

# HOW TO OPTIMIZE YOUR DATA COLLECTION AND SUBMISSION

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Judicial Council / Administrative Office of the Courts



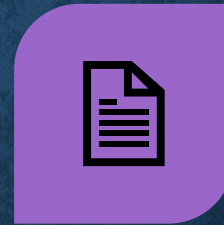
# AGENDA



IMPORTANCE  
OF DATA



HOW DATA IS  
USED



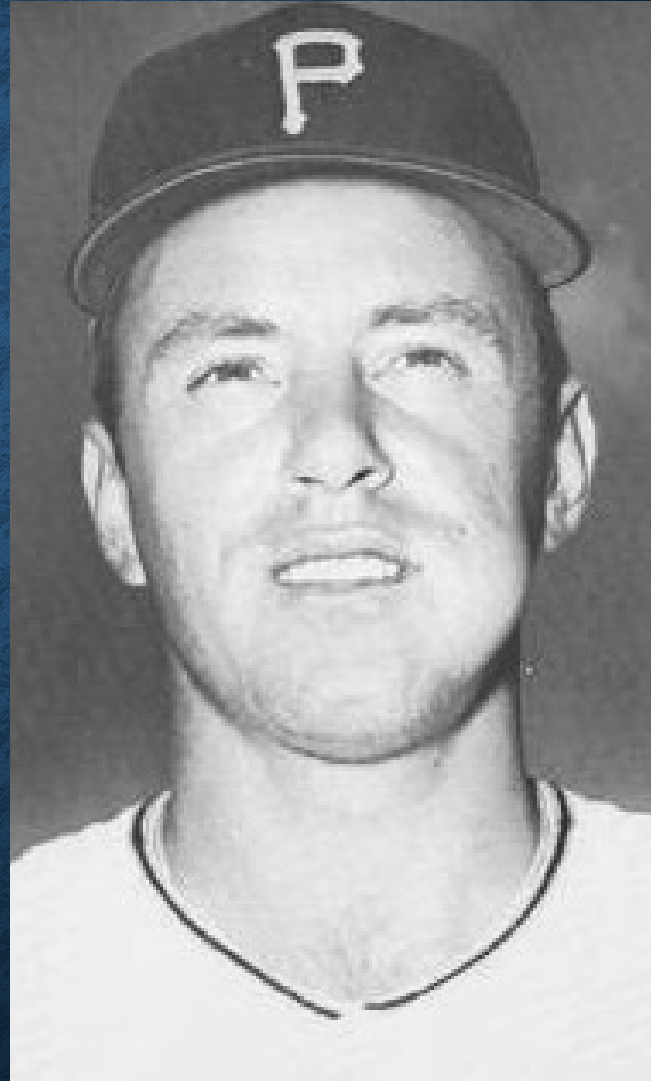
DATA  
MANUAL



RESOURCE  
TOOLKIT



Bill Mazeroski





# OVERRATED

	Bill Mazerowski	Average HOF 2 <sup>nd</sup> Baseman
OPS+	84	100
WAR	36.5	69.4
7yr-peak WAR	26.0	44.4
JAWS	31.2	56.9







# WORLDS COLLIDE

## Spreadsheet Nerds

- Cold, calculating statistics
- Statewide averages, demographic trends
- Recidivism

## Court Heros

- Real people with real problems
- Keep programs running, put out fires
- Joy of graduation



**MAKE LIVES BETTER**



# WHY DATA IS IMPORTANT

- Funding decisions
- Measuring participant outcomes
- Monitor trends among participants and courts



# WHY DATA IS IMPORTANT

- Identify areas of strength and improvement
- Increase efficiency
- Ensures service levels, compliance, and treatment



# HOW IS THE DATA USED?

- Statewide and Individual Court Reports
- Collaboration
- Grants
- Best Practices
- Peer Review
- Self-evaluation



