REMINDEES TO THE FIELD

- Double check the information in the “Current Status” field and the “Status” tab on the “Case Management” page for all of your open cases, specifically for those cases with the shorter case number that are still open cases in your program. Please ensure that these fields are accurate and up-to-date. Also, double check that the “Completion Date” has been entered for all closed cases in the system.

- When conducting a search to view all of your participants, it is important to remember that you must select ‘select one’ from the drop down under ‘Current Status’ field and leave the ‘Current Stage’ and ‘Current Phase’ fields at ‘select one’ on the Query Tool. The automatic default for this field is ‘active’ cases. Therefore, without making any changes to this field, you will only be able to view active cases. In order to view all cases, you must select ‘select one under this field. Once you change the field to ‘select one, the system will generate all of the cases, both active and not active. This has led to many people duplicating cases, as they are not able to find a certain case in the system and then re-enter it.

- For the Quarterly Report, the current status numbers are pulled from the ‘Status’ tab. This status tab is updated every time the ‘Current Status’ box is updated. The ‘Status’ box and ‘Status’ tab items are linked, but only from one direction: ‘Current Status’ box -> the ‘Status’ tab. Changes entered under the ‘Status’ tab will not be reflected in the ‘Current Status’ box.

- Be sure to enter “Completed Drug Court” in the Current Status box for all closed cases. The ‘Completion Type’ should also be entered, which will indicate if this case is a successful or unsuccessful completion. Participants who do not graduate SHOULD NOT have a ‘Graduation Date’ entered. They should, however, have a ‘Completion Type’ and ‘Completion Date’ entered. Only those who actually graduate from the program should be given a ‘Graduation Date’.

ALERTS & CHANGES TO THE SYSTEM

- Reports available at this time are the Docket Report, the Contact Info Report, and the Fees Report. Other reports have been temporarily disabled while we continue to improve the database.

- A “contacts” tab has been added to the “Case Management” tab next to the “restitution” tab. You may need to scroll over to the end to see it. The Supreme Court has added the contacts tab as optional per request by local courts.

- Please note how a case moves through the stages of the database system:
  - When you enter a “Date Accepted” date, this will move your case from the ‘Referral’ stage to the ‘Case Management’ stage.
  - When you enter a “Completion Date,” this will move your case from the ‘Case Management’ stage to the ‘Follow Up’ stage.

- The “Phase” field is defined as the current phase of the participant. In practice, very few programs formally incorporate a Phase 0 into their levels system. If your program does not use zero (0) as a defined phase, i.e., Phase 0, Phase 1, Phase 2, etc., then you should not select this option from the drop down menu. Phase 0 is reserved only for the programs that identify it as a defined program phase. Please do not use Phase 0 for other tracking purposes, as this creates data accuracy problems.
The date for the “mass drug test update” is now similar to the “mass court update” date. Previously, if you go to “mass drug test update” to back date drug screens you had to change each person's date. Now, like on the “court update”, you pick a date on the top and this date applies to all participants.

We made a change to the “Contact Info” report. Records will now sort by Locality and Zip Code.

Inconsistencies reported in the active participant report were directly related to the migrated data. As suspected the migrated data is not complete. Below is an example of how inadequacies in the migrated data impacted one local report.
- Of 95 cases, 37 have no completion date
- Of those 37 cases, 14 do not have a “Completion Type”
- Of those 14 cases, 3 are currently listed as 'Inactive' and have no date accepted.
- Also of those 14 cases, only 11 have any information on their historical status.

In response to these problems and field input, the “Active Cases Report” will be deleted and replaced with a “Participant Status” report that will be available in the future.

Reports available at this time are the Contacts Report, the Fees Report, and Docket Report. Other reports have been temporarily disabled while we continue to improve the database.

The ‘Contacts’ tab on the ‘Case Management’ tab has been added per the request of some localities. However, data entry for the ‘Contacts’ tab is not mandated by the Supreme Court, and is not required for the evaluation. All data entered here is voluntarily.

- An enhancement has been added to the ‘Contact’ tab affecting entry of the Provider. Only a name can be entered in this box. Our data quality assurance revealed many programs using this field for different purposes than intended. Please remember to type the provider’s name exactly the same for all contacts related to that person. Otherwise, the system recognizes it is a different provider.

