# Virginia Specialty Dockets DIMS Database

# **User's Manual**

Specialty Dockets Services Department of Judicial Services Supreme Court of Virginia Revised: 1/1/2025



# About DIMS

From superior functionality to features that don't exist on any other platform, the DIMS software suite is an all-in-one solution.

We began our journey with the treatment court community because we knew we could provide a superior product

at a more accessible price, leaving no court without support. We stay tuned into the courts and the changes

being made at a national level. Our system remains customizable and adaptable-making sure meaningful

change reaches you and your court team.

**Our Philosophy:** Our partnership with justice professionals goes beyond providing software. We see how meaningful your work is to all of our communities, and we're committed to helping you track,

measure, and communicate your efforts. Our team of experts will always support you.

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# Introduction

This manual is a guide for all treatment courts' DIMS users to input relevant data into DIMS in a consistent manner. This will ensure that all courts are utilizing DIMS to its full potential while fulfilling the goal of having all performance measures extracted from DIMS when needed by the AOC, evaluators, and other relevant parties.

In addition to this manual, DIMS Support will continue to provide in-person/virtual training when requested to ensure that this information is understood. Ultimately, we want your courts to effectively operate with good data.

| DIMS   |  |
|--|--|
| •  | Sign in to DIMS<br>Enter your details below.<br>Email* |
| DIMS ENTERPRISE  |  |
| THE MOST ADVANCED<br>SECURE DRUG COURT DATA<br>MANAGEMENT SYSTEM   | Next   |
| Designed by justice professionals for<br>today's drug court needs. |  |

# Chapters

- Menu Navigation
- Participant List
- Switch Dockets
- <u>Set up Docket Report</u>
- <u>Settings</u>
- <u>Set up Staffing Report</u>
- Bulk Updates
- Analytics
- <u>Alerts</u>

#### **Menu Navigation**

The main menu navigation allows you to access several important parts of the program, such as system settings, bulk updates, analytics, and the help section. The main menu navigation can be found on the top right corner of the screen.

| ╘╴           | ٥ | ₩. | ~ | <i>Д</i> • | <u> 101</u> | Ø  | ዑ |  |
|--------------|---|----|---|------------|-------------|----|---|--|
|              |   |    |   |            | _           |    | _ |  |
| Discharged 3 |   |    |   | ADD        | SCREENII    | NG | + |  |

The settings menu is the great icon highlighted in red below.

The DIMS case management program allows you to customize the functionality based on your court's operations requirements.

See the settings section for more details.

|        | ←→     | ٥ | :∎ • | ~ | <b>L</b> • | <u>:::</u> : | 0  | ტ |  |
|--------|--------|---|------|---|------------|--------------|----|---|--|
|        |        |   |      |   |            |              |    |   |  |
| Discha | rged 3 |   |      |   | ADD S      | SCREENI      | NG | + |  |

The bulk update feature allows court staff to enter similar data across multiple participants with a single click. What could take a court staff 2 hours to enter data for 30 participants now takes 20 minutes.



DIMS provides comprehensive analytics for the participants, court, and for court performance. The analytics have been designed after consulting research organizations, NADCP, NDCI, and several states representatives.

|          | ←→   | ٥ | <b>≣</b> • <b>⊠</b> | <i>Ĺ</i> ∙ | 꺌       | Ø  | ሳ |  |
|----------|------|---|---------------------|------------|---------|----|---|--|
|          |      |   |                     |            |         |    |   |  |
| Discharg | ed 3 |   |                     | ADD        | SCREENI | NG | + |  |

The Alerts icon indicates any new alerts that have been raised by your staff or by the DIMS program. Alerts are raised for various reasons. e.g. Positive drug tests, violations, or sanctions. Alerts are one of the elements in the DIMS program that makes the courts collaborative.



The participant icon allows the staff to navigate to the list of all participants. It's an easy way to switch between one participant and another, no matter where you might find yourself in the program.

|          | ←→    | ٥ | ₩. | ~ | <b>↓</b> • |          | 0  | ዑ |  |
|----------|-------|---|----|---|------------|----------|----|---|--|
|          |       |   |    |   |            |          |    |   |  |
| Discharg | ged 3 |   |    |   | ADD        | SCREENIN | IG | + |  |

# **Participant List**

The participant list shows all participants that were in the court.

1. Pending Screening: All participants are in the process of being screened and not inducted into the program.

2. Current Participants: All participants that have been inducted and are active in the program

3. Rejected: Those participants were never inducted into court for various reasons. e.g. There are several reasons why an eligible participant may not be inducted into drug court.

5. Referred Not Screened: Those participants who were referred into court but not screened because of circumstances beyond the control of the court. This could be as simple as not having the capacity to add a participant in the court.

|  | 5                     |                                | ←,              | \$ ≣-    | 🗠 🌣 😫 0 (              |
|--|-----------------------|--------------------------------|-----------------|----------|------------------------|
| 44th Judicial Adult Court <del>-</del> | Adult Court -         |                                |                 |          |                        |
| Pending Screening 3                    | Current Participant 5 | Rejected 0 Referred Not Screen | ed 3 Discharged | 1        | ADD SCREENING +        |
| Participant List                       |                       |                                |                 |          |                        |
| Show 10 ~ entries                      |                       |                                |                 | Search:  |                        |
| <b>Screening</b><br>Date               | Participant Name      | Induction Date                 | Case Number     | Jt Phase | Phone<br>It Primary It |
| 04-19-2020                             | Harris, Christopher   | 04-19-2020                     | DC 20-048       | 3        | (406) 671-6965         |
| 04-21-2020                             | <u>Ochs, Chan</u>     | 05-13-2020                     | DC 20-744       | 2        | (043) 840-2385         |
| 01-14-2019                             | Parks, Michael        | 01-24-2019                     | DC 19-124       | 4        | (258) 972-9578         |
| 04-09-2020                             | <u>Starr, Diana</u>   | 04-09-2020                     | DC 12-0345      | 3        | (406) 672-5839         |
| 04-19-2020                             | Whiteman, Rhonda      | 04-20-2020                     | DC 17-232       | 1        | (239) 579-2385         |
| Showing 1 to 5 of 5 entries            |                       |                                |                 |          | Previous 1 Next        |

6. Discharged: Participants that were discharged successfully and unsuccessfully.

# **Switch Dockets**

The DIMS program allows the court to have multiple dockets under a single court. e.g. a court may have the adult drug and the DUI court under a single name. The staff may need to switch between the adult court and the DUI court. This is where the switch docket icon comes in handy.



Upon clicking the switch docket icon, the program will show all the dockets and modules available to you. You can then switch e.g. from your adult docket to the family docket.

| Select Court & Docket   |                              |         |  |
|-------------------------|------------------------------|---------|--|
| FIRST STEP              | SECOND STEP                  | PROCEED |  |
| 1st Judicial Demo Court | COURT Adult Court            | > NEXT  |  |
|                         | COURT Family Treatment Court | >       |  |
|                         | COURT Veterans Court         | >       |  |
|                         | MODULE Court Performance     | >       |  |
|                         | MODULE MAT                   | >       |  |
|                         | MODULE Recovery Management   | >       |  |
|                         |                              |         |  |
|                         |                              |         |  |
|                         |                              |         |  |

# Set up Docket Report

The Docket report is a list of all participants that are scheduled to attend court the following week. This report should be sent out to all the court staff at least 4 days before the court date. This will give the court staff ample time to enter the data before the staffing report can be generated.

|                                | S                                       |                                    | ←→ (*            | ;               |
|--------------------------------|---|------------------------------------|------------------|-----------------|
|                                | Report Printing                         |                                    | Report Profiling | >               |
| ><br>Manage<br>Agency/Provider | Note: Report profiling changes can only | be performed by <b>Court Admin</b> |                  |                 |
| 000                            | Select Report Type                      |                                    |                  |                 |
| Manage Users                   | Docket Profile                          | ✓ Submit                           |                  |                 |
| < lo                           | Docket Report Template                  |                                    |                  |                 |
| Transfer Coordinator           | Select Court*                           | Select Docket*                     |                  | Select a Judge* |
| Reports                        | 44th Judicial Adult Court               | ✓ Adult Court                      | ~                | Joe Philips     |
|                                | Docket Header                           |                                    |                  |                 |

Select Settings, Reports and then select the Report Profiling tab. Then select your court, docket, and the judge.

The docket header section contains multiple dropdowns. Each dropdown contains various data elements, you can select one data element per dropdown.

| Docket Header |   |             |   |                      |   |
|---------------|---|-------------|---|----------------------|---|
| Admit Date    | ~ | Case Number | ~ | Client Name          | ~ |
| Court Date    | ~ | Phase       | ~ | Date of Next Hearing | ~ |
| Select        | ~ | Select      | ~ | Select               | ~ |
| SUBMIT 🗸      |   |             |   |                      |   |

In the example above, the docket report is set up to contain six columns. Each column is represented by a data field selected from the drop-down.

#### **Settings**

The setting menu is controlled by Role-Based Security (RBS). Not all staff members will have access to the settings menu or the functionality inside of it.

The settings menu allows the court to

- 1. Manage ancillary service providers
- 2. Manage treatment providers
- 3. Manage staff members and give permissions
- 4. Access and download reports
- 5. Customize their court workflows via system settings
- 6. Reset passwords
- 7. Manage their account.



#### System Settings

The system settings allow the staff to modify the dropdown values across various functionality available in the program.

In the image below, the staff can adjust what they see in the Ancillary Services Dropdown. If the court does not offer a kind of service, the service can be removed from the court's dropdown.

This feature allows for each court to customize their data based on their needs.

|  |   |               | 7                   |            |           |           | -       | •   | 5 |
|--|---|---------------|---------------------|------------|-----------|-----------|---------|-----|---|
| Manage<br>Agency/Provider                | als) (Phase Settings) (Assessm<br>ry Svc - Child) (Documents File Typ | pe Incentives | Response Anci       | illary Ser | vices (Tr | eatment M | odality |     |   |
| 292 Court*                               |   | Dock          | ket*                |            |           |           |         |     |   |
| Anage Users     Series                   | Court   | ~ Ad          | dult Court          |            |           |           |         | ~   |   |
| A MASTER                                 |   | SE            | ELECTED             |            |           |           |         |     |   |
| Transfer Coordinator                     |   |               |                     |            |           |           |         |     |   |
| Anger Management                         | Classes   | 12            | 2 Step Program      |            |           |           |         |     |   |
| Reports 12 Step Program                  |   | 🗸 🖌 Ad        | cupuncture          |            |           |           |         | - I |   |
| Acupuncture                              |   | ✓ Ar          | rt Therapy          |            |           |           |         |     |   |
| System Settings                          |   | 🗸 Ca          | ase Management      |            |           |           |         |     |   |
| Case Management                          |   | 🗸 Co          | ognitive Developme  | nt         |           |           |         |     |   |
| Cognitive Development                    | ent   | ✓ Do          | omestic Violence Cl | asses      |           |           |         |     |   |
| Reset Password Domestic Violence C       | lasses  | 🖌 Ec          | ducation Services   |            |           |           |         |     |   |
| B > Education Services                   |   | ✓ Er          | mployment Services  |            |           |           |         |     |   |
| Edit Personal Details Employment Service | S   | ✓ Fi          | inancial Assistance |            |           |           |         |     |   |

# Set up Staffing Report

The staffing report informs the court staff and the judge on how every participant has performed outside of the court. The staffing report is set up in consultation with the Judge. To set up the staffing report, select the settings menu, Reports and then report profiling.

|                                | S                                       |                                    | ←, ()≣. ⊭       |
|--------------------------------|---|------------------------------------|-----------------|
|                                | Report Printing                         | Re                                 | port Profiling  |
| ><br>Manage<br>Agency/Provider | Note: Report profiling changes can only | be performed by <b>Court Admin</b> |                 |
| 000                            | Select Report Type                      |                                    |                 |
| Manage Users                   | Docket Profile                          | ✓ Submit                           |                 |
| c lo                           | Docket Report Template                  |                                    |                 |
| Transfer Coordinator           | Select Court*                           | Select Docket*                     | Select a Judge* |
| Reports                        | 44th Judicial Adult Court               | Adult Court                        | ✓ Joe Philips   |
|                                | Docket Header                           |                                    |                 |

The staffing report describes the performance of each participant in as much detail as the court wishes.

For each participant, the report is divided into two segments.

1. Header: This provides the important data points associated with the participants. e.g. docket number, current phase, sober days, drug of choice, etc.

2. Body: The body describes the participant's performance since the last time the participant was scheduled for a court review. Data points such as Treatment progress, Journal notes, Tasks completed, Alerts, drug testing results, etc.

| Staffing Report Header |                      |                           |
|------------------------|----------------------|---------------------------|
| 1                      | 2                    | 3                         |
| Admit Date             | Case / Docket Number | Case Manager              |
| 4                      | 5                    | 6                         |
| Days in Phase 🗸        | Drug of Choice       | Next Scheduled Court Date |
| 7                      | 8                    | 9                         |
| Phase ~                | Sobriety Days        | Total Drug Court Days     |
| 10                     | 11                   | 12                        |
| Select                 | Select               | Select                    |

| Section                  |   | Date Range                  | Show    | Show    |
|--------------------------|---|-----------------------------|---------|---------|
|                          |   |                             | Details | Summary |
| Treatment Progress Notes | ~ | Since Last Court Appearance | 0       | 0       |
| Substance Abuse History  | ~ | All                         | 0       | •       |
| Ancillary Services       | ~ | Since Last Court Appearance | 0       | 0       |
| Phase                    | ~ | × IIA                       | 0       | 0       |
| Journal Notes            | ~ | Since Last Court Appearance | 0       | 0       |
| Monitoring               | ~ | Since Last Court Appearance | •       | 0       |

The staffing report body section has two customizable sections for each data point. One allows you to pick the time period and the other provides the detail or the summary.

## **Bulk Updates**

The bulk update allows the court staff to add data across multiple participants at once. The bulk update can be invoked in two ways.

- 1. Bulk update by court date
- 2. Bulk update all clients.

| ←→     | ٥ | <b>∷≣ -</b><br>Bu | 🛃        | <b>⊈</b> •<br>e by Court | 💒<br>Date | 0  | ሳ |  |  |
|--------|---|-------------------|----------|--------------------------|-----------|----|---|--|--|
|        |   | Bu                | lk Updat | e all Client             | s         |    |   |  |  |
| rged 3 |   | -                 |          | ADD                      | SCREENI   | NG | + |  |  |

#### Bulk Update by Court Date

This feature allows the staff to load all the participants that were in court on a specific date.

1. The court coordinator must go into the journal and set up the court data for each participant.

2. Upon selecting a court date, the system will display all the users who were asked to be in court on a given date.

| Search by court review date |
|-----------------------------|
| « October 2021 »            |
| Su Mo Tu We Th Fr Sa        |
| 26 27 28 29 30 <b>1 2</b>   |
| 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        |
| 31 1 2 3 4 5 6              |
|                             |

The court staff should update the respective data about each participant after court. This feature allows the staff to load all users that attended court that day. This removed second-guessing on who all were required to attend court on a given day.

#### Bulk Update All Participants

This feature allows the court staff to enter the data in bulk irrespective of who was required to attend court on a given day. Select one or more users and then select the section into which data must be inserted.

|                               |                |                     |  | Search:                     |                                     |
|-------------------------------|----------------|---------------------|--|-----------------------------|-------------------------------------|
|                               |                |                     | INDUCTION DATE $_{\downarrow\uparrow}$ | CASE ID                     | PHASE                               |
| 🗹 Stephanie Atkins            | (203) 514-1141 | 07/07/2020          | 07/07/2020                             | 1234567                     | Phase TWO-clinical stabilization    |
| 🗹 Stacey Adams                | (605) 350-4228 | 07/07/2020          | 01/26/2021                             | 12345                       | Phase TWO-clinical stabilization    |
| 🗹 Margaret O'Leary            | (406) 123-4444 | 03/31/2020          | 04/01/2020                             | 98789                       | Phase THREE-Pro-Social Habilitation |
| 🗹 Lisa Bush                   | (555) 675-9878 | 07/09/2020          | 05/11/2020                             | M-48-DR-1999-090            | Phase ONE-                          |
| 🗹 Kyle Roland                 | (605) 555-4545 | 07/07/2020          | 07/07/2020                             | 66C19000123                 | Phase TWO-clinical stabilization    |
| 🗹 James Baker                 | (406) 690-5555 | 07/08/2020          | 07/08/2020                             | 123456                      | Phase TWO-clinical stabilization    |
| Holly Roberts                 | (203) 514-1141 | 07/10/2020          | 07/10/2020                             | 666666                      | Phase ONE-                          |
| Dad Baker                     | (906) 867-3099 | 10/01/2020          | 10/14/2020                             | 787878                      | Phase ONE-                          |
| Chrissy Azure                 |                | 10/30/2020          | 11/09/2020                             | 11092020                    | Phase ONE-                          |
| Carl Rivera                   | (203) 514-1141 | 07/07/2020          | 07/07/2020                             | 05 CRI 19-1001              | Phase ONE-                          |
| Adam Macias                   |                | 07/31/2020          | 07/09/2020                             | 9876                        | Phase ONE-                          |
| Showing 1 to 11 of 11 entries |                |                     |  |                             |                                     |
|                               |                |                     |  |                             |                                     |
| 6 Participants selected       | FEE/DEPOSI     | T SANCTION<br>+ ADD | INCENTIVE JOUR                         | RNAL ANCILLARY<br>ADD + ADD | TASK UAT AFFIRMATION                |

e.g. if you need to schedule a court hearing for multiple participants at once, select the participants and click on the Journal.

Then select the "Schedule Court Review" option and the date. Go ahead and "Apply to All."

It's that simple.

|      |                | Add journal      |              |                                      | APPLY TO ALL | * | DONE | × |
|------|----------------|------------------|--------------|--------------------------------------|--------------|---|------|---|
|      | _              | Stephanie Atkins | ~            | Add Journal                          |              |   |      |   |
|      | _              | Stacey Adams     | $\checkmark$ | Journal Type* Date                   | e*           |   |      |   |
|      |                | Margaret O'Leary | $\checkmark$ | Schedule Court Review/Status Hearing | 0/21/2021    |   |      |   |
| ER   | SCREENING DATE | Lisa Bush        | $\checkmark$ | Status*                              |              |   |      |   |
| 1/1  | 07/07/2020     | Kyle Roland      | $\checkmark$ | Scheduled                            |              |   |      | ~ |
| 1710 | 07/07/2020     | James Baker      | $\checkmark$ | Notes                                |              |   |      |   |
| 1220 | 07/07/2020     |                  |              | NORMALTEXT → BOLD ITALIC UNDERLINE I |              |   |      |   |
| 444  | 03/31/2020     |                  |              | You're text here                     |              |   |      |   |
| 878  | 07/09/2020     |                  |              |                                      |              |   |      |   |
| 1545 | 07/07/2020     |                  |              |                                      |              |   |      |   |
| 6555 | 07/08/2020     |                  |              |                                      |              |   |      |   |
| 141  | 07/10/2020     |                  |              |                                      |              |   |      |   |

# Analytics

The analytics can be viewed by clicking on the analytics icon from the main menu.

| ←_         | <b>,</b> | ≡ - 🗵 | <b>Д•</b> | <u>101</u> | 0  | ሳ |  |
|------------|----------|-------|-----------|------------|----|---|--|
|            |          |       |           |            |    |   |  |
| Discharged | 3        |       | ADD       | SCREENI    | ١G | + |  |

The analytics is divided into two segments. Court participant analytics and Court performance analytics.

The court participant analytics is divided into:

- 1. Screened Participants
- 2. Newly Admitted Participants

- 3. Active Participants
- 4. Successfully Discharged Participants
- 5. Unsuccessfully Discharged Participants
- 6. Summary

The Court Performance Analytics contains:

- 1. Court Performance Metrics
- 2. Drug of Choice Metrics
- 3. Prior Treatment Metrics
- 4. Admissions Metrics
- 5. Employment Metrics

#### Alerts

Alerts are generated in the case management system automatically and manually.

Alerts are generated for the following cases:

- 1. Drug test positive
- 2. Drug test No Show
- 3. Demotions
- 4. Infractions
- 5. Non-Compliance in Treatment
- 6. Violations
- 7. Treatment Overdue
- 8. Task overdue

| D/09/2021 Michael Parks DC 19-124 Treatment Program Non-Complian |                     |         |  |
|--|---------------------|---------|--|
|  | <u>nt</u> Smith,She | elley 🛤 |  |
| D/01/2021 Christopher Harris DC 20-048 Drug Test Positive        | Smith,She           | elley 阔 |  |

The staff can click on the alert type to understand why the alert was generated.

| DIM                      | Journal   |                             |            |                            | L  | CANCEL  | ×                      | **         |     |
|--------------------------|-----------|-----------------------------|------------|----------------------------|--|---|------------------------|------------|-----|
|                          | Date      | Туре                        |            | Progress<br>Recommendation | Notes  |   |                        |            |     |
| 44th Judici<br>rs: All C | 10/6/2021 | Treatment<br>Progress/Recom | nmendation | non-compliant              | Mike was not participating i<br>This is the second time that<br>session 15 minutes late.&nt<br>said he was very rude and c | n the treatment sessi<br>he has come into the<br>osp;<br>The counselo<br>ombative at times.&n | on.<br>e<br>or<br>bsp; | a          |     |
| 10 v entries             | ¢         |                             | _          |                            |  |   | •                      | rledgement |     |
|                          | Micl      | hael Parks                  | DC 19-124  | Treatment                  | Program Non-Compliant  | Smith,Shelley   | 8                      |            |     |
|                          |           | <u>stopher Harris</u>       | DC 20-048  | <u>Drug Test F</u>         | Positive   | Smith,Shelley   | 题                      |            |     |
| o 2 of 2 entries         | S         |                             |            |                            |  |   | Pre                    | vious 1    | Nex |

Alerts can also be generated manually. In the e.g. below, the treatment provider staff can enter a treatment note in the journal and mark the entry as a non-compliant entry. When the treatment provider marks the entry as non-compliant, the system will send an alert of the same to all chosen staff members.

| Add Journal  | SAVE           | ~        | CANCEL    | × |
|--|----------------|----------|-----------|---|
| Journal Type * Date *  |                |          |           |   |
| Treatment Progress/Recommendation  |                |          |           |   |
| Treatment Provider   |                |          |           |   |
| New Day [MAT]  |                |          |           | ~ |
| Treatment Personnel  |                |          |           |   |
| Diana Carlson  |                |          |           | ~ |
| Progress Notes/Recommendation  |                |          |           |   |
| Non-Compliant  |                |          |           | ~ |
| Recommend Incentive? Yes No  |                |          |           |   |
| Notes  |                |          |           |   |
| NORMALTEXT → BOLD ITALIC UNDERLINE III III L+ +L   |                |          |           |   |
| Mike was not participating in the treatment session. This is the second time that he has come in The counselor said he was very rude and combative at times. | to the session | 15 minut | tes late. |   |

# Login Guide for DIMS

To sign into DIMS, enter your registered email ID and then click 'Next' to proceed:

| <b>∠</b> DIMS |  |   |
|---------------|--|---|
|               | Sign in to DIMS<br>Enter your details below. |   |
|               | Email*<br>Saloni@datagainservices.com        |   |
|               | Next   | Cise Management   |
|               |  | Case mangemen<br>Lab Management<br>Probation & Pretrial |
|               |  | Remote Alcohol Testing<br>Participant App<br>EHR        |
|               |  |   |
|               |  |   |
|               |  |   |
|               |  |   |

Next, you'll be directed to a page where you need to enter your password and the code sent to your email:

| OTP has been send on Email   |  |
|--|--|
|  | Sign in to DIMS<br>Enter your details below. |
| A CONTRACTOR OF A CONTRACTOR A | Email*                                       |
| DIMS ENTERPRISE  | Saloni@datagainservices.com                  |
| THE MOST ADVANCED<br>SECURE DRUG COURT DATA<br>MANAGEMENT SYSTEM   | Password* Forgot password?                   |
| Designed by institute performing the for   | OTP*   |
| today's drug court needs.  |  |
|  | You can resend OTP after seconds             |
|  | Log In                                       |
|  |  |
| 1  |  |

| - DIMS  |            |
|---|------------|
| Saloni@datagainservices.com ,   |            |
| Please find your one time-use password below:   |            |
| 590050  |            |
| This is a One Time Password. If you get locked out due to inactivity, you will have obtain a new password. This process is designed to ensure the privacy and secure of your account information. If you have further questions, please contact dimssupport@datagainservices.com. | to<br>rity |
| Regards,  |            |

After entering your Password and the code, click on 'Login.'

| - DIMS   |  |
|--|--|
|  | Sign in to DIMS<br>Enter your details below.   |
|  | Email*   |
| THE MOST ADVANCED<br>SECURE DRUG COURT DATA<br>MANAGEMENT SYSTEM   | Password * Forgot password?  |
| Designed by justice professionals for<br>today's drug court needs. | Stored States St |
|  | Resend OTP   |
|  | Log in   |
|  |  |
|  |  |

Upon logging in successfully, you'll see all your programs within your account:

| <b>Z</b> DIMS   |   | 0 O     |
|---|---|---------|
| Select Court & Docket                                 |   |         |
| FIRST STEP  | SECOND STEP                                   | PROCEED |
| 1st Judicial Demo Court                               | Co-occurring Docket                           |         |
| New Jersey Court Services                             | COURT DUI Docket                              |         |
|   | Source Adult Docket                           |         |
|   | Adult Court                                   |         |
|   | Juvenile Docket                               |         |
|   | MHC Docket >                                  |         |
|   | Veterans Docket Veterans Court                |         |
| O Setup treatment & ancillary service providers<br>0% | COURT Family Treatment Family Treatment Court | 9       |

# **Menu Navigation**

The main menu navigation allows you to access several important parts of the program, such as system settings, bulk updates, analytics, and the help section. The main menu navigation can be found on the top right corner of the screen.



# **Change/Switch Dockets**

The arrows highlighted below indicate "Change Docket" option. They will take the user out and take one back to the sign in. It will give access to all the courts that the user has the permission for. So, the User can switch in and out of courts very easily.

| ←→ | ۰ | i≡ - <i>⊳</i> ∕ | $\bigtriangleup$ | 0 |  |
|----|---|-----------------|------------------|---|--|
|    |   |                 |                  |   |  |

## Settings

The settings menu is the great icon highlighted in red below.

The DIMS case management program allows you to customize the functionality based on your court's operations requirements.

See the settings section for more details.

| ←→           | ⇔∷≡ | - 2 | £•  | 1       | Ø  | Ф |  |
|--------------|-----|-----|-----|---------|----|---|--|
|              |     |     | _   |         |    |   |  |
| Discharged 3 |     |     | ADD | SCREENI | NG | + |  |

# **Bulk Update**

The bulk update feature allows court staff to enter similar data across multiple participants with a single click. What could take a court staff 2 hours to enter data for 30 participants now takes 20 minutes.

| ←→           | ♦ ≔ - ⊬ | 2.  |         | 0  | ወ |  |
|--------------|---------|-----|---------|----|---|--|
|              |         | _   |         | _  |   |  |
| Discharged 3 |         | ADD | SCREENI | NG | + |  |

# Analytics

DIMS provides comprehensive analytics for the participants, court, and for court performance. The analytics have been designed after consulting research organizations, NADCP, NDCI, and several states representatives.

|          | ←→    | • | :≡ - ∠∕ | £•  | ***     | 0  | ወ |  |
|----------|-------|---|---------|-----|---------|----|---|--|
|          |       |   |         |     |         |    |   |  |
| Discharg | ged 3 |   |         | ADD | SCREENI | NG | + |  |

#### Alerts

The Alerts icon indicates any new alerts that have been raised by your staff or by the DIMS program. Alerts are raised for various reasons. e.g. Positive drug tests, violations, or sanctions. Alerts are one of the elements in the DIMS program that makes the courts collaborative.

|         | ←→    | ٥ | :≡ - | ~ | Ω•    | ***    | Ø  | ዓ |  |
|---------|-------|---|------|---|-------|--------|----|---|--|
|         |       |   |      |   | _     |        |    |   |  |
| Dischar | ged 3 |   |      |   | ADD S | CREENI | NG | + |  |

#### **Participants**

The participant icon allows the staff to navigate to the list of all participants. It's an easy way to switch between one participant and another, no matter where you might find yourself in the program.

|           | ←→  | ۰ | II - | ~ | £•  | 쓭        | 0 | ტ |  |
|-----------|-----|---|------|---|-----|----------|---|---|--|
|           |     |   |      |   |     |          |   |   |  |
| Discharge | d 3 |   |      |   | ADD | SCREENIN | G | + |  |

# **Setting up Court**

# **Add Agencies or Providers**

Agencies are basically where your treatment providers work. We are going to set up the Agencies / Providers via the "Manage Agency/Provider" Setting.

|                           | S                      |                           | <u>←</u>       | ♦ ≡ - ⋈ ↓.              | <b>알 0</b> 0 |
|---------------------------|------------------------|---------------------------|----------------|-------------------------|--------------|
| Manage<br>Agency/Provider | Manage Agency/Provider |                           |                | ADD AGENCY/PRO          | VIDER +      |
|                           | Show 10 v entries      |                           |                | Search:                 |              |
| *** >                     | Agency/Provider Name   | Email                     | Phone          | Court Name              | Is MAT       |
| Manage Users              | Trimted 2022 edit      | trim@datagainservices.com | (787) 878-7878 | 1st Judicial Demo Court | No           |
| Transfer Coordinator      | Sitka Counseling       |                           | (901) 293-9329 | 1st Judicial Demo Court | No           |
| 8±                        | Testoct                | test@com                  | (123) 456-7899 | 1st Judicial Demo Court | No           |
| Reports                   | Trim Active            | teim@datagainservices.com | (525) 555-5555 | 1st Judicial Demo Court | Yes          |
| ŵ,                        | API Test By Ravindra   | apitest1@gmail.com        | 9921254560     | 1st Judicial Demo Court | No           |
| System Settings           | api TEST               | apitest@gmail.com         | 9921254560     | 1st Judicial Demo Court | No           |
| 8 >                       | Lions Gate Recovery    |                           | (425) 673-2822 | 1st Judicial Demo Court | Yes 🕜        |
| Reset Password            |                        |                           |                |                         |              |

We can add the agencies/providers via the "Add Agency/Provider" button. After clicking on that button, we can see a page that asks for further details about the Agency.

You can go ahead and enter the details: Agency's name, phone number, court associated, city etc. The fields that are marked in star are mandatory.

|                      | IS                     |                        | Add Agency/Provider   |                   | SAVE | *    | CANCEL   | ×         |   |
|----------------------|------------------------|------------------------|-----------------------|-------------------|------|------|----------|-----------|---|
| Manana               | Manage Agency/Provider | ,                      | Agency/Provider Name* | Email Address     |      | Pho  | ne No.*  |           |   |
| Agency/Provider      |                        |                        |                       | y/Provider*       |      |      |          |           |   |
|                      | Show 10 ~ entries      |                        | Select Court          |                   |      |      |          | ~         |   |
|                      |                        | Email                  | City                  | State             |      | Post | tal Code |           |   |
| Manage Users         | Trimted 2022 edit      | trim@datagainservice3. | City                  | Select            | ~    | FUSI | larcoue  |           |   |
| Transfer Coordinator | Sitka Counseling       |                        | Fax Number            | (InActive/Active) |      |      |          |           |   |
|                      | Testoct                | test@com               |                       |                   |      |      |          |           |   |
| Reports              | Trim Active            | teim@datagainserviccs  | Address               |                   |      |      |          |           |   |
|                      | API Test By Ravindra   | apitest1@gmail.com     |                       |                   |      |      |          |           |   |
| System Settings      | apiTEST                | apitest@gmail.com      |                       |                   |      |      |          |           |   |
| · ,                  | Lions Gate Recovery    |                        | Is MAT Provider ?     |                   |      |      | ⑦ Co     | ontact Us | ) |
| Reset Password       | Test194                | test19@com             |                       |                   |      |      |          |           | - |

If the Agency provides MAT service, then that box can be clicked and marked on the page. Once the Agencies are added, they can be seen on the Overview page as shown below:

#### Add Users

Users would be anyone who has got access to the data system. They could be those that are on your team and anyone who works with your team.

|                           | <b>J</b> IMS        |                      | ⇔≞∗⊻                    | <b>டි• පි ම</b> එ |
|---------------------------|---------------------|----------------------|-------------------------|-------------------|
| Manage<br>Agency/Provider | Manage Users        |                      |                         | ADD USER +        |
|                           | Show 50 🗸 entries   |                      | S                       | earch:            |
| ×                         | User Name           | User Type            | Court                   |                   |
| Manage Users              | Dims Coordinator    | Court Admin          | 1st Judicial Demo Court |                   |
| Transfer Coordinator      | Dims Judge          | Judge                | 1st Judicial Demo Court |                   |
| <u>e=</u> ]               | <u>Rishi Darira</u> | Judge                | 1st Judicial Demo Court |                   |
| Reports >                 | <u>vivek jha</u>    | Supervisor           | 1st Judicial Demo Court |                   |
| ŵ.                        | Ed Windslow         | Agency/Provider      | 1st Judicial Demo Court |                   |
| System Settings           | Pranay Kumar        | Court Admin          | 1st Judicial Demo Court |                   |
|                           | Daisy Beckett       | Supervisor           | 1st Judicial Demo Court |                   |
| Reset Password            | Kevin Cook          | State Coordinator    | 1st Judicial Demo Court |                   |
| Edit Personal Details     | Steve Ette          | Supervisor           | 1st Judicial Demo Court |                   |
|                           | Gen Stasiak         | Primary Case Manager | 1st Judicial Demo Court |                   |
|                           | Rahul Patil         | Supervisor           | 1st Judicial Demo Court |                   |

To add a new user to the court, go ahead and click on Add User. Enter all the details related to the User. Permissions with respect to the Court Users can be managed here as well.

| Add Users       |                                    |            |                                 | NEXT       |
|-----------------|------------------------------------|------------|---------------------------------|------------|
| User Details    | Permissions     Manage user permis | ssions     | 3 Courts<br>Associate user with | Courts     |
| Users           |                                    |            |                                 |            |
| First Name *    |                                    | Last Nam   | ie*                             |            |
| First Name      |                                    | Last Na    | ame                             |            |
| City<br>City    |                                    | Email*     |                                 |            |
| State           |                                    | Fax Number |                                 |            |
| Select          | ~                                  | Fax Numb   | er                              |            |
| Postal Code     |                                    | Phone      |                                 |            |
| Postal Code     |                                    | Phone      |                                 |            |
|                 |                                    |            |                                 |            |
| Contact Address |                                    |            |                                 |            |
| Contact Address |                                    |            |                                 |            |
| Role*           | Hire Date                          |            | Termination Date                |            |
| Select          | ✓ Hire Date                        |            | Termination Date                | Ē          |
|                 |                                    |            |                                 | ?) Contact |

| Add Users                              |   | NEXT             | ~         |                  | CANCEL       | *    |
|--|---|------------------|-----------|------------------|--------------|------|
| User<br>User Details                   | 2 Permissions<br>Manage user permissions        |                  | Co<br>Ass | urts<br>ociate u | ser with Cou | urts |
| Permissions                            |   |                  |           |                  |              |      |
| Can user login into System?            | Yes No  |                  |           |                  |              |      |
| Default Permission                     | Page Permission[Delete will automatically grant | /iew permission] |           |                  |              |      |
| Attorney                               | Settings and User Management                    |                  |           |                  |              |      |
| O CASA                                 | Pages   | View             | Add       | Edit             | Delete       |      |
| Contract Manager                       | Manage-CourtDocket                              |                  |           |                  |              |      |
| Counselor                              | manage-courtbocket                              | <u>^</u>         |           |                  |              |      |
| O Court Admin                          | Manage-Dockets                                  |                  |           | ×                |              |      |
| <ul> <li>Custom Role</li> </ul>        | Manage-Roles                                    | ×                | ×         | ×                | ×            |      |
| O Detective                            |   |                  |           |                  |              |      |
| <ul> <li>Evaluator</li> </ul>          | Manage-Transfer                                 |                  |           | ×                |              |      |
| <ul> <li>Family Case Worker</li> </ul> | Manage-TreatmentProvider                        | ×                | ×         | ×                | ×            |      |
| ⊖ Judge                                |   |                  | -         |                  |              |      |
| O Law Clerk                            | Manage-Users                                    | ×                | ×         | ×                | ×            |      |
| O Life Coach                           | Reports   | ×                |           |                  |              |      |
| O Social Worker                        | System Setting                                  | ×                |           | ×                |              |      |
| O Parole Officer                       |   |                  |           |                  |              |      |
| O Police Officer                       | Bulk Tasks                                      | ×                | ×         | ×                |              |      |
| O Primary Case Manager                 | Court Analytics                                 | ×                |           |                  |              |      |



You can continue to add more agencies. You can add independent consultants, drug testing agencies, anyone that works as a vendor / provider etc.

