

ASAM Continuum User Guide

Version 1.0
6.29.2021



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Summary

ASAM Continuum Document is used to initiate the interface with the ASAM Continuum system.

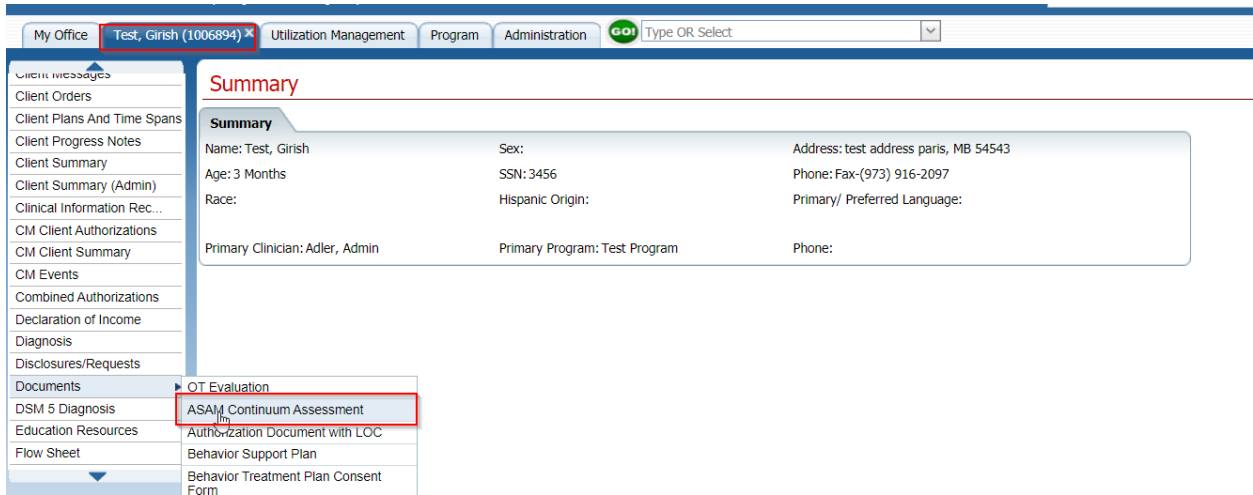
The general workflow outlined in this document is as follows:

1. User opens the ASAM Continuum Document. All fields on the screen would be blank.
2. User then clicks Export to launch the webservice. ASAM Continuum would open in another window.
3. User fills out the remaining information in the ASAM Continuum window and complete the Assessment there. (I confirmed with ASAM there currently is not a way to pass data from SmartCare to ASAM.)
4. User then returns to SmartCare and on this document click the Import button.
5. Assessment details and scores from the Assessment Summary in ASAM are displayed in the Assessment Scores Section.
6. Data of the Assessment details and the Assessment scores are saved in the database as distinct data fields.
7. User then clicks Sign and upon signing the full PDF of the Assessment would be the RDL that displays for the client's document or event. There will be two PDFs, Full Narrative and Summary. Customer to decide which one to display.

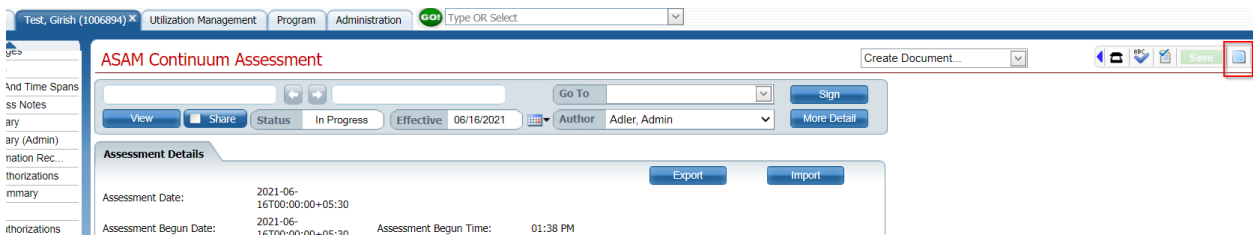
Completing an ASAM Continuum Assessment

To complete an ASAM Continuum Assessment, complete the following steps:

