



# 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 & Research Program Manager

RE: FY2024 Data Collection Updates

DATE: June 12, 2023

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The purpose of this memo is to summarize data collection changes and updates for Fiscal Year 2024. The proposed data changes are meant to refine areas of data collection to improve the quantity and quality of data received by the Council of Accountability Court Judges (CACJ) for all state funded accountability courts. This memo summarizes the changes reflected in the revised Data Dictionary and updated CACJ Data Collection Toolkit. It also includes reminders for quality assurance efforts.

### 1. Assessment

- a. Diagnosis/Diagnostic Impression
  - i. 'Disruptive, impulse-control, and conduct disorders' added as list value
- b. Risk Assessment Type
  - i. 'Yasi' added as list value

### 2. Demographics

- a. Certification Type
  - i. New data element
  - ii. Educational achievement during program participation that is not a formal degree but improves a participant's ability to obtain employment or progress in their employment.
  - iii. If 'Other,' must enter type
- b. Certification Completion Date
  - i. Date the certification type was completed or awarded.
- c. Degree Type
  - i. New data element
  - ii. Type of educational degree received during program participation.
- d. Degree Date
  - i. New data element

- ii. Date degree type was obtained.
  - e. Employment Status at Entry
    - i. 'Retired' added as list value
  - f. Employment Status at Exit
    - i. 'Retired' added as list value
  - g. Military Service Capacity
    - i. Eight 'Discharged – ' list values added
- 3. Intake
  - a. Acceptance Type
    - i. More than one acceptance type can now be reported for a participant.
- 4. Monitoring
  - a. Drug Test Substances
    - i. 'Synthetic opioids' added as list value
  - b. Primary Drug of Choice
    - i. 'Synthetic opioid' added as list value
  - c. Secondary Drug of Choice
    - i. 'Synthetic opioid' added as list value
  - d. Tertiary Drug of Choice
    - i. 'Synthetic opioid' added as list value
- 5. Treatment
  - a. MAT Delivery Method
    - i. 'Liquid' added as list value
  - b. Treatment Session Type
    - i. Updated list of evidence-based curricula

### **Reminders for Quarterly Quality Assurance Checks**

1. Exit Dates – CACJ will ensure that each reported exiting participant includes both exit date and exit status.
2. Acceptance Dates – CACJ will ensure that each reported active participant includes both an acceptance date and acceptance type.
3. Phase Movements – CACJ 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 – CACJ will ensure that employment and income levels are updated when appropriate.
5. Diagnosis/Diagnostic Impression and Treatment – CACJ 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 – CACJ 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, CACJ 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. CACJ 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 and judges will be contacted by 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.