State of IDAHO
JUDICIAL BRANCH

New Treatment Court Coordinator Toolkit

Updated November 2025

Administrative Office of the Courts Idaho Supreme Court

451 W State Street • Boise, ID 83702 • isc.idaho.gov

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,

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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 offers advice on treatment court program practices and responsibilities of coordinators.

<u>FOUNDATIONAL INFORMATION</u>

- Review the Courses on Treatment Courts Online www.treatmentcourts.org.
  Contact treatmentcourts@idcourts.net if problems opening

- 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. Click on link and create an account.
  - https://allrise.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 who pled or were found guilty of a Felony offense	*All Rise* https://allrise.org/
Misdemeanor/ DUI Treatment Court	Adult offenders who pled or were found guilty of a DUI or Misdemeanor drug offense	*Impaired Driving Solutions* https://allrise.org/about/division/impaired-driving-solutions/
DUI Court	Adult offenders who pled or were found guilty of a DUI related offense	*Impaired Driving Solutions* https://allrise.org/about/division/impaired-driving-solutions/

Court Type	Population Characteristics	Foundational Information
Child Protection Treatment Court	Adult offenders that have an open child protection petition	**The National Center on Substance Abuse and Child Welfare** https://ncsacw.acf.gov/
Juvenile Treatment Court	Juvenile offenders (under the age of 18 at time of admission) that were adjudicated under the Juvenile correction Act (JCA)	**Office of Juvenile Justice and Delinquency Prevention** https://ojjdp.ojp.gov/programs/juvenile-drug-treatment-court-guidelines **Idaho Juvenile Drug 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 were adjudicated under the JCA, and meet the criteria, including that of serious emotional disturbance	**American Bar Association:** Overview of JMHCs
Mental Health Court	Adult offenders who pled or were found guilty of an offense, and met the criteria, including that of severe and persistent mental illness	**Expanded Mental Health Court Criteria** https://isc.idaho.gov/txc/docs/Idaho-MHC-Eligiblity-Expansion.pdf
Veterans Treatment Court	Adult offenders that served their country and pled or were found guilty of a felony or misdemeanor offense and have substance dependence or a 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 who pled or were found guilty of a domestic violence offense and have significant substance dependence and/or mental health issues	**Idaho Domestic Violence Courts** Domestic Violence Court Home | Supreme Court **SAMHSA-Substance Abuse and Domestic Violence Tips** Substance Abuse Treatment and Domestic Violence

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 who pled or were found guilty of 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/txc/docs/Adult%20TxC%20BestPractice%20Standards%20Idaho%20Vol%20I%202025.pdf
    - https://isc.idaho.gov/txc/docs/Adult%20TxC%20BestPractice%20Standards%%20Vol%20II%202025.pdf

- Idahō Treatment Court Rules
  - https://isc.idaho.gov/irtc

- Link to Idaho Rules for Treatment Courts Clerk's Guide
  - Idaho Rules for Treatment Court, Clerk's Guide

- District or Court Specific Information (contact District Manger for this 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

<u>BUDGET AND FISCAL MANAGEMENT INFORMATION</u>

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.

The Expenditures Dashboard displays the percentage of substance use disorder treatment funds spent fiscal year to date (FYTD). It can be filtered by fiscal year, month, court type and district, and is updated on a monthly basis. Click link and sign in to PowerBI at page bottom: [Expenditures Dashboard.](#)

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/docs/NEW-Authorization-Request-Form-Medicaid-Denial-122024.pdf

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

<u>TREATMENT COURT DATA</u>

Four systems used by Treatment Court Coordinators include, Service Now, Enterprise Justice, WITS and monthly utilization reports.

<u>SERVICE NOW</u>

<u>Service Now</u> is the system used by the AOC to track service needs. Service Now also contains helpful information about the Enterprise Justice system. This is the system you use to log a service ticket to request help with Enterprise Justice or Service Now. Link to registration for a Service Now account: [ServiceNow](#).

