



# SCALES

(Specialty Court Application & Legal Exchange System)

## USER GUIDE

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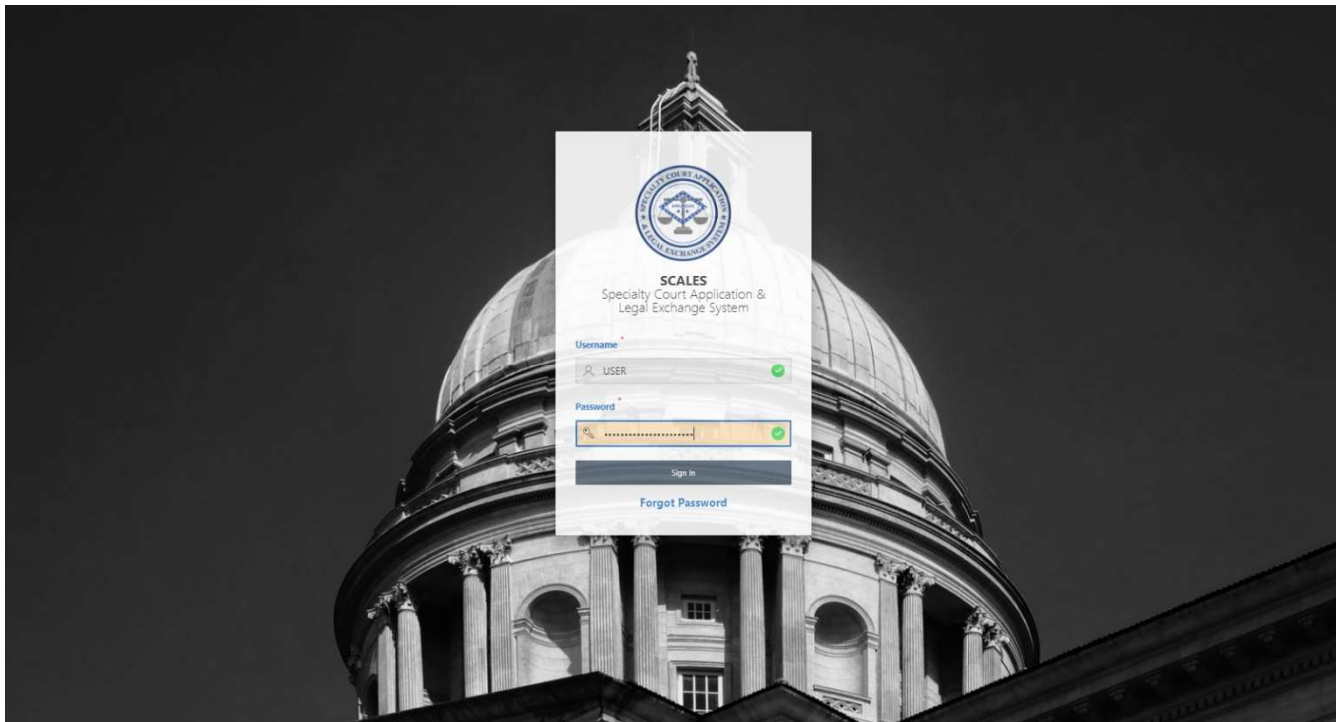
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## Application Access

SCALES is a web-based application that is compatible with multiple browsers. SCALES is not compatible with Internet Explorer.

To access SCALES, a request must be submitted to [specialtycourts@arcourts.gov](mailto:specialtycourts@arcourts.gov). Once access has been established, new users will receive the link to the SCALES login page, username, and password.

To login, enter USERNAME and PASSWORD then click Log In.

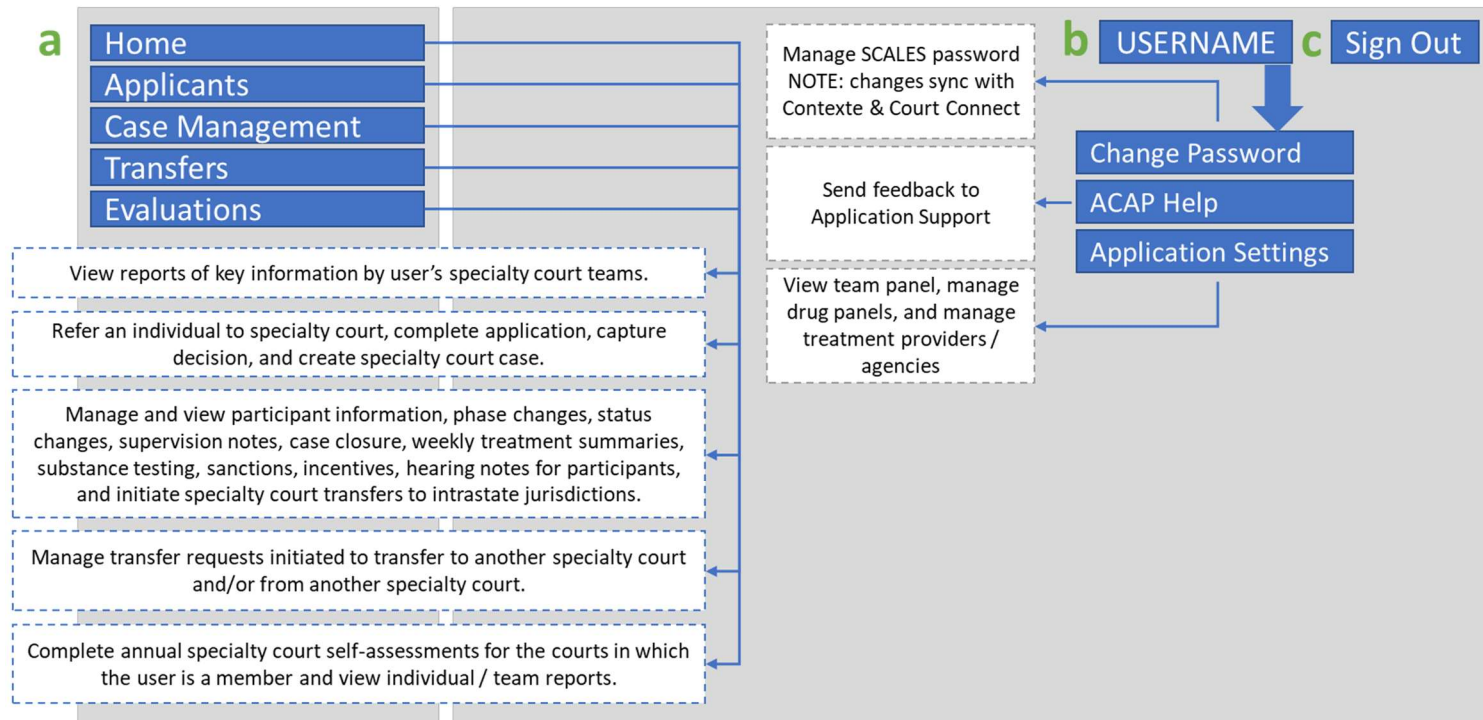


NOTE: Users may follow the Forgot Password link to reset password. SCALES credentials are synced with other court applications.

# Application Navigation

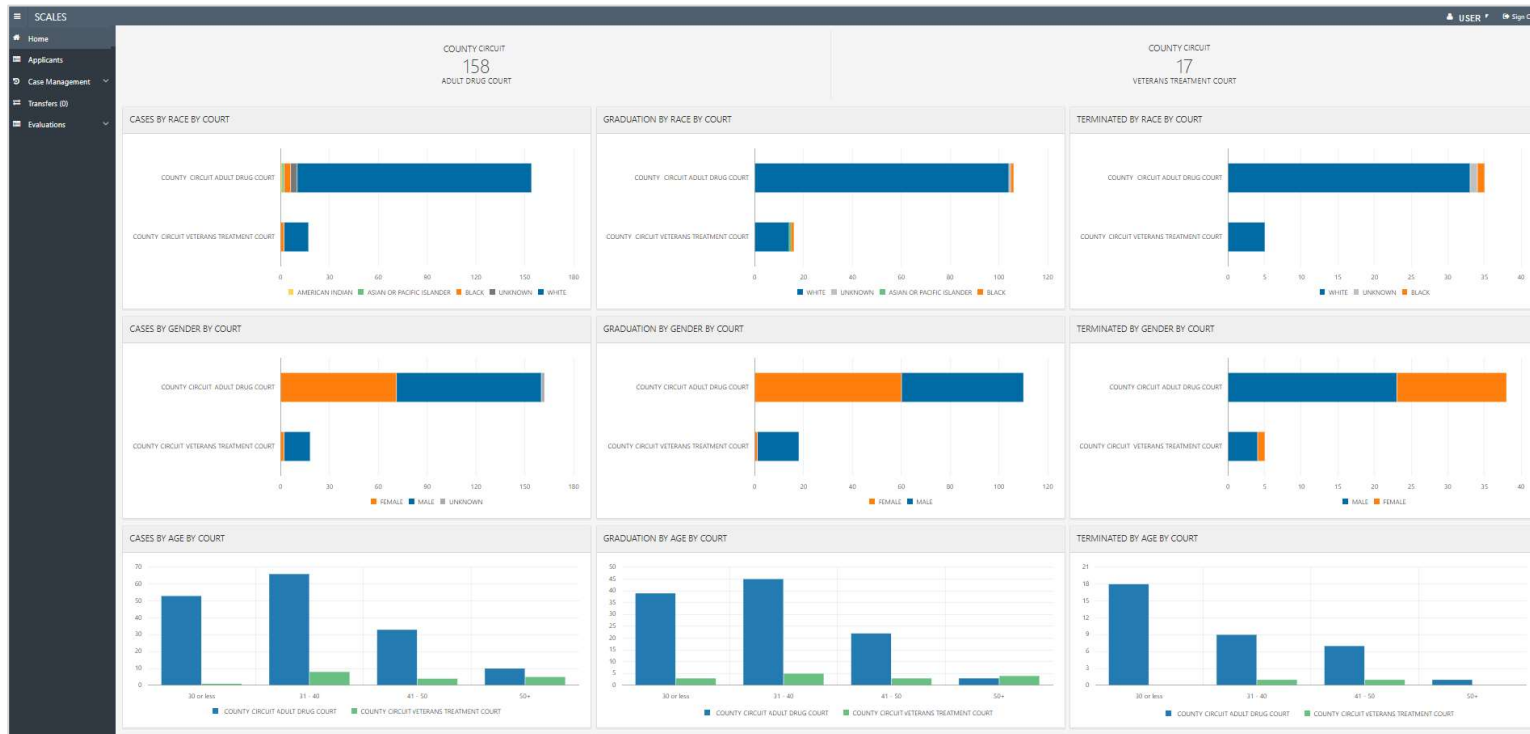
Below is a quick overview of how to navigate within the application.

- a. A navigation bar resides on the left side of the application.
- b. Application information and admin details may be accessed from the drop-down menu next to the username.
- c. User may securely exit the application by clicking Sign Out in the top right of the application.

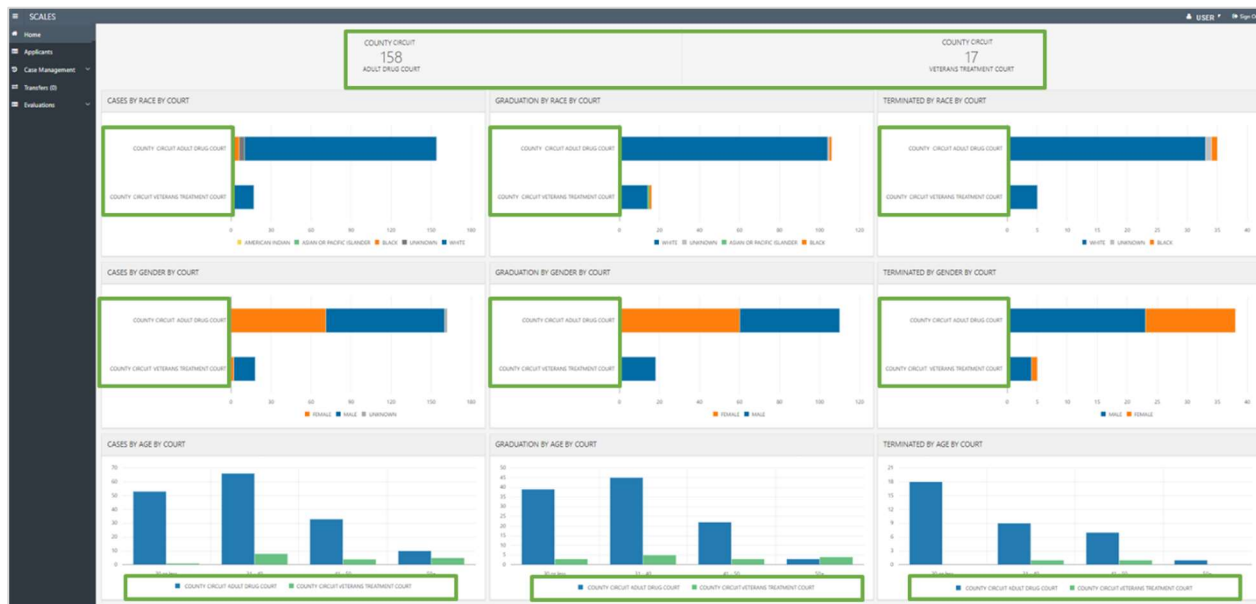


# Home Dashboard

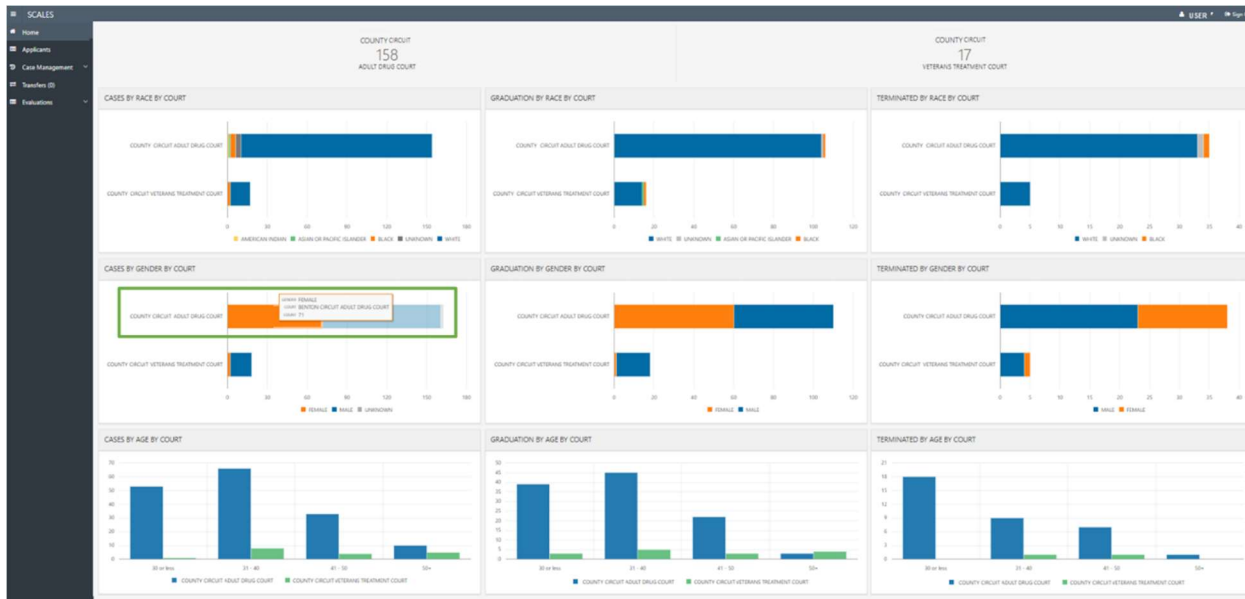
Upon login, users are navigated to the Home Dashboard which displays a snapshot of key information for each Specialty Court to which the user is a team member, based on security settings.



Each report is broken out by the Specialty Courts for which the user is a team member. Access to courts is controlled at the account security level. In this example, the user has access to two courts: County Adult Drug Court and County Veterans Treatment Court.

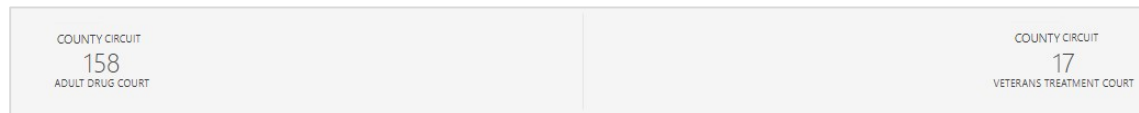


Users may hover over measures in the dashboard to view details.



### Active Cases

Within the dashboard, the top report displays the sum of active cases by county, location, and case type. Active cases are accepted specialty court cases where the participant’s PHASE is not set to GRADUATED, TERMINATED, OR TRANSFERRED.



### Equity and Inclusion

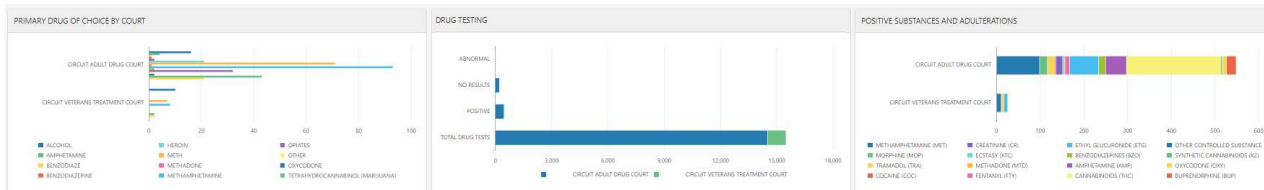
The next three sections report on participant demographics, RACE, GENDER, and AGE, for active cases, graduations, and terminations by county, location, and case type.





## Substances

The next section focuses on substances. The first chart reports on Primary Drug of Choice as captured in the participant’s application by county, location, and case type. The middle chart reports on Drug Testing by county, location, and case type. The last chart reports on Positive Substances and Adulterations.

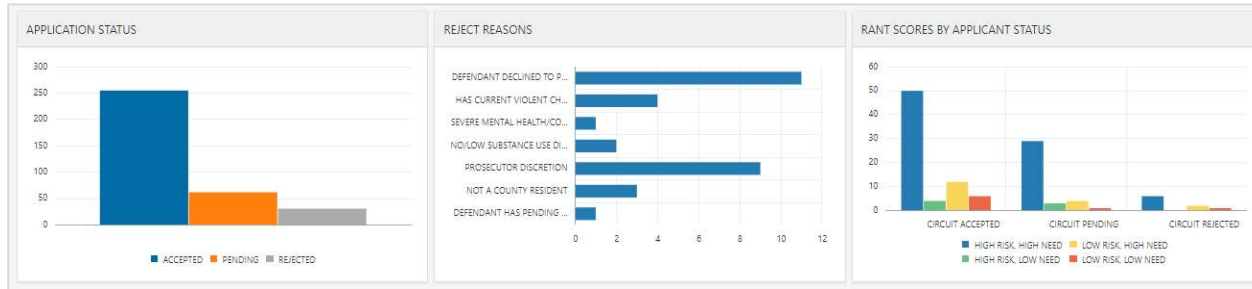


Rules for counting result types in the DRUG TESTING report:

<b>Drug Test Report</b>	
NO RESULTS	# of entries where RESULT equals N/A, REFUSED TEST, or NO SHOW
ABNORMAL	# of entries where at least one RESULT = 'ABNORMAL'
POSITIVE	# of entries where at least one RESULT = 'POSITIVE' (NOTE: POSITIVE BUT WITH PRESCRIPTION is not counted here)
TOTAL TESTS	# of entries regardless of RESULT

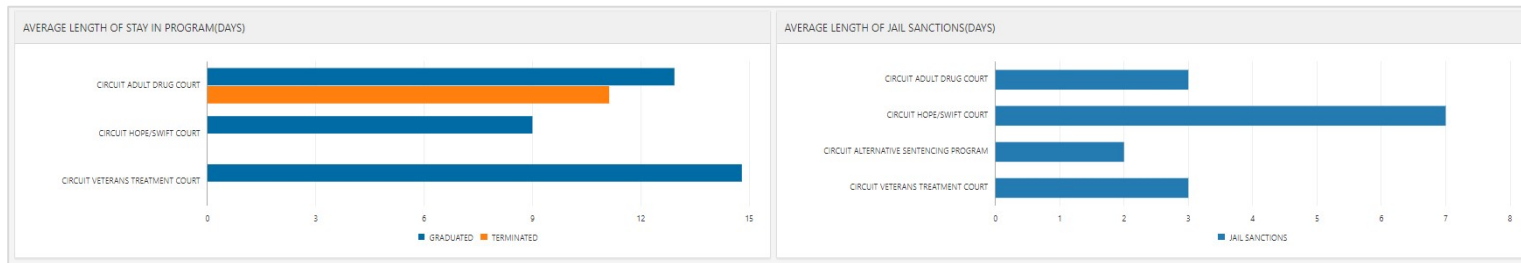
## Applications

This section reports on total applications by status, reject reasons for rejected applications, and RANT score by status.



## Averages

The last section reports on average length of stay in program and the average length of jail sanctions. The average length of stay in program for graduated and terminated cases is calculated based on the number of days from the first hearing date to the date of graduation/termination. The average length of jail sanctions is based on sanction selections across all cases.



