

Georgia Accountability Courts
Data Collection Manual



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Council of Accountability Court Judges of Georgia

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Introduction and Instructions

Georgia accountability court programs that receive state grant funds must collect and report program data to the Council of Accountability Court Judges (CACJ) on a quarterly basis.

In partnership with the Administrative Office of the Courts (AOC), CACJ has developed the Georgia Accountability Courts Data Collection Manual. This manual outlines the data collection process, provides a definition of each required data element, and includes an example intake data collection form. Each court should be diligent and consistent with data collection efforts throughout each quarter. In doing so, the quarterly data submission should be a seamless and simple process. Lastly, AOC and CACJ will quality control each quarterly data submission. Courts will be contacted if there are any missing data elements and/or reporting inaccuracies. There will be an opportunity (within a predetermined timeframe) to submit missing data and/or correct inaccuracies. This will be referred to as the “maintenance window.”

As per the grant special condition:

Statistical and/or evaluation data describing project performance must be submitted to Council of Accountability Court Judges (CACJ) on a quarterly basis using the prescribed format provided to the Subgrantee. Failure to submit all requested data on a timely basis will result in the withholding of grant funds on this subgrant and/or any other subgrant administered by CJCC until compliance is achieved. If reports are not received, funds for subsequent quarters may be rescinded.

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Section 1 – Workflow

Each year, the Council of Accountability Court Judges (CACJ) collects quarterly reports from each accountability court in the state. The purpose of the reporting is to collect valid, meaningful data to provide a picture of your court and participants, and to identify areas of success or in need of improvement. Georgia accountability court programs receiving state grant funds must report data quarterly during the state fiscal year (July 1 – June 30). For circuits and counties with multiple programs, a report must be completed for each certified and/or funded court. Accountability court data is collected at the end of each quarter of the state fiscal year. The due dates for quarterly submissions are as follows:

Quarter	Due Date
July 1-September 30	October 15
October 1-December 31	January 15
January 1-March 31	April 15
April 1-June 30	July 15

CACJ collects unique data points to describe each participant and program. Each data point is defined in Section 2. The data points are singular, ongoing, and subject to recurrence. *Singular events* are data points that occur only once and generate one data point (e.g. a participant’s date of birth). *Ongoing events* are data points that occur regularly or frequently and are tracked on a continuous basis (e.g. drug testing). Each instance of drug testing is tracked in the database and the course of drug testing will generate multiple data points. Events subject to *recurrence* are data points that may happen more than once, but not with the same regularity and frequency as ongoing events (e.g. parent/child reunifications).

Data is collected via case management systems – either CaseWorx (Five Point Solutions) or Connexis Cloud (Integrated Management Solutions). Data may be entered by selecting a value from a dropdown menu next to the data point or by text entry when necessary. Examples of data forms with input values can be found in Sections 4-6. While most data points are standard throughout all the programs, some data points are unique to Family Treatment Courts, Juvenile Courts, and Mental Health Courts. Additionally, there are some data points that only apply to adult accountability programs. These distinctions can be found in the value-filled forms in Sections 4-6. At the close of each quarter, data are sent to CACJ via the electronic submissions functionality in the case management systems. Programs should ensure that all participant records are “pushed” each quarter. Please refer to the Failed Submission appendix (pgs. 50-55) for detailed repository instructions for CaseWorx and Connexis Cloud.

Section 2 – Common Definitions

Data for the Council of Accountability Court Judges is collected and categorized into three types of data: singular events, ongoing events, and events subject to recurrence. A full discussion of the distinctions among the data types can be found in the next section. The data are also categorized further as Administrative Time, Assessment, Community Service, Demographics, Family Treatment Court, Intake, Juvenile, Monitoring, Phase, Programmatic, Sanction/Incentive, Supervision, and Treatment.

Sec. 2a – Type of Data

Description

Singular: A singular event is an event that is static in nature and has only one occurrence. One data point is generated for a singular event.

Ongoing: An ongoing event is an event that occurs on multiple occasions during an individual’s contact with the courts. An ongoing event generates multiple data points.

Subject to recurrence: An event that is subject to recurrence is an event that may occur several times throughout treatment but is not as routine as an ongoing event. An event subject to recurrence generates multiple data points.

Sec. 2b – Data Categories

Administrative Time

Assessment

Demographics

Community Service

Diagnosis

Family Treatment Court

Intake

Juvenile

Monitoring

Phase

Programmatic

Sanction/Incentive

Supervision

Treatment

Sec. 2c – Definitions

Within each category of data, several data points are collected. The data points that are collected are either singular events or ongoing events.

Sec. 2c.1 – Administrative Time:

Administrative Time is time spent on case management. Within the Administrative Time category, two data points are collected: case management session date and case management session type.

Case management session date:

The case management session date is the date(s) of any case management sessions. This data point is an ongoing event.

Case management session type:

The case management session type is the type of case management session attended. This data point is an ongoing event.

Sec. 2c.2 – Assessment

Assessment is the process that a potential participant must go through to determine if the potential participant’s needs will be met through an accountability court program. Within the Assessment category, six data points are collected: ASAM Level of Care screening, ASAM Level of Care screening date, risk assessment date, risk assessment results, risk assessment type, and risk level.

ASAM Level of Care screening:

The ASAM Level of Care screening includes the results of the ASAM patient placement criteria screening. This data point is a singular event. If a participant is diagnosed with a substance use disorder, an ASAM Level of Care must be reported to the state.

ASAM Level of Care screening

date: The ASAM Level of Care screening date is the date of the ASAM patient placement criteria screening. This data point is a singular event.

Risk assessment date: The risk assessment date is the date of use of an approved risk assessment tool. This data point is a singular event.

Risk assessment results: The risk assessment results are the results of an approved risk assessment tool. This data point is a singular event.

Risk assessment type: The risk assessment type is the type of approved risk assessment tool used. This data point is a singular event.

Risk level: The risk level is the summary risk level. This data point is subject to recurrence.

Sec. 2c.3 – Community Service

Community Service is time that participants may spend on activities and projects that benefit the community as part of treatment or may be required as a program sanction or sentence requirement. Within the Community Service category, two data points are collected: community service completed and community service completed date.

Community service completed: The community service completed is the number of community service hours completed. This data point is subject to recurrence.

Community service completed date: The community service completed date is the date the

community service was completed. This data point is subject to recurrence.

Sec. 2c.4 – Demographics

Demographics describe the attributes of participants and potential participants in accountability court programs. Within the Demographics category, twenty-one data points are collected. These data points may be singular events or ongoing events.

Chronic unemployment or unstable employment: Chronic unemployment or unstable employment is whether or not the participant has had a history of chronic unemployment or unstable employment, related to employment status. This data point is a singular event.

Drug free baby: a drug free baby is a baby born to a female parent while participating in an accountability court program. This data point is a singular event and is tracked as a numeric value.

Education level: The education level is the highest level of education achieved. This data point is a singular event.

Education level date: The education level date is the date of the most recent change or completion in highest education level. This data point is a singular event.

Employment assistance date: The employment assistance date is the date(s) of any employment assistance programs, training, or similar. This data point is subject to recurrence.

Employment assistance type: Employment assistance type is the type of employment assistance offered. This data point is a singular event.

Employment status: Employment status is the current employment status (i.e. employed full-time, employed part-time, unemployed, etc.). This data point is a singular event.

Employment status date: The employment status date is the date of the most recent change in employment status. This data point is a singular event.

Income level: Income level is the dollar amount of annual income in the past year. This data point is a singular event.

Income level date: The income level date is the date of the most recent income level determination. This data point is a singular event.

Limited English Proficiency: Limited English Proficiency is whether or not the participant has Limited English Proficiency. This data point is a singular event.

Military service: Military service describes the branch of service the participant served in. This data point is a singular event.

Military service capacity: Military service capacity describes that status of a participant's military service. This data point is a singular event.

Participant age/Date of Birth (DOB): The participant age/DOB is

the participant's date of birth. This data point is a singular event.

Participant child date of birth: The participant child date of birth is the date of the child's birth for each of the participant's biological children. This data point is a singular event.

Participant child gender: The participant child gender is the gender for each of the participant's biological children. This data point is a singular event.

Participant child unique ID: The participant child unique ID is a unique identifier for each of a participant's biological children. This data point is a singular event.

Participant gender: The participant gender is a participant's gender. This data point is a singular event.

Participant name: The name is the participant's legal first name, followed by the participant's legal last name. This data point is a singular event.

Participant race/origin: The participant race/origin is the participant's race or origin. This data point is a singular event.

Participant Residence County: The participant residence county is the participant's county of residence. This data point is a singular event.

State identification number: The state identification number is the participant's state identification number. This data point is a singular event.

Sec. 2c.5 – Diagnosis

Diagnosis data allows programs to better understand participant needs and to ensure that all participants are receiving the correct treatment. Additionally, multiple diagnoses may be entered for each participant, if applicable.

Diagnosis or diagnostic

impression: The type of participant diagnosis. This data point is a singular event. Diagnosis data is required if treatment records (infra p.13) are submitted.

Sec. 2c.6 – Family Treatment Court

One of the goals of a Family Treatment Court is to improve the permanency outcomes for families when dependency is based in part on alcohol or drug use and addiction (OGCA §15-11-70(a)(2)(B)). Within the Family Treatment Court category, thirteen data points are collected: Alternative care placement date, alternative care placement type, child removed from parent, child(ren) parent, child(ren) parent type, child/parent reunifications, custody status, custody status date, maltreatment finding, participant child(ren) status, participant child(ren) status date, permanency status, and permanency status date. These data points are singular and ongoing events, as well as events subject to recurrence.

Alternative care placement date:

The alternative care placement date is the date that a child was placed in alternative care. This data point is a singular event.

Alternative care placement type:

The alternative care placement type is the type of alternative care

placement. This data point is a singular event.

Child removed from parent: A child removed from parent is the date(s) that in which a participant's child has been removed while in the program. This data point is subject to recurrence.

Child(ren) parent: Child(ren) parent is the name of the child's parent(s). This data point is a singular event.

Child(ren) parent type: Child(ren) parent type is the relationship of the parent to the child participant. This data point is a singular event.

Child/parent reunifications: Child/parent reunifications are the date of any child/parent reunifications. This data point is subject to recurrence.

Custody status: The custody status is the custody status of the participant's minor child(ren). This data point is a singular event.

Custody status date: The custody status date is the date of the most recent change in custody status. This data point is a singular event.

Maltreatment finding: A maltreatment finding is the disposition date of finding. This data point is a singular event.

Participant child(ren) status: The participant child(ren) status is the status of any child(ren) of the participant. This data point is a singular event.

Participant child(ren) status date: The participant child(ren) status date is the date of the most recent status change of the child(ren) of the participant. This data point is subject to recurrence.

Permanency status: Permanency status is the status of permanency for child(ren) of a participant while in the program. This data point is a singular event.

Permanency status date: The permanency status date is the date(s) of permanency status change for child(ren) of a participant while in the program. This data point is a singular event.

Sec. 2c.7 – Intake

Intake describes the process through which a potential participant is assessed to determine if the individual is eligible for an accountability court. Within the Intake category, eighteen data points are collected. These data points are singular events.

Acceptance date: The acceptance date is the date that the participant was formally accepted into the program. This data point is a singular event.

Acceptance type: The acceptance type is the type of acceptance of the participant into the program. This data point is a singular event.

Arrest date: The arrest date is the date that a potential participant was arrested. This data point is a singular event.

Decline/denial date: The decline/denial date is the date that a

potential participant opted to decline or was denied participation. This data point is a singular event.

Decline reason: The decline reason is the reason the potential participant gave for not wanting to participate. This data point is a singular event.

Complaint date: The complaint date is the date that a complaint was filed against a juvenile, and such complaint precipitated the juvenile's entry into a juvenile accountability court program. This data point is a singular event. (Complaint date applies only to juvenile participants.)

