

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

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SUBJECT: NARCOTIC TESTING ON NON-NTU CASELOADS

With the implementation of Proposition 36 (PC1210) on July 1, 2001, all adult supervision caseloads, except for AMS, may have cases that require the testing of probationers. The attached procedural guideline provides an overview of the process to be used in the implementation of narcotic testing procedures for cases with narcotic testing orders that are not assigned to a designated testing caseload.

All Adult Supervision DPOs and supervisors have been provided access to the narcotic testing screens in APS as a means of documenting the testing of probationers and determining the results of tests taken. The process for the retrieval of current test results through the PharmChem Laboratory is available in Directive 966, issued 2/01/04, which is available on Probnnet.

If there are any questions regarding this Directive, please contact Frank Wilson, Director, at (626) 3085542, or Michael Larquier, Adult Consultant, at (562) 940-2525.



David M. Davies, Chief
Adult Services Bureaus

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PROCEDURAL GUIDELINE

NON-NTU CASELOADS

NARCOTIC TESTING ON NON-NTU CASELOADS

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NARCOTIC TESTING ON NON-NTU CASELOADS

Any adult supervision caseload, other than AMS, may have cases that have a narcotic testing condition. Proposition 36 (PC1210) cases are the main cause for cases with narcotic testing orders not being assigned to the Narcotic Testing Unit. Child Threat and Domestic Violence caseloads must also do the narcotic testing for the cases assigned that have the testing condition of probation. All Adult Supervision officers and their supervisors have been given full access to the narcotic testing screens in APS.

This guideline provides the step-by-step instructions on the use of the narcotic testing screens in APS. The use of these screens both automates much of the process and maintains complete records. The APS screens and reports for narcotic testing are:

- NTUD (Narcotic Test Data)
- NTIQ (Narcotic Test Summary Selection)
- DFPD (Defendant Probation Data)
- SP07 (Narcotics Turnaround List)
- SP08 (Narcotics Test Summary Record)
- SP16 (Listing of Assigned Supervision Defendants)

These instructions will guide the user through the setup of testing groups, new cases, to the retrieval and entry of test results. The narcotics testing standards are not discussed here as they are in the Adult Manual and previously issued Directives.

KIOSK – All cases being supervised under PC 1210 or at a Tier II level will be enrolled in KIOSK for reporting in the offices where the KIOSK is available (See Directive 951). The elimination of the need to process mail-in reports saves time and ensures a more complete record of reporting.

QUARTERLY TESTING – Probationers that have a condition of probation for narcotic testing and either have qualified for Tier II supervision, or are on Treatment Level II or higher under Penal Code 1210 are to be tested once each quarter. These testing groups are assumed to be stable and are either in a structured drug treatment program under PC 1210, or have a history of clean test and compliance with the conditions of probation. A major goal for quarterly narcotic testing is that the DPO maintain the integrity of a "random narcotic testing schedule," and at the same time simplify this schedule throughout the year.

The probationer must be fully instructed as to Probation's rules for narcotic testing (Prob. 1048). Each probationer must be assigned to a test group. The test group must be entered in the DFPD screen. The probationer will be instructed to call NTU answer phone on certain months. It is suggested that each test group have a month each quarter to test. One group could have January, April, July, and October while another would have March, May, August, and November. The message to call the

next month can be left for the probationer in the KIOSK. The method of notification and scheduling of narcotic test is left to the discretion of the individual DPO, but must be done at least quarterly.

TEST GROUPS – Each caseload must have test groups that are entered into APS for the NTO screens and reports to be available. The Test Group Codes are entered into the Narcotic Test Group table in APS. This table is maintained by staff from the Information Services Office (ISO). The APS Help Desk must be contacted to add or modify the test groups on any caseload (562-940-3174). The test groups are specific to the area office and caseload. There are two fields for the test group on DFPD. The “Test Group Code” is any word or number that is chosen. The “Test Group Number” allows each probationer within a test group to have a unique number.

Example: DPO Brown has two Test Groups: CADILLAC and FIREBIRD. The Cadillac group has two defendants with the same name. The **Test Group No.** makes the two defendants unique within the **Test Group**.

