This document provides step-by-step instructions to enter information into UNITY for substance affected infants. These instructions apply to various workers who may handle reports, investigations, and/or ongoing cases that involve an infant who has been identified as having a Fetal Alcohol Spectrum Disorder (FASD) or prenatal substance abuse or withdrawal symptoms resulting from prenatal drug exposure and subsequently has a CARA Plan of Care.

Section I. Intake Process

Complete the following when receiving and entering an intake report (this applies to all substance affected infant reports regardless of screening decision):

1. Select the Reporting Party category **MEDICAL** and select appropriate subtype.

2. **Enter allegation as appropriate.**

Select NEGLTREATMENT Category. Select the most appropriate Allegation, such as "environmental neglect" or "inadequate supervision." Other allegations may be added as appropriate.

DO NOT USE substance exposed infant as an allegation.

3. Open and complete the Birth Information Window.

Select the "footprint" icon under the participants section to take you to the birth information window.

Intake worker must ask the Reporting Party about the birth location, if the infant is experiencing withdrawals, and if the infant was drug tested and document in the following sections. Other information within Birth Information windows is optional (Note: pursuant to agency business practice, you may be asked to complete more than the minimum required).

Birth Information: Birth Location

Birth Information: Birth Statistics (Optional)

Mandatory: Select if infant is/was experiencing withdrawals at birth

Birth Information: Mother's Information (Optional)

Birth Information: Drug Testing – Select all that apply. Use the "Explain" box to provide additional information about the substance use; such as: if mother self-reported substance use, information about the prescribed medication, possible cause of negative or no result etc.

4. Tracking Characteristics

SELECT	TRACKING CHARACTERISTIC
☐	ALCOHOL ABUSE
☐	CHILD IN STATE DCFS CUSTODY
☐	CHILD IN FOSTER CARE
☐	COURT ORDERED INVESTIGATION
☐	DOMESTIC VIOLENCE
☐	DRUG ABUSE
☐	DRUG EXPOSED INFANT
☐	ILLEGAL OPIOID ABUSE
☐	INSTITUTIONAL ABUSE
☐	MARIJUANA ABUSE
☐	MARIJUANA EXPOSED INFANT

Select all tracking characteristics that apply.

For example, the child may have:

- Drug Exposed Infant
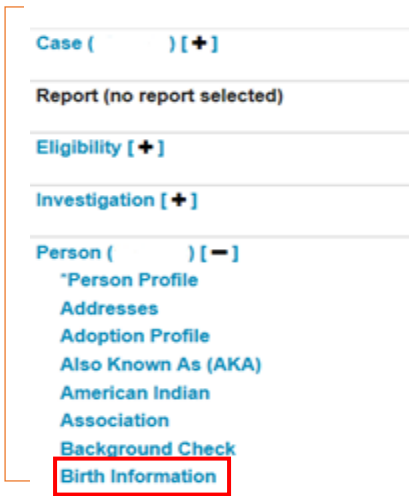- Marijuana Exposed Infant
- Opioid Exposed Infant

For example, the parent may have:

- Drug Abuse
- Illegal Opioid Use
- Marijuana Abuse
- Prescription Opioid Misuse/Abuse

Any other tracking characteristics that apply should also be selected.

Section II. NIA Process

Complete the following prior to concluding the investigation:

1. **Complete Birth Information window.**

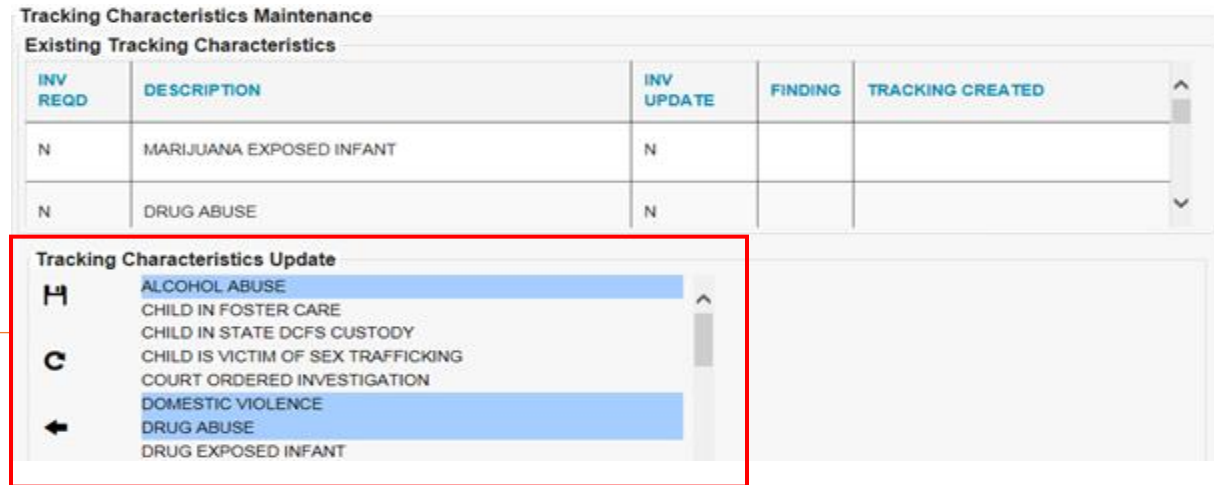This can be found when viewing the Person Profile.

Birth information will have been entered during the intake process; however, it may be incomplete or additional information may have been discovered during investigation. Ensure at minimum the following are completed:

- Birth Location Window
- Birth Statistics Window: select if infant was experiencing withdrawals
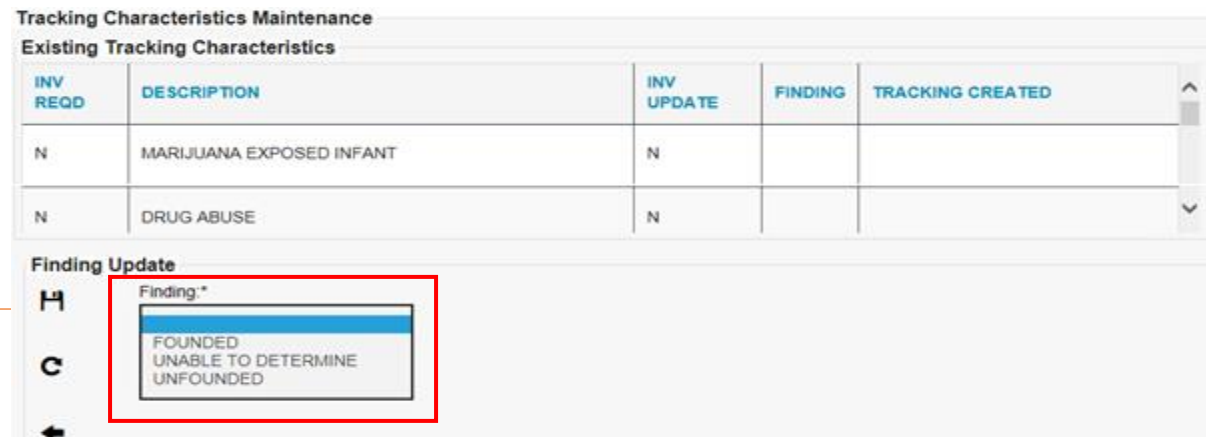- Drug Testing Window

Note: pursuant to agency business practice, you may be asked to complete more than the minimum required.

2. **Tracking Characteristics**

While viewing the "Investigation Profile" Window select Tracking Characteristics. Identify and select any new tracking characteristics that apply.

Select appropriate finding of each tracking characteristic

3. Service Array Window

Complete the Service Array Window for any services the participants have been referred to, including mandatory NEIS Referral.

Section III. Ongoing Case Worker process.

Complete the following throughout the life of a case:

1. Service Array Window

Referrals during the investigative process are entered. Complete information of outcome of these referrals and services.

Input new referrals and update the Service Array Window as needed.