Eligibility denial reason: The eligibility denial reason is the reason for eligibility denial. This data point is a singular event.

Eligibility determination date: The eligibility determination date is the date the potential participant was determined eligible. This data point is a singular event.

Exit status: The exit status is the program status of the participant at exit from the program. This data point is a singular event.

Exit status date: The exit status date is the date of the participant's exit from the program. This data point is a singular event.

Complaint or Petition filing date: The filing date is the date that a complaint, petition for dependency, or other civil filing precipitating a Family Treatment Court participant's entry into a Family Treatment Court program is filed. This data point is a

singular event. (This data point only applies to Family Treatment Court participants.)

Orientation date: The orientation date is the date that a potential participant was given a program orientation. This data point is a singular event.

Plea date: The plea date is the date that a potential participant formally pled or otherwise entered the program. This data point is a singular event.

Referral date: The referral date is the date of a referral of a potential participant regardless of the referral source. This data point is a singular event.

Referral source: The referral source is the referral source of a potential participant. This data point is a singular event.

Reentry Partnership Housing: Reentry Partnership Housing may be available to participants in Adult Felony Drug Court, Mental Health Court, Veterans Treatment Court, and Family Treatment Court. It is a collaboration between the Council of Accountability Court Judges and other state agencies to assist in placing participants in safe, stable, and affordable housing. (Collection for Reentry Partnership Housing applies only to Adult Felony Drug Court, Mental Health Court, Veterans Treatment Court, and Family Treatment Court participants.)

Review/screening (legal) date: The review/screening (legal) date is the date that the prosecutor completed the legal review or screening of a potential participant. This data point is a singular event.

Review/screening (program) date: The review/screening (program) date is the date that the program completed programmatic review or screening of a potential participant. This data point is a singular event.

Staffing approval date: The staffing approval date is the date that the program team gave approval of a potential participant. This data point is a singular event.

Treatment start date: The treatment start date is the date that a participant began treatment services. This data point is a singular event.

Referring charge: The referring charge is the most serious charge at program entry. This data point is a singular event.

Sec. 2c.8 – Juvenile

The data in the Juvenile category describes attributes that are unique and specific to juvenile participants. Within the Juvenile category, four data points are collected: education status, Grade Point Average (GPA), not in school reason, and education status date. These data points are all singular events.

Education status: The education status is the current education status. This data point is a singular event.

GPA: The GPA is the most recent GPA of the participant or their

graduating/completing overall GPA. This data point is a singular event.

Not in school reason: The not in school reason is the reason for not currently being enrolled in school. This data point is a singular event.

Education status date: The education status date is the date of the most recent change in education status. This data point is a singular event.

Sec. 2c.9 – Monitoring

Monitoring is the continuous process of determining whether participants are in compliance with their individual treatment plans through several methods of testing. Data points within the Monitoring category can be singular events, ongoing events, or events subject to recurrence. Within the Monitoring category, twenty data points are collected.

Crisis intervention episodes: Crisis intervention episodes are the date(s) of any crisis intervention episodes. This data point is subject to recurrence.

Drug test comments: Drug test comments are a description of the drug test results. This data point is an ongoing event.

Drug test date: The drug test date is the date the drug test was administered. This data point is an ongoing event.

Drug test method: The drug test method is the method of testing. This data point is a singular event.

Drug test observed: Drug test observed is whether or not the drug

test was observed. This data point is an ongoing event.

Drug test results: Drug test results are the results of the drug test. This data point is an ongoing event.

Drug test results date: Drug test results date is the date of the drug test results. This data point is an ongoing event.

Drug test substances: Drug test substances are the substances for which the drug test screened. This data point is an ongoing event.

Drug test type: The drug test type is the type of drug test administered. This data point is an ongoing event.

Electronic monitoring dates: Electronic monitoring dates are the date(s) of any electronic monitoring used. This data point is an ongoing event.

Electronic monitoring type: Electronic monitoring type is the type of electronic monitoring used. This data point is an ongoing event.

Hospital-emergency room visits: Hospital-emergency room visits are the date(s) of any hospital or emergency room visits for routine medical care while in the program. This data point is subject to recurrence.

Hospital-psychiatric hospitalizations: Hospital-involuntary hospitalizations are the date(s) of any involuntary hospitalizations. This data point is subject to recurrence.

Judicial status hearing attendance: Judicial status hearing attendance is whether or not the participant attended a judicial status hearing. This data point is an ongoing event.

Judicial status hearing date: The judicial status hearing date is the date(s) of any judicial status hearings. This data point is an ongoing event.

Medical session date: The medical session date is the date(s) of any medical sessions with a doctor or nurse. This data point is an ongoing event.

Medical session type: The medical session type is the type of medical session attended. This data point is an ongoing event.

Primary drug of choice: The primary drug of choice is the participant's primary drug(s) of choice. This data point is an ongoing event.

Secondary drug of choice: The secondary drug of choice is the participant's secondary drug(s) of choice. This data point is an ongoing event.

Tertiary drug of choice: The tertiary drug of choice is the participant's tertiary drug(s) of choice. This data point is a singular event.

Sec. 2c.10 – Phase

The data in the Phase category describes a participant's status within the treatment program. Participants cycle through four phases during treatment and an aftercare

period after completing treatment. Within the Phase category, four data points are collected.

Participant status: The participant status is the participant's current status. This data point is a singular event.

Participant status date: The participant status date is the date of the participant's last change in status. This data point is subject to recurrence.

Phase: The phase is the phase of the participant. This data point is a singular event.

Phase change date: The phase change date is the date a participant entered their current phase. This data point is subject to recurrence.

Sec. 2c.11 – Programmatic

Programmatic data describes events related to the accountability court and to the CACJ. Within the Programmatic category, six data points are collected.

Certification date: The certification date is the last date of the program's certification by the CACJ. This data point is a singular event.

Certification status: Certification status is the current status of the program's certification by the CACJ. This data point is a singular event.

County served: The County served is the county served by an accountability court. This data point is a singular event.

Judicial circuit: The judicial circuit is the judicial circuit in which the

court program resides. This data point is a singular event.

Program name: The program name is the official name of the court program. This data point is a singular event.

Program Type: The program type is the program type per the state's standards. This data point is a singular event.

Sec. 2c.12 – Sanction/Incentive

Sanctions are tools that are used to encourage participant compliance with program guidelines. Conversely, Incentives are tools that are used to reward participant compliance with program guidelines. Within the Sanction/Incentive category, four data points are collected. These data points are subject to recurrence.

Incarceration sanction: An incarceration sanction is whether or not a sanction of incarceration was issued. This data point is subject to recurrence.

Incentive date: The incentive date is the date the incentive was awarded. This data point is subject to recurrence.

Incarceration length: The incarceration length is how long the participant spent incarcerated (in hours). This data point is subject to recurrence.

Sanction date: The sanction date is the date the sanction was issued. This data point is subject to recurrence.

Sec. 2c.13 – Supervision

Supervision occurs when a participant is monitored outside of program activities. Within the Supervision category, two data points are collected.

Supervision services contact date: Supervision services contact date is the date(s) of any surveillance or field supervision contact. This data point is subject to recurrence.

Supervision services contact duration: The supervision services contract duration is the amount of time in minutes of the surveillance or field supervision contact. This data point does not include travel time to participant's location. This data is subject to recurrence.

Sec. 2c.14 – Treatment

Treatment is the services provided to participants as part of the program. Within the Treatment category, thirteen data points are collected. These data points are singular and ongoing events.

Treatment session attendance: Treatment session attendance is whether or not the participant attended a treatment session. This data point is an ongoing event.

Treatment session date: The treatment session date is the date(s) of any treatment session. This data point is an ongoing event.

Treatment session duration: The treatment session duration is the amount of time in minutes of the treatment session. This data point is an ongoing event.

Treatment session type: The treatment session type is the type of treatment session offered. This data point is an ongoing event.

Treatment type is evidence based: Treatment type is evidence based is whether or not the treatment type is evidence based. This data point is a singular event.

Medical appointment: A medical appointment is the type of treatment programs administered. This data point is an ongoing event.

Type of treatment: The type of treatment is the type of treatment received. This data point is an ongoing event.

Medication-assisted Treatment completion: Medication-assisted Treatment completion includes the reason for Medication-assisted Treatment completion.

Medication-assisted treatment denial: Medication-assisted Treatment denial is the reason for denial in Medication-assisted

Treatment. This data point is a singular event.

Medication-assisted treatment prescribed: Medication-assisted Treatment prescribed is the type of Medication-assisted Treatment prescribed. This data point is a singular event.

Medication-assisted Treatment level of compliance: for each participant, compliance will be recorded as:

- a. Yes – as prescribed
- b. Refused
- c. Partial –not fully as prescribed (e.g., based on self-report, pill count, missed appointment)

This data point is an ongoing event and should be updated if a change occurs.

Medication-assisted Treatment referral: The Medication-assisted Treatment referral is the date of the Medication-assisted Treatment referral. This data point is a singular event.

Section 3 – Commonly Used Terms

Commonly used terms help to clarify understanding of certain data elements. These terms assist all courts with consistent and efficient collection.

Active participant: New or existing participant who is receiving services from the program. Examples of services include, but are not limited to, treatment, drug testing, and judicial status hearing attendance.

Admission: Official enrollment of a participant into an accountability court program by formal agreement to all terms and conditions, generally by signing a participant agreement and related forms, in front of a judge.

Arrest: Participant is taken into custody by a legal authority for a new criminal offense.

ASAM Level of Care:

0.5: Early Intervention

1.0: Outpatient Services

2.1: Intensive Outpatient

2.5: Partial Hospitalization

3.1: Clinically Managed Low Intensity Residential

3.3: Clinically Managed Population Specific High Intensity Residential

3.5: *Clinically Managed Medium Intensity Residential—Adolescents Only*

3.7: Medically Monitored Intensive Inpatient

3.7: *Medically Managed High Intensity Inpatient—Adolescents Only*

4.0: Medically Managed Inpatient Treatment
OTP (Level 1): Opioid Treatment Program (Level 1)

AWOL: Absconded but not yet removed.

Behavioral positive drug screen: A drug screen that is positive based on best practices, but a substance may not be determined. Examples of a behavioral positive drug screen include a dilute sample, the participant refuses to be screened, the participant does not produce a sample in time, and/or the participant does not appear to be screened.

Completed: A participant who has been released from the program without finishing all program requirements (not graduated) and whose sentence term or maximum time has expired.

Co-Occurring Substance Use Disorder: Per the DSM-V, a condition of suffering from a mental illness and substance abuse simultaneously.

Conviction: A formal sentence by a judge.

Crisis intervention episode: The response to an event that disrupts the balance of the participant who then experiences a failure of usual coping mechanisms, that requires clinical intervention.

Dependency: A hearing in juvenile court to protect a child who may be at risk of harm due to abuse, neglect, or exploitation. A dependency filing may precipitate entry into

a Family Treatment Court program for some participants.¹

Discharge: Non-behavioral removal of a participant from a program due to *Administrative Discharge, Dismissal, or Transfer*.

Administrative Discharge: Removal from the program due to mental health, medical or other circumstances outside the participant's control, that cannot be managed by court and community resources, and that prevent the participant from being able to successfully complete the program.

Dismissal: Removal from a program due to death or incapacity.

Transfer: Reassignment to another jurisdiction or another program type within the same jurisdiction (i.e. from drug court to mental health court or to different jurisdiction).

Drug test/drug screen: A single drug or alcohol testing event (not the number of panels being assessed).

Emergency room visit: Admission/registration to a hospital emergency room for medical purposes only (not as part of a psychiatric hospitalization process).

Graduate: A participant who has successfully completed all program requirements and officially been released.

