

ODYSSEY-  
SUPERVISION MODULE-  
PROBLEM-SOLVING COURT  
MINIMUM  
DATA  
ELEMENTS

APRIL 2016

Within this text, there are several screenshots of the ODYSSEY-SUPERVISION MODULE that identifies Problem-Solving Court minimum data elements that need to be entered in order to perform critical evaluations to determine effectiveness.

Each data field or element has been indicated with a box.



Additionally, the Supreme Court Planning and Research department will continue to assist in an evaluation of data quality to identify errors, duplicates, or missing data based on the elements contained in this document. Together with your help, the data can be maintained at a high level for day to day operations, frequent data requests, and quality outcome evaluations to identify outcomes and improvements.

Supervision-Detail:

CR-2008-... Forms Save Exit

Summary **Detail** Level/Assess Financial Contacts Conditions Orders Events Hearings Victims Drug Testing Interventions

**S Doe, John** White Male 5' 6" 140 lbs  
Officer: Richard Neu

1. Controlled Substance-Possession Of

**Case Type**

**Term**   Extension

Original Start: 10/24/2013 Total

**Case Assignment** Reassign

Case Number: CR-2008-4358  
Location: Problem Solving Courts  
Date Assigned: 10/23/2013  
Case Style:  ABC

**Case Status**

**Case Cross-Reference Numbers**

**Reporting Category**

**Charges**

1. Controlled Substance-Possession Of  
Offense Date: 05/02/2008  
Current: Controlled Substance-Possession Of  
11/24/2008 (FEL) I37-2732(C)(1) (I37-2732(c)(1)F)  
**Court Activity**  
Disposition: 11/24/2008 Treatment Diversion  
Sentence: 10/18/2013 132

**Location**

**Case Flags**

**Related Cases**

Case # **CR-2008-4358**  
Style: State of Idaho vs. **Doe, John**  
Court: Twin Falls County District Court  
Reason: Related Case  
Filed: 05/05/2008  
Status: Reopened - Post Judgment Reactivation

The "Case Type" or court type should be identified for all participants, as well as, the "Case Status." This is crucial at intake, and again at termination (successful or otherwise).

Supervision-Level/Assess:

CR-2008-  
 Summary Detail **Level/Assess** Financial Contacts Conditions Orders Events Hearings Victims Drug Testing Interventions

Forms Save Exit

S Doe, John White Male 5' 6" 140 lbs  
 1. Controlled Substance-Possession Of Officer Richard Neu

Officer Caseload [Transfer Cases](#) Clinical Screening [History](#)

Group Adult Problem Solving Court  
 Level PSC-Phase 4  
 Category Drug Testing Phase 4  
 Officer Richard Neu  
 Admin. Level PSC-Phase 4  
 Admin. Officer Richard Neu  
 Other Cases

No Clinical Screenings Exist  
 Click the Add icon to add a new Clinical Screening

Risk [History](#) [Add Initial](#) [Add Reassess](#)

12/15/2014	Initial	Ad Mod High Risk (26)
------------	---------	-----------------------

Needs [History](#) [Add Initial](#) [Add Reassess](#)

No Needs Assessments Exist  
 Click the Add Initial link or Add Reassess link to add a new Needs Assessment

Other Assessments [History](#)

08/19/2013	GAIN-I	Residential
08/23/2015	Idaho Standard Behavioral	Major Depressive Disorders

Modify Officer Caseload

Case Type Group **Adult Problem Solving Court**

Level

PSC-Phase 4	Drug Testing Phase 4	12/04/2014
Mental Health Court	Pending	08/23/2013

Officer

Richard Neu	08/23/2013
Default PSC Officer	08/23/2013

Administrative Officer/Level

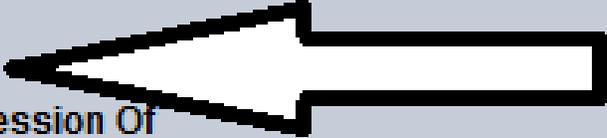
Richard Neu	PSC-Phase 4	08/23/2014
-------------	-------------	------------

