

HOW TO

Document Drug and Alcohol Screening and Assessment Tools in the Indian Health Service (IHS) Resource and Patient Management System (RPMS) Electronic Health Record (EHR)

Purpose of this document: Please use this document to understand the type of Drug and Alcohol Screening and Assessment Tools used and how to document the use of that tool in the RPMS EHR.

- **Step 1:** Review table of screening tools.
- **Step 2:** Click link for instructions for documenting screening tools in the EHR.
- **Step 3:** Follow instructions to ensure accurate documentation.

Step 1: Review table of screening tools.							Step 2: Click link for instructions to document tool in the EHR.
Screening Tool	Substance Type		Applicable Population		How Screening Is Completed		
Tool and link to tool	Alcohol	Drugs	Adults	Adolescents	Self-administered	Clinician-administered	
Tobacco, Alcohol, Prescription Medication, and Other Substance Use (TAPS)	X	X	X		X	X	How to document TAPS
CAGE-AID Substance Abuse Screening Tool	X	X	X	X	X	X	How to document CAGE-AID Tool
Drug Abuse Screen Test (DAST-10)		X	X		X	X	How to document DAST-10
Car, Relax, Alone, Forget, Friends, Trouble (CRAFFT)	X	X		X	X	X	How to document CRAFFT
Parents, Partners, Past and Pregnancy (4Ps)	X	X	X*	X*		X	How to document 4Ps
Alcohol Use Disorders Identification Test-Concise (AUDIT-C)	X		X	X	X	X	How to document AUDIT-C
Alcohol Use Disorders Identification Test (AUDIT)	X		X	X	X	X	How to document AUDIT
NIDA Quick Screen (discontinued in favor of TAPS screening above)	X	X	X			X	How to document NIDA Quick Screen

*For use in pregnant people and people of children bearing age

Step 3: Follow instructions to ensure accurate documentation.

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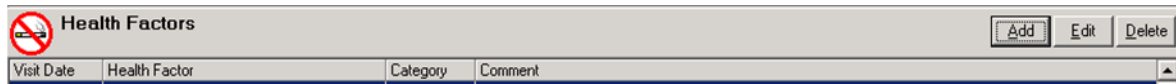
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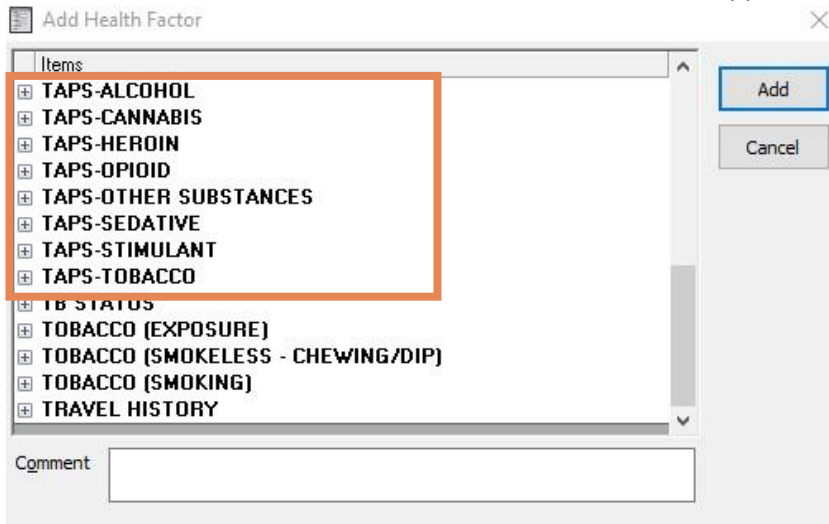
How to document Tobacco, Alcohol, Prescription Medication and Other Substance Use (TAPS) in EHR

Link to tool: [TAPS](#)

