CASE PROCESS – PROBLEM-SOLVING COURT - p. 1

Problem-Solving Courts [I.C. 19-5601] are a multidisciplinary approach that matches treatment and supervision for high risk and high need offenders/participants. There are multiple types of Problem-solving courts that address substance abuse and mental health needs; mental health courts, drug courts, juvenile drug courts, juvenile mental health courts, DUI courts, Misdemeanor/ DUI drug courts, veterans treatment courts, and child protection drug courts ({participants need to have an open civil protection case}). Hearings, Staffings, and data entry is a coordinated approach based on local needs as designated by the Administrative District Judge and the Trial Court Administrator. Detailed information and the management of a participant in a problem-solving court is managed in the Supervision Module of Odyssey.

INITIATING EVENT – PSC REFERRAL

1. The problem-solving court team processes a referral via three options and the coordinator initiates a case in the Supervision Module:

A. **Court Order- a judgment of conviction is filed and as a condition of probation the defendant is required (if found to be eligible) to successfully complete problem-solving court.**
B. **Staffing- at staffing a team member may identify a potential participant**
C. **Application- a defendant completed application is submitted to the coordinator**

Clerk Duties

The case manager clerk would have already entered this information in case manager.
Event code PSC case ordered

Coordinator Duties

Upon receiving the referral the coordinator will initiate the eligibility process in the Supervision module.

Supervision Initiate a Case – PSC

- Select Supervision in Odyssey Toolbar Centers
- On the Left Navigation Panel Select Find a Case (highlighted in blue)
- On the Find a Case screen, enter the case number or party name to search for a case
- Search Results screen-If we have searched by name we must select by clicking on the case number under that party
- Click on the Level/Assess tab, hover over Officer Caseload box and click on it
- On the Modify Officer Caseload screen, click on the plus sign (+) next to Level, click on the dropdown arrow and choose the level
  - Level = Court phase: phase 1, 2, 3, or 4
- (optional) In the Modify Officer Caseload screen, click on the "category" black arrow drop down box and select the correct category
  - Category = Drug testing phase or color

- Add Date Assigned
- Click Continue
- If Applicable (Transfer Cases), in the Modify Officer Caseload screen , click the plus sign (+) and select the Officer and Level from dropdowns and add Date Assigned
- Every supervision case that is automatically created from case manager begins with a probation officer identified as "Default Intake Officer." When the probation officer associated with the problem-solving court is identified, it should be added as a new officer. To do this, click on the plus sign under Officer and add the probation officer associated with this problem solving court and the date. (This will result in the default officer identified followed by the PSC officer.
- On the Modify Officer Caseload Screen, also identify the Administrative officer/level; this is the name of the problem solving court coordinator, and select the same level as identified for the officer.
- click Continue

Cases moving between Courts:

- Locate the case
- In the Details tab, click the plus (+) sign next to Case Type
- The Change Case Type screen will appear
- Choose the Case Type from the dropdown list
- Choose the Reason from the dropdown list
- Click Continue
- Click the Reassign (in yellow) next to Case Assignment
- The Reassign Case screen will appear
- Click on the icon next to Location
- Choose which location under the County node
- Enter Date Transferred
- Choose Reason from the dropdown list
- Click Continue

To see case history:

- Click the arrow next to Case Type to see history of Case Type
- Click the arrow next to Case Assignment to see the history of the Case Assignment

Supervision Initiate a Case – PSC – Child Protection Drug Court ONLY

A case can be created automatically in the Supervision Module if it is a criminal case, but for those cases that originate from a civil child protection order, the case needs to be manually created in the Odyssey-Supervision Module.

