


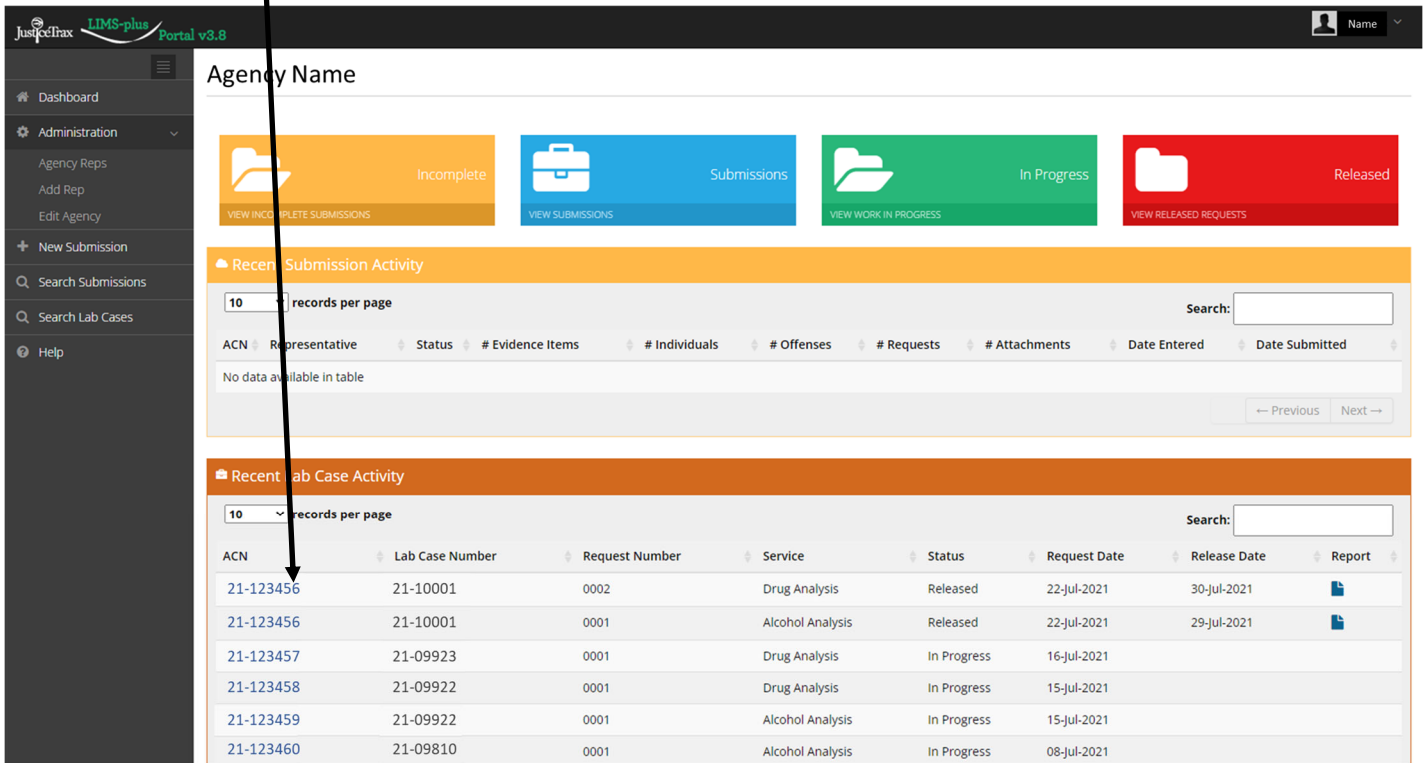
# Indiana State Department of Toxicology

## ToxResults FAQs

The Indiana State Department of Toxicology (ISDT) ToxResults website allows submitting agencies and prosecutors' offices to check the status of toxicology analyses and download the report(s) when testing is complete. You can search for toxicology cases by Agency Case Number (ACN), Lab Case Number, Date Range, or by Individual Name.

### • How do I check the status of a case and view reports?

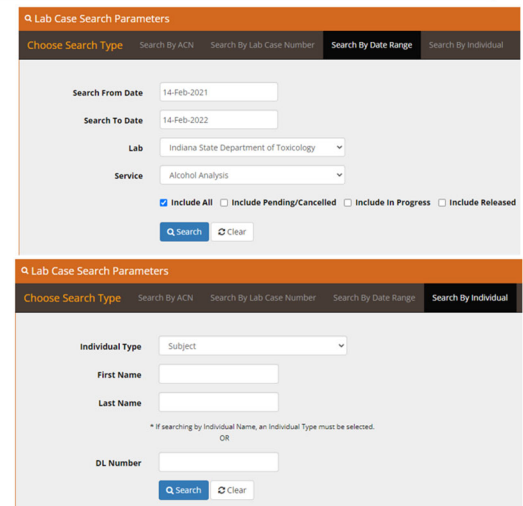
- When you log into ToxResults, you will be directed to the Dashboard. Under “Recent Lab Case Activity,” cases that have been submitted and entered into ISDT’s system will appear. The table can be sorted by each of the column headers (e.g., ACN, Lab Case Number, Status).
- Click the  icon to download the toxicology report.
- Click the ACN link to view additional case information and download report(s) or attachments.



