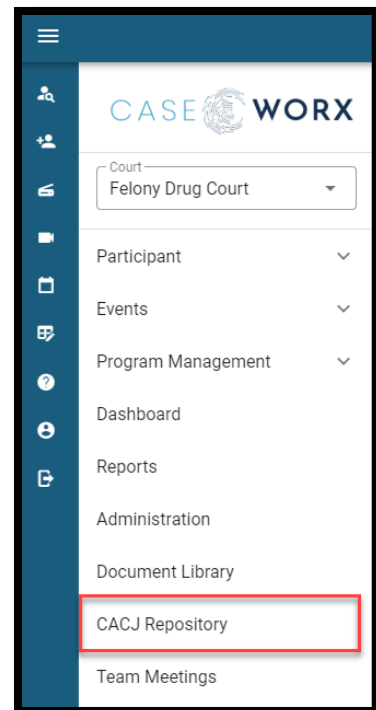


CACJ Repository Instructions

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.

A screenshot of the CACJ Repository application. The top header is 'CACJ Repository'. Below it is a tab bar with 'CACJ Data Submission' and 'Data Review'. The 'Data Submission' tab is active. The main content area shows 'STATE DATA SUBMISSION Douglas Circuit Felony Drug Court' with dropdowns for 'Quarter 4' and '2020', and a date range '04/01/2020 - 06/30/2020'. To the right, submission statistics are shown: 'Ready and Not Submitted: 0', 'Submitted/Success: 0', and 'Not Submitted: 97'. A 'SUBMIT DATA' button is visible. Below the statistics is a table titled 'PARTICIPANTS FOR SUBMISSION' with columns: County, First Name, Last Name, Current Phase, Participant Status, Review Status, and Submission Status. The first row of data shows 'Douglas', 'Ambien Sleepytime', '1AaZzzzZzzzz', 'Phase 3', 'ACTIVE', 'Not Reviewed', and 'NOT SUBMITTED'.

Reviewing your data

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

CACJ Repository

CACJ 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

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.

The screenshot shows a participant selection interface. At the top, there is a table with columns for Phase, Status, Review Status, and Submission Status. Below this, there is a navigation bar with page numbers 1 through 10 and a 'Page size: 10' dropdown. A 'Restore All' button is highlighted with a red box. In the center, a summary box for participant '1AaZzzzZzzzz' is shown, indicating 'Phase 3 - ACTIVE' and the date range '04/01/2020 - 06/30/2020'. To the right, a legend box is highlighted with a red box, showing three categories: 'Required Data is Missing' (red), 'Multiple Current Records Found' (yellow), and 'Blank Value Found' (blue). Below the legend, there is a section titled 'PARTICIPANT STATUS AND PHASE'.

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.

The screenshot shows a form titled 'PARTICIPANT SINGULAR AND SUBJECT TO RECURRENCE VALUES'. It contains several sections of data. The 'DEMOGRAPHICS' section includes fields for Participant ID#, County of Treatment, County of Residence, State ID Number, Participant Gender, Participant Race, Participant DOB, Limited English Proficiency, Military Service, Military Capacity, Education Level, and Education Level Date. The 'Clinical' section includes fields for Employment Status, Employment Status Date, Chronic Unemployment, Income Level, Income Level Date, Income Level Poverty, and RPH residence. Many of these fields are highlighted in red, indicating missing data. A 'Restore' button is located at the bottom right of the form.

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.”

The screenshot shows the 'STATE DATA SUBMISSION Douglas County DUI Court' interface. It includes a header with the court name and a date range '01/01/2020 - 03/31/2020'. Below the header, there are statistics for 'Ready and Not Submitted' (7), 'Submitted/Success' (1), and 'Not Submitted' (54). A 'SUBMIT ALL' button is present. The main section is titled 'PARTICIPANTS FOR SUBMISSION' and contains a table with columns for County, First Name, Last Name, Current Phase, Participant Status, Review Status, and Submission Status. The 'Review Status' column for the participant 'Douglas' is highlighted in red and shows 'Ready'. A 'Refresh' button is located at the bottom right of the table.

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

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

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