Virginia Specialty Dockets DIMS Database

User's Manual

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

DIMS
(https://dimsservices.com)

About DIMS

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

We began our journey with the treatment court community because we knew we could provide a superior product
at a more accessible price, leaving no court without support. We stay tuned into the courts and the changes
being made at a national level. Our system remains customizable and adaptable—making sure meaningful
change reaches you and your court team.

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

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

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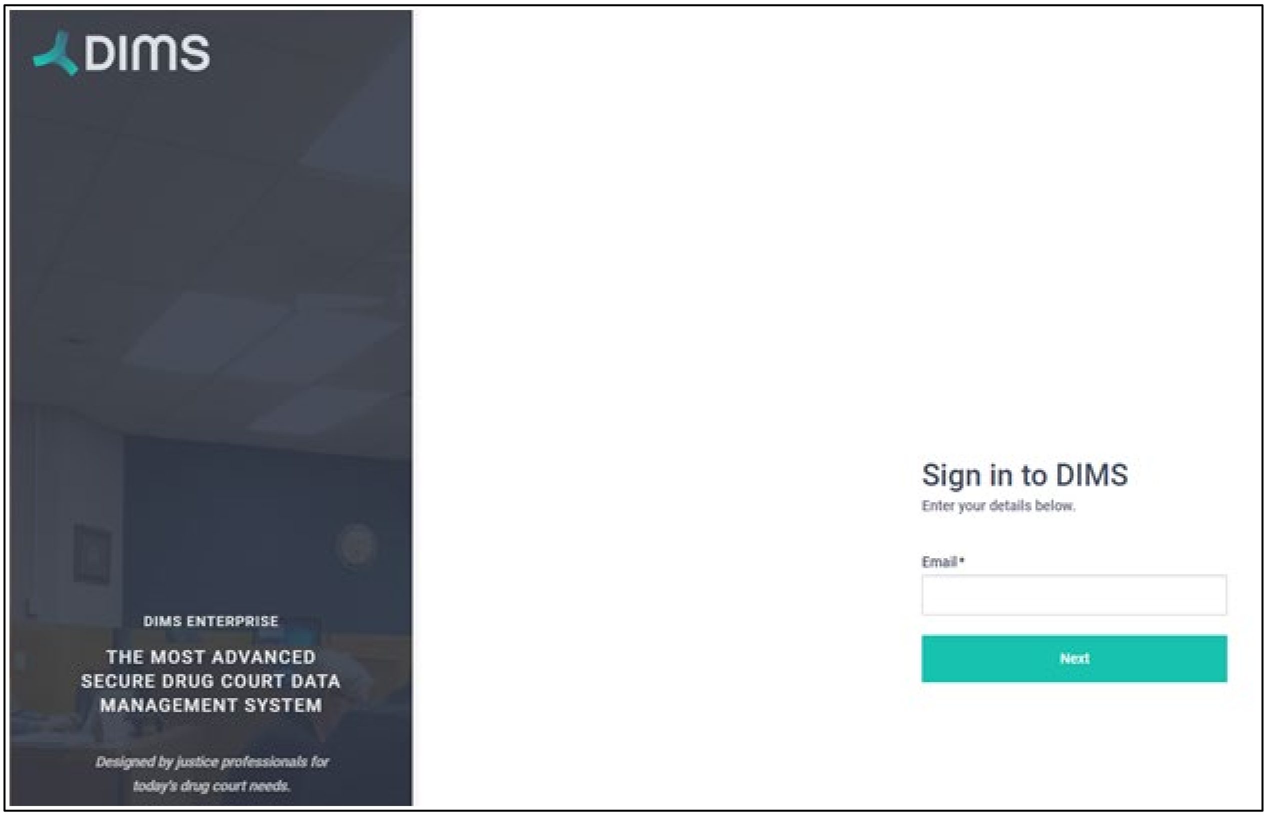
Introduction

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

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

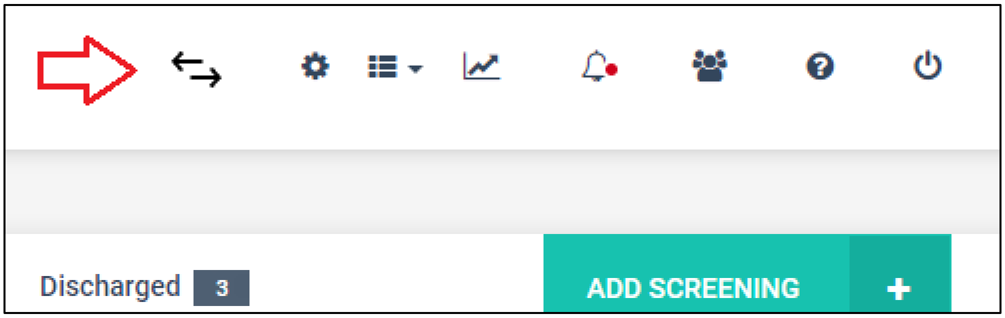


Chapters

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

Menu Navigation

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



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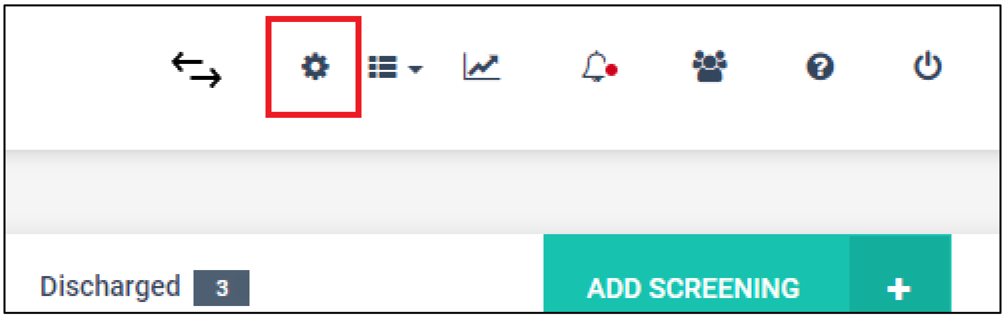
See the settings section for more details.



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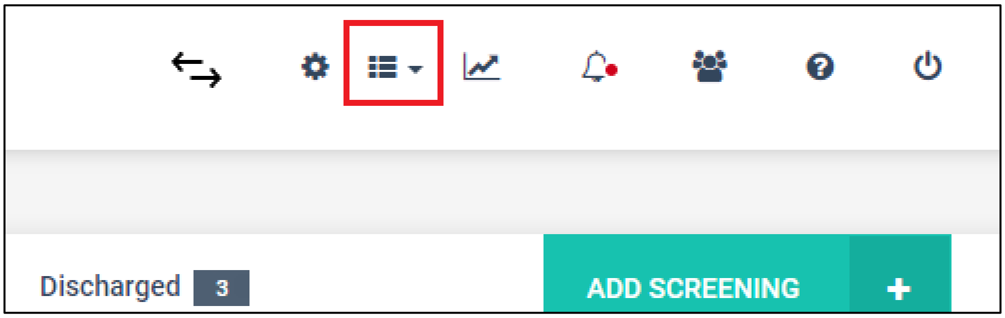

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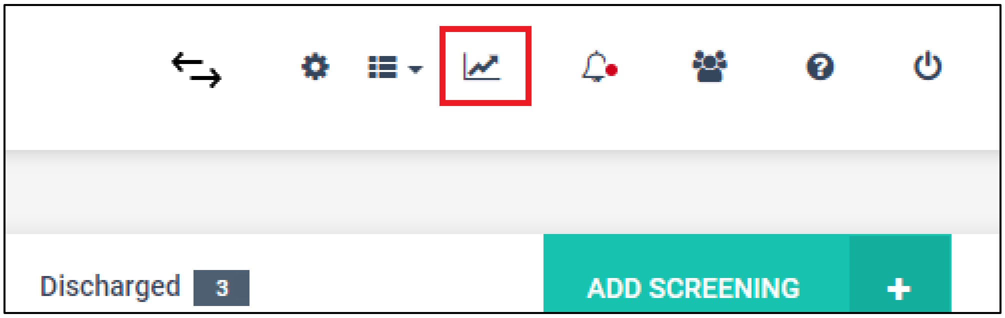

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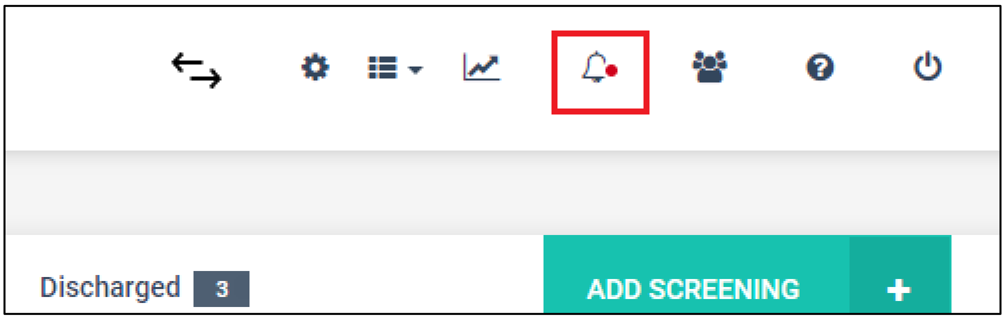

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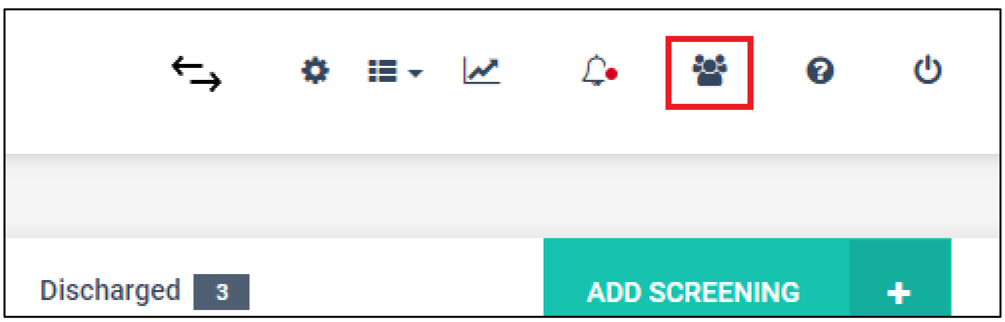


Participant List

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

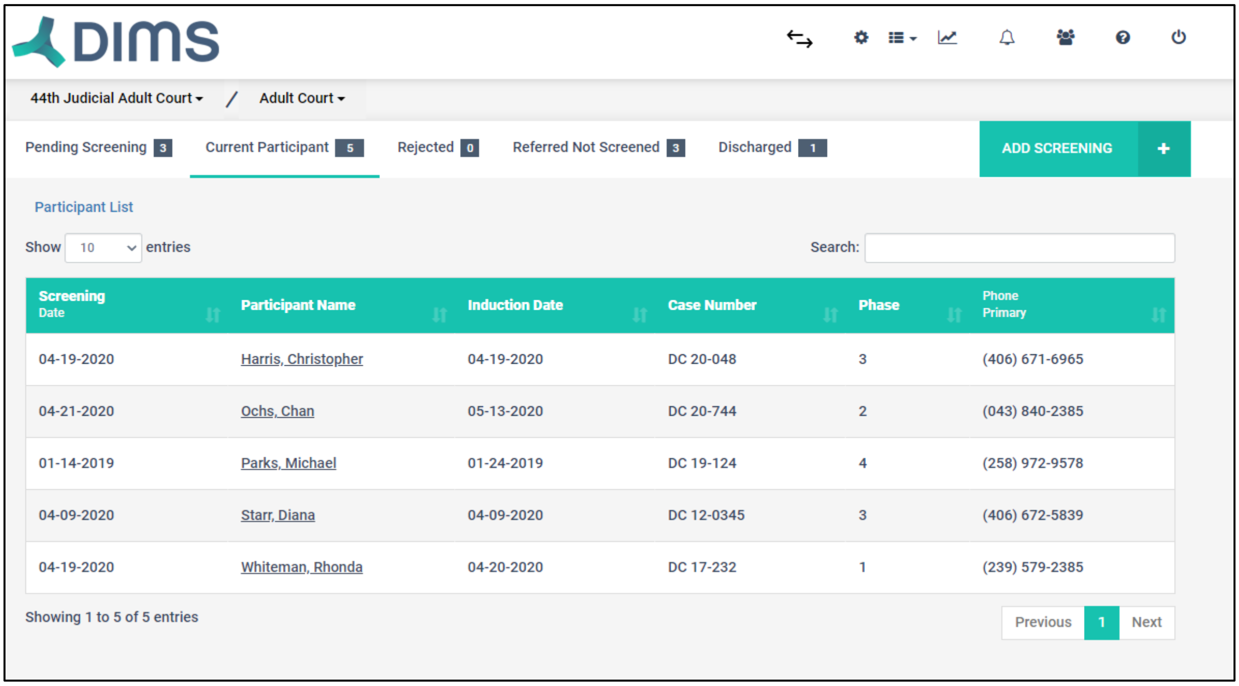
1. Pending Screening: All participants are in the process of being screened and not inducted into the program.

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

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

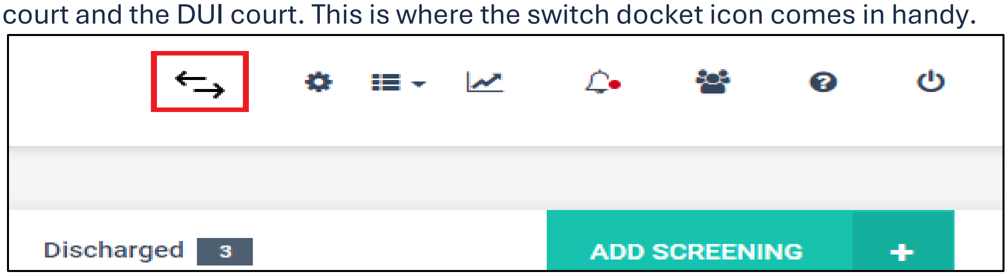
5. Referred Not Screened: Those participants who were referred into court but not screened because of circumstances beyond the control of the court. This could be as simple as not having the capacity to add a participant in the court.

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

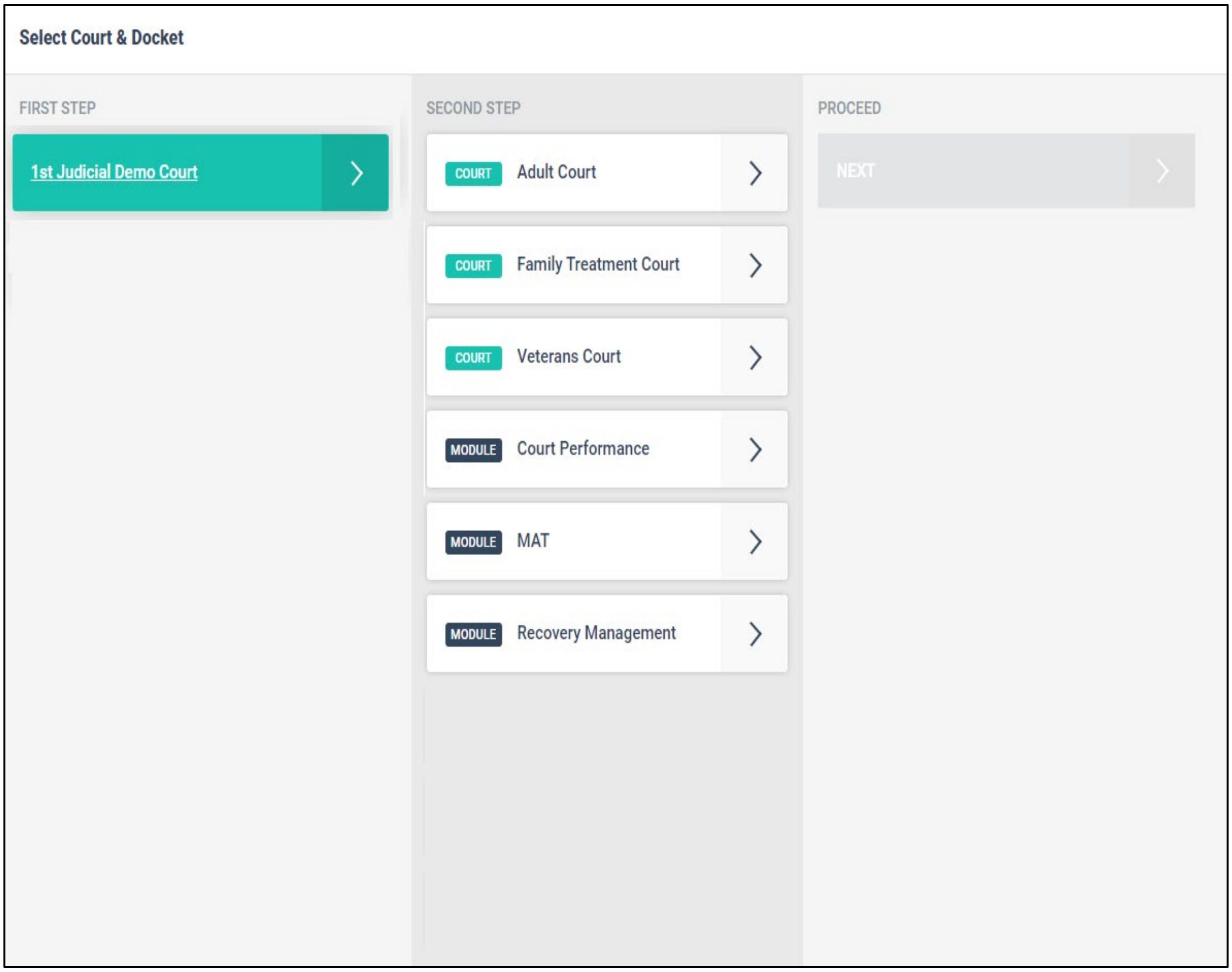


Switch Dockets

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

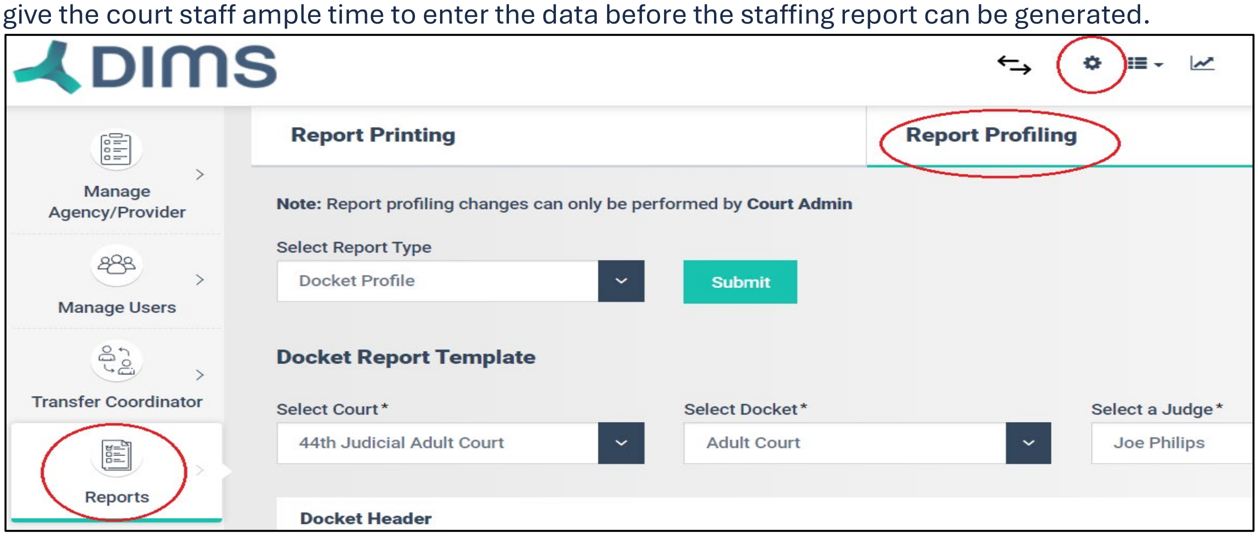


Upon clicking the switch docket icon, the program will show all the dockets and modules available to you. You can then switch e.g. from your adult docket to the family docket.



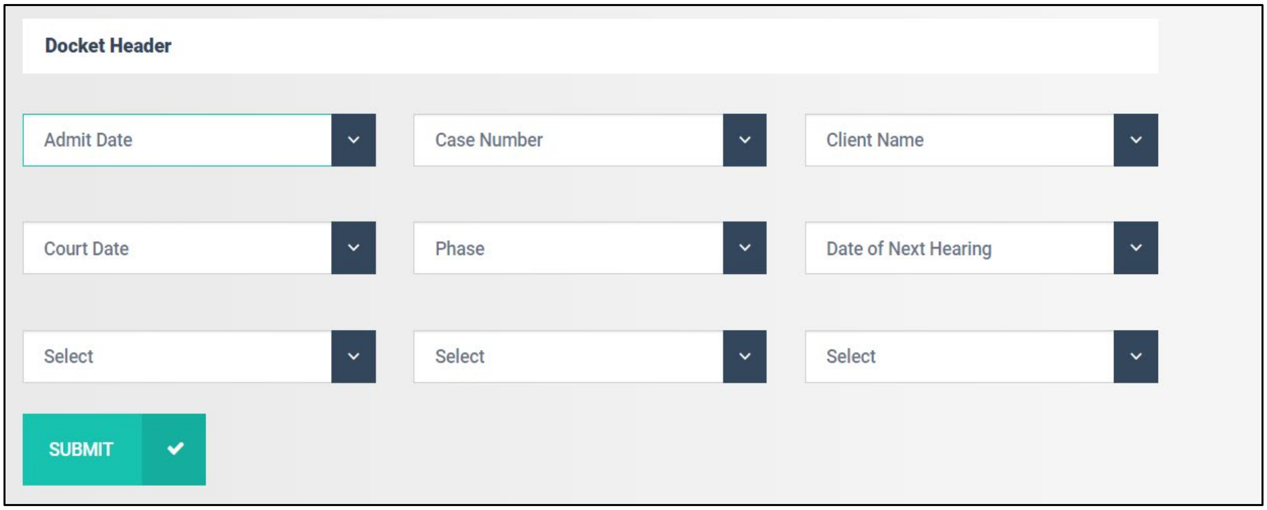
Set up Docket Report

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



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

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



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

Settings

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

The settings menu allows the court to

1. Manage ancillary service providers

2. Manage treatment providers

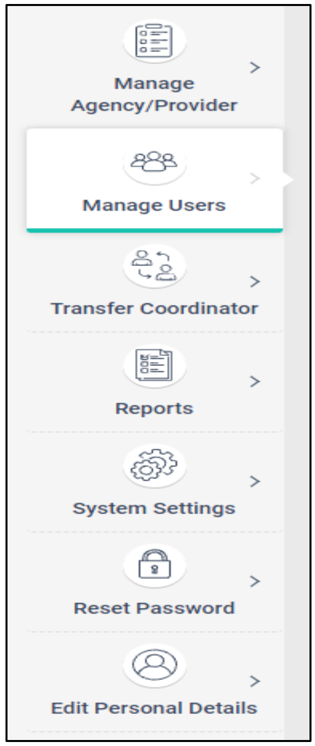
3. Manage staff members and give permissions

4. Access and download reports

5. Customize their court workflows via system settings

6. Reset passwords

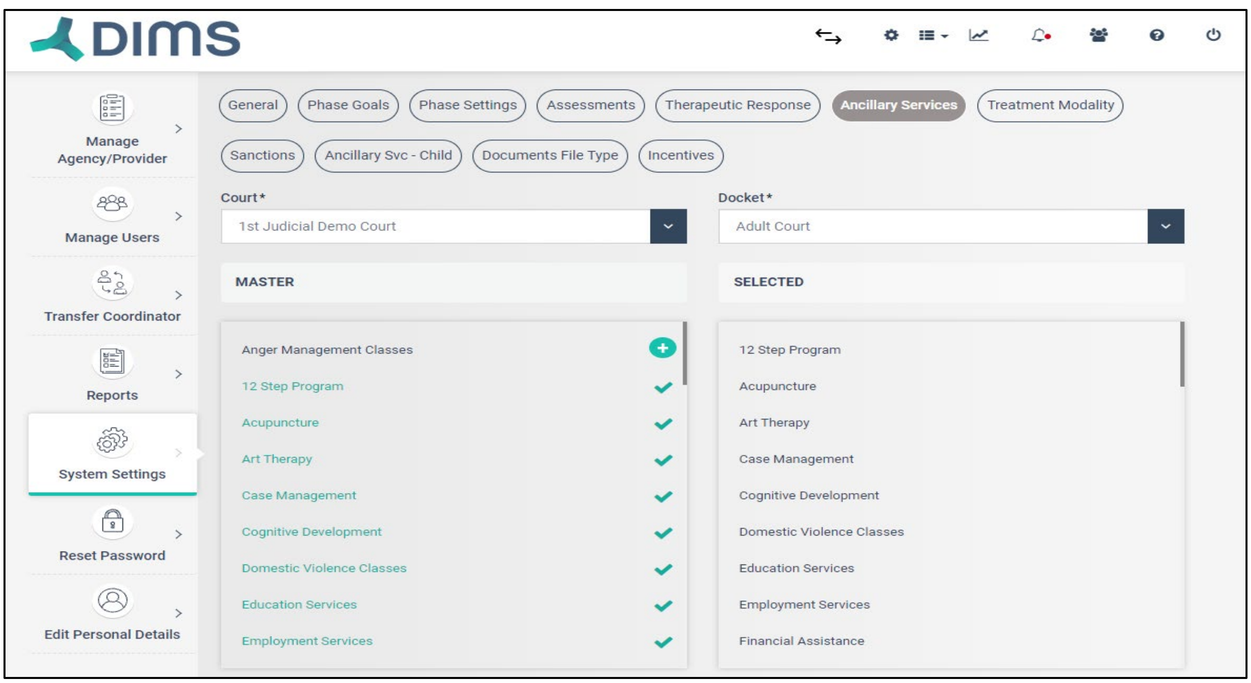
7. Manage their account.



System Settings

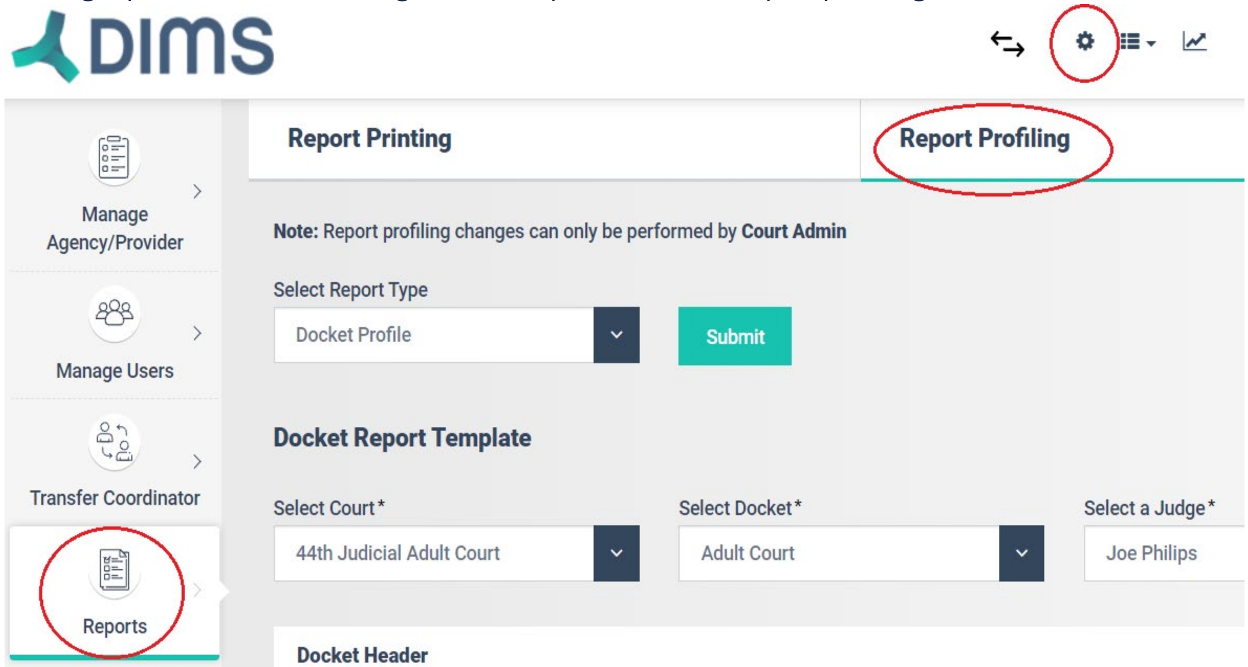
The system settings allow the staff to modify the dropdown values across various functionality available in the program.
In the image below, the staff can adjust what they see in the Ancillary Services Dropdown. If the court does not offer a kind of service, the service can be removed from the court's dropdown.

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



Set up Staffing Report

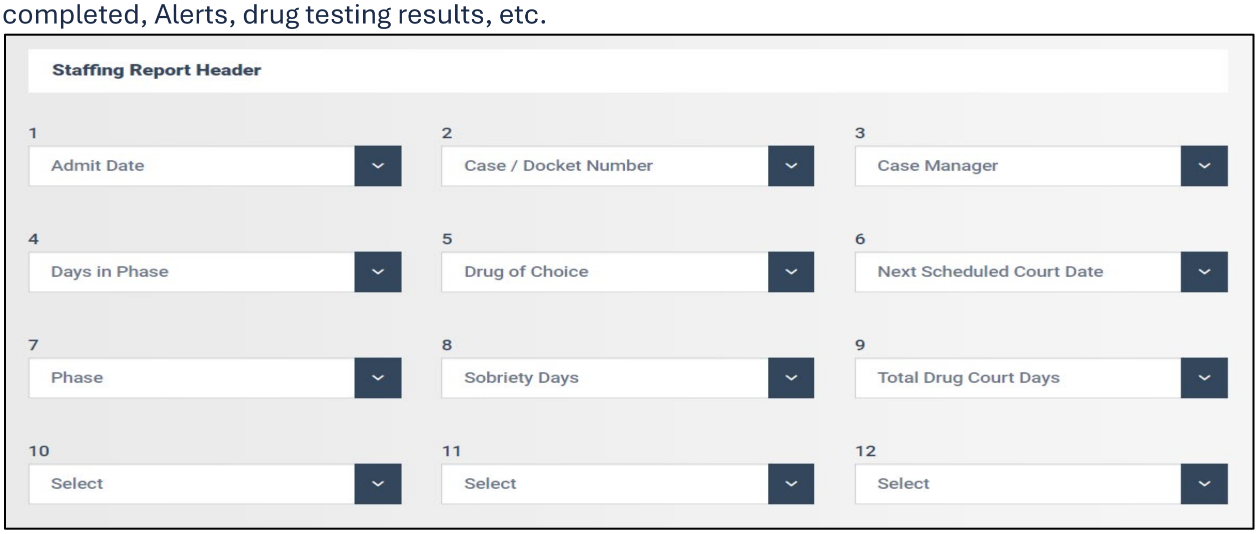
The staffing report informs the court staff and the judge on how every participant has performed outside of the court. The staffing report is set up in consultation with the Judge. To set up the staffing report, select the settings menu, Reports and then report profiling.

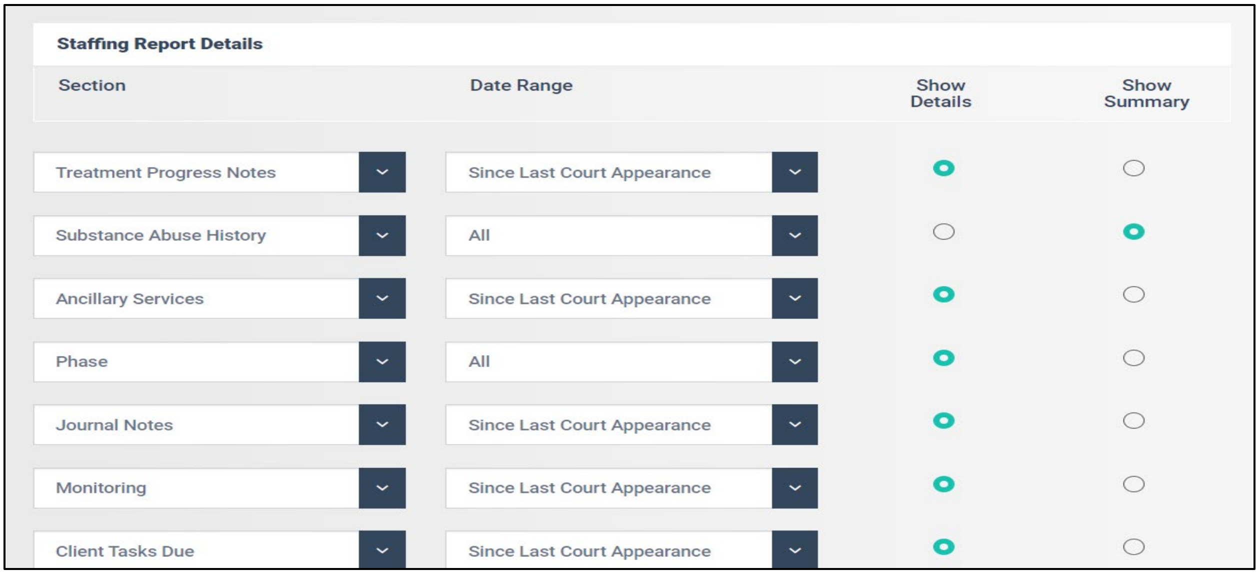


The staffing report describes the performance of each participant in as much detail as the court wishes.
For each participant, the report is divided into two segments.

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

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





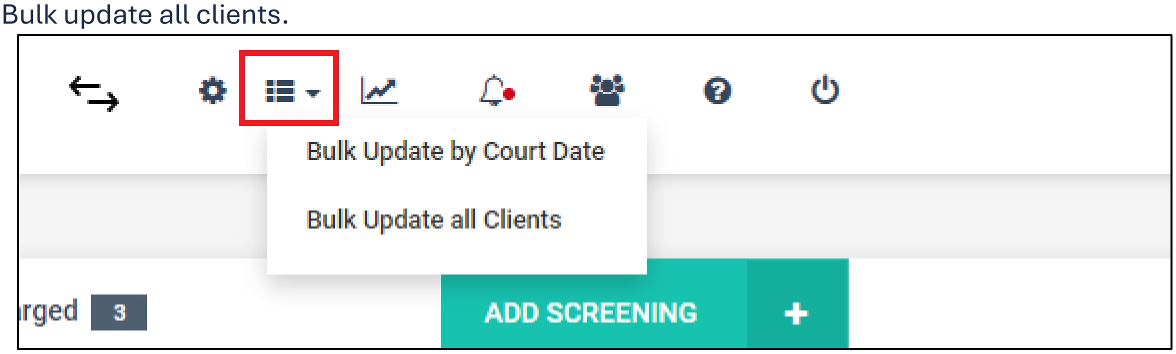
The staffing report body section has two customizable sections for each data point. One allows you to pick the time period and the other provides the detail or the summary.

Bulk Updates

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

1. Bulk update by court date

2. Bulk update all clients.

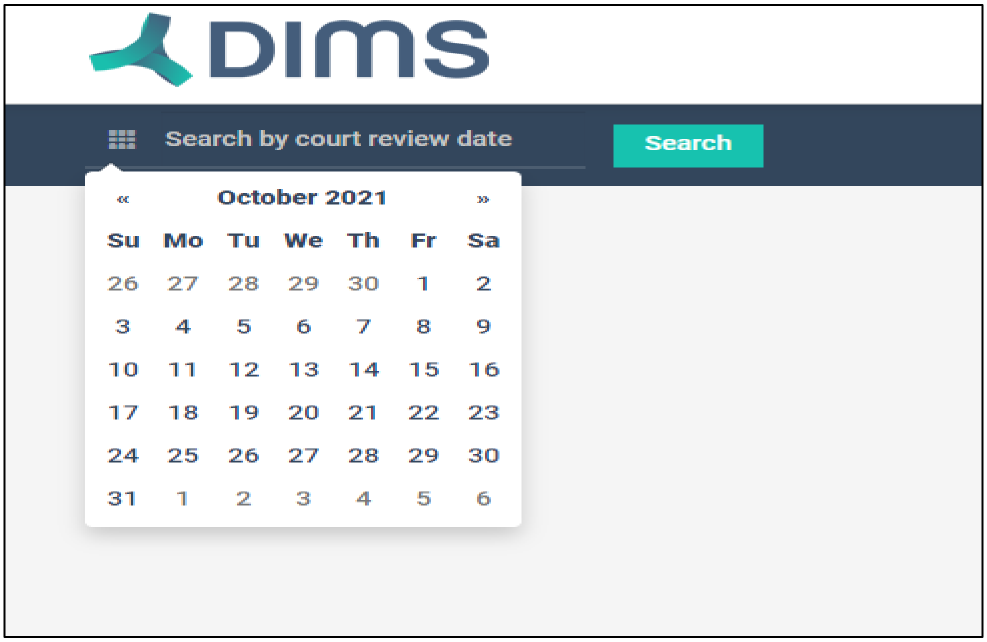


Bulk Update by Court Date

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

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

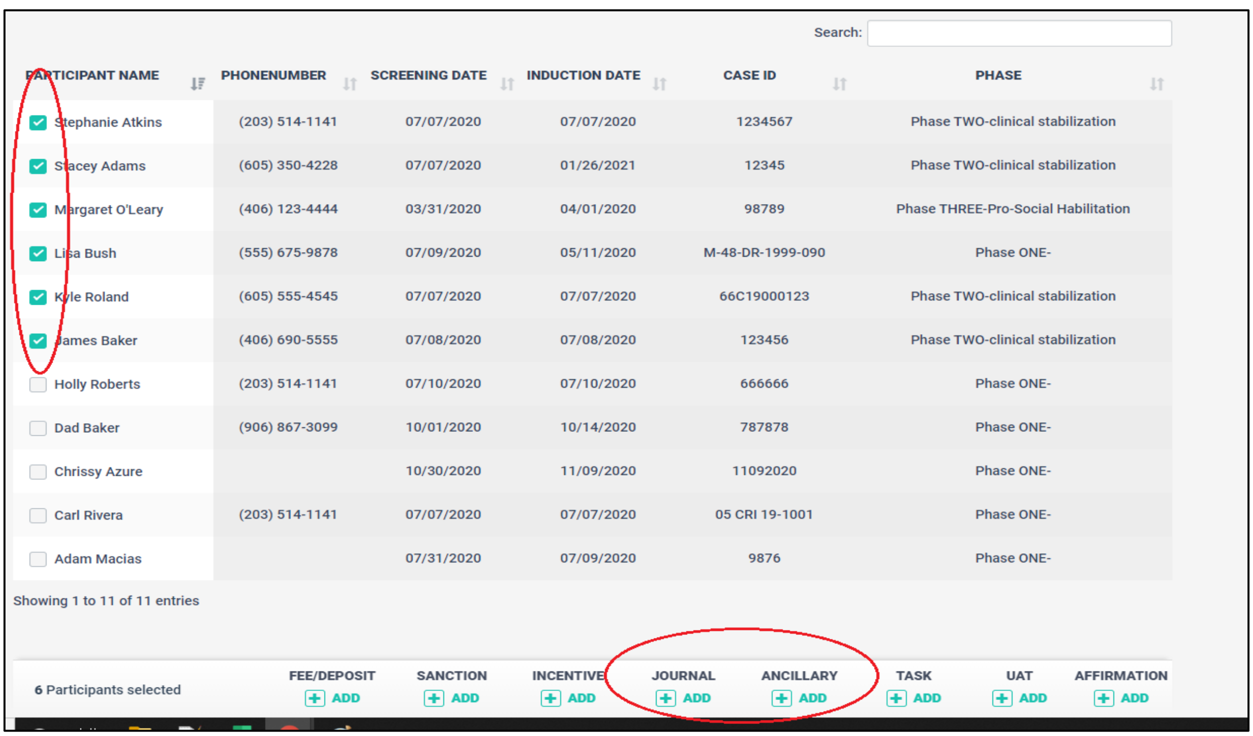
2. Upon selecting a court date, the system will display all the users who were asked to be in court on a given date.



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

Bulk Update All Participants

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



Search:

PARTICIPANT NAME	PHONENUMBER	SCREENING DATE	INDUCTION DATE	CASE ID	PHASE
Stephanie Atkins	(203) 514-1141	07/07/2020	07/07/2020	1234567	Phase TWO-clinical stabilization
Stacey Adams	(605) 350-4228	07/07/2020	01/26/2021	12345	Phase TWO-clinical stabilization
Margaret O'Leary	(406) 123-4444	03/31/2020	04/01/2020	98789	Phase THREE-Pro-Social Habilitation
Lisa Bush	(555) 675-9878	07/09/2020	05/11/2020	M-48-DR-1999-090	Phase ONE-
Kyle Roland	(605) 555-4545	07/07/2020	07/07/2020	66C19000123	Phase TWO-clinical stabilization
James Baker	(406) 690-5555	07/08/2020	07/08/2020	123456	Phase TWO-clinical stabilization
Holly Roberts	(203) 514-1141	07/10/2020	07/10/2020	666666	Phase ONE-
Dad Baker	(906) 867-3099	10/01/2020	10/14/2020	787878	Phase ONE-
Chrissy Azure		10/30/2020	11/09/2020	11092020	Phase ONE-
Carl Rivera	(203) 514-1141	07/07/2020	07/07/2020	05 CRI 19-1001	Phase ONE-
Adam Macias		07/31/2020	07/09/2020	9876	Phase ONE-

Showing 1 to 11 of 11 entries

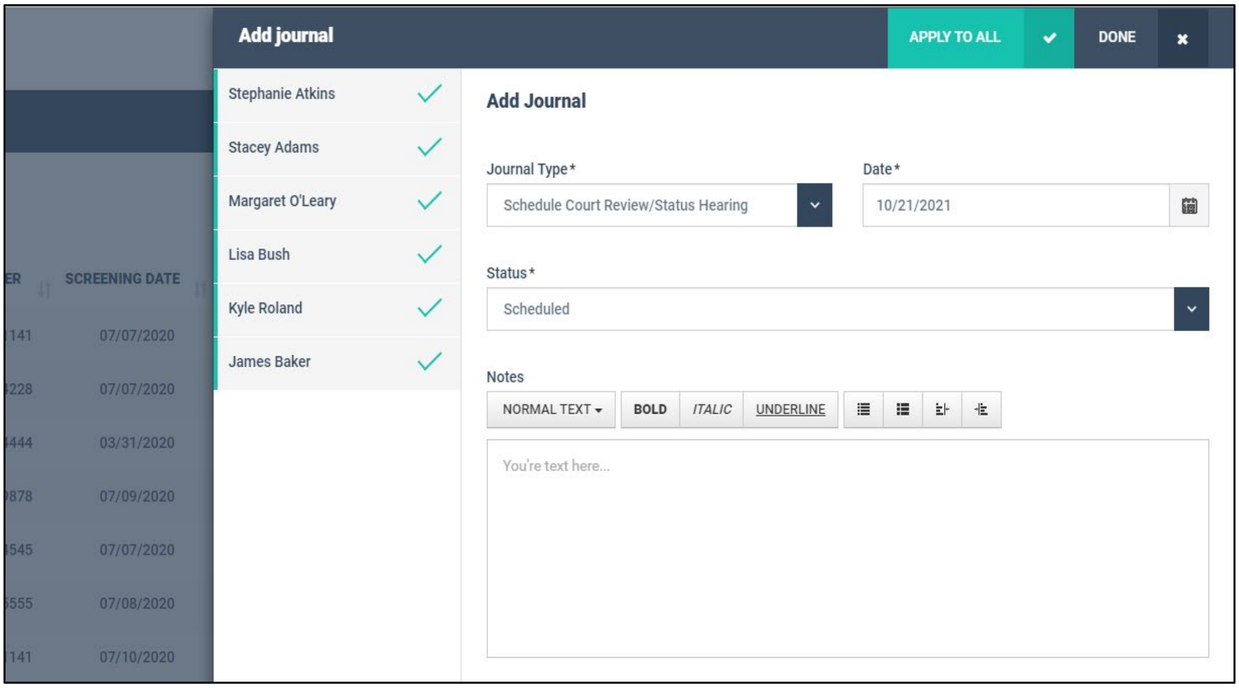
6 Participants selected

FEE/DEPOSIT	SANCTION	INCENTIVE	JOURNAL	ANCILLARY	TASK	UAT	AFFIRMATION
ADD	ADD	ADD	ADD	ADD	ADD	ADD	ADD

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

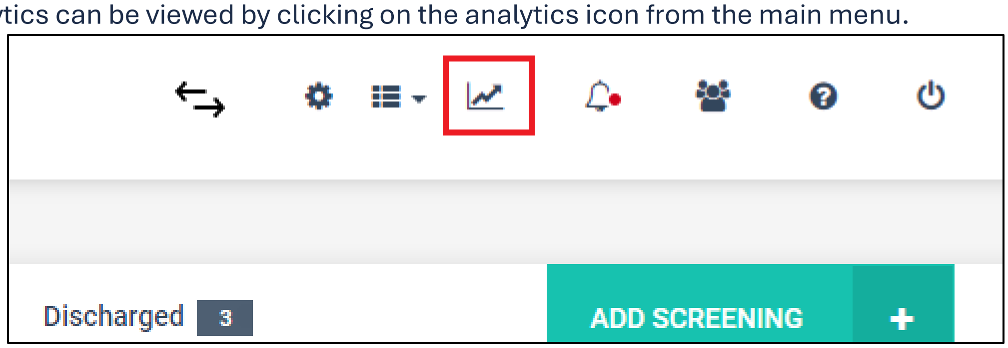
Then select the "Schedule Court Review" option and the date. Go ahead and "Apply to All."