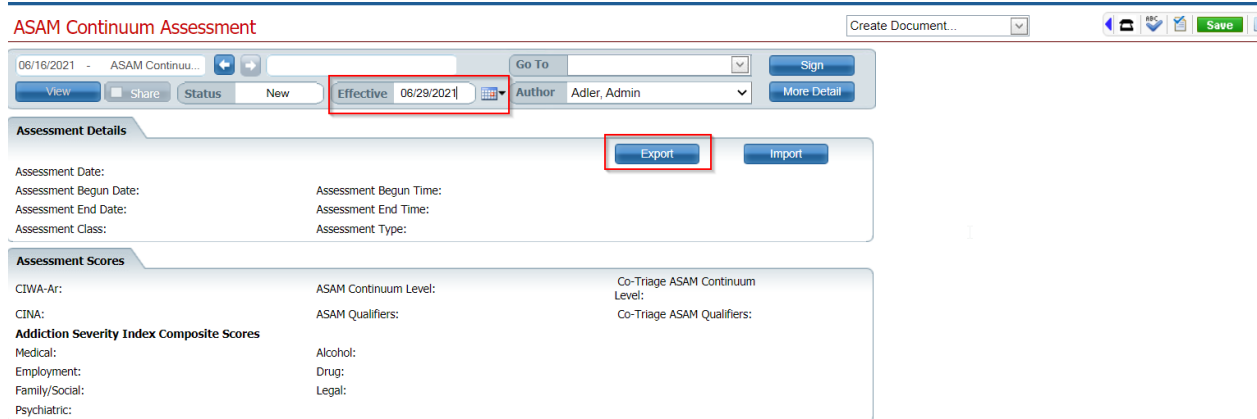
1. Open the client record you will complete the ASAM Continuum for.
2. Click on the ASAM Continuum banner or use the 'Go' search to find the banner.



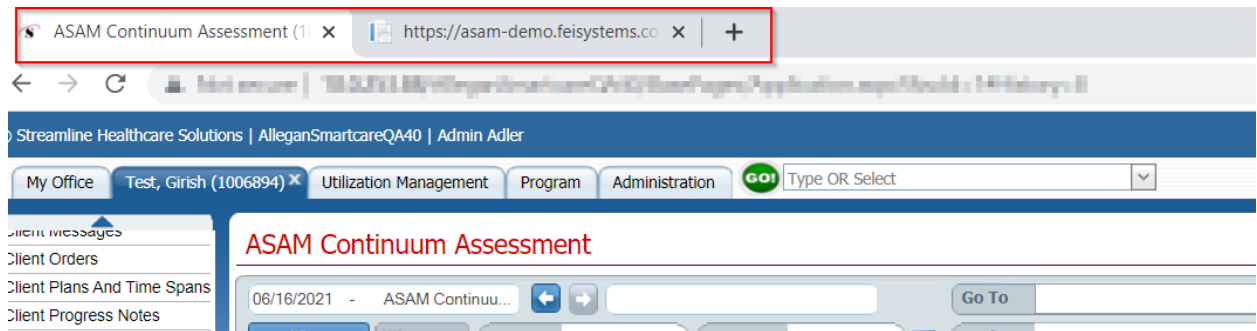
3. Click on the 'New' tool (white piece of paper) in the toolbar in the top right corner of the screen to create a new document.



4. Note that in the new document, the fields that will populate with data when completed all display as blank and the Status of the document is 'New'.
 - a. Enter the Effective Date in the top of the screen.
 - b. Click the Export button. This will then launch ASAM Continuum's website in a new window. It will automatically
 - i. Log you in with your User ID
 - ii. Either open the client or create the client record. It will track if the client has been created in ASAM Continuum to know which request to send.
 - iii. Create a new Assessment tool.



- Note that if you need to move between ASAM Continuum and SmartCare you can click on the tab for the screen you want to view.



- In the ASAM Continuum System, complete the Assessment per the ASAM Continuum training guides. When the Assessment is completed, return to the SmartCare screen.
- Now in the SmartCare screen, click the 'Import' button located in the top right of the screen. This will:
 - Import the data from the client's assessment for the fields on the screen.
 - Import the PDF of the client's assessment into SmartCare.
 - Import the key identifier for the assessment in ASAM Continuum in case future imports or corrections are needed to the assessment.

ASAM Continuum Assessment

Create

06/16/2021 - ASAM Continuu... Go To Sign

View Share Status New Effective 06/29/2021 Author Adler, Admin More Detail

Assessment Details Export Import

Assessment Date:
 Assessment Begun Date: Assessment Begun Time:
 Assessment End Date: Assessment End Time:

8. Review the data that displays and then click the Sign tool in the top right of the screen.

ASAM Continuum Assessment

Create

06/29/2021 - ASAM Continuu... Go To Sign

View Share Status In Progress Effective 06/16/2021 Author Adler, Admin More Detail

Assessment Details Export Import

Assessment Date: 2021-06-16T00:00:00+05:30
 Assessment Begun Date: 2021-06-16T00:00:00+05:30 Assessment Begun Time: 01:38 PM
 Assessment End Date: 2021-06-16T13:38:19.017+05:30 Assessment End Time: 01:38 PM
 Assessment Class: 77259 Assessment Type: 77263

