



# Judicial Council of Georgia

## Administrative Office of the Courts

**Chief Justice Harold D. Melton**  
*Chair*

**Cynthia H. Clanton**  
*Director*

### Memorandum

TO: Council of Accountability Court Judges and Staff Members

FROM: Matthew Bishop, AOC Research Analyst

RE: FY21 Updates to the CACJ Data Collection Manual

DATE: June 29, 2020

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The purpose of this memo is to summarize data collection changes and updates for Fiscal Year 2021. The proposed data changes are meant to refine some areas of data collection to improve the quality of data received by the Council of Accountability Court Judges. CACJ and AOC will discuss these changes in an upcoming webinar.

Based on previous years' data collection through the statewide data repository via each court's case management systems, several categories of data that needed more precise definitions and collection techniques were identified. These changes will be described below, as well as outlined in the Data Collection Manual.

#### Changes for FY21 Collection

1. In order to accurately track the level of compliance with Medication-assisted Treatment (MAT), "MAT medication compliance" is now a required data element to be collected as follows for each dosage:
  - a. Yes – as prescribed
  - b. Refused
  - c. Partial
2. Diagnosis will now be referred to as "Diagnosis or Diagnostic Impression" in order to allow timelier reporting.
3. To allow programs to more clearly report the level of diagnosis when multiple diagnoses are reported, an additional required field of Diagnosis Level has been added. This value is required for all diagnoses reported and should have the following values:
  - a. Primary
  - b. Secondary
  - c. Tertiary
4. To ensure that participants with a mental health diagnosis are participating in treatment, it will now be required that at least one treatment record be submitted if a Diagnosis record is submitted.

5. To align with state recommended treatment modalities per CACJ standards for all court types, as well as support future efforts to collect data around trauma, the following curricula should be added to the list of Treatment Types:
  - a. Individual
  - b. Individual-Trauma
  - c. Inpatient Program
  - d. WRAP
  - e. TF-CBT
  - f. Hazelden Co-occurring Disorders Program
  - g. TCU Mapping Enhanced Counseling
  - h. Integrated Dual Disorders Treatment
  - i. REBT
  - j. MRT – Winning the Invisible War
  - k. TFAC is now abbreviated as T4C
6. The list of treatment types no longer includes “Other”. Treatment types that are not included in this list should be reported as “Non-evidence-based” in Treatment Types.
7. To align with recent support for the DUI-RANT as an effective assessment tool for DUI courts, DUI-RANT has been added to Risk Assessment Types.
8. In effort to receive more accurate status updates, the current status for participant who have absconded can now be reported as “Inactive – AWOL”.

### **Changes 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 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.
4. Employment at Graduation – AOC will ensure that employment level is provided for each graduating participant. Coordinators may be asked to confirm employment levels if no updates were made prior to the participant’s exit.
5. Treatment – AOC will ensure that each participant with a reported mental health diagnosis has at least one treatment session reported for that quarter.
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.
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. Please refer to the following pages for repository instructions for both Connexis Cloud and CaseWorx.

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.

### **Repository Instructions**

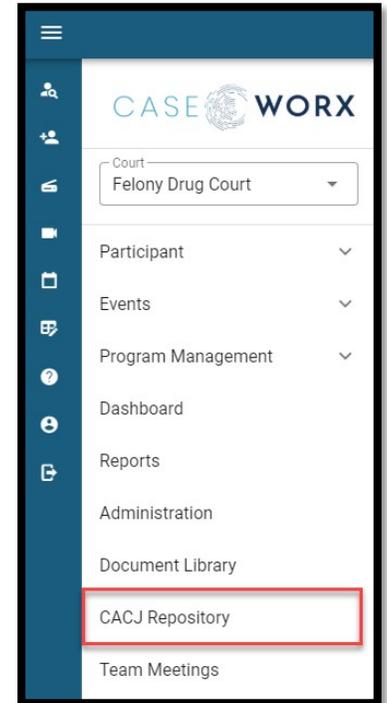
Please see the attached repository instructions from FivePoint Solutions (CaseWorx) and Integrated Management Solutions (Connexis Cloud). These instructions include steps to ensure submissions are

transmitted successfully. It is important that you not only push ALL participants every quarter, but also check to make sure your submission went through. For participants that are not transmitted successfully, CACJ will not receive their data; therefore, your data will not be complete. CACJ will continue to provide quality assurance, as noted above, but hope these instructions will allow for more complete quarterly submissions.

