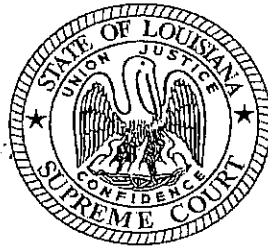


STATE OF LOUISIANA

Supreme Court Drug Court Program



DRUG COURT CASE MANAGEMENT SYSTEM USER MANUAL

Version 2.2.2

May 2005

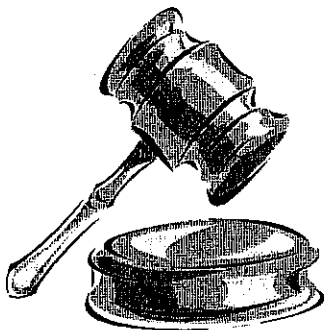


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Section I: GENERAL PROVISIONS

Introduction

The Louisiana Drug Court Case Management System (DCCM) has been developed as a tool to facilitate the daily operations of drug courts on a state-wide basis as well as to collect data for subsequent analysis and evaluation by the Supreme Court Drug Court Office. The DCCM is designed to manage all client information from initial intake to program completion. It is designed to store client level data as well as to produce summary information needed by the judge and other court and treatment staff to facilitate decision-making regarding client progress within the program.

The DCCM is a web-based, menu-driven application accessible through Internet Explorer 6.0. or above and is organized around a system of screens and sub screens located across a primary navigation bar at the top portion of the application. Most users will not require any special expertise in database design or information management in order to navigate the system.

Security

Integrity of data stored within the DCCM system will be maintained through two levels of security. The first level, at the physical location of the Supreme Court, will be done through a secure server. The server will be maintained by the CMIS department within the Judicial Administrator's Office.

The second level of security will be accomplished through access to the system. Each court will designate one individual as its DCCM administrator. The administrator will have the responsibility for assigning usernames and passwords for all staff as well as providing security oversight. Each individual's role and responsibilities within the drug court will determine the level of access granted. The court's DCCM Administrator will determine the level of access needed by each user.

Confidentiality

All drug court client records, including treatment records, are protected by State and Federal confidentiality statutes and regulations. The DCCM has been designed to comply with all of these requirements, including Title 42 of the Code of Federal Regulations (CFR 42) and the protections offered by the Health Insurance Portability and Accountability Act (HIPAA).

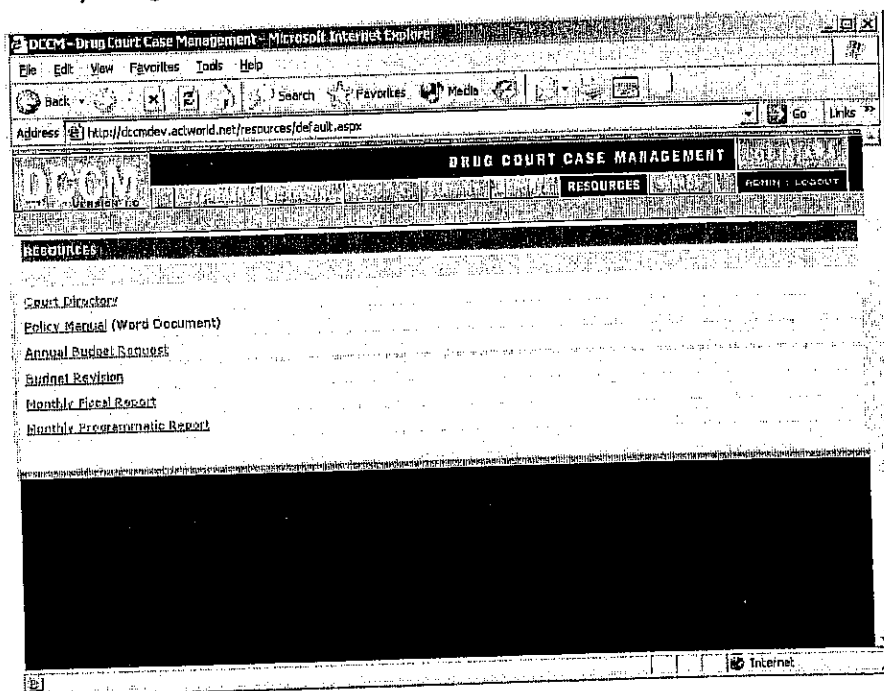
All individuals using the DCCM must sign a confidentiality agreement regarding disclosure of client information based on CFR 42, Part 2. The DCCM User Access agreement also stipulates that the employee will abide by the requirements of HIPAA as it relates to the protection and privacy of client identifying information. Certain client identifiers, such as name, social security number, and case number will be stored in the DCCM. This information is afforded the same confidentiality protection as the client's substance abuse or other medical treatment records.

A copy of the confidentiality agreement must be kept in the drug court's personnel file for each employee. The agreement containing the employee's original signature will be kept at the Judicial Administrator's Office of the Louisiana Supreme Court.

Resources

The Resources section of the DCCM contains various documents and forms to facilitate the administration of drug courts at the local level. These electronic forms can be accessed as necessary to complete required fiscal and programmatic reports and can be updated as applicable. This section of the DCCM houses several reference documents, including the Policies and Procedures Manual as well as a current directory of drug court personnel across the State. The following documents are included:

- Policies and Procedures Manual
- Statewide Directory of Drug Court Coordinators
- Annual Budget Request Form
- Budget Revision Form
- Monthly Fiscal Report Form
- Monthly Programmatic Report Form/Instructions for Completion



Reporting Error Messages

Please report all error messages or other database problems to the SCDCO promptly by fax or email. If you receive a specific error message, please do the following:

- Copy and paste it as an email attachment and forward to the SCDCO, indicating the client name, court name, and type of data entry being attempted when the error occurred.
- Complete a DCCM error report form and e-mail to jpena@lajao.org or fax to 504-568-2027.

Every effort will be made to facilitate a prompt response to the drug court. Responses will be forwarded to all DCCM Administrators when the information involved is likely to be helpful to all of the courts.

Getting Started

In order to access the system, you will need the following:

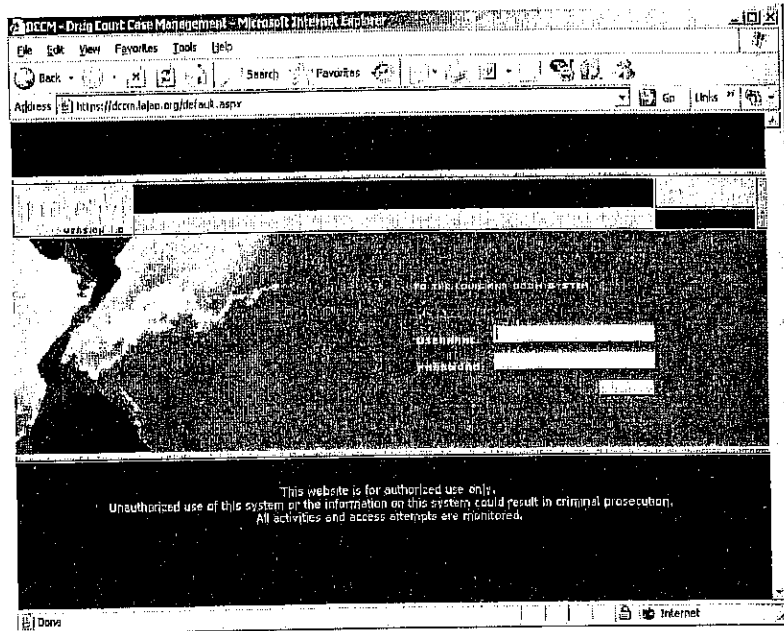
- Internet Explorer 6.0. or above.
- If your system does not currently run Internet Explorer 6.0. or above, you may download it, at no charge, from the Microsoft Web-site (www.microsoft.com).
- Ensure that your "caps lock" is off and your "num lock" is on, to eliminate the possibility of typing in your Username / Password incorrectly.
- Log on using your assigned Username and Password. [Usernames are limited to 16 characters. Passwords must be at least six (6) characters in length and at least one (1) of those characters must be a number or other special character, such as the # sign.]

Note: The CMIS Department of the Judicial Administrator's Office will generate Usernames and Passwords for each court's DCCM Administrator. Each local DCCM Administrator will be responsible for generating the Username and Password for each of his or her respective users.

Note: DCCM User Access forms must be completed and submitted to the Supreme Court Drug Court Office (SCDCO) for each individual user prior to being added to the system by the DCCM Administrator. Also, be certain that all users, especially judges and case managers, have been entered in the administrative section of the system before entering any client data.

To Log In:

1. Type <https://dccm.lajao.org> in the address window of your internet browser. [You will be brought to a security certificate and asked if you want to proceed].
2. Indicate "yes" on the security screen. [The DCCM login screen will appear].
3. Enter your Username; hit tab key.
4. Enter your Password.
5. Click [Submit] or hit the enter key.



To Log Out :

Click once on the term "log-out" located in the upper right hand corner of the Dashboard.

Roles and Responsibilities

Although each individual drug court may be organized in a different way in terms of staff, the DCCM has identified five roles around which access will be granted. The terms role and group may be used interchangeably and are intended to represent the same concept. The five roles are defined as follows:
















- Administrator
- Case Manager
- DA Screening
- Judge
- Treatment

Each role has a set of pre-determined or default rights attached to it. The specific role determines the type and level of access for the user including screen access, data entry, edit or view-only capability. An individual may be designated as one and only one role within the DCCM system. An individual's role may be expanded by the DCCM administrator through the addition of rights. In no case, can a person's role be reduced in scope through the deletion of rights beyond what is provided by that individual's assigned role.

