

Impaired Driver System (IDS) Quick Reference

For full instruction, please refer to the IDS User Manual

Assessment Page

*Referral Source	*Start Date	Violation Documents Reviewed	Collateral Interviews Conducted	Toxicology Ordered	Driver Abstract Reviewed	Status Date	Status
Court	1/15/2011	Yes	Yes	Yes-Positive	1/16/2011	1/16/2011	Treatment recommended

Buttons: Back to Summary, Save, Clear, Driver Abstract, Remove

- 1. Referral Source** – Indicates from which situation the client is coming to you and how the client came to need an assessment. The available drop down options are:
 - *Court*
 - *DMV*
 - *DDP*
 - *Motorist (self-referral)*
- 2. Start Date** – Indicates the date of the first face to face assessment appointment with your client.
- 3. Violation Documents Reviewed** – OASAS approved providers should obtain paperwork associated with the client’s violation for officially documented details about the circumstances, 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 client. Acceptable violation documents include any that the client 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*
- 4. Collateral Interviews Conducted** – Indicates whether you spoke with any other people to gather additional information in order to support your own clinical determination. Collateral contacts can include relatives, employers, neighbors, friends or significant others. The available drop down menu options are:
 - *Yes*
 - *No*
- 5. Toxicology Ordered** – Indicates whether or not you ordered toxicology, and if yes, whether or not the results were positive or negative. The available drop down menu options are:
 - *Yes: Positive*
 - *Yes: Negative*
 - *No*
- 6. Driver’s Abstract Reviewed** – Indicates the last date that you reviewed the client’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 client’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.

7. **Status Date** – Indicates the date you completed your assessment and made your final clinical determination for the client. If your client 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.
8. **Status** – Indicates the outcome of the assessment process. 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 the client’s 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 client.
 - *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 client has refused to comply with the requirements deemed necessary to complete the assessment process.
 - *Automatic System Closure* – This option cannot be selected but will display if the assessment record is closed due to inactivity for a period of 60 days.