Assessment Scores

CIWA-Ar:	16	ASAM Continuum Level:	5.39	Co-Triage ASAM Continuum Level:	7.67
CINA:	81	ASAM Qualifiers:	XX,XXX,XXXX	Co-Triage ASAM Qualifiers:	XX,XXX,XXXX

Addiction Severity Index Composite Scores

Medical:	0	Alcohol:	45
Employment:	47	Drug:	61
Family/Social:	15	Legal:	77
Psychiatric:	32		

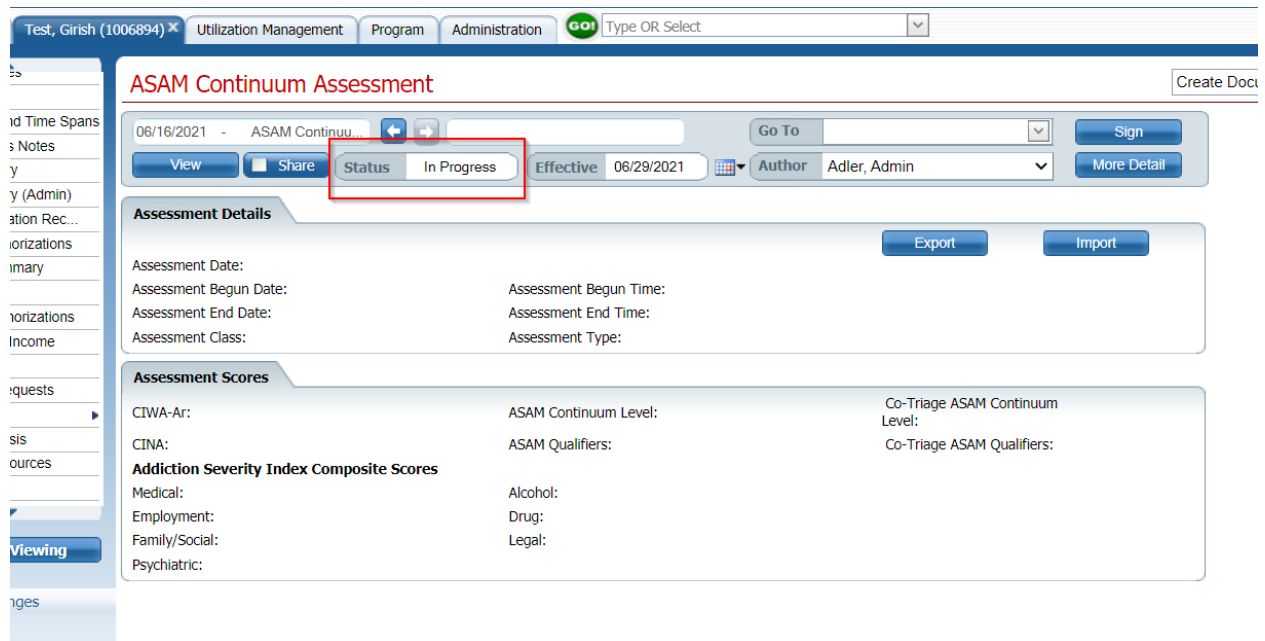
9. The system will now create a Signed version of the document and will also display the PDF of the document in the client's record.

Stopping with an In Progress ASAM Continuum Assessment

If you started an ASAM Continuum Assessment but then need to return to return at a later date”, click the green ‘Save’ tool in the toolbar located at the top right of the screen.



This will save the document in SmartCare with a status of ‘In Progress’.



The screenshot displays the ASAM Continuum Assessment interface. At the top, there is a navigation bar with tabs for 'Utilization Management', 'Program', and 'Administration'. Below this, the main header shows 'ASAM Continuum Assessment' with a 'Create Document' button. The central area contains a toolbar with buttons for 'View', 'Share', 'Status', 'Effective', and 'Author'. The 'Status' dropdown menu is open, showing 'In Progress' selected. Below the toolbar, there are sections for 'Assessment Details' and 'Assessment Scores'. The 'Assessment Details' section includes fields for 'Assessment Date', 'Assessment Begun Date', 'Assessment End Date', 'Assessment Class', 'Assessment Begun Time', 'Assessment End Time', and 'Assessment Type'. The 'Assessment Scores' section includes fields for 'CIWA-Ar', 'CINA', 'Addiction Severity Index Composite Scores', 'ASAM Continuum Level', 'ASAM Qualifiers', 'Co-Triage ASAM Continuum Level', and 'Co-Triage ASAM Qualifiers'. The 'Addiction Severity Index Composite Scores' section includes sub-sections for 'Medical', 'Alcohol', 'Employment', 'Drug', 'Family/Social', and 'Legal', 'Psychiatric'.