Section II: GENERAL DATA ENTRY

Navigating the System

The following icons are used throughout the DCCM to add, edit, view or print sections or documents:

Add		Drug Screen Pending	
Edit		Drug Screen Positive	
Delete		Drug Screen Negative	
View		Incentive	
Search		Sanction	
Print single/page		Fee Added	
Print multiple/page		Payment Made	
Add/edit treatment notes			

Keyboard Shortcuts

Keyboard Command	Function
Alt key + Left arrow	Internet "Back" command
Tab key	Advances cursor to next field
Enter key	May substitute for the submit button
F5 key	Refreshes screen
F11 key	Changes browser to full screen, hit F11 again to return to previous view
Shift + tab	Returns user to previous screen
Control + C	Copy
Control + V	Paste

Data Entry

All data entry is completed through the Primary Navigation Bar located across the top portion of the application. This Primary Navigation Bar includes the following screens:

Dashboard	Reports
Screening	Resources
Personal	Search
Staffing	

In addition, the Personal Screen includes several sub screens used in most routine case management activities. Data is entered into forms, which are imbedded within the screens and can be single or multiple pages in length. Each form (screen) is available by clicking on its name. Once clicked, the screen is opened for data entry. The final page of each form contains a [Submit] button. The [Submit] button is used to save data to a client's file.

The DCCM, as with other databases, is designed to link data among different screens. Data entered on one screen may populate one or more other screens. When information is amended on one screen, it will be amended on other screens as well.

Dates



The DCCM contains calendars for all questions requiring a date response. Users can type in the year, then click on the appropriate month and day or can scroll to the month and year using the arrows at the bottom of the calendar. To choose today's date, click on the day only. Each calendar defaults to the current day.

Radio buttons

Radio buttons are utilized for questions with limited discrete response choices, such as gender.

Hyperlinks

Some pages have hyperlinks to expedite the user's ability to directly access other client information. A hyperlink is usually represented by underlining the item.

Text Box

Some questions require the user to fill in a text box as a response choice. Generally, these questions will be optional in nature.

Drop Down boxes/look-ups

The DCCM contains drop down boxes for all questions for which there are a set of finite responses, i.e. family relationship, race, etc. From "Select One," type in the first letter of the intended response. The system will automatically scroll to the first response beginning with the letter and highlight it. To choose the highlighted section, click "enter." Should there be more than one response starting with the letter, typing it repeatedly will scroll through all of the choices beginning with the letter. Drop down boxes will appear as "Select One" if a response choice has not been made.

In many sections of the DCCM, the user will be given additional drop down box options, depending on the nature of their response to the first drop down box. Users will also see their response choices expand after entry of certain preliminary information.

Saving Data

Users must remember that information is not saved within the system until they click the [Submit], [Submit changes], [Update], [Insert], or [Add] button, generally located at the bottom of the screen. This sends data to the file server to be saved.

Deleting Data

Several of the screens allow users with certain rights the option of deleting information for the individual client. Although the data will be withdrawn from the user's visible screen, the DCCM will continue to maintain the information in its tables. The delete icon is available on the following sub screens to facilitate data editing.

- Journal
- Incentives and Sanctions
- Fees

Automatic Log-off

To prevent unauthorized access, the DCCM has been developed with a 60 minute automatic log-off. Any user who has not submitted information for a period of 60 minutes will be logged off and returned to the login screen. Any data that has been entered, but not submitted within that time period, will be lost. The user will then be required to log in and re-enter the information.

Section III: DASHBOARD

Dashboard

Upon logging in, the user will automatically be brought to the Dashboard screen. The Dashboard is the central repository for each court's active cases. It is essentially an electronic filing cabinet. Access to each client's information file and all data entry must be initiated from this screen. Depending upon a user's role within a drug court, two types of cases, DA Turnovers and Current Cases, will be visible on their dashboard.

DA Turnovers - Lists clients who have had the initial legal screening completed but have not been assigned to a Judge and Case Manager. DCCM Administrators should periodically review clients in this category to ensure clients are accepted or rejected on a timely basis.

Current Cases - Lists clients who are active and have been assigned to a Judge and Case Manager. Each case manager's dashboard will list his/her clients in alphabetical order.

User Dashboard - If a user has been assigned the right "Other Dashboard View", he or she will have a drop down box located above the DA Turnovers/Current Cases section from which they may access the case loads of other users within that court. Scroll and click on the appropriate user to view that person's caseload.

Court Drop Down Box - DCCM Administrators who have responsibility for more than one court will have a Court drop down box on their dashboard. This feature will allow access to other court dashboards without requiring the user to log out of the system.

Search - This function enables a user to determine if a particular client has been in the system previously.

To Perform a Search:

1. Type the client's last name in the search window and click the [Search] button. All clients in the system with that last name will appear in the search result.
2. Click on one of the individual names and additional demographic information on the client will be generated.

Calendar - This function enables a user to schedule client appointments and to record milestones and drug test appointments. When a new appointment is added, the date appears highlighted in yellow on the screen. Click on the numeric date to see all appointments scheduled for a particular date.

The Dashboard also provides a hyperlink to log-out of the system. The log-out function is located in the upper right corner of the Dashboard.

DCCM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address <http://dcdmdev.actworld.net/dashboard/default.aspx> Go Links

Google Search Web 268 blocked AutoFill Options

DCCM **DRUG COURT CASE MANAGEMENT** ADMIN : LOGOUT

DASHBOARD CLIENTS APPOINTMENTS REPORTS NEW APPOINTMENT

User Dashboard: [Dropdown] Name Search: [Text] [SEARCH]

DATA TURNS

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

CURRENT CASES

ID	Date	Address	Case Number
1	03/02/1958	123 shr, LA 711111	
2	10/20/1983	100 South Street,	
3	10/17/1967	45 St. Charles Ave New Orleans, LA 70161	408-08-1008
4	1/15/1990		111-11-1234

CALENDAR

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

← CURRENT MONTH →

TODAY

[New Appointment](#)

Done Internet

Section IV: HOW TO PERFORM SPECIFIC TASKS ON THE DCCM

DA Screening

This series of screens will be accessible to the District Attorney's Office, jail liaison, or other individuals whose job involves the initial legal screening of an offender and must be completed in order for a client to be enrolled in any drug court. This instrument contains a variety of questions, both optional and mandatory, to assist in the determination of eligibility for any given offender. Mandatory questions are denoted with an asterisk. These questions must be answered in order to proceed to the next screen. Once all questions have been completed and submitted, the system will generate a risk assessment for the individual.

The risk assessment was developed using a set of objective weighted criteria, which have shown predictive value in prior assessments of those factors contributing to successful outcomes for drug court participants. The risk assessment generates an overall risk score for each individual. The risk score will fall into the following categories: low, medium, medium-high and high. Both adult and juvenile screening instruments will generate a score which is based upon the same scale.

The risk assessment will facilitate the decision to accept or reject the offender, but is not required to be used in the decision making process. The criteria will be evaluated against actual outcomes at selected intervals in the future and amended, as necessary. If the offender is accepted, his/her file will be moved to the Administrator's Dashboard as a DA Turnover.

In many courts, the individual who completes the DA screening instrument may not be the same person who has the authority to accept or reject an individual client for drug court. In other instances, the decision to accept or reject a client is made at a point in time after the assessment has been completed. For these reasons, the DA Turnover section of the DCCM has been designed to allow a user to review the instrument as often as needed. Click the note card icon to the right of the person's name to review the screening tool. Once a client has been accepted, the screening instrument is no longer available for viewing.

How To Enter a New Client:

1. Log into the DCCM.
2. Click "Screening" on the Primary Navigation Bar.
3. Enter the client's data. Remember that the mandatory fields required to progress to the next screen are indicated by an *.
4. Click [Next] at the bottom of each subsequent information page.
5. Enter information on the last page and click [Submit]. This will generate a risk assessment for the client.
6. Click [Turn Over to Drug Court] after reviewing the risk assessment. All information previously entered will be lost if this step is omitted. Once the case has been turned over, it will appear on the Administrator's Dashboard as a DA Turnover.

DA Screening Adult Questionnaire Screen Views:

DCCM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address http://dcccdev.actworld.net/screening/adult1.aspx Go Links

DRUG COURT CASE MANAGEMENT

SCREENING ADMIN LOGOUT

SCREENING - DA SCREENING - ADULT

*Type:

*Date:

PERSONAL INFORMATION

*First Name:

Middle Name:

*Last Name:

Address:

City:

State:

Zip:

Phone: () -

*SSN: - -

Race:

*Gender: ☒ Male ☐ Female

Height: feet - inches

Weight: lbs.

Eyes:

Hair:

*DOB:

Age:

Currently Employed? ☐ Yes ☐ No

Do you want an attorney present during this evaluation? ☐ Yes ☐ No

Done Internet

DA Screening Main Page

DCCM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address http://dcccdev.actworld.net/screening/adult2.aspx Go Links

DRUG COURT CASE MANAGEMENT

SCREENING ADMIN LOGOUT

SCREENING - DA SCREENING - ADULT

LEGAL HISTORY

What were you arrested for?

Date you were arrested?

*Have you been arrested before? ☐ Yes ☐ No

*Have you ever been convicted of a crime of violence?

*Have you ever been convicted of a sex offense?

*How many times have you been convicted of a crime?

*Have you served time in prison? ☐ Yes ☐ No

*Were you ever arrested as a juvenile? ☐ Yes ☐ No

*Are you on Probation or Parole? ☐ Yes ☐ No

Done Internet

DA Screening Page 2

DA Screening Adult Questionnaire Screen Views:

DCCM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media Go Links

Address http://dcmdev.actworld.net/screening/adult3.aspx

DRUG COURT CASE MANAGEMENT

SCREENING ADMIN LOGOUT

SCREENING - DA SCREENING - ADULT

MISCELLANEOUS

Have you served in the military? ☐ Yes ☐ No

What is the last grade completed in school?

