

**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 is 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 If reports are not received, funds for subsequent quarters may be rescinded.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 certified accountability court in the state. The purpose of the reporting is to collect valid, meaningful data to provide a picture of accountability 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, including list values, is provided 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., 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). A glossary of definitions for each data point is provided in the Appendix.

Data are collected via case management systems – either CaseWorx (FivePoint Solutions) or Connexis Cloud (Integrated Management Solutions). CACJ and AOC work closely with these vendors to ensure data integrity.

While most data points are standard throughout all the programs, some data points are unique to a court type (i.e., family treatment and juvenile courts). Additionally, there are some data points that only apply to adult accountability courts. At the close of each quarter, data are sent to CACJ via the electronic submissions functionality in the case management systems (or “repository”). Programs should ensure that all participant records are “pushed” each quarter.

Please see case management system vendor repository instructions for CaseWorx and Connexis Cloud on CACJ’s website under Data & Research, Quarterly Data Reporting.

## **Section 2 – Data Dictionary**

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. This section includes the current data elements and their list values. For data definitions, please see the Glossary in the appendix.

### **Sec. 2a – Type of Data**

**Singular events:** 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 events:** 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.

**Events 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:** Administrative Time is time spent on case management.

**Assessment:** Assessment is the process through which a potential participant undergoes to determine if the potential participant’s needs will be met through an accountability court program. It also includes re-evaluation of current participants.

**Community Service:** Community Service is time 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.

**Demographics:** Demographics describe the attributes of referrals and participants in accountability court programs.

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

**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)). These data are specific but not limited to participants in Family Treatment Courts.

**Intake:** Intake describes the process through which a potential participant is assessed to determine if the individual is eligible for an accountability court.

**Juvenile:** These data describe attributes that are unique and specific to juvenile participants.

**Monitoring:** Monitoring is the continuous process of determining whether participants are in compliance with their individual treatment plans through several methods of testing.

**Phase:** The data in the Phase category describes a participant's status within the treatment program.

**Programmatic:** Programmatic data describes events related to the accountability court and to CACJ.

**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.

**Supervision:** Supervision occurs when a participant is monitored outside of program activities.

**Treatment:** Treatment is the services provided to participants as part of the program.

## **Sec. 2c – Data Elements and List Values**

### **Administrative Time**

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

### **Assessment**

- a. ASAM Level of Care Screening<sup>1</sup>: (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<sup>2</sup>, LS/CMI, 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)

### **Community Service**

1. Community Service Completed: (Hours)
2. Community Service Completed Date: (Date or approximate)

### **Demographics**

1. Participant Name: (Name)
2. Participant Residence County: (\_\_\_\_\_ County)
3. State Identification Number: (State Identification Number)
4. Participant Gender: (Male, Female, Transgender)
5. 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)
6. Participant Age/DOB: (Date or approximate)
7. Participant Child DOB: (Date or approximate)
8. Participant Child Gender: (Male, Female)
9. Participant Child Unique ID: (Number)
10. Drug Free Baby: (Numeric Value)
11. Military Service: (Army, Navy, Air Force, Marines, Coast Guard)
12. Military Service Capacity: (Active, Reserve, National Guard, Retired)
13. Limited English Proficiency: (Yes, No, Unknown)
14. Education Level: (Elementary, Middle, Some high school, High school/GED, Some college, Associate Degree, Bachelor's Degree, Professional or Graduate Degree)
15. Education Level Date: (Date or approximate)
16. Employment Status: (Unemployed, Part-time less than 20 hours, Part-time more than 20 hours, Full time, Student/training, Disability, Vocational rehab)

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<sup>1</sup> Required if participant has been diagnosed with a Substance Use Disorder

<sup>2</sup> Retired, replaced with LS/CMI

17. Employment Status Date: (Date or approximate)
18. Chronic or Unstable Unemployment: (Yes, No, Unknown)
19. 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)
20. Income Level Date: (Date or approximate)
21. Income Level Poverty: (Yes, No)
22. Employment Assistance Date: (Date or approximate)
23. Employment Assistance Type: (Job skills, Supported employment, Vocational training)

### **Diagnosis**

1. Diagnosis or Diagnostic Impression: (Anxiety Disorder, Bipolar Disorder, Depressive Disorder, Dissociative Disorder, Neurocognitive Developmental Disorder, Neurodevelopmental Disorder, Neurocognitive Disorder, Obsession-compulsive Disorder, Schizophrenia Spectrum and Other psychotic disorders, Somatic symptom and related disorders, Trauma/stress related disorders, Personality Disorder, Substance Use Disorder)
2. Diagnosis Level: (Primary, Secondary, Tertiary)

