

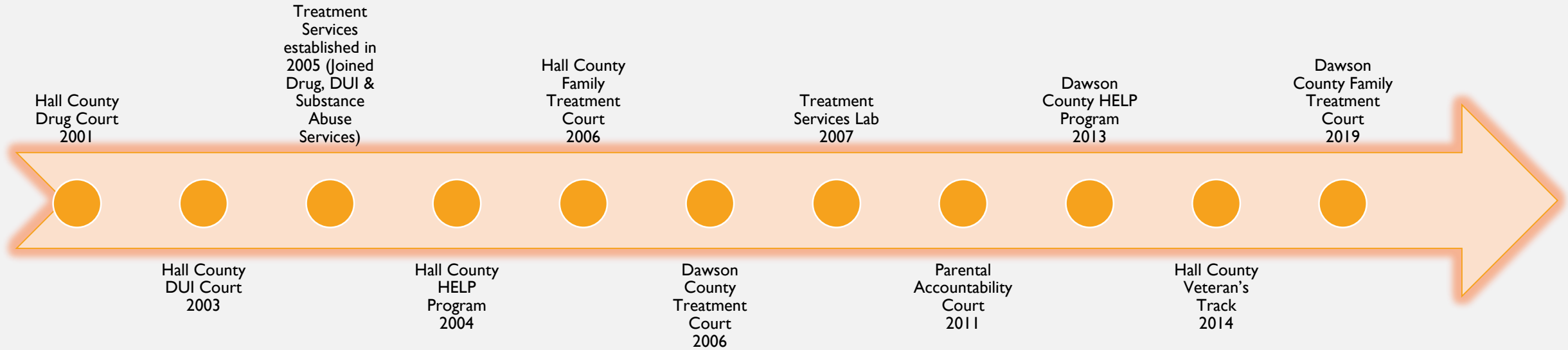
DATA DRIVEN SUCCESS

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OUR HISTORY AND EVOLUTION

Northeastern Judicial Treatment Services Timeline:



IN THE BEGINNING...

- No case management system
- No drug testing laboratory
- No centralized location for documents
- Handwritten sanction log
- Excel spreadsheets for EVERYTHING
- Hard copy client files
- Handwritten attendance notes
- Manually track recidivism and other major data points

TREATMENT SERVICES DRUG TESTING LAB

- Treatment Services Drug Testing Lab implemented in 2007.
 - Prior to 2007, Treatment Services staff would set aside 8+ hours per week to process drug tests.
 - Drug tests conducted via “instant cups.”
 - Staff would directly process all urine drug screens.
 - Staff would maintain an Excel spreadsheet of all active clients and manually note which drugs were tested for and which were negative.
 - Staff would then transfer the drug testing information to another Excel spreadsheet for court purposes.

With our in-house lab, we now have the ability to test our own drug samples easily.

All results are submitted directly through Connexis, our case management system and automatically appear on the Connexis staffing report for court.

Designated lab technicians process all drug testing samples.

COURT SPREADSHEETS AND SANCTION LOGS

- Here was a typical week for staff:
 - Create Excel drug screen sign-in sheets
 - Manually process and record drug testing results
 - Create Excel group rosters and update for each client following each phase move/jail sanction/etc.
 - Document client progress notes in Word document
 - Update weekly Excel court spreadsheet (separate Excel sheet per phase)
 - Update weekly Excel intake calendar
 - Update sanction log (either handwritten or another Excel sheet)
 - Print paper copies of all documents and record in client's paper file
- **After court:**
 - Add updates to the Excel spreadsheet and clear out previous week's information
 - Move participants from one Excel spreadsheet to another (e.g. phase moves, residential placement, jail, AWOLs, etc.)
 - Make updates to all other Excel spreadsheets (drug screens, sanction log, group rosters, etc.)