Do you have an attorney? ☐ Yes ☐ No

Are you on any medication? ☐ Yes ☐ No

*Are you an IV drug user? ☐ Yes ☐ No

*What is your drug of choice?

Do you live by yourself? ☐ Yes ☐ No

What are your residential circumstances?

How long have you lived in your community?

Do you have family other than those you live with, that live in this area? ☐ Yes ☐ No

Do you have reliable transportation?

What is your current source of support?

Done Internet

DA Screening Page 3

DCCM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media Go Links

Address http://dcmdev.actworld.net/screening/AdultResults.aspx

DRUG COURT CASE MANAGEMENT

SCREENING ADMIN LOGOUT

SCREENING - DA SCREENING - ADULT

RESULTS

Low Risk ☐ 0-8 Points

Medium Risk ☐ 9-16 Points

Med. High Risk ☐ 17-29 Points

High Risk ☐ > 30 And Over Points

Screening Score High Risk

Done Internet

DA Screening Results

DA Juvenile Screening Questionnaire Screen Views:

DCCM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address http://dccmdev.actworld.net/screening/juvenile1.aspx

Go Links

DCCM VERSION 1.0 DRUG COURT CASE MANAGEMENT ADMIN LOGOUT

SCREENING DA SCREENING JUVENILE

*Type: Make Selection

*Date: 2/2/2004

PERSONAL INFORMATION

*First Name:

Middle Name:

*Last Name:

Address:

City:

State:

Zip:

Phone: () -

*SSN: - -

Race: Make Selection

*Gender: ☐ Male ☐ Female

Height: feet - inches

Weight: lbs.

Eyes: Make Selection

Hair: Make Selection

*DOB:

Age:

Enrolled In School? ☐ Yes ☐ No

Do you want an attorney present during this evaluation? ☐ Yes ☐ No

Done Internet

DA Screening Juvenile Main Page

DCCM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address http://dccmdev.actworld.net/screening/juvenile2.aspx

Go Links

DCCM VERSION 1.0 DRUG COURT CASE MANAGEMENT ADMIN LOGOUT

SCREENING DA SCREENING JUVENILE

LEGAL HISTORY

What were you arrested for? Select

Date you were arrested?

*Have you been arrested before? ☐ Yes ☐ No

*Have you ever been adjudicated for a crime of violence? ☐ Yes ☐ No

*Have you ever been adjudicated of a sex offense? ☐ Yes ☐ No

*How many times have you been adjudicated? Select

*Have you served time in detention? ☐ Yes ☐ No

*Are you on Probation or Parole? ☐ Yes ☐ No

Done Internet

DA Screening Questionnaire Screen Views:

DCCM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Search Favorites Media

Address http://dcmdev.actworld.net/screening/juvenile3.aspx

Go Links

DRUG COURT CASE MANAGEMENT

SCREENING ADMIN LOGOUT

SCREENING - DA SCREENING - JUVENILE

MISCELLANEOUS

What is the last grade completed in school?

Do you have an attorney? ☐ Yes ☐ No

Are you on any medication? ☐ Yes ☐ No

*Are you an IV drug user? ☐ Yes ☐ No

*What is your drug of choice?

With whom do you live?

What are your residential circumstances?

How long have you lived in your community?

Do you have family other than those you live with, that live in this area? ☐ Yes ☐ No

Do you have reliable transportation?

What is your current source of support?

*What is your probation/parole status?

Done Internet

DA Screening Juvenile Page 3

DCCM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Search Favorites Media

Address http://dcmdev.actworld.net/screening/juvenileresults.aspx

Go Links

DRUG COURT CASE MANAGEMENT

SCREENING ADMIN LOGOUT

SCREENING - DA SCREENING - JUVENILE

RESULTS

Low Risk 0-8 Points

Medium Risk 9-16 Points

High Risk 17-29 Points

Does Not Qualify > 30 And Over Points

Screening Score Does not qualify

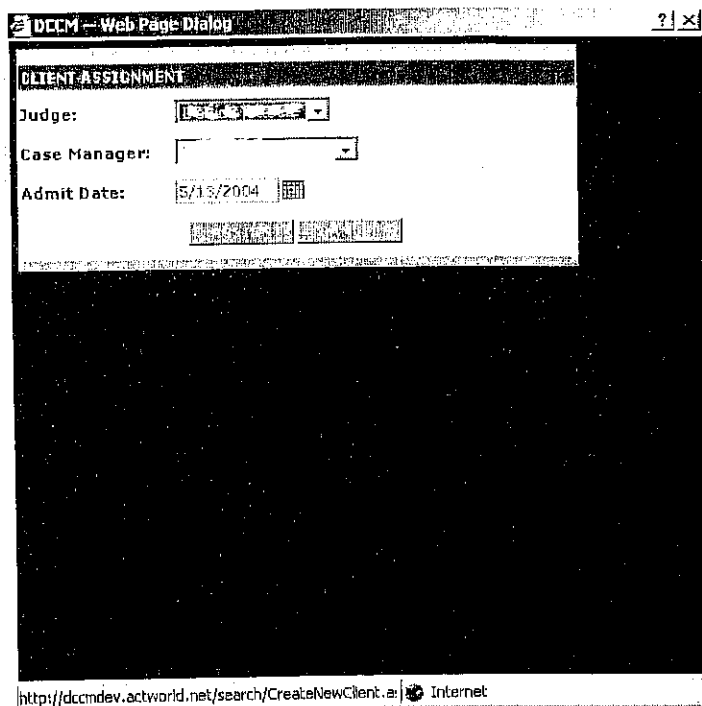
Done Internet

DA Screening Juvenile Results

How To Accept or Reject a New Client:

1. Click on the search icon located next to the client's name. A pop-up box will appear containing the client's demographic information. You may view the entire DA Screening questionnaire by clicking on the note card next to the client's name on the DA Turnover section of the Administrator's Dashboard.
2. Click on the appropriate response (accept or reject) located at the bottom of the pop-up box.
3. A second pop-up box will appear. Assign a case manager, judge and admit date for the accepted client.
4. Click [Assign].

Note: Data for rejected clients will be stored within the DCCM tables for SCDCO evaluation purposes.



The screenshot shows a web browser window titled "DCCM - Web Page Dialog". Inside the window is a form titled "CLIENT ASSIGNMENT". The form contains the following fields:

- Judge:** A dropdown menu with "JUDGE" selected.
- Case Manager:** A dropdown menu.
- Admit Date:** A date field showing "5/15/2004" with a calendar icon.

At the bottom of the form, there are two buttons: "Assign" and "Cancel". The browser's address bar at the bottom shows the URL: <http://dcmdev.actworld.net/search/CreateNewClient.a>.

How To Add/Edit Data for an Existing Client:

1. Click on the client's name in the "Current Caseload" list located on the Dashboard. The Personal data screen for the client will appear as well as hyperlinks to the rest of the sub screens. These sub screens are located under the Primary Navigation Bar.
2. Click on the appropriate sub screen.
3. Add/Edit data, as applicable.
4. Click [Submit]. The sub screen will reappear with the updated information.

How to Add a New Treatment Plan:

1. Click on the treatment plan sub screen located under the Primary Navigation Bar.
2. Click the Add New icon located on the far right of the gray bar labeled Individual Treatment Plan History.
3. Go to the Treatment Type drop down box, scroll to and choose the appropriate type.
4. Click on the calendar to select the plan start date (the date on which this particular treatment episode began).
5. Enter the treatment provider name in the text box.
6. Enter Goals in the text box.
7. Click on calendars to select Begin date and Target date for these Goals.
8. Click the Add New icon located on the far right of the orange bar labeled Objectives.
9. Enter Objectives in the text box, click on the calendars to select Begin date and Target date for these Objectives and click [Submit changes].
10. Click the Add New icon located on the far right of the orange bar labeled Methods.
11. Enter Methods in the text box, click on the calendars to select Begin date and Target date for these Methods and click [Submit changes].
12. The Status box defaults to "in progress" for all new treatment plans.

DCCM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://dccm.lejao.org/personal/treatments/individualNew.aspx?ID=New> Go Links

DCCM **DRUG COURT CASE MANAGEMENT** **PERSONAL** **REVIEW : LOGOUT**

PERSONAL - TREATMENT PLAN

A Phase 1

TREATMENT PLAN

Treatment Type: Selection Provider:

Plan Date: 9/20/2004

Treatment Status: In Progress

GOALS

Begin Date: 9/20/2004

Target Date:

Completion Date:

(Max Characters 8000)

OBJECTIVES

METHODS

Personal — New Treatment Plan Screen

How to Edit a Treatment Plan:

1. Click on the treatment plan sub screen located under the Primary Navigation Bar.
2. From the treatment plan history screen, click the eraser icon corresponding to the treatment plan you wish to edit.
3. Edit appropriate data fields.
4. Click [Submit].

How to View/Print a Treatment Plan:

1. Click on the treatment plan sub screen located under the Primary Navigation Bar.
2. From the treatment plan history screen, click on the plan # you wish to view/print.
3. To print, click File from the Internet Explorer Navigation Bar.
4. Scroll to and highlight Print.
5. After the plan prints, click the treatment plan sub screen to continue data entry.