The technical team is currently working to add the progress assessment forms as a part of the system entry fields. This enhancement will make them more user friendly and eliminate the need to attach them separately. The OES will alert you when this enhancement is ready; however, continue to complete and attach the progress assessment forms as previously instructed until that time as they are critical to ensuring valuable information for the next program evaluation report.

QUESTIONS AND RESPONSES

GENERAL INFORMATION

Q. I entered a client in the MIS system twice. How do I delete the incorrect one?

A. The coordinator has the authority to delete cases using the following procedure. To delete a case, select the case number and go to the referral tab. Over on the top right, a delete button should appear next to the save button. Click this to delete the whole case, not just the referral information. Be sure you want to delete a case before clicking. We can not retrieve the case information after it has been deleted.

Q. Would it be difficult to make it so that one person can only see adult cases and the other person can only see Juvenile?

A. Each person’s security access can be modified upon request.
Q. The system and/or reports are running very slow.

A. The System may be slow due to too many users logged on at the same time. We are discussing ways to improve performance from the hardware, database and application side.

Q. What do we do with questions that we cannot get an answer for anymore (e.g., due to staff changes and/or insufficient intake data)?

A. If you do not know some piece of information, then leave it blank until you can accurately document information. This information can be added when it is available. If the information does not become available, the fields will remain blank.

Q. When I look at my participants, an active participant is missing from my list. Please HELP!!!!!!

A. Your participant may have moved to a different stage. On the blue filter bars above the cases choose ‘follow-up’ stage instead of ‘case management’ stage to determine if you participant has moved to follow-up. When a “Completion Date” is entered, the case moves out of the ‘case management’ stage and into the ‘follow-up stage’. The “Completion Date” is entered upon the participant’s exit from the drug court program, whether the participant withdrew, died, successfully completed, or was otherwise legally terminated by the drug court. Further, participants who remain in the drug court program, even in the aftercare component or the administrative probation component, should not be given a “Completion Date” until they are fully removed from the drug court program.

Q. Is there a field for race?

A. The “person details” collects all the information about the person including race, age, address, phone, etc. When you add a person, the option is presented to include this information in the “Add a Person” box. If you did not add this information at that time, then you can click on the person's name, instead of the case number and all the person details appear. To add details, click on the “Add” box on the far right and update information.

Q. How do I attach a document?

A. Save the document on your computer under "My Documents". Then go to the “Docs” tab on the database system. Click the box on the far right labeled “Add attachment.” Click on the browse button, select "My Documents", find the document you want to attach, and click “Attach.” You might get a grey square box asking you if you want this, click yes. In about one minute, you should see the attachment attached to that participant.

Q. Can you make changes to a document after it has been uploaded to the database?

A. Yes, you can make changes to an attached document, but you cannot make changes directly to the document after it is uploaded into the database. It may be useful to create a file on your hard drive that is labeled “Drug Court Database Documents” or something similar. When you attach a file to the database, you will simply go to this folder to find the document you wish to attach. Attached documents cannot be edited within this web-based database system. If you need to edit an attachment after it has been uploaded, you must first download the document to your computer, make the edits, save it to your “Drug Court Database Documents” under a different name or an updated name, and then you must upload the most current version of your document back into the system.

Q. How is the charge of “obtaining drugs by fraud” entered into the list of charges in the database?

A. The list of offenses are now taken from UST used by courts and magistrates. You can find the offense by entering the exact name of the offense, the exact cite number of the offense, or the exact VCC
code. In addition, you can also find the offense by typing in the first 4-5 letters of the offense or code number and the system will create a list of possible matches. Further, a “cheat sheet” is being prepared for users to see how the offenses are listed in the UST table, as some offenses are identified by a legal name in the table that is somewhat different than the commonly-used name for the offense.

Q. I do not see a location where Date of Birth is readily available. Can this vital statistic be added? I know in the referral process it is included, but does it not show-up once they are active?

A. While this information is collected in the person data, it does not appear on the case information. DOB has been included on the view page for all.

Q. How do I change my password and pin number?

A. To change your password, click on “Preferences” across the top of the page. It will ask you for your current password, a new password, and confirmation of the new password. Then hit the change password button. You may use the same procedures to change your pin number.