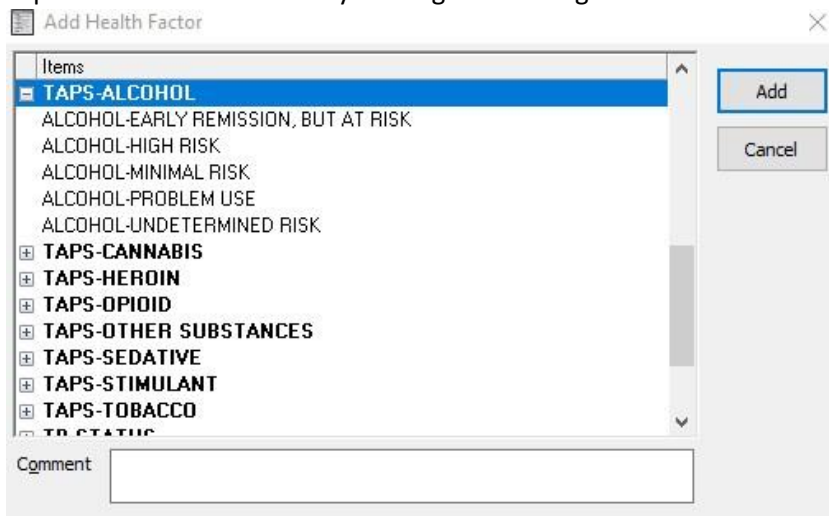
1. Make sure a patient and visit are selected.
2. Locate the Health Factor component in your EHR.



3. Click on the Add button. A box titled Add Health Factor will appear.



4. Expand each TAPS section by clicking on the + sign next to each TAPS substance.



5. Select the appropriate response(s) based on your screening results.

Important Notes

- Each substance (TAPS-Alcohol, TAPS-Cannabis, TAPS-Heroin, TAPS-Opioid, TAPS-Other substances, TAPS-Sedative, TAPS-Stimulant, TAPS-Tobacco) should have a result.
- A “Never” response would equal “MINIMAL RISK.”

6. Add comment if desired in the Comment field.

7. Click on the Add button to finish the documentation.

The documentation will appear in the Health Factor component.

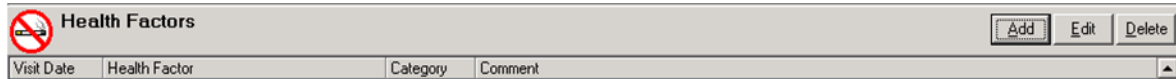
Visit Date	Health Factor	Category	Start Date	Stop Date	Comment
01/22/2024	Alcohol-minimal Risk	Taps-alcohol			
01/22/2024	Cannabis-minimal Risk	Taps-canna			
01/22/2024	Heroin-minimal Risk	Taps-heroin			
01/22/2024	Opioid-minimal Risk	Taps-opioid			
01/22/2024	Other-minimal Risk	Taps-other			
01/22/2024	Sedative-minimal Risk	Taps-sedativ			
01/22/2024	Stimulant-minimal Risk	Taps-stimula			
01/22/2024	Tobacco-early Remission, But At Risk	Taps-tobacc			



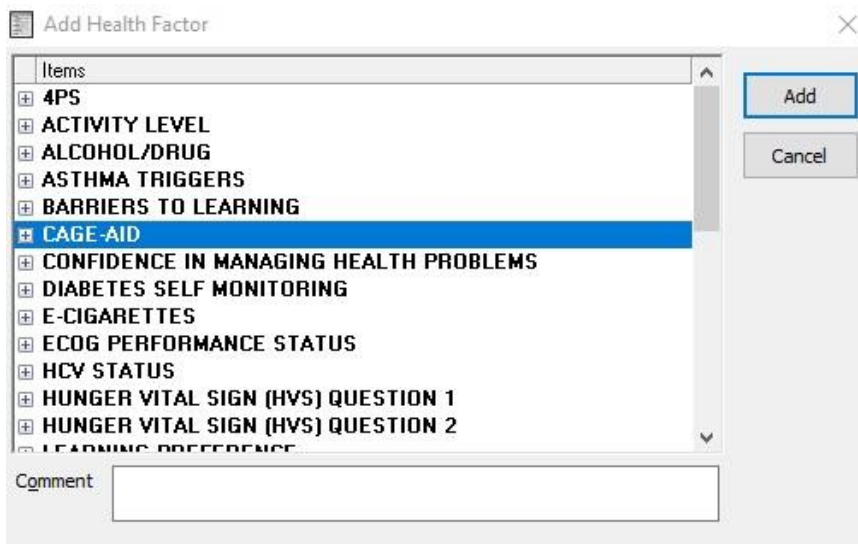
How to document CAGE-AID Substance Abuse Screening Tool in EHR