How to Add a New Progress Note:

1. Click on the treatment plan sub screen located under the Primary Navigation Bar.
2. From the treatment plan history screen, click the Add New icon located on the far right of the gray bar labeled Progress Notes.
3. Go to the Session Time Began and Ended drop down boxes to record length of session.
4. Click on calendar to select session date.
5. Go to "Session Type " drop down box, scroll to and select appropriate type.
6. Enter notes in the text box, as applicable.
7. Click [Submit].

DCCM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://dcm.lajao.org/personal/treatmentProgressNotes.aspx?ID=New> Go Links

DCCM DRUG COURT CASE MANAGEMENT

PERSONAL LOGIN LOGOUT

PERSONAL - TREATMENT PLAN PD. JOHN Q. PUBLIC

Phase 1

PROGRESS NOTES

Session Time Began: 08:00 AM

Session Time Ended: 09:00 AM

Session Date: [Calendar Icon]

Session Type: Coll. Counseling

(Max 8000 characters)

Done Internet

How to Filter Progress Notes by Date:

1. Click on the Treatment Plan sub screen located under the Primary Navigation Bar.
2. Click on the calendars located on the orange bar labeled Progress Notes to establish date parameters.
3. Click [View].

Note: The Keyword box is provided to assist in narrowing the search for an item and is specifically designed to pull data that was entered in the Notes text box.

How to Print Progress Notes:

1. Click on the Treatment Plan sub screen located under the Primary Navigation Bar.
2. Click on the calendars located on the orange bar labeled Progress Notes to establish date parameters.
3. Click on the printer icon located on the far right of the orange bar labeled Progress notes.
4. To print, click File from the Internet Explorer Navigation Bar.
5. Scroll to and highlight Print.
6. After the progress notes print, click the treatment plan sub screen to continue data entry.

Section V: IMPORTANT FUNCTIONS COMPLETED ON THE JOURNAL PAGE

How to Record Phase Change:

1. Click on the Journal sub screen located under the Primary Navigation Bar.
2. Go to the "Type" drop down box located under the client's name.
3. Scroll to and click on Phase.
4. A second drop down box will appear.
5. Click on promotion or demotion. (The DCCM automatically moves the client to the appropriate phase).
6. Click on calendar to the left of the "Type" drop down box.
7. Choose appropriate date.
8. Click [Submit].

How to Record a Client Termination:

1. Click on the Journal sub screen located under the Primary Navigation Bar.
2. Go to the "Type" drop down box located under the client's name.
3. Scroll to and click on Status.
4. A second drop down box will appear.
5. Scroll to and click on Termination.
6. Click on calendar to the left of the "Type" drop down box.
7. Choose appropriate date.
8. Click [Submit].

How to Record a Client Successful Completion:

1. Click on the Journal sub screen located under the Primary Navigation Bar.
2. Go to the "Type" drop down box located under the client's name.
3. Scroll to and click on Status.
4. A second drop down box will appear.
5. Scroll to and click on Successful Completion.
6. Click on calendar to the left of the "Type" drop down box.
7. Choose appropriate date.
8. Click [Submit].

How to Filter Events by Date:

1. Click on the Journal sub screen located under the Primary Navigation Bar.
2. Click on the calendars located on the orange bar to establish date parameters.
3. Go to the "Type" drop down box located in the middle of the page.
4. Scroll to and click on appropriate item.
5. Click [view].

Note: You can also filter drug test results, transfers, incentives, sanctions and notes using this drop down box. The Keyword box is provided to assist in narrowing the search for an item and is specifically designed to pull data that is contained in the Notes field.

How to Schedule a Court Date:

1. Click on the Journal sub screen located under the Primary Navigation Bar.
2. Go to the "Type" drop down box located under the client's name.
3. Scroll to and click on Court Date.
4. Click on calendar to the left of the "Type" drop down box.
5. Choose appropriate date.
6. Click [Submit].

How to Record the Result of a Status Hearing:

1. Click on the Journal sub screen located under the Primary Navigation Bar.
2. Go to the "Type" drop down box located under the client's name.
3. Scroll to and click on Court Report.
4. Click on calendar to the left of the "Type" drop down box.
5. Choose appropriate date.
6. In Notes box, enter comments about that client's status hearing.
7. Click [Submit].

How to Record Court Notes on a Staffing Report:

1. Click on the Journal sub screen located under the Primary Navigation Bar.
2. Go to the "Type" drop down box located under the client's name.
3. Scroll to and click on Notes.
4. In Notes box, enter comments about the selected client's status hearing.
5. Click on calendar to the left of the "Type" drop down box.
6. Choose appropriate date.
7. Click [Submit].

The screenshot displays the DECM - Drug Court Case Management web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: <http://dcdev.actworld.net/personal/journal.aspx>. The page title is "DECM - Drug Court Case Management". The navigation bar includes links for "PERSONAL", "JOURNAL", "CASES", "ATTENDANCE", "REPORTS", and "LOGOUT". The "PERSONAL" link is selected. The main content area is titled "PERSONAL - JOURNAL". It shows a table with columns for "A", "Phase 3", and "Na". Below the table, there is a "Date:" field with a calendar icon and a "Type:" dropdown menu. The "Date:" field is set to "12/9/2004". The "Type:" dropdown menu is set to "Select". Below these fields is a large text area labeled "NOTES". At the bottom of the page, there is a table with columns for "FROM:", "TO:", "TYPE:", and "KEY WORDS:". The table contains two rows of data: "01/07/2004 Phone Call Test 1" and "01/07/2004 Phone Call test 2".

Journal History Screen

How to Record Recommendations on a Staffing Report:

1. Click on the Journal sub screen located under the Primary Navigation Bar.
2. Go to the "Type" drop down box located under the client's name.
3. Scroll to and click on Recommendations.
4. In Notes box, enter comments about the selected client's status hearing.
5. Click on calendar to the left of the "Type" drop down box.
6. Choose appropriate date.
7. Click [Submit].

Section VI: IMPORTANT FUNCTIONS OF ADDITIONAL SCREENS

How to Record a New Offense for an Adult Client:

1. Click on the Criminal Information sub-screen located under the Primary Navigation Bar.
2. Click on the Add New icon located on the far right side of the gray bar labeled Adult Information.
3. Complete the following information in the pop-up box:
 - Date
 - Offense (prior, instant, subsequent)
 - Charge
 - Accepted
 - Convicted
 - Sentence
 - Notes, as applicable
4. Click [Submit Changes].

How to Record a New Offense for a Juvenile Client:

1. Click on the Criminal Information sub-screen located under the Primary Navigation Bar.
2. Click on the Add New icon located on the far right side of the gray bar labeled Juvenile Information.
3. Complete the following information in the pop-up box:
 - Date
 - Offense (prior, instant, subsequent)
 - Charge
 - Accepted
 - Adjudicated
 - Sentence
 - Notes, as applicable
4. Click [Submit Changes].

How to View Details of a Specific Offense:

1. Click on the Criminal Information sub-screen located under the Primary Navigation Bar.
2. From the History screen, click on the Notecard icon located on the far right side of the applicable offense.
3. View information and notes.
4. Click on X at the far right top of the pop up box to return to the history screen.

How to Edit a Specific Offense:

1. Click on the Criminal Information sub-screen located under the Primary Navigation Bar.
2. From the History screen, click on the Eraser icon located on the far right side of the applicable offense.
3. Edit applicable information and notes.
4. Click [Submit Changes].

How to View the DA Screening Instrument:

1. Click on the Criminal Information sub-screen located under the Primary Navigation Bar.
2. Click on the Notecard icon located on the far right side of the gray bar labeled Adult Information.
3. View DA Screening Instrument
4. Click on X at the far right top of the pop up box to return to the history screen

How to Add Drug Court Eligible Sentence Information to the Staffing Report:

1. Click on the Criminal Information sub-screen located under the Primary Navigation Bar.
2. Click on the Eraser icon located on the far right side of the bar labeled Drug Court Eligible Charge.
3. In the box labeled Staffing Details, enter the sentence information.
4. Click [Submit Changes].
5. The information will populate to the single client per page print-out only.

How to Schedule a New Drug Screen:

Drugs screens must first be "scheduled" by selecting the individual drugs for which the client is to be tested. Once the laboratory results are received, the drug screen results must be entered separately.

To schedule a drug screen:

1. Click on the drug test sub screen located under the Primary Navigation Bar.
2. Click the Add New icon on the far right side of the gray bar labeled drug test history.
3. Click on the calendar to select the test date.
4. Select the individual drugs to be tested by clicking the box next to the drug names. The panel type will be generated automatically by the system.
5. Enter Comments and/or Notes, as applicable.
6. Click [Submit]. Note: Any notes entered in the Notes box will appear on the history screen. Comments can be viewed using the edit function. (eraser)

DCCM - Drug Court Case Management

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Address <http://dcccdev.actworld.net/personal/drugtestnew.aspx?Action=Add> Go Links

Google Search Web 98 blocked Attach Mail Options

DRUG COURT CASE MANAGEMENT

PERSONAL ADMIN : LOGOUT

PERSONAL - DRUG TEST

A Phase 3 No

Test Date: 2/3/2004

Panel Type: Make Selection

DRUGS TESTED

Marijuana	<input type="checkbox"/>
Amphetamines	<input type="checkbox"/>
Cocaine	<input type="checkbox"/>
Barbiturates	<input type="checkbox"/>
Hallucinogens	<input type="checkbox"/>
Opiates	<input type="checkbox"/>

Done Internet

Personal Screen — Scheduling a New Drug Screen

How to Record Drug Screen Results:

The result for each new drug test will remain as pending until the actual result is entered. An overall test result (positive, negative, positive for rx, stall, diluted, no-show) as well as the results of each drug tested must be entered before all of the data can be submitted.

