

Oklahoma Department of Mental Health  
and Substance Abuse Services

2019-1 (A)

August 14, 2019

**ADSAC Participants without a Driver's License or Social Security Number**

When entering assessment information in Access Control, if you have an ADSAC participant that doesn't have a driver's license or social security number, instead of using random or repeating numbers in those fields, please begin entering their "ICIS ID" in the driver's license field.

The ICIS ID, for those not familiar with it, consists of first initial of first name, first initial of last name, M for male or F for female and date of birth in MMDDYY format. For instance John Doe, born on February 2, 1953 would appear as JDM020253 or Jane Doe, born on March 5, 1962 would appear as JDF030562.

The reason for using the driver's license field is because it is searchable and it accepts both alpha and numeric characters. (The setup number is not searchable) This system will allow for greater ease in locating those files.

If there are questions on the above, feel free to contact me.

Sincerely,



Stephanie Gay, LPC  
Director of ADSAC and Provider Certification  
ODMHSAS