State of IDAHO JUDICIAL BRANCH

New Treatment Court Coordinator Toolkit

Updated January 2024

Administrative Office of the Courts Idaho Supreme Court

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State of IDAHO JUDICIAL BRANCH

Treatment Court Coordinators:

Idaho has been a trailblazer in the field of Treatment Courts due to the dedication, commitment, and professionalism of those that have come before. You are now part of a larger effort throughout the state of Idaho dedicated to helping people overcome obstacles, achieve sobriety, and make lasting change in their lives. Treatment Courts began in Idaho in 1998 with the first drug court, and we find ourselves standing on the shoulders of giants and seeing another generation of coordinators carry this work forward and be able to achieve even greater successes.

We are welcoming you to this new journey and hope to be one of the many resources that can be of service to you, along with your district leadership. Never be afraid to reach out and ask questions, challenge the status quo, to learn new things, and you will be served well and always be of service.

Sincerely,

Scott Ronan
Idaho Supreme Court
Director of Justice Services
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NEW TREATMENT COURT COORDINATOR TOOLKIT

Congratulations on your new role as a Treatment Court Coordinator! This toolkit serves as a guide to help provide a foundation of information, guidance on responsibilities such as data entry, and offer advice on treatment court program practices and responsibilities of coordinators.

FOUNDATIONAL INFORMATION

- Review the Courses (below) on Treatment Courts Online
  - www.treatmentcourts.org (select "Adult Drug Court", then "Lessons")

Role of Coordinator	Cultural Competency	Building Capacity
Role of Treatment Provider	Trauma informed care	Role of the Prosecutor
Role of Probation Officer	Incentives and Sanctions	Evidence-Based Practice
Moral Reconation Therapy	Maximizing Participant Interactions	Role of the Judge
ASAM Criteria	Role of Defense Attorney	
Drug Testing	Confidentiality	
Drug Use and Addiction	Procedural Fairness	

- Review the Following All Rise Publications:
  - Targeting the Right Participants for Adult Treatment Court https://allrise.org/wp-content/uploads/2023/05/Targeting-The-Right-Participants.pdf
  - Behavior Modification 101 for Treatment Courts: Making the Most of Incentives and Sanctions https://allrise.org/wp-content/uploads/2022/07/Incentives-and-Sanctions.pdf
  - Six Steps to Improve Outcomes for Adults with Co-Occurring Disorders https://allrise.org/publications/fact-sheet-six-steps-to-improve-outcomes-for-adults-with-co-occurring-disorders/
- All Rise E-Learning Center
  - https://nadcpelearningcenter.talentlms.com/
- Idaho Code of Judicial Conduct
  - https://judicialcouncil.idaho.gov/pdf/Idaho_Code_Judicial_Conduct_06_17.pdf
- Foundational Information by Court Type

Court Type	***Population Characteristics***	***Foundational Information***
Felony Treatment Court	Adult offenders that have pled guilty to a Felony offense	***All Rise*** Homepage - All Rise

Court Type	*Population Characteristics*	*Foundational Information*
Misdemeanor/ DUI Treatment Court	Adult offenders have pled guilty to a Misdemeanor offense that can be drug related or DUI	***Impaired Driving Solutions*** ***https://www.dwicourts.org/***
DUI Court	Adult offenders that have pled guilty to a DUI related offense	***Impaired Driving Solutions*** ***https://www.dwicourts.org/***
Child Protection Treatment Court	Adult offenders that have an open child protection petition	***The National Center on Substance Abuse and Child Welfare*** ***https://ncsacw.samhsa.gov/topics/family-treatment-courts.aspx***
Juvenile Treatment Court	Juvenile offenders (under the age of 18 at time of admission) that have been adjudicated under the JCA.	***Office of Juvenile Justice and Delinquency Prevention*** ***https://ojjdp.ojp.gov/programs/juvenile-drug-treatment-court-guidelines*** ***Idaho Juvenile Treatment Court Best Practice Guidelines*** ***https://isc.idaho.gov/txc/2020-JTC-Guidelines-Final.pdf***
Juvenile Mental Health Court	Juvenile offenders (under the age of 18 at time of admission) that have been adjudicated under the JCA, meet the criteria including that of serious emotional disturbance	***American Bar Association:*** ***An Overview of JMHCs***
Mental Health Court	Adult offenders that have pled guilty to an offense, meet the criteria including that of severe and persistent mental illness	***Justice Center-Council of State Governments*** ***https://csgjusticecenter.org/projects/mental-health-courts/***
Veterans Treatment Court	Adult offenders that have served their country and have pled guilty to a felony or misdemeanor offense and have substance dependence or mental health issue	***Justice for Vets*** ***https://justiceforvets.org/what-is-a-veterans-treatment-court/*** **Click here** for our Fact Sheet about Veterans Treatment Court
Domestic Violence Treatment Court	Adult offenders that have pled guilty to a domestic violence offense and have significant substance dependence and/or mental health issues	***Idaho Domestic Violence Courts*** ***https://isc.idaho.gov/domestic-violence/dvc-home*** ***SAMHSA-Substance Abuse and Domestic Violence Tip*** https://store.samhsa.gov/sites/default/files/SAMHSA_Digital_Download/SMA12-3390_508.pdf

Court Type	*Population Characteristics*	*Foundational Information*
		Idaho Council on Domestic Violence-State Approved DV Offender Intervention Programs and Standards ***https://icdv.idaho.gov/offender-intervention-programs/offender-intervention/***
Young Adult Court (YAC)	Adult offenders 18-25 that have pled guilty to a felony or misdemeanor offense and meet the criteria	https://justicelab.columbia.edu/sites/default/files/content/Key%20Elements%20of%20Specialized%20Courts%20for%20Emerging%20Adults.pdf