It's that simple.



Analytics

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



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

The court participant analytics is divided into:

1. Screened Participants

2. Newly Admitted Participants

3. Active Participants

4. Successfully Discharged Participants

5. Unsuccessfully Discharged Participants

6. Summary

The Court Performance Analytics contains:

1. Court Performance Metrics

2. Drug of Choice Metrics

3. Prior Treatment Metrics

4. Admissions Metrics

5. Employment Metrics

Alerts

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

Alerts are generated for the following cases:

1. Drug test positive

2. Drug test No Show

3. Demotions

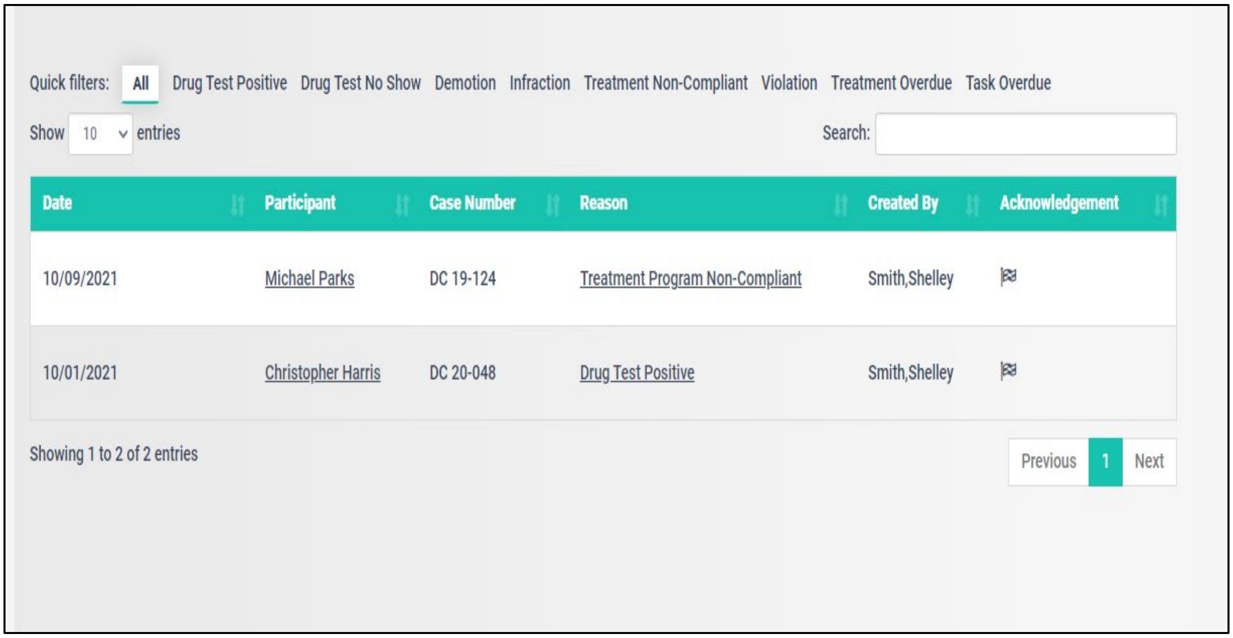
4. Infractions

5. Non-Compliance in Treatment

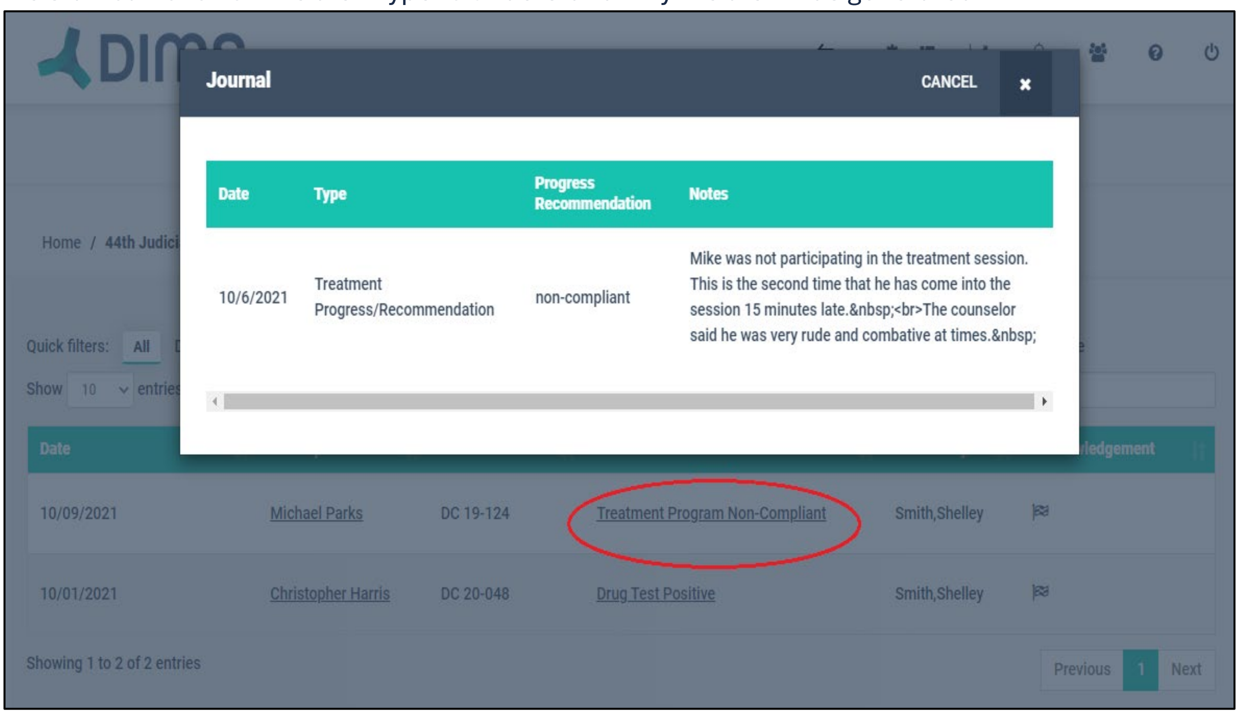
6. Violations

7. Treatment Overdue

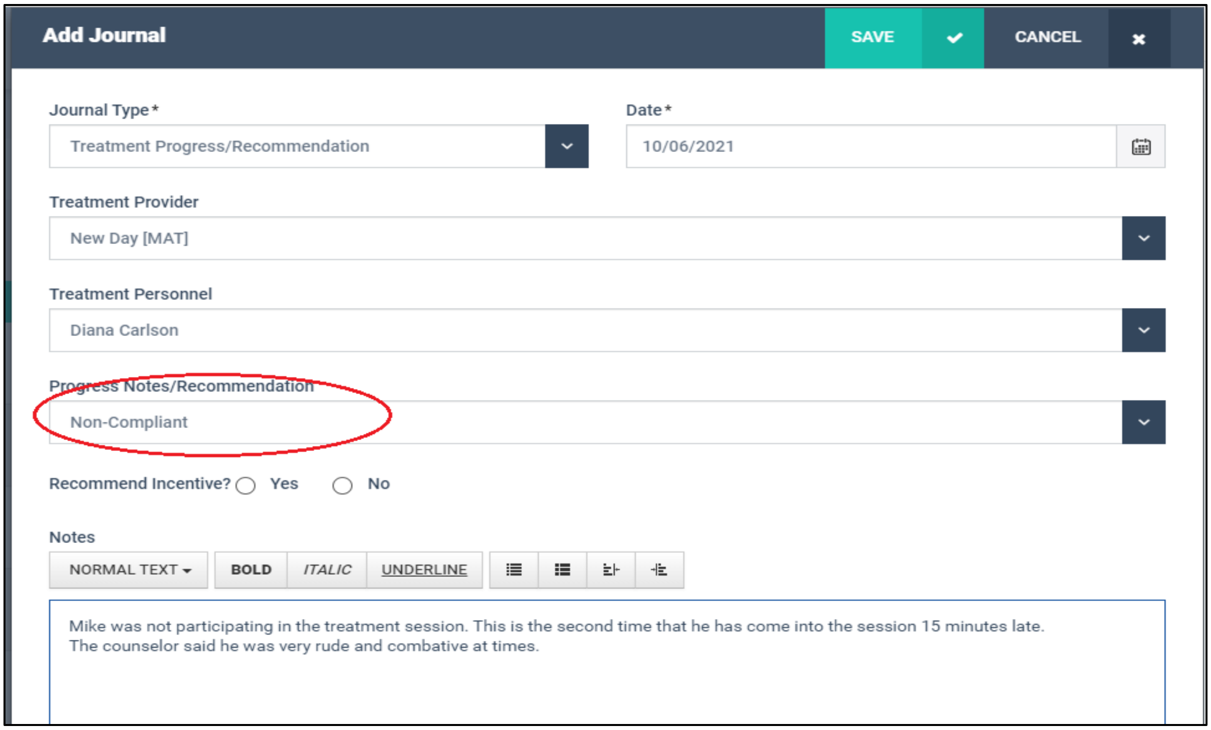
8. Task overdue



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

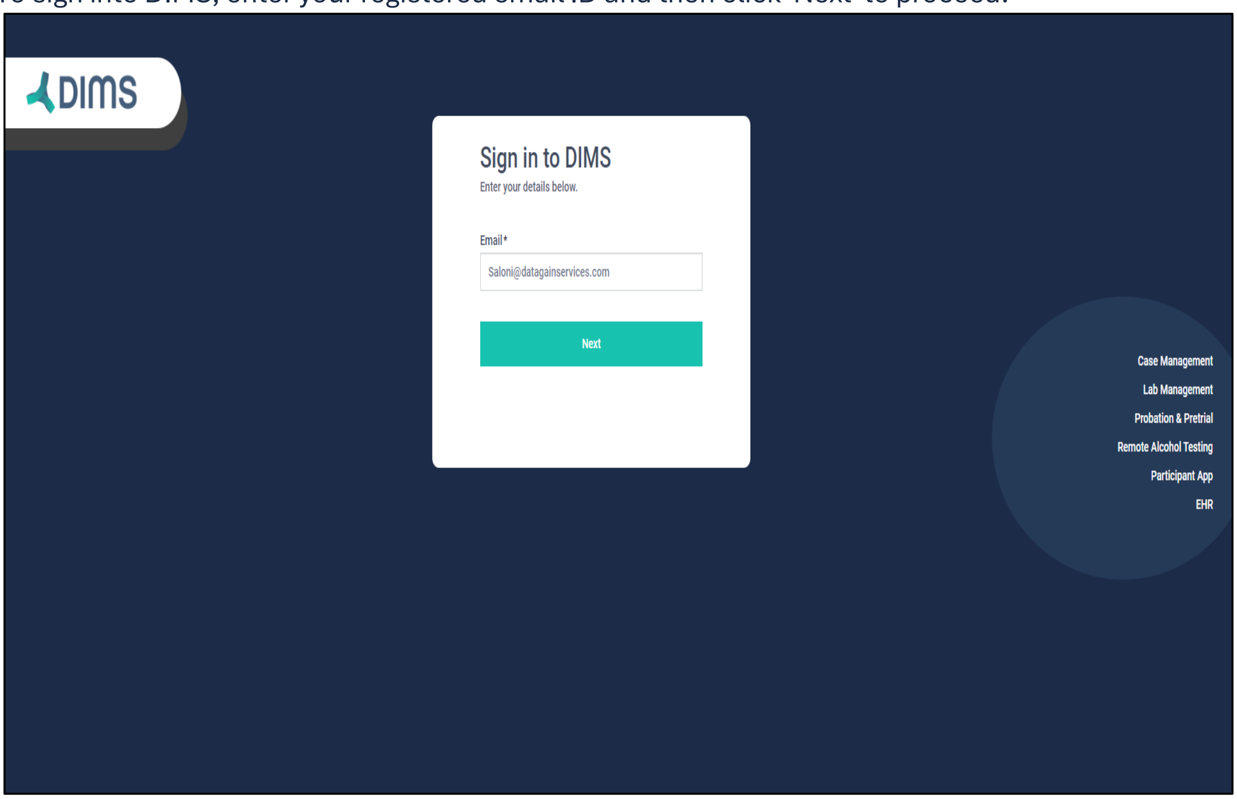


Alerts can also be generated manually. In the e.g. below, the treatment provider staff can enter a treatment note in the journal and mark the entry as a non-compliant entry. When the treatment provider marks the entry as non-compliant, the system will send an alert of the same to all chosen staff members.

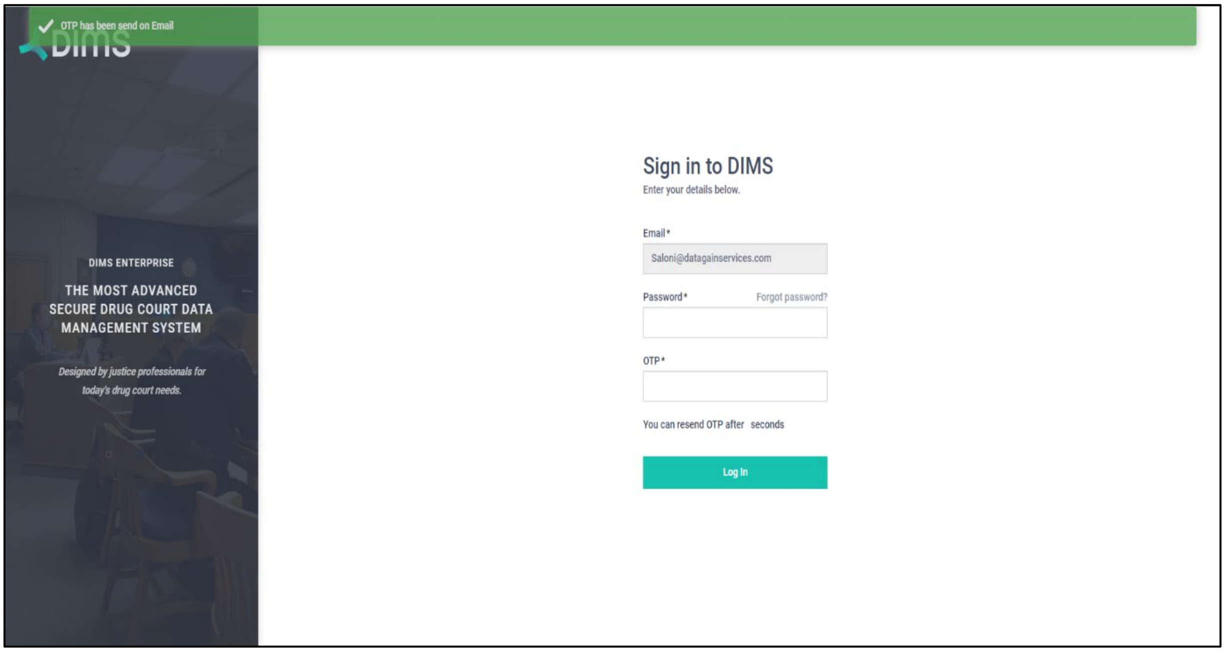


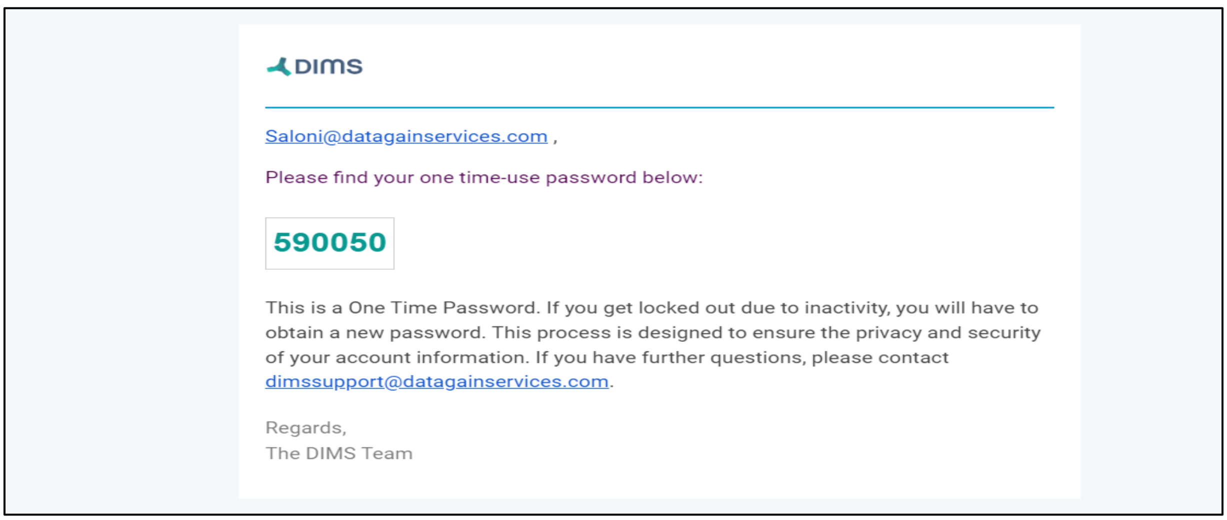
Login Guide for DIMS

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

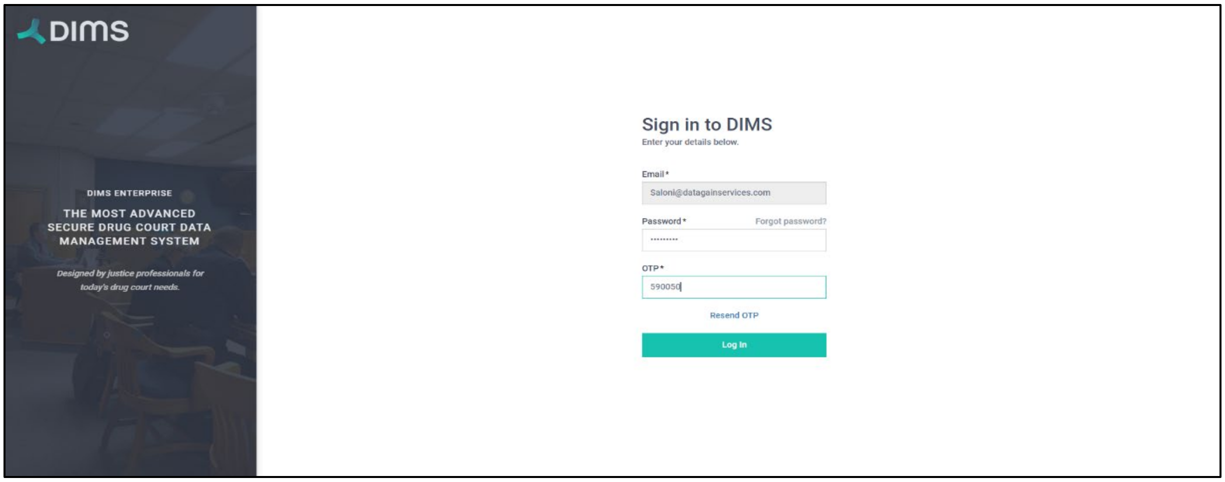


Next, you'll be directed to a page where you need to enter your password and the code sent to your email:

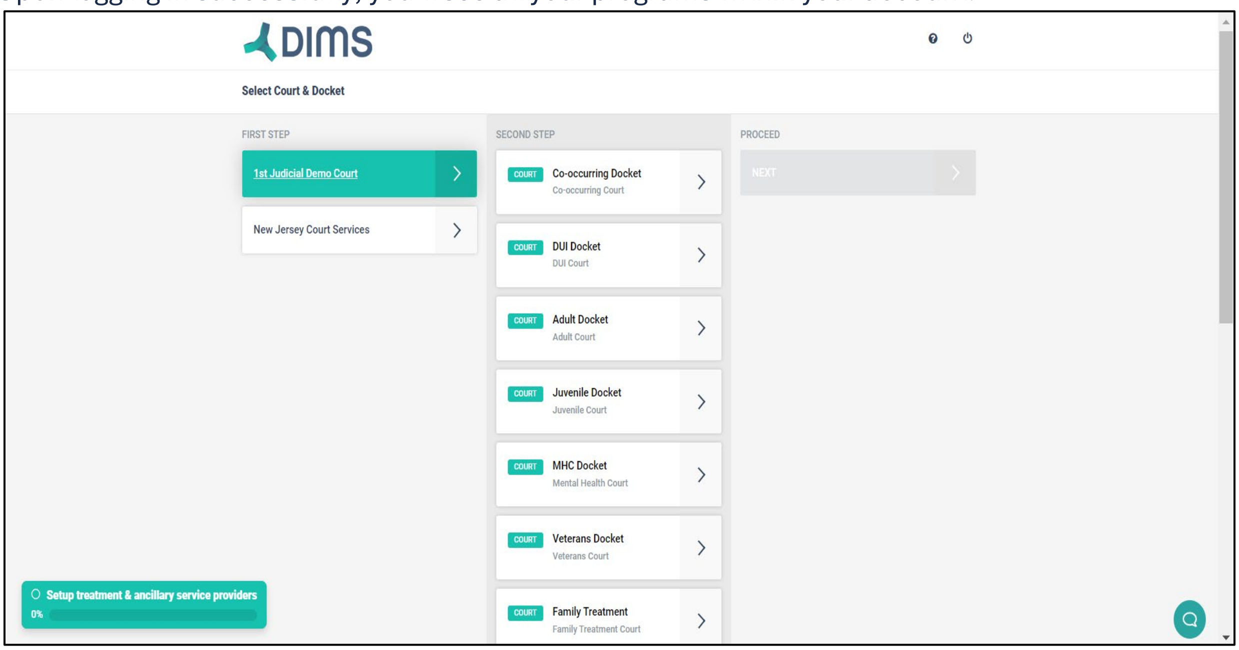




After entering your Password and the code, click on 'Login.'



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



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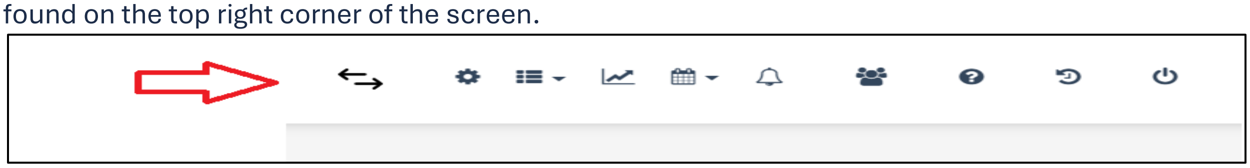
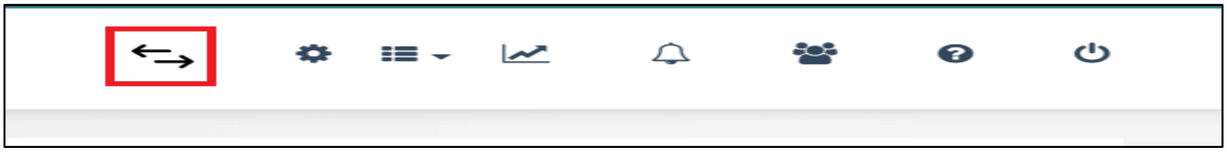


Change/Switch Dockets

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



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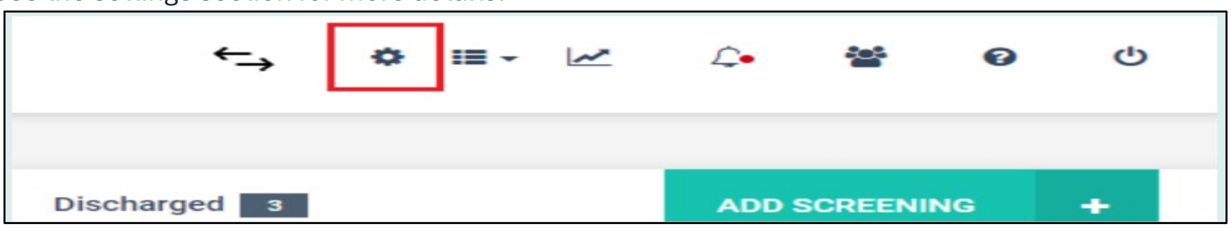

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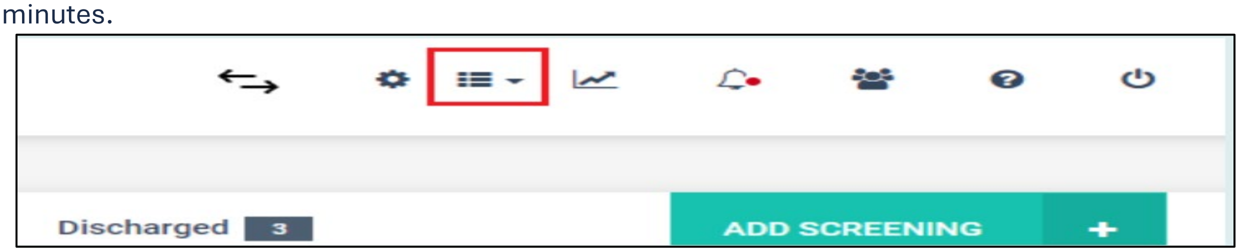

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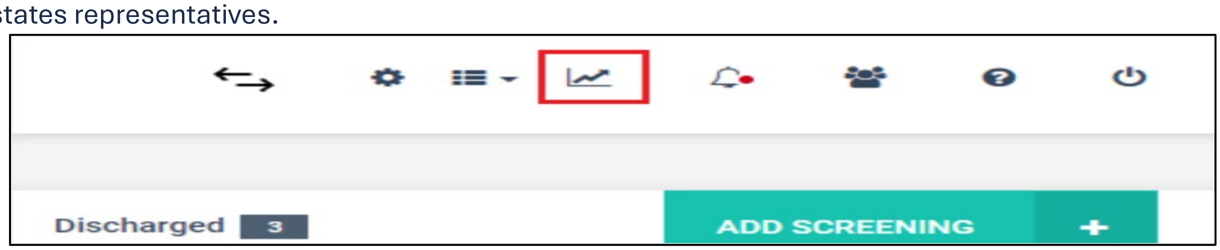

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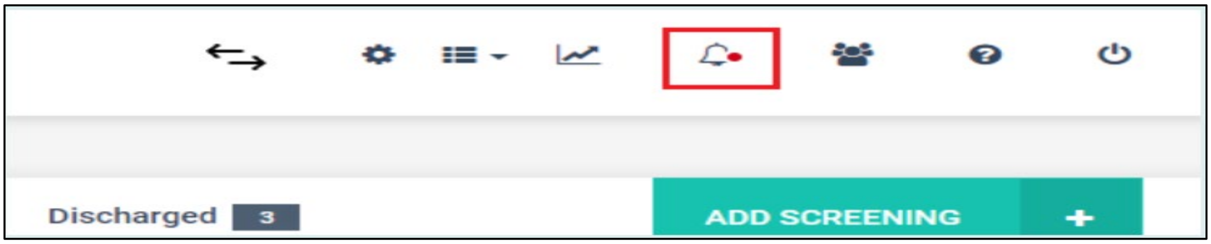

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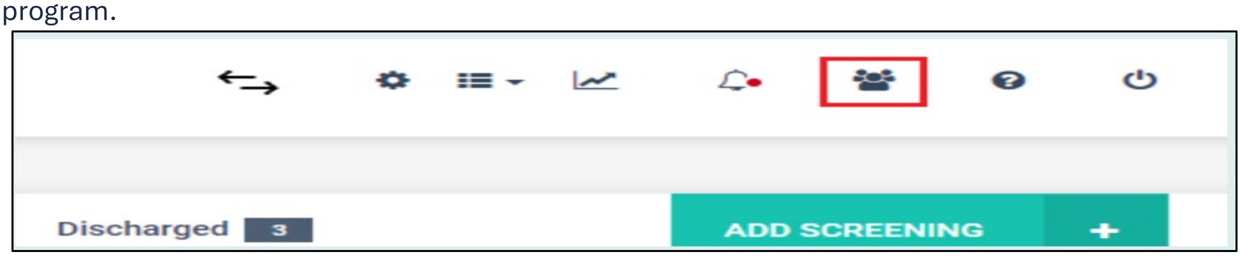
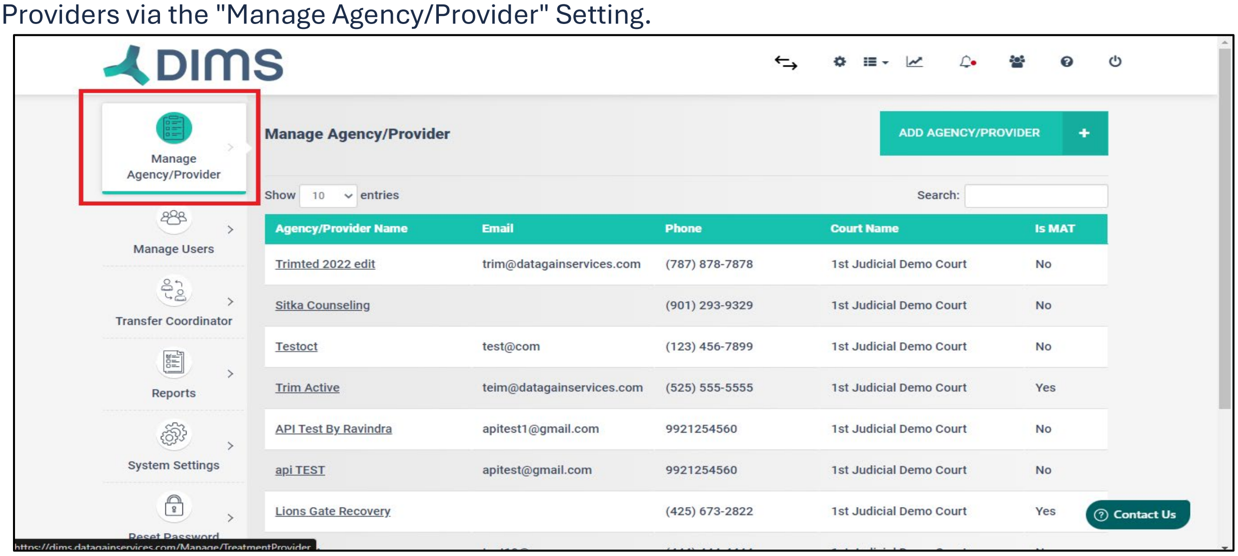


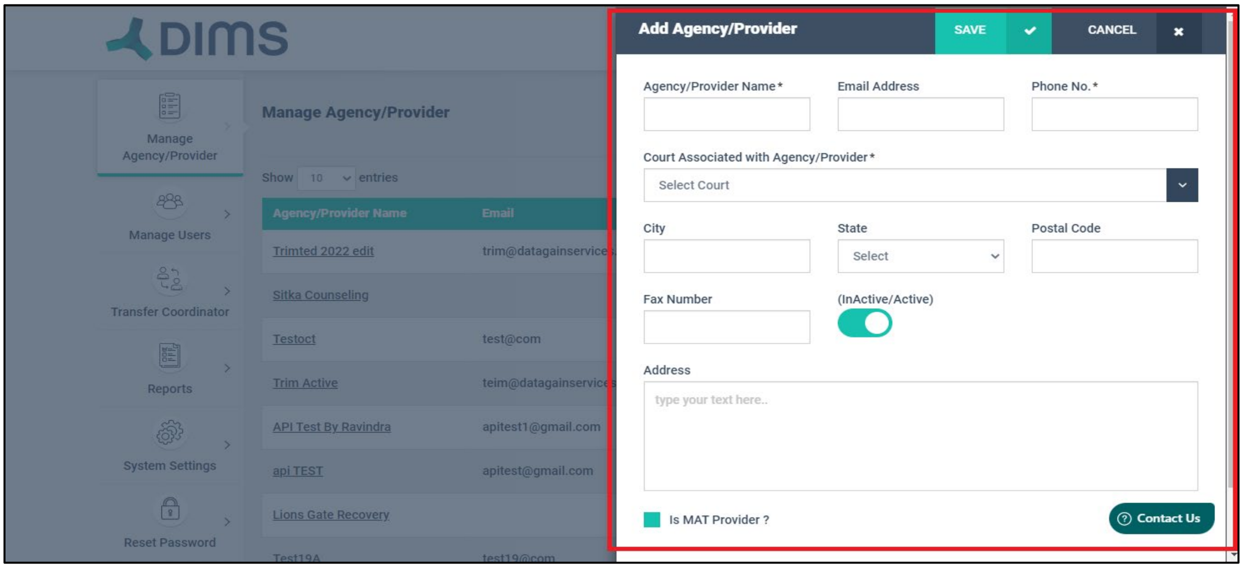
Setting up Court

Add Agencies or Providers

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



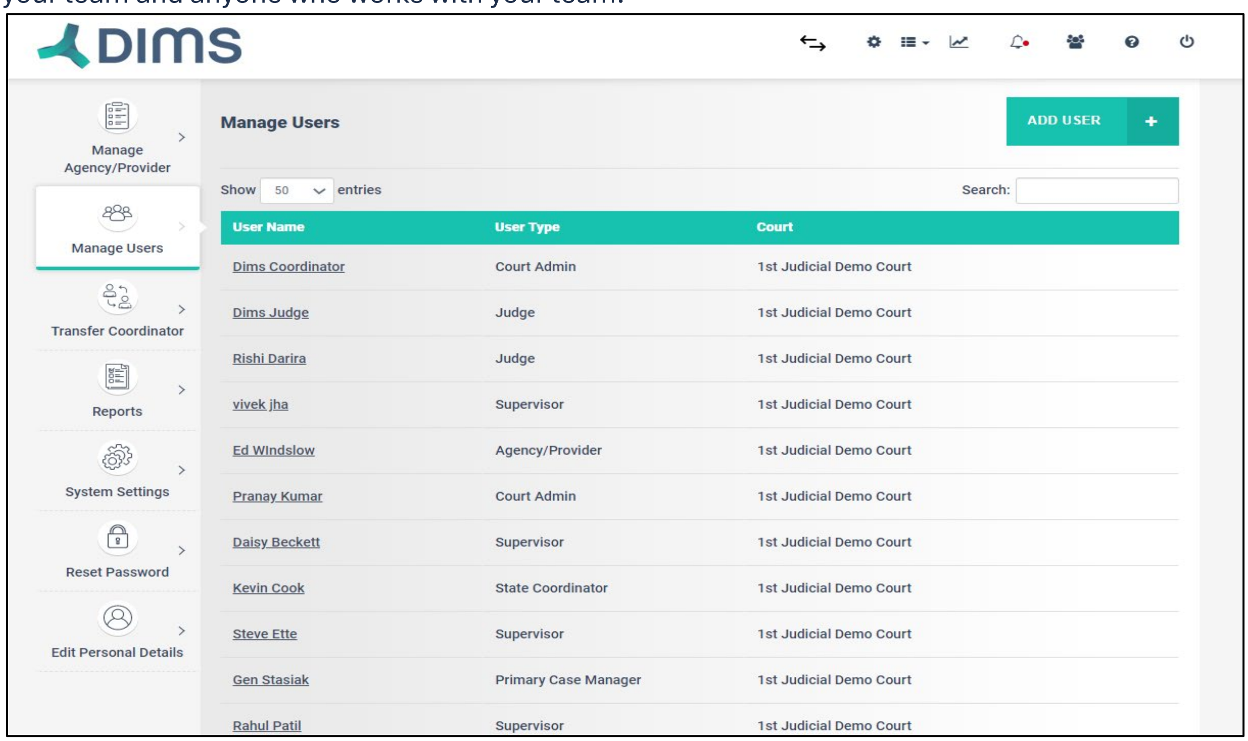
We can add the agencies/providers via the "Add Agency/Provider" button. After clicking on that button, we can see a page that asks for further details about the Agency.
You can go ahead and enter the details: Agency's name, phone number, court associated, city etc. The fields that are marked in star are mandatory.



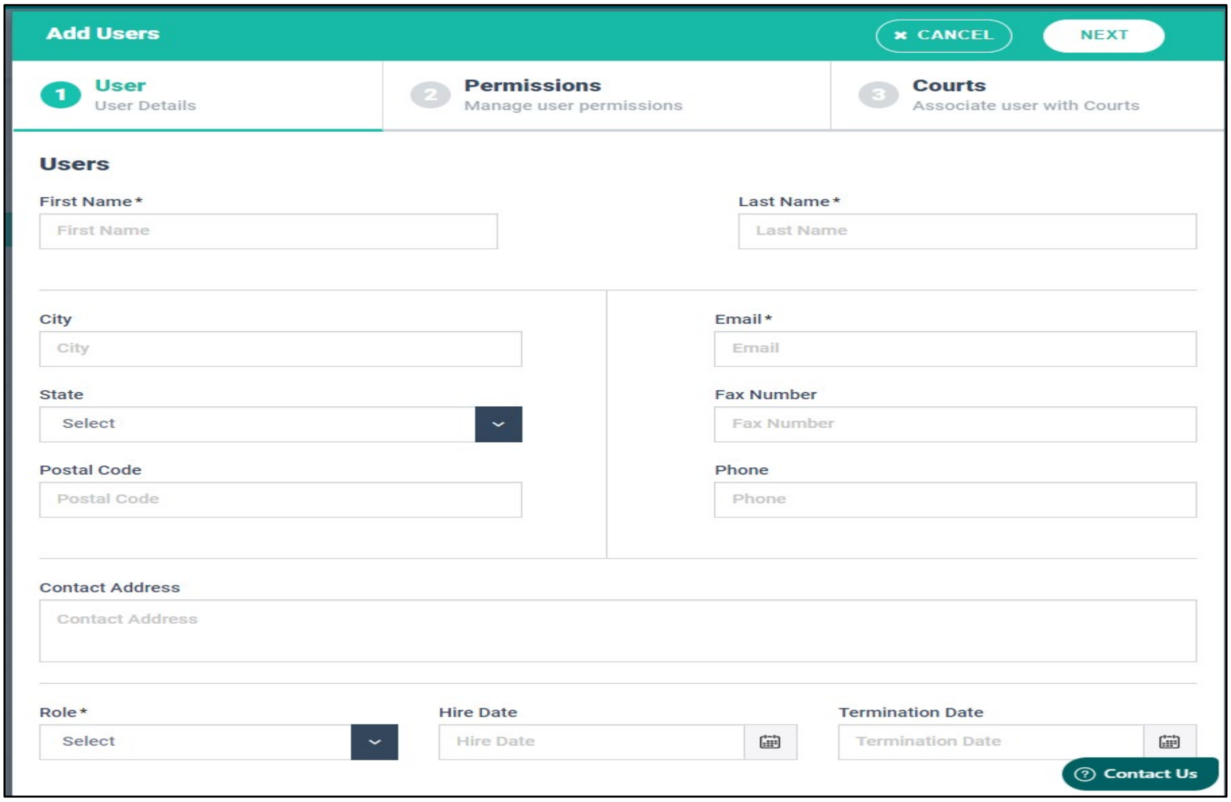
If the Agency provides MAT service, then that box can be clicked and marked on the page.
Once the Agencies are added, they can be seen on the Overview page as shown below:

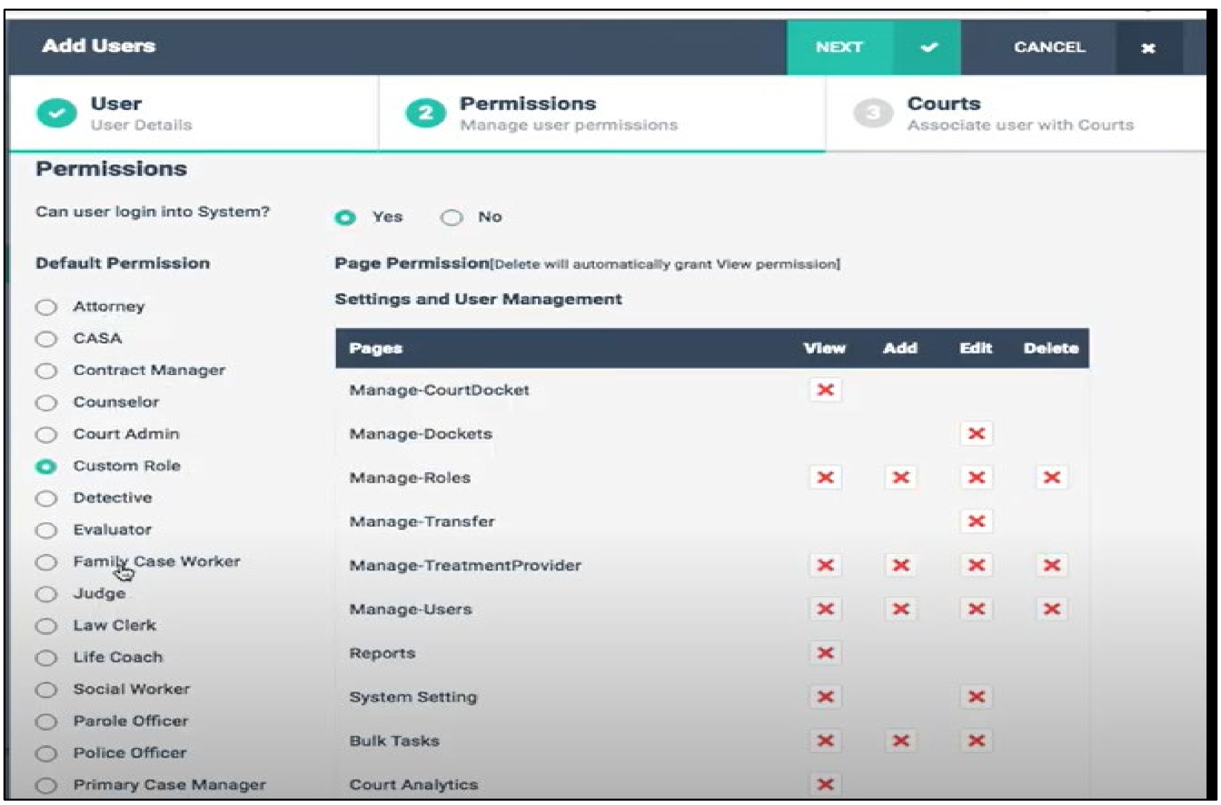
Add Users

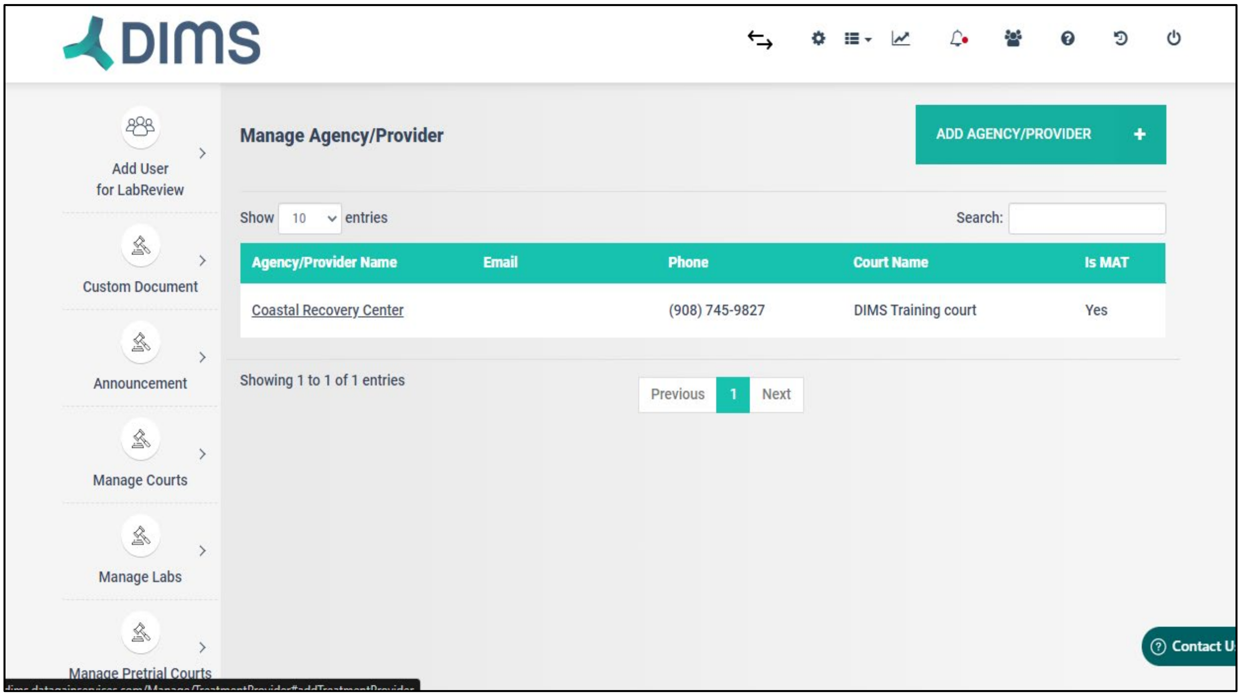
Users would be anyone who has got access to the data system. They could be those that are on your team and anyone who works with your team.