WEEKLY SPREADSHEET

| Phase 1 | | | | | | | | | | | | | | |
|---------|---|-------|------|---|-----------|-------|--------------|---|--|--|--|--------------------------------|--|--|
| Phase 1 | NAME | # UDS | # BA | DATES | CSW HOURS | | PROGRAM FEES | | Target Move Date | WORK STATUS VERIFIED | HOME | Mic Check-In Last Court Review | COMMENTS | |
| | | | | POSITIVE OR MISSED UDS | ORD. | COMP. | PAID | OWED | | | VISITS | | | |
| | | | | | | | | | | | | | 1/4/08 - 1/10/08 | |
| | 12/21/07 | | | | | | | | | | | | SS Sent for confirmation. | |
| | (Curfew & BA thru 3/26/08) | 5 | 1 | Screen on 1/4 confirmed positive for Opiates by TSL | 0 | 0 | \$15.00 | \$247.50 | 2/21/08 | Zaxby's Verified 1/5/08 | 1/2/08 | Yes | Screen on 1/4 confirmed positive for Opiates by Treatment Services Lab. (Judge, please ask her if she wants to contest the results from Treatment Services Lab. If so, jail sanction will be deferred until confirmation from Redwood Toxicology Lab. If results are confirmed positive at Redwood Toxicology Lab, jail sanction will go from 7 to 10 days). appears quiet during group discussions. She offers thoughtful feedback when prompted. She is still adjusting to the group process. | |
| | 11/30/07 | | | | | | | | | | | | TOTAL CSW: 4 HRS (Fee arrearage: 4 HRS CSW; No payment since entry into program). continues to make positive contributions to the group. He is thoughtful and respectful to his peers. He is compliant with probation at this time. Good attitude! Home visit conducted on Monday, (1/7) at 10:15 p.m.: No issues. Home visit conducted on Wednesday, (1/9) at 8:51 p.m.: No issues. | |
| | (Curfew & BA thru 3/3/08) | 5 | 3 | None | 0 | 0 | \$0.00 | \$375.00 | 1/30/08 | Kipper Tool Verified 1/5/08 | 12/5/07; 12/7/07; 12/27/07; 1/7/08; 1/9/08 | Yes | | |
| | 11/16/07 | | | | | | | | | | | | | |
| | (Med. Leave as of 12/27/07; Curfew & BA thru 2/19/08) | 0 | 0 | None | 0 | 0 | \$150.00 | \$150.00 | 1/16/08 | DBA Biscuit Delight Verified 12/5/07 | N/A | Yes | NOT IN COURT: On Medical Leave as of 12/27/07. has been calling and checking in with staff regularly. on bed rest until 1/11/08 when she will see her Ob-Gyn. | |
| | 10/26/07 | | | | | | | | | | | | Curfew Violation on Thursday, (1/3/08) at 9:10 p.m.: Not at home: Staff did not have change of address on file at the time of this Home Visit. turned in a new residence form after the curfew violation. TOTAL CSW: 18 HRS (Fee arrearage: 4 HRS CSW; No payment since entry into program; No show to job search on Tuesday, (1/8), Wednesday, (1/9), and Thursday, (1/10): 2 HRS CSW / day: 6 HRS CSW; No show to 4 HRS CSW on Wednesday, (1/9): Recommend doubling to 8 HRS CSW). | |
| | (Curfew & BA thru 1/30/08) | 5 | 2 | None | 4 | 0 | \$0.00 | \$50 Weekly Fees Contract: \$525.00 | 1/26/08 (Extended due to medical issues) | Job search as of 1/7/08 | 12/5/07; 12/7/07; 1/3/08; 1/9/08 | Yes | | |
| | ***CONTINUED*** | | | | | | | | | | | | During his court review on Friday, 1/4, I was told to begin Job Search on Monday, 1/7. He reported to Job Search on Monday, but not did not for the rest of the week. He provided documentation of a Workman's Comp. Doctor visit on 1/9/08 at 2:00 p.m. He did not show up to his scheduled CSW on 1/9 between 9 a.m-1 p.m. signed a Fees Contract last week in court. Home visit conducted on Wednesday, (1/9) at 8:10 p.m.: No issues. | |
| | 11/30/07 | | | | | | | | | | | | Arrest Warrant issued on 1/8/08. KICKSTART REPORT: was discharged from Residential on 1/8/08. broke into one of the houses to get his personal belongings while other residents were at work. He did not have a key to get into the house and did not inform any staff member or other resident of his decision to leave. | |
| | (Kickstart as of 11/30/07) | 3 | 1 | None | 0 | 0 | \$0.00 | KS Fees: \$1,250.00 DC Fees: \$75.00 | 1/30/08 | Job search with KS as of 11/30/07; Job search with DC as of 1/7/08 | N/A | Yes | | |
| | 10/12/07 | | | | | | | | | | | | Work Release as of 1/4/08. Staff is pursuing placement at will need to have an RPR test performed prior to his initial face-to-face interview. will be an alternate residential, however placement requires a \$700 entry fee. | |
| | (In HCDC as of 11/2/07; Work Release as of 1/4/08) | 0 | 0 | None | 0 | 0 | \$0.00 | \$112.50 | TBD | House Manager at Work Release Verified 1/5/08 | N/A | Yes | | |

Phase
Name
Counselor's initials
Entry date
Curfew status
of BA and UDS
Dates of (+) screens
CSW hours
Program fees
Target move date
Employment
Home visits
Sanctions
Counselor/case manager comments

GOING PAPERLESS

- Our agency made a push to transfer all paper files to .pdf format and store on our county servers.
- Scanning (and shredding) our paper files was a huge & intimidating transition for our agency.

This transition was a huge step into moving in a new direction...

As more documents were stored electronically, there was more accountability in quality assurance terms.

- Administrators had easier access to the quality of documentation
- Huge savings in paper costs!

USING CONNEXIS

- In order for staff to fully transition into the electronic age and utilize Connexis, we needed to ensure that the documents they were using on a daily basis could be created and/or found in Connexis.