By clicking on the Officer Caseload box, additional information should be entered regarding the phase of the participant (***which should change with time***), and the name of the coordinator. If the problem-solving court has a misdemeanor probation officer, the officer name should identify the officer, and the administrative officer should be the coordinator. In all other instances, the officer is the coordinator and admin officer is the coordinator. The LSI-R needs to be entered utilizing the Risk fields. Under "Other Assessments," the date of the GAIN-I Core (ISBHA where applicable) and if the YLS/CMI needs to be entered, along with the results. Additional criminogenic risk assessments (LSI-R or YLS/CMI) assessments conducted at a later date should also be recorded in order to establish change in the criminogenic risk and needs of offenders.

Click on the "blue" link to access the Party information on Case Manager:

CR-2008-  
Summary **Detail** Level/Assess Financial Contacts Conditions Order

**S** **Doe, John** White Male 5' 6" 140 lbs  
1. Controlled Substance-Possession Of Officer Richard Neu



Supervision-Party-General:

CR-2008

Modify Party

General Additional Employment Relationships Cases Hearings Jailings Pretrial

Party in Jail

Name: Doe, John

Gender: Male

Race: White

Ethnicity: Non Hispanic

Height: 5 Ft. 6 In.

Weight:

Date of Death:

Hair: Red or Auburn

Eyes: Brown

Birth Date: 01/12/1976

Driver's License ID:

Social Security: 555-55-5555

Current Known Addresses: 1 Polk, ID 8330

Current Known Phones: Home: 208-555-5555

Current Known E-mail:

Notify party electronically

Other Links

Legacy IDs

Party ID

Save Exit

Party ID 21489

For the party detail screen, it is imperative we collect (and verify) the full names, birthdates, and social security numbers of problem-solving court participants. Other demographic information, such as gender, race and ethnicity should also be recorded.

Supervision-Party-Additional:

CR-2008-

Modify Party

1. C

General Additional Employment Relationships Cases Hearings Jailings Pretrial

S Doe, John DOB: DL: ID SSN:

State ID FBI Number

SO Number

Person ID

Other Agency Number

Scars, Marks and Tattoos

Physical Descriptors

Caution Flags Special Conditions

Languages

Needs Interpreter

Emergency Contact

Sex Offender Registration

Registered Sex Offender

Date Last Registered

Place of Birth

Hospital

Birth Record File #

Time

City

State

County

Country

Miscellaneous

Citizenship

Complexion

Build

Marital Status

Dependents

County of Residence

Approx. DOB

Save Exit

Party ID 21489

Marital status is an important super descriptor for data collection.

Supervision-Party-Employment:

The screenshot displays the 'Modify Party' interface for 'John Doe'. The 'Employment' tab is selected, showing various employment-related fields. A modal window titled 'Add Employment Information' is open, allowing for the entry of new employment data. The modal includes sections for Occupation, Employment Status, Employer, Supervisor, Employee Salary, and Employee Work Schedule. The 'Military Experience' section in the background also contains fields for Branch, Start Date, End Date, and Discharge Type. The modal window has 'Continue' and 'Exit' buttons at the bottom.

The Employment tab is where information should be collected regarding the employment status (full time, part time, etc.) and the start and end date of employment. Lastly, for further cost benefit analysis, the annualized income should be reported. This tab also houses the military experience information. If the participant has served, please indicate the branch, start and end dates and the discharge type.