Link to tool: [CAGE-AID Substance Abuse Screening Tool](#)

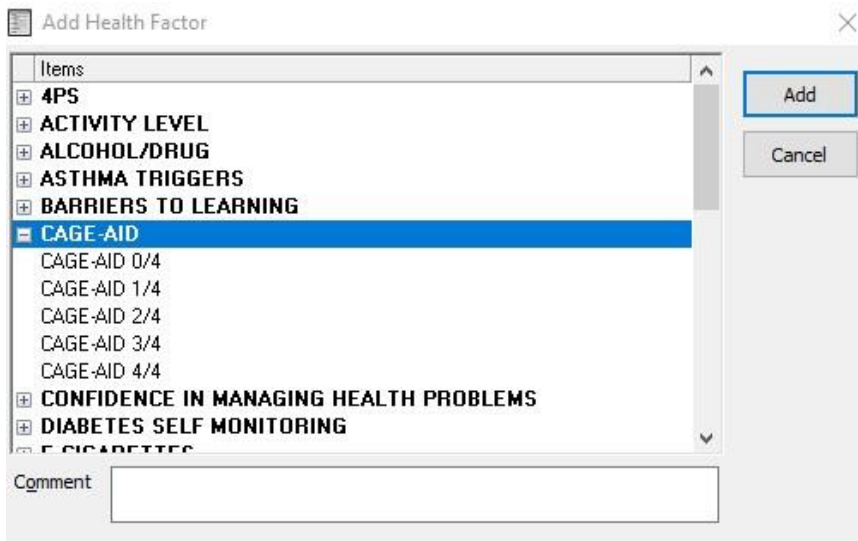
1. Make sure a patient and visit are selected.
2. Locate the Health Factor component in your EHR.



3. Click on the Add button. A box titled "Add Health Factor" will appear.



4. Expand the CAGE-AID factor by clicking on the + sign next to the CAGE-AID screen.



5. Select the appropriate response(s) based on your screening results.
6. Add comment if desired in the Comment field.

7. Click on the Add button to finish the documentation.

The documentation will appear in the Health Factor component.

 Health Factors Add Edit Delete					
Visit Date	Health Factor	Category	Start Date	Stop Date	Comment
01/22/2024	Cage-aid 2/4	Cage-aid			



How to document Drug Abuse Screen Test (DAST)-10 in EHR

Link to tool: [DAST-10](#)

1. Make sure a patient and visit are selected.
2. Locate the Vitals entry component in your EHR.
3. Click in the DAST-10 box.

Chief Complaint Add Edit Delete

Author Chief Complaint

+ Triage Summary

Default Units	20-Sep-2022 08:31	Range	Units
Peak Flow			
Craftt			
PHQ2			
PHQ9			
PHQ-9 Modified For Teens			
Audit			
Audit-C			
Gad-2 Scale			
Gad-7 Scale			
Dast-10			

4. Enter numeric value based on your screening results and click Update.

Default Units	20-Sep-2022 08:31	Range	Units
Peak Flow			
Craftt			
PHQ2			
PHQ9			
PHQ-9 Modified For Teens			
Audit			
Audit-C			
Gad-2 Scale			
Gad-7 Scale			
Dast-10	5		

Update Reset

The documentation will appear in the Triage Summary component.

