

# DCM TOOL

## INSTRUCTIONS

The DCM tool (“tool”) is a questionnaire in Microsoft Excel format that is to be completed on each guardianship case to assist in assigning monitoring efforts to the highest risk cases. The Excel workbook which contains the tool is composed of 6 worksheets, or tabs, which can be clicked on at the bottom of the Excel screen.

### TOOL COMPLETION

- Complete one (1) tool (first tab) PER guardian-ward relationship (exception: married guardians require only one tool)
- Fill in ALL case specific information at the top of the tool (first tab) - this information will auto-fill in rest of the workbook
  - Exception: If there are no disabilities/impairments, leave cell blank
- Answer EACH question by marking the appropriate box with an “X” (yes, no, N/A, unknown). Do not skip a question. A score will automatically generate based on the answer
- If the answer to the question is unknown, please mark an “X” in the column “Unknown”
- It is possible to “X” two or more answers to each question so double check there is only **one** “X” per question



Click on this icon to see definitions



This icon will appear as the score for several questions if “unknown” is checked. If icon appears, resume best efforts to find answer to question

### SCORE SUMMARY

Click on the second tab “Summary” to review the overall **score** and recommended **monitoring level**. The recommended monitoring based on the auto-generated tool score will be: LOW, MEDIUM, or HIGH.

#### Override

If tool score and recommended monitoring level do not adequately reflect the monitoring needs of the case, you can recommend increasing monitoring by one level. Click on the arrow in the bottom right corner of the “Override” answer cell and choose “YES”. Then scroll to bottom of Summary and provide a reason for the override in the drop-down list provided.

#### Assigned Monitoring

The assigned monitoring level should reflect the official level of monitoring assigned to the case.

#### *NEW Cases*

The assigned magistrate judge will indicate the appropriate monitoring level for the case and indicate what monitoring activities should be completed based on case needs and district resources.

## Invalid

If more than **20%** of questions are marked “unknown”, tool will have a score of INVALID. If this occurs, resume efforts to gather more case information. If unable to gather additional information, do one of the following:

### ***NEW Cases***

Provide completed tool to judge with the score INVALID. Rely on the judge to decide level of monitoring.

## MONITORING ACTIVITIES

Once a monitoring level has been assigned, complete a recommendations form on specific monitoring activities. For each level, there are required and optional monitoring activities. The completed form should be included with the tool submission.

## TOOL SUBMISSION

### ***NEW Cases***

Submit PDF version of completed tool AND score summary as an attachment to the required court visitor or IDHW evaluation report.

**Reminder:** The score summary and recommended monitoring activities are a case management tool and are not intended to be a true indicator of risk in a particular case. It is an opportunity to assign limited resources to the cases who may need it most.

## FORM

Find the form needed by clicking on the tab at the bottom of the Excel screen titled with the level assigned (LOW, MEDIUM, or HIGH).

## Save As

**Tool Name. County. Case #**

*(e.g. Minor Open. Bannock. CV-2010-00290).* If there are multiple individuals with the same case #, add 1, 2, 3 etc. at the end of the file name.



If you have questions or need additional information contact your local [Guardianship and Conservatorship Monitoring Coordinator](#).

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