

Oregon Health Authority (OHA)
Addictions and Mental Health Division (AMH)
June 17, 2011

Information Brief: DUII ADES Forms

Question: What is a SID Number?

SID is the State Identification Number, a unique number that is assigned to an individual after fingerprinting for a criminal arrest and some background checks. The SID will originate with the agency (usually the county jail) that fingerprints the individual and subsequently enters the arrest information into Oregon's Law Enforcement Data System (LEDS). SID information would be shared with the District Attorney's office and the court so an accurate criminal history or lack of criminal history can be determined.

Question: What if the ADES cannot collect the SID Number?

The Addictions & Mental Health Division (AMH) is aware that ADES in some jurisdictions are having difficulty procuring SID Number from their local criminal justice partners. ADES are encouraged to engage in dialogue with the court(s) and district attorney office in their county. AMH urges you to try to attain this number, but you will not be penalized if you cannot access and record the number. Additionally, AMH will engage in statewide conversations with district attorneys and courts to encourage them to record and share SID Numbers with ADES.

Question: Why is the SID Number needed?

The SID Number is important to AMH as it is critical in determining subsequent criminal activity. The legislature and others are very interested in the performance of Oregon's DUII service system. Criminal histories are difficult to determine without accurate identifying information. Being unique, the SID allows researchers to run accurate criminal histories. With both municipal and circuit courts in every of Oregon's 36 counties case numbers are not always unique.

Question: What should the ADES send to the information or treatment agency?

This may vary by individual ADES, but the minimum requirements are outlined in OAR 415-054-0490 (6) and include:

- Referral form
- Screening cover sheet
- Completed screening instrument

These items need to be forwarded to the information or treatment agency within five days.

Question: What written documentation should the ADES provide to the client?

OAR 415-054-0480 (2) requires ADES to use documents and procedures designated by the Division. The “ADES Screening and Referral Report” is a Division designated document in triplicate and each client should be provided with a copy of the form.

AMH considers it a best practice to also provide:

- Receipt for payment
- Copy of release
- A written and signed copy of the individual rights outlined in OAR 415-054-0420 including:
 - Participation in treatment program selection
 - Grievance information

As this is an agreement between the ADES and the client, AMH does not have a form for this. Several ADES have created form(s) that are inclusive of this information. If you would like to be connected with these individuals to request samples, please contact Christopher Hamilton.