**Department of Social & Health Services**

Division of Alcohol & Substance Abuse
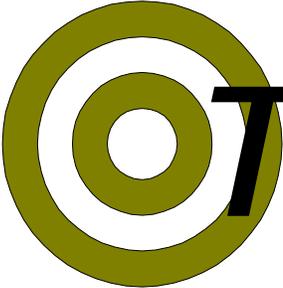
TARGET
2000

Treatment and Assessment
Report Generation Tool

User Instructions

Table of Contents

Table of Contents

Introduction

Welcome to the Target 2000 User Instructions.

This document is designed to provide you with both an overview of how to use the Target 2000 system and also detailed instructions on how to perform any task within the system. Together, with the Data Dictionary and the Reports Manual, these User Instructions should give you a complete picture of the Target 2000 system.

The User Instructions have, with two exceptions, been arranged in the same order as the menu structure that you will find in Target 2000. The two exceptions are

1) General Information: Gives you important information about items that you will find throughout the system. It is recommended that you read this section first.

2) Reports: Reports are not covered in this document. They are detailed in a separate Reports Manual.

After you have read the General Instructions you can either read through the rest of the document or just look up those sections that you have questions on.

Due to the changing environment in which we live you can certainly expect changes to the Target 2000 system. When such changes occur we, here at DASA, will do our best to provide you with updates to the Data Dictionary, User Instructions and Reports Manual.

If you have any questions about this document or the Target 2000 system please feel free to contact us at 1-888-461-8898.
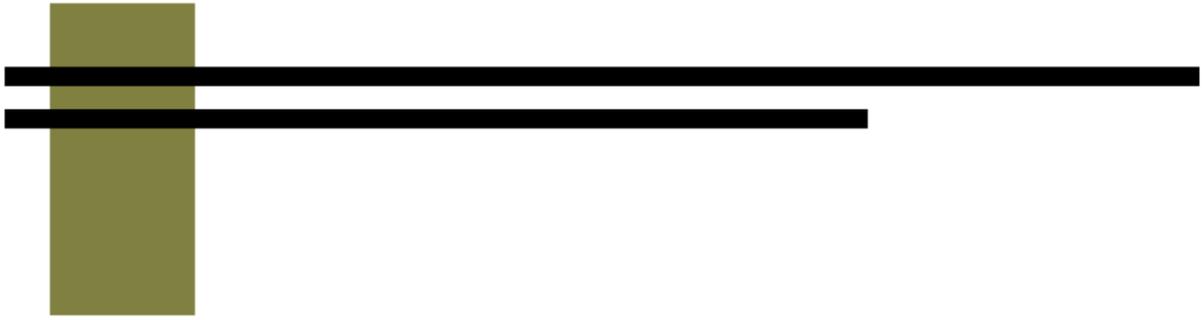
General Information

General Information - Home Page

The Home Page is the main page from which you will navigate to other portions of the program.

You are taken to the Home Page screen after you log in to the Target 2000 system and choose an agency. You can also access this screen by clicking on the link to the Home Page found at the bottom of many of the screens.

General system messages as well as notes about recent changes to the Target 2000 system can be found here.
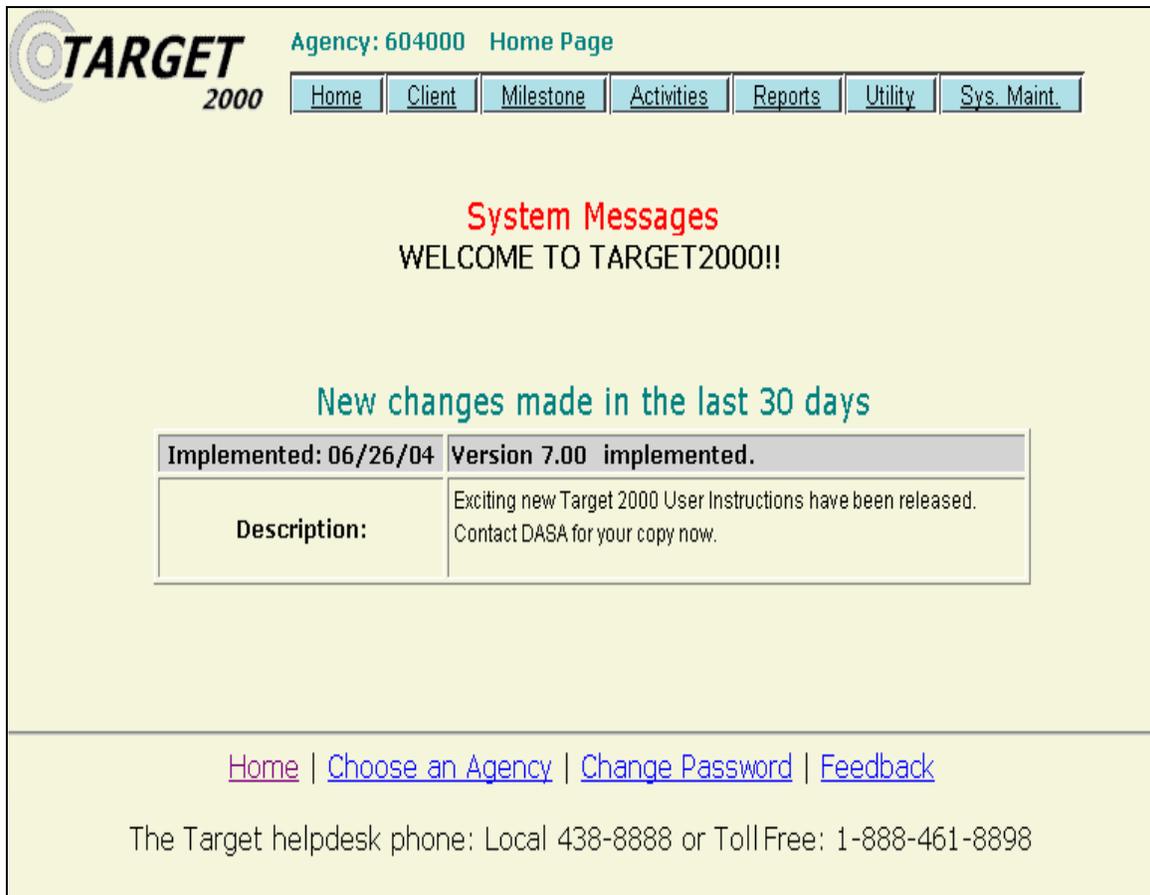
General Information - Navigation

Main Menu

Home	Client	Milestone	Activities	Reports	Utility	Sys. Maint.

If you move your mouse pointer over the menu bar at the top of the screen the sub-menu choices will automatically scroll down as your mouse passes over them.

To select a menu item simply move your mouse pointer over the appropriate menu heading and left-click on one of the items that appears in the sub-menu.

Using the Keyboard

You can use the keyboard to move around the screen in Target 2000.

- [Tab] will move the cursor to the next field.

- [Shift] + [Tab] will move the cursor to the previous field.

- [Space Bar] or [Enter] can be used to activate buttons after you have used the [Tab] key to move the cursor over the button.

- Up and Down arrow keys can be used to move within a list.

- From within a list, you can type the first letter of the item that you are looking for. The first item that starts with that letter is displayed. Pressing that same letter key again will display the next item that starts with that letter.

General Information - Drop Down Boxes

Referring CSO:

Walla Walla ▾

Referring CSO:

Walla Walla
Stevenson
Sunnyside
Toppenish
Vancouver
Walla Walla
Wenatchee-Chelan
Wenatchee-Douglas
West Seattle
White Salmon
Yakima
Yakima-Kittitas

To use a Drop Down menu box, click on the down arrow located on the right side of the box to open its drop-down list.

Click on a selection and the drop-down list will close and the selection will appear in the field. Fields with drop-down boxes can accept and display only one selection at a time.

Agencies cannot modify the list of choices displayed in most drop-down lists. Exceptions to this are located under the Utility menu and include the User Defined Option and Agency Staff fields.

▪ You can use the Up and Down arrow keys on the keyboard to scroll through the items on the list.

▪ You can type the first letter of the item that you are looking for. The first item that starts with that letter is displayed. Pressing that same letter key again will display the next item that starts with that letter.

General Information - Navigation Menu

The Navigation menu is used on Assessments, Admissions, Discharges and report filters. It is used to navigate between the screens of a record, to validate the page you are working on, to visually notify you of the status of each page and to save the record.

- You may navigate between pages either by clicking on the name of the milestone page that you would like to view or by pressing the [Previous] and [Next] buttons.

- The [Validate] button checks to see if there are any errors on the page. If there is an error a message box will appear identifying the problem and the erroneous fields will be highlighted in yellow. If there are no errors, then no message will be displayed.

- When the [Save] button is clicked, the system will check to make sure that the record is complete and that all of the business rules have been followed.

  If there are no errors, then the record will be saved. If there are errors within any of the pages, then the record will not be saved and you will be notified of the first error that was encountered.

  You cannot save a record until all pages have been completed (Not just the page that you are on).

To the right of each of the pages that you have looked at, you will find a symbol. Each symbol has a different meaning.

The green arrow indicates the page that you are currently working on.

The blue check mark indicates that the page is complete. There are no errors on the page and all the system required fields contain data.

The bull's eye is a warning that there may be unusual data on the page. The program will prompt you to make sure that the data is correct, but the record can still be saved.

The red X indicates that there are errors or missing fields on the page. The record cannot be saved until the errors have been corrected.

Navigation Buttons

These buttons are located at the bottom of all milestone and report filter screens. They function the same way as the buttons located on the side menu.

Previous	Next	Validate	Save

General Information - Mover Boxes

Mover boxes are used throughout the Target 2000 system when you are given the choice to select one or more items from a list.

Mover box sections consist of two boxes and the mover controls.

- The box on the left contains the list of items that can be selected.

- The box on the right contains the items that you have already chosen.

- The center section is used to move items from one box to the other.
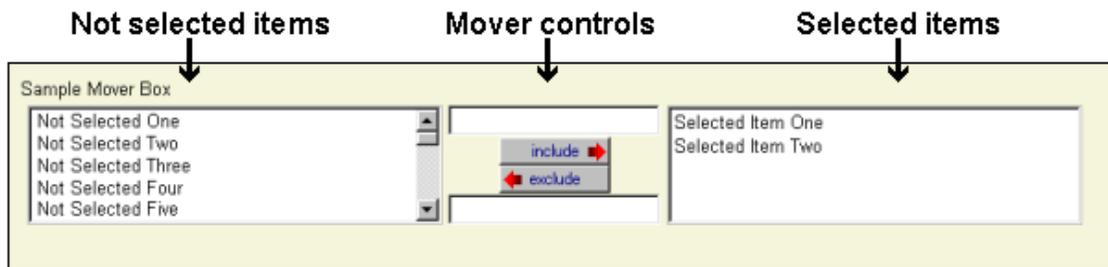
In the example pictured above we have selected "Selected Item One" and "Selected Item Two". The items in the left box were not chosen.

Using the Mover Boxes

There are several ways to select items from the list.

Method One

1) Use the mouse to click once on the item in the left box that you wish to select.

2) Click the [include] button.

The item that you highlighted is now in the box on the right (the include box).

Method Two

1) Use the mouse to double-click on the item in the left box that you wish to select.

The item that you highlighted is now in the box on the right.

Method Three

1) Type in the first letter or couple of letters of the item that you wish to select into the text box that is located above the [include] button.

2) Click the [include] button.

All items in the left box that begin with that letter or letters are now in the box on the right.

(*See the next two pictures for an example*)

Hint: If multiple items start with the same letter then you will get all items that start with that letter. To get just one item, type in enough of the first couple of letters to differentiate it from any other items on the list.

Selecting Multiple Items

You can select multiple items from the list at the same time by any of the following methods.

Method One

1) Click on the first item that you wish to select.

2) Hold down the [Shift] key on your keyboard.

3) Click on the last item that you wish to select. Both items and all items between these two choices are now highlighted.

4) Click on the [include] button.

All of the highlighted items are now in the box on the right.

Assessment Type:

ADATSA Assessment		
DUI/Dept. of Licensing	include ➡	
Deferred Prosecution	⬅ exclude	
Involuntary Commitment		
Other		

Assessment Type:

Involuntary Commitment		ADATSA Assessment
Other	include ➡	DUI/Dept. of Licensing
	⬅ exclude	Deferred Prosecution

Method Two

1) Click on the first item that you wish to select.

2) Hold down the [Ctrl] key on your keyboard.

3) Click on any other items that you wish to select. These items are now highlighted.

4) Click on the [include] button.

5) All of the highlighted items are now in the right box.

Assessment Type:

ADATSA Assessment		
DUI/Dept. of Licensing	include ➡	
Deferred Prosecution	⬅ exclude	
Involuntary Commitment		
Other		

Assessment Type:

ADATSA Assessment		DUI/Dept. of Licensing
Deferred Prosecution	include ➡	Other
Involuntary Commitment	⬅ exclude	

Method Three

1) You can select several items at once by typing in the first letter or letters of an item that you wish to select.

2) Type a comma after the letter.

3) Type in the first letter, or first couple of letters, for the second item that you wish to select.

4) Click the [include] button.

5) All items in the left box that begin with these letters are transferred to the box on the right.

Excluding Items

You can exclude an item from your selection by placing it in the left most mover box. By default all items start in the exclude box.

The same methods that you used to move an item to the include box can be used to move an item to the left (exclude) box. The only differences would be that any text would be typed into the box underneath the exclude button and that the [exclude] button is clicked instead of the [include] button.

Once an item is moved from the right-most box to the left box, the list is rebuilt to include the item that you just moved over.

Note: Most of the time the rebuilding of the list takes less than a second. In some cases the list to rebuild is very large, for example the Native American Tribal Affiliation list in the Client Master, or the County Special Project list in the Funding Page of the Reports Filters. In these cases the computer can seem to freeze for up to several minutes while it is rebuilding the list. Be patient and the list will be rebuilt in just a few minutes.

Special Note on Report Filters

- For report filters, if no filters are selected the reports give you all of the data in the specified date range.

- If a filter is selected by moving it over to the include box then only data that meets that selected criterion is included.

- Report filters that you have set up remain in effect until you change them. Go back into the report filters to remove or change the filters if you need to do so for the next report.

General Information - Milestone Copy

Once a milestone record (Assessment, Admission or Discharge) has been saved for a client, it is possible to copy some of this information to the next milestone record that is entered for that client.

The Milestone Copy button is located on the first page of an Assessment, Admission or Discharge. To use the Milestone Copy feature, click on the button.

- If there is no previous milestone record for the client, then the text on the Milestone Copy button is gray and you will not be able to activate this button.

- The data fields that are copied depend on the date of the most recent milestone event. All fields are copied except for the fields listed in the following tables.

The following fields are never copied:

> ASI questions
>
> Currently Taking Psychiatric Medication
>
> Currently Receiving Mental Health Services
>
> Days Hospitalized for Mental Treatment
>
> Employment Activity
>
> Frequency of Use
>
> Inject in Last 30 Days
>
> Number of Times Runaway
>
> Previous Arrests
>
> Previous Emergency Room Visits
>
> Previous Inpatient Medical Days
>
> Previous Inpatient Medical Visits
>
> Previous Mental Treatment
>
> Previous Outpatient Medical Visits
>
> Primary Source of Income
>
> Public Assistance Program
>
> Residency
>
> School – Expelled
>
> School – Suspended
>
> School Status

If the date of the last milestone is more than 60 days from today's date, then the following fields will not be copied over.

All fields from the Never Copied List

Administration Method

Age of First Use

City

County

Current Legal Involvement

Current Stage of Use

Date Last Used

Estimated Due Date

Ever Used Needles

Monthly Household Income

Monthly Personal Income

Peak Use

Persons in Household

Pregnancy End Date

Prenatal Provider

State

Street Address

Substance

Telephone Number

Who Are You Living With

Zip Code

General Information – Search Screens

Many of the screens in Target 2000 require you to search for a client in order to add or modify information about that client. To perform a search, type in at least the first two letters of the client's last name and click on the [Find] button. This will give you a list of all the clients that meet the search criteria.

For example: If you type in the letters "jo" in the last name field the search results will display all of the clients that have a last name that begins with the letters "jo". If you want to narrow your search results even further you can type in additional letters of the last name or type in at least one letter in the first or middle name fields.

If the client that you are searching for does not appear in the search results list then one of several possibilities has occurred:

▪ The client has not had a milestone event (assessment, admission, discharge, detox short admission or support activity) at the agency that you are currently logged in to. You can click on the [New Client] button to add this client.

▪ The client name was previously entered into Target 2000 in a different way than you are currently searching for. For example: If the client was previously listed as having no middle name and you are using the middle initial search field then your search will not display the client.

Also common is the use of names other than the client's full legal name. A search for the client's first name of "Michael" will not display the client that you are looking for if the client had previously been entered as "Mike".

Broadening the search parameters by entering the minimum amount necessary will give you the greatest range of search results and is sometimes helpful in locating a misspelled client name.

General Information - General Notes:

Agency Number/Client Name

The agency number of the agency that you have selected appears above the menu bar on each page along with the page name. The client name that you are working on also appears on client specific screens as well.

Locked Fields

A user cannot modify any field that is highlighted in blue. Fields are locked either in order to preserve the integrity of the data, as in the case of milestone date and times, or if the fields do not apply, as in when the pregnancy status fields are locked for male clients.

Assessment Date: 05 / 08 / 2001

General Information - Printing in TARGET

There are several methods of printing in Target 2000

- To print any page or report in Target 2000 click on **File** then click **Print** from the top of your Internet Explorer browser.

- You can also click on the Print icon in the menu bar at the top of your Internet Explorer browser.

If you wish to examine or manipulate the format of a report in detail before printing you can use either of the following methods.

- If you wish to save a report in order to reference or print it later, click on **File** then **Save**. Choose a location on your computer to save the report. You can then access the report at any time you wish.

- You can also copy and paste the information from a Target report into another application in order to modify the format of the data before printing it.

Note: The C & D level reports contain client names. If one if these reports is saved to your computer's hard drive then great care should be taken to make sure that your computer is secure from unauthorized access.
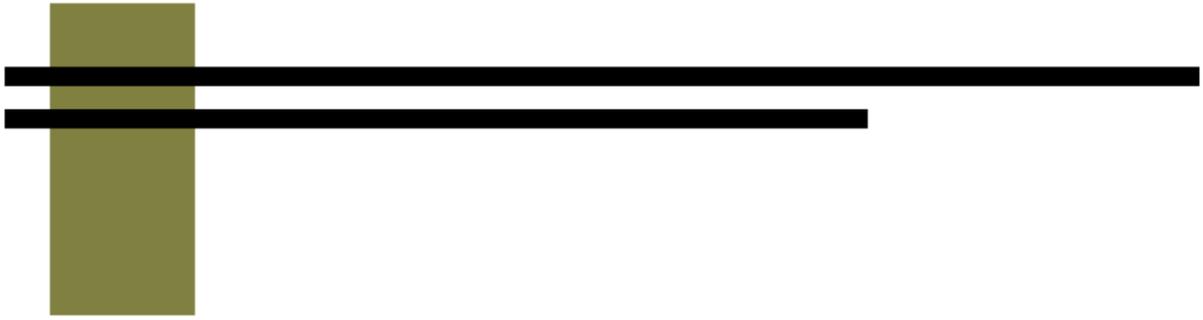
Home

Home – Frequently Asked Questions

This screen contains answers to commonly asked questions about the Target 2000 system.