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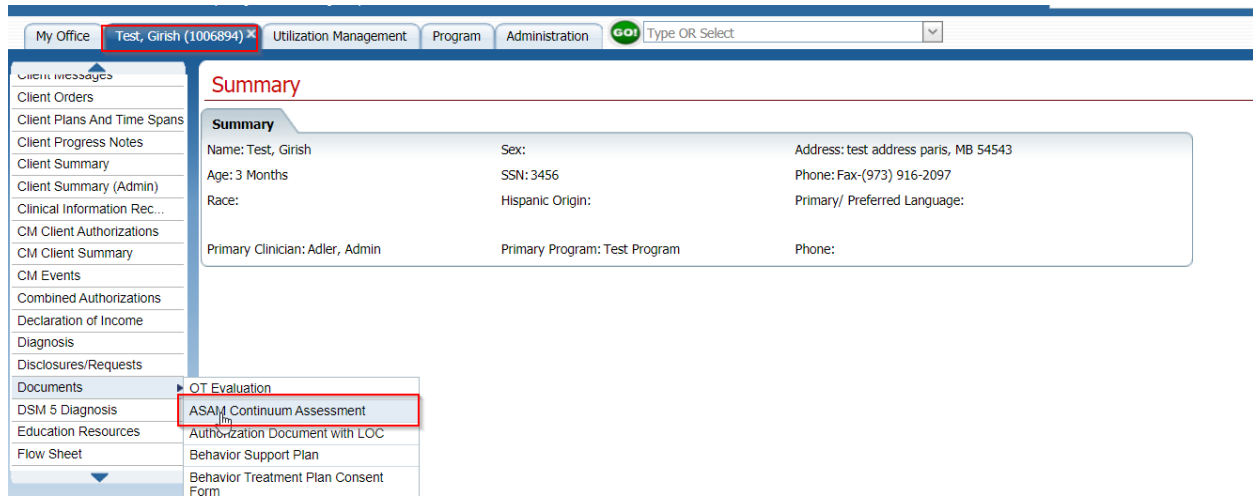
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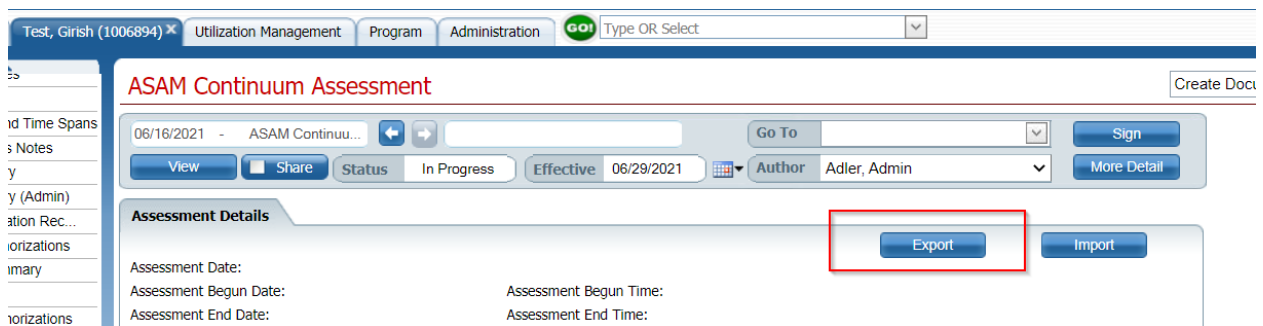
Returning to an In Progress Assessment

If you had stopped an Assessment without completing it in ASAM Continuum, to return to the assessment and complete it, the user will:

1. Open the client record.
2. Click on the ASAM Continuum banner or use the 'Go' search to find the banner.



3. The In Progress ASAM Continuum document you were working on will open. Click the Export Button in the top right of the screen.
4. The ASAMS Continuum application will open in a separate window. It will:
 - a. Log you in with your User ID
 - b. Open the client record.
 - c. Reopen the In Progress Assessment tool.



5. In the ASAM Continuum System, complete the Assessment per the ASAM Continuum training guides. When the Assessment is completed, return to the SmartCare screen.
6. Now in the SmartCare screen, click the 'Import' button located in the top right of the screen. This will:
 - a. Import the data from the client's assessment for the fields on the screen.
 - b. Import the PDF of the client's assessment into SmartCare.
 - c. Import the key identifier for the assessment in ASAM Continuum in case future imports or corrections are needed to the assessment.