Homeless: A participant who lives in an emergency shelter, transitional housing for homeless persons, or a hotel or motel with

the stay being paid for by an organization; lives in a car, park, abandoned building, encampment, dilapidated building, on the sidewalk, or similar location; is facing loss of housing within two weeks, has no subsequent residence identified, and lacks the resources or support networks needed to obtain other permanent housing; is in jail, a hospital, or a detox program, but would otherwise have been homeless.

Inactive participant: New or existing participant that did not receive ANY services during the reported period. Possible reasons include: incarceration and inpatient psychiatric, substance use, or medical treatment. If the participant is receiving services of any type, they are considered Active.

Inpatient treatment: Substance Abuse and/or Mental Health treatment characterized by a participant that resides at the treatment facility 24-hours a day; typical treatment can involve supervised detoxification, administration of medication if appropriate, and/or group and individual therapy.

Jail admission: Sentence of a participant into a jail facility (less than 12 months).

Long term unemployment: A participant who has been looking for work for 27 weeks or more.

Limited English Proficiency (LEP): Limited ability to read, speak, write, or understand English among individuals for whom English is not their primary language.

¹ For more information, please see OCGA § 15-11

Most serious charge: As determined by the accountability court team.

Positive drug test/screen: A single testing event that shows positive for one or more prohibited substances.

Pre-Adjudication: Participant entry into the program before an entry of judgment in the case; often completion of an accountability court program will be part of the court order.

Post-Adjudication: Participant entry into the program after an entry of judgment in the case; often completion of an accountability court program will be part of the adjudication of guilt.

Primary Diagnosis: Diagnosis that determines the majority of the care and/or resources used.

Diagnosis Level: Indicates level of diagnosis in cases where multiple diagnoses are reported.

Prison Admission: Sentence to a Department of Corrections prison facility (more than 12 months).

Probation Revocation: Termination of a probation sentence for violation of conditions, often resulting in the activation of a suspended sentence.

Probation/parole violation: Failure to adhere to rules and conditions of release resulting in a disposition.

Referral: Connecting an accountability court program participant with outside social service programs or partners.

Removal: Withdrawal of a child from the home by voluntary placement, temporary protective order, or entry into foster care.

Residential treatment: A treatment program where the participant lives in a designated facility with other recovering individuals, typically with less intensive medical supervision.

Reunification: The process of reconnecting children in foster or substitute care with their families, characterized by the physical return of the child and a termination of the state's legal authority.

Review: Consideration of eligibility of referred candidates to enter a program.

Risk Level (LS/CMI)²:

Very High Risk: As indicated by a risk assessment and/or by a LS/CMI score higher than 30.

High Risk: As indicated by a risk assessment, and/or by a LS/CMI score between 19 and 29.

Medium Risk: As indicated by a risk assessment, and/or by a LS/CMI score between 10 and 18.

Low Risk: As indicated by a risk assessment, and/or by a LS/CMI score between 5 and 9.

Very Low Risk: As indicated by a risk assessment, and/or by a LS/CMI score between 0 and 4.

² Collection for risk levels using the LS/CMI begins in October 2019.

Risk Level (LSI/R)³:

High Risk: As indicated by a risk assessment, and/or by an LSI/R score of 29 or higher.

Low Risk: As indicated by a risk assessment, and/or by an LSI/R score between 0 and 18.

Moderate Risk: As indicated by a risk assessment, and/or by an LSI/R score between 19 and 29.

SID #: State Identification number assigned to a participant upon arrest. Personal information such as name or initials should not be used in lieu of the SID #.

Substance Use Disorder: A cluster of cognitive, behavioral, and physiological symptoms indicating that an individual continues using substances despite significant substance related problems.

Mild: Indicates that a participant only presents 2-3 symptoms from a

list of 11 symptoms in the DSM-V; symptoms must occur or be present within the past 12 months.

Moderate: Indicates that a participant only presents 4-5 symptoms from a list of 11 symptoms in the DSM-V; symptoms must occur or be present within the past 12 months.

Severe: Indicates that a participant presents 6 or more symptoms from a list of 11 symptoms in the DSM-V; symptoms must occur or be present within the past 12 months.

Termination: Removal of a participant from a program due to Non-Compliance or Withdrawal.

Non-Compliance: Removal from a program for failure to comply with program rules/regulations.

Withdrawal: Voluntary withdrawal from the program.

³ The LSI/R screening tool may still be used until a court has exhausted its LSI/R screening tools. New participants may be screened under the LS/CMI tool

as soon as October 2019. Participants screened under the LS/R tool do not need to be re-assessed under the LS/CMI tool.

Section 4 – Accountability Court (Drug, Mental Health, Veterans Treatment, and DUI) Singular, Ongoing, and Subject to Recurrence Data Values

1. Programmatic

- a. Program Name: (Unique Court ID)
- b. Program Type: (adult felony, adult mental health, veteran’s treatment, DUI)
- a. County Served: (_____ County)
- b. Judicial Circuit: (_____ Circuit)
- c. Certification Date: (Date)
- d. Certification Status: (Full, Partial, Waiver)

2. Assessment

- a. ASAM Level of Care Screening⁴: (0.5, 1.0, 2.1, 2.5, 3.1, 3.3, 3.5, 3.7, 4.0, OTP)
- b. ASAM Level of Care Screening Date: (Date)
- c. Risk Assessment Type: (LSI-R, LS/-CMI⁵, NGA, START, JDAI, DUI-RANT, other)
- d. Risk Assessment Date: (Date)
- e. Risk Assessment Results: (_____)
- f. Risk Level: (Very Low, Low, Medium, High, Very High)

3. Intake

- a. Arrest Date: (Date or approximate)
- b. Plea Date: (Date or approximate)
- c. Referring Charge: (_____)
- d. Referral Date: (Date or approximate)
- e. Referral Source: (Prosecutor, Defense Attorney, Law Enforcement, Probation, Parole, Family, Treatment Provider, Court, Self, Family Services, Juvenile Services, School, Other)
- f. Review/Screening (Legal) Date: (Date or approximate)
- g. Review/Screening (Program) Date: (Date or approximate)
- h. Eligibility Determination Date: (Date or approximate)
- i. Eligibility Denial Reason: (Prosecutor or defense objection, Judicial objection, Out of jurisdiction, Arrest/conviction/incarceration on other charge, Doesn’t meet clinical criteria, Medical issues, Program at capacity, Geographic/transportation/housing issue)
- j. Decline/Denial Date: (Date or approximate)
- k. Decline Reason: (Requirements too strict, Program length, Competency issues, Geographic/transportation issues, Participant refused entry)
- l. Staffing Approval Date: (Date or approximate)
- m. Acceptance Date: (Date or approximate)

⁴ Required if participant has been diagnosed with a substance use disorder

⁵ Available as risk assessment option in October 2019

- n. Acceptance Type: (Pre-Adjudication, Post-Adjudication, Probation Revocation)
 - o. Orientation Date: (Date or approximate)
 - p. Treatment Start Date: (Date or approximate)
 - q. Exit Status: (Graduated, Completed, Terminated-Noncompliance, Terminated-Withdrawal, Discharged-Administrative Discharge, Discharged-Transferred, Discharged-Dismissal)
 - r. Exit Status Date: (Date or approximate)
 - s. Reentry Partnership Housing: (Yes, No)
- 4. Phase**
- a. Phase: (1, 2,3,4,5/aftercare)
 - b. Participant Status: (Active, Inactive, Active-Residential, Inactive-AWOL)
- 5. Monitoring**
- a. Primary Drug of Choice: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription narcotics, Other prescriptions, other, Synthetic Cannabinoids, None)
 - b. Secondary Drug of Choice: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription narcotics, Benzodiazepines, Other prescriptions, other, Synthetic Cannabinoids, None)
 - c. Tertiary Drug of Choice: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription narcotics, Benzodiazepines, Other prescriptions, other, Synthetic Cannabinoids, None)
- 6. Diagnosis**
- a. Diagnosis or Diagnostic Impression: (Anxiety Disorders, Bipolar Disorders, Depressive Disorders, Dissociative Disorders, Neurocognitive Developmental Disorders Neurodevelopmental Disorders; Neurocognitive Disorders, Obsession-Compulsive Disorders, Schizophrenia Spectrum and Other Psychotic Disorders, Somatic Symptom and Related Disorders, Trauma/Stress Related Disorders, Personality Disorders, Substance Use Disorders)
 - b. Diagnosis Level: (Primary, Secondary, Tertiary)
- 7. Treatment⁶**
- a. Treatment type is evidence based: (Yes, No, Unknown)
 - b. Medication-Assisted Treatment Referral: (Date or approximate)
 - c. Medication-Assisted Treatment Prescribed: (Methadone, Suboxone, Buprenorphine, Naltrexone, Extended-Release Injectable Naltrexone, Psychotropic Medication, other)
 - d. Medication-Assisted Treatment Denial: (Declined to participate, Medical disqualification, Recent drug use, Funding/Availability)

⁶ Treatment records are required for all participants that have a diagnosis or diagnostic impression reported

- e. Medication-Assisted Treatment Completion: (Completed, Administrative discharge, Terminated-noncompliance removal, Terminated-withdrawal)

8. Mental Health Data

- a. Hospital—Psychiatric Hospitalizations: (Date or approximate)

9. Demographics

- a. Participant Name: (Name)
- b. Participant Residence County: (_____ County)
- c. State Identification Number: (State Identification Number)
- d. Participant Gender: (Male, Female, Transgender).
- e. Participant Race/Origin: (American Indian, Asian, Black/African American, Hispanic/Latino, Middle Eastern or North African, Pacific Islander or Native Hawaiian, White, Other, Two or more/mixed)
- f. Participant Age/DOB: (Date or approximate)
- g. Participant Child DOB: (Date or approximate)
- h. Participant Child Gender: (Male, Female)
- i. Participant Child Unique ID: (Number)
- j. Drug Free Baby: (Numeric Value)
- k. Military Service: (Army, Navy, Air Force, Marines, Coast Guard)
- l. Military Service Capacity: (Active, Reserve, National Guard, Retired)
- m. Limited English Proficiency: (Yes, No, Unknown)
- n. Education Level: (Elementary, Middle, Some high school, High school/GED, Some college, Associates degree, Bachelor’s degree, Professional or graduate degree)
- o. Education Level Date: (Date or approximate)
- p. Employment Status: (Unemployed, Part-time less than 20 hours, Part-time more than 20 hours, Full time, Student/training, Disability, Vocational rehab)
- q. Employment Status Date: (Date or approximate)
- r. Chronic Unemployment or Unstable Employment: (Yes, No, Unknown)
- s. Income Level: (No income, Under \$999, \$1000-\$4999, \$5000-\$9999, \$10000-\$14999, \$15000-\$19999, \$20000-\$24999, \$25000-\$34999, \$35000-\$44999, \$45000-\$54999, \$55000-\$64999, \$65000-\$74999, \$75000 or higher)
- t. Income Level Date: (Date or approximate)

10. Community Service

- a. Community Service Completed: (Hours)
- b. Community Service Completed Date: (Date or approximate)

Accountability Court (Drug, Mental Health, Veterans Treatment, and DUI) Ongoing and Subject to Recurrence Data Values

Ongoing events subject to recurrence are tracked as the events occur and on a continuous basis.