Paper files → electronic files on server → saving electronic files in Connexis → deleting electronic files from server


Deleting Excel spreadsheets and transitioning to Connexis reports:

- Group rosters could be created in Connexis (*delete Excel group rosters*)
- Sanctions could be recorded in Connexis (*no more weekly additions to the sanction matrix*)
- Client documentation and progress notes could be added directly to Connexis (*no more Word documents*)
- Court spreadsheets and staffing reports could be created in Connexis (*delete Excel files*)
- Drug testing information sent to Connexis via Wintox (*no more manual tracking*)

MAKING COURT REVIEWS EASIER

Client Snapshot Report

| Client Snapshot | | Location: | DAWSON COUNTY H.E.L.P. PROGRAM |
|--|--------------|-----------------------|--------------------------------|
| | | Status: | ACTIVE |
| | | Milestone: | PHASE 3 |
| DAWSON COUNTY H.E.L.P. PROGRAM | | | |
|  | Name: | | |
| | Phase: | PHASE 3 | |
| | Phase Start: | 08/24/2020 | |
| | Entry Date: | 8/8/2019 | |
| | LSI Score: | 31 | |
| | LS/CMI: | | |
| | Balance: | \$100.00 | |
| | | Last POS Drug Test: | 10/22/2020 |
| | | Last Payment: | (\$80.00) |
| | | Projected Phase End: | 02/24/2020 |
| | | Projected Graduation: | 12/27/2021 |
| | | Work Verification: | |
| Staffing Notes | | | |
| 10/15/2020 LANGHAM, RHIANNON - recently endured the loss of someone close to him. took it upon himself to contact staff to learn how he can be supportive and compassionate during this time. Although it has taken him some time, he has begun asking for help when he is faced with difficult situations. | | | |
| 10/15/2020 LANGHAM, RHIANNON - Treatment: When faced with a problem, how do you work to find a solution? | | | |
| Personal: What are the benefits of being able to ask for help? | | | |
| 11/02/2020 WALLACE, KIMBERLY - Missed drug screen on 10/31/2020. Recommended sanction: | | | |
| Invalid screen (19 mg/dl) on 10/22/2020. Recommended sanction: | | | |
| 11/09/2020 LANGHAM, RHIANNON - Certificate of MRT completion! | | | |
| completed his FVIP classes on October 24th. He has been having a difficult time since his car accident. He is grateful to be able to work from home at this time, as he is having issues with pain in his neck and back. | | | |
| 11/09/2020 LANGHAM, RHIANNON - Treatment: What is something you learned about yourself while in MRT? | | | |
| Personal: How have you been taking care of yourself since your accident? | | | |
| Staffing Notes | | | |
| 11/09/2020 LANGHAM, RHIANNON - is very close to being able to move his family into their camper. They recently received assistance that allowed them to purchase a septic tank, and all they are waiting on now is the tank to come in. He is grateful that they will have all of this completed before the baby arrives next month. | | | |
| 11/09/2020 LANGHAM, RHIANNON - Treatment: How can giving back to others strengthen your recovery? | | | |
| Personal: Name 3 relationships in your life that you are grateful for. | | | |


| Client Snapshot | | | |
|---|--------------|-----------------------|------------|
| DAWSON COUNTY H.E.L.P. PROGRAM | | | |
|  | Name: | | |
| | Phase: | PHASE 3 | |
| | Phase Start: | 12/27/2019 | |
| | Entry Date: | 2/28/2019 | |
| | LSI Score: | 35 | |
| | LS/CMI: | | |
| | Balance: | \$405.00 | |
| | | | |
| Last POS Drug Test: | | 10/14/2020 | |
| | | Last Payment: | (\$20.00) |
| | | Projected Phase End: | 11/20/2020 |
| | | Projected Graduation: | 06/21/2021 |
| | | Work Verification: | |

MAKING COURT REVIEWS EASIER

Staffing Report

DAWSON COUNTY H.E.L.P. PROGRAM

Staffing Report

| | | | |
|--|---|--|--|
|  | Name: Dob: Phase: PHASE 3 Phase Start: 12/27/2019 Days In Phase: 319 Upcoming Phase: 11/20/2020 Defense Attorney: JOHNSON, BROCK Ls-Cmi: | Dkt#: 2019-CR-0156 Employer: Plea Date: 2/28/2019 Current Charges: 10798POSSESSION OF METHAMPHETAMINE - 3509 Sentence: Status: ACTIVE | Lsi: 35 Type: POST ADJUDICATION Case Mgr: CURRANS, BRITTANY Treatment: AVITA Diagnosis: 296.04 - Bipolar I Disorder, Single Manic Episode, Severe With Psychotic Features Drug Of Choice: AMPHETAMINES/METH (AMPHETAMINES) Medications: ZYPREXA, WELLBUTRIN |
| | Drug Tests: 11/3/2020 NEGATIVE Last POS: 10/14/2020 - POSITIVE Home Checks: 06/08/2020 06:40 PM Last Failed: 06/08/2020 06:40 PM | | |
| Bal Today: \$405.00 Last Payment: (\$20.00) Payment Date: 08/07/2020 | | Self Help: 0 Scheduled / 0 Complete / 0 Excused / 0 Missed | |
| Individual Sessions: 0 Scheduled / 0 Complete / 0 Excused / 0 Missed | | Treatment Groups: 0 Scheduled / 0 Complete / 0 Excused / 0 Missed | |
| | | Sanctions: (10/22/20 - 10/30/20) - COMMUNITY SERVICE HOURS - 1ST FEES ARREARAGE - 4 HOUR(S) (10/08/20 - 10/16/20) - BROOM AWARD - SEATBELT TICKET ON 9/28/2020. - 1 HOUR(S) (09/10/20 - 09/17/20) - JAIL - 7TH MISSED SCREEN ON 8/19/2020. FAILURE TO COMPLY WITH SCREENING LINE ON 9/1/2020. - 7 DAY(S) (09/10/20 - 10/10/20) - CURFEW CHANGE - 7TH MISSED SCREEN ON 8/19/2020. FAILURE TO COMPLY WITH SCREENING LINE ON 9/1/2020. - 30 DAY(S) (09/10/20 - 10/10/20) - VERBAL WARNING - 7TH MISSED SCREEN ON 8/19/2020. FAILURE TO COMPLY WITH SCREENING LINE ON 9/1/2020. - 30 DAY(S) (09/10/20 - 10/10/20) - INCREASED AA/NA - 7TH MISSED SCREEN ON 8/19/2020. FAILURE TO COMPLY WITH SCREENING LINE ON 9/1/2020. - 30 DAY(S) | |
| QUESTION FOR JUDGE 11/09/2020 LANGHAM, RHIANNON - Treatment: How can giving back to others strengthen your recovery? Personal: Name 3 relationships in your life that you are grateful for. | | TREATMENT NOTES 11/09/2020 LANGHAM, RHIANNON - I is very close to being able to move his family into their camper. They recently received assistance that allowed them to purchase a septic tank, and all they are waiting on now is the tank to come in. He is grateful that they will have all of this completed before the baby arrives next month. | |