# Set up Phases

Phases can be setup via System Settings. For each of the phases, you can add the no. of days and the Phase Names that you want to give.

| 🖌 DIM                     | S                                   |  | ←→ ¢                                   | ≡∗⊻ 众 營 0                         | 5 U                   |
|---------------------------|-------------------------------------|--|--|-----------------------------------|-----------------------|
| Add User<br>for LabReview | General Phase (<br>Journal) Level 0 | Goals Phase Settings And<br>f Care / Placement Sanctions | s) (Therapeutic Response) (Ancillary / | Treatment Services Tags (Tribal A | ures )<br>Infiliation |
| \$ >                      | Court*                              | DIMS Training court                                      | *                                      |                                   |                       |
| Custom Document           | Docket*                             | Adult Court  | ~                                      |                                   |                       |
| Announcement              | Diama d                             |  | Phase Name                             | Is Active                         |                       |
| Manage Courts             | Phase-1                             | Phase Days   | Phase Name                             |                                   |                       |
| Anage Labs                | Phase-2                             | Phase Days   | Phase Name                             | (No/Yes)                          |                       |
| Manage Pretrial Courts    | Phase-3                             | Phase Days   | Phase Name                             | (No/Yes)                          | ⑦ Contact Us          |

Since these are all customizable, you get to determine the no. of days, the name of each phase and whether you want to set them as active or not. On click of submit, the phase details get saved for your court.

# Set up Phase Goals

Phase Goals can be added via System Settings. On click of Add Phase goal, you can enter Phase Goals in the Notes after selecting the Court, docket and the Phase Name. You can enter the phase goals in a very short succinct manner.

|                           | IS  | Add Phase Goal | SAVE | * | CANCEL  | ×          |
|---------------------------|---|----------------|------|---|---------|------------|
| Add User<br>for LabReview | General     Phase Goals     Phase Settings     Ancillary S       Journal     Level Of Care / Placement     Sanctions     Th | Court*         | ~    |   |         |            |
| Announcement              |   |                |      |   | -1, ,1= |            |
| Manage Courts Manage Labs | 13th Judicial<br>District Drug Court: Adult Court Phase 6<br>STAR   | Your text here |      |   | IT 12   |            |
| Manage Pretrial Courts    | 13th Judicial<br>District Drug Court: Adult Court Phase 6<br>STAR   |                |      |   | 0       | Contact Us |

You can enter as many phase goals you want for each of the phases. There is another view to look at these phase goals. By clicking on the Toggle View button, phase goals can be edited and / or deleted.



These goals will also be visible in the Participant App. So, the participants will see how long they have been in a particular phase and what goals they have to complete.

# **System Settings**

## General

The court needs to be setup first under the System Settings. Under the tab 'General' you need to enter basic details like court name, docket, what day of week are you going to hold the court and what time of the day too.



# **Phase Goals**

Under Phase Goals, you decide how your phase system will look like. You can add Phase goals by clicking on "Add Phase goal". Every phase has got certain goals that the participant needs to complete. Added Phase goals could all be viewed together under "Toggle View".

|  | IS  | Add Phase Goal   | SAVE | CANCEL | × |
|--|---|--|------|--------|---|
| Manage<br>Agency/Provider  | General Phase Goals Phase Settings Assessmen<br>Sanctions Ancillary Svc - Child Documents File Type | Court* Select Court  Docket*   |      |        |   |
| Anage Users  |   | Select Docket  |      |        |   |
| < Dour   | Show 10 🗸 entries   | Select   |      |        |   |
| Transfer Coordinator   | Court    Docket    Phase    C   | Note   |      |        |   |
| Depento  | 1st Judicial Phase ONE i<br>Demo Court Adult Court Stabilization i                                  | NORMALTEXT →     BOLD     ITALIC     UNDERLINE     III     III     E     III |      |        |   |
| (in the second s | 1st Judicial Phase ONE /<br>Demo Court Adult Court Stabilization (                                  | Tou re teat here   |      |        |   |
| System Settings  | 1st Judicial Adult Court Phase ONE E<br>Demo Court Stabilization of                                 |  |      |        |   |
| Reset Password   | 1st Judicial Adult Court Phase ONE F<br>Demo Court Stabilization F                                  |  |      |        |   |
| Edit Derennal Dataile  | 1st Judicial Adult Court PHASE 5  |  |      |        |   |

# **Phase Settings**

Under Phase Settings, you get to define all the phases with respect to the naming and duration. You can go ahead and put all your phases in here.

|                                       | S        |                                       | ← <sub>→</sub>                   | \$ ≣ - ピ ↓ \$ \$ 0 Ů             |  |
|---------------------------------------|----------|---------------------------------------|----------------------------------|----------------------------------|--|
|                                       | General  | se Goals Phase Settings Ancillary S   | vc - Child (Assays) (Assessments | s Documents File Type Incentives |  |
| Manage<br>Agency/Provider             | Journal  | el Of Care / Placement - Canctions Th | Ancillary / Tre                  | eatment Services                 |  |
| ×** ,                                 | Court*   | 1st Judicial Demo Court               | × .                              |                                  |  |
| Manage Users                          | Docket*  | Adult Court                           | ~                                |                                  |  |
| Transfer Coordinator                  |          |                                       | Phase Name                       | Is Active                        |  |
| A A A A A A A A A A A A A A A A A A A | Phase-1  | 60                                    | Phase ONE Stabilization          | (No/Yes)                         |  |
| <del>Reports</del>                    | Phase-2  | 112                                   | Phase 2 Clinical                 | (No/Yes)                         |  |
| System Settings                       | Phase-3  | 112                                   | Dhase THDEE Social               | (No/Yes)                         |  |
| Reset Password                        | Thate o  | 10                                    | Fillad TIALL Social              |                                  |  |
| 8 ,                                   | Phase-4  | 117                                   | PHASE 4                          | (No/Yes)                         |  |
| Edit Personal Details                 | Phase-5  | 115                                   | DHASE 5                          | (No/Yes)                         |  |
|                                       | r nuse-0 | 113                                   | FRAGE 3                          |                                  |  |

# **Therapeutic Response**

Part of Best Practices in treatment courts is not to identify a treatment response to relapse as a Sanction. For this reason, DIMS added Therapeutic Responses. It's important to record these responses in addition to Sanctions/Incentives.

|                           | S  |         | 수 후 표· 또 수 볼 용 이  |
|---------------------------|--|---------|---|
| Manage<br>Agency/Provider | General     Phase Goals     Phase Settings     Ancillary Svo       Journal     Level Of Care / Placement     Sanctions     The | - Child | Assays (Assessments) (Documents File Type) (Incentives)   |
| 898                       | Court*   |         | Docket*   |
| Manage Users              | 1st Judicial Demo Court  | ~       | Adult Court   |
| Transfer Coordinator      |  |         | SELECTED  |
|                           | 1-1 meeting with Judge   | ~       | 1-1 meeting with Judge  |
| Reports                   | Adjunctive medication referral (Yes) (Medication/Therapy)  | ~       | Adjunctive medication referral (Yes) (Medication/Therapy)   |
|                           | Attending 1 treatment group per day  | ~       | Attending 1 treatment group per day   |
| System Settings           | Increased amount of individual sessions per week w/ CDC to<br>discuss root cause for relapse or compliance difficulty          | ~       | Increased amount of individual sessions per week w/ CDC to<br>discuss root cause for relapse or compliance difficulty |
| • ,                       | Increased number of treatment groups per week (Yes)  | *       | Increased number of treatment groups per week (Yes)   |
| Reset Password            | Increased Supervision (Yes)  | ×       | Increased Supervision (Yes)   |
| 8 、                       | Increased treatment sessions   | ~       | Increased treatment sessions  |
| Edit Personal Details     | IT with Treatment Provider   | *       | IT with Treatment Provider  |
|                           | Journaling   | ~       | Journaling  |

# **Ancillary / Treatment Services**

Very important for tracking all the services that the participant has to undergo.

|                           | S   |            | ←, ¢≡- ⊵ û ≝ 0 ů                                       |
|---------------------------|---|------------|--|
| Manage<br>Agency/Provider | General     Phase Goals     Phase Settings     Ancillary Stress       Journal     Level Of Care / Placement     Sanctions     The       Court*     Court*     Court*     Court* | vc - Child | Assays Assessments Documents File Type Incentives      |
| Manage Users              | MASTER V  | Ě          | Adult Court  |
| Reports                   | 12 Step Program Acupuncture Anner Management Classes  | *          | 12 Step Program Acupuncture Art Therapy                |
| System Settings           | Art Therapy Aunties/ Uncles House   | *          | Aunties/ Uncles House<br>Batterer's Intervention Group |
| Reset Password            | Batterer's Intervention Group<br>Beading class  | * *        | Beading class<br>Blanket Exercise                      |
| Edit Personal Details     | Blanket Exercise<br>Boundaries  | -          | Boundaries<br>Carving class                            |

# Level of Care / Placement

Useful for adding all the treatment modalities that the court would need by default. The court user could go here and remove few from the Master List as well.

|                           | S   |                 | ←, ☆ ≣ - ∠ ↓ 誉 0  |
|---------------------------|---|-----------------|---|
| Manage<br>Agency/Provider | General Phase Goals Phase Settings Ancilla<br>Journal Level Of Care / Placement Sanctions | Therapeutic Res | Assays (Assessments) (Documents File Type) (Incentives)                     |
| ، 🐣 ک                     | 1st Judicial Demo Court   | ~               | Adult Court   |
| Transfer Coordinator      |   |                 | SELECTED  |
| Reports                   | Assertive Community Treatment (ACT)<br>Batterer's Intervention Group                      | ~               | Assertive Community Treatment (ACT)<br>Case Management/Support Coordination |
| 201                       | Case Management/Support Coordination  | ~               | CBISA   |
| System Settings           | CBISA   | × .             | CBISA Aftercare   |
| 0                         | CBISA Aftercare   | × .             | Co-occurring Treatment Services   |
|                           | Co-occurring Treatment Services   | ~               | Community Based Services  |
| Reset Password            | Community Based Services  | ~               | Continuing Care   |
| 8,                        | Continuing Care   | ~               | Crisis Residential/Intensive Crisis Stabilization                           |
| Edit Personal Details     | Crisis Residential/Intensive Crisis Stabilization   |                 | Day Treatment   |

# Sanctions

A preselected list of sanction types has been entered here into DIMS.

|                                       | S  |                     | ←→ ✿≡-⊮ 众•  | <b>철 ⓒ</b> Ů |
|---------------------------------------|--|---------------------|---|--------------|
| Manage<br>Agency/Provider             | General     Phase Goals     Phase Settings     An       Journal     Level Of Care / Placement     Sanction | cillary Svc - Child | Assays) (Assessments) (Documents File Type) (I<br>ponse) (Ancillary / Treatment Services) | ncentives    |
| 288                                   | Court*   | <u> </u>            | Docket*   |              |
| Manage Users                          | 1st Judicial Demo Court  | ~                   | Adult Court   | ~            |
| Transfer Coordinator                  | MASTER   | ф –                 | SELECTED  |              |
| I I I I I I I I I I I I I I I I I I I | 34 Housing   | ~                   | ¾ Housing   |              |
| Reports                               | Alcohol Testing Increased  | ~                   | Alcohol Testing Increased   |              |
| 633                                   | Any  | ~                   | Any   |              |
| System Settings                       | Community Service  | ~                   | Community Service   |              |
|                                       | Court Appearances Increased  | × .                 | Court Appearances Increased   |              |
| <u> </u>                              | Curfew Imposed   | <b>~</b>            | Curfew Imposed  |              |
| Reset Password                        | Drug Testing Increased   | ~                   | Drug Testing Increased  |              |
| 8,                                    | Jail   | ~                   | Jail  |              |
| Edit Personal Details                 | Job Club Until Employed  | ~                   | Job Club Until Employed   |              |
|                                       |  |                     |   |              |

Similarly other tabs for Incentives, Document types, Assays and Journals etc. also help in adding a preselected list of options into DIMS. This will then further help in managing Individual Participant Case.

#### Tags

The Court Coordinator / Court Admin can add the tags that they want for their Court from the System Settings by clicking on Tags.

# **Court Team Attendance**

With DIMS, you can now take attendance of your team members.

Court Attendance has two steps:

Step 1: Adding staff members to the attendance list:

A. This is a role-based setting which can be enabled by the Court Admin by going to the Manage Users through settings followed by selecting a user.



| how 50 🗸 entries |                    | Search:                                 |
|------------------|--------------------|---|
| User Name        | User Type          | Court                                   |
| Vivek Jha        | Agency/Provider    | Datagain Test Court                     |
| Dims Coordinator | Court Admin        | 1st Judicial Demo Court                 |
| Dims Judge       | Judge              | 1st Judicial Demo Court                 |
| Rishi Darira     | Judge              | Datagain Test Court                     |
| Joe Mitchell     | Agency/Provider    | Datagain Test Court                     |
| Don Harris       | Judge              | 13th Judicial District Drug Court: STAR |
| Adam Flores      | Drug Testing Admin | 13th Judicial District Drug Court: STAR |
| Mona Sumner      | Evaluator          | 13th Judicial District Drug Court: STAR |
| Jo Acton         | Agency/Provider    | 13th Judicial District Drug Court: STAR |

B. Go to the Permissions tab and select "yes" for "Is this User going to attend staffing or not?". Click on Update.

| User           | > | Permission                                      |                                    |                                  |
|----------------|---|---|------------------------------------|----------------------------------|
| Permission     | > | Can user use Nform                              | • Yes • No Is this L               | User going to O Yes O No         |
| Manage Courts  | > | - yyy :   | otteno                             | ordining of not :                |
| Manage Dockets | > | Can user login into<br>System?                  | O Yes ○ No                         |                                  |
|                |   | Default Permission                              | Page Permission (Delete will actor | natically grant View permission) |
|                |   | <ul> <li>Attorney</li> </ul>                    | Settings and User Management       | t                                |
|                |   | O CASA  | Panes                              | View Add Edit Delete             |
|                |   | O Contract Manager                              |                                    |                                  |
|                |   | O Counselor                                     | Bulk Tasks                         | <b>~</b>                         |
|                |   | O Court Admin                                   | Court Analytics                    | ~                                |
|                |   | O Custom Role                                   | Manage-CourtDocket                 | ~                                |
|                |   | O Detective                                     |                                    |                                  |
|                |   | O Evaluator                                     | Manage-Dockets                     |                                  |
|                |   | <ul> <li>Family Case</li> <li>Worker</li> </ul> | Manage-Roles                       | <b>~</b>                         |
|                |   | <ul> <li>Judge</li> </ul>                       | Manage-Transfer                    |                                  |
|                |   | O Law Clerk                                     |                                    |                                  |
|                |   |   | Manage-TreatmentProvider           | ~                                |
|                |   | <ul> <li>Life Coach</li> </ul>                  |                                    |                                  |

Step 2: Marking Attendance for the staff member.

A. Click on the calendar icon on the main menu section and select Attendance.



B. Click on Add Attendance button, a pop – up will open with the following fields which are marked as mandatory as shown in the below screenshot.

- Date Scheduled
- Court Held
- Method

| Add Attendance   |                     | CANCEL   | ×         | SAVE  | ~ |
|------------------|---------------------|----------|-----------|-------|---|
| Date Scheduled * |                     |          |           |       |   |
|                  | Ē                   |          |           |       |   |
| Court Held*      |                     |          |           |       |   |
| 💿 Yes 🔿 No       |                     |          |           |       |   |
| Method *         |                     |          |           |       |   |
| Select           | ~                   |          |           |       |   |
|                  |                     |          |           |       |   |
|                  |                     | Sea      | arch:     |       |   |
| Name             | Staffing Attendance | Cou      | rt Attend | lance |   |
| Mashalkar Rohit  |                     |          |           |       |   |
| Coordinator Dims |                     | <b>~</b> |           |       |   |
| Judge Dims       |                     |          |           |       |   |
| jha vivek        |                     | <b>~</b> |           |       |   |
| WIndslow Ed      |                     | ~        |           |       |   |
| Kumar Pranav     |                     |          |           |       |   |

C. All the staff members who were selected for "Is this User going to attend staffing or not" will be auto checked assuming that the user would attend Staffing and Court Attendance

Note: If the user does not attend the Staffing or Court, please uncheck them respectively.

D. Click on Save to update the attendance.

# **Reports**

# Set up Docket Profile

The docket report basically gives info on which participants will be arriving in court that week. For creating a docket profile, first the user needs to click on Report Profiling and choose the report type as "docket profile".

|                           | <b>L</b> DIMS   |                        | ←→ ☆ ≔~ ⊵ ↓ 誉 ⊕ ⊅ Ů | A        |  |  |  |
|---------------------------|---|------------------------|---------------------|----------|--|--|--|
| <i>4</i> 8%               | Report Printing   | Report History         | Report Profiling    |          |  |  |  |
| Add User<br>for LabReview | Note: Report profiling changes can only be performed by Court Admin |                        |                     |          |  |  |  |
|                           | Select Report Type  |                        |                     |          |  |  |  |
| Custom Document           | Docket Profile  | ✓ Submit               |                     |          |  |  |  |
| \$ ,                      | Docket Report Template  |                        |                     | - 1      |  |  |  |
| Announcement              | Select Court*   | Select Docket*         | Select a Judge*     |          |  |  |  |
| S >                       | 1st Judicial Demo Court   | ✓ Adult Court          | Any                 | ×        |  |  |  |
|                           | Docket Header   |                        |                     |          |  |  |  |
| ×                         |   |                        |                     |          |  |  |  |
| Manage Labs               | Admit Date  | Case Manager           | Case Number         | ~        |  |  |  |
| \$ ,                      |   |                        |                     |          |  |  |  |
| Manage Pretrial Courts    | Client Name   | Client Attorney        | ✓ Court Date        | ~        |  |  |  |
| \$                        |   |                        | (⑦ Cor              | ntact Us |  |  |  |
| Manage Steps Entity       | Phase   | ✓ Date of Next Hearing | ✓ Children's Name   | · .      |  |  |  |

For your docket, you will send out notification to your team each week to tell them who all will be coming to court that week.

Under this one can further see a docket report template which can be customized as per the needs of the Court.

One needs to go ahead and select their court, the docket and select their judge.

|                           | <b>L</b> DIMS                                    | ÷                    | ÷¢≣•⊮ ¢ ≊•0 0 0  | Â               |
|---------------------------|--|----------------------|------------------|-----------------|
| <i>4</i> 5%               | Report Printing                                  | Report History       | Report Profiling |                 |
| Add User<br>for LabReview | Note: Report profiling changes can only be perfo | rmed by Court Admin  |                  |                 |
| Q                         | Select Report Type                               |                      |                  |                 |
| Custom Document           | Docket Profile                                   | ✓ Submit             |                  |                 |
| ×,                        | Docket Report Template                           |                      |                  |                 |
| Announcement              | Select Court*                                    | Select Docket*       | Select a Judge*  |                 |
| Annace Courts             | 1st Judicial Demo Court                          | ∽ Aduit Court        | ✓ Any            | (****)<br>  *** |
|                           | Docket Header                                    |                      |                  |                 |
| \$                        |  |                      |                  |                 |
| Manage Labs               | Admit Date                                       | ✓ Case Manager       | ✓ Case Number    | ~               |
| \$,                       |  |                      |                  |                 |
| Manage Pretrial Courts    | Client Name                                      | Client Attorney      | Court Date       | ×               |
| ۸,                        |  |                      |                  | (?) Contact Us  |
| Manage Steps Entity       | Phase  | Date of Next Hearing | Children's Name  | × ,             |

The court User can go ahead and select/choose from a range of docket headers. These docket headers help in creating a template for the kind of report the court wants. Once selected and clicked on "Submit", it successfully creates a docket report profile for that respective court.

|                           |            |                   | D          | ate Timestamp: ( | Court Date : 5/3/2022   |                              |                    |                 |
|---------------------------|------------|-------------------|------------|------------------|-------------------------|------------------------------|--------------------|-----------------|
| Client Name               | Admit Date | Case Number       | Court Date | Case Manager     | Phase                   | Children Name                | Next Court Hearing | Client Attorney |
| Barbao, Benjamin Jonathan | 1/4/2019   | DC-20181017-1     | 5/3/2022   | N/A              | Phase THREE Social      |                              | 5/16/2022          | N/A             |
| lenkins, Andrea           | 1/18/2019  | PNDN - 24002 - S3 | 5/3/2022   | N/A              | Phase 2 Clinical        | Jamal Jenkins, Jamal Jenkins | 5/16/2022          | N/A             |
| Test, ABC                 | 10/16/2020 | 56689             | 5/3/2022   | N/A              | Phase ONE Stabilization |                              | 5/16/2022          | N/A             |
| XYZ, ABC                  | 12/23/2019 | 778899            | 5/3/2022   | N/A              | Phase ONE Stabilization |                              | 5/16/2022          | N/A             |
|                           |            |                   |            |                  |                         |                              |                    |                 |

## Set up Staffing Profile

The staffing report is the report that you will send out to your judge and team the morning before you see the participants. It is a cumulative report of everything that has happened in the court since you last saw that participant.

|                       | S                                      |                            | ←→ | \$ ≣- ⋈ ↓ 😤 😡 ୯              | <b>)</b> |
|-----------------------|--|----------------------------|----|------------------------------|----------|
| 488 ><br>Manage Users | Select Report Type Staff Report        | Submit                     |    |                              |          |
| Transfer Coordinator  | Staffing Report Profile                |                            |    |                              |          |
| Reports               | Select Court*  1st Judicial Demo Court | Select Docket* Adult Court | ~  | Select a Judge* Rishi Darira |          |
| Sustem Sattings       | Staffing Report Header                 |                            |    |                              |          |
| Reset Password        | 1<br>Admit Date                        | 2<br>DOB                   | ~  | 3<br>Current Age             |          |
| Edit Personal Details | 4<br>Current Highest Education Level   | 5<br>Case / Docket Number  | ~  | 6<br>Drug of Choice          |          |
|                       | 7<br>Total Sanctions                   | 8<br>Phase                 | ~  | 9<br>Sobriety Days           |          |
|                       | 10<br>Next Scheduled Court Date        | 11<br>Sponsor              | ~  | 12<br>Total Drug Court Days  |          |
|                       | 13<br>Children's Names                 | 14<br>Select               | ~  | 15<br>Select                 |          |
|                       | 16<br>Select                           | 17<br>Select               | ~  | 18<br>Select                 |          |
|                       | 19                                     | 20                         |    | 21                           |          |

One can go ahead and select all the headers that they want in their staffing report. The Staffing report details further help in getting exactly what all data the court wants like Treatment Progress notes, substance abuse history, ancillary services etc. Next is the date range for which the date for those sections is required. This report feature also helps in getting either a detailed report on those sections or a summarized version of the same, based on the demands. Once all required sections are selected one can hit on submit.

| Staffing Report Details  |   |                             |                 |                 |
|--------------------------|---|-----------------------------|-----------------|-----------------|
| Section                  |   | Date Range                  | Show<br>Details | Show<br>Summary |
| Treatment Progress Notes | ~ | Since Last Court Appearance | •               | 0               |
| Substance Abuse History  | ~ | All                         | 0               | •               |
| Ancillary Services       | ~ | Since Last Court Appearance | •               | 0               |
| Phase                    | ~ | All                         | 0               | •               |
| Journal Notes            | ~ | Since Last Court Appearance | •               | 0               |
| Monitoring               | ~ | Since Last Court Appearance | •               | 0               |
| Client Tasks Due         | ~ | 30 Days                     | •               | 0               |
| Court Report             | ~ | Since Last Court Appearance | •               | 0               |

If for some reason, one finds that they are missing information on their staffing report then they can anytime come to this section and add/update sections as per their choice.

# **Run a Staffing Report**

Once the Staffing report profile gets created under Report Profiling, the user can go through the following steps to run and generate a Staffing Report.

1. User can then go to the Report Printing Section and fill details about the Court Name, the docket, the document type for the Report and others as highlighted below :

|                           |                                   | ns            | ←→ ◇ ∷            | ∎• k• 😤 0 0             |   |
|---------------------------|-----------------------------------|---------------|-------------------|-------------------------|---|
|                           | Report Printing                   | Report His    | tory              | Report Profiling        |   |
| Manage<br>Agency/Provider | Select Report Type *              | Select Court* | Select Docket*    | Select Report Doc Type* |   |
| 488                       | Staff Report                      | ✓ Select      | ✓ Select          | ▼ SELECT                | * |
| Manage Users              | Select Judge*                     | Court Date*   | Select Order*     |                         |   |
| 43                        | Select                            | ~             | Ascending by Name | → Submit                |   |
| Transfer Coordinator      | Do not show sections without data |               |                   |                         |   |
| Reset Password            |                                   |               |                   |                         |   |
| Edit Personal Details     |                                   |               |                   |                         |   |
2. Next, names of the participants scheduled for court hearing for that selected date appear on the screen. User can select/deselect the participant names through the checkboxes given at the left.

| 8   | Report Pr                       | rinting   |   | Report History   | Report History |   |   |                                      | Report Profiling  |  |  |  |
|---|---------------------------------|---|---|--|----------------|---|---|--------------------------------------|---|--|--|--|
| ustom Document  | Select Report                   | Type*   | Sel   | ect Court*   |                | Select Docket*  |   | Select Report                        | t Doc Type*   |  |  |  |
| ۸.  | Staff Repo                      | rt  | *   | Circuit 1 Yankton County Drug and DUI, SD                            | ×              | Adult Court   | × | PDF                                  |   |  |  |  |
| Announcement  | Select Judge*<br>Kasey Sorensen |   | Co  | Date*  |                | Select Order*   |   |                                      |   |  |  |  |
| A .   | Kasey Sore                      | Kasey Sorensen  |   | 4/13/2022  | a              | According by Name   | ~ | Submit                               |   |  |  |  |
| Manage Courts   | Do not sh<br>Search Result      | ow sections without data  |   | 1) ** (**) & ****  |                | Ascenting by Name   |   | Submit                               |   |  |  |  |
| Manage Courts   | Do not sh<br>Search Result      | ow sections without data  |   |  |                | Ascending by name   |   |                                      |   |  |  |  |
| Manage Courts   | Do not sh<br>Search Result      | ow sections without data Admit Date 6(10/2021                     | Case Number   | Client Name  |                | Phase Phase Phase Phase   |   | Court Date                           | Next Court Hearing  |  |  |  |
| Manage Courts<br>Manage Labs<br>Age Pretrial Courts   | Do not sh<br>Search Result      | ow sections without data Admit Date 6/10/2021                     | Case Number<br>66CRI21-000102                                     | Client Name<br>MAREK, CHARLEEN                                       |                | Phase |   | Court Date<br>4/13/2022              | Next Court Hearing  |  |  |  |
| Manage Courts<br>Manage Labs<br>Anage Pretrial Courts   | Do not sh<br>Search Result      | Admit Date<br>6/10/2021<br>4/15/2021                              | Case Number<br>66CRI21-000102<br>66CRI19-000532                   | Client Name<br>MAREK, CHARLEEN<br>ST PIERRE, ANDREW                  |                | Phase Phase 3 - Pro-Social Habilitation Phase 3 - Pro-Social Habilitation   |   | Court Date<br>4/13/2022<br>4/13/2022 | Next Court Hearing<br>4/27/2022<br>4/27/2022              |  |  |  |
| Manage Courts<br>Manage Labs<br>Manage Labs<br>Manage Labs<br>Mage Pretrial Courts<br>Mage Steps Entity | Do not sh<br>Search Result      | ow sections without data Admit Date 6/10/2021 4/15/2021 5/13/2021 | Case Number<br>66CRI21-000102<br>66CRI19-000532<br>66CRI20-000593 | Client Name<br>MAREK, CHARLEEN<br>ST PIERRE, ANDREW<br>STARK, JOSHUA |                | Phase Phase Phase 3 - Pro-Social Habilitation   |   | Court Date<br>4/13/2022<br>4/13/2022 | Next Court Hearing<br>4/27/2022<br>4/27/2022<br>4/27/2022 |  |  |  |

3. The print button on the top right corner as highlighted by arrow should then be used to generate the Staffing Report.

|                        |                            |                           | ns             |   |   | ←→ ¢≣-⊮                           | <b>∆ ₩ 0</b> | 5 0           |                    |    |
|------------------------|----------------------------|---------------------------|----------------|---|---|-----------------------------------|--------------|---------------|--------------------|----|
| ۹.                     | Report Pr                  | rinting                   |                | Report History                            |   |                                   | Report Prof  | ling          |                    |    |
| Custom Document        | Select Report              | Type*                     | Sel            | ect Court*                                |   | Select Docket*                    |              | Select Report | t Doc Type*        |    |
| ۵,                     | Staff Repo                 | rt                        | *              | Circuit 1 Yankton County Drug and DUI, SD | * | Adult Court                       | ~            | PDF           |                    | ~  |
| Announcement           | Select Judge*              | e<br>Incon                | Co             | Irt Date*                                 | 6 | Select Order*                     |              | Datumit       | ( ) ( )            |    |
| Manage Courts          | Do not sh<br>Search Result | iow sections without data |                | ****                                      |   | g -/ / MIN                        |              |               |                    | 0  |
| Manage Labs            |                            | Admit Date                | Case Number    | Client Name                               |   | Phase                             |              | Court Date    | Next Court Hearing | -1 |
| \$ ,                   |                            | 6/10/2021                 | 66CRI21-000102 | MAREK, CHARLEEN                           |   | Phase 3 - Pro-Social Habilitation | 4            | 1/13/2022     | 4/27/2022          |    |
| Manage Pretrial Courts |                            | 4/15/2021                 | 66CRI19-000532 | ST PIERRE, ANDREW                         |   | Phase 3 - Pro-Social Habilitation |              | /13/2022      | 4/27/2022          |    |
| Manage Steps Entity    |                            | 5/13/2021                 | 66CRI20-000593 | STARK, JOSHUA                             |   | Phase 3 - Pro-Social Habilitation | 4            | /13/2022      | 4/27/2022          |    |
| Manage Steps Users     |                            |                           |                |   |   |                                   |              |               |                    |    |
|                        |                            |                           |                |   |   |                                   |              |               |                    |    |

4. After clicking on the print button, User can see the Request for the Report has been saved and User is also indicated that Reports can be downloaded from the Report History section.

| Vour Request sa   | ved successfully, The report will be available at Report | History Section | ← ¢ =             | 1- M & @ 0 0            |  |
|---|--|-----------------|-------------------|-------------------------|--|
| ۹,  | Report Printing  | Report Histo    | ry                | Report Profiling        |  |
| Custom Document   | Select Report Type*                                      | Select Court*   | Select Docket*    | Select Report Doc Type* |  |
| ۹,  | Select   | ✓ Select        | ✓ Select Docket   | ✓ SELECT                |  |
| Announcement  | Select Judge*  | Court Date *    | Select Order*     |                         |  |
| ۵,  | Select Judge   | •               | Ascending by Name | ✓ Submit                |  |
| Manage Courts<br>Manage Labs<br>mage Pretrial Courts<br>A | Do not show sections without data                        |                 | 1                 |                         |  |

5. User can then go to the Report History Section and can view the status of the Report generation. The status could be either "In Process" or "Created" as highlighted.

| 2                      | Report Printing             |             | Rep                            | oort History |                                  |          | Report Profiling |
|------------------------|-----------------------------|-------------|--------------------------------|--------------|----------------------------------|----------|------------------|
| Custom Document        |                             |             |                                |              |                                  |          |                  |
| 4                      | Show 10 🗸 entries           |             |                                | $\frown$     | Search:                          |          |                  |
| Announcement           | Report Type                 | Report Date | File Name                      | Status       | Created By                       | Download |                  |
| ۹.,                    | Staff Report                | 04/15/2022  |                                | In Process   | information@datagainservices.com |          |                  |
| Manage Courts          | Staff Report                | 04/15/2022  | StaffReport202204151531678.pdf | Created      | information@datagainservices.com | Ł        |                  |
| Manage Labs            | Staff Report                | 04/14/2022  | StaffReport202204141210340.pdf | Created      | information@datagainservices.com | ±        |                  |
| Manage Pretrial Courts | Showing 1 to 3 of 3 entries |             | Previous 1                     | Next         |                                  |          |                  |
| Manage Steps Entity    |                             |             |                                |              |                                  |          |                  |
| Manage Steps Users     |                             |             |                                |              |                                  |          |                  |

6. "In Process" status suggests that the report for which the request has been raised, is in the process of generation. As soon as the report generation gets completed, the status changes to "Created" and a download button appears on the right side. User will have to refresh the page to get an updated status change from "In Process" to "Created".

|                        | 4                           | DIMS        |                              |                | ←, ¢ ≣                           | ∎• ⊮ ¢   | <b>2 0</b> 9 0   |
|------------------------|-----------------------------|-------------|------------------------------|----------------|----------------------------------|----------|------------------|
| Custom Document        | Report Printing             |             |                              | Report History |                                  |          | Report Profiling |
| 2                      | Show 10 🗸 entries           |             |                              |                | Search:                          |          |                  |
| Announcement           | Report Type                 | Report Date | File Name                    | Status         | Created By                       | Download |                  |
| ۸.,                    | Staff Report                | 04/15/2022  | StaffReport202204151533716.  | pdf Created    | information@datagainservices.com | *        |                  |
| Manage Courts          | Staff Report                | 04/15/2022  | StaffReport202204151531678.j | pdf Created    | information@datagainservices.com | Ł        |                  |
| Manage Labs            | Staff Report                | 04/14/2022  | StaffReport202204141210340.  | pdf Created    | information@datagainservices.com | \$       |                  |
| Manage Pretrial Courts | Showing 1 to 3 of 3 entries |             | Previous                     | 1 Next         |                                  |          |                  |
| Manage Steps Entity    |                             |             |                              |                |                                  |          |                  |

7. The user can then go ahead and download the report by clicking on the download button.

|                        | 1                           | DIMS        |                                |               | ←→ ≬∥                            | ∎• ⊮ \$  | ₩ 0 ව U          |  |
|------------------------|-----------------------------|-------------|--------------------------------|---------------|----------------------------------|----------|------------------|--|
| ۸,                     | Report Printing             |             | R                              | eport History |                                  |          | Report Profiling |  |
| Custom Document        |                             |             |                                |               |                                  |          |                  |  |
| 2                      | Show 10 🗸 entries           |             |                                |               | Search:                          |          |                  |  |
| Announcement           | Report Type                 | Report Date | File Name                      | Status        | Created By                       | Download |                  |  |
| 3,                     | Staff Report                | 04/15/2022  | StaffReport202204151533716.pdf | Created       | information@datagainservices.com |          |                  |  |
| Manage Courts          | Staff Report                | 04/15/2022  | StaffReport202204151531678.pdf | Created       | information@datagainservices.com | 4        |                  |  |
| Manage Labs            | Staff Report                | 04/14/2022  | StaffReport202204141210340.pdf | Created       | information@datagainservices.com | 4        |                  |  |
| Manage Pretrial Courts | Showing 1 to 3 of 3 entries |             | Previous 1                     | Next          |                                  |          |                  |  |
| Manage Steps Entity    |                             |             |                                |               |                                  |          |                  |  |

# **Adding New Participant**

# Screening

Login

The information gathered and entered in DIMS during the screening process is crucial. Proper entry of this data allows treatment courts to gauge client status (employment, housing) at entry and at exit. This is the reason that most fields must be populated (mandatory fields are marked with an asterisk) to complete the screening process. To initiate a screening, first sign into DIMS (dims.datagainservices.com):



**DIMS** Login

### **Choose Docket**

Treatment Courts linked to that specific user will be on the left (the first step column). By clicking on that specific court, DIMS will take you to the second step which is to select the appropriate docket (selected items will change color from white to teal):

| <b>Z</b> DIMS           |                    |         | Ф |
|-------------------------|--------------------|---------|---|
| Select Court & Docket   |                    |         |   |
| FIRST STEP              | SECOND STEP        | PROCEED |   |
| 45th Judicial TTT Court | couver Aduit Court | NEXT    | > |

Click on the docket and then click on "next":

Once the user opens his court, he/she gets to see the current participant List.

|                                      | S                                |                        | ÷                    | → ♥ ▦ ▾ ⊮∕         | <b>L</b> • | 6        | Ċ  |
|--------------------------------------|----------------------------------|------------------------|----------------------|--------------------|------------|----------|----|
| 1st Judicial Demo Court <del>-</del> | / Adult Court -                  |                        |                      |                    |            |          |    |
| Pending Screening 23                 | Current Participant 107 Reject   | ted 16 Referred Not So | creened 1 Discharged | 100                | ADD SCR    | EENING   | +  |
| Participant List                     |                                  |                        |                      | Search:            |            |          |    |
| Screening<br>Date                    | Participant Name                 | Induction Date         | Case Number          | Phase              | н          |          | 31 |
| 04-08-2020                           | <u>Balboa, Rocky</u>             | 04-29-2020             | 88779922             | PHASE 4            |            |          |    |
| 01-04-2019                           | <u>Barbao, Benjamin Jonathan</u> | 01-04-2019             | DC-20181017-1        | Phase THREE Social |            |          |    |
| 09-04-2019                           | <u>Barnes, Jake</u>              | 09-05-2019             | GP-1234              | PHASE 4            |            | 74837483 |    |
| 04-03-2020                           | Bell, Andrew                     | 04-03-2020             | DC-20200115-1        | Phase THREE Social |            |          |    |
| 04-03-2020                           | Bell, Khannon                    | 04-03-2020             | DC-20200115-1        | Phase 2 Clinical   |            |          |    |
| 06-14-2019                           | Bestow, Jonny                    | 06-14-2019             | JM - 199829-2392     | Phase THREE Social |            |          |    |
| 07-18-2019                           | Boult, Trent                     | 12-24-2019             | CP-10014             | Phase 2 Clinical   |            |          |    |

Immediately, the user will be able to see which court they are accessing, how many clients are pending screening, currently in the program, rejected from participation, referred but not screened and discharges. To add a client and start the screening protocol click on "Add Screening" on the top right:

## **Add Screening Tab**

The next screen will allow the user to input specific data related to the client's case:

|       | Add Screening                        |                       | SAVE AND NEXT - DISCARD X              |
|-------|--------------------------------------|-----------------------|--|
|       | Induct client using DIMS ID O        | es 🗿 No               |  |
|       | Date of Screening*                   |                       |  |
|       | 07/12/2021                           | 8                     |  |
|       | Court*                               |                       |  |
|       | 45th Judicial TTT Court              |                       | ~                                      |
|       | Docket*                              | Judge*                |  |
|       | Adult Court                          | ✓ Joe Philips         | ·                                      |
|       | Case Docket No.*                     |                       |  |
|       | DC 19-302                            |                       |  |
|       | Add Admission Type*                  |                       | Manage Profile Pics 🔶                  |
|       | Pre- Plea                            |                       | · •                                    |
|       | Offer Palated to Court Participation |                       |  |
|       | Case Dismissal                       |                       | ~                                      |
|       |                                      |                       | -                                      |
| -     |                                      |                       |  |
|       |                                      |                       |  |
|       |                                      |                       |  |
| of    | Referral*                            | Referral Source*      | Referral Name*                         |
|       | Ē                                    | SELECT                | × XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |
|       |                                      |                       |  |
| erral | Address                              | Referral Office Email | Referral Phone                         |

Please note that the Judge in the above screen will always be the Judge assigned to that specific Treatment Court. The second part of the same screen will allow the user to input data regarding the client's identifiers :

| First Name           | Middle Name     |   |
|----------------------|-----------------|---|
|                      |                 |   |
| Phone (Primary)      | Phone (Cell)    |   |
| X00000000X           | XXXXXXXXXXXXX   |   |
| Social Security No.* | DOB*            |   |
| XXXXXXXXX            |                 | Ē   |
|                      | Phone (Primary) | Phone (Primary)     Phone (Cell)       xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |

Once all the appropriate data has been entered into the screening form, scroll back to the top and click "Save and Next", or "Discard" if you need to exit.

