



COUNCIL OF ACCOUNTABILITY COURT JUDGES OF GEORGIA

FREQUENTLY ASKED QUESTIONS & CONFERENCE SESSION PREVIEW

September 2025



FREQUENTLY ASKED QUESTIONS

WHAT ARE MY DATA USED FOR?

Data are instrumental in really important decisions, including but not limited to:

- Funding (i.e., grants)
- Resource allocation (i.e., housing, transportation)
- Positions
- Training needs (i.e., EBC)
- Technical assistance needed
- Advocacy at the local and state level
- Singing your song
- Sustainability
- Program improvements and better outcomes

CAN I SWITCH SYSTEMS?

No, CACJ does not allow courts to switch case management systems after one is implemented.

Implications:

- Data loss
- Impact to data reporting
- Cost

CACJ is happy to help troubleshoot any issues you are having.

IF I WANT MY PROGRAM DATA, HOW DO I GET IT?

You can make a research request. Please allow 2-3 weeks.

[Research Request Form – Formstack](#)

Examples:

- Stakeholder meetings
- Grant applications
- County commissioners
- Graduation ceremonies

Can also pull reports from system (e.g., Exago – CaseWorX)

WHY CAN I SEE DATA IN MY SYSTEM, BUT YOU CAN'T?

Data are transmitted quarterly to CACJ. Once you submit in your system, our system receives it overnight (during the reporting period).

Example: Old way numbers were transferred when buying a new cell phone vs. cloud

Untimely data reporting leads to issues in mismatched participant numbers, etc. Especially when exit information is entered in a different quarter in which it occurred.

HOW CAN I GET TRAINING ON MY SYSTEM?

CaseWorX has quarterly trainings organized through CACJ.

FY2026

Quarter 1: September 10-11 (Wed.-Thur.)

Quarter 2: December 16-17 (Tue.-Wed.)

Quarter 3: March 18-19 (Wed.-Thur.)

Quarter 4: June 9-10 (Tue.-Wed.)

Connexis prefers to do one-on-one trainings. Please “bubble” iMs to make a training request.

HOW DO I GET A COPY OF OUR RECIDIVISM REPORT?

CACJ has been able to commission recidivism studies every 3 years due to allocated funding. The last study was completed in 2022, and the next is projected to be completed by the end of 2025.

Courts will receive a specific report for their program.

If you need a copy of your court's 2022 recidivism report, please email Deena La Vie.

HOW IS RECIDIVISM DEFINED IN GEORGIA?

Re-arrest (not conviction)

HOW SHOULD WE DEFINE STABLE/UNSTABLE HOUSING?

In the past 45 days, and / or within the next 45 days the participant:

- Feels like they have an unstable living situation

AND

- Is currently living on the street, in a shelter, a group home, friend's house or time limited stay with family

OR

- Paid more than 50% of income on housing costs, has failed to pay rent / will be unable to make rent, **or had difficulty finding safe, secure and sober housing**

DO WE HAVE TO ENTER IN ALL REFERRALS?

Yes, all viable referrals should be entered into the system. Because certain data are required for referrals, be sure your referral forms collect the needed information.

If names are just “floated” amongst the team, this is likely not considered a viable referral and therefore would not need to be entered.

Referral data allows us/you to see not only who gets accepted into the program, but also who is declined or who denies. This is valuable information.

WHY CAN'T WE CUSTOMIZE DATA FIELDS?

CACJ standardized all data fields in 2022 in an effort to collect data more consistently. This is why you are no longer allowed to add your own list values.

This leads to be better data integrity.

Example: treatment types

WHEN SHOULD WE REPORT “OTHER” EVIDENCE-BASED VS. “NON”?

First, you should review the evidence-based curricula list.

If the curricula you use is not listed, consult with CACJ to determine whether this treatment is evidence-based or not. There is a vetting process that occurs once per year. CACJ then adds approved curricula to the data dictionary. If it is not approved, it should be reported as “non-evidence-based”.

Review this page for more detail:

[Evidence-Based Curricula Submission | Council of Accountability Court Judges](#)



COMMON QA QUESTIONS

WHY IS THIS SO IMPORTANT?

It is very normal for data to be quality assured, or for changes to need to be made. This allows CACJ to ensure data are accurate.

We take extra time to make sure your data is transmitting correctly, and any issues are troubleshooted. Although we cannot review all of your data due to the volume of data we receive, we do prioritize the most important.

It is expected that you do your own as well, including reviewing submissions and your QPR for accuracy.

WHY IS MY JUDGE COPIED ON THE QA EMAIL?

Judges asked to be copied so they remain informed on any data issues. This isn't meant to be a bad thing – it's great they want to be involved!

WHAT HAPPENS IF I DO NOT SUBMIT ALL OF MY PARTICIPANTS?