Screen Access

From the Main Menu, move your mouse over **Home**. Then, click on **FAQ**.

Each question is followed by a brief explanation.

If it is helpful, you can print the FAQ by clicking on File and Print.

Home – Feedback

This screen is for system feedback and enhancement suggestions for TARGET 2000. For technical assistance please contact the TARGET Helpdesk at 1-888-461-8898.

Screen Access

From the Main Menu, move your mouse over **Home**. Then, click on **Feedback**.

You can also access the Feedback page by clicking on the Feedback link on the bottom of most pages in Target 2000.

Home | Choose an Agency | Change Password | Feedback

How to Send Feedback

Simply type your e-mail address, the subject line and the text of any feedback that you wish to provide. Click [Send] when done.

- Please remember to include your name, agency number and phone number in the body of the message.

- Please be as specific as possible with any comments or suggestions.

- Do NOT send any client names or other client identifying information.

- If you have an immediate concern or technical need, please call the Target Helpdesk at **1-888-461-8898**.

Feedback

Your E-mail Address: [my_e-mail@agency.org]

Subject: [Target is just spiffy]

```
I really like the new Target system.  The User Instructions sure
explained everything in a lucid and compelling manner.

Please consider adding a feedback feature to Target 2000.

Sincerely,
My Name
360-555-1212
Agency Number: 900009
```

[Send] [Clear]

[Sample Feedback screen]

Home – Login

The Log In function is used to gain access to Target 2000. You will need to log in to Transact Washington before you can log in to Target.

After a successful Transact Washington log in and clicking on the link to Target 2000 you will be taken to the Target 2000 log in screen.


Logging In

1) Enter your User ID in the User ID field.

2) Enter your password in the password field.

3) Click the [Enter] button.

After you have entered the correct User ID and Password combination, you are taken to the Choose Agency screen or to the Home Page if you have access to only one agency.

User Inactivation

- If you have not accessed TARGET 2000 for more than six months then your TARGET 2000 user id will be disabled. If this happens, contact the TARGET 2000 Help Desk to enable your user id.
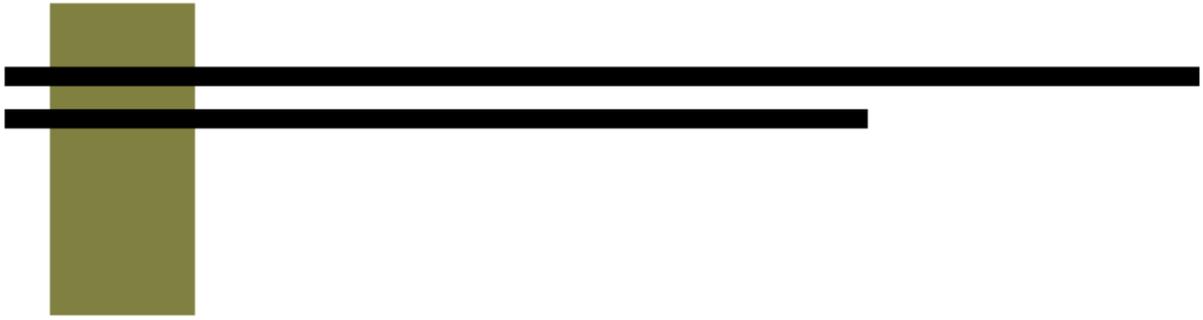
Client

Client - Client Master Update

The Client Master Update Screen is used to update client information in an existing client master record.

<u>Definition</u>: A Client Master record contains the client identifying information unique to that client. The Client Identifier is a unique number within the Client Master record that links any milestone record, treatment or support activity to a specific client.

Screen Access

From the Main Menu, move your mouse over **Client**. Then click on **Client Master Update**.

Editing a Client Master Record

1) Search for the client that you wish to edit by typing in at least the first two letters of the client's last name in the Last Name field. Click on the [Find] button. Select the client to edit by clicking on the name.

2) Modify the fields to reflect the correct client information.

3) Click [Save].

Business Rules

- The Tribal Affiliation field is locked unless Native American is one of the selected Race/Ethnicities. The Tribal Listing is for federally recognized tribes.

- If the client only has milestone records or activities at your agency then you can edit any of the fields.

- If the client has milestone records or activities at another agency then either agency will only be able to edit the following fields:

    - Other Last Name

    - Social Security Number

    - WA Driver's License or ID

    - Race/Ethnicity

    - Tribal Affiliation

- If your agency does not process ADATSA assessments or admissions then only the clients who have a milestone record associated with your agency are displayed.

- If your agency processes ADATSA assessments or admissions then both clients with a milestone record at your agency as well as ADATSA clients are displayed in the search results.

- A Client Master record can only exist for a client if the client has a saved assessment, admission, detox short admission or client support activity. The initial Client Master record is created after clicking on the [New Client] button on the add screen for each of those events.

Client - Change of Funding

The Change of Funding screen allows changes to be made to the Admission funding record or to create subsequent funding records. If the client changes contract type, funding source or some modalities, it is sometimes not necessary to discharge and re-admit the client. Instead, this function is used to add a new funding record. Special projects and Title XIX eligibility may also be added or changed.

Screen Access

1) From the Main Menu, move your mouse over **Client**. Then click on **Change of Funding**.

2) Search for the client for whom you would like to change funding and click on the client's name. This will take you to a screen that lists the funding records for that client's admission.

   - or -

2) If the client has multiple admissions at this agency then all of the client's admissions are displayed. Click on the client's name that is on that same line as the admission that you wish to change the funding for.

[Change of Funding Search Screen]

Creating or Editing a Funding Record

1) After selecting the client and admission record from the search screen, a page will appear listing the funding records for that admission.

   To add a new funding record, click on the [Add Funding] button.

   To modify a funding record, click on the underlined Modality/Contract/Fund Source link.

2) Enter or correct the service funding record information. Make sure the Start Date is correct.

3) Click the [Save] button.

4) After adding a new service funding record a new MCF (Modality/Contract/Fund Source) link appears in the client's MCF list. The previous service funding record is automatically given an end date.

[Funding listing for an admission]

[Change of Funding Screen]

[Funding listing for an admission after adding new funding]

Screen Defaults

The following default values, if previously set up, are copied from the Agency Defaults information:

- Fee Status

- Title XIX

Business Rules

- Only the most recent funding record may be modified.

- To modify a funding record that is not the most recent, you will need to delete the funding records subsequent to the funding record that you wish to modify.

- Modifying the first funding record will modify the initial funding of the admission.

- Funding records after the initial funding record are considered to start at 12:00 AM on the funding start date. Funding records are considered to end at 11:59 PM on the funding end date. This means that a funding record that has the same date for both start and end dates will have a duration of one day.

- Funding record dates may not overlap.

- Modality may only be changed from

    Intensive Outpatient (IO) to Outpatient (OP) or Methadone (MT)

    Outpatient (OP) to Intensive Outpatient (IO) or Methadone (MT)

    Methadone (MT) to Outpatient (OP) or Intensive Outpatient (IO)

- The Modality/Contract/Fund Source drop down box only shows valid and active Modality/Contract/Fund Sources that are used by the agency for the time period in question.

- There can only be one active service funding record. When a new service funding record is entered an end date is added to the previous funding record.

- The Modality/Contract/Fund Source field cannot be modified for an ADATSA funded client. Other fields, such as the Special Project fields may be modified for ADATSA Admissions.

- A non-ADATSA client's Modality/Contract/Fund Source cannot be changed to a Modality/Contract/Fund Source that contains ADATSA as a Contract Type

- If the Contract Code equals Youth, the client's age must be less than 21 years old.

- The initial funding record entered at Admission cannot be deleted.

- Modification to the funding of an Assessment is done on the **Assessment Update** screens.

- Modification to the funding of a **Detox Short Admission** is done on the **Detox Short Update** screen.

- A client's treatment activities will automatically be associated with the funding in effect at the time of the activity.

- Funding records for an admission cannot be added if the admission has been discharged. The discharge would first have to be deleted and then the funding records can be changed and the discharge added. Funding records can be modified even if the client has been discharged.

Client - Pregnancy Outcome

This screen is used to record and track the client's pregnancy status. If a client becomes pregnant or the pregnancy ends during treatment, their pregnancy status is updated on this screen.

Screen Access

Move your mouse over **Client** on the main menu bar. Click on **Pregnancy Outcome**.

Creating a Pregnancy Status Record

1) Search for the client by typing at least the first two letters of their last name and click [Find].

2) Click on the admission for which you wish to enter the Pregnancy Status.

   A Pregnancy Outcome record is displayed.

   If values for the Estimated Due Date, Has Prenatal Provider, and Pregnancy End Date fields were entered in the admission record then these values are displayed. Otherwise all fields are blank.

3) Enter the pregnancy record information. If the pregnancy resulted in a live birth then fill in the Weight, Infant Name and Living with Client fields.

4) Click the [Save] button.

   A message is displayed stating that the record has been saved. The Estimated Due Date, Prenatal Provider and Pregnancy End Date field values are copied to the client's current Admission.

[Pregnancy Outcome screen]

Screen Defaults

The following values are copied from the selected admission:

- Estimated Due Date

- Has Prenatal Provider

- Pregnancy End Date

Business Rules

- Only female clients will be displayed in the search.

- Either an Estimated Due Date or a Pregnancy End Date must be entered

- If the Pregnancy End Date has been entered an Outcome must be selected.

- Pregnancy End Date must be within 10 months after the Estimated Due Date.

- Pregnancy End Date cannot be greater than today's date.

- A maximum of three Pregnancy Outcomes can be entered per each admission.

Client - ADATSA History

The ADATSA History screen is used to display a client's ADATSA assessments and related admissions. Only those ADATSA assessments in which the client is found to be ADATSA eligible are displayed.

It is recommended that you look up a client's ADATSA History before entering an ADATSA admission for a client. This will allow you to determine if there is an open ADATSA admission for the client. If there is an open ADATSA admission for a client you can contact the other admitting agency and request that they close the admission.

Screen Access

From the Main Menu, move the mouse pointer over **Client.** Then click on **ADATSA History**

Searching for a client's ADATSA History

1) Search for the client's name by typing in at least the first two letters of the client's last name. Click on the [Find] button.

   A listing all of the client's ADATSA eligible assessments will be displayed. Assessment date and closure date, if applicable, will be displayed.

2) Choose an assessment that you would like to view by clicking on the client's name.

   If a client has more than one ADATSA eligible assessment you can repeat the above steps to review a client's other assessments

Viewing the ADATSA History Information

The ADATSA History screen displays information about a specific ADATSA assessment and any admissions associated with that assessment.

This screen is automatically updated as admissions and discharges are added.

Information on this screen cannot be modified.

[ADATSA History screen]

Client - ADATSA Closure

The ADATSA Closure screen is used by ADATSA Assessment agencies to close ADATSA assessments.

Screen Access

From the Main Menu, move the mouse pointer over **Client.** Then click on **ADATSA Closure**.

[ADATSA Closure screen]

Closing an Assessment

1) Search for the client that you would like to view by typing in at least the first two letters of the last name in the last name field.

2) Click the [Find] button.

3) Click on the name of the client whose assessment you wish to close.

4) Enter the Assessment Closure information.

5) Click the [Save] button.

Deleting a Closure

1) Search for the client that you would like to view by typing in at least the first two letters of the last name in the last name field.

2) Click the [Find] button.

3) Click on the name of the client whose assessment you wish to re-open.

4) Click the [Delete] button.

   The Assessment is now reopened.

Business Rules

- Only the agency that performed the ADATSA Assessment can close the Assessment.

- The closure date must be greater than the assessment date.

- The closure date must be less than or equal to today's date.

- An assessment closure date cannot fall between the dates of another ADATSA assessment and closure.

- Once saved, an Assessment Closure cannot be modified. If modification of the Closure information is necessary then the Closure must be deleted and then reentered with the correct information.
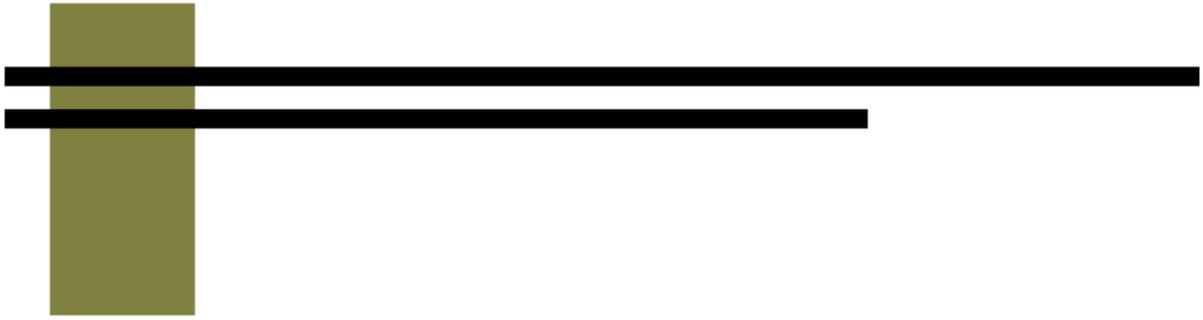
Milestone

General Milestone Information

Milestone records document a client's information at a specific point in time:

Assessment -	To determine the type and extent of a client's drug and alcohol problem, if any.
Admission -	When the client enters into drug or alcohol treatment at an agency. Establishes baseline information that can be used to note progress of client in treatment.
Discharge -	At the termination of a specific treatment plan.
Detox Short Form -	A combination of both admission and discharge covering principal client data. For optional use by agencies that provide detoxification services.

From the Milestone menu one can choose to either, **Add** a new record or **Update** an existing one.

Assessment, Admission and Discharge records have the following format:

Setup Page

Demographics Page

Education Page

Health Page

Legal Page

Substance Use Page

Completion Page

These pages on the screen roughly correspond to the pages of the Assessment/Admission form.

Detox Short Form records are displayed on one screen.

Milestone Section Organization

In order to not repeat the same information about each milestone, this section is organized so that information about a milestone is presented first, followed by information about adding and updating that milestone. Milestone pages common to each milestone are then presented followed

General Milestone Information

Assessment Information

Assessment Add

Assessment Update

Admission Information

Admission Add

Admission Update

Discharge Information

Discharge Add

Discharge Update

Common Milestone pages

Demographics

Education

Health

Legal

Substance Use

Detox Short Add

Detox Short Update

Saving a Milestone Record

You can save a milestone record once all of the pages of that milestone are completed.

1) When you press the [Save] button the program checks to make sure that all of the fields have been filled in.

2) If one or more fields have been left blank or filled out incorrectly, then a message box will pop up indicating the first field that needs to be corrected.

If all of the fields have been filled in then the first page of the milestone is displayed along with a green message bar indicating that the record has been saved.

Milestone – Assessment Information

An assessment is used to determine the client's eligibility and need for treatment for drug and alcohol issues. The Assessment screens are used to record the client's unique information at the time of assessment.

Assessment Setup Screen

The Assessment Setup screen is the first of seven screens that needs to be completed to create a new assessment record for a client.

Using the Milestone Copy Button

The [Milestone Copy] button is located at the bottom of the Assessment Setup screen.

Click on this button if you want to copy the client's information from a previous milestone event. Please see the General Information section to understand the functionality of the [Milestone Copy] button.

Business Rules

- The Assessment Date and Time cannot be greater than the current date and time

- Clients can only have one open ADATSA assessment at a time within the state system.

- The referring CSO number is required for an ADATSA Assessments.

- The CSO Referral Date is required for an ADATSA Assessment.

- The CSO Referral Date must be less than or equal to the today's date.

- A warning message is displayed if the Assessment Time is between 1:00 AM and 5:00 AM.

[Assessment Setup page]

Assessment Completion Screen

The Assessment Completion screen is used to enter the funding information for an Assessment. Note that this page also contains four questions that are only completed if this is an ADATSA assessment.

Business Rules

- For an ADATSA assessment, if ADATSA treatment eligibility equals No then the Reason for Exclusion must be completed.

- When entering a non-ADATSA assessment the Contract type cannot be ADATSA.

- When entering an ADATSA assessment the Contract type must be ADATSA.

- If the Contract Type field equals Youth Treatment, the client's age must be less than 21.

- The Assessment Duration field must be greater than 0 hours and less than 5 hours.

- When entering an ADATSA assessment, the Title XIX field defaults to No.

- Governing county defaults to the county of the agency.

- A case monitor is required if this is an ADATSA assessment.

- For a non-ADATSA assessment or an ADATSA assessment in which the client is determined to not be ADATSA eligible, the assessment closure date automatically assigned a closure date and time. This closure date is equal to the assessment date and time plus the duration of the assessment.

- For an ADATSA assessment in which the client is determined to be ADATSA eligible, the assessment closure date is left open. The assessment will be closed be the assessing agency once the client has completed their ADATSA treatment.

[Assessment Completion page]

Milestone - Assessment Add

The Assessment Add function allows the user to create a new Assessment for a client.

Screen Access

From the Main Menu, move the mouse pointer over **Milestone**. Then click on **Assessment Add**.

Creating a New Assessment

Search for a client by typing in at least the first two letters of their last name and clicking the [Find] button. A list of client names matching your search criteria will appear in the middle section of the screen.

1) Click on the name link of the client that you need to add an Assessment for and a new Assessment will be displayed.

2) Complete the seven pages of the Assessment and click on [Save].

    - or -

1) If the client that you are searching for does not appear in the search results or you know that you are entering a new client, press the [New Client] button.

    You are taken to the Client Master screen to enter the client's identifying information.

2) After you have finished entering the client's information in the client master record, click the [Save] button and you are taken to the first page of the Assessment.

3) Complete the seven pages of the Assessment and click on [Save].

Details about each of the pages of the assessment can be found later in the Milestone section of the User Instructions.

Milestone - Assessment Update

The Assessment Update screen is used to edit an existing Assessment record.

Screen Access

From the Main Menu, move the mouse pointer over **Milestone**. Then click on **Assessment Update**

Searching for a Client

1) Search for a client by typing in at least the first two letters of their last name and click the [Find] button.

2) A list of client names matching your search criteria will appear in the middle section of the screen. Scroll through the list until you find the client name you are searching for.

3) Click on the name link of the client that you need to modify an Assessment for.

4) The Assessment is loaded onto your computer and the Assessment Setup screen will be displayed.

5) Modify the appropriate information and click the [Save] button when finished.

- Note that the Assessment Date and Time cannot be modified. If there is an error on these fields you need to delete the Assessment and process a new Assessment Add with the correct information.

- To delete an Assessment click on the [Delete] button located in the lower portion of the Assessment Setup screen. After you verify that you do indeed want to delete this Assessment you will be taken to the Home page and a message will be displayed indicating that the Assessment record was successfully deleted.
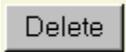
- You cannot delete an ADATSA Assessment if there is an ADATSA funded Admission associated with that Assessment.

- You can print a copy of the Admission by clicking on the [Print this admission] button, located in the lower portion of the screen. This will open up a separate window with the admission information and you will be prompted to print the record.

Milestone – Admission Information

The Admission screens are used to record the client's unique information at the time of admission into a drug or alcohol treatment program.

Admission Setup

The Admission Setup screen is the first of seven screens that needs to be completed to create a new admission record for a client.

Using the Milestone Copy Button

The [Milestone Copy] button is located at the bottom of the Admission Setup screen.

