Drug Testing

Documenting Drug Test Results  Viewing Drug Test Results

This tip sheet explains how to enter drug test results.

Total Pages: 4

IGSR Technical Support: 301.405.4870
Email: igsrsupport@umd.edu

Created: June 2015
Revised: June 2018
Drug Testing

Documenting Drug Testing Results

1. **Entry Steps:** Login, Select Facility, Client List, select client, Activity List, Drug Testing.

2. **Enter a New Drug Test Result:** Once the Drug Test Results module is opened, click **Add Test Result** to make a drug test result entry.

3. Enter the **Date.** Select the **Client Outcome** from the dropdown box. If an option is chosen that involved the client taking the test (i.e. test taken or other), additional fields will be activated to allow the entering of test results.

4. Select the **Specimen Type** from the drop down menu.

5. Select the substances tests and the result in the **Test Result** drop down (multiple substances with the same outcome can be selected by hold down the Control key on the keyboard). Click **Add** to move the selected drugs and results to the **Drug Test Results** area at the bottom.

**Note:** If the specimen was tampered with, lost in transit, the client was water loaded, etc., select **Unknown** in the **Test Result** field.

6. If the client tested positive for Alcohol, the **Blood Alcohol Content (BAC)** field activates and the results can be entered.

7. Click **Save** or **Finished** when data entry is complete. The results will then be included in the list with a new search.

To enter a new drug test result, click **Add Test Result**

SMART automatically assigns #, however, if there is an ag - specimen #, enter it in the **Specimen #** field.

Clicking on the substance. Click **Add** to move the results to the **Drug Test Results** area at the bottom.

Positive-Excused included in Test Result

Marijuana included in Drug Type
Drug Testing

Reviewing/Deleting Drug Testing Results

1. **Entry Steps:** Login, Select Facility, Client List, select client, Activity List, Drug Testing.

2. **Review Existing Drug Test Results:** The drug test results list will default to the last 30 days. To review drug test results for a different period of time, enter the **From Date** and the **To Date** and click **Go**.

   **Note:** The total tests for the period specified will display below, as well as the total number of positive tests.

3. **To view a specific drug test result:** Select **Edit** in the **Actions** column and choose **Review**. The information will be displayed on the next screen.

4. **Delete a drug test result:** To delete a drug test result, click **Delete** in the Actions column.

   **Note:** It is only acceptable to delete a drug test result when an entry is made erroneously. A confirmed drug test result should never be deleted or altered.

To review drug test results for a different period of time, enter the **From Date** and the **To Date** and click **Go**.

The total tests for the period specified will display below, as well as the total number of positive tests.

To review an existing result, click **Review**. To delete a drug test result, click **Delete**.
Drug Testing

Modifying Drug Test Results

1. **Entry Steps:** Login, Select Facility, Client List, select client, Activity List, Drug Testing.

2. Click on the **Review** hyperlink next to the test you want to modify.

3. Click the check box next to the test results you want to modify.

4. Go to the Test Results drop down and select the correct result.

5. Click on the **Edit Test Results** hyperlink.

6. Click on **Save** and/or **Finish**.