The screenshot shows the ToxResults dashboard interface. On the left is a navigation menu with options like Dashboard, Administration, Agency Reps, Add Rep, Edit Agency, New Submission, Search Submissions, Search Lab Cases, and Help. The main content area is titled 'Agency Name' and contains four colored cards: Incomplete (orange), Submissions (blue), In Progress (green), and Released (red). Below these is a 'Recent Submission Activity' section with a table showing columns for ACN, Representative, Status, # Evidence Items, # Individuals, # Offenses, # Requests, # Attachments, Date Entered, and Date Submitted. The table is currently empty. Below that is the 'Recent Lab Case Activity' section, which contains a table with columns for ACN, Lab Case Number, Request Number, Service, Status, Request Date, Release Date, and Report. The table lists several cases, with the first row having ACN 21-123456 and Lab Case Number 21-10001. A red arrow points from the 'Download' icon in the first row of this table to the 'Download' icon in the 'Recent Lab Case Activity' section header.

### • How do I search for a case?

- Click “Search Lab Cases” in the left-hand panel
  - Search by ACN
  - Search by Lab Case Number
  - Search by Date Range
    - Select “Indiana State Department of Toxicology” for “Lab”
  - Search by Individual
    - Select “Subject” for the “Individual Type”
    - Do not search by DL Number. This field is not populated and will not provide information.



The screenshot shows the 'Lab Case Search Parameters' form. It has a header with 'Choose Search Type' and four tabs: 'Search by ACN', 'Search by Lab Case Number', 'Search by Date Range', and 'Search by Individual'. The 'Search by Date Range' tab is selected. The form contains the following fields and options:

- Search From Date: 14-Feb-2021
- Search To Date: 14-Feb-2022
- Lab: Indiana State Department of Toxicology (dropdown)
- Service: Alcohol Analysis (dropdown)
- Include All:  (checked)
- Include Pending/Cancelled:
- Include In Progress:
- Include Released:
- Search:
- Clear:

Below this is another 'Lab Case Search Parameters' form with the 'Search by Individual' tab selected. It contains the following fields and options:

- Individual Type: Subject (dropdown)
- First Name:
- Last Name:
- DL Number:
- Search:
- Clear:

- **How do I view the NMS report?**

- If the drug analysis toxicology report shows:

Confirmation Results					
Analyte	Result	Item	Confirmation Method	Analysis Date	Analyst
Other		1-A			See NMS Report*

\* Analysis performed by NMS Labs.

Click on the ACN in the ToxResults Dashboard to view additional information about the case. Click the link(s) under Attachments to view any additional reports for the case or the ISDT toxicology report.

- **Can I use the Add Note, Pend Request, or Cancel Request features?**

- Yes. You can communicate to ISDT about your case using the “Add Note” or “Cancel Request” buttons. A pop-up will appear for you to enter a note. Once your note/cancellation is submitted, ISDT staff will review the request, and if the note is accepted, it will appear in the “Lab Request Notes” box along with any additional notes from ISDT staff.

- **Can I submit a case to ISDT through ToxResults?**

- No. At this time ISDT is not utilizing the Submissions feature of ToxResults. Some user roles may have this shown in the left-hand panel, but if you submit anything through ToxResults, **ISDT will not receive the information.**

- **Why is the Status of my request for toxicology testing listed as Canceled?**

- The Status of a testing request may be listed as Canceled for the following reasons:
  - The request for testing was canceled by the submitting agency or prosecutor’s office.
  - The reported blood alcohol concentration is  $\geq 0.10$  g/100 mL, and the case is not a fatality/ death or serious bodily injury, overdose, juvenile, sexual assault, or neglect investigation.
- If testing is necessary due to a change in case status or special circumstances, you may reinitiate the request for testing by using the “Add Note” button (see above) to send a message to ISDT requesting that testing be completed.