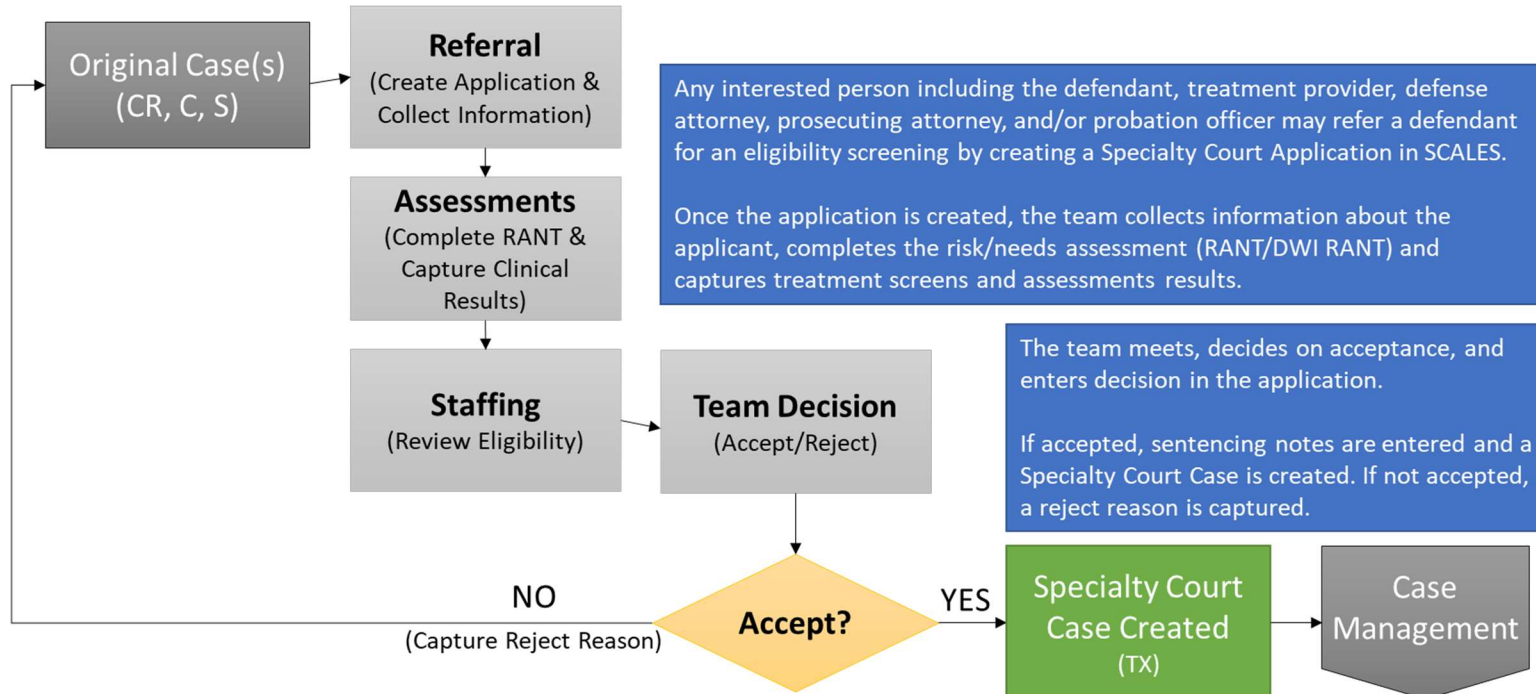
## Summary of Home Dashboard Reports

DASHBOARD REPORT	DESCRIPTION
ACTIVE CASES BY COURT	active cases (phase not GRADUATED, TERMINATED, or TRANSFERRED) by county/location/case type
CASES BY RACE BY COURT	race of active cases (phase not GRADUATED, TERMINATED, or TRANSFERRED) by county/location/case type
GRADUATES BY RACE BY COURT	race of graduated cases by county/location/case type

TERMINATIONS BY RACE BY COURT	race of terminated cases by county/location/case type
CASES BY GENDER BY COURT	gender of active cases (phase not GRADUATED, TERMINATED, or TRANSFERRED) by county/location/case type
GRADUATES BY GENDER BY COURT	gender of graduated by county/location/case type
TERMINATIONS BY GENDER BY COURT	gender of terminated by county/location/case type
CASES BY AGE BY COURT	age of active cases (phase not GRADUATED, TERMINATED, or TRANSFERRED) by county/location/case type
GRADUATES BY AGE BY COURT	age of graduated by county/location/case type
TERMINATIONS BY AGE BY COURT	age of terminated by county/location/case type
PRIMARY DRUG OF CHOICE BY COURT	primary drug(s) of choice at time of application by county/location/case type
DRUG TESTING	drug tests completed by county/location/case type
POSITIVE SUBSTANCES AND ADULTERATIONS	positive substances and adulterations by county/location/case type
APPLICATION STATUS	application status by county/location
REJECT REASONS	reject reasons by county/location for rejected applicants
RANT SCORES BY APPLICANT STATUS	rant scores by county/location for all applicants
RANT SCORES BY GRADUATION	rant scores by county/location/case type for graduates only
AVERAGE LENGTH OF STAY IN PROGRAM (DAYS)	average number of days in program by terms/grads by county/location/case type
AVERAGE LENGTH OF JAIL SACTIONS (DAYS)	average length of jail sanctions by days by county/location/case type

## Applicants

The Applicants dashboard allows users to create and manage referrals. Specifically, users may refer individuals to a specialty court, administer a RANT/DWI RANT assessment, capture and review data to determine eligibility, capture decision, and create specialty court cases.



## Applicants Dashboard

The Applicants dashboard has two sections. The top section is where users refer and individual to a specialty court. The bottom section is a report of all applications submitted to the specialty court(s) in which the user is a team member.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

Specialty Court Applicants

Refer Individual to a Specialty Court

Case ID  
 Search All

Go | 1 Primary Report | 0 Actions |

APPLICANT ID	NAME	REFERRING CASES	DATE CREATED	STATUS	SPC CASE ID	PRINT	CREATED BY	CASE TYPE
11106	BACON, CHRIS P	04CR-16-1075	04-09-2021	ACCEPTED	04TX-21-10		ADMIN34	ADULT DRUG COURT
11097	BARKER, BOB	04CR-17-1359, 04CR-17-1562, 04CR-17-1970, 72CR-15-496A	03-09-2021	ACCEPTED	04TX-21-4		STUDENT34	ADULT DRUG COURT
11095	BOURNE, STAR	04CR-16-1498	03-09-2021	ACCEPTED	04TX-21-2		STUDENT34	ADULT DRUG COURT
11102	BRYAN, BOBBY	04CR-18-465	03-29-2021	ACCEPTED	04TX-21-8		STUDENT34	ADULT DRUG COURT
11094	CANDY, BUCK	04CR-18-1646	03-09-2021	ACCEPTED	04TX-21-1		STUDENT34	HOPE/SWIFT COURT
11100	FISHBACK, HUGH	04CR-09-858, 04CR-18-9	03-12-2021	ACCEPTED	04TX-21-6		STUDENT34	DWI COURT
11101	HAMMER, MAE	04CR-17-274	03-26-2021	ACCEPTED	04TX-21-7		STUDENT34	ADULT DRUG COURT
11107	LYONS, LACY	04CR-17-14	04-15-2021	ACCEPTED	04TX-21-11		ADMIN34	DWI COURT
11103	ROACH, ISA	04CR-14-1373, 04CR-16-667	03-31-2021	ACCEPTED	04TX-21-9		STUDENT34	VETERANS TREATMENT COURT
11096	ROWE, CHANCE	04CR-17-1111	03-09-2021	ACCEPTED	04TX-21-3		STUDENT34	ADULT DRUG COURT
11098	SWEET, CANDY	04CR-18-2037, 14CR-14-216	03-09-2021	ACCEPTED	04TX-21-5		STUDENT34	ADULT DRUG COURT
11099	GERE, RICHARD	04CR-18-607	03-12-2021	PENDING			STUDENT34	
11093	TRULLUCK, JOHN	04CR-17-2112	03-09-2021	REJECTED			STUDENT34	

## Refer an Individual

To refer an individual to a specialty court, users may search by a referring case ID or search all criminal/traffic cases within the last 8 years (based on user security).

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

Specialty Court Applicants

Refer Individual to a Specialty Court

Case ID  
Search All

04CR-17-52

In this example we searched based on a referring case ID by  
 - selecting the Case ID option,  
 - entering the referring case ID in the text field then  
 - clicking search.

APPLICANT ID	NAME	REFERRING CASES
11106	BACON, CHRIS P	04CR-16-1075
11097	BARKER, BOB	04CR-17-1359, 04CR-17-1562, 04CR-17-1970, 72CR-15-496A
11095	BOURNE, STAR	04CR-16-1498
11102	BRYAN, BOBBY	04CR-18-465
11094	CANDY, BUCK	04CR-18-1646
11100	FISHBACK, HUGH	04CR-09-858, 04CR-18-9
11101	HAMMER, MAE	04CR-17-274
11107	LYONS, LACY	04CR-17-14
11103	ROACH, ISA	04CR-14-1373, 04CR-16-667
11096	ROWE, CHANCE	04CR-17-1111
11098	SWEET, CANDY	04CR-18-2037, 14CR-14-216
11099	GERE, RICHARD	04CR-18-607
11093	TRULUCK, JOHN	04CR-17-2112

The court database is searched, and the matching results displayed. Click the CASE ID (blue link) to initiate the referral.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

Q v | Go Actions v

CASE ID = '04CR-17-52'

CASE ID	ID	NAME
<a href="#">04CR-17-52</a>	@1168706	SUMMER DAY

A Refer Existing Case page opens with details from the selected case and defendant to confirm user intends to create a new application from referring case.

Refer Existing Case

**Warning:** This Page Will Create a Specialty Court Application for Case: 04CR-17-52

CASE ID 04CR-17-52

ID @1168706

NAME SUMMER DAY


DOB 04-09-1981

AGE 40

DL NUMBER

CHARGES POSSESS DRUG PARAPHERNALIA MANUFACTURE METH  
COCAINE.REVOCATION.FAIL TO APPEAR ON FELONY (FTA).FAIL TO APPEAR ON

Cancel Submit



To create the application, select **Submit**.

## New Application

The newly created application will open with *unique* Applicant ID, PENDING Application Status, Referral Date defaulted to current date, and Court and Location set based on the referring case, and Preliminary Prosecutor Approval set to NO.

The screenshot displays the 'Specialty Courts Referral Form' interface. At the top, a header bar contains the title and a user profile icon. Below this, a summary box lists key application details: Applicant ID (11109), Applicant Name (SUMMER DAY), Application Status (PENDING), Referral Date (04-26-2021), Court (BENTON), and Location (CIRCUIT). A 'Preliminary Prosecutor Approval' section shows a 'NO' selection. A navigation menu below the summary box includes 'Show All', 'Party Information', 'Referring Cases', 'Assessments', 'Substance Use', 'Additional Notes', 'Court Type', and 'Team Decision'. The 'Party Information' section is active, showing fields for Name Information (FIRST NAME, LAST NAME: DAY), DOB, RACE (WHITE), HEIGHT, WEIGHT, GENDER (FEMALE), EYE COLOR, and HAIR COLOR. A blue text box is overlaid on the form, stating: 'Users will complete sections of the application. User can scroll through the full application when Show All is selected or select the section headers to navigate within the application.'

## Party Information

The Party Information section is pre-populated with information from the court database, such as name, demographic information, and address. The pre-populated data is not editable as it is a snapshot of the case and party information in the court database related to the referring case.



SPC Referral

### Specialty Courts Referral Form

Applicant ID: 11109      Applicant Name: SUMMER DAY  
 Application Status: PENDING      Referral Date: 04-26-2021  
 Court: BENTON      Location: CIRCUIT  
 Preliminary Prosecutor Approval:  YES  NO

Show All: **Party Information** | Referring Cases | Assessments | Substance Use | Additional Notes | Court Type | Team Decision

Matching Party Info: @1168706 - SUMMER DAY

Name Information

PARTY ID: @1168706

FIRST NAME: SUMMER      MI:      LAST NAME: DAY

DOB: [REDACTED]      RACE: WHITE

HEIGHT:      WEIGHT:      GENDER: FEMALE

EYE COLOR:      HAIR COLOR:

Within Party Information, a Profile Photo is required to be uploaded before RANT can be completed and a decision can be captured.

SPC Referral

### Specialty Courts Referral Form

Applicant ID: 11109      Applicant Name: SUMMER DAY  
 Application Status: PENDING      Referral Date: 04-26-2021  
 Court: BENTON      Location: CIRCUIT  
 Preliminary Prosecutor Approval:  YES  NO

Show All: Party Information | **Referring Cases** | Assessments | Substance Use | Additional Notes | Court Type | Team Decision

Profile Photo      Additional Party Information

Choose File | No file chosen

eOMIS PID: [REDACTED]

REFERRAL SOURCE: [REDACTED]  
 MARITAL STATUS: [REDACTED]  
 EMPLOYMENT: [REDACTED]  
 VETERAN:  YES  NO  
 SEX OFFENSE:  YES  NO  
 PROBATION/PAROLE:  YES  NO  
 SUBSTANCE USE TREATMENT:  YES  NO

**Profile Photo Guidance:** Photograph defendant in a front-view position from mid-torso to top of head. Background should be white or light blue and clear of disturbances.

Select and upload a Profile Photo. Photos can only be updated while application is in pending status.

SAVE

\* Required for reporting and analytical purposes.

Within Party Information, Additional Party Information is required to be completed before RANT may be completed or a decision captured.

SPC Referral

## Specialty Courts Referral Form

🔒

Applicant ID: 11109      Applicant Name: SUMMER DAY

Application Status: PENDING      Referral Date: 04-26-2021

Court: BENTON      Location: CIRCUIT

Preliminary Prosecutor Approval:  YES  NO

Show All | Party Information | Referring Cases | Assessments | Substance Use | Additional Notes | Court Type | Team Decision

Profile Photo:  No file chosen

Additional Party Information

eOMIS PID:

ETHNICITY:

EDUCATION:

CURRENT RESIDENT:  YES  NO

VIOLENT OFFENSES:  YES  NO ⓘ

ACTIVE WARRANT:  YES  NO

MENTAL HEALTH TREATMENT:  YES  NO

REFERRAL SOURCE:

MARITAL STATUS:

EMPLOYMENT:

VETERAN:  YES  NO

SEX OFFENSE:  YES  NO ⓘ

and analytical purposes.

To view the question being asked in the bottom section, hover over the YES/NO.

Click SAVE once all questions have been completed. All fields are required except eOMIS PID.

NOTE: When PROBATION/PAROLE is YES, the eOMIS PID value is required.

## Referring Cases

The Referring Cases section displays criminal cases where the applicant is a defendant so that other cases may be selected as referring cases.

	CASE ID	CASE DESCRIPTION	INITIAL FILING	CASE TYPE	STATUS
<input checked="" type="checkbox"/>	04CR-17-52	STATE VS SUMMER DAY	01-09-2017	FELONY	REOPEN
<input type="checkbox"/>	04CR-17-1178	STATE VS SUMMER DAY	06-20-2017	FELONY	REOPEN
<input type="checkbox"/>	04CR-18-1806	STATE VS SUMMER DAY	08-22-2018	FELONY	OPEN

The case used to create the application is automatically selected. To add additional cases, click the box next to the case ID.

## Assessments

The Assessments section captures all assessments and/or screening tools completed on the applicant to facilitate team decision.

RANT

OTHER

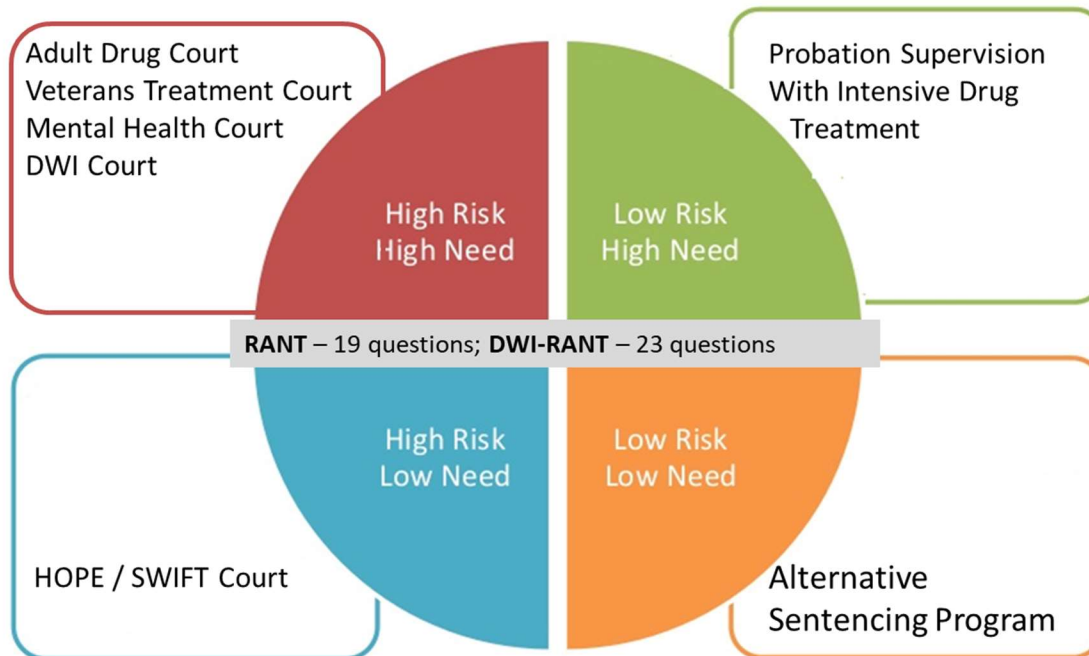
RANT by Public Health Management Corporation (PHMC)

A RANT or DWI RANT assessment is required to be completed for each applicant to identify eligibility based on risk and need.

The RANT/DWI RANT, by Public Health Management Corporation, PHMC, is built into SCALES. Users complete the assessment (19 questions for RANT and 23 for DWI RANT) then submit for scoring. A score from one of the following four quadrants is returned.

### **Risk and Needs Triage Quadrants**

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Source: Treatment Research Institute RANT® tool

The best target audience for each specialty court type is noted.

Click RANT (or DWI RANT for DWI court) to open the assessment.

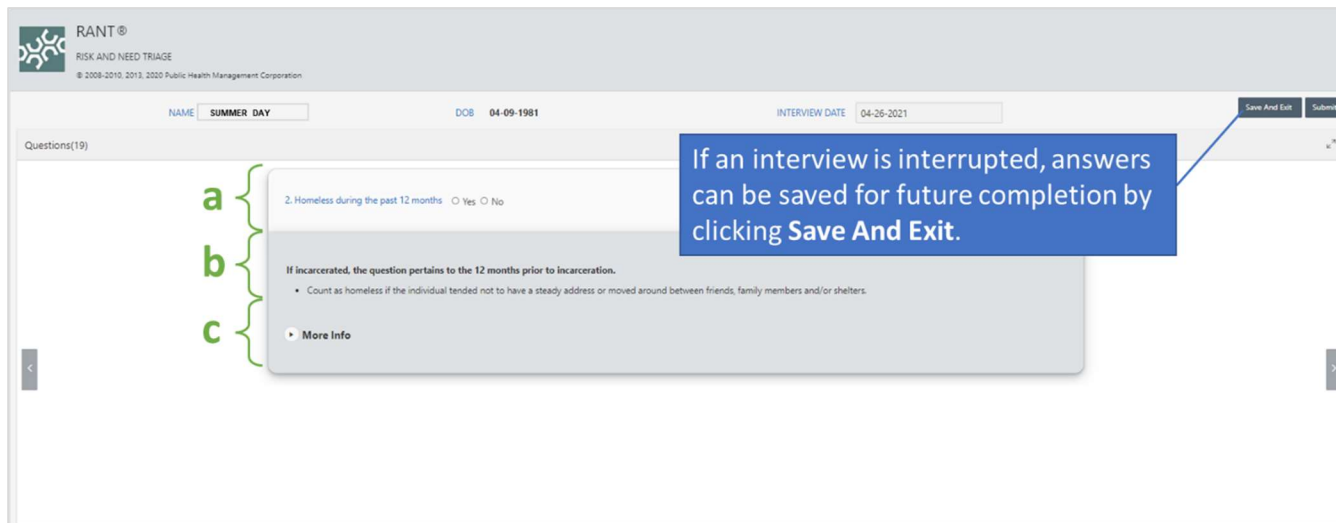
The screenshot shows the 'Specialty Courts Referral Form' interface. At the top, it displays 'SPC Referral' and 'Specialty Courts Referral Form'. Below this, there are fields for 'Applicant ID' (11109), 'Applicant Name' (SUMMER DAY), 'Application Status' (PENDING), 'Referral Date' (04-26-2021), 'Court' (BENTON), and 'Location' (CIRCUIT). There is also a 'Preliminary Prosecutor Approval' section with radio buttons for 'YES' and 'NO'. A navigation bar includes 'Show All', 'Party Information', 'Referring Cases', 'Assessments', 'Substance Use', 'Additional Notes', 'Court Type', and 'Team Decision'. The 'Assessments' section is active, showing a 'RANT' button with a green arrow pointing to it, and an 'OTHER' section below it.

Once opened, the applicant's name and DOB displays at the top. Interview Date defaults to the current date but can be backdated if paper interview was given on an earlier date.

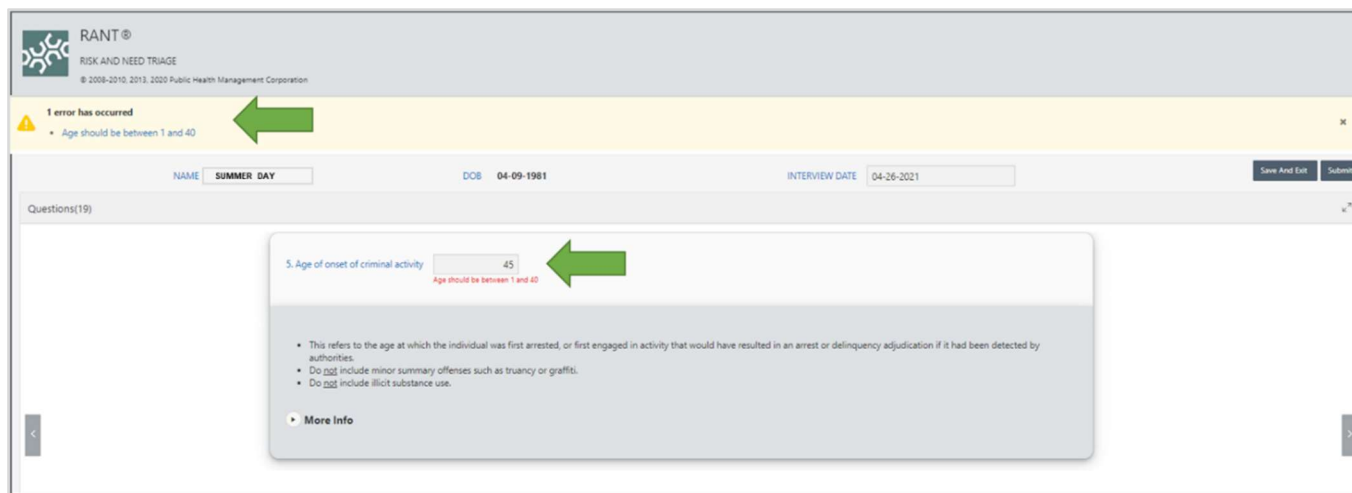
The screenshot shows the RANT assessment interface. At the top left, there is a logo for 'RANT® RISK AND NEED TRIAGE' and copyright information. Below the logo, there are fields for 'NAME' (SUMMER DAY), 'DOB' (04-09-1981), and 'INTERVIEW DATE' (04-26-2021). There are 'Save And Exit' and 'Submit' buttons. The main content area is titled 'Questions(19)' and shows a question '1. Current Age' with the value '40'. A blue callout box points to the 'Questions(19)' header and contains the text: 'RANT has 19 questions. DWI RANT has 23. All questions require an answer before the assessment can be submitted for scoring.' Another blue callout box points to the left and right navigation arrows at the bottom of the question list and contains the text: 'Navigate through the questions by clicking these arrows.'

