

## **POLICY**

The Department of Alcohol and Drug services has replaced our old data entry system (OSCAR) with a new system that will allow more comprehensive data entry (UNI/Care). More detailed information on the data entry process is available through the DADS Research Institute.

## **PROCEDURE**

Before admitting a client as a new client, it is important to do an exhaustive search for the client in the UNI/Care System. This way, duplicate records can be avoided. Search for the client using the SS#, the first few letters of the last and first name, or with the clients UNI/Care number (if you have one).

In the UNI/Care data base, the required fields are outlined with a green line around the entire entry space. Desired fields are identified with a green line at the bottom of the entry space. Required fields must be completed before exiting the record. Desired fields are not required, but entry of the data into these fields is recommended for a complete record.

**When entering data into UNI/Care, drop down menus may appear. In some cases, the list in the drop down menu has more choices than the options listed on the forms described below. When that happens, be certain to use only the choices listed on the form.**

There are six forms included in this manual (Section D-3) that are used for UNI/Care data entry. They are as follows:

- Client Registration Form
- Admission Form
- Discharge Form
- Service Planning Form
- Services Rendered Document Form
- THU Admission/Discharge Form

Summary short cuts (highlighted in gray) are available on the forms that will guide you through the UNI/Care data entry process. Also included in this manual are brief guidelines for each field on the report.

In general, these forms have elements that are similar to the old OSCAR data entry forms. The fields are in a different order to facilitate entry into the UNI/Care system. The client may complete the Client Registration Form, but the other forms should be completed by the clinician

**In UNI/Care, there is a “default” service plan that allows the person entering the data to plan for numerous different kinds of services. Services must be planned and signed before they can be billed. For detailed instructions on this and other processes, consult the UNI/Care manual available from the Research Institute. The manual and updates will be available on the DADS Web site in the near future.**