



Council of Accountability Court Judges

Chief Judge D. Scott Smith
Executive Committee Chair
Cherokee Judicial Circuit

Taylor Jones
Executive Director

MEMORANDUM

TO: Accountability Court Coordinators

FROM: Rachel Meyer, CACJ Data Programs Manager and Certification Officer II
Matthew Bishop, JC/AOC Research Analyst

RE: FY2023 Data Collection Updates

DATE: June 1, 2022

The purpose of this memo is to summarize data collection changes and updates for Fiscal Year 2023. The proposed data changes are meant to refine areas of data collection in effort to improve the quantity and quality of data received by the Council of Accountability Court Judges (CACJ) for all state funded accountability courts. CACJ and the Judicial Council/Administrative Office of the Courts (AOC) will discuss these changes in an upcoming, scheduled training series, as well as published documentation to include the CACJ new Data Dictionary and updated CACJ Data Collection Toolkit.

1. Assessment
 - a. Diagnosis/Diagnostic Impression
 - i. Personality disorders added as list value
 - ii. *Required to be entered for all accepted participants with an active or active-residential status, and for whom treatment data are entered*
 - b. Last Overdose Date
 - i. New data element
 - ii. Date of the most recent overdose as reported by the participant
2. Demographics
 - a. Gender Identity
 - i. Formerly “gender”; updated definition and added non-binary as list value
 - ii. Self-identified gender
 - iii. *Required to be entered for all submitted participants*
 - b. Sex
 - i. New data element
 - ii. Sex assigned at birth

- iii. *Required to be entered for all submitted participants*
- c. Race
 - i. Separated from origin – new data element; updated list values
 - ii. Participant’s self-identification with one or more social groups
 - iii. *Required to be entered for all submitted participants*
- d. Ethnicity
 - i. New data element
 - ii. Whether a participant identifies as Hispanic or not
 - iii. *Required to be entered for all submitted participant*
- e. Pregnant
 - i. New data element
 - ii. Female participant’s pregnancy status
- f. Drug Free Newborn DOB
 - i. Replaces number of drug free babies; New data element
 - ii. Date of birth for baby born to female participant during program participation unaffected by drugs at birth.
- g. Military Service Capacity
 - i. Retired added to list value
- h. Employment Status at Entry
 - i. New data element
 - ii. Employment status at the time the participant enters the program
 - iii. *Required to be entered for all accepted participants*
- i. Employment Status at Exit
 - i. New data element
 - ii. Employment status at the time the participant exits the program
 - iii. *Required to be entered when a participant exits from the program, regardless of exit status*
- j. Income Level at Entry
 - i. New data element
 - ii. Income level at the time the participant enters the program
 - iii. *Required to be entered for all accepted participants*
- k. Income Level at Exit
 - i. New data element
 - ii. Income level at the time the participant exits the program
 - iii. *Required to be entered when a participant exits from the program, regardless of exit status*
- l. Housing Status Type
 - i. New data element
 - ii. Participant’s current living situation (stable and unstable)
 - iii. *Date and type of housing required to be entered for both stable and unstable housing status*

- m. Housing Status Date
 - i. New data element
 - ii. Date the Housing Type and Status were reported
 - iii. *Required to be entered if housing status submitted*
 - n. DCA Funded
 - i. New data element
 - ii. Whether or not the participant's housing type is funded by DCA
 - 3. Family Treatment Court
 - a. Dependency Case Referral Type
 - i. New data element
 - ii. Type of dependency case based on referral (at intake)
 - iii. *If Family Preservation type entered, removal this quarter must be entered*
 - b. Child Foster Care Start Date
 - i. New data element
 - ii. Date in which a FTC participant's child was placed into foster care
 - c. Child Foster Care End Date
 - i. New data element
 - ii. Date in which a FTC participant's child ended foster care placement
 - d. Participant Visitation Date
 - i. New data element
 - ii. Date in which a participant is scheduled to have a visit with child
 - e. Participant Visitation Attendance
 - i. New data element
 - ii. Attendance record of visitation
 - 4. Intake
 - a. Eligibility Denial Source
 - i. New data element
 - ii. Source of participant denial
 - b. Eligibility Denial Reason
 - i. Replaces former Eligibility Decline Reason; New data element
 - ii. Reason for eligibility denial
 - iii. *Required to be entered if Eligibility Denial Source entered*
 - c. Grant Fund Type
 - i. New data element
 - ii. Type of grant funding being received to fund the Participant's costs of being in the program
 - 5. Monitoring
 - a. Drug Test Random
 - i. New data element
 - ii. Indicates whether a drug tested was random or scheduled
 - iii. *Required to be entered for all active participants' drug tests*