Click on this button if you want to copy the client's information from a previous milestone event. Please see the General Information section to understand the functionality of the [Milestone Copy] button.

Business Rules

- There can only be one open admission for a client at an agency at a given time.

- There can be only one ADATSA admission open for a client anywhere in the state.

- If an ADATSA assessment for the client indicates that the client is eligible for ADATSA funded treatment, then that assessment is displayed in the ADATSA Assessment table in the lower part of the screen.

- The ADATSA Assessment table will only display assessments that are less than three years old.

- An ADATSA admission must be after the assessment date and time and before the closure date and time of the assessment that it is linked to.

- An ADATSA Admission must be linked to an eligible ADATSA Assessment by checking the button next to an assessment in the table in the lower portion of the screen.

- The Admission Date/Time cannot be greater than today's date.

- A warning message is displayed if the Admission Time is between 1:00 AM and 5:00 AM.

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User Instructions

[Admission Setup page]

Admission Completion

The Admission Completion screen is used to enter the funding information for the Admission.

Business Rules

- If the Contract Type equals Youth Treatment, the client age must be less than 21 years old at the time of Admission.

- The Admission Duration must be greater than 0 hours and less than 5 hours.

- The contract type must be ADATSA for an ADATSA admission.

- The contract type cannot be ADATSA for a non-ADATSA admission.

[Admission Completion page]

Milestone - Admission Add

The Admission Add function allows the user to create a new admission for a client.

Screen Access

> From the Main Menu, move the mouse pointer over **Milestone**. Then click on **Admission Add**.

Creating a New Admission

Search for a client by typing in at least the first two letters of their last name and clicking the [Find] button. A list of client names matching your search criteria will appear in the middle section of the screen.

1) Click on the name link of the client that you need to add an Admission for and a new Admission will be displayed.

2) Complete the seven pages of the Admission and click on [Save].

   - or -

1) If the client that you are searching for does not appear in the search results or you know that you are entering a new client, press the [New Client] button.

> You are taken to the Client Master screen to enter the client's identifying information.

2) After you have finished entering the client's information in the client master record, click the [Save] button and you are taken to the first page of the Admission.

3) Complete the seven pages of the Admission and click on [Save].

It is recommended that you look up a client's ADATSA History before entering an ADATSA admission for a client. This will allow you to determine if there is an open ADATSA admission for the client. If there is an open ADATSA admission for a client you can contact the other admitting agency and request that they close the admission.

Details about each of the pages of the Admission can be found later in the Milestone section of the User Instructions.

Milestone - Admission Update

The Admission Update screen is used to edit an existing Admission record.

Screen Access

> From the Main Menu, move the mouse pointer over **Milestone**. Then click on **Admission Update**

Searching for a Client

1) Search for a client by typing in at least the first two letters of their last name and click the [Find] button.

2) A list of client names matching your search criteria will appear in the middle section of the screen. Scroll through the list until you find the client name you are searching for.

3) Click on the name link of the client that you need to modify an Admission for. The Admission is displayed.

4) Modify the appropriate information and click the [Save] button when finished.

Business Rules

▪ The Admission Date and Time cannot be modified. If there is an error on these fields you need to delete the Admission and process a new Admission Add with the correct information.

▪ To Delete an Admission click on the [Delete] button located in the lower portion of the Admission Setup screen. After you verify that you do indeed want to delete this Admission you will be taken to the Home page and a message will be displayed indicating that the Admission record was successfully deleted.

▪ In order to delete an Admission you must first delete all Treatment Activities associated with that Admission as well as the discharge, if there is one.

▪ Use the Change Funding screen if you wish to modify the funding for an admission. Information about this function can be found in the Client section of the User Instructions.

Milestone – Discharge Information

The Discharge screens are used to record the client's information at the time of discharge from drug or alcohol treatment. Discharge records can be compared to admission records to view any changes that the client has made since treatment started.

Discharge Setup

The Discharge Setup screen records the specific details of the discharge and is the first of six screens that needs to be completed to create a discharge record for a client.

Using the Milestone Copy Button

The [Milestone Copy] button is located at the bottom of the Discharge Setup screen.

Click on this button if you want to copy the client's information from a previous milestone event. Please see the General Information section to understand the functionality of the [Milestone Copy] button.
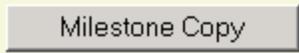
Business Rules

- If the discharge type equals Client died, there is a notification message reminding you to submit an incident report to your regional administrator.

- If the discharge type equals Client died, then Continuing Alcohol/Drug Treatment Modality must be left blank.

- If the discharge type equals Client died, then Other Service Referral must be None

Discharge Review Question

Because you can only show treatment results if a client's Discharge is different from their Admission there is a question that asks if this Discharge information has been reviewed and, if necessary, modified. This question is located at the bottom of the Substance page. Check the box if the discharge record has been reviewed or changed.

[Discharge Setup page]

[Discharge Review question]

Milestone - Discharge Add

The Discharge Add function allows the user to create a discharge record for a client.

Screen Access

From the Main Menu, move the mouse pointer over **Milestone**. Then click on **Discharge Add**.

Creating a New Discharge

1) Search for a client by typing in at least the first two letters of their last name and clicking the [Find] button. A list of client names matching your search criteria will appear in the middle section of the screen.

2) Click on the name link of the client that you need to add a Discharge for and a new Discharge will be displayed.

3) Enter all six pages of the client's Discharge information and click on [Save].

Business Rules

▪ Only clients with open Admissions are displayed in the search results.

Milestone - Discharge Update

The Discharge Update screen is used to edit an existing Discharge record.

Screen Access

From the Main Menu, move the mouse pointer over **Milestone**. Then click on **Discharge Update**

Searching for a Client

1) Search for a client by typing in at least the first two letters of their last name and clicking the [Find] button.

> A list of client names matching your search criteria will appear in the middle section of the screen.

2) Scroll through the list until you find the client name you are searching for.

3) Click on the name of the client whose Discharge you want to update.

4) The Discharge is displayed.

5) Modify the appropriate information and click on the [Save] button when finished.

Business Rules

▪ Discharge Date and Time cannot be modified. If there is an error on these fields you need to delete the Discharge and process a new Discharge Add with the correct information.

▪ To Delete a Discharge click on the [Delete] button located in the lower portion of the Discharge Setup page. After you verify that you do indeed want to delete this Discharge you will be taken to the Home page and a message will be displayed indicating that the Discharge record was successfully deleted.

Milestone – Demographics

The Demographics milestone screen is used to enter the client's English language skills, family and social arrangements and client address information.

Screen Access

You are taken to the Demographics screen after completing the Setup page and pressing the [Next] button or by clicking on the Demographics link on the navigation menu.

Defaults

- The English Speaking Skills field defaults to Functional.

- The English Reading Skills field defaults to Functional.

- The State field defaults to WA.

- The City and Zip Code fields default to the values entered in the Agency Defaults screen, if available.

- The County field defaults to the values entered in the Agency Defaults screen for Assessment and Admission.

Business Rules

- Primary Language is required if English Speaking Skills equals Interpretive Services Needed.

- If the Living Arrangement field equals Alone, the Persons in Household field must equal 1.

- If the Living Arrangement field equals Alone then the # of Children Living With You fields must equal 0.

- Each field that contains the number of Children Under 12 must be less than or equal to the value to its left.

- The sum of the Your Children at Home and Other Children at Home fields must be at least one less than the Number of Persons in Household field.

[Demographics page]

Milestone – Education

The Education milestone screen is used to enter the client's education and employment information.

Screen Access

You are taken to the Education screen after completing the Demographics page and pressing the [Next] button or by clicking on the Education link on the navigation menu.

Defaults

- Current Public Assistance defaults to "None" if Primary Source of Income or Support is other than "Public assistance".

Business Rules

- The Years of Education field has an upper limit of 30 years and a lower limit of 0 years.

- The Years of Education field must be greater than 10 if the Academic/Training Achievement selection is Undergraduate Degree or Postgraduate Degree.

- If the Academic/Training Achievement selection is Undergraduate Degree or Postgraduate Degree then a warning message will appear if Years of Education is less than 14.

- If the School Status selection is Full Time or Part Time, the Type of School field cannot be Not in School.

- Current Public Assistance Type is required if the Primary Source of Income or Support field equals Public Assistance.

- The Monthly Personal Income must be less than or equal to the Monthly Household Income.

[Education page]

Milestone - Health

The Health milestone screen is used to enter the client's health, disability, pregnancy and mental/psychological information.

Screen Access

You are taken to the Health screen after completing the Education page and pressing the [Next] button or by clicking on the Health link on the navigation menu.

Defaults

- The Pregnancy End Date defaults to null.

Business Rules

- Emergency Room Visits, Outpatient Clinic Visits, Hospital Inpatient Admissions, and Hospital Inpatient Days are limited to a 366 maximum value.

- The Pregnancy fields cannot be modified if the client is male.

- The Days Hospitalized for Mental Treatment field must be greater than 0 if Previous Mental Health treatment equals "Hospitalized".

[Health page]

Milestone - Legal

The Legal milestone screen is used to enter the client's past and present legal involvement information.

Screen Access

You are taken to the Legal screen after completing the Health page and pressing the [Next] button or by clicking on the Legal link on the navigation menu.

Business Rules

- If Previous Arrest equals None then no other value(s) may be selected.

- If Current Legal Involvement equals None then no other value(s) may be selected.

- Each of the How Many Times Charged With questions has a maximum value of 255.

[Legal page]

Milestone - Substance Use

The Substance Use milestone screen is used to enter the client's Substance Use.

Screen Access

> You are taken to the Substance Use screen after completing the Legal page and pressing the [Next] button or by clicking on the Substance Use link on the navigation menu.

Business Rules

- Either a specific substance or No Substance Abuse must be selected for Primary, Secondary and Tertiary substances.

- The Primary Substance cannot equal Tobacco Products, No Substance Abuse or Substance Unknown for an Admission or Discharge.

- The Primary Substance cannot be Substance Unknown for an Assessment.

- The Administration Code must be entered if the Substance does not equal No Substance Abuse.

- The Age of First Use must be entered except when the Substance is No Substance Abuse.

- The Age of First Use must be less than or equal to the client's age at the milestone.

- If the administration method is Injection then the, Have you ever used needles to inject drugs?, selection cannot be Never.

- If the answer to Have you ever used needles to inject drugs? is Continuously, Intermittently or Rarely, then Inject drugs in the last 30 days field must be completed.

- The fields Primary Substance, Administration Method and Age of First Use are disabled in a Discharge record and cannot be changed.

- The fields Primary Substance, Administration Method and Age of First Use are disabled in an Admission record that has an associated Discharge.

[Substance page]

Detox Short Add

The Detox Short Add function allows the user to create a Detoxification milestone record for a client.

The Detox Short record is unique in that it covers both Admission and Discharge. The information on this record is based on the client's information from the Detox Short Form. The questions on this form are an abbreviated set of the questions from the Assessment/Admission forms.

Screen Access

> From the Main Menu, move the mouse pointer over **Milestone**. Then click on **Detox Short Add**.

Searching for a Client

1) Search for a client by typing in at least the first two letters of their last name and clicking the [Find] button.

2) A list of client names matching your search criteria will be displayed in the middle section of the screen. Scroll through the list until you find the client name you are searching for.

3) Click on the name link of the client that you need to add a Detox for.

> - or -

3) If the client that you are searching for does not appear in the search results or you know that you are entering a new client, press the [New Client] button.

> You are taken to the Client Master screen to enter the client's identifying information. Click the [Save] button when finished.

4) A new Detox Short record is displayed.

Creating an Short Detox Record

1) Enter the Detox information.

2) Once the page has been completed you can click on the [Save] button to save the record.

Business Rules

- The Begin and End Dates and Times must be before the current date and time.

- The Begin Date and Time must be before that the End Date and Time.

- Either a specific substance or No Substance Abuse must be selected for Primary, Secondary and Tertiary substances.

- The Primary Substance cannot equal Tobacco Products, No Substance Abuse or Substance Unknown.

- The Administration Code must be entered if the Substance does not equal No Substance Abuse.

- The Age of First Use must be entered if the Substance is not 'No Substance Abuse'.

- The Age of First Use must be less than or equal to the client's age at the milestone.

- Only those Modality / Contract / Fund Source combinations that have a modality of Detoxification will be displayed.

Detox Short Update

The Detox Short Update screen is used to edit an existing Detox record.

Screen Access

From the Main Menu, move the mouse pointer over **Milestone**. Then click on **Detox Short Update**

Updating a Short Detox Record

1) Search for a client by typing in at least the first two letters of their last name and clicking the [Find] button.

2) A list of client names matching your search criteria will be displayed in the middle section of the screen. Scroll through the list until you find the client name you are searching for.

3) Click on the name link of the client whose Detox record you wish to update.

   The Detox record is displayed.

4) Modify the appropriate information and click on the [Save] button when finished.

▪ The Start and End Dates and Times cannot be modified. If there is an error in these fields you need to delete the Detox and process a new Detox Short Add with the correct information.

▪ To Delete a Detox click on the [Delete] button located in the lower portion of the screen. After you verify that you do indeed want to delete this record you will be taken to the Home page and a message will be displayed indicating that the Detox record was successfully deleted.

[Detox Short page]

Activities

Activities - Create Group

This screen is used to create groups. Groups allow agency data entry staff the ability to post an identical treatment or support activity to multiple client records at the same time.

In order to utilize the group features of Target 2000 it is necessary to follow these steps:

1. **Create Group** - must be either Treatment or Support.

2. Populate Group – add members to the group or modify the roster.

3. Group Activity – use either Treatment or Support depending on group type.

Screen Access

From the Main Menu, move the mouse pointer over **Activities.** Then, click on **Create Group**.

[Group search screen]

Searching for a Group

1) Enter one or more starting letters of the Group that you wish to look up. Or, to view the whole list, leave the search field blank.

2) Check the Show All box if you want to view inactive groups as well.

3) Click on the [Find] button. All of the Groups that meet the search criteria you entered will be listed.

4) Click on the Group Name link of the group you would like to view.

Creating or Modifying a Group

1) To create a new group, press the [New] button. To modify an existing group, select the Group Name from the search list.

2) Enter or modify the group information.

   Note that this information is only the default information. When you want to process a group activity the fields will be filled in with the values that you select here. You can change these default values as needed.

3) Click the [Save] button.

   A message appears stating that the record has been saved.

[Group create and modify screen]

Deleting a Group

1) Search for the group that you would like to delete.

2) Click on the Group Name link

   The group record is displayed.

3) Click the [Delete] button.

   The group record is deleted and is removed from the group list on the Populate a Group Screen.

Note: A group cannot be deleted if there have been activities tied to this group. Add an End Date and click [Save] to inactivate it instead.

Activities - Populate Group

The Populate Group screen is used to add and remove people from treatment and support group rosters that have been created on the Create Group screen.

In order to utilize the group features of Target 2000 it is necessary to follow these steps:

1. Create Group - must be either Treatment or Support.

2. **Populate Group** – add members to the group or modify the roster.

3. Group Activity – use either Treatment or Support depending on group type.

Screen Access

From the Main Menu, move the mouse pointer over **Activities.** Then click on **Populate Group**.

This section contains the list of clients returned from the search result

List of clients in the group

[Populate Group screen]

Populating a Group

1) Select a group from the Select Group drop down list. You may press the [More Info] button to display the default information for the group you have selected.

   Once a group is selected any members that are currently listed in the group will be displayed in the lower portion of the screen.

2) Enter at least the first two characters of the client's last or first name in the appropriate search field.

3) Press the [Find] button.

4) A list of clients that meet the search criteria you entered will be displayed below.

   ▪ If the selected group is a treatment group then only clients with open admissions at the current agency appear in the search results.

   ▪ If the selected group is a support group then those clients who have ever had an admission, Detox or support activity at this agency will be displayed.

5) Click on the Name link of the client you would like to add to the group.

   The client is added to the group and appears in the Group Member list in the lower portion of the screen.

6) Continue searching for and adding clients until the group roster is complete.

Removing a Client from a Group

1) Select a group from the Select Group drop down list.

   The current group members appear in the lower portion of the screen.

2) Press the [Remove from group] button next to the client that you would like to remove from the group.

Business Rules

▪ Unlike other screens within Target, the information is saved as soon as you select it. Clicking on a [Save] button is not necessary.

▪ The list of group members is only updated from this screen. The list is not updated automatically at Admission or Discharge.

Activities - Group Treatment Activities

The Group Treatment Activities screen is used to process identical group treatment activities to more than one client record at a time.

In order to utilize the group features of Target 2000 it is necessary to follow these steps:

1. Create Group - must be either Treatment or Support.

2. Populate Group – add members to the group or modify the roster.

3. Group Activity – select Group Treatment Activities.

Once a group has been created and populated, group activities can be processed.

Screen Access

From the Main Menu, move the mouse pointer over **Activities.** Then click on **Group Treatment Activities**.

Creating a Group Treatment Activity Record

1) Select a treatment group from the Group drop down list. Press the [Go] button.

   The treatment group information is displayed from the Create Group screen. The Activity Time, Duration and Actual Staff ID information are copied from the default information listed in the Create Group screen. You can modify any field except for the Activity Type.

2) The treatment group members that you set up in the Populate Group screen are displayed in the lower portion of the screen.

3) Enter or modify any information about the group treatment activity. Be sure to indicate if each client attended group.

4) Click either [Save] button.

   A green message bar appears at the top of the client list, stating that the records have been saved. A message appears above the name of each client indicating the same thing. The Group Treatment Activity is posted to each client's individual treatment activity records.

   If one or more of the records did not save, a red message bar appears at the top of the client list. Above each client's name will be either a green message bar stating that a particular client treatment record was saved or a red message bar stating why a particular treatment record was not saved. In other words, a group treatment activity could be processed in which some of the records were saved and others were not. The error message above each client name should help you determine what problems may exist with any particular record. You can add those records that did not save by processing a client Treatment Activity.

NOT ALL RECORDS WERE SUCCESSFULLY SAVED.					
Client Name	Admission	Discharge	Attendance	Child Care	# of Children
Client has been successfully inserted.					
WWARGLE, BARGLE	1/15/2002 1:15:00 PM		No	Not Applicable	0
Client has been successfully inserted.					
WWOLFIES, CANUS LUPUS	10/10/2001 1:00:00 PM		Yes	Licensed Family/Home Care	2
Client has been successfully inserted.					
WWOLVERINE, BADGER PORCUPINE	11/2/2001 3:00:00 PM		Excused	Not Applicable	0
Cannot add after client has been Discharged.					
WWOMBAT, WILMA W	6/2/2000 6:02:00 PM	1/9/2002 9:00:00 AM	Yes	Not Applicable	0

Save

Editing or Deleting a Group Treatment Activity Record

To edit or delete a Group Treatment Activity record, you must edit the record that was posted to each client's individual Treatment Activity record. See the Treatment Activities section regarding editing a treatment activity record.

Business Rules

- The activity date/time must be greater than the Admission date/time plus the duration of the Admission.

- The activity date/time plus the duration must be less than the Discharge date/time if a Discharge exists.

- The treatment activity date/time cannot be greater than the current date/time.

Activities - Treatment Activities

The Treatment Activities function allows specific treatment services provided to clients to be tracked within the Target 2000 system.

Screen Access

From the Main Menu, move the mouse pointer over **Activities.** Click **Treatment Activities**.