Each question has three parts:

- a - **Question** with answer format
- b - **Coding Rules** to guide interviewer to capture the most accurate answers
- c - **More Info** section with details on how this question informs results



Data validation rules run each time the Save and Exit or Submit option is clicked. If there are invalid responses based on data rules, a banner alerting those errors is displayed at the top. User may click through the links to be taken to the question with invalid data.



Once data has been corrected and user selects Save and Exit, user is returned to the application. A row is added to the RANT/DWI RANT report with details of the incomplete assessment.

The screenshot displays the 'Specialty Courts Referral Form' interface. At the top, it shows fields for Applicant ID (11109), Applicant Name (SUMMER DAY), Application Status (PENDING), Referral Date (04-26-2021), Court (BENTON), and Location (CIRCUIT). Below these are tabs for 'Assessments', 'Substance Use', 'Additional Notes', 'Court Type', and 'Team Decision'. A table under the 'Assessments' tab shows a single RANT entry with the following data:

INTERVIEW DATE	END DATE	ASSESSMENT	STATUS	SCORE	USER ID	ACTIVITY DATE
04-26-2021	-	RANT	INCOMPLETE			04-26-2021

A green arrow points to the 'INTERVIEW DATE' cell. A blue callout box with white text says: 'To go back into and complete the interview, click on the RANT Incomplete button.' A yellow button labeled 'RANT Incomplete' with a plus sign is located to the right of the table row.

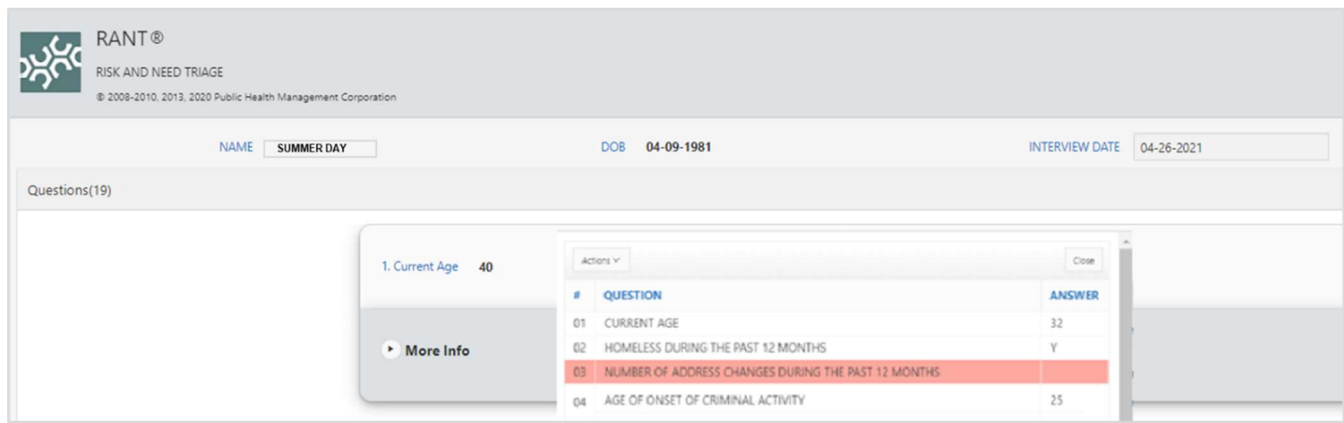
When all answers are entered, click Submit.

The screenshot shows the RANT assessment completion screen. At the top left is the RANT logo and 'RISK AND NEED TRIAGE'. Below it is the copyright notice: '© 2008-2010, 2013, 2020 Public Health Management Corporation'. The form displays fields for NAME (SUMMER DAY), DOB (04-09-1981), and INTERVIEW DATE (04-26-2021). On the right side, there are two buttons: 'Save And Exit' and 'Submit'. A green arrow points to the 'Submit' button. Below the form, there is a section for 'Questions (19)' with a sample question: '1. Current Age 40' and a 'More Info' link.

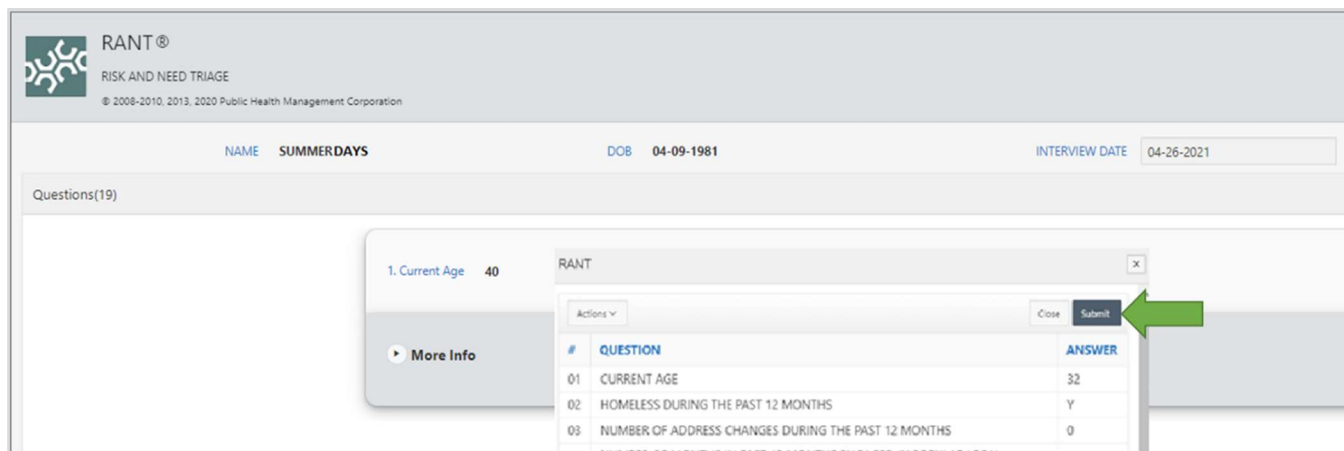




An answer review page will pop up. The assessment cannot be submitted for scoring if any of the answers contain invalid data and/or are blank. Questions with problematic and/or missing data are highlighted. Close the review page, correct errors, then click Submit.



If all questions have valid responses, the Submit button will be displayed. Click to run the RANT algorithm.



A RANT report will be displayed with the score results and any risk and/or need factors identified.

**GENERAL INFORMATION : SUMMER DAYS**

NAME: SUMMER DAY  
 DOB: 04-09-1981  
 AGE: 40  
 RACE: WHITE  
 ETHNICITY: NOT HISPANIC OR LATINO  
 SEX: FEMALE

REFERRED BY: DEFENSE ATTORNEY  
 REFERRAL DATE: 04-26-2021  
 EVALUATED BY: PROBATION34  
 EVALUATION DATE: 04-26-2021

**REFERRING CASES**

CASE ID	CASE DESCRIPTION	CASE TYPE
04CR-17-52	STATE V SUMMER DAY	FELONY

**RESULTS**

RANT	HIGH RISK	LOW RISK
HIGH NEED	X	
LOW NEED		

This individual was classified as **HIGH RISK** and **HIGH NEED**. Such individuals typically require a combination of services involving intensive treatment, close monitoring, and accountability for their actions.

The following **RISK** factors were identified:

RISK FACTORS

**Callouts:**  
 - To return to the application, click Back.  
 - To print and/or save the report to PDF, click Print

Within the application assessments section, the summary row is updated with details including the score. The RANT/DWI RANT report is stored within the application and can be accessed at any time by clicking the APPLICANT ID link to the left of the assessment.

SPC Referral

Specialty Courts Referral Form

Applicant ID: 11109  
 Application Status: PENDING  
 Court: BENTON  
 Preliminary Prosecutor Approval: YES NO

Applicant Name: SUMMER DAY  
 Referral Date: 04-26-2021  
 Location: CIRCUIT

Assessments

APPLICANT ID	INTERVIEW DATE	END DATE	ASSESSMENT	STATUS	SCORE	USER ID	ACTIVITY DATE
<a href="#">11109</a>	04-26-2021	04-26-2021	RANT	COMPLETE	HIGH RISK, HIGH NEED	PROBATION34	04-26-2021

**Callout:** Green arrow pointing to the Applicant ID link (11109).

## Other Assessments

Additionally, at least one clinical assessment (TCU5, ASI SEVERITY, etc.) is required for each applicant. The results from all additional risk/needs assessments (ARORA, CARS, ORAS) also need to be captured. To capture these results, Click + in the Assessments Section of the application.



SPC Referral

### Specialty Courts Referral Form

Applicant ID: 11109      Applicant Name: SUMMER DAY  
Application Status: PENDING      Referral Date: 04-26-2021  
Court: BENTON      Location: CIRCUIT  
Preliminary Prosecutor Approval:  YES  NO

Show All   Party Information   Referring Cases   **Assessments**   Substance Use   Additional Notes   Court Type   Team Decision

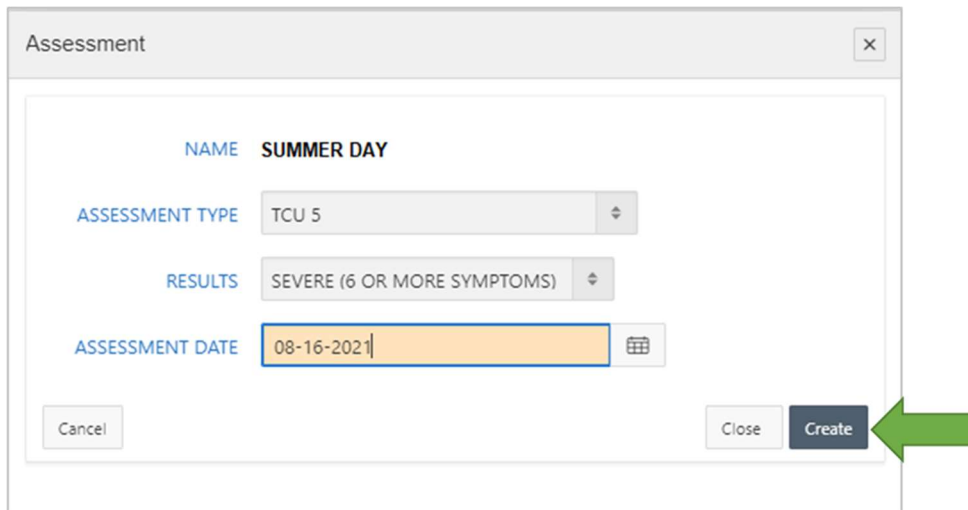
Assessments +

RANT

APPLICANT ID	INTERVIEW DATE	END DATE	ASSESSMENT	STATUS	SCORE	USER ID	ACTIVITY DATE
11109	04-26-2021	04-26-2021	RANT	COMPLETE	HIGH RISK, HIGH NEED	PROBATION34	04-26-2021

OTHER

Complete the page then click Create to capture required details for each assessment.



Assessment

NAME: SUMMER DAY

ASSESSMENT TYPE: TCU 5

RESULTS: SEVERE (6 OR MORE SYMPTOMS)

ASSESSMENT DATE: 08-16-2021

Buttons: Cancel, Close, **Create**

Results from all other assessments entered display in the OTHER section of Assessments.

SPC Referral

### Specialty Courts Referral Form

Applicant ID: 11109      Applicant Name: SUMMER DAY  
Application Status: PENDING      Referral Date: 04-26-2021  
Court: BENTON      Location: CIRCUIT  
Preliminary Prosecutor Approval:  YES  NO

Show All   Party Information   Referring Cases   Assessments   Substance Use   Additional Notes   Court Type   Team Decision

Assessments +

RANT

APPLICANT ID	INTERVIEW DATE	END DATE	ASSESSMENT	STATUS	SCORE	USER ID	ACTIVITY DATE
11109	04-26-2021	04-26-2021	RANT	COMPLETE	HIGH RISK, HIGH NEED	PROBATION34	04-26-2021

OTHER

APPLICANT ID	ASSESSMENT	ASSESSMENT DATE	RESULTS	USER ID	ACTIVITY DATE
11109	TCU 5	04-29-2021	SEVERE (6 OR MORE SYMPTOMS)	PROBATION34	04-26-2021



## Substance Use

At least one Primary substance is required for each Adult Drug Court and DWI Court applicant. Click + in the Substance Use Section of the application to add a primary and/or secondary substance.


SPC Referral

### Specialty Courts Referral Form

Applicant ID: 11109      Applicant Name: SUMMER DAY  
Application Status: PENDING      Referral Date: 04-26-2021  
Court: BENTON      Location: CIRCUIT  
Preliminary Prosecutor Approval:  YES  NO

Show All   Party Information   Referring Cases   Assessments   Substance Use   Additional Notes   Court Type   Team Decision

Substance Use +



Complete the modal page and click Create to add required details for each substance used by applicant.

Modal form titled "Add Substance" with the following fields:

- NAME: SUMMER DAY
- SUBSTANCE: ALCOHOL (ETOH)
- USAGE TYPE: PRIMARY
- FREQUENCY: 5-6 TIMES PER WEEK

Buttons: Cancel, Create (indicated by a green arrow).

A summary row for each substance entered is added to the application.

Specialty Courts Referral Form

Applicant ID: 11109 | Applicant Name: SUMMER DAY  
Application Status: PENDING | Referral Date: 04-26-2021  
Court: BENTON | Location: CIRCUIT  
Preliminary Prosecutor Approval: YES NO

Substance Use

APPLICANT ID	SUBSTANCE	USAGE	FREQUENCY	USER ID	ACTIVITY DATE
11109	ALCOHOL	PRIMARY	5-6 TIMES PER WEEK	PROBATION34	04-26-2021
11109	THC	SECONDARY	1-2 TIMES PER WEEK	PROBATION34	04-26-2021

1 - 2

NOTE: All primary and/or secondary substances need to be captured in the application.

### Additional Notes

Additional notes are optional and meant to allow the team a place to communicate and collaborate. Click + in the Additional Notes Section of the application to add a note


SPC Referral

### Specialty Courts Referral Form

Applicant ID: 11109      Applicant Name: SUMMER DAY  
 Application Status: PENDING      Referral Date: 04-26-2021  
 Court: BENTON      Location: CIRCUIT  
 Preliminary Prosecutor Approval:  YES  NO

Show All   Party Information   Referring Cases   Assessments   Substance Use   **Additional Notes**   Court Type   Team Decision


Additional Notes +



Complete the modal page, then click Create to add note.

Adding Applicant Notes

NAME: SUMMER DAY  
 PARTY TYPE: TREATMENT PROVIDER  
 NOTES: SCHEDULED CLINICAL ASSESSMENT FOR 04/28/21 AT 2 PM.



The note will be displayed in the Additional Notes section for all team members to see.

SPC Referral

### Specialty Courts Referral Form


Applicant ID: 11109      Applicant Name: SUMMER DAY  
 Application Status: PENDING      Referral Date: 04-26-2021  
 Court: BENTON      Location: CIRCUIT  
 Preliminary Prosecutor Approval:  YES  NO

Show All   Party Information   Referring Cases   Assessments   Substance Use   **Additional Notes**   Court Type   Team Decision

Additional Notes +

ROLE	NOTES	USER ID	ACTIVITY DATE
ADMINISTRATOR / ADMINISTRATRIX	SCHEDULED CLINICAL ASSESSMENT FOR 04/28/21 AT 2 PM.	PROBATION34	04-26-2021

1-1



**Additional Notes Examples:**

- Coordinator: Defendant is scheduled to observe program on 01/10/22. Status review hearing to follow.
- Probation Officer: Defendant is scheduled for risk/need assessment on 01/13/22.

- Coordinator: Defendant provided proof of quarantine from 01/12/22 – 01/22/22. Assessments need to be rescheduled.

## Court Type

A Court Type must be selected prior to capturing team decision.

The screenshot shows the 'Specialty Courts Referral Form' with the following details:

- Applicant ID: 11109
- Application Status: PENDING
- Court: BENTON
- Preliminary Prosecutor Approval: YES (selected), NO
- Applicant Name: SUMMER DAY
- Referral Date: 04-26-2021
- Location: CIRCUIT

The navigation tabs are: Show All, Party Information, Referring Cases, Assessments, Substance Use, Additional Notes, **Court Type**, and Team Decision. The 'Court Type' tab is highlighted with a green box. Below the tabs, the 'Court Type' section lists several options, with a green arrow pointing to the first option:

- SPECIALTY COURT TYPE  ADULT DRUG COURT (HIGH RISK/HIGH NEED)
- VETERANS TREATMENT COURT (HIGH RISK/HIGH NEED)
- MENTAL HEALTH COURT (HIGH RISK/HIGH NEED)
- DWI COURT (HIGH RISK/HIGH NEED)
- HOPE/SWIFT COURT (HIGH RISK/LOW NEED)
- ALTERNATIVE SENTENCING PROGRAM (LOW RISK/LOW NEED)

## Team Decision

Once all required data has been captured in the application, staffing meeting has been held, a decision has been made, and the hearing has been held, the decision may be captured. Click the decision button in the Team Decision section of the application.

The screenshot shows the 'Specialty Courts Referral Form' with the following details:

- Applicant ID: 11109
- Application Status: PENDING
- Court: BENTON
- Preliminary Prosecutor Approval: YES (selected), NO
- Applicant Name: SUMMER DAY
- Referral Date: 04-26-2021
- Location: CIRCUIT

The navigation tabs are: Show All, Party Information, Referring Cases, Assessments, Substance Use, Additional Notes, Court Type, and **Team Decision**. The 'Team Decision' tab is highlighted with a green box. In the bottom right corner of the 'Team Decision' section, there is a green arrow pointing to a button with a blue icon.



## Accept Applicant

If the applicant is accepted into Specialty Court,

- a. Complete the Docket Notes modal page information
- b. Select Accept
- c. Enter sentencing notes

then click Save.

**a**

NAME SUMMER DAY

STAFFING  YES  NO

HEARING DATE 04-26-2021

NEXT HEARING DATE 05-03-2021

TEAM PRESENT

- TREATMENT34 (TRMT)
- DEFENSE34 (APD)
- PROSECUTION34 (APA)
- PROBATION
- ADMIN34 (ADMIN)
- STUDENT34 (OTHR)

**b** Accept Reject

SENTENCING NOTES

**c**

Save

All members of the team are defaulted to present for staffing and hearing. Click the checks next to the members who are not present for staffing and/or hearing.

## Sentencing Notes Example

On August 1, 2021, defendant, Summer Day, was sentenced to 16 months probation for Possession of Controlled Substance (Felony-C). Day was ordered to pay \$500 fines, \$250 DNA testing fee, \$20 booking fee, \$150 court costs, \$125 drug crime fee, and \$150 public defender fee. Day was ordered to complete Drug Court.

Once decision is captured, user is returned to the Applicants dashboard. Banner message will confirm applicant decision was captured. Application STATUS is updated with decision, in this example ACCEPTED. Once accepted, a Specialty Court Case (TX) is created, in this example 04TX-21-1. The accepted case will also be available in the Case Management dashboard.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

Specialty Court Applicants

Refer Individual to a Specialty Court

○ Case ID  
○ Search All

Search

Go Actions

Download Excel

APPLICANT ID	NAME	REFERRING CASES	DATE CREATED	STATUS	SPC CASE ID	PRINT	CREATED BY	CASE TYPE
11106	BACON, CHRIS P	04CR-16-1075	04-09-2021	ACCEPTED	04TX-21-10		ADMIN34	ADULT DRUG COURT
11097	BARKER, BOB	04CR-17-1359, 04CR-17-1562, 04CR-17-1970, 72CR-15-496A	03-09-2021	ACCEPTED	04TX-21-4		STUDENT34	ADULT DRUG COURT
11095	BOURNE, STAR	04CR-16-1498	03-09-2021	ACCEPTED	04TX-21-2		STUDENT34	ADULT DRUG COURT
11102	BRYAN, BOBBY	04CR-18-465	03-29-2021	ACCEPTED	04TX-21-8		STUDENT34	ADULT DRUG COURT
11094	CANDY, BUCK	04CR-18-1646	03-09-2021	ACCEPTED	04TX-21-1		STUDENT34	HOPE/SWIFT COURT
11109	DAY, SUMMER	04CR-17-52	04-26-2021	ACCEPTED	04TX-21-12		ADMIN34	ADULT DRUG COURT
11099	GERE, RICHARD	04CR-18-607	03-12-2021	PENDING			STUDENT34	
11093	TRULLUCK, JOHN	04CR-17-2112	03-09-2021	REJECTED			STUDENT34	

### Edit PENDING Application

To access applicant data regardless of status, click APPLICANT ID link. Those still in PENDING status can be edited by all team members until a decision is captured.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

Specialty Court Applicants

Refer Individual to a Specialty Court

○ Case ID  
○ Search All

Search

Go Actions

Download Excel

APPLICANT ID	NAME	REFERRING CASES	DATE CREATED	STATUS	SPC CASE ID	PRINT	CREATED BY	CASE TYPE
11106	BACON, CHRIS P	04CR-16-1075	04-09-2021	ACCEPTED	04TX-21-10		ADMIN34	ADULT DRUG COURT
11097	BARKER, BOB	04CR-17-1359, 04CR-17-1562, 04CR-17-1970, 72CR-15-496A	03-09-2021	ACCEPTED	04TX-21-4		STUDENT34	ADULT DRUG COURT
11095	BOURNE, STAR	04CR-16-1498	03-09-2021	ACCEPTED	04TX-21-2		STUDENT34	ADULT DRUG COURT
11102	BRYAN, BOBBY	04CR-18-465	03-29-2021	ACCEPTED	04TX-21-8		STUDENT34	ADULT DRUG COURT
11094	CANDY, BUCK	04CR-18-1646	03-09-2021	ACCEPTED	04TX-21-1		STUDENT34	HOPE/SWIFT COURT
11109	DAY, SUMMER	04CR-17-52	04-26-2021	ACCEPTED	04TX-21-12		ADMIN34	ADULT DRUG COURT
11099	GERE, RICHARD	04CR-18-607	03-12-2021	PENDING			STUDENT34	
11093	TRULLUCK, JOHN	04CR-17-2112	03-09-2021	REJECTED			STUDENT34	

## Reject Application

If the applicant was not accepted into a Specialty Court, after clicking the decision button within the application,

- a. Complete the Docket Notes information section
- b. Select Reject
- c. Select the reject reason from the drop-down box

then click Save.

**a**

NAME RICHARD GERE

STAFFING  YES  NO

HEARING DATE 04-26-2021

NEXT HEARING DATE

TEAM PRESENT

- TREATMENT34 (TRMT)
- PROBATION34 (PRO)
- JUDGE34 (J)
- DEFENSE34 (APD)
- ADMIN34 (ADMN)
- STUDENT34 (OTHR)
- PROSECUTION34 (APA)

**b**

Accept Reject

**c**

REASON

- APPLICATION CREATED IN ERROR
- DEFENDANT DECLINED TO PARTICIPATE**
- DEFENDANT HAS PENDING CRIMINAL CHARGES ELSEWHERE
- HAS CURRENT SEXUAL CHARGE(S)/PRIOR SEXUAL CONVICTION(S)
- HAS CURRENT VIOLENT CHARGE(S)/PRIOR VIOLENT CONVICTION(S)
- JUDGE DISCRETION
- LOW RISK OR LOW NEED

Save

All members of the team are defaulted to present for staffing and hearing. Click the checks next to the members who are not present for staffing and/or hearing.