GETTING ORGANIZED

Once our courts had transitioned most major functions into Connexis, we needed to ensure that these efforts stayed consistent...

- All data fields need to be updated for quarterly reports
- If one staff member had failed to submit accurate information on one client, it would affect an entire program.
- We needed to find a way to ensure that all staff knew where to add the correct information for quarterly reporting so we created a “Connexis Data Collection and User Guide” in conjunction with the CACJ Data Reporting Manual.

PARTICIPANT
INTAKE FORM –
FOLLOWS FLOW
OF CONNEXIS
AND ENSURES
ALL DATA POINTS
ARE COLLECTED
AT INTAKE

Initial Arrest Date: _____ Contract/Plea Date: _____ GAID#: _____ Counselor: _____



Treatment Services
Accountability Courts Participant Intake Form

Date: _____

| Participant Information | |
|---|---|
| Name (First, Middle, Last, & Maiden): | DOB: |
| Social Security Number: | Gender: |
| Eye Color: | Hair Color: |
| Height: | Weight: |
| Ethnicity/Race: | Place of Birth (City & State): |
| Are you a U.S. citizen? Yes No | Preferred Language: |
| Preferred Religion: | Email Address: |
| Home Phone Number: | Cell Phone: |
| Sexual Orientation (Circle one): Homosexual Heterosexual Asexual Bisexual | |
| Alias (other names or nick names): | |
| Driver's License State/Number: | Driver's License Issue Date: _____ Expiration Date: _____ |
| Is your driver's license currently suspended? If yes, why? | Do you have a limited permit? Yes No |
| Residential Status | |
| Housing status (circle one): Own Rent Live with family Homeless Staying at a shelter | |
| Staying on someone's couch Rehab Facility or Supervised Housing Section 8 Housing Supported Apartments | |
| Address: | City/State/Zip: |
| How long have you lived at the address above? | |
| Education Information | |
| Name of High School attended & graduation year: | If you did not graduate high school, what is the highest grade level you completed? Year: |
| Do you have a GED? Yes or No. If yes, name of institution you received your GED and year you received your GED: | |
| Did you attend college/technical school? Yes or No | |

Initial Arrest Date: _____ Contract/Plea Date: _____ GAID#: _____ Counselor: _____

| Relationship Status | |
|---|------------------------|
| Marital Status: Single Married Separated Divorced Serious Relationship Widowed | |
| Date of marriage: _____ / Date of Separation: _____ / Date of Divorce: _____ | |
| Spouses Name: | Address: Phone Number: |
| Dependents | |
| How many children do you have? | |
| Gender and DOB of children: | |
| Child #1: _____ | |
| Child #2: _____ | |
| Child #3: _____ | |
| Do you have custody of your children: Yes or No. If no, who has custody? | |
| Child #1: _____ Length of time? _____ | |
| Child #2: _____ Length of time? _____ | |
| Child #3: _____ Length of time? _____ | |
| Is there any open DFCS case involving your children: Yes or No. If yes, what county is your DFCS case? | |
| What is your case managers name? _____ What is your case number? _____ | |
| Employment/Income Information | |
| Employment Status (circle one): Unemployed Employed Disabled Retired | |
| Status start date (when did this status begin): | |
| If employed, what is your employment type (circle one)? Full time Part time Volunteer Temporary | |
| Name of employer: | |
| What is your profession/ current position? | |
| How many hours per week do you work? | |
| What is your hourly rate or weekly pay? | |
| Do you receive any of the following (circle all that apply): Food Stamps Unemployment TANF WIC | |
| Social Security Disability VA Benefits | |
| If receiving disability, when did you start receiving benefits and what are you receiving disability for? | |
| How much do you receive each month in disability benefits? | |
| If receiving Food Stamps, Unemployment, TANF, or WIC, when did you start receiving these benefits and how much do you receive each month? | |

OUR CONNEXIS USER GUIDE PROVIDES STEP-BY-STEP INSTRUCTIONS FOR ALL STAFF TO BE ABLE TO NAVIGATE MAJOR FEATURES IN CONNEXIS

Scheduling Treatment Groups on the Calendar:

Select the group you wish to schedule from the drop down list under "Treatment Groups", double-click on the day and time the group is scheduled to occur. The "Subject" (name of the group) should auto-populate. You will need to set the start and end time, duration, type, evidenced-based, and assign the "Resource" as the counselor who will facilitate that group. Click "Save & Close" and your group should now appear on the calendar. To add participants to the group, right-click the group on calendar and click "Add Attendees."