1. Administrative Time

- a. Case Management Session Date: (Date or approximate)
- b. Case Management Session Type: (Treatment-based, Programmatic, Other)

2. Demographics

- a. Employment Assistance Date: (Date or approximate)
- b. Employment Assistance Type: (Job skills, Supported employment, Vocational training)

3. Monitoring

- a. Crisis Intervention Episodes (subject to recurrence): (Date or approximate)
- b. Drug Test Date: (Date or approximate)
- c. Drug Test Method: (Cup, Breathalyzer, Internal lab, External lab, Other)
- d. Drug Test Observed: (Yes, No, Unknown)
- e. Drug Test Type: (Breath, Hair, Saliva, Urine, Sweat, Blood)
- f. Drug Test Substances: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription narcotics, Benzodiazepines, Other prescriptions, Other, Synthetic Cannabinoids, Violation—No Substance)
- g. Drug Test Results: (Positive, Negative, Diluted, Inconclusive, Approved Positive, Excused)
- h. Drug Test Comments: (Excused, Inconclusive, Negative, Positive—approved, Positive—admitted use, Positive—denied, Positive—diluted, Positive—no show, Positive—refused, Positive—not producing a sample)
- i. Electronic Monitoring Dates: (Date or approximate)
- j. Electronic Monitoring Type: (RF, GPS, MEMS, SCRAM, Voice Verification, Ignition Interlock, Kiosk, Fingerprint/Biometric, Other)
- k. Hospital Emergency Room Visit: (Date or approximate)
- l. Psychiatric Hospitalization: (Date or Approximate)
- m. Judicial Status Hearing Date: (Date or approximate)
- n. Judicial Status Hearing Attendance: (Yes, No-Excused, No-Unexcused)
- o. Medical Session Date: (Date or approximate)
- p. Medical Session Type: (Psychiatrist, Psychologist, Addictionologist, Nursing, Other Medical, MAT)

4. Treatment⁷

- a. Treatment Session Date: (Begin, End if Applicable)
- b. Treatment Session Type: (Group Session, Individual Session, Other)
- c. Treatment Session Duration: (Minutes)

⁷ Treatment records are required for all participants that have a diagnosis or diagnostic impression reported.

- d. Treatment Session Attendance: (Yes, No-Excused, No-Unexcused)
- e. Medical Appointment: (Medical/Health Screening, Medication Assisted Treatment, Psychotropic Medication)
- f. Type of Treatment: (Individual, Individual – Trauma, MRT, CBI, Criminal Thinking, Matrix, Seeking Safety, DBT, Living in Balance, Prime for Life, Prime Solutions, EMDR, MI, RPT, T4C, MET, TREM, FVIP, Anger Management, Strengthening Families, Celebrating Families, WRAP, TF-CBT, Hazelden Co-occurring Disorders Program, TCU Mapping Enhanced Counseling, Integrated Dual Disorders Treatment, REBT, MRT – Winning the Invisible War, , Non-evidence-based)

5. Mental Health Data

- a. Hospital—Psychiatric Hospitalizations: (Date or approximate)

6. Sanction/Incentive

- a. Incarceration Sanction: (Yes, No, Unknown)
- b. Sanction date: (Date or approximate)
- c. Incarceration Length: (Number)
- d. Incentive Date: (Date or approximate)

7. Supervision

- a. Supervision Services Contact Date: (Date or approximate)
- b. Supervision Services Contact Duration: (Number)

Section 5 – Family Treatment Court Singular, Ongoing, and Subject to Recurrence Data Values

1. Programmatic

- a. Program Name: (Unique Court ID)
- b. Program Type: (family treatment court)
- c. County Served: (_____ County)
- d. Judicial Circuit: (_____ Circuit)
- e. Certification Date: (Date)
- f. Certification Status: (Full, Partial, Waiver)

2. Assessment

- a. ASAM Level of Care Screening⁸: (0.5, 1.0, 2.1, 2.5, 3.1, 3.3, 3.5, 3.7, 4.0, OTP)
- b. ASAM Level of Care Screening Date: (Date)
- c. Risk Assessment Type: (LSI-R, LS/CMI⁹, NGA, START, JDAI, DUI-RANT, other)
- d. Risk Assessment Date: (Date)
- e. Risk Assessment Results: (_____)
- f. Risk Level: (Very Low, Low, Medium, High, Very High)

3. Intake

- a. Arrest Date: (Date or approximate)
- b. Petition or Complaint Filing Date: (Date or approximate)
- c. Plea Date: (Date or approximate)
- d. Referring Charge: (_____)
- e. Referral Date: (Date or approximate)
- f. Referral Source: (Prosecutor, Defense Attorney, Law Enforcement, Probation, Parole, Family, Treatment Provider, Court, Self, Family Services, Juvenile Services, School, Other)
- g. Review/Screening (Legal) Date: (Date or approximate)
- h. Review/Screening (Program) Date: (Date or approximate)
- i. Eligibility Determination Date: (Date or approximate)
- j. Eligibility Denial Reason: (Prosecutor or defense objection, Judicial objection, Out of jurisdiction, Arrest/conviction/incarceration on other charge, Doesn't meet clinical criteria, Medical issues, Program at capacity, Geographic/transportation/housing issue)
- k. Decline/Denial Date: (Date or approximate)
- l. Decline Reason: (Requirements too strict, Program length, Competency issues, Geographic/transportation/housing issues, Participant refused entry)
- m. Staffing Approval Date: (Date or approximate)
- n. Acceptance Date: (Date or approximate)
- o. Acceptance Type: (Pre-Adjudication, Post-Adjudication, Dependency)

⁸ Required if participant has been diagnosed with a substance use disorder

⁹ Available as risk assessment option in October 2019

- p. Orientation Date: (Date or approximate)
- q. Treatment Start Date: (Date or approximate)
- r. Exit Status: (Graduated, Completed, Terminated-Noncompliance, Terminated-Withdrawal, Discharged-Administrative Discharge, Discharged-Transferred, Discharged-Dismissal)
- s. Exit Status Date: (Date or approximate)
- t. Reentry Partnership Housing: (Yes, No)

4. Family Treatment Court

- a. Child(ren) Parent: (Last name, First name)
- b. Child(ren) Parent Type: (Biological parent, Adoptive parent, Stepparent, Foster parent, Relative)
- c. Participant Child(ren) Status: (Living with parent, Living with spouse, Living with family, No longer in home, Alternative care placement)
- d. Participant Child(ren) Status Date: (Date or approximate)
- e. Maltreatment Finding: (Date or approximate)
- f. Custody Status: (Full, Partial, Supervised, Visitation, No contact)
- g. Custody Status Date: (Date or approximate)
- h. Permanency Status: (Temporary placement, Foster care, reunification, Guardianship, Adoption, Planned permanent living arrangement)
- i. Permanency Status Date: (Date or approximate)
- j. Child Removed from Parent: (Date or approximate)
- k. Alternative Care Placement Date: (Date or approximate)
- l. Alternative Care Placement Type: (Emergency, Foster care, Other parent, Relatives, Institution, Supervised family)

5. Phase

- a. Phase: (1, 2,3,4,5/aftercare)
- b. Participant Status: (Active, Inactive, Active-Residential, Inactive - AWOL)

6. Monitoring

- a. Primary Drug of Choice: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription narcotics, Benzodiazepines, Other prescriptions, other, Synthetic Cannabinoids, None)
- b. Secondary Drug of Choice: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription narcotics, Other prescriptions, other, Synthetic Cannabinoids, None)
- c. Tertiary Drug of Choice: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription narcotics, Benzodiazepines, Other prescriptions, other, Synthetic Cannabinoids, None)

7. Diagnosis

- a. Diagnosis or Diagnostic Impression: (Anxiety Disorders, Bipolar Disorders, Depressive Disorders, Dissociative Disorders, Neurodevelopmental Disorders, Neurocognitive Disorders, Obsession-Compulsive Disorders, Schizophrenia)

Spectrum and Other Psychotic Disorders, Somatic Symptom and Related Disorders, Trauma/Stress Related Disorders, Personality Disorders, Substance Use Disorders)

b. Diagnosis Level: (Primary, Secondary, Tertiary)

8. Treatment

a. Treatment type is evidence based: (Yes, No, Unknown)

b. Medication-Assisted Treatment Referral: (Date or approximate)

c. Medication-Assisted Treatment Prescribed: (Methadone, Suboxone, Buprenorphine, Naltrexone, Extended-Release Injectable Naltrexone, Psychotropic Medication, other)

d. Medication-Assisted Treatment Denial: (Declined to participate, Medical disqualification, Recent drug use, Funding/Availability)

e. Medication-Assisted Treatment Completion: (Completed, Administrative discharge, Terminated-noncompliance removal, Terminated-withdrawal)

9. Demographics

a. Participant Name: (Name)

b. Participant Residence County: (_____ County)

c. State Identification Number: (State Identification Number)

d. Participant Gender: (Male, Female, Transgender)

e. Participant Race/Origin: (American Indian, Asian, Black/African American, Hispanic/Latino, Middle Eastern or North African, Pacific Islander or Native Hawaiian, White, Other, Two or more/mixed)

f. Participant Age/DOB: (Date or approximate)

g. Participant Child DOB: (Date or approximate)

h. Participant Child Gender: (Male, Female)

i. Participant Child Unique ID: (Number)

j. Drug Free Baby: (Numeric Value)

k. Military Service: (Army, Navy, Air Force, Marines, Coast Guard)

l. Military Service Capacity: (Active, Reserve, National Guard, Retired)

m. Limited English Proficiency: (Yes, No, Unknown)

n. Education Level: (Elementary, Middle, Some high school, High school/GED, Some college, Associates degree, Bachelor's degree, Professional or graduate degree)

o. Education Level Date: (Date or approximate)

p. Employment Status: (Unemployed, Part-time less than 20 hours, Part-time more than 20 hours, Full time, Student/training, Disability, Vocational rehab)

q. Employment Status Date: (Date or approximate)

r. Chronic Unemployment or Unstable Employment: (Yes, No, Unknown)

s. Income Level: (No income, Under \$999, \$1000-\$4999, \$5000-\$9999, \$10000-\$14999, \$15000-\$19999, \$20000-\$24999, \$25000-\$34999, \$35000-\$44999, \$45000-\$54999, \$55000-\$64999, \$65000-\$74999, \$75000 or higher)

t. Income Level Date: (Date or approximate)

10. Community Service

a. Community Service Completed: (Hours)

b. Community Service Completed Date: (Date or approximate)

Family Treatment Court Ongoing and Subject to Recurrence Data Values

Ongoing events and events subject to recurrence are tracked as the events occur and on a continuous basis.