Chief Complaint

Author: Chief Complaint

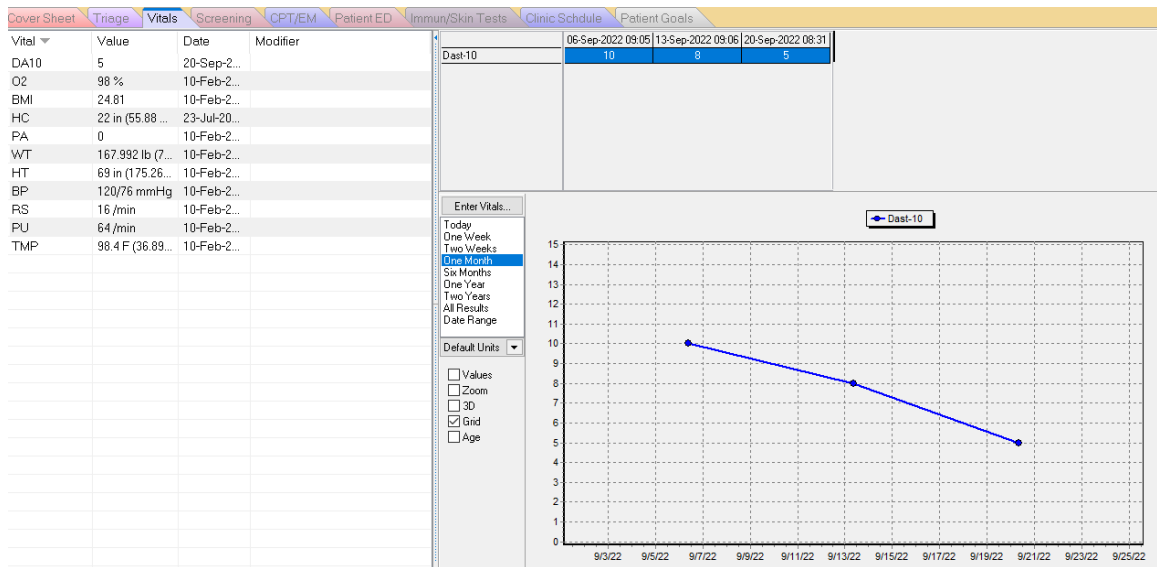
Triage Summary

Vitals DA10: 5

Default Units	20-Sep-2022 08:31	Range	Units
Peak Flow			
Craft			
PHQ2			
PHQ9			
PHQ-9 Modified For Teens			
Audit			
Audit-C			
Gad-2 Scale			
Gad-7 Scale			
Dast-10	5		

New Date/Time | Update | Reset

The documentation will also appear in the Vitals tab to be able to track values over time.



Note
 Informaticist may need to add the DAST-10 measurement to the vitals sign entry and cover sheet lists. It does not automatically show up as an option to enter or display the DAST-10.



How to document Car, Relax, Alone, Forget, Friends, Trouble (CRAFFT) in EHR

Link to tool: [CRAFFT](#)

1. Make sure a patient and visit are selected.
2. Locate the Vitals entry component in your EHR.
3. Click in the Crafft box.

The screenshot shows the EHR interface with the 'Vitals' tab selected. Below the 'Triage Summary' section is a table for recording vitals. The 'Crafft' row is highlighted with a blue dot in the 'Default Units' column, and an orange arrow points to the 'Crafft' row.

Default Units	20-Sep-2022 09:27	Range	Units
Peak Flow			
<input checked="" type="radio"/> Crafft			
PHQ2			
PHQ9			
PHQ-9 Modified For Teens			
Audit			
Audit-C			
Gad-2 Scale			
Gad-7 Scale			
Dast-10			

Buttons at the bottom: New Date/Time, Update, Reset

4. Enter numeric value based on your screening results and click Update.

The screenshot shows the EHR interface with the 'Vitals' tab selected. The 'Crafft' row in the table has the value '6' entered in the '20-Sep-2022 09:27' column. An orange arrow points to the 'Update' button at the bottom.