### Save and Next/Discard

| Add Screening                                   |          |                  | SAVE AND NEXT V DISCARD X |
|---|----------|------------------|---------------------------|
| Induct client using DIMS ID                     | ⊖ Yes    | O No             |                           |
| 07/12/2021                                      | 6        |                  |                           |
| Court*  |          |                  |                           |
| 45th Judicial TTT Court                         |          |                  | ~                         |
| Docket*   |          | Judge*           |                           |
| Adult Court                                     | ~        | Joe Philips      | ·                         |
| Case Docket No.*<br>DC 19-302                   |          |                  | Manage Profile Pics >     |
| Pre- Plea                                       |          |                  | ~                         |
| Offer Related to Court Partic<br>Case Dismissal | ipation* |                  | ~                         |
| Date of Referral*                               |          | Referral Source* | Referral Name*            |
| Date of Referral                                |          |                  |                           |

Personal Information: Once you have clicked "Save and Next" from the screening section, by default DIMS will take you to the "Induction Process" screen:

|  |                      |                       |             | -→ o          | III - 12 | 🎝 🖀 🕤 Q        |  |
|--|----------------------|-----------------------|-------------|---------------|----------|----------------|--|
| Induction Process                            |                      |                       |             |               |          |                |  |
|  |                      | Alias                 |             | First Name*   |          | Middle Name    |  |
|  | Personal Information | Alias                 |             | William       |          | Nome           |  |
|  | Case Information     | Last Name*            |             | D08*          |          | Birth Place    |  |
|  | Medical              | Berg                  |             | 12/25/1980    | 69       |                |  |
|  | Manage Pictures      | Marital Status*       |             | SSN#*         |          |                |  |
|  | Mental Health        | Single                | ~           | XXX6-XX6-0011 |          |                |  |
| CLIENT DETAILS<br>William Berg<br>40 yrs = 0 | Substance Use        | Phone                 | _           | Phone         |          | Phone          |  |
| to he - e                                    | Screening Assessment | (Cell)                |             | (Work)        |          | (Primary)      |  |
| CASE NUMBER<br>D-905-CR-00000002             | Sentencing Info      | 10000000000           |             | 10000100000   |          | (575) 123-4444 |  |
| DOCKET                                       | Criminal Info        | Participant's Age     |             | Deceased Date |          | Email          |  |
| Adult Court                                  | Employment           | 40                    | Years       |               | 6        | Emel           |  |
| JUDGE<br>Joe Philips                         | Concerned Person     | Identifying Marks     |             |               |          |                |  |
| SCREENING DATE<br>7/13/2020                  | Case Referral ;      | type your text here   |             |               |          |                |  |
| COURT  | Addresses            | >                     |             |               |          |                |  |
| 45th Judicial TTT Court                      | Education            | UID                   |             |               |          |                |  |
|  | Children             | 154-3-5b9307be-8872-4 | d4b-9633-b6 | 1f1409b285    |          |                |  |
|  | Notes                |                       |             |               |          |                |  |

However, if you are not ready to induct the client, simply click on the "Participant" icon on the top right:

# Induction

### **Personal Information**

Once you have clicked "Save and Next" from the screening section, by default DIMS will take you to the "Induction Process" screen:

|   | 5                            | •                    | ⇒ ¢           | ≡- ⊮ m - ¢•   | <b>*</b> R | 0             | 5 U |
|---|------------------------------|----------------------|---------------|---------------|------------|---------------|-----|
| Induction Process                                     |                              |                      |               |               |            |               |     |
|   |                              | Alias                |               | First Name*   |            | Middle Name   |     |
|   | Personal Information         | Alias                |               | Frank         |            | Name          |     |
|   | Case Information             | Last Name *          |               | DOB*          |            | Birth Place   |     |
|   | Medical                      | Costello             |               | 12/25/1980    | ۵D         |               |     |
|   | Manage Pictures              | Marital Status *     |               | SSN#*         |            |               |     |
|   | Mental Health                | Select               | ~             | xxx-xx-9494   |            |               |     |
| CLIENT DETAILS<br>Frank Costello                      | Substance Use                | Tribal Affiliation   |               |               |            |               |     |
| 23 yrs • Phase-Screening                              | Screening Assessment         | Select               | ~             |               |            |               |     |
| PHONE NUMBER<br>(406) 768-4367                        | Sentencing Info              | Phone (Cell/Primary) |               | Phone (Other) |            | Phone (Other) |     |
| ADDRESS   | Criminal Into                | 200000000            |               | X0000000X     |            | 2000000000    |     |
| 6th Avenue, , , Montana,<br>Yellowstone County, 59101 | Employment                   | Development A an     |               | Descend Date  |            | En all        |     |
|   | Concerned Person             | Participant's Age    | Maran         | Deceased Date | <b>()</b>  | Email         |     |
|   | Case Referral<br>Information | 40                   | Tears         |               | 689        | Email         |     |
| 023CC-24-00215  | Addresses                    | Identifying Marks    |               |               |            |               |     |
| DOCKET<br>Adult Docket                                | Education History            | type your text here  |               |               |            |               |     |
| NDCE  | Children                     |                      |               |               |            |               |     |
| Rohan Test Testing                                    | Notes                        | UID                  |               | 1017001       |            |               |     |
| SCREENING DATE  | Documents                    | 2-3-0Ca29128-695C-48 | rc-ser3-steat | J4807020      |            |               |     |

However, if you are not ready to induct the client, simply click on the "Participant" icon on the top right:

### **Case Information**

This information is specific to the case that brought the client into your treatment court. Most of the required information should have transferred over from the "Screening" section:

| Personal Information | > | Instant Offense                       | Current Criminal Case Number / File<br>Identifier | Related Case Number / File<br>Identifier |
|----------------------|---|---------------------------------------|---|--|
| Case Information     |   |                                       |   |  |
| Medical              | > | Date of Screening *                   | Admission Type*                                   | Offer Related to Court Participation*    |
| Manage Pictures      | > | 04/16/2021                            | Post-Adjudication ~                               | None                                     |
| Vental Health        | > | Judge                                 | Case Number*                                      |  |
| Substance Use        | > | John Parker 🗸 🗸                       | T-4-DW-2020-136100                                |  |
| Screening Assessment | > | Readmission *                         |   |  |
| Sentencing Info      | > | 🔿 Yes 🔿 No                            |   |  |
| Criminal Info        | > |                                       |   |  |
| Employment           | > | Number of arrests in your lifetime    | Misdemeanor *                                     | Felony*                                  |
| Concerned Person     | > |                                       | 2   | 1  |
| Case Referral        |   | Number of convictions in your         | Misdemeanor*                                      | Felony*                                  |
| Information          | > | lifetime                              | 3   | 2  |
| Addresses            | > |                                       |   |  |
| Education History    | > | Number of law enforcement<br>contacts | Age of First Arrest                               |  |
| children             | > | 5                                     | 16  |  |
| Notes                | > |                                       |   |  |

The next portion of the case information focuses on a current living arrangement, incarceration history, military and armed forces service, and child custody information:

| Incarcerated ?*   | History of Violent  | Offense             | History of   | f Sexual Offense   |                         |
|---|---|---------------------|--|--|-------------------------|
| • Yes O No  | 🔿 Yes ( I   | No                  | O Yes  | O No   |                         |
| Incarcerated Id   | Incarcerated In Da  | ate *               | Incarcera  | ted Out Date   |                         |
| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  | 07/15/2021  |                     |  |  |                         |
| ArrestDate  |   |                     |  |  |                         |
|   |   |                     |  |  |                         |
| Current Living Arrangemen   | it*   |                     |  |  |                         |
| Independent/Permanent   | t Ho 🗸  |                     |  |  |                         |
| Have you served in the Unit   | ted   |                     |  |  |                         |
| Have you served in the Unit<br>States armed forces or mili<br>Yes O No  | ted<br>itary  |                     |  |  |                         |
| Have you served in the Unit<br>States armed forces or mili<br>Yes No<br>Participant or significant of<br>pregnant at time of admiss   | ted<br>itary<br>ther Received veterang<br>ion * admission *   | s services prior to | Number o   | of babies born prior t<br>nission*   | to Drug                 |
| Have you served in the Unit<br>States armed forces or mili<br>Yes No<br>Participant or significant of<br>pregnant at time of admiss<br>No   | ted<br>itary<br>ther Received veterans<br>sion * admission *  | s services prior to | Number o<br>court adr                              | of babies born prior t<br>nission *  | o Drug                  |
| Have you served in the Unit<br>States armed forces or mili<br>Yes No<br>Participant or significant of<br>pregnant at time of admiss<br>No<br>How many children under t  | ted<br>itary<br>ther Received veterant<br>sion * admission *<br>No<br>the age of 18 do you have?*   | s services prior to | Number o<br>court adn<br>0                         | of babies born prior t<br>nission*   | o Drug                  |
| Have you served in the Unit<br>States armed forces or mili<br>Yes No<br>Participant or significant of<br>pregnant at time of admiss<br>No<br>How many children under t<br>How many children under<br>18 live with the<br>participant* | ted<br>itary<br>ther Received veterans<br>sion * admission *<br>No<br>No<br>the age of 18 do you have?*<br>How many children under<br>18 live with other relative * | s services prior to | Number o<br>court adn<br>0<br>en under<br>are or a | of babies born prior t<br>nission*<br>How many children<br>18 live independent | o Drug<br>under<br>tly* |



# Medical

Please note that the only mandatory fields in this tab have to do with medications, as "Medical Insurance Status" was answered at screening:

| Medical Information                             |                            |
|---|----------------------------|
| Medical Condition At Screening?                 | Type your text here        |
|   |                            |
| Current Medical Condition?                      | Type your text here        |
|   |                            |
| Medical Compliance                              |                            |
| Medical compliance                              | Select                     |
| Pharmalogical Intervention For<br>Substance use | Ves O No                   |
| Allergies                                       | Ves O No                   |
| Have you been prescribed                        | SELECT                     |
| medication in last (12 months)                  | This field is required.    |
| Are you currently taking medication             | () This field is mandatory |
| as prescribed?*                                 | This field is required     |
| Prescribed medication (enter per type)          | () This field is mandatory |
| Psychiatric*                                    | Other*                     |
| 0   | 0                          |
| Current Medication                              | Type your text here        |
|   |                            |
| Medical Incurance Status                        |                            |
| Medical insurance Status                        | Select                     |
| Medical Insurance Information                   |                            |
|   |                            |

The rest of the Medical Information tab focuses on recent medical history and HIV and communicative diseases. The HIV fields are important if you are reporting quarterly performance measures as part of a BJA and/or SAMHSA grant:

| Previous Significant Medical History            | 🔿 Yes 💿 No          |  |
|---|---------------------|--|
| Last Medical Exam Date                          |                     |  |
| Last Medical Exam Location                      |                     |  |
|   |                     |  |
| <b>HIV Testing &amp; Communica</b>              | ative Diseases      |  |
| Has received Communicative<br>Disease Education | 🔿 Yes 🔿 No          |  |
| HIV Testing Done                                | Ves No              |  |
| Does Client know the result                     | 🔿 Yes 🔿 No          |  |
| Summary   | Type your text here |  |
|   | SAVE & NEXT 🖌 SAVE  |  |

#### **Manage Pictures**

Please note that for some applications in DIMS like the REACT (remote alcohol testing), this picture is what DIMS uses for the facial recognition check at each test! Once you are in the tab simply click on the "Add Image" button on the top right

|                      | Picture Info |           |
|----------------------|--------------|-----------|
| Personal Information | >            | POD IMPOL |
| Case Information     | >            |           |
| Medical              | >            |           |
| Manage Pictures      | >            |           |
| Mental               | >            |           |
| Substance Abuse      | >            |           |
| Screening Assessment | >            |           |

From here you can click on the "Select Files: button to add a picture from a folder on your computer or you can simply drag and drop the image into the box:

|   | Manage/Upload Images ×            | ¢ ≡• ⊮ | 4 | 쓥      | 0    | Q |
|---|-----------------------------------|--------|---|--------|------|---|
| al Information<br>Iformation<br>I<br>e Pictures | Drag and Drop, or<br>Select Files |        |   | ADD II | MAGE | • |
| nce Abuse<br>Ing Assessi<br>cing Info           | Close                             |        |   |        |      |   |
| al Info<br>ment                                 |                                   |        |   |        |      |   |

Once you have added a picture it will remain on the left side of the client's page until it is changed:



## **Mental Health**

The next tab is where the user would enter known mental health information-Please note that there are no mandatory fields in this section except for Primary Diagnosis:

| Mental Health Info  |   |
|---|---|
| Ever received mental health eval                              | Yes O No  |
| Is Client Competent   | • Yes · No · Unknown  |
| History Of Mental Illness                                     | Yes No  |
| Ever had any suicidal thoughts / made any suicidal attempts ? | Yes No  |
| Ever been a victim of violence ?                              | Yes No  |
| Ever been a victim of Physical and /<br>or Sexual abuse ?     | Yes No  |
| Notes related to Abuse, Violence or Suicidal ideations.       | Any notes related to abuse, violence or suicidal ideations. |
| Date Competency Evaluation<br>Ordered                         |   |
| Date Competency Evaluation<br>Received                        | (iii)   |
| Was there a Psychiatric Diagnosis ?                           | • Yes · No  |
| Primary Diagnosis*  | Select  |

| Diagnosis Code 2  | Select             |
|---|--------------------|
| Diagnosis Code 3  | Select             |
| Diagnosis Code 4  | Select             |
| Diagnosis Code 5  | Select             |
| Diagnosis Code 6  | Select             |
| Trauma Exposed  | Ves O No           |
| Mental Health Diagnosis Connected with Military Service | Select ~           |
|   | SAVE & NEXT 🗸 SAVE |

#### **Substance Use**

This has many required fields. This data is required because the more you know about your clients' substance abuse and substance abuse treatment history, the better prepared your court will be to target interventions for your clients:

| Substance Use   |       |      |
|---|-------|------|
| Prior Substance Use   | ⊖ Yes | ○ No |
| Prior Drug Court Participation                                    | ⊖ Yes | Νο   |
| Treament Service prior to<br>admission *                          | ⊖ Yes | Νο   |
| Detoxification from alcohol/drug*                                 | ⊖ Yes | Νο   |
| In-Patient <b>alcohol/drug use</b><br>treatment *                 | ⊖ Yes | Νο   |
| Intensive outpatient<br>alcohol/substance use treatment*          | ⊖ Yes | Νο   |
| Outpatient alcohol/substance use<br>treatment *                   | ⊖ Yes | Νο   |
| Jail-based or Correctional based alcohol/substance use treatment* | ⊖ Yes | Νο   |
| Individual alcohol/substance use counseling *                     | ⊖ Yes | Νο   |
| Co-occuring(alcohol/drug<br>abuse/mental health) treatment*       | ⊖ Yes | Νο   |
| Inpatient psychiatric treatment *                                 | ⊖ Yes | Νο   |
| Outpatient psychiatric treatment *                                | ⊖ Yes | ○ No |

When you answer "yes" to any of the treatment specific questions, a drop-down menu will appear asking how the treatment was paid for\*:

| Prior Substance Use   | O Yes  | O No |   |
|---|--------|------|---|
| Prior Drug Court Participation                                    | ⊖ Yes  | O No |   |
| Treament Service prior to admission *                             | O Yes  | O No |   |
| Detoxification from alcohol/drug*                                 | O Yes  | O No | ✓ Select  |
| In-Patient <b>alcohol/drug use</b>                                | O Yes  | O No | Federal<br>Not applicable   |
| Intensive outpatient  | O Yes  | ○ No | Private insurance or CHIP<br>Publicly funded through state,country or medicaid dollars<br>Self-Paid |
| alcohol/substance use treatment*                                  | •      | 0    | VA Services   |
| Outpatient alcohol/substance use treatment*                       | O Yes  | O No | Select  |
| Jail-based or Correctional based alcohol/substance use treatment* | O Yes  | O No | Select  |
| Individual alcohol/substance use<br>counseling*                   | O Yes  | Νο   | Select  |
| Co-occuring(alcohol/drug<br>abuse/mental health) treatment *      | O Yes  | O No | Select  |
| Inpatient psychiatric treatment*                                  | O Yes  | O No | Select ~  |
| Outpatient psychiatric treatment *                                | O Yes  | O No | Select  |
| History of Overdose*  | ⊖ Yes  | O No |   |
| Primary Drug Used *   | Select |      | ×   |
|   |        |      |   |

\*Please note that although DIMS do not require this information for performance measures, the data may be helpful for your own Court's purposes, including determining if your clients do not have healthcare coverage.

The rest of the "Substance Abuse" tab is displayed below. Data in this tab can be updated at any time, so at if a later date you need to add Global Assessment of Functioning (GAF), ASAM Placement Criteria or update any other information, you are able to do so:

| Primary Drug Used *                             | 4<br>        | Select      |              |      |                  | • |
|---|--------------|-------------|--------------|------|------------------|---|
| Frequency use in last 30<br>days                | Age of first | use         | Method of Us | se   | Date of last use | d |
| 0   | 0            |             | Select       | ~    |                  | Ē |
| Secondary Drug Used *                           |              | Select      |              |      |                  | ~ |
| Tertiary Drug Used *                            |              | Select      |              |      |                  | ~ |
| IV Drug User*                                   |              | Select      |              |      |                  | ~ |
| History of IV Drug Use*                         |              | Select      |              |      | ~                |   |
| Primary Diagnosis Code                          |              | Select      |              |      | ~                |   |
| Secondary Diagnosis Code                        |              | Select      |              |      | ~                |   |
| Global Assesment of Functio<br>(GAF) Score      | oning        |             |              |      |                  |   |
| ASAM Placement Criteria                         |              | Select      |              |      | ~                |   |
| Recommended Treatment<br>Modality/Service       |              | Select      |              |      | ~                |   |
| Currently in substance abuse treatment program? | e            | Yes 🔿       | No           |      |                  |   |
|   |              | SAVE & NEXT | -            | SAVE |                  |   |

# **Screening Assessment**

DIMS allows you to input screening and assessment information of the participants. Click the "Add Screening Assessment" button located in the top right corner to add screenings and assessments:

| Personal Information | > | Screen    | ing Assessments    |            |      | ADD  | SCREENING | ASSESSMEN                                | TS +   |
|----------------------|---|-----------|--------------------|------------|------|------|-----------|--|--------|
| Case Information     | > | Show 10   | ✓ entries          |            |      |      | Search    | 1:                                       |        |
| Medical              | > |           |                    | Accorement |      |      |           | 1. |        |
| Manage Pictures      | > | Date      | Assessment Tool    | Timing     |      |      | Notes     | Edit                                     | Delete |
| Mental Health        | > | No data a | available in table |            |      |      |           |  |        |
| Substance Use        | > |           |                    |            |      |      |           |  |        |
| Screening Assessment | > | Showing 0 | to 0 of 0 entries  | Previo     | us I | Vext |           |  |        |
| Sentencing Info      | > |           |                    |            |      |      |           |  |        |

You will see the following screen. You can add all the required information along with the mandatory ones:

| 5  |   | Screening Assessment                  |   | SAVE | 8 | CANCEL | × |
|--|---|---------------------------------------|---|------|---|--------|---|
|  |   | Assessment Date                       |   | Ē    |   |        |   |
| Personal Information                             |   | Timing of Assessment*                 | Please Select a value                               | ~    |   |        |   |
| Case Information                                 |   | Assessment Tool *                     | Select  | ~    |   |        |   |
| Medical<br>Manage Pictures                       |   | Risk Level *                          | ◯ High ◯ Medium ◯ Low ◯ Unknown                     |      |   |        |   |
| Mental Health                                    |   | Need*                                 | 🔿 High 🔿 Medium 🔿 Low 🔿 Unknown                     |      |   |        |   |
| Substance Use                                    |   | Assessment was done before admission? | 🔿 Yes 🔿 No  |      |   |        |   |
| Screening Assessment                             | > | Score                                 |   |      |   |        |   |
| Criminal Info                                    |   | Notes                                 | Tura unua kant hara                                 |      |   |        |   |
| Employment                                       |   |                                       | Type your text nere                                 |      |   |        |   |
| Concerned Person<br>Case Referral<br>Information |   | Note :                                | Please upload Assessment documents by clicking here |      |   |        |   |
| Addresses  |   |                                       |   |      |   |        |   |
| Education History                                |   |                                       |   |      |   |        |   |
| Children   |   |                                       |   |      |   |        | 0 |
| Notes  | × |                                       |   |      |   |        |   |

Dropdown menu for the "Assessment Tool" can be customized as per your requirements. Additional values for this tool can be added through the 'System settings' menu:

| Assessment Tool * | Select                    | ~ |
|-------------------|---------------------------|---|
|                   | Select                    |   |
| Risk Level *      | ACE Questionnaire<br>RANT |   |

Please find the detailed steps for adding custom values for the assessment tool in the "Settings" section of the Wiki.

To add documents, you can click on "here":

| Note : | Please upload Assessment documents by clicking here |
|--------|---|

It will redirect you to the document section to upload documents.

Once you have finished adding the appropriate tool simply hit "Save" and the info will be displayed in the "Screening Assessments" grid:

| Personal Information | > | Screening A       | ssessments      |                      | ADD SCREENING | G ASSESSME | NTS +  |
|----------------------|---|-------------------|-----------------|----------------------|---------------|------------|--------|
| Case Information     | > | Show 10 🗸         | entries         |                      | Sear          | ch:        |        |
| Medical              | > |                   |                 |                      |               |            |        |
| Manage Pictures      | > | Date              | Assessment Tool | Assessment<br>Timing | Notes         | Edit       | Delete |
| Mental Health        | > | 07/18/2024        | RANT            | At Admission         | Treatment pl  | ľ          | 1      |
| Substance Use        | > |                   |                 |                      |               |            |        |
| Screening Assessment | > | Showing 1 to 1 of | 1 entries       | Previous             | 1 Next        |            |        |
| Sentencing Info      | > |                   |                 |                      |               |            |        |

# Sentencing

Within the "Sentencing" section, there is a direct query asking whether YOUR CLIENT has been sentenced, requiring a simple Yes or No answer to collect necessary information.

|                      | Sent     | tencing                    |       |        |   |      |   |
|----------------------|----------|----------------------------|-------|--------|---|------|---|
| Personal Information | > Has ye | our client been sentenced? | ○ Yes |        |   |      |   |
| Case Information     | >        |                            | Ū     |        |   |      |   |
| Medical              | >        |                            | SAVE  | & NEXT | ~ | SAVE | B |
| Manage Pictures      | >        |                            |       |        |   |      |   |
| Mental Health        | >        |                            |       |        |   |      |   |
| Substance Use        | >        |                            |       |        |   |      |   |
| Screening Assessment | >        |                            |       |        |   |      |   |
| Sentencing Info      | >        |                            |       |        |   |      |   |

If you choose "Yes," additional option will appear, specifically regarding the Offer Pertaining to Court :

| Sentencing                          |   |
|-------------------------------------|---|
| Has your client been sentenced?     | • Yes O No  |
|                                     |   |
| Offer Related To Court*             | Select ~  |
| Note: To upload sentencing info doc | ument first induct the participant and upload document via participant menu |
|                                     | SAVE & NEXT 🖌 SAVE  |
|                                     |   |



You can choose options given from the dropdown value and hit Save.

# **Criminal Profile**

You have the ability to add details about participants "Criminal offenses". You can Click the "Add criminal profile" button located in the top right corner to add criminal offenses:

|                      |   | Crimina         | l Profile                    |                |                  |            |                  | ADD CRIMI   | NAL PROFI | le +   |
|----------------------|---|-----------------|------------------------------|----------------|------------------|------------|------------------|-------------|-----------|--------|
| Personal Information | > |                 |                              |                |                  |            |                  |             |           |        |
| Case Information     | > |                 |                              |                |                  |            |                  |             |           |        |
| Medical              | > | Show 10         | <ul> <li>✓ entrie</li> </ul> | S              |                  |            |                  | Search:     |           |        |
| Manage Pictures      | > | Offense<br>Type | Charge                       | Case<br>Number | Judge<br>on case | Prosecutor | Charge<br>Status | Recidivated | Edit      | Delete |
| Mental Health        | > | No data av      | vailable in ta               | ble            |                  |            |                  |             |           |        |
| Substance Use        | > |                 |                              |                |                  |            |                  |             |           |        |
| Screening Assessment | > | Showing 0 to    | o 0 of 0 entr                | les            |                  | Previous   | Next             |             |           |        |
| Sentencing Info      | > |                 |                              |                |                  |            |                  |             |           |        |
| Criminal Info        | > |                 |                              |                |                  |            |                  |             |           |        |

You will see the following screen. You can add all the required information along with the mandatory ones:

|                    |   | Criminal History            |                                   | SAVE & NEXT |        | SAVE          |  | CANCEL | × |
|--------------------|---|-----------------------------|-----------------------------------|-------------|--------|---------------|--|--------|---|
|                    |   |                             |                                   |             |        |               |  |        |   |
|                    | _ | Type of Offense             | Class                             |             | Case F | illing Date * |  |        |   |
|                    |   | Select ~                    | Select                            | Select 🖌    |        |               |  |        | æ |
| nal Information    | > | Code                        | Offense Category                  |             | Charge | *             |  |        |   |
| Information        | > |                             |                                   |             |        |               |  |        |   |
| al                 | > |                             |                                   |             |        |               |  |        |   |
| ge Pictures        | > | Charge Status*              | Case Number*                      |             | Judge  | On Case       |  |        |   |
| al Health          | > | Select                      |                                   |             |        |               |  |        |   |
| ance Use           | > | Prosecutor                  | Year of Offense                   |             |        |               |  |        |   |
| ning Assessment    | > |                             |                                   |             |        |               |  |        |   |
| ncing Info         | > | Location                    | Arrest Date                       |             |        |               |  |        |   |
| nal Info           | 5 |                             | Select Date                       | Ē           |        |               |  |        |   |
| oyment             | > | Recidivated:                | Is it a case in treatment court ? |             | ⊖ Ye   | s 🗿 No        |  |        |   |
| erned Person       | > |                             |                                   |             |        |               |  |        |   |
| Referral<br>nation | > | Notes * Type your text here |                                   |             |        |               |  |        |   |
| sses               | > |                             |                                   |             |        |               |  |        |   |
| tion History       | > | L                           |                                   |             |        |               |  |        |   |
| an .               | > |                             |                                   |             |        |               |  |        |   |
|                    | > |                             |                                   |             |        |               |  |        |   |

You can customize the dropdown values for "Charge Status" and "Offense Category." To add custom values, navigate to the 'Settings' section of the Wiki for step-by-step instructions. Once you have finished adding the information and simply hit "Save" and the info will be displayed in the "Criminal Profile" grid:

| Personal Information | > | Criminal Pro      | ofile     |                |                  |            |                  | ADD CRIMIN  | AL PROFILE | +      |
|----------------------|---|-------------------|-----------|----------------|------------------|------------|------------------|-------------|------------|--------|
| Case Information     | > | Show 10           | entries   |                |                  |            |                  | Search:     |            |        |
| Medical              | > |                   | chureo    |                |                  |            |                  | ocuroni     |            |        |
| Manage Pictures      | > | Offense Type      | Charge    | Case<br>Number | Judge<br>on case | Prosecutor | Charge<br>Status | Recidivated | Edit       | Delete |
| Mental Health        | > | Gross             | DWI       | 11234          | N/A              | N/A        | Guilty           | No          | ()         | Â      |
| Substance Use        | > | Misdemeanor       |           |                |                  |            | ,                |             | -          | _      |
| Screening Assessment | > | Showing 1 to 1 of | 1 entries |                |                  | Previous 1 | Next             |             |            |        |
| Sentencing Info      | > |                   |           |                |                  |            |                  |             |            |        |

# **Employment History**

You can enter the participant's employment information in this section.:

|                              |   | Employment at admission     |             |           |   |      |   |           |
|------------------------------|---|-----------------------------|-------------|-----------|---|------|---|-----------|
| Personal Information         | > | Is Eligible for Employment  | O Yes       | O No      |   |      |   |           |
| Case Information             | > | Reason for Ineligibility    |             |           |   |      |   |           |
| Medical                      | > |                             |             |           |   |      |   |           |
| Manage Pictures              | > | Is Currently Employed *     | O Yes (     | ) No      |   |      |   |           |
| Mental Health                | > | Employment Status *         | a lut       |           |   |      |   | <br>-9306 |
| Substance Use                | > |                             | Select      |           |   |      |   | ×         |
| Screening Assessment         | > | Previous Employer           |             |           |   |      |   |           |
| Sentencing Info              | > | Date of Previous Employment |             |           |   |      |   |           |
| Criminal Info                | > | bate of Frendad Employment  |             |           |   |      |   |           |
| Employment                   | > | Notes                       | Type your t | ext here. |   |      |   |           |
| Concerned Person             | > |                             |             |           |   |      |   |           |
| Case Referral<br>Information | > |                             |             |           |   |      |   |           |
| Addresses                    | > |                             | SAVE & N    | EXT       | 1 | SAVE | B |           |
|                              |   |                             |             |           |   |      |   |           |

This section will change based upon your input. If you change "Is Eligible for Employment" to "YES", the "Reason for Ineligibility" will go away. It will ask for further information:

|                      |   | Employment at admission     |                     |
|----------------------|---|-----------------------------|---------------------|
| Personal Information | > | Is Eligible for Employment  | • Yes 🔿 No          |
| Case Information     | > | Is Currently Employed *     |                     |
| Medical              | > | io ourienty Employed        | V Yes V No          |
| Manage Pictures      | > | Employment Status*          | Select              |
| Mental Health        | > | Previous Employer           |                     |
| Substance Use        | > |                             |                     |
| Screening Assessment | > | Date of Previous Employment |                     |
| Sentencing Info      | > | Notoc                       |                     |
| criminal Info        | > | NOICES                      | Type your text here |
| Employment           |   |                             |                     |
| Concerned Person     | > |                             |                     |
| Case Referral        | > |                             | SAVE & NEXT V SAVE  |

Once you are done, please hit "Save and Next".

### Education

You can add "Education" relate information of the participant is this section:

|                              |   | Education History         |                    |
|------------------------------|---|---------------------------|--------------------|
| Personal Information         | > | Highest level completed * |                    |
| Case Information             | > |                           | Select             |
| Medical                      | > | Institute Name            |                    |
| Manage Pictures              | > | Leastian                  |                    |
| Mental Health                | > | Location                  |                    |
| Substance Use                | > | Year Completed            |                    |
| Screening Assessment         | > |                           |                    |
| Sentencing Info              | > | Month Earned              |                    |
| Criminal Info                | > | Notes                     | Your text here     |
| Employment                   | > |                           |                    |
| Concerned Person             | > |                           |                    |
| Case Referral<br>Information | > |                           |                    |
| Addresses                    | > |                           |                    |
| Education History            |   | Milestone                 |                    |
| Children                     | > |                           |                    |
| Notes                        | > |                           | SAVE & NEXT 🖌 SAVE |

Once you are done entering the requested data please hit "Save".

# Children

You can add details about if participants have Children. This section gets very specific because it is useful for tracking Family Court data. Click on the "Add Children" button to begin:

| Children    |                 |     | ADD CHILDREN +            |
|-------------|-----------------|-----|---------------------------|
| 10 10       | ✓ entries       |     | Search:                   |
| Name        | Birth Year      | Sex | Children Living Situation |
| No data ava | ilable in table |     |                           |
|             |                 |     |                           |

You will see the following screen :

| Add Children  | SAVE | 4 | CANCEL | × |
|---|------|---|--------|---|
| Has this child been entered in DIMS under a different parent ? Yes No |      |   |        |   |
|   |      |   |        |   |
|   |      |   |        |   |
|   |      |   |        |   |
|   |      |   |        |   |
| 8   |      |   |        |   |
|   |      |   |        |   |
|   |      |   |        |   |
|   |      |   |        |   |
|   |      |   |        |   |
|   |      |   |        |   |
|   |      |   |        |   |

If you select "YES", the subsequent screen will appear, asking for details if the child was entered by a different parent. Fill in the required information and click on 'Save.'

| Add Children  | SAVE | ~ | CANCEL | × |   |
|---|------|---|--------|---|---|
| Has this child been entered in DIMS under a different parent ? 🧿 Yes 🔷 No |      |   |        |   |   |
| Parent Name *   |      |   |        |   |   |
| Select Parant   |      |   |        |   |   |
| Child Name *  |      |   |        |   |   |
| Select Child  |      |   |        |   |   |
|   |      |   |        |   |   |
|   |      |   |        |   |   |
|   |      |   |        |   |   |
|   |      |   |        |   |   |
|   |      |   |        |   |   |
|   |      |   |        |   |   |
|   |      |   |        |   |   |
|   |      |   |        |   |   |
|   |      |   |        |   |   |
|   |      |   |        |   |   |
|   |      |   |        |   |   |
|   |      |   |        |   |   |
|   |      |   |        |   | Q |

If you select "NO". Following screen opens asking to fill in the details of the child. There are several mandatory fields in this section and each child must be added separately as each child may have a different living arrangement or custody status:

| FIRST Name *          |   | Last Name *            |  |   |
|-----------------------|---|------------------------|--|---|
| Year of Birth *       |   | Sex*                   |  |   |
|                       |   | SELECT                 |  | ~ |
| Child's Living Status |   | Relationship           |  |   |
| SELECT                | ~ | SELECT                 |  | ~ |
| Dependent Status      |   | Current Child Support  |  |   |
| SELECT                | ~ | SELECT                 |  | ~ |
| Amount of Support     |   | Current Custody Status |  |   |
|                       |   | SELECT                 |  | ~ |
| Address               |   |                        |  |   |
|                       |   |                        |  |   |
|                       |   |                        |  |   |
|                       |   |                        |  |   |

Hit "Save" to save the information successfully.