If you hover over the group on the calendar, then left-click, you will see a "Copy Appointment" (2 sheets of paper) icon appear in the Control Panel. This will allow you to copy this group on your calendar for up to 8 weeks.

Adding Participants to Treatment Groups/Court Sessions/Outside Meetings/Etc.:

When you assign a participant's template, the groups associated with that template should be visible when you click on the Milestone Status (E.g. Phase 1 (2 months)) under the "Calendar" tab. Participants should be automatically eligible to be added to all groups in their phase template.

If you need to add a participant to a group roster, you would need to go to "Calendaring" and click on the desired group. Right-click on the group as it appears on the calendar and select "Add Attendees." You can select all participants who are scheduled to attend that group. Select "Save & Close."

Occasionally, you will need to manually add participants to treatment groups if those groups are not on the participant's default phase template. Please see your Coordinator for assistance in modifying phase templates/milestones.

If you need to manually make a participant eligible to be added to a group, go to their profile and click on the "Add Requirement" (+) sign in the Control Panel. Choose which available requirement/groups you would like to add, then click "Save and Close." The new addition should now appear on your "Progress" screen. Your recently added participant should now be available to add to the group and to the roster.

If you need to print a roster, right-click on the group and select "Print Sign-In Sheet (No ID)."

Entering Notes for Treatment Groups/Court Sessions/Outside Meetings/Etc.:

Right-click the event on the calendar again and select "Show Attendees". You can now enter all group notes for every participant from this screen. You will need to change their status to completed, missed, excused, etc. and then enter any notes. Select "Save & Close" once all of your notes are entered.

****You should attach the signed group roster to this event using the paperclip icon****

DATA COLLECTION AND USER GUIDE

Entering Medical Information in Connexis

The screenshot shows the Connexis Cloud interface. On the left, a sidebar contains various menu items. The 'Health History / Episodes' item is highlighted with a black box. An arrow points from this box to the 'Health History' section of the main content area. The 'Health History' section is a table with the following data:

| Self Reported | Prior Treatments | Emergency Room Visits | Crisis Intervention | Psychiatric Hospitalization |
|--|------------------|-----------------------|---------------------|-----------------------------|
| Age of first alcohol use | | | | |
| Age of first substance use | | | | |
| Age of first traumatic event | | | | |
| Amount of money spent on drugs during past year prior to participation | | | | |
| Drug use frequency prior to entering the program | | | | |
| Drug use history prior to entering the program | | | | |
| Number of pregnancies the participant (female) has ever had regardless of outcome | | | | |
| The proportion of time spent interacting with other substance abusers or offenders | | | | |
| Total years of substance use | | | | |

Self-Reported

The screenshot shows the 'Health History' form in the Connexis Cloud interface. The form contains the following fields:

- Money Spent: 300000.0000
- Age at First Alcohol Use: 15
- Age at First Traumatic Event: 18
- Drug Use (History): OVERDOSE
- Time Spent (Abusers/Offenders): MORE THAN HALF THE TIME
- Number of Pregnancies: 0
- Age at First Substance Abuse: 15
- Drug Use (Frequency): DAILY
- Total Years of Substance Abuse: 15

Defined as the age at which any trauma occurred in the client's life.

How much of their total years in addiction were spent in either active abuse or offender status. The highest option is more than half.

DATA COLLECTION AND USER GUIDE

“Where Does This Go?” – A Connexis Guide

Please consult this general guide on where to appropriately attach documents in Connexis.

Note: If a document has been submitted by a participant via the Connexis Text feature, you will not be required to re-attach it. You can simply locate those documents in the Document Retrieval tab.

| Location in Connexis: | Documents: |
|---|---|
| Master Calendar | |
| The following program requirements can be scheduled in the Master Calendar: | The following documents can be scanned in one large file and attached to the Master Calendar: |
| Treatment Groups | Group Rosters Group Homework/Assignments |
| Job Verifications | Job Verifications |
| Outside Meetings/Self-Help | Meeting Sheets |
| Court Reviews | Documents pertaining to specific court date |
| Review – Status History | Referral Information Program Contract |
| General Notes – Client Contact Notes (Document all contact with the participant such as phone calls and check-ins) | Any documents associated with the interaction |

| | |
|--|--|
| Progress – Sanctions | Sanction Receipt Hold Orders/Release Orders CSW Sheets Treatment Responses (Essays, etc.) Behavior Contract Residential Warning Termination Warning No Contact Contracts |
| Progress – Phase __ | Treatment Plans Treatment Plan Updates Phase Transfer Requests Phase Move Checklists Parenting/Anger Mgmt./Etc. Documents Exit Interview Program Discharge Summary Mentor Reports Public Service Forms Big Step Grading Sheet Other Phase-Specific Documents |
| Personal Information Tab – Identification – Driver’s License | Risk Reduction Certificate Defensive Driving Certificate ID/Driver’s License Special Order for License Reinstatement Treatment Enrollment Certificate Treatment Completion Certificate |
| | |

