VOLUME A
Basics of Addiction, Screening, Assessment, Treatment Planning and Care Coordination
Module 2

ASI: administering and coding

1. Interviewing instructions and coding
2. Employment section. Drug and alcohol
3. Legal and family sections
4. Psychiatric section, review and competency measures
Workshop 2

Employment section

Drug and alcohol
Today’s workshop

The ASI: administering and coding

► Employment Section
► Drug & Alcohol Section
► Drug & Alcohol Grid
At the end of this workshop, you will be able to:

- Identify the specific intention of each question about employment, as well as drug/alcohol use
- Consistently apply correct coding in response to patient’s/client’s answers
- Phrase each question and adapt the questionnaire to the patient/client
Transition to employment support section
Well, we’ve talked about your medical status – now I'm going to ask you some questions about any employment or support issues you may have.
Employment / support status section

- Resources a client can record on a job application
- Schooling / training
- Current sources and amounts of income
E1.* Education completed:

<table>
<thead>
<tr>
<th>Level</th>
<th>Code</th>
<th>Years</th>
<th>Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 0 = No education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 1 = Primary 1-6 yrs.</td>
<td></td>
<td></td>
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<tr>
<td>Level 2 = Lower Secondary 7-9 yrs.</td>
<td></td>
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<tr>
<td>Level 3 = Upper Secondary 10-12 yrs.</td>
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<tr>
<td>Level 4 = Post Secondary, non-tertiary</td>
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<tr>
<td>(add'l preparation for level 5)</td>
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<tr>
<td>Level 5 = First Stage Tertiary (+4 -6 years, incl BS, MS)</td>
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</tr>
<tr>
<td>Level 6 = Second Stage Tertiary (doctorate, etc.)</td>
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<td></td>
</tr>
</tbody>
</table>

- Code Years and Months, Level # or both.
- Include formal education only.

E2.* Training or Technical education completed:

- Formal/organized training only.
E1. “Level of education” was added for the Treatnet ASI. Enter the level of education or years of education or both

E2. Enter number of months of training or technical education
E4a: International

E4a. Are your job options limited by lack of transportation?

0 = No  1 = Yes

This item is used to evaluate if transportation problems contribute to employment problems or under-employment.
E6 & E7: Job & occupation

E6. How long was your longest full time job?  
   - Full time = 35+ hours weekly;  
   does not necessarily mean most recent job.  
   [ ] [ ] Years [ ] [ ] Months

E7.* Usual (or last) occupation?  
   (specify) ___________________________________
   (Use International Classification references page 1)

- E6. Code length of longest full-time job, not necessarily the most recent job
- E7. Code “usual” occupation, not necessarily what the client is doing currently
International standard classification of occupations

1. Legislators, officials
2. Professionals
3. Technicians/associate professionals
4. Clerks
5. Service & sales
6. Skilled agricultural/fish
7. Craft & trades
8. Plant/machine operators
9. Elementary occupations
10. Armed forces
E9: Contribution to support

E9 Does someone contribute the majority of your support?

0 - No 1 - Yes

- Is patient primarily financially supported on a regular basis from family/friends. Include spouse’s contribution; exclude support by an institution. “Housing” is considered the majority of someone’s support.

- Asks about support (i.e., cash, food, housing)
- Must be from an individual (including spouse), not an institution
- Must be the majority of support
- Cross-check with E12 - E17
E10: Usual employment pattern

E10. Which of these represents how you spent the majority of the past three years?

1. Full time (35+ hours)  5. Military
2. Part time (regular hours)  6. Retired/Disability
3. Part time (irregular hours)  7. Unemployed
4. Student  8. In controlled environment
9. Homemaker

- Answer should represent the majority of the last 3 years, not just the most recent selection. If there are equal times, select category which best represents the current situation.

► Full time = >35 hours per week

► Part time = <35 hours per week

► Usual pattern for last 3 years, not most recent

► If equal time spent in different categories, code the current situation
E11. How many days in the past 30 did you work for pay? □□

- Include days actually worked, paid sick days and paid vacation.

