Fast Answers to Your Questions With the DENS Software

General Functions of the DENS Software

ASI Specific Functions

LHI Specific Functions

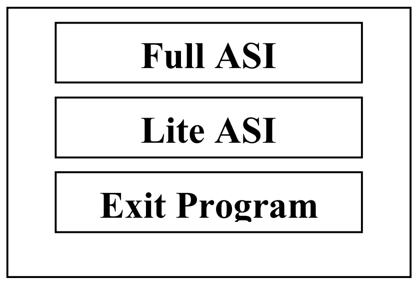
System Administrator (SA) Functions

How to Logon to the DENS Software

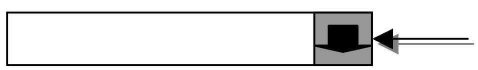
Logging on to DENS Software:

1. Double click on the **DENS icon** on your computer. It looks like an ear, pencil, and notepad.
2. The computer will be ready when you see the following screen. You will have the ability to choose the Full ASI, the Lite ASI, or to exit the program. Click on your choice.

The Drug Evaluation Network System
Treatment Research Institute, Inc.

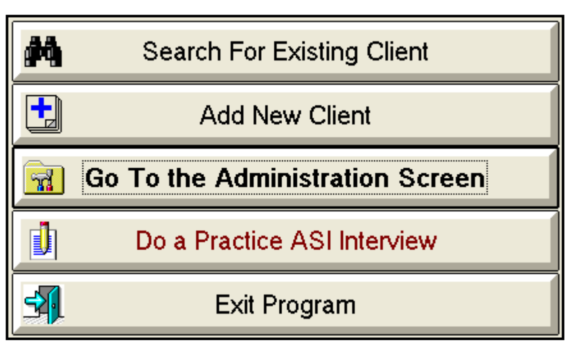


3. In the lower left corner is a box labeled "**Enter User ID**." This is called a "drop-down" box because when you click on the arrow at the side of the box, a list of names will "drop-down."



   Choose your User ID using the mouse or the arrow keys located at the bottom right of your keyboard. If your User ID is not listed, see your system administrator.

4. Then tab or use the mouse to move into the "Enter Password" field. Type in the password your system administrator has given you, and then point and click on the **green LOGIN button**, or simply tab to the LOGIN button and hit the ENTER key on the keyboard.
5. You are in the Main Menu – you have successfully logged into the DENS ASI Software.



Moving Through DENS with a Mouse or TAB key

Generally, you can use the *arrow keys* on the lower right hand corner of the keyboard and the *tab key* to move within the program instead of using the mouse.

The tab key will move the cursor forward through the program. Pushing the shift and the tab keys simultaneously will move you *backward* through the program or fields. The arrow keys located at the bottom right hand corner allow you to move through the drop down boxes to choose responses to items.

You may also use the mouse along with the Navigational buttons on the screen. These icons are located in the bottom and upper right hand corners of the screen. Use the mouse to choose your movement and click.

- By clicking the "**First**" button, the first record stored in the case roster will be displayed.
- By clicking the "**Last**" button, the last record stored in the case roster will be displayed.
- By clicking the "**Previous**" button, the user will view one record prior to the current displayed.
- If you click on the "**Previous**" button when the first case is already displayed, an explanation box will open to notify the user.
- By clicking the "**Next**" button, you will view the case following the current displayed.
- If you click on the "**Next"** button when the last case is already displayed, an explanation box will open to notify the user.
- The "**<<**" button functions like the "**Previous**" button. Likewise, the "**>>**" button functions like the "**Next**" button. If you hold either of these buttons down, you can move quickly in either direction through the roster.

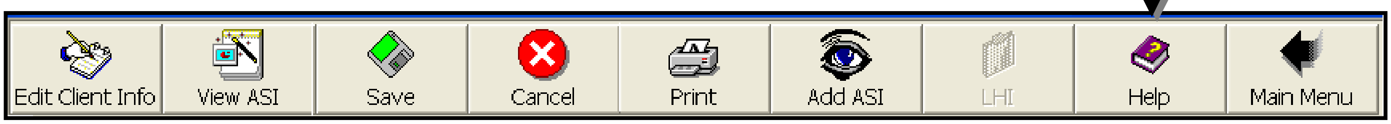
In the ASI software, once you are in a section (i.e. Medical or Family/Social), you may click on the "file tabs" to move from one screen to another.

Help Files

A Help file was placed in the program to aid you with any computer questions you may have as well as an Online ASI Manual that will help you with ASI related questions. It is accessible two ways:

1. If you are in a particular item of the ASI, you may press on the **F1 key** to go directly to that specific section of the online manual. You will not be able to go to the specific item though.

2. The Help file is also accessible through the tool bar, located at the top of your screen.



If you enter the Help Manual through the tool bar, a table of contents will appear listing: an introduction to the DENS software, Login Process, Main Menu software questions, and the ASI Manual.

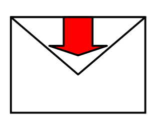
How to Export Reports into Microsoft Word© and Other Programs

You may want to export an ASI Print Out, a Treatment Plan, Narrative or LHI Report into word processing software such as Word for Windows for multiple reasons. These may include the need to add information or spell check as well as for ease in printing.

MICROSOFT WORD:

1. You must have a report visible on the screen in order to export these forms. (*See "How to Print an ASI Hard Copy, Treatment Care Plan, or Narrative," pp. 10-13, or "How to View Client Graphs and Reports," pp. 21-22)*

2. Once the report is created and appears on the screen, click on the button with the Envelope and the Red Arrow pointing down, located on the top left of the screen.



3. In the "Export" window, under the "Format" field, select "**Word for Windows document**" using the dropdown arrow key (last choice in dropdown list).

4. Leave the "Destination" field as "Disk file" and Click "**OK**."

5. In the "Choose Export File" window, in the "Save in:" field select "**3.5 disk (A:)**." Make sure that there is a blank disk in your computer before you click save. The File Name will default to "asi" for the ASI Print Out, "treatment" for the Treatment Plan, or "narrative" for the Narrative report. ***Note: you may want to add the client's name to the file before clicking save.***

6. An "Exporting File" window will appear as the file is being copied onto the disk. It will disappear when the copy of the file is completed. Your report is now saved on the disk and can be brought up in Word for your convenience. ***Note: The original report is still saved on your computer, a copy was exported.***

WORD PERFECT, WORD PAD, ETC:

1. Follow steps 1 through 6 above.

2. In the "Export" window, under the "Format" field, select "**Rich Text (Exact) Format**" using the dropdown arrow key.

3. Leave the "Destination" field as "Disk file" and Click "**OK**."

4. In the "Choose Export File" window, in the "Save in:" field select "**3.5 disk (A:)**." Make sure that there is a blank disk in your computer before you click save. The File Name will default to "ASI" for the ASI Print Out, "treatment" for the Treatment Plan, or "narrative" for the Narrative report. ***Note: you may want to add the client's name to the file before clicking save.***

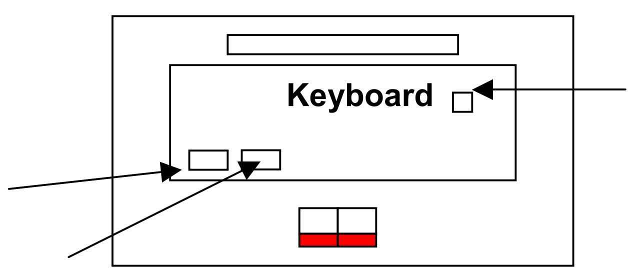
5. An "Exporting File" window will appear as the file is being copied onto the disk. It will disappear when the copy of the file is completed. Your report is now saved on the disk and can be brought up in Word for your convenience. ***Note: The original report is still saved on your computer; a copy was exported.***

6. Double click on the document icon. If a dialog box asks you to choose a program in which to open the file, choose "Word Perfect" or "Word Pad". The program will then convert or open the file.

What To Do When Your Computer *Freezes!!*

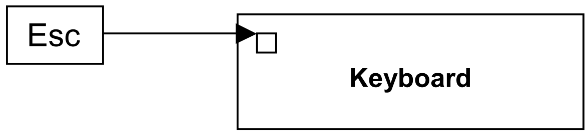
If your computer stops responding – wait a minute and then try an array of command signs (i.e. try to close your current program). If the computer does not respond, it is ***frozen***.

1. **Press the "control," "alt," and "delete" keys simultaneously** on your computer keyboard:



2. If this does not work, wait a few minutes and try again.

3. You may also try hitting the "**escape**" button, located at the top left-hand corner of your keyboard.



4. If everything else fails to unfreeze your computer, *turn it off / shut it down*. Then restart the computer and login to the DENS software again.