CLINICAL AUDITS

Treatment Record Audit – Clinical

| | | | |
|---|-----|----|-----|
| Clinician Name: | | | |
| Reviewer Name: | | | |
| Date of Review: | | | |
| Participant Name (record being reviewed): | | | |
| Connexis Record Review | | | |
| <u>Progress</u> | | | |
| Phase – Phase assigned is current. Progress report shows list of all group and individual sessions scheduled, attended, missed etc. | Yes | No | N/A |
| Comments: | | | |
| Individual Session Notes – Date with start/end time, action, resource all recorded. Each session should have note attached which follows DAP template (see attached) | Yes | No | N/A |
| Notes were entered within 48 hours of scheduled session | Yes | No | N/A |
| Comments: | | | |
| Group Session Notes – Date with start/end time, duration, subject (group name), description (group topic), detail (general group notes), attendance, performance, resource and comments (individual comment) all recorded | Yes | No | N/A |
| Notes were entered within 48 hours of scheduled session | Yes | No | N/A |
| Comments: | | | |
| <u>Medical Information</u> | | | |
| Treatment – MH diagnosis and all information entered with dates | Yes | No | N/A |
| Comments: | | | |
| Substance Abuse – Primary, Secondary, and Tertiary dx information entered. Include age of first use and date of last use for each | Yes | No | N/A |

Clinical Notations

| | | | |
|--|-----|----|-----|
| Each note follows DAP template and includes necessary information | Yes | No | N/A |
| D – Data: Contains observable and identifiable information as observed by the clinician (i.e. “It appears...” or “It seems that client...”) Contains statements made by client describing current situation (i.e. “Client says he feels...”) Contains observations by clinician which guides the direction of current and subsequent sessions. | Yes | No | N/A |
| Comments: | | | |
| A – Assessment: Includes clinical findings and ties the observations made by clinician with subjective feelings and report from client. | Yes | No | N/A |
| Comments: | | | |
| P – Plan: Includes clinicians plan based on observed behaviors and report by client. Outlines plan for current session and relation to broader treatment goals. Shows evidence of how plan has changed or been modified based on new information. Outlines any short-term goals identified by clinical and client, plan to achieve these goals, any interventions utilized by clinician, and any homework assigned for next session. | Yes | No | N/A |
| Comments: | | | |
| Progress notes indicate progress on identified treatment goals and outlines clients’ engagement. | Yes | No | N/A |
| Comments: | | | |
| Progress notes document on-going risk assessments and detailed monitoring of any risk situations (including but not limited to suicidal or homicidal ideations). Note also includes notification by clinician to his/her supervisor of any identified risk during session. | Yes | No | N/A |
| Comments: | | | |

CASE MANAGEMENT AUDITS

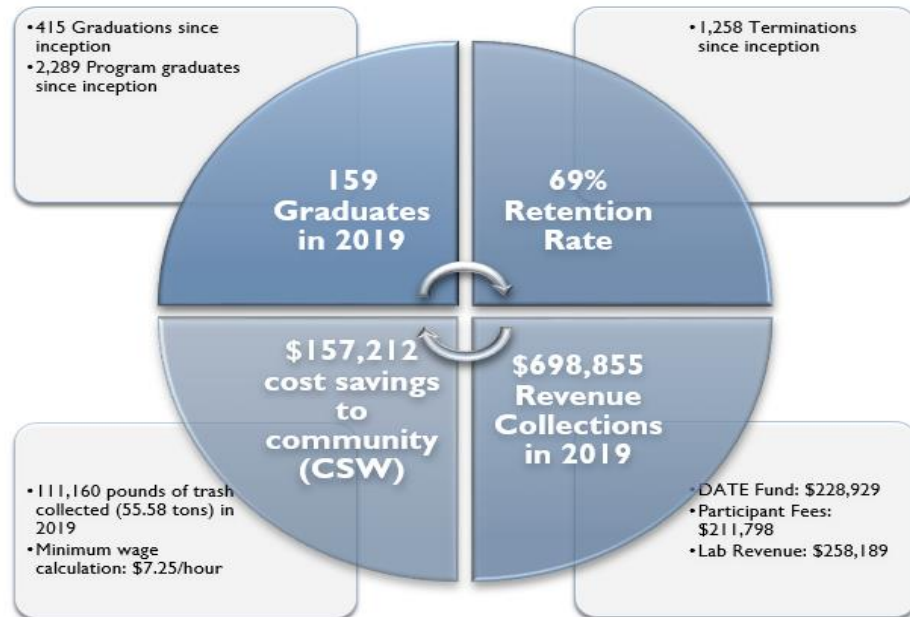
Treatment Record Audit – Case Management