IDAHO SPECIFIC RESOURCES

- Become familiar with the Idaho Supreme Court website for Treatment Courts
  - https://isc.idaho.gov/solve-court/home
- Idaho Treatment Court Standards
  - Adult Treatment Court Best Standards Volume I & II
    - https://isc.idaho.gov/psc/ITXCBPS_Standards_Vol_I_2020.pdf
    - https://isc.idaho.gov/psc/ITXCBPS_Standards_Vol_II-2020c.pdf
- Idaho Treatment Court Rules
  - https://isc.idaho.gov/irtc
- District or Court Specific Information
  - Receive/Read the Policy Manual (this should be reviewed quarterly or semi-annually for necessary updates and to ensure compliance with policies)
  - Receive/Read Participant Handbook to Understand the Phase Structure & Phase Requirements
- Review the Treatment Court Coordinator Checklist
  - Treatment court coordinator checklist
- Review the Treatment Court Coordinator Checklist for Restricted Licenses and Ignition Interlocks
  - Checklist for Restricted Licenses and Ignition Interlocks
- Link to ICAR 55
  - https://isc.idaho.gov/icar55
- Link to Treatment Court Quality Assurance Plan
  - https://isc.idaho.gov/psc/ISC-TXC-QA-Plan-030620.pdf

BUDGET AND FISCAL MANAGEMENT INFORMATION

Treatment Courts in Idaho are funded through several sources. There are appropriated state funds from the legislature for substance use disorder treatment. That is managed by the Idaho Supreme Court, and private providers are able to access it after a coordinator begins the process for participants to be in the electronic health records system, (see WITS in this document for more info). State funds are limited, but each court is provided funds based on calculated data on use, and each Treatment Court District Manager is expected to monitor those funds and make changes to meet their needs within their overall district budget.

In addition, there is a separate statewide budget for residential and recovery support services (transportation, safe and sober housing) managed by the Supreme Court that is accessed through a request form submitted to and reviewed by the Idaho Supreme Court staff.

Link to Treatment Court authorization form: https://isc.idaho.gov/txc/Authorization-Request-Form-92022.docx

Participant may also be Medicaid eligible and are required to fill out their eligibility forms, and private providers may bill Medicaid for those treatment services covered by Medicaid.

In addition, the legislature appropriates funds known as the Drug Court, Mental Health Court, and Family Court Services that funds the following:

- State Operations
- TXC District Managers and AOC Treatment Court staff
- Coordinators
- Drug Testing
- Treatment Court Committee
- Statewide Treatment Court Conference (every 2 years)
- Quality Assurance Related Activities

TREATMENT COURT DATA

Four systems used by Treatment Court Coordinators include, Service Now, Navigator, WITS and monthly utilization reports. You will need access and instructions for these systems.

SERVICE NOW

Service Now is the system used by the AOC to track service needs. Service Now also contains helpful information about the Odyssey system. This is the system you use to log a service ticket to request help with Odyssey or Service now. ***Note: You may be prompted to log into Service Now before you can access content.***

- To log a service ticket:
  - https://idcourts.service-now.com/nav_to.do?uri=%2Fkb_view.do%3Fsys_kb_id%3D60d8e8141bcde4100a3540c8cc4bcbe9%26sysparm_rank%3D2%26sysparm_tsqueryId%3D1e8566e9871f70101093411f8bbb3510

NAVIGATOR

The Odyssey Supervision module (called Navigator) is the case management system used to manage cases for Treatment Courts. Some misdemeanor probation and pretrial services teams also use Navigator.

- For an overview of main Navigator functionality, view the Navigator Training document (only pages 1-16 apply to Supervision users):
- Review Odyssey Navigator Quick Guides ***(you first need a Service Now account to access these guides)*** For specific functions in Navigator, see the video quick guides or quick guide documents.
    - https://isc.idaho.gov/txc/docs/Navigator-Handout.pdf
    - Video quick guides: https://idcourts.service-now.com/nav_to.do?uri=%2Fkb_view.do%3Fsys_kb_id%3D1cbaaf671bbde45026ce0d8fea4bcb5b%26sysparm_rank%3D2%26sysparm_tsqueryId%3D85742c3b870b74101093411f8bbb3512
    - Quick guide documents: (Hint: type NAV in the search bar and click the "Odyssey Supervision" category to narrow your search to the current and most relevant documents) https://idcourts.service-now.com/nav_to.do?uri=%2F$knowledge.do%3Fsysparm_type_filter%3Dall%26sysparm_kb%3Ddfc19531bf2021003f07e2c1ac0739ab%26query%3DSUPERVISION%2520QUICK%2520GUIDES%26sysparm_ord er%3Drelevancy er%3Drelevancy

- Once you are using Navigator, be sure to review the Definitions and Instructions document to ensure that you are entering cases using the appropriate status:
    - Definitions and Instructions document

- There are mandatory minimum data points that must be entered in every treatment court case record:
    - Mandatory Minimum Data Elements document

WITS

WITS (Web Infrastructure for Treatment Services) is the system used to track and manage payments for services paid by the court.

- See the WITS Process document for instructions.
    - WITS Process document

MONTHLY UTILIZATION REPORT

Coordinators will be sent, via email, a monthly link to a Qualtrics survey that asks for numbers served, new admits, and terminations for the previous month. Reminders go out on the 5th and 10th, with the due date of submission of the report by the 10th of each month.

