



Application Name: SCALES

(Specialty Court Application & Legal Exchange System)

Release #:

1.3.1

Release Date:

06/20/2022

Audience:

Current SCALES users

Summary of Release:

The primary focus of this release is to enable users to complete a court self-assessment for each specialty court team of which they are a member, based on NADCP's best practice standards. This functionality supports the specialty court certification process as determined by the Arkansas Specialty Court Program Advisory Committee which is planned to begin in July 2022.

The secondary focus of this release is to enhance the specialty court case closure process. Users can now close cases with final phase of GRADUATION, TERMINATION or ADMINISTRATIVE CLOSURE in a single page within the application. Additionally, termination reason is now collected to align to the specialty court data collection statutory requirements.

Details of Release:

Complete a specialty court team self-assessment

1. From the navigation area, click the down arrow next to the new Evaluations dashboard.

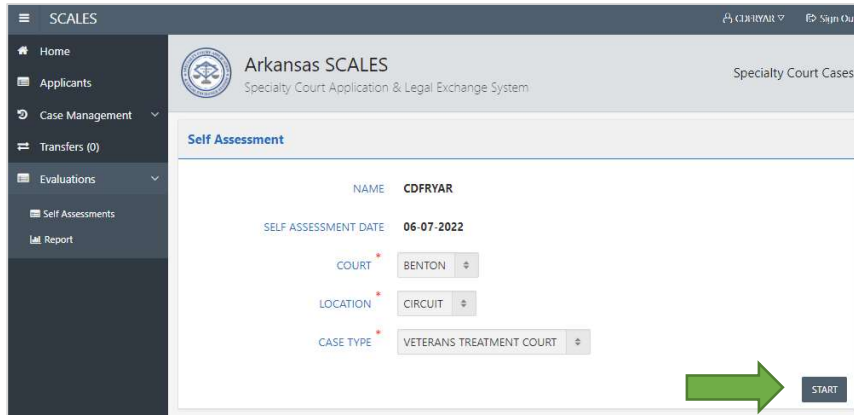


2. Then click Self Assessments.



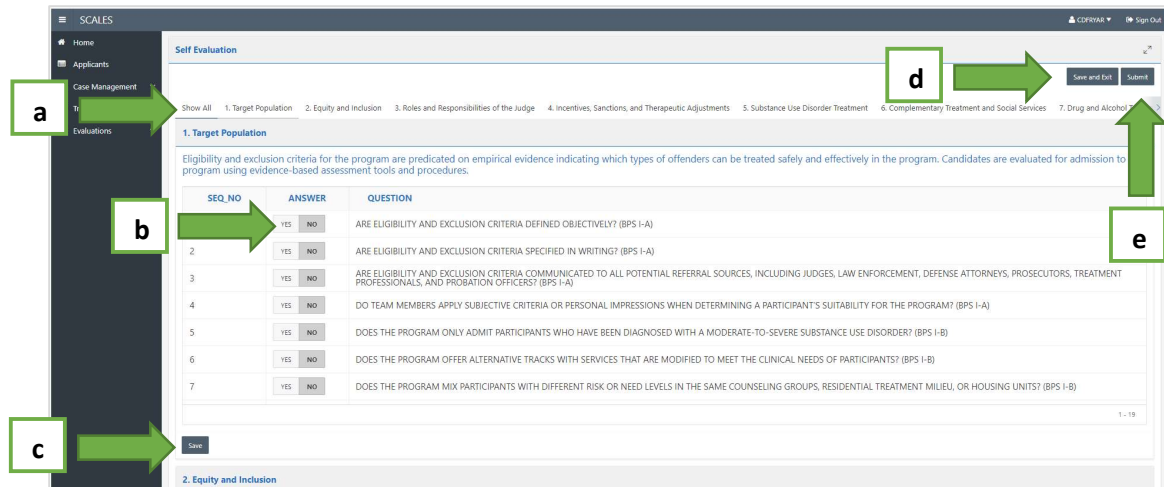
3. User will be able to complete an assessment for each team of which they are a member in SCALES.

Select the COURT, LOCATION, and CASE TYPE for the team being assessed then click START.