Creating a Treatment Activity Record

1) Search for and select a client. If the client has more than one Admission at your agency, then choose the appropriate Admission.

   A list of the client's treatment activity records is displayed in the middle section of the screen.

2) Click the [New Activity] button.

   The blank New Activity record appears in the bottom frame.

3) Enter the appropriate treatment activity information in the New Activity section.

4) Click the [Save] button.

   A green message bar is displayed stating that the record has been saved and the activity information appears in the Activity Records list.

   Note: If there is incorrect or missing information in the treatment activity then a red message bar will be displayed indicating the nature of the problem.

This section displays a client's treatment activities

Use this section to add, edit, copy or delete a treatment activity

[Client Treatment Activity screen]

Editing a Treatment Activity Record

1) Search for and select a client whose activity record you would like to edit.

   A list of the client's treatment activity records is displayed in the center section of the screen. Scroll through the list until you find the activity that you wish to edit.

2) Click on the Activity Date link of the activity record that you would like to edit.

   The Treatment Activity record appears in the bottom frame. You can modify any field except for Activity Date and Time.

3) Edit the Treatment Activity information.

4) Click the [Save] Button.

   A green message bar is displayed stating that the record has been saved.

Copying a Treatment Activity Record

If a client attends the same activity on regular basis, you have the option of using the [Copy] button to enter the activity. The copy button copies all fields of the selected treatment activity so you don't have to re-enter a new activity with the same values.

1) Search for and select a client whose activity record you would like to edit.

A list of the client's treatment activity records is displayed in the center section of the screen. Scroll through the list until you find the activity that you wish to edit.

2) Click on the Activity Date link of the activity record that you would like to copy.

The Treatment Activity record appears in the bottom frame.

3) Click the [Copy] button.

All fields of the selected treatment activity are copied into a new client treatment record and will be displayed in the lower portion of the screen.

4) Modify the date, time and any other values as appropriate.

5) Click the [Save] button.

A green message is displayed stating that the record has been saved and the new activity information appears in the Activity Records list.

Deleting a Treatment Activity Record

1) Search for and select a client whose activity record you would like to edit.

A list of the client's treatment activity records is displayed in the center section of the screen. Scroll through the list until you find the activity that you wish to edit.

2) Click on the Activity Date link of the activity record that you would like to delete. The Treatment Activity record appears in the bottom frame.

3) Click the [Delete] button.

4) Click [Yes] in the warning box to confirm that you want to delete this activity.

The activity information is removed from the activity records list.

Business Rules

- The Activity Date must be greater than the admission date/time plus the duration of the admission.

- The Activity date/time plus the duration must occur before the discharge date/time if a discharge exists.

- When the activity type is Opiate Substitute Dose Change the Opiate Substitute Dose field is required. This is the only time the Opiate Substitute Dose field may be used.

- The treatment activity date/time cannot be greater than the current date/time.

- The Activity Duration field is not required if attendance is No Show or Excused.

- The Activity Duration field is not allowed for the Treatment types of Opiate Substitution Dose or Urinalysis. These treatment types are counted by the number of activities performed and not by the duration of the activity.

- Overlapping activities are allowed as long as the activity start times are not the same. For example, a client may have Individual treatment for one hour while the client's family is involved with Family treatment for one hour. If these activities occurred at the same time, offset the activity time by one minute for one of the activities.

Activities - **Client Support Activity**

The Client Support Activity screen is used to record (non-treatment) client support activities. Unlike treatment activities, the client does not have to be admitted in order to process a support activity.

Screen Access

From the Main Menu, move the mouse pointer over **Activities.** Then click on **Client Support Activity**

Searching for a Client

1) Search for a client by typing in at least the first two letters of their last name and clicking the [Find] button.

   A list of client names matching your search criteria will appear in the middle section of the screen.

2) Scroll through the list until you find the client name you are searching for. Click on the client's name.

   - or -

2) If the client is not found it means that either, they are listed under a different name or different spelling then what you searched under, or that they do not have a milestone event at this agency and will have to be added as a new client.

   To add a new client, click on the [New Client] button. This will take you to a Client Master screen where you can enter the basic client information such as name and date of birth. When finished, press [Save].

3) The client's name will appear at the top of the screen and any support activities will appear in the middle of the screen. You can now continue on to add a support activity for this client.

[Client Support Activity listing screen]

Creating a Client Support Activity Record

1) Search for and select a client as detailed in the previous step.

2) Click the [New] button to add a new client support activity.

3) Enter the information about this activity.

4) Click the [Save] button.

   The record has been saved. The client support activity is added to the client's support activity list in the center section of the screen.

[Client Support Activity add/edit screen]

Editing a Client Support Activity Record

1) Search for and select a client as previously described.

2) Find the support activity that you wish to edit from the Client Activities list in the center of the screen. Click on the Activity Date of the activity that you wish to edit.

3) Make any necessary changes and click [Save].

Deleting a Client Support Activity Record

1) Search for and select a client as detailed previously.

2) Find the support activity that you wish to delete from the Client Activities list in the center of the screen. Click on the Activity Date of the activity that you wish to delete.

3) Click the [Delete] button. Click [OK] to confirm that you want to delete this record.

    Record is deleted and is removed from Client Activities list.

Business Rules

▪   The activity date/time cannot be greater than the current date/time.

Activities - Group Support Activity

The Group Support Activity screen is used to record support activities to multiple client records at the same time.

In order to utilize the group features of Target 2000 it is necessary to follow these steps:

1. Create Group - must be either Treatment or Support.

2. Populate Group – add members to the group or modify the roster.

3. **Group Activity** – select Group Support activity.

Once a group has been created and populated any number of group activities can be processed.

Screen Access

From the Main Menu, move the mouse pointer over **Activities.** Then click on **Group Support Activity**.

[Group Support Activity screen]

Creating a Group Support Activity Record

1) Select a support group from the Group Name drop down list.

2) Click the [Find] button.

   The support group information is displayed with the default information that was entered in the Create Group screen. All fields can be modified.

   The group members that you set up in the Populate Group screen are displayed in the lower portion of the screen.

3) Enter all relevant information including client attendance.

4) Click the [Save] button.

   A green message bar is displayed, indicating that the record was saved.

   The support activity information is saved in each client's individual record.

   ▪ If one or more of the records did not save a red message bar appears at the top of the client list. Above each client's name will be either a green message bar stating that a particular client support activity record was saved or a red message bar stating why a particular record was not saved. In other words, a group support activity could be processed in which some of the records were saved and others were not. The message above each client name should help you determine what problems may exist with any particular record.

Editing or Deleting a Group Support Activity Record

   To edit or delete a Group Support Activity record, you must edit the records that are posted to each client's individual Support Activity record. See the Client Support Activity section regarding editing a support activity record.

Business Rules

   ▪ The activity date time cannot be greater than the current date time.

Activities - Agency Support Activity

The Agency Support Activities function is used to enter non-treatment support activities that are not client specific.

Screen Access

From the Main Menu, click on **Activities.** Then click on **Agency Support Activity**.

Creating an Agency Support Activity Record

1) Click the [New] button.

2) Enter the Agency Support Activity information.

3) Click the [Save] button and a message is displayed stating that the record has been saved.

   The Agency Support Activity is added to the list of Agency Activities.
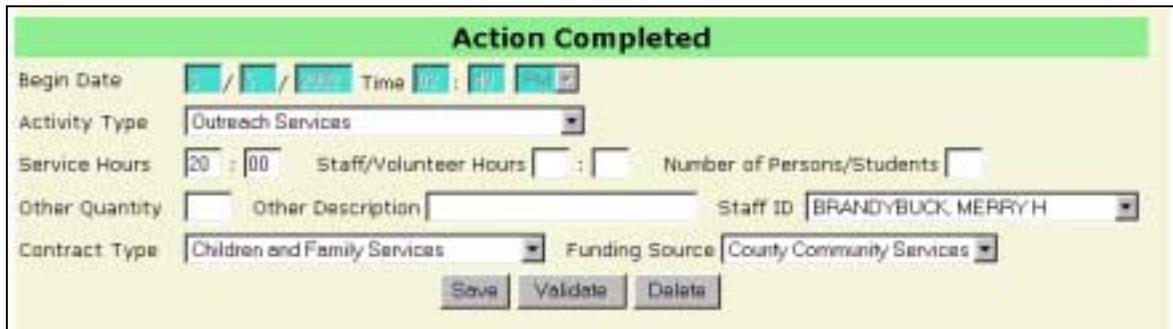
[Agency Support Activity add/edit screen]

Edit or View an Agency Support Activity

1) Enter a date range in the search fields.

2) Click the [Find] button.

   All agency support activities within the specified date range will be listed.

3) Click on the Activity Type link of the agency support record that you wish to view.

   The agency support activity record appears in the lower portion of the screen. You can modify any field except for Begin Date and Time.

4) Edit any information as appropriate.

5) Click the [Save] button to make any changes. A message is displayed stating that the record has been saved.

[Agency Support Activity Listing screen]

Deleting an Agency Support Activity Record

1) Enter a date range in the search fields.

2) Click the [Find] button.

   All agency support activities within the specified date range will be listed.

3) Click on the Activity Type link of the Agency Support Record that you wish to delete.

   The Agency Support Activity record appears in the lower portion of the screen.

4) Click the [Delete] Button. Click [OK] to confirm your intent to delete this record.

   A message is displayed stating that the record has been deleted.

Business Rules

- The support activity date/time cannot be greater than today's date/time.

- At least one of the following fields must be greater than 0:

    - Service Hours

    - Staff Hours

    - Number of People/Students

    - Other Quantity

- If Other Quantity contains a value, then Other Description must also be entered.

Utility

Utility - Agency Staff

The Agency Staff screen is used to enter new staff members or update existing staff records.

Screen Access

> From the Main Menu, move the mouse pointer over **Utilities**. Then click on **Agency Staff**.

Searching For a Staff Member

1) To search for a specific staff member, type one or more characters of the staff's last name in the Last Name field. You can search based on staff ID instead, by typing in one or more characters of the staff ID. To get a list of all agency staff listed in Target, leave the search fields blank.

   If you wish your search to also include inactive staff members, then uncheck the Exclude Inactive box on the search screen.

   ☐ Exclude Inactive

2) Click the [Find] button.

3) Select a staff member by clicking on the underlined link that appears in the Staff ID column.

Staff ID	Last Name	First Name	Middle Name	Birthdate
PDQ	AAAAA	BBBBB	CCCCCDASA	1/1/1950
12	ABCDFEGHIJABCDFEGHIJABCDFEGHIJABCDFEGHIJABCDFEGHIJABCDFEGHIJ	CCCCC	DASADASA	1/1/1972
DBA	ALPERT	DORRIS	B	3/28/1941
SNEEZ	ARKLESEIZURE	GREAT	GREEN	4/4/1904
HOBIT	BRANDYBUCK	MERRY	H	4/14/1804
JTB	BROTHERS	JOYCE	T	3/28/1941
XYZ	DASA	DASA	TEST	1/1/1950
EC	EC	E		

[Staff Search screen]

Creating a New Staff Record

1) If you do not find the staff member you are searching for or you need to enter a new staff member, press the [New] button.

2) Enter the new staff record information.

   The Employee End Date field is left blank until the employee terminates employment at your agency.

3) Click the [Save] button.

   ▪ Once the record is saved the Staff ID field cannot be modified.

[Staff add/edit screen]

Editing an Existing Staff Member

1) Search for the Staff Member's record that you would like to edit. Click on the link.

2) Edit the staff record. All fields can be modified except for the Staff ID field.

3) Click the [Save] button.

Inactivating an Agency Staff Record

When a staff member leaves employment at your agency it is important to inactivate the record. An inactive staff member cannot be assigned to any milestones or activities that do not fall between the employee's start and end dates.

1) Inactivate the Agency Staff record by filling in the Employment End Date field. Click [Save].

   Staff members cannot be deleted from TARGET 2000 as they are tied to the milestones and activities that they participated in.

Utility - Agency Defaults

Default fields save data entry time by automatically filling in specified fields with pre-selected entries of your choice.

If defaults have been set, TARGET 2000 displays the default entries in the appropriate fields on client screens. If an agency default field is left blank, a default value will not appear in that field when adding client records. You are able to override default values on client screens by simply choosing another selection.

You can use the Agency Defaults function if you find that you are entering the same information for many of your clients.

Screen Access

> From the Main Menu, move the mouse pointer over **Utility**. Then click on **Agency Defaults**.

[Agency Defaults screen]

Creating Defaults for an Agency

1) Enter the default information for your agency.

2) Click the [Save] button.

   The record is saved and the default values appear in the appropriate fields on new milestone record screens.

Note: The field "Uses Detox Short Form" cannot be updated. DASA staff use this to indicate if you have requested to use the Short Detox Form in place of the standard Assessment/Admission form for clients with a Detox modality.

Utility – Bed Availability

The Bed Availability function allows residential service providers to declare the availability of beds for various treatment modalities. This allows ADATSA assessing agencies and other providers to find residential bed availability for a client.

Screen Access

From the Main Menu, move the mouse pointer over **Utilities**. Then click on **Bed Availability**.

Declaring Bed Availability

A list of residential modalities and the contract type for each is displayed on the screen.

1) Click on the modality that you wish to edit.

2) Modify the number of Male and Female beds.

3) Click [Save]

The Bed Availability table is updated with any changes that you made.

You are able to view bed availability statewide by running the Bed Availability report located under the Reports menu.

Funding Rules

- The fund source must be State Direct, County Community Services or Tribal Services

- The modality must be Intensive Inpatient, Residential Housing or Long Term Care.

- The contract type must be ADATSA, SSI, TANF, PPW, Criminal Justice or Other.

Business Rules

▪ If an agency does not have a current contract that meets the Funding Rules criteria, then the Bed Availability table is not displayed and a message is displayed that they are not allowed to post bed availability.

▪ If an agency has a current contract that meets the Funding Rules criteria, then the Bed Availability table displays each eligible contract.

Modality	Contract	Male Beds	Female Beds	Date Updated
Intensive Inpatient	ADATSA	4	3	4/11/2003 1:19:33 PM
Recovery House	ADATSA	1	2	4/11/2003 1:19:39 PM
Intensive Inpatient	Other/None	0	1	4/11/2003 2:02:43 PM
Recovery House	Other/None	2	0	4/11/2003 1:48:06 PM
Intensive Inpatient	TANF (ESA)	0	0	4/11/2003 2:03:03 PM
Recovery House	TANF (ESA)	0	3	4/11/2003 1:48:15 PM

[Bed Availability Table]

Bed Availability Edit

Modality   Recovery House
Contract   ADATSA
Male Beds 1
Female Beds 2
Save

[Bed Availability edit screen]

Utility - Change Password

The Change Password screen is used to modify your TARGET 2000 password. You can change your password at any time. Your password is only valid for 90 days. When it expires, the system will prompt you to change your password.

Screen Access

> From the Main Menu, move your mouse pointer over **Utility.** Click on **Change Password**.
>
> > - or -
>
> If your password has expired because it is over 90 days old, then you will automatically be taken to this page after you log in.

Change Password for user 'your name here'

New Password: [   ]
Confirm New Password: [   ]

[Save Changes]

Creating a New Password

1) Enter your new password in the New Password field.

2) Enter the same new password in the Confirm New Password field.

3) Click the [Save Changes] button.

> ▪ The system checks to be certain that you entered the same password in both fields. If you didn't you will get an error message and can enter the passwords again.
>
> ▪ If the two password fields match, then your new password is saved and you are taken to the Home Page.

Business Rules

- Spaces are not allowed in the password.

- The password must be between eight and eleven characters in length.

- The Target 2000 password is not case sensitive (unlike the USB Token passphrase which is case sensitive)

Utility - Choose Agency

The Choose Agency function is used to select the agency you will be doing data entry for. If you do data entry for more than one agency each agency will appear on this screen.

You will only see those agencies for which you have been granted access to by DASA, based on your submitted Agency Registration Form.

Screen Access

> You are taken to the Choose Agency screen after you log in to the Target 2000 system.
>
> > - or -
>
> From the Main Menu, click on **Utilities**. Then click on **Choose Agency**.
>
> > - or -
>
> Clicking on the Choose Agency link that appears at the bottom of many of the screens throughout the system.

Choosing an Agency

1) Highlight the agency you would like to choose and press the [Select an Agency] button. You may also chose an agency by double clicking on the agency that you would like to access.

   After choosing an agency and pressing the Select an Agency button the browser will display the Target Home Page.

Note

The number of the agency you are currently working on will appear at the top of all Target screens.

You can type in the first couple of letters of the agency's name. The first agency in the list that matches what you typed in will be displayed. For example, if you type in the letters "targ", the list will scroll to the first agency that starts with the letters "targ".

Utility - Data Dump

The Data Dump utility gives an agency the ability to download all of the data that it has entered into Target 2000.

Screen Access

From the Main Menu, move your mouse pointer over **Utility.** Click on **Data Dump**

To Use the Data Dump Utility

1) Enter the date range, up to one year, that you need data for.

2) Click on the [Start Data Extract] button.

The download page is displayed. This screen will tell you the total size of the file to download.

3) Left-click on the underlined file-name link that appears in the first paragraph.

Your data dump is complete.

The files listed below have been "zipped" into one file named 604000username_DUMP.ZIP for you to download. The size of the download file is 155,688 bytes. Right click on the underlined filename above and select "Save As" to download the export file to your computer. After you get the file on your computer, run an "unzipping" utility to expand the files for use.

The table below shows the sizes of the files created.

File Name	Uncompressed Size	Record Count
ADATSA_EXCEPTION_TYPE_LUT.TAB	214	5
ADMISSION.TAB	22188	190
ADMISSION_ENTRY_REFERRAL.TAB	12565	132
ARREST_TYPE_LUT.TAB	628	12
ASAM_LEVEL_LUT.TAB	938	13

4) A new dialog box will appear. Click the [Save] button to save this file to your computer.
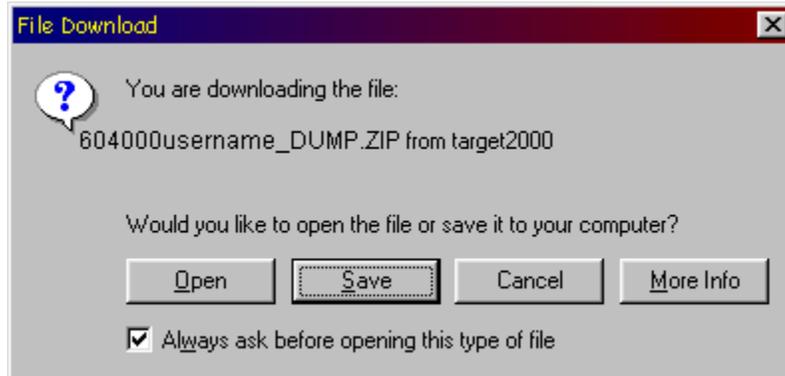
5) Another dialog box will appear, prompting you to choose a location to save the Data Dump file.

