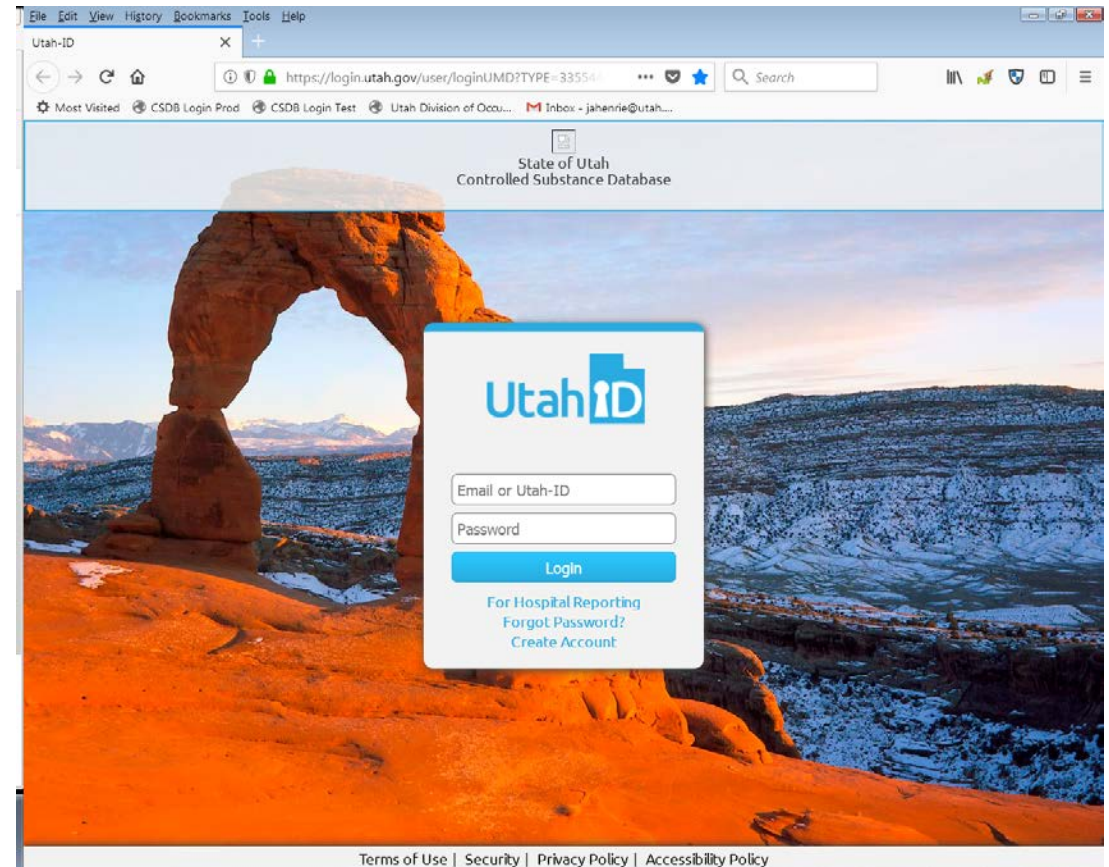


# To Run a CSD Report

Utah Controlled Substance Database

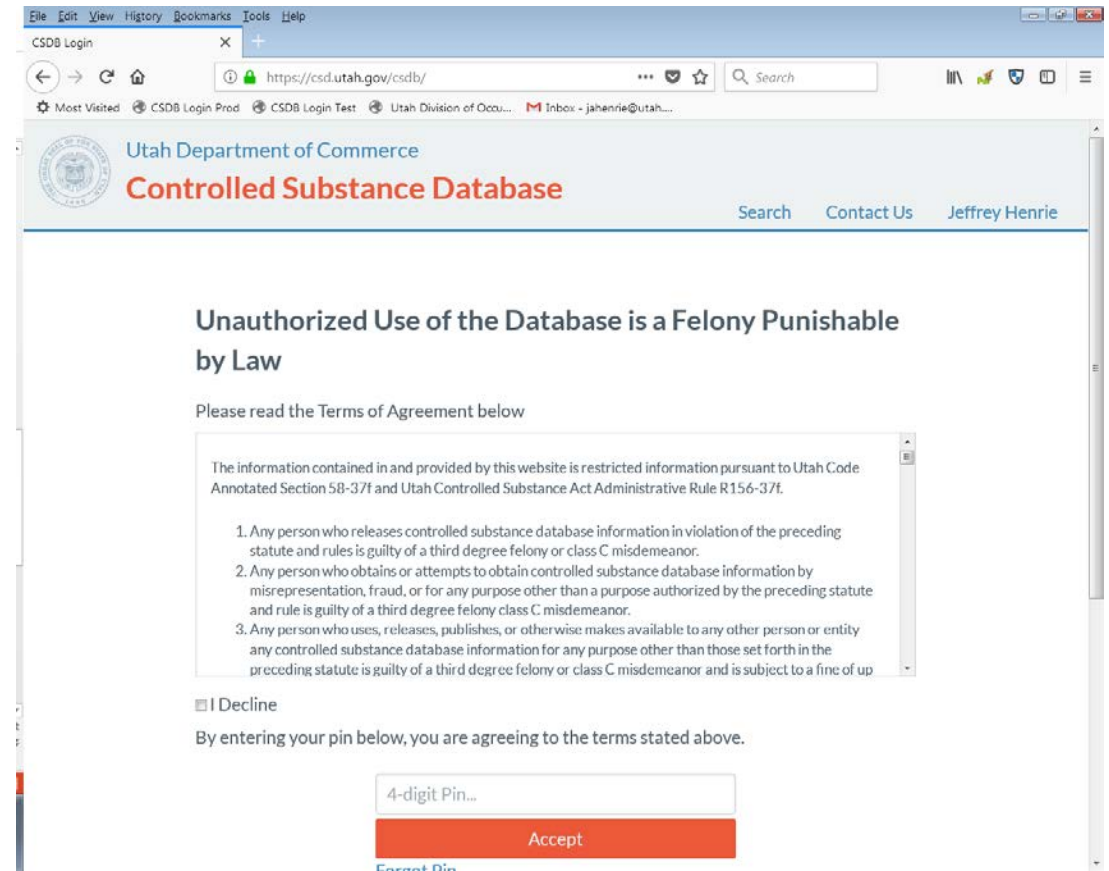
# Go to the Website

1. [csd.utah.gov](https://csd.utah.gov)
