IMS ASSESSMENTS

It is important that IMS assessment information is routinely captured for all your clients. This allows for accurate reporting of the clients using your service, and assists commissioners when planning service provision. While we do encourage the completion of the full IMS assessment page, we realise this might not always be possible, so if your service has the optional *Quick Assessment* feature enabled, a pop up window will appear after you enter a new syringe exchange *transaction* or new *intervention* for any client who has never had previously had an assessment.

QUICK ASSESSMENT WINDOW

This popup window only appears if the client has **no** assessment and **after** you have saved a new transaction or intervention. The *Quick Assessment* includes only the mandatory items from the IMS assessment (plus postcode). The minimum response required to complete the quick assessment is to select a *Substance 1*, and then click *Save*. However you are encouraged to update all the fields on the quick assessment.

You will need to select a response for *Substance 1* . This is the only mandatory field which does not have a pre-populated response.

- *Accommodation*
- *Parental Status*
- *Employment*

These items are all pre-populated with **Not/Known,** but please change these to the correct option if you have this information.

Date defaults to today. Change this if necessary.

This icon shows that an *Assessment* has never been completed ⬤

Postcode is the only optional item on the quick assessment. Please complete this if known.

The default *Local Authority* for your agency will be shown. Please change this if the client resides elsewhere.

If you do not want to complete the quick assessment now, then click the *X* or *Close/Cancel* button.

Update the quick assessment items then click *+Save*

If you wish to update other assessment items now, click the *Open Full Assessment* button.

When a new client accesses your service the IMS assessment should be completed. If the client continues to engage with your service over a longer period then we advise that a new assessment should be completed at six-month intervals. The assessment module is responsive to the requirements of different services, so the data item tabs shown here may appear different for your service.

MAIN ASSESSMENT SCREEN

Add Assessment

| Main | Carer | Disability | Drinking | Health | Injecting | Keyworker | Sexuality | Veteran | Young Person |

Date:

Accommodation:

Employment:

Parental Status:

Substance 1:

Substance 2:

Substance 3:

> *Substance 1, Accommodation, Employment* and *Parental Status* are mandatory fields

Postcode:

🔍 Lookup Postcode

Local Authority:

> Enter client's full (or part) postcode. Click the *Lookup Postcode* button to complete the *Local Authority*

> If the client's postcode isn't known you can select *Local Authority* from the list. This is a mandatory field

- Date is Required
- Please select the Accommodation Need
- Please select the Employment Status
- Please select the Parental Status
- Substance 1 is Required

Important:

When you click *Save* your data will be validated and any error messages will appear here. You need to correct any errors and click *Save* again before continuing.

✖ Cancel   💾 Save

Add Assessment

| Main | Carer | Disability | Drinking | Health | Injecting |

Carer Responsibility:

Living Situation:

> If other assessment items are applicable for your service, they will appear on separate tabs at the top of the assessment screen.

Add Assessment

| Main | Carer | Disability | Drinking | Health | Injecting | Keyworker | Sexuality | Veteran | Young Person |

Chronic Condition / Disability 1:

Chronic Condition / Disability 2:

Chronic Condition / Disability 3:

Data Item	Data Definition	Required	Data Extract
Main Assessment	Note: All items in the main assessment refer to the client's situation in the **last 14 days**, unless stated otherwise.		
Date	The date that the assessment review was completed.	Mandatory	Yes
Accommodation	Accommodation status of this client *during the 14 days prior to this assessment*.	Mandatory	Yes
Employment	Main employment or income source of this client *during the 14 days prior to this assessment.*	Mandatory	Yes
Parental Status	Whether the client is a parent of children under 18, and whether they live with the client.	Mandatory	Yes
Postcode	The postcode of the client's normal place of residence.	Optional	First part +1 only
Local Authority	The local authority in which the client currently resides, as defined by their postcode of residence. If NFA the LA of the treatment provider should be used.	Mandatory	Yes
Substance 1	Primary problem substance that the client currently uses, or has used in *the 14 days prior to this assessment.*	Mandatory	Yes
Substance 2	Secondary or additional problem substance that the client currently uses, or has used in *the 14 days prior to this assessment.*	Optional	Yes
Substance 3	Tertiary or additional problem substance that the client currently uses, or has used in *the 14 days prior to this assessment.*	Optional	Yes