- Select Supervision in Odyssey Toolbar Centers
- On the Left Navigation Panel select Add a Case
- On the Add a Case screen, select the "Add a New Case"
- Select location of Twin Falls-Problem Solving Courts
- From the Problem-solving Court screen, Click on Drug Court
- From the list of court types that appear, select "Child Protection Drug Court"
- Click on the magnifying glass to search for a party name
- Enter the correct Officer (ONLY for CHILD PROCTION DRUG COURTS – ENTER THE COORDINATOR NAME)
- Enter the case number for the civil child protection case
- Select the plus sign under Charges. Select "No-Charge Child Protection Drug court"
- Select under Jurisdiction, the word "County" and enter the date of the Charge as today date
- Click Continue
- Back to the Add a New Case Screen: enter the Term length and the End date will auto-calculate. (As a general guideline enter the Term length for three years from the current date to allow enough time for the case to remain active)
- Click Save and Done

Identify the Problem Solving Court Type

Click on the Details tab and click on the Case Type plus sign

- On the Change Case Type screen, select the correct case type
  - Case Type = Court type: Felony Drug Court, Juvenile Drug Court, DUI Courts, Mental Health Courts, etc.
- On the Change Case Type screen, select the correct reason
  - Reason = Post Plea, Pre Sentence, or Post Plea / Post Sentence
- Click Continue

Offender Photo – PSC

- On the Documents tab
- Click plus (+) sign
- (Optional) Name the photo
- Change Type to Mugshot (Security Group will auto-populate)
- Click Attach
- Click on folder next to Front Side
- Locate the JPEG file, double click, the file location will populate into the Front Side field
- Click Save
- The Offender photo will show up on the Summary screen

Out of County Case Transfers – PSC

- In Supervision Home
- Click Add a Case from the left hand navigation panel
- The Add a Case screen will appear
- Click Add a New Case
- The Select Location screen will appear
- Choose the Location by clicking the county and Supervision type
- The Add a New Case screen will appear
- Choose Type (Type = Drug Court, Probation, or Pre-Trial Supervision)
- Choose Court Type from right side menu (CPDC, DUI, etc.)
- The Detail tab under Add a New Case will appear
- Click the search wand next to Party
- The Find a Party screen will appear
- Enter Last Name and First Name, click Search
- If No Match Found, click Add Party on Party Search Results screen
- Enter First and Last Name, click Save
- The Add a New Case screen will appear
- Click the plus sign (+) next to Charges
- The Add Charge Detail screen will appear
- Choose Jurisdiction from drop down (Jurisdiction = charging authority)
- Choose Code from drop down or use F4 key to search the list (always select a "County")

  Note: begin typing in Code/Desc, hit enter, it will narrow your search criteria
- Enter Offense Date
- Click Continue
- Under Officer Caseload, add Officer
- Under Term, enter the End Date for auto calculation, or enter Years, Months, Days
- Under Case Assignment, add Case Style

  Note: Case Style = State of Idaho vs. Ester Bunny (example)
- Enter Case Number

  Note: Case Number = County-Year-Case # (42-2015-1234-OC)

  County = Originating County
- Click the plus sign (+) by Location
- The Add Location screen will appear

- Enter the Date, Type

  Note: Type = Courtesy County/State (Receiving County)
  Origination County/State (Sending County))
- Enter Location (Sending County)
- In Comment Box, note who the transfer was approved by and when
- Click Continue
- Click Save in the upper right hand corner of Add a New Case screen
- The Case Filed screen will appear
- Click Edit Case in Quick Links box and add all of the additional information
- Click Save in upper right hand corner of Add a New Case screen
- In the new case, go to Level/Assess tab
- Hover over Office Caseload box and click
- Click the plus (+) sign next to Administrative Officer/Level
- Select sending officer as Administrative Officer
- Scan and Attach Courtesy Supervision form under Documents tab

Note: As other counties come into Odyssey, you will not have to enter all new data.

Coordinator insures the Release of Information (ROI) is signed by the defendant and attached to a specific case as a PDF document. The Officer is assigned (for problem-solving courts this will be the coordinator, for all other supervision cases it will be the probation officer).