### **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)

### **Intake**

1. Arrest Date: (Date or approximate)
2. Complaint Date: (Date or approximate)
3. Plea Date: (Date or approximate)
4. Referring Charge: (\_\_\_\_\_)
5. Referral Date: (Date or approximate)



6. Referral Source: (Prosecutor, Defense attorney, Law enforcement, Probation, Parole, Family, Treatment provider, Court, Self, Family services, Juvenile services, School, Other)
7. Review/Screening (Legal) Date: (Date or approximate)
8. Review/Screening (Program) Date: (Date or approximate)
9. Eligibility Determination Date: (Date or approximate)
10. 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)
11. Decline/Denial Date: (Date or approximate)
12. Decline Reason: (Requirements too strict, Program length, Competency issues, Geographic/transportation issues, Participant refused entry)
13. Staffing Approval Date: (Date or approximate)
14. Acceptance Date: (Date or approximate)
15. Acceptance Type: (Pre-adjudication, Post-adjudication, Probation Revocation)
16. Orientation Date: (Date or approximate)
17. Treatment Start Date: (Date or approximate)
18. Exit Status: (Graduated, Completed, Terminated-Noncompliance, Terminated-Withdrawal, Discharged-Administrative Discharge, Discharged-Transferred, Discharged-Dismissal)
19. Exit Status Date: (Date or approximate)
20. Reentry Partnership Housing: (Yes, No)

### **Juvenile**

1. GPA: (0.01-0.99, 1.00-1.99, 2.00-2.99, 3.00-3.99, 4.00+, NA)
2. Not in School Reason: (Already have GED/Diploma, Dropped out, Expelled, Home school, Other)
3. Education Status: (In school, Enrolling, Completed, Suspended, Expelled, Home school)
4. Education Status Date: (Date or approximate)

### **Monitoring**

1. Primary Drug of Choice: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription opioids, Benzodiazepines, Other prescriptions, other, Synthetic cannabinoids, None)
  - a. *Prescription narcotics will be retired; therefore, prescription opioids should be used FY22 Q1.*
2. Secondary Drug of Choice: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription opioids, Other prescriptions, other, Synthetic cannabinoids, None)

- a. *Prescription narcotics will be retired; therefore, prescription opioids should be used FY22 Q1.*
3. Tertiary Drug of Choice: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription opioids, Benzodiazepines, Other prescriptions, other, Synthetic cannabinoids, None)
  - a. *Prescription narcotics will be retired; therefore, prescription opioids should be used FY22 Q1.*
4. Crisis Intervention Episodes: (Date or approximate)
5. Hospital-Psychiatric Hospitalizations: (Date or approximate)
6. Drug Test Date: (Date or approximate)
7. Drug Test Method: (Cup, Breathalyzer, Internal lab, External lab, Other)
8. Drug Test Observed: (Yes, No, Unknown)
9. Drug Test Type: (Breath, Hair, Saliva, Urine, Sweat, Blood)
10. Drug Test Substances: (Alcohol, Crack/Cocaine, Ecstasy/MDMA, Hallucinogens, Heroin, Inhalants, Marijuana/Cannabinoids, Amphetamines/Meth(amphetamines), Prescription opioids, Benzodiazepines, Other prescriptions, Other, Synthetic Cannabinoids, Violation-No Substance)
  - a. Prescription narcotics will be retired; therefore, prescription opioids should be used FY22 Q1.
11. Drug Test Results: (Positive, Negative, Diluted, Inconclusive, Approved Positive, Excused)
12. 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)
13. Electronic Monitoring Dates: (Date or approximate)
14. Electronic Monitoring Type: (RF, GPS, MEMS, SCRAM, Voice Verification, Ignition Interlock, Kiosk, Fingerprint/Biometric, Other)
15. Hospital Emergency Room Visit: (Date or approximate)
16. Hospital-Psychiatric Hospitalization: (Date or Approximate)
17. Judicial Status Hearing Date: (Date or approximate)
18. Judicial Status Hearing Attendance: (Yes, No-Excused, No-Unexcused)
19. Medical Session Date: (Date or approximate)
20. Medical Session Type: (Psychiatrist, Psychologist, Addictionologist, Nursing, Other medical, MAT)