| | | | |
|---|-----|----|-----|
| Case Manager's Name: | | | |
| Reviewer Name: | | | |
| Date of Review: | | | |
| Participant Name (record being reviewed): | | | |
| Connexis Record Review | | | |
| <u>Progress</u> | | | |
| Incentives – History of incentives and assigned date entered | Yes | No | N/A |
| Comments: | | | |
| Sanctions – History of sanctions with assigned and completed date entered. All supporting documents attached. | Yes | No | N/A |
| Comments: | | | |
| <u>Personal Information</u> | | | |
| Demographics – all data points are entered | Yes | No | N/A |
| Comments: | | | |
| Characteristics – gender, pregnancy, and race are entered | Yes | No | N/A |
| Comments: | | | |
| Identification – SS, SID, and DL information is entered. DL status and date is entered | Yes | No | N/A |
| Any documents for DDS for DL reinstatement attached to DL | Yes | No | N/A |
| Comments: | | | |
| Employment – Information entered based on status when entered and current status | Yes | No | N/A |

| | | | |
|---|-----|----|-----|
| Education – Highest level of education completed with completion date entered | Yes | No | N/A |
| Comments: | | | |
| Housing History – status at time of entry and current status with dates entered | Yes | No | N/A |
| <u>Contact Information</u> | | | |
| Address and phone number entered | Yes | No | N/A |
| Comments: | | | |
| Contact – information about any contacts with signed ROI attached | Yes | No | N/A |
| Comments: | | | |
| Child Placement – all information entered | Yes | No | N/A |
| <u>Criminal/Court Information</u> | | | |
| Case – All information about current case entered. | Yes | No | N/A |
| Comments: | | | |
| Offender Details – Expected graduation date entered at minimum | Yes | No | N/A |
| Comments: | | | |
| Gang Affiliation | Yes | No | N/A |
| Comments: | | | |
| Criminal History | Yes | No | N/A |
| Comments: | | | |
| Arrests/Incidents | Yes | No | N/A |
| Comments: | | | |
| <u>Monitoring/Assessments</u> | | | |
| Home Inspections – Information entered from CPT HV reports | Yes | No | N/A |

USING REPORTS FOR DATA COLLECTION

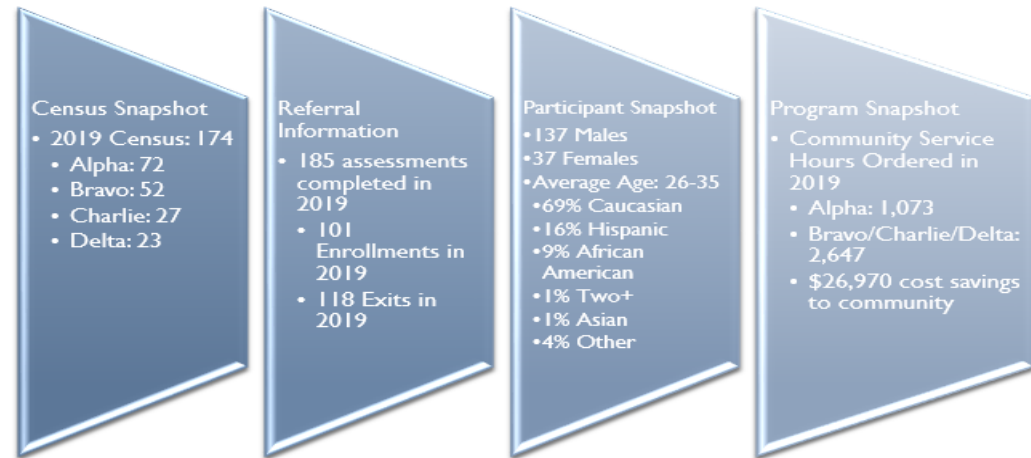
Treatment Services 2019 Agency Snapshot



2019 Accomplishments

- Started clinical supervision groups with all staff
- Hired Accounting and Administrative Coordinator
- Partnered with J's Place RCO to start new support meetings
 - Started new support meetings at TS office
- Revamped Hall Co. Friends of Recovery Board (see pg.21)
 - Many internal promotions of staff
- Hosted 3rd Annual Treatment Services Training Day
- Offered the most in-house trainings to staff in history of agency
 - Hired part-time security officer for building

Hall County Drug Court 2019-2020 Report



2019 Accomplishments

- Hired 3rd Case Manager
- Moved PT to FT Counselor Position
- Strong Alumni Group
- Revamped Charlie Track with own sanction matrix and curriculum
- Implemented new Invalid Screen Policy and Relationship Policy
- Implemented electronic staffing spreadsheet
- Recognized by CACJ as a Mentor Court

2020 Goals

- Continue to strengthen Mentor Program
- Partner with Nutritionist to provide classes/services to participants
- Partner with agency to provide housing
- Restart Budgeting groups

Program Strengths

- Strongest clinical staff in history of program - focus on individual treatment
- Four tracks allow for true alignment with Risk-Need-Responsivity Model
- Three case managers allow for even distribution of work load and increased services to participants
- Judge/Coordinator serve on AFDC Peer Review teams

USING REPORTS FOR DATA COLLECTION

H.E.L.P. Track

- Current Census: 48
- 2019 Program Graduates: 7
- 2019 Program Exits (Termination/Discharge): 20
- 63% Employment Rate