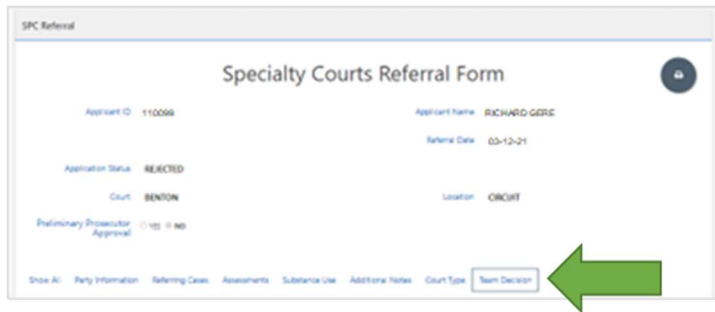
NOTE: Team members listed for TEAM PRESENT are read from the SPC Team Panel settings. If changes need to be made to the team, please contact [acap.help@arcourts.gov](mailto:acap.help@arcourts.gov).

Once Save is selected, the application status will be set to REJECTED on the Applicants Dashboard report.

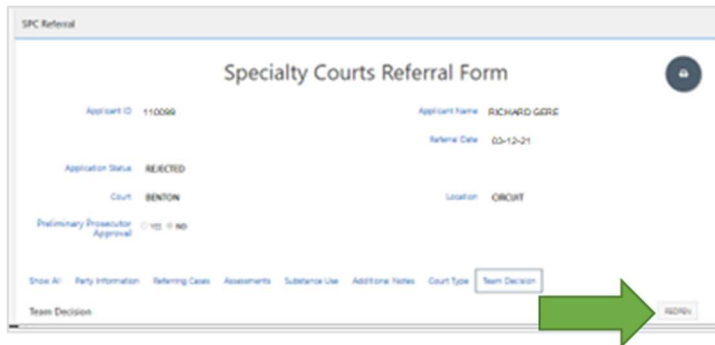
Reset a REJECTED application to PENDING status

Users may reset a previously rejected application to PENDING status. From the Applicants dashboard, click the APPLICANT ID to open the application.

Click Team Decision.



Click Reopen.



Select the PARTY TYPE requesting the change, add NOTES, then click Reopen.

Adding Applicant Notes

NAME RICHARD GERE

PARTY TYPE [dropdown]

NOTES [text area]

Cancel Reopen

Applicant's status will be reset to PENDING, a note (Applicant Reopened on MM-DD-YYYY) will be added to the application row on the Applicants dashboard.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

Specialty Court Applicants

Refer Individual to a Specialty Court

Case ID Search All Search

Go 1 Primary Report Actions Download Excel

APPLICANT ID	NAME	REFERRING CASES	DATE CREATED	STATUS	SPC CASE ID	PRINT	CREATED BY	CASE TYPE
11106	BACON, CHRIS P	04CR-16-1075	04-09-2021	ACCEPTED	04TX-21-10	[print]	ADMIN34	ADULT DRUG COURT
11099	GERE, RICHARD	04CR-18-607	03-11-2021	PENDING		[print]	STUDENT34	APPLICANT REOPENED 04-15-21
11093	TRULUCK, JOHN	04CR-17-2112	03-09-2021	REJECTED		[print]	STUDENT34	

The text typed into the NOTES box will be added to the Additional Notes section in the application.

SPC Referral

### Specialty Courts Referral Form

Applicant ID: 11099 Applicant Name: RICHARD GERE

Referral Date: 03/03/2021

Application Status: PENDING

Court: BENDON Location: CIRCUIT

Preliminary Prosecutor Approval: [radio buttons]

Show All Party Information Referring Cases Assessments Substance Use Additional Notes Court Type Team Decision

Additional Notes

ROLE	NOTES	USER ID	ACTIVITY DATE
ADMINISTRATOR / ADMINISTRATRIX	UAT TESTING SET BACK TO PENDING		03-24-2022



## Case Management

Once an application is accepted, a Specialty Court Case (TX) is created and viewable in Case Management.

The Case Management Dashboard displays all accepted participants and allows users to:

- update phase
- update status
- capture review hearing docket notes
- add supervision and treatment notes
- enter drug test results
- view drug test results
- view a comprehensive case history for each participant.

Arkansas SCALES Specialty Court Application & Legal Exchange System											
											Specialty Court Cases
Q <input type="text"/> Go Actions											Download Excel
PHASE	NAME	STATUS	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	DRUG TEST	DRUG TEST RESULTS	CASE HISTORY	
PHASE 1	FISHBACK, HUGH	TRTMNT-CCC-30 DAYS	04CR-09-858, 04CR-18-9	DWI COURT	03-19-2021						
PHASE 1	DAY, SUMMER	ACTIVE	04CR-17-52	ADULT DRUG COURT	04-26-2021						
PHASE 1	LYONS, LACY	ACTIVE	04CR-17-14	DWI COURT	04-22-2021						
PHASE 1	BACON, CHRIS P	ACTIVE	04CR-16-1075	ADULT DRUG COURT	04-21-2021						
PHASE 1	ROACH, ISA	ACTIVE	04CR-14-1373, 04CR-16-667	VETERANS TREATMENT COURT	04-14-2021						
PHASE 1	BRYAN, BOBBY	ACTIVE	04CR-18-465	ADULT DRUG COURT	04-05-2021						
PHASE 1	HAMMER, MAE	ACTIVE	04CR-17-274	ADULT DRUG COURT	04-30-2021						
PHASE 1	SWEET, CANDY	ACTIVE	04CR-18-2037, 14CR-14-216	ADULT DRUG COURT	04-14-2021						
PHASE 2	ROWE, CHANCE	ACTIVE	04CR-17-1111	ADULT DRUG COURT	04-07-2021						
PHASE 2	BARKER, BOB	TRTMNT-PRIV FACILITY	04CR-17-1359, 04CR-17-1562, 04CR-17-1970, 72CR-15-496A	ADULT DRUG COURT	03-19-2021						
GRADUATED	BOURNE, STAR		04CR-16-1498	ADULT DRUG COURT	03-17-2021						
TERMINATED	CANDY, BUCK		04CR-18-1646	HOPE/SWIFT COURT							

## Manage Phase

To change PHASE, click the blue link next to the participant.

PHASE	NAME	STATUS	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	DRUG TEST	DRUG TEST RESULTS	CASE HISTORY
PHASE 1	FISHBACK, HUGH	TRTMNT-CCC-30 DAYS	04CR-09-858, 04CR-18-9	DWI COURT	03-19-2021					
PHASE 1	<a href="#">DAY, SUMMFR</a>	ACTIVE	04CR-17-52	ADULT DRUG COURT	04-26-2021					
PHASE 1	LYONS, LACY	ACTIVE	04CR-17-14	DWI COURT	04-22-2021					
PHASE 1	BACON, CHRIS P	ACTIVE	04CR-16-1075	ADULT DRUG COURT	04-21-2021					
PHASE 1	ROACH, ISA	ACTIVE	04CR-14-1373, 04CR-16-667	VETERANS TREATMENT COURT	04-14-2021					
PHASE 1	BRYAN, BOBBY	ACTIVE	04CR-18-465	ADULT DRUG COURT	04-05-2021					
PHASE 1	HAMMER, MAE	ACTIVE	04CR-17-274	ADULT DRUG COURT	04-30-2021					
PHASE 1	<a href="#">SWEET, CANDY</a>	ACTIVE	04CR-18-2037, 14CR-14-216	ADULT DRUG COURT	04-14-2021					
PHASE 2	ROWE, CHANCE	ACTIVE	04CR-17-1111	ADULT DRUG COURT	04-07-2021					
PHASE 2	BARKER, BOB	TRTMNT-PRIV FACILITY	04CR-17-1359, 04CR-17-1562, 04CR-17-1970, 72CR-15-496A	ADULT DRUG COURT	03-19-2021					
GRADUATED	BOURNE, STAR		04CR-16-1498	ADULT DRUG COURT	03-17-2021					
TERMINATED	CANDY, BUCK		04CR-18-1646	HOPE/SWIFT COURT						

Complete the PHASE page and click Save.

PHASES

NAME SWEET, CANDY

CURRENT PHASE PHASE 1

END DATE 04-26-2021

NEW PHASE PHASE 2

START DATE 04-27-2021

NOTES completed requirements for phase 1

Cancel Save

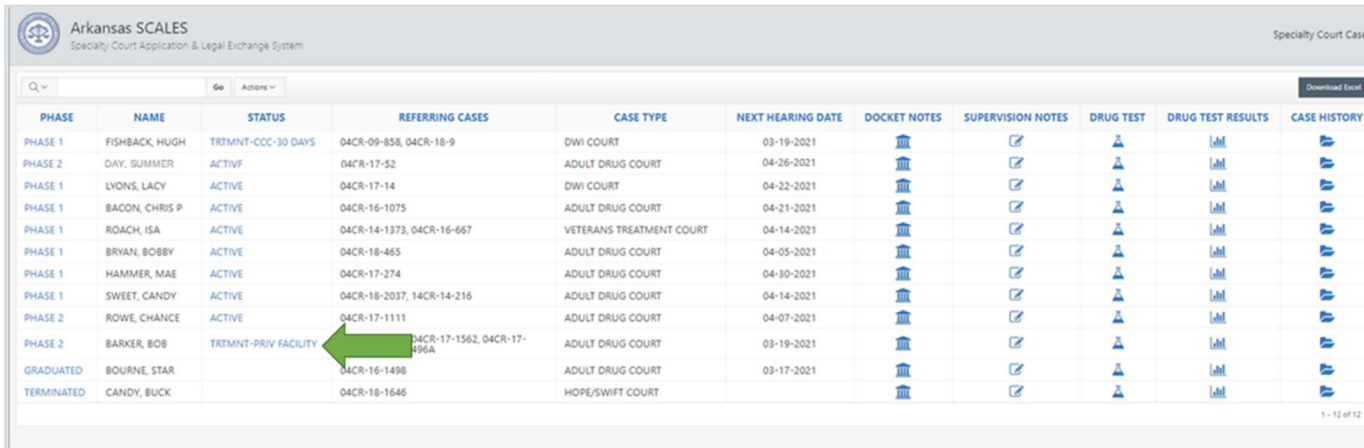
NOTE: START DATE of the NEW PHASE defaults to one day after END DATE.

Once saved, phase is updated on the Case Management dashboard. It is also updated in the Case History header and a PHASE NOTE is added to Case History. The note format is "MOVED TO <NEW PHASE> – " concatenated with the text from NOTES on the PHASES update page.



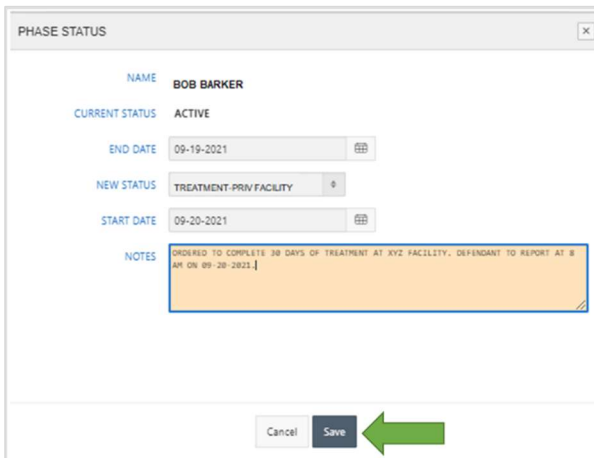
## Manage Status

To change STATUS, click the blue link in the STATUS column for the participant.



PHASE	NAME	STATUS	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	DRUG TEST	DRUG TEST RESULTS	CASE HISTORY
PHASE 1	FISHBACK, HUGH	TRTMNT-CCC-30 DAYS	04CR-09-858, 04CR-18-9	DWI COURT	03-19-2021					
PHASE 2	DAY, SUMMER	ACTIVE	04CR-17-52	ADULT DRUG COURT	04-26-2021					
PHASE 1	LYONS, LACY	ACTIVE	04CR-17-14	DWI COURT	04-22-2021					
PHASE 1	BACON, CHRIS P	ACTIVE	04CR-16-1075	ADULT DRUG COURT	04-21-2021					
PHASE 1	ROACH, ISA	ACTIVE	04CR-14-1373, 04CR-16-667	VETERANS TREATMENT COURT	04-14-2021					
PHASE 1	BRYAN, BOBBY	ACTIVE	04CR-18-465	ADULT DRUG COURT	04-05-2021					
PHASE 1	HAMMER, MAE	ACTIVE	04CR-17-274	ADULT DRUG COURT	04-30-2021					
PHASE 1	SWEET, CANDY	ACTIVE	04CR-18-2037, 14CR-14-216	ADULT DRUG COURT	04-14-2021					
PHASE 2	ROWE, CHANCE	ACTIVE	04CR-17-1111	ADULT DRUG COURT	04-07-2021					
PHASE 2	BARKER, BOB	TRTMNT-PRIV FACILITY	04CR-17-1562, 04CR-17-196A	ADULT DRUG COURT	03-19-2021					
GRADUATED	BOURNE, STAR		04CR-16-1498	ADULT DRUG COURT	03-17-2021					
TERMINATED	CANDY, BUCK		04CR-18-1646	HOPE/SWIFT COURT						

Complete the PHASE STATUS page and click Save.



PHASE STATUS

NAME: **BOB BARKER**

CURRENT STATUS: **ACTIVE**

END DATE: 09-19-2021

NEW STATUS: TREATMENT-PRIV FACILITY

START DATE: 09-20-2021

NOTES: ORDERED TO COMPLETE 30 DAYS OF TREATMENT AT XYZ FACILITY. DEFENDANT TO REPORT AT 8 AM ON 09-20-2021.

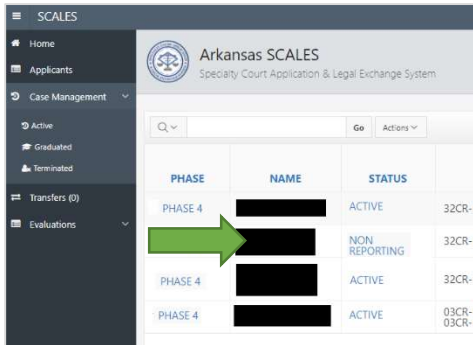
Cancel Save

NOTE: START DATE of the NEW STATUS defaults to one day after END DATE.

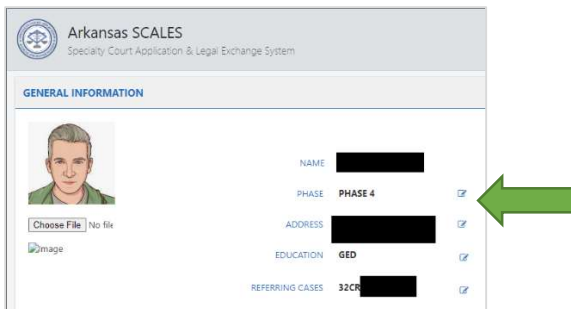
Once saved, status is updated on the Case Management dashboard. It is also updated in the Case History header and a STATUS NOTE is added to Case History. The note format is “ENTERED <NEW STATUS> – “ concatenated with the text from NOTES on the PHASE STATUS update page.

## Close a case

For all case closure reasons, from the Case Management dashboard, click the blue link for PHASE next to the case that is to be closed.



Optionally, from within Case History for the case that is to be closed, click the edit icon next to phase in the header.



With either option, a PHASES page will open. Select the END DATE for the current phase. The START DATE for the new phase/closure will default to the following day. The remaining steps depend on the type of closure as follows:

PHASES

NAME [REDACTED]

CURRENT PHASE PHASE 4

END DATE 06-14-2022

NEW PHASE [REDACTED]

New  TERMINATED  ADMINISTRATIVE CLOSURE  CLEAR

START DATE 06-15-2022

NOTES

Cancel Save

To TERMINATE a case

- Select the TERMINATED button below the NEW PHASE drop down
- Select a REASON FOR TERMINATION
- Select the TERMINATED NEW STATUS
- Enter notes
- Click Save

PHASES

CURRENT PHASE PHASE 4

END DATE 06-14-2022

NEW PHASE [REDACTED]

New  TERMINATED  ADMINISTRATIVE CLOSURE  CLEAR

REASON FOR TERMINATION PARTICIPANT REFUSED TO CONTINUE PARTICIPATION

CURRENT STATUS PARTICIPANT REFUSED TO CONTINUE PARTICIPATION  
SUPERVISION REVOKED - NEW FELONY  
SUPERVISION REVOKED - NEW MISDEMEANOR  
SUPERVISION REVOKED - TECHNICAL

TERMINATED NEW STATUS JAIL TIME IMPOSED

START DATE [REDACTED]

NOTES REVOKE TO ACC  
REVOKE TO ADC  
REVOKE TO JAIL

Cancel Save

The PHASE and STATUS will be updated to reflect the termination.

PHASE	NAME	STATUS
TERMINATED	[REDACTED]	JAIL TIME IMPOSED

To reflect an ADMINISTRATIVE CLOSURE of the case

- Select the ADMINISTRATIVE CLOSURE button below the NEW PHASE drop down
- Select the TERMINATED NEW STATUS
- Enter notes
- Click Save

The screenshot shows a form titled "PHASES" with the following fields and actions:

- CURRENT PHASE:** PHASE 4
- END DATE:** 06-14-2022
- NEW PHASE:** A dropdown menu with "New" selected. Below it are radio buttons for "TERMINATED", "ADMINISTRATIVE CLOSURE" (which is selected), and "CLEAR". A green arrow points to the "ADMINISTRATIVE CLOSURE" radio button.
- CURRENT STATUS:** CLOSED
- ADMIN CLOSURE NEW STATUS:** A dropdown menu with "DEPORTED" selected. A green arrow points to the "DEPORTED" option.
- START DATE:** A date field with a calendar icon.
- NOTES:** A large text area for entering notes. A green arrow points to this field.
- Buttons:** "Cancel" and "Save" buttons at the bottom. A green arrow points to the "Save" button.

The PHASE and STATUS will be updated to reflect the administrative closure.

PHASE	NAME	STATUS
ADMN CLOSURE	[REDACTED]	DEPORTED

To reflect a GRADUATION

- Select GRADUATED from the NEW PHASE drop-down menu
- START DATE will default to one day after END DATE
- Enter notes
- Click save

The screenshot shows a 'PHASES' form window. The 'NEW PHASE' dropdown menu is open, displaying options: PHASE 1, PHASE 2, PHASE 3, PHASE 4, PHASE 5, and GRADUATED (highlighted in blue). A green arrow points to the dropdown menu. Below the dropdown is a large text area for notes, with a green arrow pointing to it. At the bottom of the form are 'Cancel' and 'Save' buttons, with a green arrow pointing to the 'Save' button. Other fields include 'NAME' (redacted), 'CURRENT PHASE' (PHASE 4), 'END DATE' (10-07-2022), and 'START DATE'.

The PHASE and STATUS will be updated to reflect the graduation.

PHASE	NAME	STATUS
GRADUATED	[REDACTED]	CLOSED

If TERMINATION or ADMINISTRATIVE CLOSURE option is selected by mistake

- Select the CLEAR button, select the appropriate PHASE from the drop down, and complete the form as usual.

The screenshot shows a web form titled "PHASES". The form contains the following fields and options:

- NAME:** A text field with a blacked-out value.
- CURRENT PHASE:** A label indicating the current phase is "PHASE 4".
- END DATE:** A date field set to "06-14-2022".
- NEW PHASE:** A dropdown menu currently showing "PHASE 5".
- New:** A group of radio buttons with options: "TERMINATED", "ADMINISTRATIVE CLOSURE", and "CLEAR". The "CLEAR" option is selected and highlighted with a green arrow.
- START DATE:** A date field set to "06-15-2022".
- NOTES:** A large text area for entering notes.
- Buttons:** "Cancel" and "Save" buttons at the bottom.



## Docket Notes

To enter hearing notes, select the DOCKET NOTES icon for the participant.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

Specialty Court Cases

Download Excel

PHASE	NAME	STATUS	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	DRUG TEST	DRUG TEST RESULTS	CASE HISTORY
PHASE 1	FISHBACK, HUGH	TRTMNT-CCC-30 DAYS	04CR-09-858, 04CR-18-9	DWI COURT	03-19-2021					
PHASE 1	DAY, SIMMFR	ACTIVE	04CR-17-52	ADULT DRUG COURT	04-26-2021					
PHASE 1	LYONS, LACY	ACTIVE	04CR-17-14	DWI COURT	04-22-2021					
PHASE 1	BACON, CHRIS P	ACTIVE	04CR-16-1075	ADULT DRUG COURT	04-21-2021					
PHASE 1	ROACH, ISA	ACTIVE	04CR-14-1373, 04CR-16-667	VETERANS TREATMENT COURT	04-14-2021					
PHASE 1	BRYAN, BOBBY	ACTIVE	04CR-18-465	ADULT DRUG COURT	04-05-2021					
PHASE 1	HAMMER, MAE	ACTIVE	04CR-17-274	ADULT DRUG COURT	04-30-2021					
PHASE 1	SWEET, CANDY	ACTIVE	04CR-18-2037, 14CR-14-216	ADULT DRUG COURT	04-14-2021					
PHASE 2	ROWE, CHANCE	ACTIVE	04CR-17-1111	ADULT DRUG COURT	04-07-2021					
PHASE 2	BARKER, BOB	TRTMNT-PRIV FACILITY	04CR-17-1359, 04CR-17-1562, 04CR-17-1970, 72CR-15-496A	ADULT DRUG COURT	03-19-2021					
GRADUATED	BOURNE, STAR		04CR-16-1498	ADULT DRUG COURT	03-17-2021					
TERMINATED	CANDY, BUCK		04CR-18-1646	HOPE/SWIFT COURT						

1 - 12 of 12

Optionally, docket notes may be accessed from within case history by selecting the DOCKET NOTES icon.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

GENERAL INFORMATION

NAME: [REDACTED]

DOB/AGE: 04-30-1987 / 35

PHASE: PHASE 2

STATUS: ACTIVE

ADDRESS: [REDACTED]

PHONE: [REDACTED]

EDUCATION: GED

EMPLOYMENT: UNEMPLOYED

REFERRING CASES: [REDACTED]

SOBRIETY: 194 DAYS

NOTES

A Docket Notes page will open. Capture the following data points on the page, then click Save.