Glossary of DENS Terms

1. **Program (DENS Software)** – The ASI, LHI, manual, and other components that make up the DENS package on the computer

2. **File Tabs** – Within the different sections of the computerized ASI, you can move through screens by clicking on "**file tabs**" which look like the tabs found on paper file folders

3. **Tab Key** – Used to move through the ASI, located on the left side of the keyboard next to the button for the letter "Q"
4. **Field** – An empty box in the program generally following a question, where you will record your answers

5. **Drop Down Box** – Some fields give you options to choose from, these are located in the drop down boxes which are accessible by clicking on the arrow at the end of the field

6. **Pop Up Box** – Pop Up Boxes display information or reminders to the program user

7. **Cursor** - Blinking vertical black bar which follows your typing

8. **Click On** – Point your mouse and press down on the left button at the top of the mouse once to select

9. **Double Click** – When you press down two consecutive times rapidly on the left button at the top of the mouse to make your selection

10. **Highlighted** – Point your mouse at a selection and press down on the top/left button of your mouse while dragging it across your selection, this will change the background color to black

11. **Arrow Keys** – Located at the bottom or top right side of the keyboard, may be used to move through the fields

12. **Mouse** – Oval shaped attachment, which is connected to the computer with a cord and is used to move the cursor. The top left button is used to select and highlight

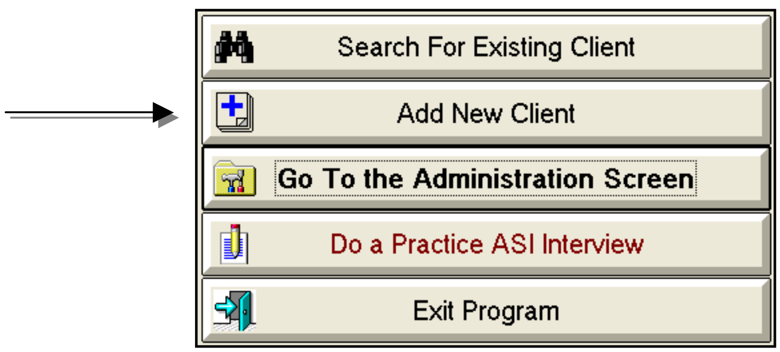
13. **DENS** – The Drug Evaluation Network System

14. **LHI** – The Lifetime History Interview

How to Start an ASI On a New Client

When looking at the Main Menu, the first two choices are: "Search for Existing Client" or "Add New Client." If you have previously entered information for this client, you may "Search For Existing Client." If your client has never had an ASI completed within DENS, choose: "Add New Client."

1. Click on the button labeled "**Add New Client**" on the Main Menu using the mouse.



2. This will bring you to the **Client Information** section of the ASI.
3. Enter the client's last name, gender, date of birth, and social security number. This information will create the client's DENS identification number.
4. After this information is entered, click on the "**save**" icon, located on the tool bar at the top of your screen.

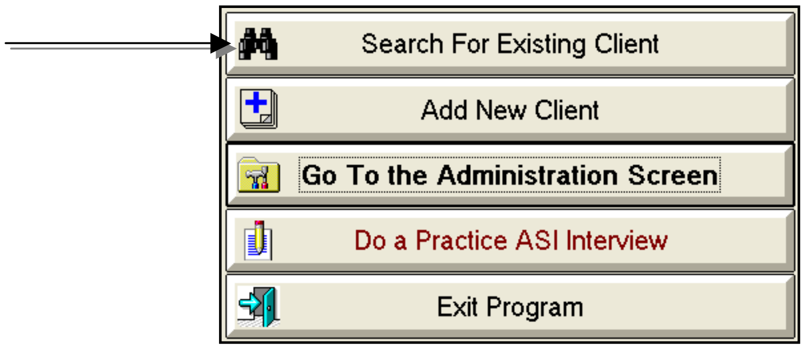
5. The next section will ask for additional information on the client such as their first and middle name, address, apt/suite, city, state, and zip code.
6. When you have completed this information, click on the "**save**" icon on the tool bar again.

7. You are now in the DENS computerized version of the ASI!

How to Start an ASI On An Existing Client

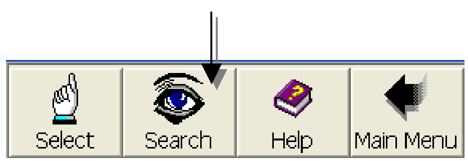
Sometimes, you will have a client with a previously recorded ASI. You may want to add to or view this information. This will be accomplished through the "Search For Existing Client" option.

1. Click on the "**Search For Existing Client**" button of the Main Menu. (*To find the Main Menu, see page 2.*)



2. In order to perform your search to find this particular client's files, fill out one or more categories such as sex, birth date, client ID, first name, last name, or social security number. ***(Note: The less information entered, the broader your search.)***

3. After you have entered the desired information, point and click on the "**Search**" icon located on the tool bar at the top of the screen.



4. A list of matches will appear under "**Search Results**." To select a client and view the ASI, you may either double click on the highlighted name or you can highlight the name, and then click on the "**Select**" icon located on the tool bar at the top of the screen.

How to Crosscheck Your ASI

<u>Built in Crosschecks:</u>
There are many crosschecks built into the DENS ASI to assist you in obtaining accurate information. These crosschecks will appear when you enter information that does not correspond with earlier entries.

Some ASI crosschecks will allow you to choose whether or not you want to change information within the ASI. You may choose "YES" or "NO." There are some crosschecks that will not offer this choice, "OK" will appear as your only choice and you will be forced to change the answer.
When you select "**Close ASI**," you have the option of reviewing your ASI before it becomes a permanent record. We recommend reviewing your ASI for accuracy. You may make any corrections at this time. You may also make any additions (adding or re-coding severity ratings, comments, etc.) which you deem important.

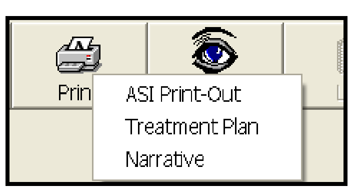
Note: If you are entering information into an exited ASI, you may not see all crosschecks. If you are using the file tabs and "Next" icon, you will not have crosschecks. If you tab through each item on the ASI, the crosschecks will appear.

How to Print an ASI Hard Copy

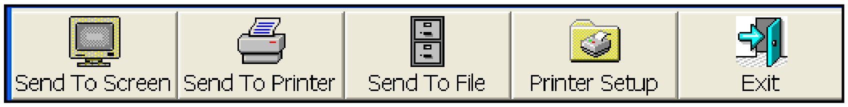
With the DENS ASI software you may print a hard copy of your completed ASI. This can be done at the completion of your ASI. You must be *in* an ASI to print.

1. First, make sure your computer is hooked up to a printer, either through a network connection *or* with the cable connected to the back of the computer and the printer. ***If you are unable to connect to a printer through your computer, you can export (see "*****How to Export Your Reports into Microsoft Word,*****" pp. 4-5) the ASI and save onto a disk. You can then print from any compatible computer.***

2. Among the icons lined along the top of the screen is a printer. It is located on the top right side of the screen. "Click" on this icon and the following dropdown box will appear:



3. "Click" on "**ASI Print-Out**" and the following screen will appear:



4. Click "**Send To Printer**."

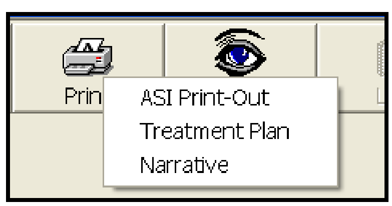
5. When the computer is finished printing, the following message will appear: *"Printing Complete. Please click on Exit."* Click on the **Exit icon**. You have successfully printed a "hard-copy" of your ASI!

How to Print an ASI Treatment Care Plan

The DENS ASI software enables you to print "Problem List" and "Treatment Plan" forms after the completion of an ASI to aid you in documenting the course of treatment. You must be *in* an ASI to print.