- Include paid sick days, vacation, etc.
- Regular 5-day work week = 20 days
- Some places report paying employees for 30 days each month; if this is the case, code that here
- Include any paid work done on weekends
E12 to E16: Income sources

Purpose:

record various sources of income in past 30 days

Use your local currency and specify in comments

<table>
<thead>
<tr>
<th>Question</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>E12. Employment?</td>
<td>• Net or &quot;take home&quot; pay, include any money earned except illegal income.</td>
</tr>
<tr>
<td>E13. Unemployment Compensation</td>
<td></td>
</tr>
<tr>
<td>E14. Social Welfare</td>
<td>• Money given by government to assist with living expenses.</td>
</tr>
<tr>
<td>E16. Mate, family, or friends?</td>
<td>• Money for personal expenses. Also code unreliable sources of income, windfalls (unexpected money) money from loans, inheritance. (Record cash payments only, etc.).</td>
</tr>
<tr>
<td>E17. Illegal?</td>
<td></td>
</tr>
</tbody>
</table>
E17: Illegal money received

Question asks about money received from illegal activities, not simply illegal activities

Include cash obtained from drug dealing, fencing stolen goods, illegal gambling, prostitution, etc.

Do not convert drugs or services rendered to a cash value
E18: Number of dependents

E18. How many people depend on you for the majority of their food, shelter, etc.?

- Must be regularly depending on patient, do include alimony/child support, do not include the patient or self-supporting spouse, etc.

- Must regularly depend on client for the majority of their support

- Probe for type of support and amount of money

- Make comments

- Cross-check with F4 – usual living arrangements
E19: Days of employment problems

E19. How many days have you experienced employment problems in the past 30 days?

- Include inability to find work, if they are actively looking for work, or problems with present job in which that job is jeopardized.
- If the patient has been incarcerated or detained all of the past 30 days, code "NN", they can’t have had problems

- Employment problems include inability to find work, if looking, and problems jeopardizing current job

- Rephrase question based on prior information

- If client hasn’t had opportunity to work, code E19 = “0”
E20 & E21: Patient ratings

For Questions E20 & E21, ask the patient to use the Patient Rating scale.

E20. How troubled or bothered have you been by these employment problems in the past 30 days?

- If E19=N, code N

E21. How important to you now is counseling for these employment problems?

- Stress help in finding or preparing for a job, getting training for a job, not giving them a job.

Note: The patient is rating their need for employment/support Services, referrals, etc from your agency.

► E20: Refer to problems identified in E19

► E21: Asks about help preparing for a job and on-the-job problems, not giving client a job
Patient / client rating scale

0 Not at all
1 Slightly
2 Moderately
3 Considerably
4 Extremely
The “Final 3” – Employment

The “Final Three” convention does not apply to the Employment/Support section.

Only items E19 (days of problems) and E20 (troubled/bothered rating) are linked.

E21 is an independent rating of the patient’s desire for assistance with employment issues.
E19 – E21: Final 3

E19. How many days have you experienced employment problems in the past 30 days? □ □

- Include inability to find work, if they are actively looking for work, or problems with present job in which that job is jeopardized.
- If the patient has been incarcerated or detained all of the past 30 days, code "NN", they can’t have had problems

For Questions E20 & E21, ask the patient to use the Patient Rating scale.

E20. How troubled or bothered have you been by these employment problems in the past 30 days? □

- If E19=N, code N

E21. How important to you now is counseling for these employment problems? □

- Stress help in finding or preparing for a job, getting training for a job, not giving them a job.

Note: The patient is rating their need for employment/support Services, referrals, etc from your agency.

- E19 & E20 are linked
- If E19 = “0”, then E20 = “0”
- E21 is coded independently of E19 & E20b
Therefore, a patient can be, for example, unemployed (with no days of problems, not at all troubled or bothered), but they may still request treatment or counseling for employment problems such as help finding or preparing for a job.
E23 & E24: Confidence ratings

CONFIDENCE RATINGS
Is the above information significantly distorted by:

E23. Patient's misrepresentation? 0-No 1-Yes

E24. Patient's inability to understand? 0-No 1-Yes

Remember “Misrepresentation” = proof that the majority of the section has been misrepresented

Misrepresentation does not include “denial”

Code “inability to understand” if client is too intoxicated or cognitively impaired to understand questions, or if there is a language barrier
Transition to drug & alcohol sections
## List of commonly used drugs