### **Concerned Person**

In this section you can add an 'Emergency Contact' and a 'Concerned Person' for the Participant. You can put the details for the contact here and save it.

| Relationship To Client  | First Name  |  |
|---|---|--|
|   |   |  |
| Middle Name   | Last Name   |  |
|   |   |  |
| Address1  | Address2  |  |
| Type your text here   | Type your text here   |  |
| City  | Zip Code  |  |
|   |   |  |
| State   | Phone Number  |  |
| Select  |   |  |
| Notes   |   |  |
| Type your text here   |   |  |
|   |   |  |
|   |   |  |
|   |   |  |
|   |   |  |
| Concerned Person  |   |  |
| Concerned Person  | First Name  |  |
| Concerned Person<br>Relationship To Client  | First Name  |  |
| Concerned Person<br>Relationship To Client  | First Name  |  |
| Concerned Person<br>Relationship To Client<br>Middle Name   | First Name  |  |
| Concerned Person<br>Relationship To Client<br>Middle Name   | First Name  |  |
| Concerned Person<br>Relationship To Client<br>Middle Name   | First Name Last Name Address2   |  |
| Concerned Person<br>Relationship To Client<br>Middle Name<br>Address1<br>Type your text here  | First Name<br>Last Name<br>Address2<br>Type your text here              |  |
| Concerned Person<br>Relationship To Client<br>Middle Name<br>Address1<br>Type your text here<br>City  | First Name Last Name Address2 Type your text here Zip Code              |  |
| Concerned Person<br>Relationship To Client<br>Middle Name<br>Address1<br>Type your text here<br>City  | First Name<br>Last Name<br>Address2<br>Type your text here<br>Zip Code  |  |
| Concerned Person<br>Relationship To Client<br>Middle Name<br>Address1<br>Type your text here<br>City<br>State   | First Name Last Name Address2 Type your text here Zip Code Phone Number |  |
| Concerned Person<br>Relationship To Client<br>Middle Name<br>Address1<br>Type your text here<br>City<br>State<br>Select                                 | First Name Last Name Address2 Type your text here Zip Code Phone Number |  |
| Concerned Person<br>Relationship To Client<br>Middle Name<br>Address1<br>Type your text here<br>City<br>State<br>Select<br>Notes                        | First Name Last Name Address2 Type your text here Zip Code Phone Number |  |
| Concerned Person<br>Relationship To Client<br>Middle Name<br>Address1<br>Type your text here<br>City<br>State<br>Select<br>Notes<br>Type your text here | First Name Last Name Address2 Type your text here Zip Code Phone Number |  |

These contacts can prove to be extremely useful in situations where you want to discuss something with the participant's immediate family or when you unable to get in touch with the participant or in case of any emergency situation.

### **Case Referral Information**

In this section you need to add the Details related to the Case Referral. All field with asterisk (\*) are mandatory to be filled.

| Case Referral Informa           | ation |                  |                  |
|---------------------------------|-------|------------------|------------------|
| Referral Date *                 |       | Referral Source* | Referral Name*   |
| 05/22/2024                      |       | Judge ~          | Judge Marsh      |
| Referral Email                  |       | Referral Phone   | Referral Address |
| Defense Counsel                 |       | Party ID         |                  |
| Evan Ferguson                   |       | 6071522          |                  |
| Is this a Teleservices client?* |       |                  |                  |
| 🔿 Yes 💿 No                      |       |                  |                  |
| SAVE 🛩                          | SAVE  | AND NEXT 🗸       |                  |
|                                 |       |                  |                  |

There is a new field 'teleservices' added here where you need to confirm if it's a teleservices client or not. If selected yes, system will ask for few more details relating to it. Hit 'Save & Next' after filling necessary information, to move to the next section.



### Address

The next section is where you initially add the client's current address, and you can add new addresses as needed. To add an address simply click on the "Add Address" button on the top right:

| Address      | es                            |            |         | ADD ADD | RESS 🕂 |
|--------------|-------------------------------|------------|---------|---------|--------|
| Show 10      | <ul> <li>✓ entries</li> </ul> |            | Se      | earch:  |        |
| Date         | Current living situation      | Туре       | Address | Edit    | Delete |
| No data ava  | ailable in table              |            |         |         |        |
| ihowing 0 to | 0 of 0 entries                | Previous N | ext     |         |        |
|              |                               |            |         |         |        |

From here you will be able to add the date your client moved to that address, address type (renting, own, shelter etc.), current living situation (Jail, Homeless, Independent/Permanent Housing-Own etc.) and County. You can also add a 'Note' related to the address or any specific detail you wish to mention here.

| ocument                    | SEND +     | GENERATE   | + ADD      | DOCUMENT + |
|----------------------------|------------|------------|------------|------------|
| how 10 🗸 entries           |            |            | Search:    |            |
| Uploded Date FileName      | Document 1 | уре        | Created By | Action     |
| No data available in table |            |            |            |            |
| howing 0 to 0 of 0 entries | Pre        | vious Next |            |            |

Once you click on 'Save', the Section will now look similar to this:

| Addresses ADD ADDRESS + |                          |                 |          |        |                     |      | +      |
|-------------------------|--------------------------|-----------------|----------|--------|---------------------|------|--------|
| Show 10                 | ∽ entries                |                 |          |        | Search:             |      |        |
| Date                    | Current living situation | n               |          | Туре   | Address             | Edit | Delete |
| 7/4/2024                | Independent/Perman       | ent Housing -RE | ENTING   | home   | 140 Lafayette<br>St | ľ    | 面      |
| Showing 1 to            | 1 of 1 entries           |                 | Previous | 1 Next |                     |      |        |

If you wish to edit an existing address you can do that via the icon present under the 'edit' column:

| Addresse     | 25                            |                    |          |        |                    | ADD ADDRESS | +        |
|--------------|-------------------------------|--------------------|----------|--------|--------------------|-------------|----------|
| Show 10      | <ul> <li>✓ entries</li> </ul> |                    |          |        | Search             | :           |          |
| Date         | Current living s              | ituation           |          | Туре   | Address            | Edit        | Delete   |
| 4/1/2024     | Independent/Pe                | ermanent Housing - | RENTING  | home   | 313 N<br>Riverside | ľ           | <b>m</b> |
| Showing 1 to | 1 of 1 entries                |                    | Previous | 1 Next |                    |             |          |

# Notes

In the 'Notes' Section you can add any notes that you would like, regarding the client.

| lotes   |  |  |  |                                  |  |                                  |                 |          |
|---|--|--|--|----------------------------------|--|----------------------------------|-----------------|----------|
| Notes   |  |  |  |                                  |  | ADD                              | NOTES           | +        |
| how 10 🗸 entries  |  |  |  |                                  | Search   | n:                               |                 |          |
| Date  | Notes  |  |  |                                  |  |                                  |                 |          |
| No data available in table  |  |  |  |                                  |  |                                  |                 |          |
| howing 0 to 0 of 0 entries  |  | Pre  | vious  | Next                             |  |                                  |                 |          |
| Add Notes   |  |  |  |                                  | SAV  | e 🖌                              | CANCEL          | ×        |
| Date*   |  |  |  |                                  |  |                                  |                 |          |
| 07/01/2021  |  | 6  |  |                                  |  |                                  |                 |          |
| Candidate has some reservation<br>manual, signed the contract and<br>his initial MAT consultation. Wi | n about program du<br>d agreed to all term<br>Iliam will begin IOP | ue to work obligations.<br>I. He will be referred to<br>on 7/02/2021 with Lo | He is worrie<br>to CSI for tes<br>retta. ~ST | d that testing<br>ting today. Ad | will interfere. He h<br>ditionally, he will be | as been giver<br>e referred to [ | the participant | t<br>for |
|   |  |  |  |                                  |  |                                  |                 |          |

| Notes             |  |            |       |
|-------------------|--|------------|-------|
| Congratulation    | N Saved Successfully   |            | ×     |
| Notes             |  | ADD NOT    | res + |
| thow 10 ~ e       | entries  | Search:    |       |
| Date              | Notes  | Created By | Edit  |
| 07-01-2021        | Candidate has some reservation about program due<br>to work obligations. He is worried that testing will<br>interfere. He has been given the participant manual,<br>signed the contract and agreed to all terms. He will be<br>referred to CSI for testing today. Additionally, he will<br>be referred to Dr. Mendracaus for his initial MAT<br>consultation. William will begin IOP on 7/02/2021 with<br>Loretta. ~ST | Shelley    | æ     |
| showing 1 to 1 of | 1 entries Previous 1 Next  |            |       |

# Documents

The next section is 'Documents'. This is where you will find all sorts of documents for a client. Here you will see three buttons. First is the "Add/Upload Document'

| Upload Document                              | UPLOAD | ~ | CANCEL | × |
|--|--------|---|--------|---|
| Document Type*<br>Select                     |        |   |        |   |
| Drag & drop or Browse for document to upload |        |   |        |   |
|  |        |   |        |   |
|  |        |   |        |   |
|  |        |   |        | Q |

You can add or upload a document from your computer using this Button. Select the type, Browse the document and upload it.

The second button is 'Generate Document', using this button you will be able to Generate the 'fillable form' for the client which is already stored in DIMS. Select the document from the dropdown and Hit 'Proceed', the form will be generated on the adjacent window.

|                      | Select D            | ocument                     | ×          | _            |           |
|----------------------|---------------------|-----------------------------|------------|--------------|-----------|
|                      | Document<br>NCIC Re | Name*<br>equest Form        | Y GENE     | RATE + ADD D | OCUMENT + |
| Personal Information |                     |                             |            |              | _         |
| Case Information     | Procee              | d Cancel                    |            | Search:      |           |
| Medical              |                     |                             | Туре       |              | Action    |
| Manage Pictures      |                     | No data available in table  |            |              |           |
| Mental Health        |                     | No data avaliable in table  |            |              |           |
| Substance Use        |                     | Showing 0 to 0 of 0 entries | Previous N | ext          |           |
| Screening Assessment |                     |                             |            |              |           |
| Sentencing Info      |                     |                             |            |              |           |
| Criminal Info        |                     |                             |            |              |           |
| Employment           |                     |                             |            |              |           |
| Concerned Person     |                     |                             |            |              |           |
| Case Referral        |                     |                             |            |              |           |
| Addresses            |                     |                             |            |              |           |
| Education History    |                     |                             |            |              |           |
| Children             |                     |                             |            |              |           |
| Viotas               |                     |                             |            |              |           |

As you can see below, a form similar to this will be generated, you can Fill the form, submit it and then you can print it.

|                       | NCIC LA             | SYSTEMS P                                 | T TELECOMMUN  | ICATIONS |    |
|-----------------------|---------------------|---|---------------|----------|----|
| Metropolitan Court    |                     | 3131EIVIS RE                              | SSN           |          |    |
| Case Number:          |                     |   | Date of Birth |          | m  |
| Sentencing Date:      |                     | <b></b>                                   | bate of birdi |          |    |
| Defendant:            |                     |   |               |          |    |
| Alias:                |                     |   |               |          |    |
| Personal Information: |                     |   |               |          |    |
| Sev -                 |                     |   | Height :      |          |    |
| Pare                  |                     |   | Weight        |          |    |
| Note .                |                     |   | weight.       |          |    |
| INFORMATION REQUE     | STED                |   |               |          |    |
|                       |                     | SPEEDY REQUEST                            |               |          |    |
|                       |                     | III Arrest History and                    |               |          |    |
|                       |                     | NCIC Felony Warrants                      |               |          |    |
| FBI No.               |                     |   |               |          |    |
|                       |                     | Warrant Check Only                        |               |          |    |
|                       |                     | Driver History from                       |               |          |    |
|                       |                     | State(s) below)                           |               |          |    |
|                       |                     |   |               |          |    |
|                       |                     | Criminal History From                     |               |          |    |
|                       |                     | Other States (Specific<br>State(s) below) |               |          |    |
|                       |                     |   |               |          |    |
|                       |                     |   |               |          |    |
|                       |                     |   |               |          |    |
|                       |                     |   |               |          | 67 |
| Requestor             |                     |   | Request Date  |          |    |
| Please check here if  | f no warrants found |   |               |          |    |
| Completed By:         |                     |   |               |          |    |
| Completed Date :      |                     | <b></b>                                   |               |          |    |
|                       |                     |   |               |          |    |

The third button i.e. 'Send Document' is a way to send a document to the client/participant on their phone. You just need to put in Document Type, Name and the URL and Hit 'Send'. This document will now be sent to the participant on their DIMS 'Participant App.'

| Send Document  |                | SEND | ~ | CANCEL | × |
|----------------|----------------|------|---|--------|---|
| Document Type* | Document Name* |      |   |        |   |
| Document URL*  |                |      |   |        |   |
|                |                |      |   |        |   |
|                |                |      |   |        |   |
|                |                |      |   |        |   |
|                |                |      |   |        |   |
|                |                |      |   |        |   |
|                |                |      |   |        |   |
|                |                |      |   |        |   |
|                |                |      |   |        |   |
|                |                |      |   |        |   |
|                |                |      |   |        |   |
|                |                |      |   |        | 0 |

Note - Most users have the permission to add documents by default but are not able to edit or delete documents once they are in DIMS unless that specific permission is granted by the administrator.

## Assistance and Benefits

In this section you need to click the check box next to all benefits that your client is receiving. If not receiving any, click the checkbox next to "No Services/Benefits Received" and hit "Save & Next" to go onto the next section. Please note, that this is a mandatory section to be completed at Induction and Discharge:

| Assistance/Benefits            |                                      |                   |
|--------------------------------|--------------------------------------|-------------------|
| Participant receiving the foll | owing benefits/assistance (Check all | that apply) *     |
| WIC                            | Child Support                        | Food Stamps       |
| TANF                           | SSI SSD                              | Medicaid          |
| VA Assistance                  | Voc Rehab                            | Housing Asistance |
| LIEAP                          | Unemployment                         | Other             |
| No Services/Benefits re        | ceived                               |                   |
|                                |                                      |                   |
|                                |                                      |                   |
| SAVE SAL                       |                                      |                   |
| SAVE                           |                                      |                   |
|                                |                                      |                   |

#### **Review and Accept**

This is the final section of the Induction Process. Here you need mention the 'Acceptance Date' and 'Risk and Need Level' for the client. In 'Risk & Need Level' you must select the combination that best suits the 'need' of the client and 'risk' associated with the client.



| Once you hit 'Save and Accept', the client will get transferred from the 'Pending Screening' Tab | ) to |
|--|------|
| the 'Current Participant' Tab. You can now start the proceedings for the client.                 |      |

| Pending Screening 53 Current Participant | 267 Pause Participant 11 No | ot Accepted 35 Referred | Not Screened 12 Discharged 175 | ADD SCREENING +      |
|--|-----------------------------|-------------------------|--------------------------------|----------------------|
| Current Participant List                 |                             |                         | T FILTER                       | BY PROBATION OFFICER |
| Show 10 v entries                        |                             |                         | Search:                        |                      |
| Screening<br>Date [] []                  | Participant Name            | Induction Date          | Case Number                    | Phase Party ID       |
| 07-24-2023                               | Aldean, Jason               | 07-24-2023              | 34542352                       | Phase one            |
| 03-23-2022                               | Amy, AMy                    | 04-12-2022              | XXXXXXX                        | Phase 3              |
| 08-10-2023                               | asdg, sadg                  | 08-16-2023              | sgd                            | Phase one            |
| 03-01-2024                               | AvrRam, Sonia               | 03-01-2024              | 077JB-24-00207                 | Phase 2              |
| 01-01-2014                               | Baggs, Klarissa             | 06-20-2019              | DC-20190417-23                 | Phase 3              |
| 01-02-2001                               | <u>Bajaj, Demo</u>          | 10-08-2020              | 123                            | Phase 3              |
| 09-26-2023                               | Barbie, Claus               | 10-30-2023              | 6678394                        | Phase 2              |
| 08-14-2023                               | Blair, Anna                 | 08-23-2023              | 9878465258321                  | Phase 2              |
| 07-18-2019                               | Boult, Trent                | 12-24-2019              | CP-10014                       | Phase 3              |
| 06-17-2020                               | Brooks, Stephanie           | 06-04-2021              | 003938439                      | Phase 2              |

# **Managing Individual Participant**

### Accounting

The DIMS Accounting section allows you to manage client fees and payments very easily. It also has a "wallet" feature that allows you to "bank" participant money and pull fees from that account as they are due. (This is very handy when a participant offers you a larger sum of money than they owe to avoid having to bring fees each week.) Once you open the "accounting" tab, you'll be able to click on Add Fee or Make Payment, depending on which function you intend to accomplish. The following photos illustrate that process.

| Fees And Payment | Wallet | Payment History Adjustments History | Add Fee 🕹 Make Payment   |
|------------------|--------|-------------------------------------|--------------------------|
| Outstanding Fees |        | \$0.00<br>Original Amount Owned     | <b>\$0.00</b> Amount Due |
|                  |        | Fee and Payment History             |                          |
|                  |        | Show 10 v entries                   | Search:                  |
|                  |        | Showing 0 to 0 of 0 entries         | Previous Next            |

| Type*  | Description                                  |   |  |
|--|--|---|--|
| Drug Court Fees  | 20.00 monthly drug court fees                |   |  |
| Date Fee Assessed*   |  |   |  |
| 07/01/2021   |  |   |  |
| Due Date   |  |   |  |
| 07/08/2021   | 3  |   |  |
| Amount*  |  |   |  |
| eres And Payment Wallet Payment History Add Fee Make Payment   |  |   |  |
| Fees And Payment Wallet Pay  | ment History                                 | Add Fee                                       | Make Payme   |
| Fees And Payment Wallet Pay  | ment History                                 | Add Fee                                       | Make Payme<br>\$30.00  |
| Fees And Payment Wallet Pay<br>Outstanding Fees<br>Drug Court Fees<br>\$30.00 • \$30.00 723  | ment History  \$30.00 Original Amount Owned  | Add Fee                                       | Make Payme<br>\$30.00<br>Amount Due  |
| Fees And Payment     Wallet     Pay       Outstanding Fees       Drug Court Fees       \$30.00     •\$30.00       Original Amount     Amount Due | Fee and Payment History                      | Add Fee                                       | Make Payme<br>\$30.00<br>Amount Due  |
| Fees And Payment Wallet Pay<br>Outstanding Fees<br>Drug Court Fees<br>\$30.00 •\$30.00<br>Original Amount Amount Due                             | Fee and Payment History<br>Show 10 v entries | Add Fee                                       | Make Payme<br>\$30.00<br>Amount Due  |
| Fees And Payment Wallet Pay<br>Outstanding Fees<br>Drug Court Fees<br>\$30.00<br>Original Amount Amount Due                                      | ment History                                 | Add Fee<br>EE<br>Sear<br>7/8/2021<br>Due Data | Make Payme<br>\$30.00<br>Amount Due  |
| Fees And Payment Wallet Pay<br>Outstanding Fees<br>Drug Court Fees<br>\$30.00 • \$30.00<br>Original Amount Amount Due                            | ment History                                 | Add Fee<br>Eee<br>7/8/2021<br>Due Date        | Make Payme<br>\$30.00<br>Amount Due<br>ch:<br>\$20.00<br>Amount Due<br>\$10.00<br>Amount Due |

Once you have clicked on "Add Fee" and selected the type of fee, you will follow the prompts and enter the information: Fee type, date assessed, date due and amount. That fee will be added to the Fee and Payment History. You can then make payments on the Fees due, illustrated by the images below:

| Outstanding Fees Drug Court Fees \$30.00 \$30.00 cc2 |    | \$30.00<br>Original Amount Owned |                            | \$30.00<br>Amount Due |                       |   |  |
|--|----|----------------------------------|----------------------------|-----------------------|-----------------------|---|--|
| S30.00 • S30.00<br>Original Amount Amount Due        | 2  | Fee and Paymen                   | nt History                 |                       |                       |   |  |
|  |    | Show 10 ~ entrie                 | 5                          | Se                    | earch:                |   |  |
|  |    | Drug Court Fees                  | \$20.00<br>Original Amount | 7/8/2021<br>Due Date  | \$20.00<br>Amount Due | ê |  |
|  |    | Drug Court Fees                  | \$10.00<br>Original Amount | Due Date              | \$10.00<br>Amount Due | 8 |  |
| Make Payment   |    |                                  |                            | SUBMIT                | - CAN                 |   |  |
| Payment Date*  |    | Fee Type*                        |                            | Amount                |                       |   |  |
| 07/01/2021   | 68 | Drug Court Fees                  | ~                          | \$ 30                 | 0.00                  |   |  |
| Payment Type*  |    |                                  |                            |                       |                       |   |  |
| ✓ Select<br>Waived<br>Pay By Cash<br>Pay from Wallet |    |                                  | ,                          |                       |                       |   |  |
| Notes  |    |                                  |                            |                       |                       |   |  |
| Text opes here                                       |    |                                  |                            |                       |                       |   |  |

Select Fee Type (you may have more than one Fee in the system like Drug Court Fees and Supervision Costs) that you'd like to make payment on, select Payment Type and enter Amount Paid:

| Payment Date*      |   | Fee Type*       | _ | Amoun | t     |  |
|--------------------|---|-----------------|---|-------|-------|--|
| 07/01/2021         | 6 | Drug Court Fees |   | \$    | 30.00 |  |
| Payment Type*      |   | Amount Paid*    |   |       |       |  |
| Pay By Cash        | ~ | \$ 15           | 0 |       |       |  |
| Print Receipt      |   |                 |   | V     |       |  |
| Total annual house |   |                 |   |       |       |  |

Once you've entered information and you hit "SUBMIT" DIMS will take you to the following screen that will show you the running balance in the account after payments have been made:

|                            | ayment History                                   |                                | Add Fee                     | Make Pay             | yment |
|----------------------------|--|--------------------------------|-----------------------------|----------------------|-------|
| Outstanding Fees           | \$30.0   | 0                              | E                           | \$15.00              |       |
| Drug Court Fees            | Origina  | Amount Owned                   | _                           | Amount Due           |       |
| \$30.00 • \$15.00          |  |                                |                             |                      |       |
| Original Amount Amount Due | ee and Paymer                                    | t History                      |                             |                      |       |
| Original Amount Amount Due | Show 10 v entrie                                 | s History                      | Sea                         | rch:                 |       |
| Original Amount Amount Due | Show 10 v entrie<br>Drug Court Fees<br>7/1/2/021 | s<br>S20.00<br>Original Amount | Sea<br>7/8/2021<br>Due Date | s15.00<br>Amount Due | •     |

To use the wallet, you'll click on Wallet and enter "Make Deposit". That will take you to the screen below:

| Fees And Payment Wallet Payment Hist | огу |                |
|--------------------------------------|-----|----------------|
|                                      |     |                |
| \$0.0<br>Wallet Balance              |     | MAKE DEPOSIT + |
| Change and an anticipa               |     | Course .       |
| Snow 10 v entries                    |     | Search:        |
| No data available in table           |     |                |
| Showing 0 to 0 of 0 entries          |     |                |

When the "Deposit" window opens, enter the Transaction Date and the Amount to Deposit. You can also enter any notes that you wish.

| Transaction Date* | Amount to Deposit* |  |
|-------------------|--------------------|--|
| 07/01/2021        | <br>\$ 100         |  |
|                   |                    |  |

You have now added money to the Wallet:

|                  |                           |                    |                               | _         |
|------------------|---------------------------|--------------------|-------------------------------|-----------|
| Ċ                | \$100.00<br>allet Balance |                    | MAKE                          | DEPOSIT + |
| Show 10 v ent    | tries                     |                    | Search:                       |           |
| 7/1/2021<br>Date | Deposit                   | \$100.00<br>Amount | External<br>Method Of Deposit |           |

Now that you have money in the "Wallet" account, you can make payments using those funds by selecting Wallet in "Payment Type":

| Make Payment          |    |                 | SUBMIT 🗸   | CANCEL X |
|-----------------------|----|-----------------|------------|----------|
| Payment Date*         |    | Fee Type *      | Amount     |          |
| 07/03/2021            | 60 | Drug Court Fees | ✓ \$ 15.00 |          |
| Payment Type*         | _  |                 |            |          |
| ✓ Select              |    |                 |            |          |
| Waived<br>Pav By Cash |    |                 |            |          |
| Day from Mullet       |    |                 |            |          |

Simply fill in the payment information and hit "SUBMIT."

| Payment Date*                 |  | Fee Type*         | Amount            |            |
|-------------------------------|--|-------------------|-------------------|------------|
| 07/03/2021                    |  | Drug Court Fees   | <b>\$</b> 15.00   |            |
| Payment Type* Pay from Wallet |  | Available Balance | Amount to Pay fro | m Deposit* |
| Pay from Wallet               |  | \$ 100.00         | \$ 15             | 3          |
| Notes                         |  |                   |                   |            |
|                               |  |                   |                   |            |
| Text goes here                |  |                   |                   |            |

Once you SUBMIT the payment, DIMS will take you to the Wallet ledger and show you the balance in the account, illustrated below:

| Co s                  | 85.00<br>et Balance |                    |      | MAKE DEPOSIT +                |
|-----------------------|---------------------|--------------------|------|-------------------------------|
| Show 10 v entri       | es                  |                    |      | Search:                       |
| 7/12/2021<br>Dete     | Withdraw<br>Type    | \$15.00<br>Amount  |      | Method Of Deposit             |
| 7/1/2021<br>Date      | Deposit<br>Type     | \$100.00<br>Amount |      | External<br>Method Of Deposit |
| Showing 1 to 2 of 2 e | ntries              | Previous           | Next |                               |

### Affirmation

Affirmations tab lets you send positive messages to the participants. This message will be sent to the participant if they have the DIMS participant app installed in their phones. If not, it will be sent out as an SMS.

|                   | Gary Graham 🗸 🗧                            | ♦ ⅲ - ⊬ ⇔ - /                | ) <b>.</b> * | P  | 0       | -       | ୭  | Ċ |
|-------------------|--|------------------------------|--------------|----|---------|---------|----|---|
|                   | Accounting                                 | Incentives                   |              |    |         |         |    |   |
|                   | Affirmation                                | Journal                      |              |    |         |         |    |   |
| Affirmatio        | Alcohol Monitoring                         | Level of Care in             |              |    | ADD AFI | -IRMATI | ON | * |
| Show 10 🗸         | Ancillary Services and<br>Treatment Groups | Treatment<br>Medical Profile |              | Se | arch:   |         |    |   |
| Title             | Analytics                                  | Phase Review                 | Note         | 5  |         |         |    |   |
| No data availabl  | Case Planning                              | Program Assessment           |              |    |         |         |    |   |
|                   | Community Service                          | Sanctions                    |              |    |         |         |    |   |
| Showing 0 to 0 of | Criminal Profile                           | Substance Use Testing        |              |    |         |         |    |   |
|                   | Dashboard                                  | Tag Manager                  |              |    |         |         |    |   |
|                   | Discharge                                  | Task-Sheet                   |              |    |         |         |    |   |
|                   | Documents                                  | Therapeutic Response         |              |    |         |         |    |   |
|                   | Employment Profile                         |                              |              |    |         |         |    |   |

By clicking on "Add Affirmation", you can enter a title for the affirmation that you want to send. The Notes section lets you enter the affirmation in detail.

| Add Affirmation |      |        |           |    |    |     |    |  | SAVE | ~      | C/ | ANCEL | × |   |
|-----------------|------|--------|-----------|----|----|-----|----|--|------|--------|----|-------|---|---|
| Title*          |      |        |           |    |    |     |    |  |      | CANCEL |    |       |   |   |
| Note            |      |        |           |    |    |     |    |  |      |        |    |       |   |   |
| NORMAL TEXT -   | BOLD | ITALIC | UNDERLINE | := | := | i≞⊦ | 귀는 |  |      |        |    |       |   |   |
|                 |      |        |           |    |    |     |    |  |      |        |    |       |   |   |
|                 |      |        |           |    |    |     |    |  |      |        |    |       |   |   |
|                 |      |        |           |    |    |     |    |  |      |        |    |       |   |   |
|                 |      |        |           |    |    |     |    |  |      |        |    |       |   |   |
|                 |      |        |           |    |    |     |    |  |      |        |    |       |   |   |
|                 |      |        |           |    |    |     |    |  |      |        |    |       |   |   |
|                 |      |        |           |    |    |     |    |  |      |        |    |       |   |   |
|                 |      |        |           |    |    |     |    |  |      |        |    |       |   |   |
|                 |      |        |           |    |    |     |    |  |      |        |    |       |   |   |
|                 |      |        |           |    |    |     |    |  |      |        |    |       |   |   |
|                 |      |        |           |    |    |     |    |  |      |        |    |       |   |   |
|                 |      |        |           |    |    |     |    |  |      |        |    |       |   |   |
|                 |      |        |           |    |    |     |    |  |      |        |    |       | ( | C |

By clicking on Save button, the Affirmation is sent out to the participant via the DIMS participant app. Also, Affirmation once sent out appears on the Affirmation tab overview grid.

| Affirmation                |                     |                  | ADD AFFIRMATION +  |
|----------------------------|---------------------|------------------|--|
| how 10 🗸 entries           |                     |                  | Search:  |
| Title                      | Timestamp           | Sent By          | Notes  |
| BINGO Competition<br>Ended | 07/02/2024 09:51 AM | Wooten , Erin    | The bingo competition has ended. All BINGO<br>cards were due yesterday. Unfortunately, NO<br>ONE from Drug Court turned in their cards!!!<br>Therefore, Treatment Court was named the<br>winner. Maybe next time!! |
| Keep up the good<br>work   | 05/14/2024 08:19 AM | Baker , Heather  | I SEE YOU WORKING REALLY HARD, KEEP U<br>THE GOOD WORK!! YOU ARE AMAZING!  |
| Cancelled Check Ins        | 04/23/2024 07:50 AM | Griego , Marissa | Good morning everyone,<br>Check ins with your PO are cancelled this<br>week. If you have any questions or concerns<br>please contact Erin or Heather on their cell<br>phone. Thank you!                            |
| 4/4/24 Court<br>Cancelled  | 04/04/2024 07:17 AM | Wooten , Erin    | Drug Court for today, April 4, 2024, is<br>cancelled.<br>Thank you   |
| howing 1 to 4 of 4 entries | 5                   | Previous 1 Next  |  |

### **Ancillary Services and Treatment Groups**

Here, users can add extra services that may be provided to the participants apart from their regular programs, such as self-help groups or life skills classes. Once entered, the system tracks all ancillary services in which participants are involved.

|                | James Colosimo 🗸                           | → ♥ ■ - ⊻ @ -                 | Д•    | 쑡 | ß        | 0       | ÷.     | ୭      |  |
|----------------|--|-------------------------------|-------|---|----------|---------|--------|--------|--|
|                | Accounting                                 | Incentives                    |       |   |          |         |        |        |  |
|                | Alcohol Monitoring                         | Journal                       |       |   |          |         |        |        |  |
| Anomal y Ser   | Ancillary Services and<br>Treatment Groups | Level of Care in<br>Treatment | X     |   | ADD ANCI | LLARY S | ERVICE | -      |  |
| Show 10        | Analytics                                  | Medical Profile               |       |   | Search   | n:      |        |        |  |
| Service        | Case Planning                              | Phase Review                  | Date  |   |          |         |        |        |  |
| Туре           | Community Service                          | Program Assessment            | Ended | S | tatus    | Edit    |        | Delete |  |
| No data avail  | Criminal Profile                           | Sanctions                     |       |   |          |         |        |        |  |
| _              | Dashboard                                  | Substance Use Testing         |       |   |          |         |        |        |  |
| Showing 0 to 0 | Discharge                                  | Tag Manager                   |       |   |          |         |        |        |  |
|                | Documents                                  | Task-Sheet                    |       |   |          |         |        |        |  |
|                | Employment Profile                         | Therapeutic Response          |       |   |          |         |        |        |  |
|                |  |                               |       |   |          |         |        |        |  |

To add an ancillary service for an individual participant, click on 'Add Ancillary Service':
| Show 10                | ✓ entries               |          |           |                      |               | Sea    | rch: |        |
|------------------------|-------------------------|----------|-----------|----------------------|---------------|--------|------|--------|
| <b>Service</b><br>Type | <b>Provider</b><br>Name | #Ordered | #Attended | <b>Date</b><br>Begin | Date<br>Ended | Status | Edit | Delete |
| No data av             | ailable in table        |          |           |                      |               |        |      |        |
| Showing 0 to           | 0 of 0 entries          |          |           |                      |               |        |      |        |

You will see the following screen. You can add all the required information along with the mandatory once:

| Add Ancillary Services and<br>Treatment Groups |          |  |   |          | SAVE | ~ | CANCEL | ×  |
|--|----------|--|---|----------|------|---|--------|----|
| Service Type *                                 | *        | Provider*                              |   |          |      |   |        |    |
| Funding Source                                 | ~        |  |   |          |      |   |        |    |
| Method of Delivery                             |          | Amount Paid                            |   |          |      |   |        |    |
| Ordered Attended                               | <u> </u> | • OILMAIR.                             |   |          |      |   |        |    |
| Date Assigned                                  | 6        | Start Date*                            | I | End Date |      |   |        | 60 |
| Status   | ~        | Total Hours Completed* Hours Completed |   |          |      |   |        |    |
| NORMAL TEXT - BOLD ITALIC UNDERLINE            | =        | ii kiik                                |   |          |      |   |        |    |
|  |          |  |   |          |      |   |        |    |
|  |          |  |   |          |      |   |        |    |
| Add Tags                                       |          |  |   |          |      |   |        |    |
|  |          |  |   |          |      |   |        |    |

#### NOTE:

Dropdown menu for the "Service type" and "Add tags" can be customized as per your requirements. Additional values for these can be added through the System settings menu.

Please find the detailed steps for adding custom values for Service type and Add tags, in the "Settings" section of the Wiki.