Supervision Referral – PSC

To attach a signed ROI, save ROI to your computer as a document

- **On Events tab**-click on the plus sign (+)
- The Add Event screen will appear, click the dropdown arrow for Type, choose ROI Assigned, enter Date, click Save
- On the Events tab, right click on the ROI Assigned line item, click Attach Document
- Choose the Type and Security Group from the dropdown lists, enter the Effective Date
- Click Attach
- Locate the ROI document previously saved to your computer and attach, click Next in the Quick Links box

Still on Events Tab (Optional)

Select Assessment Requested and add date, click Next in the Quick Links box or Save
Select Assessment Scheduled Date and add date, click Next in the Quick Links box or Save
Select Referral Date and add date, click Next in the Quick Links box or Save
Select Initial Criminal History Screen Date and enter the date, click Save

Levels/Assess- Risk Assessments -LSI-R or YLS/CMI (for details see PSC-10)

- To attach Assessments, save Assessment to your computer as a document
- On Events tab, right click on the Assessment Requested line item, click Attach Document
- Choose the Type and Security Group from the dropdown lists, enter the Effective Date
- Click Attach
- Locate the Assessment previously saved to your computer and attach, click Save

Go to Detail tab, click on line item in Case Status

- If Arrow is present for Case Status, click on it to see history of status
- If need to add a new status, do not override the default "active status" under the case status.
- Add a new case status to continue the record click on the plus sign
- Choose the new Status from the dropdown (intake-accepted, intake- rejected, or intake-accepted but declined), add Date
- Click Continue

Coordinator will verify all of the party information at Intake.

Supervision Intake – PSC

- On the "Summary" tab, click on the participant name blue hyperlink
- On the "Modify Party" screen, click the plus sign (+) if displayed, verify and/or add all information throughout the tabs:

General Tab:

- Verify the name, if incorrect, **fill out the party data correction form to be made by Case Manager Clerk**, click continue
- Add Gender, Race, Ethnicity, (optional) Hair, Eyes, Height, and Weight;
- Verify the Birth Date, if incorrect, **fill out the party data correction form to be made by Case Manager Clerk**, click continue. If no data is entered, add a date of Birth, click continue.
- Verify the Driver's License number, if applicable, Add a new number, click Continue;
- Verify the Social Security Number, if incorrect, **fill out the party data correction form to be made by Case Manager Clerk**, click continue. If no data is entered, add a SSN, click continue;
- Verify the Address. if applicable, click on the plus sign to add Address; check off what the address status is (Known, Correspondence, etc.), click Continue;
- Verify the Phone Number. If applicable, click on the plus sign to add Phone Numbers, click Continue;

Additional Tab:

- (optional) they may click the plus signs and fill in to Add State ID, FBI Number, SO Number, Other Agency Number;
- (optional) click on the plus sign and choose from the dropdowns for Scars, Marks and Tattoos, Physical Descriptors, Caution Flags,

- (optional) Special Conditions, Languages and Emergency Contacts; click Continue
- (optional) fill in the Place of Birth information;
- (optional) Complete Miscellaneous from the dropdown arrows;

Employment Tab (optional):