Your census and throughput numbers will be inaccurate and likely impact funding decisions.

WHAT HAPPENS IF I MISS THE REPORTING WINDOW?

You should make every effort to report your data on time. It is a grant condition and Rules requirement.

Failure to submit timely and accurate data could impact your funding.

The maintenance window should only be used to clean up data, not as a second reporting window.

HOW DO I KNOW WHICH STATUS TO USE?

CACJ only has the following approved statuses:

- Active
- Active – Jail
- Active – No Treatment Required
- Active – Residential
- Inactive
- Inactive – AWOL

You may have extra statuses in your system that are mapped in the background, but CACJ encourages the use of only these statuses to ensure accurate data reporting.

WHAT ARE THE DIFFERENT TYPES OF ACTIVE PARTICIPANTS?

- Active – a participant who is receiving any kind of service by the court
- Active – Jail
 - Participants awaiting RSAT or ITF
 - Not to be used for participants in jail serving a sanction or awaiting termination
 - UNLESS a participant receives services while in jail
- Active – Residential
 - Participant is in residential treatment but still under the supervision of the court
 - Court receives some updates from the facility, even if it's a simple compliance report

WHAT ARE THE DIFFERENT TYPES OF ACTIVE PARTICIPANTS? CONT'D

Active – No Treatment Required

- Should be used only for participants who are in special circumstances where no treatment data is available, but the participant is Active (receiving other services).
- Examples of this include participants who enter the program shortly before the end of the quarter and have not yet started treatment

OR

- Participants who are in the last phase of the program, have completed required treatment, and are simply awaiting graduation

WHAT MAKES SOMEONE CONSIDERED INACTIVE BUT NOT AWOL?

Not receiving ANY services from the court (including court hearings, drug tests, treatment, etc.)

Participant is in in-patient/residential treatment and not receiving any services from the court

Participant is in PDC

Participant is in jail for a sanction and not receiving services

Medical leave is a good example

WHEN SHOULD I USE THE DRUG TEST RESULT “APPROVED POSITIVE”?

Typically for participants on MAT or any medically prescribed medication or which a positive test result shows

Also, can be used for participants who tested positive for marijuana at entry and for whom levels are decreasing

Tip: include this in your policy handbook so it is clear it's not a behavioral positive drug test result and a sanction is not given

CAN I UPDATE DATA FROM A PREVIOUS QUARTER?

Yes, but there is a particular way you must submit it.
Please reach out to your vendor for help.

Example: missing exit information



UPCOMING WEBINARS



Oct 17

How to use the QPR preliminary report

During this webinar, we will cover a valuable resource for your court: the quarterly program report. We will discuss how to use the preliminary report for quality assurance, including specific areas to double-check for accuracy.

How to use data to advocate for your court

During this webinar, we will discuss various outcome data you can use to show your program's effectiveness. These outcome data can be tailored to your court with CACJ's help. Examples for advocacy include program flyers, graduation, stakeholder and committee meetings, etc.

Dec 12



CACJ CONFERENCE DATA SESSIONS

LEARNING TO LOVE THE DATA

Monday September 15, 2025 from 10:45am-12:00pm

Presenters: Darcy Kamau, Cobb DUI Court

Do you feel intimidated or exhausted by the thought of being a "data-driven program"? What does that even mean and how in the world can numbers actually be your friend?

I'll walk you through our program evaluation and share how the data helped us modify our sanction and incentive matrix to better reflect the standards. I'll also walk you through the evaluation process and how we customized it to ensure our policies were equitable and where we fell short. Harnessing this information allowed us to gently redirect our program for the better. As the 2024 Data Driven Award recipient, by the time the next conference comes around, we should also be able to share how that grant and a new review of those policy changes have affected our program (hopefully for the better!).

Lastly, we'll be able to coach you through an easy way to get snapshots of data through existing case management systems to educate your 501(c)3, BOC, and other local entities invested in your program's success!

THERE'S NO PLACE LIKE HOME: ENSURING ACCESS TO HOUSING FOR ACCOUNTABILITY COURT PARTICIPANTS

Tuesday, September 16, 2025 from 1:30-2:45pm

Presenters: Rachel Gage (CACJ), Matt Collinson (American University), Honorable B. Scott Minter and Clinton Stroble (Conasauga Circuit Mental Health Court), and Josh Nation (Douglas Circuit Accountability Courts)

Session Learning Objectives

- Discuss the operationalization of housing in terms of stability, security, and safety
- Understand the importance of housing on reducing recidivism and SUD risk
- Discuss initial data from Georgia BJA housing grantee pilot sites, and the impact on participant access to these accountability courts
- Discuss strategies your accountability court can use to meet the housing needs of your participants



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