<u>Defendant</u>	<u>X Number</u>	<u>Test Group & No.</u>
Joe Doe	X-00000431	Cadillac / 1
Joe Doe	X-00000312	Cadillac / 2
Ron Doe	X-00000015	Cadillac
Fred Doe	X-000000323	Firebird
Chas Doe	X-000000522	Firebird

To Enter the Test Group & No. Information on the DFPD screen:

- 1 From **APMM** (Main Menu) key in “DF” (Defendant Menu).
- 2 Press **<ENTER>**
- 3 The **DFDM** screen is presented.
- 4 Key in “PR” (Probation Data).
- 5 Press **<ENTER>**
- 6 The **DFPD** screen is presented.
- 7 Key in “U” into the action field.
- 8 Press **<ENTER>**
- 9 The screen is represented in UPDATE mode.

- 10 Place the cursor at the **Test Group & No** field.
- 11 Key in the updated test group to the **Test Group & No** field and,
- 12 Press **<ENTER>** or
- 13 To view the **Narc Test Group** table, press **<F2>**
- 14 To select a test group, place an "S" in front of the appropriate test group and press **<ENTER>**
- 15 The screen is redisplayed with the **Test Group & No** field updated.

NOTE: The **SP16 (Listing of Assigned Supervision Defendants)** Report has been modified to include the **Test Group No** information. This report can be used to determine if defendants on a specific caseload have been assigned to a test group.

To Prepare a defendant for a Narcotic Testing Caseload after Transfer or Initial Supervision Assignment:

When a defendant is transferred in APS from one Narcotic Testing DPO to another Narcotic Testing DPO, or to a Narcotic Testing Caseload from a Non-Narcotic Testing Caseload, the Test Group code is set to blank. Upon transfer to a new Narcotic testing DPO, the defendant must be added to the new DPO's **Test Group** on the **DFPD** screen.

Refer to the Section above, for instructions on entering **Test Group** information on the **DFPD** screen.

SCHEDULING A GROUP OF DEFENDANTS FOR NARCOTIC TESTING

PORL (Defendant Report Selection Criteria) Screen:

The **PORL** screen is used to schedule one defendant or a group of defendants for testing, to cancel a scheduled narcotic test for one defendant or a group of defendants or to reprint an **SP07** report. This screen allows the user to quickly schedule all defendants in a Test Group for testing on a specified date and time. This is the method that most tests will be scheduled.

To schedule a group of defendants for narcotic testing:

The scheduling of defendants on the **PORL** screen generates the automatic printing of the **SP07** report. This report is used by the DPO to record and compile narcotic testing information for each defendant. The list is used as a turnaround document

for entering information into APS. Only future dates may be scheduled for testing on this screen.

- 1 From the **APMM** (Main Menu) key in "**RP**" (Report Menu).
- 2 Press **<ENTER>**.
- 3 The **RPTM** screen is presented.
- 4 Key in "**DP**" (DPO Report Menu).
- 5 Press **<ENTER>**.
- 6 The **PORM** screen is presented, or

To access the **PORM** screen from a screen with a JUMP field:

- A Key in **PORM** into the JUMP FIELD.
 - B Press **<ENTER>**.
 - C The **PORM** screen is presented
- 7 Key in "**NT**" (Narcotic Test Turnaround).
 - 8 Press, **<ENTER>**.
 - 9 The **PORL** screen is presented.
 - 10 Key in the "**DPO NO.**"
 - 11 Key in an "**S**" in the "**ACTION**" code field.
 - 12 Key in the "**TEST GROUP**"
 - 13 Move the cursor to the "**SCHEDULED DATE**" field. Key in the date that the defendant is to report for testing.
 - 14 Move the cursor to the "**SCHEDULED TIME**" field. Key in the time that the defendant is to report for testing.

NOTE: The system recognizes **blank** as a valid time. If this field is left blank each defendant will be scheduled for narcotic testing on the date entered in the **Scheduled Date** field but for no specific time.

An error message is displayed if:

- No DPO or an invalid DPO was keyed in, or
- No test group or an invalid test group code was entered, or
- No test date or an invalid test date or test date format was used, or
- No time or an invalid time or time format was used.

NOTE: Time is in military time format and must be between 0000 and 2400 hours.

The screen is not redisplayed until all data is valid.

- 15 Press <F12>. A pop-up window "Default Printers" will appear on the screen.
- 16 To select the appropriate printer blank out the ID of the printer not wanted.

If a printer is not selected, the report will default to the 11" X 15" printer. Additional copies may also be printed, by changing the **Copies** field.
- 17 Press <ENTER>.
- 18 An informational message is displayed indicating successful report submission.

