUSPENSIONS/REVOICATIONS for moving violations (and all reasons other than scofflaws) are grouped together and listed in order number sequence, so they are not always in chronological order. Suspensions for failure to answer a traffic ticket or to pay a fine (scofflaws) follow and are listed by order effective date, with the most recent appearing first. The first date in each record is the order effective date, followed by the reason the order was imposed. If "Complied On" appears on the order, this refers to the date on which all license documents were surrendered. If the suspension/revocation has been cleared, the clearance date and reason are shown.

CONVICTIONS/BAIL FORFEITURES are in violation date order, with the most recent appearing first. Other conviction/bail forfeiture information includes reason, date, location of violation, amount of fine, sentence length in days, and point value assessed, if any.

ACCIDENTS are in accident date order with the most recent appearing first. Information includes whether the accident involved a fatality, personal injury and/or property damage, the county where the accident occurred and whether a police and/or motorist report was filed. If the accident is excluded from the three accident re-examination program, that information is shown.

EXPLANATION OF LICENSE STATUS ON "RECORD SUMMARY LINE"

VALID:	Unless expired, full driving privileges are in effect for the class of license shown.
SUSPENDED:	Driving privilege is temporarily withdrawn for class of license shown.
REVOKED:	Driving privilege is withdrawn for class of license shown.
CANCELLED:	Driving privilege in all classes has been cancelled.
SURRENDERED:	The driver has voluntarily given up his/her driving privilege in all classes.
APPROVED:	Driver is authorized to have driving privileges returned after revocation, but has not yet obtained a license or learner permit.

A license with any status shown above may also be expired.

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NEW YORK STATE DRIVER LICENSE CLASSES

License class codes were changed effective 2/19/91 to conform to federal commercial driver legislation. These codes are used by every state as a national standard. Commercial driver licenses (CDLs) will appear on the Record Summary Line as license class CDL A, B or C. A driver who has one class of license, and who obtains a motorcycle license or a learner permit for another class will have more than one Record Summary Line, to show the status of each document. A driver with only a Class M or MJ license is limited to motorcycle operation.

CLASS CDL A

Valid for operation of a tractor-trailer combination, truck-trailer combination, tractor, truck, taxicab, passenger vehicle, Class B or Class C Limited Use Motorcycle, or Limited Use Automobile.

CLASS CDL B

Valid for operation of a heavy single-unit vehicle (such as a truck or bus) with a Gross Vehicle Weight Rating (GVWR) of more than 26,000 pounds, or for the tractor portion of a tractor-trailer. Also valid for the operation of a taxicab, passenger vehicle, Class B or Class C Limited Use Motorcycle, or Limited Use Automobile.

CLASS CDL C

Valid for operation of a single-unit vehicle (such as a truck or bus) with a GVWR of 26,000 pounds or less that transports 15 or more passengers, or that transports passengers under Article 19-A of the Vehicle & Traffic Law, or that carries hazardous materials. Also valid for the operation of a taxicab, passenger vehicle, Class B or Class C Limited Use Motorcycle, or Limited Use Automobile.

CLASS Non-CDL C

Valid for operation of a single-unit vehicle (such as dump trucks, farm vehicles and some heavy recreational vehicles) with a GVWR of 18,001 to 26,000 pounds that does not require a CDL endorsement. Also valid for the operation of a passenger vehicle, Class B or Class C Limited Use Motorcycle, or Limited Use Automobile.

CLASS D

Valid for operation of a single-unit vehicle with a GVWR of 18,000 pounds or less, a passenger vehicle, Class B or Class C Limited Use Motorcycle, or Limited Use Automobile.

CLASS DJ

Valid for operation of a single-unit vehicle with a GVWR of 18,000 pounds or less, a passenger vehicle, Class B or Class C Limited Use Motorcycle, or Limited Use Automobile. Issued only to drivers younger than 18 years of age; automatically becomes a Class D license on the individual's 18th birthday.

CLASS E

Valid for operation of a single-unit vehicle with a GVWR of 18,000 pounds or less used to transport 14 or less passengers for hire, that does not fall under Article 19-A. Also valid for the operation of a taxicab, passenger vehicle, Class B or Class C Limited Use Motorcycle, or Limited Use Automobile.