1. Administrative Time

- a. Case Management Session Date: (Date or approximate)
- b. Case Management Session Type: (Treatment-based, Programmatic, Other)

2. Demographics

- a. Employment Assistance Date: (Date or approximate)
- b. Employment Assistance Type: (Job skills, Supported employment, Vocational training)

3. Family Treatment Court

- a. Child/Parent Reunifications: (Date or approximate)

4. Monitoring

- a. Crisis Intervention Episodes (subject to recurrence): (Date or approximate)
- b. Drug Test Date: (Date or approximate)
- c. Drug Test Method: (Cup, Breathalyzer, Internal lab, External lab, Other)
- d. Drug Test Observed: (Yes, No, Unknown)
- e. Drug Test Type: (Breath, Hair, Saliva, Urine, Sweat, Blood)
- f. Drug Test Substances: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription narcotics, Benzodiazepines, Other prescriptions, Other, Synthetic Cannabinoids, Violation—No Substance)
- g. Drug Test Results: (Positive, Negative, Diluted, Inconclusive, Approved Positive, Excused)
- h. Drug Test Comments: (Excused, Inconclusive, Negative, Positive-approved, Positive-admitted, Positive-Denied, Positive-diluted, Positive-no show, Positive-refused, Positive-no sample produced in time)
- i. Electronic Monitoring Dates: (Date or approximate)
- j. Electronic Monitoring Type: (RF, GPS, MEMS, SCRAM, Voice Verification, Ignition Interlock, Kiosk, Fingerprint/Biometric, Other)
- k. Hospital Emergency Room Visit: (Date or approximate)
- l. Psychiatric Hospitalization: (Date or approximate)
- m. Judicial Status Hearing Date: (Date or approximate)
- n. Judicial Status Hearing Attendance: (Yes, No-Excused, No-Unexcused)
- o. Medical Session Date: (Date or approximate)
- p. Medical Session Type: (Psychiatrist, Psychologist, Addictionologist, Nursing, Other Medical, MAT)

5. Treatment¹⁰

¹⁰ Treatment records are required for all participants that have a diagnosis or diagnostic impression reported

- a. Treatment Session Date: (Begin, End if Applicable)
- b. Treatment Session Type: (Group Session, Individual Session, Other)
- c. Treatment Session Duration: (Minutes)
- d. Treatment Session Attendance: (Yes, No-Excused, No-Unexcused)
- e. Medical Appointment: (Medical/Health Screening, Medication Assisted Treatment, Psychotropic Medication)
- f. Type of Treatment: (Individual, Individual – Trauma, MRT, CBI, Criminal Thinking, Matrix, Seeking Safety, DBT, Living in Balance, Prime for Life, Prime Solutions, EMDR, MI, RPT, T4C, MET, TREM, FVIP, Anger Management, Strengthening Families, Celebrating Families, WRAP, TF-CBT, Hazelden Co-occurring Disorders Program, TCU Mapping Enhanced Counseling, Integrated Dual Disorders Treatment, REBT, MRT – Winning the Invisible War, Non-evidence-based)

6. Sanction/Incentive

- a. Incarceration Sanction: (Yes, No, Unknown)
- b. Sanction date: (Date or approximate)
- c. Incarceration Length: (Number)
- d. Incentive Date: (Date or approximate)

7. Supervision

- a. Supervision Services Contact Date: (Date or approximate)
- b. Supervision Services Contact Duration: (Number)

Section 6 – Juvenile Accountability Court Singular, Ongoing, and Subject to Recurrence Data Values

1. Programmatic

- a. Program Name: (Unique Court ID)
- b. Program Type: (juvenile drug, juvenile mental health)
- c. County Served: (_____ County)
- d. Judicial Circuit: (_____ Circuit)
- e. Certification Date: (Date)
- f. Certification Status: (Full, Partial, Waiver)

2. Assessment

- a. ASAM Level of Care Screening¹¹: (0.5, 1.0, 2.1, 2.5, 3.1, 3.3, 3.5, 3.7, 4.0, OTP)
- b. ASAM Level of Care Screening Date: (Date)
- c. Risk Assessment Type: (LSI-R, LS/CMI¹², NGA, START, JDAI, DUI-RANT, other)
- d. Risk Assessment Date: (Date)
- e. Risk Assessment Results: (_____)
- f. Risk Level: (Very Low, Low, Medium, High, Very High)

3. Intake

- a. Complaint Date: (Date or approximate)
- b. Plea Date: (Date or approximate)
- c. Referral Date: (Date or approximate)
- d. Referral Source: (Prosecutor, Defense Attorney, Law Enforcement, Probation, Parole, Family, Treatment Provider, Court, Self, Family Services, Juvenile Services, School, Other)
- e. Review/Screening (Legal) Date: (Date or approximate)
- f. Review/Screening (Program) Date: (Date or approximate)
- g. Eligibility Determination Date: (Date or approximate)
- h. Eligibility Denial Reason: (Prosecutor or defense objection, Judicial objection, Out of jurisdiction, Arrest/conviction/incarceration on other charge, Doesn't meet clinical criteria, Medical issues, Program at capacity, Geographic/transportation issue, Other)
- i. Decline/Denial Date: (Date or approximate)
- j. Decline Reason: (Requirements too strict, Program length, Competency issues, Geographic/transportation issues, Participant refused entry)
- k. Staffing Approval Date: (Date or approximate)
- l. Acceptance Date: (Date or approximate)
- m. Acceptance Type: (Pre-Adjudication, Post-Adjudication, Probation Revocation)
- n. Orientation Date: (Date or approximate)

¹¹ Required if participant has been diagnosed with a substance use disorder

¹² Available as risk assessment option in October 2019

- o. Treatment Start Date: (Date or approximate)
 - p. Exit Status: (Graduated, Completed, Terminated-Noncompliance, Terminated-Withdrawal, Discharged-Administrative Discharge, Discharged-Transferred, Discharged-Dismissal)
 - q. Exit Status Date: (Date or approximate)
- 4. Juvenile**
- a. GPA: (0.01-0.99, 1.00-1.99, 2.00-2.99, 3.00-3.99, 4.00+, NA)
 - b. Not in School Reason: (Already have GED/Diploma, Dropped out, Expelled, Home school, Other)
 - c. Education Status: (In school, Enrolling, Completed, Suspended, Expelled, Home school)
 - d. Education Status Date: (Date or approximate)
- 5. Phase**
- a. Phase: (1, 2,3,4,5/aftercare)
 - b. Participant Status: (Active, Inactive, Active-Residential, Inactive - AWOL)
- 6. Monitoring**
- a. Primary Drug of Choice: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription narcotics, Benzodiazepines, Other prescriptions, other, Synthetic Cannabinoids, None)
 - b. Secondary Drug of Choice: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription narcotics, Benzodiazepines, Other prescriptions, other, Synthetic Cannabinoids, None)
 - c. Tertiary Drug of Choice: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription narcotics, Benzodiazepines, Other prescriptions, other, Synthetic Cannabinoids, None)
- 7. Diagnosis**
- a. Diagnosis or Diagnostic Impression: (Anxiety Disorders, Bipolar Disorders, Depressive Disorders, Dissociative Disorders, Neurodevelopmental Disorders,; Neurocognitive Disorders, Obsession-Compulsive Disorders, Schizophrenia Spectrum and Other Psychotic Disorders, Somatic Symptom and Related Disorders, Trauma/Stress Related Disorders, Personality Disorders, Substance Use Disorders)
 - b. Diagnosis Level: (Primary, Secondary, Tertiary)
- 8. Treatment**
- a. Treatment type is evidence based: (Yes, No, Unknown)
 - b. Medication-Assisted Treatment Referral: (Date or approximate)
 - c. Medication-Assisted Treatment Prescribed: (Methadone, Suboxone, Buprenorphine, Naltrexone, Extended-Release Injectable Naltrexone, Psychotropic Medication, other)
 - d. Medication-Assisted Treatment Denial: (Declined to participate, Medical disqualification, Recent drug use, Funding/Availability)

- e. Medication-Assisted Treatment Completion: (Completed, Administrative discharge, Terminated-noncompliance removal, Terminated-withdrawal)

9. Demographics

- a. Participant Name: (Name)
- b. Participant Residence County: (_____ County)
- c. Participant Gender: (Male, Female, Transgender)
- d. Participant Race/Origin: (American Indian, Asian, Black/African American, Hispanic/Latino, Middle Eastern or North African, Pacific Islander or Native Hawaiian, White, Other, Two or more/mixed)
- e. Participant Age/DOB: (Date or approximate)
- f. Participant Child DOB: (Date or approximate)
- g. Participant Child Gender: (Male, Female)
- h. Participant Child Unique ID: (Number)
- i. Drug Free Baby: (Numeric Value)
- j. Military Service: (Army, Navy, Air Force, Marines, Coast Guard)
- k. Military Service Capacity: (Active, Reserve, National Guard, Retired)
- l. Limited English Proficiency: (Yes, No, Unknown)

10. Community Service

- a. Community Service Completed: (Hours)
- b. Community Service Completed Date: (Date or approximate)

Juvenile Accountability Court Ongoing and Subject to Recurrence

Data Values

1. Administrative Time

- a. Case Management Session Date: (Date or approximate)
- b. Case Management Session Type: (Treatment-based, Programmatic, Other)

2. Monitoring

- a. Crisis Intervention Episodes (subject to recurrence): (Date or approximate)
- b. Drug Test Date: (Date or approximate)
- c. Drug Test Method: (Cup, Breathalyzer, Internal lab, External lab, Other)
- d. Drug Test Observed: (Yes, No, Unknown)
- e. Drug Test Type: (Breath, Hair, Saliva, Urine, Sweat, Blood)
- f. Drug Test Substances: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription narcotics, Benzodiazepines, Other prescriptions, Other, Synthetic Cannabinoids, Violation—No Substance)
- g. Drug Test Results: (Positive, Negative, Diluted, Inconclusive, Approved Positive, Excused)
- h. Drug Test Comments: (Excused, Inconclusive, Negative, Positive-approved, Positive-admitted, Positive-denied, Positive-diluted, Positive-no show, Positive-refused, Positive-no sample produced)
- i. Electronic Monitoring Dates: (Date or approximate)
- j. Electronic Monitoring Type: (RF, GPS, MEMS, SCRAM, Voice Verification, Ignition Interlock, Kiosk, Fingerprint/Biometric, Other)
- k. Hospital Emergency Room Visit: (Date or approximate)
- l. Psychiatric Hospitalization: (Date or approximate)
- m. Judicial Status Hearing Date: (Date or approximate)
- n. Judicial Status Hearing Attendance: (Yes, No-Excused, No-Unexcused)
- o. Medical Session Date: (Date or approximate)
- p. Medical Session Type: (Psychiatrist, Psychologist, Addictionologist, Nursing, Other Medical, MAT)

3. Treatment¹³

- a. Treatment Session Date: (Begin, End if Applicable)
- b. Treatment Session Type: (Group Session, Individual Session, Other)
- c. Treatment Session Duration: (Minutes)
- d. Treatment Session Attendance: (Yes, No-Excused, No-Unexcused)
- e. Medical Appointment: (Medical/Health Screening, Medication Assisted Treatment, Psychotropic Medication)
- f. Type of Treatment: (Individual, Individual – Trauma, MRT, CBI, Criminal Thinking, Matrix, Seeking Safety, DBT, Living in Balance, Prime for Life, Prime Solutions, EMDR, MI, RPT, T4C, MET, TREM, FVIP, Anger Management,

¹³ Treatment records are required for all participants that have a diagnosis or diagnostic impression reported

Strengthening Families, Celebrating Families, WRAP, TF-CBT, Hazelden Co-occurring Disorders Program, TCU Mapping Enhanced Counseling, Integrated Dual Disorders Treatment, REBT, MRT – Winning the Invisible War, Non-evidence-based)

4. Sanction/Incentive

- a. Incarceration Sanction: (Yes, No, Unknown)
- b. Sanction date: (Date or approximate)
- c. Incarceration Length: (Number)
- d. Incentive Date: (Date or approximate)

5. Supervision

- a. Supervision Services Contact Date: (Date or approximate)
- b. Supervision Services Contact Duration: (Number)

Section 7 – Frequently Asked Questions

- How is the participant child ID generated?
 - The participant child ID begins with the year of intake and a sequential number. Case management software should be able to track this information.
- What data points do I collect if a participant is declined at intake?
 - Individuals who are declined at intake are not participants and as such, fewer data points are collected. See sec. 2c.6 for more information regarding data points collected for declined individuals.
- What is the difference between an active participant and an inactive participant?
 - An active participant is one that is receiving services from the court. Examples may include treatment, case management, and/or staff time dedicated to documenting progress in the case management system. An inactive participant is one that did not receive any services from the court during the reporting period. Please refer to the *Commonly Used Terms* section of this manual for additional details.
- How is a post-adjudication transfer handled?
 - The court must “accept” the participant into the court and then “transfer” the participant to the other jurisdiction. Please review the data elements that must be captured in order to “accept” a participant before transferring to ensure a successful repository submission.
- How do the new (FY19) drug test comments change drug test result reporting?
 - Please make note of the new comments that are meant to clarify/streamline the data collection process. The new drug test comments include:
 - i. Excused
 - ii. Inconclusive
 - iii. Negative
 - iv. Positive—approved
 - v. Positive—admitted use
 - vi. Positive—denied
 - vii. Positive—diluted
 - viii. Positive—no show
 - ix. Positive—refused
 - x. Positive—not producing a sample
- How do I report a behavioral positive drug screen?
 - An example of a behavioral positive drug screen is an instance in which a participant fails to appear for a scheduled drug screening. The coordinator or case manager should input the results as follows:

Drug test results: Positive
Drug test comments: Positive—No Show

Drug test substance: Violation—No Substance

- How do I report a diluted screen with a substance?
 - In some cases, a diluted screen might still show which substance had been consumed. In those cases, the results should be input as follows, using marijuana as an example:
 - Drug test results: Diluted
 - Drug test comments: Positive—Diluted
 - Drug test substance: Marijuana

In those instances, the coordinator or case manager should input the substance that appeared in the screen if the levels indicate that the test would have been positive but for an attempt to conceal substance use prior to a drug screen.