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



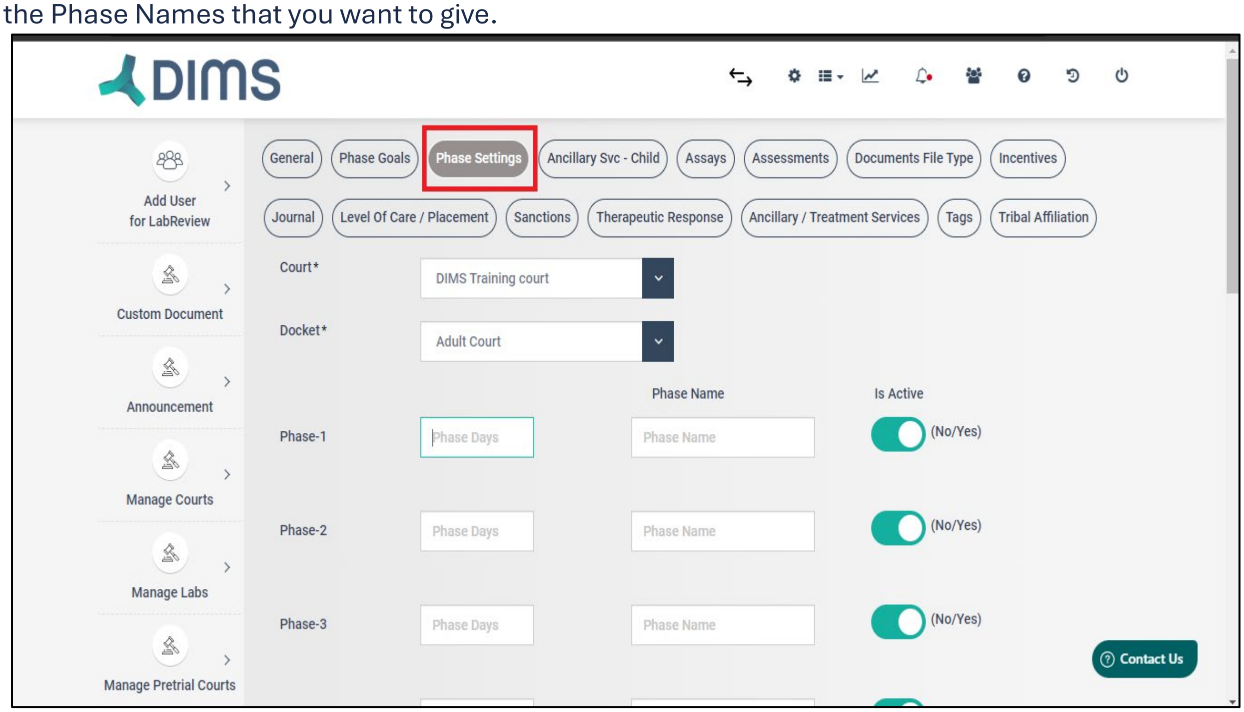




You can continue to add more agencies. You can add independent consultants, drug testing agencies, anyone that works as a vendor / provider etc.

Set up Phases

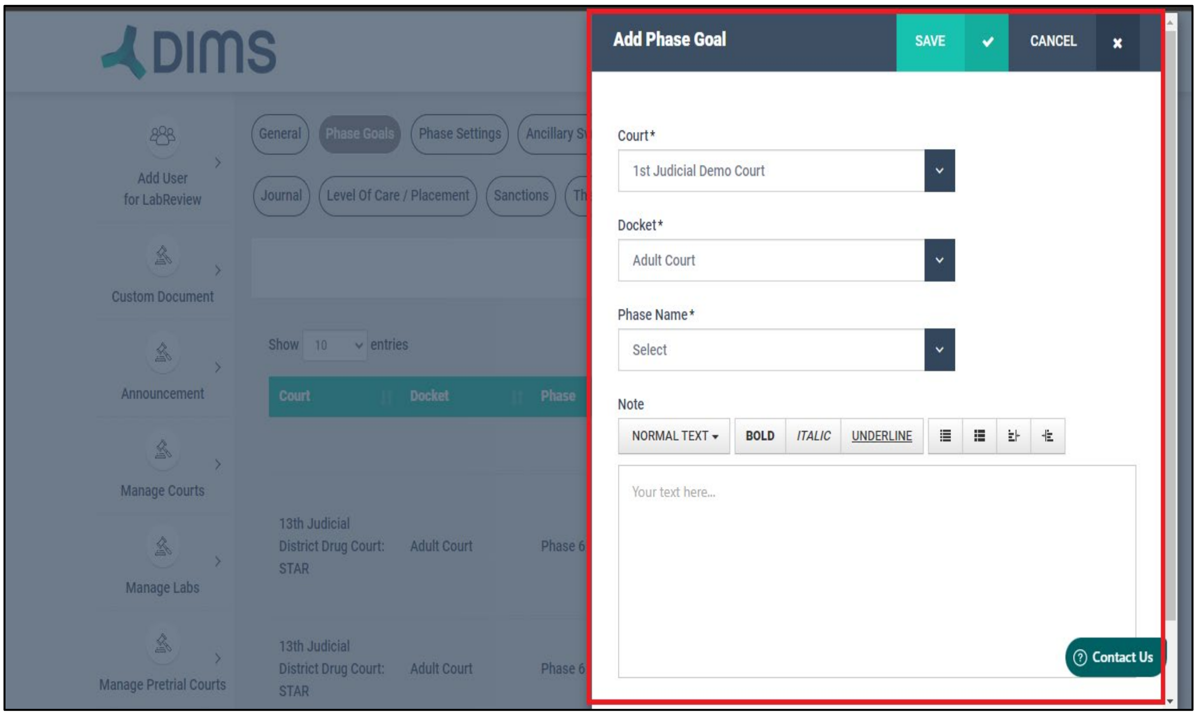
Phases can be setup via System Settings. For each of the phases, you can add the no. of days and the Phase Names that you want to give.



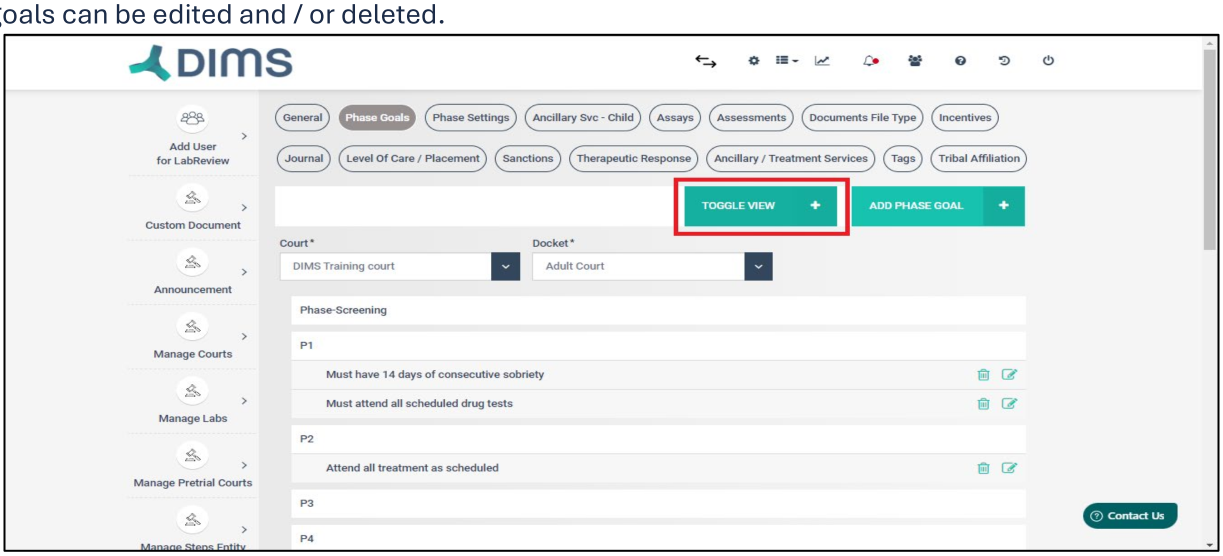
Since these are all customizable, you get to determine the no. of days, the name of each phase and whether you want to set them as active or not. On click of submit, the phase details get saved for your court.

Set up Phase Goals

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



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

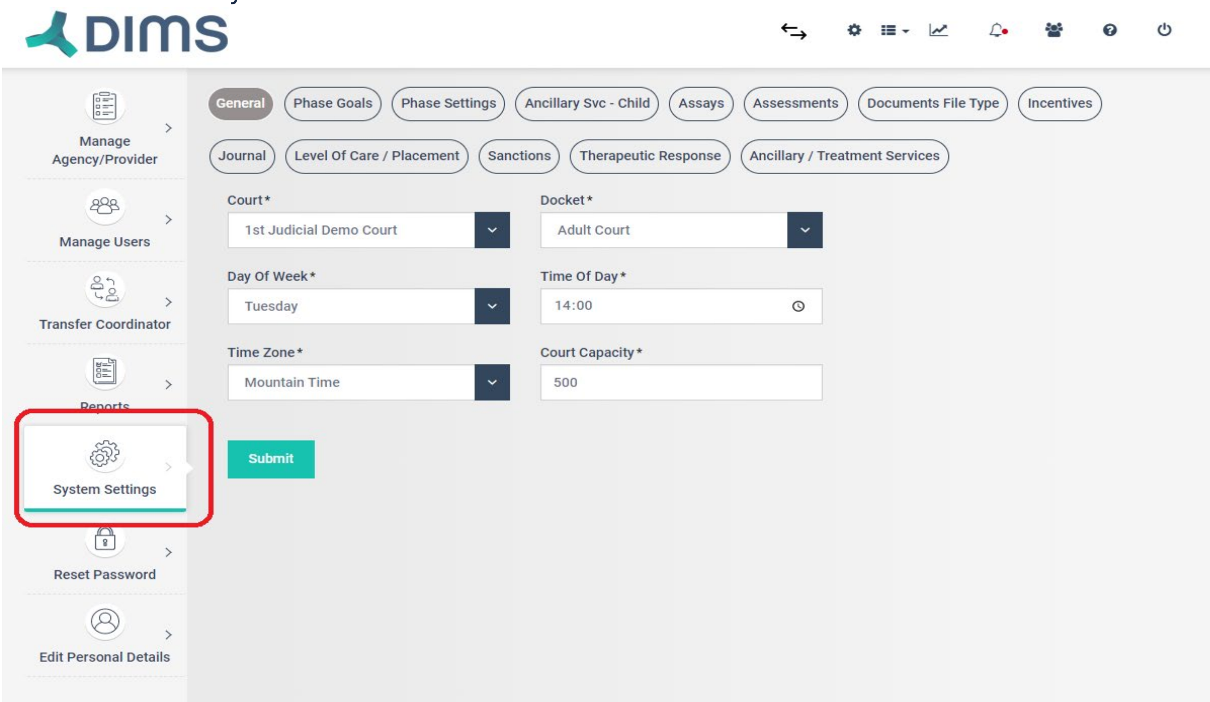


These goals will also be visible in the Participant App. So, the participants will see how long they have been in a particular phase and what goals they have to complete.

System Settings

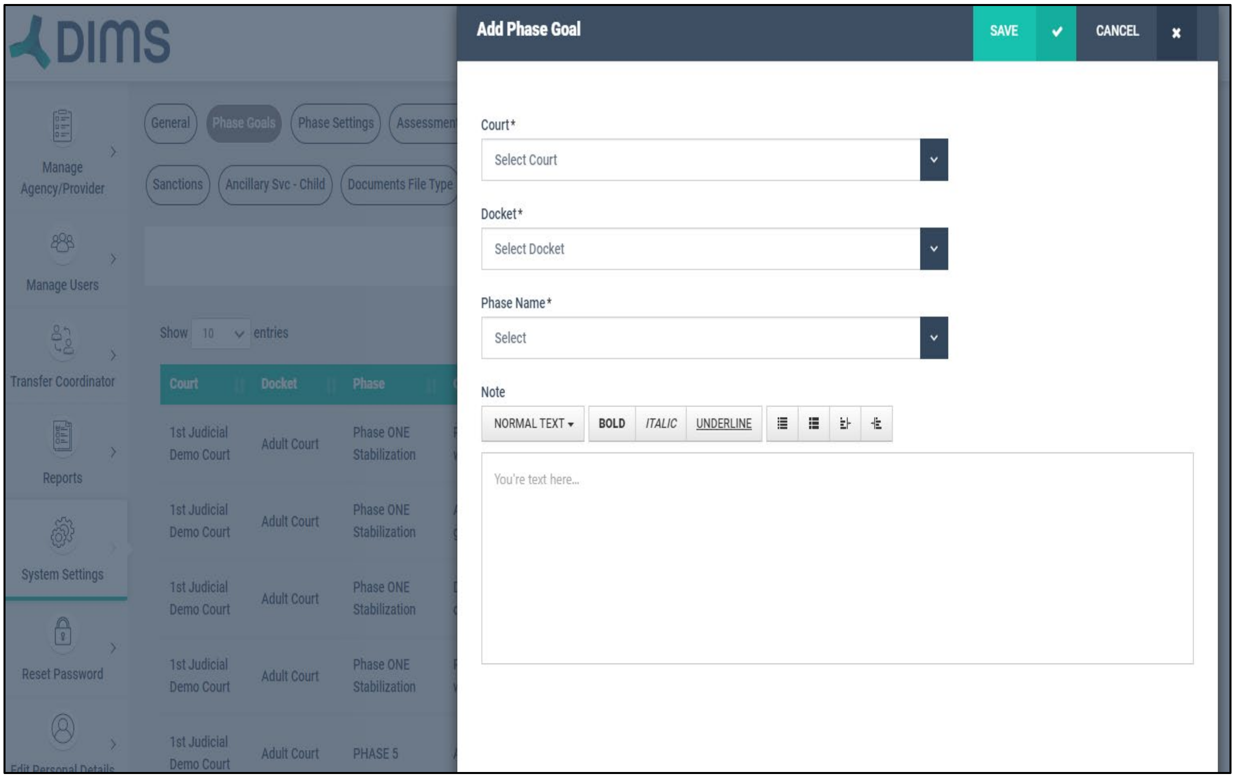
General

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



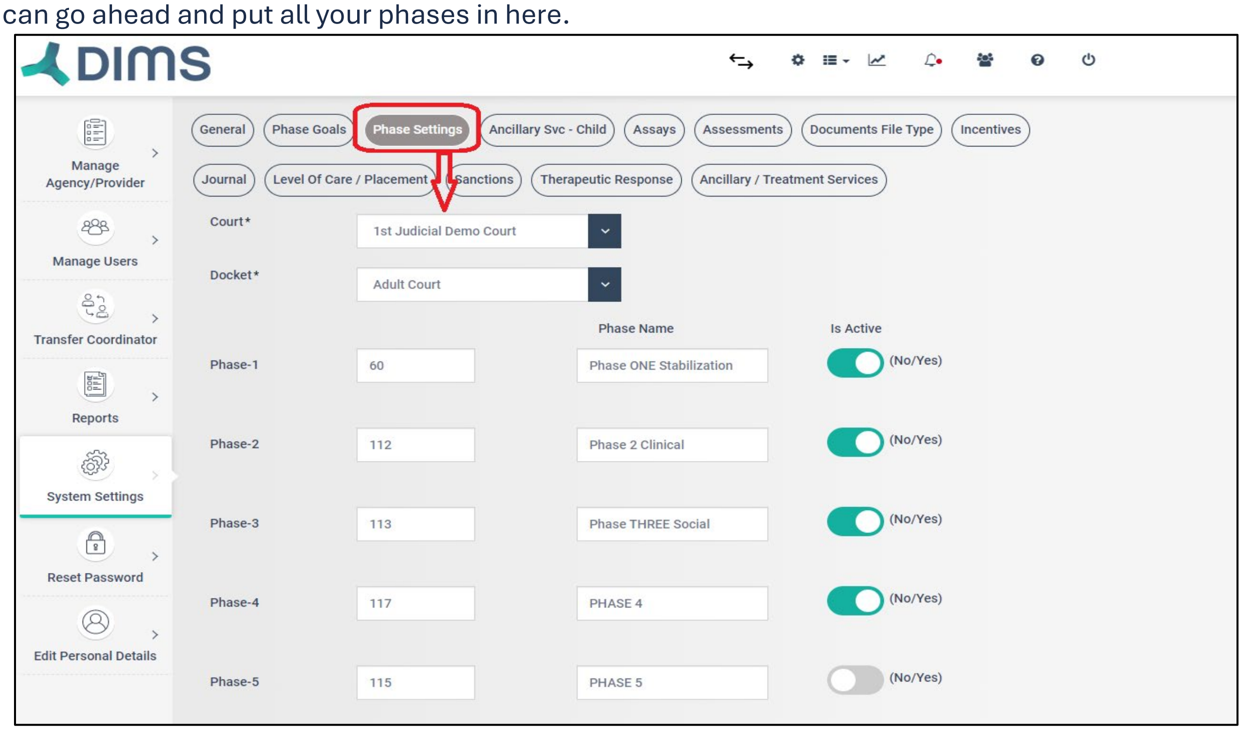
Phase Goals

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



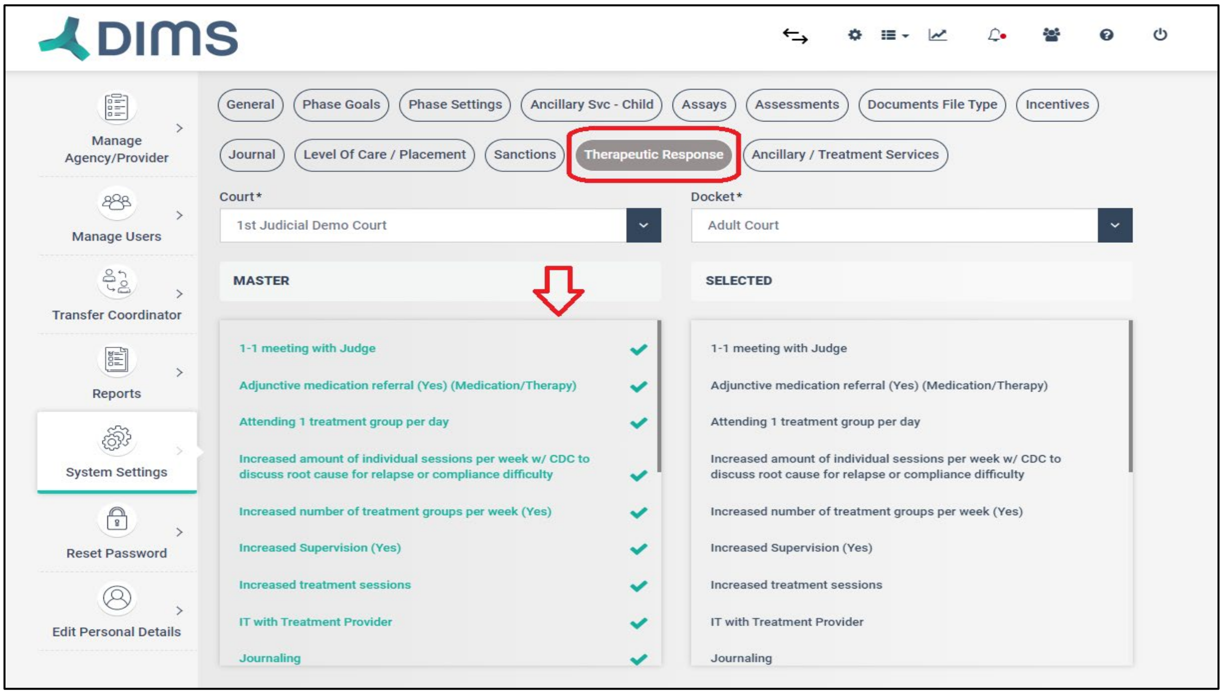
Phase Settings

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



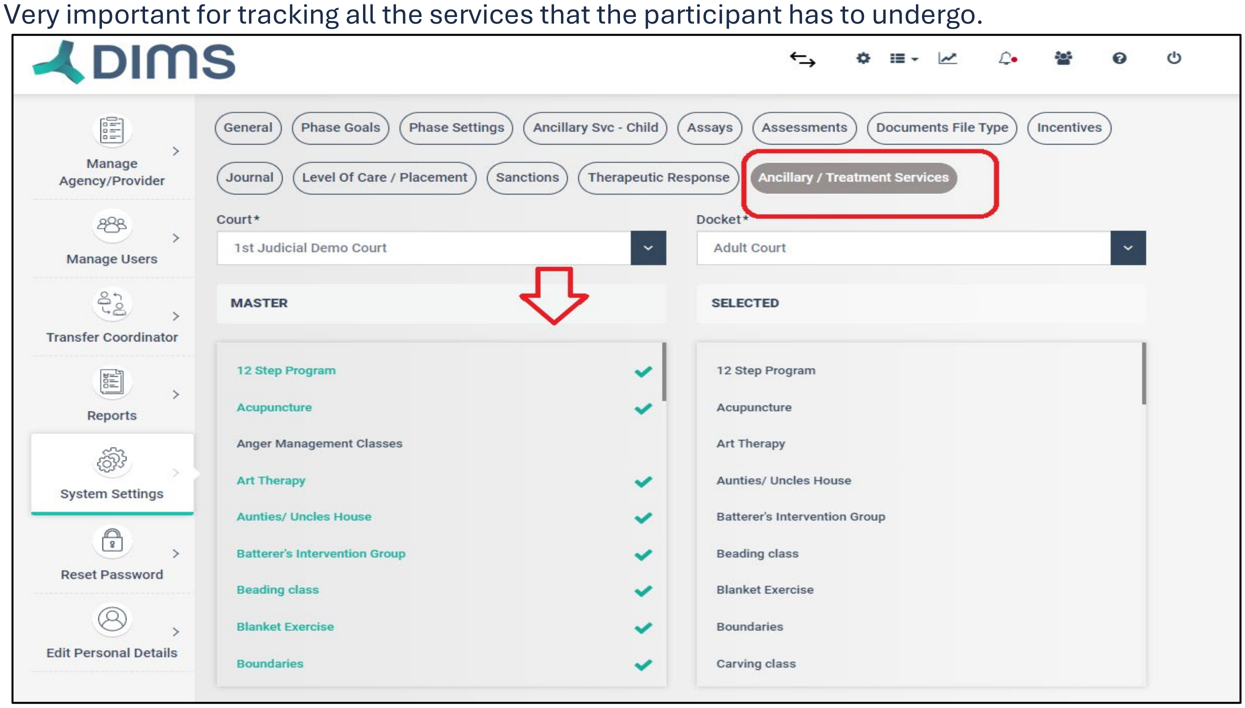
Therapeutic Response

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



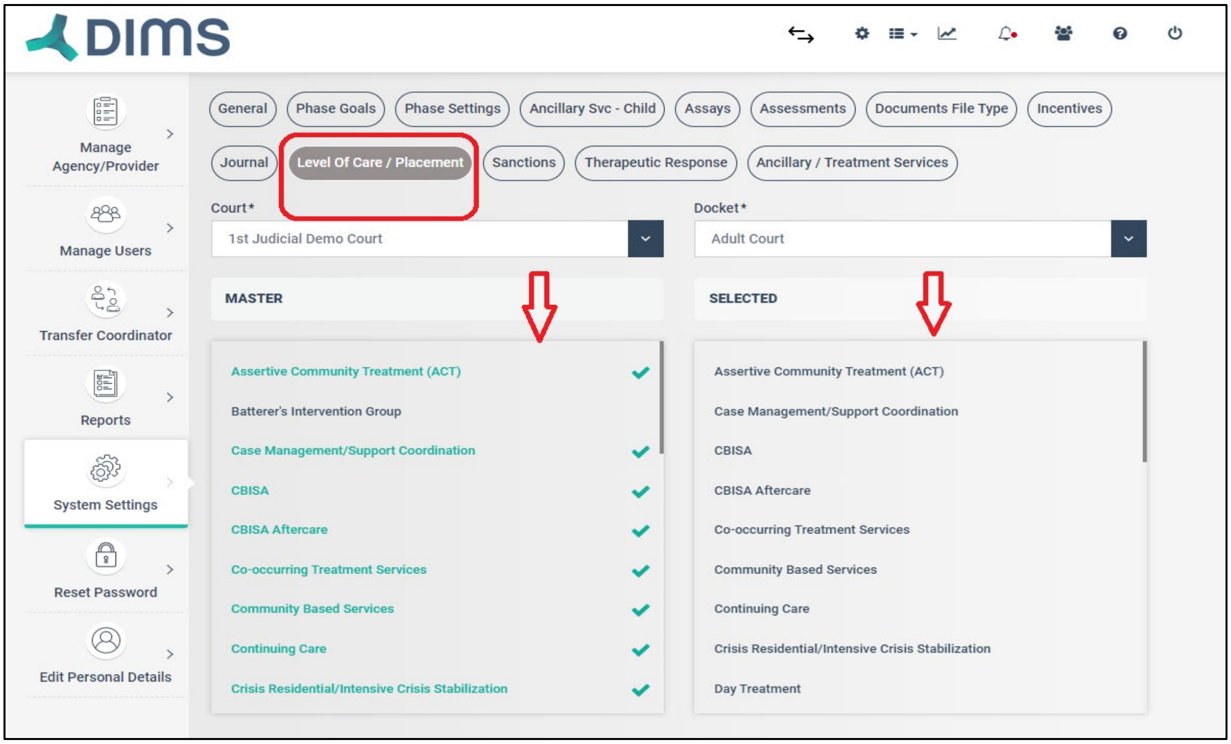
Ancillary / Treatment Services

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



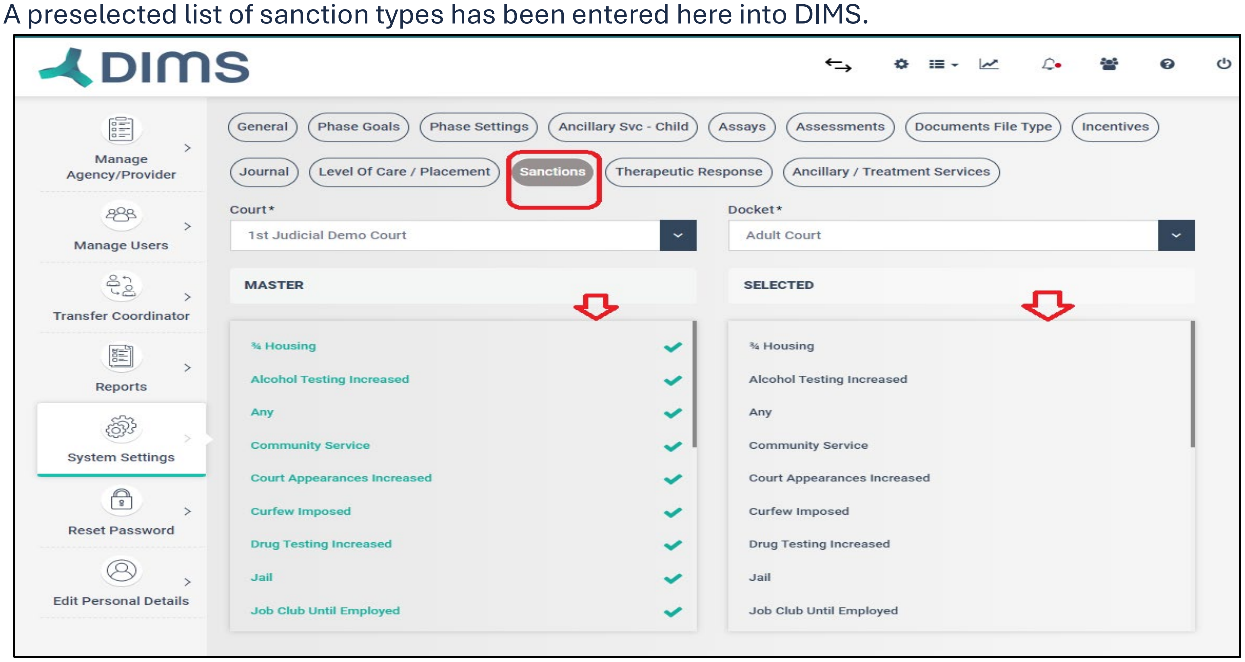
Level of Care / Placement

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



Sanctions

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



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

Tags

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

Court Team Attendance

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

Court Attendance has two steps:

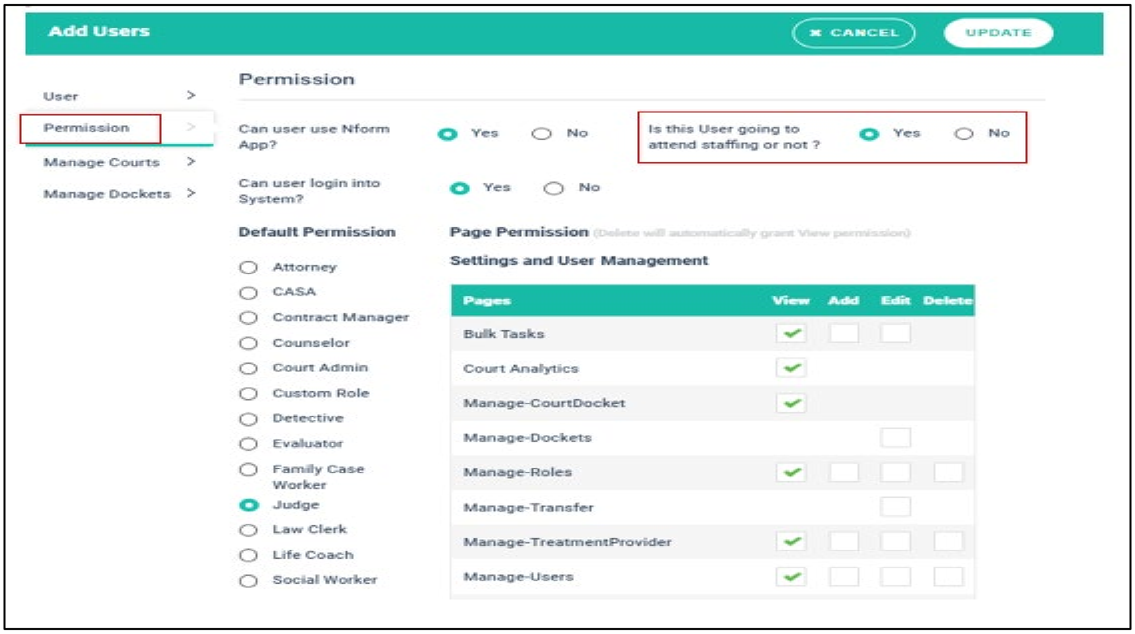
Step 1: Adding staff members to the attendance list:

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

Show 50 entries Search:

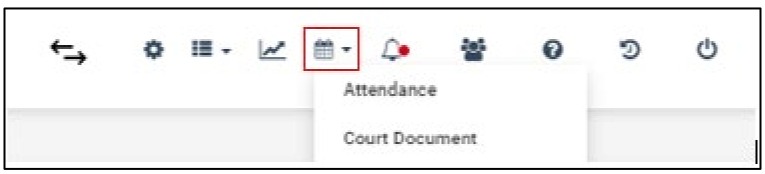
User Name	User Type	Court
Vivek Jha	Agency/Provider	Datagain Test Court
Dims Coordinator	Court Admin	1st Judicial Demo Court
Dims Judge	Judge	1st Judicial Demo Court
Rishi Darira	Judge	Datagain Test Court
Joe Mitchell	Agency/Provider	Datagain Test Court
Don Harris	Judge	13th Judicial District Drug Court: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

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



Step 2: Marking Attendance for the staff member.

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

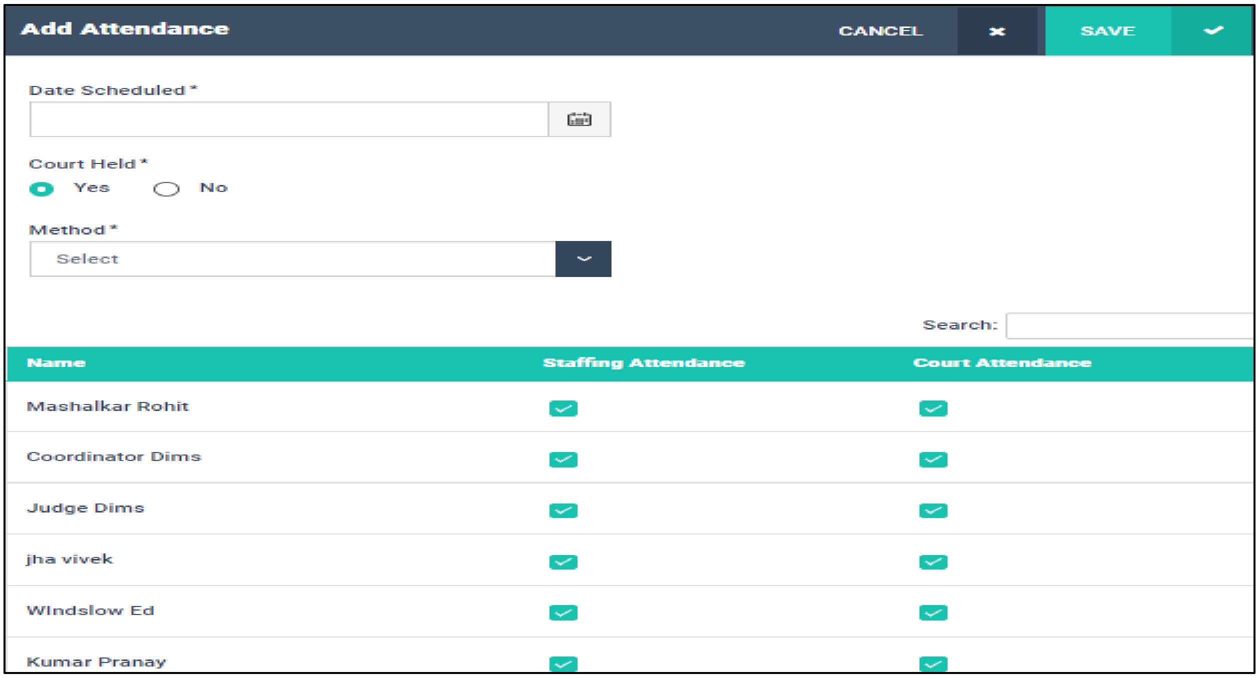


B. Click on Add Attendance button, a pop – up will open with the following fields which are marked as mandatory as shown in the below screenshot.

• Date Scheduled

• Court Held

• Method



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

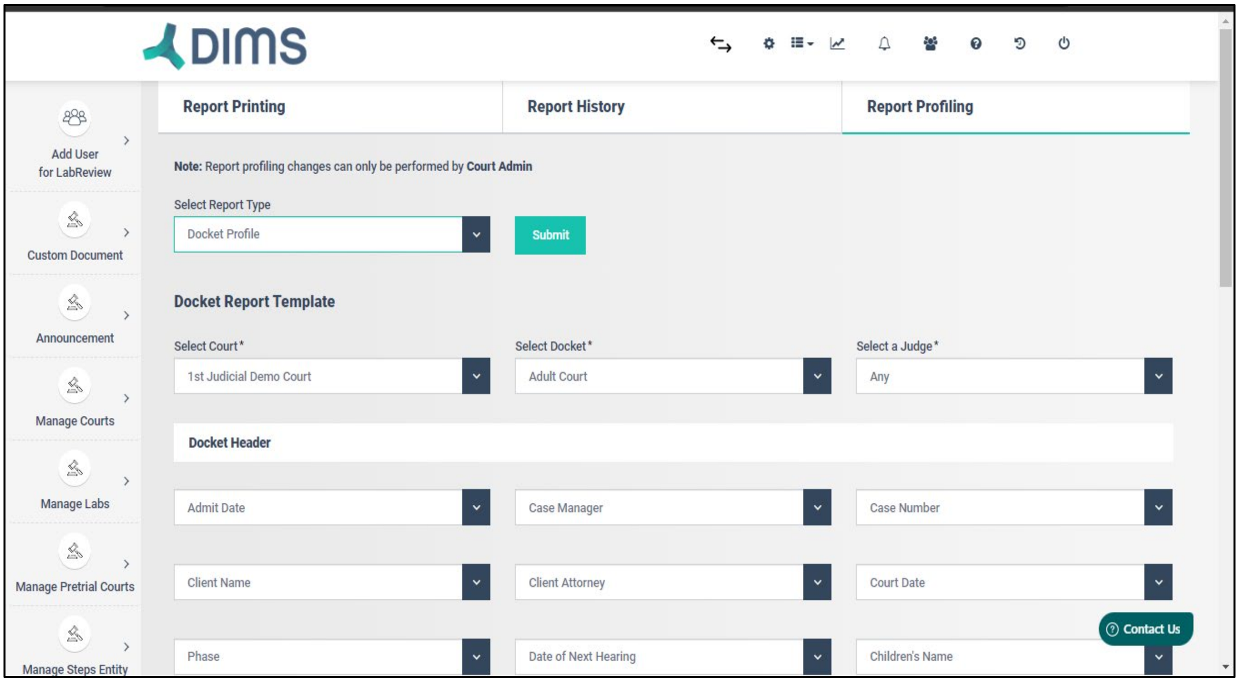
Note: If the user does not attend the Staffing or Court, please uncheck them respectively.

D. Click on Save to update the attendance.

Reports

Set up Docket Profile

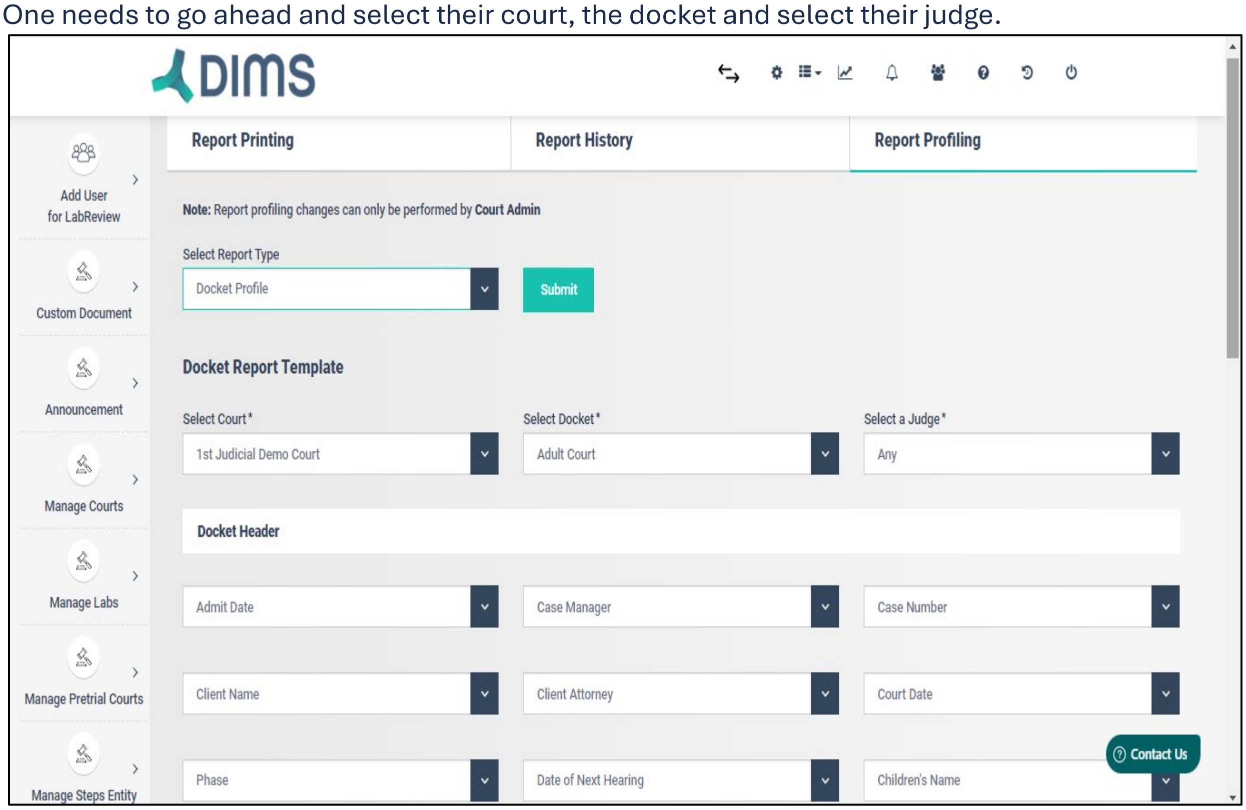
The docket report basically gives info on which participants will be arriving in court that week. For creating a docket profile, first the user needs to click on Report Profiling and choose the report type as "docket profile".



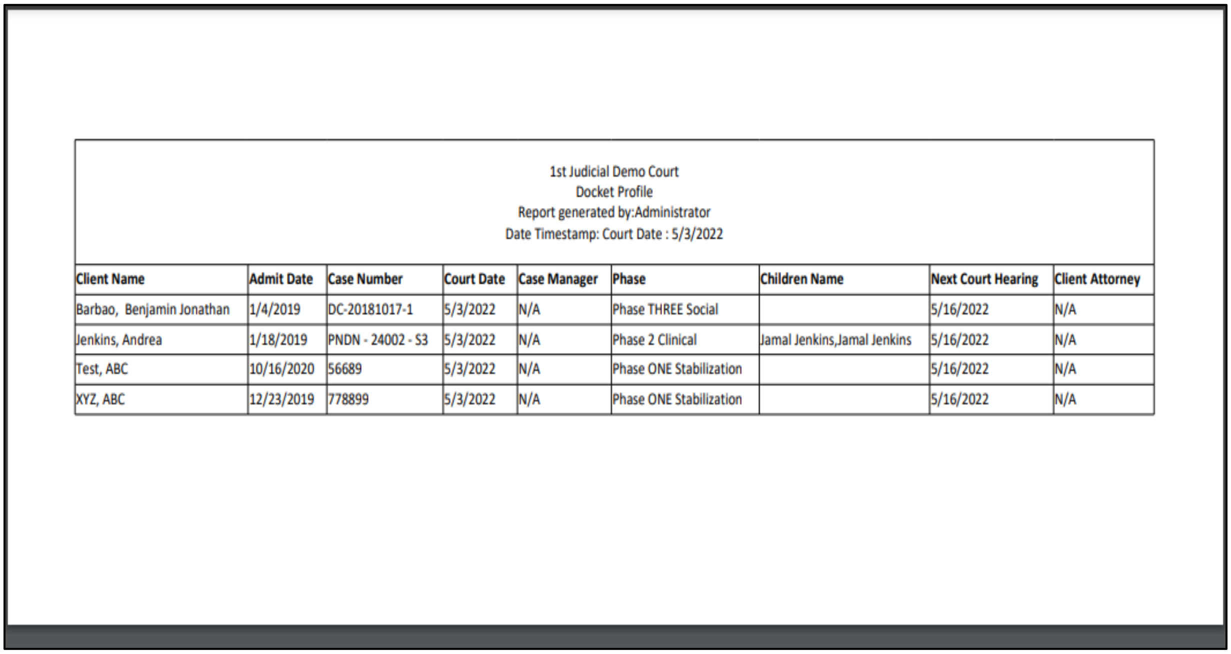
For your docket, you will send out notification to your team each week to tell them who all will be coming to court that week.