Once you've added the required information, click 'Save'. The information will then be visible in the 'Ancillary Services and Treatment Group' grid:

| ow 10 🗸 e                | entries                 |          |           |                      |               | Search:        |      |        |
|--------------------------|-------------------------|----------|-----------|----------------------|---------------|----------------|------|--------|
| S <b>ervice</b><br>Type  | <b>Provider</b><br>Name | #Ordered | #Attended | <b>Date</b><br>Begin | Date<br>Ended | Status         | Edit | Delete |
| ndividual<br>Counselling | Alarus<br>Healthcare    | 100      | 10        | 07/10/2024           | 07/17/2024    | In<br>Progress | Ø    | Ē      |
| VIRT                     | Elevate                 | N/A      | N/A       | 07/09/2024           | N/A           |                | I    | ۱      |
|                          | Healing                 |          |           |                      |               |                |      | ~      |

You can also generate the Ancillary Service report in Excel format by clicking here:

| cillary Servic            | es and Treatm                        | ent Groups | 3         |                      | AD            | D ANCILLARY    | SERVICE | +        |
|---------------------------|--------------------------------------|------------|-----------|----------------------|---------------|----------------|---------|----------|
| 10 v e                    | ntries                               |            |           |                      |               | Search:        |         |          |
| <b>Service</b><br>Type    | Provider<br>Name                     | #Ordered   | #Attended | <b>Date</b><br>Begin | Date<br>Ended | Status         | Edit    | Delete   |
| Individual<br>Counselling | Alarus<br>Healthcare                 | 100        | 10        | 07/10/2024           | 07/17/2024    | In<br>Progress | I       |          |
| MRT                       | Elevate                              | N/A        | N/A       | 07/09/2024           | N/A           |                | Ø       | ۱        |
| MRT                       | Healing<br>Transitions<br>Test [MAT] | 1          | 1         | 06/30/2024           | 06/30/2024    | Completed      | ľ       | <u>ا</u> |

## **Case Planning**

Under this tab you can add case goals for the participants. Click the "Add Custom Goals" button located in the top right corner to add custom goals for them:

| <b>J</b> DIMS     |                     | Melanie Medrano $$   | ←→ ✿≡∗⊮≝∗  | L. 👻     | <b>B G</b>     | 5 6     | 5 |
|-------------------|---------------------|--|--|----------|----------------|---------|---|
|                   |                     | Accounting<br>Affirmation  | Incentives<br>Journal                            | _        |                |         |   |
|                   | Case Goals          | Alcohol Monitoring<br>Ancillary Services and<br>Treatment Groups | Level of Care in<br>Treatment<br>Medical Profile | PRINT    | ADD CUSTOM     | GOALS 🕂 |   |
|                   | Show 10 v e         | Analytics<br>Case Planning                                       | Phase Review<br>Program Assessment               | e Status | Search: Action | n       |   |
|                   | No data available   | Community Service  | Sanctions<br>Substance Use Testing               |          |                |         |   |
| CLIENT DETAILS    | Showing 0 to 0 of 0 | Dashboard  | Tag Manager                                      |          |                |         |   |
| Medrano Melanie ¥ |                     | Discharge<br>Documents   | Task-Sheet<br>Therapeutic Response               |          |                |         |   |
| PHONE NUMBER      |                     | Employment Profile   |  |          |                |         |   |

Click the "Add Custom Goals" button located in the top right corner to add custom goals for them:

| ase Goals        |             |            |          | PRINT  | ADD CUSTOM GOALS + |
|------------------|-------------|------------|----------|--------|--------------------|
| how 10 🗸 entries |             |            |          |        | Search:            |
| Case Number      | Description | Start Date | End Date | Status | Action             |
|                  |             |            |          |        |                    |

You will see the following screen. You can add all the required information along with the mandatory once:

| Add Case Goals         |    |                 | SAVE - | CANCE | 1 × |
|------------------------|----|-----------------|--------|-------|-----|
| Case Number            |    |                 |        |       |     |
|                        |    |                 |        |       |     |
| Problem<br>Description |    |                 |        |       |     |
| Add text here          |    |                 |        |       |     |
| Goal*                  |    |                 |        |       |     |
| Description            |    |                 |        |       |     |
| Add text here          |    |                 |        |       |     |
| Status                 |    | Start Date *    |        |       |     |
|                        | ~  |                 |        |       | Ē   |
| End Date*              |    | Actual End Date |        |       |     |
|                        | 60 |                 |        |       | 60  |
|                        |    |                 | ADD TA | sk 🕂  | 窗   |
|                        |    |                 |        |       |     |
|                        |    |                 |        |       |     |
| Notes                  |    |                 |        |       |     |
| Add text here          |    |                 |        |       |     |
|                        |    |                 |        |       |     |
| Documents              |    |                 |        |       |     |
|                        |    |                 |        |       |     |

You have the option to mark tasks under a particular goal by clicking 'Add task'.

|           |           | ~               |              | 6119 |
|-----------|-----------|-----------------|--------------|------|
| End Date* |           | Actual End Date |              |      |
|           |           | (iii)           |              | 619  |
|           |           |                 | ADD TASK +   |      |
| 1.1 Task  |           |                 |              |      |
| Fitle*    | Due Date* | Completion Date | ADD ASSIST + | â    |
| 1.2 Task  |           |                 |              |      |
| Title *   | Due Date* | Completion Date |              |      |
|           |           |                 |              |      |

Additionally, within a specific task, you can 'add assistance', providing details such as responsible party, due date, and description:

|   |                               |                       |                 |   |   | ADD TASK  | +   |   |     |
|---|-------------------------------|-----------------------|-----------------|---|---|-----------|-----|---|-----|
| 1.1 Task  |                               |                       |                 |   |   |           |     |   |     |
| itle*   | Due Date*                     |                       | Completion Date | e |   |           |     |   | - 1 |
|   |                               |                       |                 |   |   | ADD ASSIS | т + | Ê |     |
| 1.1.1 Assist<br>Person respo  | nsible*                       | Due Date <sup>3</sup> | *               |   |   |           |     |   |     |
| 1.1.1 Assist<br>Person respo<br>Select  | nsible *                      | Due Date '            | *               |   |   |           |     |   |     |
| 1.1.1 Assist<br>Person respo<br>Select<br>Details   | nsible*                       | Due Date              | *               |   | Î |           |     |   |     |
| 1.1.1 Assist<br>Person respo<br>Select<br>Details<br>Add text he  | nsible*<br>~                  | Due Date              | *               |   | Ē |           |     |   |     |
| 1.1.1 Assist<br>Person respo<br>Select<br>Details<br>Add text he<br>1.1.2 Assist                                      | nsible*<br>~                  | Due Date 1            | *               |   | Ē |           |     |   |     |
| 1.1.1 Assist<br>Person respo<br>Select<br>Details<br>Add text he<br>1.1.2 Assist<br>Person respo                      | nsible*<br>~<br>re<br>nsible* | Due Date              | *               |   | Ē |           |     |   |     |
| 1.1.1 Assist<br>Person respo<br>Select<br>Details<br>Add text he<br>1.1.2 Assist<br>Person respo<br>Select            | nsible*                       | Due Date              | *               |   | Ē |           |     |   |     |
| 1.1.1 Assist<br>Person respo<br>Select<br>Details<br>Add text he<br>1.1.2 Assist<br>Person respo<br>Select<br>Details | nsible*                       | Due Date              | *               |   | â |           |     |   |     |

Click 'Upload documents' to upload any necessary documents:

| d text here  ments UPLOAD DOCUMENTS CREFRESH  Status  Noad Document  cument Name *  Document Name  cument Type *   | ×              |           |
|--|----------------|-----------|
| Ments UPLOAD DOCUMENTS CREFRESH Status Noad Document Cument Name * Document Name Cument Type *   | ×              |           |
| Noad Document<br>Cument Name *<br>Document Type *  | ×              |           |
| Anise  | ×              |           |
| L UPLOAD DOCUMENTS   | ×              |           |
| Status St | ×              |           |
| Status<br>Noad Document<br>Ocument Name<br>Ocument Name  | ×              |           |
| Status Noad Document Cocument Name Cocument Name Cocument Type *   | ×              |           |
| Noad Document<br>ocument Name *<br>Document Name<br>ocument Type *   | ×              |           |
| bload Document<br>ocument Name *<br>Document Name<br>ocument Type *  |                |           |
| ocument Name *<br>Document Name  |                |           |
| ocument Name *<br>Document Name<br>ocument Type *  |                |           |
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| Line Date 🕹 🕹 Ur   | LOAD DOCUMENTS | C REFRESH |

Once you have finished adding all the details simply hit "Save" and the info will be displayed in the "Case Goal" grid:

| Case Goal    | s                |                              |            | PRINT      | ADD CUS        | TOM GOALS | + |
|--------------|------------------|------------------------------|------------|------------|----------------|-----------|---|
| Show 10      | ✓ entries        |                              |            |            | Search:        |           |   |
| •            | Case<br>Number   | Description                  | Start Date | End Date   | Status         | Action    |   |
| •            | 34542352         | Maintain 7 days of sobriety. | 11/06/2023 | 11/30/2023 | In<br>progress | 6 🖻       |   |
| Showing 1 to | 0 1 of 1 entries |                              | Previous 1 | Next       |                |           |   |

To view task details linked to this goal, click the arrow on the left to expand the hidden table:

| se Goals  |                     |            | PRINT        | ADD CUST    | DM GOALS | + |
|---|---------------------|------------|--------------|-------------|----------|---|
| ow 10 🗸 entries   |                     |            |              | Search:     |          |   |
| Case Number Descript  | ion                 | Start Date | End Date     | Status      | Action   |   |
| Satsata | 7 days of sobriety. | 11/06/2023 | 11/30/2023   | In progress | 6        |   |
| Task  | Due Date            |            | Completion D | Date        |          |   |
| <ul> <li>Complete assessment at Alarus<br/>Healthcare</li> </ul>  | 11/15/2023          |            |              |             |          |   |
| Attend 1 community support group<br>meeting.  | 11/17/2023          |            |              |             |          |   |
| <ul> <li>Contact 1 sober support when<br/>experiencing a craving.</li> </ul>  | 11/20/2023          |            |              |             |          |   |
| Practice 1 coping skill learned in<br>treatment when experiencing a<br>craving.   | 11/24/2023          |            |              |             |          |   |

To print the goals, click the 'Print' button located at the top right.

## **Community Service**

Here, users can monitor community service, whether it's a program requirement or a sanction. To find this section, hover over the client's name and select 'Community Service' with your cursor:

| <b>Z</b> DIMS                             |                | Melanie Medrano 🗸  | ← | ٥        | :≣ -    | ~      | <b>₩</b> • | £.     | 쑡  | ß       | 0      | 5      | ୭      | ወ |
|---|----------------|--------------------|---|----------|---------|--------|------------|--------|----|---------|--------|--------|--------|---|
|   |                | Accounting         |   | Incentiv | es      |        |            |        |    |         |        |        |        |   |
| SCHAEFFLER S SMC 5                        | Community      | Affirmation        |   | Journal  | 0       |        |            |        |    | ADD COM | MUNITY | SERVIC |        |   |
| 00  |                | Ancohol Monitoring |   | Treatme  | ent     |        |            |        |    |         |        |        |        | - |
|   | Show 10        | Treatment Groups   |   | Medical  | Profile |        |            |        |    | Sear    | rch:   |        |        |   |
|   | Tage           | Analytics          |   | Phase F  | eview   |        |            | Date   |    | Due     | Dolot  |        | Statue |   |
|   | Tays           | Case Planning      |   | Progran  | Asses   | sment  |            | Assign | ed | Date    | Delet  |        | Status |   |
|   | No data avai   | Community Service  |   | Sanctio  | ns      |        |            |        |    |         |        |        |        |   |
|   |                | Criminal Profile   |   | Substar  | ce Use  | Testin | g          |        |    |         |        |        |        |   |
| CLIENT DETAILS                            | Showing U to U | Dashboard          |   | Tag Mai  | nager   |        |            |        |    |         |        |        |        |   |
| Medrano Melanie                           |                | Discharge          |   | Task-Sh  | eet     |        |            |        |    |         |        |        |        |   |
| 30 yrs • Phase I                          |                | Documents          |   | Therape  | utic Re | sponse | e          |        |    |         |        |        |        |   |
| PHONE NUMBER<br>(505) 568-5122            |                | Employment Profile |   |          |         |        | _          |        |    |         |        |        |        |   |
| ADDRESS<br>1103 S Butler, Farmington, New |                |                    |   |          |         |        |            |        |    |         |        |        |        |   |

Click the "Add Community Services" button located in the top right corner to add community services:

| ommuni      | ity Service             |                   |                    |                           |                  | ADD CON            | MUNITY SERV |        |
|-------------|-------------------------|-------------------|--------------------|---------------------------|------------------|--------------------|-------------|--------|
| Show 10     | ✓ entries               |                   |                    |                           |                  | Sea                | arch:       |        |
| Tags        | <b>Site</b><br>Assigned | Hours<br>Required | Completed<br>Hours | <b>Remaining</b><br>Hours | Date<br>Assigned | <b>Due</b><br>Date | Delete      | Status |
| No data a   | vailable in table       |                   |                    |                           |                  |                    |             |        |
| Showing 0 f | to 0 of 0 entries       |                   |                    |                           |                  |                    |             |        |

You will see the following screen. You can add all the required information along with the mandatory once:

| sadg asdg 🗸 🗲               | Add Community Service     |                          | SAVE            | ✓ CANCEL ¥ |
|-----------------------------|---------------------------|--------------------------|-----------------|------------|
|                             | Date Assigned*            | Site Assigned *          | Hours Required* |            |
| Community Service           |                           |                          | Hrs             | Min        |
|                             | Completion Due Date*      | Status *                 | Hours Completed | *          |
| Show 10 🗸 entries           |                           | Select                   | Hrs             | Min        |
| Tags Site Hours Cor         | Community Service Type    |                          |                 |            |
| Assigned Required Hou       | Select                    |                          |                 |            |
| No data available in table  | Notes                     |                          |                 |            |
| Showing 0 to 0 of 0 entries | NORMAL TEXT - BOLD ITALIC | UNDERLINE II II ii ii ii |                 |            |
|                             | Your text here            |                          |                 |            |
|                             |                           |                          |                 |            |
|                             |                           |                          |                 |            |
|                             |                           |                          |                 |            |
|                             |                           |                          |                 |            |
|                             | Add Tags                  |                          |                 |            |
|                             |                           |                          |                 |            |
|                             |                           |                          |                 |            |
|                             |                           |                          |                 |            |
|                             |                           |                          |                 | Q          |

The dropdown menu for community service types includes choices like Sanction, Program Requirement, and Volunteer. If Sanction is chosen, it will be automatically mapped to the Sanction section:

| Select   |          |  |
|----------|----------|--|
|          | Select   |  |
| Sanction | Sanction |  |

After adding all the appropriate information click on "Save". The info will be displayed in the "Community Service" grid:

| Show 10 | entries                  | ;                 |                    |                           |                  | Search:            |        |               |
|---------|--------------------------|-------------------|--------------------|---------------------------|------------------|--------------------|--------|---------------|
| Tags    | <b>Site</b><br>Assigned  | Hours<br>Required | Completed<br>Hours | <b>Remaining</b><br>Hours | Date<br>Assigned | <b>Due</b><br>Date | Delete | Status        |
|         | <u>Horse</u><br>Sanction | 04:00             | 00:00              | 04:00                     | 06/21/2024       | 07/13/2024         | Ô      | In<br>Progres |

#### **Criminal Profile**

You have the ability to add details about participants "Criminal offenses". You can Click the "Add criminal profile" button located in the top right corner to add criminal offenses:

|                      |   | Crimina         |                               |                |                  |            |                  |             |      | IF -   |
|----------------------|---|-----------------|-------------------------------|----------------|------------------|------------|------------------|-------------|------|--------|
| Personal Information | > | Crimina         | Irrome                        |                |                  |            |                  |             |      |        |
| Case Information     | > |                 |                               |                |                  |            |                  |             |      |        |
| Medical              | > | Show 10         | ✓ entrie                      | s              |                  |            |                  | Search:     |      |        |
| Manage Pictures      | > | Offense<br>Type | Charge                        | Case<br>Number | Judge<br>on case | Prosecutor | Charge<br>Status | Recidivated | Edit | Delete |
| Mental Health        | > | No data av      | va <mark>ilable in t</mark> a | ble            |                  |            |                  |             |      |        |
| Substance Use        | > |                 |                               | 1.51           |                  |            |                  |             |      |        |
| Screening Assessment | > | Showing 0 to    | o 0 of 0 entr                 | les            |                  | Previous   | Next             |             |      |        |
| Sentencing Info      | > |                 |                               |                |                  |            |                  |             |      |        |
| Criminal Info        | > |                 |                               |                |                  |            |                  |             |      |        |

You will see the following screen. You can add all the required information along with the mandatory ones:

|                    |     | Criminal History               |                           | SAVE & NEXT | ~      | SAVE           | 8 | CANCEL | × |
|--------------------|-----|--------------------------------|---------------------------|-------------|--------|----------------|---|--------|---|
|                    |     | Type of Offense                | Class                     |             | Case I | Filling Date * |   |        |   |
|                    |     | Select                         | - Select                  | ~           | Sele   | ect Date       |   |        |   |
| nal Information    |     | Code                           | Offense Category          |             | Charg  | e*             |   |        |   |
| nformation         |     |                                |                           |             |        |                |   |        |   |
| al                 |     | Charge Status t                | Case Numbert              |             | ludao  | 00 0262        |   |        |   |
| ge Pictures        |     | Select                         | ~                         |             | budge  | on ouse        |   |        |   |
| ll Health          |     |                                |                           |             |        |                |   |        |   |
| ance Use           |     | Prosecutor                     | Year of Offense           |             |        |                |   |        |   |
| ning Assessment    | t > |                                |                           |             |        |                |   |        |   |
| encing Info        |     | Location                       | Arrest Date               |             |        |                |   |        |   |
| inal Info          |     |                                | Select Date               | Ē           |        |                |   |        |   |
| oyment             |     | Recidivated:                   | Is it a case in treatment | court ?     | O Y    | es 🧿 No        |   |        |   |
| erned Person       |     |                                |                           |             |        |                |   |        |   |
| Referral<br>mation |     | Notes *<br>Type your text here |                           |             |        |                |   |        |   |
| esses              |     |                                |                           |             |        |                |   |        |   |
| tion History       |     | L                              |                           |             |        |                |   |        |   |
| en                 |     |                                |                           |             |        |                |   |        |   |
|                    |     |                                |                           |             |        |                |   |        |   |

You have the ability to customize the dropdown values for "Charge Status" and "Offense Category." To add custom values, navigate to the 'Settings' section of the Wiki for step-by-step instructions. Once you have finished adding the information and simply hit "Save" and the info will be displayed in the "Criminal Profile" grid:

| Personal Information | > | Criminal Pro      | ofile     |                |                  |            |                  | ADD CRIMINA | AL PROFILE | +      |
|----------------------|---|-------------------|-----------|----------------|------------------|------------|------------------|-------------|------------|--------|
| Case Information     | > | Show 10 V         | entries   |                |                  |            |                  | Search:     |            |        |
| Medical              | > |                   |           |                |                  |            |                  |             |            |        |
| Manage Pictures      | > | Offense Type      | Charge    | Case<br>Number | Judge<br>on case | Prosecutor | Charge<br>Status | Recidivated | Edit       | Delete |
| Mental Health        | > | Gross             | DWI       | 11234          | N/A              | N/A        | Guilty           | No          | C          | Ê      |
| Substance Use        | > | Misdemedior       |           |                |                  |            |                  |             |            |        |
| Screening Assessment | > | Showing 1 to 1 of | 1 entries |                |                  | Previous 1 | Next             |             |            |        |
| Sentencing Info      | > |                   |           |                |                  |            |                  |             |            |        |

#### **Criminal Profile-Induction**

This section allows the user to add details about participants "Criminal offenses". To access this tab hover over the client's name with your cursor and select "Criminal Profile":

|                   | Klarissa Baggs 🗸 🔶     | ♦ ⅲ - ⋈ ⇔ -           | Q. 1   |             | 0          | 9      |  |
|-------------------|------------------------|-----------------------|--------|-------------|------------|--------|--|
|                   | Accounting             | Incentives            |        |             |            |        |  |
|                   | Affirmation            | Journal               |        |             |            |        |  |
| Criminal Profi    | Alcohol Monitoring     | Level of Care in      |        | ADD CRIMI   | INAL PROFI | ILE +  |  |
|                   | Ancillary Services and | Treatment             |        |             |            |        |  |
| Show 10 🗸         | Treatment Groups       | Medical Profile       |        | Search:     |            |        |  |
| Offense Ture      | Analytics              | Phase Review          | Charge | Decidivated | matia.     | Delete |  |
| Offense Type      | Case Planning          | Program Assessment    | Status | Reclaivated | Eun        | Delete |  |
| Misdemeanor       | Community Service      | Sanctions             | N/A    | No          |            | 圃      |  |
|                   | Criminal Profile       | Substance Use Testing |        |             |            |        |  |
|                   | Dashboard              | Tag Manager           |        |             |            |        |  |
| Felony            | Discharge              | Task-Sheet            | N/A    | No          | ß          | Ē      |  |
|                   | Documents              | Therapeutic Response  |        |             |            |        |  |
| Showing 1 to 2 of | Employment Profile     |                       | xt     |             |            |        |  |
|                   |                        |                       |        |             |            |        |  |

You can Click the "Add criminal profile" button located in the top right corner to add criminal offenses:

| Personal Information | > | Crimina         | l Profile                     |                |                  |            |                  | ADD CRIMIN  | NAL PROFI | LE +   |
|----------------------|---|-----------------|-------------------------------|----------------|------------------|------------|------------------|-------------|-----------|--------|
| Case Information     | > | Show 10         | ∽ entrie                      | s              |                  |            |                  | Search:     |           |        |
| Manage Pictures      | > | Offense<br>Type | Charge                        | Case<br>Number | Judge<br>on case | Prosecutor | Charge<br>Status | Recidivated | Edit      | Delete |
| Mental Health        | > | No data av      | ra <mark>ilable in t</mark> a | ble            |                  |            |                  |             |           |        |
| Substance Use        | > | Chausing 0 to   | o o f o ontr                  | ina            |                  |            |                  |             |           |        |
| Screening Assessment | > | Showing 0 to    | o oi o entr                   | ies            |                  | Previous   | Next             |             |           |        |
| Sentencing Info      | > |                 |                               |                |                  |            |                  |             |           |        |
| Criminal Info        | > |                 |                               |                |                  |            |                  |             |           |        |

You will see the following screen. You can add all the required information along with the mandatory once:

|                   |   | Criminal History |                                   | SAVE & NEXT |       | SAVE           | CANCEL | × |   |
|-------------------|---|------------------|-----------------------------------|-------------|-------|----------------|--------|---|---|
|                   |   |                  |                                   |             |       |                |        |   | ٦ |
|                   |   | Type of Offense  | Class                             |             | Case  | Filling Date * |        |   |   |
|                   |   | Select ~         | Select                            | ~           | Sele  | ect Date       |        | Ē |   |
| sonal Information |   | Code             | Offense Category                  |             | Charg | e*             |        |   |   |
| e Information     |   |                  |                                   |             |       |                |        |   |   |
| dical             | > |                  |                                   |             |       |                |        |   |   |
| nage Pictures     | > | Charge Status*   | Case Number*                      |             | Judge | On Case        |        |   |   |
| ntal Health       |   | Sciect           |                                   |             |       |                |        |   |   |
| stance Use        |   | Prosecutor       | Year of Offense                   |             |       |                |        |   |   |
| eening Assessment |   |                  |                                   |             |       |                |        |   |   |
| tencing Info      |   | Location         | Arrest Date                       |             |       |                |        |   |   |
| ninal Info        |   |                  | Select Date                       | (iii)       |       |                |        |   |   |
| ployment          | > | Recidivated:     | Is it a case in treatment court ? |             | OY    | es 🧿 No        |        |   |   |
| cerned Person     |   |                  |                                   |             |       |                |        |   |   |
| e Referral        |   | Notes *          |                                   |             |       |                |        |   |   |
| Iresses           |   |                  |                                   |             |       |                |        |   |   |
| cation History    | > | L                |                                   |             |       |                |        |   |   |
| ldren             |   |                  |                                   |             |       |                |        | 6 |   |
| es                | > |                  |                                   |             |       |                |        | C | 5 |

You have the ability to customize the dropdown values for "Charge Status" and "Offense Category." To add custom values, navigate to the 'Settings' section of the Wiki for step-by-step instructions. Once you have finished adding the information and simply hit "Save" and the info will be displayed in the "Criminal Profile" grid:

| Personal Information | > | Criminal Pro      | file      |                |                  |            |                  | ADD CRIMIN/ | AL PROFILE | +      |
|----------------------|---|-------------------|-----------|----------------|------------------|------------|------------------|-------------|------------|--------|
| Case Information     | > | Show 10 🗸         | entries   |                |                  |            |                  | Search:     |            |        |
| Medical              | > |                   |           |                |                  |            |                  |             |            |        |
| Manage Pictures      | > | Offense Type      | Charge    | Case<br>Number | Judge<br>on case | Prosecutor | Charge<br>Status | Recidivated | Edit       | Delete |
| Mental Health        | > | Gross             | DWI       | 11234          | N/A              | N/A        | Guilty           | No          |            | Ē      |
| Substance Use        | > | Misdemeanor       |           |                |                  |            |                  |             |            |        |
| Screening Assessment | > | Showing 1 to 1 of | 1 entries |                |                  | Previous 1 | Next             |             |            |        |
| Sentencing Info      | > |                   |           |                |                  |            |                  |             |            |        |

#### Dashboard

This tab is the same one as "Participant Profile" on the left and takes the user to the same screen:

| Idean Jason 🔻                                    |                                     |                                   |                             |          |                             |
|--|-------------------------------------|-----------------------------------|-----------------------------|----------|-----------------------------|
|  | Addresses >                         | Affirmation<br>Alcohol Monitoring | Journal<br>Level of Care in |          |                             |
| yrs • Phase one                                  | Education >                         | Ancillary Services and            | Treatment                   |          |                             |
| ONE NUMBER                                       | Family Information &                | Treatment Groups                  | Medical Profile             |          | Phone (Other)               |
| 20) 432-0929                                     | Support System                      | Analytics                         | Phase Review                |          | (520) 432-0929              |
| DRESS  | Emergency Contact >                 | Case Planning                     | Program Assessment          |          | Fmail                       |
| Jane Doe Avenue, NULL,<br>ontclaire, New Jersey, | Children >                          | Community Service                 | Sanctions                   | Ē        | Email                       |
| merser county, 07044                             | Parties Related to Case >           | Criminal Profile                  | Substance Use Testing       |          |                             |
| DRESS NOTE<br>Jane Doe Avenue NULL               | Social Media Accounts $\rightarrow$ | Dashboard                         | Tag Manager                 |          |                             |
|  | Participant Profile                 | Discharge                         | Task-Sheet                  |          |                             |
| 542352   | Notes                               | Documents                         | Therapeutic Response        |          |                             |
| CKET   | Medical Insurance >                 | Employment Profile                | -                           |          |                             |
| ult Docket                                       | Mental Health >                     |                                   |                             |          |                             |
| DGE<br>agan Headding                             | Substance Use >                     |                                   |                             |          |                             |
| OF DTANCE DATE                                   | Driver's License >                  |                                   |                             |          |                             |
| 24/2023  | Medical >                           | Scan Participant QR code f        | or DIMS Participant App Or  | Send OTP | App Version is unavailable. |
| URT  | Transfer Participants >             |                                   |                             |          |                             |

|                              |   | DIMS Id : c96d2b9e-3                     | b71-4294-ab2 | 8-b02e39d73345 🔂 Copy F | tefer this client |               |  |
|------------------------------|---|--|--------------|-------------------------|-------------------|---------------|--|
| Participant Profile          | × | Alias                                    |              | First Name*             |                   | Middle Name   |  |
| Manage Picture               | > | Alias                                    |              | AMy                     |                   | Amy           |  |
| Case Referral                | > | Last Name*                               |              | DOB*                    |                   | Birth Place   |  |
| monnation                    |   | Amy                                      |              | 03/31/2022              |                   |               |  |
| Assistance / Benefits        | > |  |              |                         |                   |               |  |
| Case Information             | > | Marital Status*                          | _            | SSN#*                   |                   |               |  |
| Team on Case                 | > | Single                                   | ~            | xxx-xx-5454             |                   |               |  |
| Addresses                    | > | Tribal Affiliation                       |              |                         |                   |               |  |
| Education                    | > | Select                                   | ~            |                         |                   |               |  |
| Family Information &         |   | Phone (Cell/Primary)                     |              | Phone (Other)           |                   | Phone (Other) |  |
| Support System               | > | XXXXXXXXXXXXX                            |              | XXXXXXXXXXXX            |                   | XXXXXXXXXXXX  |  |
| Emergency Contact            | > | Destisionalis                            |              | Deserved Data           |                   | 5             |  |
| Children                     | > | Participant's age                        |              | Deceased Date           |                   | Email         |  |
| Parties Related to Case      | > | 2  | Years        |                         |                   | Email         |  |
| Social Media Accounts        | > | Participant's age at ad<br>court program | Imission to  |                         |                   |               |  |
| Participant Profile<br>Notes | > | 0  | Years        |                         |                   |               |  |
| Medical Insurance            |   | Identifying Marks                        |              |                         |                   |               |  |
| Medical Insurance            | > | type your text here                      |              |                         |                   |               |  |

#### Documents

The next section is 'Documents'. This is where you will find all sorts of documents for a client. Here you will see three buttons. First is the "Add/Upload Document'

| Jpload Document |  | UPLOAD | ~ | CANCEL | × |
|-----------------|--|--------|---|--------|---|
| Document Type * |  |        |   |        |   |
| Select          | ~  |        |   |        |   |
|                 |  |        |   |        |   |
|                 |  |        |   |        |   |
|                 | Drag & drop or Browse for document to upload |        |   |        |   |
|                 |  |        |   |        |   |
|                 |  |        |   |        |   |
|                 |  |        |   |        |   |
|                 |  |        |   |        |   |
|                 |  |        |   |        |   |
|                 |  |        |   |        |   |
|                 |  |        |   |        |   |
|                 |  |        |   |        |   |
|                 |  |        |   |        |   |
|                 |  |        |   |        |   |
|                 |  |        |   |        |   |

You can add or upload a document from your computer using this Button. Select the type, Browse the document and upload it.

The second button is 'Generate Document', using this button you will be able to Generate the 'fillable form' for the client which is already stored in DIMS. Select the document from the dropdown and Hit 'Proceed', the form will be generated on the adjacent window.

|                             | Docume | nt Name*                    | _             | <br>             |
|-----------------------------|--------|-----------------------------|---------------|------------------|
| Personal Information        | NCICI  | Request Form ~              | GENERA        |                  |
| Case Information            | Proce  | eed Cancel                  |               |                  |
| Medical                     |        |                             |               | Sec. Contraction |
| Manage Pictures             | >      |                             | Гуре          | Action           |
| Mental Health               |        | No data available in table  |               |                  |
| Substance Use               |        | Showing 0 to 0 of 0 entries | Previous Next |                  |
| Screening Assessment        |        |                             |               |                  |
| Sentencing Info             |        |                             |               |                  |
| Criminal Info               |        |                             |               |                  |
| Employment                  |        |                             |               |                  |
| Concerned Person            |        |                             |               |                  |
| Case Referral<br>nformation |        |                             |               |                  |
| Addresses                   |        |                             |               |                  |
| Education History           |        |                             |               |                  |
|                             |        |                             |               |                  |

As you can see below, a form similar to this will be generated, you can Fill the form, submit it and then you can print it.

|                                    | NCIC LA           | W ENFORCEMEN                                   | T TELECOMMUN  | ICATIONS |          |
|------------------------------------|-------------------|--|---------------|----------|----------|
|                                    |                   | SYSTEMS RE                                     | QUEST FORM    |          |          |
| Metropolitan Court<br>Case Number: |                   |  | SSN           |          |          |
|                                    |                   | 60   | Date of Birth |          | <b>#</b> |
| Sentencing Date:                   |                   |  |               |          |          |
| Defendant:                         |                   |  |               |          |          |
| Alias:                             |                   |  |               |          |          |
| Personal Information:              |                   |  |               |          |          |
| Sex :                              |                   |  | Height :      |          |          |
| Race :                             |                   |  | Weight :      |          |          |
|                                    |                   |  |               |          |          |
| INFORMATION REQUE                  | STED              |  |               |          |          |
|                                    |                   | SPEEDY REQUEST                                 |               |          |          |
|                                    |                   | Si des integres i                              |               |          |          |
|                                    |                   | III Arrest History and<br>NCIC Felony Warrants |               |          |          |
| FBI No.                            |                   |  |               |          |          |
|                                    |                   |  |               |          |          |
|                                    |                   | warrant check Only                             |               |          |          |
|                                    |                   | Driver History from<br>Other States (Specific  |               |          |          |
|                                    |                   | State(s) below)                                |               |          |          |
|                                    |                   |  |               |          |          |
|                                    |                   | Criminal History From                          |               |          |          |
|                                    |                   | Other States (Specific<br>State(s) below)      |               |          |          |
|                                    |                   |  |               |          |          |
|                                    |                   |  |               |          |          |
|                                    |                   |  |               |          |          |
| -                                  |                   |  |               |          |          |
|                                    |                   |  |               |          |          |
| Requestor                          |                   |  | Request Date  |          |          |
| Please check here if               | no warrants found |  |               |          |          |
| Completed By:                      |                   |  |               |          |          |
| Completed Date :                   |                   | <b>m</b>                                       |               |          |          |
|                                    |                   |  |               |          |          |

The third button i.e. 'Send Document' is a way to send a document to the client/participant on their phone. You just need to put in Document Type, Name and the URL and Hit 'Send'. This document will now be sent to the participant on their DIMS 'Participant App.'

| Send Document        |              | SEND | ~ | CANCEL | *        |
|----------------------|--------------|------|---|--------|----------|
| Document Type * Docu | ument Name * |      |   |        |          |
| Document URL*        |              |      |   |        |          |
|                      |              |      |   |        |          |
|                      |              |      |   |        |          |
|                      |              |      |   |        |          |
|                      |              |      |   |        |          |
|                      |              |      |   |        |          |
|                      |              |      |   |        |          |
|                      |              |      |   |        |          |
|                      |              |      |   |        |          |
|                      |              |      |   |        | <b>Q</b> |

Note - Most users have the permission to add documents by default but are not able to edit or delete documents once they are in DIMS unless that specific permission is granted by the administrator.

## **Employment Profile**

If you wish to check or edit the employment details of the client, you can do that via 'Employment Profile' Section. You can find this section under the Client Name Dropdown.

|   |   | Sally Sample $\checkmark$        | • II • 🗠 🗘                        | 8 0 U     |
|---|---|----------------------------------|-----------------------------------|-----------|
|   | DIMS Id : 00b41867-d279-  | Accounting                       | Incentives                        |           |
|   | Alias   | Ancillary Services               | Journal                           | Name      |
| > | Alias   | Analytics                        | Medical Profile                   | c         |
| > | Last Name *   | Associated or Related<br>Parties | Parental Education<br>Classes     | lace      |
| 5 | Sample  | Child Case Activity              | Phase Review                      |           |
| > | and the second se | Community Service                | Program Assessment                |           |
| > | Marital Status *  | Criminal Profile                 | Sanctions                         |           |
| > | Single  | Dashboard                        | Substance Abuse                   |           |
|   | Phone (Cell)  | Discharge                        | Testing                           | (Primary) |
|   | 2000000000  | Documents                        | Task-Sheet                        | 00000     |
| > | Participant's age   | Employment Profile               | Treatment<br>Therapeutic Response |           |
| > | 41  | Years                            | Em Em                             | all       |
| 2 |   |                                  |                                   |           |

The section will look similar to this:

| ployment Profile | •                 | ADD E      | MPLOYMENT PR | OFILE + |
|------------------|-------------------|------------|--------------|---------|
|                  |                   |            |              |         |
| Employer Name    | Employment Status | Start Date | End Date     | Delete  |

Information which was added at the time of induction will be present here. You can also update any changes to employment of the participant from here. For instance, Carl lost his job at Jeff's Llama Farm on June 27th. To edit we would click on the employer's name and edit the end date to June 27th and hit "Save":

| Employment orates  |                    |   |               |                                  |                       |  |
|--|--------------------|---|---------------|----------------------------------|-----------------------|--|
|  |                    | Employed Part Time < 3                          | 35 Hours/Week |                                  |                       |  |
| Notes  |                    |   |               |                                  |                       |  |
| Carl lost his job after one  | e of the Llamas es | caped the pen for the third ti                  | me.           |                                  |                       |  |
| Start Date   |                    | End Date  |               | Phone (\                         | Work)                 |  |
| 04/06/2021   | 68                 | 06/27/2021                                      |               | (320)                            | 941-0481              |  |
| Work Schedule  |                    |   |               |                                  |                       |  |
| Monday - Friday 9 am to  | 5 pm               |   |               |                                  |                       |  |
|  |                    |   |               |                                  |                       |  |
| Business Name*   |                    | Supervisor Name*                                |               | Supervis                         | sor Phone             |  |
| Business Name*<br>Jeff's Llama Farm                                |                    | Supervisor Name*<br>Jess Bighat                 |               | Supervis<br>(024)                | sor Phone<br>904-9240 |  |
| Business Name*<br>Jeff's Llama Farm<br>City                        |                    | Supervisor Name*<br>Jess Bighat<br>Zip          |               | Supervis<br>(024)<br>State       | sor Phone<br>904-9240 |  |
| Business Name*<br>Jeffs Llama Farm<br>City<br>Anytown              |                    | Supervisor Name*<br>Jess Bighat<br>Zip<br>89383 |               | Supervis<br>(024)<br>State<br>ME | sor Phone<br>904-9240 |  |
| Business Name *<br>Jeff's Llama Farm<br>City<br>Anytown<br>Address |                    | Supervisor Name*<br>Jess Bighat<br>Zip<br>89383 |               | Supervis<br>(024)<br>State<br>ME | sor Phone<br>904-9240 |  |

|                    | Carl Rivera 🗸                      | €⇒ | 0     | III - | 2      | \$       | 쓭       | 0     | Q |
|--------------------|------------------------------------|----|-------|-------|--------|----------|---------|-------|---|
| Employment Profile |                                    |    |       | ADI   | D EMPL | DYMENT   | PROFILE | +     |   |
| Employer Name      | Employment Status                  |    | Start | Date  |        | nd Date  | P       | elete |   |
| Jeffs Llama Farm   | Employed Part Time < 35 Hours/Week |    | 4/6/2 | 2021  | 6      | /27/2021 | E       | i i   |   |

Now you can add another Entry here to display participant's next employment and if he/she was unemployed, you can mention the same and hit ' Save'. For example, As Carl was unemployed after June 27th, we can put entry as "Unemployed" keeping start date as 27th.

| Employment Status *                    |               |                              |                    |                 |       |   |
|--|---------------|------------------------------|--------------------|-----------------|-------|---|
| No. 4                                  |               | Unemployed                   |                    |                 |       | ~ |
| Notes                                  |               |                              |                    |                 |       |   |
| Carl lost his job and is looking       | g for a new o | one. We have him in JOB CLUB | filling out applic | ations each day | 6     |   |
| Start Date                             |               | End Date                     |                    | Phone (Work     | c)    |   |
| 06/27/2021                             | Ge            |                              | GÐ                 | Phone           |       |   |
| Vork Schedule<br>Currently job seeking |               |                              |                    |                 |       |   |
| Business Name*                         |               | Supervisor Name*             |                    | Supervisor F    | Phone |   |
| Unemployed                             |               | Unemployed                   |                    | 1               |       |   |
| City                                   |               | Zip                          |                    | State           |       | _ |
|  |               |                              |                    | Select          |       | ~ |
|  |               |                              |                    |                 |       |   |

# Carl's employment History now looks like this:

| ipioyment Prome   |                                    | ADD        |           |        |
|-------------------|------------------------------------|------------|-----------|--------|
| Employer Name     | Employment Status                  | Start Date | End Date  | Delete |
| Jeff's Llama Farm | Employed Part Time < 35 Hours/Week | 4/6/2021   | 6/27/2021 | 8      |
| Unemployed        | Unemployed                         | 6/27/2021  |           |        |

#### Incentive

To Access this Section, hover the cursor of your mouse over the Client's name a dropdown menu will appear, select "Incentives":

| Accounting                    | Incentives       | Refer this client |               |  |
|-------------------------------|------------------|-------------------|---------------|--|
| Alcohol Monitoring            | Journal          |                   |               |  |
| Ancillary Services and        | Level of Care in |                   | Middle Name   |  |
| Treatment Groups              | Treatment        |                   | Name          |  |
| Analytics                     | Medical Profile  |                   | Birth Place   |  |
| Case Planning                 | Phase Review     |                   |               |  |
| Community Service             | Program Assess   | nt                |               |  |
| Criminal Profile              | Sanctions        |                   |               |  |
| Dashboard                     | Substance Use    | ing               |               |  |
| Discharge                     | Tag Manager      |                   |               |  |
| Documents                     | Task-Sheet       |                   |               |  |
| Employment Profile            | Therapeutic Res  | ise               |               |  |
| (000) 544 4444                | •                |                   | Phone (Other) |  |
| (203) 514-1141                |                  |                   | 200000000     |  |
| Participant's age             | Deceased         | te                | Email         |  |
| 33                            | Years            |                   | Email         |  |
| Participant's age at admissio | n to             |                   |               |  |
| court program                 |                  |                   |               |  |
| 29                            | fears            |                   |               |  |
| Identifying Marks             |                  |                   |               |  |
|                               |                  |                   |               |  |

#### Then you will see the area where incentives will appear:

| ncentives |         |      |       |      | ADD INCENTIVE | + |
|-----------|---------|------|-------|------|---------------|---|
| Show 10 ~ | entries |      |       | Sear | ch:           |   |
| Туре      | Reason  | Date | Notes | Edit | Delete        |   |

Now to Add an Incentive click on the "Add Incentive" button and from here select the date of the incentive, the incentive type from the drop-down box and write in a reason for the incentive, and the check box if the incentive was a "Milestone" or not, as well as any notes and then hit "Save" \*:

| Add Incentive    |      |          |   | SAVE | ~          | CANCEL          | ×     |
|------------------|------|----------|---|------|------------|-----------------|-------|
| Date Awarded *   |      |          | Incentive Type *  | F    | teason for | Incentive *     |       |
| 04/27/2021       |      | <u>ش</u> | Select ~  |      | Client con | npleted 12 step | parti |
| Milestone Notes  |      |          | Select<br>Applause<br>Books<br>Court Appearances Decreased<br>Court Appearances Ended   |      |            |                 |       |
| NORMAL TEXT -    | BOLD | ITALIC   | Drug Testing Decreased<br>Entry Into Gift Drawing   | -liz |            |                 |       |
| You're text here |      |          | Gift Card or Certificate<br>Graduate Early<br>Individualized Rewards<br>Judicial Praise/Accolades<br>Permission To Travel Granted<br>Phase Advancement<br>Probation Reporting Decreased<br>Probation Reporting Ended<br>Reduced Alcohol Testing<br>Reduction in Fees<br>Other |      |            |                 |       |

Then you will be able to see the 'Incentive' you just created for the client.

| ncentives |  |           |        | ADD INCEN | ITIVE |
|-----------|--|-----------|--------|-----------|-------|
| Show 10 ~ | entries                                |           | Search |           |       |
| Туре      | Reason                                 | Date      | Notes  | Edit      | Delet |
| Applause  | Client completed 12 step participation | 4/27/2021 |        | C         | â     |

\*Incentives are displayed in the analytics tab for the client and will also be in the analytics for the Court. Best Practices recommend a 4:1 incentive to sanction ratio, meaning for every sanction a client should receive 4 incentives or about 80% of the time, they should have a positive program outcome. Recording incentives and sanctions is critical to outcome data.