ENTERPRISE JUSTICE

Formerly know as Odyssey, the Enterprise Justice Supervision Module is the case management system used to manage cases for Treatment Courts. Some misdemeanor probation and pretrial services teams also use Enterprise Justice.

- For an overview of the main Enterprise Justice functionality, view the Enterprise Justice Training document (only pages 1-16 apply to Supervision users):

- Review Enterprise Justice Quick Guides by accessing Service Now.
  - Service Now

  - Enterprise Justice Important Tips

- Once you are using Enterprise Justice, 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

- The Data Improvement Dashboard displays the percentage of minimum data elements that are currently missing within the Supervision Module. It also generates reports of all missing data elements, filterable by District, County, Coordinator and court type. This user-friendly dashboard is updated weekly to show the most up-to-date information:
  - Data Dashboard.

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 Qualitrics 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

  o https://isc.idaho.gov/txc/docs/TxC-Utilization-Survey.pdf

- 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

		ISC Funded Slots	ISC Participants	Slots Remaining	% Utilization	Total Participants- All Funding Sources
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

		ISC Funded Slots	ISC Participants	Slots Remaining	% Utilization	Total Participants-All Funding Sources
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
- ☐ Meet with stakeholders to solicit referrals
- ☐ Assessments and 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
- ☐ Identifiy team training needs and setup training
- ☐ Organize sending team members to national/state trainings
- ☐ Create or revise participant handbooks
- ☐ Create or revise policy and procedures manuals
- ☐ Create or revise other forms and documents that the program/team need for the program
- ☐ Responsible for the purchasing and inventory of rewards
- ☐ Set up and coordinate graduation ceremony
- ☐ Set up and coordinate governing board meetings.

Attend

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

Data Entry

- ☐ Enter and review utilization reports
- ☐ Enter WITs information
- ☐ Enter Enterprise Justice Supervision Module data/ Coordinate Data Entry
  - ☐ Baseline information
  - ☐ Court information such as sanctions, graduations, etc.
  - ☐ UA testing
- ☐ Create and maintain databases for their program (other than Enterprise Justice Supervision Module)
- ☐ Create weekly staffing reports for judge and team

Budget

- ☐ Processe and submit invoices for program
- ☐ Review and maintain county budgets for the program
- ☐ May, as directed, write and manage grants
- ☐ Responsible for finding and developing community resources

UA Testing

- ☐ Setup UA testing schedule
- ☐ Setup call in system
- ☐ Assist with monitoring scheduled UA testing program
- ☐ Assist with monitoring random UA testing program