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

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



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

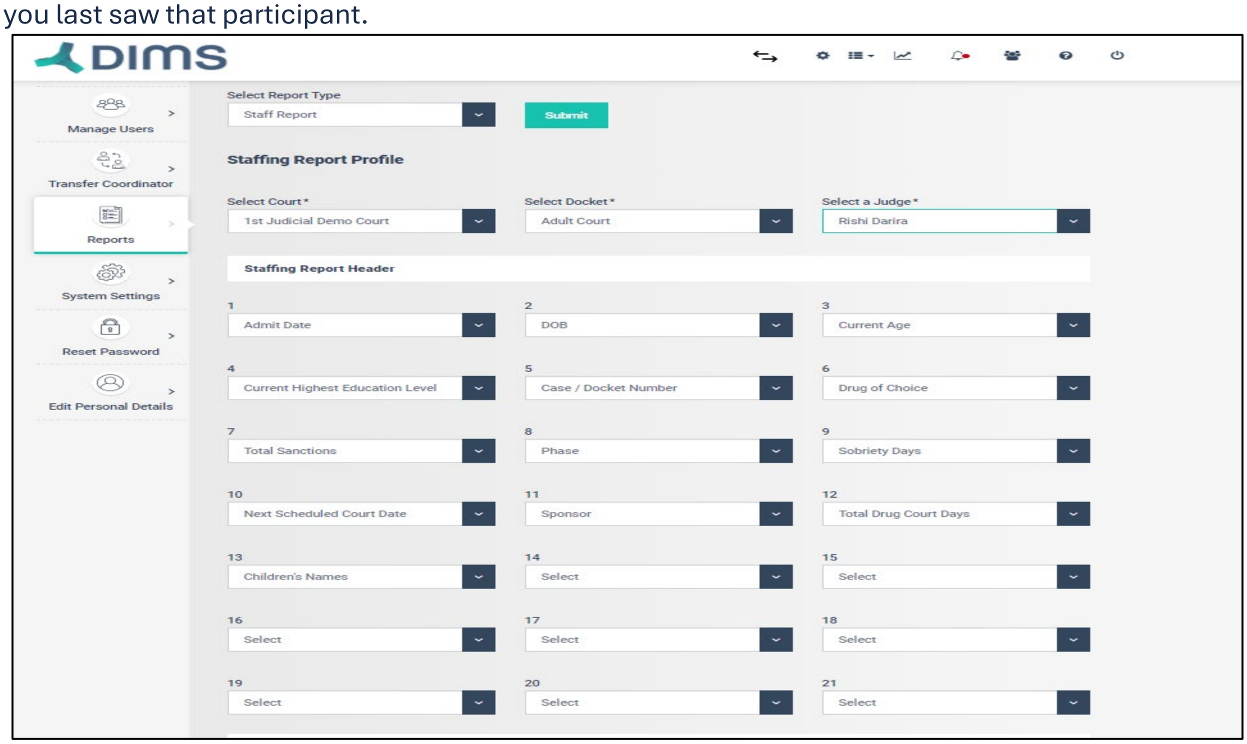


1st Judicial Demo Court
Docket Profile
Report generated by:Administrator
Date Timestamp: Court Date : 5/3/2022

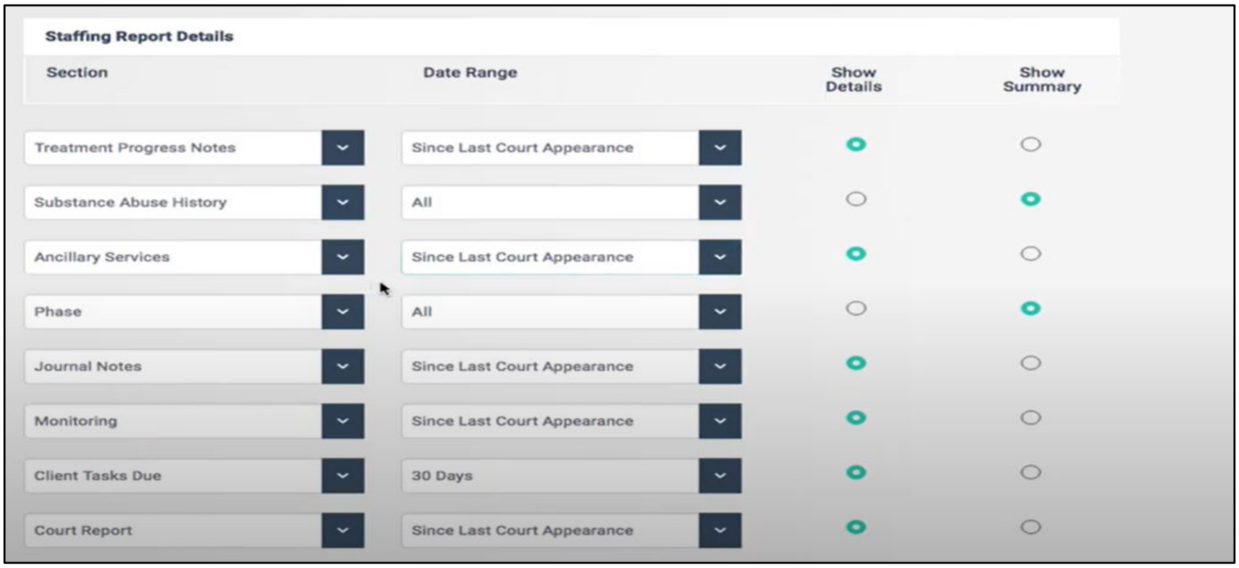
Client Name	Admit Date	Case Number	Court Date	Case Manager	Phase	Children Name	Next Court Hearing	Client Attorney
Barbao, Benjamin Jonathan	1/4/2019	DC-20181017-1	5/3/2022	N/A	Phase THREE Social		5/16/2022	N/A
Jenkins, Andrea	1/18/2019	PNDN - 24002 - S3	5/3/2022	N/A	Phase 2 Clinical	Jamal Jenkins,Jamal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

Set up Staffing Profile

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



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

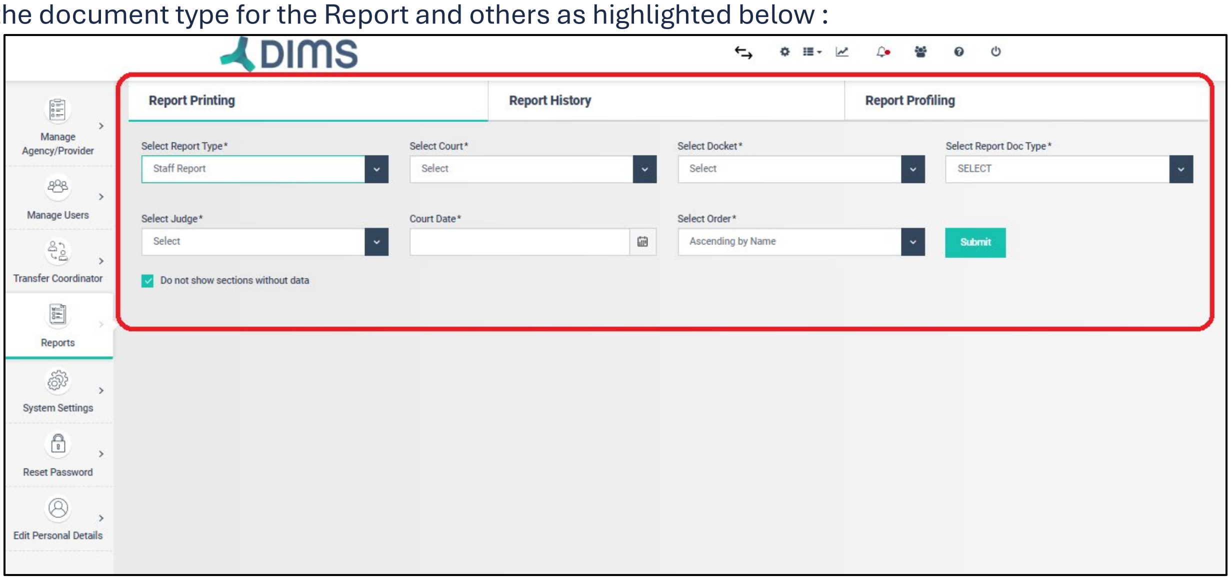


If for some reason, one finds that they are missing information on their staffing report then they can anytime come to this section and add/update sections as per their choice.

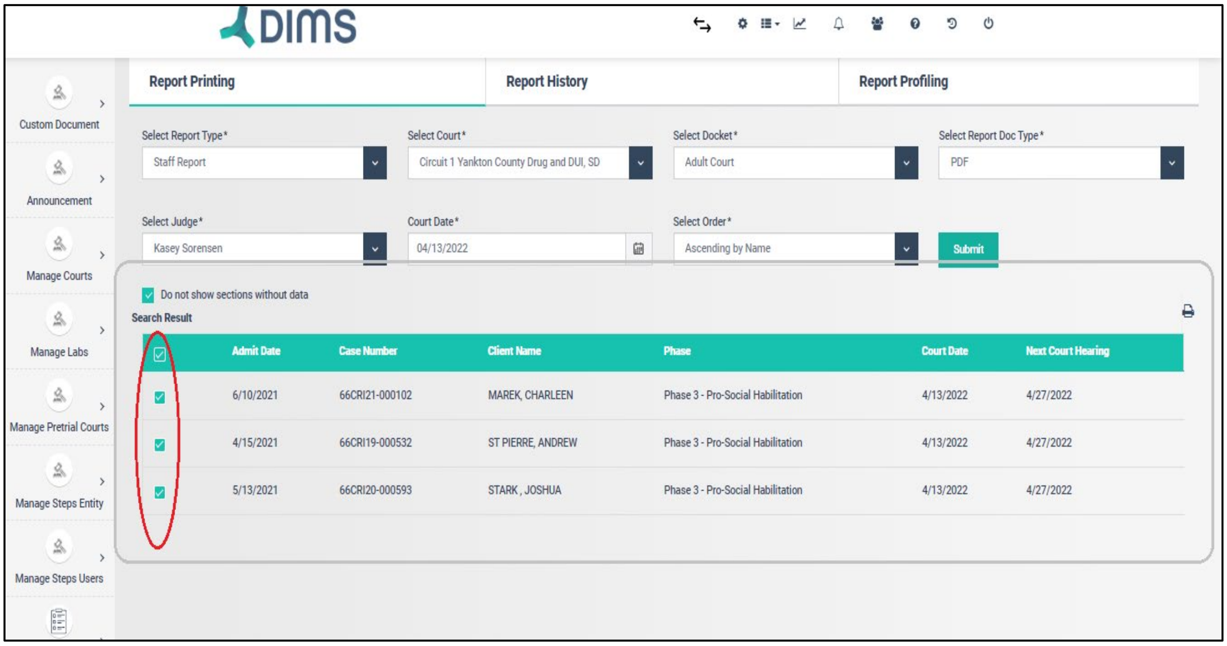
Run a Staffing Report

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

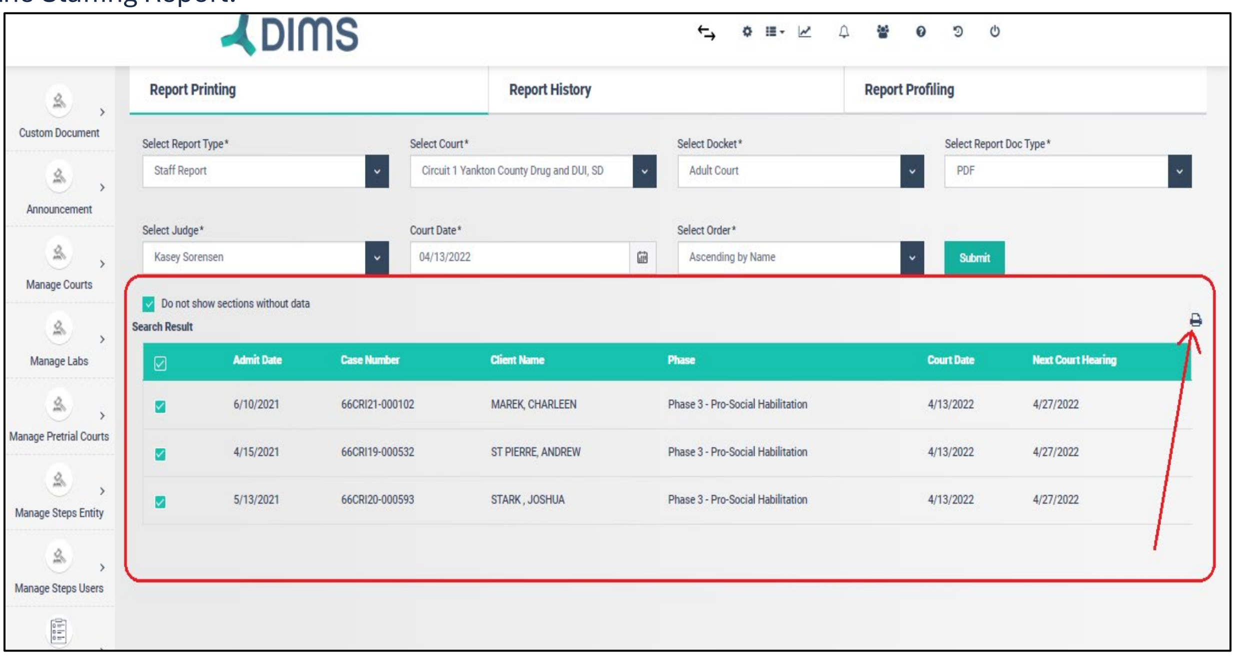
1. User can then go to the Report Printing Section and fill details about the Court Name, the docket, the document type for the Report and others as highlighted below :



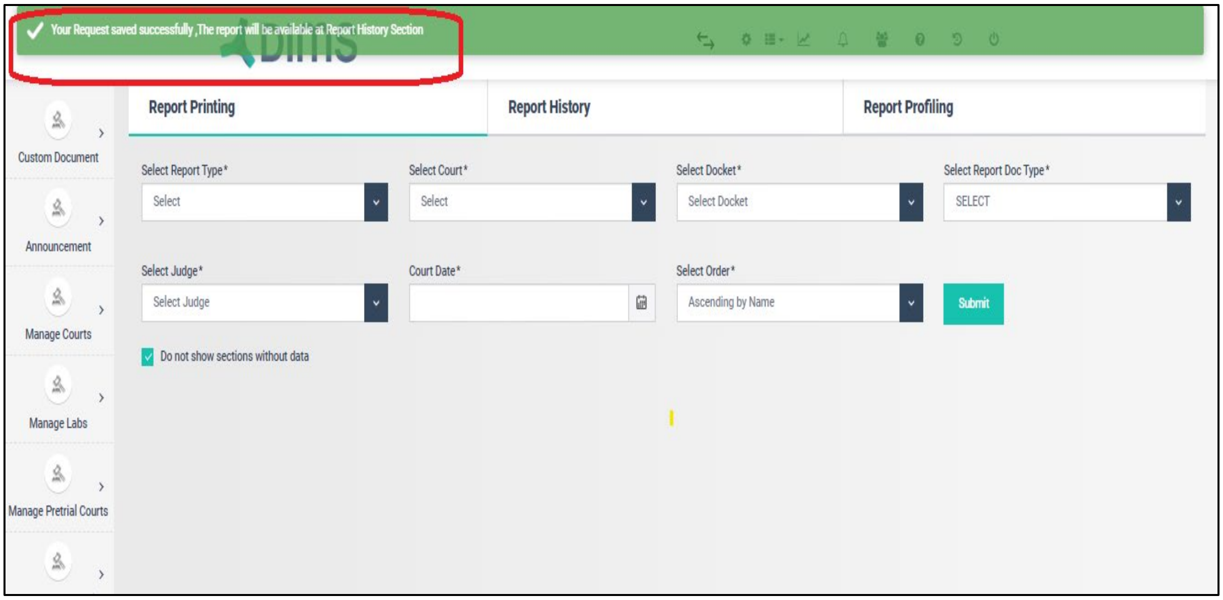
2. Next, names of the participants scheduled for court hearing for that selected date appear on the screen. User can select/deselect the participant names through the checkboxes given at the left.



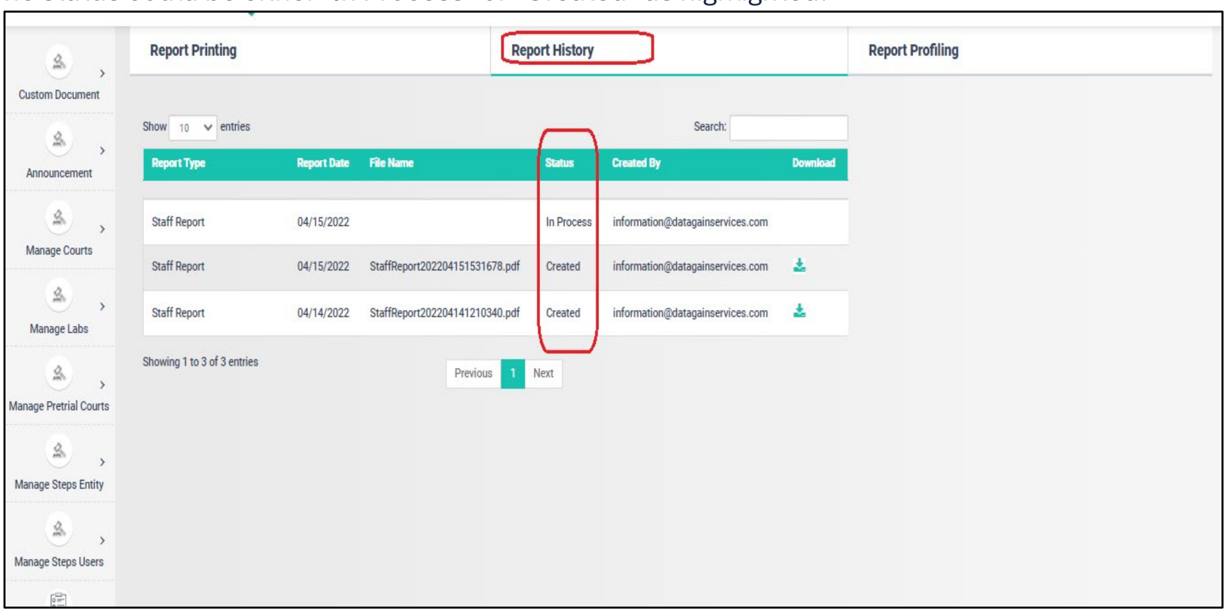
3. The print button on the top right corner as highlighted by arrow should then be used to generate the Staffing Report.



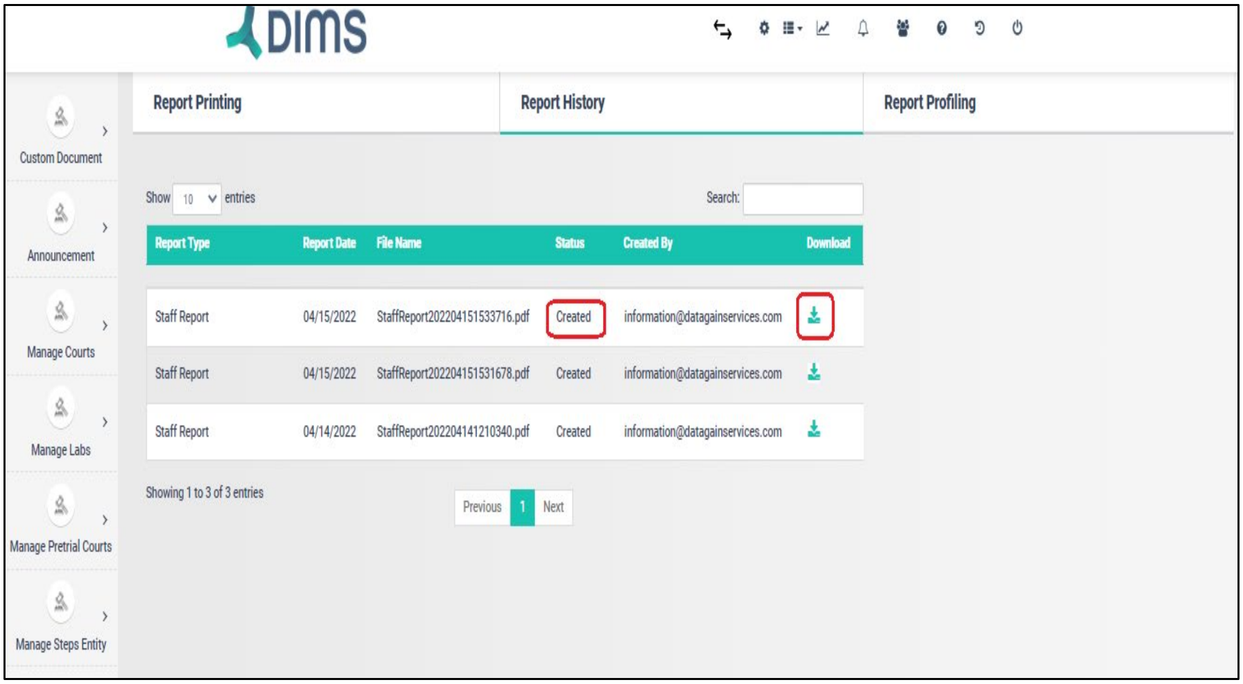
4. After clicking on the print button, User can see the Request for the Report has been saved and User is also indicated that Reports can be downloaded from the Report History section.



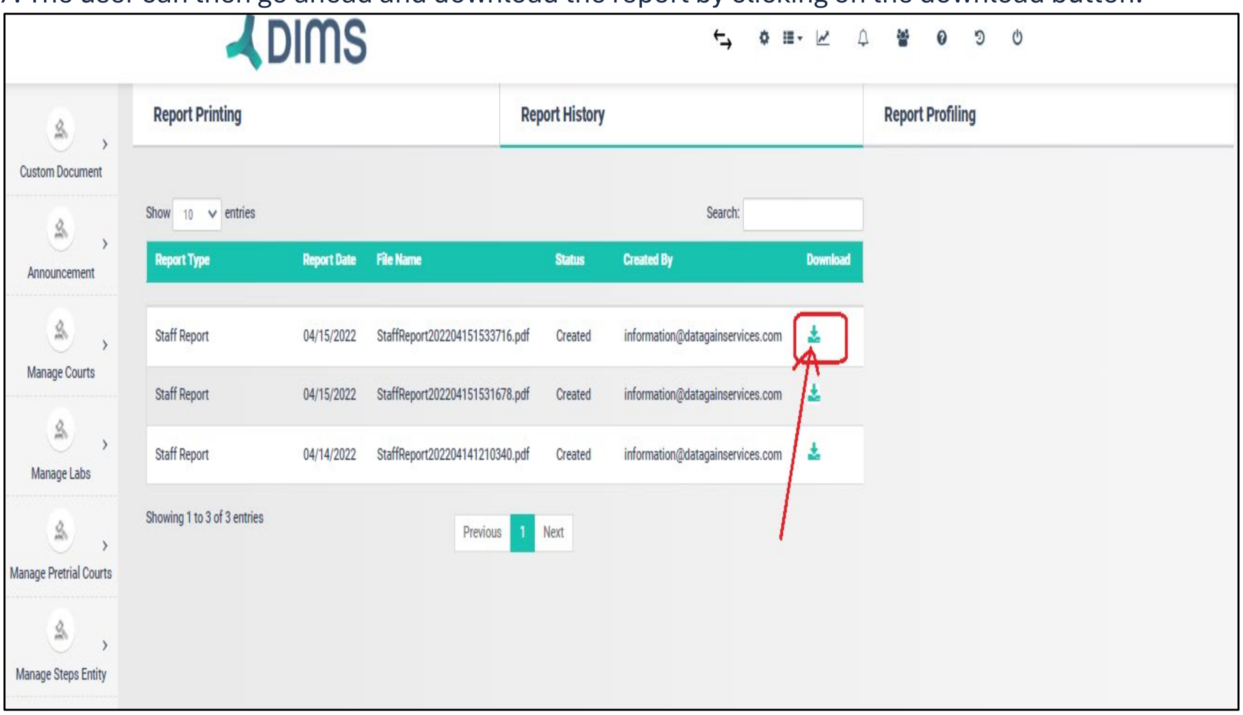
5. User can then go to the Report History Section and can view the status of the Report generation. The status could be either "In Process" or "Created" as highlighted.



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



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

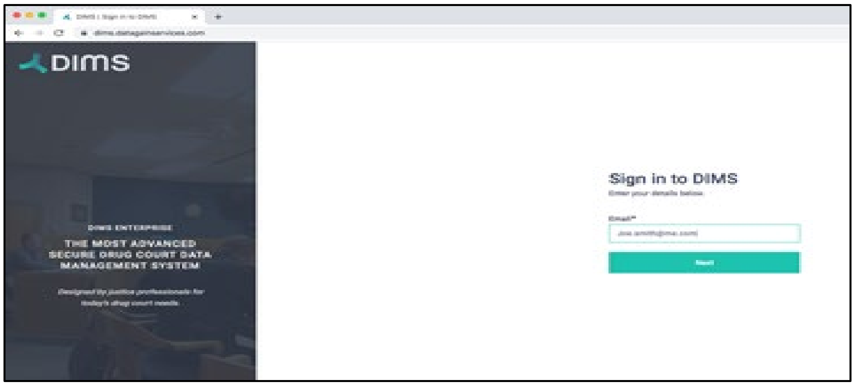


Adding New Participant

Screening

Login

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

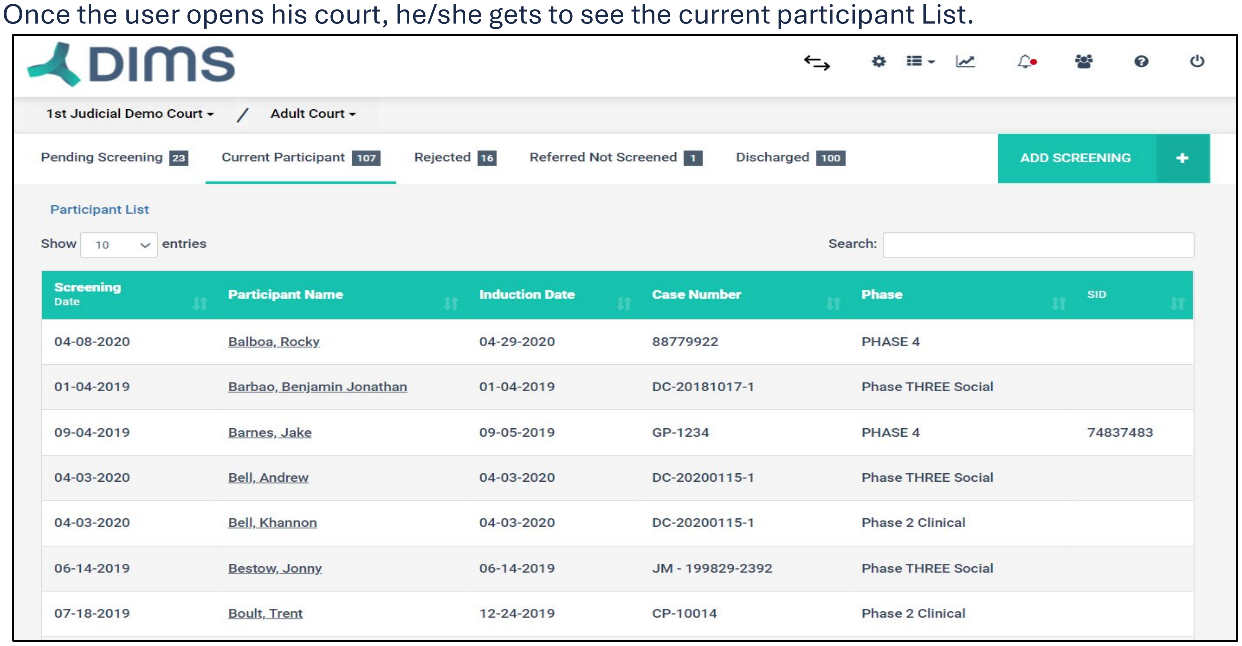


DIMS Login

Choose Docket

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

Click on the docket and then click on “next”:
Once the user opens his court, he/she gets to see the current participant List.

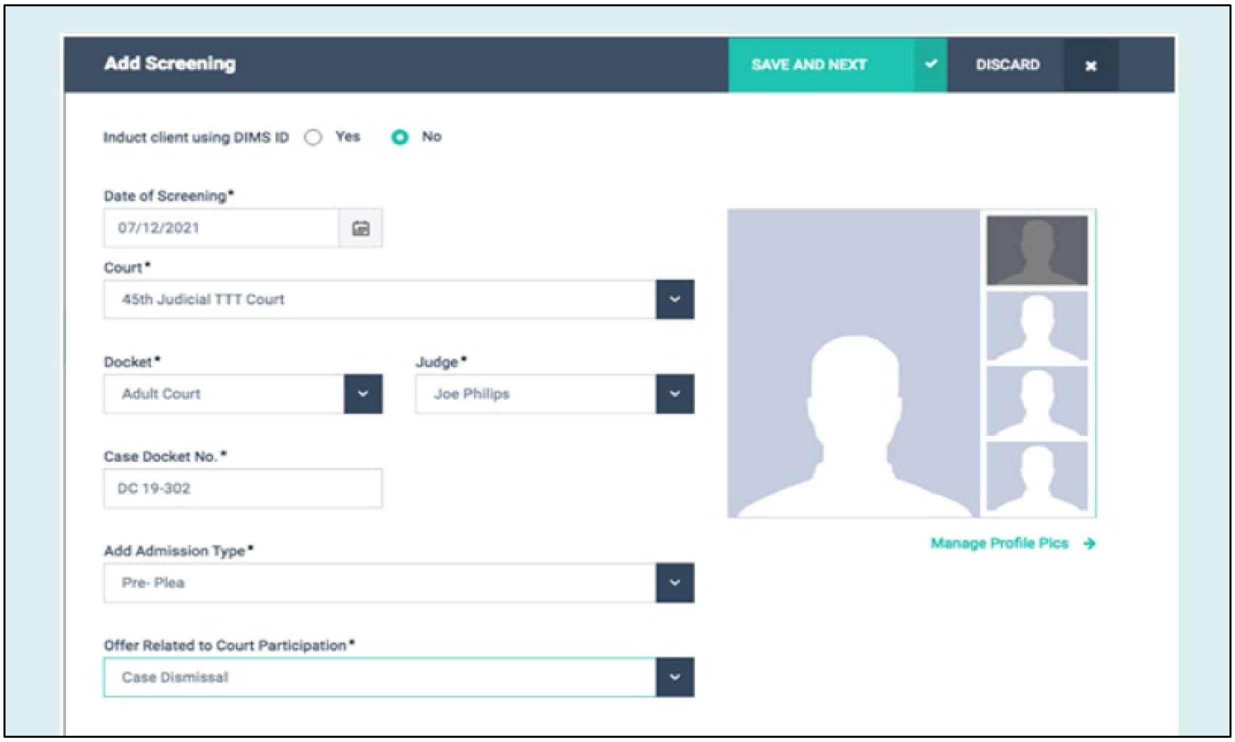


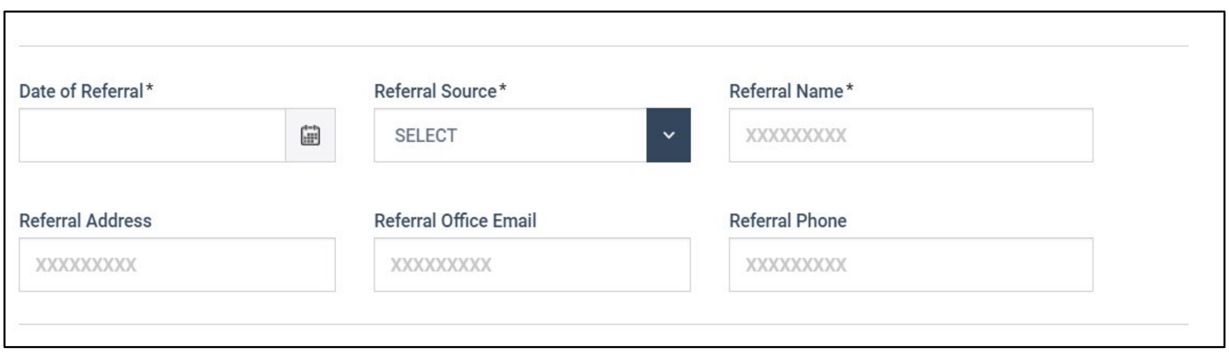
Screening Date	Participant Name	Induction Date	Case Number	Phase	SID
04-08-2020	Balboa, Rocky	04-29-2020	88779922	PHASE 4	
01-04-2019	Barbao, Benjamin Jonathan	01-04-2019	DC-20181017-1	Phase THREE Social	
09-04-2019	Barnes, Jake	09-05-2019	GP-1234	PHASE 4	74837483
04-03-2020	Bell, Andrew	04-03-2020	DC-20200115-1	Phase THREE Social	
04-03-2020	Bell, Khannon	04-03-2020	DC-20200115-1	Phase 2 Clinical	
06-14-2019	Bestow, Jonny	06-14-2019	JM - 199829-2392	Phase THREE Social	
07-18-2019	Boult, Trent	12-24-2019	CP-10014	Phase 2 Clinical	

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

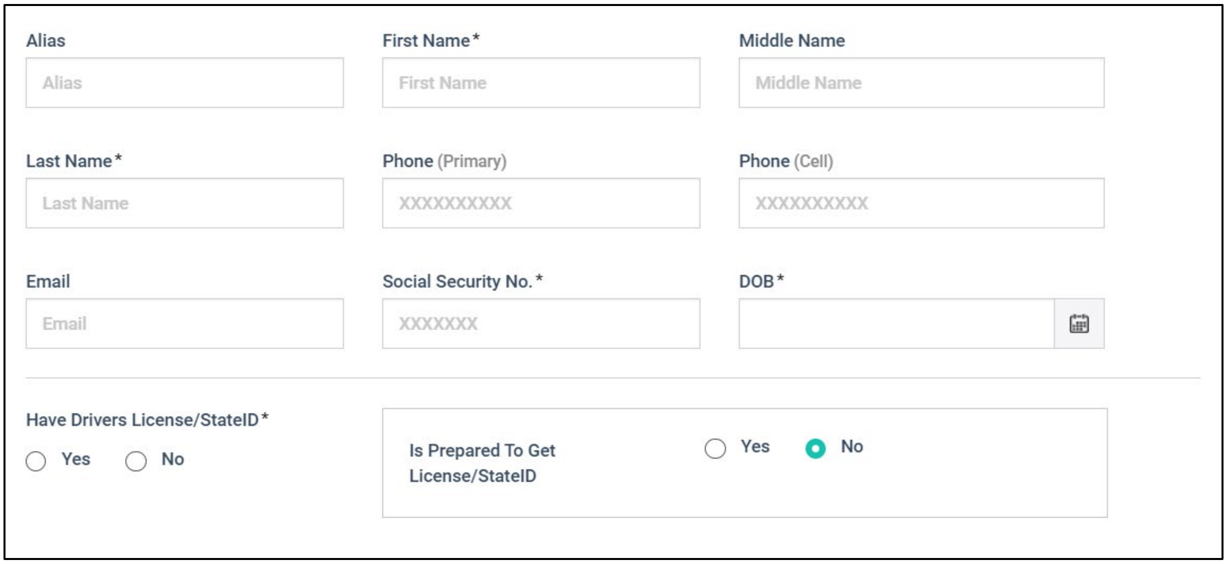
Add Screening Tab

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



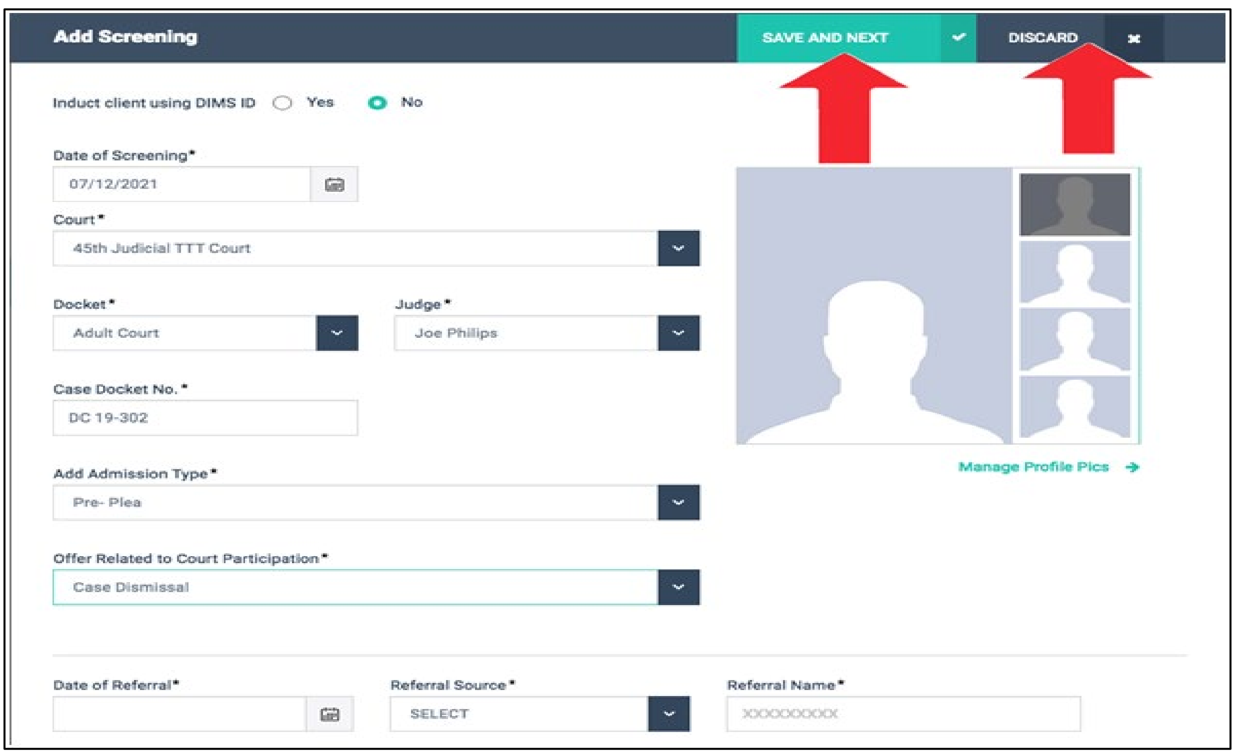


Please note that the Judge in the above screen will always be the Judge assigned to that specific Treatment Court. The second part of the same screen will allow the user to input data regarding the client’s identifiers :

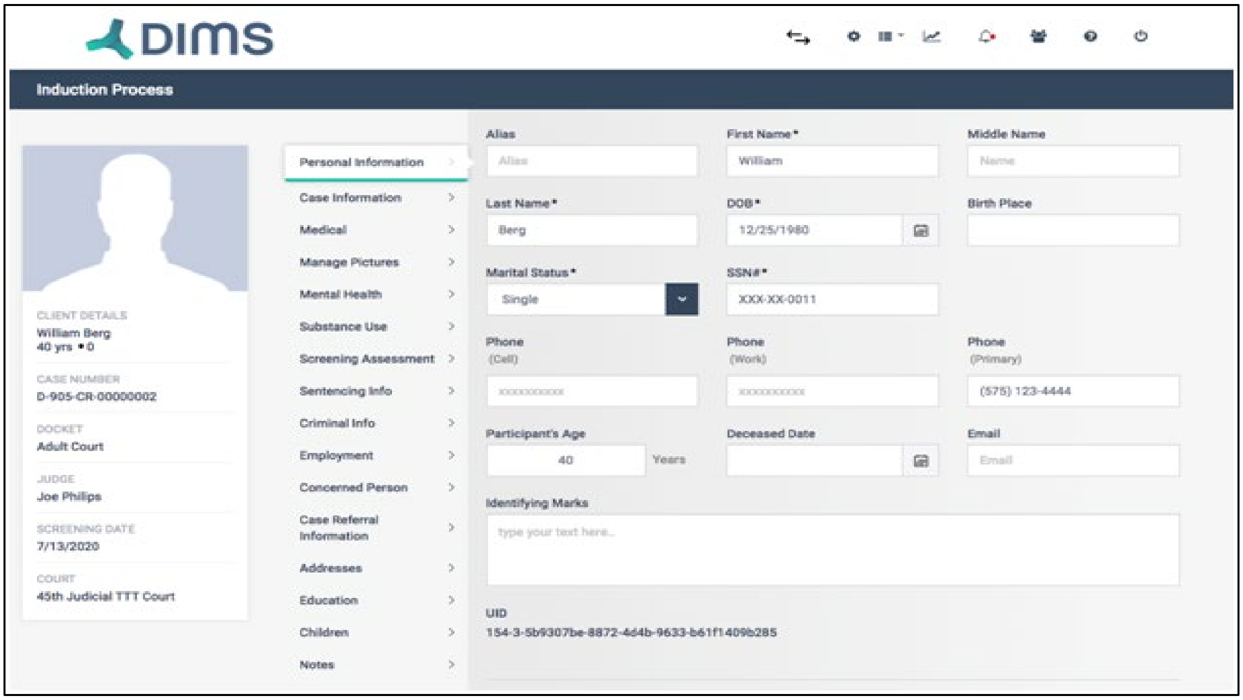


Once all the appropriate data has been entered into the screening form, scroll back to the top and click "Save and Next", or "Discard" if you need to exit.