To Record the results of a drug screen:

1. Click on the drug test sub screen located under the Primary Navigation Bar.
2. Click on the note card icon located to the right of the Notes field.
3. Click on the Results dropdown box, scroll to and click the overall test result.
4. Click on the result for each drug tested by clicking one of the boxes located to the right of the drug name. The three columns represent negative, positive and pending results respectively.
5. Click [Submit].

Note: This information will populate to both the Journal and the next Staffing Report. Positive drug screen results appear in **red** on the Journal screen.

DCCM - Drug Court Case Management - Microsoft Internet Explorer

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Address <https://dcm.lajao.org/personal/drugtestResults.aspx?ID=24750>

DRUG COURT CASE MANAGEMENT

PERSONAL JOURNAL STAFFING REPORTS ADMIN LOGOUT

PERSONAL - DRUG TEST

Test Date: 09/20/2004

Panel Type: 6

Results: Select

DRUGS TESTED

Drug Name	Negative	Positive	Pending
Marijuana	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Amphetamines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cocaine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Barbiturates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hallucinogens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Opiates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

NOTES

NOTE CARD

Personal Screen — Drug Test Reporting Screen

How to Record a Fee

1. Click on Fees sub screen.
2. Click on +dollar bill icon.
3. Complete the information regarding type, date, description and amount of fee.
4. Click [Submit].

How to Record a Payment

1. Click on Fees sub screen.
2. Click on - dollar bill icon.
3. Complete the information regarding type, date, description and amount of payment.
4. Click [Submit].

The screenshot shows a 'Web Page Dialog' window titled 'DCCM -- Web Page Dialog'. It contains a form for adding a new fee. The form has the following fields: 'Type' with a dropdown menu showing 'Select Type'; 'Date' with a date picker showing '2/5/2004'; 'Description' with a text input field; and 'Amount' with a text input field. Below the form are two buttons: '+dollar bill' and '-dollar bill'. The URL bar at the bottom shows 'http://dcmdev.ecdworld.net/personal/P... Internet'.

Pop-up Window to Add a New Fee

Note: DCCM will automatically format all data entries as currency and will record transactions as dollars and cents, as appropriate.

The screenshot shows the 'DCCM - Drug Court Case Management' web application running in Microsoft Internet Explorer. The browser's address bar shows 'https://dcm.lajco.org/personal/fees.aspx'. The application header includes 'DCCM VERSION 1.0', 'DRUG COURT CASE MANAGEMENT', and navigation links for 'PERSONAL', 'ADMIN', and 'LOGOUT'. The main content area is titled 'PERSONAL - FEES' and displays 'Phase 1' information. It includes a table for 'OUTSTANDING FEES' with columns for 'Fee', 'Amount Due', and 'Total Paid'. The table shows two entries: 'Drug Test' for \$55.00 and 'Amount Due' for \$55.00. Below this is a 'HISTORY' section with a table showing 'Fee', 'Drug Test', 'Amount', and 'Date'. The history table shows two entries: 'Drug Test' for \$20.00 on 05/05/04 and 'Drug Test' for \$35.00 on 05/05/04. The 'Total Paid' is \$10.00. The browser's status bar at the bottom shows 'Done' and 'Internet'.

OUTSTANDING FEES			
Fee	Amount Due	Total Paid	
Drug Test	\$55.00		
Amount Due:	\$55.00		

HISTORY			
Fee	Drug Test	Amount	Date
Fee	Drug Test	\$20.00	05/05/04
Fee	Drug Test	\$35.00	05/05/04
Total Paid:		\$10.00	

How to Record a New Incentive:

1. Click on the Incentives/Sanctions sub screen located under the Primary Navigation Bar.
2. Click on the Trophy icon.
3. Complete the information regarding date awarded, type and reason for incentive.
4. Enter comments in the Notes box, as applicable.
5. Click [Submit].

How to Record a New Sanction:

1. Click on the Incentives/Sanctions sub screen located under the Primary Navigation Bar.
2. Click on the Gavel icon.
3. Complete the information regarding date awarded, type and reason for sanction.
4. Enter comments in the Notes box, as applicable.
5. Click [Submit].

The screenshot shows a web browser window titled "DCCM - Drug Court Case Management - Microsoft Internet Explorer". The address bar displays "http://dccmdev.actworld.net/personal/incentive_sanction.aspx". The page header includes "DCCM" and "DRUG COURT CASE MANAGEMENT". Below the header, there is a navigation bar with "PERSONAL" selected. The main content area is titled "PERSONAL - INCENTIVES, SANCTIONS". It features a table with columns "A", "Phase 3", and "No". Below the table, there is a "HISTORY" section with a "View History for:" dropdown menu. The bottom of the page shows the URL "http://dccmdev.actworld.net/screening/default.aspx" and the "Internet" icon.

Incentive/Sanction History Screen

DCCM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://dcccdev.actworld.net/personal/incentive.aspx Go Links

Google Search Web 90 blocked AutoFill Options

DCCM **DRUG COURT CASE MANAGEMENT** **PERSONAL** **ADMIN - LOGOUT**

PERSONAL - INCENTIVES

A Phase 3 No

INCENTIVES

*Date Awarded:

*Incentive Type:

*Reason For Incentive:

CASE NOTES

PERSONAL - INCENTIVES

Personal — Add New Incentive

DCCM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://dcccdev.actworld.net/personal/sanction.aspx Go Links

Google Search Web 90 blocked AutoFill Options

DCCM **DRUG COURT CASE MANAGEMENT** **PERSONAL** **ADMIN - LOGOUT**

PERSONAL - SANCTIONS

A Phase 3 No

*Date Sanctioned:

*Sanction Type:

*Reason For Sanction:

CASE NOTES

PERSONAL - SANCTIONS

Personal — Add New Sanction

How to Record a New Community Service Assignment:

1. Click on the Community Service sub screen located under the Primary Navigation Bar.
2. Click the Add New icon.
3. Complete the information regarding site, hours and date assigned.
4. Click [Submit].

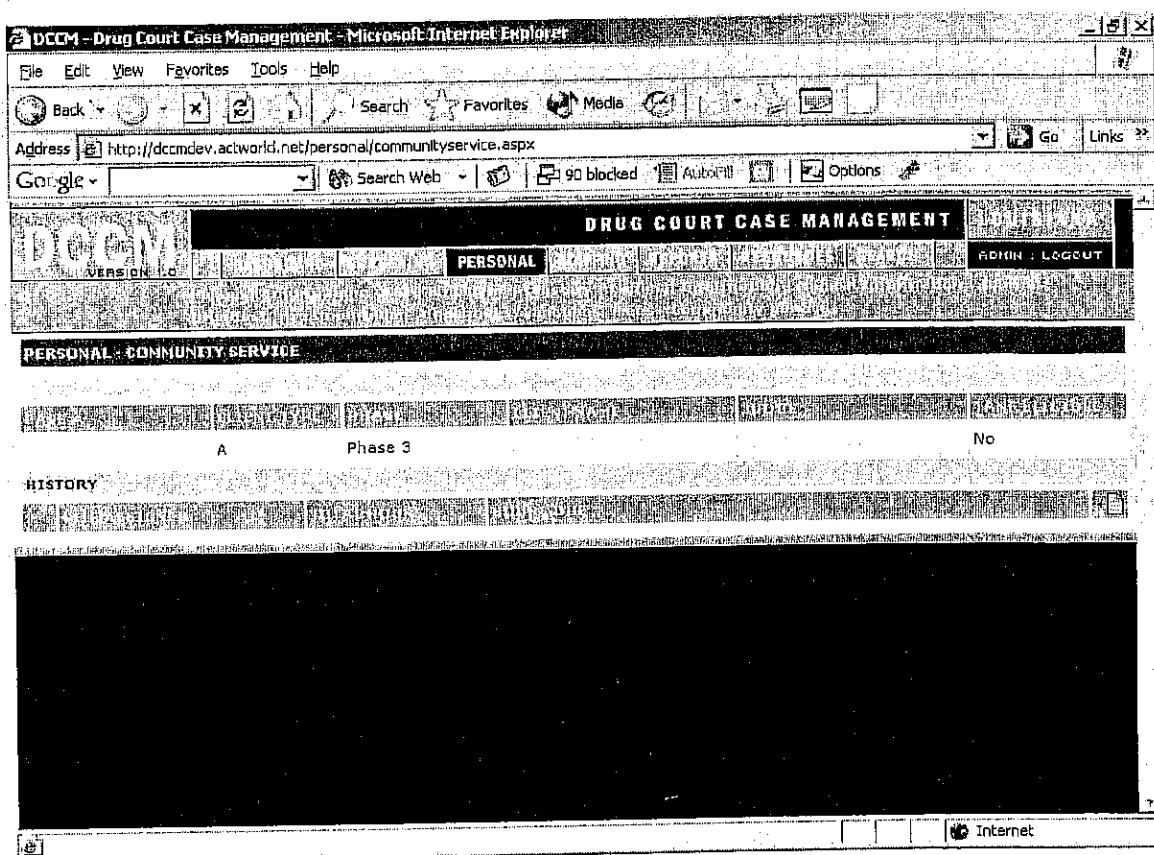
How to Edit Existing Community Service Site, Hours or Date:

1. Click on the Community Service sub screen located under the Primary Navigation Bar.
2. Click the Eraser icon.
3. Edit appropriate information.
4. Click [Submit].

How to Record Community Service Hours Worked:

1. Click on the Community Service sub screen located under the Primary Navigation Bar.
2. Click the Clock icon for the appropriate site.
3. Complete the information regarding the hours and date worked.
4. Click [Submit].

Note: The community service history screen maintains a chronological history of community service activity in order of occurrence.