### LIST OF COMMONLY USED DRUGS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Beer, wine, liquor, grain (methyl alcohol)</td>
</tr>
<tr>
<td>Heroin</td>
<td>Smack, H, Horse, Brown Sugar</td>
</tr>
<tr>
<td>Methadone</td>
<td>Dolophine, LAAM</td>
</tr>
<tr>
<td>Opiates</td>
<td>Opium, Fentanyl, Buprenorphine, pain killers</td>
</tr>
</tbody>
</table>
|                   | Morphine, Dilaudid, Demerol, Percocet, Darvon,
|                   | etc.                                          |
| Barbiturates      | Nembutal, Seconal, Tuinal, Amytal, Pentobarbital, |
|                   | Secobarbital, Phenobarbital, Fiorinal, Doriden,
|                   | etc.                                          |
| Sed/Hyp/Tranq     | Benzodiazepines = Valium, Librium, Ativan, Serax, |
|                   | Tranxene, Dalmane, Halcion, Xanax, Miltown,   |
|                   | Other = Chloral Hydrate, Quaaludes            |
| Cocaine           | Cocaine Crystal, FreeBase Cocaine Crack, Rock etc. |
| Amphetamines/     | Monster, Crank, Benzedrine, Dexedrine, Ritalin, |
| Stimulants        | Preludin, Methamphetamine, Speed, Ice, Crystal, Khat |
| Cannabis          | Marijuana, Hashish, Pot, Bango Igbo, Indian Hemp, |
|                   | Bhang, Charas, Ganja, Mota, Anasha            |
| Hallucinogens     | LSD (Acid), Mescaline, Psilocybin (Mushrooms), |
|                   | Peyote, PCP, MDMA, Ecstasy Angel Dust         |
| Inhalants         | Nitrous Oxide (Whippits), Amyl Nitrite (Poppers), |
|                   | Glue, Solvents, Gasoline, Toluene, Etc.       |
ALCOHOL/DRUG USE INSTRUCTIONS:
The following questions refer to two time periods: the past 30 days and lifetime. Lifetime refers to the time prior to the last 30 days.

⇒ 30 day questions only require the number of days used.
⇒ Lifetime use is asked to determine extended periods of regular use.
⇒ Regular use =
  1. Three or more times per week
  2. Binges
  3. Problematic irregular use

⇒ Ask these questions with the following sentence stems -
  → “How many days in the past 30 have you used....?”
  → "How many years in your life have you regularly used....?"

D2. Alcohol to intoxication does not necessarily mean "drunk", use the words “to where you felt the effects", “got a buzz”, “high”, etc. instead of intoxication. As a rule, 3 or more drinks in one sitting, 4 or more drinks in one day for women (5 or more for men) is coded under “intoxication" to designate heavy drinking.
Past 30 days

► The number of days the client reports using in the past month, regardless of amount of use

Lifetime

► Code extended periods of regular use
  – Extended periods: 6+ months in one year

► Regular Use:
  – Three or more times per week OR
  – Problematic irregular use OR
  – Binge use
If client reports routinely utilising two or more ROAs, code the most severe and note the alternate route(s) in your comments.
Alcohol and drug use grid

**Route of Administration Types:**

1. Oral  
2. Nasal  
3. Smoking  
4. Non-IV injection  
5. IV

*Note the usual or most recent route. For more than one route, choose the most severe. The routes are listed from least severe to most severe.*

<table>
<thead>
<tr>
<th>Route #</th>
<th>Substance Description</th>
<th>Past 30 Days</th>
<th>Lifetime (years)</th>
<th>Route of Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1</td>
<td>Alcohol (any use at all, 30 days)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D2</td>
<td>Alcohol - to intoxication</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D3</td>
<td>Heroin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D4</td>
<td>Methadone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D5</td>
<td>Other Opiates/Analgesics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D6</td>
<td>Barbiturates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D7</td>
<td>Sedatives/Hypnotics/Tranquilizers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D8</td>
<td>Cocaine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D9</td>
<td>Amphetamines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D10</td>
<td>Cannabis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D11</td>
<td>Hallucinogens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D12</td>
<td>Inhalants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D13</td>
<td>More than 1 substance per day (including alcohol)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Coding D13: >1 substance per day