The generation of the **SP07** (Narcotic Test Turnaround List) creates a new scheduled narcotic test record for each defendant in the specified group. This information can be viewed on the **NTUD** screen. Refer to the section on the **NTUD** screen.

To cancel a scheduled narcotic test for a group of defendants:

The cancellation of scheduled narcotic tests for a defendant or group of defendants on the **PORL** screen generates the **SP07** report. The scheduled narcotic test may be canceled prior to midnight of the day prior to the scheduled date. The **SP07** will list those scheduled narcotics tests that have been cancelled for the specified date and time. Past scheduled dates cannot be cancelled. Only future scheduled dates may be cancelled.

- 1 From the **APMM** (Main Menu) screen key in "**RP**" (Report Menu).
- 2 Press <ENTER>.
- 3 The **RPTM** screen is presented.
- 4 Key in "**DP**" (DPO Report Menu).

5

5 Press <ENTER>.

6 The **PORM** screen is presented, or

To access the PORM screen from a screen with a JUMP field:

A Key in **PORM** into the JUMP FIELD.

B Press <ENTER>.

C The **PORM** screen is presented.

7 Key in "NT" (Narcotic Test Turnaround).

8 Press <ENTER>.

9 The **PORL** screen is presented.

10 Key in the "DPO NO.," the cursor will automatically move down to the next field.

11 Key in a "C" in the "ACTION" code field.

12 Key in the "TEST GROUP."

13 Move the cursor to the "SCHEDULED DATE" FIELD. Key in the scheduled narcotic test date that is to be cancelled.

14 Move the cursor to the "SCHEDULED TIME" field. Key in the scheduled narcotic test time that is to be cancelled.

An error message is displayed if:

- No DPO or an invalid DPO was keyed in, or
- No test group or an invalid test group code was entered, or
- No test date or an invalid test date or test date format was used, or
- No time or an invalid time or time format was used.

NOTE: Time is in military time format and must be between 0000 and 2400 hours.

The screen is not redisplayed until all data is valid.

15 Press <F12>. A pop-up window "Default Printers" will appear on the screen.

- 16 To select the appropriate printer blank out the ID of the printer not wanted.

If a printer is not selected, the report will default to the 11" X 15" printer. Additional copies may also be printed, by changing the copies field.

- 17 Press <ENTER>.

- 18 An informational message is displayed indicating successful report submission.

The generation of the **SP07** Report deletes all narcotic test records previously created for the scheduled date and time entered. When a scheduled narcotic test for a specific group is cancelled on the **PORL** screen the narcotic test record is deleted from the NTUD screen for each defendant in that test group.

To reprint the **SP07**:

The **PORM** screen can be used to reprint a **SP07** Report after scheduling a defendant or a group of defendants for narcotic testing.

- 1 From the **APMM** (Main Menu) screen key in "**RP**" (Report Menu).
- 2 Press <ENTER>.
- 3 The **RPTM** screen is presented.
- 4 Key in "**DP**" (DPO Report Menu).
- 5 Press <ENTER>.
- 6 The **PORM** screen is presented.
- 7 Key in "**NT**" (Narcotic Test Turnaround).
- 8 Press <ENTER>.
- 9 The **PORL** screen is presented.
- 10 Key in the **DPO NO.**, the cursor will automatically move down to the next field.
- 11 Key in a "**P**" in the "**ACTION**" code field.
- 12 Key in the **TEST GROUP**.

- 13 Move the cursor to the "**SCHEDULED DATE**" field. Key in the scheduled date.
- 14 Move the cursor to the "**SCHEDULED TIME**" field. Key in the scheduled time.

An error message is displayed if:

- No DPO or an invalid DPO was keyed in, or
- No test group or an invalid test group code was entered, or
- No test date or an invalid test date or test date format was used, or
- No time or an invalid time or time format was used.

NOTE: Time is in military time format and must be between 0000 and 2400 hours.

The screen is not redisplayed until all data is valid.

- 15 Press <F12>. A pop-up window "Default Printers" will appear on the screen.
- 16 To select the appropriate printer blank out the IDS of the printer not wanted.

If a printer is not selected, the report will default to the 11" X 15" printer. Additional copies may also be printed, by changing the copies field.

- 17 Press <ENTER>.

- 18 An informational message is displayed indicating successful report submission.