- **How do I get a username and password for ToxResults?**

- Each agency will designate **one** agency representative to be assigned as the Agency Administrator (**Agency Admin**) by completing and returning the Toxicology Results Administrator Registration. Upon receipt of the completed registration, ISDT will provide the Agency Admin with a username and password. The Agency Admin will have the ability to create/manage additional user accounts for that agency.
- The Agency Admin will also be the point of contact for communication from ISDT.
- If the Agency Admin for your agency is no longer serving that role, complete and return the Toxicology Results Administrator Registration.


- **How do I get a non-Admin username and password for ToxResults?**

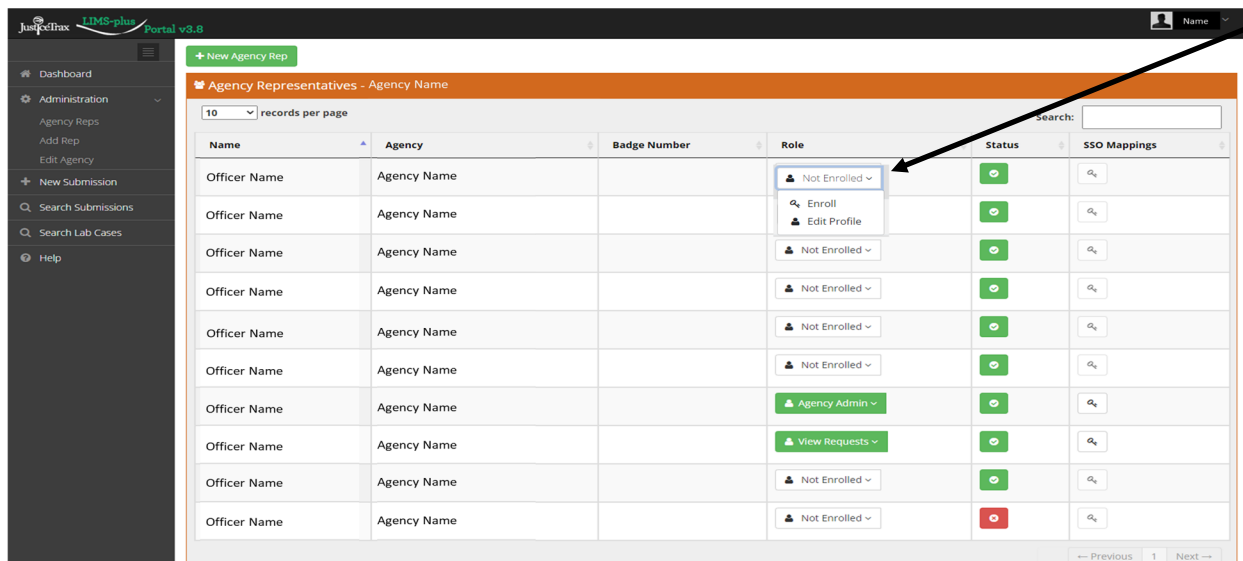
- Contact your Agency Admin. If you do not know who your Agency Admin is, contact ISDT.

- **I am logging in to ToxResults for the first time and am stuck in a loop requesting the old password. How do I get into ToxResults?**

- This occurs if the “old password” is not typed correctly. Ensure the “old password” given to you by your Agency Admin or ISDT is correct (passwords are case sensitive). We recommend copying and pasting the password directly. If you need further assistance, contact ISDT at [ToxResults@isdt.in.gov](mailto:ToxResults@isdt.in.gov).

- **As the Agency Admin, how do I create a new user account or edit a user account?**

- You will need to create a new username for each person that will have access to ToxResults.
- To view representatives for your agency, click on “Agency Reps” under “Administration” in the left-hand panel of ToxResults.
  - All officers who have submitted evidence for your agency and/or personnel who have had access to ToxResults for your agency will be displayed.
- To add a representative for your agency, click  **+ New Agency Rep**
  - The user first name, last name, and email address are required.
- To enroll a user, click the “Role” drop-down box, select “Enroll,” and set the user’s role as “View Requests.” Enter a unique username. The user’s profile can also be edited by selecting “Edit Profile” from the “Role” drop-down box.
- If the employee leaves your agency, you will need to deactivate their access to ToxResults



- **What access does each security role have?**
  - Agency Admin: Users can add/edit Agency Reps for their agency. They can also view their agency's case statuses and reports.
  - Super User: ISDT does not recommend using this role because the “Submissions” feature is not being used at this time.
  - Case Entry: ISDT does not recommend using this role because the “Submissions” feature is not being used at this time.
  - View Requests: Users can view their agency's case statuses and reports. They cannot add/edit Agency Reps.
- **Additional assistance may be found in the “Help” window.**

**If you have any questions, contact ISDT at [ToxResults@isdt.in.gov](mailto:ToxResults@isdt.in.gov) or (317)-921-5000**