- Click on the plus sign of the Employment History Screen. Now you are in the Add Employment Information pop up screen.
- Click on the drop down box arrow of the employment status field and choose the appropriate employment status.
- Primary Known Employment-check this box if the employment status choice was referencing if this is the primary known employment.
- Current Known Employment-check this box if the employment status choice was referencing if this is the current known employment.
- Employer section of the Add Employment Information screen- click on the magnifying glass/search icon next to the Employer blue highlighted field.
- a new popup box will appear titled, Find an Employer
- search by person or business; add the correct person or business, if no match found, click on Add a party on the party search results/ no data returned screen and add an employer by name or business
- Supervisor section of the Add Employment Information
- in the open fields, enter the Name, Email and Phone (with extension if applicable)
- Employee Salary in the Add Employment Information screen-
- in the open fields, enter the primary salary amount, and in the corresponding drop down box, click on the arrow to select the frequency of the primary salary
- in the open fields, enter the secondary salary amount (if applicable), and in the corresponding drop down box, click on the arrow to select the frequency of the secondary salary
- in the open fields, enter the annual income amount
- Employees Work Schedule section of the Add Employment Information screen-
- in the open date fields, enter the start and end work schedule for Sunday through Saturday (if you need to duplicate for each day, you may select on the double document/copy icon to the right of the End date open filed and that will auto-populate the contents of the field into all other fields
- if they do not work on a day, leave the start and end time blank
- click continue;
- Still on the Employment Tab:
- click on the plus sign for Current Known School; fill in school information, Highest Grade, and choose Highest Degree from dropdown list if applicable
- Verify the Military Experience information. If applicable, add new information if participant has Military Experience, choose Branch from dropdown list, add Start Date and End Date (if applicable), and Discharge Type from dropdown list
- Click Save to take you back to the Supervision module

Associates Tab (optional for recording Associates phone #'s)

- Click on the Associates Tab on the Party
- Click on the blue plus sign to Add an Associate. Click on the magnifying glass icon to search for the Associate
- If no match found, click Add Party to add the Associate
- Identify the party to associate
- Identify the associate to the party
- Add in the Comment box, the phone #.
- Click Save.

BACK TO THE SUPERVISION MODULE

On the "Statistics" tab- add the following necessary components for Intake:

- Click on the plus (+) sign under Statistical Information to add each component. NOTE: Enter Officer assigned each time
  - Number of Children at Intake
    - Response = 0,1,2,3,4,5,6,7
  - Drug of Choice-Primary
    - secondary drug of choice
    - (optional) 3rd drug of choice
  - Drug Choice - Frequency of use - Primary
    - secondary drug of choice
    - (optional) 3rd drug of choice
  - Drug Choice - Route of administration - Primary
    - secondary drug of choice
    - (optional) 3rd drug of choice
  - Education level before program
  - Employed at intake (Full time/ Part time/ no/ yes)
  - In school before program (Yes/No)
  - (For Juvenile Drug Courts) Juvenile primary residence
  - (For Juvenile Drug Courts) Juvenile relationship
  - Legal status
    - Response = CPDC, Post Plea-Post Sentence or Post Plea- Pre Sentence)
  - Referral source, click on magnifying glass under Response, choose Description, click Continue, click Save
  - Type of school

A completed LSI-R or YLS/CMI is submitted to the coordinator (http://www.isc.idaho.gov/psc/DCMHCC_Guidelines_and_Standards_Rev12-2011.pdf -

Standard # 2.3) The Coordinator arranges for a criminal history screen to be conducted and the results are submitted to the Coordinator. The Coordinator facilitates any evaluation not already conducted to identify if substance abuse and or mental health issues (trauma, psychosexual, etc.) are present. (Scan and attach all applicable assessment reports).

In Process Criminogenic Assessment (Initial and Re-Assessment) – PSC

- Click on Level/Assess tab-under the Risk Section click on the yellow link "Add Initial"*
  ***Note* The "officer" will still be identified as the "default officer" even if you select a different officer at the referral/intake. Please change this to the correct probation officer.**
- the Add Risk Initial Assessment box will appear; click on the red underlined "No" link under "**Completed?**"
- the LSI-R or YLS/CMI screen will pop up. Enter the correct domain answers for each domain (when finished, the total will auto calculate and will provide the appropriate risk level)
  ***Note* A composite score of zero on YLSCMI = an automatic classification of adult low. Needs to be overridden with juvenile low.**
- on the Add Risk Initial Assessment pop up screen, enter the date (time will auto populate) of the entry
- add the officer from the dropdown list by clicking on the black arrow for Officer
- click Save