Q. Can we get more than six tokens per locality?

A. Yes, just make a request to Lakresha Etheredge including the names and email addresses of members of your team who need tokens. Also, it is important for you to report staff names that have separated from employment. These tokens are disabled and their user status is also disabled for security.

Q. Our court is still having problems printing the view page. Is there an easier way to do this?

A. Scroll to the bottom of the page and use the print button icon on the bottom left corner. Only the ‘view’ page will print.

Q. Can we remove localities listed on our dropdown selection that we do not serve? It is a bit misleading.

A. Yes, localities available in the drop-down selection can be changed like any drop-down item. Additional localities/item can be added or removed. In order to make any changes to drop-down items, please submit a request to Anna Powers.

Q. Should we change the name of the ‘Goals’ tab?

A. This is under consideration.

Q. When I do the Mass Update Court Dates, it doesn’t update. I have to go in manually and put the court information on our participants. Can you fix that?

A. What we discovered is when you are doing the Mass Court update, if you are not using the calendar icon, and you manually enter the date, it has to be in a specific format or it won’t save (mm/dd/yyyy). All dates need to be entered in this format.

Q. How do I merge cases?

A. The instructions for merging cases are included on the merge case page. On the ‘Case Manager’ page, select the most complete case available as the ‘base case.’ Click the “Merge Case” box then select ‘find case’ under ‘Base Case’ and enter the person’s first and last name, and then select the case that you have defined as the base case. Then select ‘find case’ under ‘Second case’ and enter the person’s first and last name, and select the case that you have defined as the second case. This second case will be merged into your ‘base case’. The ‘base case’ will take precedence in the case of conflicting data.
Be sure to select your most complete and most accurate case as the base case.

Information from the second case will be added to the ‘base case’. After merging, the second case will be deleted. In the event that information regarding the second case contradicts information from the ‘base case’ the information from the second case will be deleted.

If the participant from the second case is different from the participant in the ‘base case’ the participant from the ‘base case’ will be retained and the participant from the second case will be deleted.

The following fields will not merge from the second case into the ‘base case’:
- Case number
- Docket number
- Current phase
- Restitution Ordered
- Restitution amount
- Current status
- Drug court model
- 180 day review
- 365 day review
- 730 day review
- Completion type
- Phase
- Key dates, including date accepted, completion date, graduation date, next court date and referral date

MAKE SURE THESE ARE INCLUDED AND ACCURATE IN YOUR BASE CASE PRIOR TO MERGING.

Q. Can we compile all of the numbers together for length of time in treatment? This would be their length of time in treatment.

A. On the view page, it will tell you the total number of days in the program.

Q. How do I delete a case?

A. There is a delete button on the referral page. Once this button is clicked, you will delete all data associated with this case. This is only accessible to the coordinator; not the case managers.

CASE MANAGEMENT TAB

Q. I was looking over the database and noticed that one client shows up on the Phase I report but does not show up as an active case. This case is CLOSED. Is there a way we can fix this? I have tried to move my participant to case management stage to the follow up stage

A. For this case, you need to change his current status to “completed”. In order for the person to be closed, you must enter a completion date. The completion date is on the case management tab, next to the graduation date.

Q. On the case management page - where you select “completion” type and details of different kinds of termination are offered. I apologize. I have never considered termination as completion...

A. Completion type refers to the reason why a participant leaves the program, which includes graduation, unsuccessful terminations, or any other circumstances.
Q. I made an error in the database for one of our clients. I clicked one of the “180 day review” boxes, but then entered a date into the completion field instead, thinking that I was reporting the date I completed the 180 day review. Now the case has disappeared from my ‘active’ participant list.

A. Entering a completion date moves the case to Follow-Up stage. The case is no longer seen in the Case Management stage. The case review boxes are on the case management tab within a box labeled “Case Reviews”. The actual date is not entered but the review period, 180 days, 365 days or 730 days is checked as appropriate after the progress assessment has been completed and attached under the “DOCs” tab.

Q. We had some participants graduate in August of this year (2007). Do we need to add all of their assessment and case management information into the database?

A. Enter as much accurate information as is available for these cases. Complete the progress assessment form for the period upon exiting the program.