1. As with printing a hard copy of the ASI, the first thing you must do is make sure your computer is correctly hooked up to the printer. ***If you are unable to achieve this, you may export your data onto a disk (see "How to Export Your Reports into Microsoft Word," pp. 14-15) and print from any compatible computer.***

2. Among the icons lined along the top of your computer screen is a printer. It is located on the top right side of the tool bar on your screen. Click on this icon and the following dropdown box will appear:



3. Click on "**Treatment Plan**" and the following box will appear:

4. Click on "**Send to Printer**" to print your Treatment Plan.

5. When it is finished, the following message will appear: "*Printing Complete. Please click on Exit.*"

6. Click on "**Exit.**" You have successfully printed a copy of your Problem List and Treatment Plan Forms!

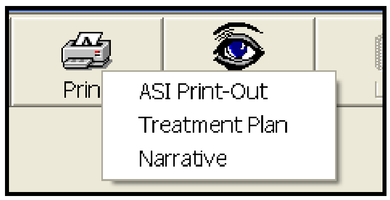
How to Print an ASI Narrative

With the DENS ASI software you can print an ASI Narrative. This can be done after you have exited or closed your ASI. You must be *in* an ASI to print.

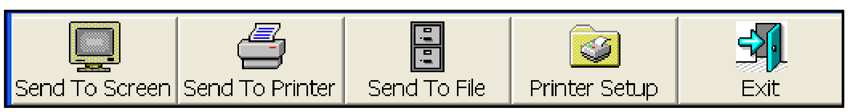
1. First, make sure your computer is connected to the printer, either through a network connection *or* with the cable connected to the back of the computer and the printer.

2. If you are unable to connect to a printer through your computer, you can export *(see "How to Export Your Reports into Microsoft Word," pp. 5-6)* the Narrative and save it onto a disk. You can then print from any compatible computer.

3. The printer icon is located on the top right of the screen. "Click" on this icon and the following dropdown box will appear:



4. Click on "**Narrative**" and the following screen will appear:



5. You can send the Narrative to the *screen*, a *printer*, or to a *file*.
   - **Send to Screen**
     "**Click**" on "**Send To Screen**." The first page of the Narrative will appear on the screen. Using the toolbar:

     To move forward through the document click the ▶ symbol.
     To go to the last page in the document click on the |▶ symbol.
     To move backwards through the document click on the ◀ symbol.
     To go to the first page in the document click on the ◀| symbol.

     The DENS ASI software initially sends the Narrative to the screen so that the whole page will be displayed (46% default value). At this setting it is easy to "flip" through the pages to view the overall layout of the Narrative. To be able to read the text and graphs included in the Narrative, you should increase the magnification of the document.

To do this "click" the arrow to the right of 46%, the following menu will drop down:

400%
300%
200%
150%
100%
75%
50%
25%
Page Width
Whole Page

"Click" the percent magnification that you want (i.e. 100%). If you wish to change the magnification repeat the process.

From the "Send to Screen" screen, you have the option of ***printing*** **the Narrative** ***(click Printer icon on the tool bar)*** or ***exporting*** **the Narrative** ***(click the Envelope icon on the tool bar).*** If you print from this screen you have the option of printing all the pages of the Narrative or specifying the range of pages that you want to print. Furthermore, you can specify the number of copies you would like printed. If you export from this screen you will have the option to specify both the format and the destination of the file.

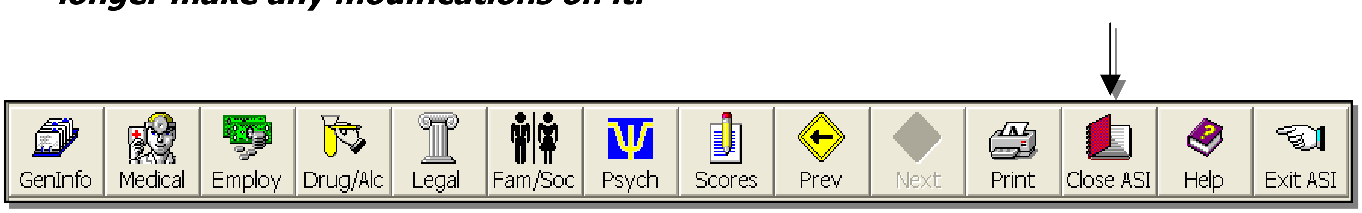
- **Send to Printer**
  Select the destination "**Send To Printer**" and click. When the computer is finished printing, the following message will appear: "*Printing Complete. Please click on Exit.*" Click on the "**Exit**" icon. You have successfully printed a "hard-copy" of your ASI Narrative!

- **Send to File**
  Select the destination "**Send to File**" and click. When the computer is finished, the following message will appear: "*Operation Complete. Please click on Exit*." Click on the "**Exit**" icon. You have successfully sent a copy of the ASI Narrative to a computer file!

How to Close an ASI and Exit the DENS System

<u>Close Your ASI:</u>

After you complete an ASI, you must close it before your system administrator can modem it to DENS. ***Please note that once you "close" an ASI, you can no longer make any modifications on it.***



The "**Close ASI**" icon is located at the top right hand corner of the screen. Click on this icon and complete the closing questions.

1. If this icon is not available (gray in color and not responding) it is because you have not completed your ASI. If you need to stop administering your ASI, click "**Exit ASI**," so you may return and finish at a later date.

2. Once the ASI is complete, you will be able to click on "**Close ASI**." Complete the two final questions, and then click on "**Finish Closing Your ASI**." This will return you to the screen where you add a new client. Click "**Cancel**" and you will be returned to the Main Menu of the program.

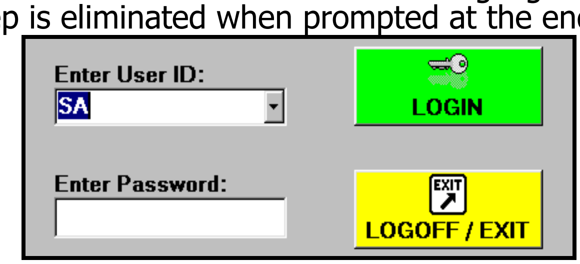
3. Click on the button on the Main Menu Screen, which reads "**Exit Program**."

A window will appear which says, *"Exit and close DENS program . . . Thanks for using*

DENS!" - Click on the "**YES**" button. You have now successfully exited the DENS program!

How to Logon to the LHI Software

1. Double click on the DENS icon. Select "LHI" from the DENS Main Menu. Use the pull down menu in the "**Enter User ID**" box to highlight the current interviewer name. (This step is eliminated when prompted at the end on an ASI).



2. In the "**Enter Password**" box, type in your password.

3. Either press "**Tab**" and then "**Enter**", or click on the green "**Login**" button on the screen.

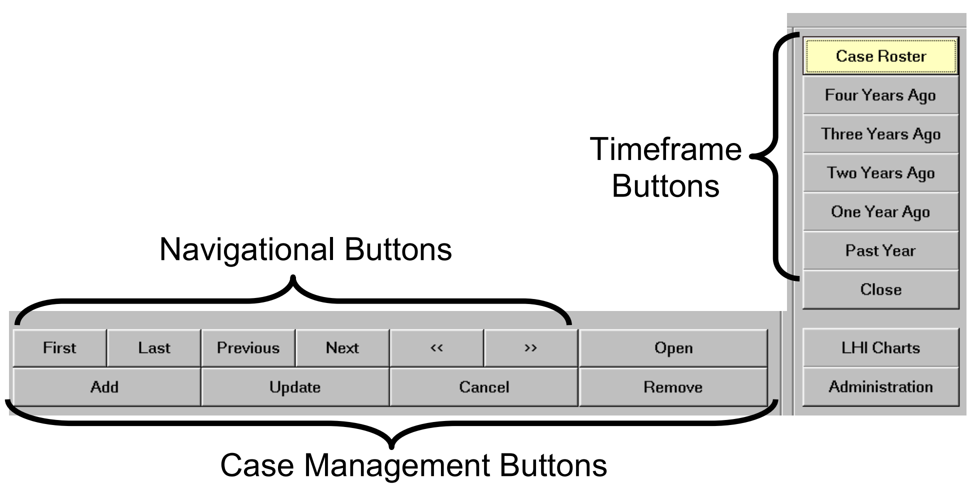
After logging in, you will automatically be brought to the "**Case Roster**" screen of the LHI.

Moving Through the LHI with Navigational, Case Management, and Timeframe Buttons

After logging into the LHI program, the case roster screen appears. To sort through the series of cases, *Navigational Buttons* are provided:

*"**First, Last, Previous, Next, <<, and >>**"* **buttons** help the user to navigate through the list of cases.

- By clicking the "**First**" button, the first record stored in the case roster will be displayed.
- By clicking the "**Last**" button, the last record stored in the case roster will be displayed.
- By clicking the "**Previous**" button, the user will view….
  - If you click on the "**Previous**" button when the first case is already open, an explanation box will open to notify the user.
- By clicking the "**Next**" button, you will view the case following the case that you are viewing.
  - If you click on the "**Next"** button when the last case is already open, an explanation box will open to notify the user.
- The "**<<**" button functions like the "**Previous**" button. Likewise, the "**>>**" button functions like the "**Next**" button. If you hold either of these buttons down, you can move quickly in either direction through the roster.