In instances where a substance cannot be determined in a diluted drug screen, the results should be input as follows:

- Drug test results: Diluted
- Drug test comments: Positive Diluted
- Drug test substance: Violation—No Substance

- When do I start using the LS/CMI risk assessment tool, and what do I do about participants that were screened under the LSI/R risk assessment tool?
 - New participants entering the program beginning in October 2019 may be screened using the LS/CMI risk assessment tool. Existing participants will not need to be re-evaluated under the new tool. Courts may use remaining LSI/R risk assessment tools and then transition into using the LS/CMI risk assessment tool when the court has used all of its remaining LSI/R tools. Both the LS/CMI and the LSI/R risk levels may be found in the commonly used definitions section.
- How do I report participants who are referred in one quarter and accepted in the following quarter?
 - Please determine the quarter that is most appropriate to refer and accept the participant. The court should strive to accept participants within the same quarter to adhere to best practices (ideally within 30 days of referral).
- What constitutes an AWOL participant?
 - A participant that has absconded (avoid detection or arrest) from the court but has not yet been removed from the court. Please refer to the *Commonly Used Terms* section of this manual.
- How do I track diagnosis and substance abuse data for a participant who has a mental health diagnosis with no substance use disorder?
 - For a participant who has mental health diagnosis only, track primary drug of choice as “none” and select a mental health diagnosis from the diagnosis options.

- How do I track diagnosis data for a participant who is does not have a mental health diagnosis but has been diagnosed with a substance use disorder?
 - For a participant who does not have a mental health diagnosis but has a substance use disorder, select the participant's substance of choice from the drug of choice menu and select substance use disorder from the diagnosis menu.

Appendix

Accountability Court (Drug, Mental Health, Veterans Treatment, and DUI) Singular Data Model Intake Form

These forms are sample intake processes. Using the form that corresponds to the appropriate court as a guide for participant intake will ensure that all participant data collected is accurate and consistent with the reporting guidelines.

1. Programmatic

- a. Program Name: _____
- b. Program Type: _____
- c. County Served: _____
- d. Judicial Circuit: _____
- e. Certification Date: _____
- f. Certification Status: _____

2. Assessment

- a. ASAM Level of Care Screening: _____
- b. ASAM Level of Care Screening Date: _____
- c. Risk Assessment Type: _____
- d. Risk Assessment Date: _____
- e. Risk Assessment Results: _____
- f. Risk Level: _____

3. Intake

- a. Arrest Date: _____
- b. Plea Date: _____
- c. Referring Charge: _____
- d. Referral Date: _____
- e. Referral Source: _____
- f. Review/Screening (Legal) Date: _____
- g. Review/Screening (Program) Date: _____
- h. Eligibility Determination Date: _____
- i. Eligibility Denial Reason: _____
- j. Decline/Denial Date: _____
- k. Decline Reason: _____
- l. Staffing Approval Date: _____
- m. Acceptance Date: _____
- n. Acceptance Type: _____
- o. Orientation Date: _____
- p. Treatment Start Date: _____
- q. Exit Status: _____
- r. Exit Status Date: _____
- s. Reentry Partnership Housing: _____

4. Phase

- a. Phase: _____
- b. Participant Status: _____

5. Monitoring

- a. Primary Drug of Choice: _____
- b. Secondary Drug of Choice: _____
- c. Tertiary Drug of Choice: _____

6. Diagnosis

- a. Diagnosis or diagnostic impression: _____
- b. Diagnosis Level: _____

7. Treatment

- a. Treatment type is evidence based: _____
- b. Medication-Assisted Treatment Referral: _____
- c. Medication-Assisted Treatment Prescribed: _____
- d. Medication-Assisted Treatment Denial: _____
- e. Medication-Assisted Treatment Completion: _____

8. Mental Health Specific Data

- a. Hospital—Involuntary Hospitalizations: _____

9. Demographics

- a. Participant Name: _____
- b. Participant Residence County: _____
- c. State Identification Number: _____
- d. Participant Gender: _____
- e. Participant Race/Origin: _____
- f. Participant Age/DOB: _____
- g. Participant Child DOB: _____
- h. Participant Child Gender: _____
- i. Participant Child Unique ID: _____
- j. Drug Free Baby: _____
- k. Military Service: _____
- l. Military Service Capacity: _____
- m. Limited English Proficiency: _____
- n. Education Level: _____
- o. Education Level Date: _____
- p. Employment Status: _____
- q. Employment Status Date: _____
- r. Chronic Unemployment or Unstable Employment: _____
- s. Income Level: _____
- t. Income Level Date: _____

10. Community Service

- a. Community Service Completed: _____
- b. Community Service Completed Date: _____

Accountability Court (Drug, Mental Health, Veterans Treatment, and DUI) Ongoing and Subject to Recurrence Data Form

Ongoing events and events subject to recurrence are tracked as the events occur and on a continuous basis.

1. Administrative Time

- a. Case Management Session Date: _____
- b. Case Management Session Type: _____

2. Demographics

- a. Employment Assistance Date: _____
- b. Employment Assistance Type: _____

3. Monitoring

- a. Crisis Intervention Episodes (subject to recurrence): _____
- b. Drug Test Date: _____
- c. Drug Test Method: _____
- d. Drug Test Observed: _____
- e. Drug Test Type: _____
- f. Drug Test Substances: _____
- g. Drug Test Results: _____
- h. Drug Test Comments: _____
- i. Electronic Monitoring Dates: _____
- j. Electronic Monitoring Type: _____
- k. Hospital Emergency Room Visit: _____
- l. Psychiatric Hospitalization: _____
- m. Judicial Status Hearing Date: _____
- n. Judicial Status Hearing Attendance: _____
- o. Medical Session Date: _____
- p. Medical Session Type: _____

4. Treatment

- a. Treatment Session Date: _____
- b. Treatment Session Type: _____
- c. Treatment Session Duration: _____
- d. Treatment Session Attendance: _____
- e. Medical Appointment: _____
- f. Type of Treatment: _____

5. Mental Health Specific Data

- a. Hospital—Involuntary Hospitalizations: _____

6. Sanction/Incentive

- a. Incarceration Sanction: _____
- b. Sanction date: _____
- c. Incarceration Length: _____
- d. Incentive Date: _____

7. Supervision

- a. Supervision Services Contact Date: _____
- b. Supervision Services Contact Duration: _____

Family Treatment Court Singular Data Model Intake Form

1. Programmatic

- a. Program Name: _____
- b. Program Type: _____
- c. County Served: _____
- d. Judicial Circuit: _____
- e. Certification Date: _____
- f. Certification Status: _____

2. Assessment

- a. ASAM Level of Care Screening: _____
- b. ASAM Level of Care Screening Date: _____
- c. Risk Assessment Type: _____
- d. Risk Assessment Date: _____
- e. Risk Assessment Results: _____
- f. Risk Level: _____

3. Intake

- a. Arrest Date: _____
- b. Complaint or Petition Filing Date: _____
- c. Plea Date: _____
- d. Referring Charge: _____
- e. Referral Date: _____
- f. Referral Source: _____
- g. Review/Screening (Legal) Date: _____
- h. Review/Screening (Program) Date: _____
- i. Eligibility Determination Date: _____
- j. Eligibility Denial Reason: _____
- k. Decline/Denial Date: _____
- l. Decline Reason: _____
- m. Staffing Approval Date: _____
- n. Acceptance Date: _____
- o. Acceptance Type: _____
- p. Orientation Date: _____
- q. Treatment Start Date: _____
- r. Exit Status: _____
- s. Exit Status Date: _____
- t. Reentry Partnership Housing: _____

4. Family Treatment Court

- a. Child(ren) Parent: _____
- b. Child(ren) Parent Type: _____
- c. Participant Child(ren) Status: _____
- d. Participant Child(ren) Status Date: _____
- e. Maltreatment Finding: _____
- f. Custody Status: _____
- g. Custody Status Date: _____

- h. Permanency Status: _____
- i. Permanency Status Date: _____
- j. Child Removed from Parent: _____
- k. Alternative Care Placement Date: _____
- l. Alternative Care Placement Type: _____

5. Phase

- a. Phase: _____
- b. Participant Status: _____

6. Monitoring

- a. Primary Drug of Choice: _____
- b. Secondary Drug of Choice: _____
- c. Tertiary Drug of Choice: _____

7. Diagnosis

- a. Diagnosis: _____

8. Treatment

- a. Treatment type is evidence based: _____
- b. Medication-Assisted Treatment Referral: _____
- c. Medication-Assisted Treatment Prescribed: _____
- d. Medication-Assisted Treatment Denial: _____
- e. Medication-Assisted Treatment Completion: _____

9. Demographics

- a. Participant Name: _____
- b. Participant Residence County: _____
- c. State Identification Number: _____
- d. Participant Gender: _____
- e. Participant Race/Origin: _____
- f. Participant Age/DOB: _____
- g. Participant Child DOB: _____
- h. Participant Child Gender: _____
- i. Participant Child Unique ID: _____
- j. Drug Free Baby: _____
- k. Military Service: _____
- l. Military Service Capacity: _____
- m. Limited English Proficiency: _____
- n. Education Level: _____
- o. Education Level Date: _____
- p. Employment Status: _____
- q. Employment Status Date: _____
- r. Chronic Unemployment or Unstable Employment: _____
- s. Income Level: _____
- t. Income Level Date: _____

10. Community Service

- a. Community Service Completed: _____
- b. Community Service Completed Date: _____

Family Treatment Court Ongoing and Subject to Recurrence Data Form

Ongoing events and events subject to recurrence are tracked as the events occur and on a continuous basis.