- a. Select whether the PARTICIPANT was present or absent
- b. Select whether the team completed a STAFFING discussion prior to the hearing
- c. Enter the HEARING DATE for which the note relates
- d. Enter Docket Notes (example below).
- e. When is the participant's NEXT HEARING DATE?
- f. Click the check in front of the username for team members not present at staffing or hearing to accurately capture TEAM PRESENT.
- g. Add all INCENTIVES by double-clicking from the box on the left so they appear in the box on the right.
- h. Add all SANCTIONS by double-clicking from the box on the left so they appear in the box on the right.

Docket Notes

NAME

a PARTICIPANT  PRESENT  ABSENT

b STAFFING  YES  NO

c HEARING DATE

d NOTES

e NEXT HEARING DATE

f TEAM PRESENT

<input checked="" type="checkbox"/> JRGENTRY (O)	<input checked="" type="checkbox"/> VLDEWEY (ADMIN)	<input checked="" type="checkbox"/> CMJOHNSON (PRO)
<input checked="" type="checkbox"/> JORUSSO (APA)	<input checked="" type="checkbox"/> ASBAILEY (J)	<input checked="" type="checkbox"/> MRLAMB2 (TRMT)
<input checked="" type="checkbox"/> MSLONG (TRMT)	<input checked="" type="checkbox"/> BMROSENE (TRMT)	<input checked="" type="checkbox"/> KOCARTER (ADF)
<input checked="" type="checkbox"/> CGMAYFIELD (ACS)		

g INCENTIVES

- ACKNOWLEDGEMENT OF CLEAN TIME
- ADDICTION READING MATERIAL/WORKBOOKS
- ADMISSION PASS TO AMUSEMENT PARK
- ALL STAR OR DEAN'S LIST
- APPLAUSE
- APPOINTMENT AS IN-PROGRAM PEER MENTOR
- ARTWORK DISPLAYED IN COURTROOM/OFFICE

h SANCTIONS

- ADMONISHMENT FROM JUDGE/TEAM
- ANGER MANAGEMENT GROUP
- COMMUNITY SERVICE - ANIMAL SHELTER CLEANUP
- COMMUNITY SERVICE - COURTHOUSE CLEANUP
- COMMUNITY SERVICE - FOOD LINE
- COMMUNITY SERVICE - GRAVEYARD CLEANUP
- COMMUNITY SERVICE - HABITAT FOR HUMANITY

Save

**Docket Note Example:** Participant appeared in court on time, dressed appropriate, and reported no issues to the Judge. Stated that his mother and grandmother are supportive in his recovery. Stated that he has reconnected with his love of fishing since being accepted into the program. Tested positive for alcohol during random drug test. Admitted to drinking with friends over the weekend.

Supervision Notes

To enter supervision notes, click the SUPERVISION NOTES icon for the participant.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

Specialty Court Cases

Q [v] Go Actions [v] Download Excel

PHASE	NAME	STATUS	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	DRUG TEST	DRUG TEST RESULTS	CASE HISTORY
PHASE 1	FISHBACK, HUGH	TRTMNT-CCC-30 DAYS	04CR-09-858, 04CR-18-9	DWI COURT	03-19-2021					
PHASE 1	DAY, SUMMER	ACTIVE	04CR-17-52	ADULT DRUG COURT	04-26-2021					
PHASE 1	LYONS, LACY	ACTIVE	04CR-17-14	DWI COURT	04-22-2021					
PHASE 1	BACON, CHRIS P	ACTIVE	04CR-16-1075	ADULT DRUG COURT	04-21-2021					
PHASE 1	ROACH, ISA	ACTIVE	04CR-14-1373, 04CR-16-667	VETERANS TREATMENT COURT	04-14-2021					
PHASE 1	BRYAN, BOBBY	ACTIVE	04CR-18-465	ADULT DRUG COURT	04-05-2021					
PHASE 1	HAMMER, MAE	ACTIVE	04CR-17-274	ADULT DRUG COURT	04-30-2021					
PHASE 2	SWEET, CANDY	ACTIVE	04CR-18-2037, 14CR-14-216	ADULT DRUG COURT	04-14-2021					
PHASE 2	ROWE, CHANCE	ACTIVE	04CR-17-1111	ADULT DRUG COURT	04-07-2021					
PHASE 2	BARKER, BOB	ACTIVE	04CR-17-1353, 04CR-17-1562, 04CR-17-1970, 75CR-15-495A	ADULT DRUG COURT	03-19-2021					
GRADUATED	BOURNE, STAR		04CR-16-1498	ADULT DRUG COURT	03-17-2021					
TERMINATED	CANDY, BUCK		04CR-18-1646	HOPE/SWIFT COURT						

1 - 12 of 12

Optionally, user may enter supervision notes from case history by clicking the SUPERVISION NOTES icon.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

GENERAL INFORMATION

NAME: [REDACTED] DOB/AGE: 04-30-1987 / 35

PHASE: PHASE 2  STATUS: ACTIVE

ADDRESS:  PHONE:

EDUCATION: GED  EMPLOYMENT: UNEMPLOYED

REFERRING CASES:  SOBRIETY: 194 DAYS

NOTES

Print

Complete the Supervision Notes page then click Add Note.

Supervision Notes

CASE ID: 04TX-21-10

NAME: BACON, CHRIS P

TYPE: MEETING  PROBATION OFFICER MEETING

DATE: 04-12-2021

NOTES: BACON PRESENTED UPDATED RESUME AND A CERTIFICATE FROM AN ONLINE TIPS FOR JOB SEEKING COURSE THAT WAS ASSIGNED TO HIM. HE HAS APPLIED AT DENNY'S AND A LOCAL CAFE.

Note # 9

Cancel Add Note

Supervision notes are written to Case History.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

BACON, CHRIS P

**GENERAL INFORMATION**

NAME: BACON, CHRIS P DOB/AGE: 12-25-1982 / 38

ADDRESS: 456 FAKE DATA WAY CITY, STATE 72748 PHONE: 666-666-6666

PHASE: PHASE 1 STATUS: ACTIVE

EDUCATION: GED EMPLOYMENT: UNEMPLOYED

NOTES: ACCEPTED TO DRUG COURT. CURRENTLY LIVES ALONE. ANY OTHER INFORMATION.

PROBATION OFFICER MEETING

NOTES TYPE	HEARING DATE	NEXT HEARING DATE	INCENTIVES	SANCTIONS	NOTES	DATE	USER ID
PROBATION OFFICER MEETING					BACON PRESENTED UPDATED RESUME AND A CERTIFICATE FROM AN ONLINE TIPS FOR JOB SEEKING COURSE THAT WAS ASSIGNED TO HIM. HE HAS APPLIED AT DENNY'S AND A LOCAL CAFE.	04-12-2021	PROBATION34

NOTE: Below is a list of supervision note types and subtypes that may be captured:

**CONTACT**

- DETENTION CONTACT
- HOME CONTACT
- OFFICE CONTACT
- PHONE CONTACT
- SCHOOL CONTACT
- OTHER CONTACT

**MEETING**

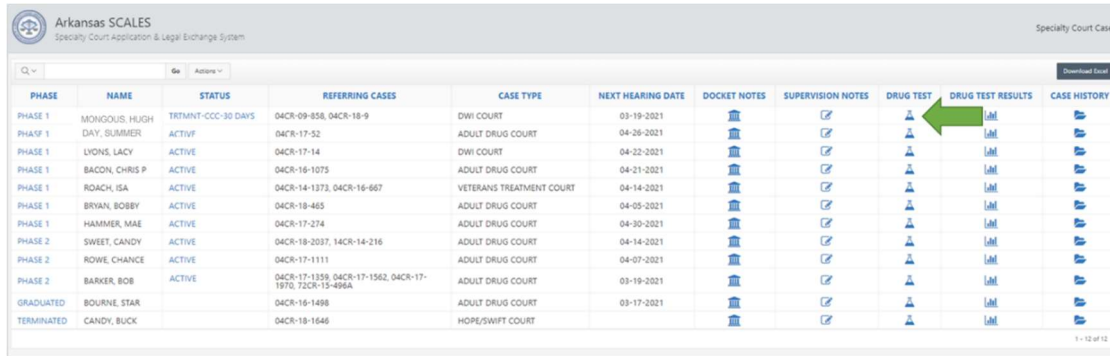
- PROBATION OFFICER MEETING
- SUPPORT GROUP MEETING
- TEAM MEETING

**NOTE**

- MEMO

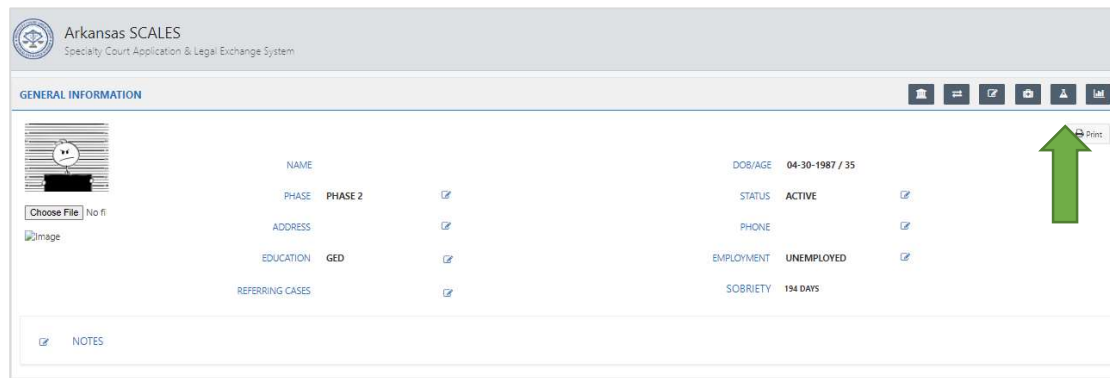
## Drug Test

To enter drug test results, click the DRUG TEST icon for the participant.



PHASE	NAME	STATUS	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	DRUG TEST	DRUG TEST RESULTS	CASE HISTORY
PHASE 1	MONGOUIS, HUGH	TRTMNT-CCC-30 DAYS	04CR-09-858, 04CR-18-9	DWI COURT	03-19-2021					
PHASE 1	DAY, SUMMER	ACTIVF	04CR-17-52	ADULT DRUG COURT	04-26-2021					
PHASE 1	LYONS, LACY	ACTIVE	04CR-17-14	DWI COURT	04-22-2021					
PHASE 1	BACON, CHRIS P	ACTIVE	04CR-16-1075	ADULT DRUG COURT	04-21-2021					
PHASE 1	ROACH, ISA	ACTIVE	04CR-14-1373, 04CR-16-667	VETERANS TREATMENT COURT	04-14-2021					
PHASE 1	BRYAN, BOBBY	ACTIVE	04CR-18-465	ADULT DRUG COURT	04-05-2021					
PHASE 1	HAMMER, MAE	ACTIVE	04CR-17-274	ADULT DRUG COURT	04-30-2021					
PHASE 2	SWEET, CANDY	ACTIVE	04CR-18-2037, 14CR-14-216	ADULT DRUG COURT	04-14-2021					
PHASE 2	ROWE, CHANCE	ACTIVE	04CR-17-1111	ADULT DRUG COURT	04-07-2021					
PHASE 2	BARKER, BOB	ACTIVE	04CR-17-1359, 04CR-17-1562, 04CR-17-1970, 72CR-19-496A	ADULT DRUG COURT	03-19-2021					
GRADUATED	BOURNE, STAR		04CR-16-1498	ADULT DRUG COURT	03-17-2021					
TERMINATED	CANDY, BUCK		04CR-18-1646	HOPE/SWIFT COURT						

Optionally the user may enter drug tests from within case history by clicking the DRUG TEST icon.



Arkansas SCALES  
Specialty Court Application & Legal Exchange System

GENERAL INFORMATION

NAME: [REDACTED] DOB/AGE: 04-30-1987 / 35

No file selected STATUS: ACTIVE

ADDRESS: [REDACTED] PHONE: [REDACTED]

EDUCATION: GED EMPLOYMENT: UNEMPLOYED

REFERRING CASES: [REDACTED] SOBRIETY: 194 DAYS


NOTES

Select the actual TEST DATE (can be backdated), select the PANEL (this will display the panels setup in Application Settings).

Drug Test - Enter Results

PARTY HUGH MONGOUS

TEST DATE 12-15-2020

PANEL 

RESULT TYPE

- CDI TESTS
- 14 PANEL INSTANT TEST**
- SALINE 2
- SALINE

Cancel Save

Drug panels listed in the drop-down are read from the Drug Panel settings. The substances added to that panel will display on the page.

Drug Test - Enter Results

PARTY HUGH MONGOUS

TEST DATE 12-15-2020

PANEL 14 PANFI INSTANT TFST

RESULT TYPE NORMAL

DRUG	RESULT	REQUEST FOR LAB
ALCOHOL	NEGATIVE	<input type="checkbox"/>
AMPHETAM	NEGATIVE	<input type="checkbox"/>
BARBITURAT	NEGATIVE	<input type="checkbox"/>
METH	NEGATIVE	<input type="checkbox"/>

Cancel Save

The RESULT TYPE defaults to NORMAL.

Drug Test - Enter Results

PARTY HUGH MONGOUS

TEST DATE 12-15-2020

PANEL 14 PANFI INSTANT TFST

RESULT TYPE NORMAL

DRUG	RESULT	REQUEST FOR LAB
ALCOHOL	NEGATIVE	<input type="checkbox"/>
AMPHETAM	NEGATIVE	<input type="checkbox"/>
BARBITURAT	NEGATIVE	<input type="checkbox"/>
METH	NEGATIVE	<input type="checkbox"/>

Cancel Save

Types of test results and how to capture:

- a. If the drug test was performed as normal with no positive results, click Save to capture results.
- b. If the drug test was performed as normal with positive results, from the drop down next to the substance with positive results, select POSITIVE, select the REQUEST FOR LAB box if the defendant requests to have the results sent in for confirmation. Do this for ALL substances with positive results then click Save to capture results.
- c. If the participant refused to test, from the PANEL menu, select REFUSED TEST then click Save to capture results.
- d. If the participant failed to produce, from the PANEL menu, select FAILED TO PRODUCE then click Save to capture results.
- e. If the participant is excused and/or has a medical reason for missing the test, from the PANEL menu, select EXCUSED/MEDICAL

NOTE: Currently only one drug test can be captured per day.

Add POSITIVE or ABNORMAL results

Select the drop-down box for the substance that came back POSITIVE or ABNORMAL and select that value.

DRUG	RESULT	REQUEST FOR LAB
ALCOHOL	NEGATIVE	<input type="checkbox"/>
AMPHETAM	NEGATIVE	<input type="checkbox"/>
BARBITURAT	NEGATIVE	<input type="checkbox"/>
METH	POSITIVE	<input type="checkbox"/>

If participant requests a confirmation of results, click the box next to the substance in the REQUEST FOR LAB column.



Drug Test - Enter Results

PARTY HUGH MONGOUS

TEST DATE 12-15-2020

PANEL 14 PANFI INSTANT TFST

RESULT TYPE NORMAL

DRUG	RESULT	REQUEST FOR LAB
ALCOHOL	NEGATIVE	<input type="checkbox"/>
AMPHETAM	NEGATIVE	<input type="checkbox"/>
BARBITURAT	NEGATIVE	<input type="checkbox"/>
METH	POSITIVE	<input checked="" type="checkbox"/>

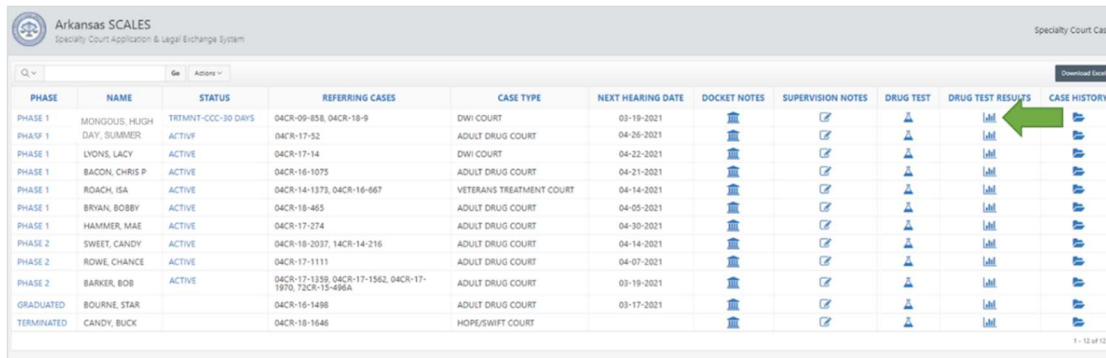
Cancel Save

Once all data has been updated on the Drug Test page, click Save. Results are written to the DRUG TEST RESULTS report.

## Drug Test Results

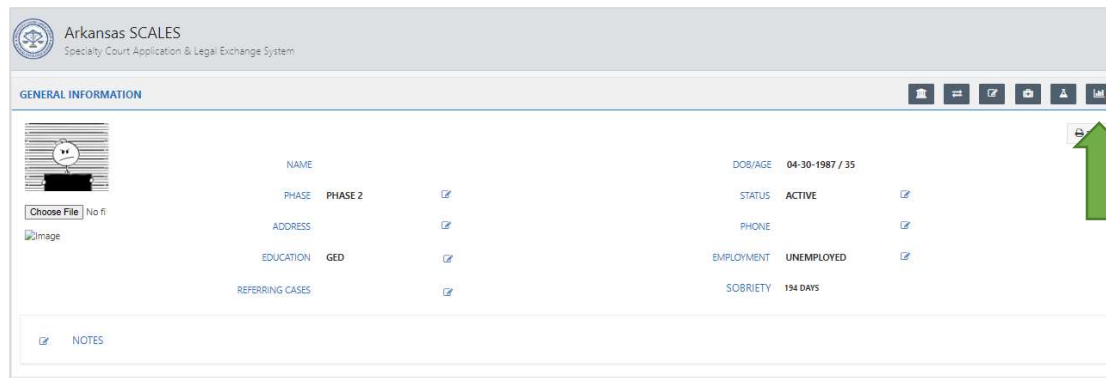
View drug test results

Click the DRUG TEST RESULTS icon for the participant to view drug test results.



PHASE	NAME	STATUS	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	DRUG TEST	DRUG TEST RESULTS	CASE HISTORY
PHASE 1	MONGOUS, HUGH	TRTMNT-CCC-30 DAYS	04CR-09-858, 04CR-18-9	DWI COURT	03-19-2021					
PHASE 1	DAY, SUMMER	ACTIVE	04CR-17-52	ADULT DRUG COURT	04-26-2021					
PHASE 1	LYONS, LACY	ACTIVE	04CR-17-14	DWI COURT	04-22-2021					
PHASE 1	BACON, CHRIS P	ACTIVE	04CR-16-1075	ADULT DRUG COURT	04-21-2021					
PHASE 1	ROACH, ISA	ACTIVE	04CR-14-1373, 04CR-16-667	VETERANS TREATMENT COURT	04-14-2021					
PHASE 1	BRYAN, BOBBY	ACTIVE	04CR-18-465	ADULT DRUG COURT	04-05-2021					
PHASE 1	HAMMER, MAE	ACTIVE	04CR-17-274	ADULT DRUG COURT	04-30-2021					
PHASE 2	SWEET, CANDY	ACTIVE	04CR-18-2037, 14CR-14-216	ADULT DRUG COURT	04-14-2021					
PHASE 2	ROWEL, CHANCE	ACTIVE	04CR-17-1111	ADULT DRUG COURT	04-07-2021					
PHASE 2	BARKER, BOB	ACTIVE	04CR-17-1359, 04CR-17-1562, 04CR-17-1970, 72CR-15-496A	ADULT DRUG COURT	03-19-2021					
GRADUATED	BOURNE, STAR		04CR-16-1496	ADULT DRUG COURT	03-17-2021					
TERMINATED	CANDY, BUCK		04CR-18-1646	HOPE/SWIFT COURT						

Optionally, drug test results may be viewed from within case history by clicking the DRUG TEST RESULTS icon.



GENERAL INFORMATION

	NAME	DOB/AGE	04-30-1987 / 35
<input type="text" value="Choose File"/> No file	PHASE	PHASE 2	<input checked="" type="checkbox"/>
<input type="text" value="Choose File"/> No file	STATUS	ACTIVE	<input checked="" type="checkbox"/>
<input type="text" value="Choose File"/> No file	ADDRESS	PHONE	<input checked="" type="checkbox"/>
<input type="text" value="Choose File"/> No file	EDUCATION	EMPLOYMENT	UNEMPLOYED <input checked="" type="checkbox"/>
<input type="text" value="Choose File"/> No file	REFERRING CASES	SOBRIETY	194 DAYS
<input checked="" type="checkbox"/>	NOTES		

To view detailed results for a specific test, click the down arrow next to the date.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

HUGH MONGOUS

**Nested Test Results**

	TEST DATE	POSITIVE DRUG LIST	POSITIVE SUBSTANCES	SUBSTANCES TESTED
▼	11-19-2020	-	0	-
▼	11-18-2020	-	0	2
▼	11-17-2020	THC	1	2
▼	11-16-2020	ALCOHOL	1	2
▼	12-28-2020	METH	1	2

Update drug test confirmation results

To update drug test results with lab confirmation information, click the date next to the substance.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

ANITA ANN VACAY

**Nested Test Results**

	TEST DATE	POSITIVE DRUG LIST	POSITIVE SUBSTANCES	SUBSTANCES TESTED
▼	12-28-2020	ALCOHOL	1	4

TEST DATE ↑	DRUG	INITIAL RESULT	CONFIRMED RESULT	DATE REQUESTED	DATE SEND	DATE RECEIVED	LAB NAME
12-28-2020	METH	NEGATIVE	WAITING FOR LAB RESULTS	-	-	-	-
12-28-2020	AMPHETAM	NEGATIVE	-	-	-	-	-
12-28-2020	ALCOHOL	POSITIVE	-	-	-	-	-
12-28-2020	BARBITURAT	NEGATIVE	-	-	-	-	-

1-4

Complete the form (all fields are required) then click Update.