Case Management Buttons- allow the user to add, remove and update information pertaining to a certain case.

- By clicking the "**Open**" button, the selected case will be displayed in the case roster window.
  - If a pop up box reports that the case has been opened, click **OK** to proceed.
- By clicking the "**Add**" button, the user is allowed to manually enter a new case.

- By clicking the "**Update**" button, the program will save the new case
    - A pop up box will say, "*A new case has been added to the roster.*" Click OK to proceed.
- By clicking the "**Cancel**" button, the user will be able to stop the current case, and not add the case as long as you have not clicked on "**Update**" first.
- By clicking the "**Remove**" button, the user may delete a case from the case roster.
    - A pop up box asks, "*Do you really want to remove this record?*" If you hit 'yes' a new message appears that says, "The record has been removed from the case roster." Click **OK** to proceed.

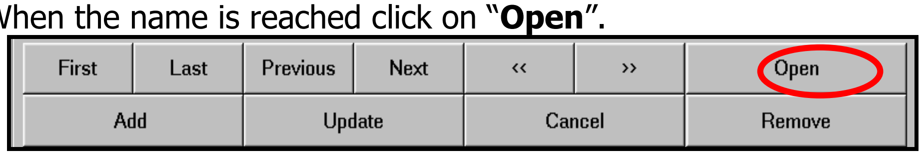
Timeframe Buttons- the buttons on the right side of the screen allow the user to navigate within timeframes of the client's lifetime. When active or in use, the button will be highlighted by the color yellow.

- The "**Four Years Ago**" button allows the user to collect information of events that occurred four years ago.
    - When you click on the "**Four Years Ago**" button without opening a case, the calendar is displayed for that year. All other event functions are grayed out so that all you can do is view what months are in the year you will ask about.
- The "**Close**" button allows the user to inactivate the case, and cease further editing.
- The "**Administration**" button allows users to manage the database. Features to be outlined later in the manual include:
    - Adding New Users,
    - Backing Up the Database,
    - Compacting the Database,
    - Exporting Data,
    - Restoring the Database,
    - Import Instructions, and
    - Viewing Closed Cases.
- The "**LHI Charts**" button allows users to display charts depicting the client's 5-year drug use history.

How to Open an Existing Case

1. In the **Case Roster Screen** use the "**<<, >>, Previous,** or **Next**" buttons to scroll through the roster until you reach the name of the patient.

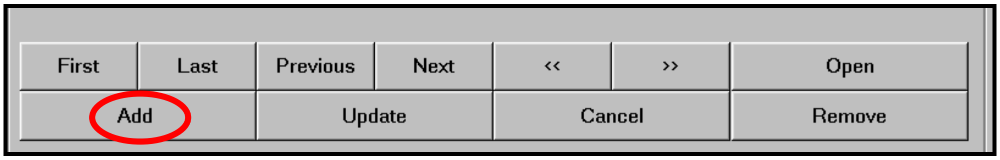
2. When the name is reached click on "**Open**".



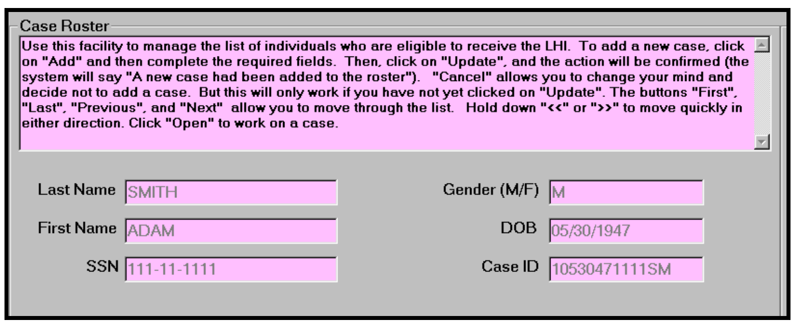
3. A message box pops up stating that the case is open. Click "**OK**".

How to Add a New Case

1. Click on "**Add**".

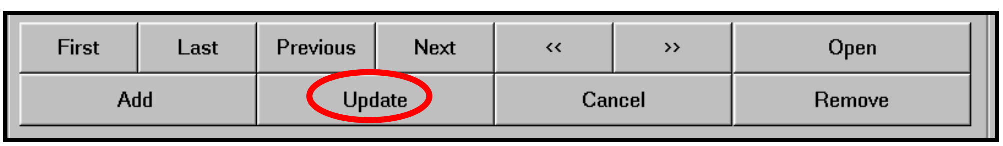


2. Fill in required fields of **Last Name, First Name, SSN, DOB** (mm/dd/yyyy) and **Gender**.
    - NOTE: If the client's initial ASI was completed on a laptop other than the laptop that you are using, it is important that the identifying information, (Last Name, First Name, SS#, DOB, and Gender) are entered exactly as they appear on the ASI.



3. Make sure the information is correct and check spelling of names.

4. Click on "**Update**".



5. An information box states, "*This client is __ years old. Do you want to continue?*"

6. Click **OK.**

7. An information box states, "*A new case has been placed on the roster.*"

8. Click **OK.**

9. An information box asks "*Do you want to open this case now?*"

10. Click "**Yes**" to open this case and begin the interview; click "**No**" to wait.

How to Close a Case

1. Click on "**Close**".

2. A message box will present you with two options. To close a case that you will work on later click on "**No**".

3. A message box will say "*This case has been saved to work on later*."

4. To close a case *permanently*, click on "**Yes**".

5. A message box will say, "*The case has been closed*." The information on a patient cannot be changed once a case has been closed unless you go into the Administration Section, into View Closed Cases, find the case you wish to work on, and then click on Open. The case will be placed back in the Case Roster and can be edited. Without opening, it can be viewed and analyzed using the LHI Charts facility, as described in a later section.

How to Enter Events

1. Begin by asking about medical events (see scripts for specific examples).

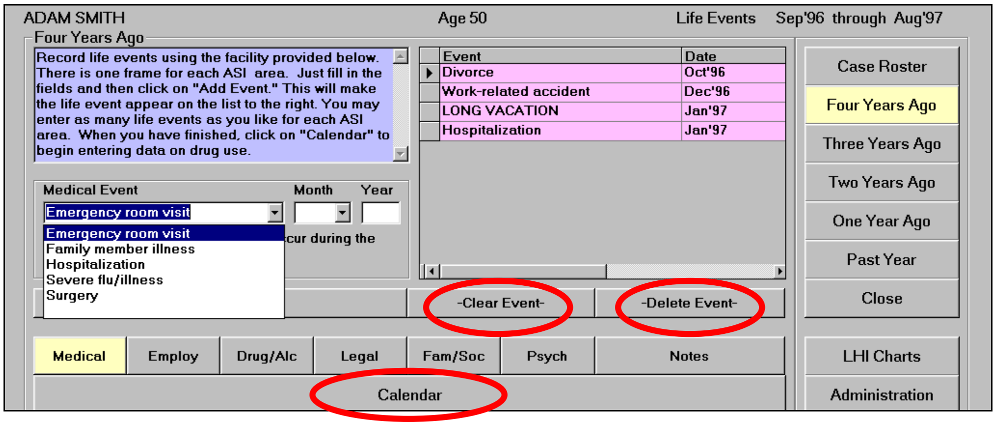
2. Use the pull down menu as examples of events.

3. Use the pull down menu to specify month of event by highlighting that month.

4. Click cursor in year as it is filled in automatically.

5. Click on "**Add Event**" (not seen because it is under pull down menu in picture).

6. If some part of the information is wrong before you click on "**Add Event**", click on "**Clear Event**" to start over.



7. If the event has already been entered but is wrong, click on the arrow to the left of the event to highlight it and then click on "**Delete Event**".

8. Continue asking events for each domain using the pull down menu for your guide.

9. For treatment events make sure you heed the information box which states "*Ask the patient if he or she experiences any detoxification (Detox) or treatment (Rx) events. Ask if the events occurred in a hospital inpatient, non hospital residential or outpatient setting."*

10. You can also enter a unique event manually by placing the cursor in the blank event field and typing a short description.

11. When you have finished entering the events for all six areas click on "**Calendar**".

Typing in Additional Events

1. Use the pull down menu to expand the list of events. Select a "blank" event.

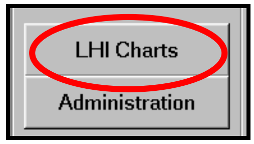
2. Use the keyboard to type in a new event.