ASAM Continuum Assessment Create

06/16/2021 - ASAM Continuu... Go To Sign

View Share Status New Effective 06/29/2021 Author Adler, Admin More Detail

Assessment Details Export Import

Assessment Date: _____
 Assessment Begun Date: _____ Assessment Begun Time: _____
 Assessment End Date: _____ Assessment End Time: _____

7. Review the data that displays and then click the Sign tool in the top right of the screen.

ASAM Continuum Assessment Create

06/29/2021 - ASAM Continuu... Go To Sign

View Share Status In Progress Effective 06/16/2021 Author Adler, Admin More Detail

Assessment Details Export Import

Assessment Date: 2021-06-16T00:00:00+05:30
 Assessment Begun Date: 2021-06-16T00:00:00+05:30 Assessment Begun Time: 01:38 PM
 Assessment End Date: 2021-06-16T13:38:19.017+05:30 Assessment End Time: 01:38 PM
 Assessment Class: 77259 Assessment Type: 77263

Assessment Scores

CIWA-Ar:	16	ASAM Continuum Level:	5.39	Co-Triage ASAM Continuum Level:	7.67
CINA:	81	ASAM Qualifiers:	XX,XXX,XXXX	Co-Triage ASAM Qualifiers:	XX,XXX,XXXX
Addiction Severity Index Composite Scores					
Medical:	0	Alcohol:	45		
Employment:	47	Drug:	61		
Family/Social:	15	Legal:	77		
Psychiatric:	32				

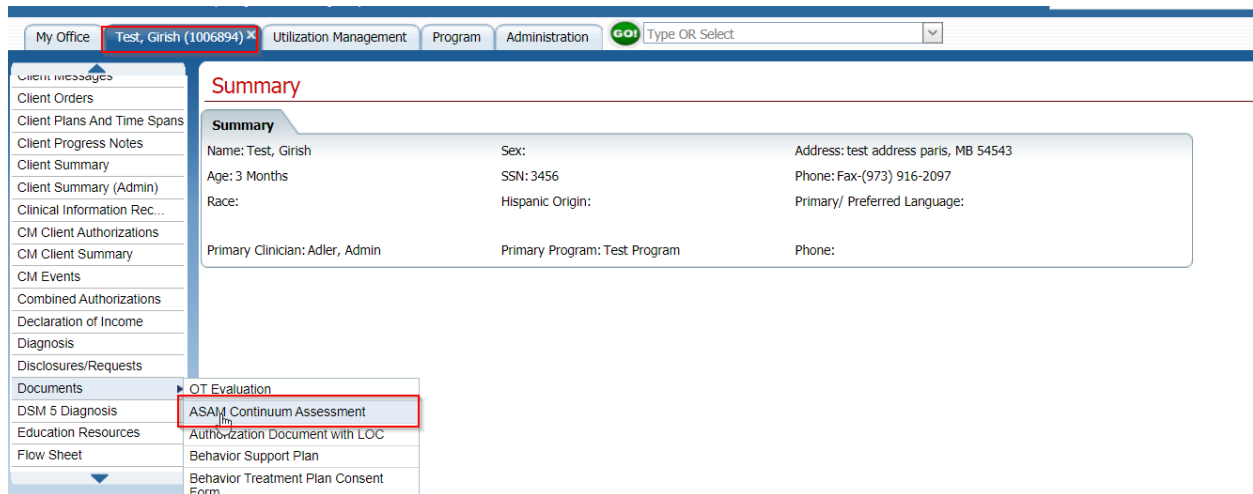


- The system will now create a Signed version of the document and will also display the PDF of the document in the client’s record.

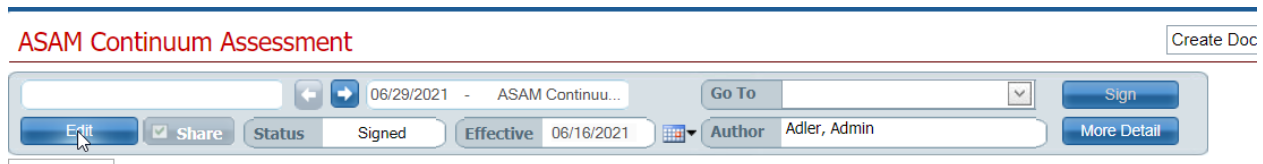
Editing a Signed ASAM Continuum Document

If an ASAM Continuum document was completed but now needs to be modified, complete the following steps:

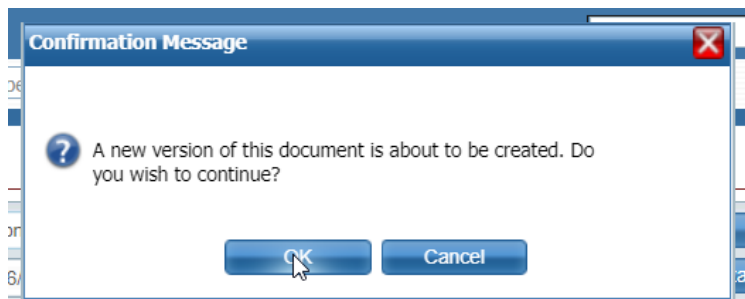
- Open the client record.
- Click on the ASAM Continuum banner or use the ‘Go’ search to find the banner. Or use the Documents list page to open the ASAM Continuum document you completed.