[Back to Supervision:](#)

## Supervision-Contacts:

The screenshot displays a web-based application interface for 'Supervision-Contacts'. At the top, there is a navigation bar with tabs for Summary, Detail, Level/Assess, Financial, Contacts (selected), Conditions, Orders, Events, Hearings, Victims, Drug Testing, and Interventions. Below the navigation bar, the user profile 'Doe, John' is shown with physical characteristics: White Male 5' 6" 140 lbs. The case information is '1. Controlled Substance-Possession Of' with Officer 'Richard Neu'. The 'Supervision Contacts' section includes a 'Sort' dropdown set to 'Date' and an 'Officer' dropdown set to 'Aaron Garth Gardner'. A table with columns 'Officer', 'Date', 'Type', and 'Contact' is visible, with a plus sign icon on the left side of each row. An 'Add Contact' modal window is open, showing the following fields: Name 'Doe, John', Physical Characteristics 'White Male 5'6" 140 lb', Type 'Problem Solving Court Review H', Date '9/9/2015', Time '11:05 AM', Officer dropdown, Status 'Complete', Location, Results, and Comment. A 'Cases/Counts' section shows 'CR-2008-4358 - Controlled Substance-Possessic'. At the bottom of the modal, there are buttons for 'Save', 'Exit', 'Add Next', and 'Save/Print'. The background table shows a row with the date '05/14/2014' and the type 'Problem Solving Court Progress'.

The Contacts Tab is where the review hearing information should be entered. Click on the plus sign on a new contact and selecting the “problem solving court review hearing” from the drop down menu, along with the date of the entry, the status “complete” or “missed.” If the result as complete, it should be indicated as “compliant” but if it was missed, the result should reflect why (no, show, late, arrest, etc.).

## Supervision-Events:

CR-2011-0110 Forms Save

Summary Detail Level/Assess Financial Contacts Conditions Orders **Events** Hearings Victims Drug Testing

White Female 5' 5" 115 **Inactive**  
Officer Steve Conger

1. Driving Under the Influence (Excessive)

Events Previous

Date	Type and Comment
09/03	ate

**Add Event**

Type: Sanction-Jail

Date: 04/04/2016

Due:  Completed:

Comment:

**quick links**

- ▶ Add Next
- ▶ Add Related
- ▶ Relationships

The Events Tab is where information is entered regarding the participant's positive or negative behavior, and the corresponding incentive or sanction. **The only required field for the Events Tab is if a sanction resulted in Jail, and the date. Additional Details are to be captured on the interventions Tab (see pg 12)**

Supervision-Drug Testing:

CR-2014-11111 Forms Save Exit

Summary Detail Level/Assess Financial Contacts Conditions Orders Events Hearings Victims **Drug Testing**

**N** White Female 5' 5" 115 **Inactive**  
Officer Steve Conger

**1. Driving Under the Influence (Excessive)**

**Drug Tests**

Sort: Collected

Date	Reason
02/18/2015	
02/20/2015	
02/23/2015	
02/23/2015	
02/25/2015	
02/26/2015	
03/03/2015	
03/06/2015	
03/10/2015	
03/12/2015	

**Add Drug Test**

**Test Information**

Date  Time  Type

Requested  Collected

Reason  Specimen ID

Comment

**Result Information**

Date  Time  Officer

Results  Comment

**Drug Panel Information**

Drug Panel

Drug	Result	Concentration	Screen	Confirmation

Details on Drug Testing are not required for research at this time. What needs to be captured, is that a drug test did happen, and that is best captured by entering the date that a drug test occurred. Additional information can be added, but is not required as a minimum data element.

Supervision- Interventions:

CR-2008- Forms Save Exit

Summary Detail Level/Assess Financial Contacts Conditions Orders Events Hearings Victims Drug Testing **Interventions**

**S** Doe, John White Male 5' 6" 140 lbs  
 1. Controlled Substance-Possession Of Officer Richard Neu

Facilities Incarcerations

**Add Incarceration**

Date

Type

Reason

Term  Years  Months  Days

Comment

Sort Start Date

Start Date	Type	Reason	End
No Interventions Click the Add icon to add a new intervention.			

