

## **Documentation Sent Out from I-SMART Assessment**

The letter will be the same for everyone we send it to, whether it be court, county attorney, schools, attorneys, etc. Use a Form letter Request to have this Assessment Letter typed up with the appropriate information.

Information included on the letter:

1. Date Assessment completed
2. Level of Care recommended (type of services recommended)
3. Comments if applicable/Action to be taken

In some cases the ASAM can be sent along with this letter. You print the ASAM from the I-SMART system from the TAP module (or Admission module if that is the only thing that was completed.) To print the ASAM from I-SMART:

1. Log onto I-SMART and choose appropriate Facility.
2. Go to the Client List, search for the client and go to their Activity List screen.
3. Click on "Review" for either the TAP or Admission module.
4. At the TAP (or Admission Module) click on the Print Report icon in the upper right hand corner.
5. When the Adobe Reader window opens up find the page that has the ASAM on it and only print that page. Once the page is printed make sure that it only has the ASAM information on it.

**Sent To:**

Treatment Programs  
Attorney  
JCO/DHS  
Client  
Schools  
Parents  
Courts  
7<sup>th</sup> Judicial District  
DCS  
Other

**Receives:**

Letter and ASAM  
Letter  
Letter and ASAM  
Letter  
Letter (but if they request more we can send the ASAM)  
Letter  
Letter  
Letter and ASAM  
Letter (and sometimes ASAM)  
Letter

All of this also depends on how the release was filled out. If there are any limits then it probably will just be the letter sent out.

If more is requested then just the letter then you include the ASAM along with it.