NTUD SCREEN:

This screen is used to track and record the results of scheduled narcotic tests for a specific defendant. The **NTUD** screen allows the user to perform **ADD**, **UPDATE**, **DELETE**, and **VALIDATE** actions on a defendant with narcotic test information for a specified date and time. Future and past dates may be added here. Once the system accepts the values entered on the **PORL** screen, to generate an **SP07** report, the **NTUD** screen is updated with the following information for each defendant scheduled:

- Total No. Tests
- Scheduled test Date/Time
- Sup DPO No./Name

- Sup Area Office
- Test Group & no.
- Date/Time Notified
- How Notified
- Test Rept-In Location
- Violation

The following is a description of each field on the **NTUD** screen.

□ **SCHEDULED TEST DATE/TIME**

- Time is in military time format and must be between 0000 and 2400 hours.

□ **SUP DPO/NAME**

- This field will display data existing at the time the data was created.

□ **SUP AREA OFF**

- This field will display data existing at the time the data was created.

□ **TEST GROUP & NO**

- All defendants with a narcotic testing order must be assigned to a **Test Group** in APS. If the Test Group & No. field on **DFPD** is blank The defendant cannot be scheduled for testing.

□ **DATE/TIME NOTIFIED**

- The date and time that the defendant was notified to test. This information is automatically added when the test is scheduled at the **PORL** screen.
- This date defaults to **one day** prior to the **SCHEDULED TEST DATE** FIELD ON **NTUD**.
- The system automatically adds "**1900**" (**7:00 P.M.**) when the record is added using the **PORL** screen.
- This date or time may be updated.

□ **HOW NOTIFIED**

- The method by which the defendant was notified to test.

- The system automatically adds the code **"A" – Answering Machine** when the **PORL** screen is used. This code may be updated.
- To view valid table values place the cursor on this field and press **<F2>**.

□ **TEST REPORT-IN LOCATION**

- The location where the defendant will be tested.
- The system automatically adds the code **"N" – No Show**. This code must be changed when the defendant reports for the test. If the Defendant is a No Show then no action has to be taken.
- To view valid table values, place the cursor on this field and press **<F2>**.

□ **DPO TAKING SAMPLE**

- Caseload number of the person taking the sample from the defendant.
- The person taking the sample must have a caseload number on the **POMT** screen.
- Accepts DPO numbers from an area office (**Example: ESFV**) or any other associated sub-offices (**Example ESFVN, ESFVAV, etc...**).

□ **ACTUAL TEST DATE/TIME**

- Actual date and time the test was performed.
- Time is in military time format and must be between 0000 and 2400 hours.

□ **LAB TEST NO.**

- Bar code number which corresponds to the chain of custody form and the label placed on the bottle in which the sample was collected.

□ **LAB COMMENT CODE**

- Lab comment code regarding narcotic testing samples received.

- To view valid table values, place the cursor on this field and press <F2>.

□ TEST RESULTS

- Narcotic test result codes.
- To view valid table values, place the cursor on this field and press <F2>.

□ VALID TEST

- This field is used by an SDPO to validate a test.
- This field can only be accessed by using the "V" action code.
- There are three valid values for this field:
 - "Y" - Valid Test
 - "D" - Deliberately Invalid Test
 - "I" - Invalid Test

□ VIOLATION

- Indicates if the results of a specific narcotic test are a violation.
- There are two valid values for this field:
 - "Y" Yes Violation
 - "Blank"
- The system automatically adds "Y" when the record is added. This field may be updated.

□ VIOLATION ACTION

- Action taken by the DPO for a specific narcotic test violation.
- To view valid table values, place the cursor on this field and press <F2>.

□ DRUG USAGE

- Defendant's admission or denial of substance use.

- To view valid table values, place the cursor on this field and press <F2>.
- **CODE**
 - The narcotic substance that the defendant admits/denies using.
 - To view valid table values, place the cursor on this field and press <F2>.
- **DATE**
 - Date the defendant admits/denies use.
- **B/A**
 - Indicates whether the defendant admits/denies substance use before being tested or after the lab results have been received.
 - To view valid table values, place the cursor on this field and press <F2>.

SCHEDULING A SINGLE DEFENDANT FOR NARCOTIC TESTING

To schedule a single defendant for narcotic testing on the NTUD screen:

- 1 From the **APMM** (Main Menu) screen key in "**CM**" (Caseload Management Menu).
- 2 Press <ENTER>.
- 3 The **CLMM** screen is presented.
- 4 Key in "**TS**" (Narcotic Test Date).
- 5 Press : <ENTER>
- 6 The **NTUD** screen is presented in **INQUIRE** mode.