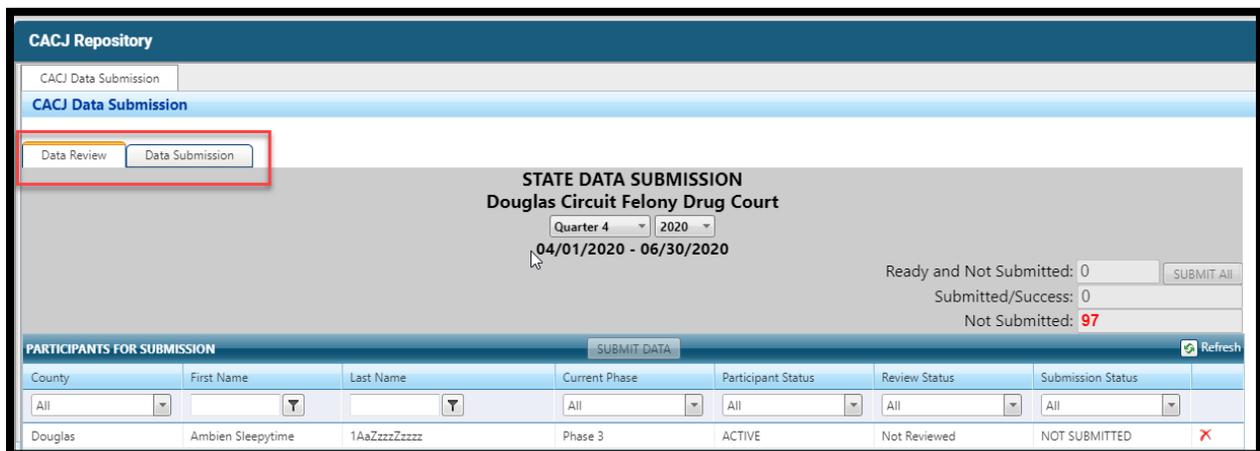
## FivePoint Solutions (CaseWorx)

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.

A screenshot of the CACJ Repository application interface. The top header is 'CACJ Repository'. Below it is a tabbed interface with 'CACJ Data Submission' selected. Underneath, there are two tabs: 'Data Review' and 'Data Submission', both highlighted with red boxes. The main content area is titled 'STATE DATA SUBMISSION Douglas Circuit Felony Drug Court'. It includes dropdown menus for 'Quarter 4' and '2020', and a date range '04/01/2020 - 06/30/2020'. On the right, there are summary statistics: 'Ready and Not Submitted: 0', 'Submitted/Success: 0', and 'Not Submitted: 97'. Below this is a 'PARTICIPANTS FOR SUBMISSION' table with a 'SUBMIT DATA' button and a 'Refresh' icon. The table has columns for County, First Name, Last Name, Current Phase, Participant Status, Review Status, and Submission Status. A single row is visible with the following data: County: Douglas, First Name: Ambien Sleepytime, Last Name: 1AaZzzzZzzzz, Current Phase: Phase 3, Participant Status: ACTIVE, Review Status: Not Reviewed, Submission Status: NOT SUBMITTED.

## Reviewing your data

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

**CACJ Repository**  
CACJ Data Submission  
**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  
**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	✗

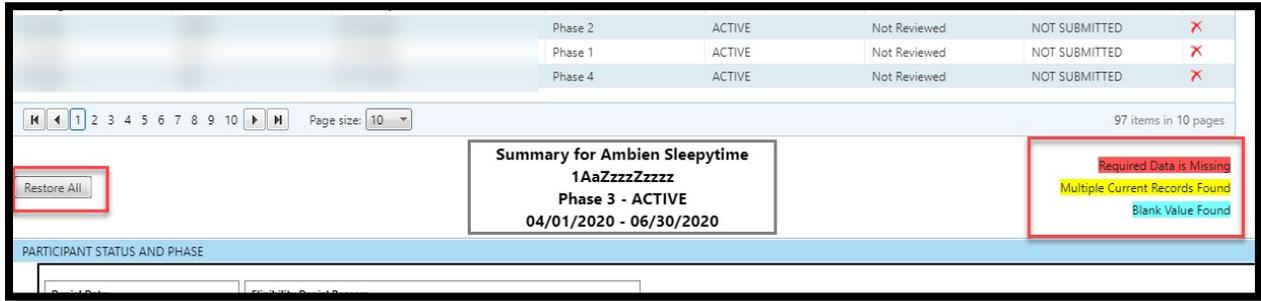
When you click on a participant, the repository will load all of his/her information that is being reported to the state, and the Review Status will update to let you know whether the record contains all of the required data (“Ready”) or is missing required data (“Not Ready”).