Conduct

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

Community Outreach

- ☐ Provide presentations for community stakeholders
- ☐ Is involved in committees, local or state
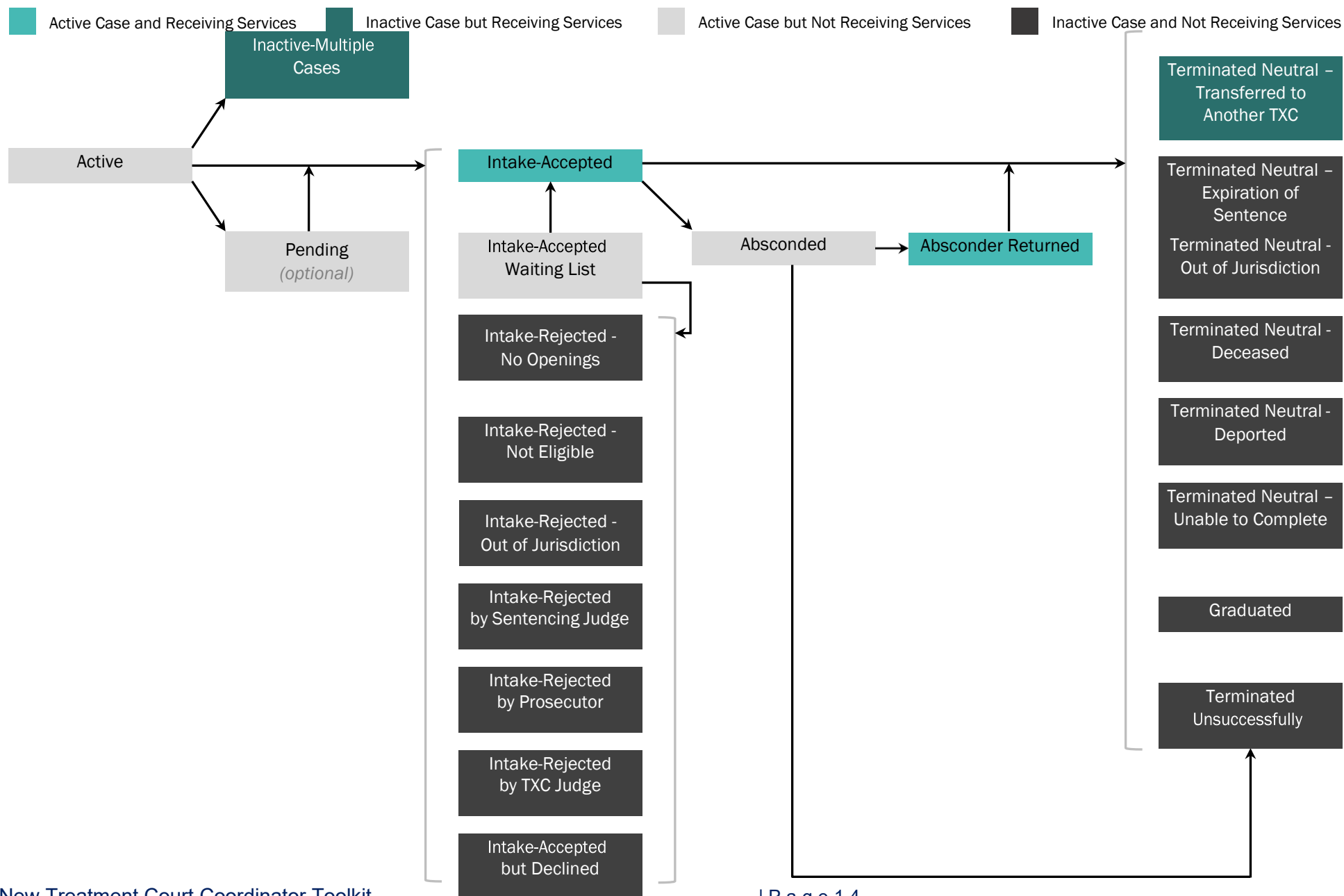- ☐ Victims and victim advocacy agencies

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 certain cases.

☐ An applicant's license MUST be in good standing 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
     Tyler Idaho-Your Account

☐ 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

| Active Case and Receiving Services | Inactive Case but Receiving Services | Active Case but Not Receiving Services | Inactive Case and Not Receiving Services |

Inactive-Multiple Cases

Active

Pending *(optional)*

Intake-Accepted

Intake-Accepted Waiting List

Intake-Rejected - No Openings

Intake-Rejected - Not Eligible

Intake-Rejected - Out of Jurisdiction

Intake-Rejected by Sentencing Judge

Intake-Rejected by Prosecutor

Intake-Rejected by TXC Judge

Intake-Accepted but Declined

Absconded

Absconder Returned

Terminated Neutral – Transferred to Another TXC

Terminated Neutral – Expiration of Sentence

Terminated Neutral - Out of Jurisdiction

Terminated Neutral - Deceased

Terminated Neutral - Deported

Terminated Neutral – Unable to Complete

Graduated

Terminated Unsuccessfully

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 ENTERPRISE JUSTICE

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 DESCRIPTION

DETAIL:

1. Case Type (Court Type)
   - If the case is <u>within the county</u>, verify that the CaseType is correct when the case comes over.
   - If the case is <u>out-of-county</u>, for a manual entry, enter the correct Case Type for the corresponding case.
   - If the participant is <u>transferred</u> 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, or termination.
   - 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."
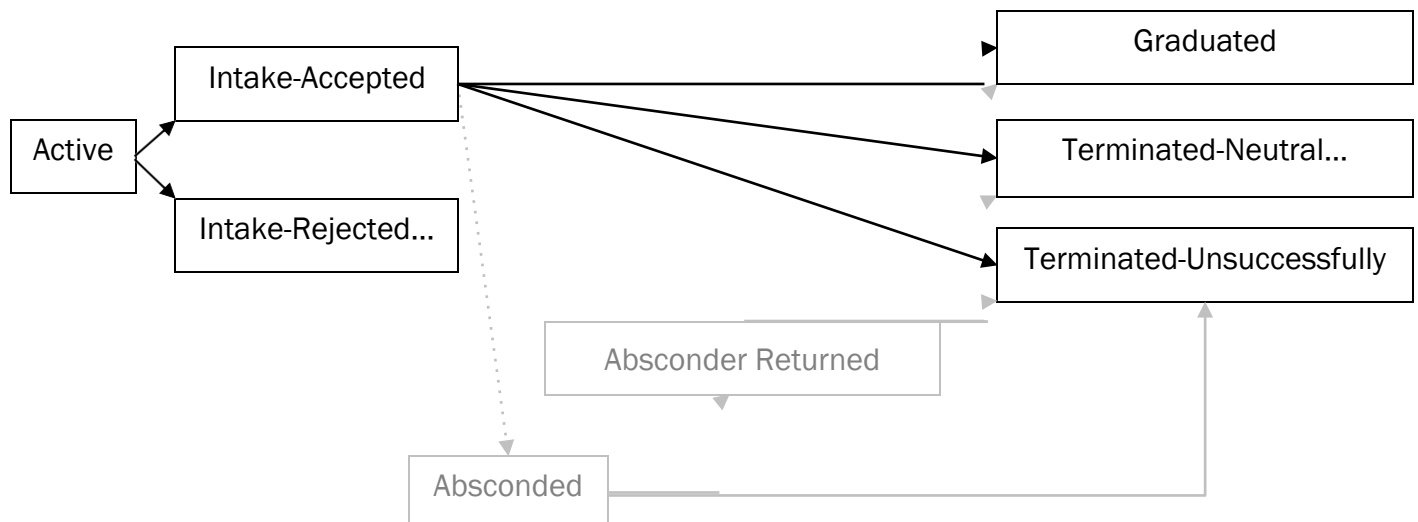
LEVEL/ASSESS:

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
     - o Enter the initial LSI-R under "Risk"
     - o LSI-R should be reassessed annually
   - Juvenile Court
     - o Enter the initial YLS/CMI under "Risk"
     - o 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 "OtherAssessments"

   For PARTY-GENERAL, PARTY-ADDITIONAL & PARTY-EMPLOYMENT data entry, updating of existing information MUST be done by the Clerk, although information can be added by a Coordinator. *All Party information is official court record and must be maintained by the Clerk.*

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
      - o Date = The day the jail sanction was ordered
      - o Type = "PSC Jail Sanction"
      - o 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
      - o 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.

STATISTICS:

Intake:

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

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

Review and <u>modify</u> intake statistics only if first entry is incorrect.

Review and <u>add</u> intake statistics if changed during participation:
☐ Juvenile-Primary Residence (Juvenile Court)
☐ Juvenile Relationship (Juvenile Court)
☐ Type of School (if currently enrolled in school)

Termination:

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

Review and <u>modify</u> process statistics only if first entry is incorrect.

Review and <u>add</u> 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)

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, if changed since intake:

    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/

- Fill out an Idaho WITS User Agreement.

- Submit the filled-out and completed agreement to DHW through their portal at: 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 SUD 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