UPDATE DRUG TEST RESULTS

DATE TESTED: 12-28-2020

DRUG: ALCOHOL

INITIAL RESULT: POSITIVE

DATE REQUESTED:

DATE SEND:

DATE RECEIVED:

CONFIRMED RESULT:

LAB NAME:

Cancel Update

Updated information can be viewed from the detailed report. Repeat the previous steps for each substance with confirmed results.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

HUGH MONGOUS

**Nested Test Results**

TEST DATE	POSITIVE DRUG LIST	POSITIVE SUBSTANCES	SUBSTANCES TESTED
12-28-2020	ALCOHOL	1	4

TEST DATE ↑	DRUG	INITIAL RESULT	CONFIRMED RESULT	DATE REQUESTED	DATE SEND	DATE RECEIVED	LAB NAME
12-28-2020	ALCOHOL	POSITIVE	POSITIVE	12-28-2020	12-28-2020	12-29-2020	ACME
12-28-2020	METH	NEGATIVE	-	-	-	-	-
12-28-2020	AMPHETAM	NEGATIVE	-	-	-	-	-
12-28-2020	BARBITURAT	NEGATIVE	-	-	-	-	-

1-4

## Case History

Case history is a comprehensive view of the participant while in the program. To view case history for a participant, click the CASE HISTORY icon.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

Specialty Court Cases

PHASE	NAME	STATUS	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	DRUG TEST	DRUG TEST RESULTS	CASE HISTORY
PHASE 1	FISHBACK, HUGH	TRTMT-CC-30 DAYS	04CR-09-858, 04CR-18-9	DWI COURT	03-19-2021					
PHASE 1	DAY, SUMMER	ACTIVE	04CR-17-52	ADULT DRUG COURT	04-26-2021					
PHASE 1	LYONS, LACY	ACTIVE	04CR-17-14	DWI COURT	04-22-2021					
PHASE 1	BACON, CHRIS P	ACTIVE	04CR-16-1075	ADULT DRUG COURT	04-21-2021					
PHASE 1	ROACH, ISA	ACTIVE	04CR-14-1373, 04CR-16-667	VETERANS TREATMENT COURT	04-14-2021					
PHASE 1	BRYAN, BOBBY	ACTIVE	04CR-18-465	ADULT DRUG COURT	04-05-2021					
PHASE 1	HAMMER, MAE	ACTIVE	04CR-17-274	ADULT DRUG COURT	04-30-2021					
PHASE 1	SWEET, CANDY	ACTIVE	04CR-18-2037, 14CR-14-216	ADULT DRUG COURT	04-14-2021					
PHASE 2	ROWE, CHANCE	ACTIVE	04CR-17-1111	ADULT DRUG COURT	04-07-2021					
PHASE 2	BARKER, BOB	TRTMT-PRIV FACILITY	04CR-17-1359, 04CR-17-1562, 04CR-17-1970, 72CR-15-496A	ADULT DRUG COURT	03-19-2021					
GRADUATED	BOURNE, STAR		04CR-16-1498	ADULT DRUG COURT	03-17-2021					
TERMINATED	CANDY, BUCK		04CR-18-1646	HOPE/SWIFT COURT						

1-12 of 12

Case History opens with the following details:

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

**a** GENERAL INFORMATION

**b**

**c**

**d**

**e** NOTES

**f**

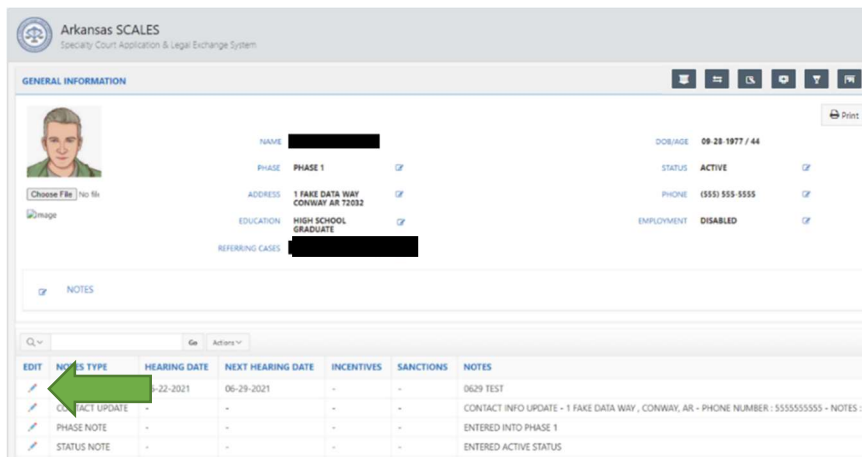
**g**

EDIT	NOTES TYPE	HEARING DATE	NEXT HEARING DATE	INCENTIVES	SANCTIONS	NOTES
	HEARING NOTES	06-22-2021	06-29-2021	-	-	0629 TEST
	CONTACT UPDATE	-	-	-	-	CONTACT INFO UPDATE - 1 FAKE DATA W/AV, CONWAY, AR - PHONE NUMBER: 5555555555 - NOTES:
	PHASE NOTE	-	-	-	-	ENTERED INTO PHASE 1
	STATUS NOTE	-	-	-	-	ENTERED ACTIVE STATUS

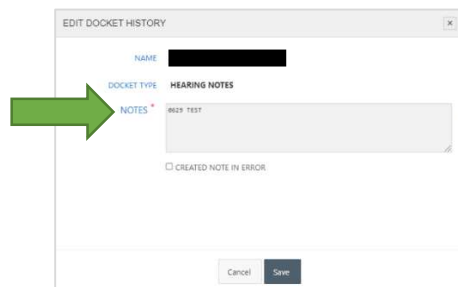
- General Information and at-a-glance participant details are displayed in the Case History header. Details include Participant Photo, Name, DOB/Age, current Phase, current Status, Address, Phone, Education level, Employment status, Referring Cases, and Notes.
- Icons to allow users to enter Docket Notes, initiate a Transfer, enter Supervision Notes, View Treatment Summary historical data, enter Drug Tests, and view Drug Test Results.
- Participant Photo may be updated by clicking Choose File, selecting a photo, then clicking Upload.
- All data with edit icons may be updated by clicking the edit icon then completing and submitting the page.
- The NOTES option in the Case History header allows user to add callout details to help personalize interaction with participant and/or alert team to important information. Notes entered here will all be written to Case History as an SPC Note type.
- Below the header, chronological details of participant progress are displayed by note type and date.
- Users may print and/or save the Case History Report by clicking the Print button.

### Edit or Delete Case History Notes

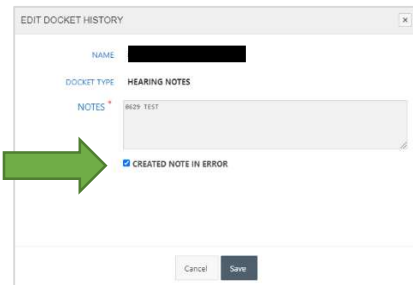
In Case History, users may edit and delete notes they created. Click the pencil icon next to the note to be edited.



To edit a note, enter note changes then click Save. Updated note will display in Case History.



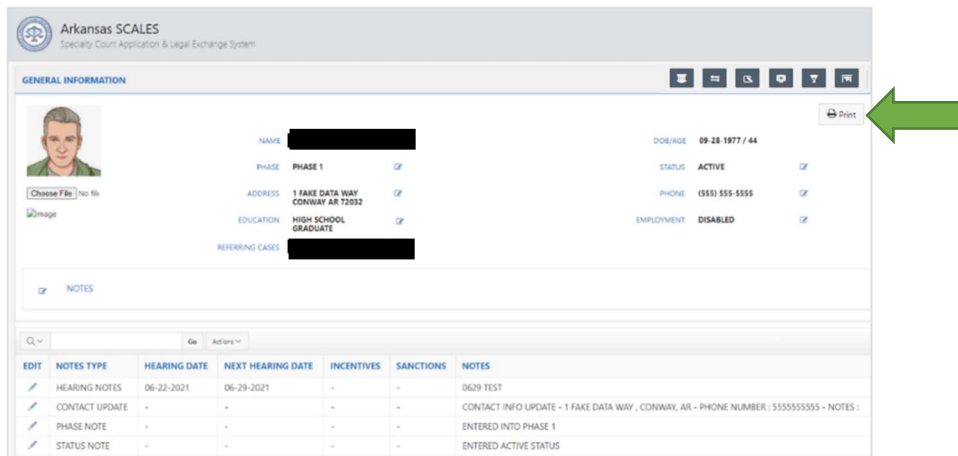
To delete a note, click the CREATED NOTE IN ERROR box and click Save. The note is no longer viewable in Case History.



### Review Hearing Staffing Report

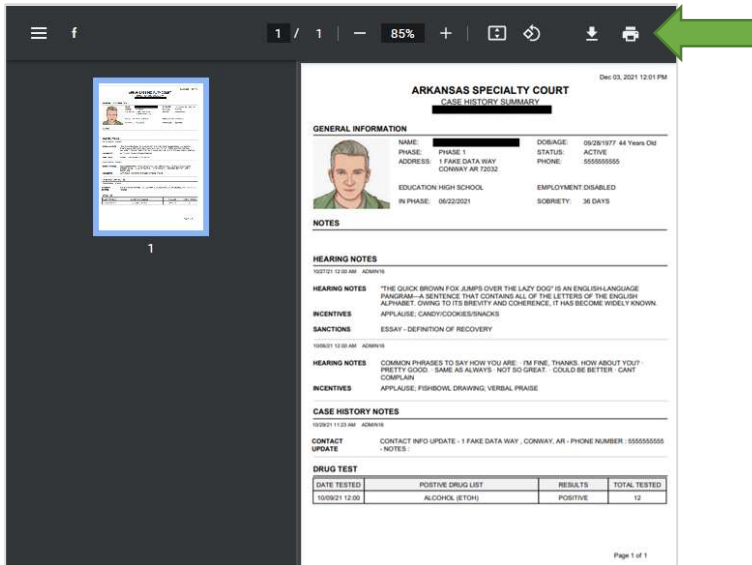
Open Case History for any participant (click Case Management Dashboard in Navigation area, then click on the Case History folder to the far right on each participant's row).

In the right corner of the Case History header, click Print to access the Review Hearing Staffing Report.



EDIT	NOTES TYPE	HEARING DATE	NEXT HEARING DATE	INCENTIVES	SANCTIONS	NOTES
	HEARING NOTES	06-22-2021	06-29-2021	-	-	0629 TEST
	CONTACT UPDATE	-	-	-	-	CONTACT INFO UPDATE - 1 FAKE DATA WAY , CONWAY, AR - PHONE NUMBER : 5555555555 - NOTES :
	PHASE NOTE	-	-	-	-	ENTERED INTO PHASE 1
	STATUS NOTE	-	-	-	-	ENTERED ACTIVE STATUS

A separate page opens with the report and options to download or print.



The report is comprised of the following details:


- a. Date/Time stamp in upper right corner
- b. Report title with court name and location
- c. PHOTO, NAME, DOB/AGE, PHASE, STATUS, ADDRESS, PHONE, EDUCATION, EMPLOYMENT, and NOTES from case history header.
- d. IN PHASE displays the date participant promoted to current phase.
- e. SOBRIETY displays the number of sober days calculated based on drug test results as follows:
  - If there aren't any drug test results OR if the last drug test results were positive, SOBRIETY will be 0.
  - Otherwise, if there are only negative test results, SOBRIETY will be the number of days between today and the TEST DATE of the first negative test result.
  - Otherwise, SOBRIETY will be the number of days between today and the TEST DATE of the first negative test result after the last positive test result.
  - NOTE: Positive with Prescription results are counted as negative in the calculation.
- f. The HEARING NOTES section displays all hearing notes, sanctions, and incentives for the participant
- g. The CASE HISTORY NOTES section displays all note types, except HEARING NOTES, for the participant listed in Case History since the last HEARING DATE.
- h. The DRUG TEST section displays all non-negative drug test summary results.

a Dec 03, 2021 12:01 PM

**ARKANSAS SPECIALTY COURT**  
CASE HISTORY SUMMARY

---

**GENERAL INFORMATION**



c

b

NAME: [REDACTED] DOB/AGE: 09/29/1977 44 Years Old  
 PHASE: PHASE 1 STATUS: ACTIVE  
 ADDRESS: 1 FAKE DATA WAY CONWAY AR 72032 PHONE: 5555555555

d

EDUCATION: HIGH SCHOOL EMPLOYMENT: DISABLED  
 IN PHASE: 06/22/2021 e SOBRIETY: 36 DAYS

---

**NOTES**

---

**f HEARING NOTES**

10/27/21 12:00 AM ADMIN16

**HEARING NOTES** "THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG" IS AN ENGLISH-LANGUAGE PANGRAM—A SENTENCE THAT CONTAINS ALL OF THE LETTERS OF THE ENGLISH ALPHABET. DUE TO ITS BREVITY AND COHERENCE, IT HAS BECOME WIDELY KNOWN.

**INCENTIVES** APPLAUSE; CANDY/COOKIES/SNACKS

**SANCTIONS** ESSAY - DEFINITION OF RECOVERY

---

10/08/21 12:00 AM ADMIN16

**HEARING NOTES** COMMON PHRASES TO SAY HOW YOU ARE: - I'M FINE, THANKS. - HOW ABOUT YOU? - PRETTY GOOD. - SAME AS ALWAYS - NOT SO GREAT. - COULD BE BETTER - CANT COMPLAIN

**INCENTIVES** APPLAUSE; FISHBOWL DRAWING; VERBAL PRAISE

---

**g CASE HISTORY NOTES**

10/09/21 11:23 AM ADMIN16

**CONTACT UPDATE** CONTACT INFO UPDATE - 1 FAKE DATA WAY , CONWAY, AR - PHONE NUMBER : 5555555555  
 - NOTES :

---

**h DRUG TEST**

DATE TESTED	POSTIVE DRUG LIST	RESULTS	TOTAL TESTED
10/09/21 12:00	ALCOHOL (ETOH)	POSITIVE	12

Page 1 of 1

## Treatment Summary

### Overview

Each week, the Treatment Provider will submit a Treatment Summary for each participant in the program. The Treatment Summary consists of the following four sections. Each section contains services or modalities that may or may not be required for the participant for the assessment week.

The following are contained within **TREATMENT SERVICES** section. At least ONE update is required in this section before the summary can be submitted:

- INDIVIDUAL COUNSELING
- GROUP COUNSELING
- DAY TREATMENT
- OUTPATIENT
- INTENSIVE OUTPATIENT
- INPATIENT TREATMENT – CCC 30 DAYS



- INPATIENT TREATMENT – CCC 60 DAYS
- INPATIENT TREATMENT – CCC 90 DAYS
- INPATIENT TREATMENT – CCC 120 DAYS
- INPATIENT TREATMENT – CCC 180 DAYS
- INPATIENT TREATMENT – CCC ONE YEAR
- INPATIENT TREATMENT – PRIVATE FACILITY

The following are contained within **RECOVERY SUPPORT SERVICES** section:

- SUPPORT GROUP SERVICES (AA, NA, CR)
- MEDICATION-ASSISTED TREATMENT
- ENGAGED WITH PEER RECOVERY SPECIALIST
- SOBER LIVING
- GED COURSES
- CAREER READINESS COURSES
- EMPLOYMENT SERVICES
- BUDGETING/FINANCIAL STABILITY CLASSES

The following are contained within the **MODALITIES** section:

- MORAL RECONATION THERAPY
- COGNITIVE BEHAVIORAL EDUCATION
- SEEKING SAFETY
- RELAPSE PREVENTION
- ANGER MANAGEMENT
- PARENTING CLASSES
- GRIEF COUNSELING
- MENTAL HEALTH COUNSELING
- DOMESTIC VIOLENCE COUNSELING

Only those required by the participant for the assessment week need to be updated. Updates include whether the participant completed or was compliant, who provided the service or modality (providers are managed by the team admin), and if a therapeutic adjustment is recommended.

The following are contained within the **WEEKLY ASSESSMENT** section and are required to be assessed and submitted weekly:

- MOOD (select one)
  - **APPROPRIATE** - suitable or proper for the circumstances.
  - **ANXIOUS** - experiencing worry, unease, or nervousness.
  - **DEPRESSED** - in a state of general unhappiness or despondency.
  - **ANGRY** - feeling or showing strong annoyance, displeasure, or hostility.
  - **EUPHORIC** - feeling intense excitement and happiness.
- AFFECT (select one)
  - **APPROPRIATE** - an expression of mood or feeling that is in harmony with, or naturally indicative of, the accompanying thought, action, reaction, or verbal expression.
  - **INTENSE** - having or showing strong feelings or opinions; extremely earnest or serious.
  - **BLUNTED** - a disturbance in which emotional responses to situations and events are dulled.
  - **INCONGRUENT** - lack of consistency or appropriateness, as when one's subjective evaluation of a situation is at odds with reality.
  - **LABILE** - highly variable, suddenly shifting emotional expression.
- MENTAL STATUS (select one)
  - **APPROPRIATE** – appearance, behavior, and thoughts are aligned with circumstances.
  - **MEMORY DIFFICULTY** - reduced ability to remember things such as dates and names, and increased forgetfulness.
  - **CONCENTRATION DIFFICULTY** – inability to focus cognitive resources on certain aspects of the environment and the central nervous system is not in a state of readiness to respond to stimuli.
  - **DISORIENTED** - confused and unable to think clearly.
  - **DISRUPTIVE** - causing trouble and therefore stopping something from continuing as usual.



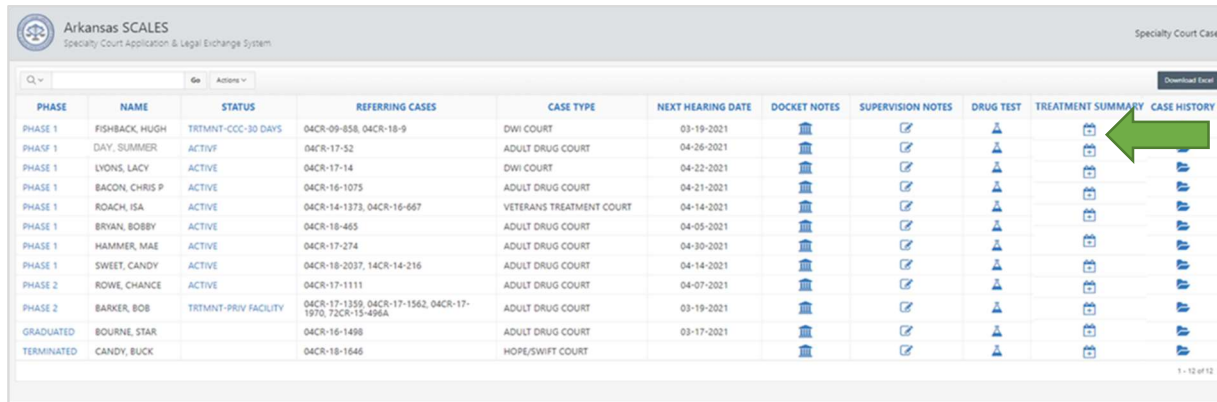
- RESPONSES TO TREATMENT INTERVENTION(S), THIS WEEK (select all that apply)
  - **COOPERATIVE** – willing to be helpful by working together toward a common goal.
  - **RESPONSIVE** – reactive to treatment, resulting in improvement.
  - **NEUTRAL** – neither responsive nor resistant.
  - **PASSIVE** – accepting or allowing what happens without active response or resistance.
  - **GUARDED** – cautious and having possible reservations
  - **DEFENSIVE** – anxious to challenge or avoid criticism
  - **RESISTANT** – reluctance to accept treatment or comply with prescribed regimens.
  - **SUSPICIOUS** - mistrust of the motives or sincerity of others.
  - **LACKS INSIGHT** – inability to understand, recognize or accept circumstances.
  - **AGGRESSIVE** – tendency toward social dominance, threatening behavior, and hostility.
- STAGE OF CHANGE (select one)
  - **PRECONTEMPLATION** - not thinking seriously about changing, are not interested in any kind of help, defensive, and do not feel there is a problem.
  - **CONTEMPLATION** - more aware of the personal consequences of their situation, spend time thinking about their problem, can consider the possibility of changing, but tend to be ambivalent about it.
  - **PREPARATION** – made a commitment to make a change, begin taking small steps to improve, gather information about what needs to be done to change behavior.
  - **ACTION** – believe in ability to change behavior and are actively involved in taking steps to change their behavior using a variety of different techniques.
  - **MAINTENANCE** – able to avoid temptations and previous behaviors, maintain the new status quo, and realize how much progress has been made.
- PROGNOSIS (select one)
  - **EXCELLENT** – the participant is most likely to have treatment success.
  - **GOOD** – the participant has a favorable chance of treatment success.
  - **FAIR** – there are some signs and symptoms which indicate participant is likely to have treatment success.
  - **POOR** – there is little chance for treatment success.

Create a NEW Treatment Provider Assessment – TREATMENT PROVIDERS only

Only those with the TREATMENT PROVIDER role on the team admin panel will have access to create a weekly TREATMENT SUMMARY. The TREATMENT SUMMARY can be created, saved, and edited throughout the week.

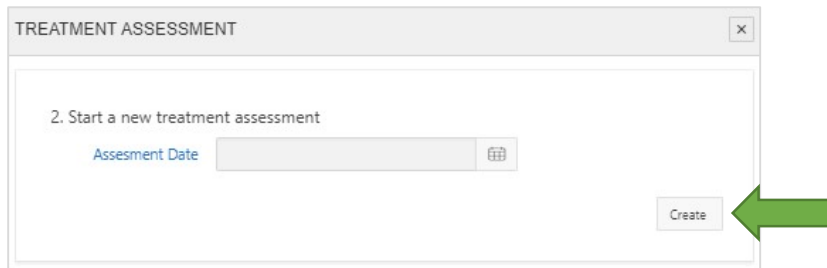
To create a new TREATMENT SUMMARY:

Navigate to Case Management Dashboard then select the TREATMENT SUMMARY icon for the participant.



PHASE	NAME	STATUS	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	DRUG TEST	TREATMENT SUMMARY	CASE HISTORY
PHASE 1	FISHBACK, HUGH	TRTMT-CCC-30 DAYS	04CR-09-858, 04CR-18-9	DWI COURT	03-19-2021					
PHASE 1	DAY, SUMMER	ACTIVE	04CR-17-52	ADULT DRUG COURT	04-26-2021					
PHASE 1	LYONS, LACY	ACTIVE	04CR-17-14	DWI COURT	04-22-2021					
PHASE 1	BACON, CHRIS P	ACTIVE	04CR-16-1075	ADULT DRUG COURT	04-21-2021					
PHASE 1	ROACH, ISA	ACTIVE	04CR-14-1373, 04CR-16-667	VETERANS TREATMENT COURT	04-14-2021					
PHASE 1	BRYAN, BOBBY	ACTIVE	04CR-18-465	ADULT DRUG COURT	04-05-2021					
PHASE 1	HAMMER, MAE	ACTIVE	04CR-17-274	ADULT DRUG COURT	04-30-2021					
PHASE 1	SWEET, CANDY	ACTIVE	04CR-18-2037, 14CR-14-216	ADULT DRUG COURT	04-14-2021					
PHASE 2	ROWE, CHANCE	ACTIVE	04CR-17-1111	ADULT DRUG COURT	04-07-2021					
PHASE 2	BARKER, BOB	TRTMT-PRIV FACILITY	04CR-17-1359, 04CR-17-1562, 04CR-17-1970, 72CR-15-496A	ADULT DRUG COURT	03-19-2021					
GRADUATED	BOURNE, STAR		04CR-16-1498	ADULT DRUG COURT	03-17-2021					
TERMINATED	CANDY, BUCK		04CR-18-1646	HOPE/SWIFT COURT						

A page will open prompting user to select an Assessment Date. Click the calendar icon, select the date, then click Create.