Choose an appropriate location to save the file to. If you wish you can rename the file, but it is recommended that you keep the ".zip" file extension.
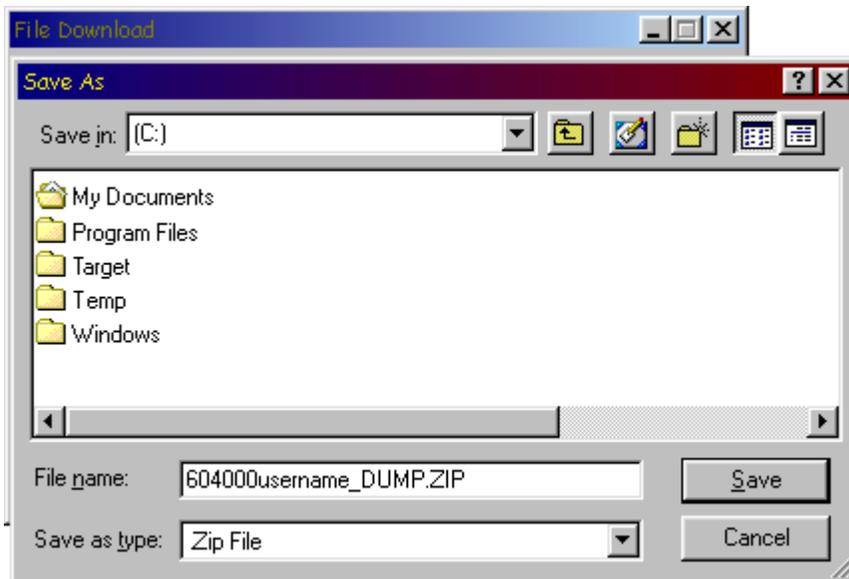
6) Click the [Save] button.

The Data Dump file will now download to your computer. Depending on the size of your agency, the date range you selected and your Internet connection speed the download can take anywhere from a couple of seconds to several minutes.

Once the file has downloaded you can open it to access your agency's data. The file has been saved in a compressed format. You will need a decompression or "unzipping" utility to open the file. Please contact your local technical support if you have any questions about how to do this.

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The Data Dump file will decompress into the various tables that are found in the Target 2000 database. Each file is tab delimited (data separated by tabs) and includes column headings. You can now use your preferred database program to look at these files and run reports based on the data therein.

For a more technical overview of the Data Dump, please see Appendix B of this document.

Utility - Import/Export

The upload/import and download/export processes are used primarily by agencies that also use another activity/billing system. Instead of entering data into each system, the end-user does all data entry in the billing system and imports the activity records file into Target. To minimize data inaccuracies, certain codes or look-up values need to be periodically downloaded from Target into the end-user system.

Screen Access

> From the Main Menu, move your mouse pointer over **Utility.** Click on **Import/Export**

To Export Records to Your Computer

1) Enter a date range for the data that you wish to export. The date range is limited to a one-year duration.

2) Click on the [Start Data Extract] button.

   The download page is displayed. This screen will tell you the total size of the file to download.

3) Left or right-click on the underlined file-name link in the first paragraph.

Your data dump is complete.

The files listed below have been "zipped" into one file named E604000.ZIP for you to download. The size of the download file is 6,636 bytes. Right click on the underlined filename above and select "Save As" to download the export file to your computer. After you get the file on your computer, run an "unzipping" utility to expand the files for use.

The table below shows the sizes of the files created. F:\TARGET_TEMP\

Description	File Name	Uncompressed Size	Record Count
Admission DateTimes	E604000.ADM	3540	59
Client Master	E604000.CMS	15696	48
Lookup Codes	E604000.COD	2295	27
Group Membership	E604000.GME	2684	44
Group	E604000.GRO	1691	19
Agency Staff	E604000.STA	1414	7

4) A new dialog box will appear. Click the [Save] button to save this file to your computer.

5) Another dialog box will appear, prompting you to choose a location to save the file.

   Choose an appropriate location to save the file to. If you wish you can rename the file.

6) Click the [Save] button.

   The export file will now download to your computer. Depending on the size of your agency, the date range you selected and your Internet connection speed the download can take anywhere from a couple of seconds to several minutes.

Once the file has downloaded you can open it to access your agency's activity data. The file has been saved in a compressed format. You will need a decompression or "unzipping" utility to open the file. Please contact your local technical support if you have any questions about how to do this.

To Import Records into Target 2000

1) The file should be prepared in accordance with the specifications detailed in the appendix of this document.

2) Type in the full file path and file name into the upload text field or use the [Browse] button to locate the file to be imported.

3) Click on the [Start Upload and Import] button.

4) The Import Results page will be displayed. A message bar on the screen will indicate if the transfer was successful or not.

Information about the file and the records transferred is displayed. If there was an error with one or more of the records then you can view the error log to determine the type of errors that were noted.

File successfully transfered		
Information About The Uploaded File		
User's filename	C:\IMPORT_FOLDER\i604000.act	
Size in bytes	42,600	

The File was processed. Here are the results:

Total number of records uploaded	21	
Records with Errors	4	View Error Log
Records without Errors	17	
Import Elapsed time (Seconds)	3	
Import Records per Second	7	

For a more technical overview of the Import\Export function, please see Appendix C of this document.

Utility - User Defined Option

The User Defined Option screen allows for expansion and enhancement to the standard list of substances on the Assessment/Admission form. This field is intended to allow your agency the ability to add a substance or other addiction to the drop down list that appears on the Substance page of Assessments, Admissions and Discharges. This may be used because your agency may want to track a specific substance or substance category that is not listed in the Substance Used drop down list. This field can also be used to indicate a non-substance related issue for which it might be important to provide treatment for; for example, gambling addictions or eating disorders.

Screen Access

> From the Main Menu, move the mouse pointer over **Utility.** Click on **User Defined Option**.

Searching for a User Defined Option

1) Enter at one or more starting letters of the User Defined Option that you wish to look up. To view the whole list, leave the search field blank.

2) Click on the [Find] button. All of the User Defined Options that met the search criteria you entered will be listed.

Create a User Defined Option

1) To create a new User Defined Option, click the [New] button in the search area at the top portion of the screen.

2) Fill in or modify the Description, Active Date and if applicable the Inactive Date.

3) Click [Save].

Modify or Inactivate a User Defined Option

1) Enter one or more starting letters of the User Defined Option that you wish to look up. Or, to view the whole list, leave the search field blank.

2) Click on the [Find] button. All of the User Defined Options that met the search criteria you entered will be listed.

3) Click on the Description link of the record you would like to modify.

4) Make changes to whatever fields need to be modified. If the User Defined Option is to be inactivated, then fill in the inactive date field.

5) Click [Save].

A message appears stating that the record has been saved. Inactive User Defined Options will no longer appear in the User Defined Option drop down list on the Substance page.

Business Rules

- The inactive date must be greater than the active date.

- An agency is limited to 255 User Defined Options (including both active and inactive).

Appendix A
Accessing TARGET 2000

Introduction:
Because we are transmitting private client data, the security of the TARGET system is very important. As such, access to TARGET 2000 is very restricted and several safeguards must be passed before you can use the system. This booklet is designed to guide you through the process gaining access to TARGET 2000. To break down what can seem to be a daunting task into more manageable portions, this booklet is divided into the following sections. If you wish, you can use this guide as a checklist, marking off the steps as you proceed through the sections.

Section I   **Getting Started**
System Requirements
Fax Agency Registration

Section II   **Applying for Your Digital Certificate**
Online Application
Notary Form

Section III   **Token / Certificate Setup**
Follow DST Installation Guide

Section IV   **Registering at Transact Washington**
Register with your Certificate
Adding TARGET as a Service

Section V   **Logging Into TARGET 2000**

Section VI   **Frequently Asked Questions**

Section VII   **Forms**
Notary Form
TARGET Agency Registration Form

Section I

Getting Started

Before we get started take a minute to make sure that you have everything set up. A few moments spent now will save you headaches later on.

Your computer should at least meet these minimum requirements:

450MHz Processor

128 Megabytes of RAM

5 Megabytes of free space on the hard drive

Internet Explorer version 5.5 with Service Pack 1 or above

Internet access

CD ROM drive

Universal Serial Bus (USB) port

Windows 98 or above

Fax TARGET Agency Registration Form:

Fax the **Agency Registration** form to DASA stating that you should be given access to TARGET 2000. <u>This form needs to be signed by your agency director</u>. The fax number for DASA is **360-438-8078**. A copy of the Agency Registration form is included in Section VII for your convenience.

DASA will fax you confirmation that your Agency Registration form was received. The **Agency User Notification** sent to you will include:

- TARGET user id
- TARGET password
- TARGET service code (for adding a service at Transact WA)

Please keep this form, as you will need this information in Section IV, Registering at Transact Washington. You may continue the application process in Section II before receiving your Agency User Notification form.

This document contains information needed to guide you through the accessing Target 2000 process. Although it may appear intimidating, the process is manageable when approached in a step-by-step manner. You do not need to complete all of these sections in one sitting, but it is best to complete each section that you start.

See Section VI, Frequently Asked Questions for a list of numbers to contact if, or when you have questions.

Section II

Applying for Your Digital Certificate

On-Line Application

1. Connect to the internet and go to the Transact Washington website located at:
   http://transact.wa.gov

2. Click on **Get Digital Certificate** on the left side of the page. This will open up a new browser window displaying Digital Signature Trust (DST) web pages.

3. Follow the instructions on the Digital Signature Trust web site to complete the on-line portion of your application.

Because DST can change this part of the application process, step-by-step instructions are not given here – follow their screen prompts and use the following guidelines:

- Select a **High-level** assurance certificate.

- Select a "**USB Token and Extension Cable**" as the certificate type.

- Use a valid e-mail account, as DST will be e-mailing you information about your application.

- Use a valid mailing address, as DST will be mailing information there.

- Be sure to mail in the completed **Notary Form** along with a copy of your identification to the address listed on the form. For your convenience a copy of this form is included in Section VII of this document. <u>DST will not complete processing your application until this notarized form is received</u>.

What you can Expect to Receive

You will receive e-mail from DST confirming that your application request is being processed. You will receive another e-mail when your request has been reviewed and approved. Next, DST will mail you a **Welcome Kit**, which contains:

- A USB Token and cable for connection to your computer's USB port.

- Software for installing the DataKey CIP programs and drivers.

- An installation guide is included for printing on the CD.

- A cover page with account and passphrase information, which you will need for retrieving your certificates in the next section.

Section III

Token / Certificate Setup

Print out and follow the Installation Guide:

This guide is located on the CD sent to you from Digital Signature Trust and covers how to:

1. Install the DataKey software – to your PC's hard drive
2. Install the Token – connects to your PC, loads USB reader drivers
3. Configure the Token – by running the DataKey CIP software
4. Retrieving Digital Certificates – on-line process, places certificates on token
5. Preparing the Certificates for use – part of the on-line process
6. Downloading the Root Chain – installs device drivers to your PC's hard drive

If you do not have the CD or have questions on a portion of this process you can call Digital Signature Trust at **(888) 248-4447**.

Please note: there are two passphrases to remember: the original DST passphrase (given while applying on-line), and the Token's passphrase (which allows access to the certificates on the token).

> You will probably be prompted to change your Token passphrase at some point during this process. Remember both the original DST and the new Token passphrase.

> You will need the Token passphrase each time you log into Target 2000 and you will need the original DST passphrase if you have problems with the token and need to talk to the DST help desk.

Make sure that you follow all of their instructions step by step. Failure to follow all of the instructions will affect your ability to access Target 2000.

Section IV

Registering at Transact Washington

Registering your Certificate

1. **Plug in your token** whenever going to Transact Washington. Tokens should be taken with employees when they are not using the Target 2000 program.

2. Connect to the Internet and open up Internet Explorer.

3. In the address bar of your browser type: http://transact.wa.gov/ and press the Enter key.

4. Click on **Register My Certificate** on the left side of the web page.

5. Select **Digital Signature Trust**.

6. Enter the same e-mail address that you used in your application to Digital Signature Trust

7. Select **High** assurance level.

8. Click **Continue**.

9. On the next page click on **register this cert**.

Certificate Authority:	Digital Signature Trust (DST)
E-mail:	email_used_in_application@hello.com
Assurance Level:	High

10. Once this has been processed you will see a page that states that your certificate has been successfully added to the user registry.

Adding TARGET as a Service

11. Click on the **myTransact Account** link located on the left side of the web page.

12. Click on the **Add a service** link.

13. In the Service Code box enter the TARGET 2000 service code that was sent to you by DASA on the User Notification Form.

14. Click **Continue**.

15. Fill in the required fields.

    It is important that the name and e-mail fields be the same as you had listed in your application to Digital Signature Trust

    The TARGET User ID is your Target User ID supplied to you by DASA on the User Notification form (this is not your password).

16. Click on the **Submit** button when you are done.

Your request to add TARGET 2000 as a service will be reviewed within 48 hours, but turnaround time is usually faster. Once your request has been approved you will be able to click on the **DSHSDASA-TARGET2000** link on the myTransact page.

Section V

Logging Into TARGET2000

1. Plug your token into your computer's USB port.

2. Connect to the Internet and go to http://transact.wa.gov/

3. Click on the **myTransact** link.

4. Click [OK] at the Client Authentication window.

5. You will be prompted to enter your token passphrase. Enter the passphrase and click [OK]

6. Click on the link to **DSHSDASA-TARGET 2000**.

7. Enter your TARGET User ID and TARGET password. This is originally provided to you in the User Notification form. Click [Enter]

8. If you have access to more than one agency then you will need to select an agency. You will only see those agencies that you have been authorized to access through the Agency Registration form.

Congratulations, you are now logged into TARGET 2000!

Just follow the steps in this section whenever you want to access TARGET 2000.

Section VI

Frequently Asked Questions

How do I know what version of Internet Explorer I have?

Open up your Internet Explorer. Click on Help. Click on About Internet Explorer. The Version number should be at least version 5.5 with an Update version of at least Service Pack 1 (SP1).

How do I obtain a newer version of Internet Explorer?

If your browser is not at least version 5.5 you can download a free upgrade from www.microsoft.com. Contact your local technical support if you are having trouble with the installation. Please note that this is a large file and depending on the speed of your connection could take some time.

My USB port is not working.

- Make sure the USB Token and/or cable is securely plugged into the computer.

- Microsoft NT 4.00 may need service patch 6 in order to recognize the USB ports properly. This can be downloaded from www.microsoft.com.

- Check in the System Properties box by clicking on Start/ Settings/ Control Panel. Double-click on the System icon. Click on the Device Manager tab. Check to make sure that your Universal Serial Bus controllers are displayed (and no X's or question marks by them).

- Contact your agency's technical support staff.

Why was my application to Digital Signature Trust refused?

Your application may have been refused for a variety of reasons. Here are a couple of the more common reasons that we have encountered:

- Make sure that you use the same identification when applying for your certificate online as you do when filling out the Notary Form.

- Make sure that you have mailed in the Notary form.

Why was my application to add Target as a service refused?

Most commonly it is because either the TARGET Agency Registration Form has not been faxed in to DASA or that the user id has been entered incorrectly. A copy of the Agency Registration form can be found in Section VII. Your user id can be found on the User Notification form that DASA has faxed back to you. Contact the Target Help Desk if you have any questions.

How many people can use a digital certificate?

Each person is issued his or her own digital certificate. Only one person can use a single digital certificate. Do not share.

How do I pay for a digital certificate?

Each agency is responsible for the cost of certificates. You can use a credit card or contact DST to arrange a for a purchase order. It is recommended that at least two people in your agency have certificates so that you have a backup in case the primary data entry operator is out.

We have several computers; do we need to go through this entire process for each one?

- You would need to go through the entire process once for each **person** that will be accessing TARGET2000.

- You will need to install the Token Manager software and Root Chain Certificate for each **computer** that will be accessing TARGET2000. Remember to also copy the certificate from the token to the computer (Copy to System button in the token software)

Now that I have access to TARGET, how do I use it?

If you or some of your staff would like to attend a training session please contact the Target Help desk at 888-461-8898 or look in a recent Target Update to find the training sessions being held in your area.

How do I create a shortcut to TARGET?

You can create a shortcut by first navigating to http://transact.wa.gov. Click on File, Send, Shortcut to Desktop. This will place a shortcut to the Transact Washington website on your desktop.

You can also click on Favorites, Add to Favorites to add Transact to your list of favorites.

Note: It is important that you go to this first page of the Transact site. Trying to shortcut to any other page will cause sporadic problems when you are trying to enter information.

What do I do when one of my data entry personnel leaves the agency?

Fax an Agency Registration form to DASA indicating that this person should no longer have access to your agency's data. We will inactivate their access to Target 2000. Since the token is registered in their name, they should keep their token.

I have questions. Whom do I contact?

There are several sources that would be glad to assist you.

- Problems with the digital certificate, Token Manager software or DST website

  Digital Signature Trust
  1-888-248-4447

- Questions about the application process, Transact, Target or other general questions

  DASA TARGET Help Desk
  1-888-461-8898

- Problems with setting up your computer

  Contact your agency's technical support personnel

<u>Section VII</u>

Forms

<u>Explanation of the forms in this section:</u>

- **Notary form**

    This form is used in the initial application for a digital certificate.

- **Agency Registration form**

    Use this form to request access to Target. You will also need this form to change access rights. When an employee with access to Target leaves your agency, it is important to use this form to revoke their access to your agency's data. Please note that this form needs to be signed by your agency's director.

It is recommended that you make copies of these forms and keep the originals to use as a template.

DIGITALSIGNATURETRUST ℠
an Identrus℠ Company

**INSTRUCTIONS FOR STATE OF WASHINGTON PKI
HIGH ASSURANCE LEVEL CERTIFICATE**

Thank you for choosing Digital Signature Trust, LLC ("DST") to issue you a High Assurance Level Certificate for use in the State of Washington Public Key Infrastructure ("State of Washington PKI").

High Assurance certificates are issued when a Subscriber desires or a Relying Party requires a higher level of in-person authentication than what is provided by Intermediate or Standard Assurance Level Certificates. (A High Assurance certificate can also be used where an Intermediate or Standard Certificate is needed).

To complete the enrollment portion for your High Assurance Level Certificate, you must complete the following steps:

1. Take the attached Identification Form and Acknowledgment ("ID Form") **to a licensed Notary Public** (most banks have notaries on staff);

2. Present the Notary with:
   (a)   the ID Form, and
   (b)   the current **state--issued ID card or drivers license <u>that you reported to DST</u> on the application screen,** and
   (c)   a **second form of identification,** which may be a <u>valid</u> passport, military ID, college or university photo ID, an alien registration card, a major credit card, an employee photo ID card containing your employer's name and address, your social security card, or a recent utility bill (with your name and address that must match the address you reported on the application screen);

3. Sign the ID Form **in the presence of the Notary**;

4. Have the Notary verify your identity by (a) reviewing and recording on the ID Form the information from your two forms of ID, and (b) attaching photocopies of your two forms of ID to the the ID Form;

5. Make sure the Notary has (a) properly notarized your signature, (b) affixed his or her raised seal or colored ink stamp, (c) included all pertinent information from your two forms of ID, (d) attached a copy of each ID, and (e) filled in his or her employer information; and

6. **Make and keep a copy of the notarized ID Form and send the originals
      by mail to: by courier to:**

   State of Washington PKI   *State of Washington PKI*
   c/o Digital Signature Trust, LLC   c/o Digital Signature Trust, LLC
   P.O. Box 22930   255 North Admiral Byrd Road
   Salt Lake City UT 84122-0930   Salt Lake City UT 84116-3703

Identification Form and Acknowledgement

State of Washington PKI – High Assurance Level Certificate

You, the undersigned applicant ("Applicant"), have applied for a State of Washington High Assurance Level Certificate (the "Certificate"). Applicant should already have accepted the online Agreement for High Assurance Level Certificate ("Subscriber Agreement"). By signing below, Applicant further represents, warrants and attests that all facts and information provided by Applicant to DST during the application process are current, complete, true and not misleading. Applicant also represents, warrants and agrees that Applicant:

a) is applying for issuance of a High Assurance Level Certificate;
b) is who Applicant represents himself or herself to be; and
c) has read, understands, and agrees to be bound by all of the terms and conditions of the Subscriber Agreement and the other documents referenced therein, including all responsibilities associated with being the Subscriber of a Certificate.