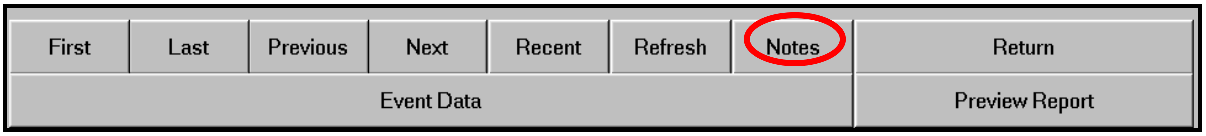
3. Select the month of the event by highlighting that month; place the cursor in the year filed- it will fill in automatically. Click on "**Add Event**".

How to Access Notes

The "Notes" field can be accessed after a case is closed, by completing the following:

1. Click on the "**LHI Charts**" button. Then click on "**Notes**". This will display information pertaining to the patient whose graphs are being displayed.



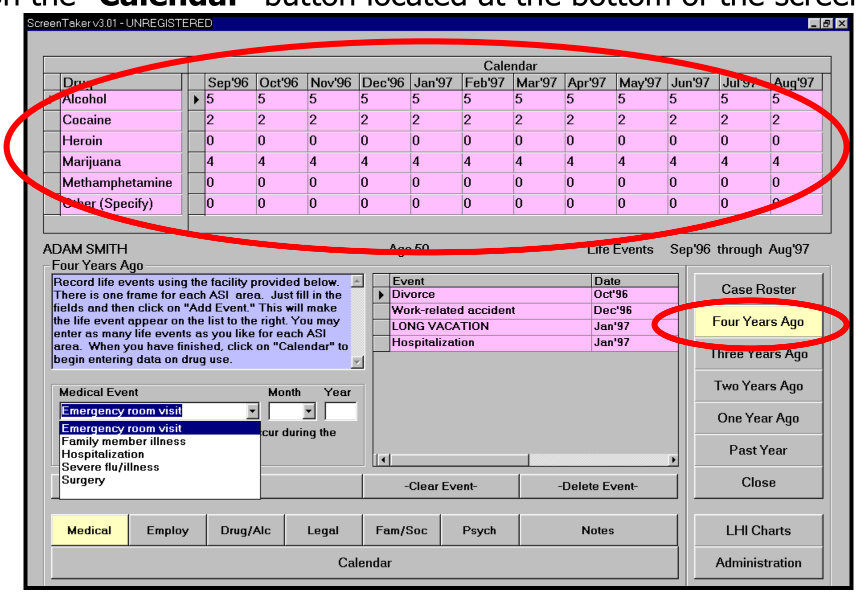


2. The compilation of "**Notes**" will be printed out as part of the "**Preview Report**" function.

How to Enter Calendar Data

1. The Box labeled "**Four Years ago**" is highlighted in yellow to show where you are starting.

2. Click on the "**Calendar**" button located at the bottom of the screen.



3. The Calendar Grid will be white indicating that it is open and ready to accept data.

4. Put your cursor in the "**Sept '96 Alcohol**" box and ask about average number of days used each week during June of 1996. Enter from **0 to 7.**

5. To move to the next month for alcohol, enter a number and hit "**TAB**", the "**Right Arrow**" Key, or enter the number and using your mouse put your arrow cursor in the next month and left click.

6. Use the script for examples of how to introduce and explain the calendar grid for each drug to the patients.

7. When finished with year four progress forward year-by-year and finish with the **Past Year**.

How to View Client Graphs and Reports

The charts provide a graphic representation of the drug use and event data that are collected by the LHI. This can be shared with the client at the end of the interview as a way to illustrate their drug use career and stimulate dialogue.

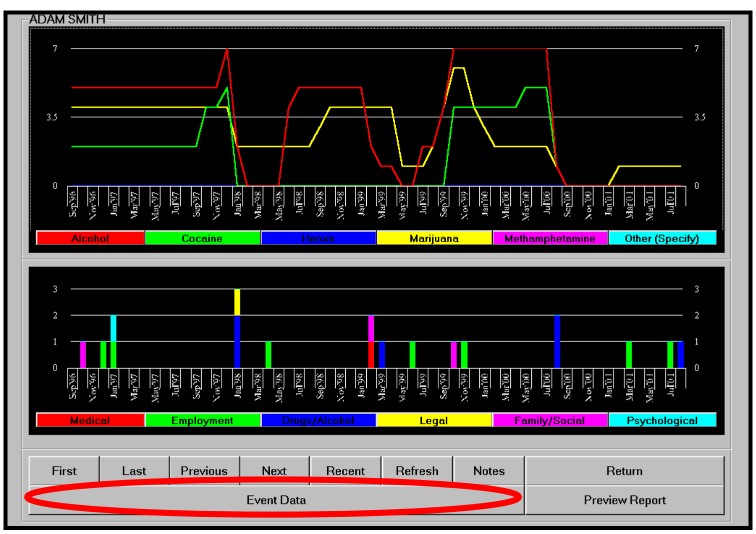
1. You must close the case to look at the graphs.

2. Click on "**LHI Charts**" on roster screen.

3. Click on "**Refresh**" to make sure all cases have been updated in the graphs.

4. If you want the graph of the case you just closed, click on "**Recent**".

5. To find a client use the "**First or Last**" to get to the first case (alphabetically) or last case or use the "**Previous or Next"** buttons to scroll through the patient names.



6. To see the specific events that correspond to the graphs, click on "**Event Data**".

7. By clicking on the drug name or area name under the respective graph, you may turn off the display for that specific drug or area so that you can look at drugs and/or areas individually or in combinations.

8. "**Return**" takes you back to the "**Case Roster Screen**".

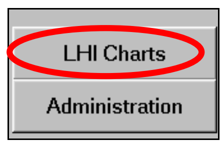
9. "**Preview Report**" displays what the printouts of the graphs would look like when printed.

10. "**Event Data**" displays the specifics of the events in each area.

How to Search for a Previous Client's Graphs

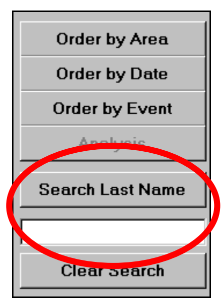
You may search by patient's last name or a part of it by completing the following:

1. Click on "**LHI Charts**".



2. Click on "**Event Data**".

3. Enter the identifying information in the search box and click on "**Search Last Name**".



4. The event data can be ordered by event, date or area by clicking the specific button.

5. "**Analysis**" is a future function.

6. "**Event Graph**" returns you to the graph.

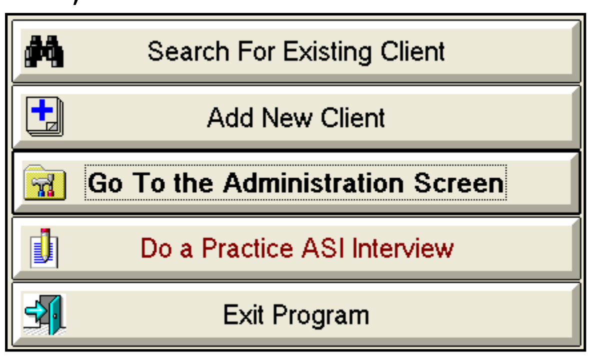
How to Print ASI Narratives From the "SA" Logon

With the DENS ASI software, you can print *multiple* ASI Narrative reports from the System Administration Section. This can be done after you have exited or closed your ASI.

1. First, make sure your computer is hooked up to a printer, either through a network connection *or* with the cable connected to the back of the computer and the printer.

2. If you are unable to connect to a printer through your computer, you can export the Narrative and save it onto a disk (see "How to Export Your Reports into Microsoft Word," pp. 14-15). You can then print from any compatible computer, which is hooked up to a printer.

3. From the "Main Menu," click the "**Go to Administration Screen**."



4. The sixth "file tab" is labeled "**Narrative**," click on this icon.

5. A screen will appear that gives you two choices. The chart on the left side of the screen allows you to identify patients for whom you want to print a Narrative. On the right you can choose the printing format of the Narrative.

6. You will see the following chart labeled "**Clients**" on the left side of the screen:

Clients				
	ASI	**Last Name**	**First Name**	**DOB**

7. This chart enables you to print the narratives of *multiple* clients without the need to enter and exit each particular client's ASI. To add clients to this chart, click **Add** on the tool bar and you will be brought to the search screen.

8. From this screen, you can identify the client for whom you want to print an Addiction Severity Index Narrative. Once you find your client and click **Select**, the program will return you to the Narrative section of the Administration screen.