Q. When updating the phases under Case management, would it be possible to have the ‘Phase field’ updated when the Phase Tab information is being updated? For example, when you enter a new phase, and enter it only in the Phase Tab does the ‘Phase field’ automatically update?

A. No. The system is actually set up in the reverse manner. If you change the phase under the ‘Phase field’, it will automatically make the change to the Phase Tab, but not the reverse direction. Changes in the phase tab will not be reflected in the ‘phase field box’. The reason for the one-way linkage is that there is no way to positively know which of the phase items in the tab is the ‘current’ phase item. So the system can’t automatically change the ‘Phase field Box’ to reflect changes made in the phase tab.

Q. When updating the status under Case management, would it be possible to have the ‘Current Status box’ updated when the Status Tab information is being updated? For example, when you enter a new status, and enter it only in the Status Tab does the ‘Current Status box’ automatically update?

A. No. The system is actually set up in the reverse manner. If you change the status under the ‘Current Status box’, it will automatically make the change to the Status Tab, but not the reverse direction. Changes in the Status Tab will not be reflected in the ‘Current Status box’. The reason for the one-way linkage is that there is no way to positively know which of the status items in the tab is the ‘current’ status item. So we can’t change the Current Status Box to reflect changes made in the Status tab.

Q. We still have problems entering some narrative into the ‘Contacts’ tab on the ‘Case Management’ page. It sometimes will only accept one sentence at a time. When entering more than one sentence, some of the narrative disappears.

A. In order to prevent this problem, type your ‘contact’ narrative into a text file first, (i.e., Notepad or Wordpad, under Accessories in the PC programs list works great for this) and then cut and paste from that file into the ‘Contact’ tab comments section. Do not cut and paste from Microsoft Word or any other formats, as the system will not be able to read other formats because they contain hidden symbols the system does not recognize as narrative.

Q. I have to enter the contacts in daily. Is there anyway that I can have a mass update for the contacts?

A. The ‘Contacts’ tab is not a mandatory field, and therefore we will not be creating a mass update for this.
Q. Under the Case Management Tab, ‘status’ field, there is no option for termination. Are we supposed to enter in ‘Completed Drug Court’ and then in the ‘Completion Type’ write terminated?

A. Yes, there is not an option for ‘termination’ under the ‘Status’ tab. You should select ‘Completed Drug Court’ and then, under the ‘Completion Type’, select the reason for completing drug court based on the options in that drop down menu.

COMMUNITY SERVICE TAB

Q. On the Community Service tab it appears there are 2 different "default" sorts. First, it automatically sorts by "type" of service (don't know what benefit that would provide) and secondly by service "date" from oldest to most recent. That makes it a bit more difficult to review the history to make sure everything is entered... Are both necessary?

A. We will have it sort by date, in the reverse order, most recent to oldest for consistency.

ASSESSMENT TAB

Q. Under the Progress Assessment/Goals, do we check off the appropriate box or do we add a date in the appropriate box? The instructions do not specify.

A. On the Progress Assessment Intake or Follow-up forms, under the goals tab, the date on which the assessment is completed should be entered on the top of the page and an x can be put in front of the appropriate review period. An x can also be used to designate the appropriate response. The date will be assumed from that on the top of the form.

Q. How do we save the data in the Progress Assessment Form?

A. To save & attach this form from the database, you need to click “file”, “save as” then save under "My Documents" so it’s easy to find. Then go to the “Docs” tab in the database. Click “add attachment” on the far right. This will open the field. Click the browse button and select "My Documents" and look for the assessment form you just saved. Make any notes regarding it you feel are appropriate. Click “add attachment” and the document will appear in blue as a link. The evaluators will take it from there. You can delete the file on your hard drive after you have attached it, if you wish.

Q. Do we add a check mark on the Progress Assessment for 6, 12 or 24 months? It says circle and I am not sure how this data is supposed to be forwarded and captured if, there is no way to save it?

A. Just use an x in front of the appropriate time period. We realize the system cannot circle. The original form was going to be a paper copy until we got this worked out.

Q. Not all participants go through an assessment process (for numerous reasons), thereby finding the client not suitable for drug court. When this occurs and I try to close the referral out in the database, this cannot be done. How would I close out a file when an assessment has not been done?