Assessment Modules	Data items in the following assessment modules can be 'switched on' if applicable to your service.		
Carer	Does the client help or support others because of ill health, disability or old age?	Optional	Yes
Living Situation	Does the client live alone or with others? Please select one response that best describes your current living situation.	Optional	Yes
Chronic Condition / Disability 1:	Main or Primary 'Chronic Condition/Disability', description selected from reference list. If not applicable, select *'None'* or if unknown or the client was not asked select *'Not Stated'*.	Optional	Yes
Chronic Condition / Disability 2:	Secondary or additional' Chronic Condition/Disability', description selected from reference list.	Optional	Yes
Chronic Condition / Disability 3:	Third or additional 'Chronic Condition/Disability', description selected from reference list.	Optional	Yes
Drink Days	Number of days in *the 14 days prior to this assessment* that the client consumed alcohol.	Optional	Yes
Drink Units	Typical number of units consumed on a drinking day.	Optional	Yes
AUDIT Score	AUDIT - Alcohol Use Disorders Identification Test Numeric score between 0 and 40.	Optional	Yes
SADQ Score	SADQ - Severity of Alcohol Dependence Questionnaire Numeric score between 0 and 60.	Optional	Yes
Physical Health Score	The client's self-reported physical health as a score between 1 and 20.	Optional	Yes
Injecting Status	Is the client currently injecting, have they ever previously injected or never injected.	Optional	Yes
Shared Needles	If the client is currently or has previously injected, have they ever shared / reused needles or injecting paraphernalia with others.	Optional	Yes
Age first injected	The age that the client states they first injected. *Only complete if injecting status is 'currently' or 'previously'.*	Optional	Yes
Key Worker	The client's current named key worker. *This is an optional field which allows you to generate key-worker reports. Key workers can be added in the user admin screens.*	Optional	No
Sexual orientation	The client's stated sexual orientation. *This is an optional field; for local collection purposes only.*	Optional	Yes
Gender Identity	The client's stated gender identity. *This is an optional field; for local collection purposes only.*	Optional	Yes
Military Veteran	The client is currently, or has been a member of the armed forces.	Optional	Yes

Young Person	These data items are only applicable for clients aged under 18		
LAC – Looked after Child	Arrangements for the child have been determined following statutory intervention and care proceedings under the Children Act 1989.	Optional	Yes
CAF – Common Assessment Framework	Has the young person been assessed using the Common Assessment Framework?	Optional	Yes
CIN – Child In Need	The needs of the child and family have been assessed by a social worker and services are being provided by the local authority under Section 17 of the Children Act 1989.	Optional	Yes
CPP – Child Protection Plan	A social worker has led enquiries under Section 47 of the Children Act 1989. A child protection conference has determined that the child remains at continuing risk of 'significant harm' and a multi-agency child protection plan has been formulated to protect the child.	Optional	Yes

Removed Fields	The following fields were part of IMS CSD.2.0 and have been removed		
Initial Substance	If the client is engaged with this service because of a substance they no longer use (for example, the client is now abstinent). Record an additional 'backdated' assessment with the client's 'initial substance' and the approximate date it was last used.	Removed	Yes
Religion	This data item (the client's stated religion or belief) is no longer captured within IMS.	Removed	Yes
Used NPS	If the client has *ever* used Novel Psychoactive Substances – NPS (legal highs) or other 'club drugs' please complete details in the NPS data items module.	Removed	Yes
Referral to Smoking Cessation	Referrals to Smoking Cessation services should be captured as a *referral out* to the relevant service provider in the Referrals module.	Removed	Yes
Flu Jab this year	To record in the Interventions module, select the 'Category' as 'Health Screening' and the 'Type' as '*Flu Jab / Vaccination received*'.	Removed	Yes
Dual Diagnosis?	This data item (Client has a dual diagnosis) is no longer captured within IMS.	Removed	Yes
GP Code	The client's current GP details may be recorded within the client contact details module if required for local usage.	Removed	Yes
Number of Children	This data item (number of children under 18 that live in the same household) is no longer captured within IMS.	Removed	Yes
Pregnant?	This data item (whether the client is currently pregnant) is no longer captured within IMS.	Removed	Yes

Removed Fields	The following fields were part of IMS CSD.1.0 and have been removed		
Referral Source	The referral source should be recorded for each client in the *Referrals module*, with the referral status "IN" to signify this as an inward referral.	Removed	No
DAT	The DAT value is not needed. This may be derived from the *Local Authority* or Client postcode value where required.	Removed	No
Disability	The disability field has been replaced by an expanded *Chronic Condition/Disability* reference list.	Removed	No