Save and Next/Discard



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

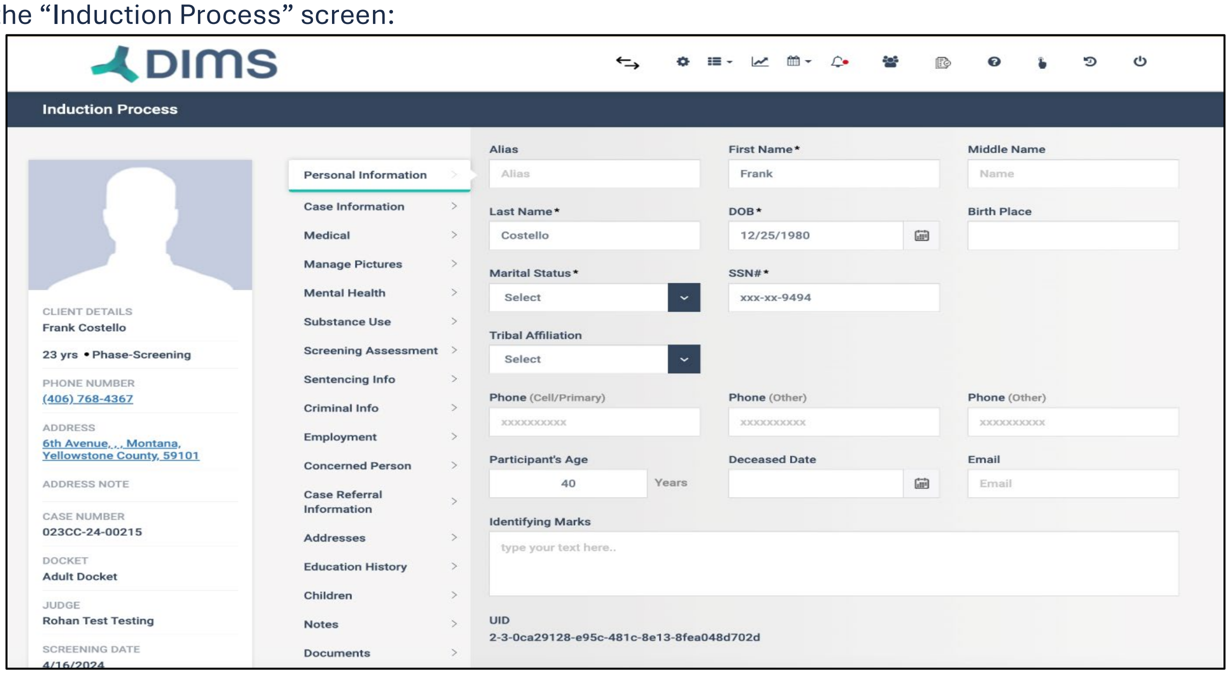


However, if you are not ready to induct the client, simply click on the "Participant" icon on the top right:

Induction

Personal Information

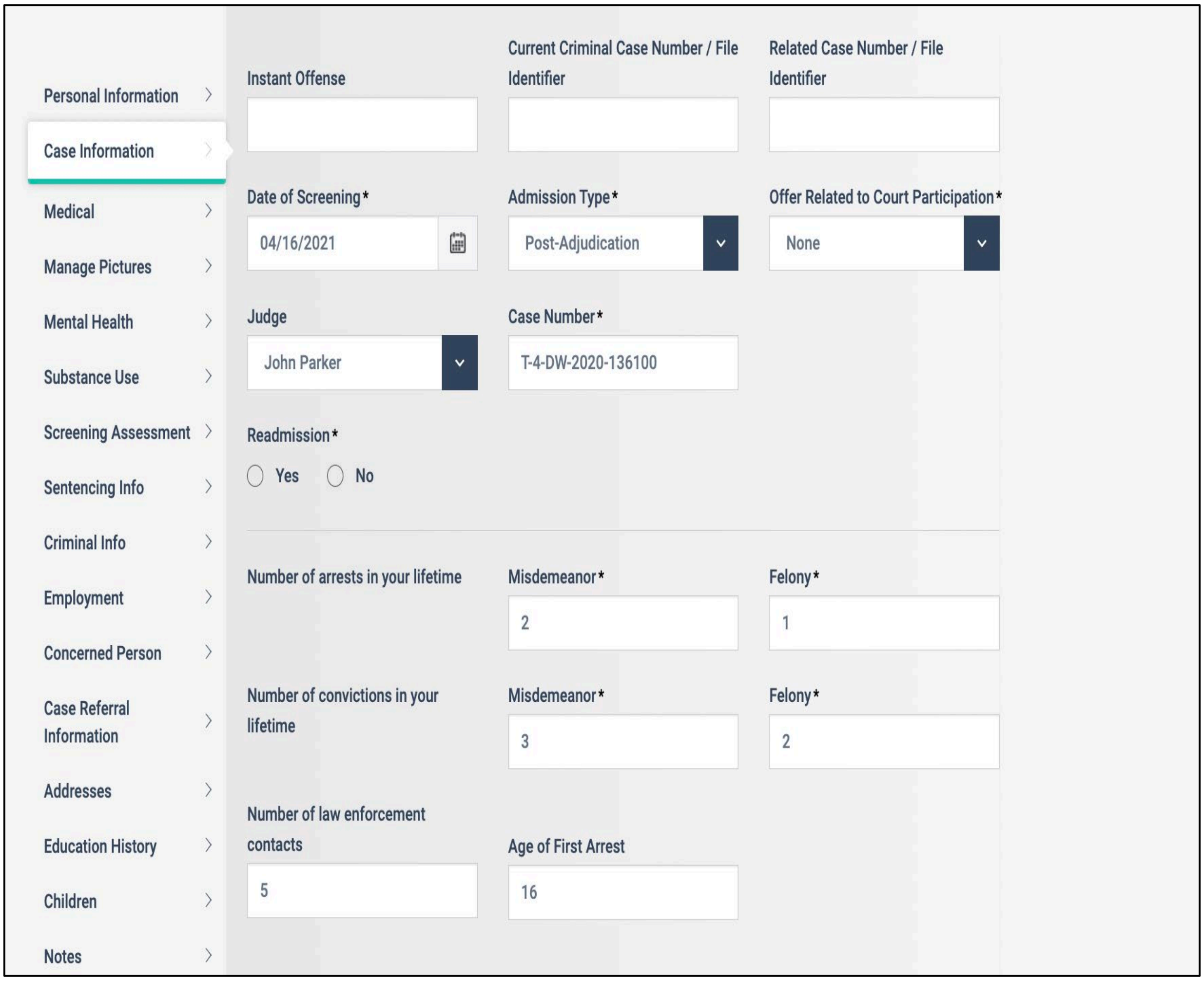
Once you have clicked "Save and Next" from the screening section, by default DIMS will take you to the "Induction Process" screen:



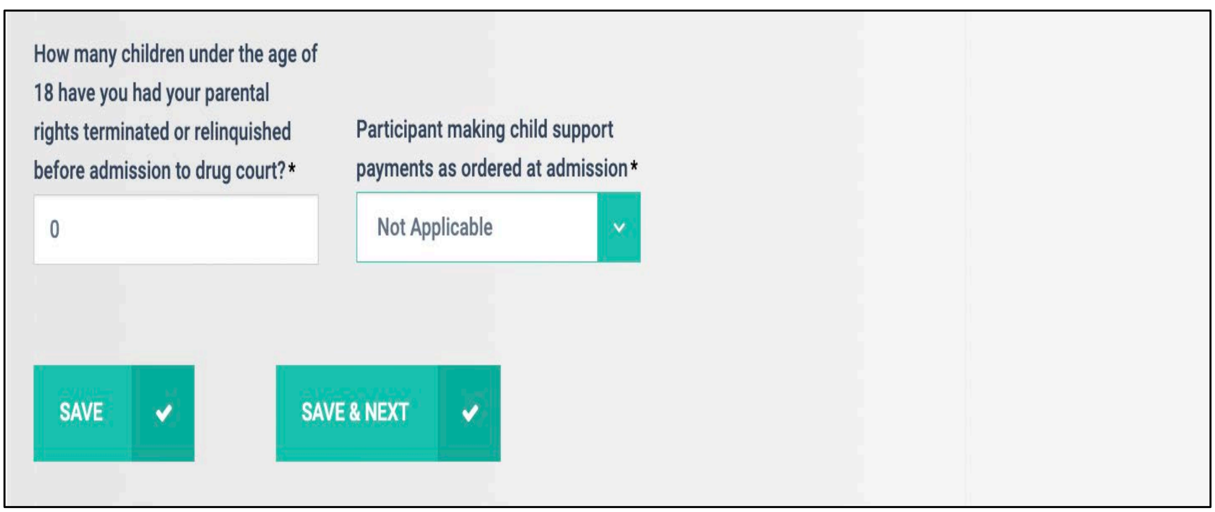
However, if you are not ready to induct the client, simply click on the “Participant” icon on the top right:

Case Information

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

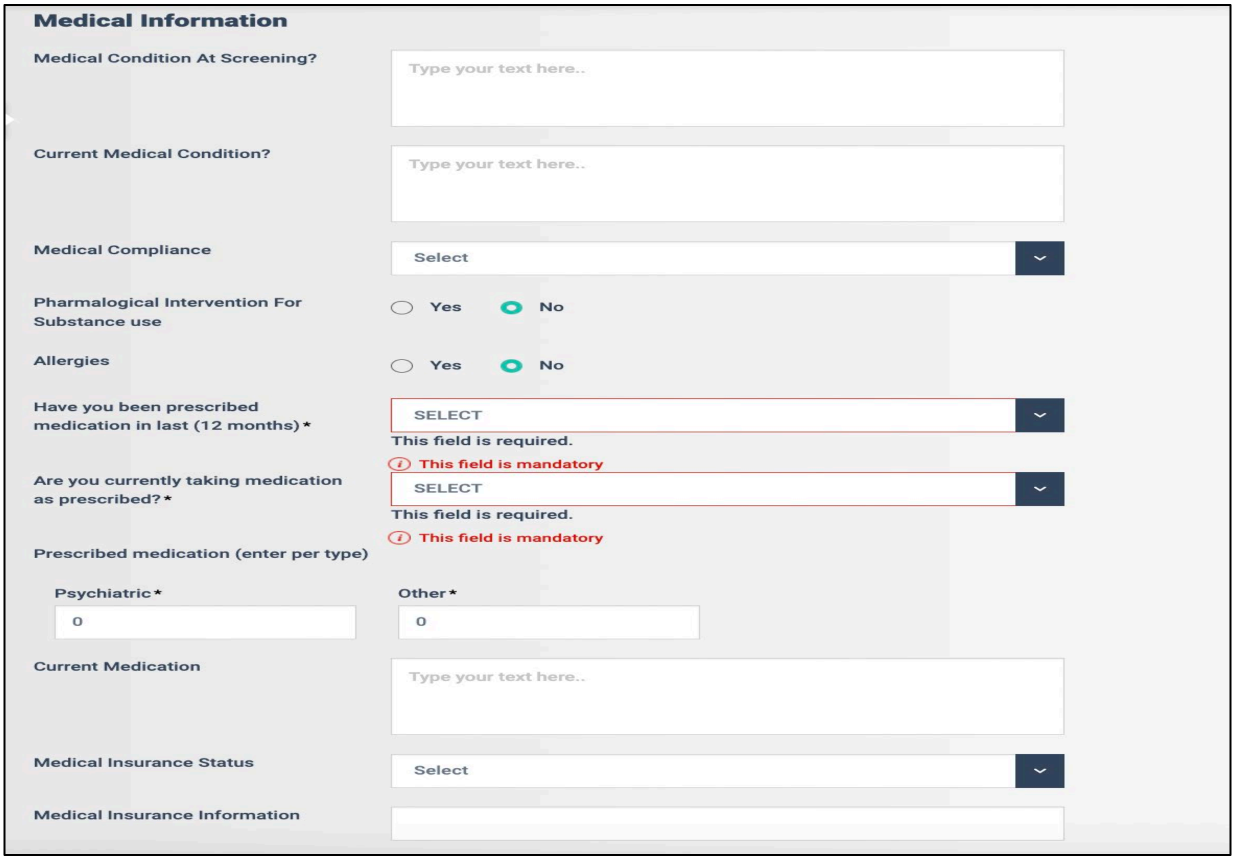


The next portion of the case information focuses on a current living arrangement, incarceration history, military and armed forces service, and child custody information:



Medical

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



Medical Information

Medical Condition At Screening? — Type your text here..

Current Medical Condition? — Type your text here..

Medical Compliance — Select

Pharmalogical Intervention For Substance use — Yes / No

Allergies — Yes / No

Have you been prescribed medication in last (12 months)* — SELECT

This field is required.

This field is mandatory

Are you currently taking medication as prescribed?* — SELECT

This field is required.

This field is mandatory

Prescribed medication (enter per type)

Psychiatric* — 0

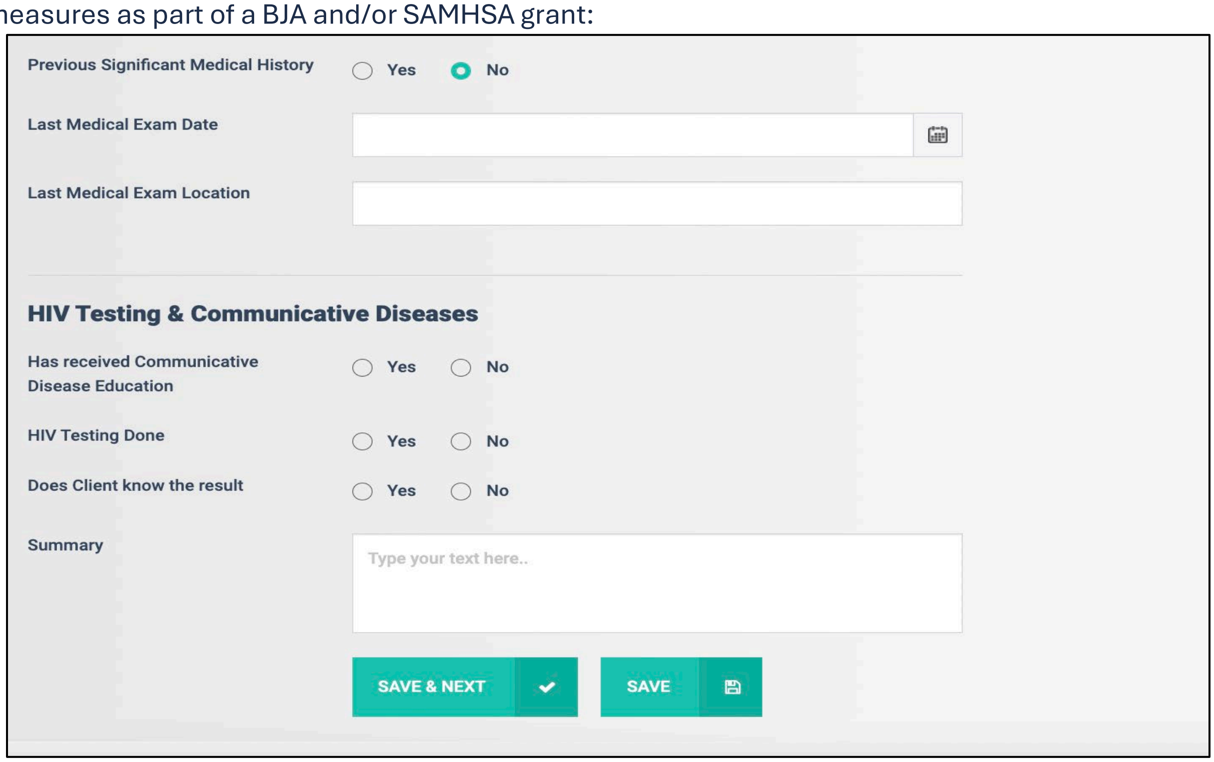
Other* — 0

Current Medication — Type your text here..

Medical Insurance Status — Select

Medical Insurance Information

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



Previous Significant Medical History — Yes / No

Last Medical Exam Date

Last Medical Exam Location

HIV Testing & Communicative Diseases

Has received Communicative Disease Education — Yes / No

HIV Testing Done — Yes / No

Does Client know the result — Yes / No

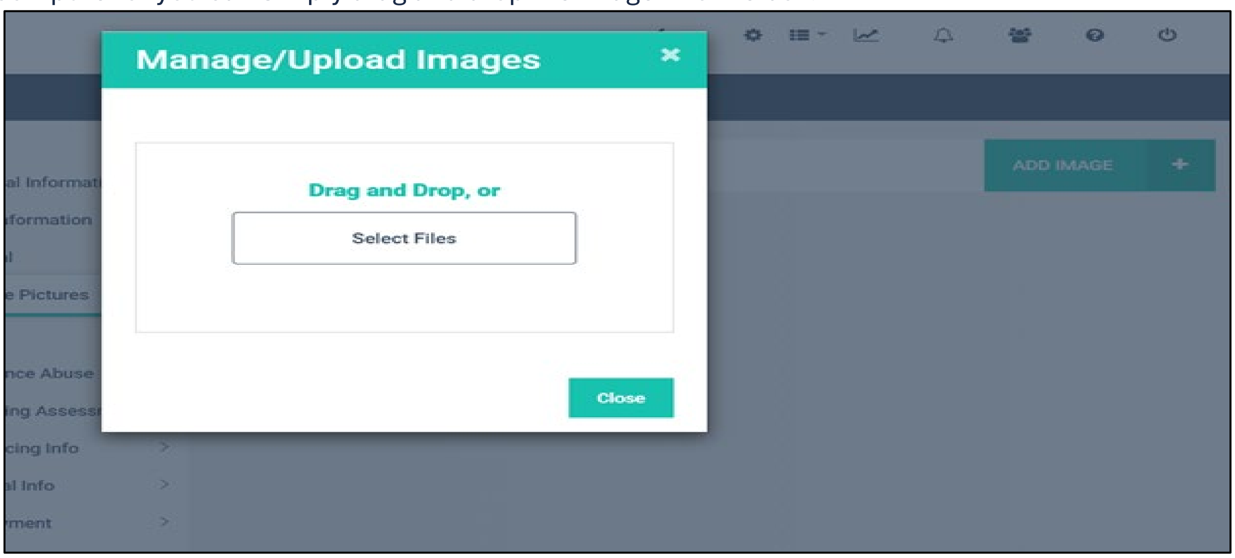
Summary — Type your text here..

SAVE & NEXT SAVE

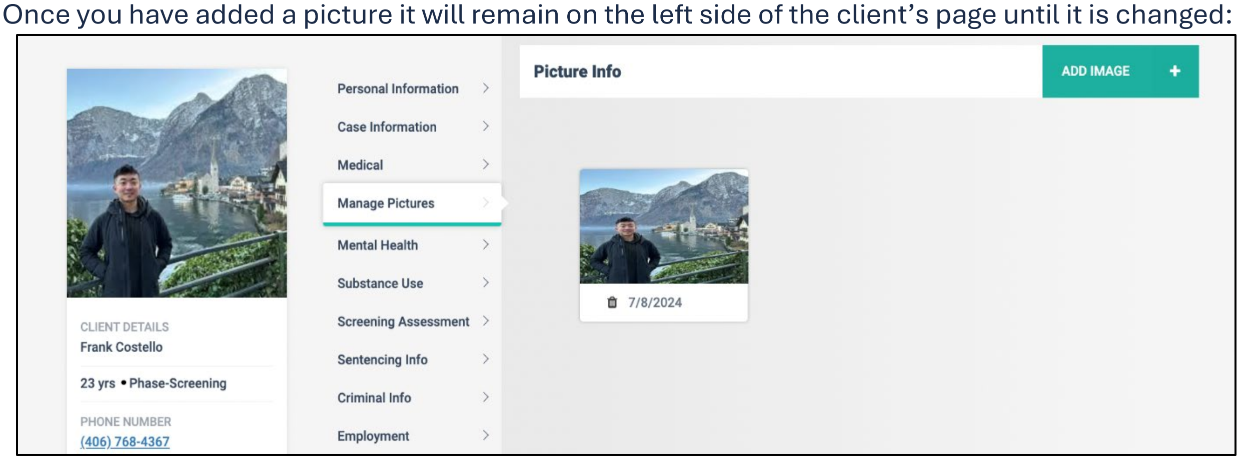
Manage Pictures

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

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

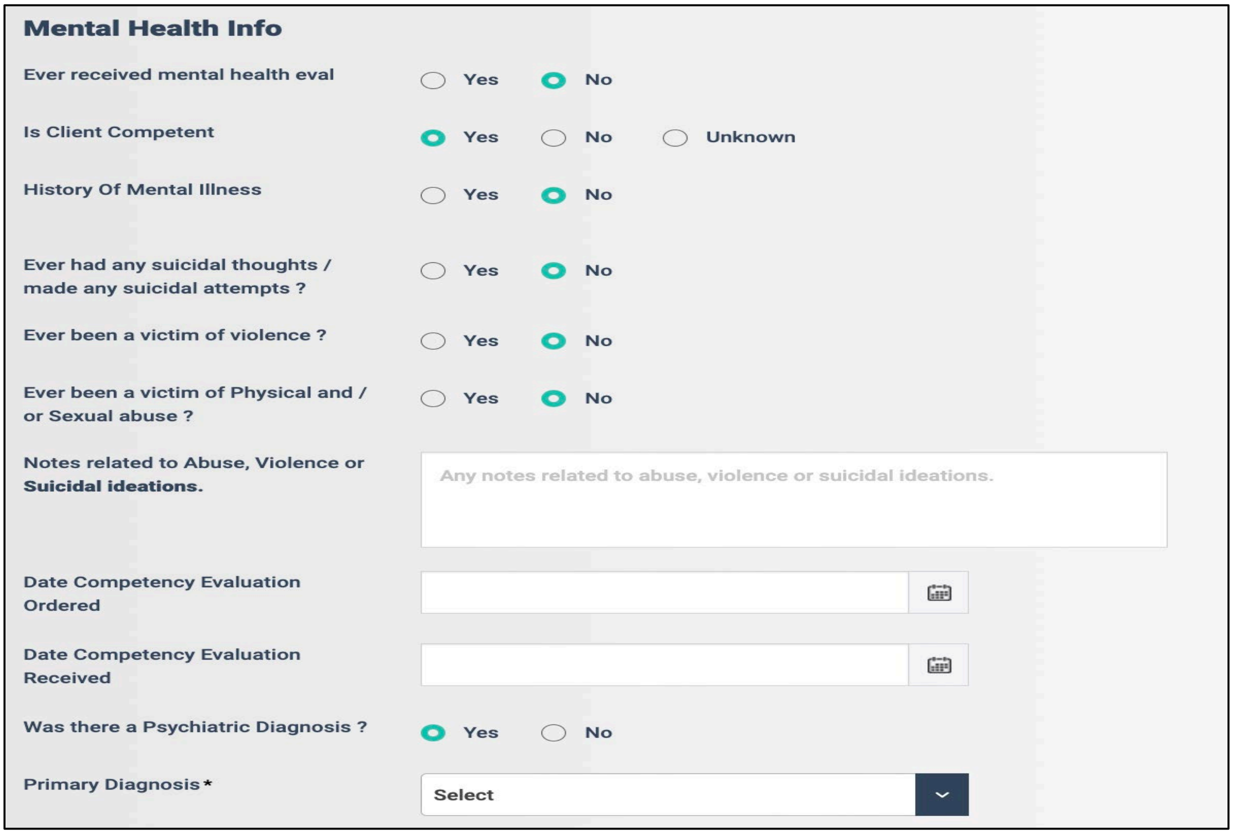


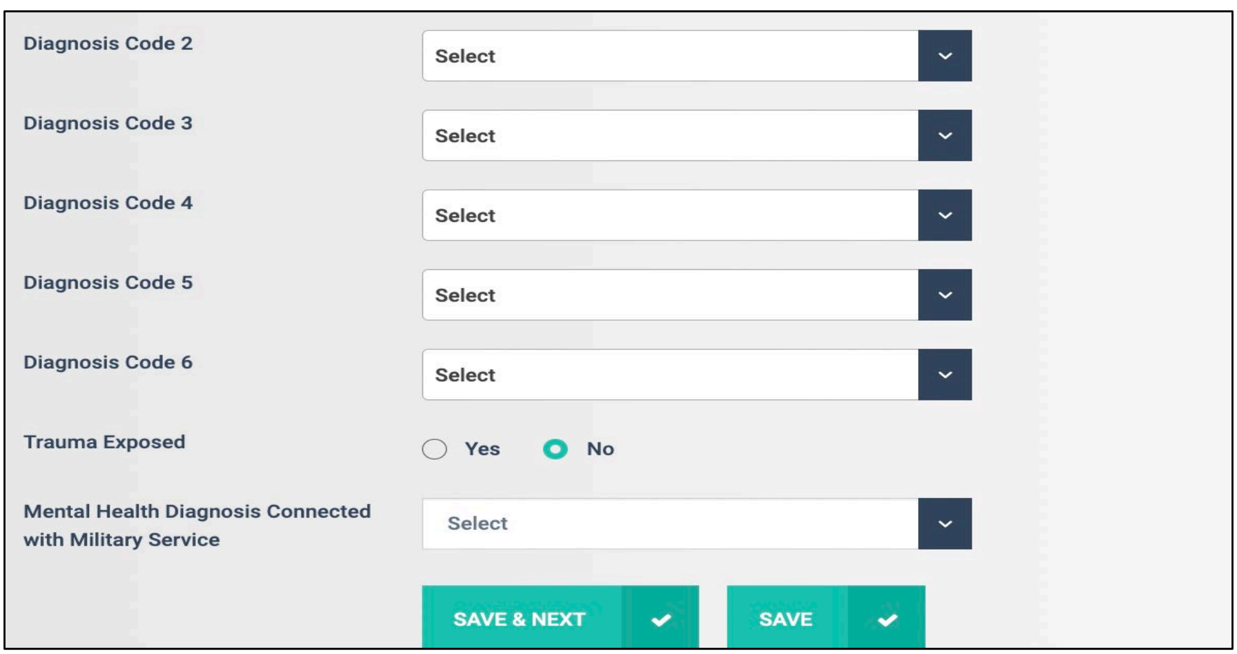
Once you have added a picture it will remain on the left side of the client’s page until it is changed:



Mental Health

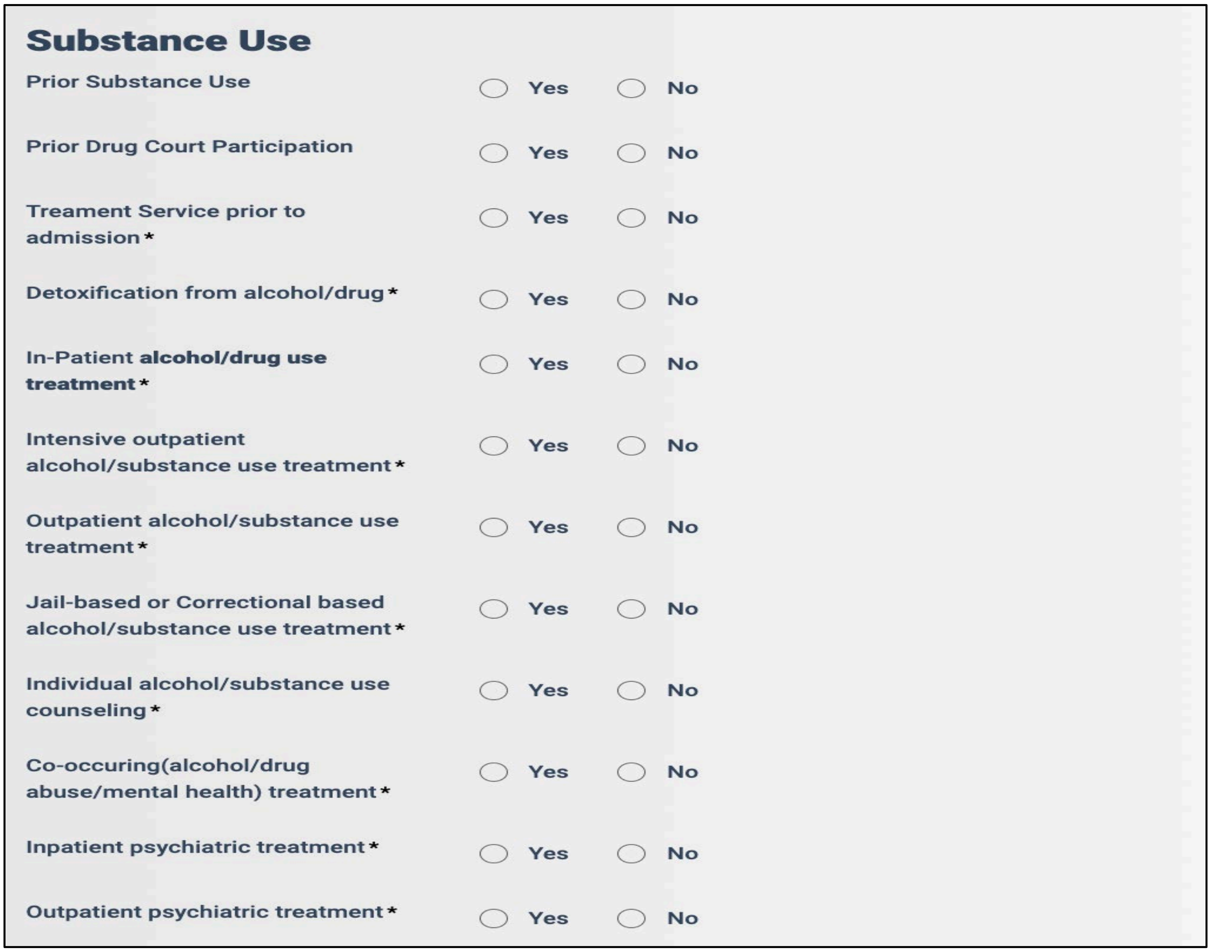
The next tab is where the user would enter known mental health information-Please note that there are no mandatory fields in this section except for Primary Diagnosis:





Substance Use

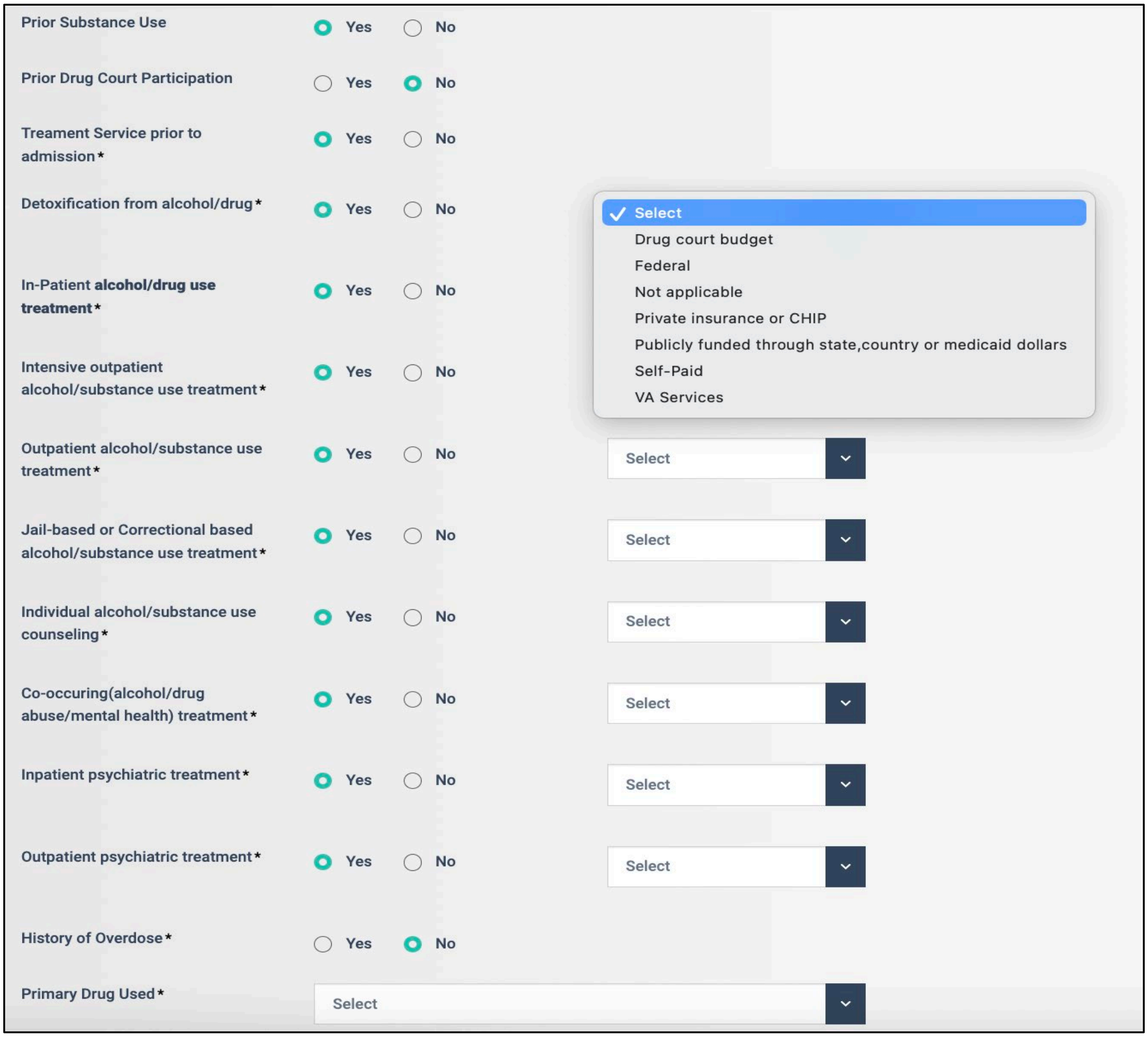
This has many required fields. This data is required because the more you know about your clients' substance abuse and substance abuse treatment history, the better prepared your court will be to target interventions for your clients:



Substance Use

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

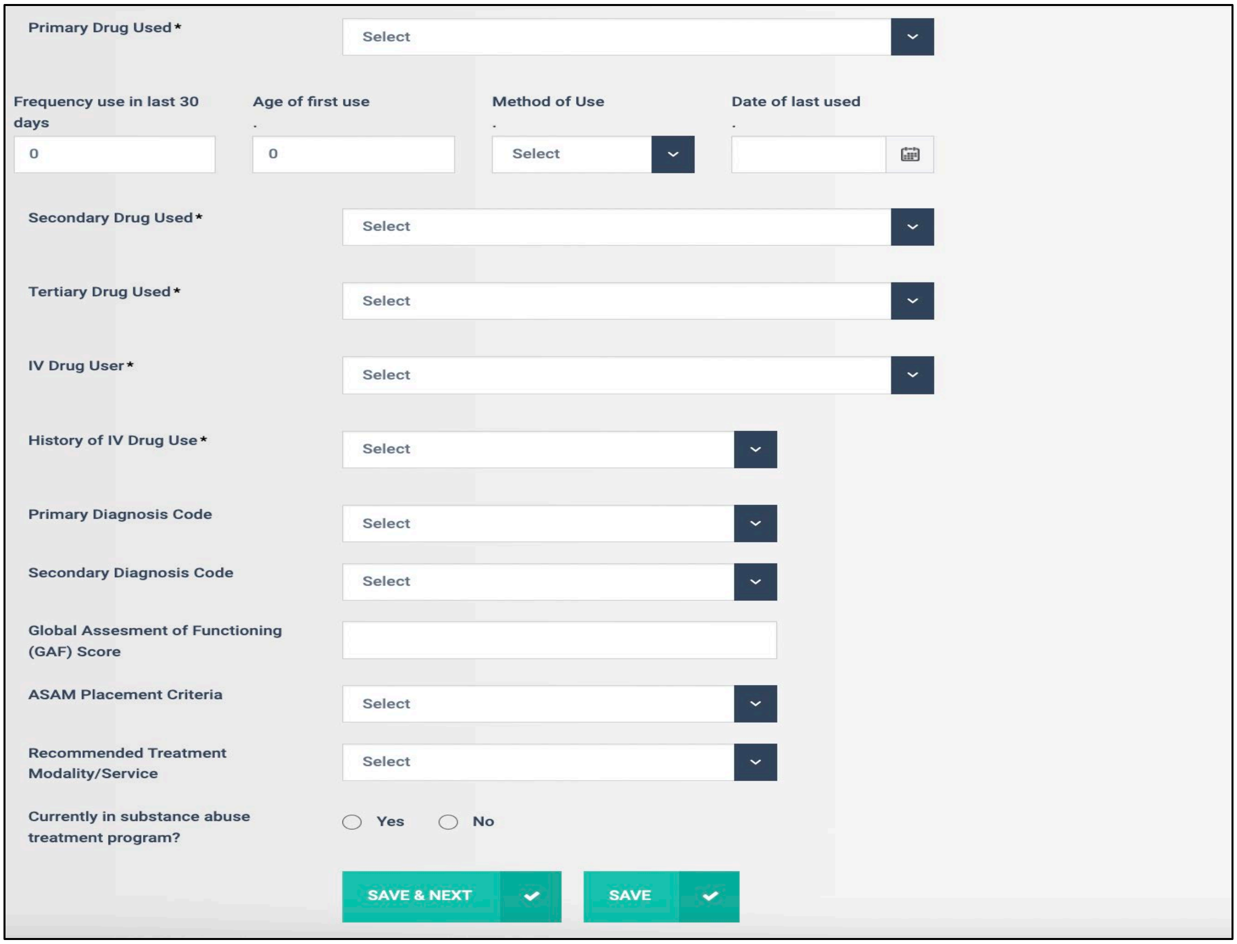
When you answer "yes" to any of the treatment specific questions, a drop-down menu will appear asking how the treatment was paid for*:



Prior Substance Use	Yes (selected)	No	
Prior Drug Court Participation	Yes	No (selected)	
Treament Service prior to admission*	Yes (selected)	No	
Detoxification from alcohol/drug*	Yes (selected)	No	Select / Drug court budget / Federal / Not applicable / Private insurance or CHIP / Publicly funded through state,country or medicaid dollars / Self-Paid / VA Services
In-Patient alcohol/drug use treatment*	Yes (selected)	No	
Intensive outpatient alcohol/substance use treatment*	Yes (selected)	No	
Outpatient alcohol/substance use treatment*	Yes (selected)	No	Select
Jail-based or Correctional based alcohol/substance use treatment*	Yes (selected)	No	Select
Individual alcohol/substance use counseling*	Yes (selected)	No	Select
Co-occuring(alcohol/drug abuse/mental health) treatment*	Yes (selected)	No	Select
Inpatient psychiatric treatment*	Yes (selected)	No	Select
Outpatient psychiatric treatment*	Yes (selected)	No	Select
History of Overdose*	Yes	No (selected)	
Primary Drug Used*	Select		

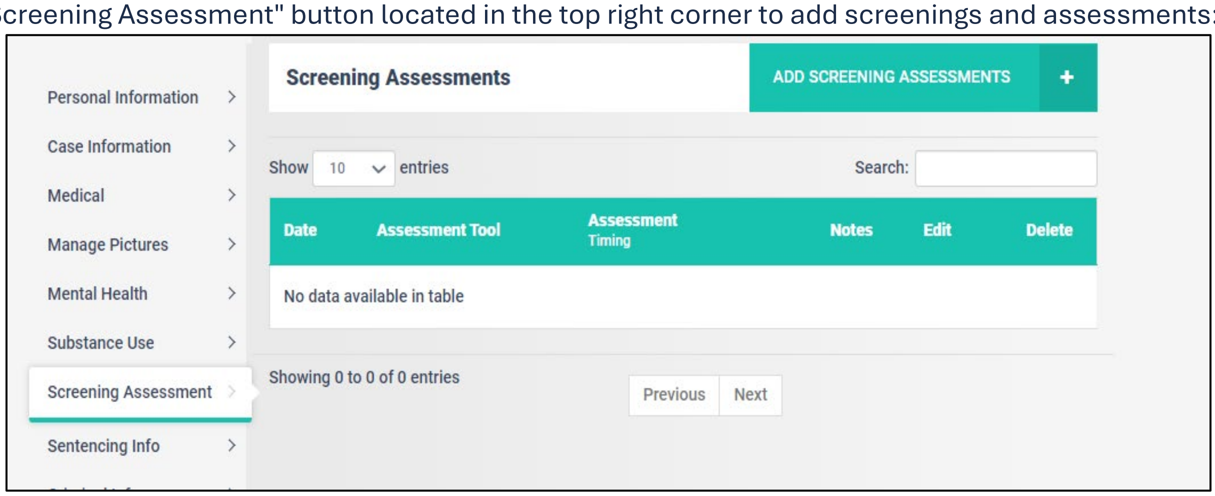
*Please note that although DIMS do not require this information for performance measures, the data may be helpful for your own Court's purposes, including determining if your clients do not have healthcare coverage.

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

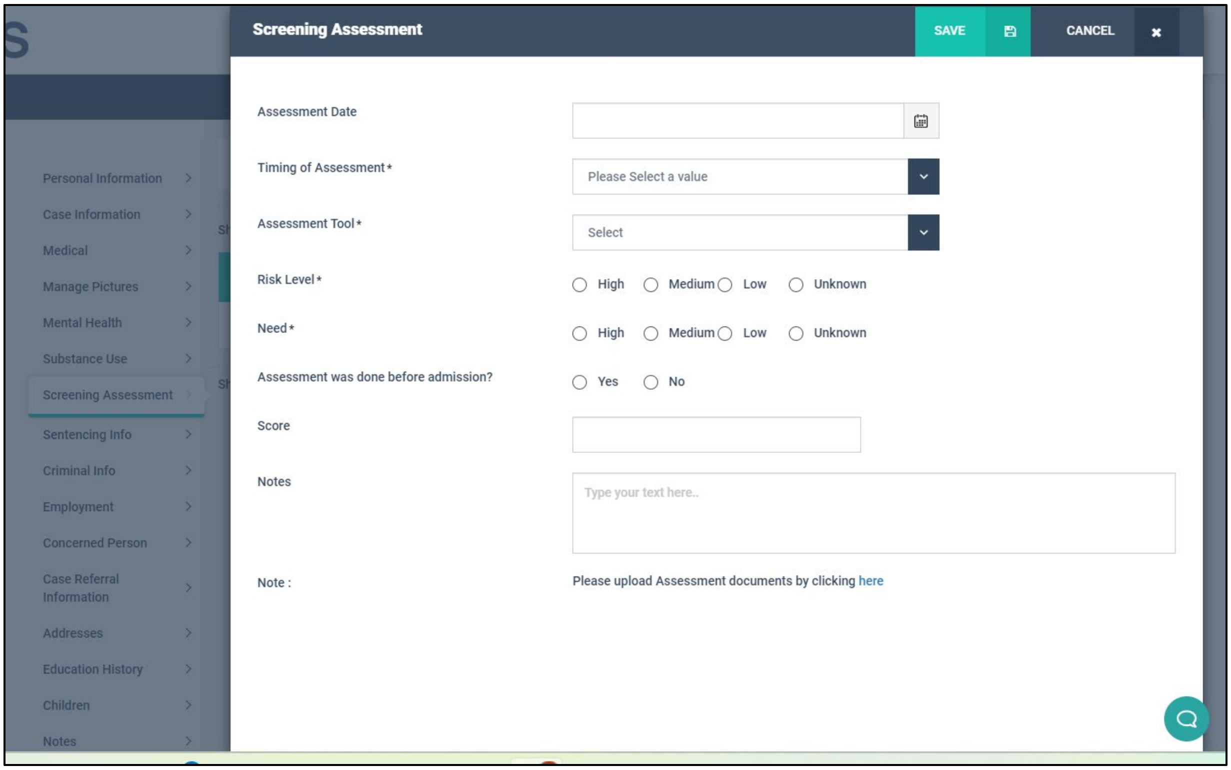


Screening Assessment

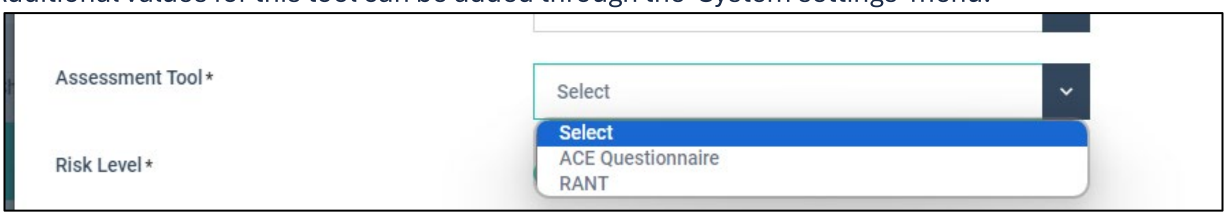
DIMS allows you to input screening and assessment information of the participants. Click the "Add Screening Assessment" button located in the top right corner to add screenings and assessments:



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

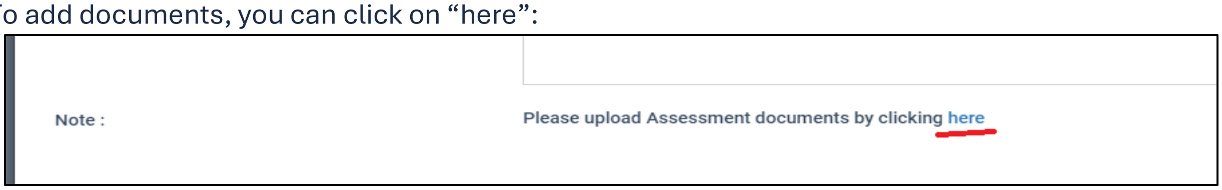


Dropdown menu for the "Assessment Tool" can be customized as per your requirements. Additional values for this tool can be added through the 'System settings' menu:



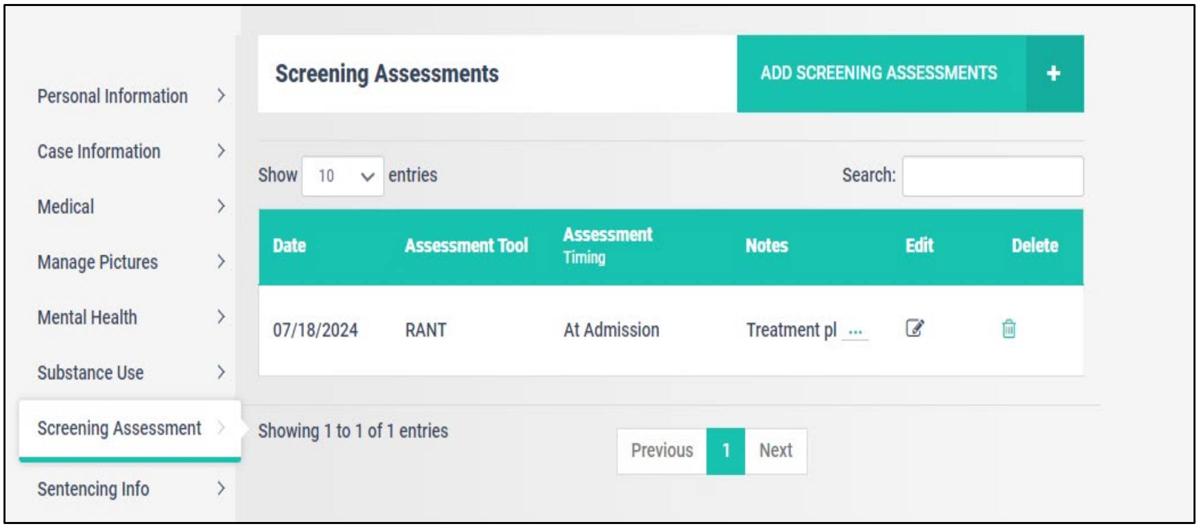
Please find the detailed steps for adding custom values for the assessment tool in the "Settings" section of the Wiki.

To add documents, you can click on “here”:



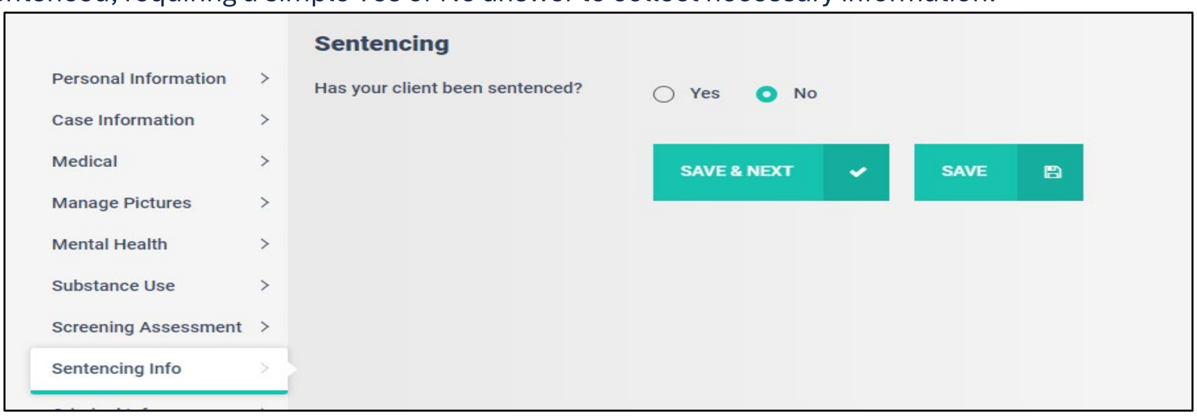
It will redirect you to the document section to upload documents.