A. I assume the person was not accepted without an assessment because they were either ineligible for the program or unwilling to participate? In either of these cases, complete the “eligible for drug court” field and/or “willing to participate” field by checking “no.” Once the “no” box is selected, two additional fields will be displayed asking for the “reason not eligible” and “not eligible as of” date, or the “reason not willing” and “not willing as of” date. A “date assessed” is required in order to save anything past the referral
Q. In regards to the Progress Improvements documents, can we perhaps tailor the existing assessments a little more toward the differences in adult and juvenile populations? For example, under ‘housing’ instead of ‘N/A’ to the questions asking about paying utilities, can we ask questions about increased responsibility to assist parents with bills or their ability to pay their own bills (cell, gas, etc).

A. The Progress Assessment documents are a critical part of the evaluation process, and are not able to be changed at this time. If you would like to document additional areas of progress that are not already addressed on the Progress Assessment forms, you may note these in the ‘Description’ field when you attach the Progress Assessment form under the ‘Docs’ tab.

Q. The major change I would suggest is eliminating the Progress Assessment Reports.

A. The Progress Assessment documents are a critical part of the evaluation process, and are not able to be eliminated. Given the length of intervention for most drug court programs, these reports will be a valuable source of interim outcomes data for the upcoming General Assembly report.

DRUG TEST TAB & DRUG TEST MASS ENTRY

Q. On the drug test page, the BAC is automatically set at zero, even if there has not been a test.

A. The system is unable to make the BAC field blank; therefore it remains at 0.0 with or without a BAC test. However, if any number is entered into this box, the ‘alcohol’ check box under the “Drugs Present” column will automatically be filled in to indicate the test is positive for alcohol.

Q. On the mass update drug test page, can you put in the check boxes in front of the names/case numbers so that if a person in a particular phase was not tested, it doesn't update them automatically? The box could be unchecked if necessary.

A. This recommendation has been added to the list for future program updates.

Q. Does an excused drug test show up as a positive?

A. An excused drug test should be entered as excused, not positive. The negative test box needs to be clicked if your program counts an excused drug test as a negative.

Q. When entering mass drug screens, it would be nice to have the ability to add a comment to each client. Currently, our juvenile probation officer will go back into each case and put what they were screened for.

A. Unfortunately, comments can not be added to the mass drug test update. This has to be done as you have described. However, a box with “number of drugs tested for” has been added to the mass drug test update page.

Q. For mass drug test updates, is it possible to have the ‘check boxes’ similar to the mass court updates? Sometimes when we test, a person may be excused or miss and if we can't take them off of the list, it requires a lot of time to go back to their profile and change the testing info.

A. You will enter data differently, depending on whether or not the participant “missed” a drug screen or was “excused” from a drug screen.
- If a participant was **excused** from a drug screen, you will click ‘no test’ on the drop down menu on the Mass Update screen. The default field for the drop down menu on the Mass Update screen is ‘negative’. So, instead of leaving it at the default, you would change that drop down to ‘no test’.
- If a participant **missed** a drug screen, which is to say that they did not show up for the screen when they were supposed to, then you would select ‘positive’ from the drop down menu on the Mass Update screen, and then select ‘administrative positive’ as the drug choice.

**FOLLOW UP:** When this is reported, will you be able to tell if it is excused or unexcused. How does this get reported?

A. Reports will not include ‘no test’ data. Therefore, you will not be able to track excused drug screens using the ‘Drug Test’ report. The ‘Drug Test’ report will track the total number of drug screens given, the total number of positive tests, the dates of the positive tests, and the drug, including if it was ‘administrative positive’. From this, you will be able to determine the number of unexcused, or administrative positive tests.

Q. Is there any way to set defaults for each court? Eight out of ten times my test type is going to be the same and 9 out of ten times (or more) it’s going to be a negative test. If I could set those as defaults that only need to be changed when there’s a variance, it would save A LOT of time on data entry.

A. This is built in to the mass drug test update. When you enter drug test data on the Mass Update screen, the drop down menu automatically defaults to ‘negative’. You will only need to change this when you have a positive screen, or when a participant is excused from the screen, in which you would select ‘no test’. Defaults can not be set differently for individual programs.

**COMPLIANCE TAB**

Q. Should multifamily groups be listed under “family therapy” or “treatment groups”?

A. Multifamily groups should be listed under the "family therapy" component of the program UNLESS the family seems to indicate the need for additional therapy with just one family.