# REPORTING AND DATA RESOURCES

Data Manual

Home Page / CACJ Resources Tab

Toolkit

Home Page / Funding Tab / Reporting



# DATA COLLECTION MANUAL

- Data Collection Process
- Description of All Data Points
- Collection Dates and Sample Forms



# DATA SUBMISSION

Quarter	Data Due
July 1-September 30	October 15
October 1-December 31	January 15
January 1-March 3	April 15
April 1-June 30	July 15



# QUALITY ASSURANCE

- Common Issues
  - Courts reporting under wrong name
  - Courts not reporting at all
  - List the type of drug on positive screen



# DEFINITIONS AND TERMS

- All data elements defined
- Types of Elements
  - Singular – Occur Only Once
  - Ongoing – Regular/Frequent Occurrence
  - Subject to Recurrence – May Occur More Than Once But Irregular



# STATUTORILY REQUIRED DATA

- Drug Screen Results
- Drug Screen Failures
- Risk Level
- Employment Status at Graduation
- Exit Status
- Exit Date



# SAMPLE FORMS

- Drug
- Mental Health
- Veterans
- DUI
- Family Treatment
- Juvenile



# FAQS

- Questions About
  - Generating IDs
  - Drug test comments
  - Intake issues
- Let Us Know Your Questions



# UPDATES TO REPORTING REQUIREMENTS FOR FY 2020

- ASAM Level of Care required if participant has diagnosis of substance use disorder
- Additional arrest date option for Family Treatment Court participants
- Change in Juvenile arrest date option



# UPDATES TO REPORTING REQUIREMENTS FOR FY 2020

- Military Service and Capacity required for all VTC participants
- Program Name must match the program name published in the directory
- Diagnosis is now a discrete data category



# UPDATES TO REPORTING REQUIREMENTS FOR FY 2020

- Multiple diagnoses and diagnoses reasons may be submitted
- Diagnosis data is required if treatment records are submitted
- LS-CMI risk assessment tool option available (October 2019)



# UPDATES TO REPORTING REQUIREMENTS FOR FY 2020

- Re-Entry Partnership data must be collected for FTC, AFDC, MHC, and VTC participants
- Drug test substance will have an option to enter “Violation—No Substance” for certain types of positive drug screens (January 2020)
- Courts must report incoming participants’ name and date of birth (January 2020)



# TOOLKIT

- Workflow graphs
- Data to collect at each stage
- Sample forms
- Helpful hints



# HOUSEKEEPING IS SAFEKEEPING



CLEAN AS YOU GO



# REFERRAL

- State Identification Number
- Referring Charge
- Referral Source
- Referral Date
- Review/Screening Legal Date
- Arrest Date
- Demographic data, including name and date of birth



# SCREENING

- County of Residence
- Address



# RISK ASSESSMENT

- ASAM Level of Care Screening
- ASAM Level of Care Screening Date
- Risk Assessment Date, Results, and Type
- Risk Level



# RISK ASSESSMENT

- Need Level of Care BEFORE Eligibility Decision
- ASAM Level of Care score is required for any participant with a substance use disorder diagnosis
- Risk Level must also be reported for every participant



# DECISION

- Review/Screening Program Date
- Eligibility Determination Date
- Eligibility Denial Reason
- Decline/Denial Date
- Decline/Denial Reason
- Staffing Approval Date



# ACCEPTANCE

- Accepted Participants
  - Plea Date
  - Acceptance Date
  - Acceptance Type
  - Orientation Date
  - Treatment Start Date
  - Any additional demographic data as needed, including name and DOB



# DENIED/DECLINED

- Declined/Denied Participant Data Still Needed
  - Eligibility Determination Date
  - Eligibility Denial Reason
  - Eligibility Denial Date
  - Review/Screening Program Date
  - Eligibility Determination Date
  - Decline Reason
  - Decline Date



# HELPFUL HINTS AND TRICKS

- Participant referred, but not accepted?
  - All demographic information
  - All referral information
  - All relevant risk level information
  - Relevant decline/denial information