2. Enter your email or Utah-ID
3. Enter your password
4. Click Login



# Agree to the Terms of Agreement

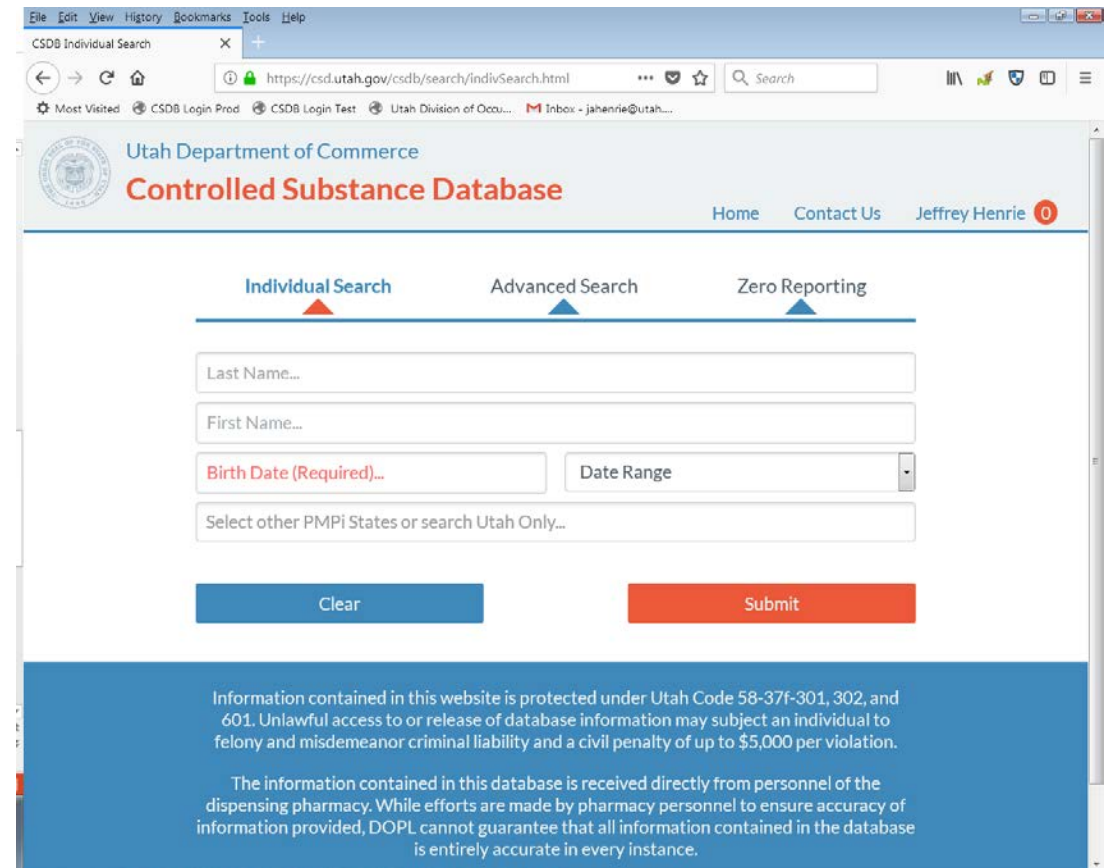
- Enter your 4-digit PIN that was sent to your email
- Click Accept