Q. I am confused about how to enter data on the “Compliance” tab.

A. The compliance tab is set up as follows. Along the left column, you select from the drop down menus the participant’s current requirement from your program at their current phase. The right column is used to document any exceptions for that participant to meeting the program phase requirements. This page is attempting to capture your participants’ compliance with the program requirements.

Q. We were able to determine that the database only reports the accurate numbers for our program if certain fields are completed. For example: If we go to the case management field and enter the type of contact with the hours/units. The hours are not reflected in the compliance report in that same field.

A. The compliance report is designed to report compliance with your program requirements for that participant based on your program and the participant's phase. The program requirements are selected from the drop-down menus along the left column. Any exceptions to the program requirements are documented along the right column selections. This page can not be saved without complete information selected. It is not a contact (supervision) report like previously demonstrated with the supervision tab and treatment tab. A contacts tab was added under case management for those programs that need to document all the supervision contacts. (This contacts tab is not mandatory but designed and included to meet the local need for some programs).
FEES TAB

Q. I am still not able to delete rows that have been previously entered in the fees section.
A. This was a system error that has been corrected. The Fee “Delete” should now be working properly.

Q. How can I track payments to a fee?
A. You can track payments made to a fee by using the “Fees” tab. Enter the ‘Fee Type,’ ‘Fee Date,’ ‘Fee Amount,’ ‘Amount Paid,’ and ‘Amount Waived’ into the appropriate fields. When you click “Save,” a table will appear that will document the payments made to a fee.

Q. How can I generate a fee payment statement for each individual without including all those who made a payment on the same day?
A. Click on the “Fees” tab and enter the ‘fee type,’ ‘fee date,’ ‘fee amount,’ ‘amount paid’ and ‘amount waived.’ Once you have entered this information, a table will be generated. On the right hand side of the table, under “actions” there is a ‘print’ icon. When you click this icon, the system will generate a fee receipt for that participant.

Q. Regarding the fees page, at the top where it says TOTAL FEE AMOUNT OUTSTANDING, it needs to be always zero. Otherwise, I cannot track a running outstanding balance. Everything continues to add up. If you try to generate a “monthly amount of fees paid” you will get a total of outstanding.
A. The only way to obtain that accumulating number is to document the running outstanding balance using the ‘notes’ section. We are considering a double ledger accounting system for this section; this will benefit more than one program.

REPORTS

Q. Can the “Contact Report” be modified by adding the curfew time next to the client’s name? And can it sort by jurisdiction as well?
A. The curfew time does print on the report if it is in the system. To be a part of the contacts report, the curfew needs to be put in under person details in the comments section. The report will be displayed with participants name, case number, and curfew time. This is hopefully useful for the surveillance people on your team.

The contacts report is being looked at in the background to see if it can generate by proximity or address as opposed to alphabetical name. We are looking at options on how best to accomplish this. This report is generated from the person information so it will not pick up the curfew time from the compliance page. Person details and activities are different parts of the system. The Contact Report now sorts by zip code and alphabetically within each code.

Q. On the Contact Info report, should all of the addresses for a person come up, even if they've been marked as inactive?
A. All contact information for your program comes up in this report. The information is derived from the person data, therefore it does not matter what status the participant is.
Q. How do you generate a docket report?

A. Go to the “Reports” icon across the top of the page. Under “Report Name” select “Docket”. This will reveal a locality drop-down box. Keep “Select All” for all localities to be reported, or select one locality if only one is requested. Then check the “Court Models” check box for the type of model you are requesting. Then select the court date the docket is needed for. If the report does not generate, then check a few individual cases to ensure that the “Next Court Date” field is complete. A docket report can not be created if the next court date is not entered.

Q. The fees column on the locality usage report is reporting the wrong amount owed into the database.

A. Previously, the report was including the “fee amount.” However, we have made a change to the database and added “fees collected” to the fees report. The locality usage report has also been change to show only the amount of fees collected.

Q. We have only three reports available in the ‘report name’ drop-down list. Prior reports were very useful. When will more reports be available to the field?