9. You will see a different chart on the left side of the screen, labeled "**Double Click to select the Prior ASI.**" This is the information for the client that you just selected:

Double Click to select the Prior ASI				
	Adm Date	**Intvw**	**ASI**	**Date Closed**
➡	10/01/199	10/01/99	1	

10. **Double click on the client's information** to move your client back to the "Clients" chart:

Clients				
	AS	**Last Name**	**First Name**	**DOB**
➡	#	name	name	date

The patient you just searched for will be shown here. You can repeat this process, identifying several patients for whom you want Narratives printed.

11. You can repeat this process and add several clients to the chart whose Narratives you want to print. Then when you click the green "**Addiction Severity Index Narrative**" bar, you will print the Narratives of the clients in the chart all at once. The sections of the Narrative reports will be printed in the order specified by the Printing format (see below).

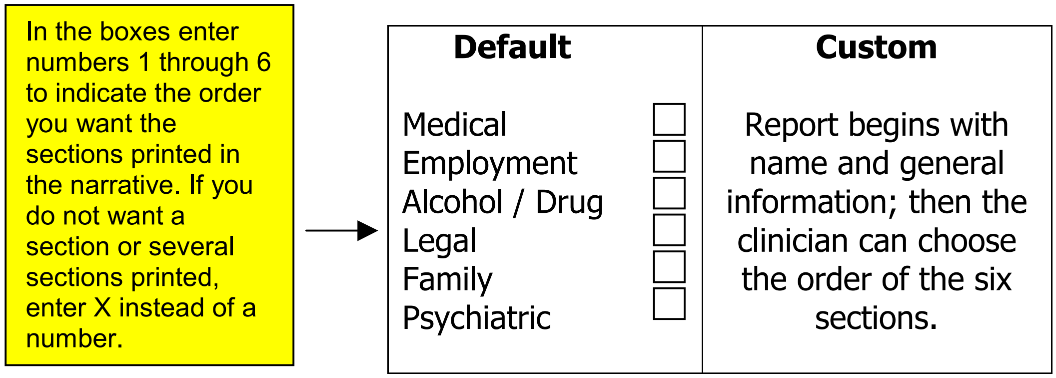
Addiction Severity Index Narrative

12. To remove a client from the chart, highlight the person's name and then click **Delete** on the tool bar. A box will pop up: "*Are you sure you want to remove this record from the report list?*" If you click "**Yes**," another box will pop up: "*Are you sure you want to delete this record?*" Clicking "Yes" **will not** delete the client's file from the system; his or her name will **only** be removed from this screen.

- **Specifying the order in which the ASI subsections will be printed in the Narrative:**
  There are two ways in which you can specify how the Narrative will be printed, either **Custom** or **Default**. To select a printing format preference, move your mouse to either **Default** or **Custom** and "click."

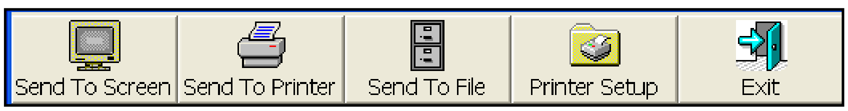
1. **Custom**: The report begins with the client's name and general information, and then the clinician can choose the order of the six sections:

Printing Formats



2. **Default**:
The report begins with the client's name and general information, and then the program will automatically determine the position of each section in descending order of the interviewer's severity rating for each section.

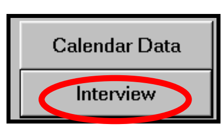
Regardless of whether you choose **Default** or **Custom**, you may specify the destination of the report by "clicking" the appropriate icon.



How to View the Calendar Data in the LHI

1. Enter the Administration Screen by clicking "**Administration**" on the Case Roster Screen.

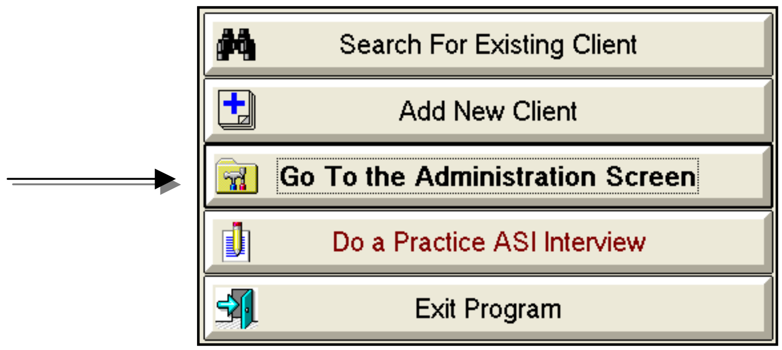
2. "**Calendar Data**" is used to see if all the case data are lining up in the right fields. This will probably not be used by anyone other than those individuals who might be troubleshooting an unexplained problem.
   To return to the Case Roster Screen click on "**Interview**".



How to Modem Your ASI and LHI Data to the DENS Team

It is necessary to modem your information to the DENS server at least twice a month. Follow the calendar on page 39 for modem dates.

1. Log on as your site's name. (ex: If your site's name is "Haymarket House," sign on as "HAYMARKET".
2. Enter the site password in all capital letters.
3. Go to the Administration Screen through the Main Menu.



4. Double Click on "Go to Administration Screen."
5. The last "file tab" is labeled "**Send to TRI**," click on this icon.
6. You will see a green button labeled "**Send Data to TRI**."

7. Before you click on this button, you will want to make sure you are properly set up for modeming. ASI's must be closed in order to be sent to the DENS server.

   Note: If you try to send your data while there are open ASI's, a warning will appear allowing you to choose whether you wish to continue the transfer of data. Only closed ASI's will be sent.

   Note: There will be times when you modem your information that additional questions will be added and/or deleted. You will see these the next time you enter the DENS ASI program.

   Note: If you receive an "Authentication Failure" message while modeming, restart your computer and logon to Windows and DENS using all capital letters.

How to Import LHI Software Updates

1. Enter the Administration Screen by clicking "**Administration**" on the Case Roster Screen.

2. "**Import Instructions**" will only be used for updates to the software that will be sent to you from TRI.

3. When you receive new import instructions on diskette from TRI click on "**Import Instructions**" and you will be prompted to "Please insert the 3.5 inch diskette with new instructions into drive A

4. Insert the diskette, click **OK**, and follow the directions on the screen.

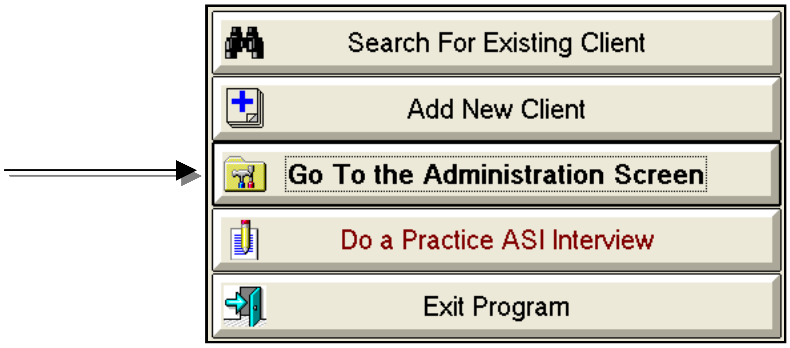
How to Backup and Restore Your Data

You should back-up your data onto a disk periodically. It is an important administrative tool to prevent a total loss of information in the case of a hard disk failure, database corruption, or the occasional lost/stolen computer. We recommend you back-up on a weekly basis, at a minimum. ***Note: DO NOT keep your back-up disk in the computer; keep it in a dry, safe area separate from the computer.***

PART 1:

1. In order to back up your data, you must first go into the Administration Screen through the Main Menu Screen of the DENS ASI software. *(To find the Main Menu, see page 2.)*

2. Click on the "Go to Administration Screen" button and you will enter the Administration Section.



3. You will automatically be in the first "file tab" labeled "**Back-Up.**"

4. Insert a blank, **FORMATTED** 3 ½" disk into the a: drive. Make sure that the disk is blank because the "Back-Up" process will destroy any data currently on the disk.

5. Click on the green button labeled "**Start Backup.**"

6. When the backup is completed, click on the OK button. You have successfully backed up your data! Remove the disk and store in a safe, dry place.

7. DO NOT click on the yellow button, labeled "**Restore**," this is only to be used if there is a problem with the data (i.e. the computer has been corrupted).

8. If "Restore" has been clicked by accident, please call the DENS hotline at 1-800-238-2433. With the help of a DENS team member you will install your latest back-up disk and click on the "Restore" button to retrieve your data from the disk. When this is completed, remove the back-up disk.