1. Administrative Time

- a. Case Management Session Date: _____
- b. Case Management Session Type: _____

2. Demographics

- a. Employment Assistance Date: _____
- b. Employment Assistance Type: _____

3. Family Treatment Court

- a. Child/Parent Reunifications: _____

4. Monitoring

- a. Crisis Intervention Episodes (subject to recurrence): _____
- b. Drug Test Date: _____
- c. Drug Test Method: _____
- d. Drug Test Observed: _____
- e. Drug Test Type: _____
- f. Drug Test Substances: _____
- g. Drug Test Results: _____
- h. Drug Test Comments: _____
- i. Electronic Monitoring Dates: _____
- j. Electronic Monitoring Type: _____
- k. Hospital Emergency Room Visit: _____
- l. Psychiatric Hospitalization: _____
- m. Judicial Status Hearing Date: _____
- n. Judicial Status Hearing Attendance: _____
- o. Medical Session Date: _____
- p. Medical Session Type: _____

5. Treatment

- a. Treatment Session Date: _____
- b. Treatment Session Type: _____
- c. Treatment Session Duration: _____
- d. Treatment Session Attendance: _____
- e. Medical Appointment: _____
- f. Type of Treatment: _____

6. Sanction/Incentive

- a. Incarceration Sanction: _____
- b. Sanction date: _____
- c. Incarceration Length: _____
- d. Incentive Date: _____

7. Supervision

- a. Supervision Services Contact Date: _____

b. Supervision Services Contact Duration: _____

Juvenile Accountability Court Singular Data Model Intake Form

1. Programmatic

- a. Program Name: _____
- b. Program Type: _____
- c. County Served: _____
- d. Judicial Circuit: _____
- e. Certification Date: _____
- f. Certification Status: _____

2. Assessment

- a. ASAM Level of Care Screening: _____
- b. ASAM Level of Care Screening Date: _____
- c. Risk Assessment Type: _____
- d. Risk Assessment Date: _____
- e. Risk Assessment Results: _____
- f. Risk Level: _____

3. Intake

- a. Complaint Date: _____
- b. Plea Date: _____
- c. Referring Charge: _____
- d. Referral Date: _____
- e. Referral Source: _____
- f. Review/Screening (Legal) Date: _____
- g. Review/Screening (Program) Date: _____
- h. Eligibility Determination Date: _____
- i. Eligibility Denial Reason: _____
- j. Decline/Denial Date: _____
- k. Decline Reason: _____
- l. Staffing Approval Date: _____
- m. Acceptance Date: _____
- n. Acceptance Type: _____
- o. Orientation Date: _____
- p. Treatment Start Date: _____
- q. Exit Status: _____
- r. Exit Status Date: _____

4. Juvenile

- a. GPA: _____
- b. Not in School Reason: _____
- c. Education Status: _____
- d. Education Status Date: _____

5. Phase

- a. Phase: _____
- b. Participant Status: _____

6. Monitoring

- a. Primary Drug of Choice: _____
- b. Secondary Drug of Choice: _____
- c. Tertiary Drug of Choice: _____

7. Diagnosis

- a. Diagnosis: _____

8. Treatment

- a. Treatment type is evidence based: _____
- b. Medication-Assisted Treatment Referral: _____
- c. Medication-Assisted Treatment Prescribed: _____
- d. Medication-Assisted Treatment Denial: _____
- e. Medication-Assisted Treatment Completion: _____

9. Demographics

- a. Participant Name: _____
- b. Participant Residence County: _____
- c. Participant Gender: _____
- d. Participant Race/Origin: _____
- e. Participant Age/DOB: _____
- f. Participant Child DOB: _____
- g. Participant Child Gender: _____
- h. Participant Child Unique ID: _____
- i. Drug Free Baby: _____
- j. Military Service: _____
- k. Military Service Capacity: _____
- l. Limited English Proficiency: _____

10. Community Service

- a. Community Service Completed: _____
- b. Community Service Completed Date: _____

Juvenile Accountability Court Ongoing and Subject to Recurrence Form

1. Administrative Time

- a. Case Management Session Date: _____
- b. Case Management Session Type: _____

2. Family Treatment/Juvenile

- a. Child/Parent Reunifications: _____

3. Monitoring

- a. Crisis Intervention Episodes (subject to recurrence): _____
- b. Drug Test Date: _____
- c. Drug Test Method: _____
- d. Drug Test Observed: _____
- e. Drug Test Type: _____
- f. Drug Test Substances: _____
- g. Drug Test Results: _____
- h. Drug Test Comments: _____
- i. Electronic Monitoring Dates: _____
- j. Electronic Monitoring Type: _____
- k. Hospital Emergency Room Visit: _____
- l. Psychiatric Hospitalization: _____
- m. Judicial Status Hearing Date: _____
- n. Judicial Status Hearing Attendance: _____
- o. Medical Session Date: _____
- p. Medical Session Type: _____

4. Treatment

- a. Treatment Session Date: _____
- b. Treatment Session Type: _____
- c. Treatment Session Duration: _____
- d. Treatment Session Attendance: _____
- e. Medical Appointment: _____
- f. Type of Treatment: _____

5. Sanction/Incentive

- a. Incarceration Sanction: _____
- b. Sanction date: _____
- c. Incarceration Length: _____
- d. Incentive Date: _____

6. Supervision

- a. Supervision Services Contact Date: _____
- b. Supervision Services Contact Duration: _____

Historical Tracking of Data Collection Changes

Beginning in FY18, each certified and/or funded Accountability Court must submit program data to the CACJ electronically using one of the two state-approved (and funded) case management systems. The two state-approved case management systems are CaseWorx (FivePoint Solutions) and Connexis Cloud (Integrated Management Solutions). There is no written Excel report available after FY17. Instead of a written Excel report, each certified and/or funded Accountability Court will “push” their program data to the CACJ by utilizing the electronic submission functionality embedded within their state-approved case management system. The CACJ will not “pull” any data from a court’s case management system.

Collection for additional data elements began in:

January 2018

- Certification date
- Certification status
- Medical appointment
- Orientation date
- Plea date
- Type of treatment
- Treatment session attendance
- Treatment session date
- Treatment session duration
- Treatment session type
- Treatment start date
- Treatment type is evidence based

April 2018

- AWOL

August 2019

- ASAM Level of Care screening
- Behavioral positive drug screen
- Complaint date
- Complaint or Petition filing date
- Military service
- Program name
- Reentry Partnership Housing
- Diagnosis reported separately from treatment data

January 2020

- Participant age/Date of Birth (DOB)
- Participant name

July 2020

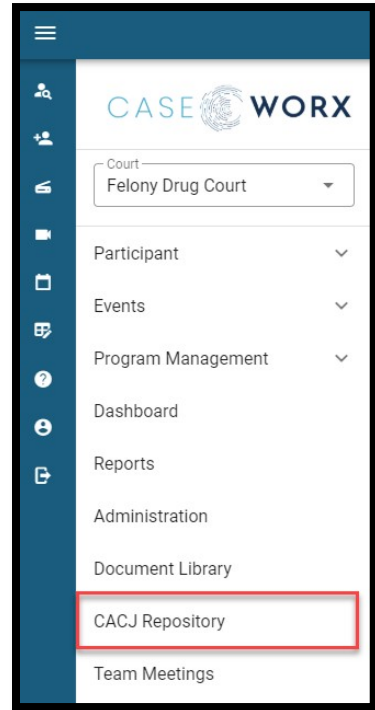
- MAT medication compliance
- Diagnostic impression
- Diagnosis level
- Additional treatment types
- Non-evidence-based replaced Other treatment types
- DUI-RANT
- Inactive-AWOL

Repository Instructions

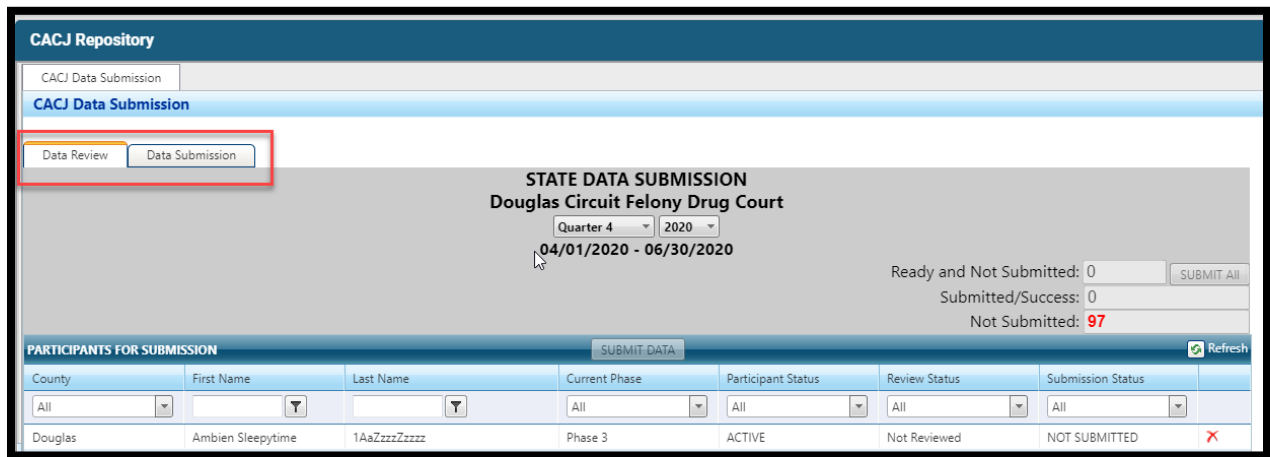
FivePoint Solutions – CaseWorx

The CACJ Repository is a tool that FivePoint Solutions developed to allow coordinators and other program staff to review program data before submitting it to the CACJ for quarterly reporting.

To access the Repository, follow the link for the CACJ Repository in the left-hand navigation panel in CaseWorX.



Note that the page displayed has two tabs, one for data review and another for data submission. First, you will review the data in the Data Review tab. Then, after submitting your data, you will go to the Data Submission tab to check that your submissions have been successful.



Reviewing your data

First, make sure that the correct quarter and year are selected.

CACJ Repository
CACJ Data Submission
Data Review | Data Submission

STATE DATA SUBMISSION
Douglas Circuit Felony Drug Court

Quarter 4 | 2020
04/01/2020 - 06/30/2020

Ready and Not Submitted: 0
Submitted/Success: 0
Not Submitted: **97**

PARTICIPANTS FOR SUBMISSION

County	First Name	Last Name	Current Phase	Participant Status	Review Status	Submission Status
All			All	All	All	All
Douglas	Ambien Sleepytime	1AaZzzzZzzzz	Phase 3	ACTIVE	Not Reviewed	NOT SUBMITTED

A list of participants will display. The Review Status tells you whether you have reviewed the data, and the Submission Status will tell you whether you have submitted the participant.

CACJ Repository
CACJ Data Submission
Data Review | Data Submission

STATE DATA SUBMISSION
Douglas Circuit Felony Drug Court

Quarter 4 | 2020
04/01/2020 - 06/30/2020

Ready and Not Submitted: 0
Submitted/Success: 0
Not Submitted: **97**

PARTICIPANTS FOR SUBMISSION

County	First Name	Last Name	Current Phase	Participant Status	Review Status	Submission Status
All			All	All	All	All
Douglas	Ambien Sleepytime	1AaZzzzZzzzz	Phase 3	ACTIVE	Not Reviewed	NOT SUBMITTED

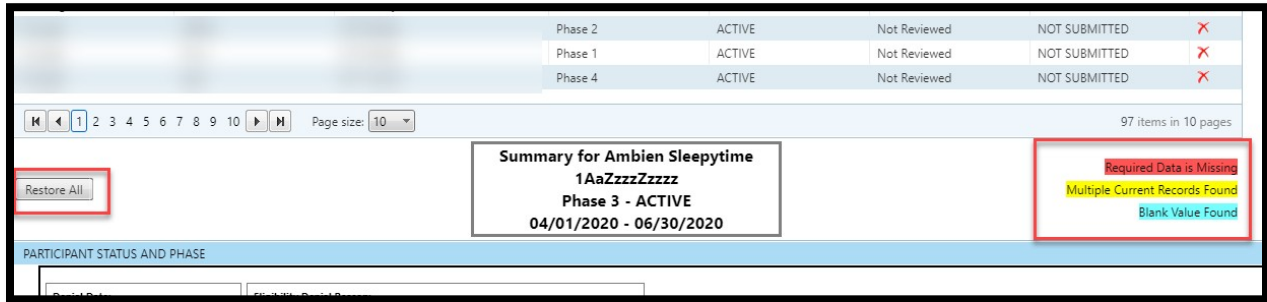
When you click on a participant, the repository will load all of his/her information that is being reported to the state, and the Review Status will update to let you know whether the record contains all of the required data (“Ready”) or is missing required data (“Not Ready”).