- Start with the highest number of days/years
- For example: “I know you said you used alcohol 15 of the past 30 days and pot on 20 of the past 30 days. Would you have used the alcohol and pot on the same days?”
- If so, count these days/years in D13
- If not, do not include the days/years in D13

<table>
<thead>
<tr>
<th>Route of Administration Types:</th>
<th>Past 30 Days</th>
<th>Lifetime (years)</th>
<th>Route of Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Nasal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Smoking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Non-IV injection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. IV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note the usual or most recent route. For more than one route, choose the most severe. The routes are listed from least severe to most severe.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D1 Alcohol (any use at all, 30 days)</td>
<td>1</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>D2 Alcohol - to intoxication</td>
<td>0</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>D3 Heroin</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>D4 Methadone</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>D5 Other Opiates/Analgesics</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>D6 Barbiturates</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>D7 Sedatives/Hypnotics/</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Tranquilizers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D8 Cocaine</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>D9 Amphetamines</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>D10 Cannabis</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>D11 Hallucinogens</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>D12 Inhalants</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>D13 More than 1 substance per day (including alcohol)</td>
<td>1</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
D14a. Identify the primary substance of abuse: 

D14b. Identify the secondary substance of abuse: 

- Interviewer should determine the primary and secondary drugs of abuse. Code the number next to the drug in questions 01-12

- Interviewer determines problem substance (not client)
- Code the number next to drug on grid
  - Example: Cocaine = 08
D15 & D16: Abstinence

D15. How long was your most recent period of voluntary abstinence from these major substance(s)?

- Most recent sobriety lasting at least one month.
  - Periods of hospitalization/incarceration do not count.
  - Periods of antabuse, methadone, or naltrexone use do count.
- Code 00 = never abstinent.

D16. How many months ago did this abstinence end?

- If D15 = 00, then D16 = NN.
- Code 00 = still abstinent.

- Refers to the drug/alcohol problem coded in D14a & b
- Asks “How long?” not “How long ago?”
- Refers to most recent attempt, not longest period of abstinence
- Time in a controlled environment is not included
- If D15 = 00, then D16 = NN. If still abstinent, then code D16 = 00
How many times have you had:

Alcohol DT's?

- Delirium Tremens (DT's): Occur 24-48 hours after last drink, or significant decrease in alcohol intake, shaking, severe disorientation, fever, hallucinations, they usually require medical attention.

- Define DT’s – they usually occur 24 - 48 hours after last drink or major decrease in drinking
- Usually requires medical attention
- Not just “the shakes”
- >5 DT episodes very unlikely
## D38 & 38a: Risky drug use

If any item D3 - D11 Route of Administration = 4 or 5 (injection) Past 30 days Lifetime

D38. Have you ever used needles or works after someone else had used them? □ □

D38a. How many times in the past 30 days? □ □

- If D38 past 30 days = 0, then D38a = N

- **Intent** – assess medical risk associated with drug use

- **Code any use of needles, works, or other materials that could result in transmission of a virus**
D19a: Treatment history

D19a. How many times in your life have you been treated for Alcohol or Drug abuse?

- Include detoxification, halfway houses, in/outpatient counseling, and AA (if 3+ meetings within one month period).

- Include detox, halfway houses, and inpatient or outpatient counseling
- Include Alcoholics or Narcotics Anonymous (AA/NA) if the client attended 3 or more meetings/month
- Do not include needle exchange programs
- One continuous episode of care should be counted as “01”
- Example: if a client was in an inpatient setting and then immediately moved to outpatient counseling, this is considered one continuous episode of care
D21a: Detox treatment

D21a. How many of these treatments were detox only:

- If D19a = "00", then question D21a is "NN" or Not Applicable
- Note: Code the number of treatments listed in D19a that consisted only of Detoxification and no other treatment.

► “Detox only” is not linked to any other treatment
  - We ask this so we can determine whether the client received any care outside of detox treatment

► If D19a = 00, then D21a = NN
  - If no treatment, then no detox, only treatment
D23 & D24: Financial burden

D23. How much would you say you spent during the past 30 days on alcohol?
   - Only count actual money spent. What is the financial burden caused by alcohol?