Release Information

Date

Discharge Reason

Comment

If jail is used as a sanction, that will be entered as an event, relating from a negative behavior. For additional detail on the jail stay, it is critical the Interventions Tab holds information on the jail date, the type, reason, and the Term in Days.

Supervision-Statistics:

CR-2008- Statistics Classes Notes Documents Forms Save Exit

S Doe, John White Male 5' 6" 140 lbs  
 1. Controlled Substance-Possession Of Officer Richard Neu

Sort Date Show Number of Children-At Intake; Drug of

**Statistical Information**

Date	Type	Response	Comment
08/23/2013	Drug of Choice-Primary	Marijuana	
08/23/2013	Drug of Choice-Primary-Frequency of	Frequency of Drug Use-1-2 times per	
08/23/2013	Drug of Choice-Primary-Route of Ad	Route of Administration-Smoking	
08/23/2013	Education Level Before Program	Edu Level Before Program-GED	
08/23/2013	In School After Program	No	
08/23/2013	In School Before Program	No	
08/23/2013	Legal Status	Unknown	
08/23/2013	Referral Source	Referral Source-Judge	
08/23/2013	Type of School	Type of School-Traditional k-12	

**Add Statistical Record**

Statistical Information

Date 09/09/2015 Time 11:18 AM

Type

Officer

Response

Comment

Exclude from Statistical Reports

Save Exit

The Statistics Tab collects a great deal of information at intake, in process, and termination.

**Statistics-INTAKE:**

- Number of Children at Intake
  - Response = 0,1,2,3,4,5,6,7
- Drug of Choice-Primary & Secondary
- Drug Choice -Frequency of use – Primary & Secondary
- Drug Choice Route of administration – Primary & Secondary
- 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
- Type of school

**Statistics-IN PROCESS:**

- 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
- Number of Children returned to parent/ guardian during CPDC
- Employment found during program
- (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
- (For Juvenile Drug Court) School behavior during program
- Successfully completed all educational requirements
- Type of school
- Primary or Secondary drug of choice may change, if so add and the frequency of use, route of administration

**Statistics-TERMINATION:**

- 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)

**Supervision-Detail: Termination**

CR-2008-... Forms Save Exit

Summary Detail Level/Assess Financial Contacts Conditions Orders Events Hearings Victims Drug Testing Interventions

**S Doe, John** White Male 5' 6" 140 lbs  
Officer Richard Neu

**1. Controlled Substance-Possession Of**

**Case Type** **Mental Health Court**

**Term** **10/24/2013 - 10/23/2013** **1 Days** **Extension**

Original Start **10/24/2013** Total

**Case Assignment** **Reassign**

Case Number CR-2008-4358  
Location Problem Solving Courts  
Date Assigned 10/23/2013  
Case Style

**Case Status** **08/23/2013**

**Add Case Status**

- Status
- Date
- Comment
- Intake-Rejected-Not Eligible
- Intake-Rejected-Out of Jurisdiction
- Intake-Rejected-Refused Treatment
- Other
- Pending
- Terminated Neutral- Expiration of Sentence
- Terminated Neutral-Deceased
- Terminated Neutral-Transferred to Another PSC
- Terminated Unsuccessfully
- Voluntary Withdrawal

**Charges**

1. Controlled Substance-Possession Of  
Offense Date: 05/02/2008  
Current: Controlled Substance-Possession Of  
11/24/2008 (FEL) I37-2732(C)(1) (I37-2732(c)(1)F)  
**Court Activity**  
Disposition: 11/24/2008 Treatment Diversion  
Sentence: 10/18/2013 132

**Location**

**Case Flags**

**Related Cases**

Case #	CR-2008-4358
Style	State of Idaho vs. Doe, John
Court	Twin Falls County District Court
Reason	Related Case
Filed	05/05/2008
Status	Reopened - Post Judgment Reactivation

Upon termination (successful or otherwise), it is imperative we identify the case status change to reflect if they have graduated, terminated unsuccessfully, etc.