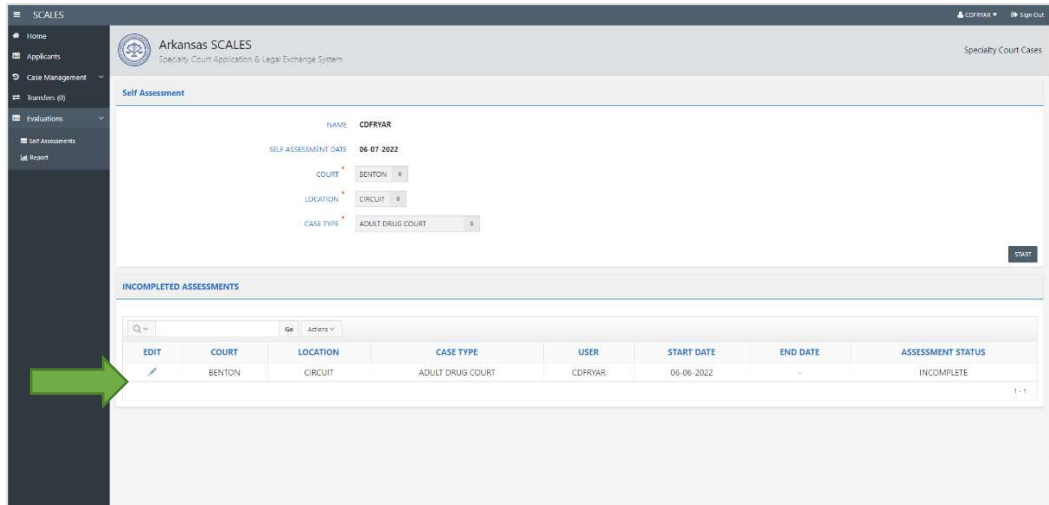


4. On the Self Evaluation,

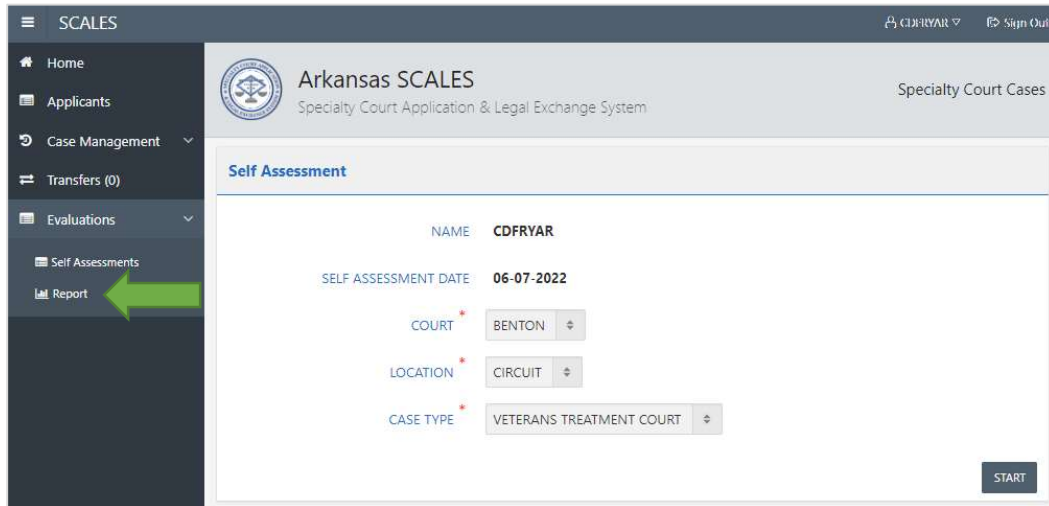
- a. The page opens in the default “Show All” view. User has the options to scroll through the entire evaluation or select the tab for each Best Practice Standards section.
- b. All answers are defaulted to NO. User can toggle answers by clicking either YES or NO.
- c. Each section has a Save button 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.



5. 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.



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



7. 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.

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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	CDFRYAR	06-06-2022	06-07-2022	COMPLETED
2	BENTON	CIRCUIT	VETERANS TREATMENT COURT	CDFRYAR	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

8. 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

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

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Specialty Court Application & Legal Exchange System

Specialty Court Cases

New

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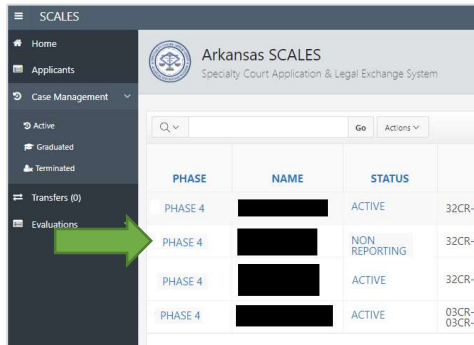
Question Category

**Question Category : 1 - Target Population**

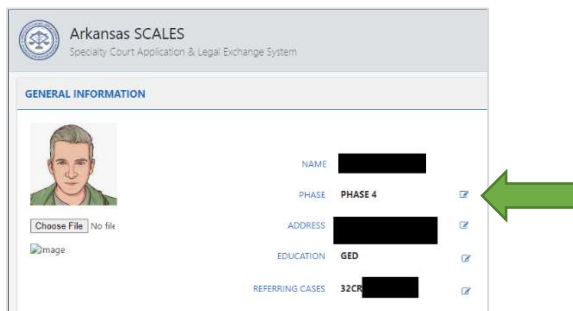
Case Type	QUESTION	# RESPONDES	% YES	% NO
BENTON CIRCUIT ADULT DRUG COURT	Are applicants assessed for eligibility using validated risk-need assessment and clinical assessment tools? (BPS I-C)	16	0%	100%
BENTON CIRCUIT ADULT DRUG COURT	Does the program only admit participants who have been diagnosed with 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%