D24. How much would you say you spent during the past 30 days on drugs?
   - Only count actual money spent. What is the financial burden caused by drugs?

► Must be actual money spent, not trades / bartering
   - The purpose of the question is to determine the amount of financial burden on the client

► Generally restricted to money spent on personal consumption
D25: Outpatient treatment

D25. How many days in the past 30 have you been treated in an outpatient setting for alcohol or drugs in the past 30 days?

- Include days attended AA/NA, other support groups, OP detox, methadone or treatment, etc.

- Asks about the last 30 days – do not enter a number more than 30
- Include AA/NA
  - If attended more than one meeting in a day, still code as one day
- Must be outpatient
These are the “Final Three” questions for alcohol problems

D26. How many days in the past 30 have you experienced alcohol problems?  
- Include: Craving, withdrawal symptoms, disturbing effects of use, or wanting to stop and being unable to.

For Questions D28+D30, ask the patient to use the Patient Rating scale. The patient is rating the need for additional substance abuse treatment.

D28. How troubled or bothered have you been in the past 30 days by these alcohol problems?

D30. How important to you now is treatment for these alcohol problems?
These are the “Final Three” questions for drug problems

D27. How many days in the past 30 have you experienced: Drug problems?

- Include: Craving, withdrawal symptoms, disturbing effects of use, or wanting to stop and being unable to.

For Questions D29+D31, ask the patient to use the Patient Rating scale. The patient is rating the need for substance abuse treatment.

D29. How troubled or bothered have you been in the past 30 days by these drug problems?

D31. How important to you now is treatment for these drug problems?
D28 – D31: Patient / client rating scale

0 Not at all
1 Slightly
2 Moderately
3 Considerably
4 Extremely
The Final 3 – Alcohol / drug

► **D26/27**: “How many days in the past 30 have you experienced alcohol/drug problems?”

► **D28/29**: “How troubled or bothered have you been in the past 30 days by these alcohol/drug problems?”

► **D30/31**: “How important to you now is treatment for these alcohol/drug problems?”
The final 3 scoring – Alcohol

► If D26 = 0
  – D28 = 0 and
  – D30 should be 0

► If D26 > 0
  – D28 > 0 and
  – D30 can be any number
The final 3 scoring – Drug

If D27 = 0

► D29 = 0 and
► D31 should be 0

If D27 > 0

► D29 > 0, and
► D31 can be any number
CONFIDENCE RATINGS
Is the above information significantly distorted by:
D34. Patient's misrepresentation? 0-No 1-Yes
D35. Patient's inability to understand? 0-No 1-Yes

► Remember: Misrepresentation = you have legitimate proof that the majority of the section has been misrepresented
► This does not include “denial”!
D36: Quit without treatment?

D36. How many times have you tried to quit using substances without treatment?

► Code the number of times the patient has tried to quit using drugs or alcohol without treatment

► This would include any attempt at behavior change with or without support groups
D37: Nicotine

<table>
<thead>
<tr>
<th></th>
<th>Lifetime (years)</th>
<th>Past 30 Days</th>
<th>Route of Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□□□□□□□</td>
<td>□□□□□□□□</td>
<td>□□□□□□□□□□□□□</td>
</tr>
</tbody>
</table>

Code the same way the Drug & Alcohol grid is coded:

- Oral/chew
- Nasal
- Smoking
- Non-IV injection
- IV
D39a-e: Motivation questions

D39. Using the patient rating scale, how would you rate your level of agreement with the following statements?
   a. I am ready to decrease my drinking.
   b. I am ready to decrease my drug use.
   c. I believe I can manage my alcohol use.
   d. I believe I can manage my drug use.
   e. I know I have a drinking or drug problem and I am motivated to work on it!

Intent – Assess motivation for decreasing drug or alcohol use

Note: This is not assessing motivation for treatment
Questions
Wrap-up

► Do you understand intention and the logic behind questions in Employment and Drug and alcohol sections?

► Can you give an example on how to code in response to patient’s/client’s answers?

► Can you give an example, how to adapt the questionnaire to the patient/client?
Thank you for your time!
End of workshop 2