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

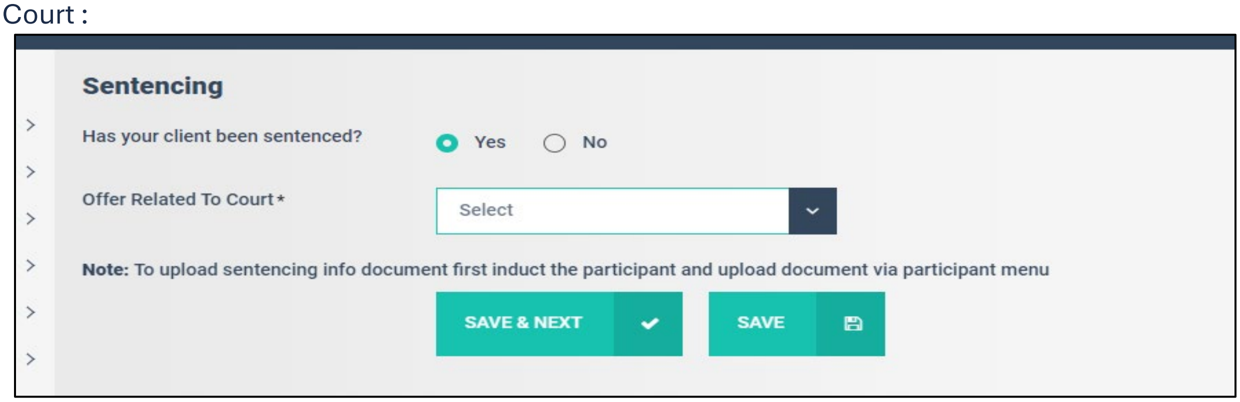


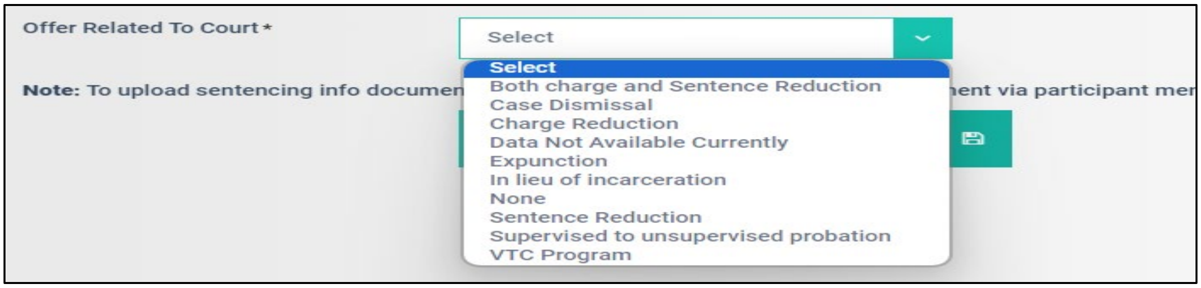
Sentencing

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



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

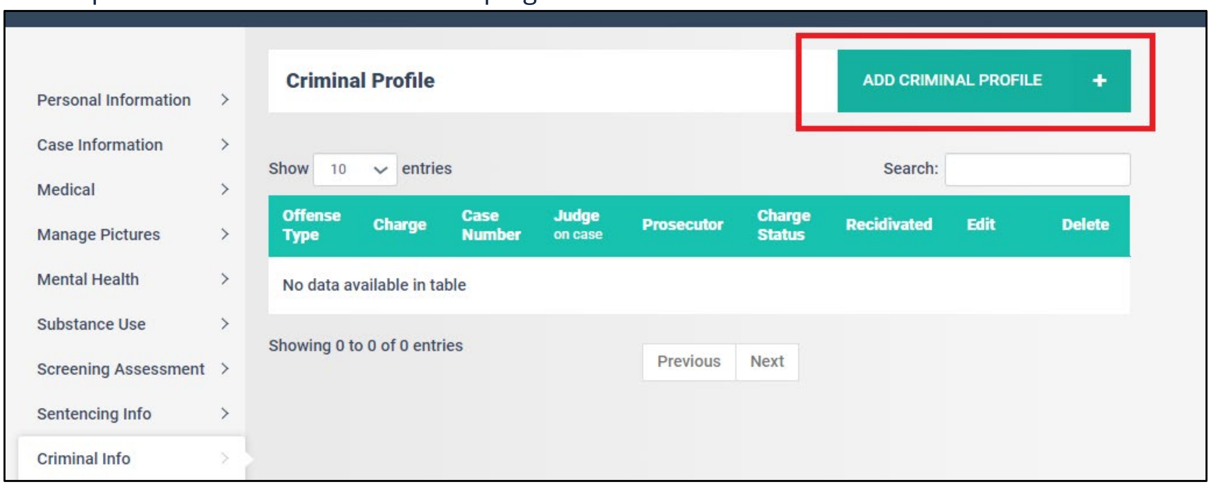




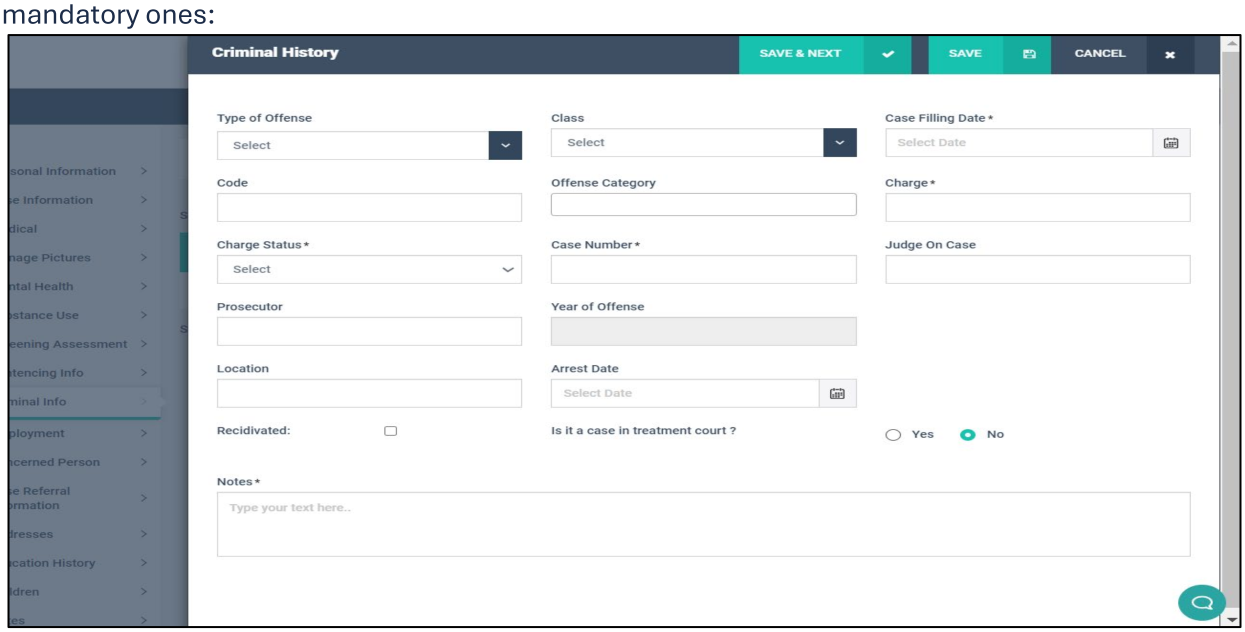
You can choose options given from the dropdown value and hit Save.

Criminal Profile

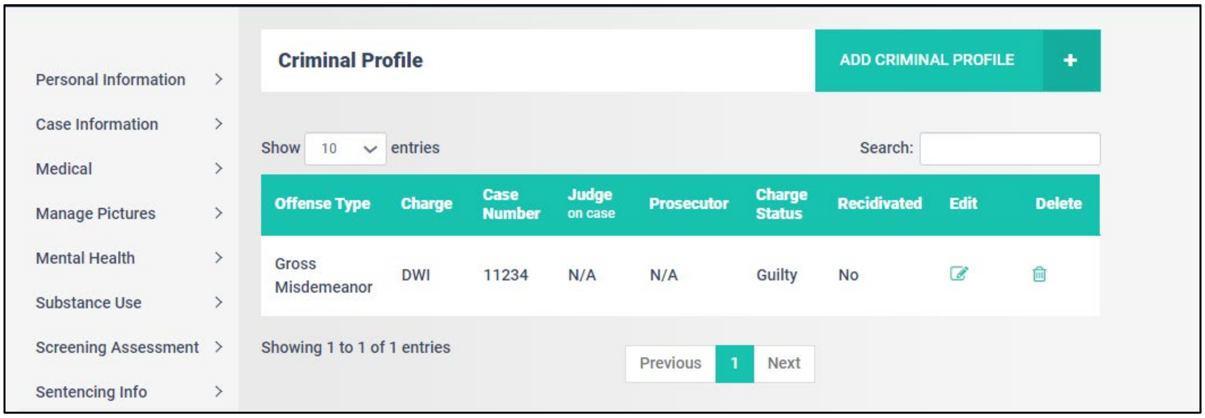
You have the ability to add details about participants "Criminal offenses". You can Click the "Add criminal profile" button located in the top right corner to add criminal offenses:



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

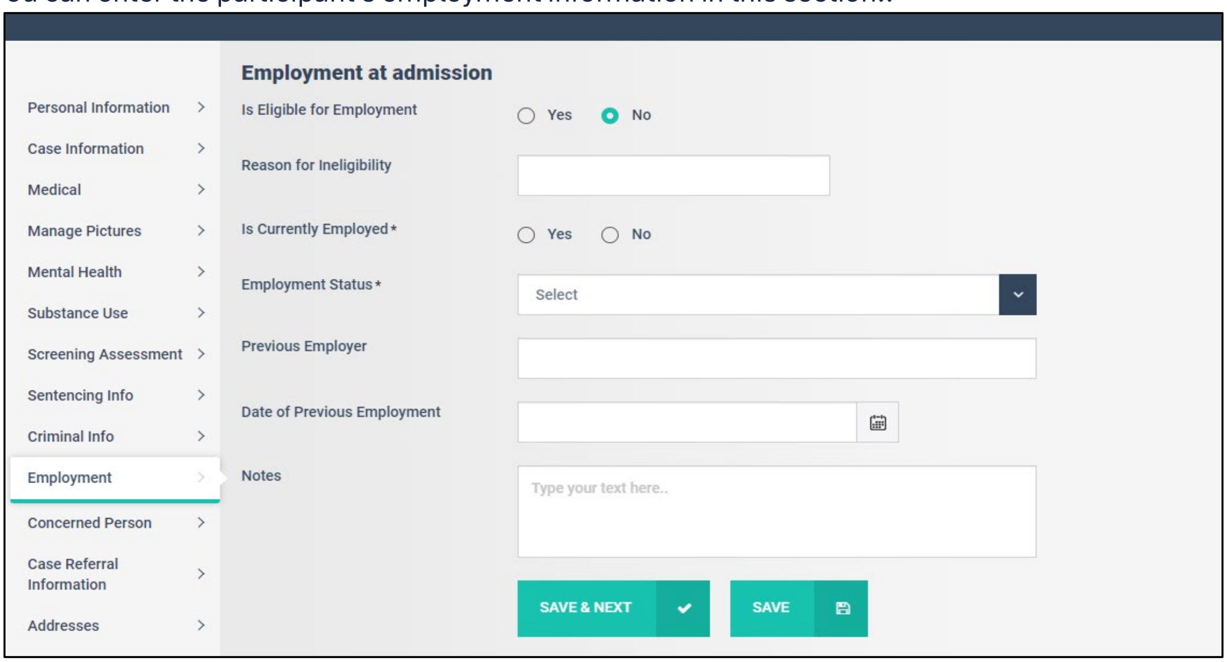


You can customize the dropdown values for "Charge Status" and "Offense Category." To add custom values, navigate to the 'Settings' section of the Wiki for step-by-step instructions.
Once you have finished adding the information and simply hit “Save” and the info will be displayed in the “Criminal Profile”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

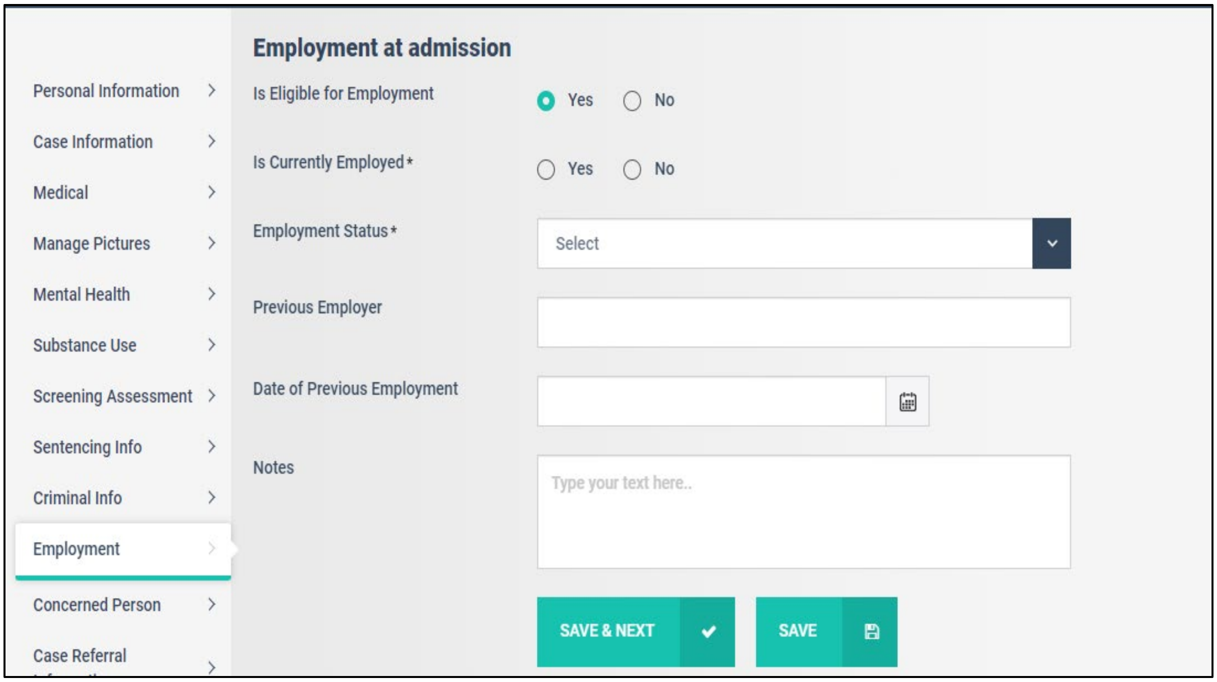


Employment History

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



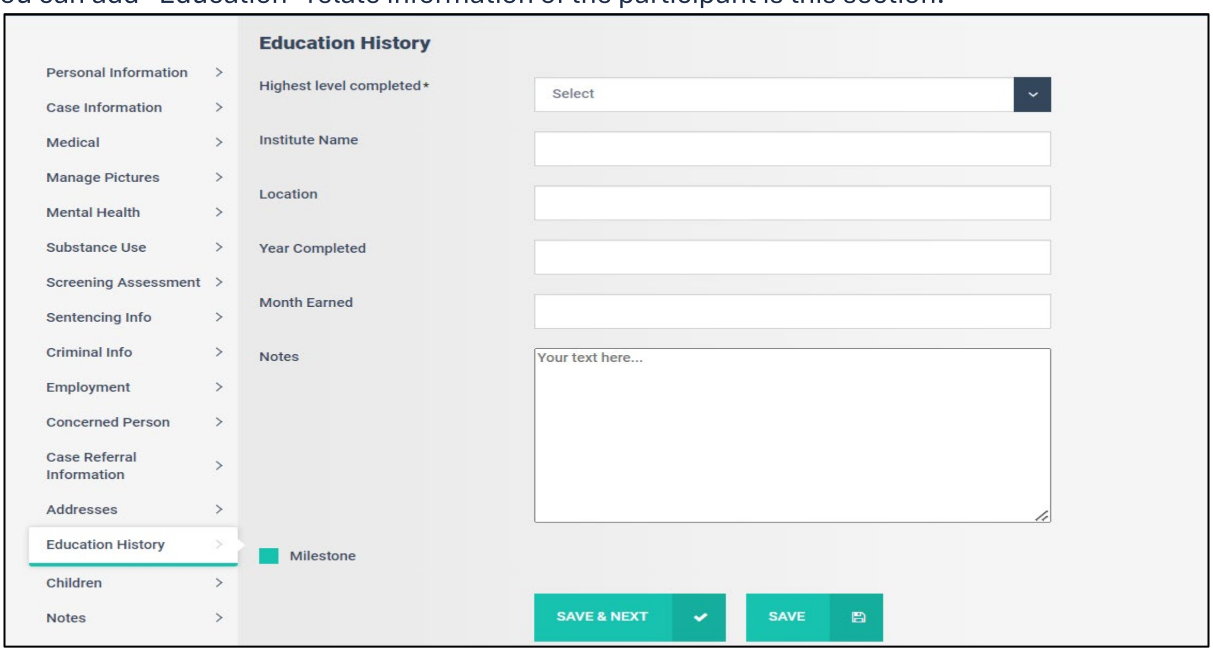
This section will change based upon your input. If you change “Is Eligible for Employment” to “YES”, the “Reason for Ineligibility” will go away. It will ask for further information:



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

Education

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

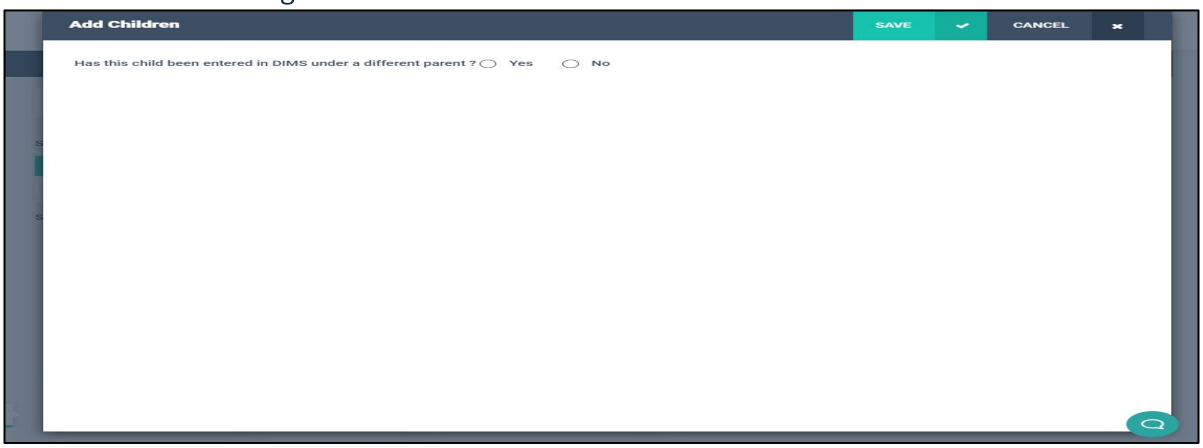


Once you are done entering the requested data please hit "Save".

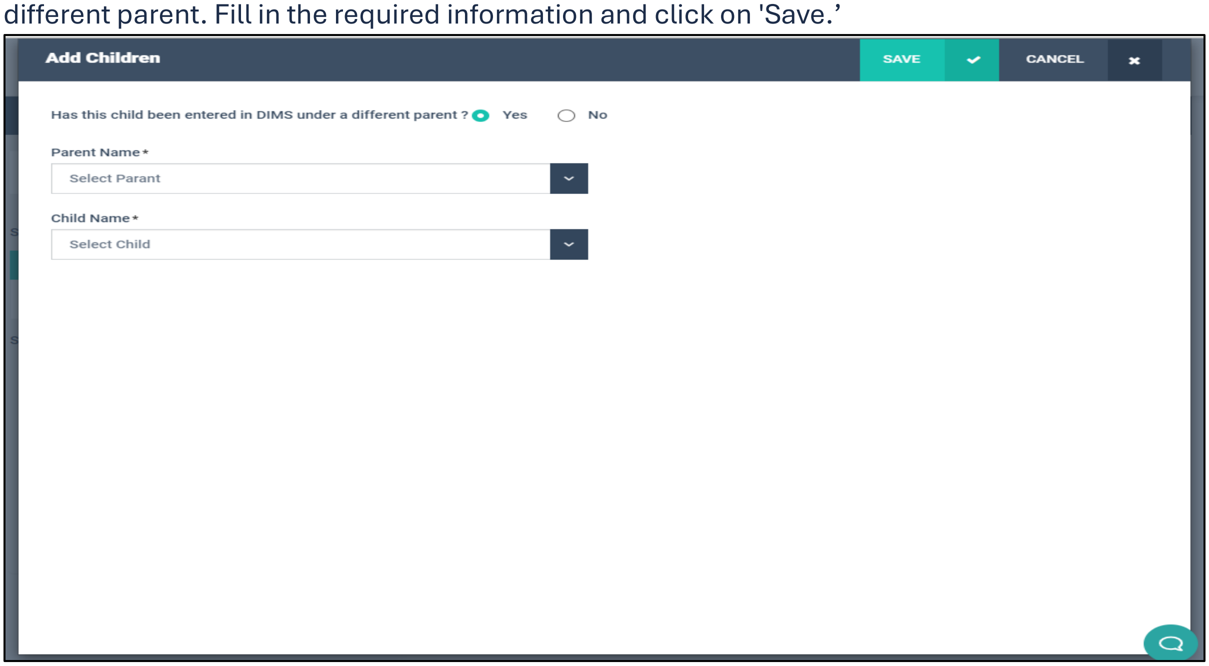
Children

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

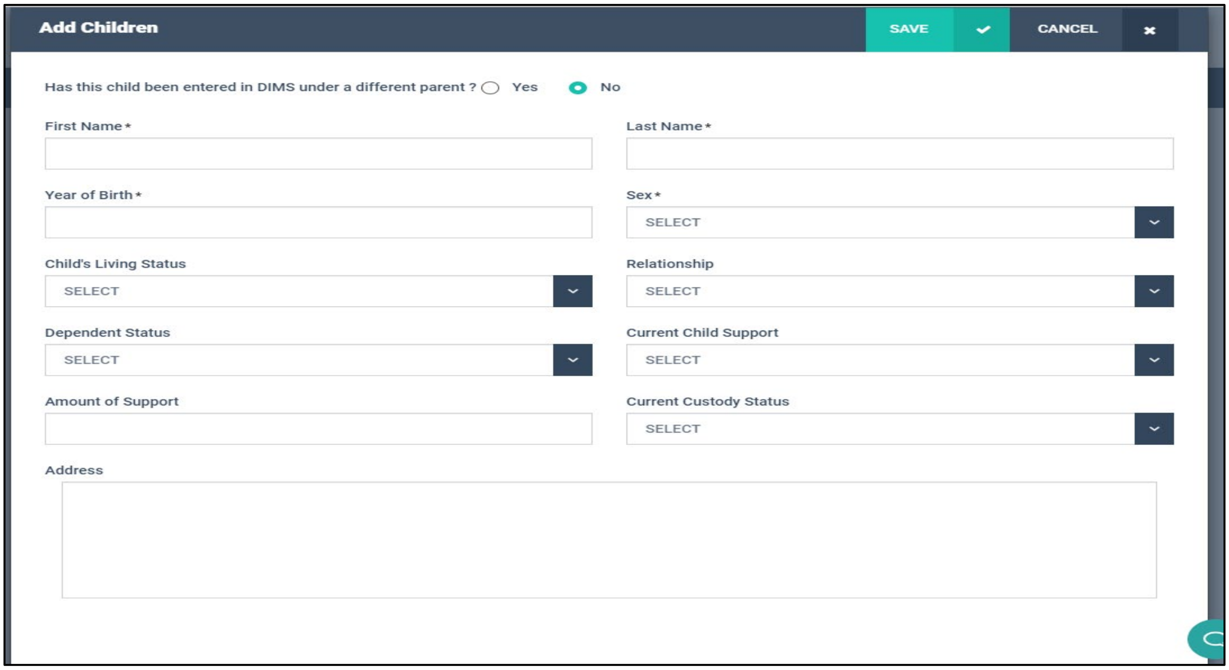
You will see the following screen :



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



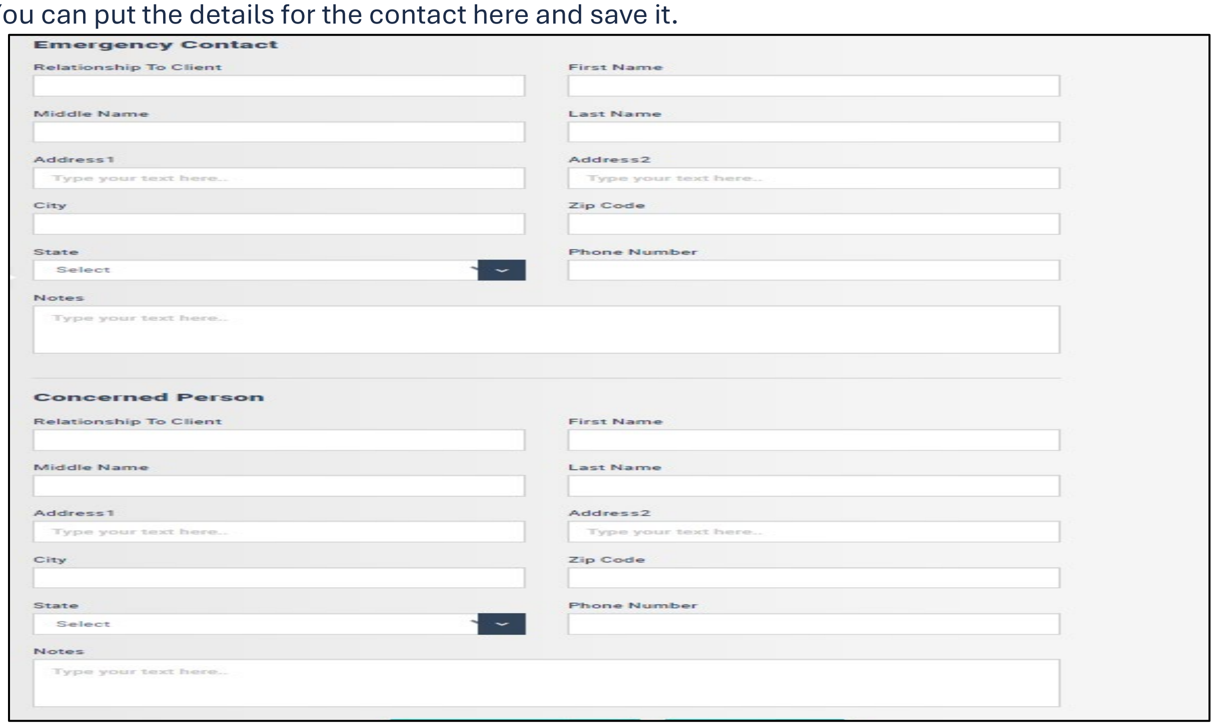
If you select “NO”. Following screen opens asking to fill in the details of the child. There are several mandatory fields in this section and each child must be added separately as each child may have a different living arrangement or custody status:



Hit “Save” to save the information successfully.

Concerned Person

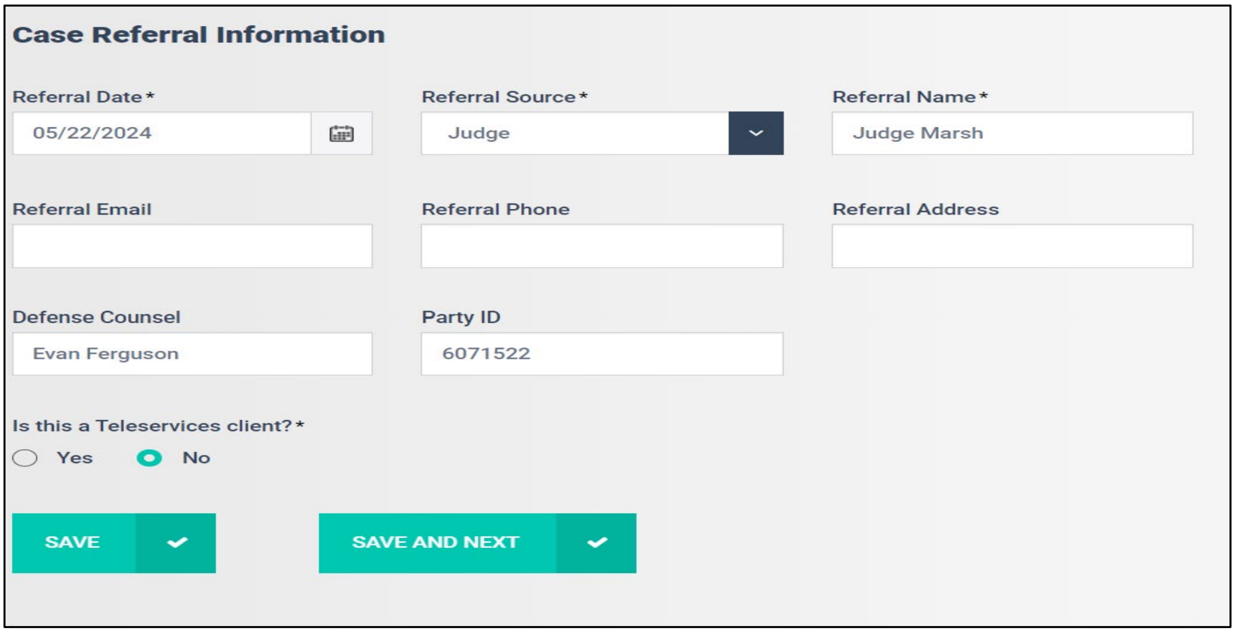
In this section you can add an 'Emergency Contact' and a 'Concerned Person' for the Participant. You can put the details for the contact here and save it.



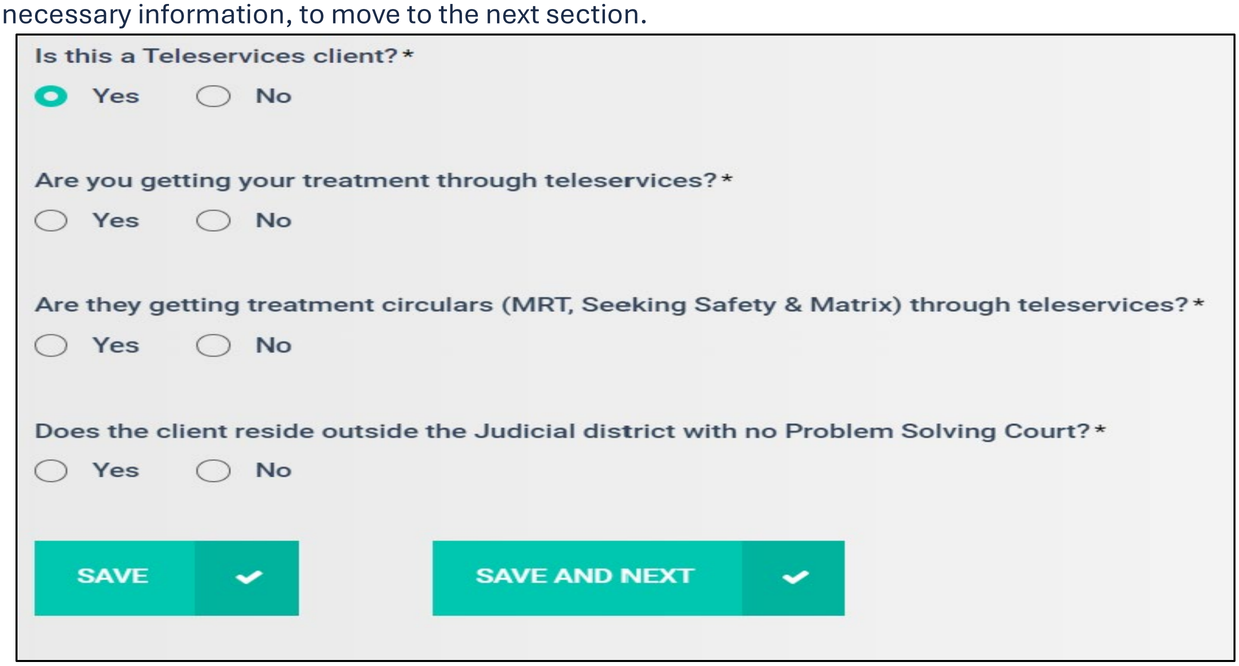
These contacts can prove to be extremely useful in situations where you want to discuss something with the participant's immediate family or when you unable to get in touch with the participant or in case of any emergency situation.

Case Referral Information

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

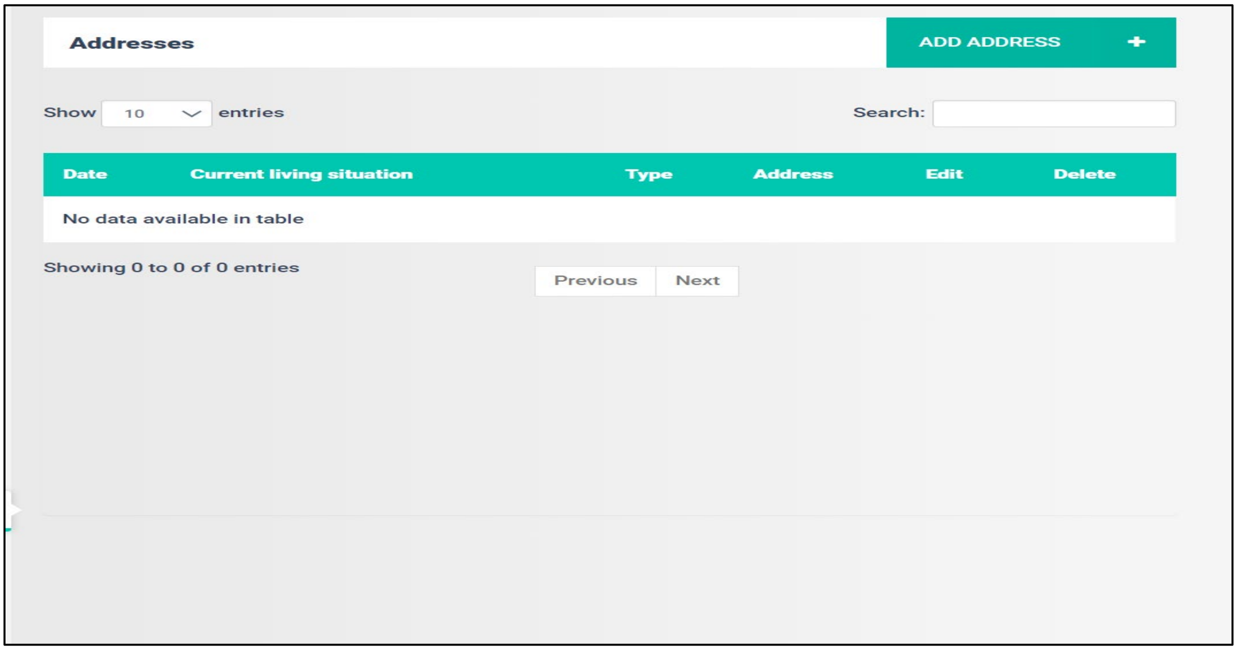


There is a new field 'teleservices' added here where you need to confirm if it's a teleservices client or not. If selected yes, system will ask for few more details relating to it. Hit 'Save & Next' after filling necessary information, to move to the next section.

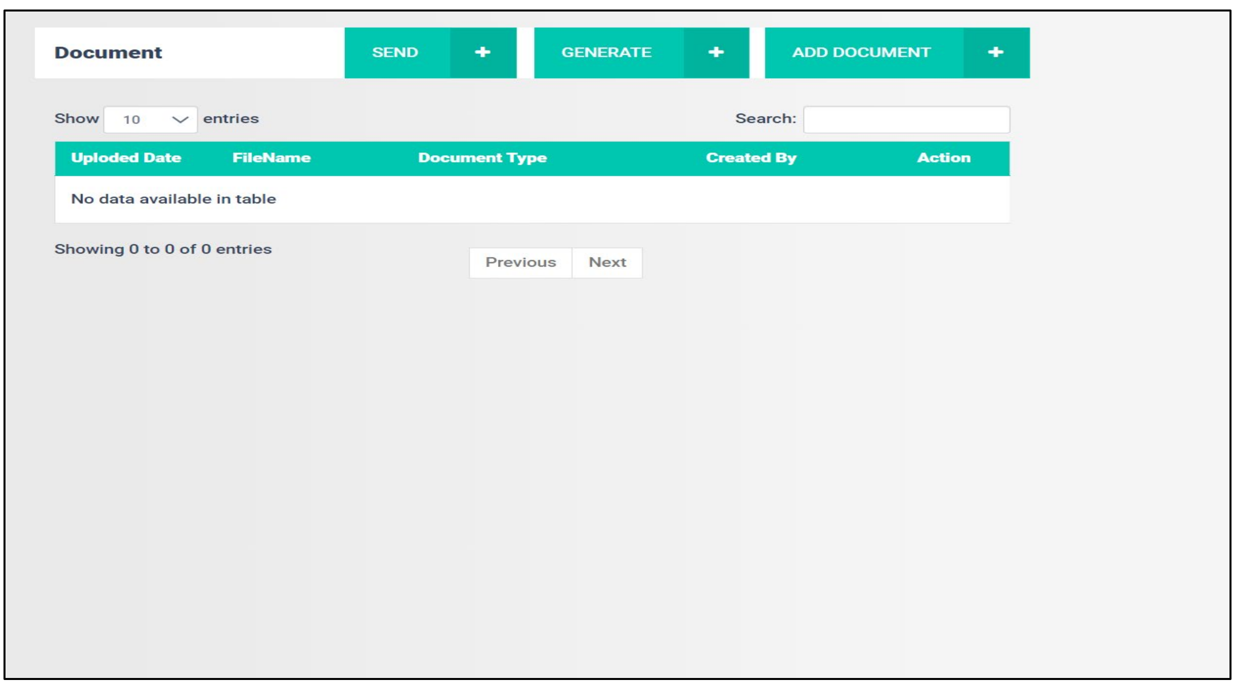


Address

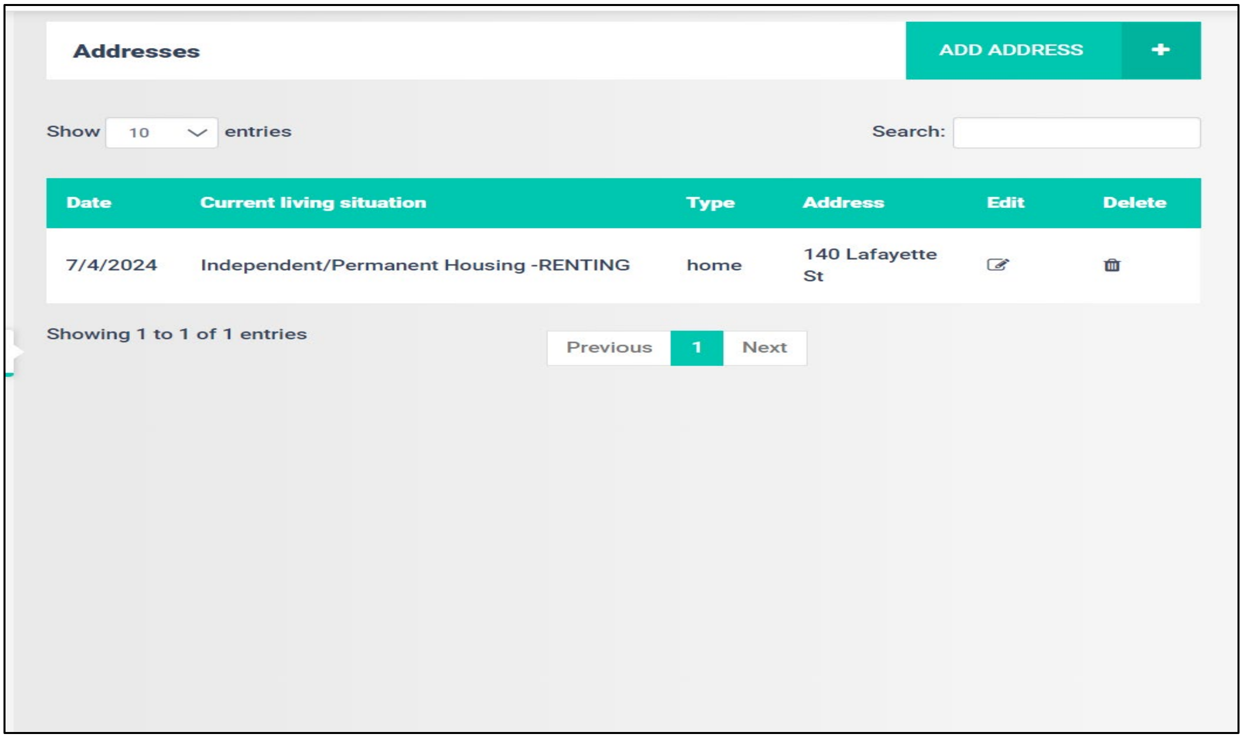
The next section is where you initially add the client's current address, and you can add new addresses as needed. To add an address simply click on the "Add Address" button on the top right:



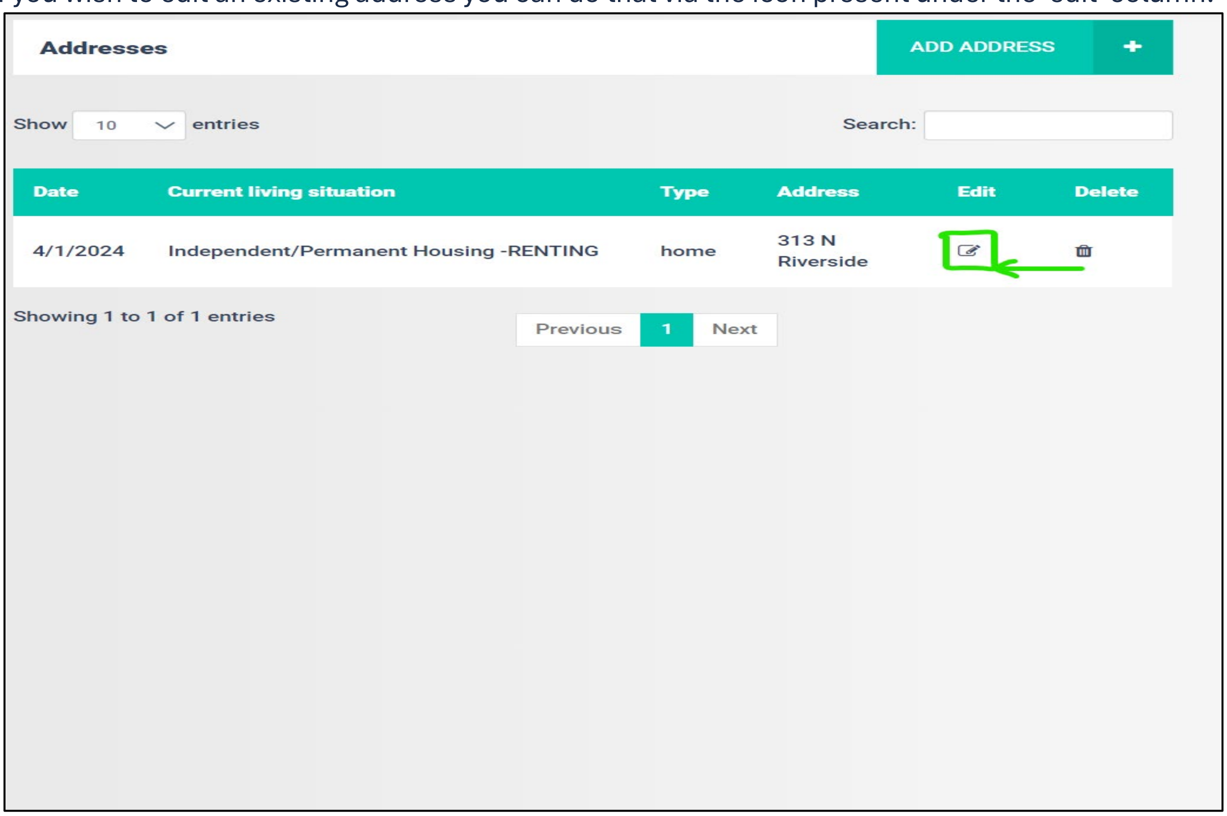
From here you will be able to add the date your client moved to that address, address type (renting, own, shelter etc.), current living situation (Jail, Homeless, Independent/Permanent Housing-Own etc.) and County. You can also add a 'Note' related to the address or any specific detail you wish to mention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



