



Project DELTA

Quick Reference Guide

PAROLE OPERATIONS

Urinalysis/Drug Testing Results

Urinalysis / Drug Testing Results

From the navigation bar select “Conduct”, then “Drug Screen History”. Click on “Add New Drug Screen” on the Drug Screening History screen. This will direct the user to the Drug Screening Form.

On the Drug Screening Form, select the Reason For Test.

DELTA QUICK REFERENCE GUIDE
PAROLE OPERATIONS QUICK REFERENCE GUIDE – URINALYSIS/DRUG TESTING RESULTS

Reason for Test ★ -- Please Select --

Date and time of Test ★ -- Please Select --

Type of Test ★
 Suspicion/For-Cause
 Random
 Initial/Baseline
 Follow-up

Enter the Date and Time of Test.

Date and time of Test ★

Type of Test ★
 < December 2022
 Su Mo Tu We Th Fr Sa
 27 28 29 30 1 2 3
 4 5 6 7 8 9 10
 11 12 13 14 15 16 17
 18 19 20 21 22 23 24
 25 26 27 28 29 30 31
 1 2 3 4 5 6 7
 Today

Test Result ★ ☐ Positive ☐ Negative

List	Substance	Active	Removed By	Remove
Substances Found				

Enter the Type of Test and the Test Result.

Type of Test ★ ☐ Lab Test ☐ Instant Test

Test Result ★ ☐ Positive ☐ Negative

If substances were found, click Add Substance. New window will appear. Select the Substance from the drop-down list.

DELTA QUICK REFERENCE GUIDE
PAROLE OPERATIONS QUICK REFERENCE GUIDE – URINALYSIS/DRUG TESTING RESULTS

If the substance that was found was prescribed to the offender, click the Authorized Medication toggle. If not, skip this step then click Add.

The box will disappear and the substance should now be listed in the Substance List section. Repeat the steps if any other substances were found.

Substance List					
Substance	Authorized Medication	Active	Removed By	Remove	View/Edit
Oxycodone	✗	✓		Remove	View/Edit

Next, enter the name of the staff member who conducted the search by entering the first couple of letters of their name in the Conducted By field. Delta will search for the staff member. Click on the name to insert it into the field.

Next, click on Upload New Document.



A new window will pop up. Select the Document Type.

A screenshot of a web application window titled "Upload Document". The window contains several fields: "Document Type" with a dropdown menu showing "-- Please Select --", "Description" with a text input field showing "-- Please Select --", "Original Document Date" with a text input field, "Upload Date" with a date input field showing "12/8/2022" and a calendar icon, and "Document" with a "Select" button and a "No File Selected" status. At the bottom right, there are "Save" and "Cancel" buttons.

Enter the Description of the document and the Original Document Date. The Upload date will be auto-filled. Click on Select and select the document to be uploaded. Click Save to save the file.

DELTA QUICK REFERENCE GUIDE
PAROLE OPERATIONS QUICK REFERENCE GUIDE – URINALYSIS/DRUG TESTING RESULTS

Upload Document

Document Type ★ Drug screening form

Description ★

Original Document Date ★

Upload Date 12/8/2022

Document ★ **Select** No File Selected

Save **Cancel**

The window will disappear. A grey confirmation box will appear in the upper-right corner of the screen and the document should now be visible in the Drug Screening Documents section.

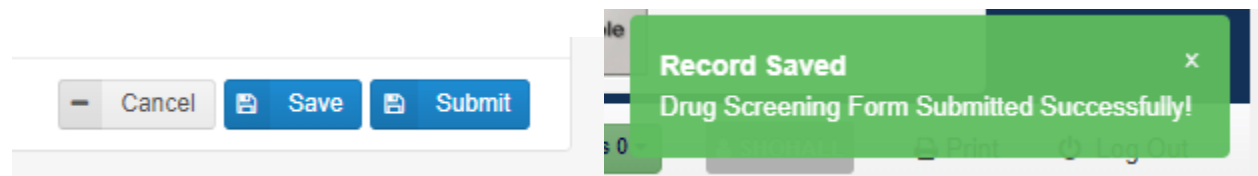
Drug Screening Documents					
Document Type ↑	Description ↕	Original Document Date ↑	Upload Date ↑	View	Remove
	test	12/07/2022	12/08/2022		
Upload New Document					

Next, click Save. The green confirmation box will appear confirming the information has been saved.

Record Saved
Drug Screening Form Saved Successfully!

Save **Submit**

Next, click Submit.



The user's name should now appear in the Submitted By field and the Submit Date Time should have the date and time auto-filled.

Submitted by

Hall Shonda

Submit Date Time

12/08/2022 14:43