Print Name: _____

           (First Name, Middle Initial, Last Name)

E-mail Address: _____

Signature: _____

          (Sign Only In The Presence Of Notary)

State of _____

County of _____

I hereby certify that on this ___ day of _____, 200__, personally appeared before me the signer and subject of the above form, who signed or attested the same in my presence, and presented the following two forms of ID as proof of his or her identity, BOTH OF WHICH I HAVE PHOTOCOPIED AND AFFIXED TO THIS FORM:

1. _____ _____ _____ _____
  Exact Name Listed on State ID   Serial Number of State ID   Expiration   ID Type (e.g., Wash. DL)

2. _____ _____ _____ _____
  Exact Name on other ID   Serial/Account Number   Expiration   ID Type*

*Valid passport, military or college ID, alien registration, major credit card, employee badge, social security card, or recent utility bill.

Notary Public_____

Residing in: _____

My Commission Expires: _____

_____
Name of Organization Employing Notary

_____
Street Address, City, State, Zip Code

Space Reserved for Notary Seal

Agency Registration

Agency/County Name

_____

Agency Number _____ **Fax#** _____

Treatment agency staff will enter their agency name and number in the appropriate places. County staff will enter their county instead.

<u>User Types:</u>
TARGET Data Entry – Able to input data and run reports
TARGET Reports – Reports only, no data entry
TARGET ADATSA – Able to enter ADATSA assessments or admissions
RSVP – (Residential Services Vendor Payment) Residential Users will be able to electronically invoice DASA for residential services
SPAR – (Spending Plan Activity Reporting) County Users will be able to electronically submit County Spending Plans and Quarterly Reports.

User Name PLEASE PRINT (Last, First, Middle Initial)	**User Type(s)**		**Reporting Agency #'s or County**
1 ☐ New User ☐ Change User Type ☐ Remove User ☐ Add Agencies for User	☐ TARGET- Data Entry ☐ TARGET – Reports ☐ TARGET – ADATSA	☐ RSVP – Data Entry ☐ RSVP – View Only ☐ SPAR – Data Entry ☐ SPAR – View Only	
2 ☐ New User ☐ Change User Type ☐ Remove User ☐ Add Agencies for User	☐ TARGET- Data Entry ☐ TARGET – Reports ☐ TARGET – ADATSA	☐ RSVP – Data Entry ☐ RSVP – View Only ☐ SPAR – Data Entry ☐ SPAR – View Only	
3 ☐ New User ☐ Change User Type ☐ Remove User ☐ Add Agencies for User	☐ TARGET- Data Entry ☐ TARGET – Reports ☐ TARGET – ADATSA	☐ RSVP – Data Entry ☐ RSVP – View Only ☐ SPAR – Data Entry ☐ SPAR – View Only	
4 ☐ New User ☐ Change User Type ☐ Remove User ☐ Add Agencies for User	☐ TARGET- Data Entry ☐ TARGET – Reports ☐ TARGET – ADATSA	☐ RSVP – Data Entry ☐ RSVP – View Only ☐ SPAR – Data Entry ☐ SPAR – View Only	

The **Agency Director** or the **County Alcohol and Drug Coordinator** must sign this form. This is an agreement with the Division of Alcohol and Substance Abuse to store and manage the confidential alcohol and drug treatment data submitted to the _TARGET2000_ system.

_____ _____ _____
Name (please print)   **Signature**   **Date**

Please Mail to: DASA TARGET2000 Helpdesk, PO Box 45330, Olympia WA. 98504-5330 or Fax to **(360) 438-8078**.

4/3/2003 **DRAFT**

Appendix B

Data Dump Technical Specifications

Overview
The data dump process will be used primarily by agencies wishing to do their own data analyses. The system will allow a date range to be specified and will then extract all agency or county related data that falls within the date range. (There is a current limit of 1 year for the date range.)

The data will include all activity information, associated client information plus lookup table (LUT) reference information.

The user enters the date range for the data selection. If the user is also a county level user they can specify a county from the counties that they have access. If a county is not selected then data for the current agency is dumped. The system will dump the data extracts into individual files named for the table used as their source, then they will be 'zipped' into a single file with a name based on the agency or county code plus the user name. A new page is displayed that provides a link to download the file as well as displaying information about each individual file within the zip file.

Business Rules
Agencies can only extract data for their own agency.

Counties can only extract data for agencies within their county for activities with County Community Services (CCS) funding source.

Selected date range or time filter cannot be greater than 1 year.

Process Rules
Date filter logic needs to look at both the Event date (Assessment date, Treatment date, etc.) and the change/update date when filtering the data.

Example: date range is 5/1/00 to 6/1/00

Event	Date	Change/Update	Include in dump?
Assessment	4/20/00	5/10/00	Y
Admission	4/20/00	4/25/00	N

In broad terms, the data dump should select all records for a given agency or county that fall or were updated within the time filter.   It should also include all client master-related data for the clients associated with the selected records.

The tables in the database have been grouped into three general categories for the data dump: 1) Files that might include activity records that should be filtered by date; 2) Lookup Tables

(LUTs) that are referenced by the activity records and may not need to be dumped every time this process is run; 3) Other tables that will not be included in the data dumps.

TABLES FOR DATA DUMP SUBJECT TO DATE/AGENCY/COUNTY FILTERS

In agency-based selections, only records associated with the active agency will be selected.

In County-based selections, only records with CCS funding within agencies in the active county will be selected.

Note: If the client has multiple service funding records and any one of those records contain CCS funding the record will be passed. Client Support activities will be passed if the funding is CCS.

The Client Master selection process will pull all data for each Client associated with any of the other records selected. There will no date filtering applied to the Client Master selection. If an agency performs two selections with differing, non-overlapping date ranges, and a client has activity in both date ranges, the full set of Client Master related data for that client will appear in both selections.

The Facility Staff Date Filtering process selects all staff who were actively employed at any point during the selected date range or whose records were updated during the date range. If an agency performs two selections with differing, non-overlapping date ranges, and a staff member was employed at some point during both periods, the full set of Facility Staff related data for that staff member will appear in both selections.

Client Master Related   Apply Date Filter on
CLIENT_MASTER   No filter. Tied by Client_Identifier to other groupings
                                                         below

CLIENT_ADDRESS
CLIENT_PHONE
CLIENT_RACE
CLIENT_REGISTRY
CLIENT_TRIBE

ADATSA Related
CASE_PLAN   No filter. Tied to Assessment.

Assessment
ASSESSMENT   Assessment_DateTime, Change_Update_Date
ASSESSMENT_ENTRY_REFERRAL
ASSESSMENT_FORWARD_REFERRAL
SPECIAL_ASSESSMENT

Admission
ADMISSION   Admission_DateTime, Change_Update_Date
ADMISSION_ENTRY_REFERRAL

Discharge
DISCHARGE   Discharge_DateTime, Change_Update_Date
DISCHARGE_REFERRAL

Milestones
TREATMENT_MILESTONE	Milestone_DateTime, Change_Update_Date
ASI_MILESTONE	
CURRENT_LEGAL_ISSUE	
DISABILITY_MILESTONE	
PREVIOUS_ARREST	
PREGNANCY_OUTCOME	
RELATIONSHIP_PROBLEM	
SUBSTANCE_USED	

Treatment
TREATMENT_ACTIVITY	Treatment_DateTime, Change_Update_Date
CLIENT_SUPPORT_ACTIVITY	Support_Activity_DateTime, Change_Update_Date
FACILITY_SUPPORT_ACTIVITY	Support_Activity_DateTime, Change_Update_Date

Facility Staff
Facility_Staff	Employment_Start_Date, Employment_End_Date, Change_Update_Date
Facility_Staff_Race	

Other
SERVICE_FUNDING	Service_Funding_DateTime, Change_Update_Date
GROUP ROSTER	Admission_Datetime, Agency_number

LOOKUP TABLES FOR DATA DUMP
ADATSA_EXCEPTION_TYPE_LUT
ARREST_TYPE_LUT
ASAM_LEVEL_LUT
ASI_PATIENT_RATING_SCALE_LUT
ASSESSMENT_PRIORITY_LUT
CHILD_CARE_TYPE_LUT
CLIENT_REGISTRY_STATUS_LUT
COMMUNITY_SERVICE_OFFICE_LUT
CONTRACT_TYPE_LUT
DEGREE_LUT
DISABILITY_TYPE_LUT
DISCHARGE_TYPE_LUT
EMPLOYMENT_ACTIVITY_LUT
ENGLISH_ABILITY_LUT
ENTRY_REFERRAL_LUT
FORWARD_REFERRAL_LUT
FREQUENCY_LUT
FUNDING_SOURCE_LUT
GROUP_LUT
HISPANIC_LUT
INCAPACITY_LUT
LANGUAGE_LUT
LEGAL_ISSUE_TYPE_LUT
LIVING_ARNG_LUT
MARITAL_SATISFACTION_LUT

MARITAL_STATUS_LUT
MEDICAL_TREATMENT_NEED_LUT
MENTAL_TREATMENT_TYPE_LUT
METHOD_LUT
MILESTONE_TYPE_LUT
MODALITY_LUT
MODALITY_CONTRACT_FUNDING
NEEDLE_USE_LUT
NONELIG_REASON_LUT
OFFERED_SERVICE
OTHER_SERVICES_REFERRAL_LUT
PERSONAL_RELATIONSHIP_TYPE_LUT
PREGNANCY_OUTCOME_TYPE_LUT
PRIMARY_INCOME_LUT
PRIVATE_FEE_STATUS_LUT
PRIVATE_INSURANCE_PAYMENT_LUT
PSYCH_EVALUATION_STATUS_LUT
PUBLIC_ASSIST_LUT
RACE_LUT
RESIDENCE_TYPE_LUT
RUNAWAY_COUNT_LUT
SCHOOL_STATUS_LUT
SCHOOL_TYPE_LUT
SEXUAL_ORIENTATION_LUT
SPECIAL_ASSESSMENT_TYPE_LUT
SPECIAL_PROJECT_LUT
SPECIAL_PROJECT_TYPE_LUT
STAGE_OF_USE_LUT
SUBSTANCE_LUT
SUPPORT_ACTIVITY_TYPE_LUT
TITLE_XIX_STATUS_LUT
TREATMENT_ACTIVITY_TYPE_LUT
TRIBE_LUT
USER_DEFINED_OPTION_LUT

TABLES NOT INCLUDED IN DATA DUMP
ADATSA_Exception
Agency_Preferences
County
Crosswalk
Facility
Facility_Agency
Interval_Info
Messages
Pbcatcol
Pbcatedt
Pbcatfmt
Pbcattbl
Pbcatvld
Region
Target_System_Variables

TARGET 2000

User Instructions

Tx_activity_import_error_detail
Tx_activity_import_error_header
Tx_activity_import_error_lut
Tx_activity_import_log
Web_* (All tables starting with 'Web_')

Button Behavior

Button Label	Behavior
Start Data Extract	Pressing this button starts the data extract process.

Navigation

Menu | Utilities | Data Dump

Tables

See the list of tables above

Session Variables

Session Variable	Set
County_Array	Used to build list of agencies available for data dump for County users
Agency_number	Agency number for the logged on user
User_ID	Used in creation of temporary download file

Application Variables

Session Variable	Set
Temp_Directory	This is the directory where the temp files will be created and the final zip file resides. The user IUSR_servername must have write access to this directory.

Stored Procedures

spw_data_dump_master	Main data dump module – it calls the others.
spw_data_dump_LUT	Dumps data from the Look Up Tables (LUT)
spw_data_dump_agency	Dumps data for a specific agency
spw_data_dump_county	Dumps data for all agencies in a specific county
spw_data_dump_output	

Files

Utilities/data_dump_start.asp	Entry of date ranges and county selection
Utilities/data_dump_action.asp	Performs data dump and displays a page of results

Include Files

Asp/inc_Date_Boxes.asp	Date display and edit checks

Asp/inc_security_basic_frame.asp	Security Implementation
Asp/inc_header_MenuBar.asp	Displays the menu bar
Asp/inc_list_func.asp	List box display and edit checks

Special Technical Notes

This function makes use of Software Artisans SAFileUp product. It creates the individual files listed above in a temporary directory then compresses them into a zip file that can be downloaded onto the client system.

The Client Identifier format: Is a Microsoft-format Global Unique Identifier (GUID) that is assigned by the MS SQL database when a new client is created. The GUID consists of 32 hexadecimal digits interspersed with a few hyphens for readability that results in a 36-character string field. The format of the MS GUID is: XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX 8(x)-4(X)-4(x)-4(x)-12(x) in which each X is a hexadecimal digit in the range 0-9 or a-f.

Files are in Tab Delimited format - records are separated by the Tab character. DateTime record format is: MM/DD/YYYY HH:MM:SS XM (month, day, or hours contain no leading '0'; HH:MM:SS XM is dropped if time is 00:00:00.)

Security

This screen may be used by Agency staff to dump data for their own agency. If the user is a County user they can dump data for all agencies within the county.

File Layouts   **(🔍   denotes Primary Keys)**
Data files:
ADMISSION (
🔍   Client_Identifier uniqueidentifier ,
🔍   Agency_Number char (6) ,
🔍   Admission_DateTime datetime ,
         Admission_Type tinyint ,
         Counselor_Staff_ID varchar (5) ,
         Referring_Agency_Number char (6) ,
         Duration_Hours int ,
         Duration_Minutes tinyint ,
         Change_user_id varchar(20) ,
         Change_update_date datetime ,
         Referring_CSO_ID int ,
         Referring_Assessment_DateTime datetime ,
         ADATSA_Admission tinyint ,
         Referring_Case_Plan_Sequence tinyint ,
         admission_staff_id varchar (5)
)

ADMISSION_ENTRY_REFERRAL (
🔍   Client_Identifier uniqueidentifier ,
🔍   Admission_DateTime datetime ,

Entry_Referral_ID tinyint ,
Change_user_id varchar(20) ,
Agency_Number char (6) ,
Change_update_date datetime
)

ASI_MILESTONE (
Agency_Number char (6) ,
Client_Identifier uniqueidentifier ,
Milestone_DateTime datetime ,
Marital_Satisfaction_Rating_ID int ,
Family_Conflict_Count tinyint ,
Employment_Income_Amount money ,
Illicit_Income_Amount money ,
Valid_Drivers_License tinyint ,
Access_to_Auto tinyint ,
Days_Employed tinyint ,
Days_Ill tinyint ,
Psych_prob_days tinyint ,
Shoplifting_charge_count tinyint ,
Probation_parole_charge_count tinyint ,
Drug_charge_count tinyint ,
Forgery_charge_count tinyint ,
Weapons_charge_count tinyint ,
Burglary_charge_count tinyint ,
Robbery_charge_count tinyint ,
Assault_charge_count tinyint ,
Arson_charge_count tinyint ,
Rape_charge_count tinyint ,
Homicide_charge_count tinyint ,
Prostitution_charge_count tinyint ,
Contempt_charge_count tinyint ,
Other_charge_count tinyint ,
Illegal_activity_count tinyint ,
Alcohol_expense_amount money ,
Drug_expense_amount money ,
Alcohol_prob_days tinyint ,
Drug_prob_days tinyint ,
Family_trouble int ,
Family_trouble_tx_need int ,
Medical_trouble int ,
Medical_trouble_tx_need int ,
Psych_problem int ,
Psych_problem_tx_need int ,
Legal_trouble int ,
Legal_trouble_tx_need int ,
Alcohol_problem int ,
Drug_problem int ,
Change_user_id varchar(20) ,

```
        Change_update_date datetime ,
        Drug_problem_tx_need int ,
        Alcohol_problem_tx_need int ,
        ASI_Rating_ID int
)
```

ASSESSMENT (
- Agency_Number char (6) ,
- Client_Identifier uniqueidentifier ,
- Assessment_DateTime datetime ,

```
        Referring_CSO_ID int ,
        Assessment_Priority_ID tinyint ,
        CSO_Referral_Date datetime ,
        Staff_ID varchar (5) ,
        Case_Monitor varchar (5) ,
        Other_Incapacity tinyint ,
        ADATSA_Treatment_Eligibility tinyint ,
        Non_Eligibility_Reason int ,
        Ref_to_Other varchar (20) ,
        Suggest_Public_Assistance tinyint ,
        Closure_Date datetime ,
        Closure_Staff_ID varchar (5) ,
        Duration_Hours int ,
        ADATSA_Closure_Type_ID tinyint ,
        Duration_Minutes tinyint ,
        Change_user_id varchar(20) ,
        Change_update_date datetime
)
```

ASSESSMENT_ENTRY_REFERRAL (
- Agency_Number char (6) ,
- Client_Identifier uniqueidentifier ,
- Assessment_DateTime datetime ,
- Entry_Referral_ID tinyint ,

```
        Change_user_id varchar(20) ,
        Change_update_date datetime
)
```

ASSESSMENT_FORWARD_REFERRAL (
- Agency_Number char (6) ,
- Client_Identifier uniqueidentifier ,
- Assessment_DateTime datetime ,
- Forward_Referral_ID tinyint ,

```
        Change_user_id varchar(20) ,
        Change_update_date datetime
)
```

CASE_PLAN (
- Agency_Number char (6) ,
- Client_Identifier uniqueidentifier ,
- Assessment_DateTime datetime ,
- Case_Plan_Sequence int ,
      Planned_Modality tinyint ,
      Planned_Agency_Number char (6) ,
      Plan_Start_Date datetime ,
      Plan_End_Date datetime ,
      Change_user_id varchar(20) ,
      Change_update_date datetime ,
      No_Show_Flag int
)

CLIENT_ADDRESS (
- Client_Identifier uniqueidentifier ,
- Address_Entry_Date datetime ,
      Address_Desc varchar (35) ,
      Street_Address1 varchar (120) ,
      City varchar (30) ,
      Street_Address2 varchar (120) ,
      State char (2) ,
      Zip_Code varchar (10) ,
      County_ID char (2) ,
      Change_user_id varchar(20) ,
      Change_update_date datetime
)

CLIENT_MASTER (
- Client_Identifier uniqueidentifier ,
      Client_Last_Name varchar (60) ,
      Client_First_Name varchar (40) ,
      Client_Middle_Name varchar (40) ,
      Client_Alternate_Last_Name varchar (60) ,
      Client_Hispanic_Origin tinyint ,
      Client_Birthdate datetime ,
      Client_Gender char (1) ,
      Client_Social_Security_Number varchar (11) ,
      Federal_Client_Number int ,
      Drivers_License varchar (20) ,
      Old_Client_Identifier char (14) ,
      Deleted tinyint ,
      Change_user_id varchar(20) ,
      Change_update_date datetime
)

CLIENT_PHONE (
Client_Identifier uniqueidentifier ,
Phone_Entry_Date datetime ,
Area_Code char (3) ,
Phone_Number char (8) ,
Phone_Extension char (4) ,
Phone_Description varchar (350) ,
Change_user_id varchar(20) ,
Change_update_date datetime
)