- Example of a Qualtrics survey used to collect data for the Monthly Utilization Report survey
  - https://isc.idaho.gov/txc/TxC-MONTHLY-UTILIZATION.docx
- A Monthly Utilization Report is sent to all Trial Court Administrators and Treatment Court Coordinators each month. Individual Monthly Utilization Reports for each district are also sent out along with the report containing statewide data (see example).

Treatment Courts in Idaho

Monthly

Statewide Data

FY: **FY2022**

Month: **October** **2021**

Mental Health		ISC Funded Slots	ISC Participants	Slots Remaining	% Utilization	Total Participants- All Funding Sources
D1		**40**	**33**	**7**	**83%**	**33**
Kootenai County	Mental Health Court	40	33	7	83%	33
D2		**35**	**31**	**4**	**89%**	**31**
Clearwater	Mental Health	10	7	3	70%	7
Latah County	Mental Health	10	8	2	80%	8
Nez Perce County	Mental Health Court	15	16	-1	107%	16
D3		**25**	**22**	**3**	**88%**	**22**
Canyon County	Mental Health Court	25	22	3	88%	22
D4		**40**	**32**	**8**	**80%**	**32**
Ada County	Mental Health Court	40	32	8	80%	32
D5		**25**	**21**	**4**	**84%**	**21**
Twin Falls County	Mental Health Court	25	21	4	84%	21
D6		**25**	**13**	**12**	**52%**	**13**
Bannock County	Mental Health Court	25	13	12	52%	13
D7		**75**	**53**	**22**	**71%**	**53**
Bingham County	Mental Health	10	3	7	30%	3

Bonneville	Juvenile	15	7	8	47%	7
Bonneville	Mental Health	25	20	5	80%	20
Upper Valley	Juvenile Mental	15	13	2	87%	13
Upper Valley	Mental Health Court	10	10	0	100%	10

**ISC funded slots for Mental Health Courts reflect drug testing slots only.*

		ISC Funded Slots	ISC Participants	Slots Remaining	% Utilization	Total Participants- All Funding Sources
D1		**54**	**31**	**23**	**57%**	**115**
Benewah	Felony Drug	2	0	2	0%	9
Bonner	Felony Drug	11	9	2	82%	23
Boundary	Felony Drug	2	2	0	100%	6
Kootenai	DUI Court	20	17	3	85%	36
Kootenai	Felony Drug	17	1	16	6%	34
Shoshone	Felony Drug	2	2	0	100%	7

		ISC Funded Slots	ISC Participants	Slots Remaining	% Utilization	Total Participants- All Funding Sources
D2		**31**	**16**	**15**	**52%**	**59**
Clearwater	Felony Drug Court	3	0	3	0%	8
Latah County	Felony Drug Court	8	6	2	75%	17
Nez Perce	DUI Court	5	1	4	20%	9
Nez Perce	Felony Drug Court	8	6	2	75%	14
Nez Perce County	Veterans' Treatment Court	7	3	4	43%	11
D3		**58**	**43**	**15**	**74%**	**103**
Canyon County	DUI Court	14	8	6	57%	11
Canyon County	Felony Drug Court	20	21	-1	105%	46
Canyon County	Juvenile Drug Court	4	0	4	0%	1
Canyon County	Veterans' Treatment	6	4	2	67%	14
Gem County	Felony Drug Court	6	3	3	50%	13
Tri-County	Felony Drug Court	8	7	1	88%	18
D4		**125**	**79**	**46**	**63%**	**234**
Ada County	Felony Drug Court 1	36	15	21	42%	58
Ada County	Felony Drug Court 2	28	29	-1	104%	78
Ada County	Felony Drug Court 3	25	16	9	64%	60
Ada County	Veterans' Treatment	28	14	14	50%	26
Elmore County	Felony Drug Court	8	5	3	63%	12
D5		**61**	**35**	**26**	**57%**	**124**
Blaine County	Felony Drug Court	7	3	4	43%	4
Blaine County	DUI Court	5	3	2	60%	4

District 5	Veterans' Treatment	2	2	0	100%	10
Jerome County	DUI Court	3	3	0	100%	12
Jerome County	Felony Drug Court	8	6	2	75%	14
Mini-Cassia	DUI Court	4	4	0	100%	21
Mini-Cassia	Felony Drug Court	12	7	5	58%	12
Mini-Cassia	Juvenile Drug Court	1	1	0	100%	1
Twin Falls	DUI Court	4	4	0	100%	30
Twin Falls County	Felony Drug Court	15	2	13	13%	16
D6		**54**	**52**	**2**	**96%**	**117**
Bannock County	Felony Drug Court	19	9	10	47%	31
Bannock County	Juvenile Drug Court	4	3	1	75%	14
Bannock County	Veterans' Treatment	5	7	-2	140%	10
Bear Lake County	Felony Drug Court	5	4	1	80%	10
Caribou County	Felony Drug Court	3	7	-4	233%	12
District 6	Child Protection Drug	3	2	1	67%	12
Franklin County	Felony Drug Court	6	10	-4	167%	10
Oneida County	Felony Drug Court	2	3	-1	150%	6
Power County	Felony Drug Court	7	7	0	100%	12