To access the NTUD screen from a screen with a JUMP field:

- 1 Key in "**NTUD**" into the JUMP FIELD.
- 2 Press <ENTER>.
- 3 The **NTUD** screen is presented.

To ADD a narcotic test record for a single defendant:

- 1 Key in "A" in the ACTION field.
- 2 Key in the following **Key values:**

X NUMBER

SCHEDULED DATE

SCHEDULED TIME

Note: Time is in military time format and must be between 0000 and 2400 hours.

- 3 Press <ENTER>.
- 4 An error message is displayed if:
 - The X number does not exist, or
 - An invalid date or date format was used, or
 - An invalid time or time format was used, or
 - Either a key value field was left blank.

The screen is not redisplayed until all key values are valid.

- 5 Once all key values are accepted, the screen is redisplayed in **ADD** mode.
- 6 The system automatically enters the following information:

- DATE/TIME NOTIFIED
- HOW NOTIFIED
- TEST REPT-IN LOCATION

The values in these fields may be updated to other valid values.

- 7 Key in the new **narcotic test data** into the applicable fields.
- 8 Press <ENTER>.

Once all data has been accepted by the system, the screen is redisplayed in **INQUIRE** mode, showing the new defendant narcotic test record that was added.

To UPDATE a narcotic test record:

- 1 Key in "U" into the **ACTION** field.
- 2 Key in the following **Key Values**:
 - X NUMBER
 - SCHEDULED DATE/TIME

3 Press <ENTER>.

- 4 An error message is displayed if:
- The X-Number does not exist, or
 - Either key value field was left blank, or
 - An invalid date or date format was used, or
 - An invalid time format was used, or
 - The scheduled test date/time does not exist.

The screen is not redisplayed until all key values are valid.

- 5 Once the key values are accepted, the screen is redisplayed in **UPDATE** mode.
- 6 Key in the new narcotic test data information into the applicable fields.
- 7 Press <ENTER>.

An error message is displayed if:

- Invalid codes were keyed in, or
- Invalid date format was used, or
- Time is in military time format and must be between 0000 and 2400 hours.

The screen is not redisplayed until all data is valid.

- 9 Once the data is accepted by the system, the screen is redisplayed in **INQUIRE** mode.

To DELETE a narcotic test record:

- 1 Key in "D" in the **ACTION** field.
- 2 Press <ENTER>.
- 3 The screen is redisplayed in **DELETE** mode.

- 4 Press <ENTER>.
- 5 A request for confirmation appears on the screen.
- 6 If you are sure you want to delete, key in "Yes."
- 7 Press <ENTER>.
- 8 The screen is redisplayed in **INQUIRE** mode.

To VALIDATE a narcotic test record:

- 1 Key in "V" into the **ACTION** field.
- 2 Press <ENTER>.
- 3 The screen is redisplayed in **UPDATE** mode.
- 4 Key in the **Valid Test** code.
 - There are three valid values for this field:
 - "Y" Valid Test
 - "D" Deliberately Invalid Test
 - "I" Invalid Test
- 5 Press <ENTER>.
- 6 An error message is displayed if:
 - An invalid code was entered.

To retrieve a narcotic test record for a specific date:

- 1 Key in the following **Key Values: X NUMBER**
- 2 Press <ENTER>.
- 3 If more than one **Scheduled Test date/time** is associated with this defendant, the following message is displayed: **"PRESS <ENTER> FOR LISTING OF TEST DATES OR ENTER "A" TO ADD"**.
 - If <ENTER> is pressed:

- ❖ A pop-up window displays listing all dates and times of scheduled narcotic test records existing for that defendant.
- ❖ To view a specific scheduled date/time, key in an “S” next to the scheduled test date/time of the record to be viewed.
- ❖ Press <ENTER>.
- ❖ The NTUD screen is displayed in INQUIRY mode with the selected record.