CLIENT_RACE (
Client_Identifier uniqueidentifier ,
Race_ID tinyint ,
Change_user_id varchar(20) ,
Change_update_date datetime
)

CLIENT_REGISTRY (
Client_Identifier uniqueidentifier ,
Agency_Number char (6) ,
Client_Release_ID tinyint ,
Client_Registry_Status_ID tinyint ,
Expiration_Date datetime ,
Change_user_id varchar(20) ,
Change_update_date datetime
)

CLIENT_SUPPORT_ACTIVITY (
Client_Identifier uniqueidentifier ,
Agency_Number char (6) ,
Admission_DateTime datetime ,
Support_Activity_DateTime datetime ,
Support_Act_Type_ID tinyint ,
Group_ID int ,
Service_Hours int ,
Staff_Hours int ,
Service_Minutes tinyint ,
Service_Attendance int ,
Contract_Type_ID tinyint ,
Staff_Minutes tinyint ,
Other_Unit_Qty int ,
Funding_Source_ID tinyint ,
Other_Unit_Desc varchar (20) ,

```
        Staff_ID varchar (5) ,
        Change_user_id varchar(20) ,
        Change_update_date datetime
)


CLIENT_TRIBE (
        Client_Identifier uniqueidentifier  ,
        Tribe_ID int   ,
        Change_user_id varchar(20) ,
        Change_update_date datetime
)


CURRENT_LEGAL_ISSUE (
        Agency_Number char (6)  ,
        Client_Identifier uniqueidentifier  ,
        Milestone_DateTime datetime  ,
        Legal_Issue_Type_ID tinyint   ,
        Change_user_id varchar(20) ,
        Change_update_date datetime
)


DISABILITY_MILESTONE (
        Agency_Number char (6)  ,
        Client_Identifier uniqueidentifier  ,
        Milestone_DateTime datetime  ,
        Disability_Type_ID tinyint  ,
        Change_user_id varchar(20) ,
        Change_update_date datetime
)


DISCHARGE (
        Client_Identifier uniqueidentifier  ,
        Agency_Number char (6)  ,
        Admission_DateTime datetime  ,
        Discharge_DateTime datetime  ,
        Discharge_Type_ID tinyint ,
        Compliant_Flag int ,
        Staff_ID varchar (5) ,
        Relapsed int ,
        Discharge_Referral_Other varchar (20) ,
        Continuing_Modality_ID tinyint ,
        Change_user_id varchar(20) ,
        Change_update_date datetime
)
```

DISCHARGE_REFERRAL (
      Client_Identifier uniqueidentifier ,
      Admission_DateTime datetime ,
      Discharge_DateTime datetime ,
      Other_Services_Referral_ID tinyint ,
      Change_user_id varchar(20) ,
      Agency_Number char (6) ,
      Change_update_date datetime
)

FACILITY_STAFF (
      Agency_Number char (6) ,
      Staff_ID varchar (5) ,
      Staff_First_Name varchar (40) ,
      Staff_Middle_Name varchar (40) ,
      Staff_Last_Name varchar (60) ,
      Hispanic_ID tinyint ,
      Staff_Birthdate datetime ,
      Staff_Gender char (1) ,
      Employment_Start_Date datetime ,
      Employment_End_Date datetime ,
      Change_user_id Change_user_id ,
      Change_update_date datetime
)

FACILITY_SUPPORT_ACTIVITY (
      Agency_Number char (6) ,
      Support_Activity_DateTime datetime ,
      Contract_Type_ID tinyint ,
      Funding_Source_ID tinyint ,
      Support_Act_Type_ID tinyint ,
      Support_Activity_Desc varchar (25) ,
      Service_Hours int ,
      Staff_Hours int ,
      Service_Minutes tinyint ,
      People_Attending int ,
      Other_Unit_Qty int ,
      Staff_Minutes tinyint ,
      Other_Unit_Desc varchar (20) ,
      Staff_ID varchar (5) ,
      Change_user_id varchar(20) ,
      Change_update_date datetime
)

TARGET 2000
User Instructions

GROUP_ROSTER (
        Group_ID int ,
        Client_Identifier uniqueidentifier ,
        Admission_DateTime datetime ,
        Change_user_id varchar(20) ,
        Agency_Number char (6) ,
        Change_update_date datetime
)

PREGNANCY_OUTCOME (
        Client_Identifier uniqueidentifier ,
        Agency_Number char (6) ,
        Milestone_DateTime datetime ,
        Child_Number tinyint ,
        Birth_Weight_Pounds tinyint ,
        Pregnancy_Outcome_Type_ID tinyint ,
        Birth_Weight_Ounces tinyint ,
        Infant_First_Name varchar (20) ,
        Live_With_Client int ,
        Change_user_id varchar(20) ,
        Change_update_date datetime
)

PREVIOUS_ARREST (
        Agency_Number char (6) ,
        Client_Identifier uniqueidentifier ,
        Milestone_DateTime datetime ,
        Arrest_Type_ID tinyint ,
        Change_user_id varchar(20) ,
        Change_update_date datetime
)

RELATIONSHIP_PROBLEM (
        Agency_Number char (6) ,
        Client_Identifier uniqueidentifier ,
        Milestone_DateTime datetime ,
        Personal_Relationship_Type_ID int ,
        Change_user_id varchar(20) ,
        Change_update_date datetime
)

SERVICE_FUNDING (
                Client_Identifier uniqueidentifier ,

Agency_Number char (6) ,
Service_Funding_Type tinyint ,
MCF_ID int ,

Service_Funding_Datetime datetime ,
Assessment_DateTime datetime ,
Private_Fee_Status_ID tinyint ,
Admission_DateTime datetime ,
Inactive_Date datetime ,
Co_occurring_disorder tinyint ,
Private_Insurance_Payment_ID tinyint ,
verning_County_ID char (2) ,
Title_XIX tinyint ,
Review_Date datetime ,
TEDS_Submission char (1) ,
Change_user_id Change_user_id ,
State_Special_Project_ID int ,
Change_update_date datetime ,
County_Special_Project_ID int ,
State_Project_Start_Date datetime ,
Agency_Special_Project_ID int ,
State_Project_End_Date datetime ,
County_Project_Start_Date datetime ,
County_Project_End_Date datetime ,
Agency_Project_Start_Date datetime ,
Agency_Project_End_Date datetime
)

SPECIAL_ASSESSMENT (
Agency_Number char (6) ,
Client_Identifier uniqueidentifier ,
Assessment_DateTime datetime ,
Special_Assessment_Type_ID tinyint ,
Change_user_id varchar(20) ,
Change_update_date datetime
)

SUBSTANCE_USED (
Agency_Number char (6) ,
Client_Identifier uniqueidentifier ,
Milestone_DateTime datetime ,
Relative_Importance tinyint ,
Substance_ID tinyint ,
Method_ID tinyint ,
Frequency_of_Use_ID tinyint ,
Date_Last_Used datetime ,
Peak_Use_Frequency_ID tinyint ,
First_Use_Age tinyint ,

```
        Change_user_id varchar(20) ,
        Change_update_date datetime
)


TREATMENT_ACTIVITY (
        Client_Identifier uniqueidentifier  ,
        Agency_Number char (6)  ,
        Admission_DateTime datetime  ,
        Treatment_DateTime datetime  ,
        Treatment_Activity_Type_ID tinyint  ,
        Group_ID int ,
        Child_Care_Type_ID tinyint ,
        Staff_ID varchar (5) ,
        Children_Attending_CC tinyint ,
        Service_Attendance tinyint ,
        Methadone_Dose tinyint ,
        Activity_Duration_Hours int ,
        Change_user_id varchar(20) ,
        Activity_Duration_Minutes tinyint ,
        Change_update_date datetime
)


TREATMENT_MILESTONE (
        Agency_Number char (6)  ,
        Client_Identifier uniqueidentifier  ,
        Milestone_DateTime datetime  ,
        Conducive_Environment tinyint ,
        Employment_Activity_ID tinyint ,
        Milestone_Type_ID tinyint  ,
        Suspension_Count tinyint ,
        Residence_Type_ID tinyint ,
        Language_ID tinyint ,
        Expulsion_Count tinyint ,
        Degree_ID tinyint ,
        Uses_Braille tinyint ,
        English_Reading_Ability tinyint ,
        English_Speaking_Ability tinyint ,
        Uses_Large_Type_English tinyint ,
        Polysubstance_Use tinyint ,
        Primary_Income_Source tinyint ,
        Living_Arrangement tinyint ,
        Used_Needle_Recently int ,
        ASAM_Level_ID tinyint ,
        Public_Assistance_Program tinyint ,
        Persons_in_Household tinyint ,
        Tried_To_Quit_Smoking tinyint ,
        Want_To_Quit_Smoking tinyint ,
```

```
        Marital_Status_ID tinyint ,
        Kids_At_Home tinyint ,
        Kids_at_Home_Under_12 tinyint ,
        Smoke_Cigarettes tinyint ,
        Kids_Elsewhere tinyint ,
        Kids_Elsewhere_Under_12 tinyint ,
        Other_Kids tinyint ,
        Other_Kids_Under_12 tinyint ,
        Years_of_Education tinyint ,
        School_Status_ID tinyint ,
        School_Type_ID tinyint ,
        Monthly_Household_Income money ,
        Monthly_Personal_Income money ,
        Veteran tinyint ,
        Emergency_Room_Visits tinyint ,
        Outpatient_Visits tinyint ,
        Inpatient_Admissions tinyint ,
        Inpatient_Days tinyint ,
        Past_Domestic_Violence int ,
        Curr_Domestic_Violence int ,
        Pregnancy_Est_Due_Date datetime ,
        Act_Pregnancy_Completion datetime ,
        Prev_Mental_Treatment tinyint ,
        Has_Prenatal_Provider tinyint ,
        Psych_Eval_Status_ID tinyint ,
        Mental_Hospital_Days int ,
        Receiving_Mental_Care tinyint ,
        Takes_Psych_Meds int ,
        Stage_ID tinyint ,
        Needle_Use_ID tinyint ,
        Care_for_Traumatic_Inj tinyint ,
        Care_for_Infect_Disease tinyint ,
        Care_for_Chronic_Illness tinyint ,
        Care_for_Dental_Prob tinyint ,
        Change_user_id varchar(20) ,
        Family_Alcohol_Prob tinyint ,
        Change_update_date datetime ,
        Family_Drug_Prob tinyint ,
        Family_Mental_Illness tinyint ,
        Family_Gambling_Prob tinyint ,
        STD_Test_Count tinyint ,
        Sexual_Orientation_ID tinyint ,
        Traumatic_Head_Injury tinyint ,
        Runaway_Count_ID tinyint ,
        User_Def_Option_ID tinyint ,
        Breath_Test_Result numeric(5, 3) ,
        Copy_Update_Flag tinyint
)
```

Look up files:

ADATSA_EXCEPTION_TYPE_LUT (
      Exception_Type_ID tinyint ,
      Exception_Type_Code char (1) ,
      Exception_Type_Desc varchar (35) ,
      Active_Date datetime ,
      Inactive_Date datetime
)

ARREST_TYPE_LUT (
      Arrest_Type_ID tinyint ,
      Arrest_Type_Desc varchar (75) ,
      Active_Date datetime ,
      Inactive_Date datetime ,
      Arrest_Type_Short_Desc varchar (10)
)

ASAM_LEVEL_LUT (
      ASAM_Level_ID tinyint ,
      ASAM_Level_Short_Desc varchar (20) ,
      ASAM_Level_Long_Desc varchar (70) ,
      Active_Date datetime ,
      Inactive_Date datetime
)

ASI_PATIENT_RATING_SCALE_LUT (
      ASI_Rating_ID int ,
      ASI_Rating_Desc varchar (50) ,
      Active_Date datetime ,
      Inactive_Date datetime
)

ASSESSMENT_PRIORITY_LUT (
      Assessment_Priority_ID tinyint ,
      Assessment_Priority_Code char (1) ,
      Assessment_Priority_Desc varchar (30) ,
      Active_Date datetime ,
      Inactive_Date datetime
)

CHILD_CARE_TYPE_LUT (
      Child_Care_Type_ID tinyint ,
      Child_Care_Type_Code char (1) ,

```
        Child_Care_Desc varchar (60) ,
        Child_Care_Short_Desc varchar (5) ,
        Active_Date datetime ,
        Inactive_Date datetime
)


CLIENT_REGISTRY_STATUS_LUT (
        Client_Registry_Status_ID tinyint  ,
        Client_Registry_Status_Desc varchar (60) ,
        Active_Date datetime ,
        Inactive_Date datetime ,
        Change_user_id varchar(20) ,
        Change_update_date datetime
)


COMMUNITY_SERVICE_OFFICE_LUT (
        CSO_ID int  ,
        CSO_Number char (2)  ,
        Service_Office_Name varchar (35) ,
        Active_Date datetime ,
        Inactive_Date datetime ,
        Change_user_id varchar(20) ,
        Change_update_date datetime
)


CONTRACT_TYPE_LUT (
        Contract_Type_ID tinyint IDENTITY (1, 1)  ,
        Contract_Type_Code char (1) ,
        Contract_Type_Desc varchar (60) ,
        Active_Date datetime ,
        Inactive_Date datetime ,
        Contract_Type_Short_Desc varchar (10)
)


DEGREE_LUT (
        Degree_ID tinyint   ,
        Degree_Code char (1) ,
        Degree_Desc varchar (35) ,
        Degree_Short_Desc varchar (5) ,
        Active_Date datetime ,
        Inactive_Date datetime
)


DISABILITY_TYPE_LUT (
        Disability_Type_ID tinyint  ,
```

        Disability_Desc varchar (35) ,
        Active_Date datetime ,
        Inactive_Date datetime
)

DISCHARGE_TYPE_LUT (
        Discharge_Type_ID tinyint ,
        Discharge_Type_Code char (1) ,
        Discharge_Desc varchar (50) ,
        Active_Date datetime ,
        Inactive_Date datetime ,
        Discharge_Type_Short_Desc varchar (10)
)

EMPLOYMENT_ACTIVITY_LUT (
        Employment_Activity_ID tinyint ,
        Employment_Act_Code char (1) ,
        Employment_Act_Desc varchar (60) ,
        Employment_Act_Federal_Code_1 char (2) ,
        Employment_Act_Federal_Code_2 char (2) ,
        Employment_Act_Short_Desc varchar (10) ,
        Active_Date datetime ,
        Inactive_Date datetime
)

ENGLISH_ABILITY_LUT (
        English_Ability_ID tinyint ,
        English_Ability_Code char (1) ,
        English_Desc varchar (35) ,
        Active_Date datetime ,
        Inactive_Date datetime
)

ENTRY_REFERRAL_LUT (
        Entry_Referral_ID tinyint ,
        Entry_Referral_Code char (1) ,
        Entry_Referral_Desc varchar (30) ,
        Displays_On_Assessment tinyint ,
        Displays_On_Admission tinyint ,
        Entry_Referral_Fed_Code char (2) ,
        Active_Date datetime ,
        Inactive_Date datetime ,
        Entry_Referral_Short_Desc varchar (10)
)

FORWARD_REFERRAL_LUT (
- Forward_Referral_ID tinyint ,
- Forward_Referral_Desc varchar (60) ,
- Active_Date datetime ,
- Inactive_Date datetime ,
- Forward_Referral_Short_Desc varchar (10)

)

FREQUENCY_LUT (
- Frequency_ID tinyint ,
- Frequency_Code tinyint ,
- Frequency_Desc varchar (25) ,
- Frequency_Federal_Code char (2) ,
- Active_Date datetime ,
- Inactive_Date datetime ,
- Display_Order tinyint

)

FUNDING_SOURCE_LUT (
- Funding_Source_ID tinyint ,
- Funding_Source_Code char (1) ,
- Funding_Source_Desc varchar (60) ,
- Active_Date datetime ,
- Inactive_Date datetime ,
- Funding_Source_Short_Desc varchar (10)

)

GROUP_LUT (
- Agency_Number char (6) ,
- Group_ID int IDENTITY (1, 1) ,
- Group_Name varchar (60) ,
- Start_Date datetime ,
- Group_Type tinyint ,
- End_Date datetime ,
- Default_Meeting_Day varchar (50) ,
- Default_Meeting_Time varchar (11) ,
- Duration_Hours int ,
- Default_Staff_ID varchar (5) ,
- Duration_Minutes tinyint

)

HISPANIC_LUT (
- Hispanic_ID tinyint ,
- Hispanic_Code char (1) ,
- Hispanic_Desc varchar (40) ,
- Hispanic_Federal_Code char (2) ,

```
        Hispanic_DSHS_Code char (3) ,
        Active_Date datetime ,
        Inactive_Date datetime ,
        Hispanic_Short_Desc varchar (10)
)


INCAPACITY_LUT (
        Incapacity_ID tinyint  ,
        Incapacity_Code char (1) ,
        Incapacity_Desc varchar (25) ,
        Active_Date datetime ,
        Inactive_Date datetime
)


LANGUAGE_LUT (
        Language_ID tinyint  ,
        Language_Code char (2) ,
        Language_Desc varchar (25) ,
        Language_DSHS_Code char (2) ,
        Language_Short_Desc varchar (5) ,
        Active_Date datetime ,
        Inactive_Date datetime
)


LEGAL_ISSUE_TYPE_LUT (
        Legal_Issue_Type_ID tinyint  ,
        Legal_Issue_Desc varchar (75) ,
        Active_Date datetime ,
        Inactive_Date datetime ,
        Legal_Issue_Short_Desc varchar (10)
)


LIVING_ARNG_LUT (
        Living_Arng_ID tinyint  ,
        Living_Arng_Code char (1) ,
        Living_Arng_Desc varchar (60) ,
        Living_Arng_Short_Desc varchar (10) ,
        Active_Date datetime ,
        Inactive_Date datetime
)


MARITAL_SATISFACTION_LUT (
        Marital_Satisfaction_Rating_ID int  ,
        Marital_Satisfaction_Rating_Desc varchar (50) ,
        Active_Date datetime ,
```

Inactive_Date datetime
)

MARITAL_STATUS_LUT (
Marital_Status_ID tinyint ,
Marital_Status_Code char (1) ,
Marital_Status_Desc varchar (45) ,
Marital_Status_Federal_Code char (2) ,
Active_Date datetime ,
Inactive_Date datetime
)

MEDICAL_TREATMENT_NEED_LUT (
Treatment_Need_ID tinyint ,
Treatment_Need_Desc varchar (20) ,
Active_Date datetime ,
Inactive_Date datetime
)

MENTAL_TREATMENT_TYPE_LUT (
Mental_Treatment_Type_ID tinyint ,
Mental_Treatment_Type_Code char (1) ,
Mental_Treatment_Type_Desc varchar (50) ,
Active_Date datetime ,
Inactive_Date datetime
)

METHOD_LUT (
Method_ID tinyint ,
Method_Code char (1) ,
Method_Desc varchar (25) ,
Method_Federal_Code char (2) ,
Active_Date datetime ,
Inactive_Date datetime
)

MILESTONE_TYPE_LUT (
Milestone_Type_ID tinyint ,
Milestone_Type_Code char (1) ,
Milestone_Type_Desc varchar (30) ,
Active_Date datetime ,
Inactive_Date datetime
)