#### Journal

This section can be accessed from the Client Name dropdown menu. This section allows all team members the ability to add information about the participant and is considered the "Hub" all Participant Information and Activity related to the Court Hearings, Treatment, Monitoring etc.

|                              |         | Jessica Riley $\checkmark$ $\longleftrightarrow$ | ♦ ≔ - ₩ -                     | Q. 😤        | 🕑 🚯 🖕 🖒        |  |
|------------------------------|---------|--|-------------------------------|-------------|----------------|--|
|                              | DIM     | Accounting                                       | Journal 🧲                     | this client |                |  |
| Participant Profile          | > Alia  | Ancillary Services and<br>as Treatment Groups    | Level of Care in<br>Treatment |             | Middle Name    |  |
| Manage Picture               | >       | JE Analytics                                     | Medical Profile               |             | Lee            |  |
| Case Referral                | > Las   | st Case Planning                                 | Phase Review                  |             | Birth Place    |  |
| mormation                    | F       | Community Service                                | Program Assessment            | Ē           | Silver City NM |  |
| Assistance / Benefits        | >       | Criminal Profile                                 | Sanctions                     |             |                |  |
| Case Information             | > Ma    | Dashboard  | Substance Use Testing         |             |                |  |
| Team on Case                 | >       | Discharge  | Tag Manager                   |             |                |  |
| Addresses                    | > Tri   | ba Documents                                     | Task-Sheet                    |             |                |  |
| Education                    | >       | Se Employment Profile                            | Therapeutic Response          |             |                |  |
| Family Information &         | > Ph    | Incentives                                       |                               |             | Phone (Other)  |  |
| Support System               | (       | 915) 493-1411                                    | X000000000                    |             | (915) 493-1411 |  |
| Emergency Contact            | ><br>Pa | rticipant's age                                  | Deceased Date                 |             | Email          |  |
| Children                     | >       | 46 Years   |                               |             | Email          |  |
| Parties Related to Case      | >       |  |                               |             |                |  |
| Social Media Accounts        | > cou   | rticipant's age at admission to<br>urt program   |                               |             |                |  |
| Participant Profile<br>Notes | >       | 46 Years   |                               |             |                |  |
| Medical Insurance            | Ide     | entifying Marks                                  |                               |             |                |  |
| weucar mouldice              | S       | Star tattoo on left and right should             | ler in the front.             |             |                |  |

#### To Add a Journal entry, Hit the "Add Journal" Button.

| Journal                 |                       |       | ADD JOUR | KAL +  |
|-------------------------|-----------------------|-------|----------|--------|
| Show 10 v entries       | Notes                 | Searc | ih:      | Delete |
| 04-27-2021 Phase Review | Promoted to Phase - 1 |       | ß        | 8      |

From the Next screen you can Add the Journal Type, Date, Event Time, and any Notes. You can also Add Tags and Select Staff for that particular journal entry.

|                          |      |        |                         |                    |   |    |    |    |   | SAVE                   | ~ | CANCEL | × |
|--------------------------|------|--------|-------------------------|--------------------|---|----|----|----|---|------------------------|---|--------|---|
| Journal Type*            |      |        | <ul><li>✓ 07/</li></ul> | t Date*<br>/08/202 | 4 |    |    | Gi | ð | Event Time<br>01:17 PM |   |        |   |
| lotes                    |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
| NORMAL TEXT -            | BOLD | ITALIC | UNDERLINE               | :=                 |   | ٤۲ | ⊣⊨ |    |   |                        |   |        |   |
|                          |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
|                          |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
|                          |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
|                          |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
|                          |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
|                          |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
|                          |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
|                          |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
|                          |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
|                          |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
|                          |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
| dd Tags                  |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
| Add Tags                 |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
| Add Tags<br>Select Staff |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
| Add Tags<br>Select Staff |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
| Add Tags<br>Select Staff |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
| Add Tags<br>Select Staff |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
| Add Tags<br>Select Staff |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
| Add Tags<br>jelect Staff |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |
| \dd Tags<br>Select Staff |      |        |                         |                    |   |    |    |    |   |                        |   |        |   |

You can edit the tags by going to the 'System Setting' Screen and then, clicking on the 'Tags'. You can now select the tags from there which you want to have in the 'Add Journal' Screen. Once you save a journal, it will in the Journal Grid

| ournal     |                                   |   | D JOURNA | - +    |
|------------|-----------------------------------|---|----------|--------|
| iow 10 ~ ( | entries                           | Search  | :        |        |
| Date       | Туре                              | Notes   | Edit     | Delete |
| 06-23-2021 | Schedule Court Review             |   | C        | 8      |
| 06-23-2021 | Schedule Court Review             |   | æ        | 8      |
| 06-09-2021 | Staffing Notes<br>- Shelley Smith | Carl was walking to the unemployment office and<br>stopped into a casino where his officer spotted<br>him | C        | 8      |

The Journal also allows the user to schedule future events, for instance Carl has been scheduled for her Court Review on 6-23-21:

| -         |         |       |         |        |
|-----------|---------|-------|---------|--------|
| Show 10 ~ | entries |       | Search: |        |
| Date      | Туре    | Notes | Edit    | Delete |

Once he attends, the user can simply click on the "Edit" button in this section and indicate Carl attended \*Note that once this is saved the user can only add certain options from the drop-down box, and cannot delete the Journal entry:

|                  | Date* |      |  |   |
|------------------|-------|------|--|---|
|                  | 5/6/2 | 2021 |  | ā |
| Status *         |       |      |  |   |
| Scheduled        |       |      |  | ~ |
| Scheduled        |       |      |  |   |
| Attended         |       |      |  |   |
| Failed To Appear |       |      |  |   |
| Other            |       |      |  |   |
| Suici            |       |      |  |   |
|                  |       |      |  |   |
|                  |       |      |  |   |

Again, the Journal is the "command center" for the Team. All team members will enter notes regarding client interaction in the JOURNAL every week. There are specific JOURNAL entries to be utilized by the Treatment Provider and the Probation Officer/Supervisor. Those are illustrated below:

|   |       |     | SAVE | <b>*</b> | CANCEL | ×  |
|---|-------|-----|------|----------|--------|----|
| Journal Type*   | Date* |     |      |          |        |    |
| Select     Court Report     Curfew     Custody Activity     Discharge Tracking     Schedule Court Review/Status Hearing     General Recommendations     Letter     Monitoring     Notes     Phone Call     Police Contact     Reassign Track     Schedule Other Court Date     Staffing Notes     Current Date     Staffing Notes | <br>Ł | -tz |      |          |        | Ge |

Once your Treatment Provider has selected the Treatment Progress/Recommendation tab, they can enter the information as prompted. (If marked non-compliant, the Team will get an alert.)

| ournal Type*       |           |            |                  |         |       | Date       | •          |          |          |         |              |   |
|--------------------|-----------|------------|------------------|---------|-------|------------|------------|----------|----------|---------|--------------|---|
| Treatment Progre   | ss/Recom  | mendation  | n                |         | ~     | 06/30/2021 |            |          |          |         |              |   |
| reatment Provider  |           |            |                  |         |       |            |            |          |          |         |              |   |
| New Dawn [MAT]     |           |            |                  |         |       |            |            |          |          |         |              | ~ |
| reatment Personne  | 1         |            |                  |         |       |            |            |          |          |         |              |   |
| Angie Harmen       |           |            |                  |         |       |            |            |          |          |         |              | ~ |
| rogress Notes/Rec  | ommenda   | tion       |                  |         |       |            |            |          |          |         |              |   |
| Compliant          |           |            |                  |         |       |            |            |          |          |         |              | ~ |
| ecommend Incention | ve? 🔿 Ye  | ns 🔿       | No               |         |       |            |            |          |          |         |              |   |
| NORMAL TEXT -      | BOLD      | ITALIC     | UNDERLINE        | 10      | :=    | 받는         | -fe        |          |          |         |              |   |
| Carl worked on hi  | s Behavio | r Chain Ar | halysis today af | ter his | recen | t relap    | se. He has | been eng | aging ir | group a | nd has given |   |

Treatment Provider and Treatment Personnel will automatically appear in the drop-down menu from the Court Settings that are input during setup.

Once entered and saved, the Treatment Progress/Recommendation will be in the JOURNAL:

| ournal    |         |        | DD JOURNAL | •                     |
|-----------|---------|--------|------------|-----------------------|
| Show 10 ~ | entries | Search | h:         |                       |
|           |         |        |            | and the second second |
| Date      | Туре    | Notes  | Edit       | Delete                |

Probation Officers and Supervisors also have a specific section (Monitoring) of the JOURNAL where they can enter their notes, illustrated below:

| Add Journal   |        |     | SAVE | - | CANCEL | × |
|---|--------|-----|------|---|--------|---|
| Journal Type*   | Date*  |     |      |   |        |   |
| Select     Court Report     Curfew     Custody Activity     Discharge Tracking     Schedule Court Review/Status Hearing     General Recommendations     Letter          | <br>٤ŀ | -lt |      |   |        |   |
| Monitoring<br>Notes<br>Phone Call<br>Police Contact<br>Reassign Track<br>Schedule Other Court Date<br>Staffing Notes<br>Suspension<br>Treatment Progress/Recommendation |        |     |      |   |        |   |

The Probation officer will enter notes after every contact with the probationer. The notes will include the location of the meeting, whether or not contact was made, whether or not the client was compliant and will any include any issues for the Team. Additionally, the Probation Officer/Supervisor can record any supervision fees or restitution paid.

|          | Type           |           |        |               |          | -       | Date | -        |             |      |    |
|----------|----------------|-----------|--------|---------------|----------|---------|------|----------|-------------|------|----|
| Mon      | itoring        |           |        |               |          | ~       | 06   | /15/2021 |             |      | La |
| Status * | •              |           |        |               |          |         |      |          |             |      |    |
| Emp      | loyment Chec   | k         |        |               |          |         |      |          |             |      |    |
| Options  | *              |           |        |               |          |         |      |          |             |      |    |
| Cont     | act Made - No  | Violation | 1      |               |          |         |      |          |             |      |    |
| Supe     | rvision Fees F | Paid      |        | Restitu       | tion Pai | d       |      |          |             |      |    |
| \$       | 40             |           |        | s             | 75       |         |      |          |             |      |    |
| lotes    |                |           |        |               |          |         |      |          |             |      |    |
| NOR      | MAL TEXT -     | BOLD      | ITALIC | UNDERLINE     |          | :=      | k)-  | -12      |             |      |    |
|          |                | -         |        | uncented that | he is d  | alea fi |      | -        | <br>the sta | <br> |    |

Once entered, those notes will show up in the JOURNAL. Marking the client non-compliant will send an alert to the Team.

| ournal     |   |   | D JOURN/ | 4L +   |
|------------|---|---|----------|--------|
| how 10 ~   | entries   | Search:   |          |        |
| Date       | Туре  | Notes   | Edit     | Delete |
| 06-30-2021 | Treatment<br>Progress/Recommendation<br>- Shelley Smith | Carl worked on his Behavior Chain Analysis today after his recent relapse. He has been engagin    | C        | ê      |
| 06-23-2021 | Schedule Court Review                                   |   | Ø        | 8      |
| 06-23-2021 | Schedule Court Review                                   |   | Ø        | 8      |
| 06-15-2021 | Monitoring<br>- Shelley Smith                           | I went to Carl's workplace and they suggested that he<br>is doing fine. He shows up on time and i | Cr.      | 8      |

#### **Medical Profile**

To add to your client's medical history, simply click on the "Medical Profile" button from the client's drop-down menu:

| <b>Z</b> DIMS    |                 | Trent Boult $\checkmark$ $\leftarrow$  | ♦ ≡• ⊬ ∰• ↓  | <b>*</b> D      | 0            | ა ი  |
|------------------|-----------------|--|--|-----------------|--------------|------|
| 6                | Medical Profile | Accounting<br>Alcohol Monitoring<br>Ancillary Services and<br>Treatment Groups | Incentives<br>Journal<br>Level of Care in<br>Treatment |                 | ADD MEDICA   | L +  |
|                  | Show 10 v entr  | Analytics<br>Case Planning   | Medical Profile<br>Phase Review                        | Searc<br>Status | h:<br>Dosage | Edit |
|                  | 05/08/2023 N    | Criminal Profile<br>Dashboard  | Sanctions<br>Substance Use Testing                     | Current         | daily        | ľ    |
| CLIENT DETAILS   | 05/02/2023 n    | Discharge  | Tag Manager  | Discontinued    | daily one    | ľ    |
| 33 yrs • Phase 3 | 05/01/2023 N    | Documents<br>Employment Profile  | Task-Sheet<br>Therapeutic Response                     | Current         | -            | Ĩ    |

Then you'll see options on the screen: one for Medical Profile and the other for Medications.

| 6                             | Medical Profile   | Medicatio | ons            |                             |              | ADD MEDICA | L +  |
|-------------------------------|-------------------|-----------|----------------|-----------------------------|--------------|------------|------|
|                               | Show 10 V         | entries   |                |                             | Sear         | eh:        |      |
|                               | Date              | Location  | Physician Name | Medication<br>Name Duration | Status       | Dosage     | Edit |
|                               | 05/08/2023        | Malpe     | Shankar        | Citrazine                   | Current      | daily      | I    |
| Boult Trent                   | 05/02/2023        | mounter   | David          | сосо                        | Discontinued | daily one  | I    |
| 33 yrs • Phase 3              | 05/01/2023        | MAATT     | Jack           | Gilenya                     | Current      | 2          | I    |
| PHONE NUMBER<br>203) 514-1141 | Showing 1 to 3 of | 3 entries |                | Previous 1 Next             |              |            |      |
| ADDRESS                       |                   |           |                |                             |              |            |      |

The medical profile stores information transferred from the induction process, such as Medical Insurance Status and HIV Testing & Communicative Diseases. Each new medical appointment should be added. This tab is for adding new medical information for your client, not for changing the information gathered during induction and screening.

| New Medical Condition                        |         |      |            |          |          |          |           | SAVE      | CANCEL | × |  |
|--|---------|------|------------|----------|----------|----------|-----------|-----------|--------|---|--|
|  |         |      |            |          |          |          |           |           |        |   |  |
| Date of Service *                            |         |      |            |          |          |          |           |           |        |   |  |
| Location of Service*                         |         |      |            |          |          |          |           |           |        |   |  |
| Physician Name*                              |         |      |            |          |          |          |           |           |        |   |  |
| Diagnosis*                                   |         |      |            |          |          |          |           |           |        |   |  |
| Did Client have a history of drug overdose ? | O Yes   |      | 0          | No       |          |          |           |           |        |   |  |
| Was Medical Sheet turned in by client        | ⊖ Yes   |      | 0          | No       |          |          |           |           |        |   |  |
| Was Medication Prescribed                    | O Yes   |      | $\bigcirc$ | No       |          |          |           |           |        |   |  |
| Was Medical Cannabis Card Issued?            | O Yes   |      | $\bigcirc$ | No       |          |          |           |           |        |   |  |
| Qualifying Medical Conditions                | Select  | t    |            |          |          |          |           |           |        | ~ |  |
| Issuing State                                | Select  | t    |            |          |          |          |           |           |        | ~ |  |
| Medical Insurance Status*                    | Uninsu  | ure  | d          |          |          |          |           | ~         |        |   |  |
| Medical Insurance Information                | Not ins | sure | ed bu      | ut eligi | ible for | r insura | ince othe | er than r |        |   |  |

| Manage Insurance Details                        |          |              |  |  |
|---|----------|--------------|--|--|
| HIV Testing & Communicative                     | Diseases |              |  |  |
| Has received Communicative Disease<br>Education | ⊖ Yes    | O No         |  |  |
| HIV Testing Done                                | ⊖ Yes    | O No         |  |  |
| Does Client know the result                     | ⊖ Yes    | O No         |  |  |
| Summary of Referral Information                 | Туре уо  | ur text here |  |  |
|   |          |              |  |  |

The medication tab stores the client's medical history. The grid below displays current medications and discontinued ones.

|        |                 |           |              |            | St                | atus Filter |
|--------|-----------------|-----------|--------------|------------|-------------------|-------------|
| 10 10  | ✓ entries       |           |              |            | Search:           |             |
| On Mat | Medication Name | Dosage    | Status       | Start Date | Expected End Date | Edit        |
| No     | coco            | daily one | Discontinued | 05/02/2023 | N/A               | ľ           |
| No     | Citrazine       | daily     | Current      | 05/08/2023 | N/A               | đ           |
| Yes    | Diskets         | 2         | Current      | 01/18/2024 | N/A               | ľ           |
| Yes    | Suboxone        | 2         | Current      | 01/12/2024 | N/A               | ľ           |
| No     | Gilenya         | N/A       | Current      | 05/01/2023 | N/A               | ľ           |

Click "Add Medication" to add a new medication or to change the status, click "Edit" on the medication you want to update, then select the new status.

| New Medications     |            | SAVE | <b>X</b> | CANCEL | × |
|---------------------|------------|------|----------|--------|---|
| Is MAT?*            | 🔿 Yes 💿 No |      |          |        |   |
| Medication Name*    |            |      |          |        |   |
| Medication Dosage*  |            |      |          |        |   |
| Status*             | Select     | ~    |          |        |   |
| Start Date :*       |            |      |          |        |   |
| Expected End Date : |            |      |          |        |   |
|                     |            |      |          |        |   |

#### Assessment

During induction we were able to add this data. If you wish to add any more assessments or screenings after induction the user selects "Program Assessment from the Client Name dropdown menu:

|      |   |                          | Sally Sample 🗸 📥                 | • II- 🗠 🗘                     | · · · · · · · · · · · · · · · · · · · |
|------|---|--------------------------|----------------------------------|-------------------------------|---------------------------------------|
|      |   | DIMS Id : 00b41867-d279- | Accounting                       | Incentives                    |                                       |
|      |   | Alias                    | Ancillary Services               | Journal                       | Name                                  |
|      | > | Alias                    | Analytics                        | Medical Profile               | e                                     |
|      | > | Last Name*               | Associated or Related<br>Parties | Parental Education<br>Classes | lace                                  |
|      |   | Sample                   | Child Case Activity              | Phase Review                  |                                       |
| tion | > | Marital Status*          | Community Service                | Program Assessment            |                                       |
|      | 1 | Single                   | Criminal Profile                 | Sanctions                     |                                       |
|      | > | Phone (Cell)             | Dashboard                        | Substance Abuse<br>Testing    | (Primary)                             |
|      | 2 | x0000000000              | Documents                        | Task-Sheet                    | 200000                                |
| 8    |   | Participant's age        | Employment Profile               | Treatment                     |                                       |
| -    | > | 41                       |                                  | i nerapeutic Response         |                                       |

When the "Program Assessment' Screen opens you will see two buttons on the top. 'Add' and 'Generate' respectively.

| Program Assessments         |                      | GENERATE | •     | ADD +  |
|-----------------------------|----------------------|----------|-------|--------|
| Show 10 V entries           |                      | Se       | arch: |        |
| Date Assessment Tool        | Assessment<br>Timing | Notes    | Edit  | Delete |
| No data available in table  |                      |          |       |        |
| Showing 0 to 0 of 0 entries | Previous Next        |          |       |        |

To add a new assessment simply click on "Add" Button. The below screen will appear where you can detail of the form and click on 'here'.

| Program Assessment    |  | SAVE      | B  | CANCEL | × |
|-----------------------|--|-----------|----|--------|---|
| Accessment Date *     |  |           |    |        |   |
| Assessment Date *     |  |           |    |        |   |
| Timing of Assessment* | Please Select a value                        | ~         |    |        |   |
| Assessment Tool *     | Select                                       | ~         |    |        |   |
| Risk Level *          | ◯ High ◯ Medium ◯ Low                        |           | wn |        |   |
| Need *                | ◯ High ◯ Medium ◯ Low                        |           | wn |        |   |
| Score                 |  |           |    |        |   |
| Notes                 | Type your text here                          |           |    |        |   |
|                       |  |           |    |        |   |
|                       |  |           |    |        |   |
| Note :                | Please upload Assessment documents by clicki | ng here 🤇 |    |        |   |
|                       |  |           |    |        |   |
|                       |  |           |    |        |   |
|                       |  |           |    |        |   |
|                       |  |           |    |        | 9 |

This will take you to the 'Custom Document' Section. You can add the assessment here which will later be visible on the 'Program Assessment' Screen.

The second button is 'Generate Assessment', using this button you will be able to Generate the 'fillable form' for the client which is already stored in DIMS. Select the document from the dropdown and Hit 'Proceed', the form will be generated on the adjacent window.

|              | Select Document                  | × · · · · · · · · · · · · · · · · · · · |        |
|--------------|----------------------------------|---|--------|
| Program      | Document Name *<br>Please select | ~                                       | GENERA |
| Show 10      | Proceed Cancel                   |   |        |
| No data av   | ailable in table                 |   |        |
| Showing 0 to | 0 of 0 entries                   | Previous Next                           |        |
|              |                                  |   |        |

|   |                            |            |                 |           | Print    |
|---|----------------------------|------------|-----------------|-----------|----------|
|   | NCIC LAW ENFOR             |            | T TELECOMMUN    | IICATIONS |          |
|   | SYST                       | EMS RE     | QUEST FORM      |           |          |
| Metropolitan Court<br>Case Number:  |                            |            | SSN             |           |          |
| Sentencing Date:  |                            | <b>m</b>   | Date of Birth   |           | <b>#</b> |
| Defendant:  |                            |            |                 |           |          |
| Aliae   |                            |            |                 |           |          |
| - III - IIII - III - IIII - IIIII - IIII - IIIII - IIII - IIII - IIII - IIII - IIIII - IIIII - IIII - IIIII - IIIIII |                            |            |                 |           |          |
| Personal Information:   |                            |            |                 |           |          |
| Sex :   |                            |            | Height :        |           |          |
| Race :  |                            |            | Weight :        |           |          |
|   |                            |            |                 |           |          |
| INFORMATION REQUESTED   |                            |            |                 |           |          |
|   | SPEEDY RE                  | QUEST      |                 |           |          |
|   | III Arrest H               | istory and |                 |           |          |
|   | NCIC Felor                 | y Warrants |                 |           |          |
| FBI No.   |                            |            |                 |           |          |
|   | Warrant Ch                 | eck Only   |                 |           |          |
|   | Driver Hist<br>Other State | ory from   |                 |           |          |
|   | State(s) be                | ow)        |                 |           |          |
|   |                            |            |                 |           |          |
|   | Criminal H                 | story From |                 |           |          |
|   | State(s) be                | iow)       |                 |           |          |
|   |                            |            |                 |           |          |
|   |                            |            |                 |           |          |
|   |                            |            |                 |           |          |
| _   |                            |            |                 |           |          |
| Pequestor   |                            |            | Pequect Date    |           |          |
| <ul> <li>Please check here if no wa</li> </ul>  | rrants found               |            | . adjucat plate |           |          |
| Completed By:   |                            |            |                 |           |          |
| Completed Date :  |                            | <b>m</b>   |                 |           |          |
|   |                            | Lass.      |                 |           |          |
| Submit  | -                          |            |                 |           |          |
|   |                            |            |                 |           |          |

Note - Kindly note that Assessments/Screening added during induction will already be listed on the screen.

## Sanction

| DIMS               | Accounting                                 | Journal                       | this client |                |  |
|--------------------|--|-------------------------------|-------------|----------------|--|
| Alias              | Ancillary Services and<br>Treatment Groups | Level of Care in<br>Treatment |             | Middle Name    |  |
| JE                 | Analytics                                  | Medical Profile               |             | Lee            |  |
| Last               | Case Planning                              | Phase Review                  |             | Birth Place    |  |
| Ril                | Community Service                          | Program Assessment            |             | Silver City NM |  |
|                    | Criminal Profile                           | Sanctions                     | -           |                |  |
| Mari               | Dashboard                                  | Substance Use Testing         |             |                |  |
| Si                 | Discharge                                  | Tag Manager                   |             |                |  |
| Triba              | Documents                                  | Task-Sheet                    |             |                |  |
| Se                 | Employment Profile                         | Therapeutic Response          |             |                |  |
| Phor               | Incentives                                 |                               |             | Phone (Other)  |  |
| (915               | ) 493-1411                                 | X000000000                    |             | (915) 493-1411 |  |
| Partici            | pant's age                                 | Deceased Date                 |             | Email          |  |
|                    | 46 Years                                   |                               | (****       | Email          |  |
| Partici<br>court p | pant's age at admission to<br>program      |                               |             |                |  |
|                    |  |                               |             |                |  |

The next section is where you will be able to add Sanctions:

From here you will be able to add programmatic sanctions as needed by clicking on "Add Sanction:

| Sanctions                   |           |            |       | ADD S   | ANCTION + |
|-----------------------------|-----------|------------|-------|---------|-----------|
| Show 10 - entries           |           |            |       | Search: |           |
| Туре                        | Reason    | Date       | Notes | Edit    | Delete    |
| Letter Of Apology           | Missed UA | 4/27/2021  |       | C       | 8         |
| Showing 1 to 1 of 1 entries |           | Previous 1 | Next  |         |           |

Then on the next screen, you will be able to details of the sanction like date of sanction, sanction type, reason, status, check box to indicate if the sanction was an infraction or not.

|                                     |           |        |         |          |      |    |   |   | SAV      |        |         | 0/ 1101 | ΞL | × |
|-------------------------------------|-----------|--------|---------|----------|------|----|---|---|----------|--------|---------|---------|----|---|
| Date Sanctioned*                    |           |        | Sanctio | on Type* |      |    |   | _ | Reason f | or Sar | iction* |         |    |   |
|                                     |           | ٥D     |         |          |      |    | ~ |   |          |        |         |         |    |   |
| Status                              |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
|                                     |           | ~      |         |          |      |    |   |   |          |        |         |         |    |   |
| Infraction                          |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
| Notes                               |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
| NORMAL TEXT - B                     | DLD ITALI | C UNDE | RLINE   | := :=    | i È⊦ | ⊣≞ |   |   |          |        |         |         |    |   |
|                                     |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
|                                     |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
|                                     |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
|                                     |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
|                                     |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
|                                     |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
|                                     |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
| Add Tethering Sanctions             |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
| Add Tethering Sanctions             |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
| Add Tethering Sanctions<br>Add Tags |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
| Add Tethering Sanctions<br>Add Tags |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
| Add Tethering Sanctions<br>Add Tags |           |        |         |          |      |    |   |   |          |        |         |         |    |   |
| Add Tethering Sanctions<br>Add Tags |           |        |         |          |      |    |   |   |          |        |         |         |    |   |

A preselected list of sanction types has been entered into DIMS. If the appropriate option is not listed, the user can select "Other".

| Date Sanctioned*          | Sanction Type*   | Reason for Sanction | on* |
|---------------------------|--|---------------------|-----|
| G                         | Dther V  |                     |     |
| Status                    | Job Club Until Employed<br>Jurybox<br>Letter Of Apology<br>Madd Impact Panel<br>Monthly Program<br>Other   |                     |     |
| Infraction                | Phase Demotion<br>Phase Time Extended  |                     |     |
| Notes                     | Prison   |                     |     |
| NORMAL TEXT - BOLD ITALIC | UNDERI<br>Quarterly Program<br>Residential Facility<br>School Program<br>Self-Help Sessions Increased<br>Tether - All Types<br>Verbal Reprimand<br>Verbal Warning<br>Weekend Program<br>Work Program |                     |     |

Once the sanction is entered, and saved, the home sanction screen will list all sanctions in reverse chronological order:

| anctions                  |           |           |       | ADD SAN | CTION +  |
|---------------------------|-----------|-----------|-------|---------|----------|
| how 10 v entries          |           |           | Se    | earch:  |          |
| Туре                      | Reason    | Date      | Notes | Edit    | Delete   |
| Letter Of Apology         | Missed UA | 4/30/2021 |       | Ø       | 8        |
| Alcohol Testing Increased | Missed UA | 4/29/2021 |       | C       | ê        |
| ¾ Housing                 | Missed UA | 4/28/2021 |       | C       | <b>a</b> |

\*Sanctions and incentives can also be seen in the "Client Analytics", and the court total will be displayed in the Analytics for your court. Remember: You have to record Sanctions in order to calculate the Incentive/Sanction ratio.

There is also an option to select the sanction tethering in a dropdown. Under "Add Tethering Sanctions" you can select the sanctions to be tethered from the dropdown list.

| Date Sanctioned*   |        | Sa     | nction Type* |        |    | Reas | son fo | r Sanction* |  |
|--|--------|--------|--------------|--------|----|------|--------|-------------|--|
|  | (****  |        |              | ~      | -  |      |        |             |  |
| Infraction   |        |        |              |        |    |      |        |             |  |
| initiaction  |        |        |              |        |    |      |        |             |  |
| Notes  |        |        |              | <br>   |    |      |        |             |  |
| NORMAL TEXT -  | BOLD   | ITALIC | UNDERLINE    | <br>:= | 보는 | 귀토   |        |             |  |
|  |        |        |              |        |    |      |        |             |  |
| <sup>3</sup> 4 Housing   | reased |        |              |        |    |      |        |             |  |
| <sup>3</sup> 4 Housing<br>Alcohol Testing Inc<br>Any   | reased |        |              |        |    |      |        |             |  |
| ¾ Housing<br>Alcohol Testing Incl<br>Any<br>Community Service  | reased |        |              |        |    |      |        |             |  |
| <sup>34</sup> Housing<br>Alcohol Testing Inc.<br>Any<br>Community Service<br>Court Appearances                 | reased |        |              |        |    |      |        |             |  |
| <sup>3</sup> Housing<br>Alcohol Testing Inc<br>Any<br>Community Service<br>Court Appearances<br>Curfew Imposed | reased |        |              |        |    |      |        |             |  |

#### **Substance Use Testing**

If your Court uses an outside lab, please inform DIMS. DIMS will attempt to create a data bridge with the lab and your module to automatically place UA information into DIMS. You can also enter test results manually. To start, click on "Substance Use Testing" from the client drop-down menu.

| <b>J</b> DIMS    |                 | Trent Boult V   | ♦ Ⅲ• 唑 茴• ♤   | <b>*</b> P   | 0          | 5 U  |
|------------------|-----------------|---|---|--------------|------------|------|
|                  | Medical Profile | Accounting<br>Alcohol Monitoring<br>Ancillary Services and<br>Treatment Groups<br>Analytics | Incentives<br>Journal<br>Level of Care in<br>Treatment<br>Medical Profile | Searc        | ADD MEDICA | +    |
|                  | Date L          | Case Planning<br>Community Service  | Phase Review<br>Program Assessment  | Status       | Dosage     | Edit |
|                  | 05/08/2023 N    | Criminal Profile  | Sanctions   | Current      | daily      | C    |
| CLIENT DETAILS   | 05/02/2023 m    | Discharge   | Tag Manager   | Discontinued | daily one  | C    |
| 33 yrs • Phase 3 | 05/01/2023 N    | Documents<br>Employment Profile   | Task-Sheet<br>Therapeutic Response  | Current      | -          | ľ    |

A screen like the one below will appear. The left section shows a summary of all test result types. The right section lists individual test results. To add a new result, click "Add Substance Use Test."

| SUBSTANCE USE TEST                                |      |  |          | ADD SUBSTANCE   | USE TEST                                   | DOWNLOAD D   | ΑΤΑ |   |
|---|------|--|----------|---|--|--------------|-----|---|
| 13 CO 2<br>POSITIVE TEST NEGATIVE                 | TEST | TEST HISTORY                               |          |   |  |              |     |   |
| Positive  | 10   | Show 10 $\sim$ entries                     |          |   | 5  | Search:      |     |   |
|   |      | TEST DETAILS                               | TYPE     | POSITIVE(+)   | NEGATIVE(-)                                | OVERALL      |     |   |
| <ul> <li>Positive for Rx - Not Excused</li> </ul> | 0    | 638554449062952460                         | Admitted |   |  | Insufficient |     | 励 |
| • Dilute  | 0    | 06/21/2024 - Panel<br>Bhavyarani M         | Use      |   |  | Donation     |     |   |
| Tampered  | 1    | 638488046104825012                         | UA       | Alcohol: Positive   | Amphetamine:                               | Positive     | đ   | 匬 |
| No Show - Positive                                | 1    | 04/16/2024 - Panel 8                       |          | Fentanyl: Positive<br>Methamphetamine:<br>Positive for Rx - | Negative<br>Cocaine: Normal<br>Creatinine: |              |     |   |
| Unable To Provide                                 | 0    |  |          | Excused   | Negative Heroin:<br>Normal                 |              |     |   |
| Missed Call - Positive                            | 0    |  |          |   | MORPHINE:<br>Invalid                       |              |     |   |
| Insufficient Donation                             | 1    | 638328033324666821                         | UA       | Barbiturates,Quan:<br>Positive                              | Cocaine<br>Metabolite.Ouan:                | Positive     | đ   | 圃 |
| Negative  | 2    |  |          | Barbiturates,Quan   | Negative<br>Cocaine                        |              |     |   |
| • Excused   | 0    |  |          |   | Metabolite,Quan<br>Creatine:<br>Negative   |              |     |   |
| Positive for Rx - Excused                         | 0    |  |          |   | Creatine                                   |              |     |   |
| No Show - Negative                                | 0    | 638290037650514071<br>08/30/2023 - Panel 3 | UA       | Barbiturates,Quan:<br>Positive                              | Cocaine<br>Metabolite,Quan:                | Positive     | đ   | Đ |
| Pending   | 0    |  |          | Barbiturates,Quan   | Negative<br>Cocaine                        |              |     |   |

Complete the required questions.

| dd Substance Use Test                      |            | SAVE        | <b>X</b>          | CANCEL | × |
|--|------------|-------------|-------------------|--------|---|
| Test Name                                  | Test Date* | Test Type   | *                 |        |   |
| Enter Test Name                            | Test Date  | <br>Select  |                   |        | ~ |
| Test Time                                  | Panel#     |             |                   |        |   |
| Test Time                                  | Panel      |             |                   |        |   |
|  |            |             |                   |        |   |
| Continuous Test<br>Drug                    | Results    | Com         | ments             |        |   |
| Continuous Test<br>Drug<br>16 Panel UA Cup | Results    | Com<br>× Co | ments :<br>mments |        |   |

Please note that there are 40 different metrics in this section. If you scroll all the way to the bottom you can select "Negative" on the "Overall Test Results" field for a quick way to indicate results:

| Vivitrol  | Selec   | t            | ~ | Comments |
|---|---|--------------|---|----------|
| Xylazine  | Selec   | t            |   | Comments |
| Overall Test Results:*<br>Notes<br>Text goes here | <ul> <li>✓ Select</li> <li>Dilute</li> <li>Excused</li> <li>Insufficient Donation</li> <li>Missed Call-Positive</li> <li>Negative</li> <li>No Show - Positive</li> <li>Pending</li> </ul> |              |   |          |
|   | Positive<br>Positive for Rx - Excus<br>Positive for Rx - Not E<br>Tampered<br>Unable To Provide   | ed<br>xcused |   |          |

From the Substance Use Testing home screen, you can export individual client data into a spreadsheet by clicking the "Download Data" button.