4 The NTIQ screen is presented.

NTIQ Field Descriptions:

- ❑ **DEFENDANT NAME**
 - Qualifying defendant for the search criteria entered.
- ❑ **SCHEDULED DATE/DAY TIME**
 - The date, day and time that the defendant has been scheduled for narcotic testing.
- ❑ **ACTUAL DATE/TIME**
 - The actual date and time that the defendant submitted the sample for testing.
- ❑ **LOC**
 - The location where the defendant submitted the sample for the narcotic test.
- ❑ **RSL**
 - Indicates the Results of the narcotic test. This field will be set to negative (-) or positive (+), for a specific narcotic test submitted by the defendant depending on the results of the narcotic test screen.
- ❑ **VIO**
 - Indicates if there is a Violation. This field will be set to “Y” – Yes or “blank,” for a specific narcotic test submitted by the defendant.

□ **RSL**

- Indicates the Results of the narcotic test. This field will be set to negative (-) or positive (+), for a specific narcotic test submitted by the defendant depending on the results of the narcotic test screen.

□ **VIO**

- Indicates if there is a Violation. This field will be set to "Y" – Yes or "Blank," for a specific narcotic test submitted by the defendant.

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To retrieve a narcotic test record:

- 1 Key in the following **Key Values**.

SEARCH CODE

- The "Search Code" indicates which combination of keys will be used to determine the Narcotic Test Summary Selection search criteria.
- To view valid table values, place the cursor on this field and press <F2>.
- Select the appropriate Search Code.

- 2 Press <ENTER>

- 3 An error message is displayed if:

- An invalid code was entered.
- The code "D1" was entered and the DPO No, Test Group or Scheduled Date was not entered.
- The Code "D2" was entered and the DPO No. and Scheduled Date were not entered.
- The code "D3" was entered and the DPO No. and Test Group were not entered.
- The code "D4" was entered and the DPO No. was not entered.
- The code "S2" was entered and the Scheduled Date and Test Group were not entered.
- The code "S4" was entered and the Scheduled Dates were not entered.
- The code "T2" is entered and the Test Group was not entered.

The screen is not redisplayed until all data is valid.

- 5 Once the system has accepted the key values, the **NTIQ** screen is then redisplayed with any existing qualifying records.

To view more narcotic test records:

- 1 Press <F8> to move down the list of narcotic test records one screen at a time.
- 2 Press <F7> to move up the list of narcotic test records one screen at a time.

To select one of the narcotic test summary records to view the test data:

- 1 Key in "S" next to the record you would like to view.
- 2 Press <ENTER>.
- 3 The **NTUD** screen is presented. Refer to the **NTUD** screen section for further instructions.
- 4 An error message is displayed if:
 - More than one record was marked for selection, or
 - A character other than "S" was keyed in.

The screen is not redisplayed until a valid selection is made.

SPO8 REPORT:

The **SPO8** Report is used to show a summary listing of the narcotics tests scheduled for a defendant.

To Request the SPO8 Report on-line:

- 1 From the **APMM** (Main Menu) key screen in "RP" (Report Menu).
- 2 Press <ENTER>.
- 3 The **RPTM** screen is presented.

- 4 Key in **"DF"** (Defendant Report Menu).
- 5 Press **<ENTER>**.
- 6 The **DFRM** screen is presented.

To access the DFRM screen from a screen with a JUMP field:

- A Key in **"DFRM"** into the JUMP FIELD.
 - B Press **<ENTER>**.
 - C The **DFRM** screen is presented.
- 7 Key in **"NS"** (Narcotic Test Summary Record).
 - 8 Press **<ENTER>**.
 - 9 The **DFRL** screen is presented.
 - 10 Key in the following fields:

X NUMBER (**MANDATORY**)
FROM SCHEDULED DATE (**OPTIONAL**)
TO SCHEDULED DATE (**OPTIONAL**)

A date range may be specified to retrieve the data. If a data range is not specified, the report will display all scheduled tests for the defendant.

- 11 Press **<PF12>** A pop-up window will appear on the screen.
 - o An error message is displayed if:
 - ❖ The X-NUMBER field was left blank.
 - ❖ The X-NUMBER does not exist.
 - ❖ An invalid X-NUMBER format was keyed in.
 - ❖ The combination of key values was invalid.
 - ❖ An invalid date or date format was used.

The screen is not displayed until all data is valid.

- 12 A pop-up window **"Default Printer"** appears on the screen.
- 13 To select the appropriate printer blank out the ID of the printer not wanted.

If a printer is not selected, the report will default to the 11" X15" printer. Additional copies may also be printed, by changing the **copies** field.

14 Press <ENTER>.

15 An informational message is displayed indicating successful report submission.