## Phase

1. Phase: (1, 2, 3, 4, 5/aftercare)
2. Participant Status: (Active, Inactive, Active–Residential, Inactive–AWOL, Active–No Treatment Required)
3. Participant Status Date: (Date)
4. Phase Change Date: (Date)

**Programmatic**

1. Program Name: (Unique Court ID)
2. Program Type: (adult felony, adult mental health, veteran's treatment, DUI)
3. County Served: (\_\_\_\_\_ County)
4. Judicial Circuit: (\_\_\_\_\_ Circuit)
5. Certification Date: (Date)
6. Certification Status: (Full, Partial, Waiver)

**Sanction/Incentive**

1. Incarceration Sanction: (Yes, No, Unknown)
2. Sanction date: (Date or approximate)
3. Incarceration Length: (Number)
4. Incentive Date: (Date or approximate)

**Supervision**

1. Supervision Services Contact Date: (Date or approximate)
2. Supervision Services Contact Duration: (Number)

**Treatment**

1. Treatment Type is Evidence-based: (Yes, No, Unknown)
2. Medication-assisted Treatment Referral: (Date or approximate)
3. Medication-assisted Treatment Prescribed: (Methadone, Suboxone, Buprenorphine, Naltrexone, Extended-Release Injectable Naltrexone, Psychotropic Medication, other)
4. Medication-assisted Treatment Denial: (Declined to participate, Medical disqualification, Recent drug use, Funding/Availability)
5. Medication-assisted Treatment Completion: (Completed, Administrative discharge, Terminated-noncompliance removal, Terminated-withdrawal)
6. Medication-assisted Treatment Level of Compliance: (Yes-as prescribed, Refused, Partial-not fully as prescribed)
7. Treatment Session Date: (Begin, End if Applicable)
8. Treatment Session Type: (Group Session, Individual Session, Other)
9. Treatment Session Duration: (Minutes)
10. Treatment Session Attendance: (Yes, No-Excused, No-Unexcused)
11. Medical Appointment: (Medical/health screening, Medication-assisted treatment, Psychotropic medication)
12. Treatment Session Type: (Acceptance and Commitment Therapy (ACT), Anger Management, Celebrating Families, Cognitive Behavioral Therapy (CBT), Cognitive-Behavioral Interventions for Substance Abuse (CBI-SA), Criminal and Addictive Thinking, Dialectical Behavioral Therapy (DBT), Eye Movement Desensitization Reprocessing (EMDR), Family Violence Intervention Program (FVIP), Hazelden Co-occurring Disorders Program, Hazelden LifeSkills, Individual Therapy/Counseling, Individual-Trauma, Inpatient program, Integrated Dual Disorders Treatment, Living in Balance (LIB), Matrix Early Recovery Skills)

and Relapse Prevention, Moral Reconciliation Therapy (MRT), Motivational Enhancement Therapy (MET), Motivational Interviewing, MRT-Discovering Life and Liberty in the Pursuit of Happiness, MRT - Staying Quit, MRT - Untangling Relationships, MRT- Winning the Invisible War, Non-evidence-based, Other-evidence-based, Partners for Change Outcomes Management System (PCOMS), Peer Support Services, Play Therapy, Prime for Life, Prime Solutions, PSR – Psychosocial Rehabilitation – Ind., Rational Emotive Behavior Therapy (REBT), Relapse Prevention Therapy (RPT), SafeCare, Seeking Safety, Seven Challenges, Strengthening Families, TCU Mapping Enhanced Counseling, Thinking for a Change (T4C), Trauma Recovery and Enhancement Model (TREM), Trauma-focused Cognitive Behavioral Therapy (TF-CBT), Wellness Recovery Action Plan (WRAP))

## 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 levels 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.

**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.

**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).

**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).

**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.

**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:** Either (a) Submission of candidate to accountability court program for consideration of acceptance, or (b) Connection of a participant to an outside social service program and/or partner (e.g., dental).

**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):**

*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.

**Risk level (LSI/R):**

*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.

**Risk level (DUI Rant)<sup>3</sup>:**

*Low Risk/Low Need*

*Low Risk/High Need*

*High Risk/Low Need*

*High Risk/High Need*

**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.

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<sup>3</sup> The DUI Rant screening tool is an alternative assessment for DUI Courts and was implemented in FY20.

*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.



## **Section 4 – Historical Tracking of Data Collection Changes**

Beginning in FY18, each certified and/or funded accountability court is required to submit program data to 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 Excel report available after FY17. Instead of an 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 and their respective implementation date is detailed below.