- b. Electronic Monitoring Start Date
 - i. New data element
 - ii. Date of initiation of electrotonic monitoring
 - iii. *Required to be entered if Electronic Monitoring Type is entered*
- c. Electronic Monitoring End Date
 - i. New data element
 - ii. Date at which electrotonic monitoring ended
- d. Electronic Monitoring Type
 - i. Added requirement: *Required to be entered if Electronic Monitoring Start Date is entered*
- e. Case Management Session Virtual
 - i. New data element
 - ii. Indicates whether the case management session was held remotely or in-person
- f. Supervision Virtual
 - i. New data element
 - ii. Indicates whether the supervision session was remotely or in-person
- 6. Sanction/Incentive
 - a. Incentive Type
 - i. New data element
 - ii. Type of incentive awarded to the participant
 - iii. *Required to be entered with Incentive Date*
 - b. Incentive Date
 - i. Adds requirement
 - ii. *Required to be entered with Incentive Type*
 - c. Behavior Violation Date
 - i. New data element
 - ii. Date of the non-compliance behavior
 - d. Sanction Date
 - i. Added requirement
 - ii. *Required to be entered with Sanction Type*
 - e. Sanction Type
 - i. Replaced open field with list values; New data element
 - ii. Type of sanction issued to the participant
 - iii. *Required to be entered with Sanction Date*
 - f. Jail Length
 - i. Updated verbiage from incarceration to jail
 - g. Treatment Response
 - i. New data element
 - ii. Whether a treatment response is issued in correspondence to the behavior violation

- 7. Treatment
 - a. MAT Screened
 - i. New data element
 - ii. Whether the participant was screened for medication-assisted treatment or not
 - b. MAT Start Date
 - i. New data element
 - ii. Date in which participant begins medication-assisted treatment
 - iii. *Required to be entered if MAT Prescribed is entered*
 - c. MAT End Date
 - i. New data element
 - ii. Date in which participant begins medication-assisted treatment
 - d. MAT Delivery Method
 - i. New data element
 - ii. Method in which MAT is delivered to participant
 - iii. *Required to be entered if MAT Prescribed is entered*
 - e. Treatment Session Type
 - i. Added two new curricula: Cognitive-Behavioral Interventions for Substance Abuse/Use (CBI-SA/CBI-SU), CBI- Improving Family Relationships
 - 1. CBI-SA/CBI-SU should also be used for CBI-Core Adult (CBI-CA)
 - f. Treatment Session Virtual
 - i. New data element
 - ii. Indicates whether a treatment session was held remotely or in-person
 - g. Ancillary Services
 - i. New data element
 - ii. Type of ancillary service received by the participant
 - h. Psychotropic Medication
 - i. New data element
 - ii. Type of psychotropic medication prescribed to participant

Reminders for Quarterly Quality Assurance Checks

1. Exit Dates – AOC will ensure that each reported exiting participant includes both exit date and exit status.
2. Acceptance Dates – AOC will ensure that each reported exiting participant includes both an acceptance date and acceptance type.
3. Phase Movements – AOC will ensure that each quarterly report includes information for each participant that was reported as active in the previous quarter.
 - a. Coordinators should update phase changes timely and at the least within the quarter of the change. This includes but is not limited to program exit/separation (e.g., graduation, termination).
4. Employment and Income at Entry and Exit – AOC will ensure that employment and income levels are updated when appropriate.
5. Diagnosis/Diagnostic Impression and Treatment – AOC will ensure that each active participant has a reported diagnosis/diagnostic impression and at least one treatment session reported for that quarter. This is a requirement.
 - a. Coordinators should, however, enter all treatment sessions for every participant to include types and dates of treatment sessions, and attendance.
 - b. CACJ will begin monitoring treatment dosage.
6. Drug Tests – AOC will ensure that each positive drug test includes substance data and that each active participant has at least one reported drug test in each reporting period. Additionally, AOC will monitor drug test frequency against active participant counts.
 - a. Coordinators should, however, enter all drug tests for every participant with the result and substance, if positive.
7. AOC will monitor continuity of reporting for all participants regardless of status, therefore coordinators must push every participant, every quarter even if no changes within the quarter occurred. Coordinators shall ensure all records are submitted successfully. Reporting should only occur during the designated window.

Coordinators will be contacted by AOC and/or CACJ following the quarterly reporting deadline with questions and issues based on quality assurance checks. Coordinators must update records accordingly and resubmit during the determined maintenance window.

Please see your case management system vendor's repository submission instructions linked [here](#).