Veterans Track

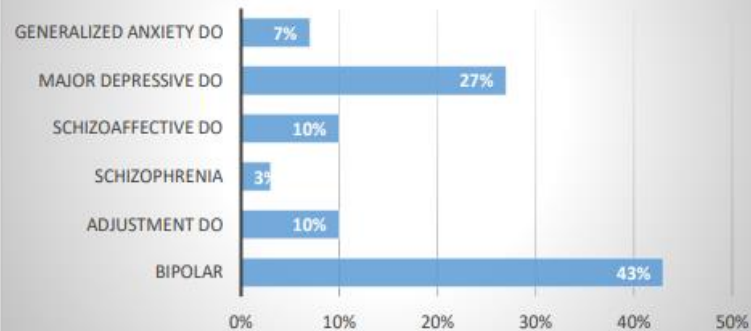
- Current Census: 12
- 2019 Program Graduates: 6
- 2019 Program Exits (Termination/Discharge):
- 56% Employment Rate

Retention Rates

- Cumulative Retention Rate: 53%
- 2019 H.E.L.P. Track Retention Rate: 78%
- 2019 Veteran's Track Retention Rate: 91%

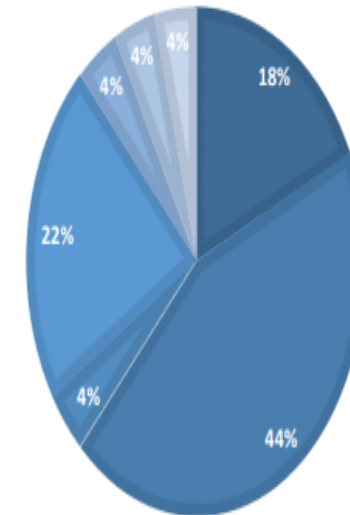
Yearly retention rates will be calculated beginning 2019.

Hall Co. HELP Program Diagnostic Information



DRUG OF CHOICE DATA H.E.L.P. TRACK AVERAGE AGE OF FIRST USE: 19.3

■ Alcohol ■ Meth ■ Prescription Opiates ■ Marijuana ■ Crack/Cocaine ■ Heroin ■ Benzo



Meth 44% THC 22% Alcohol 18% Heroin 4% Crack/Cocaine 4% Benzo 4% Prescription Opiates 4%

USING REPORTS FOR DATA COLLECTION

2019 Sanction Data

Drug/DUI Tracks

| Sanctions Type By Phase | PHASE 1 | PHASE 2 | PHASE 3 | PHASE 4 | PHASE 5 |
|--|------------|-----------|-----------|-----------|----------|
| ADMONISHMENT | 72 (5%) | 0 (0%) | 0 (1%) | 0 (0%) | (%) |
| COMMUNITY SERVICE BUS | 120 (1%) | (%) | (%) | (%) | (%) |
| COMMUNITY SERVICE BUS (PROBATION SERVICES) | 24 (0%) | (%) | 48 (0%) | (%) | (%) |
| COMMUNITY SERVICE HOURS | 500 (10%) | 450 (9%) | 407 (7%) | 264 (6%) | 71 (2%) |
| DAILY AA/NA | 672 (1%) | (%) | 357 (1%) | 360 (0%) | 504 (0%) |
| DISCHARGED FROM TREATMENT | 0 (0%) | (%) | (%) | (%) | (%) |
| DOUBLE AA/NA MEETING | 4 (0%) | (%) | (%) | (%) | (%) |
| EXTEND TREATMENT | (%) | 720 (0%) | (%) | (%) | (%) |
| EXTRA GROUP/INDIVIDUAL SESSION | 2 (1%) | (%) | (%) | (%) | (%) |
| INCREASED AA/NA | 1248 (6%) | 1285 (7%) | 976 (5%) | 376 (3%) | 30 (2%) |
| INCREASED DRUG SCREENS | 672 (0%) | 2688 (1%) | 336 (0%) | 1008 (0%) | (%) |
| JAIL | 9660 (10%) | 1272 (5%) | 2784 (4%) | 1452 (1%) | 480 (2%) |
| OTHER | 5 (2%) | 1 (1%) | 6 (2%) | 0 (0%) | 0 (0%) |
| REPORT WEEKLY | (%) | (%) | 336 (0%) | (%) | (%) |
| RESIDENTIAL TREATMENT | (%) | 8766 (0%) | (%) | (%) | (%) |
| START OVER | 0 (0%) | (%) | (%) | (%) | (%) |
| UPGRADE TREATMENT | 168 (0%) | (%) | (%) | (%) | (%) |
| VERBAL REPRIMAND | (%) | 0 (0%) | (%) | (%) | (%) |
| VERBAL WARNING | 0 (1%) | (%) | 1 (1%) | (%) | (%) |

| | | | | | |
|---------------|--------------|--------------|-------------|-------------|-------------|
| WORK RELEASE | 0 (0%) | (%) | (%) | (%) | (%) |
| WRITTEN ESSAY | 1 (1%) | 2 (0%) | 0 (0%) | (%) | 1 (0%) |
| Total | 13148 | 15184 | 5251 | 3460 | 1086 |

54% of total responses were more treatment focused

46% of total responses were Jail/CSW

USING DATA EFFECTIVELY

Make your data work for you!

- All programs need buy in from stakeholders. Data gives a clear picture of the success of your program.
- Community Stakeholders
 - Cost savings to your community
 - Retention Rates
 - Recidivism Rates
 - Justification for continued funding from county
- Work smarter, not harder
 - More efficient use of staff time
 - Faster communication between team members (ie. CPT, treatment providers, etc.)
 - Quick reference
 - Elimination of duplicity