		ISC Funded Slots	ISC Participants	Slots Remaining	% Utilization	Total Participants- All Funding Sources
D7		**124**	**112**	**12**	**90%**	**229**
Bingham County	Felony Drug Court	16	15	1	94%	21
Bingham County	Misdemeanor / DUI	9	10	-1	111%	14
Bonneville County	Child Protection Drug	8	6	2	75%	21
Bonneville County	Felony Drug Court	17	19	-2	112%	35
Bonneville County	Juvenile Drug Court	2	2	0	100%	16
Bonneville County	Misdemeanor / DUI	8	14	-6	175%	22
Bonneville County	Young Adult Court	15	7	8	47%	27
Butte/Custer	Felony Drug Court	5	5	0	100%	7
District 7	DVDC	7	6	1	86%	12
District 7	Veterans' Treatment	13	3	10	23%	4
Lemhi County	Felony Drug Court	9	1	8	11%	16
Teton County	Felony Drug Court	6	11	-5	183%	12
Upper Valley	Felony Drug Court	4	7	-3	175%	11
Upper Valley	Misdemeanor / DUI	5	6	-1	120%	11

Data Definitions	
ISC Funded Slots:	Number of ISC funded slots currently allotted to the specific court
ISC Participants:	Number of active participants associated with ISC Funded Slots as of the last day of the month
Slots Remaining:	ISC Funded Slots minus ISC Participants as of last day of the month
% Utilization:	Number of ISC Participants divided by ISC Funded Slots
Total Participants- All Funding Sources:	Sum of all active participants as of the last day of the month from all funding sources

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TREATMENT COURT CHECKLIST FOR NEW COORDINATORS

Setup and Coordinate

- ☐ Receive and review intake referral applications
- ☐ Meets with stakeholders to solicit referrals
- ☐ GAIN assessments and LSI screenings
- ☐ Mental health/psych evaluations
- ☐ DV inventories & evaluations
- ☐ Transitional housing
- ☐ Residential treatment
- ☐ Medical appointments
- ☐ GED testing and tutoring
- ☐ Employment opportunities
- ☐ Pro-social events for participants (bbq, softball, etc)
- ☐ Life Skills Classes
- ☐ Case management services
- ☐ Identifies team training needs and setups training
- ☐ Organizes sending team members to national/state trainings
- ☐ Creates or revises participant handbooks
- ☐ Creates or revises policy and procedures manuals
- ☐ Creates other forms and documents that the program/team need for the program

Attends

- ☐ Treatment court staffing
- ☐ Treatment court hearing
- ☐ Treatment court clinical staffing
- ☐ Implementation meeting
- ☐ Triage meeting
- ☐ Commissioner meeting
- ☐ Governing board meeting

Data Entry

- ☐ Enter and reviews utilization reports
- ☐ Enter WITs information
- ☐ Enter Odyssey data/ Coordinates Data Entry
  - ☐ Baseline information
  - ☐ Court information such as sanction, graduations, etc.
  - ☐ UA testing
- ☐ Creates and maintains databases for their program (other than Odyssey)
- ☐ Creates weekly staffing report for judge and team

Budgets

- ☐ Processes and submits invoices for program
- ☐ Reviews and maintains county budgets for the program
- ☐ May, as directed, write and manage grants
- ☐ Responsible for finding and developing community resources

UA Testing

- ☐ Setups UA testing schedule
- ☐ Setups call in system
- ☐ Assists with monitoring scheduled UA testing program
- ☐ Assists with monitoring random UA testing program

Conducts

- ☐ Conducts orientation to new drug court participants
- ☐ Conducts exit interviews with graduating participants
- ☐ Conducts phase advancement interviews
- ☐ Conducts participant feedback surveys
- ☐ Conduct program development meeting at least 2x a year

Community Outreach

- ☐ Responsible for the purchasing and inventory of rewards
- ☐ Sets up and coordinates graduation ceremony
- ☐ Sets up and coordinates governing board meetings.
- ☐ Provides presentations for community stakeholders
- ☐ Is involved in committees local or state
- ☐ Victims and victim advocacy agencies

CHECKLIST FOR RESTRICTED LICENSES & IGNITION INTERLOCKS

A temporary Restricted License During Suspension order may be issued by the Treatment Court Judge to cover license suspensions appropriate to case assigned.

- ☐ An applicant's license MUST be good and valid with the exception of the Treatment Court case(s)
  - ☐ Eligibility for a Restricted License –
    A Guide to Understanding Restricted Driving Permits
    https://isc.idaho.gov/files/Guide-to-Understanding-Restricted-Driving-Permits.pdf

- ☐ Applicant must submit a completely filled out Application for Temporary Restricted License
  - ☐ Restricted Driving Permit Application, with eligibility requirements
    3227.pdf (idaho.gov)

- ☐ Check applicant's Idaho Department of Transportation Driver's Record for their eligibility for a restricted license by
  - ☐ Calling the Idaho Department of Transportation Driver's Services at (208) 334-8000, or
  - ☐ Sign on to or create an account with Access Idaho & Idaho.gov at Account - Idaho.gov (accessidaho.org)

- ☐ Applicant must provide a copy of valid insurance

- ☐ Applicant must provide a copy of the Ignition Interlock Installation paperwork installed by a State Approved Provider
  - ☐ Link to a list of Ignition Interlock providers:
    Ignition-Interlock-Providers.pdf (idaho.gov)