## Close a case with proper PHASE, TERMINATION REASON, and STATUS from one page

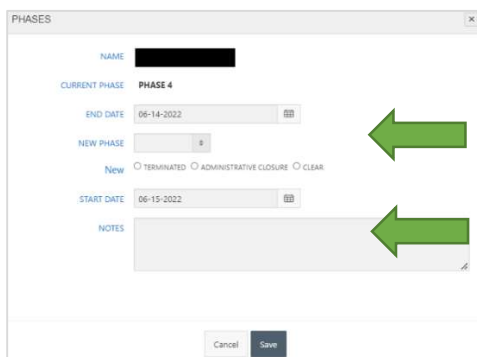
1. From the Case Management dashboard, click the blue link for PHASE next to the case that is to be closed.



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



3. The 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.



- a. To TERMINATE a case,
  - i. Select the TERMINATED button below the NEW PHASE drop down.
  - ii. Select a REASON FOR TERMINATION.
  - iii. Select the TERMINATED NEW STATUS.
  - iv. Enter notes.
  - v. Click Save.

**PHASES**

**CURRENT PHASE** PHASE 4

**END DATE** 06-14-2022

**NEW PHASE** [dropdown]

**TERMINATED**  **ADMINISTRATIVE CLOSURE**  **CLEAR**

**REASON FOR TERMINATION** [dropdown: PARTICIPANT REFUSED TO CONTINUE PARTICIPATION]

**CURRENT STATUS** [dropdown: PARTICIPANT REFUSED TO CONTINUE PARTICIPATION, SUPERVISION REVOKED - NEW FELONY, SUPERVISION REVOKED - NEW MISDEMEANOR, SUPERVISION REVOKED - TECHNICAL]

**TERMINATED NEW STATUS** [dropdown: JAIL TIME IMPOSED]

**START DATE** [calendar]

**NOTES** [text area]

**Cancel** **Save**

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

PHASE	NAME	STATUS
TERMINATED	[REDACTED]	JAIL TIME IMPOSED



- b. To reflect an ADMINISTRATIVE CLOSURE for the case,
  - i. Select the ADMINISTRATIVE CLOSURE button below the NEW PHASE drop down.
  - ii. Select the TERMINATED NEW STATUS.
  - iii. Enter notes.
  - iv. Click Save.

PHASES

CURRENT PHASE **PHASE 4**

END DATE 06-14-2022

NEW PHASE

New
  TERMINATED
  ADMINISTRATIVE CLOSURE
  CLEAR

CURRENT STATUS CLOSED

ADMIN CLOSURE NEW STATUS

DEPORTED  
 DECEASED  
 DEPORTED  
 OTHER

START DATE

NOTES

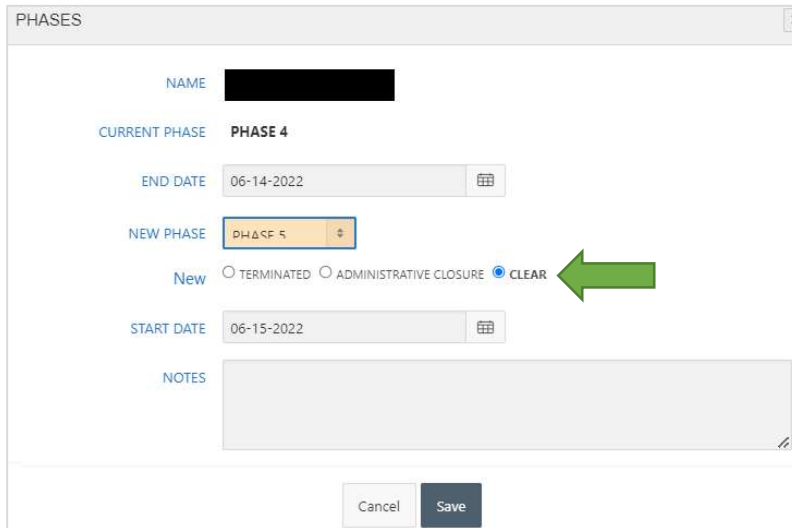
Cancel Save

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

PHASE	NAME	STATUS
ADMN CLOSURE		DEPORTED

- c. For all other PHASE movements including GRADUATION, no changes in functionality were made.

NOTE: If TERMINATION or ADMINISTRATIVE CLOSURE are selected by mistake, simply 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" with the following fields and controls:

- NAME:** A text field containing a redacted name.
- CURRENT PHASE:** A dropdown menu set to "PHASE 4".
- END DATE:** A date picker field set to "06-14-2022".
- NEW PHASE:** A dropdown menu set to "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 picker field set to "06-15-2022".
- NOTES:** A large text area for entering notes.
- Buttons:** "Cancel" and "Save" buttons at the bottom.