9. Always remember to store your disk in a safe, dry place, **NOT in your computer**.

PART 2:

1. Logon to the LHI program. Enter the Administration Screen by clicking "**Administration**" on the Case Roster Screen.

2. To restore the database click on "**Restore Database**" and a box pops up that instructs you to "*Please insert the 3.5 inch 'Backup' diskette into drive A:*"

3. Insert the diskette and click **OK**.

4. A message appears "*Checking Drive" then "Starting Restore*" and finally "*Restore Completed*".

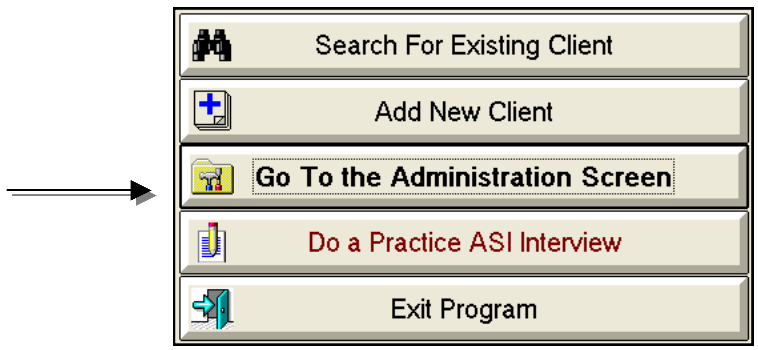
5. Click **OK** and now the database is ready to be used.

How to Maintain Your Database

It is important to compact your database periodically. This procedure allows for more free space on your hard drive, which in turn, allows the ASI program to move more quickly and process more information. ***Note: We recommend that you compact your database before you Back-Up each time.***

PART 1:

1. In order to compact your databases; you must go into the Administration Screen through the Main Menu of the DENS ASI software. *(To find the Main Menu, see page 2.)*



2. Once you have entered the Administration Screen, click on the second "file tab" labeled "**DB Maint**" and you will see a green button:

3. Click on the "Compact database!" button.

4. When the procedure is complete, a box will pop up stating *"Compacting completed successfully." Click "OK."* You have successfully compacted your database!

PART 2:

5. Logon to the LHI program. Enter the Administration Screen by clicking "**Administration**" on the Case Roster Screen.

6. Click on "**Compact Database**".

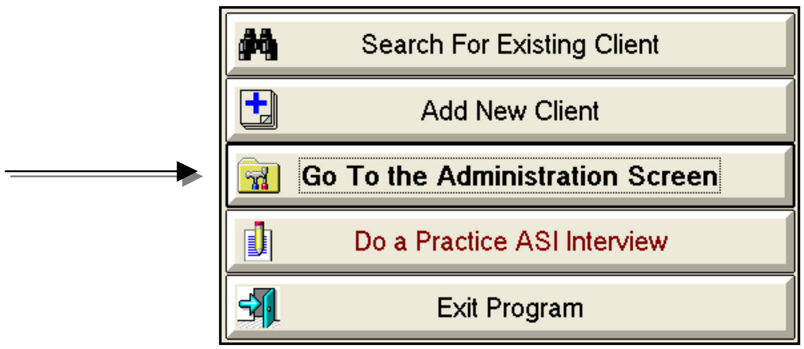
7. A message appears "*Compacting completed successfully*".

8. As more data is entered in the LHI, it is good practice to compact the database monthly.

How to Add Users to the DENS Software

One of the duties of a System Administrator (SA) may include **adding** new users, that is, giving those within your provider organization access to certain aspects of the DENS ASI software. The SA may also need to **edit** or **delete** an existing user's information.

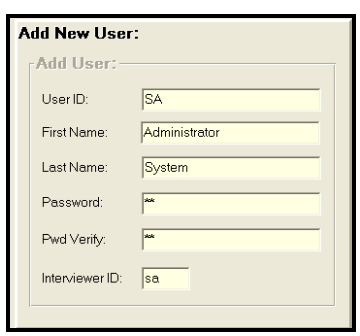
1. Once you have entered the DENS Software, click on the Administration icon on the Main Menu. *(To find the Main Menu, see page 2.)*



2. The third "file tab" is labeled "**Add Users**," click on this icon.

3. On the tool bar, located on the top left side of your screen, you will see an **Add** icon.

4. When you click on this icon, the **Add New User** box, located in the right corner of the screen, will become blank. The cursor will be flashing in the **User ID:** field.



5. Add the User ID. We suggest using last names, as they are not easily forgotten. Enter in **First Name**, **Last Name**, and **Password**. You must enter the password a second time for verification in **Pwd Verify**. Lastly, enter the Interviewer ID, we suggest 01, 02, 03, etc.

6. Once you have entered all information correctly, click on the **Save** icon on the Tool Bar.

7. If you need to edit user information, highlight the user's information under **Current Users**. This is located on the left side of the screen.

8. When the user's name is highlighted, their information will appear in the **Add New User** section. Click the **Edit** icon on the Tool Bar and you will be able to change this information. When you have completed the editing, click **Save** on the Tool Bar.

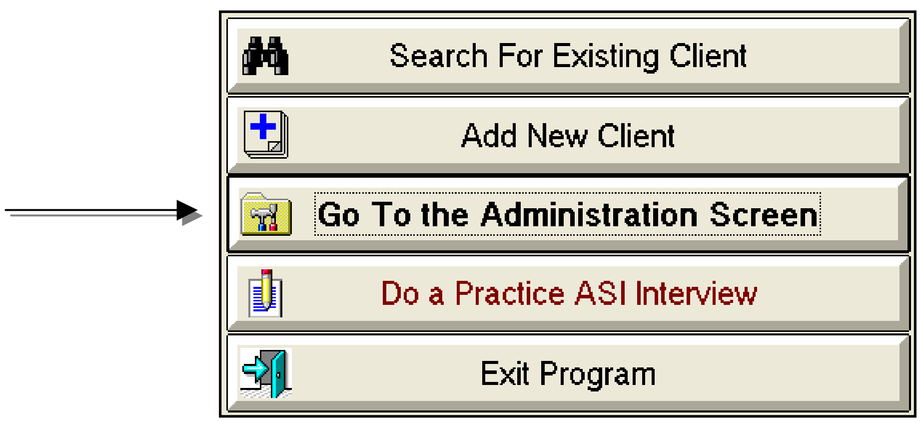
9. If you need to delete a user, highlight their information under **Current Users** and click the **Delete** icon on the Tool Bar. A message will appear asking, "*Are you sure you want to delete this record?*" Click **Yes**. You have now deleted the user.

10. The SA must add security access for each user or the user will be unable to use the software. This is covered in the next section.

How to Give New Users Security Access

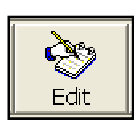
After you have added a new user, you will need to give them security access within the software.

1. Once you have entered the DENS Software, click on the Administration icon on the **Main Menu**. *(To find the Main Menu, see page 2.)*

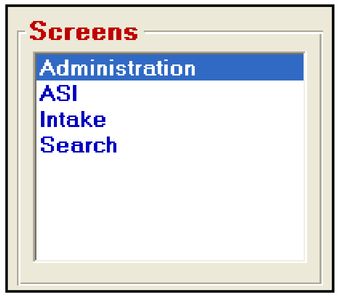


The fourth "file tab" is labeled "**Security**," click on this icon.

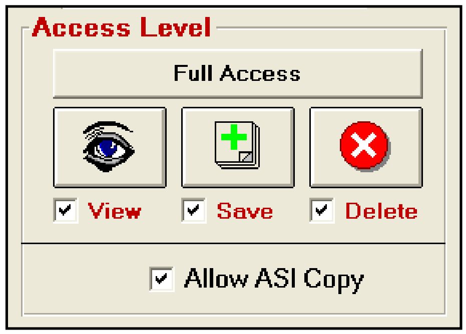
2. Under **Current Users**, highlight the user information for which you wish to assign security.
3. On the tool bar, located on the top left side of your screen, you will see the **Edit** icon, click on it.



4. On the right side of the screen, you will see a small box labeled "**Screens**;" this lists the different levels of access.



5. Each section must be assigned separately; therefore you may start with the access level you deem necessary for the user. Highlight this section and look at the **Access Level** box located below the **Screens** box.