A. The current reports available to the field are the Contact Information Report, the Fees Report, and the Docket Report. There are currently other reports that are in the process of being created and finalized for locality use. They will not be made available to the localities until they are complete and accurate. They will be released to the field in bundles. However, if you would like one of these other reports run for your locality, contact Anna Powers, and she will generate it and send it to you.

The other reports that will be added to the system include the following:

1. **Children of Participants Report** – primarily for family drug treatment courts.
2. **Contacts/Supervision Report** – primarily used in juvenile programs where they have to provide a report to the Department of Juvenile Justice for their probation officers. This report is not available by participant; however, you can change the parameters.
3. **Graduates Report** – reports the graduates for the program using graduation date entered and completed drug court status entered.
4. **Compliance Report** – summarizes data from the weekly compliance tab updates and provides percentage of compliance by participant and by program.
5. **Status Report** – created to replace the ‘active participants report’ due to all of the different types of status. You can select status type or participant name to generate this report.
6. **Referrals by Attorney Report** – lists the participants names entered as referred by individual attorneys.
7. **Drug Test Report** – identifies each participant, provides a summary of the number of tests, the number of positive tests with the drug identified (if entered), and a program summary of all drug tests administered within the specified time period and the total number of positive tests.
8. **Phase Report** – provides a list of the participants in the selected phase.
9. **Drug Tests by Phase Report** – identifies each participant in a selected phase and lists the number of drug tests, the number of positive tests with the drug identified (if entered), and a summary of the number of participants, number of drug tests and number of positive drug tests for the selected phase.
10. **Drug of Choice Report** – allows the user to select the number of drugs for this report, either a pie chart or bar chart and either active participants or by dates assessed for a specified time period to report a summary of the reported first choice drugs of choice for the selected locality.
11. **Drug Tests Results Graph** – allows the user to select a line or bar graph to show drug test results within a specified time period.
12. **Quarterly Summary** - will generate the numbers for a selected quarter for the information requested in the quarterly grant reports. Annual targets (goals) can be entered in the area provided to include on the generated report.
13. **Locality Usage Report** – reports the data entered in mandatory fields within a specified time period to demonstrate use of the database by all localities with a drug court.
Q. It would be GREAT if we could have some user-generated reports; for example, I'd love to be able to pull my performance measures directly from the database, e.g., terminations, reasons listed for terminations, etc.

A. Performance measures will be summarized in the upcoming quarterly summary report; however, the reasons are not reported on that report. Reasons for termination will be summarized in the annual evaluation report. Additional reports and formats are currently under consideration.

Q. It would be GREAT if we could have some user-generated reports; for example, I'd love to be able to pull my compliance data directly from the database.

A. The upcoming compliance report will summarize this information for each participant and overall for the program based on the participant measures. Each individual’s compliance is also reported on the View Details page on a weekly base.

Q. I am getting more and more acclimated to database. The hardest thing for me to do is to get in the three months and six months progress assessment updates.

A. The Progress Assessment documents are a critical part of the evaluation process. We have enhanced to system to identify when these reviews are needed. The system will highlight, in yellow, the participants' names at 3 months and 6 months from the date assessed in the cases list. This is to serve as an alert that the progress assessment for needs to be completed. Also, the box labeled, Case Reviews on the Case Management tab will be highlighted in red until the appropriate box, corresponding to the update due, is checked. Checking the box next to the report submitted will turn off the highlights on the Case Review box and the case number in the cases list. We are in the process of making these forms part of the system to be more user friendly.

Q. I would like to see the database actually generate the data portion of the quarterly reports.

A. The upcoming quarterly summary report is designed to do this. However, it is important to remember that the report can only generate data entered into the database, so data entry accuracy is critical. See Quarterly Summary above.

Q. Can the ‘Contacts’ report be arranged by last name, as it uses too much paper the way it is set up now?

A. The ‘contacts’ will report by last name in alphabetical order. We are changing the system to accept only provider names in the provider field for more consistent reporting. With each name entered with the exact same spelling, the report will be shorter and more accurate. Local programs may want to consider creating a “cheat sheet” of naming conventions for known providers, to minimize data entry variations.

Q. Can we pull data from the reports based on zip code? For example, drug use by zip code.

A. Only the contacts info report is listed by zip code. This report is designed to aid in surveillance planning. Other reports do not include zip codes because the information is taken from the case information entered. Zip codes are stored with the person information.