The screenshot shows a web browser window with the URL <https://csd.utah.gov/csd/>. The page header includes the Utah Department of Commerce logo and the text "Controlled Substance Database". Navigation links for "Search", "Contact Us", and "Jeffrey Henrie" are visible. The main content area features a heading "Unauthorized Use of the Database is a Felony Punishable by Law" and a sub-heading "Please read the Terms of Agreement below". A scrollable text box contains the following text: "The information contained in and provided by this website is restricted information pursuant to Utah Code Annotated Section 58-37f and Utah Controlled Substance Act Administrative Rule R156-37f." followed by three numbered points: "1. Any person who releases controlled substance database information in violation of the preceding statute and rules is guilty of a third degree felony or class C misdemeanor.", "2. Any person who obtains or attempts to obtain controlled substance database information by misrepresentation, fraud, or for any purpose other than a purpose authorized by the preceding statute and rule is guilty of a third degree felony class C misdemeanor.", and "3. Any person who uses, releases, publishes, or otherwise makes available to any other person or entity any controlled substance database information for any purpose other than those set forth in the preceding statute is guilty of a third degree felony or class C misdemeanor and is subject to a fine of up to \$5,000." Below the text box is a checkbox labeled "I Decline". A paragraph states "By entering your pin below, you are agreeing to the terms stated above." At the bottom, there is a text input field labeled "4-digit Pin..." and a red "Accept" button.

# Enter the patient info to lookup

- Enter the First or Last Name in part or full
- Enter the Date of Birth
- Click Submit



The screenshot shows a web browser window displaying the "Utah Department of Commerce Controlled Substance Database" Individual Search page. The page features a navigation bar with "Home", "Contact Us", and a user profile for "Jeffrey Henrie". Below the navigation bar are three tabs: "Individual Search" (selected), "Advanced Search", and "Zero Reporting". The search form includes input fields for "Last Name...", "First Name...", "Birth Date (Required)...", and "Date Range". A dropdown menu is also present for "Select other PMPi States or search Utah Only...". At the bottom of the form are "Clear" and "Submit" buttons. A blue footer contains a disclaimer: "Information contained in this website is protected under Utah Code 58-37f-301, 302, and 601. Unlawful access to or release of database information may subject an individual to felony and misdemeanor criminal liability and a civil penalty of up to \$5,000 per violation. The information contained in this database is received directly from personnel of the dispensing pharmacy. While efforts are made by pharmacy personnel to ensure accuracy of information provided, DOPL cannot guarantee that all information contained in the database is entirely accurate in every instance."