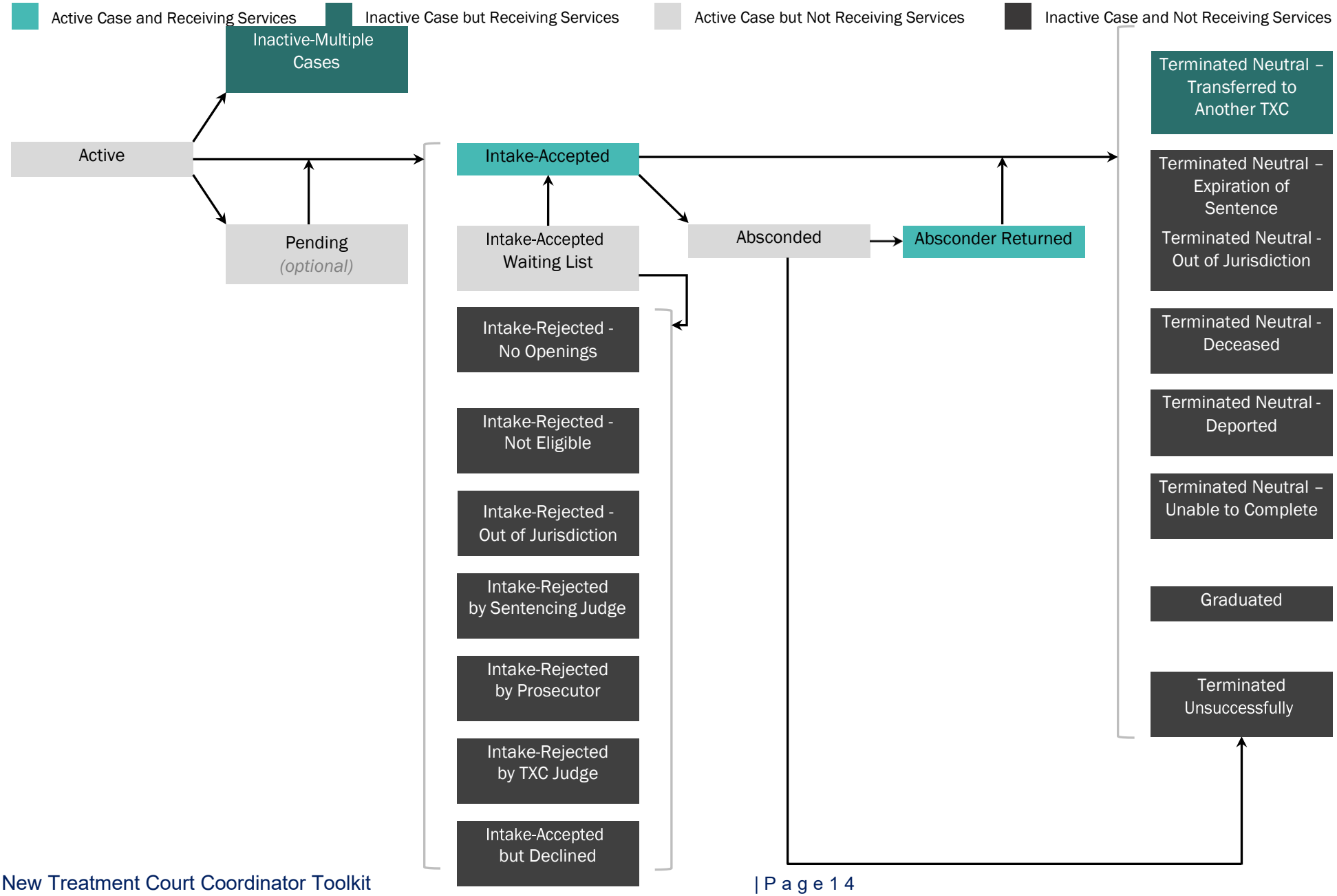
- ☐ e-File the Application, Insurance, and ignition Interlock Installation Paperwork with the Court

- ☐ Once the above is approved by the court, eFile the Temporary Restricted License During Suspension order
  - ☐ Link to Idaho Code Section 18-8005
    https://legislature.idaho.gov/statutesrules/idstat/title18/t18ch80/sect18-8005/
  - ☐ Link to Idaho Code Section 18-8008
    https://legislature.idaho.gov/statutesrules/idstat/title18/t18ch80/sect18-8008/
  - ☐ Link to Idaho Code Section 18-8004
    https://legislature.idaho.gov/statutesrules/idstat/Title18/T18CH80/SECT18-8004/

- ☐ Once the Restricted License is approved and signed by the court the applicant must carry that with them along with a copy of the work schedule anytime they are driving

DEFINTIONS AND INSTRUCTIONS

CASE STATUSES | TREATMENT COURTS



STATUS	DEFINITION	BEHAVIOR
Active	Case status assigned by default when the case is pushed from the Case Manager Module to the Supervision Module.	Case is active but the potential participants are not counted as enrolled for reports, counts, etc.
Pending	Case came over from Case Manager, and the participant is undergoing assessments for eligibility. Pending is only to be used as an interim status for a short period of time, if at all.	
Inactive-Multiple Cases	Multiple Case Manager cases are pushed to the Supervision Module for one person, and only one case can be actively monitored. Enter this status on the case(s) that will not be supervised.	The case is inactive, but the participant may still be enrolled in treatment court.
Intake - Accepted	Case has been accepted into the court following a judge's order for either a condition of probation or a condition of release for pre-sentence. This is the first status that signifies that the participant is enrolled and receiving services in treatment court and is the primary status for participants.	Case is active and the participants are counted as enrolled for reports, counts, etc.
Intake - Accepted Waiting List	Case is eligible for a treatment court, and accepted by team, but the potential participant is on a waitlist because the treatment court has no current capacity.	Case is active and held until another status is entered.
Absconded	Participant's whereabouts are unknown or the participant has left the designated or approved residence, county, judicial district, or state without permission of the court or probation officer.	Case remains active.
Absconder Returned	After the participant has absconded and returned and the judge has decided not to terminate the participant.	
Intake - Rejected – No Openings	The treatment court applicant was rejected because there were no openings. The criminal case proceeds outside of treatment court.	Case is inactive.
Intake - Rejected – Not Eligible	The treatment court applicant was rejected because the individual is not eligible based on assessments or criminal history.	
Intake - Rejected – Out Of Jurisdiction	The treatment court applicant was rejected due to another case in another county or state.	