Override an Assessment

- if necessary to override, click the checkbox indicated as Override under the Override Assessment section of the Add Risk Initial Assessment screen
- click on the now highlighted dropdown box marked as Override Level for the appropriate new classification level
- Click Save
- the Level/Assess screen under Risk, will now indicate in red print, that the override is pending approval
- if reviewed and approved, click on the assessment and the Edit Risk Initial Assessment screen will appear
- click on the red underlined print that says "No"
- the review risk level override screen will appear. Select if approved or denied, enter the date, select officer from the drop down arrow, and add any necessary comments. (the Coordinator will be the primary enterer and will have override authority)
- Click Save

Reassessment

- for a new assessment click on the level/assess tab-under Risk assessment and click on the yellow link "Add Reassess"
- the Add Risk Reassessment box will appear, click on the red underlined "No" link under Completed?
- the LSI-R or YLS/CMI screen will pop up. Enter the correct domain answers for each domain (when finished, the total will auto calculate and will provide the appropriate risk level)
  ***Note* A composite score of zero on YLSCMI = an automatic classification of adult low. Needs to be overridden with juvenile low.**
- on the Add Reassessment pop up screen, enter the date (time will auto populate) of the entry
- add the officer from the dropdown list by clicking on the black arrow for Officer

- if necessary to override, click the checkbox indicated as Override under the Override Assessment section of the Add Risk Reassessment screen
- click on the now highlighted dropdown box marked as override level for the appropriate new classification level
- Click Save
- the Level/Assess screen under Risk, will now indicate in red print, that the override is pending approval
- if reviewed and approved, click on the assessment and the Edit Risk Initial Assessment screen will appear
- click on the red underlined print that says "No"
- the review risk level override screen will appear. Select if approved or denied, enter the date, select officer from the drop down arrow, and add any necessary comments.
- Click Save
- to see the History or Risk Assessments, click on Level/Assess tab-under the Risk Section click on the yellow link "History" and a pop up screen will appear indicating the full history of all Questionnaires

Other Assessments

- Add information in Comment Box to identify if 19-2522, 19-2524, or Private Pay.
- **For participants with a DHW generated Idaho Standard Behavioral Health Assessment, the assessment date, and level can be entered. The level is not an exhaustive list, but does have the following options: Anxiety Disorders, Bi-Polar, ISBHA- No Disorders, Major Depressive Disorders, Obsessive Compulsive Disorders, Paranoia and Other Psychotic Disorders, Post-Traumatic Stress Disorders, Schizoaffective Disorders, Schizophrenia, and Sleep Disorders.**

The Coordinator will access any completed Pre-Sentence Report thru Case Manager. Coordinator provides the preceding information to the PSC team for final eligibility determination. If eligibility is met, the participant is accepted and may accept or decline to enter. If they decline or are rejected, that information is documented and they return to business as usual.

PSC IN PROGRESS PARTICIPATION

Court clerk responsibilities in Supervision will be based on local needs and determined by the Administrative District Judge and the Trial Court Administrator but potentially would include the hearing, (hearings will be listed) sanctions, incentives, and orders. The Coordinator is responsible for everything else in Supervision. Intake information regarding primary drug of choice, primary charge, education and employment level at the start of participation will be captured.

Supervision In Process Hearings – PSC (optional)

- Click on the Contacts tab, click on the plus sign (+)
- The Add Contact screen will appear
- Click the dropdown arrow for Type, choose Problem-solving Court Review Hearing, enter the Date (time will auto populate if current date)
- Select the Status for the Contact Type, "Complete" (if they did not appear for the review hearing, select "Missed")

- Click the magnifying glass under Results
- The Select Codes will appear, click on the appropriate result of the hearing. (compliant or no show for example)
- Click Continue
- The Contact Narrative Notes box will appear. Enter in the hearing notes/minutes.
- Click Save

A problem-solving court will hold a weekly or bi-weekly meeting (called a staffing) where all team members will review the case and make recommendations to the judge for in court decisions based on the previous week's behavior. A hearing is typically held to follow this meeting and is a regular and ongoing scheduled review hearing. Information from the previous week will be entered in the Supervision Module to inform all members of the team regarding the progress made by the participant for their court requirement, treatment, employment, and drug testing results.