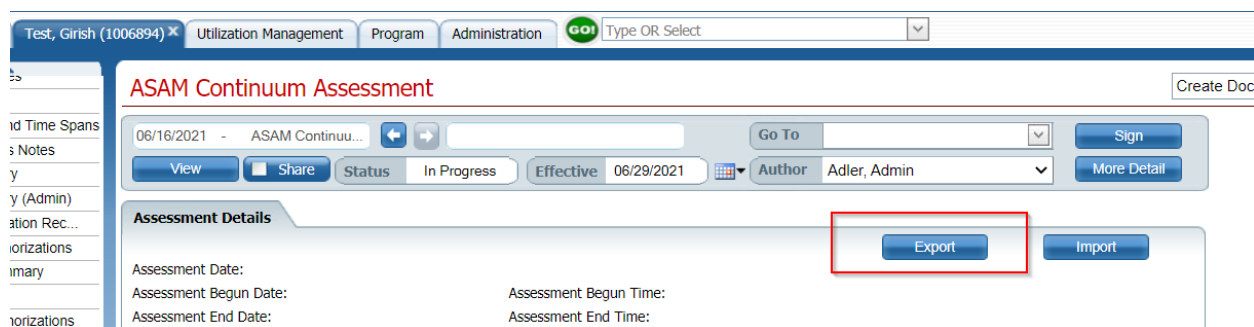
- When you have opened the ASAM Continuum document you want to edit, click the blue ‘Edit’ tool in the top left of the screen.



- Click the ‘Ok’ button in the pop up to create a new document version.



5. In the new document version, click the 'Export' button in the top right of the screen.
6. The ASAMS Continuum application will open in a separate window. It will:
 - a. Log you in with your User ID
 - b. Open the client record.
 - c. The completed ASAM Continuum Assessment will open.



7. In the ASAM Continuum System, modify and complete the Assessment per the ASAM Continuum training guides. When the Assessment is completed, return to the SmartCare screen.
8. Now in the SmartCare screen, click the 'Import' button located in the top right of the screen. This will:
 - a. Import the data from the client's assessment for the fields on the screen.
 - b. Import the PDF of the client's assessment into SmartCare.
 - c. Import the key identifier for the assessment in ASAM Continuum in case future imports or corrections are needed to the assessment.

ASAM Continuum Assessment

Create

06/16/2021 - ASAM Continuu... Go To Sign

View Share Status New Effective 06/29/2021 Author Adler, Admin More Detail

Assessment Details Export Import

Assessment Date:
 Assessment Begun Date: Assessment Begun Time:
 Assessment End Date: Assessment End Time:

9. Review the data that displays and then click the Sign tool in the top right of the screen.

ASAM Continuum Assessment

Create

06/29/2021 - ASAM Continuu... Go To Sign

View Share Status In Progress Effective 06/16/2021 Author Adler, Admin More Detail

Assessment Details Export Import

Assessment Date: 2021-06-16T00:00:00+05:30
 Assessment Begun Date: 2021-06-16T00:00:00+05:30 Assessment Begun Time: 01:38 PM
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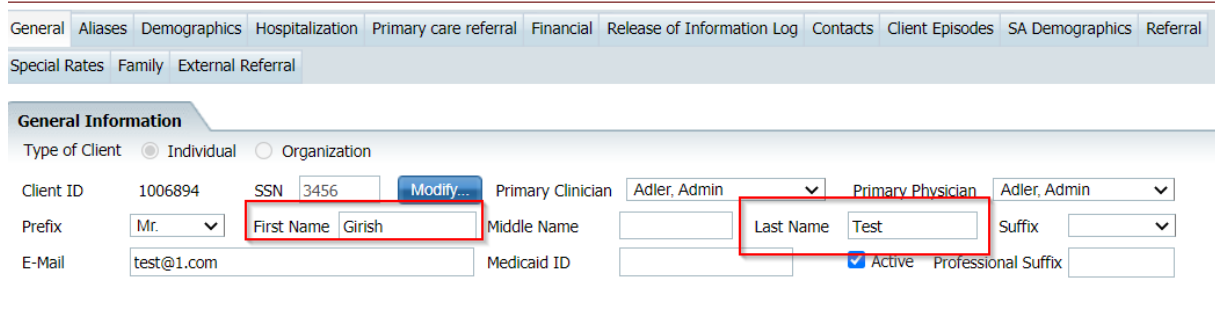
10. The system will now create a Signed version of the document and will also display the PDF of the document in the client's record.