Personal — Community Service History Screen

DECM - Drug Court Case Management - Microsoft Internet Explorer

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Address http://dcmdev.actworld.net/personal/communityserviceNew.aspx?Action=New Go Links

Google Search Web 91 blocked Options

DECM VERSION 1.0 DRUG COURT CASE MANAGEMENT ADMIN LOGOUT

PERSONAL

PERSONAL - COMMUNITY SERVICE

Phase 1 No

TYPE

*Site Assigned:

*Hours Assigned:

*Date Assigned:

CASE NOTES

WARNING

Personal — Community Service Assignment Screen

DECM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://dcmdev.actworld.net/personal/communityserviceAddWorked.aspx?Action=New&CSID=27 Go Links

Google Search Web 91 blocked Options

DECM VERSION 1.0 DRUG COURT CASE MANAGEMENT ADMIN LOGOUT

PERSONAL

PERSONAL - COMMUNITY SERVICE

Phase 1 No

HOURS WORKED

Hours Worked:

Date: 2/3/2004

CASE NOTES

WARNING

Personal — Community Service Hours Worked

Section VII: REPORTING

Staffing or Docket Report

The Staffing or Docket report is intended to be utilized as a tool by the judge and other drug court staff in conducting regular status hearings and provides a snapshot view of a client's progress within the drug court program. Summary data including client name, phase, admit date, counselor, drug test results, employer/school, last court report, sanction/incentive history, next court date and recommendations are contained in the report. Information from several other data screens automatically populates the staffing report.

The report is available in two formats: one which prints a single client per page (single print icon) and the other which prints multiple clients per page (two print icons next to each other). The two formats contain different data fields due to the size constraints imposed by the print options. These reports are generated in a pdf or portable document file. The screen depicted below is the summary view of the staffing report.

DRUG COURT CASE MANAGEMENT

STAFFING

SCREENING - STAFFING REPORT

Viewing report for jamie marsilia - 09/10/2004

View: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | All

PHASE	ADMIT DATE	CASE MANAGER	U/A	FEES / BAL DUE	EMPLOYER/SCHOOL
1	09/13/2004		09/20/2004 - Results-Pending:	0.00 / 0.00	Home Depot
09/20/2004 - Results-Pending:					
LAST COURT REPORT					
09/09/2004 brought cookies; milk					
SANCTION/INCENTIVE					
RECOMMENDATIONS					
PHASE	ADMIT DATE	CASE MANAGER	U/A	FEES / BAL DUE	EMPLOYER/SCHOOL
1	09/16/2004			0.00 / 0.00	bakery
LAST COURT REPORT					
SANCTION/INCENTIVE					
RECOMMENDATIONS					
PHASE	ADMIT DATE	CASE MANAGER	U/A	FEES / BAL DUE	EMPLOYER/SCHOOL
			09/10/2004 - Results-No Show:		
3	08/20/2004		09/10/2004 - Results-Positive for RX:	175.00 / 140.00	Entergy

Staffing Report Summary Screen

Staffing Report – Definitions

Phase

Client's current phase in the drug court program as reflected by the most recent journal entry denoting a phase change. This information populates the Staffing Report from the Journal screen.

Admit date

Date established for client's entrance to the drug court program is completed at the same time the client is assigned to a Judge and Case Manager. This information populates the Staffing Report from the DA Screening section of the DCCM.

Case Manager

Case manager to whom the client is currently assigned. This information populates the Staffing Report from the DA Turnovers section of the DCCM, or in those cases where the client has been re-assigned after admittance to drug court, the information will populate the Staffing Report from the Personal Information page.

UA

Depicts the drugs tested, dates of drug screening, and results for the three most recent drug screens performed. This information populates the Staffing Report from the Drug Test history screen.

Fees/Balance

The total fees assessed and the current outstanding balance through the date of the Staffing Report. This information populates the Staffing Report from the Fees screen.

Employer/School

Client's current employer and/or school as reflected by the most recent employment information. For clients who are concurrently employed and enrolled in school, both will appear on the Staffing Report.

Last Court Report

Reflects most recent court date and comments included on the notes section of the Journal drop down box concerning the court date. This information populates the Staffing Report from the Journal screen.

Incentives/Sanctions

Reflects the five most recent sanctions and/or incentives granted by the judge, including each type. This information populates the Staffing Report from the Incentive/Sanction screen.

Recommendations

Reflects notes recorded for a particular court date in the recommendations section of the Journal drop down box.

Reports

The Reports screen contains several embedded reports which can be generated at the click of a button. Several reports are available including the following: Client report sorted by color, phase, court date, judge, case manager, status, TANF, and a pregnancy report sorted by birth outcomes.

To generate a report:

1. Go to the Reports screen on the Primary Navigation Bar.
2. Go to the "View clients by" drop down box.
3. Scroll to and highlight selected report.
4. A second dropdown box will appear depending on the user's first selection.
5. Scroll to and highlight selected choice.
6. Click [Generate report].

Reports — Main Screen


Note: If a date range is specified, the report generated will contain the names of all clients who belonged to that category at any time during that time period. If a date range is not specified, the report generated will contain the names of clients who are currently in that category. Additionally, courts should be able to complete their monthly programmatic reports using the Status and TANF reporting options. The reports can be printed in a pdf format.

DCCM - Microsoft Internet Explorer

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Address <https://dccc.lajao.org/reports/clients.aspx>



Test Court
New Orleans,

CLIENTS: Red

Client	Type	Race	Gender	DOB	Judge	Case Mgr.	Status	Total
	Adult	Asian/Pacific Islander	Male	07/29/1975		case case	Active	
	Adult	Caucasian	Male	03/12/1965		suzanne south	Active	
	Adult	Caucasian	Male	10/21/1954		Penny Lane	Active	
	Juvenile	African American	Female	04/13/1994		case case	Active	
	Adult	Caucasian	Female	08/01/1981		suzanne south	Active	

5

Sample Report — View Clients by Color = Red

DCCM - Drug Court Case Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://dccc.lajao.org/reports/pregnancy.aspx>

DCCM **DRUG COURT CASE MANAGEMENT** **REPORTS** **ADMIN** **LOGOUT**

REPORTS - PREGNANCY

AT ADMISSION & BIRTH - NOT DRUG AFFECTED

Adult	07/03/2004	Birth - Not Drug Affected
Adult Caucasian	08/01/2000	Birth - Not Drug Affected

2

Sample Report — Birth Outcome Report Non-drug Affected

Group Wizard Report

The group wizard report can be utilized to enter a single progress note into the files of a list of clients.

1. Go to the "Group Action" drop down box.
2. Scroll to and click on Progress Notes.
3. Click [Run Wizard].
4. A pop-up box will appear containing Session Time Began, Session Time Ended, and Session type drop down boxes, a calendar, textbox and a list of the user's current clients.
5. Go to "Session Time Began" drop box, scroll to and click on beginning time.
6. Go to "Session Time Ended" drop box, scroll to and click on ending time.
7. Click on calendar and enter appropriate date.
8. Go to "Session Type" drop down box, scroll to and click on selected type of session.
7. Type progress note.
5. Select designated clients by clicking the box next to their name.
8. Click [Submit]

Reports — Main Screen

VIII: PERSONAL

The Personal section is composed of seven sub screens. It is the primary screen for data entry in the DCCM. The sub screens include the following:

Personal Information	ASI
Criminal Information	Medical Information
Journal	Drug Test
Treatment Plan	Incentives/Sanctions
Fees	Community Service

Personal Information data elements:

Client Type	Family Relationship
Name	Race
Alias	Gender
Phone-home	Hair color
Phone-work	Eye color
Phone-cell	Height
Date of Birth	Weight
Birthplace	Judge
Social security #	Case manager
Driver's license #	Case number
Identifying Marks	Referring judge
TANF eligible	TANF eligible date
Photo	Marital status
Photo history	Child relationship/Number of children
Employment history	

The screenshot displays the 'DCCM - Drug Court Case Management' web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: <http://dcmdev.actworld.net/personal/default.aspx?ClientID=140>. The application header includes the title 'DRUG COURT CASE MANAGEMENT' and navigation links for 'PERSONAL', 'CRIMINAL', 'JOURNAL', 'TREATMENT', 'FEES', 'COMMUNITY SERVICE', 'INCENTIVES/SANCTIONS', 'DRUG TEST', 'ASI', 'MEDICAL INFORMATION', 'LOGOUT', and 'ADMIN'. The main content area is titled 'CASE - PERSONAL INFORMATION' and contains a form for entering client data. The form is organized into two columns. The left column includes fields for Client Type (radio buttons for Juvenile and Adult), Name, Alias, Phone - Home, Phone - Work, Phone - Cell, DOB, Birth Place, SSN #, DL #, Identifying Marks, TANF Eligible (radio buttons for Yes and No), and Client Residence. The right column includes fields for Hair, Eyes, Weight, Height, Race, Gender (radio buttons for Male and Female), Judge, Manager, Case Number, Referring Judge, and a 'Select' dropdown. The form also features a 'Photo' button and a 'Photo History' button. The status bar at the bottom indicates 'Internet'.

Personal Information Sub screen

All demographic, contact, family relationship, etc. information for a given client is located on the Personal Information sub screen. The system will allow users to maintain a chronological record of addresses, telephone numbers, aliases, social security numbers, and driver's license numbers, and photo history, as applicable.

The personal information sub screen also contains information concerning the judge and case manager to whom the client has been assigned. Changes in the assignment are done on this screen as well. Should a given client need to be re-assigned, click on the drop down box and highlight the name of the new judge or case manager, as applicable. Once the [Submit] button has been clicked, the client's record will be transferred electronically to the user's dashboard.