STATUS	DEFINITION	BEHAVIOR
Intake - Rejected By Sentencing Judge	Post-plea post-sentence case has applied to treatment court but is rejected by sentencing judge.	Case is inactive.
Intake - Rejected By Prosecutor	The treatment court applicant was rejected by the prosecutor.	
Intake - Rejected By TxC Judge	The treatment court applicant was rejected by treatment court judge.	
Intake - Accepted But Declined	The treatment court applicant was accepted into treatment court but ultimately declined by the participant.	
Terminated Neutral – Transferred To Another TxC	Neutral termination for a participant that has been transferred and accepted into another treatment court type (example: felony drug court to mental health court).	
Terminated Neutral – Expiration Of Sentence	Participant on probation has not necessarily complied with terms, but no probation violation has been filed and term has expired.	
Neutral Termination – Out Of Jurisdiction	A pre-existing case in another county or state prevents the participant from continuing after the participant has been accepted.	
Terminated Neutral – Deceased	The participant has died.	
Terminated Neutral – Deported	The participant has been deported.	
Terminated Neutral – Unable To Complete	The participant is unable to complete the program due to physical or mental barriers.	
Graduated	Participant has successfully completed treatment court.	
Terminated Unsuccessfully	Participant did not complete requirements and have been terminated following a termination hearing.	

TREATMENT COURT MINIMUM DATA ELEMENTS

FOR THE ODYSSEY SUPERVISION MODULE

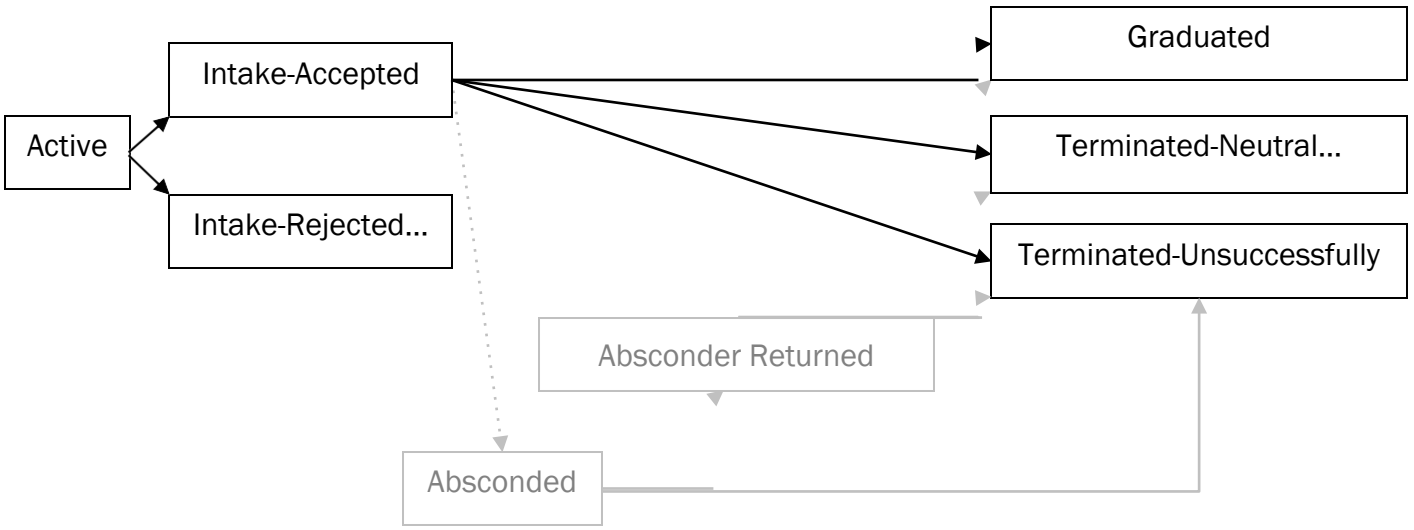
The purpose of this document is to provide guidance on minimum data entry from treatment courts. All data entry is encouraged, but minimum data elements are required and may impact a court's certification in the future. Minimum data elements are numbered and bolded. Data entry checklists are on pages 4-7.

MINIMUM DATA ELEMENTS DESCRIPTION

DETAIL:

1. Case Type (Court Type)
   - If the case is within the county, verify that the CaseType is correct when the case comes over.
   - If the case is out-of-county, for a manual entry, enter the correct Case Type for the corresponding case.
   - If the participant is transferred to another court (e.g., from felony drug court to mental health court):
     1. Change Case Status to "Terminated Neutral-Transferred to Another PSC"
     2. Add the new Case Type
        - Choose the correct Case Type
        - Choose the reason
     3. Change Case Status to Intake-…
        - When the participant has been accepted into another court, change status to "Intake-Accepted."
        - If the participant was denied admission into the second court type, change the status to the appropriate "Intake-Rejected…" status.