Other Client Data Fields Needed

In order to create a client record in the ASAM Continuum Interface, the following fields are needed in the Client Information screen:

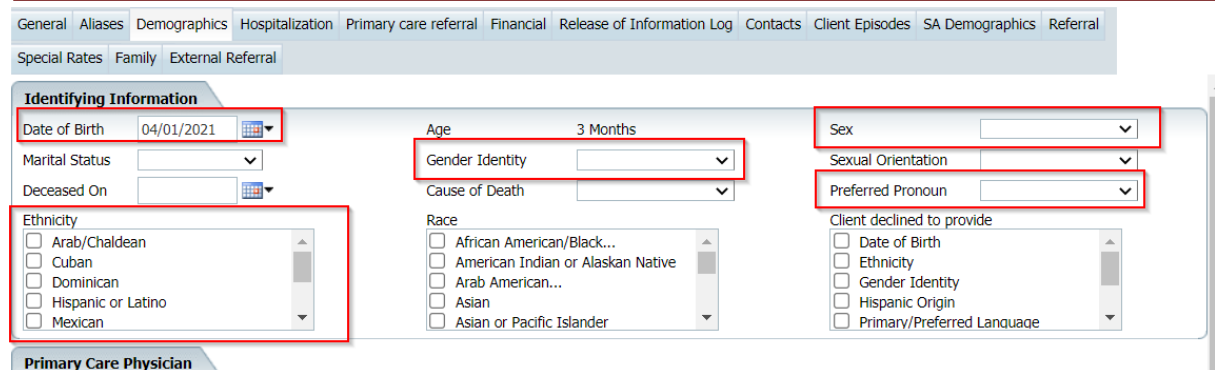
- General Tab: First Name
- General Tab: Last Name
- General Tab: Prefix is optional
- General Tab: Suffix is optional
- Demographics Tab: Date of Birth
- Demographics Tab: Sex
- Demographics Tab: Gender Identity
- Demographics Tab: Preferred Pronoun
- Demographics Tab: Ethnicity

Client Information(C)



The screenshot shows the 'General Information' tab of the Client Information screen. The 'Type of Client' is set to 'Individual'. The 'Client ID' is 1006894 and the 'SSN' is 3456. The 'Primary Clinician' and 'Primary Physician' are both set to 'Adler, Admin'. The 'Prefix' is 'Mr.', the 'First Name' is 'Girish', and the 'Last Name' is 'Test'. The 'E-Mail' is 'test@1.com'. There is an 'Active' checkbox which is checked. A red box highlights the 'First Name' and 'Last Name' fields.

Client Information(C)



The screenshot shows the 'Identifying Information' tab of the Client Information screen. The 'Date of Birth' is 04/01/2021, 'Age' is 3 Months, and 'Sex' is set to a dropdown. The 'Gender Identity' and 'Preferred Pronoun' are also dropdown menus. The 'Ethnicity' section has a list of options: Arab/Chaldean, Cuban, Dominican, Hispanic or Latino, and Mexican. The 'Race' section has a list of options: African American/Black..., American Indian or Alaskan Native, Arab American..., Asian, and Asian or Pacific Islander. The 'Client declined to provide' section has a list of options: Date of Birth, Ethnicity, Gender Identity, Hispanic Origin, and Primary/Preferred Language. A red box highlights the 'Date of Birth', 'Age', 'Sex', 'Gender Identity', 'Preferred Pronoun', and 'Ethnicity' fields.

System Setup

The following needs to be setup in order for the ASAM Continuum to work:

- Roles and Permissions
- Staff ASAM Continuum Custom Fields

The Roles and Permissions limit which staff has access to the ASAM Continuum. We recommend a new role be used to add this permission for staff unless all staff with an assigned Role will have an ASAM Continuum account. The custom fields are a double check that staff have permission to export to ASAM continuum and also for Streamline to know the type of reimbursement for ASAM the user has.

Roles and Permissions

Assign the following Permissions to the applicable roles for the staff who will be entering the ASAM Continuum assessments:

1. Banners: Permission the ASAM Continuum Banner in the Client tab
2. Document Codes (Edit): Permission the ASAM Continuum document for the staff who will complete the document.
3. Document Codes (View): Permission the ASAM Continuum document for the staff who will only view the completed documents.