6. Follow the following guidelines for determining Security Access for different users:

	Screens			
	Administrative	ASI	Intake	Search
For a System Administrator	★ Full Access ☐ View ☐ Save ☐ Delete ☐ Allow ASI Copy	☐ Full Access ★ View ★ Save ☐ Delete ★ Allow ASI Copy	☐ Full Access ★ View ★ Save ☐ Delete ☐ Allow ASI Copy	☐ Full Access ★ View ☐ Save ☐ Delete ☐ Allow ASI Copy
For an Intake Counselor	☐ Full Access ☐ View ☐ Save ☐ Delete ☐ Allow ASI Copy	☐ Full Access ★ View ★ Save ☐ Delete ★ Allow ASI Copy	☐ Full Access ★ View ★ Save ☐ Delete ☐ Allow ASI Copy	☐ Full Access ★ View ☐ Save ☐ Delete ☐ Allow ASI Copy

To give System Administrators Full Access, you may click on the Full Access button. This will select "View," "Save," "Delete," and "Allow ASI Copy"

7. If the user needs only limited access, i.e. **View** only, you may click on that specific icon instead of the **Full Access** icon.

8. Continue this process for all sections listed under **Screens**. Click on the **Save** icon on the Tool Bar.

9. If you wish to change a current user's access level, you can follow the same format. You may add and delete security access.

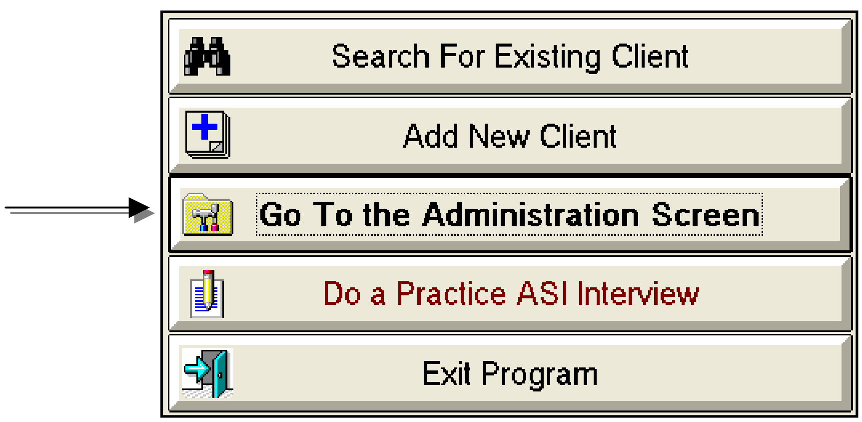
10. Once you have completed this process you can exit the Administration Section by clicking on the **Main Menu** icon on the Tool Bar.

11. We recommend that all users have Full Access to the **ASI**, **Intake**, and **Search** screens. Personnel with administrative duties should have Full Access to the **Administration** screens as well in order to Add Users, access Security, and run Reports.

Generating Comparative Reports

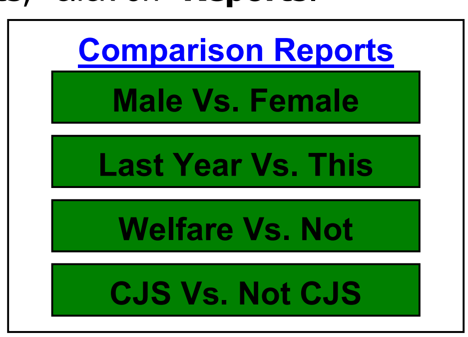
The DENS ASI Software has the ability to produce comparison reports with the information entered in your computer. There are four reports you can access: "Male Vs. Female," "Last Year Vs. This Year," "Welfare Vs. Not Welfare," and "CJS (Criminal Justice System) Vs. Not CJS."

1. Once you have entered the DENS Software, click on the Administration icon on the **Main Menu**.

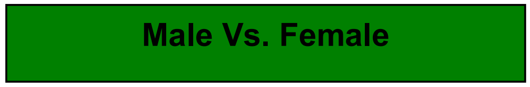


2. The fifth "file tab" is labeled "**Reports**," click on "**Reports**."

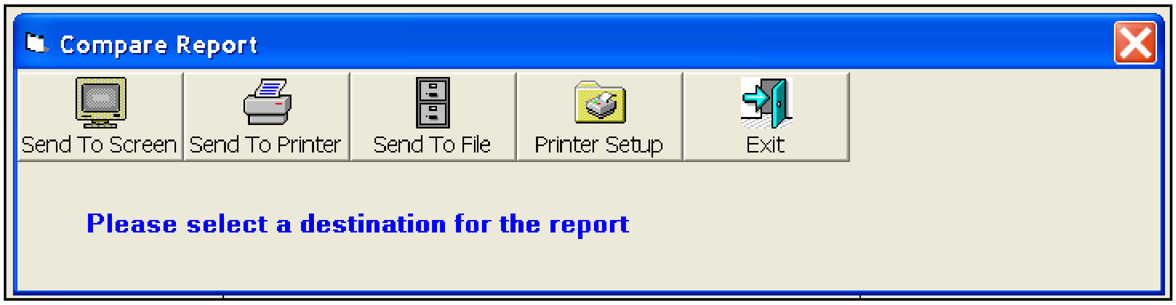
3. The following screen will appear:



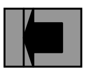
4. Depending on which report you choose to run, you will click on the button of that specific report. For example, if you choose to run the "Male Vs. Female" report, you would click on that button.

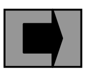


5. A smaller screen will appear labeled "**Compare Report**." You will have a choice of five places to send your report.



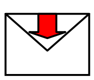
6. If you click on the "Send To Screen" icon, the report will appear on the computer screen. Along the Tool Bar at the top left of the screen, there will be arrows to move through the report.

 Brings the document to the first page

 Moves forward through document, page by page

 Brings document to the last page

 Moves backward through document, page by page

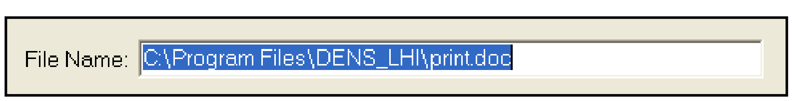
 This allows you to Export your information into Microsoft Word. (See "How to Export Your Reports into Microsoft Word," pp. 14-15 for detailed instructions)

 If you decide to print out a copy of the report, you can click on the printer icon. **Make sure the computer is hooked up to a printer.**

You can exit this report by clicking on the **X** icon at the top right of the screen, then clicking exit.

7. If you click on the "Send To Printer" icon, first make sure the computer is hooked up to a printer. The report will print out in the same format as viewed on the screen.

8. If you choose the "**Send To File**" icon, you will choose your file location:



Type in the file path (directory/folders and filename) where you want the information to be sent. Then click on "**Send To File**" a second time. Your report will be sent at this time.

9. If you want to check the set up of your printer, click on the "**Printer Setup**" icon.

10. Lastly, if you wish to exit this section, click on the "**Exit**" icon.

Modem and Database Maintenance Schedule

2002 DENS System Administrator Schedule

January

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

					1	2
3	**4**	5	6	7	8	9
10	**11**	12	13	14	15	16
17	**18**	19	20	21	22	23
24	**25**	26	27	28	29	30
31						

April

	1	2	3	4	5	6
7	**8**	9	10	11	12	13
14	**15**	16	17	18	19	20
21	**22**	23	24	25	26	27
28	**29**	30				

May

			1	2	3	4
5	**6**	7	8	9	10	11
12	**13**	14	15	16	17	18
19	**20**	21	22	23	24	25
26	**27**	28	29	30	31	

June

						1
2	**3**	4	5	6	7	8
9	**10**	11	12	13	14	15
16	**17**	18	19	20	21	22
23	**24**	25	26	27	28	29
30						

July

	1	2	3	4	5	6
7	**8**	9	10	11	12	13
14	**15**	16	17	18	19	20
21	**22**	23	24	25	26	27
28	**29**	30	31			

August

				1	2	3
4	**5**	6	7	8	9	10
11	**12**	13	14	15	16	17
18	**19**	20	21	22	23	24
25	**26**	27	28	29	30	31

September

1	**2**	3	4	5	6	7
8	**9**	10	11	12	13	14
15	**16**	17	18	19	20	21
22	**23**	24	25	26	27	28
29	**30**					

October

		1	2	3	4	5
6	**7**	8	9	10	11	12
13	**14**	15	16	17	18	19
20	**21**	22	23	24	25	26
27	**28**	29	30	31		

November

					1	2
3	**4**	5	6	7	8	9
10	**11**	12	13	14	15	16
17	**18**	19	20	21	22	23
24	**25**	26	27	28	29	30

December

1	**2**	3	4	5	6	7
8	**9**	10	11	12	13	14
15	**16**	17	18	19	20	21
22	**23**	24	25	26	27	28
29	**30**	31				

- Modem Monday

- Compact the Database

Note: Sites that do not modem must export their data every other Monday, and send it via mail

Notes