The client's TANF eligibility designation and re-certification date are also housed on this sub screen.

How to Reassign a Client to a Different Judge or Case Manager:

1. Click on the Personal Information sub screen located under the Primary Navigation Bar.
2. Go to the appropriate drop down box labeled Judge or Manager.
3. Scroll to and highlight selected name.
4. Click [Submit].

How to Add a Client Photo:

1. Click on the Personal Information sub screen located under the Primary Navigation Bar.
2. Click on [Add Photo] located on the far left side of the page.
3. Click [Browse] on the popup box.
4. Select appropriate picture file.
5. Click on calendar to record date. (Date defaults to current date if none is chosen).
6. Click [Submit].

ASI Sub screen

The ASI screen contains a reproduction of the Addiction Severity Index, an assessment instrument routinely used by substance abuse counselors and available in the public domain to perform psychosocial evaluations. The ASI assesses client functioning in several different domains, including substance use, legal history, employment, family stability, etc. This electronic version has been approved by the Supreme Court Drug Court Office as an option to the paper and pencil instrument, but is not required to be used. The clinician will be provided with a blank ASI applicable to either adults or juveniles, dependent upon the type of case. The ASI history displays tests that have been initiated and/or completed for the individual client. The completed test can be viewed and printed in a pdf format. To print, click the note icon located on the far right side of the ASI history. Completed ASIs will be denoted with a completion date.

DCCM - Drug Court Case Management - Microsoft Internet Explorer

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Address <http://dcccdev.actworld.net/personal/asi/asi2.aspx> Go Links

Google Search Web 90 blocked Options

DRUG COURT CASE MANAGEMENT

VERSION 1.0 PERSONAL ADMIN LOGOUT

CONDUCTING ASI

A Phase 3 No

MEDICAL STATUS

How many times in your life have you been hospitalized for medical problems?
(Include o.d.'s, d.t.'s, exclude detox.)

How long ago was your last hospitalization for a physical problem? years months

Do you have any chronic medical problems which continue to interfere with your life? ☐ Yes ☐ No

Are you taking any prescribed medication on a regular basis for a physical problem? ☐ Yes ☐ No

Do you receive a pension for a physical disability? (Exclude psychiatric disability.) ☐ Yes ☐ No

How many days have you experienced medical problems in the past 30 days?

For following two questions please ask the patient to use the Patient's Rating Scale

How troubled or bothered have you been by these medical problems in the past 30 days?

How important to you now is treatment for these medical problems?

Internet

ASI Screen (first screen of questions)

Employment History

The Employment screen allows users to enter and track information related to both past and present client employment. When a new entry is made, the previous entry is saved in a chronological history for that client. Contact information for each employer is included to facilitate employment checks by drug court staff.

Data elements:

Employment type	Length of employment
Company name	Income type
Supervisor name	Annual amount
Phone #	Military
Address	
City, State, Zip	

The screenshot shows a web browser window titled "DCCM - Drug Court Case Management - Microsoft Internet Explorer". The address bar displays "http://dccmdev.actworld.net/personal/employment.aspx?Action=Add". The page header includes "DCCM VERSION 4.0" and "DRUG COURT CASE MANAGEMENT". A navigation menu contains "PERSONAL", "ADMIN", "REPORTS", "HELP", and "ADMIN : LOGOUT". The main content area is titled "PERSONAL - EMPLOYMENT HISTORY". It features a table with columns "A", "Phase 3", and "No". Below the table, there are input fields for "Employed Currently:" (Yes/No), "Income Type:" (None), "Annual Amount:" (Make Selection), and "Military:" (Yes/No). A "NOTES" section with a text area is also present. The status bar at the bottom shows "Done" and "Internet".

Personal Screen — Employment History

Criminal Information

This module or sub screen has been modified from the initial DCCM design. The Criminal Information module maintains a chronological history of arrest and conviction data for each client and allows users to record multiple arrests/convictions and to identify each as a prior, instant (at the same time) or subsequent to drug court admission. In addition, the module has been modified to allow users a permanent viewing of the DA Screening instrument.

The following features are part of this modification:

- The Criminal Information sub-screen allows users to record juvenile and adult arrest/conviction information which occurred before a client's admission to drug court but may not be available until after the offender is admitted to drug court and/or is not accessible by the staff member completing the DA screening instrument at the time of intake. These charges should be identified and recorded as **prior** offenses.
- At the time an offender's information is entered in the DCCM screening module, one and only one charge is input as the drug court eligible charge. This charge will populate to the Criminal Information sub-screen and be identified as the drug court eligible charge. Any additional charges that were filed at the same time can be entered into the Criminal Information sub-screen once a client has been admitted to drug court. These charges should be identified and recorded as **instant** offenses.
- This module also allows users to more easily track in-program recidivism for each client. The specific design allows users to identify and record new arrests which may occur after the offender's admission to drug court. These charges should be identified and recorded as **subsequent** offenses.

Definitions

Prior Offense – Any offense that occurred before a client's admission to drug court and whose disposition has been finalized.

Drug Court Eligible Charge – The charge for which the offender has been referred to drug court.

Instant Offense – Any offense that occurred at the same time as the drug court eligible charge; i.e. charges included on the same petition as the drug court eligible charge and/or charges still pending at the time the client is admitted to drug court.

Subsequent Offense – Any offense that occurs after a client's admission to drug court and prior to successful completion.

Data Elements

Adult Information

Date
Offense
Charge
Accepted
Convicted
Sentence

Juvenile Information

Date
Offense
Charge
Accepted
Adjudicated
Disposition

DCCM - Drug Court Case Management - Microsoft Internet Explorer

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Address: http://london.aetworld.net/personal/criminalhistory.asp

DRUG COURT CASE MANAGEMENT

PERSONAL

PERSONAL - CRIMINAL INFORMATION

Phase 1

ADULT INFORMATION

DATE	TYPE	DESCRIPTION	STATUS	PROBATION
02/28/2005	Subsequent	DWI 3rd-----14:08 D (1) (a)	Y	N
01/02/2005	Drug Court Eligible Charge	DWI 2nd-----14:06 C (1)		
12/01/2004	Prior	Felony-----RS 14:72	Y	Y
				Probation

JUVENILE INFORMATION

DATE	TYPE	DESCRIPTION	STATUS	PROBATION
01/06/1987	Prior	Criminal Trespassing 14:63	Y	Y
				Probation

Internet

Medical information

HIPAA regulations regarding the protection and privacy of client medical records discourage the collection of client data in an electronic format. For this reason, only basic information on client health is collected and maintained on this screen, including the results of communicable disease screenings and other exams performed at the time of entry into the drug court program. Information related to insurance coverage and pregnancy status is also collected, if applicable. Users may amend pregnancy data in cases where information becomes available after the client's admission into drug court. Information on the child's birth should be recorded under the child information section on the Personal Information sub screen.

Data Elements:

Medical exam completed

Date of exam

Communicable disease

Years using drugs

Health insurance

Pregnancy

Emergency contact

Are you IV drug user

Drug

of

DECIM - Drug Court Case Management - Microsoft Internet Explorer

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Address http://dcmdev.actworld.net/personal/medical.aspx

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DECIM - Drug Court Case Management

VERSION 1.0.0 PERSONAL ADMIN : LOGOUT

PERSONAL MEDICAL INFORMATION

Phase 3

Medical Exam Completed: ☐ Yes ☐ No

Communicable Disease: ☐ Yes ☐ No

Years Using Drugs:

Health Insurance: ☐ Yes ☐ No

EMERGENCY CONTACT

First Name:

Middle Name:

Last Name:

Address:

City:

State:

Zip:

Phone Number:

Done Internet

Personal Screen — Medical

choice

Journal

The Journal screen maintains a chronological history of most of the services received by clients within a drug court. Items entered for any particular date will populate the journal history screen in the order of data entry. This is the primary data entry screen for activities which need to be scheduled, such as court date, graduation, termination; designations that may change over time, such as phase change or drug test color, and events such as community service and sanctions and incentives.

Unlike other screens which maintain a finite amount of data and are, therefore, more static in nature, the Journal represents a real time chronology of the client's progress within the program. Information from most other sub screens will be stored within the Journal and should be accessible by all staff involved with a given client's case. A date filter is available to sort different types of events and/or specific time periods. The keyword search will return all entries of a designated word previously entered in the notes section. Users should be advised that clinical or treatment information should NOT be entered into this section of the DCCM system.

Data elements:	Incentive
Phone call	Sanction
Evaluation	Drug test color
Court Date	Drug test results
Monitoring	Notes
Letter	Recommendations
Phase	Continuing Care
Status	Transfer

DCCM - Drug Court Case Management

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Address <http://dcmdev.actworld.net/personal/journal.aspx> Go Links

Google Search Web 268 blocked

DCCM **DRUG COURT CASE MANAGEMENT** **PERSONAL** **LOGOUT**

PERSONAL JOURNAL

A Phase 1

Date: 4/28/2004 Type: Select

NOTES

FROM: TO: TYPE: ALL KEYWORDS:

04/27/2004 Treatment Complete

Done Internet

Drug Test

The Drug Test screen is designed to allow users to schedule drug test panels, record the results of drug tests taken, and maintain a chronological history for the client. Once a drug test has been scheduled, it will be listed as pending on the drug test history screen and will remain pending until the results are entered. Results of the three most recent drug screen panels will populate the staffing or docket report. All entries will populate the Journal screen, where positive results will be denoted in red.