Supervision In Process Contact / Staffing Notes – PSC (optional)

- Click on the Contacts tab, click on the plus sign (+) under Supervision Contacts
- The Add Contact screen will appear
- Select Type by clicking the dropdown arrow
- Select Problem-solving Court Progress, enter Date (the time will auto populate if current date)
- Select the Status for the contact Type based on if all stakeholders have entered their information yet or not
- Click the magnifying glass under Results
- The Select Codes will appear, click on the appropriate result(s) of the hearing
- Click Continue
- The Contact Narrative note boxes will appear
- Enter the following notes by cutting and pasting or have the team member enter based on their authority levels:
    - Supervision
    - SUD/MH Treatment (identify the comments by either SUD or MH)
    - Coordinator
    - Voc Rehab
    - Law Enforcement
    - Other
- Click Save

Contact information shared from team members will be entered in the Supervision module. Incentives, Sanctions, and Drug Testing are entered as they become available. Drug Testing results and the code used to identify what type of drug testing schedule is (most use colors blue, green, red, etc.) adjustable based on local requirements.

Supervision In Process Events-Phase Movement – PSC

- On Levels/Assess Tab- hover over the Officer Caseload Box and click
- On Modify Officer Caseload screen, click on Level plus sign
- On Add Level screen, click on dropdown arrow and select new phase and date assigned, click Continue
- Click Continue
- On Events tab, click on plus sign (+)
- On Add Event screen, from Type dropdown select Phase Movement Up or Phase Movement Down and Date
- Click Save

Phase movement is also adjustable based on progress. Education and employment should be updated as needed. Any drug-free babies born to female participants will be documented.

Supervision In Process Event-Incentives & Sanctions – PSC (optional except for jail as a sanction)

- On Events tab, click the plus sign (+) to add the necessary components during the program for Sanctions and Incentives:
- The Add Event screen will appear:
  - add event Type for any positive behavior, click Add Next from Quick Links box for all relating or separate sanctions/incentives
  - add event Type for corresponding incentive
  - add event Type for any negative behavior
  - add event Type for corresponding sanction
- Click Save

  Note To log Jail as a sanction in PSC, enter the Sanction under the Events tab, click Save, and provide more detail by clicking on the Interventions tab:

Supervision in Process Victims – PSC

- On the Victims tab, click the plus sign (+) on the Victim Information line
- Click the search magnifying glass icon next to Party
- Add the party name, click Search
- If No Match Found, click Add Party
- Complete any necessary information, click Save
- Choose Relationship from drop down list
- Click Add Next if more victims, or Click Continue
- Click on the Victim name to see Detail, add Contacts, or add Referrals
- Click Continue

Supervision In Process Drug Testing – PSC (optional-except for date)

- On Drug Testing tab, click on plus sign (+) for new drug test
- On Add Drug Test screen, under Test Information, enter Date (time will auto-populate if present date), enter Time if necessary
- Click on Type dropdown arrow, choose appropriate type
- Click on Requested dropdown arrow, choose appropriate requester
- Click on Reason dropdown arrow, choose appropriate reason
- Under Result Information, enter Date
- Click on Officer dropdown arrow, choose appropriate Officer
- Click on magnifying glass under Results
- On the Select Codes screen, choose the appropriate result under Description (you can choose more than one if necessary)
  Note: If Adulterated or Diluted, enter information into Comment section
- Click Continue
- Under Drug Panel Information, click on the magnifying glass under Drug Panel
- On the Select Codes screen, choose the appropriate drug test panel under Description, click Continue
- Under Drug Panel Information, click Add
- Enter the Result per drug from the dropdown arrows per box (you can copy results by clicking on the "copy" icon next to the Result dropdown box)
- Change Result per drug from dropdown arrows as necessary
- Click Save