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

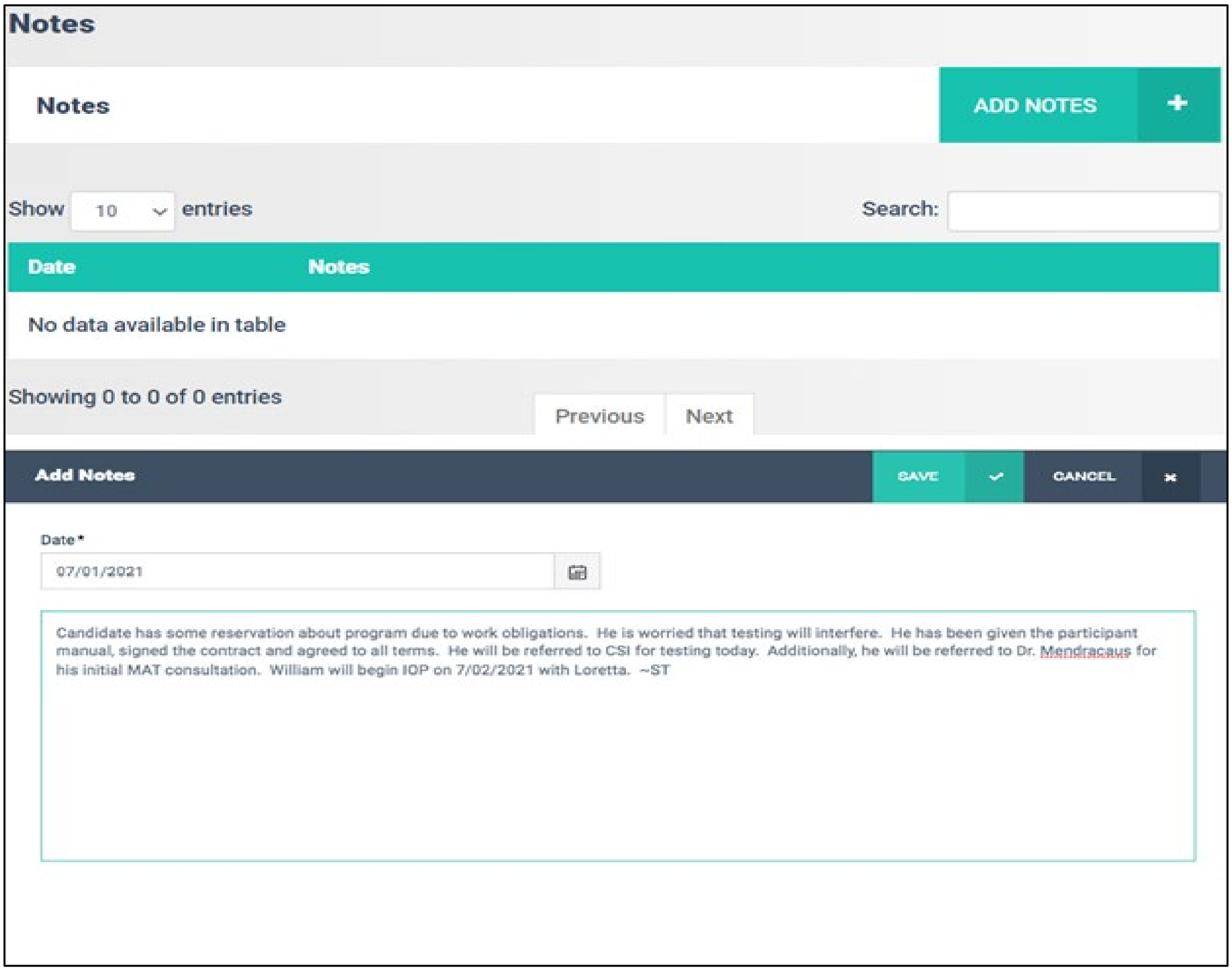


If you wish to edit an existing address you can do that via the icon present under the 'edit' column:

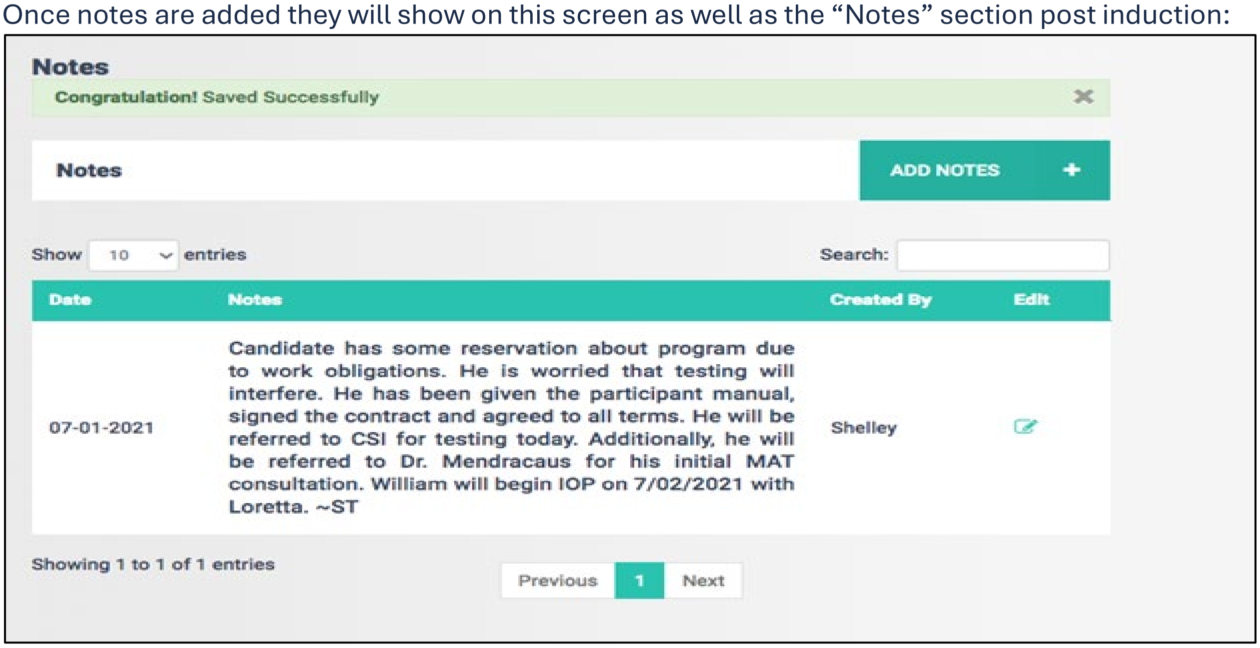


Notes

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

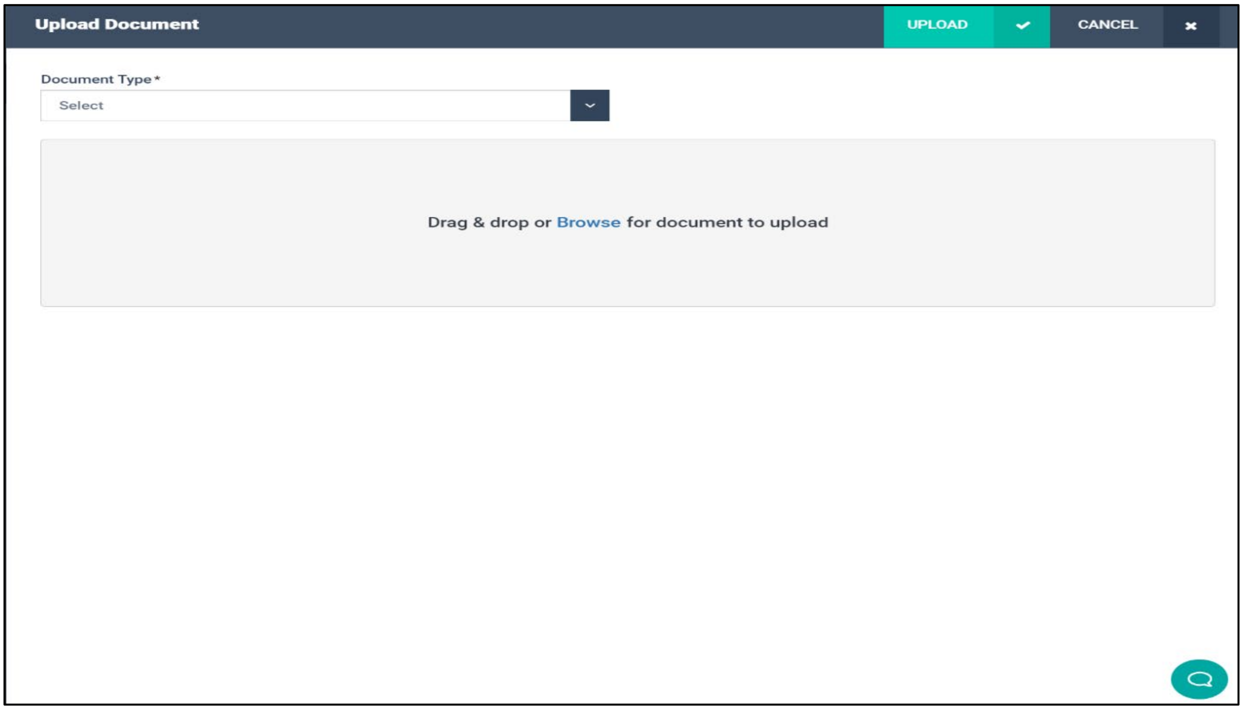


Once notes are added they will show on this screen as well as the "Notes" section post induction:



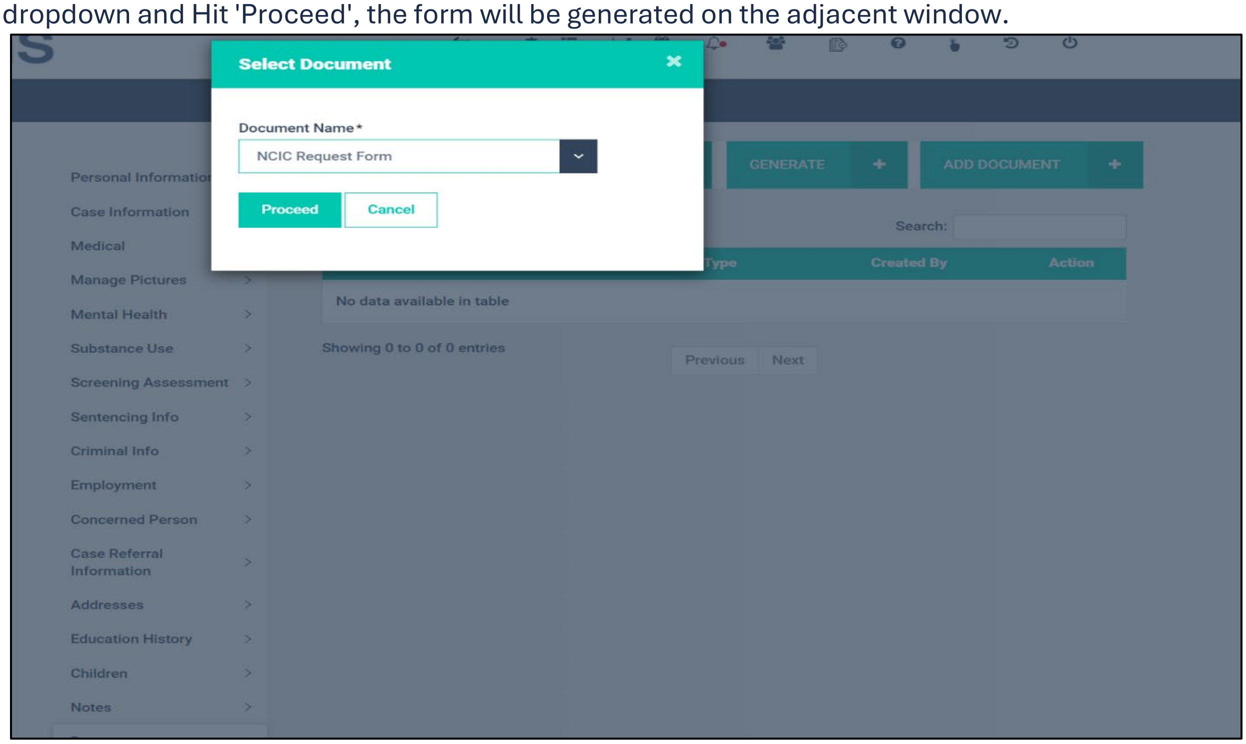
Documents

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

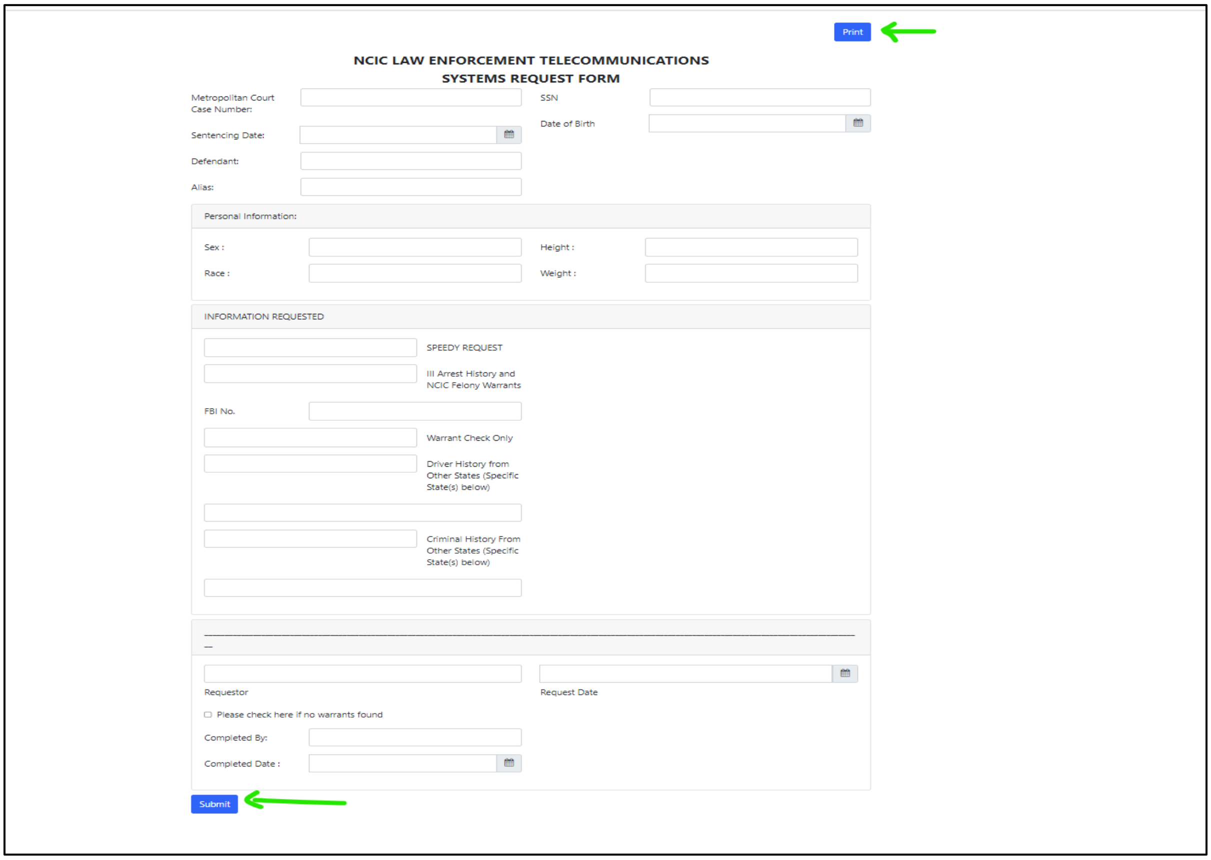


You can add or upload a document from your computer using this Button. Select the type, Browse the document and upload it.

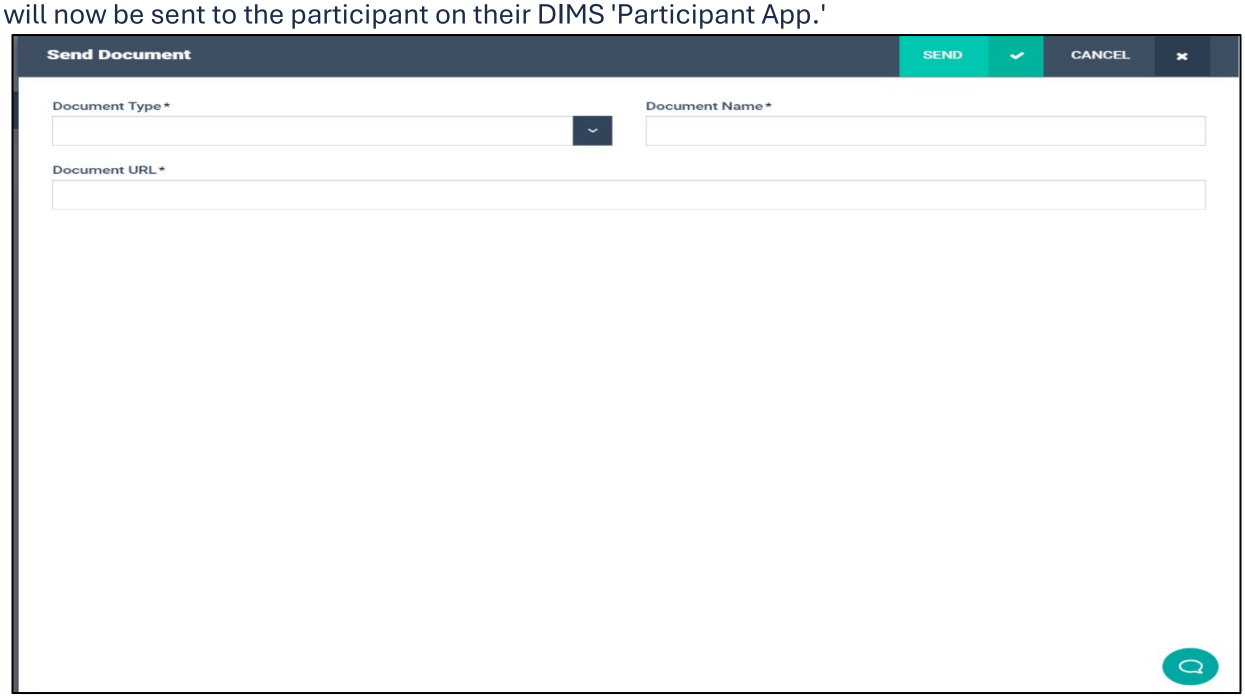
The second button is 'Generate Document', using this button you will be able to Generate the 'fillable form' for the client which is already stored in DIMS. Select the document from the dropdown and Hit 'Proceed', the form will be generated on the adjacent window.



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



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



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

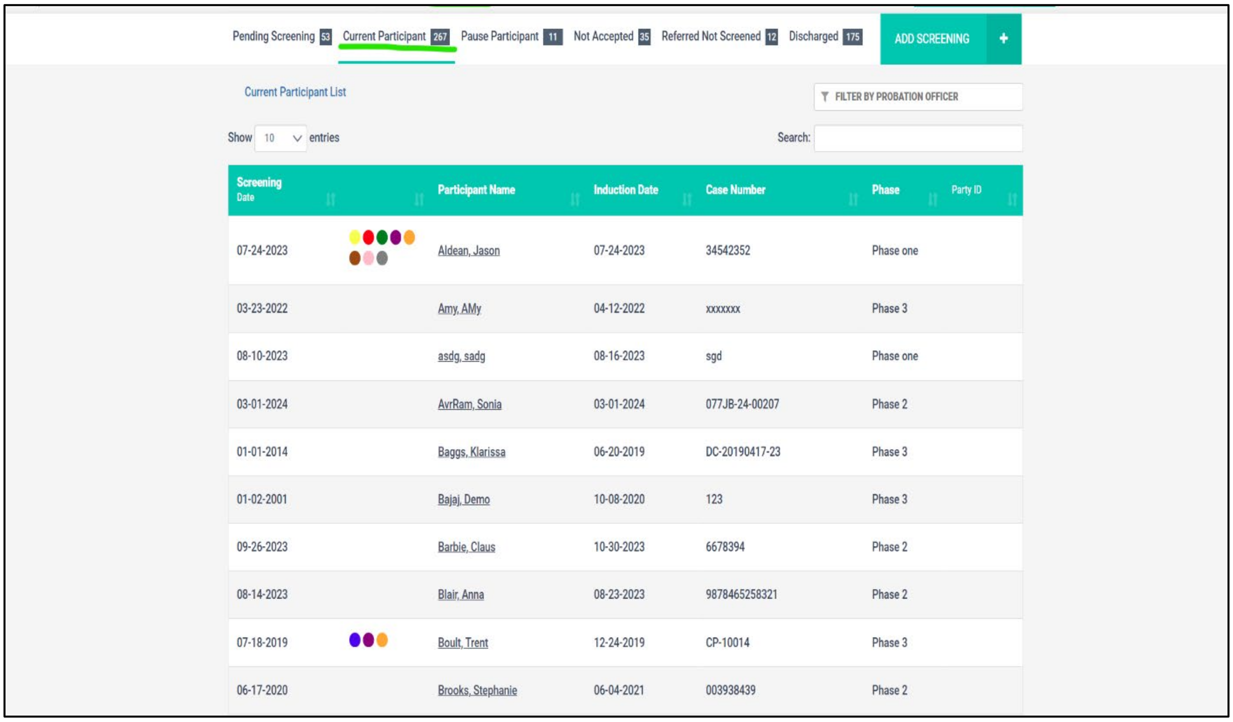
Assistance and Benefits

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

Review and Accept

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

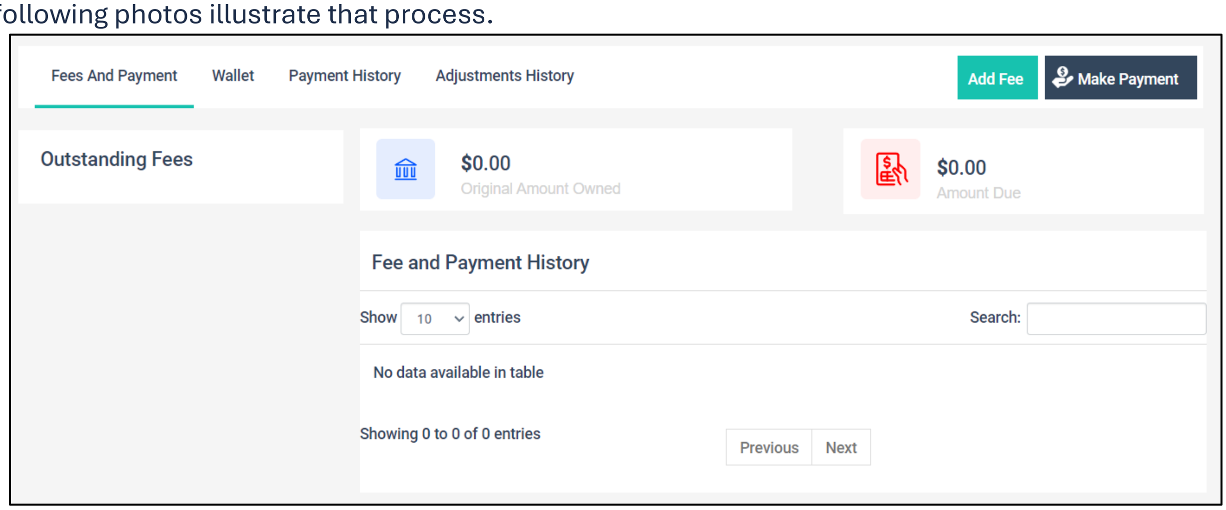
Once you hit 'Save and Accept', the client will get transferred from the 'Pending Screening' Tab to the 'Current Participant' Tab. You can now start the proceedings for the client.

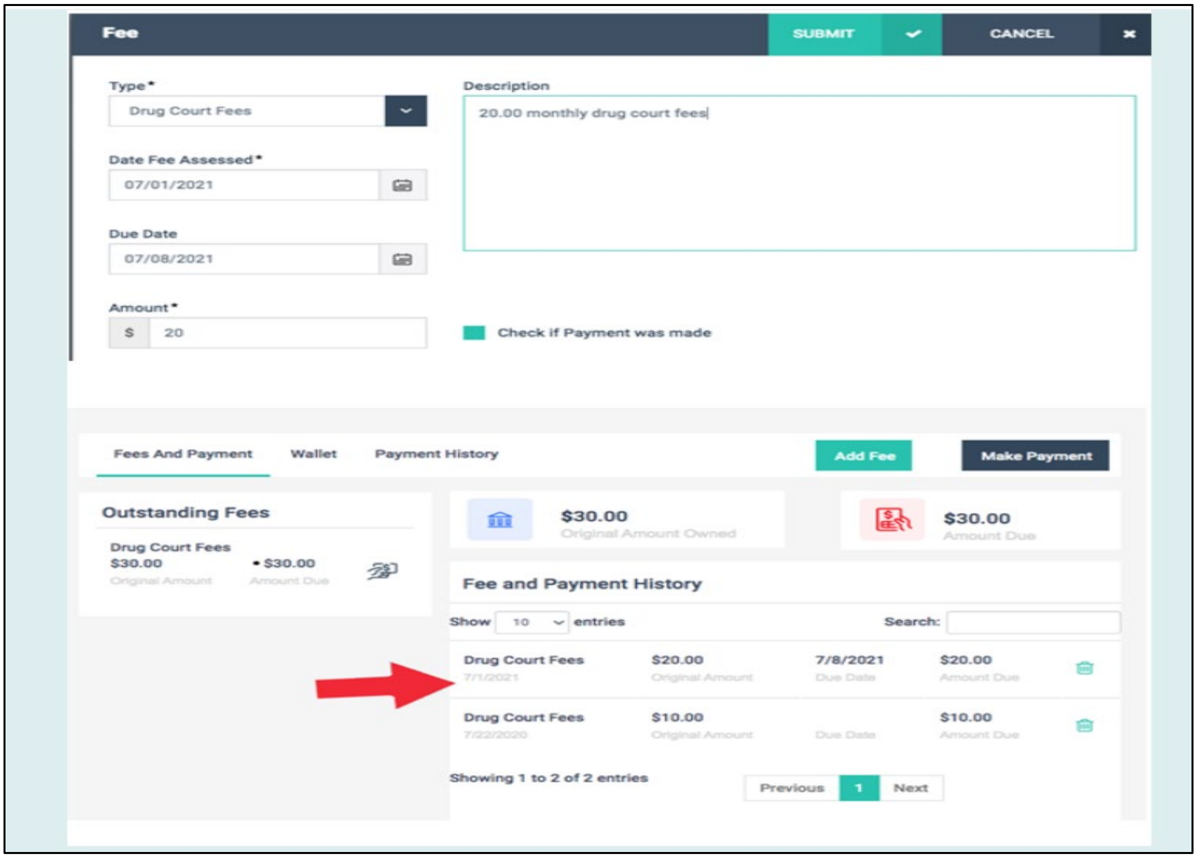


Managing Individual Participant

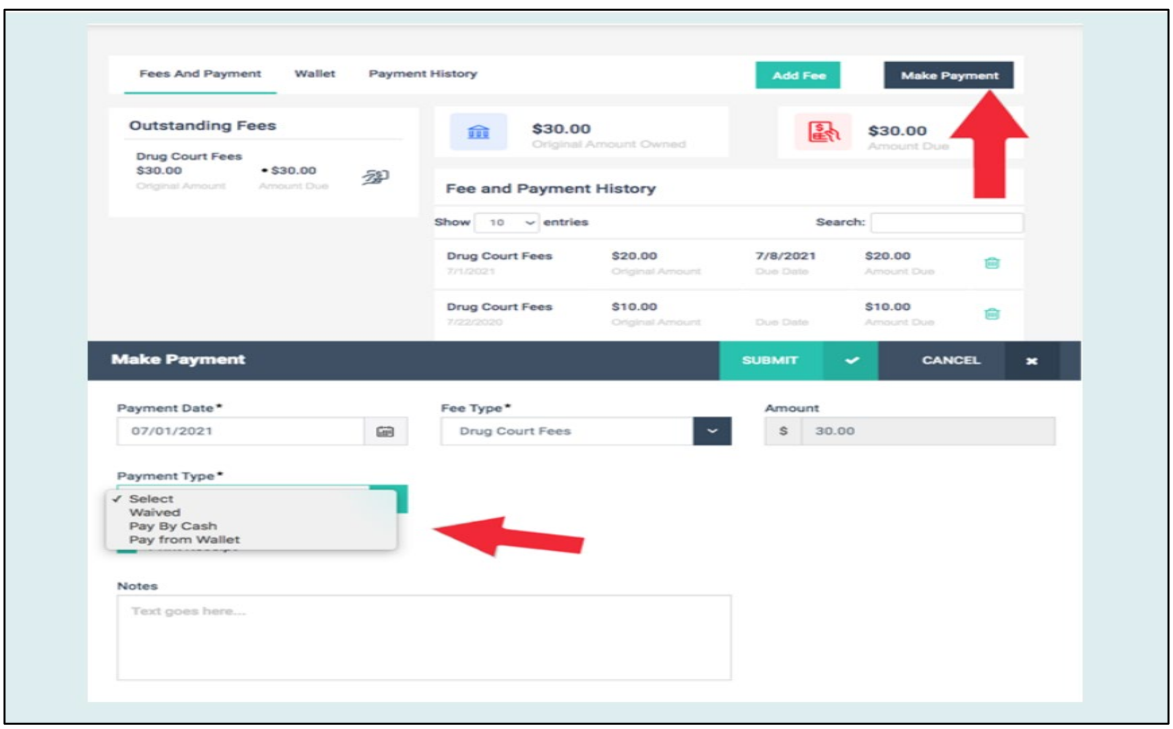
Accounting

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

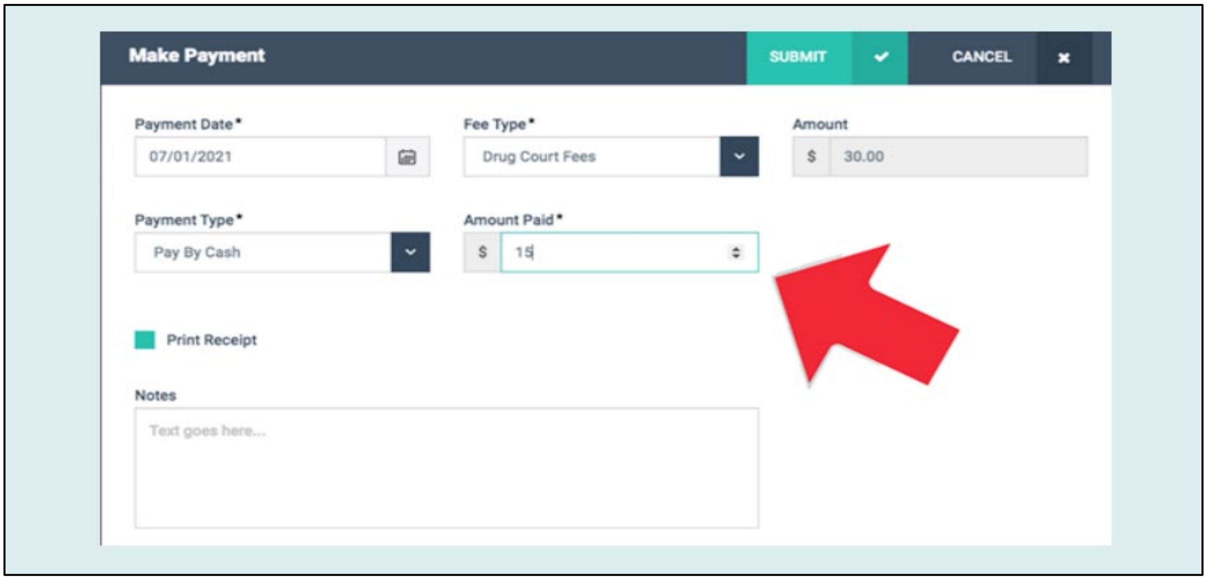




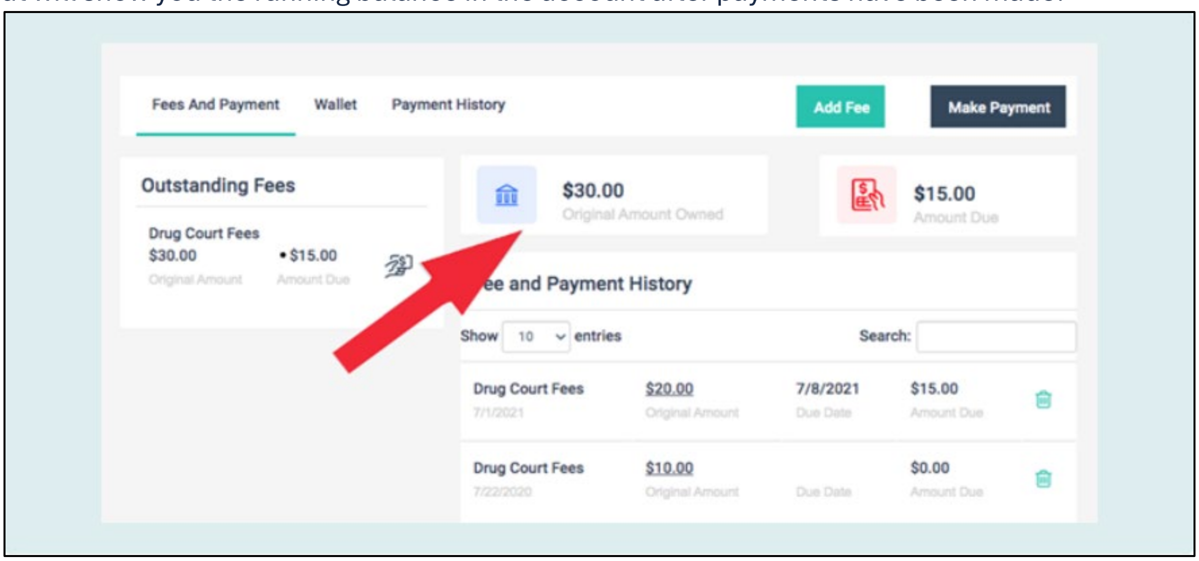
Once you have clicked on "Add Fee" and selected the type of fee, you will follow the prompts and enter the information: Fee type, date assessed, date due and amount. That fee will be added to the Fee and Payment History. You can then make payments on the Fees due, illustrated by the images below:



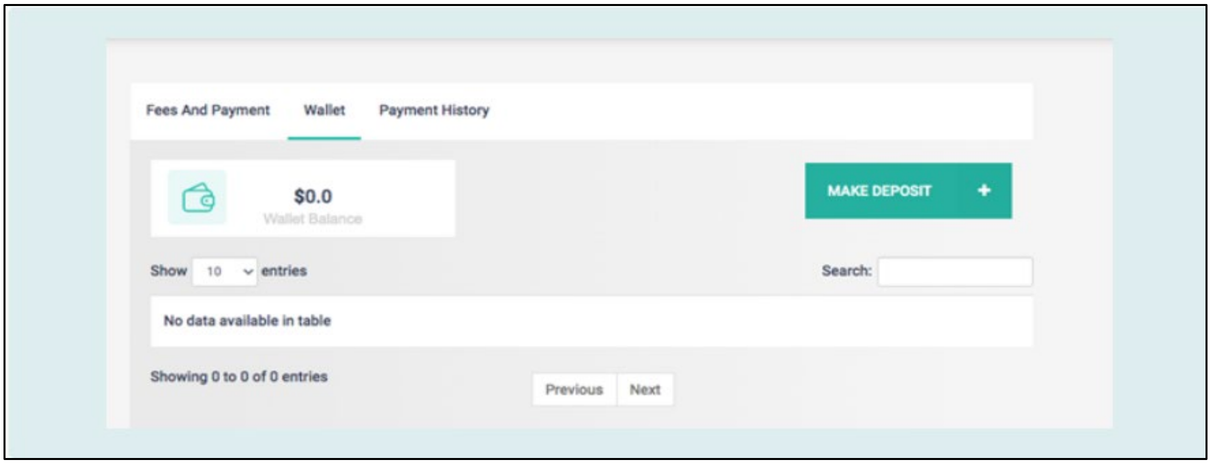
Select Fee Type (you may have more than one Fee in the system like Drug Court Fees and Supervision Costs) that you'd like to make payment on, select Payment Type and enter Amount Paid:



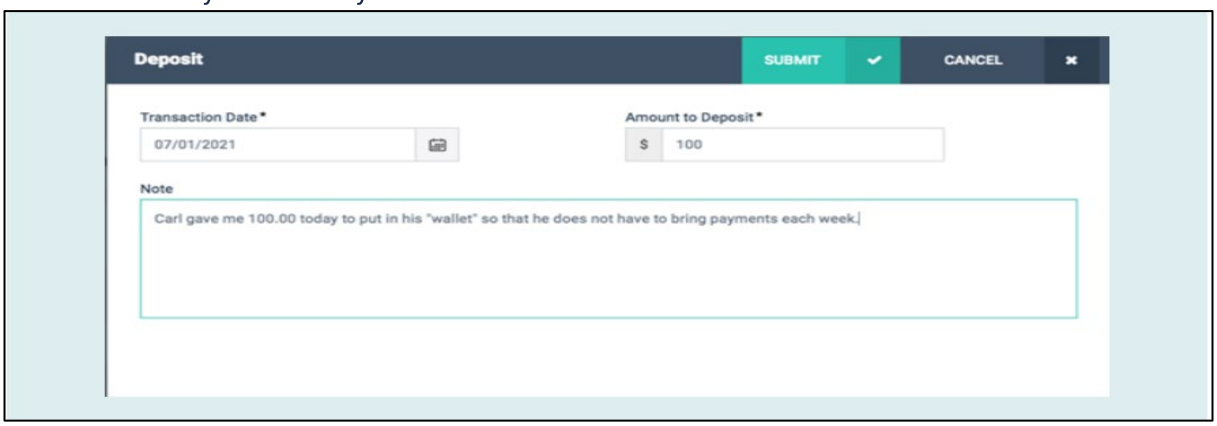
Once you've entered information and you hit "SUBMIT" DIMS will take you to the following screen that will show you the running balance in the account after payments have been made:



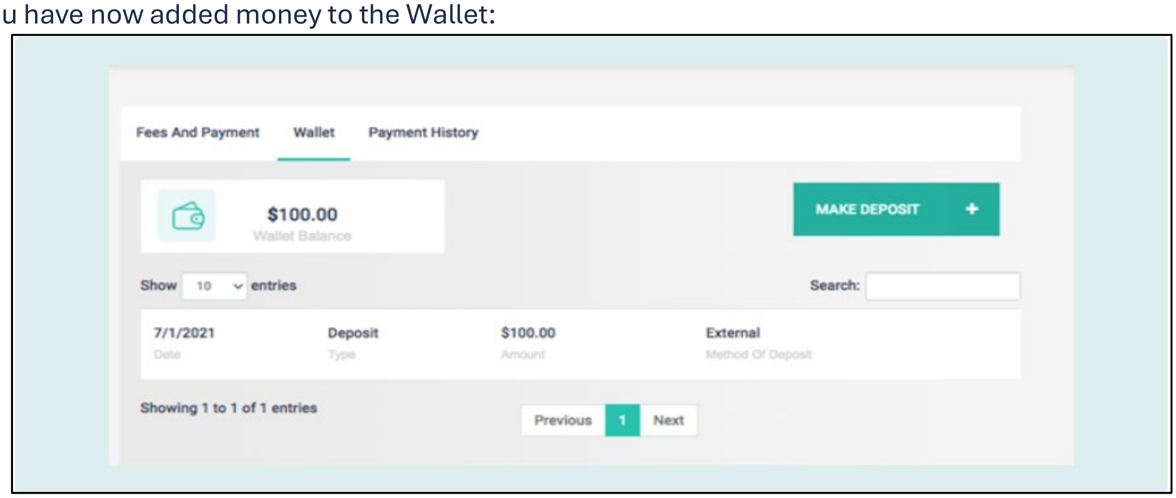
To use the wallet, you'll click on Wallet and enter "Make Deposit". That will take you to the screen below:



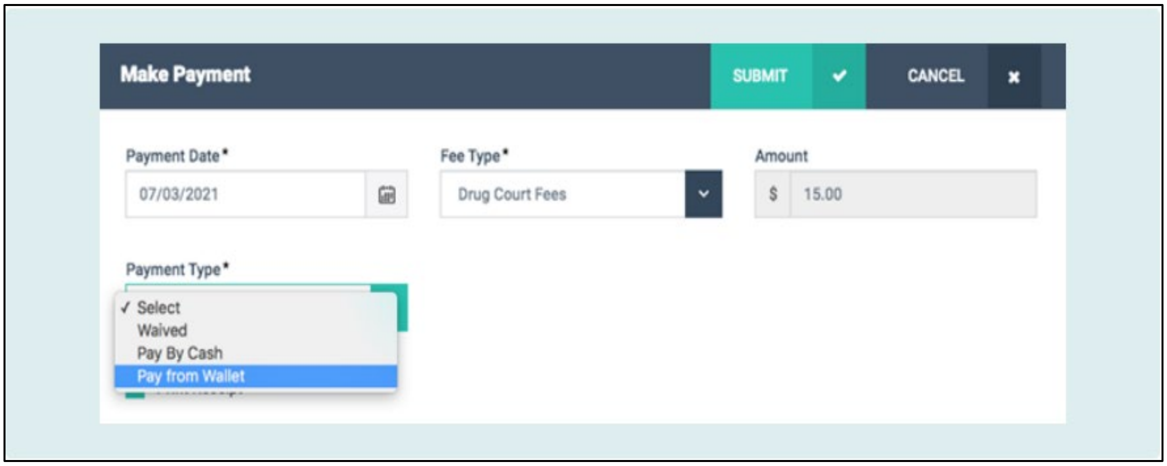
When the “Deposit” window opens, enter the Transaction Date and the Amount to Deposit. You can also enter any notes that you wish.



