

Common mistakes made on the ASI short form

ASI's cannot be processed without a MACSIS UCI number.

Please answer all items, DO NOT leave blanks; N means not applicable, X means the client doesn't understand the question or refuses to answer.

Half time rule: If a question asks for a number of months, round up periods of 14 days or more to 1 month. If question asks the number of years, round up 6 months or more to one year.

Specific question mistakes

G20: NN if G19 is no, not 00.

E5 is no if E4 is no, answer no if no valid driver's license.

E12: please use monthly take-home pay, not hourly rate.

D1 through D13: use the half time rule, and use whole numbers. Not "less than a year" or "2 ½ years".

L3 through L16: use the half time rule; please answer all items.

L21: Answer in months, not years, use the half time rule.

F18 through F26, please fill in all blanks: 0 is no, 1 is yes; not number of times.

P4 through P14 please fill in all blanks; 0 is no, 1 is yes; not number of times.

For more information, or questions, please refer to the ADAMH ASI Short Form Instructional Manual. This may be downloaded from the provider section of the Franklin County ADAMH Board's webpage:

<http://www.adamhfranklin.org/outcomes.htm>