PARTICIPANTS FOR SUBMISSION

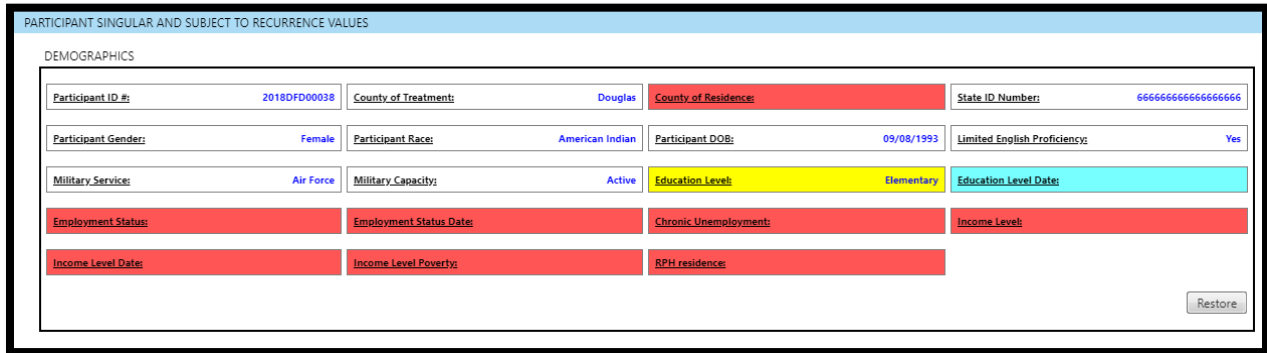
County	First Name	Last Name	Current Phase	Participant Status	Review Status	Submission Status
All			All	All	All	All
Douglas	Ambien Sleepytime	1AaZzzzZzzzz	Phase 3	ACTIVE	Not Ready	NOT SUBMITTED
			Phase 2	ACTIVE	Not Ready	NOT SUBMITTED
			Phase 5	ACTIVE	Not Reviewed	NOT SUBMITTED
			Phase 1	ACTIVE	Not Reviewed	NOT SUBMITTED
			Phase 3	ACTIVE	Not Reviewed	NOT SUBMITTED
			Phase 2	ACTIVE	Not Reviewed	NOT SUBMITTED
			Phase 1	ACTIVE	Not Reviewed	NOT SUBMITTED
			Phase 2	ACTIVE	Not Reviewed	NOT SUBMITTED
			Phase 1	ACTIVE	Not Reviewed	NOT SUBMITTED
			Phase 4	ACTIVE	Not Reviewed	NOT SUBMITTED

Page size: 10 | 97 items in 10 pages

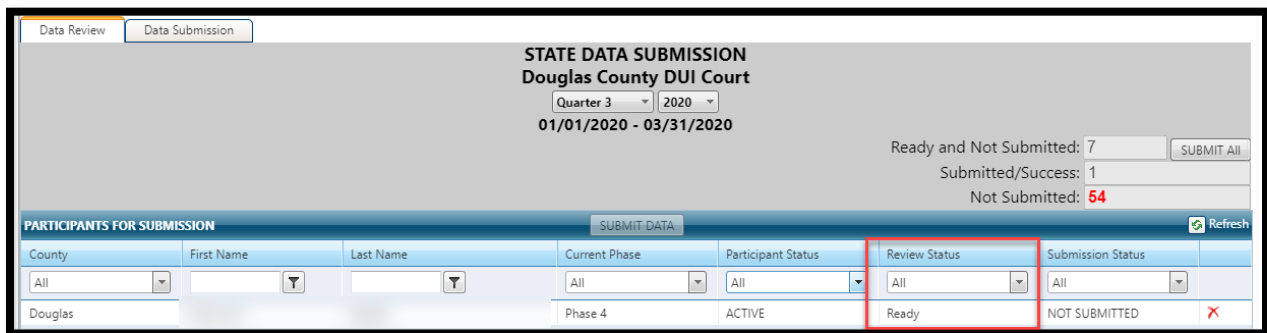
After selecting a participant, immediately below the list of participants, you will see, from left to right, a button to “Restore All”, an area identifying the participant you have selected, and a legend explaining the color coding used in the repository.



As you scroll through the data displayed below, you may find fields highlighted red where data is missing. You will need to make note of these missing data points and then go back into the participant’s record to update this missing data.



When you have updated all the missing data for this participant, you will need to return to the Repository, choose the participant, and click “Restore All” (shown above). This will update the Repository with all the missing data. If you have updated all the required information, the review status for this participant will change from “Not Ready” to “Ready.”



When you have reviewed all of the participants you want to submit and those participants are ready to submit, you can submit all of those who are ready by clicking “Submit All.”

STATE DATA SUBMISSION
Douglas County DUI Court

Quarter 3 2020
 01/01/2020 - 03/31/2020

Ready and Not Submitted: 7 **SUBMIT ALL**

Submitted/Success: 1

Not Submitted: **54**

SUBMIT DATA Refresh

Current Phase	Participant Status	Review Status	Submission Status	
All	All	All	All	
Phase 4	ACTIVE	Ready	NOT SUBMITTED	✗
Phase 3	ACTIVE	Not Reviewed	NOT SUBMITTED	✗

Checking your Submissions

After you have submitted all of your participants to the state, you will need to check that your submissions were successful. To do this, go to the Data Submissions tab.

Data Review **Data Submission**

STATE DATA SUBMISSION
Douglas County DUI Court

Quarter 3 2020
 01/01/2020 - 03/31/2020

The repository will display an overview of the number of participants successfully submitted, pending transmission, failed, and not submitted.

Data Review **Data Submission**

STATE DATA SUBMISSION
Douglas County DUI Court

Quarter 3 2020
 01/01/2020 - 03/31/2020

Submission Status				
Total Participants including Do Not Send	Successful	Pending Transmission	Failed	Not Submitted
54	1	0	0	53

If you have participants who are still pending transmission, you will need to wait to check your submissions. Because the systems are busy during the reporting period, you might want to wait 24 hours before returning to check your submissions.

A detailed list of those participants who were submitted will be displayed below this overview.

STATE DATA SUBMISSION
Douglas County DUI Court
Quarter 3 | 2020
01/01/2020 - 03/31/2020

Submission Status				
Total Participants including Do Not Send	Successful	Pending Transmission	Failed	Not Submitted
54	1	0	0	53

PARTICIPANT SUBMISSIONS Refresh

Participant Name	ACCM ID #	Status	Submission Notes	Last Update Time	Failure Options
	2019DMC00006	SUCCESS		3/25/2020 6:18:21 PM	Review Re-Submit

If you have participants whose submissions failed, you can review the Submission Notes to determine why the submission failed. If you need assistance determining why submissions failed, you can contact Support at support@myfivepoint.com.

If you determine that a submission failed due to missing data, you can click on “Review” under “Failure Options” to update the missing data in the system.

STATE DATA SUBMISSION
Douglas County DUI Court
Quarter 3 | 2020
01/01/2020 - 03/31/2020

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PARTICIPANT SUBMISSIONS Refresh

Participant Name	ACCM ID #	Status	Submission Notes	Last Update Time	Failure Options
	2019DMC00006	SUCCESS		3/25/2020 6:18:21 PM	Review Re-Submit

You will then need to update the missing data in CaseWorX and return to the Data Review tab in the Repository. Select the participant, and click “Restore All” for that participant as described above. This should return the Review Status to “Ready.” To submit one participant at a time, click on the selected participant who is ready to be submitted, and click the “Submit Data” button immediately above the list of participants.

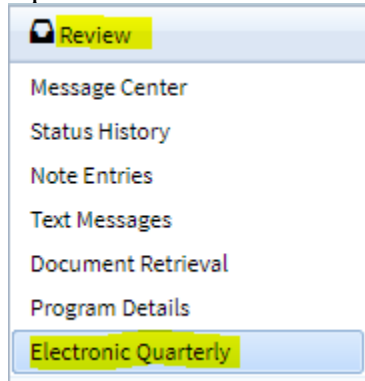
PARTICIPANTS FOR SUBMISSION SUBMIT DATA Refresh

County	First Name	Last Name	Current Phase	Participant Status	Review Status	Submission Status	
All			All	All	All	All	
Douglas			Phase 4	ACTIVE	Ready	NOT SUBMITTED	✗
Douglas			Phase 3	ACTIVE	Not Reviewed	NOT SUBMITTED	✗
Douglas			Phase 3	ACTIVE	Not Reviewed	NOT SUBMITTED	✗

Integrated Management Solutions (iMs) – Connexis Cloud

Individual submissions:

- From the user profile
 - Open the “Review” slider



- Select “Electronic Quarterly”
- Here you will see a list of previous submission attempts

QUARTER ▼	QUEUED	SUCCESS
FY2020: Q3	False	False
FY2019: Q1	False	True

- - If no submissions have been performed this list will be empty
 - If no submissions attempts have been performed for the quarter, they also will not show
- Color Schemes
 - No Record – No submission attempt has been made for the quarter
 - When ready, send the record for submission



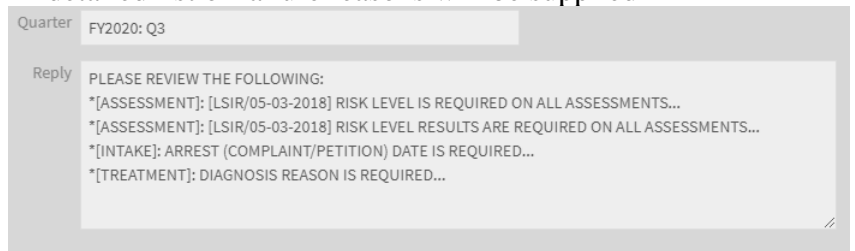
- Yellow – Records are queued and ready to be sent
 - Record is queued and ready to be sent
 - While you cannot queue a record from the client profile, it may have been queued from the batch submission
 - Changes to client profiles can still be made even though the record is queued
 - When ready, send the record for submission



- Red – A submission attempt was made, but failed
 - Failed submissions do not pass validation (either by us or the state)
 - Errors may be viewed by selecting a record and clicking on the pencil



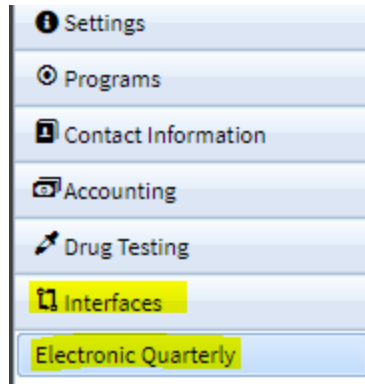
- - A detailed list of failure reasons will be supplied



- Once reviewed, and the data fixed – the submission process will start again by submitting the record:



- - Green – A submission attempt was made, and it succeeded
 - The record passed submission validation and was successfully sent to the state
 - While there was success – it is encouraged that the record be checked for thoroughness and resubmitted if necessary
- Batch Submissions:
 - From the main screen
 - Open Location Config
 - Expand the “Interfaces” Slider



- Select “Electronic Quarterly”
- You are presented a list of clients that may be eligible for submission
 - If people are missing – you’ll need to check the participant’s profile and make sure all data is entered
 - If there are extra people – You’ll need to check the participant’s profile for erroneous data.
 - Remember: All participants can be sent individually from their profile
- Color Schemes:
 - White – No Action has been performed on a client
 - No submission attempts have been made
 - Data should be reviewed and verified
 - When ready, queue the record



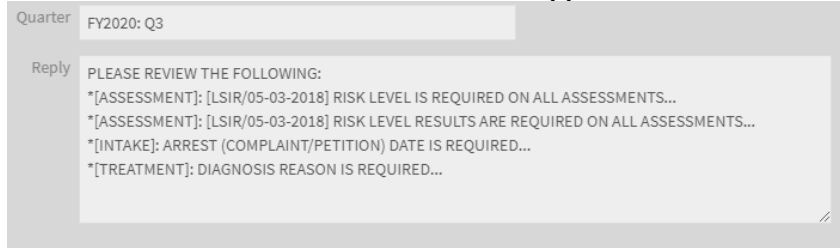
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