# HELPFUL HINTS AND TRICKS

- Juvenile and Family Treatment Court intake may differ slightly
- Veteran status is not exclusive to Veterans Treatment Courts
- Juvenile and Family Treatment Court
  - FTC: If no arrest date use the date of a filing or a complaint to Department of Family and Children Services or a dependency filing in a juvenile court
  - Juvenile: Use complaint filed date



# PHASES 1 – 5 AND MONITORING

- Participant Status and Participant Status Date
- Phase and Phase Change Date
- Counseling session
- Testing results
- Sanctions
- Phase Up Dates
- Staffing Notes



# PHASES 1 – 5 AND MONITORING

- Staffing Notes
- Supervision Contact Dates and Other Info
- Treatment Dates and Other Related Info
- Participant Status and Participant Status Date
- Phase and Phase Change Date
- Case Management Session Date
- Case Management Session Type



# PHASES 1 – 5 AND MONITORING

- Crisis Intervention Episodes
- Drug Test Comments
- Drug Test Date
- Drug Test Method
- Drug Test Observed
- Drug Test Results
- Drug Test Results Date
- Drug Test Substances
- Drug Test Type



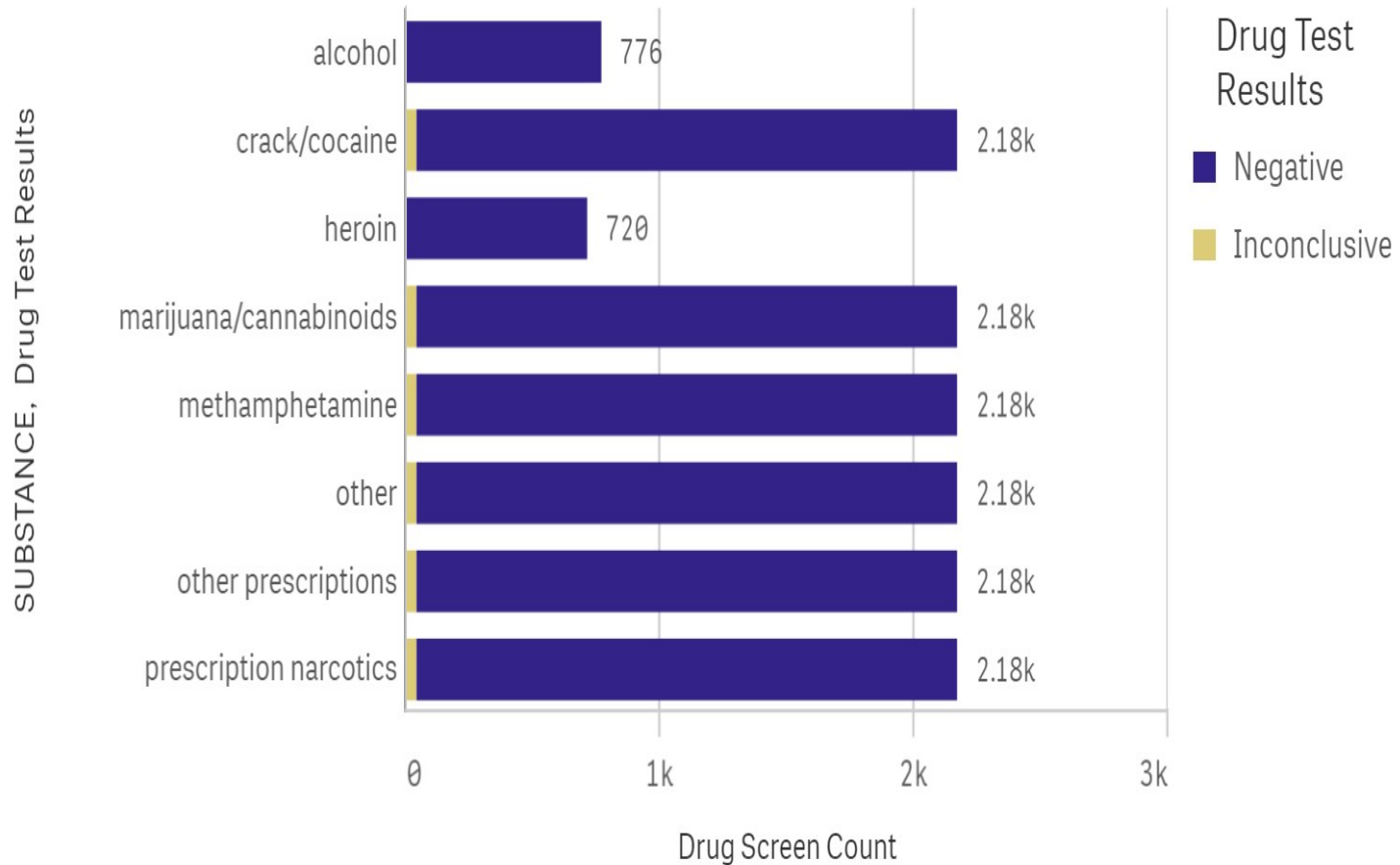
# PHASES 1 – 5 AND MONITORING

- Crisis Intervention Episodes
- Electronic Monitoring Dates
- Electronic Monitoring Type
- Hospital—Emergency Room Visits (Date)
- Hospital—Psychiatric Hospitalizations (Date)
- Judicial Status Hearing Attendance and Date
- Medical Session Date and Type
- Drugs of Choice



# HELPFUL HINTS AND TRICKS

Drug Test Results





# HELPFUL HINTS AND TRICKS

- What is a behavioral positive drug screen?
  - A drug screen with a positive result that may or may not be the result of actual drug use prior to testing
  - Examples: diluted sample, refusal to take a drug test, no show, and non-production of a sample



# HELPFUL HINTS

- Not all data points will apply to a participant
- The court should collect and report all applicable data points for each participant
- Drug testing data should be reported for each drug testing episode



# GRADUATION/SEPARATION

- Exit Date
- Exit Status
- Employment Status
- Other separation