2. Case Status
   - Ensure that the case status is changed from "Active" to "Intake-Accepted" or an "Intake-Rejected…" status when the case is pulled from Case Manager.
   - Statuses outside of the flow chart below, including "Pending," and "Default Conversion…," or "Pending Termination" will not trigger a change in the participant's enrollment. Do not use the statuses outside of the ones in the chart below to indicate enrollment, graduation, ortermination.
   - When a participant has absconded and returned, choose the "Absconder Returned" status. Do not reassign a status of "Active" or "Intake-Accepted."
   - Always enter either "Absconder Returned" or "Terminated Unsuccessfully" for a participant's case that has absconded. A participant should not have their last status as "Absconded."



LEVEL/ASSESS:

3. Level (Phase).
    - Each time a participant moves to the next phase, information should be updated in the "Modify Officer Caseload" window.

4. Risk (LSI-R)
    - Adult Court
        - Enter the initial LSI-R under "Risk"
        - LSI-R should be reassessed annually
    - Juvenile Court
        - Enter the initial YLS/CMI under "Risk"
        - YLS/CMI should be assessed annually

5. Other Assessments (GAIN-I, CDA, ISBHA (mental health court))
    - Enter the initial GAIN or CDA or ISBHA (if in mental health court) under "Other Assessments"

PARTY-GENERAL:

(Click on the party's name in the top, left-hand corner to access the Party information in Case Manager.)

6. Name
7. Date of Birth
8. Social Security Number
9. Gender
10. Race
11. Ethnicity

PARTY-ADDITIONAL:

12. Marital Status

PARTY-EMPLOYMENT:

13. Branch (Veterans Treatment Court)
14. Start Date and End Date (Veterans Treatment Court)
15. Discharge Type (Veterans Treatment Court)

Adding employment information in the party is no longer required; however, not entering information here may impact other reports that pull information regarding employment.

INTERVENTIONS:

16. Jail sanctions
    - Interventions
        - Date = The day the jail sanction was ordered
        - Type = "PSC Jail Sanction"
        - There might be multiple reasons why a participant receives a jail sanction. The priority of interest is:
            1. Positive Drug Test
            2. Increased Criminal Activity
            3. Noncompliance
            4. Negative Behavior
        - Term

Adding a jail sanction in the Events tab is no longer required; however, not entering information here may impact reports that pull information regarding sanctions and incentives.

DRUG TESTING:

17. Drug Testing Date
    - Drug testing should be completed at least twice per week until participants are preparing for graduation. Drug testing should continue throughout a participant's enrollment in treatment court.

STATISTICS:

Intake:

18. Number of Children-At Intake
19. Drug of Choice-Primary
20. Drug of Choice-Primary-Route of Administration
21. Drug of Choice-Primary-Frequency of Use
22. Drug of Choice-Secondary
23. Drug of Choice-Secondary-Route of Administration
24. Drug of Choice-Secondary-Frequency of Use
25. Education Level Before the Program
26. Employed at Intake
27. In School Before Program
28. Type of School (if currently enrolled in school)
29. Legal Status (i.e., post plea pre-sentence/post sentence)
30. Juvenile-Primary Residence (Juvenile Court)
31. Juvenile-Relationship (Juvenile Court)

Referral source is no longer a minimum data element but ensure that your court is not using this information for internal reporting before ceasing to enter this information.

In Process:

32. # of Children born during program unaffected by drugs at birth
33. Number of Children-Born During Program
34. Number of Children-In Custody of Participant
35. Number of Children-Returned to Parent/Guardian During CPDC (Child Protection Drug Court)
36. Employment Found During Program Participation
37. Juvenile-Return to School During Program (Juvenile Court)
38. Juvenile-School Performance (Juvenile Court)
39. School Behavior (Juvenile Court)

Review and modify intake statistics only if first entry is incorrect.

Review and add intake statistics if changed during participation:

- Juvenile-Primary Residence (Juvenile Court)
- Juvenile Relationship (Juvenile Court)
- Type of School (if currently enrolled in school)

Termination:

40. Education Level After Program
41. Employed at Termination
42. In School After Program
43. Successfully Completed All Education Requirements

Review and modify process statistics only if first entry is incorrect.

Review and add process statistics if changed during participation:

- Juvenile-School Performance (Juvenile Court)
- School Behavior (Juvenile Court)

MINIMUM DATA ENTRY CHECKLISTS

BEFORE INTAKE

(Each person assessed for entry)

Detail→Case Type (a.k.a. Court Type)

- ☐ Verify or add Case Type

Level/Assess→Risk

- ☐ Add LSI-R (or YLS/CMI if juvenile)

Level/Assess→Other Assessments

- ☐ Add GAIN-I or CDA (or ISBHA if mental health court)

Party (participant name hyperlink)→General

Verify/Add:

- ☐ Name
- ☐ Date of birth
- ☐ Social security number
- ☐ Gender
- ☐ Race
- ☐ Ethnicity

Party →Additional

Verify/Add:

- ☐ Marital status

AT INTAKE:

Detail→Case Status

- [ ] Change Case Status to:
  - Intake-Accepted
    or
  - Intake-Rejected…

IF INTAKE-ACCEPTED:

Level/Assess→Officer Caseload→Level

- [ ] Add PSC-Phase 1

Party→Employment→Military Experience (Veterans Treatment Court)

Verify/Add:

- [ ] Branch (Veterans Treatment Court)
- [ ] Start Date (Veterans Treatment Court)
- [ ] End Date (Veterans Treatment Court)
- [ ] Discharge Type (Veterans Treatment Court)

Statistics

Add:

- [ ] Number of Children-At Intake
- [ ] Drug of Choice-Primary
- [ ] Drug of Choice-Primary-Route of Administration
- [ ] Drug of Choice-Primary-Frequency of Use
- [ ] Drug of Choice-Secondary
- [ ] Drug of Choice-Secondary-Route of Administration
- [ ] Drug of Choice-Secondary-Frequency of Use
- [ ] Education Level Before the Program
- [ ] Employed at Intake
- [ ] In School Before Program
- [ ] Type of School (if currently enrolled in school)
- [ ] Legal Status
- [ ] Juvenile-Primary Residence (Juvenile Court)
- [ ] Juvenile-Relationship (Juvenile Court)

DURING PARTICIPATION:

Statistics

Add/update Date, Type, and Response for:

- ☐ # of Children born during program unaffected by drugs at birth
- ☐ Number of Children-Born During Program
- ☐ Number of Children-In Custody of Participant
- ☐ Number of Children-Returned to Parent/Guardian During CPDC (Child Protection Drug Court)
- ☐ Employment Found During Program Participation
- ☐ Juvenile-Return to School During Program (Juvenile Court)
- ☐ Juvenile-School Performance (Juvenile Court)
- ☐ School Behavior (Juvenile Court)

Drug Testing

Add for each drug test administered

- Drug testing information should be added at least twice per week until the participant's last phase. Testing should continue until termination or graduation.

- ☐ Date

Interventions→Incarcerations

Add for each jail sanction:

- ☐ Date = Date jail sanction was ordered
- ☐ Type = "PSC Jail Sanction"
- ☐ Reason
- ☐ Term

Level/Assess→Officer Caseload→Level

- ☐ Add phases each time a participant changes phase

Level/Assess→Risk

- ☐ Add LSI-R Score (or YLS/CMI if juvenile) Reassessment
  - The initial assessment type should be reassessed annually

Add/update, <u>if changed since intake</u>:

Statistics

- ☐ Drug of Choice-Primary
- ☐ Drug of Choice-Primary-Route of Administration
- ☐ Drug of Choice-Primary-Frequency of Use
- ☐ Drug of Choice-Secondary
- ☐ Drug of Choice-Secondary-Route of Administration
- ☐ Drug of Choice-Secondary-Frequency of Use
- ☐ Juvenile-Primary Residence (Juvenile Court)
- ☐ Juvenile Relationship (Juvenile Court)

AT TERMINATION

Detail→Case Status

- ☐ Change Case Status to:
  - Graduated
    or
  - Terminated-Neutral…
    or
  - Terminated Unsuccessfully

Statistics

Add Date, Type, and Response for:

- ☐ Education Level After Program
- ☐ Employed at Termination
- ☐ In School After Program
- ☐ Successfully Completed All Education Requirements

Verify:

- ☐ # of Children born during program unaffected by drugs at birth
- ☐ Number of Children-Born During Program
- ☐ Number of Children-In Custody of Participant
- ☐ Number of Children-Returned to Parent/Guardian During CPDC (Child Protection Drug Court)
- ☐ Employment Found During Program Participation
- ☐ Juvenile-Return to School During Program (Juvenile Court)

WITS PROCESSES

WITS users need to be set up in the ISC WITS website
https://idaho-mountain.witsweb.org/Public/

- An Idaho WITS User Agreement https://publicdocuments.dhw.idaho.gov/WebLink/DocView.aspx?id=4295&dbid=0&repo=PUBLIC- DOCUMENTS needs to be filled out and

- submitted to DHW through their portal https://dbhhelpdesk.serviceprocloud.com/HelpDesk/Account/Login?ReturnUrl=/HelpDesk/.

Once the user has been set up in ISC WITS they can begin daily functions.

Setting up Participants for SUDS Funding:

- Verify the client doesn't already exist in ISC WITS
  - From the left hand navigation panel, click Client List
  - Enter the Last Name, click Go
  - If no match, continue

- Add the client to ISC WITS
  - From the left hand navigation panel, click Client List
  - Click Add Client
    - From the Funding Profile:
      - Fill in the client Profile
      - Click Add Address, fill in the address, click Finish
      - Select the correct address when displayed
      - Enter the Contact Info
      - From left hand navigation panel, click Additional Information and fill in the information
      - From the left hand navigation panel, click Collertal/Cust. Contacts, click Add Contact
      - Fill in the information. Can Contact is Yes, Consent on File is No, click Finish and Finish again
      - From the Client List, hover over the Actions icon next to the client name, click Activity List
      - Click Start New Episode (Intake)
      - Fill in the required yellow fields, click Finish
      - From the left hand navigation panel, click Consent, click Add New Client Consent Record
      - Fill in the required yellow fields (Has the client signed the paper agreement form is Yes), click Finish
      - From the left hand navigation panel, click Referrals, click Add New client Referral Record

- Fill in the required yellow fields
  - skip Program as it will auto populate itself
  - Reason is Service not available at this facility
  - Consent Verification Required is Yes
  - Is Consent Verified is Yes
  - Continue This Episode of Care is No
  - Choose the Program
  - Click Save

- If adding an Authorization for Recovery Support Services (RSS):
  - Referral needs to be open in order to see the Authorizations tab
    - From the left hand navigation panel, click Authorizations, click Add New Authorization Record
    - Fill in the required yellow fields
      - Plan is ISC – Authorization Req
      - Be sure to choose the correct Contract/Fiscal Year, click Save
    - Click Add Service
    - Choose the appropriate service from the Service dropdown
    - Enter the Authorized Units, click Finish
    - From the left hand navigation panel, click Activity List
    - Verify all of the activity is Completed under the Status