TREATMENT ASSESSMENT

2. Start a new treatment assessment

Assessment Date

Create

The Treatment Summary page will open.

- a. Users need to add an update for all TREATMENT SERVICES required by the participant over the previous week. **NOTE:** At least ONE update in this section is required.
- b. Users need to add an update for all RECOVERY SUPPORT SERVICES required by the participant over the previous week. Click the arrow to expand this section.
- c. Users need to add an update for all MODALITIES required by the participant over the previous week. Click the arrow to expand this section.
- d. Users are required to add an update for all WEEKLY ASSESSMENT options.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

Save And Edit Submit

**a** TREATMENT SERVICES \*

- INDIVIDUAL COUNSELING >
- GROUP COUNSELING >
- DAY TREATMENT >
- OUTPATIENT >
- INTENSIVE OUTPATIENT >
- INPATIENT TREATMENT - CCC 30 DAYS >
- INPATIENT TREATMENT - CCC 60 DAYS >
- INPATIENT TREATMENT - CCC 90 DAYS >
- INPATIENT TREATMENT - CCC 120 DAYS >
- INPATIENT TREATMENT - CCC 180 DAYS >
- INPATIENT TREATMENT - CCC ONE YEAR >
- INPATIENT TREATMENT - PRIVATE FACILITY >

**b** RECOVERY SUPPORT SERVICES

**c** MODALITIES

**d** WEEKLY ASSESSMENT \*

- MOOD >
- AFFECT >
- MENTAL STATUS >
- RESPONSES TO TREATMENT INTERVENTION(S), THIS WEEK >
- STAGE OF CHANGE >
- PROGNOSIS >

Save And Edit Submit

To add an update, click the item. For example, click INDIVIDUAL COUNSELING, to open an update page for that service. Complete the required fields. If a therapeutic adjustment is recommended, click YES and complete the increase or decrease amount. Once complete, click Apply Changes to save the update.

The screenshot shows a window titled "TREATMENT ANSWERS" with a close button in the top right corner. The form contains the following fields and options:

- Treatment Assmt Date: 02-01-2022
- Treatment Question: INDIVIDUAL COUNSELING
- Completed/Compliance:  YES  NO  EXCUSED
- Required:
- Attended:
- Provided By:
- Recommend Therapeutic Adjustment:  YES

At the bottom right of the form, there are two buttons: "Cancel" and "Apply Changes". A green arrow points to the "Apply Changes" button.

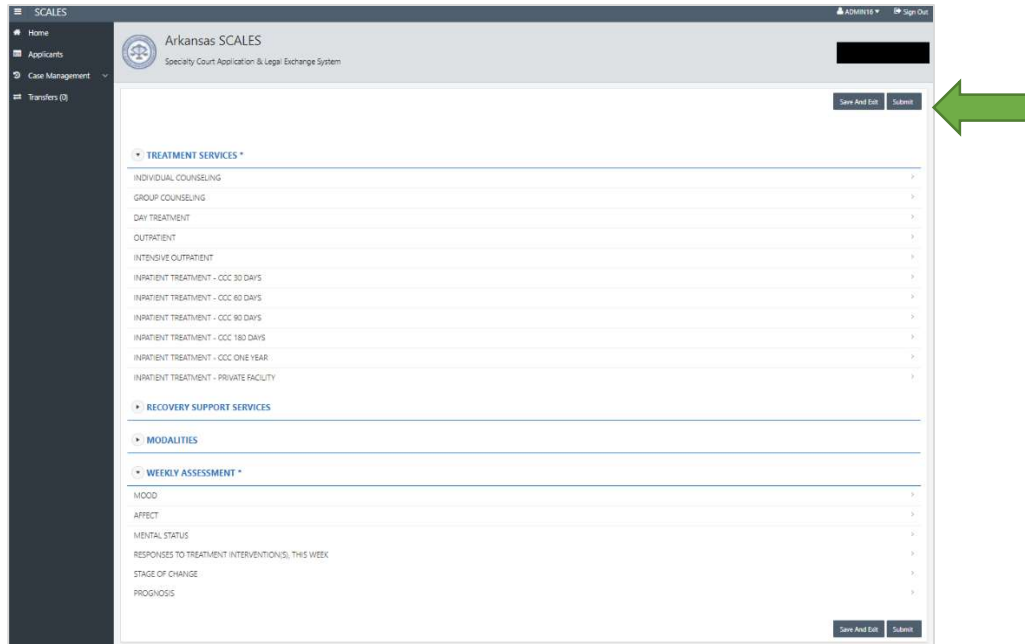
Complete all the updates for the service/modalities required of the participant for the previous week. Then complete the WEEKLY ASSESSMENT section by clicking each category, completing the update page and applying changes.

The screenshot shows a window titled "TREATMENT ANSWERS" with a close button in the top right corner. The form contains the following fields and options:

- Treatment Assmt Date: 02-02-2022
- Treatment Question: MOOD
- Treatment Options:  APPROPRIATE  ANXIOUS  DEPRESSED  ANGRY  EUPHORIC

At the bottom right of the form, there are two buttons: "Cancel" and "Apply Changes". A green arrow points to the "Apply Changes" button.

Once all relevant updates have been saved, click Submit to add the update for the week.



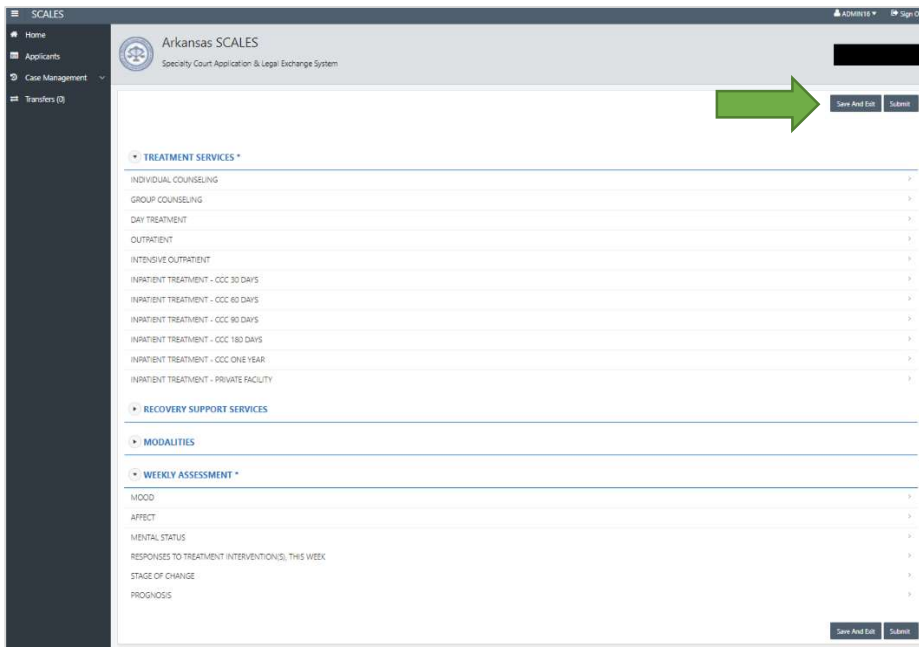
**IMPORTANT:** Before the summary can be submitted, users are required to complete:

- At least ONE update under TREATMENT SERVICES
- ALL updates under WEEKLY ASSESSMENT

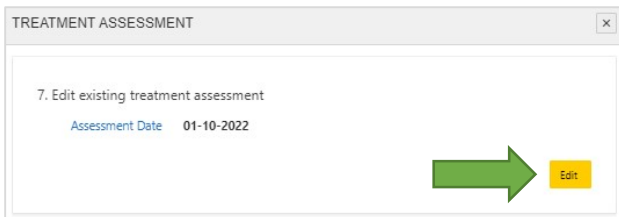


## To save and edit a TREATMENT SUMMARY

Users can add incremental updates as they occur by creating the new summary, updating information, then clicking Save and Exit.



To access, edit and submit, click the TREATMENT SUMMARY icon for the participant, then click Edit. The assessment will open with previous changes.



### Automatic Updates to Case History

Once the treatment summary is submitted, automatic updates will be added to Case History based on the information provided. There is a unique note type for each service/modality. One update for each service/modality type updated will be added to Case History (in the example below, individual counseling). Additionally, a WEEKLY TREATMENT ASSESSMENT update will be added to document the mood, affect, mental status, response(s) to treatment, stage of change, and prognosis.

EDIT	NOTES TYPE	HEARING DATE	NEXT HEARING DATE	INCENTIVES	SANCTIONS	NOTES	DATE	USER ID
	INDIVIDUAL COUNSELING	-	-	-	-	COMPLETED REQUIREMENTS THIS WEEK. NO THERAPEUTIC ADJUSTMENTS RECOMMENDED.	02-01-2022	[REDACTED]
	WEEKLY TREATMENT ASSESSMENT	-	-	-	-	PARTICIPANT PRESENTED WITH APPROPRIATE MOOD, APPROPRIATE AFFECT, CONCENTRATION DIFFICULTY MENTAL STATUS. RESPONSE(S) TO TREATMENT THIS WEEK WERE COOPERATIVE-GUARDED AND PARTICIPANT IS IN THE CONTEMPLATION STAGE OF CHANGE. PROGNOSIS IS GOOD.	02-01-2022	[REDACTED]

### View Treatment Summary History

All users can view the submitted treatment summaries. From the Case Management dashboard, click the Case History icon for the participant. Then click the Treatment Summary icon.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

GENERAL INFORMATION

NAME: [REDACTED] DOB/AGE: 04-30-1987 / 35

PHASE: PHASE 2

STATUS: ACTIVE

ADDRESS: [REDACTED] PHONE: [REDACTED]

EDUCATION: GED

EMPLOYMENT: UNEMPLOYED

REFERRING CASES: [REDACTED] SOBRIETY: 194 DAYS

Print

The report will display with the most recent update at the top. Only the rows updated will display in the history. Users can use the blue headers to further slice and dice the information.

The screenshot shows the Arkansas SCALES web application interface. At the top left is the logo and text "Arkansas SCALES" and "Specialty Court Application & Legal Exchange System". Below this is a search bar with a "Go" button and "Rows: All" and "Actions" dropdown. A "Download Excel" button is also visible. The main content area shows a filter for "TREATMENT DATE" with a date range of "01-21-2022". Below the filter is a table with the following data:

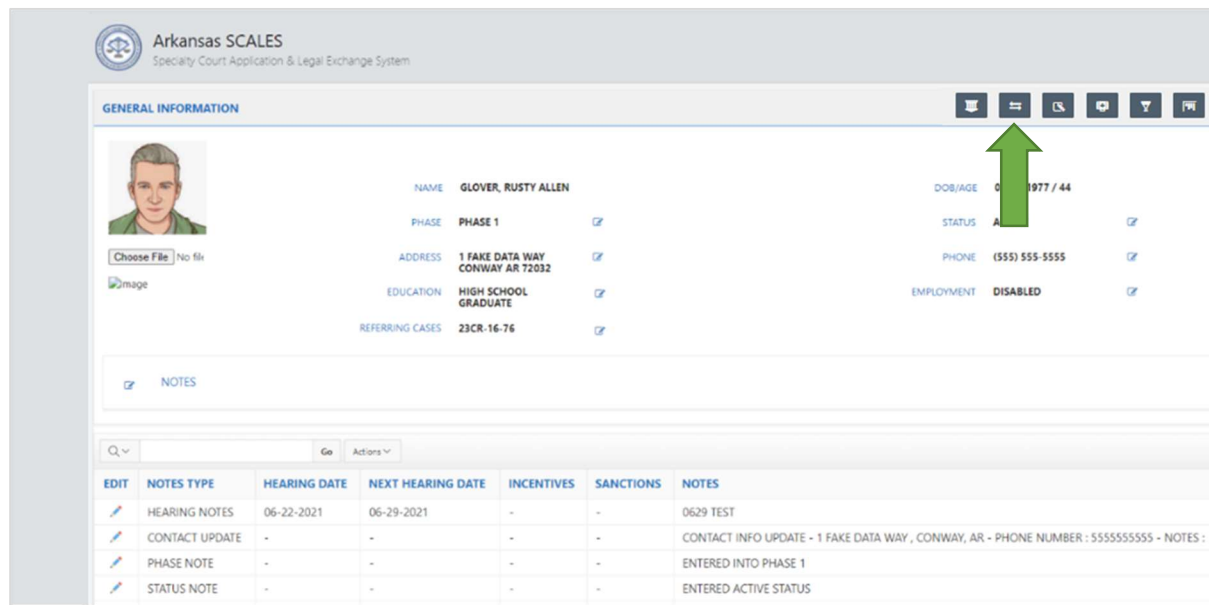
TREATMENT	COMPLETED	REQUIRED	ATTENDED	PROVIDED BY	RECOMMENDED ADJUSTMENT	INCREASE	DECREASE	PROVIDER ASSESSMENT	USER
INPATIENT TREATMENT - CCC 30 DAYS	Y	-	-	PROVIDER 2	-	-	-	-	ADMIN16
MOOD	-	-	-	ADMIN16	-	-	-	ANXIOUS	ADMIN16
AFFECT	-	-	-	ADMIN16	-	-	-	INTENSE	ADMIN16
MENTAL STATUS	-	-	-	ADMIN16	-	-	-	MEMORY DIFFICULTY	ADMIN16
RESPONSES TO TREATMENT INTERVENTION(S), THIS WEEK	-	-	-	ADMIN16	-	-	-	DEFENSIVE	ADMIN16
STAGE OF CHANGE	-	-	-	ADMIN16	-	-	-	PREPARATION	ADMIN16
PROGNOSIS	-	-	-	ADMIN16	-	-	-	FAIR	ADMIN16

## Transfer Participants

Users may manage transfer requests to and from other specialty courts across the state. Any requests to and/or from another court will appear in the Transfers dashboard.



From within Case History of a specific case, users can initiate a transfer request by selecting the Transfer button.



A Case Transfer page will open. Select the Transfer Court and Transfer Location, then click Submit.

Page will close and the Transfer Dashboard number in parenthesis will increase by 1 for both courts to alert users to PENDING Transfer Request. (In the example below, one case has been requested to transfer from Court A to Court Z and another case has been requested to transfer from Court B to Court A.)

APPLICANT ID	NAME	FROM COURT	FROM LOCATION	TO COURT	TO LOCATION	TRANSFERRING CASE ID	REQUESTED DATE	REQUESTED USER	TRANSFER STATUS
-		COURT A	CIRCUIT	COURT Z	CIRCUIT	47OTX-21-6	07-07-2021	AUSER	PENDING
19934		COURT B	CIRCUIT	COURT A	CIRCUIT	04TX-21-35	07-19-2021	BUSER	PENDING

For transfer requests to the user’s court, user can click the APPLICANT ID to view the applicant and case history information in full.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

TRANSFERS

APPLICANT ID	NAME	FROM COURT	FROM LOCATION	TO COURT	TO LOCATION	TRANSFERRING CASE ID	REQUESTED DATE	REQUESTED USER	TRANSFER STATUS
-		COURT A	CIRCUIT	COURT Z	CIRCUIT	47OTX-21-6	07-07-2021	AUSER	PENDING
19934		COURT B	CIRCUIT	COURT A	CIRCUIT	04TX-21-35	07-19-2021	BUSER	PENDING

A Transfer Applicant Information page will open with the Case History of the participant in the current court. Users may click the Applicant Report to view the original accepted application.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

Transfer Applicant Information

NAME [REDACTED] DOB/AGE 09-25-1978 / 42

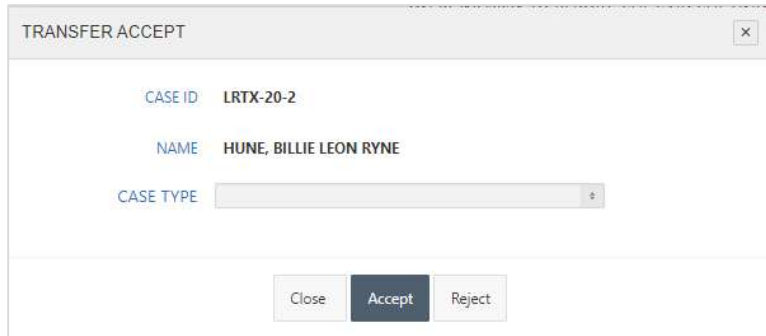
PHASE PHASE 2 STATUS ACTIVE

NOTES TYPE	HEARING DATE	NEXT HEARING DATE	INCENTIVES	SANCTIONS	NOTES	DATE	USER ID
HEARING NOTES	03-25-2021	04-08-2021	-	-	DEF REPORTED TO COURT AS DIRECTED. SHE IS IN COMPLIANCE WITH PROBATION AND TREATMENT RECOMMENDATIONS. SHE IS CURRENTLY WORKING THROUGH SOME TRANSPORTATION ISSUES. ALL ABSENCES FROM DAY TREATMENT HAVE BEEN EXCLUDED DUE TO MEDICAL APPTS. GOOD REPORT.	03-25-2021	BUSER
HEARING NOTES	09-10-2020	09-24-2020	-	-	DEF FAILED TO ATTEND DAY TREATMENT ON THE DATES OF 8/31, 9/2, 9/4 AND 9/9. OFFICER WILL MAKE ATTEMPTS TO CALL HER AND ORDER HER TO APPEAR IN COURT ON 9/15/20 @ 1100. SHE IS TO BRING ALL MEDICAL DOCS AND BE DRUG TESTED.	09-10-2020	BUSER
HEARING NOTES	06-10-2021	06-24-2021	APPLAUSE; VERBAL PRAISE; CANDY/COOKIES/SNACKS; GIFT CARD (= \$5.00); GROUP POSITIVE FEEDBACK	-	DEFENDANT REPORTED TO COURT AS DIRECTED. SHE WAS PROMOTED TO PHASE 2. DRUG SCREENS WERE CLEAN AND IS ATTENDING DAY TREATMENT AS ORDERED. SHE WAS GIVEN APPLAUSE, SNACKS, AND A \$10.00 GIFT CARD AS INCENTIVES.	06-10-2021	BUSER
HEARING NOTES	01-28-2021	02-11-2021	-	-	DEF IS IN COMPLIANCE WITH COURT ORDERS. GOOD REPORT.	01-28-2021	BUSER
OFFICE CONTACT	-	-	-	-	DEFENDANT REPORTED AS DIRECTED TO HER PROBATION OFFICER APPT. SHE WAS IN GOOD SPIRITS AND STATED THAT EVERYTHING HAD BEEN GOING PRETTY GOOD AND WAS GOING TO MAKE SURE THAT GOING FORWARD HER MONEY WOULD BE PAID UP SO SHE WOULDN'T BE HELD FROM PHASE PROMOTIONS IN THE FUTURE.	06-01-2021	BUSER
OFFICE CONTACT	-	-	-	-	DEFENDANT REPORTED AS DIRECTED. SHE REPORTS THAT SHE IS ATTENDING DAY TREATMENT AS ORDERED AND FEELS BETTER NOW SINCE SHE GOT SOME MEDICATION FOR HER MEDICAL PROBLEMS SHE WAS SUFFERING FROM LAST WEEK. SHE WAS REMINDED TO ATTEND COURT ON THURSDAY AT 2 PM.	06-22-2021	BUSER

Download Excel Applicant Report Back Proceed

To accept or reject the transfer request, click the proceed button.

Select the Case Type then select the decision for the transfer request.



A dialog box titled "TRANSFER ACCEPT" with a close button (X) in the top right corner. It contains three fields: "CASE ID" with the value "LRTX-20-2", "NAME" with the value "HUNE, BILLIE LEON RYNE", and "CASE TYPE" with a dropdown menu. At the bottom, there are three buttons: "Close", "Accept", and "Reject".

If rejecting the transfer request, select the reason for the reject then click Submit. The decision and reason will be displayed on both court Transfer Dashboards.

If accepting the transfer request, the originating application and case history will be copied to the new court and be available in Case Management. The originating specialty court case will reflect a phase and status of TRANSFERRED.

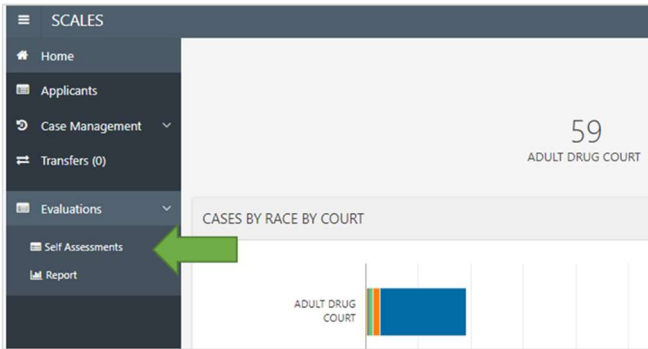
## Evaluations

### Complete a Self-Assessment

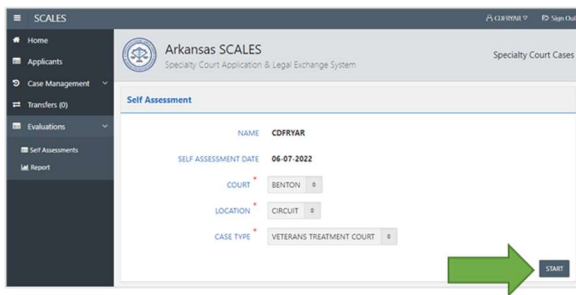
To complete a specialty court team self-assessment, from the navigation area, click the down arrow next to the Evaluations dashboard.



Select Self Assessments.



User will be able to complete an assessment for each team of which they are a member in SCALES. Select the COURT, LOCATION, and CASE TYPE for the team being assessed then click START.



On the Self Evaluation,

- a. The page opens in the default “Show All” view. User has the options to scroll through the entire evaluation or select the tab for each Best Practice Standards section.
- b. All answers are defaulted to NO. User can toggle answers by clicking either YES or NO.
- c. Each section has a Save button to save progressively.
- d. User has the option to Save and Exit the assessment for later completion.
- e. Once all questions have been answered, click Submit.