### **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

## **January 2021**

- Removed requirement of treatment sessions for Active-Residential
- Removed required drug test detail for excused drug tests

## **July 2021**

- “Opioid” replaced “narcotics”
- Active–No treatment required status added
- Diagnosis/diagnostic impression required for all accepted and active participants
- Evidence-based curricula list expanded

## Appendix – Glossary

### A

**Acamprosate (Campral):** Acamprosate is a medication in tablet form used along with counseling to treat alcohol use disorder.

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

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

**Agonist:** Agonist is a drug that binds to the receptor producing a similar response to the intended chemical and receptor.

**Alternative care placement date:** 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:** Alternative care placement type is the type of alternative care placement. This data point is a singular event.

**Antagonist:** Antagonist is a drug that blocks opioids by attaching to the opioid receptors without activating them.

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

**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 CACJ.

**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.

### B

**Buprenorphine (Belbuca, Subutex, Butrans, Sublocade):** Buprenorphine is an opioid partial antagonist medication used to treat opioid use disorder, acute pain, and chronic pain.

### C

**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.

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

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

**Child removed from parent:** 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.

**Chronic or unstable unemployment:** 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.

**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.

**Complaint date:** 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 and is specific to juvenile court.

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

**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.

**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.

## D

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

**Decline/denial date:** Decline/denial date is the date that a potential participant opted to decline or was denied participation. This data point is a singular event.

**Diagnosis or diagnostic impression:** Diagnosis is the participant's diagnosis from a certified physician. Diagnostic impression is a clinician's opinion of a diagnosis without a formal diagnosis. These data points are commonly a singular event, but may be subject to recurrence with additional assessments. Diagnosis data is required for all accepted participants.

**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.

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

**Drug test date:** 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 delivery 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 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.

## E

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

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

**Education status:** Education status is the current education status. This data point is a singular event and is specific to juveniles.

**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 and is specific to juveniles.

**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.

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

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

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

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

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

## F

## G

**Grade Point Average (GPA):** GPA is the most recent GPA of the participant or their graduating/completing overall GPA. This data point is a singular event and is specific to juveniles.

## H

**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.

## I

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

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

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

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

**Income level poverty:** Income level poverty is whether or not the participant's annual income is at or under the poverty line.

## J

**Judicial circuit:** Judicial circuit is the judicial circuit in which the court program resides. This data point is a singular event.

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

## K

## L

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

## M

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

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

**Medical session date:** 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:** Medical session type is the type of medical session attended. 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 level of compliance:** Medication-assisted treatment level of compliance is whether or not the participant is receiving the medication-assisted treatment prescription as prescribed. This data point is an ongoing event and should be updated if a change occurs.

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

**Methadone (Methadose, Dolophine):** Methadone is a synthetic opioid receptor antagonist used for severe pain relief and to treat opioid use disorder.

**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.

## N

**Naltrexone (ReVia, Vivitrol, Depade):** Naltrexone is an opioid antagonist used to treat alcohol dependency and opioid use disorder. It can be taken by mouth or be injected.

**Not in school reason:** Not in school reason is the reason for the juvenile not currently in school. This data point is a singular event and is specific to juveniles.

## O

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

## P



**Participant age/date of birth (DOB):** Participant age/DOB is the participant's date of birth. This data point is a singular event.

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

**Participant child(ren) status:** 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:** 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.

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

**Participant name:** Participant 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:** Participant race is the participant's reported race or origin. This data point is a singular event.

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

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

**Participant status date:** Participant status date is the date of the participant's last change in status. 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:** 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.

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

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

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

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

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

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

**Psychotropic medication:** Psychotropic medications are prescribed to treat a variety of mental health needs. They are separate and distinct from medication-assisted treatment. This data point is a singular event.

## Q

## R

**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.)

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

**Referring charge:** Referring charge is the most serious charge, as determined by the accountability court team, at program entry. This data point is a singular event.

**Review/screening (legal) date:** 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:** 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.

**Risk assessment date:** Risk assessment date is the date of use of an approved risk assessment tool. This data point is subject to recurrence.

**Risk assessment results:** Risk assessment results are the results of an approved risk assessment tool. This data point is subject to recurrence.

**Risk assessment type:** Risk assessment type is the type of approved risk assessment tool used. This data point is subject to recurrence.

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

## S

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

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

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

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

**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:** 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.

## T

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

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

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

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

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

**U**

**V**

**W**

**X**

**Y**

**Z**