MODALITY_CONTRACT_FUNDING (
    MCF_ID int IDENTITY (1, 1) ,
    Funding_Source_ID tinyint ,
    Contract_Type_ID tinyint ,
    Modality_ID tinyint ,
    Title_XIX_Status_ID tinyint ,
    Active_Date datetime ,
    Inactive_Date datetime ,
    Change_user_id Change_user_id ,
    Change_update_date datetime ,
    Valid char (1)
)

MODALITY_LUT (
    Modality_ID tinyint IDENTITY (1, 1) ,
    Modality_Code char (2) ,
    Modality_Desc varchar (50) ,
    Modality_Federal_Code char (2) ,
    Active_Date datetime ,
    Inactive_Date datetime ,
    Modality_Short_Desc varchar (10) ,
    Residential_Flag tinyint
)

NEEDLE_USE_LUT (
    Needle_Use_ID tinyint ,
    Needle_Use_Code char (1) ,
    Needle_Use_Desc varchar (25) ,
    Active_Date datetime ,
    Inactive_Date datetime
)

NONELIG_REASON_LUT (
    Nonelig_Reason_ID int ,
    Nonelig_Reason_Code char (1) ,
    Nonelig_Reason_Desc varchar (50) ,
    Nonelig_Reason_Short_Desc varchar (5) ,
    Active_Date datetime ,
    Inactive_Date datetime
)

OFFERED_SERVICE (
    Agency_Number char (6) ,
    MCF_ID int ,
    Active_Date datetime ,
    Inactive_Date datetime ,

   Change_user_id Change_user_id ,
   Change_update_date datetime ,
   Valid char (1)
)

OTHER_SERVICES_REFERRAL_LUT (
   Other_Services_Referral_ID tinyint ,
   Other_Services_Referral_Code char (1) ,
   Other_Services_Referral_Desc varchar (50) ,
   Other_Services_Referral_Short_Desc varchar (10) ,
   Active_Date datetime ,
   Inactive_Date datetime
)

PERSONAL_RELATIONSHIP_TYPE_LUT (
   Personal_Relationship_Type_ID int ,
   Personal_Relationship_Type_Desc varchar (50) ,
   Active_Date datetime ,
   Inactive_Date datetime
)

PREGNANCY_OUTCOME_TYPE_LUT (
   Pregnancy_Outcome_Type_ID tinyint ,
   Pregnancy_Outcome_Type_Code char (1) ,
   Pregnancy_Outcome_Type_Desc varchar (35) ,
   Active_Date datetime ,
   Inactive_Date datetime
)

PRIMARY_INCOME_LUT (
   Primary_Income_ID tinyint ,
   Primary_Inc_Code char (1) ,
   Primary_Inc_Desc varchar (35) ,
   Primary_Inc_Federal_Code char (2) ,
   Primary_Inc_Short_Desc varchar (10) ,
   Active_Date datetime ,
   Inactive_Date datetime
)

PRIVATE_FEE_STATUS_LUT (
   Private_Fee_Status_ID tinyint ,
   Private_Fee_Status_Desc varchar (30) ,
   Private_Fee_Status_Code char (1) ,
   Active_Date datetime ,
   Inactive_Date datetime

)

PRIVATE_INSURANCE_PAYMENT_LUT (
        Private_Insurance_Payment_ID tinyint ,
        Private_Insurance_Payment_Desc varchar (30) ,
        Active_Date datetime ,
        Inactive_Date datetime
)

PSYCH_EVALUATION_STATUS_LUT (
        Psych_Eval_Status_ID tinyint ,
        Psych_Eval_Status_Code char (1) ,
        Psych_Eval_Status_Desc varchar (65) ,
        Active_Date datetime ,
        Inactive_Date datetime
)

PUBLIC_ASSIST_LUT (
        Public_Assist_ID tinyint ,
        Public_Assist_Code char (1) ,
        Public_Assist_Desc varchar (60) ,
        Public_Assist_Short_Desc varchar (10) ,
        Active_Date datetime ,
        Inactive_Date datetime
)

RACE_LUT (
        Race_ID tinyint ,
        Race_Code char (1) ,
        Race_Desc varchar (30) ,
        Race_Federal_Code char (2) ,
        Race_DSHS_Code char (3) ,
        Active_Date datetime ,
        Inactive_Date datetime
)

RESIDENCE_TYPE_LUT (
        Residence_Type_ID tinyint ,
        Residence_Code char (1) ,
        Residence_Desc varchar (45) ,
        Residence_Federal_Code char (2) ,
        Residence_Short_Desc varchar (10) ,
        Active_Date datetime ,
        Inactive_Date datetime
)

RUNAWAY_COUNT_LUT (
        Runaway_Count_ID tinyint ,
        Runaway_Count_Desc varchar (50) ,
        Active_Date datetime ,
        Inactive_Date datetime
)

SCHOOL_STATUS_LUT (
        School_Status_ID tinyint ,
        School_Status_Desc varchar (25) ,
        Active_Date datetime ,
        Inactive_Date datetime ,
        School_Status_Short_Desc varchar (10)
)

SCHOOL_TYPE_LUT (
        School_Type_ID tinyint ,
        School_Type_Desc varchar (35) ,
        Active_Date datetime ,
        Inactive_Date datetime
)

SEXUAL_ORIENTATION_LUT (
        Sexual_Orientation_ID tinyint ,
        Sexual_Orientation_Desc varchar (50) ,
        Active_Date datetime ,
        Inactive_Date datetime
)

SPECIAL_ASSESSMENT_TYPE_LUT (
        Special_Assessment_Type_ID tinyint ,
        Special_Assessment_Desc varchar (30) ,
        Active_Date datetime ,
        Inactive_Date datetime ,
        Special_Assessment_Short_Desc varchar (10)
)

SPECIAL_PROJECT_LUT (
        Special_Project_ID int IDENTITY (1, 1) ,
        Special_Project_Desc varchar (60) ,
        Special_Proj_Type_ID tinyint ,
        Agency_Number char (6) ,
        County_ID char (2) ,

```
        Active_Date datetime ,
        Inactive_Date datetime ,
        Valid char (1)
)
```

```
SPECIAL_PROJECT_TYPE_LUT (
        Special_Proj_Type_ID tinyint  ,
        Special_Proj_Type_Desc varchar (50)
)
```

```
STAGE_OF_USE_LUT (
        Stage_ID tinyint  ,
        Stage_Desc varchar (35) ,
        Active_Date datetime ,
        Inactive_Date datetime
)
```

```
SUBSTANCE_LUT (
        Substance_ID tinyint  ,
        Substance_Code char (2) ,
        Substance_Desc varchar (35) ,
        Substance_Federal_Code char (2) ,
        Active_Date datetime ,
        Inactive_Date datetime ,
        Substance_Short_Desc varchar (10)
)
```

```
SUPPORT_ACTIVITY_TYPE_LUT (
        Support_Act_Type_ID tinyint  ,
        Support_Act_Type_Code char (1) ,
        Support_Act_Type_Desc varchar (50) ,
        Displays_On_Client_Activity tinyint ,
        Displays_On_Facility_Activity tinyint ,
        Support_Act_Type_Short_Desc varchar (10) ,
        Active_Date datetime ,
        Inactive_Date datetime
)
```

```
TITLE_XIX_STATUS_LUT (
        Title_XIX_Status_ID tinyint  ,
        Title_XIX_Status_Desc varchar (25)  ,
        Active_Date datetime ,
        Inactive_Date datetime
)
```

TREATMENT_ACTIVITY_TYPE_LUT (
       Treatment_Activity_Type_ID tinyint ,
       Treatment_Act_Type_Code char (1) ,
       Treatment_Act_Desc varchar (60) ,
       Active_Date datetime ,
       Inactive_Date datetime ,
       Treatment_Act_Type_Short_Desc varchar (10)
)

TRIBE_LUT (
       Tribe_ID int ,
       Tribe_Desc varchar (300) ,
       Active_Date datetime ,
       Inactive_Date datetime
)

USER_DEFINED_OPTION_LUT (
       Agency_Number char (6) ,
       User_Def_Option_ID tinyint ,
       User_Def_Option_Desc varchar (100) ,
       Active_Date datetime ,
       Inactive_Date datetime
)

Appendix C

Import/Export Specification Package

Overview

The upload/import and download/export processes are used primarily by agencies that also use another activity/billing system. Instead of performing double data entry for treatment activity, the end-user does all data entry in the other system and exports a file for import into Target. To minimize data inaccuracies, certain codes or look-up values need to be periodically downloaded from Target into the end-user system.

There are several design changes in the new Target2000 system relative to the previous Target system that must be handled correctly by the interface between Target 2000 and another system.

Among the design changes:

1. Detailed funding information is no longer stored with each treatment activity. A funding source is determined at the time of admission and all treatment activities that occur between admission and discharge are assumed to draw from the funding source identified in the admission record or an additional funding record.

2. The Client Identifier format has changed. It is now a Microsoft-format Global Unique Identifier (GUID) that is assigned by the MS SQL database when a new client is created. The GUID consists of 32 hexadecimal digits interspersed with a few hyphens for readability that results in a 36-character string field. The format of the MS GUID is: XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX 8(x)-4(X)-4(x)-4(x)-12(x) in which each X is a hexadecimal digit in the range 0-9 or a-f.

3. The codes for various fields have changed significantly for Target 2000. There are multiple look-up-tables that contain these codes that need to be referenced correctly.

4. The 4-character Provider Number and 2-character Facility Number fields have been merged into a 6-character Agency Number in Target2000.

Business Rules

Agencies can only import and export data for their own agency.

All download files are compressed for export to end-users.

All times for the Import/Export files are 24 hour military.

Date Range filters (Beginning Date and Ending Date) should be controlled by the user requesting the import/export and applied to the appropriate tables in the following manner

• Facility Staff	Records with Change_Update_Date greater than the start date should be exported.
• Client Master	Records matched to Assessment, Admission, Case Plan, or Client Support Activity with Change_Update_Date greater than the start date.
• Admission Datetimes	Records with Admission datetime between the start and end date.
• All other tables	Compare active/inactive dates and export any records that are active during the specified date window.(Active_Date < end date and (Inactive_Date > start date or Inactive_Date is null))

Enter start and end dates, click [Start Data Extract] to Export Target 2000 files

Right click on the E{Agency_Number}.ZIP link and select "Save Target as…" to bring up a Save as window and save the file locally. The size of the zipped file names allow use of either older or newer decompression software.

Your data dump is complete.

The files listed below have been "zipped" into one file named E604000.ZIP for you to download. The size of the download file is 8,686 bytes. Right click on the underlined filename above and select "Save As" to download the export file to your computer. After you get the file on your computer, run an "unzipping" utility to expand the files for use.

The table below shows the sizes of the files created. F:\TARGET_TEMP\

Description	File Name	Uncompressed Size	Record Count
Admission DateTimes	E604000.ADM	5100	85
Client Master	E604000.CMS	21909	67
Lookup Codes	E604000.COD	2295	27
Group Membership	E604000.GME	3599	59
Group	E604000.GRO	1958	22
Agency Staff	E604000.STA	1818	9

Data Transfer File Formats

The filenames will start with the letter E for Export and I for Import, followed by the 6-digit Agency number. The file name will end with a 3-character tag to identify the file type.

Files to be created at agency data entry site and uploaded into Target 2000:

- Treatment Activity   I######.ACT

Files to be created and downloaded to the agency on request:

- Facility Staff   E######.STA
- Client Master   E######.CMS
- Various Lookup Codes   E######.COD
- Group   E######.GRO
- Group Member Roster   E######.GME
- Admission Datetime   E######.ADM

The ~.STA and ~.CMS will contain one record for each Staff_ID or Client Identifier.
The ~.GME and ~.ADM may contain more than one record for each Client Identifier.

The tables below list the file formats. The Field Description column identifies the column name in the appropriate table in the Target database.

Format of Treatment Activity Import file: I#######.ACT   Treatment_Activity table

Field Description	Col. Position.		Length	Picture
Client_Identifier	1	36	36	MS GUID
Agency_Number	37	42	6	999999
Admission_DateTime	43	58	16	YYYY-MM-DD HH:MM
Treatment_DateTime	59	74	16	YYYY-MM-DD HH:MM
Treatment_Activity_Type_ID	75	76	2	99
Group_ID	77	83	7	9999999
Children Attending_CC	84	84	1	9
Child_Care_Type_ID	85	86	2	99
Service_Attendance	87	87	1	X
Methadone_Dose	88	90	3	999
Staff_ID	91	95	5	XXXXX
Activity_Duration_Hours	96	97	2	HH
Activity_Duration_Minutes	98	99	2	MM

Service Attendance: Indicates the attendance status of the client to a specific treatment activity.   Y - Client Attended; N - No Show, Unexcused; E – Excused

Format of Facility Staff Export file: E######.STA   Facility_Staff table

Field Description	Col. Position		Length	Picture
Agency_Number	1	6	6	XXXXXX
Staff_ID	7	11	5	XXXXX
Staff_First_Name	12	51	40	40(X)
Staff_Middle_Name	52	91	40	40(X)
Staff_Last_Name	92	151	60	60(X)
Staff_Birthdate	152	161	10	MM/DD/YYYY
Staff_Gender	162	162	1	X
Hispanic_ID	163	164	2	99
Employment_Start_Date	165	174	10	MM/DD/YYYY
Employment_End_Date	175	184	10	MM/DD/YYYY
Change_Update_Date	185	200	16	YYYY-MM-DD HH:MM

Format of Client Master Export file: E######.CMS   Client_Master table

Field Description	Col. Position		Length	Picture
Client_Identifier	1	36	36	MS GUID
Client_Last_Name	37	96	60	60(X)
Client_First_Name	97	136	40	40(X)
Client_Middle_Name	137	176	40	40(X)
Client_Birthdate	177	186	10	MM/DD/YYYY
Client_Gender	187	187	1	X
Client_Hispanic_Origin	188	189	2	99
Client_Alternate_Last_Name	190	249	60	60(X)
Client_Social_Security_Number	250	260	11	999-99-9999
Federal_Client_Number	261	275	15	15(9)
Drivers_License	276	295	20	20(X)
Old_Client_Identifier	296	309	14	14(X)
Change_Update_Date	310	325	16	YYYY-MM-DD HH:MM

Format of Lookup Codes Export file: E######.COD   Various tables

The contents of this file come from three tables: Child_Care_Type_LUT, Hispanic_LUT, Treatment_Activity_Type_LUT. The "Code Type" field will contain a "C" or "H" or "T" to identify which respective table is the data source.

Field Description	Col. Position		Length	Picture
Code Type	1	1	1	X
Code	2	3	2	99
Description	4	63	60	60(X)
Active Date	64	73	10	MM/DD/YYYY
Inactive Date	74	83	10	MM/DD/YYYY

Format of Group Export file: E######.GRO   Group_LUT table

Field Description	Col. Position		Length	Picture
Group ID	1	7	7	9999999
Group Name	8	67	60	60(X)
Start Date	68	77	10	MM/DD/YYYY
End Date	78	87	10	MM/DD/YYYY

Format of Group Member Export file: E######.GME Group_Roster table

Field Description	Col. Position		Length	Picture
Group ID	1	7	7	9999999
Client Identifier	8	43	36	MS GUID
Admission DateTime	44	59	16	YYYY-MM-DD HH:MM

Format of Admission Datetimes Export file: E######.ADM

Field Description	Col. Position		Length	Picture
Client_Identifier	1	36	36	MS GUID
Agency Number	37	42	6	999999
Admission DateTime	43	58	16	YYYY-MM-DD HH:MM

Upload and Import Treatment Activity Data

Path and Name of file to upload: | C:\IMPORT_FOLDER\I604000.ACT | [Browse...]

[Start Upload and Import]

Enter the full path and name of file to upload or select the file using [Browse]
Click [Start Upload and Import] to send Import file to TARGET2000.

File successfully transfered

Information About The Uploaded File	
User's filename	C:\IMPORT_FOLDER\i604000.act
Size in bytes	42,600

The File was processed. Here are the results:

Total number of records uploaded	21	
Records with Errors	4	[View Error Log]
Records without Errors	17	
Import Elapsed time (Seconds)	3	
Import Records per Second	7	

To view errors Click on [View Error Log]

Error Log for file imported at 11/30/2004 1:34:25 PM	
Rec #	**Buffer / Error(s)**
1	D86C37A6-30B0-4293-97EA-03B4193529730109002001-07-13 10:002001-10-02 10:00 200000000 9A0Y0LBL 9210
	The agency doing the import does not match the agency in the data. Record not imported.
	This Client Identifier does not exist in the Client Master table
	There is not an Admission record matching the Agency/Client/Admission DateTime in this record
2	D86C37A6-30B0-4293-97EA-03B4193529730109002001-07-13 10:002001-10-02 10:00 200000000 9A0Y0LBL 9210
	The agency doing the import does not match the agency in the data. Record not imported.
	Duplicate record. This Agency/Client/Admission DateTime/Treatment DateTime already exists.

The error list will detail one or more errors for each record that failed to load.

If the error listing is large, i.e. thousands of records, your browser could have difficulty printing. There are two interim solutions.

Click File from the top menu and then save as… to save to another location either as HTML or text document and then use Word or other word processing software to print. The disadvantages are a number of extra header lines are created and there is a loss of format.

Resubmit a smaller Import file. The disadvantages are extra steps and each record, which originally loaded with no errors will now error with 'duplicated record'.

IMPORT ERROR LUT

Import Error_ID	Import_Error_Desc
0	Imported Record size is not 99 characters. All other checks skipped.
1	The agency doing the import does not match the agency in the data. Record not imported.
2	Missing Client Identifier - a required field
3	Missing Admission DateTime - a required field
4	Missing Treatment DateTime - a required field
5	Missing Treatment Activity Type ID - a required field
6	Missing Activity Duration - a required field when Client attended treatment
7	Missing Methadone Dosage Change - a required field when Activity is Dosage Change
8	Erroneous data in Methadone Dose - it can only be used if Activity is Dosage Change
9	Missing Group ID - a required field when Treatment Activity is Group
10	Erroneous data in Group ID - it can only be used if Activity is Group
11	The Activity Duration Hours contains non-numeric data
12	The Activity Duration Hours must be greater than 0
13	The Activity Duration Minutes contains non-numeric data
14	The Activity Duration Minutes must be between 0 and 59
15	This Client Identifier does not exist in the Client Master table
16	Duplicate record. This Agency/Client/Admission DateTime/Treatment DateTime already exists.
17	The Treatment Activity Type ID either does not exist or is not active for the Treatment Date
18	The Group ID either does not exist or is not active for the Treatment Date
19	The Client is not on the group roster based on Group ID and Admission DateTime
20	The Child Care ID either does not exist or is not active for the Treatment Date
21	The Staff ID either does not exist or is not active for the Treatment Date
22	There is not an Admission record matching the Agency/Client/Admission DateTime in this record
23	The Treatment DateTime + Treatment Duration is greater than the associated Discharge DateTime

Import Error_ID	Import_Error_Desc
24	The Treatment DateTime must be greater than the Admission DateTime + Admission Duration
25	Unknown Error during Insert. All edit checks passed but Insert statement failed
26	The Admission Date and/or Time contain invalid data
27	The Treatment Date and/or Time contain invalid data
28	The Treatment Activity Code must be an Integer
29	The Group Identification Code must be an Integer
30	The Number of Children Attending Child Care must be an Integer
31	The Child Care Type Code must be an Integer
32	Service Attendance must be Y,E,or N