**Self Evaluation**

Show All 1. Target Population 2. Equity and Inclusion 3. Roles and Responsibilities of the Judge 4. Incentives, Sanctions, and Therapeutic Adjustments

**1. Target Population**

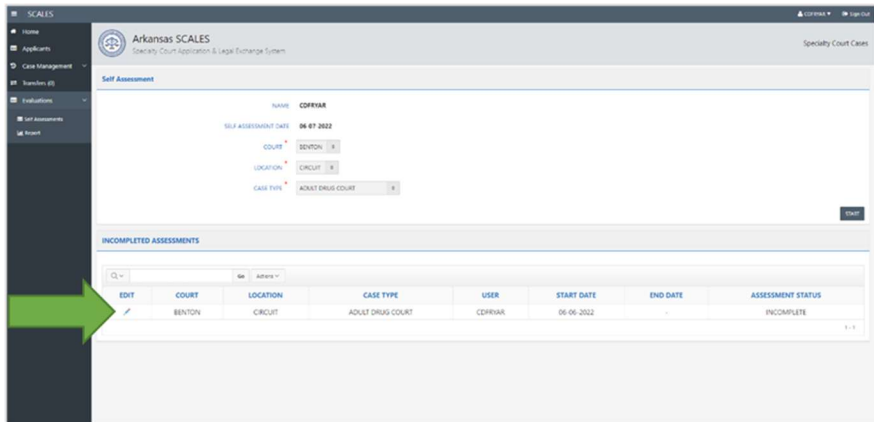
Eligibility and exclusion criteria for the program are predicated on empirical evidence indicating which types of offenders can be treated safely and effectively in the program. Candidates are evaluated for admission to the program using evidence-based assessment tools and procedures.

QUESTION NO	ANSWER	QUESTION
1	YES <input type="radio"/> NO <input type="radio"/>	ARE ELIGIBILITY AND EXCLUSION CRITERIA DEFINED OBJECTIVELY? (BPS I-A)
2	YES <input type="radio"/> NO <input type="radio"/>	ARE ELIGIBILITY AND EXCLUSION CRITERIA SPECIFIED IN WRITING? (BPS I-A)
3	YES <input type="radio"/> NO <input type="radio"/>	ARE ELIGIBILITY AND EXCLUSION CRITERIA COMMUNICATED TO ALL POTENTIAL REFERRAL SOURCES, INCLUDING JUDGES, LAW ENFORCEMENT, DEFENSE ATTORNEYS, PROSECUTORS, TREATMENT PROFESSIONALS, AND PROBATION OFFICERS? (BPS I-A)
4	YES <input type="radio"/> NO <input type="radio"/>	DO TEAM MEMBERS APPLY SUBJECTIVE CRITERIA OR PERSONAL IMPRESSIONS WHEN DETERMINING A PARTICIPANT'S SUITABILITY FOR THE PROGRAM? (BPS I-A)
5	YES <input type="radio"/> NO <input type="radio"/>	DOES THE PROGRAM ONLY ADMIT PARTICIPANTS WHO HAVE BEEN DIAGNOSED WITH A MODERATE-TO-SEVERE SUBSTANCE USE DISORDER? (BPS I-B)
6	YES <input type="radio"/> NO <input type="radio"/>	DOES THE PROGRAM OFFER ALTERNATIVE TRACKS WITH SERVICES THAT ARE MODIFIED TO MEET THE CLINICAL NEEDS OF PARTICIPANTS? (BPS I-B)
7	YES <input type="radio"/> NO <input type="radio"/>	DOES THE PROGRAM MIX PARTICIPANTS WITH DIFFERENT RISK OR NEED LEVELS IN THE SAME COUNSELING GROUPS, RESIDENTIAL TREATMENT MILEU, OR HOUSING UNITS? (BPS I-B)
8	YES <input type="radio"/> NO <input type="radio"/>	DOES THE PROGRAM ONLY ADMIT PARTICIPANTS WHO ARE IDENTIFIED AS HIGH-RISK/HIGH-NEED AS DETERMINED BY A VALIDATED RISK/NEEDS ASSESSMENT TOOL? (BPS I-B)
9	YES <input type="radio"/> NO <input type="radio"/>	DOES THE PROGRAM OFFER ALTERNATIVE TRACKS WITH SERVICES THAT ARE MODIFIED TO MEET THE RISK AND NEED LEVELS OF PARTICIPANTS? (BPS I-B)
10	YES <input type="radio"/> NO <input type="radio"/>	ARE APPLICANTS ASSESSED FOR ELIGIBILITY USING VALIDATED RISK-NEED ASSESSMENT AND CLINICAL ASSESSMENT TOOLS? (BPS I-C)
11	YES <input type="radio"/> NO <input type="radio"/>	HAS THE RISK-ASSESSMENT TOOL BEEN DEMONSTRATED EMPIRICALLY TO PREDICT CRIMINAL RECIDIVISM OR FAILURE ON COMMUNITY SUPERVISION? (BPS I-C)
12	YES <input type="radio"/> NO <input type="radio"/>	HAS THE RISK-ASSESSMENT TOOL BEEN DEMONSTRATED EQUIVALENTLY PREDICTIVE FOR WOMEN AND RACIAL OR ETHNIC MINORITY GROUPS REPRESENTED IN THE LOCAL ARRESTEE POPULATION? (BPS I-C)
13	YES <input type="radio"/> NO <input type="radio"/>	DOES THE CLINICAL ASSESSMENT TOOL EVALUATE THE FORMAL DIAGNOSTIC SYMPTOMS OF SEVERE SUBSTANCE USE OR MENTAL HEALTH DISORDER? (BPS I-C)
14	YES <input type="radio"/> NO <input type="radio"/>	ARE EVALUATORS TRAINED AND PROFICIENT IN ADMINISTERING THE ASSESSMENT TOOLS AND INTERPRETING THE RESULTS? (BPS I-C)
15	YES <input type="radio"/> NO <input type="radio"/>	DO CURRENT OR PRIOR OFFENSES DISQUALIFY CANDIDATES FROM PARTICIPATION IN THE PROGRAM IF EMPIRICAL EVIDENCE DEMONSTRATES OFFENDERS WITH SUCH RECORDS CANNOT BE MANAGED SAFELY OR EFFECTIVELY IN THE PROGRAM? (BPS I-D)
16	YES <input type="radio"/> NO <input type="radio"/>	ARE OFFENDERS CHARGED WITH NON-DRUG CHARGES OR DRUG DEALING AUTOMATICALLY EXCLUDED FROM PARTICIPATING IN THE PROGRAM? (BPS I-D)
17	YES <input type="radio"/> NO <input type="radio"/>	ARE OFFENDERS WITH VIOLENT HISTORIES EXCLUDED AUTOMATICALLY FROM PARTICIPATION IN THE PROGRAM? (BPS I-D)
18	YES <input type="radio"/> NO <input type="radio"/>	ARE APPLICANTS DISQUALIFIED FROM PARTICIPATION IN THE PROGRAM BECAUSE OF CO-OCCURRING MENTAL HEALTH OR MEDICAL CONDITIONS? (BPS I-E)
19	YES <input type="radio"/> NO <input type="radio"/>	ARE APPLICANTS DISQUALIFIED FROM PARTICIPATION IN THE PROGRAM BECAUSE THEY HAVE BEEN LEGALLY PRESCRIBED PSYCHOTROPIC OR ADDICTION MEDICATION? (BPS I-E)

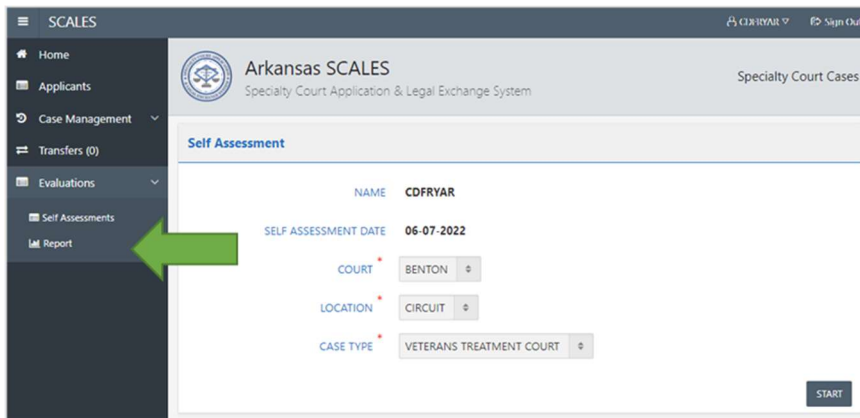
1 - 19

Save

When Save and Exit is selected, a row is displayed in the Self Assessments sub-dashboard in the INCOMPLETED ASSESSMENTS section. Click the pencil icon to continue editing the assessment.



To view submitted self-evaluations and aggregated responses from self-evaluations submitted by other team members, click the Report sub-dashboard.



## Self-Assessment Reports

There are two report sections, COMPLETED SELF ASSESSMENTS and COMPLETED ASSESSMENTS BY TEAM. To view a report in either section, click the blue link to the left of the report.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

Specialty Court Cases

**COMPLETED SELF ASSESSMENTS**

ASSESSMENT	COURT	LOCATION	CASE TYPE	USER	START DATE	END DATE	ASSESSMENT STATUS
1	BENTON	CIRCUIT	ADULT DRUG COURT	CDFRVAR	06-06-2022	06-07-2022	COMPLETED
2	BENTON	CIRCUIT	VETERANS TREATMENT COURT	CDFRVAR	06-07-2022	06-07-2022	COMPLETED

1 - 2

**COMPLETED ASSESSMENT BY TEAM**

TEAM	COURT	LOCATION	CASE TYPE	# TEAM MEMBER	# COMPLETED ASSESSMENTS
04-CI-7A	BENTON	CIRCUIT	ADULT DRUG COURT	16	1
04-CI-7V	BENTON	CIRCUIT	VETERANS TREATMENT COURT	10	1

1 - 2

The SELF ASSESSMENT report displays each question and submitted answer.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

Specialty Court Cases

**Completed Assessment Details**

Question	Answer
As participants advance through the phases of the program, are rewards for achievements decreased? (BPS IV-I)	NO
As participants advance through the phases of the program, are supervision services reduced? (BPS IV-I)	NO
Is treatment only reduced if it is determined clinically that a reduction in treatment is unlikely to precipitate a relapse to substance use? (BPS IV-I)	NO
Is the frequency of drug and alcohol testing only reduced after other treatment and supervision services have been reduced and relapse has not occurred? (BPS IV-I)	NO
If a participant must be returned temporarily to the preceding phase of the program because of a relapse or related setback, does the team develop a remedial plan together with the participant to prepare for a successful phase transition? (BPS IV-I)	NO
Are jail sanctions imposed judiciously and sparingly? (BPS IV-J)	NO
Unless a participant poses an immediate risk to public safety, are jail sanctions only administered after less severe consequences have been ineffective at deterring infractions? (BPS IV-J)	NO
Are all jail sanctions definite in duration? (BPS IV-J)	NO
Do jail sanctions typically last no more than three to five days? (BPS IV-J)	NO
Are participants given access to counsel and a fair hearing if a jail sanction might be imposed because a significant liberty interest is at stake? (BPS IV-J)	NO
Are participants terminated from the program if they can no longer be managed safely in the community or repeatedly fail to comply with treatment or supervision requirements? (BPS IV-K)	NO
Are participants terminated from the program for continued substance use if they are otherwise compliant with their treatment and supervision conditions unless they are nonamenable to the treatments that are reasonably available in their community? (BPS IV-K)	NO
If a participant is terminated from the program because adequate treatment is not available, does the participant receive an augmented sentence or disposition for failing to complete the program? (BPS IV-K)	NO

The Team report displays the questions, the number of responses recorded across the team, and the percentages of YES/NO answers for each question.

Arkansas SCALES  
Specialty Court Application & Legal Exchange System

Specialty Court Cases

New

Q v Go Actions

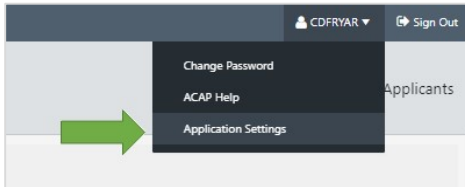
Question Category

Question Category : 1 - Target Population

Case Type	QUESTION	# RESPONSES	% YES	% NO
BENTON CIRCUIT ADULT DRUG COURT	Are applicants assessed for eligibility using validated risk-need assessment and clinical assessment tools? (BPS I-C)	16	0%	100%
BENTON CIRCUIT ADULT DRUG COURT	Does the program only admit participants who have been diagnosed with a moderate-to-severe substance use disorder? (BPS I-B)	16	100%	0%
BENTON CIRCUIT ADULT DRUG COURT	Are applicants disqualified from participation in the program because they have been legally prescribed psychotropic or addiction medication? (BPS I-E)	16	0%	100%
BENTON CIRCUIT ADULT DRUG COURT	Are eligibility and exclusion criteria defined objectively? (BPS I-A)	16	0%	100%
BENTON CIRCUIT ADULT DRUG COURT	Are evaluators trained and proficient in administering the assessment tools and interpreting the results? (BPS I-C)	16	0%	100%
BENTON CIRCUIT ADULT DRUG COURT	Are offenders charged with non-drug charges or drug dealing automatically excluded from participating in the program? (BPS I-D)	16	0%	100%
BENTON CIRCUIT ADULT DRUG COURT	Are offenders with violent histories excluded automatically from participation in the program? (BPD I-D)	16	0%	100%
BENTON CIRCUIT ADULT DRUG COURT	Do current or prior offenses disqualify candidates from participation in the program if empirical evidence demonstrates offenders with such records cannot be managed safely or effectively in the program? (BPS I-D)	16	0%	100%
BENTON CIRCUIT ADULT DRUG COURT	Does the clinical assessment tool evaluate the formal diagnostic symptoms of severe substance use or mental health disorder? (BPS I-C)	16	0%	100%
BENTON CIRCUIT ADULT DRUG COURT	Does the program offer alternative tracks with services that are modified to meet the risk and need levels of participants? (BPS I-B)	16	0%	100%

## Application Settings

Application Settings allow users to view and/or manage frequently used data within the application such as SPC team members, drug panels, and treatment providers, to access, from the drop down next to USERNAME to the right, select Application Settings.



## Drug Panels

To add, edit or delete a drug panel, select the Drug Panels tab.



Click the + to the right to create a new drug panel.



Enter PANEL NAME, select COURT and LOCATION, and CREATED DATE then click Create.

SPC Drug Panel

Drug Panel allows you to create panels of substances that you use for testing. Panels are available at the time of drug test entry.

Drug Panel

PANEL NAME \* CDF 2 PANEL ⓘ

COURT \* PULASKI ▾

LOCATION \* CIRCUIT ▾

CREATED DATE 11-23-2020 📅

Cancel Create

A drug panel will need to be created for each location. The CREATED DATE may be backdated if needed.

A banner will display if the panel was created successfully. Next click Add Substance.

SPC Drug Panel

Drug Panel allows you to create panels of substances that you use for testing. Panels are available at the time of drug test entry.

✓ Drug Panel Created, Please Add Substances to the Panel. ✕

Drug Panel

PANEL NAME \* CDF 2 PANEL ⓘ

COURT \* PULASKI ▾

LOCATION \* CIRCUIT ▾

CREATED DATE 11-23-2020 📅

END DATE 📅

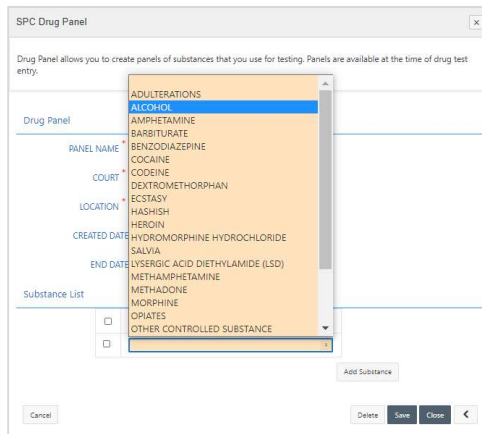
Substance List

Substance No data found.

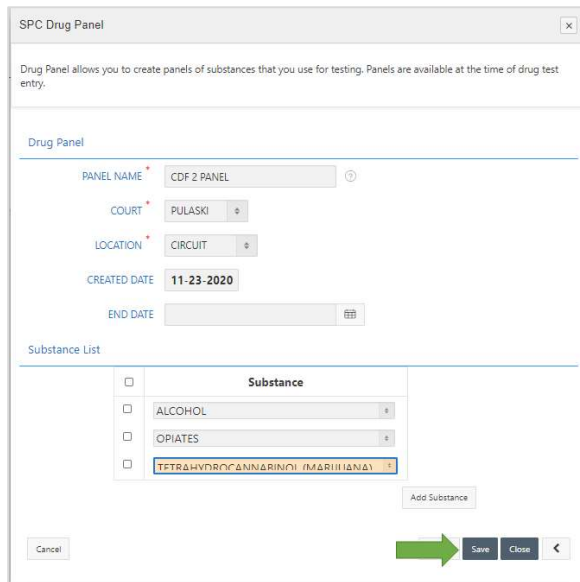
Add Substance

Cancel Delete Save Close <

Select substance from drop down list.



To continue adding substances, click Add Substance and select substance until all substances have been entered, then click Save.



To delete substance, check box next to substance to be deleted and click Delete Checked. A message will ask to confirm the deletion.

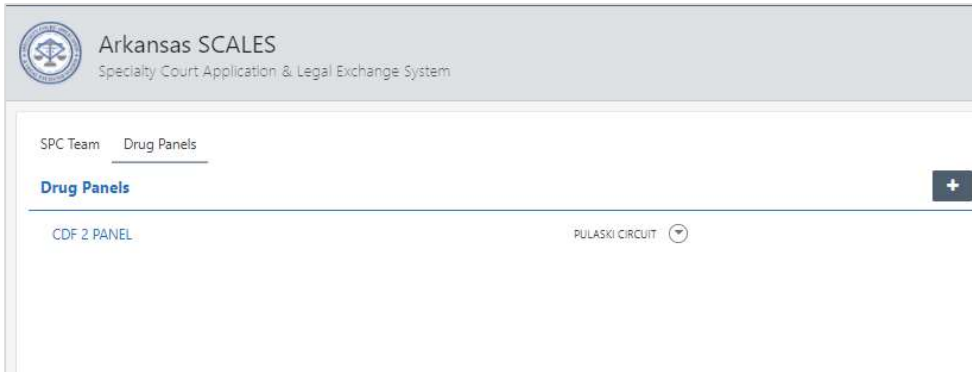
Substance List	
<input type="checkbox"/>	OPIATES
<input type="checkbox"/>	TETRAHYDROCANNABINOL (MARIJUANA)
<input type="checkbox"/>	ALCOHOL

Once the panel is set up as intended, click Save then Close.

**NOTE:** Do not enter END DATE at time of creation. This field is to be filled in only once a panel is no longer used and can be selected by editing the drug panel (see next section).

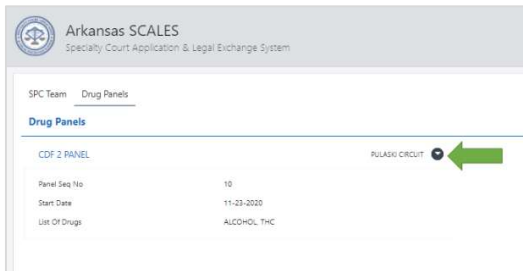
The new drug panel will now be displayed in Application Settings, Drug Panels.



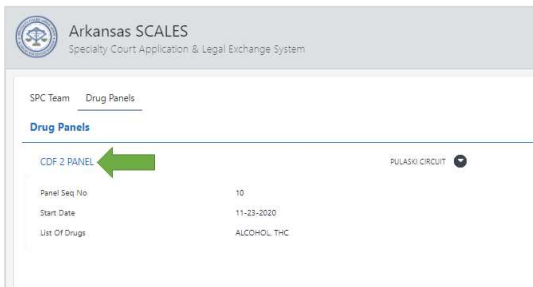


## Manage Drug Panels

To see the details of the drug panel, click the down arrow.



To edit the panel, click the drug panel name.



User may add substances, delete substances, and change panel names/dates then click Save and Close to complete changes.

SPC Drug Panel

Drug Panel allows you to create panels of substances that you use for testing. Panels are available at the time of drug test entry.

Drug Panel

PANEL NAME \* CDF 2 PANEL

COURT \* PULASKI

LOCATION \* CIRCUIT

CREATED DATE 11-23-2020

END DATE

Substance List

<input type="checkbox"/>	Substance
<input type="checkbox"/>	TETRAHYDROCANNABINOL (MARIJUANA)
<input type="checkbox"/>	ALCOHOL

Cancel Delete Checked Add Substance

Delete Save Clear

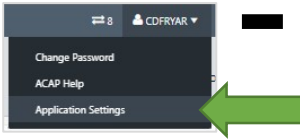
**NOTE:** If a panel is no longer used, user can enter END DATE to maintain record of the panel in the Application Settings. The panel name will no longer be available for selection for users when capturing drug test results.

## Manage Treatment Providers and Vendors

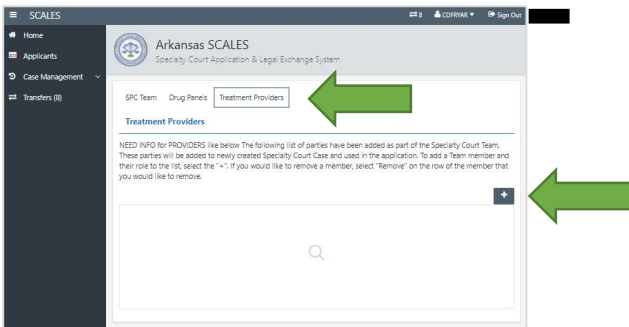
For each Treatment Provider and vendor used by the team, the ADMIN will need to add a record from the Application Settings area. Once these have been added, the providers will be available in the drop-down menu in the Treatment Summary pages.

To add a new Treatment Provider:

From the admin menu, upper-right corner, click the down arrow next to your USERID, then select Applications Settings.

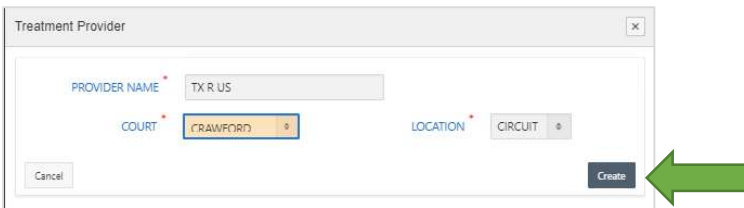


Select Treatment Providers, then click + to add a new provider.



Add the PROVIDER NAME, the COURT, and LOCATION, then click Create.

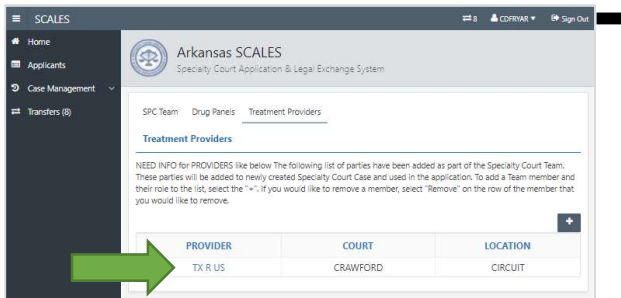
**NOTE:** For ADMINS with multiple courts and/or locations, a provider will need to be created for each.



The provider will now appear in the drop-down menu for “Provided By” on the Treatment Summary update page.



To edit or delete a Treatment Provider  
Click the specific provider.



Click Delete to remove the provider OR make edits then click Apply Changes.