**PARTICIPANTS FOR SUBMISSION**

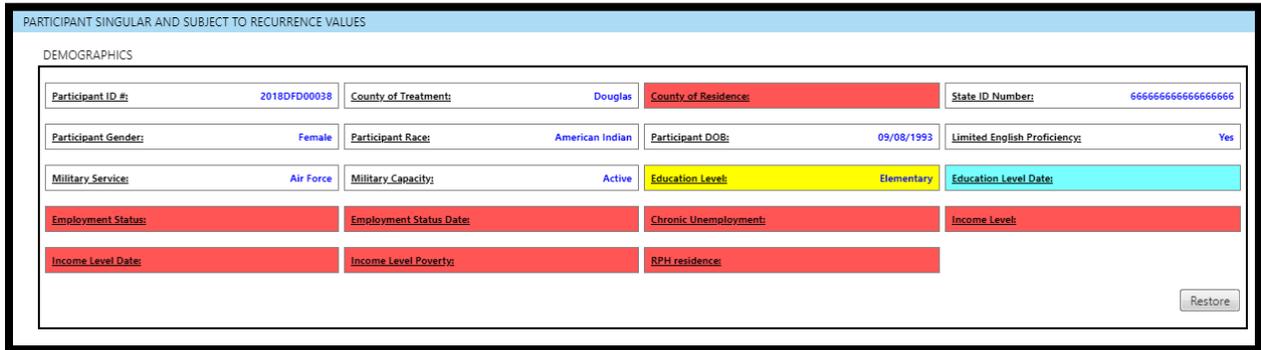
County	First Name	Last Name	Current Phase	Participant Status	Review Status	Submission Status	
All			All	All	All	All	
Douglas	Ambien Sleepytime	1AaZzzzZzzzz	Phase 3	ACTIVE	Not Ready	NOT SUBMITTED	✗
			Phase 2	ACTIVE	Not Ready	NOT SUBMITTED	✗
			Phase 5	ACTIVE	Not Reviewed	NOT SUBMITTED	✗
			Phase 1	ACTIVE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

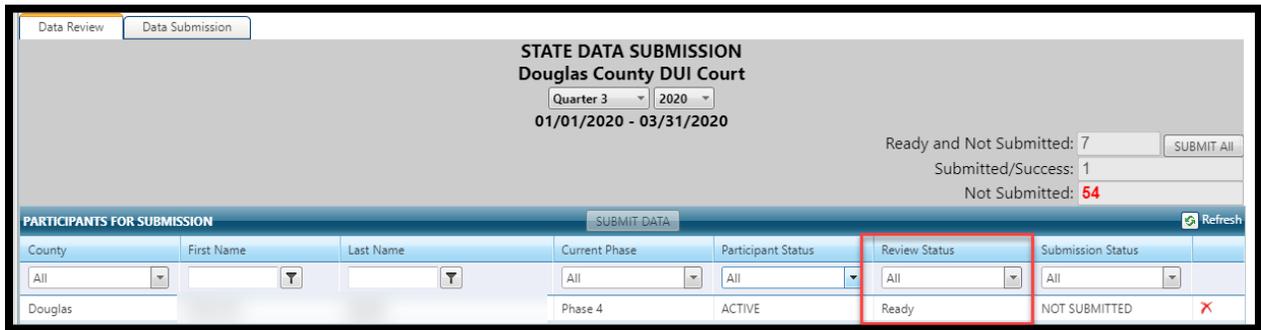
After selecting a participant, immediately below the list of participants, you will see, from left to right, a button to “Restore All”, an area identifying the participant you have selected, and a legend explaining the color coding used in the repository.



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

Submitted/Success: 1

Not Submitted: 54

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

**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

**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.

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

**PARTICIPANT SUBMISSIONS** Refresh

Participant Name	ACCM ID #	Status	Submission Notes	Last Update Time	Failure Options
[Dropdown]	[Dropdown]	[Dropdown]			
	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](mailto: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.