| SUBSTANCE US                     | E TEST                               |   |                 | ADD SUBSTANC | CE USE TEST | DOWNLOAD                 | DATA |   |
|----------------------------------|--------------------------------------|---|-----------------|--------------|-------------|--------------------------|------|---|
| 13<br>POSITIVE TEST              | <b>(</b> ⊖ <b>2</b><br>NEGATIVE TEST | TEST HISTORY  |                 |              |             |                          |      |   |
| Positive                         | 10                                   | Show 10 v entries   | ТҮРЕ            | POSITIVE(+)  | NEGATIVE(-) | Search:<br>OVERALL       |      |   |
| Positive for Rx - Not     Dilute | Excused 0                            | <b>638554449062952460</b><br>06/21/2024 - Panel<br>Bhavyarani M | Admitted<br>Use |              |             | Insufficient<br>Donation | ľ    | Đ |

#### **Task Sheet**

This section allows the user to assign their clients' tasks. These could be tasks based upon Sanctions or tasks required for their programming. You can send reminders to your clients about tasks using this section if your client has a cell phone and is on the DIMS APP. The client can respond to DIMS if the client has the participant application on their phone:

| DIMS Id : 00b4   | 1867-d279- Accoun  | ting   | Incent  | ives  |            |   |     |
|--|--|--|---|---|------------|---|-----|
| Alias  | Ancillar   | y Services   | Journa  | 1   | Name       |   |     |
| Alias  | Analytic   | cs   | Medic   | al Profile  | e          |   |     |
|  | Associa<br>Parties   | ated or Related  | Parent  | al Education  |            |   |     |
| Last Name*   | Child C  | ase Activity   | Phase   | Review  | lace       |   |     |
| Sample   | Commu  | unity Service  | Progra  | m Assessment  | -          |   |     |
| Marital Status   | * Crimina  | al Profile   | Sancti  | ons   |            |   |     |
| Single   | Dashbo   | ard  | Substa  | ance Abuse  |            |   |     |
| Phone (Cell)   | Dischar  |  | Testin  | 9   | (Primary)  |   |     |
| 2000000000   | Docum  | ents   | Task-S  | heet  | 000000     |   |     |
|  | Employ   | ment Profile   | Treatm  | nent  |            |   |     |
| Participant's a  | ge   | ment Profile   | Therap  | peutic Response   |            |   |     |
| Pending 6 Cc   | omplete 0 Incomple   | ete 0 Recurring  | Tasks 0   | SANCTIONS   | <b>+</b> A | DD TASK                                 |     |
| Pending 6 Cc   | omplete 1 incomple   | ete 0 Recurring  | Tasks O   | SANCTIONS   | + A        | DD TASK                                 |     |
| Pending 6 Co<br>now 10 v entri<br>Mark Status                          | es<br>Title  | ete 0 Recurring  | Tasks 0   | SANCTIONS<br>Se<br>Participant Resp   | + A        | DD TASK<br>DD TASK                      | ete |
| Pending 6 Co<br>now 10 ~ entri<br>Mark Status<br>:                     | es <u>Title jeff 1</u>   | ete 0 Recurring Due Date 04/06/2023  | Comment   | SANCTIONS<br>Se<br>Participant Resp<br>Not Required   | + A        | DD TASK<br>Del                          | ete |
| Pending 6 Co<br>now 10 ~ entri<br>Mark Status<br>:                     | es          Title       jeff 1         mk test no send       1   | Due Date         04/06/2023           03/17/2023         03/17/2023          | Tasks 0<br>Comment  | SANCTIONS<br>Se<br>Participant Resp<br>Not Required<br>Not Required   | + A        | DD TASK<br>Del<br>m<br>m                | ete |
| Pending 6 Co<br>now 10 ~ entri<br>Mark Status<br>:<br>:                | es Title jeff 1 mk teste   | Due Date         03/17/2023  | Comment   | SANCTIONS<br>Se<br>Participant Resp<br>Not Required<br>Not Required<br>Pending Response                         | + A        | DD TASK<br>Del<br>m<br>m<br>m           | ete |
| Pending 6 Co<br>now 10 ~ entri<br>Mark Status<br>:<br>:                | omplete  Incomplete es Title jeff 1 mk test no send mk teste hhh   | Due Date       04/06/2023       03/17/2023       03/17/2023       02/24/2023 | Tasks 0<br>Comment<br>©<br>0<br>0                               | SANCTIONS<br>Second<br>Participant Response<br>Not Required<br>Pending Response<br>Not Required                 | + A        | DD TASK<br>Del<br>ŵ<br>ŵ                | ete |
| Pending 6 Co<br>now 10 ~ entri<br>Mark Status<br>:<br>:<br>:<br>:<br>: | ess Title jeff 1 mk test no send mk teste find send send find send find send find send find send find send find send | Due Date       04/06/2023       03/17/2023       02/24/2023       02/24/2023 | Tasks 0<br>Comment<br>O<br>O<br>O<br>O<br>O<br>O<br>O<br>O<br>O | SANCTIONS<br>Second<br>Participant Response<br>Not Required<br>Pending Response<br>Not Required<br>Not Required | + A        | DD TASK<br>Del<br>m<br>m<br>m<br>m<br>m | ete |

By clicking on "Sanctions" DIMS will take the user to the Sanction screen. Otherwise, the user can click on "Add Task" which will take the user to the following screen:

|  |                |                 | SAVE | ~ | CANCEL | × |
|--|----------------|-----------------|------|---|--------|---|
| Title *  |                | Due Date*       |      |   |        |   |
|  |                | Due Date        | 689  |   |        |   |
| Notification to partic                                   | ipant          |                 |      |   |        |   |
| <ul> <li>Do not send s</li> <li>Send task not</li> </ul> | ms notificatio | n<br>xt message |      |   |        |   |

Please note that the user can add a title for the task, the due date, and notes. Tasks that are sent via SMS notification and who have the participant application can require the participant to respond. IF the client does not respond the user will receive an email from DIMS indicating this. Emails are not sent to the user if the client responds, but are indicated in the "Alerts" section on the top of the screen:



If the user chooses to send a task via a SMS notification, simply click on the "Send task notification via text message" button. A field where the client's cellphone number will appear. If the client's cell phone number is already entered into DIMS, this field will be complete:

| litle ^  | Due Date ^  |  |
|--|-------------|--|
|  | Due Date    |  |
|  |             |  |
| ification to participant                         |             |  |
| <ul> <li>Do not send sms notification</li> </ul> | on          |  |
| Send task notification via to                    | ext message |  |
| articipant Cell Phone No.*                       |             |  |
| Drimony Dhone Number                             |             |  |
| Primary Phone Number                             |             |  |

Once complete, hit "Save" at the top of the screen and DIMS will take you to the Task-Sheet homepage:

| Pending 6   | Complete 0 Incomplete | e 🛛 Recurring | j Tasks 미    | SANCTIONS +              | ADD TASK 🕂 |
|-------------|-----------------------|---------------|--------------|--------------------------|------------|
| how 10 🗸 er | ntries                |               |              | Search:                  |            |
| Mark Status | Title                 | Due Date      | Comment      | Participant Response     | Delete     |
| :           | j <u>eff 1</u>        | 04/06/2023    | $\mathbf{O}$ | Not Required             | <u>ا</u>   |
| :           | mk test no send       | 03/17/2023    | Ø            | Not Required             | 圃          |
| :           | mk teste              | 03/17/2023    | 0            | Pending Response-Overdue | 圇          |
| :           | hbh                   | 02/24/2023    | Ø            | Not Required             | 圃          |
| :           |                       | 02/24/2023    | 0            | Not Required             | 圇          |
| :           | er                    | 11/10/2022    | 0            | Not Required             | 圃          |

For Participants who are on the DIMS APP and who have a smart phone, the Task-Sheet is a marvelous tool for communication between the Court and your participants. You

have the ability to send Tasks and reminders. You can also ask the Participant to "acknowledge" the Task once it's delivered to their phone.

| Con Time   | 0       | ?) Recurring | 9 |       |
|--|---------|--------------|---|-------|
| Title*   | Due Dat | e*           |   |       |
|  | Due D   | ate          |   | (iii) |
| Due Time   |         |              |   |       |
| 01:05 PM   | ]       |              |   |       |
| Current Timezone: Australian Eastern   |         |              |   |       |
| Current Timezone: Australian Eastern<br>Want to schedule future delivery ?<br>Yes<br>No  |         |              |   |       |
| Current Timezone: Australian Eastern<br>Want to schedule future delivery ?<br>Yes<br>No<br>Notification to participant   |         |              |   |       |
| Current Timezone: Australian Eastern<br>Want to schedule future delivery ?<br>Yes<br>No<br>Notification to participant<br>Do not send notification   |         |              |   |       |
| Current Timezone: Australian Eastern<br>Want to schedule future delivery ?<br>Yes<br>No<br>Notification to participant<br>Do not send notification<br>Send Task and receive acknowledgement  |         |              |   |       |
| Current Timezone: Australian Eastern<br>Want to schedule future delivery ?<br>Yes<br>No<br>Notification to participant<br>Do not send notification<br>Send Task and receive acknowledgement<br>Send task and receive Check-in Confirmation |         |              |   |       |

Or...if you would like to ask for a check-in, simply mark "Send Task and Receive Check-in Confirmation." You have now upgraded the Task. Once the participant receives the instant task on their smart phone, they'll be required to take a photo of themselves. You will receive their photo and a geo-tag location for them. This can be especially helpful if you are trying to track their whereabouts or see if they are actually attending appointments. You can also ask them to upload documentation. Uploads will go right into the DOCUMENTS section in their DIMS file.

| Add Task   |                                      |            |             |      |  |  | SAVE       | *       | CANCEL        | × |
|--|--------------------------------------|------------|-------------|------|--|--|------------|---------|---------------|---|
| Title*   |                                      |            | Due Date    | •    |  |  | Due Time   |         |               |   |
| Dr's Appointment v                                       | vith Dr. Spa                         | icek       | 07/06/      | 2021 |  |  | 10:30ar    | n       |               |   |
|  |                                      |            |             |      |  |  | Current Ti | mezone: | Mountain Time |   |
| Notification to partic<br>Do not send n<br>Send Task and | ipant<br>otification<br>d receive ac | cknowled   | gement      |      |  |  |            |         |               |   |
| <ul> <li>Send task and</li> </ul>                        | I receive Cł                         | neck-in Co | onfirmation |      |  |  |            |         |               |   |
| Note   |                                      |            |             |      |  |  |            |         |               |   |

Once assigned, the tasks will appear in the Task-Sheet homepage.

| Pending 😰 Co         | incomplete 2                             |           | SANCTIONS | ADD TASI                |          |
|----------------------|--|-----------|-----------|-------------------------|----------|
| ow 10 ~ entri        | es                                       |           |           | Search:                 |          |
| Mark Status          | Title                                    | Due Date  | Comment   | Participant<br>Response | Delete   |
| :                    | 30 hours community service at NEW<br>DAY | 8/4/2021  | 0         | Not Required            | •        |
| 1                    | Be at Lake Elmo Dock                     | 7/18/2021 | 0         | Pending Response        | <b>@</b> |
| owing 1 to 2 of 2 er | ntries                                   |           |           |                         |          |

Please note the column "Mark Status". By clicking on the three dots the user will be able to mark the task as "complete" or "incomplete"

| Pending 1 Comp            | lete 🛛 In | complete 🛛 |            | SANCTIONS +          | ADD TASK + |
|---------------------------|-----------|------------|------------|----------------------|------------|
| how 10 ~ entries          | -         |            |            | Search:              |            |
| Mark Status               | Tittle    | Due Date   | Comment    | Participant Response | Delete     |
| Mark Complete             | <u>UA</u> | 5/1/2021   | 0          | Not Required         | e          |
| howing 1 to 1 of 1 entrie | IS        |            | Previous 1 | Next                 |            |

The tasks are sorted at the top of the screen by pending, complete, and incomplete depending on if the client completed the task or not:

| Pending O Cor                   | mplete 🚺 In | complete |         | SANCTIONS        | +       | ADD TASK | +   |
|---------------------------------|-------------|----------|---------|------------------|---------|----------|-----|
| Show 10 🗸 entrie<br>Mark Status | S           | Due Date | Comment | Participant Resp | Search: | Dei      | ete |
| No data available in t          | table       |          |         |                  |         |          |     |
|                                 |             |          |         |                  |         |          |     |

There is also now an option to set up recurring tasks. When you select "Add Task" you can select recurring, and it will open a start and end date. You can also adjust the recurring status and frequency.

| 60   | - C Recurring             |        |
|--|---------------------------|--------|
| Title*   | Start Date*               |        |
|  | 06/14/2023                | G      |
| Due Time   | End Date                  |        |
|  | End Date                  | L.I.I. |
|  |                           |        |
| Frequency*   | Recurrence status *       |        |
| Frequency*   | Recurrence status* Active |        |
| Frequency* Weekly Want to schedule future delivery ? | Recurrence status*        |        |
#### **Level of Care in Treatment**

This section lets your agency or provider update the Court on your client's current treatment. Before entering any information here, the Agency/Provider section in Settings must be completed. The coordinator must enter the respective treatment agency and modality here for the treatment provider to access a client's file in DIMS. Start by clicking "Level of Care in Treatment" from the client menu.

| <b>A</b> DIMS  |               | Trent Boult ←                              | ✿ ≔ - ⊬ ⊞ - ↔                 |
|--|---------------|--|-------------------------------|
|  |               | Accounting                                 | Incentives                    |
| the state of the s |               | Alcohol Monitoring                         | Journal                       |
|  | Pending 466   | Ancillary Services and<br>Treatment Groups | Level of Care in<br>Treatment |
|  | Show 10 v ent | Analytics                                  | Medical Profile               |
|  | Mark Status   | Case Planning                              | Phase Review                  |
|  |               | Community Service                          | Program Assessment            |
|  | :             | Criminal Profile                           | Sanctions                     |
|  | :             | Dashboard                                  | Substance Use Testing         |
| CLIENT DETAILS   |               | Discharge                                  | Tag Manager                   |
| Boult Trent  | :             | Documents                                  | Task-Sheet                    |
| 33 yrs • Phase 3   | :             | Employment Profile                         | Therapeutic Response          |

The following screen will appear, displaying admission date, service, and provider details. To add a new level, click "Add Level of Care."

|                            |                                | Trent Boult  ~    | ←        | ¢ :                     | · //     | <b>₩</b> • | <b>Ļ</b> ∙ |                    | 0                  | 1          | 9             | ወ |
|----------------------------|--------------------------------|-------------------|----------|-------------------------|----------|------------|------------|--------------------|--------------------|------------|---------------|---|
| 6                          | Level of Care in               | Treatment         |          |                         |          |            |            | ADD                | LEVEL O            | F CARE     | +             |   |
|                            | Show 10 ∨ ent<br>Admit<br>Date | ries<br>Provider  | Se<br>Ca | r <b>vice</b><br>tegory |          |            |            | Sear<br>Dis<br>Dat | ch:<br>charge<br>e | Dis<br>Rea | charge<br>son |   |
|                            | 07/04/2024                     | Alarus Healthcare | 2.       | I Intensive             | Outpatio | ent Treati | ment       |                    |                    |            |               |   |
| CLIENT DETAILS Boult Trent | Showing 1 to 1 of 1 of         | entries           |          | P                       | evious   | 1 N        | ext        |                    |                    |            |               |   |
| 33 yrs • Phase 3           |                                |                   |          |                         |          |            |            |                    |                    |            |               |   |

The coordinator can add specific information for this client only. This allows the agency/provider to access the client's file in DIMS, based on permissions set by the coordinator or admin during user account setup. Once treatment details are entered, the "Level of Care in Treatment" screen will list admission date, provider,

service, discharge date, and discharge reason. The user can add additional treatments as needed.

| Alarus Healthcare Select   Admit Date* Image: Constraint of the select of the sel | Provider *        |            |        |           | _            |    | Leve | l of C  | are/Placemen  | t*        |            |                     |        |
|---|-------------------|------------|--------|-----------|--------------|----|------|---------|---------------|-----------|------------|---------------------|--------|
| Admit Date *   Admit Date *     Image: Construct of the state of t          | Alarus Healthcar  | e          |        |           | ~            | •  | ✓ Se | elect   |               |           |            |                     |        |
| Admit Date*   Admit Date*     Image: Construct of Hours Per Week*     Image: Construct  |                   |            |        |           |              |    | 1.0  | D Lon   | g-Term Remi   | sion Mo   | nitoring   |                     |        |
| Image: Discharge Date       1.7 Medically Managed Outpatient Treatment         Discharge Date       1.17 Medically Managed Outpatient Treatment         Number Of Hours Per Week*       Image: Comparison of the state of th  | Admit Date*       |            |        |           |              |    | 1.(  | 5 Out   | patient Thera | ру        |            |                     |        |
| Discharge Date       2.1 Intensive Outpatient Treatment         Discharge Date       Image: Comparison of the state of the st                             |                   |            |        |           |              | )  | 1.3  | 7 Mec   | lically Manag | ed Outpa  | tient Tre  | atment              |        |
| Discharge Date       2.5 High Intensity Outpatient Treatment         Discharge Date       2.7 Medically Managed Intensity Outpatient Treatment         Number Of Hours Per Week*       3.1 Clinically Managed Low-Intensity Residential Treatment         Goals       Objectives         Methods       Early Intervention         NORMAL TEXT *       BOLD       ITALIC   |                   |            |        |           |              |    | 2.   | 1 Inte  | nsive Outpati | ent Treat | Treatme    |                     |        |
| Number Of Hours Per Week*       3.1 Clinically Managed Low-Intensity Residential Treatment         3.5 Clinically Managed High-Intensity Residential Treatment         3.7 Medically Managed Inpatient Treatment         3.7 Medically Managed Inpatient Treatment         4.0 Medically Managed Inpatient Treatment         Bold       ITALIC         UNDERLINE       III         III       III  | Discharge Date    |            |        |           |              |    | 2.   |         | h intensity O | ed Inten  | ive Outr   | ni<br>atient Treatm | ent    |
| Number Of Hours Per Week*<br>Goals Objectives Methods<br>NORMAL TEXT + BOLD <i>ITALIC</i> UNDERLINE II  |                   |            |        |           | <u>[</u> ]]] | )  | 3.   | 1 Clin  | ically Manag  | d Low-Ir  | ntensity F | Residential Tre     | atment |
| Number Of Hours Per Week*       3.7 Medically Managed Residential Treatment         Goals       Objectives       Methods         NORMAL TEXT +       BOLD       ITALIC       UNDERLINE       III       III       III  |                   |            |        |           |              |    | 3.   | 5 Clin  | ically Manag  | ed High-  | Intensity  | Residential Tr      | eatmer |
| Goals     Objectives     Methods       NORMAL TEXT ▼     BOLD     1TALIC     UNDERLINE     III     III     III     III  | Number Of Hours P | er Week*   |        |           |              |    | з.   | 7 Med   | dically Manag | ed Resid  | ential Tre | eatment             |        |
| Goals     Objectives     Methods       NORMAL TEXT →     BOLD     ITALIC     UNDERLINE     III     III     III     III     III  |                   |            |        |           |              |    | 4.   | 0 Med   | dically Manag | ed Inpat  | ient Trea  | tment               |        |
| Goals     Objectives     Methods       NORMAL TEXT →     BOLD     ITALIC     UNDERLINE     III     III     III  |                   |            |        |           |              |    | Ea   | irly In | tervention    |           |            |                     |        |
| NORMAL TEXT → BOLD ITALIC UNDERLINE III III III III   | Goals             | Objectives |        | Methods   |              |    |      |         |               |           |            |                     |        |
| NORMAL TEXT → BOLD ITALIC UNDERLINE 📰 📰 🔛 🗄   |                   |            |        |           |              |    |      |         |               |           |            |                     |        |
|   | NORMAL TEXT -     | BOLD       | ITALIC | UNDERLINE | i            | := | ᆂᅡ   | 圭       |               |           |            |                     |        |
|   |                   |            |        |           |              |    |      |         |               |           |            |                     |        |
|   |                   |            |        |           |              |    |      |         |               |           |            |                     |        |
|   |                   |            |        |           |              |    |      |         |               |           |            |                     |        |
|   |                   |            |        |           |              |    |      |         |               |           |            |                     |        |
|   |                   |            |        |           |              |    |      |         |               |           |            |                     |        |
|   |                   |            |        |           |              |    |      |         |               |           |            |                     |        |

Note: The level of care list here reflects the latest ASAM criteria.

# **Therapeutic Response**

Part of Best Practices in treatment courts is not to identify a treatment response to relapse as a Sanction. For this reason, DIMS added Therapeutic Responses. It's important to record these responses in addition to Sanctions/Incentives.

|                        | Sally Sample ~                   | → * ≡ - ⊬ ↔                   | a 🗃 😡 U   |
|------------------------|----------------------------------|-------------------------------|-----------|
| IS Id : 7deb7269-fd17- | Accounting                       | Incentives                    |           |
| S                      | Ancillary Services               | Journal                       | Name      |
| lias                   | Analytics                        | Medical Profile               | e         |
| t Name*                | Associated or Related<br>Parties | Parental Education<br>Classes | lace      |
| ample                  | Child Case Activity              | Phase Review                  |           |
| rital Status*          | Community Service                | Program Assessment            |           |
| lingle                 | Dashboard                        | Substance Abuse               |           |
| ne (Cell)              | Discharge                        | Testing                       | (Primary) |
| 30000000               | Documents                        | Task-Sheet                    | 200000    |
|                        | Employment Profile               | Treatment                     |           |
| ticipant's age         |                                  | Therapeutic Response          |           |

Then:

| herapeutic      | Response         |               |  |        | ADD THERAPEUTIC RE | SPONSE + |
|-----------------|------------------|---------------|--|--------|--------------------|----------|
| Show 10 ~       | entries          |               |  |        | Search:            |          |
| Service<br>Type | Provider<br>Name | Date<br>Begin | Date<br>Ended  | Status | Edit               | Delete   |
| No data avail   | able in table    |               |  |        |                    |          |
| Showing 0 to 0  | of 0 entries     |               | De la compañía de la |        |                    |          |

Click on "Add Therapeutic Response" to continue:

| Service Type* |   | Provider*   |           | Fundir | ng Source |    |
|---------------|---|-------------|-----------|--------|-----------|----|
| Select        | ~ | Select      | · · · · · | Sele   | ect       | ~~ |
|               |   |             |           | Amou   | nt Paid   |    |
|               |   |             |           | s      | amount    |    |
| Date Assigned |   | Date Began* |           | Date E | nded      |    |
|               |   |             | Ē         |        |           |    |
| Status        |   |             |           |        |           |    |
| Select        | ~ |             |           |        |           |    |

Please note that when you click on "Service Type" DIMS has a pre-selected list of therapeutic

| resp | onses: |  |
|------|--------|--|
|      |        |  |

| Service Type *  |   | Provider*                                       |                 | Fundin     | a Source       |        |
|---|---|---|-----------------|------------|----------------|--------|
| Select  | ~   | Select  | ~               | Sele       | ect            | ~      |
| Team and client<br>Referral to other<br>Peer-to-peer me | round-table<br>community<br>ntoring activ | discussion<br>treatment program<br>vities<br>is | s including phy | vsicians f | or medical eva | luatio |

If the desired response is not listed, the user can pick "Other", and a separate field will pop up where the user can enter this information:

| Service Type*        |      | Provider*       |          | Fundi | ng Source |    |
|----------------------|------|-----------------|----------|-------|-----------|----|
| Other                | ~    | The Treatment S | tore 🗸 🗸 | Oth   | ner       | ~  |
| Other Service Type I | Name |                 |          | Amou  | unt Paid  |    |
| Letter to Peers      |      |                 |          | \$    | amount    |    |
| Date Assigned        |      | Date Began*     |          | Date  | Ended     |    |
| 05/07/2021           | Gið  | 05/07/2021      | 610      |       |           | G. |
| Status               |      |                 |          |       |           |    |
| In Progress          | ~    |                 |          |       |           |    |

Once all required information is entered the user can click "Save":

| herapeut        | ic Response               |               |               | ADD THERAPEU | TIC RESP | ONSE + |
|-----------------|---------------------------|---------------|---------------|--------------|----------|--------|
| how 10          | ✓ entries                 |               |               | Search:      |          |        |
| Service<br>Type | Provider<br>Name          | Date<br>Begin | Date<br>Ended | Status       | Edit     | Delete |
| Other           | The Treatment Store [MAT] | 5/7/2021      |               | In Progress  | C        |        |
| showing 1 to    | 1 of 1 entries            | Previous      | 1 Next        |              |          |        |

## Discharge

Discharge the participant from the program by selecting "Discharge" from the participant menu.

|                          | Sally Sample 🗸 🔶                 | ♦ ⅲ - ⋈ ⊅                     | 8 0 U     |
|--------------------------|----------------------------------|-------------------------------|-----------|
| DIMS Id : 7deb7269-fd17- | Accounting                       | Incentives                    |           |
| Alias                    | Ancillary Services               | Journal                       | Name      |
| Alias                    | Analytics                        | Medical Profile               | e         |
| Last Name*               | Associated or Related<br>Parties | Parental Education<br>Classes | lace      |
| Sample                   | Child Case Activity              | Phase Review                  |           |
| Marital Status*          | Community Service                | Program Assessment            |           |
| Single                   | Criminal Profile                 | Sanctions                     |           |
| Dhana (0-10)             | Dashboard                        | Substance Abuse<br>Testing    | (Dulanaa) |
| Phone (Cell)             | Discharge                        | Task-Sheet                    | (Primary) |
| 2000000000               | Documents                        | Treatment                     | 000000    |
| Participant's age        | Employment Profile               | Therapeutic Response          |           |
| 41                       |                                  | merapeate Response            | Î.        |

The discharge section reflects much of the information entered during induction. This allows the Court and the AOC to compare participant data at the start and end of the program.

| Discharge   |                             |                      |                                       |
|---|-----------------------------|----------------------|---------------------------------------|
| Discharge Date*   | Discharge Reason*           |                      | Offer Related to Court Participation* |
| 07/12/2024  | Successful Gradua           | ation ~              | None                                  |
| Employment Type at Discharge*                           |                             | Education Level at [ | Discharge*                            |
| Employed Full Time > Or = 35 Ho                         | ours/Week 🗸                 | Advanced Degree      | e (Masters/Phd.) Completed            |
| Did client gain/regain driving licens                   | se or Probation Status at D | ischarge*            | Custody Status at Discharge*          |
| is client ready to gain/regain drivin<br>license:*      | g Discharged From 1         | The Court's Jur 🗸 🗸  | Regained Custody                      |
| 🔿 Yes 💿 No  |                             |                      |                                       |
| Were babies born during the progra                      | am ?*                       |                      |                                       |
| 🔿 Yes 💿 No  |                             |                      |                                       |
| Pregnant while in court*                                | No                          |                      | ×                                     |
| Participant made child support<br>payments as ordered * | Not Applicable              |                      | ~                                     |
| Notes   |                             |                      |                                       |
|   |                             |                      |                                       |
| 1000 / 1000   |                             |                      |                                       |
| Number of community service hou<br>completed *          | rs 0                        |                      |                                       |
| Number of community service hou<br>remaining *          | rs 0                        |                      |                                       |

Please note that community service, and drug screening information, if entered in DIMS, will be reflected here automatically:

| Treatment service during the program*                                     | 🔿 Yes 💿 No |
|---|------------|
| Detoxification from Alcohol/Drug*   | 🔿 Yes 💿 No |
| In-Patient alcohol/ Substance use<br>treatment*                           | 🔿 Yes 💿 No |
| Intensive outpatient Alcohol/Substance<br>use treatment *                 | 🔿 Yes 💿 No |
| Outpatient alcohol/ <b>Substance use</b><br>treatment*                    | 🔿 Yes 💿 No |
| Jail-based or correctional based alcohol/ <b>Substance use treatment*</b> | 🔿 Yes 💿 No |
| Individual alcohol/ <b>Substance use</b> treatment*                       | 🔿 Yes 💿 No |
| Co-occuring(alcohol/drug abuse/mental<br>health) treatment *              | 🔿 Yes 💿 No |
| Inpatient psychiatric treatment*  | Ves O No   |
| Outpatient psychiatric treatment *  | Ves O No   |
| Prescribed medication*  | 🔿 Yes 💿 No |
| Are you taking prescribed medication<br>Currently *                       | Ves No     |

| Participant receiving the following | ng benefits at  | Discharge (Check al   | l that apply) *        |                             |  |
|-------------------------------------|-----------------|-----------------------|------------------------|-----------------------------|--|
| WIC                                 |                 | Child Support         |                        | Food Stamps                 |  |
| TANF                                |                 | SSI SSD               |                        | Medicaid                    |  |
| VA Assistance                       |                 | Voc Rehab             |                        | Housing Assistance          |  |
| LIEAP                               |                 | Unemployment          | -                      | Other                       |  |
| No Services/Benefits receive        | ed              |                       |                        |                             |  |
|                                     |                 |                       |                        |                             |  |
| Participant received the following  | ng other servic | es while in court (Ch | neck all that apply) * |                             |  |
| Mental Health                       |                 |                       | Medical/Dental/Visio   | 1                           |  |
| Vocational                          |                 |                       | Educational            |                             |  |
| Public Assistance                   |                 |                       | Housing                |                             |  |
| Family Counseling                   |                 |                       | Parenting Classes      |                             |  |
| Transportation                      |                 |                       | Life Skills(budgeting, | nousekeeping,nutrition etc) |  |
| No Services Received                |                 |                       | MAT                    |                             |  |
| Peer Support                        |                 |                       |                        |                             |  |
|                                     |                 |                       |                        |                             |  |
| Monetary obligation Collected fo    | or Discharged   | Participant           |                        |                             |  |
| Fines*                              | Fees*           |                       | Restitution*           | Child Support*              |  |
| 0.00                                | 0.00            |                       | 500.00                 |                             |  |
| 0.00                                | 0.00            |                       | 520.00                 | 20                          |  |
|                                     |                 |                       |                        |                             |  |
| Primary drug used *                 |                 | Fentanyl              |                        | ~                           |  |
|                                     |                 |                       |                        |                             |  |
| Frequency use in last 30 days*      |                 |                       |                        |                             |  |
|                                     |                 | 10                    |                        |                             |  |
|                                     |                 |                       |                        |                             |  |
| Secondary drug used *               |                 | Benzodiazepines       |                        | ~                           |  |
|                                     |                 |                       |                        |                             |  |
| Frequency use in last 30 days*      |                 |                       |                        |                             |  |
| riequency ace in last oo aayo       |                 | 0                     |                        |                             |  |
|                                     |                 |                       |                        |                             |  |
| Tertiary drug used *                |                 | Over-the-counter [    | Drugs                  | ~                           |  |
|                                     |                 |                       |                        |                             |  |
|                                     |                 |                       |                        |                             |  |
|                                     |                 |                       |                        |                             |  |
| Frequency use in last 30 days *     |                 | 0                     |                        |                             |  |

Once all required information is entered, please hit "Save & Discharge"

| Sobriety Measures  |            |
|--|------------|
| Number of negative drug screens while<br>in program for discharged client* | 0          |
| Number of positive drug screens while in<br>program for discharged client* | 0          |
| Number of days sober prior to discharge<br>for discharged client*          | 0          |
| Attending self-help groups at time of<br>court discharge*                  | 🔿 Yes 💿 No |
| SAVE 🗸 SAVE & DISCHARGE  |            |

# **Using Tags**

The Court Admin can add the tags that they want for their Court from the System Settings by clicking on tags :

|                           | S ·   | -→ ¢   | ≣• ⊻ ≜• ♀ ¥ ጮ ଡ į ን ୯   |
|---------------------------|---|--------|---|
| Add User<br>for LabReview | General     Phase Goals     Phase Settings     Ancillary Svc       Incentives     Journal     Level Of Care / Placement     San | ctions | Assays Assay Mapping Assessments Documents File Type herapeutic Response Ancillary / Treatment Services |
| Custom Document           | Tribal Affiliation Charge Status Offense Category   |        |   |
| ouotom boounient          | Court*  | _      | Docket*   |
|                           | 13th Judicial District SOAR Court-Pre-Plea  | ~      | Adult Court   |
| Calendar                  | MASTER  | 0      | SELECTED  |
| Announcement              | Drug Test NO SHOWS  | ~      | 9:00 pm Curfew  |
| A ,                       | -tt-s   |        | Absconded   |
| Manage Courts             | GPS   | 1      | Covid   |
| \$                        | in in-patient treatment   | ~      | Drug Test NO SHOWS  |
| Manage Labs               | Missing appointments  | ~      | Epilepsy  |
| \$                        | No drivers license  | ~      | GPS   |
| Manage Pretrial Courte    | No Show for Testing   |        | in in-patient treatment   |
|                           | On REACT beathalyzer  | *      | Missing appointments  |
| Manage Steps Entity       | Ordered on SCRAM  | ~      | No drivers license  |

Tags can be added ONLY by the Court Admin by clicking on the '+' sign next to the Master List

|                           | S   | ←, °          | ≣- ⊻ ≣- ¢• ¥ № € ∔ ၁ ୯   |
|---------------------------|---|---------------|--|
| Add User<br>for LabReview | General     Phase Goals     Phase Settings     Ancillary St       (incentives)     Journal     Level Of Care / Placement     St | vc - Child (A | Assays Assay Mapping Assessments Documents File Type<br>merapeutic Response Ancillary / Treatment Services |
| Custom Document           | Tribal Affiliation Charge Status Offense Category Court*  |               | Docket*  |
| Calendar                  | 13th Judicial District SOAR Court-Pre-Plea  |               | Adult Court 🗸  |
| \$ ×                      | MASTER  | •             | SELECTED   |
| Announcement >            | Epilepsy  | ~             | 9:00 pm Curfew Absconded   |
| Manage Courts             | GPS<br>in in-patient treatment  | -             | Covid<br>Drug Test NO SHOWS  |
| Manage Labs               | Missing appointments<br>No drivers license  | ~             | Epilepsy<br>GPS  |
| Manage Pretrial Courts    | No Show for Testing<br>On REACT beathalyzer   |               | in in-patient treatment  |
| Anage Steps Entity        | Ordered on SCRAM  | -             | Missing appointments No drivers license  |

You will see a pop-up window asking name of the tag and clicking on save button will get the tag saved to the Master list.



Duplicate entries / tags with same names cannot be added into the system.

Once added into the Selected List from the Master List, the tags can then be used to tag a current participant under Tag Manager

| <b>L</b> DIMS                  |  |                                      | Trent Boult 🗸  | ←→ 0        |  | ) 👻 🕑             | ତ 🖡 ୭                              |  |
|--------------------------------|--|--------------------------------------|--|-------------|--|-------------------|------------------------------------|--|
| CLIENT DETAILS<br>Boult Trent  | Participant Profile<br>Manage Picture<br>Case Referral<br>Information<br>Assistance / Benefits<br>Case Information<br>Team on Case<br>Addresses<br>Education | ><br>><br>><br>><br>><br>><br>><br>> | Accounting<br>Alcohol Monitoring<br>Ancillary Services a<br>Treatment Groups<br>Analytics<br>Case Planning<br>Community Service<br>Criminal Profile<br>Dashboard<br>Discharge<br>Documents<br>Employment Profile | and<br>o    | Incentives<br>Journal<br>Level of Care in<br>Treatment<br>Medical Profile<br>Phase Review<br>Program Assessment<br>Sanctions<br>Substance Use Testing<br>Tag Manager<br>Task-Sheet<br>Therapeutic Response | Refer this client | Middle Name<br>Name<br>Birth Place |  |
| PHONE NUMBER<br>(203) 514-1141 | Family Information &<br>Support System<br>Emergency Contact  | ><br>>                               | (203) 514-1141   |             | x00000000x   |                   | Email                              |  |
| ADDRESS<br>N/A                 | Children   | >                                    | 33   | Years       |  | ē                 | Email                              |  |
| ADDRESS NOTE                   | Parties Related to Case<br>Social Media Accounts   | >                                    | Participant's age at a<br>court program  | dmission to |  |                   |                                    |  |
| CP-10014                       | Participant Profile<br>Notes   | >                                    | 29   | Years       | 1  |                   |                                    |  |

When you go to the tag manager page and click on the "Add Tag" button you can add tags to the participant along with following data :

Start date for tag End date for same tag and Color for tag.

| <b>L</b> DIMS                                      | Trent Boult 🗸                | ←, ¢     | <b>≣</b> ∗ <u>⊮</u> | Add Tag CANCEL 🗴  | • |
|--|------------------------------|----------|---------------------|---|---|
|  | Tag Manager                  |          |                     | Tag*<br>Select<br>Start Date*   | ~ |
|  | Show 10 v entries            |          |                     | End Date  |   |
|  | Behavior Contract            | 7/5/2024 | 7/10/2024           | Category*   |   |
| CLIENT DETAILS Boult Trent                         | Bench Warrant District Court | 7/3/2024 | 7/18/2024           | Tags marked important will be highlighted on the participant gird, making it easier for all staff members to view this tag.     Red <u>Velow</u> <u>Blue</u> <u>Green</u> Orange <u>purple</u> <u>Brown</u> <u>Pink</u> |   |
| 33 yrs • Phase 3<br>PHONE NUMBER<br>(203).514-1141 | Showing 1 to 2 of 2 entries  |          | Previous 1          | Gray  |   |
| ADDRESS<br><u>N/A</u>                              |                              |          |                     |   |   |

The added tags for the participant will then be visible on the overview page of the tag Manager.

|  | Trent Boult 🗡                | ← ≎        | II. 🖉 û    | î• <i>Ç</i> • | <b>*</b> D | 0    | 9           | ወ |
|--|------------------------------|------------|------------|---------------|------------|------|-------------|---|
| 8  | Tag Manager                  |            |            |               |            | AD   | D TAG 🕇     |   |
|  | Show 10 ∨ entries            | Start Date | End Date   | Statue        | Sea        | rch: | Tags Filter |   |
|  | • Violation                  | 7/4/2024   | 7/10/2024  | Active        | 6 days     | ľ    | Ê           |   |
| CLIENT DETAILS Boult Trent                       | Behavior Contract            | 7/5/2024   | 7/10/2024  | Active        | 5 days     | I    | Ŵ           |   |
| 33 yrs • Phase 3                                 | Bench Warrant District Court | 7/3/2024   | 7/18/2024  | Active        | 15 days    | ľ    | Ē           |   |
| PHONE NUMBER<br>(203) 514-1141<br>ADDRESS<br>N/A | Showing 1 to 3 of 3 entries  |            | Previous 1 | Next          |            |      |             |   |

Tags can also be added to the following:

Ancillary Services Incentives Journals Sanctions Task-sheet

For example, for Journal entry we can attach a tag to it as well. Steps to be followed are as follows: Go to the Journal page Click on Add Journal button Add details about that Journal entry.