Supervision In Process Interventions – PSC

- On Interventions tab, click on the plus sign (+) for Incarcerations.
- The “Add Incarceration” screen will appear
- Select the date, Type (PSC Jail Sanction), Reason, and Term (typically entered as # of days); best practice indicates that more than 3 days decrease effectiveness).
- Click Save

Supervision In Process Statistics – PSC

- On Statistics tab, click the plus sign (+) to add the following necessary components during the program:
  - Number of Children born during program unaffected by drugs at birth (if applicable)
  - Number of Children born during program
  - Number of Children in custody of offender
  - If Participant is Pregnant
  - Number of Children returned to parent/ guardian during CPDC

- Employment found during program
- Reading Level (Low, Medium, High- with ability to expand in the Comments box)
- (For Juvenile Drug Court) Juvenile primary residence
- (For Juvenile Drug Court) Juvenile relationship
- (For Juvenile Drug Court) Juvenile return to school
- (For Juvenile Drug Court) Juvenile school performance
- Primary drug of choice may change, if so add
- Frequency of use
- Route of administration
- (For Juvenile Drug Court) School behavior during program
- Successfully completed all educational requirements
- Type of school
- (Optional) Prior Abuse (none, sexual, physical, both physical and sexual) *this information is sensitive and should be collected as such*
- Click Save

Supervision In Process-Classes – PSC (optional)

- To schedule class, go to the left navigation panel and click on View Calendar under
- On Classes tab, click the plus sign (+) to add any classes the participant will be required to attend:
- The Find Class screen will appear:
  - add the location
  - select the magnifying glass to search for which calendar you wish to select. Click Continue
  - Select from the drop down list of class types (names of classes, example: process, anger management, etc.)
  - Enter the start date to find the class
  - Click on "Find"
  -
- Click Save

Note To log Jail as a sanction in PSC, enter the Sanction under the Events tab, click Save, and provide more detail by clicking on the Interventions tab:

CASE PROCESS – PROBLEM-SOLVING COURT - p. 15

PSC TERMINATION

As a participant moves through the problem-solving court they are either completing the requirements and staying sober or are not able to comply with their requirements. If they are successful they are terminated successfully (graduate) and there is typically a graduation ceremony held. If they are not successful they are terminated unsuccessfully.

1. **Unsuccessful Termination**

   A. **The PSC clerk will process the order for termination or suspension provides notice to the case manager clerk and all parties.**
   B. **The case manager clerk will then set a hearing.**
   C. **If a Rodgers hearing is held and the termination is affirmed then the case proceeds thru case manager.**
   D. **If a Rodgers hearing is held and the termination is denied then the case will resume in Supervision.**

2. **Successful Termination (Graduation)**

   A. **The PSC clerk will process the order for dismissal or reduction (reduction in sentence or supervision level?)**
   B. **The PSC clerk will enter the appropriate case status in Supervision**

3. **Neutral Termination – these are terminations that are due to a deceased participant, a participant that transfers to another court or jurisdiction, or where the sentence expired prior to finishing (while in good standing).**

4. **Voluntary Withdrawal**

Supervision Termination – PSC

- Click on the Detail tab, click on the plus sign (+) by Case Status
- The Add Case Status box will appear
- Click on the dropdown arrow to choose one of the following Status:
  - Graduated
  - Terminated Neutral
  - Terminated Unsuccessfully
  - Voluntary Withdrawal
- Enter Date, click Continue

Termination Statistics-PSC

- Make sure you go back to the Statistics Tab and enter the following data points at the close of the case
  - Education Level After Program
  - Employment at Termination (full time/ part time/ no)
  - In School After Program (yes/no)
  - Successfully Completed All Education Requirements (yes/no)

Click Save at the top right of the Supervision screen