Default Units	20-Sep-2022 09:27	Range	Units
Peak Flow			
<input checked="" type="radio"/> Crafft	6		
PHQ2			
PHQ9			
PHQ-9 Modified For Teens			
Audit			
Audit-C			
Gad-2 Scale			
Gad-7 Scale			
Dast-10			

Buttons at the bottom: Update, Reset

5. The documentation will appear in the Triage Summary component.

The screenshot shows the 'Chief Complaint' section with a 'Triage' tab selected. Below it is the 'Triage Summary' section, which contains the text 'Vitals CRFT: 6'. An orange arrow points from the right towards this text. Below the summary is a table of default units and ranges for various vitals.

Default Units	20-Sep-2022 09:16	Range	Units
Temperature			F
Pulse		60 - 100	/min
Respirations			/min
Blood Pressure		90 - 150	mmHg
Height			cm
Weight			kg
Pain			
Head Circumference			cm
O2 Saturation			%
Hearing			
Peak Flow			

6. The documentation will also appear in the Vitals tab to be able to track values over time.

The screenshot shows the 'Vitals' tab with a table of vital signs and a line graph. The table lists various vitals with their values and dates. The line graph plots CRFT values over time, showing a downward trend from 6 to 0.

Vital	Value	Date
CRFT	0	20-Sep-2022
TMP	97.6 F (36.44...)	09-Apr-2022
PU	80 /min	09-Apr-2022
RS	16 /min	09-Apr-2022
BP	128/78 mmHg	09-Apr-2022
WT	94.997 lb (43...)	09-Apr-2022
PA	0	09-Apr-2022
O2	97 %	09-Apr-2022
PHO9	20	05-Mar-2022
AUDC	7	05-Mar-2022
PHQ2	6	05-Mar-2022
HT	18.9 in (48 c...	11-May-2022
BMI	19.1	09-Apr-2022
BMIP	91 %	09-Apr-2022

The line graph shows CRFT values over time. The x-axis represents dates from 9/3/22 to 9/25/22. The y-axis represents CRFT values from 0 to 11. The data points are: (9/7/22, 6), (9/13/22, 3), and (9/21/22, 0).



How do document Parents, Partners, Past and Pregnancy (4Ps) in EHR

Link to tool: [Parents, Partners, Past and Pregnancy \(4Ps\)](#)

Note: the 4Ps tool is not copyrighted and is free to use. The 4Ps PLUS tool is different. It is copyrighted and has a fee to use. It is not the tool currently available in RPMS EHR.

In EHR:

1. Make sure a patient and visit are selected.
2. Locate the Health Factor component in your EHR.

Visit Date	Health Factor	Category	Comment

Buttons: Add, Edit, Delete

3. Click on the Add button. A box titled Add Health Factor will appear.

Add Health Factor

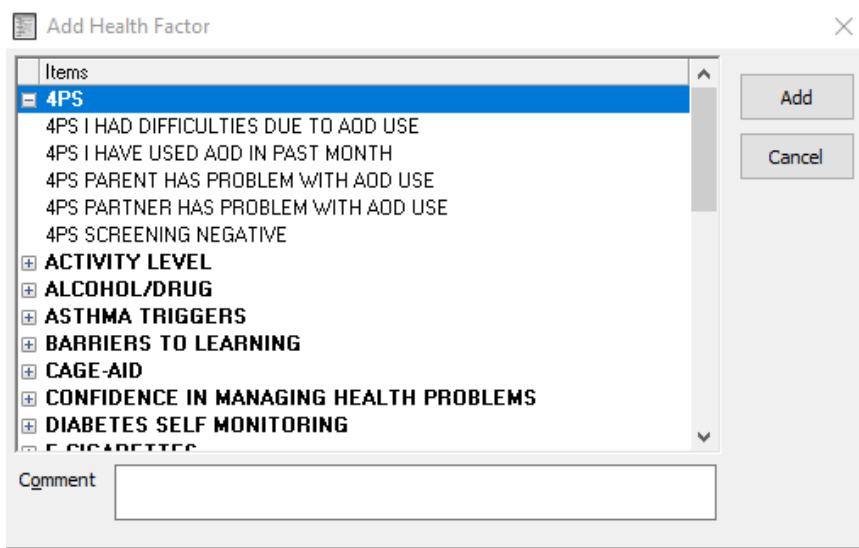
Items

- 4PS
- ACTIVITY LEVEL
- ALCOHOL/DRUG
- ASTHMA TRIGGERS
- BARRIERS TO LEARNING
- CAGE-AID
- CONFIDENCE IN MANAGING HEALTH PROBLEMS
- DIABETES SELF MONITORING
- E-CIGARETTES
- ECOG PERFORMANCE STATUS
- HCV STATUS
- HUNGER VITAL SIGN (HVS) QUESTION 1
- HUNGER VITAL SIGN (HVS) QUESTION 2
- LEARNING PREFERENCE

Buttons: Add, Cancel

Comment:

- Expand the 4PS factor by clicking on the + sign to the left of 4PS.



- Select the appropriate response(s) based on your screening results.
- Add comment, if desired, in the Comment field.
- Click the Add button to finish the documentation.

***Note:** If more than one positive response needs to be documented, this is done one at a time. Repeat steps 3-7 as needed. The documentation will appear in the Health Factor component.

The documentation will appear in the Health Factor component.

Health Factors					
Visit Date	Health Factor	Category	Start Date	Stop Date	Comment
02/23/2024	4ps Screening Negative	4ps			



How do document Alcohol Use Disorders Identification Test-Concise (AUDIT-C) in EHR

Link to tool: [AUDIT-C](#)

1. Make sure a patient and visit are selected.
2. Locate the Triage entry component in your EHR.
3. Click in the AUDIT-C box.

The screenshot shows the EHR interface for a patient's triage summary. The 'Triage Summary' section is expanded, showing a table of various clinical measurements. The 'Audit-C' row is selected, indicated by a blue dot in the left margin and an orange arrow pointing to the row.

Default Units	08-Mar-2024 14:32	Range	Units
Head Circumference			cm
PHQ2			
PHQ9			
PHQ-9 Modified For Teens			
Gad-7 Scale			
Gad-2 Scale			
Hearing			
Vision Uncorrected			
Vision Corrected			
Peak Flow			
Audit			
<input checked="" type="radio"/> Audit-C			
Craftt			
Dast-10			
Mini Mental Status Exam			

- Enter numeric value based on your screening results and click Update.

Default Units	08-Mar-2024 14:32	Range	Units
Head Circumference			cm
PHQ2			
PHQ9			
PHQ-9 Modified For Teens			
Gad-7 Scale			
Gad-2 Scale			
Hearing			
Vision Uncorrected			
Vision Corrected			
Peak Flow			
Audit			
<input checked="" type="radio"/> Audit-C	5		
Crafft			
Dast-10			
Mini Mental Status Exam			

- The documentation will appear in the Triage Summary component.

Cover Sheet | Triage | Vitals | Screening | CPT/EM | Patient ED | Immun/Skin Tests | Patient Go