Click on Add Tag field to add tags.

| Journal Type * |      |        | Event Date * |   |       |    | Eve | nt Time |  |
|----------------|------|--------|--------------|---|-------|----|-----|---------|--|
| Bench Warrant  |      | ~      | 7/8/2024     |   | G     | Ð  | 04  | 4:01 AM |  |
| Notes          |      |        |              |   |       |    |     |         |  |
| NORMAL TEXT -  | BOLD | ITALIC |              |   |       |    |     |         |  |
|                |      |        | UNDERLINE    | I | 4     | 네보 |     |         |  |
| Add Tags       |      |        | UNDERLINE    | I | - 1 로 | 귀호 |     |         |  |

Multiple tags can be added at once to the particular journal entry.

| lournal Type * |      |        | Event Date * |       |       | Eve  | t Time   |  |
|----------------|------|--------|--------------|-------|-------|------|----------|--|
| Southar type   |      |        | Event Date   |       |       | Eve  | it iiiie |  |
| Bench Warrant  |      | ~      | 7/8/2024     |       | (iii) | 01   | :17 PM   |  |
| Notes          |      |        |              |       |       |      |          |  |
| NORMAL TEXT -  | BOLD | ITALIC | UNDERLINE    | III 1 | EF -  | lin. |          |  |
|                |      |        |              |       |       |      |          |  |
|                |      |        |              |       |       |      |          |  |
|                |      |        |              |       |       |      |          |  |
|                |      |        |              |       |       |      |          |  |
|                |      |        |              |       |       |      |          |  |
|                |      |        |              |       |       |      |          |  |
|                |      |        |              |       |       |      |          |  |
|                |      |        |              |       |       |      |          |  |
|                |      |        |              |       |       |      |          |  |
|                |      |        |              |       |       |      |          |  |
|                |      |        |              |       |       |      |          |  |
|                |      |        |              |       |       |      |          |  |
|                |      |        |              |       |       |      |          |  |
|                |      |        |              |       |       |      |          |  |
| Add Tags       |      |        |              |       |       |      |          |  |
| Add Tags       |      |        |              |       |       |      |          |  |

Once a tag is added to a particular journal entry, it is indicated by a red dot on the overview page of the Journal like so :

Note: If a color is assigned to a specific tag type in the tag manager, then when adding a journal entry with that tag, it will automatically use the assigned color. If a tag used in the journal entry does not have a color assigned in the tag manager, a hollow circle will appear in front of the journal entry, indicating that no color has been assigned to the tag yet.

|  |                              | Trent Boult $ \lor $   | ←  | ¢     | <b>III</b> • | 2 | <b>*</b> | <b>₽</b> |   | ß   | 0     | b      | ତ        | ڻ<br>ا |
|--|------------------------------|--|----|-------|--------------|---|----------|----------|---|-----|-------|--------|----------|--------|
| 6  | Journal                      |  |    |       |              |   |          |          | X |     | ADD J | OURNAL | +        |        |
|  | Show 10 V                    | entries<br>Type  |    | Notes |              |   |          |          |   | Sea | rch:  | dit    | Delete   |        |
|  | 07-08-2024<br>-[04:01 AM]    | Bench Warrant<br>- DIMS Admin [7/8/2024, 04:05 AM                                      | 1] |       |              |   |          |          |   |     | (4    | 8      | Ē        |        |
| CLIENT DETAILS Boult Trent                         | 07-08-2024<br>- [ 08:04 PM ] | C Schedule Court<br>Review/Status Hearing<br>- DIMS Admin [7/8/2024, 04:01 AM          | 1] |       |              |   |          |          |   |     | G     | 8      | <u>ا</u> |        |
| 33 yrs • Phase 3<br>PHONE NUMBER<br>(203).514-1141 | 06-12-2024<br>- [ 08:04 PM ] | Schedule Court<br>Review/Status Hearing<br>- Rohit Mashalkar [ 6/12/2024, 10:1<br>PM ] | 17 |       |              |   |          |          |   |     | ٩     | 8      | Ē        |        |
| ADDRESS N/A ADDRESS NOTE                           | 02-09-2024<br>- [ 02:00 PM ] | Schedule Court<br>Review/Status Hearing<br>- Bhavyarani M [2/9/2024, 07:34 A           | м] |       |              |   |          |          |   |     | G     | 8      | Ŵ        |        |

# Settings

# System Settings

#### General

The court needs to be setup first under the System Settings. Under the tab 'General' you need to enter basic details like court name, docket, what day of week are you going to hold the court and what time of the day too.

|                                   | S  |   | ←→ ☆ ≔ -          | د کې کې کې د | 0 |
|-----------------------------------|--|---|-------------------|--------------|---|
| Manage<br>Agency/Provider         | General     Phase Goals     Phase So       Journal     Level Of Care / Placement | ettings Ancillary Svc - Child Ass<br>t Sanctions Therapeutic Respon | Assessments Docum | vices        |   |
| ABA ><br>Manage Users             | Court*<br>1st Judicial Demo Court  | Docket*     Adult Court   | - <b>-</b> -      |              |   |
| Transfer Coordinator              | Day Of Week*<br>Tuesday  | Time Of Day*           14:00  | 0                 |              |   |
| ) Senerite                        | Time Zone *<br>Mountain Time   | Court Capacity*   |                   |              |   |
| System Settings<br>Reset Password | Submit   |   |                   |              |   |
| Edit Personal Details             |  |   |                   |              |   |

#### **Phase Goals**

Under Phase Goals, you decide how your phase system will look like. You can add Phase goals by clicking on "Add Phase goal". Every phase has got certain goals that the participant needs to complete. Added Phase goals could all be viewed together under "Toggle View".

|   | IS   | Add Phase Goal   | SAVE | * | CANCEL | × |
|---|--|--|------|---|--------|---|
| Manage<br>Agency/Provider<br>Manage Users | General Phase Coals (Phase Settings) Assessmen<br>(Sanctions) (Ancillary Svc - Child) (Documents File Type | Court* Select Court Select Court Select Docket Select Docket |      |   |        |   |
| 00 <sup>0</sup>                           | Show 10 🗸 entries  | Select   |      |   |        |   |
| Transfer Coordinator                      | Court    Docket    Phase    C  | Note   |      |   |        |   |
| Reports                                   | 1st Judicial Adult Court Phase ONE F<br>Demo Court Stabilization v   | NORMAL TEXT - BOLD ITALIC UNDERLINE III III L+ -k            |      |   |        |   |
| æ   | 1st Judicial Adult Court Phase ONE /<br>Demo Court Stabilization g   |  |      |   |        |   |
| System Settings                           | 1st Judicial Adult Court Phase ONE E<br>Demo Court Stabilization c   |  |      |   |        |   |
| Reset Password                            | 1st Judicial Adult Court Phase ONE F<br>Demo Court Adult Court Stabilization v                             |  |      |   |        | - |
| Bdit Barconal Datalia                     | 1st Judicial Adult Court PHASE 5 /   |  |      |   |        |   |

#### **Phase Settings**

Under Phase Settings, you get to define all the phases with respect to the naming and duration. You can go ahead and put all your phases in here.

|                           | S                                  |   | ← <del>,</del>  | ¢≡-⊯∠ û• ≊ © ů                   |  |
|---------------------------|------------------------------------|---|---|----------------------------------|--|
| Manage<br>Agency/Provider | General Phase C<br>Journal Level O | Soals Phase Settings Ancillary S<br>f Care / Placement & Sanctions (T | Assays Assessments Assessments Assessments Assessments Assessments Ancillary / Tree | b Documents File Type Incentives |  |
| *** >                     | Court*                             | 1st Judicial Demo Court   | ~   |                                  |  |
| Manage Osers              | Docket*                            | Adult Court   |   |                                  |  |
| Transfer Coordinator      | Phase 1                            | 60  | Phase Name  | Is Active (No/Yes)               |  |
| Benorts                   | Thuse T                            |   | Fildse ONE Stabilization  |                                  |  |
|                           | Phase-2                            | 112   | Phase 2 Clinical  | (No/Yes)                         |  |
| System Settings           | Phase-3                            | 113   | Phase THREE Social  | (No/Yes)                         |  |
| Reset Password            | Phase-4                            | 117   |   | (No/Yes)                         |  |
| Sedit Descend Details     | 11000 4                            |   |   |                                  |  |
| Luit Personal Details     | Phase-5                            | 115   | PHASE 5   | (No/Yes)                         |  |

#### **Therapeutic Response**

Part of Best Practices in treatment courts is not to identify a treatment response to relapse as a Sanction. For this reason, DIMS added Therapeutic Responses. It's important to record these responses in addition to Sanctions/Incentives.

|  | S  |             | ←, 후표- ☑ 수. 볼 ֎ ৩   |
|--|--|-------------|---|
| Manage<br>Agency/Provider  | General     Phase Goals     Phase Settings     Ancillary Svo       Journal     Level Of Care / Placement     Sanctions     The | rapeutic Re | Assays (Assessments) Documents File Type (Incentives)   |
| 298  | Court*   |             | Docket*   |
| ><br>Manage Users  | 1st Judicial Demo Court  | ~           | Adult Court 🗸   |
| Transfer Coordinator   |  |             | SELECTED  |
| and a second sec | 1-1 meeting with Judge   | ~           | 1-1 meeting with Judge  |
| Reports  | Adjunctive medication referral (Yes) (Medication/Therapy)  | ~           | Adjunctive medication referral (Yes) (Medication/Therapy)   |
| කි   | Attending 1 treatment group per day  | ~           | Attending 1 treatment group per day   |
| System Settings  | Increased amount of individual sessions per week w/ CDC to<br>discuss root cause for relapse or compliance difficulty          | ~           | Increased amount of individual sessions per week w/ CDC to<br>discuss root cause for relapse or compliance difficulty |
| P  | Increased number of treatment groups per week (Yes)  | ~           | Increased number of treatment groups per week (Yes)   |
| Reset Password   | Increased Supervision (Yes)  | ~           | Increased Supervision (Yes)   |
| Q  | Increased treatment sessions   | ~           | Increased treatment sessions  |
| Edit Personal Details  | IT with Treatment Provider   | ~           | IT with Treatment Provider  |
|  | Journaling   | ~           | Journaling  |

# **Ancillary / Treatment Services**

Very important for tracking all the services that the participant has to undergo.

|   | S  | 수표~ 년 요 8 0 0   |
|---|--|---|
| Manage<br>Agency/Provider   | General     Phase Goals     Phase Settings       Journal     Level Of Care / Placement     Sance | Ancillary Svc - Child     Assays     Assessments     Documents File Type     Incentives       tions     Therapeutic Response     Ancillary / Treatment Services |
| Anage Users   | Court*<br>1st Judicial Demo Court  | Adult Court   |
| Start | MASTER   | SELECTED  |
| Reports >   | 12 Step Program<br>Acupuncture   | 12 Step Program     Acupuncture   |
| System Settings   | Anger Management Classes<br>Art Therapy  | Art Therapy Aunties/ Uncles House   |
| Reset Password  | Aunties/ Uncles House Batterer's Intervention Group  | Batterer's Intervention Group     Beading class   |
| Edit Personal Details   | Blanket Exercise   | Boundaries<br>Carvino class   |

# Level of Care / Placement

Useful for adding all the treatment modalities that the court would need by default. The court user could go here and remove few from the Master List as well.

|                           | S   | ←, ♥≡- ⊮ ↓.   | 철 @ (     |
|---------------------------|---|---|-----------|
| Manage<br>Agency/Provider | General Phase Goals Phase Settings Ancilla<br>Journal Level Of Care / Placement Sanctions | Therapeutic Response Ancillary / Treatment Services | ncentives |
| 888                       | Court*  | Docket*   |           |
| Manage Users              | 1st Judicial Demo Court   | ✓ Adult Court                                       | *.        |
|                           |   |   |           |
| Transfer Coordinator      |   |   |           |
|                           | Assertive Community Treatment (ACT)   | Assertive Community Treatment (ACT)                 |           |
| Reports                   | Batterer's Intervention Group   | Case Management/Support Coordination                |           |
| -<br>                     | Case Management/Support Coordination  | CBISA   |           |
| System Settings           | CBISA   | CBISA Aftercare                                     |           |
| , ,                       | CBISA Aftercare   | Co-occurring Treatment Services                     |           |
|                           | Co-occurring Treatment Services   | Community Based Services                            |           |
| Reset PassWord            | Community Based Services  | Continuing Care                                     |           |
| 8,                        | Continuing Care   | Crisis Residential/Intensive Crisis Stabilization   |           |
|                           |   |   |           |

# Sanctions

A preselected list of sanction types has been entered here into DIMS.

|                             | S   |  | ←, ०≡∽ ⋈ ♀ ≅ 0                                     | Ċ |
|-----------------------------|---|--|--|---|
| Manage ><br>Agency/Provider | General     Phase Goals     Phase Settings     And       (Journal)     Level Of Care / Placement     Sanction | Therapeutic Re                         | Assays Assessments Documents File Type Incentives  |   |
| ABA ><br>Manage Users       | 1st Judicial Demo Court   | ~                                      | Adult Court  |   |
| Transfer Coordinator        | MASTER  | с I                                    | SELECTED   |   |
| Reports >                   | 34 Housing<br>Alcohol Testing Increased   | ~                                      | <sup>34</sup> Housing<br>Alcohol Testing Increased |   |
| System Settings             | Any<br>Community Service  | ~                                      | Any<br>Community Service                           |   |
| Reset Password              | Court Appearances Increased   | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ | Court Appearances Increased<br>Curfew Imposed      |   |
| ۸ ,                         | Drug Testing Increased<br>Jail  | -                                      | Drug Testing Increased<br>Jail                     |   |
| Edit Personal Details       | Job Club Until Employed   | ~                                      | Job Club Until Employed                            |   |

Similarly other tabs for Incentives, Document types, Assays and Journals etc. also help in adding a preselected list of options into DIMS. This will then further help in managing Individual Participant Case.

## Tags

The Court Coordinator / Court Admin can add the tags that they want for their Court from the System Settings by clicking on Tags.

#### **Reset Password**

This will help the users to reset password in case of any issues with the same.

| Image Agency/Forder       Reset Password         Agency/Forder       Password Policy: Pasaword should contain atleast 6 characters, with Capital Letters, Small Letters, Special Characters and Numbers         Amage Less       Enter Password         Transfer Coordinator       Confim Password         Reports       Reset Password         System Settings       Reset Password         Image Password       Reset Password         Image Password       Reset Password         Image Password       Reset Password  |                           | S   | ←→  | ۰       | i≡ ~     | ~        | ۵.        | **   | ø | d |
|---|---------------------------|---|---|---------|----------|----------|-----------|------|---|---|
| Agency/Floridation   Agency/ | Manage >                  | Reset Password  |   |         |          |          |           |      |   |   |
| Edit Personal Details   | Agency/Provider           | Password Policy: Password should contain atleast 6 cf | haracters, with Capital Letters, Small Lett | ers, Sp | ecial Cł | naracter | s and Num | bers |   |   |
| Reports   System Settings   Reset Password     Reset Password     Reset Password  | ر<br>Transfer Coordinator | Enter Password Confirm Password                       |   |         |          |          |           |      |   |   |
| System Settings<br>Reset Password<br>Edit Personal Details  | > Reports                 | Reset Password  |   |         |          |          |           |      |   |   |
| Reset Password<br>Edit Personal Details   | System Settings           |   |   |         |          |          |           |      |   |   |
| Edit Personal Details   | Reset Password            |   |   |         |          |          |           |      |   |   |
|   | Edit Personal Details     |   |   |         |          |          |           |      |   |   |

# Analytics

#### **Court Analytics**

#### Screening

The Analytics module has been designed to provide users a high-level view of their respective court (either standalone or over an entire county-wise). It includes statistics based on demographic details and other information. The visual representation of the court wide data is divided in various segments. These segments include Screened Participants, Newly Admitted, Active Participants, Successfully / Unsuccessfully Discharged as well as the court performance on various parameters.

#### **Candidates screened during Period**

Users can filter out the number of participants that were screened during any given period. The Reporting period can be selected as per the user's choice. These include participants who were screened, inducted, rejected, and pending.

| Candidates Sc                        | reened             |              |                                  |             |  | C 🗇    |
|--------------------------------------|--------------------|--------------|----------------------------------|-------------|--|--------|
| ScreenedInThePeriod                  | RejectedInThePeri  | od           |                                  |             |  |        |
| Reporting Period:<br>20 May 2021 - 2 | State Name:<br>All | County Name: | Court Name:<br>1st Judicial De 🔹 | Reset       |  | A      |
|                                      |                    |              | Name of the cour                 | t           |  |        |
|                                      |                    |              | 1st Judicial Demo C              | ourt        |  |        |
|                                      |                    |              |                                  |             |  |        |
|                                      |                    |              | Candidates screened du           | ring period |  |        |
|                                      |                    |              | 32                               |             |  |        |
| Screening outcome                    |                    |              |                                  |             |  |        |
|                                      |                    |              |                                  |             | √ Legend   |        |
|                                      |                    | 32 (100%)    |                                  |             | Candidates screened during period  | 32     |
|                                      |                    |              |                                  |             | Screened and enrolled in this period   | 18     |
|                                      |                    | 10 (56%)     |                                  |             | Screened but did not enroll in this perio  | d 14   |
|                                      |                    | 18 (56%)     |                                  |             | Screened and rejected during this perio  | d 3    |
|                                      |                    | 14 (44%)     |                                  |             | Screened & still in screening during peri<br>Screened & still in screening during peri | .od 11 |
|                                      |                    |              |                                  |             |  |        |

#### Screening as per Race, Ethnicity and Gender

Screening participants can be further divided on the basis of their race, ethnicity, and gender. The default view for the information is pie charts. However, users can change them into charts, bars, graphs, etc. Each of the data points can be individually exported to the user's local system.



#### **Newly Admitted**

#### **Newly Admitted**

The Newly admitted section contains the list of participants who have been enrolled during the current period, discharged, and the list of participants who are currently active.

| Newly Admitted                         |   |  | C 🗅            |
|--|---|--|----------------|
| Reporting Period: State Name:          | County Name: Court Name: All All                        |  |                |
|  | Name of the court                                       |  |                |
|  | 11th JD Adult Mental Health Treatment Court - Aztec, NM |  | ( •            |
| Overview of newly enrolled, discharged | and current participants                                |  |                |
|  | 10,891  | <ul> <li>Legend</li> <li>Current participants at the beginning of the period</li> <li>New participants enrolled during the period</li> </ul> | d 0<br>10,891  |
|  | 7,598   | Participants discharged during this period Current participants at the end of the period   | 7,598<br>3,293 |
|  | 3,293   |  |                |
|  | Newly admitted during period <b>10,894</b>              |  |                |

#### Newly Admitted - Drug of Choice, Education

In addition to the participant information being organized as per their race and ethnicity, additional segments include participant information as per their age, Education and other information.



Also provides the ability to remove certain drugs of choice from the pie-chart and check the results. Also shows the sanctions and incentives ratio for the newly admitted participants. Shows where the participants are located / under which treatment modality.



## **Active Participants**

The Active participant list contains the total list of participants who have been active during the time period selected by the user. It contains the complete list of participants.



## **Drug Test Results**

In addition to the active list of participants, the module also contains information on drug test results conducted for the participants and the outcome of the tests.

| Po<br>No | citive   |                                 |        |       |   |
|----------|--|---------------------------------|--------|-------|---|
| No       | SILIVE   |                                 |        | 2,152 |   |
|          | Show - Positive  |                                 |        | 1,378 |   |
| Ex       | cused  |                                 |        | 1,145 |   |
| No       | Show   |                                 |        | 305   |   |
| Po       | sitive for Rx  |                                 |        | 239   |   |
| Ur       | able To Provide  |                                 |        | 183   |   |
| Di       | lute   |                                 |        | 153   |   |
| Pe       | nding  |                                 |        | 119   |   |
| No       | Value  |                                 |        | 65    |   |
| Ta       | mpered   |                                 |        | 45    |   |
| No       | Show - Negative  |                                 |        | 17    | 1 |
|          | a da terra de La constante de la c |                                 |        |       |   |
| Cu       | rrent participants at end of period - Treatment  | modality                        |        |       |   |
|          | Treatment Modality   | Total Number of<br>Participants | Ť      |       |   |
|          | Total  | 2                               | ,485 _ |       |   |
| 1        | S.A. Intensive Outpatient  |                                 | 458    |       |   |
| 2        | S.A. Outpatient  |                                 | 381    |       |   |
| з        | Mental Health  |                                 | 279    |       |   |
| 4        | Therapy Services   |                                 | 226    |       |   |
| 5        | IOP  |                                 | 145    |       |   |
|          |  |                                 |        |       |   |

#### Successfully Discharged

In addition to the participants being organized on the basis of their Race and Ethnicity, the discharged module compares the participant based on the Education status, Employment, Marital Status and other information at the time of Discharge. This provides insight to the users if the participants have shown improvements in various spheres of their life.





# **Unsuccessful Discharge**

The unsuccessful discharge module contains the list of participants who have either left the program in between, are absconding, or deceased.



In addition to the count of participants who were unsuccessfully discharged during a given time period, the module also divides them on the basis of age, Ethnicity, Race and other information. It also compares their progress in respect to their Education, Employment and other details the participant might have worked during their time with the court.



#### Summary

This section basically summarizes all that is going on the court. It shows the retention and graduation rates, total no of cases etc.

| Ist Judicial Demo Court         Case overview         I legend       237 (100%)         I Total Cases       239         C Current       133         Successful Discharge       59         V Unsuccessful Discharge       47         I Status       133 (56%)         I Status       59 (25%)         I Status       133 (56%)         I Status       I Status  |                        |     | Na    | me of the court     |                 |  |
|---|------------------------|-----|-------|---------------------|-----------------|--|
| Case overview         Image: Case of the case |                        |     | 1st J | udicial Demo Court  |                 |  |
| Case overview         I clagend         I Total Cases       239         Current       133         Successful Discharge       59         Unsuccessful Discharge       47         Justicessful Discharge       47         Exercise       133 (56%)         Justicessful Discharge       59 (25%)         Justicessful Discharge       6 (Graduation Rates)  |                        |     |       |                     |                 |  |
| ✓ Ictal Cases       239         ✓ Total Cases       239         ✓ Current       133         ✓ Successful Discharge       59         ✓ Unsuccessful Discharge       47         ✓ Unsuccessful Discharge       133 (56%)         ✓ 59 (25%)       59 (25%)         ✓ 70 (20%)       133 (56%)         ✓ 133 (56%)       59 (25%)         ✓ 70 (20%)       133 (56%)         ✓ 70 (20%)       133 (56%)         ✓ 70 (20%)       133 (56%)         ✓ 70 (20%)       133 (56%)         ✓ 70 (20%)       133 (56%)         ✓ 70 (20%)       133 (56%)  | Case overview          |     |       |                     |                 |  |
| I Total Cases       239         I Current       133         I Successful Discharge       59         I Unsuccessful Discharge       47         I Unsuccessful Discharge       47         I Unsuccessful Discharge       59 (25%)         I I I I I I I I I I I I I I I I I I I   | ✓ Legend               |     |       |                     |                 |  |
| Current 133   Successful Discharge 59   Unsuccessful Discharge 47     133 (56%)   59 (25%)   47 (20%)     Retention And Graduation Rates   Retention Rate   | 🗸 Total Cases          | 239 |       |                     |                 |  |
| Successful Discharge       59         Unsuccessful Discharge       47         133 (56%)       59 (25%)         47 (20%)       47 (20%)         Retention And Graduation Rates       Retention Rate         80%       56%  | ✓ Current              | 133 |       |                     | 440004          |  |
| VINSUCCESSFul Discharge 47  | Successful Discharge   | 59  |       | 239                 | (100%)          |  |
| 133 (56%)<br>59 (25%)<br>47 (20%)<br>Retention And Graduation Rates<br>Retention Rate Graduation Rate   | Unsuccessful Discharge | 47  |       |                     |                 |  |
| 133 (56%)<br>59 (25%)<br>47 (20%)<br>Retention And Graduation Rates<br>Retention Rate Graduation Rate   |                        |     |       |                     |                 |  |
| ISISS       ISISS       ISISS       ISISS       ISISS       ISISS       Retention And Graduation Rates       Retention Rate       ISISS       ISISS <t< th=""><th></th><th></th><th></th><th>400</th><th>15.00</th><th></th></t<>   |                        |     |       | 400                 | 15.00           |  |
| SP (25%)<br>47 (20%)<br>Retention And Graduation Rates<br>Retention Rate Graduation Rate  |                        |     |       | 155                 | (50%)           |  |
| Retention And Graduation Rates  |                        |     |       |                     |                 |  |
| 47 (20%)          Retention And Graduation Rates         Retention Rate         80%       56%   |                        |     |       | 59                  | (25%)           |  |
| Retention And Graduation Rates       Retention Rate     Graduation Rate       80%     56%   |                        |     |       | 47                  | (20%)           |  |
| Retention And Graduation Rates       Retention Rate     Graduation Rate       80%     56%   |                        |     |       |                     |                 |  |
| Retention Rate Graduation Rate  |                        |     |       | Retention And Gradu | ation Rates     |  |
| 80% 56%   |                        |     |       | Retention Rate      | Graduation Rate |  |
| 00/0 50/0   |                        |     |       | 80%                 | 56%             |  |
|   |                        |     |       |                     |                 |  |

# **Court Performance Analytics**



# The Court Performance would help in tracking out the performance of participants from the time they are inducted till the time they are discharged.



The court performance helps to give an outcome analysis over various metrics like drug of choice, prior treatment, admissions, employment.

| Court Performance Metrics  | C 1   |  |  |  |  |  |
|--|---|--|--|--|--|--|
| lainTab DrugOfChoice PriorTreatment Admissions Employment                        |   |  |  |  |  |  |
| Veriod: State Name: County Name: Court Name:<br>Select III All I All All All All | •   |  |  |  |  |  |
| Name of the court  |   |  |  |  |  |  |
| 1st Judicial [   | Jemo Court  |  |  |  |  |  |
|  |   |  |  |  |  |  |
| Discharged Participants By Primary Drug- All Courts                              | Discharged Participants By Primary Drug- Adult Courts |  |  |  |  |  |
| [] PrimaryDrug   |   |  |  |  |  |  |
| Methamphetamine 39   | Methamphetamine 37                                    |  |  |  |  |  |
| Alcohol 42   | 6%  |  |  |  |  |  |
| 36.8% Onknown 4  | 37% Onknown 5   |  |  |  |  |  |
| V Manjuana V   | V Heroin 1  |  |  |  |  |  |
| 39.6%  | 41% V/A 0   |  |  |  |  |  |
| V N/A U  |   |  |  |  |  |  |
| ► N/A 0<br>+ 13 more   | + 13 more   |  |  |  |  |  |

# **Family Treatment Court**

## **Managing Individual Case**

# **Child Case Activity**

Under Child Case Activity, DIMS allows its users to track data with respect to participant's children under various tabs.



| Child Placement   ASFA Compliance   ASFA Compliance   Now   10 ventries   Search:   Search:   Child   Nedical   Ancilary Services  |                        |   |               | C                       | Callie Brown ${}^{\scriptstyle \vee}$ | ←→               | \$ ≣- 4            | 🗠 🗘 🔮                   | 6 U       |
|--|------------------------|---|---------------|-------------------------|---------------------------------------|------------------|--------------------|-------------------------|-----------|
| ASFA Compliance Show 10 v entries Search:   Visitation/Family Time    Education >   Medical >   Mental >   Danny<br>marg Kinship Care   7/14/2021 8/6/2021   8/6/2021 8/5/2021   8/6/2021 8/5/2021   | Child Placement        |   | Child Pl      | acement                 |                                       |                  |                    | ADD CHILD PL            | ACEMENT + |
| Visitation/Family Time >   Education >   Medical >   Mental >   Danny<br>marg Kinship Care   7/14/2021 8/6/2021   8/6/2021 8/5/2021   8/6/2021 8/5/2021   8/6/2021 8/5/2021   Anciliary Services >   Case Resolution >   | ASFA Compliance        | > | Show 10       | ✓ entries               |                                       |                  |                    | Search:                 |           |
| Education       >       Child Placement Status       DHS Referral Date       Referral Date       Date of Removal       Date of Adjudication       Edit         Medical       >       - | Visitation/Family Time | > |               |                         |                                       |                  |                    |                         |           |
| Medical >   Mental >   Review >   Anciliary Services >   Case Resolution >     Medical >     Danny Kinship Care   Danny Minship Care   Danny Minship Care   Previous 1     Next  | Education              | > | Child<br>Name | Child Placeme<br>Status | nt DH<br>Dat                          | S Referral<br>le | Date of<br>Removal | Date of<br>Adjudication | n Edit    |
| Mental     >     Danny<br>marg     Kinship Care     7/14/2021     8/6/2021     8/5/2021       Review     >       Anciliary Services     >       Case Resolution     >  | Medical                | > |               |                         |                                       |                  |                    |                         |           |
| Review     >     Showing 1 to 1 of 1 entries     Previous     1     Next       Anciliary Services     >           Case Resolution     >  | Mental                 | > | Danny<br>marg | Kinship Care            | 7/1                                   | 4/2021           | 8/6/2021           | 8/5/2021                | ľ         |
| Anciliary Services > Previous 1 Next   | Review                 | > | Chowing 1 to  | a 1 of 1 optrion        |                                       |                  |                    |                         |           |
| Case Resolution >  | Anciliary Services     | > | Showing 1 to  | o i oi i entries        |                                       | Previ            | ous 1 Nex          | t                       |           |
|  | Case Resolution        | > |               |                         |                                       |                  |                    |                         |           |
|  |                        |   |               |                         |                                       |                  |                    |                         |           |

On clicking "Child Case Activity", it opens to the below screen :

#### **Child Placement**

Under Child Placement, DIMS user can enter the details about where exactly the Child is sent to as a protective measure and other related info.

| Child Name*                         |         |                    |   |  |    |
|-------------------------------------|---------|--------------------|---|--|----|
| Select Child                        |         |                    | ~ |  |    |
|                                     |         |                    |   |  |    |
| Child Placement Status*             |         |                    |   |  |    |
| Select                              |         |                    | ~ |  |    |
| Select                              |         |                    |   |  |    |
| Foster Care                         |         |                    |   |  |    |
| Therapeutic Foster Care             |         |                    |   |  | () |
| Facility                            |         |                    |   |  |    |
| Group Home<br>Child remains at Home |         |                    |   |  |    |
| onid rending derionic               | LUU LUU |                    |   |  |    |
| Placement Start Date t              |         | Discoment End Date |   |  |    |
|                                     |         | Placement End Date |   |  |    |
|                                     |         |                    |   |  |    |
| Placement Type                      |         |                    |   |  |    |
| Select                              |         |                    | ~ |  |    |
| Placed with Siblings                |         |                    |   |  |    |
| Select                              |         |                    | ~ |  |    |
| Outcome of Adjudication             |         |                    |   |  |    |
| Type your text here.                |         |                    |   |  |    |
|                                     |         |                    |   |  |    |

## **Visitation Type**

DIMS users can go and further add the type of visits the Children have to undergo.

|  |  | Supervisor/Case Manager/Case Worker |
|--|--|-------------------------------------|
|  | Select   | Select                              |
| Date of visitation*                          | Select<br>Supervised – Non Clinical<br>Supervised – Clinical<br>Unsupervised | Service Provider                    |
| Notes/Recommendations<br>Type your text here |  |                                     |

#### **Add Education**

Details about child's education can be entered here.

| Add Education                                   | SAVE | ~ | CANCEL | × |  |
|---|------|---|--------|---|--|
| Children *                                      |      |   |        |   |  |
| Select Children                                 |      |   |        |   |  |
| Current Education Status*                       |      |   |        |   |  |
| Select 🗸  |      |   |        |   |  |
| Select           Pre School           In School |      |   |        |   |  |
| Out of School<br>Not Applicable                 |      |   |        |   |  |
|   |      |   |        |   |  |
|   |      |   |        |   |  |
|   |      |   |        |   |  |
|   |      |   |        |   |  |
|   |      |   |        |   |  |
|   |      |   |        |   |  |
|   |      |   |        |   |  |
|   |      |   |        |   |  |
|   |      |   |        |   |  |
|   |      |   |        |   |  |

#### **Case Resolution**

Can further add details about case resolution with respect to the participant's child under this tab.

| Case Resolution   | SAVI | - | CANCEL |  |
|---|------|---|--------|--|
| obildt  |      |   |        |  |
| Select Child  | ~    |   |        |  |
| Type*<br>Select   | ~    |   |        |  |
| Select<br>Reunification<br>Supplimental Petition for Termination of Parental Rights<br>Termination of Parental Rights<br>guardianship |      |   |        |  |
| Other<br>Comment<br>Type your text here   |      | J |        |  |
|   |      |   |        |  |
|   |      |   |        |  |
|   |      |   |        |  |
|   |      |   |        |  |

#### **Parental Education Classes**

DIMS provides users a tab to track all the education classes that the participants must have undergone.

| Callie Brown 🗸 🔶                          | , ♦ ≣ - ⊮ ♪.                  |
|---|-------------------------------|
| Accounting                                | Incentives                    |
| Affirmation                               | Journal                       |
| Ancillary Services and<br>Treatment Group | Medical Profile               |
| Analytics                                 | Parental Education<br>Classes |
| Associated or Related<br>Parties          | Phase Review                  |
| Child Case Activity                       | Program Assessment            |
| Community Service                         | Sanctions                     |
| Criminal Profile                          | Substance Use Testing         |
| Dashboard                                 | Task-Sheet                    |
| Discharge                                 | Level of Care in<br>Treatment |
| Documents                                 | Therapeutic Response          |
| Employment Profile                        |                               |

| Add Parental Education Classes   |              | SAVE      | ~ | CANCEL | ×            |
|--|--------------|-----------|---|--------|--------------|
| Type*  | Start Date * | End Date* |   |        |              |
| Select 🗸   |              |           |   |        | <b>(11</b> ) |
| Select<br>Select<br>Parenting Group<br>Seeking Saftety<br>CTE<br>Batterers Intervention<br>Anger management<br>Spiritual Program/Development<br>Cultural/Traditional Practices<br>Fatherhood/Motherhood is sacred<br>Other |              |           |   |        |              |
|  |              |           |   |        |              |

# **Veterans Court**

# **Managing Individual Case**

#### **Volunteer Veteran Mentor**

Veteran Mentors are added by going to the "Volunteer Veteran Mentor " option under the Individual dropdown.

|         | Harry Potter ∨ ←→                         | ♦ ≔ - ⊬ ↓.                    | **       |
|---------|---|-------------------------------|----------|
| a-1b45- | Accounting                                | Journal                       |          |
|         | Affirmation                               | Medical Profile               | Name     |
|         | Ancillary Services and<br>Treatment Group | Phase Review                  |          |
|         | Analytics                                 | Program Assessment            | 202      |
|         | Community Service                         | Sanctions                     | ace      |
|         | Criminal Profile                          | Substance Use Testing         |          |
|         | Dashboard                                 | Task-Sheet                    |          |
|         | Discharge                                 | Level of Care in<br>Treatment |          |
|         | Documents                                 | Therapeutic Response          | Primary) |
|         | Employment Profile                        | Volunteer Veteran             | 300000   |
|         | Incentives                                | Mentor                        |          |
|         | Years                                     | Ema                           | ail      |

| And it takes the | user to the screen | wherein they can go | o and add veteran | mentor details.    |
|------------------|--------------------|---------------------|-------------------|--------------------|
|                  |                    | minoronn anoy baing | o ana ada vocoran | intericer accartor |

| ow 10 🗸 e    | entries           |                   | Sea            | arch: |        |
|--------------|-------------------|-------------------|----------------|-------|--------|
| Name         | Branch of Service | Rank at discharge | Phone          | Edit  | Delete |
| Rob Downy    | Army              | 2nd Lieutenant    |                | I     | Ô      |
| Amy Pollock  | Airforce          |                   |                | I     |        |
| anbir kappor | Army              |                   |                | ľ     | Đ      |
| 3ill Rank    | Airforce          | Captain           | (349) 872-3597 | đ     | 创      |