# OTHER SEPARATION

- Termination-Noncompliance
- Termination-Withdrawal
- Discharge-Administrative Discharge
- Discharge-Dismissal
- Dismissal-Transfer



# FAQS

- What if I don't see my risk assessment tool in the data menu?
  - If you don't see your exact risk assessment tool, please use "Other."
- How should I report a participant that has absconded?
  - If a participant has absconded, that participant should be reported as Inactive under the Participant Status tab. Are drug test comments required data entry points?



# FAQS

- How do I enter the status of a participant that is currently in an in-patient treatment setting and receiving no services from the court? Alternatively, how should I report a participant who is still receiving services from the court, but is also in a residential treatment program?
  - That participant should be listed as “Inactive” during in-patient treatment and then marked “Active” once that individual returns to treatment and is receiving services from the court. If a participant is still receiving services from the court, but is in a residential treatment program, that participant should be reported as “Active—Residential” under the Participant Status Tab.



# QUESTIONS FROM LAST TIME

- What about a family treatment court that has participants that drag their feet about entering?
- One family treatment court implemented a “phase zero”, which is literally just a phase where the participant has a limited number of days to decide whether that participant will enter the program.



# QUESTIONS FROM LAST TIME

- What do I do if an acceptance decision spans two reporting cycles?
  - Enter the information and submit it as soon as the record is complete. It's ok if the record comes through in the next reporting cycle. It's better for it to be complete than incorrect/incomplete.



# CONCLUSION

- Crazy Baseball Trivia
- Importance and Use of Data
- Manual and Toolkit
- Is this a fast food franchise?
  - "If you don't know your numbers you don't know your business, it's that simple."



Billy Beane





# QUESTIONS

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