Chief Complaint

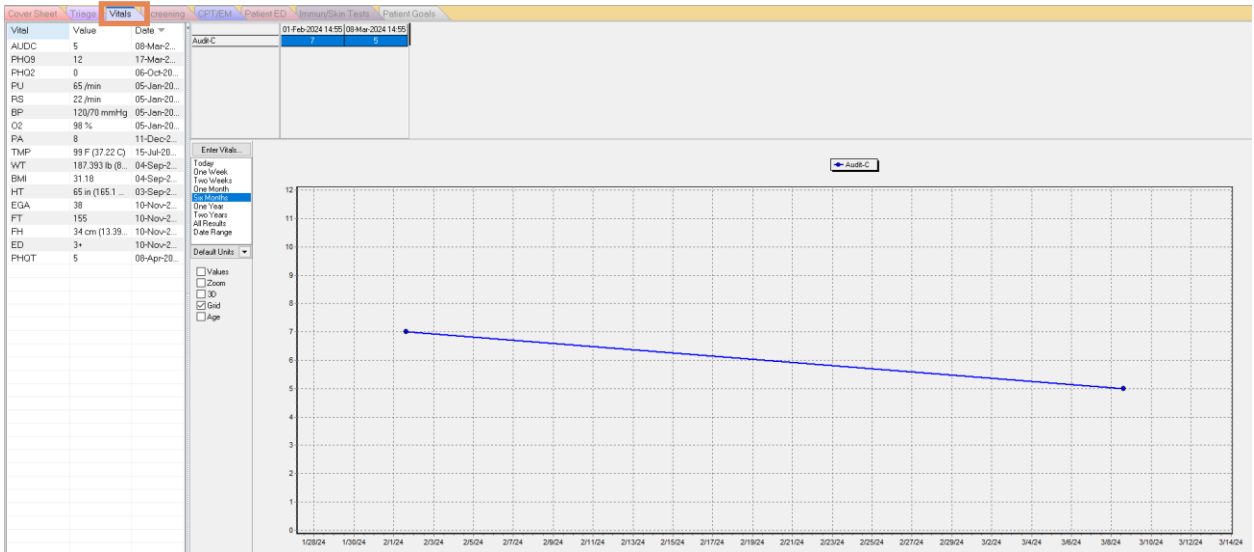
Author: Chief Complaint

Triage Summary

Vitals AUDC: 5

Default Units	08-Mar-2024 14:42	Range	Units
Height			cm
Head Circumference			cm
PHQ2			
PHQ9			
PHQ-9 Modified For Teens			
Gad-7 Scale			
Gad-2 Scale			
Hearing			
Vision Uncorrected			
Vision Corrected			
Peak Flow			
Audit			
<input checked="" type="radio"/> Audit-C	5		
Crafft			
Dast-10			

6. The documentation will also appear in the Vitals tab to be able to track values over time.





How do document Alcohol Use Disorders Identification Test (AUDIT) in EHR

Link to tool: [AUDIT](#)

1. Make sure a patient and visit are selected.
2. Locate the Vitals entry component in your EHR.
3. Click in the AUDIT box.

The screenshot shows the EHR interface with the 'Vitals' tab selected. The 'Chief Complaint' section is visible at the top, followed by a 'Triage Summary' section. Below these is a table of vital signs and tests. The 'Audit' row is highlighted with a blue dot, and an orange arrow points to it from the right.

Default Units	08-Mar-2024 15:13	Range	Units
Head Circumference			cm
PHQ2			
PHQ9			
PHQ-9 Modified For Teens			
Gad-7 Scale			
Gad-2 Scale			
Hearing			
Vision Uncorrected			
Vision Corrected			
Peak Flow			
Audit			
Audit-C			
Crafft			
Dast-10			
Mini Mental Status Exam			

Buttons at the bottom: New Date/Time, Update, Reset

4. Enter numeric value based on your screening results and click Update.

Default Units	08-Mar-2024 15:13	Range	Units
Head Circumference			cm
PHQ2			
PHQ9			
PHQ-9 Modified For Teens			
Gad-7 Scale			
Gad-2 Scale			
Hearing			
Vision Uncorrected			
Vision Corrected			
Peak Flow			
Audit	10		
Audit-C			
Craftt			
Dast-10			
Mini Mental Status Exam			

Update Reset

5. The documentation will appear in the Triage Summary component.
6. The documentation will also appear in the Vitals tab to be able to track values over time.