Data elements:

Test date

Panel type—populates automatically when you select the drugs to be tested

Drugs tested

Results

Marijuana

Negative

Amphetamines

Positive

Cocaine

Positive for Rx

Barbiturates

No-show

Hallucinogens

Stall

Opiates

Diluted

Alcohol

PCP

Benzodiazepines

Other

Test Date	Status	Drugs Tested
12/26/2003	Pending	Marijuana
12/23/2003	Positive for RX	Marijuana, Cocaine

Treatment Plan
The treatment plan section contains a basic treatment plan entry screen for use by treatment providers. Additionally, this section contains a history for both treatment plans and treatment progress notes. The progress notes section is located below the treatment plan history section of the screen. The treatment section has greater security than any of the other areas; therefore, a user must have separate rights to add/edit, view, and delete items in this section. This section includes a date filter function which allows a user to sort the notes by date for printing. To add a new treatment plan or note, click on the add new icon.

Treatment type:	Plan Date:
Outpatient	Status:
Inpatient	in progress
Residential	compliant
mental health	non-compliant
relapse prevention	terminated
medical detox	withdrawn
social detox	waiting list
half-way house	referred
therapeutic community	Provider name
recovery home	Discharge date
Goals, objectives, methods	Discharge reason
Treatment plan notes:	
group-adult	drug screen
individual-adolescent	blood work
individual-family	case oriented
recreational therapy	other
group adolescent	education
case-related	family group



Incentives/Sanctions

The Incentives/Sanctions screen allows users to enter and maintain a chronological history of all incentives/sanctions for a given client. It has been designed to allow users to view all of the entries for the client, only incentives or only sanctions. All entries will populate the Journal screen, where users will be able to filter the information by dates, if needed. The last five (5) sanctions and/or incentives, including date and type, will populate the staffing report.

Data elements:

Incentives

- date awarded
- incentive type
- reason for incentive

Sanctions

- date awarded
- sanction type
- reason for sanction

DCCM - Drug Court Case Management - Microsoft Internet Explorer

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Address http://dcmdev.actworld.net/personal/incentive.aspx Go Links

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DCCM DRUG COURT CASE MANAGEMENT PERSONAL ADMIN LOGOUT

PERSONAL INCENTIVES

A	Phase 3	No
INCENTIVES		
*Date Awarded: <input type="text"/>		
*Incentive Type: <input type="text"/>		
*Reason For Incentive: <input type="text"/>		
CASE NOTES		
<input type="text"/>		
SUBMIT		

Done Internet

Personal Screen — Incentive / Sanction Add Screen

Fees

The Fees screen is designed to allow users to record all fees assessed and payments made by clients in drug court, including those related to court costs, treatment, drug screen panels and fines. The DCCM calculates all transactions internally and maintains a chronological history as well as a current outstanding balance by category for each client. All entries will populate the Journal screen. The total fees assessed and balance due amounts will populate the staffing report.

Data elements:

Fee

type
date
description
amount

Payment

type
date
description
amount

The screenshot displays the DCCM - Drug Court Case Management web application in a Microsoft Internet Explorer browser window. The address bar shows the URL <https://dcm.lajan.org/personal/fees.aspx>. The application header includes the DCCM logo, the title "DRUG COURT CASE MANAGEMENT", and a "PERSONAL" tab. A "ADMIN : LOGOUT" link is visible in the top right corner. The main content area is titled "PERSONAL - FEES" and shows a table with columns for "A", "Phase 1", and "OUTSTANDING FEES". The table lists "Drug Test" fees of \$55.00, with a total amount due of \$55.00. Below this, a "HISTORY" section shows a list of fees: "Drug Test" for \$20.00 (DSF) and "Drug Test" for \$35.00 (jij). The "Total Paid" is shown as \$0.00.

PERSONAL - FEES			
Phase 1			
OUTSTANDING FEES			
Drug Test	\$55.00		
Amount Due:	\$55.00		
HISTORY			
Fee	Drug Test	\$20.00	DSF
Fee	Drug Test	\$35.00	jij
Total Paid:	\$0.00		

Fee History Screen

Community Service

The Community Service screen allows users to establish a new community service site and assign a time requirement as well as record hours worked toward fulfillment of each community service obligation. The system calculates a balance internally and displays a chronological history as well as an outstanding balance due for each client for each site. Information entered on this screen will populate to the Journal screen.

Data elements:

- Site assigned
- Date assigned
- Hours signed
- Hours worked
- Date worked

1

Phase 1

No

TYPE

*Site Assigned:

*Hours Assigned:

*Date Assigned:

CASE NOTES

Done Internet

Personal Screen — Community Service Add New

Appendix (I) Glossary

<i>ASI</i>	Addiction Severity Index.
<i>Case Management</i>	Assistance to an adult and/or family in obtaining needed services and resources from multiple agencies.
<i>Continuing Care</i>	Component of treatment program in which client has access to critical supportive services and self-help groups to assist in continuing sobriety. Also called Aftercare, this phase occurs prior to successful completion.
<i>Evaluation (treatment)</i>	A clinical medical, psychiatric, psychosocial or substance abuse assessment.
<i>Graduate</i>	Individual who has successfully completed all treatment requirements of a drug court program. Client may still have contact with the drug court due to remaining probation or financial requirements, but this milestone is recognized for motivational purposes.
<i>Monitoring</i>	Community based supervision by probation officer.
<i>Reoffender</i>	Individual who has graduated from a drug court program and has been convicted of a new offense.
<i>TANF</i>	Temporary Assistance to Needy Families. Administrative designation applied to juvenile clients or adult clients with minor children designating the reimbursement source for services.
<i>Transfer</i>	Event in which a client is moved between courts either within the same jurisdiction or within two different jurisdictions.

Status Definitions:

These will appear as selections on the journal type drop down box under status.

Active

Individual participating in treatment and other services offered by a drug court program. Client is classified as active as long as he/she is receiving any type of services from the drug court.

Successful Completion

Client who has successfully completed all administrative, probation, treatment and financial requirements of a drug court program.

Termination

Event in which a client is permanently removed from a drug court program by the court or any of the agencies involved with the drug court program for failure to adhere to program guidelines.

Suspension

Event in which a client is made temporarily inactive due to a lengthy period of incarceration, medical inpatient treatment or some other action precluding continuous participation in drug court. Client is classified as suspended if he/she is NOT receiving any type of services from the drug court.

Withdraw

Event in which a client voluntarily leaves a drug court program. The withdrawal may be at the client's or staff's request and is also referred to as Opt-out.

Left/other Reasons

Event in which a client leaves the program due to transfer, death, etc.

Treatment Type Definitions: **These will appear on the treatment screen type drop down box.**

<i>Detoxification (medical)</i>	The use of pharmaceutical drugs to eliminate illicit drugs from the body of a chemically dependent person. Includes medical monitoring of signs and symptoms, etc.
<i>Detoxification (social)</i>	Detoxification services for less severe cases which do not require medical monitoring.
<i>Half-way House</i>	Transitional housing for clients following a period of inpatient treatment.
<i>Inpatient Treatment</i>	A continuum of services staffed by addiction personnel who provide a regimen of patient care in a 24-hour, residential setting.
<i>Mental Health</i>	Psychotherapeutic counseling interventions provided as needed for the treatment of acute and chronic mental health disorders.
<i>Outpatient Treatment</i>	Nonresidential services delivered in a wide variety of settings that meet State licensing or certification criteria, such as office practices, behavioral health clinics, and primary care clinics.
<i>Relapse Prevention</i>	A systemic method of teaching recovering patients to recognize and manage relapse warning signs.
<i>Residential</i>	Treatment facility or program which provides 24 hour care to clients.
<i>Recovery Home</i>	Unstructured, supervised, drug-free housing providing minimal services, possibly to include financial support.
<i>Therapeutic Community</i>	Residential programs allowing individuals to phase into independent living.

Treatment Status Definitions: **These terms appear on the treatment status drop down box.**

<i>In-progress</i>	All new treatment plans will default to this status.
<i>Compliant</i>	Client has demonstrated the ability to meet the requirements of the designated treatment plans.

Treatment Status Definitions continued:

<i>Non-compliant</i>	Client has not demonstrated the ability to meet the requirements of the designated treatment plan.
<i>Terminated</i>	Client is terminated due to re-arrest, but is not revoked.
<i>Waiting List</i>	Client is placed on a waiting list due to a lack of available treatment slots.
<i>Referred</i>	Client has been referred for services provided outside of the drug court arena.

Appendix (2) Trouble Shooting

User is unable to log-on to the DCCM system:

- Check the web address: <https://dccm.lajao.org>.
- Check to see if user has been locked out: A user will be automatically locked out after five (5) unsuccessful log-in attempts.
- Check for security or connectivity issues originating from your internet service provider which may also prevent or interfere with user access to the system.

User unable to enter and submit data:

- Check to ensure that user has specific right to enter/edit information in question.
- Check to ensure that all users have been added to the administrative section of the DCCM if user is specifically attempting to assign clients to judge/case manager.
- Check that cookies/cache on user's pc have been deleted.
- Check to see if the system is down due to implementation of an update.

User receives error message when submitting data:

- Log in again, re-enter data, and submit. If the system saves the data, the original error message was probably due to a time-out error.
- If the error repeats, please report the error via e-mail or fax to the SCDCO following the established trouble reporting protocol. (see page 3)

General tips

- After an update:
With Internet Explorer open,
Go to "Tools" on the primary navigation bar for Internet Explorer.
Scroll to and select Internet Options.
Under the Temporary Internet files section, select "settings".
On the section that reads "Check for newer versions of stored pages,"
Select "Every visit to the page".
Click [OK].
You will be brought back to Internet Options.
Click [OK].
- If your printer cuts off text when printing a pdf report:
With Internet Explorer open,
Go to File, scroll to and click on Page Set Up.
Change all bottom margins to 0.
Click [OK].