Custom Fields

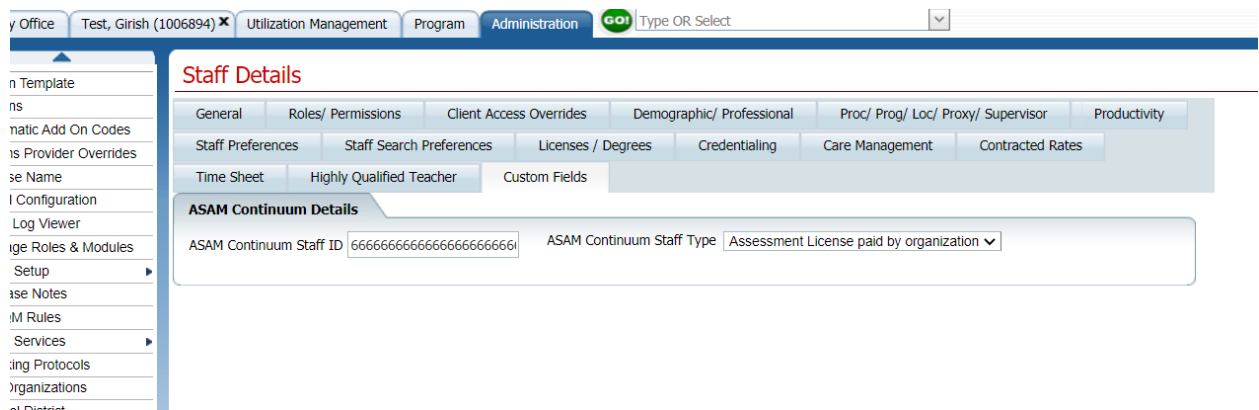
In the Administration tab, Staff Details screen, Custom Fields tab, the following fields will be added for managing user accounts for ASAM Continuum:

- ASAM Continuum Staff ID - This field will control the staff Id that is passed in the interface with ASAM continuum. It must be unique for each staff.
- ASAM Continuum Staff Type - This field indicates the type of reimbursement needed for ASAM Continuum. This field must be completed for each staff who will be accessing ASAM Continuum's site. There are three options:
 - ASAM Comprehensive Assessment License paid by organization
 - Michigan DHS Paid license
 - Co-Triage license paid by organization

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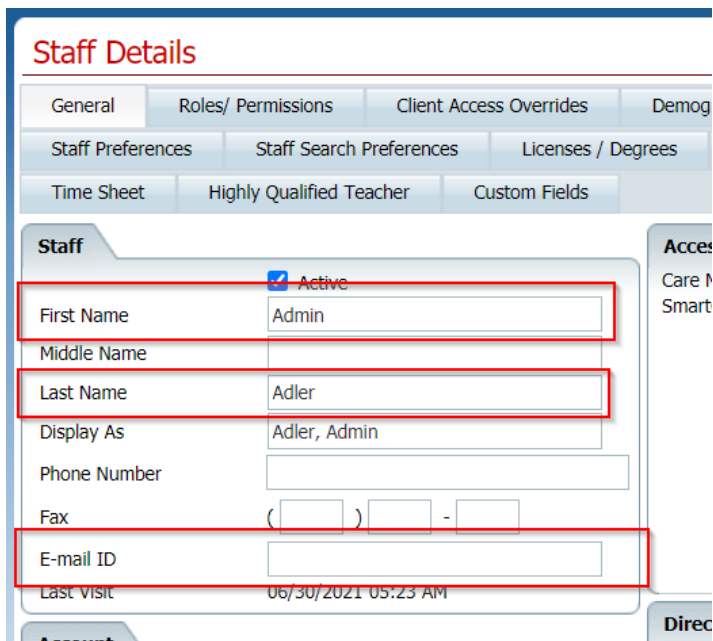
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Other Staff Details Needed

The other Staff Details Needed to allow interface with the ASAM continuum are the following:

- Staff First Name
- Staff Last Name
- Staff Email ID



Monitoring of Staff Access:

The SmartCare database can track each individual staff ID who is accessing the ASAM Continuum Database. This is also enforced by the Staff custom fields being required in order to click the 'Export' tool. On a monthly basis, Streamline will report on the unique number of staff accessing the ASAM Continuum. A total count by the type of ASAM Continuum Staff Type along with the detail of each staff name and the last date accessed will be provided.

This report will be used in order to determine the appropriate billing of staff for ASAM Continuum payments per the contract with Streamline for the ASAM Continuum. Note that each staff is counted uniquely by ASAM per organization. So if you have a staff who works at another organization who also uses ASAM Continuum, you will still be charged for the staff's access of ASAM Continuum in your organization's system.