Cover Sheet Triage Vitals Screening CPT/EM Patient ED Immun/Skin T

Chief Complaint Add Edit Delete

Author Chief Complaint

+ Triage Summary

Vitals AUDT: 10

Default Units	08-Mar-2024 15:04	Range	Units
Height			cm
Head Circumference			cm
PHQ2			
PHQ9			
PHQ-9 Modified For Teens			
Gad-7 Scale			
Gad-2 Scale			
Hearing			
Vision Uncorrected			
Vision Corrected			
Peak Flow			
Audit	10		
Audit-C			
Craftt			
Dast-10			

New Date/Time Update Reset



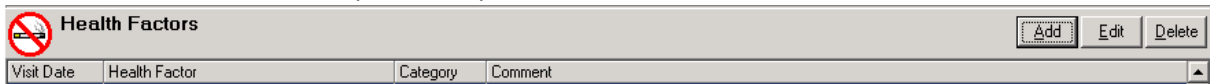
How to document NIDA Quick Screen in EHR

Link to tool: [NIDA Quick Screen](#)

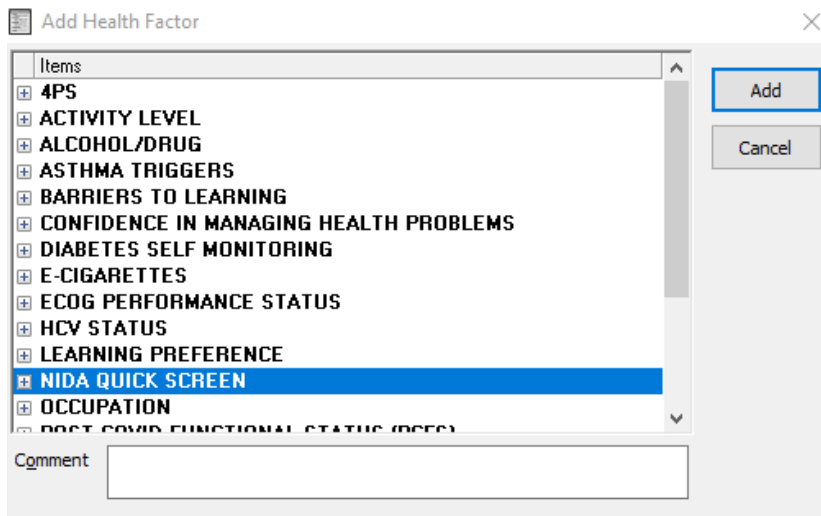
Note

The NIDA Drug Use Screening Tool is discontinued in favor of TAPS screening above.

1. Make sure a patient and visit are selected.
2. Locate the Health Factor component in your EHR.



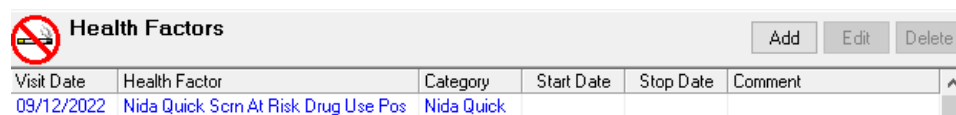
3. Click on the Add button. A box titled “Add Health Factor” will appear.



4. Expand the NIDA Quick Screen factor by clicking on the + sign next to the NIDA Quick Screen.
5. Select the appropriate response(s) based on your screening results.
6. Add comment if desired in the Comment field.
7. Click on the Add button to finish the documentation.

***Note:** If more than one positive response needs to be documented, this is done one at a time. Repeat steps 3-7 as needed.

The documentation will appear in the Health Factor component.



In collaboration with the Indian Health Service (IHS) Heroin Opioids and Pain Efforts (HOPE) Committee, this material was prepared by Comagine Health for the American Indian Alaska Native Healthcare Quality Initiative under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. Views expressed in this material do not necessarily reflect the official views or policy of CMS or HHS, and any reference to a specific product or entity herein does not constitute endorsement of that product or entity by CMS or HHS. NQIIC-AIHQI-498-02/29/2024