- Select the names that match who you were searching for
- (in this example we select both names)
- They will be highlighted

Utah Department of Commerce  
Controlled Substance Database

Home Contact Us Jeffrey Henrie 0

**Search Criteria**  
 Date Range: 05/01/2017 - 05/01/2018 Date Of Birth: 01/01/2000  
 Last Name: LIN First Name: ABE

Records Selected: 0

Total Active Daily Morphine Milligram Equivalents (MME)	# Prescribers in 6 Months	# Pharmacies in 6 Months	Active Benzos and Opioids
N/A	N/A	N/A	N/A

Show 10 entries

Patient	Birth Date	Address	Zip	MME
LINCOLN, ABE	01/01/2000	123 S MAIN	84123	
LINCOLN, ABE	01/01/2000	PO BOX	840010303	

Showing 1 to 2 of 2 entries

Previous 1 Next

\*\*\*Please click on individual rows to select.

Back View Selected Print

- Once highlighted you see that the records selected changed
- Click View Selected

The screenshot shows a web browser window displaying the Utah Department of Commerce Controlled Substance Database search results. The page title is "Utah Department of Commerce Controlled Substance Database". The search criteria are: Date Range: 05/01/2017 - 05/01/2018, Date Of Birth: 01/01/2000, Last Name: LIN, and First Name: ABE. The search results summary shows 2 records selected. The summary includes: Total Active Daily Morphine Milligram Equivalents (MME) is N/A, # Prescribers in 6 Months is 1, # Pharmacies in 6 Months is 1, and Active Benzos and Opioids is No. The search results table shows 2 entries for LINCOLN, ABE, with birth date 01/01/2000. The first entry has address 123 S MAIN and zip 84123. The second entry has address PO BOX and zip 840010303. The page shows "Showing 1 to 2 of 2 entries" and "Previous 1 Next". There are buttons for "Back", "View Selected", and "Print".

Utah Department of Commerce  
**Controlled Substance Database**

Home Contact Us Jeffrey Henrie 0

**Search Criteria**  
Date Range: 05/01/2017 - 05/01/2018 Date Of Birth: 01/01/2000  
Last Name: LIN First Name: ABE

Records Selected **2**

Total Active Daily Morphine Milligram Equivalents (MME)	# Prescribers in 6 Months	# Pharmacies in 6 Months	Active Benzos and Opioids
N/A	1	1	No

Show 10 entries Search:

Patient	Birth Date	Address	Zip	MME
LINCOLN, ABE	01/01/2000	123 S MAIN	84123	
LINCOLN, ABE	01/01/2000	PO BOX	840010303	

Showing 1 to 2 of 2 entries Previous 1 Next

\*\*\*Please click on individual rows to select.

Back View Selected Print

- Here is a screen with most of the information about a patient except info about the pharmacy
- To see more details, Click on Detailed Report

The screenshot shows the Utah Department of Commerce Controlled Substance Database search results for patient ABE LINCOLN. The search criteria include a date range of 05/01/2017 - 05/01/2018 and a date of birth of 01/01/2000. The patient's last name is LIN and first name is ABE. A summary bar indicates 1 active dispensing record, with N/A for total active daily morphine milligram equivalents (MME), 1 prescriber in 6 months, 1 pharmacy in 6 months, and no active benzos and opioids.

First Name	Last Name	Drug	Quantity	Date Sold	Days Supply	Prescriber Name	External Records	Active	MME
ABE	LINCOLN	DEXTROPROPOXYPHENE HYDROCHLORIDE	50	07/14/2017	50	PRACTITIONER, TEST	0	Yes	
ABE	LINCOLN	DEXTROPROPOXYPHENE HYDROCHLORIDE	100	07/14/2017	100	TESTER, TEST MD	0	No	
ABE	LINCOLN	CLONAZEPAM 1MG	180	07/06/2017	90	TESTER, TEST MD	0	No	
ABE	LINCOLN	CLONAZEPAM 1MG	180	07/06/2017	90	PRACTITIONER, TEST	0	No	

Showing 1 to 4 of 4 entries

Navigation buttons: Back, Search Again, Detailed Report, Summary