CLASS M

Valid for operation of a motorcycle (including Limited Use Motorcycle).

CLASS MJ

Valid for operation of a motorcycle (including Limited Use Motorcycle). Issued only to drivers younger than 18 years of age; automatically becomes a Class M license on the individual's 18th birthday.

NOTE: If the motorist does not have a NY license or learner permit, the Record Summary Line will read NO NY LICENSE.
If the motorist has only a non-driver identification card, the Record Summary Line will read ID ONLY.

NEW YORK STATE SPECIAL LICENSE PRIVILEGES

The type of special driving privilege follows the license class on the Record Summary Line.

CONDITIONAL: A limited driving privilege granted to NYS licensed drivers who are suspended/revoked for alcohol or drug-related convictions.

CONDITIONAL PRIVILEGE: A limited driving privilege granted to drivers licensed in other states who are suspended/revoked in NYS for alcohol or drug-related convictions.

PRE-CONVICTION CONDITIONAL LICENSE: A limited driving privilege granted to NYS licensed drivers who have been suspended in NYS for alcohol or drug-related violations (not yet convicted).

PRE-CONVICTION CONDITIONAL PRIVILEGE: A limited driving privilege granted to drivers licensed in other states who are suspended in NYS for alcohol or drug-related violations (not yet convicted).

RESTRICTED USE: A limited driving privilege granted to NYS licensed drivers who are suspended/revoked for reasons other than alcohol/drug-related convictions.

RESTRICTED USE PRIVILEGE: A limited driving privilege granted to drivers licensed in other states who are suspended/revoked in NYS for reasons other than alcohol/drug-related convictions.

INTERLOCK CONDITIONAL: A limited driving privilege granted to NYS licensed drivers who have ignition interlock devices as a probation condition, and who have completed the minimum revocation period required after an alcohol or drug-related conviction.

LIMITED USE ENDING DATE MM/DD/YYYY: A limited driving privilege granted to junior drivers who pass their road test within 6 months of receiving a learner permit. After the ending date, following privileges are granted.

COMMON VIOLATION MESSAGES

AGG UNL OP MISD	Aggravated unauthorized operation second degree - a misdemeanor
CL/RL-CONV TRAF INF	Traffic infraction occurring during conditional/restricted license program
DRIVING WHILE INTOX	Driving while intoxicated
DRVG INTOX PI ACC	Driving while intoxicated - Personal injury accident
DR UNDER INFLUENCE	Driving under the influence (out of state)
DRV CMV .04 - .07%	Driving with .04% - .07% blood alcohol content in a commercial motor vehicle
DRVG WHILE IMPAIRED	Driving while ability impaired by alcohol
FLD ANSWER SUMMONS	Failed to answer traffic ticket
LV SCNE INJ HZMT	Leaving the scene of a personal injury incident in a commercial motor vehicle carrying hazardous materials
LEAV SCENE INC-PD	Leaving the scene of a property damage incident
OP CON ALC UNDER 21	Operating after consuming alcohol, under 21 years of age
OPER OUT OF REST-INF	Operating in violation of a driver license restriction - an infraction
OPER W/O INS-INF	Operating without insurance - an infraction
PEND PROS-CT BAC	Pending prosecution by court for blood alcohol content
PNDG SUBMISSION TO CRT	Pending submission to court to answer charges
PNG SUBMSN TO CRT-OS	Pending submission to out-of-state court
REF FIND PURS 510-3A	Referee findings according to Section 510-3A of the Vehicle & Traffic Law
RFSD SUB CHEM TEST	Refused to submit to a chemical test
SPD NOT REAS/PRUDENT	Speed not reasonable and prudent
SPEED IN ZONE 074/045	Speed over authorized limit - speed/speed limit
SUSP BY COURT 510	Suspended by court under Section 510 of the Vehicle and Traffic Law
TEMP-PDG C/T HRG	Pending chemical test hearing
UNREG MOT VEH-INF	Unregistered motor vehicle - an infraction
2 SERIOUS VIOL/3Y	Two serious traffic violations within 3 years in a commercial motor vehicle

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