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

**PARTICIPANT SUBMISSIONS** Refresh

Participant Name	ACCM ID #	Status	Submission Notes	Last Update Time	Failure Options
[Dropdown]	[Dropdown]	[Dropdown]			
	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.

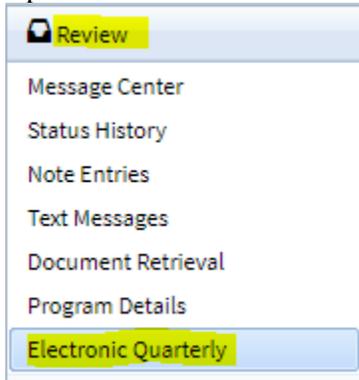
**PARTICIPANTS FOR SUBMISSION** SUBMIT DATA Refresh

County	First Name	Last Name	Current Phase	Participant Status	Review Status	Submission Status	
All	[Dropdown]	[Dropdown]	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:

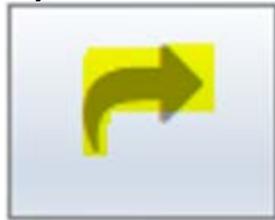
- From the user profile
  - Open the “Review” slider



- 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



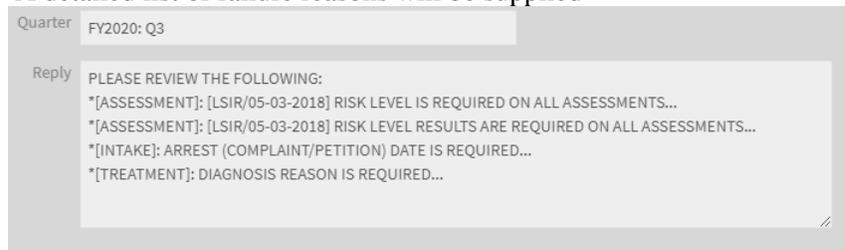
- Yellow – Records are queued and ready to be sent
    - Record is queued and ready to be sent
      - While you cannot queue a record from the client profile, it may have been queued from the batch submission
    - Changes to client profiles can still be made even though the record is queued
    - When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



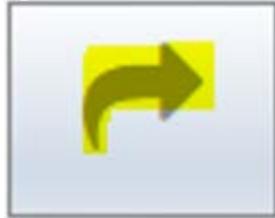
- Red – A submission attempt was made, but failed
  - Failed submissions do not pass validation (either by us or the state)
  - Errors may be viewed by selecting a record and clicking on the pencil



- - A detailed list of failure reasons will be supplied



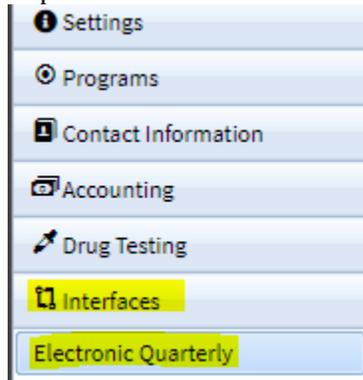
- Once reviewed, and the data fixed – the submission process will start again by submitting the record:



- - 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:

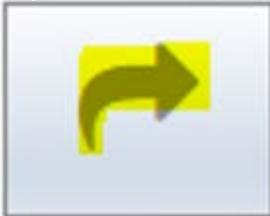
- From the main screen
  - Open Location Config
  - Expand the “Interfaces” Slider



- 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



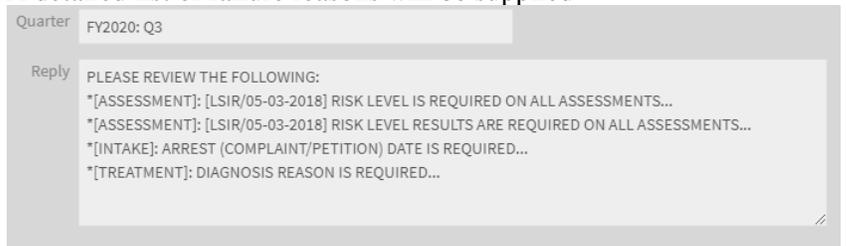
- Yellow – Records are queued and ready to be sent
      - Record is queued and ready to be sent
      - Changes to client profiles can still be made even though the record is queued
      - When ready, send the record for submission



- 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 queuing 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