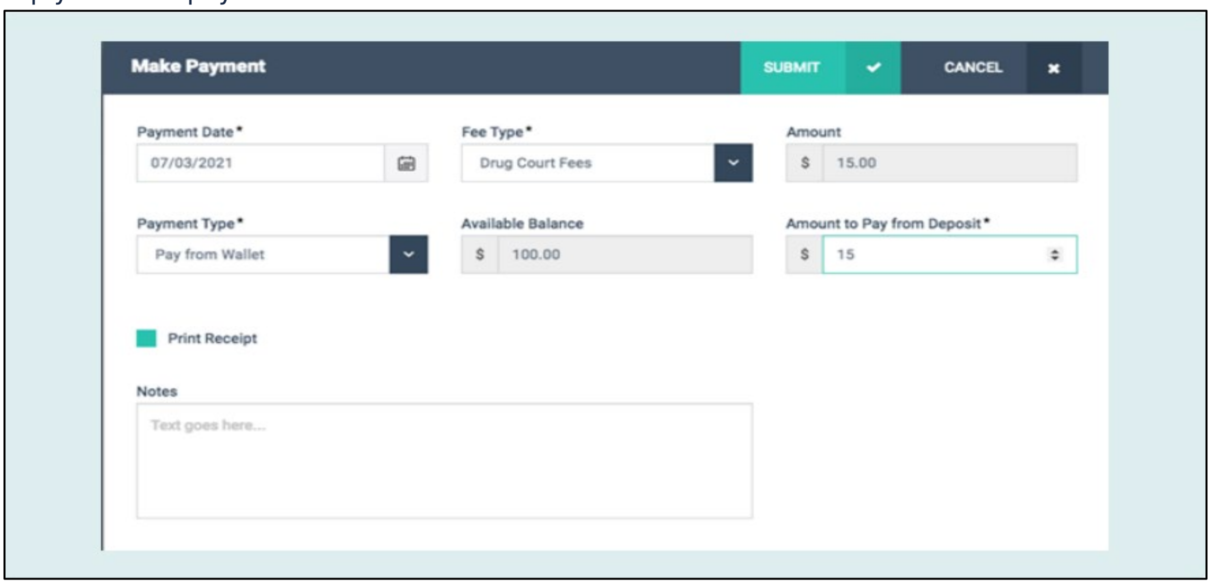
You have now added money to the Wallet:



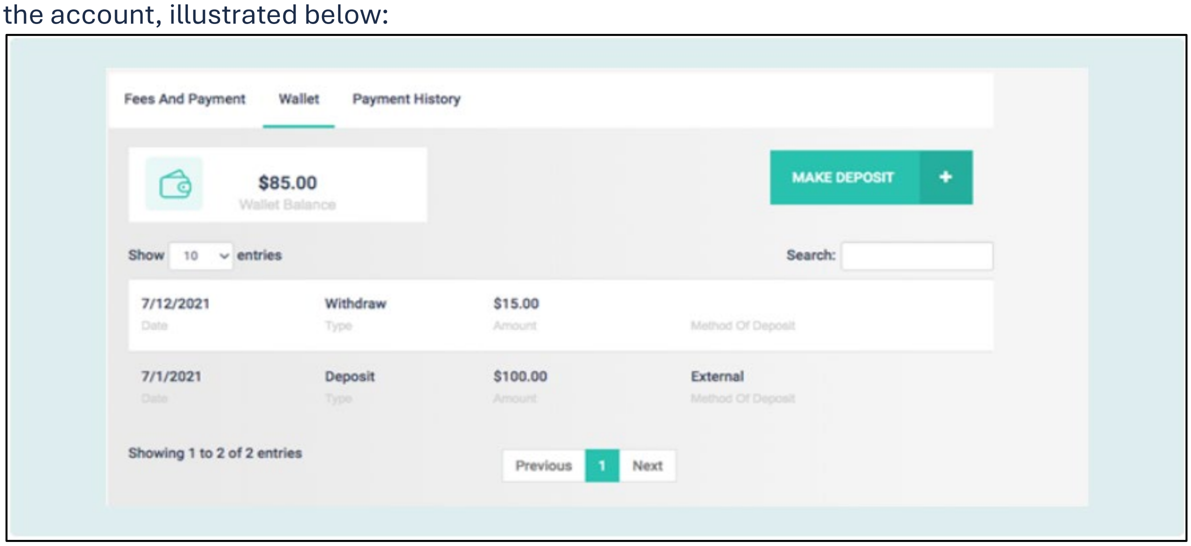
Now that you have money in the “Wallet” account, you can make payments using those funds by selecting Wallet in “Payment Type”:



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

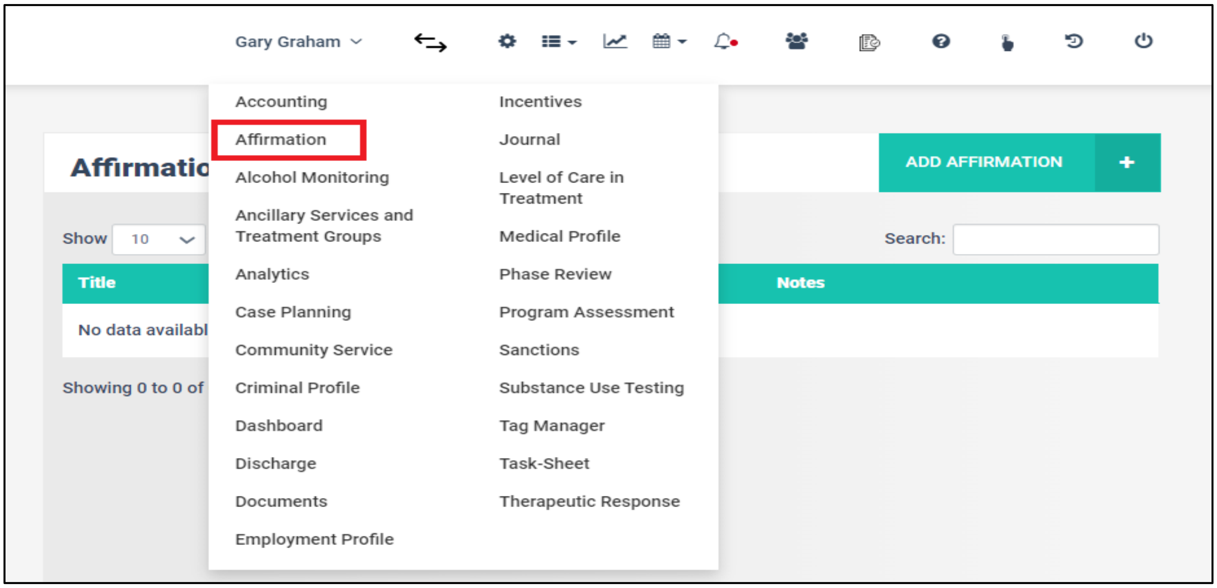


Once you SUBMIT the payment, DIMS will take you to the Wallet ledger and show you the balance in the account, illustrated below:

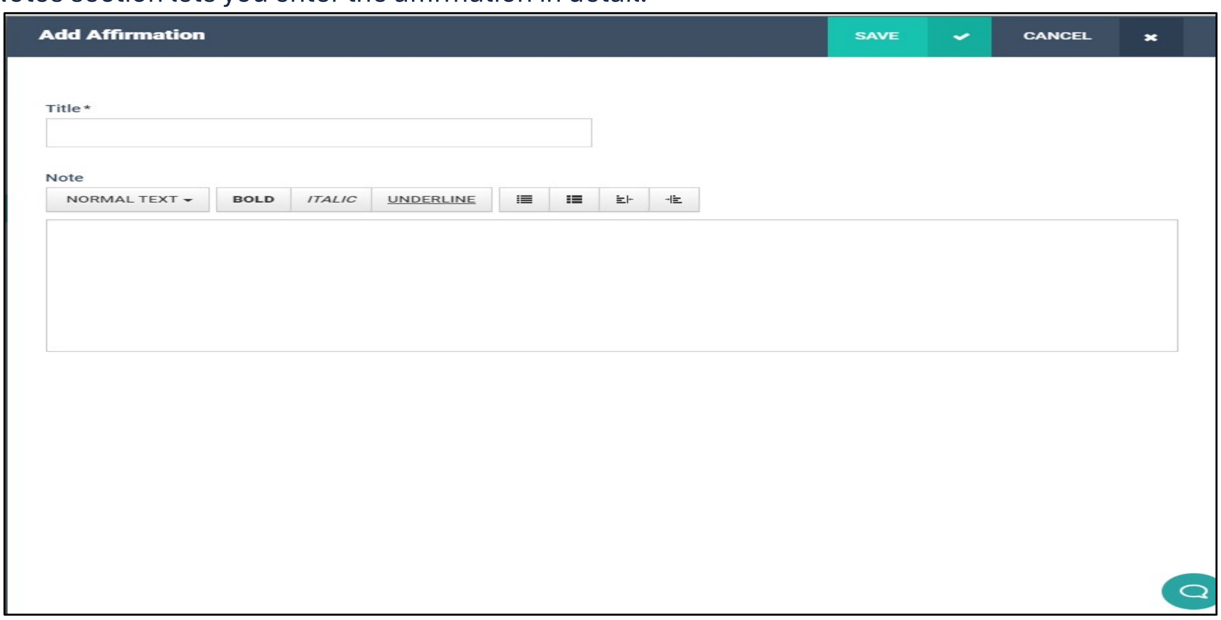


Affirmation

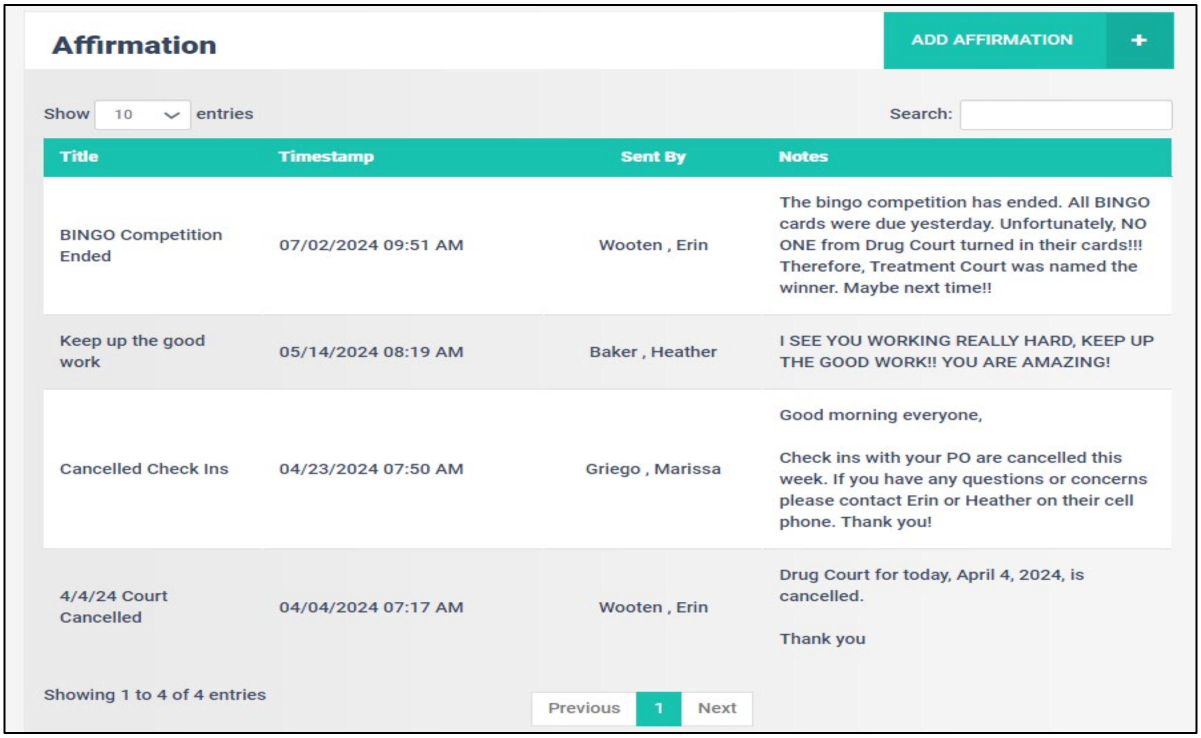
Affirmations tab lets you send positive messages to the participants. This message will be sent to the participant if they have the DIMS participant app installed in their phones. If not, it will be sent out as an SMS.



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

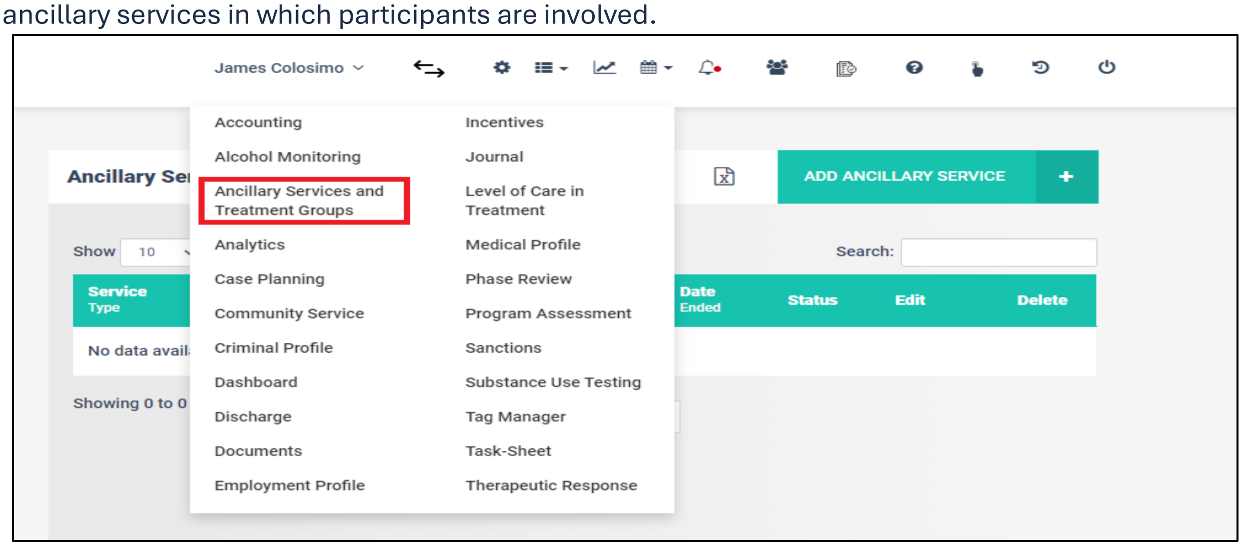


By clicking on Save button, the Affirmation is sent out to the participant via the DIMS participant app. Also, Affirmation once sent out appears on the Affirmation tab overview grid.

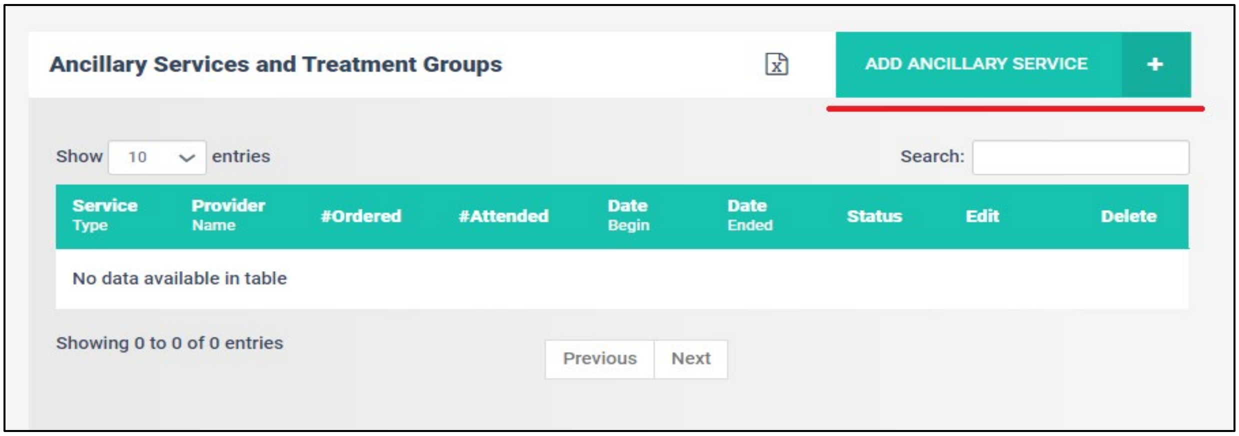


Ancillary Services and Treatment Groups

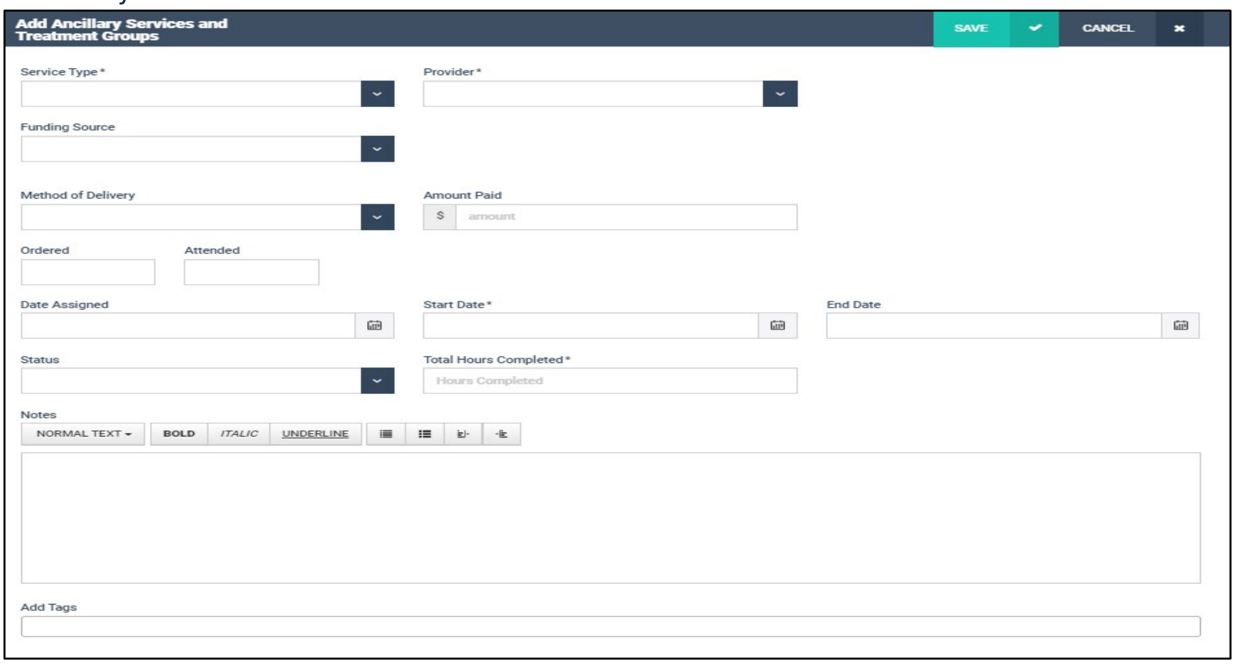
Here, users can add extra services that may be provided to the participants apart from their regular programs, such as self-help groups or life skills classes. Once entered, the system tracks all ancillary services in which participants are involved.



To add an ancillary service for an individual participant, click on 'Add Ancillary Service':



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

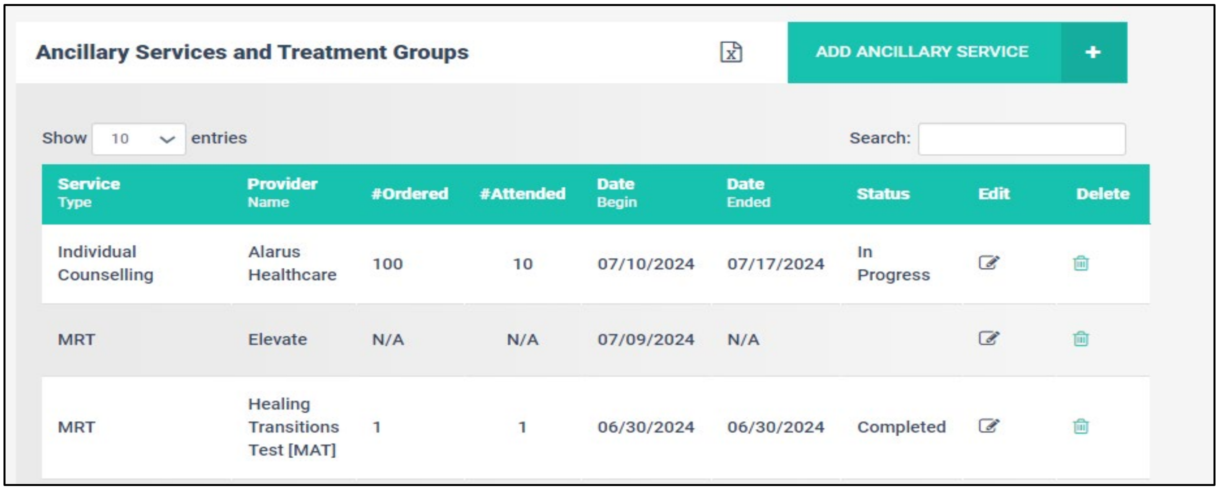


NOTE:

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

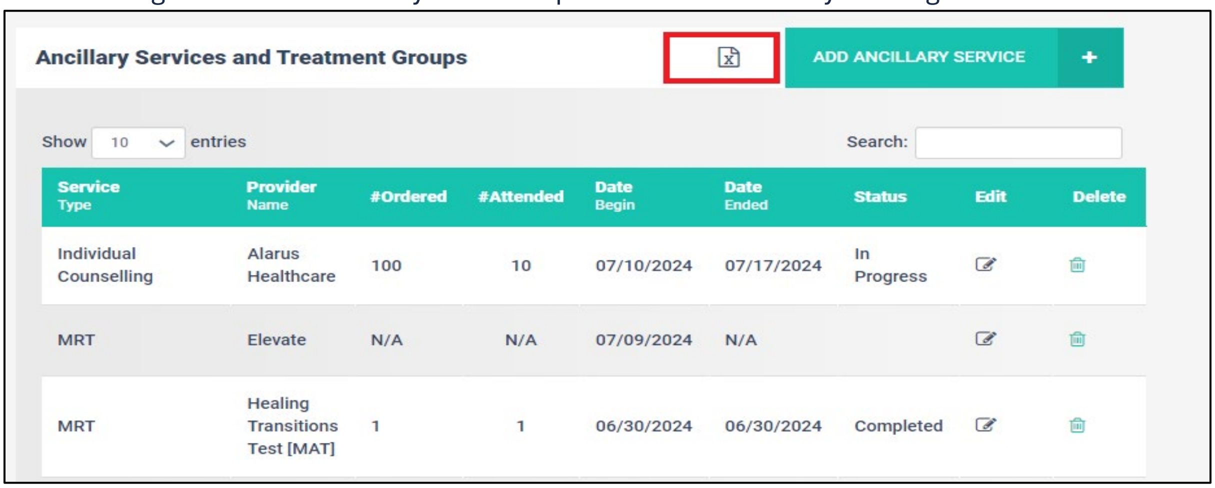
Please find the detailed steps for adding custom values for Service type and Add tags, in the "Settings" section of the Wiki.

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



Service Type	Provider Name	#Ordered	#Attended	Date Begin	Date Ended	Status	Edit	Delete
Individual Counselling	Alarus Healthcare	100	10	07/10/2024	07/17/2024	In Progress		
MRT	Elevate	N/A	N/A	07/09/2024	N/A			
MRT	Healing Transitions Test [MAT]	1	1	06/30/2024	06/30/2024	Completed		

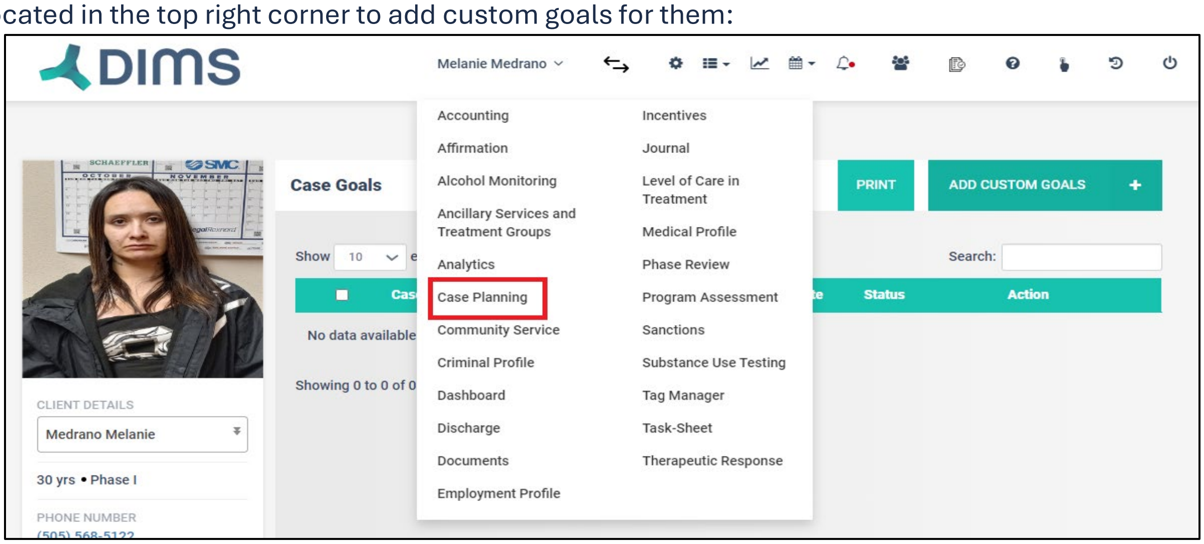
You can also generate the Ancillary Service report in Excel format by clicking here:



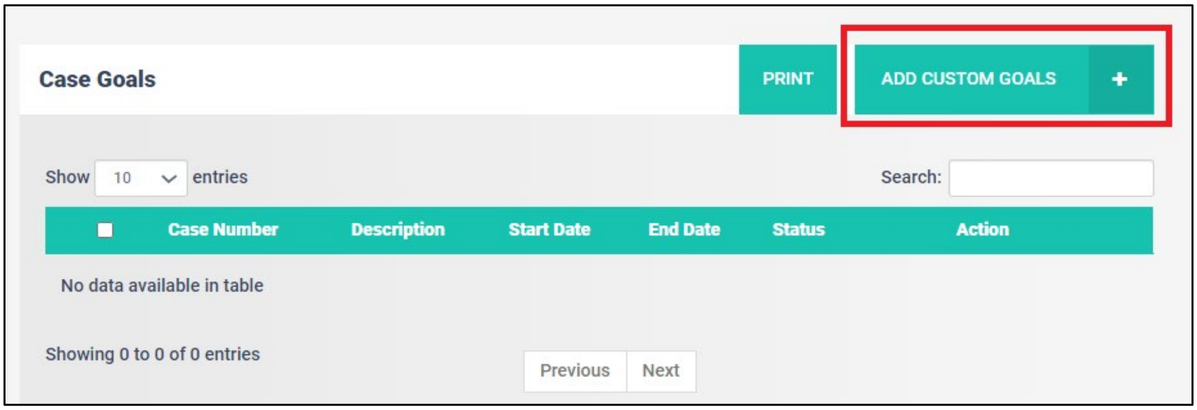
Service Type	Provider Name	#Ordered	#Attended	Date Begin	Date Ended	Status	Edit	Delete
Individual Counselling	Alarus Healthcare	100	10	07/10/2024	07/17/2024	In Progress		
MRT	Elevate	N/A	N/A	07/09/2024	N/A			
MRT	Healing Transitions Test [MAT]	1	1	06/30/2024	06/30/2024	Completed		

Case Planning

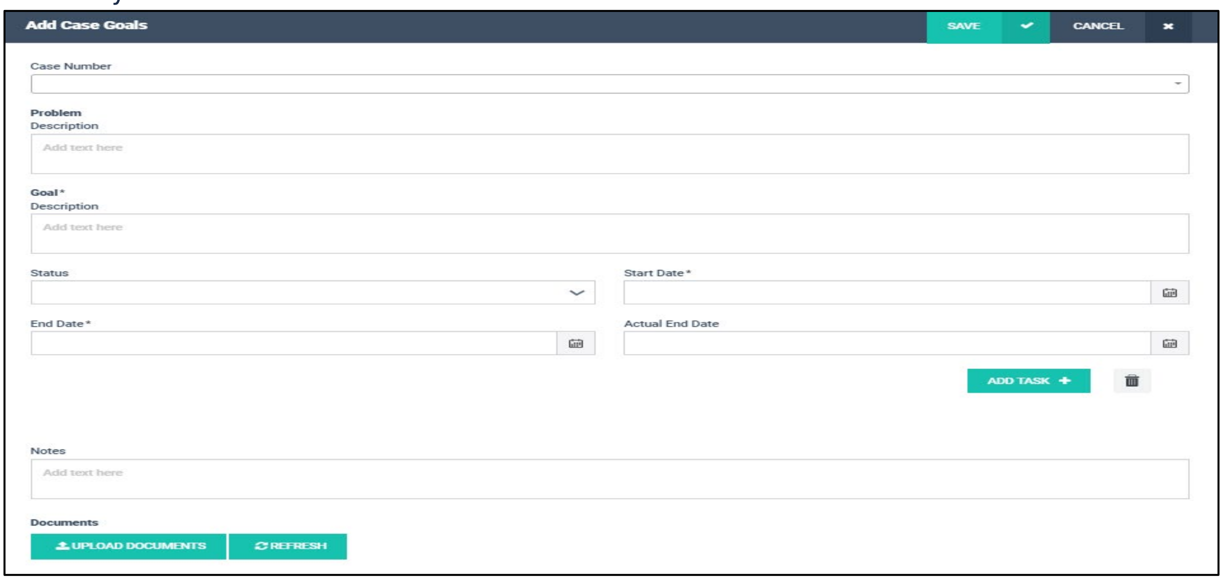
Under this tab you can add case goals for the participants. Click the "Add Custom Goals" button located in the top right corner to add custom goals for them:



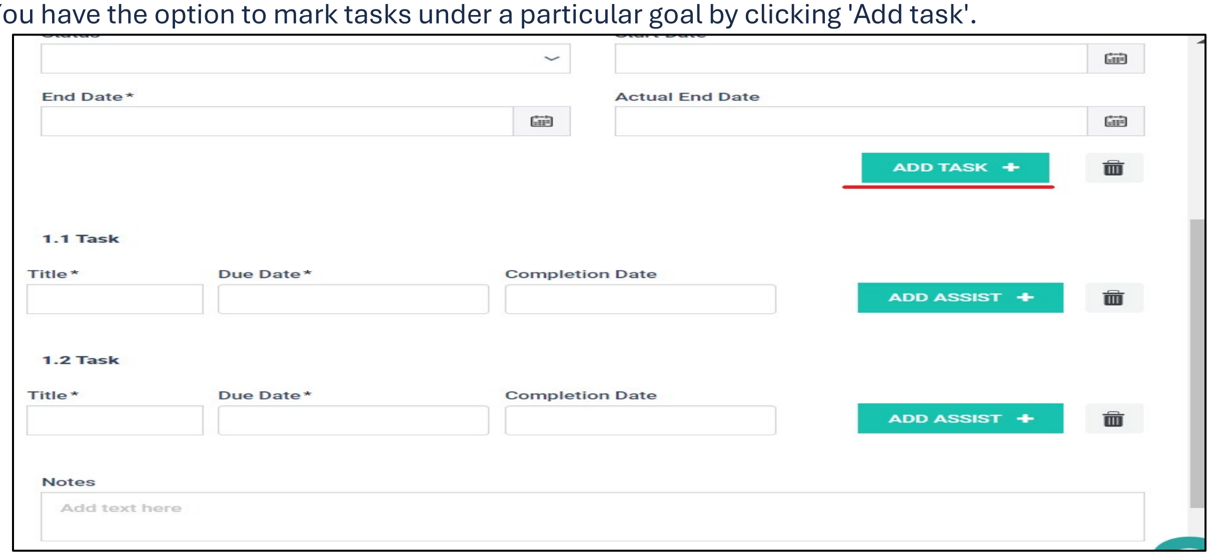
Click the "Add Custom Goals" button located in the top right corner to add custom goals for them:



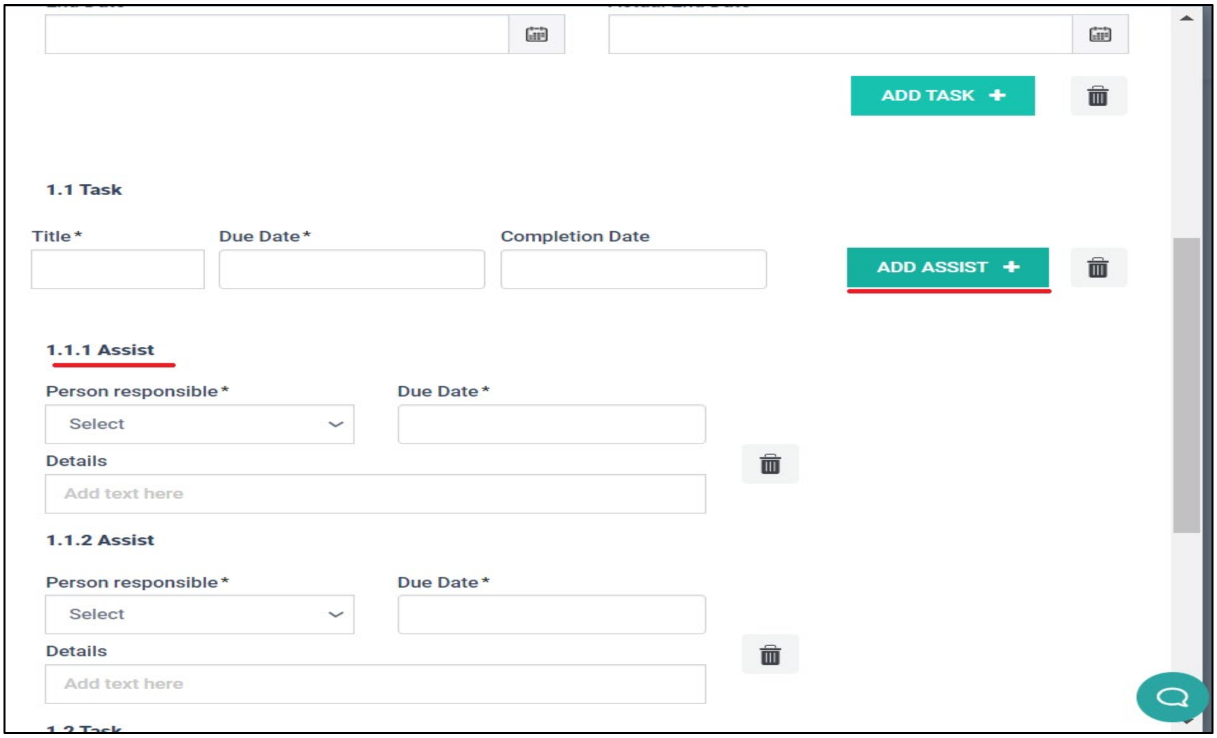
You will see the following screen. You can add all the required information along with the mandatory once:



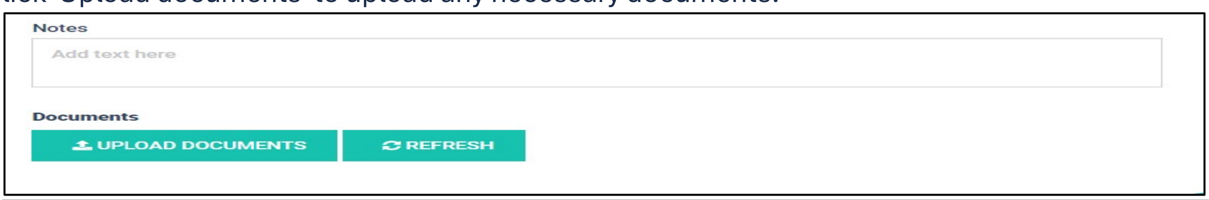
You have the option to mark tasks under a particular goal by clicking 'Add task'.

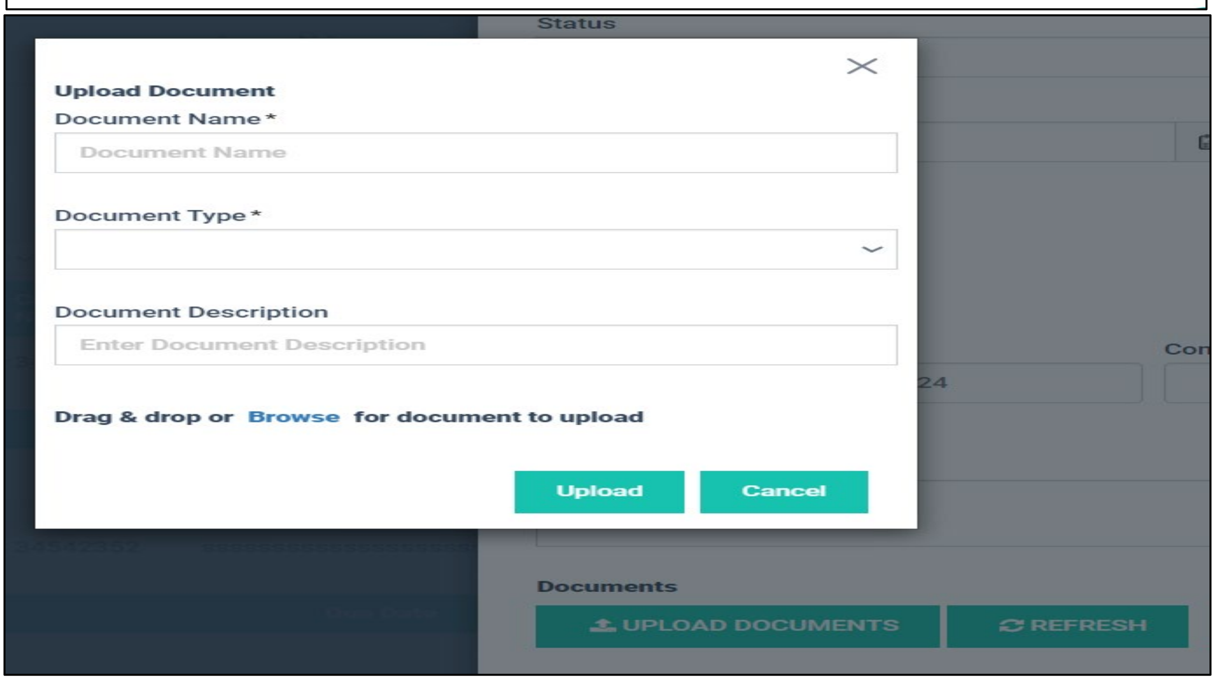


Additionally, within a specific task, you can 'add assistance', providing details such as responsible party, due date, and description:



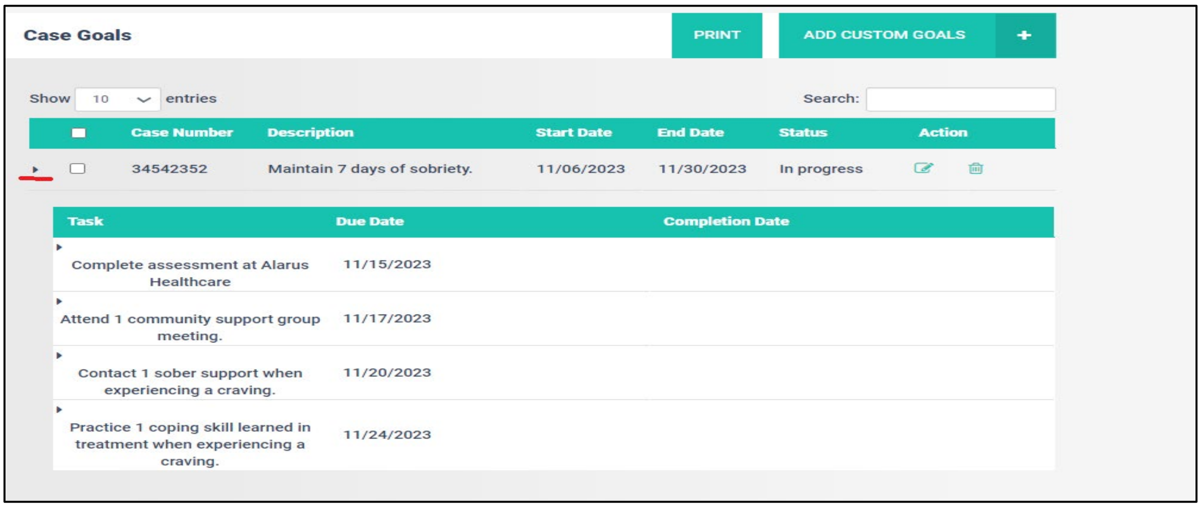
Click 'Upload documents' to upload any necessary documents:





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

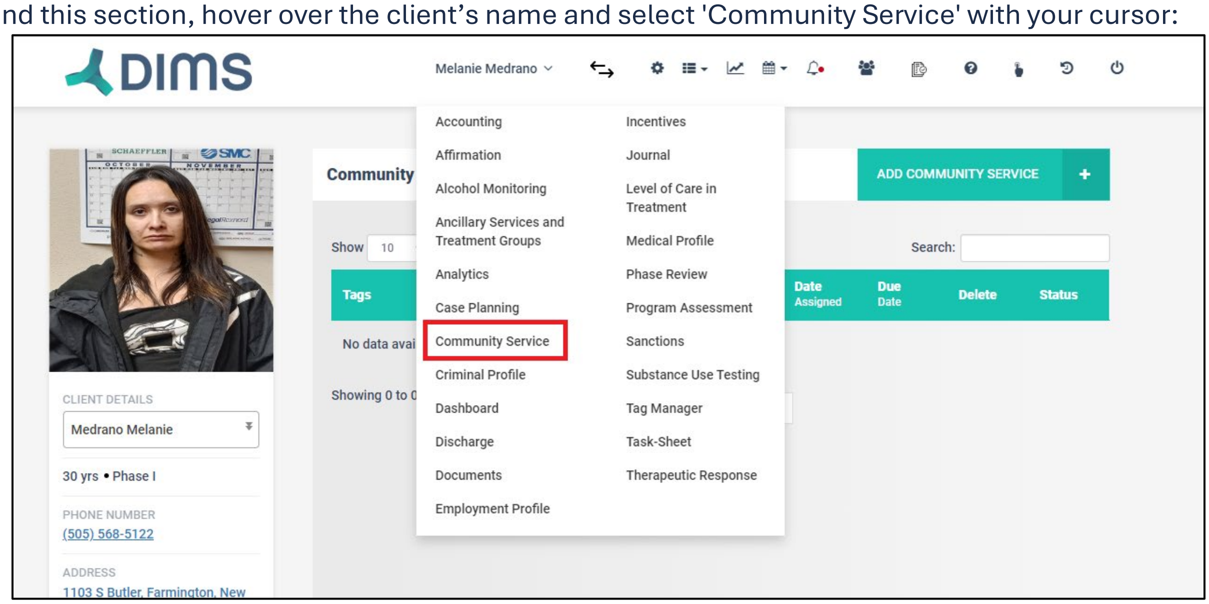
To view task details linked to this goal, click the arrow on the left to expand the hidden table:



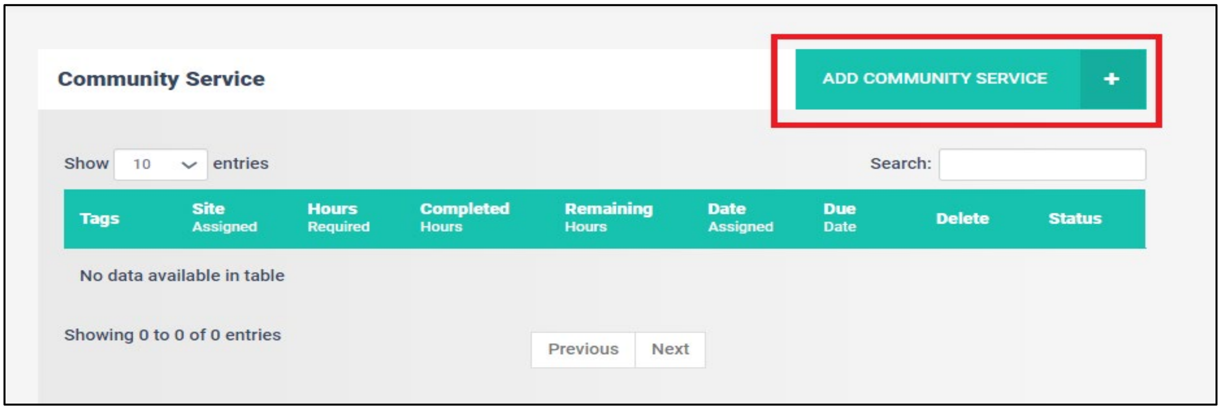
To print the goals, click the 'Print' button located at the top right.

Community Service

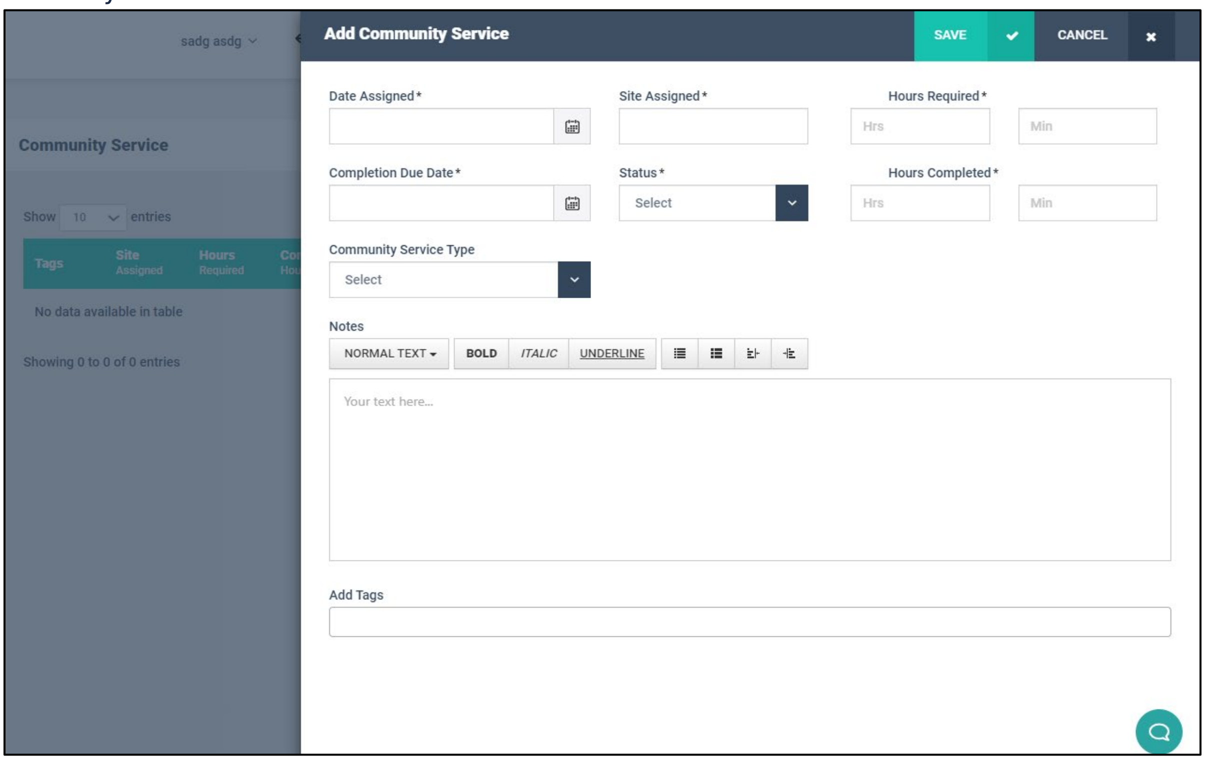
Here, users can monitor community service, whether it's a program requirement or a sanction. To find this section, hover over the client's name and select 'Community Service' with your cursor:



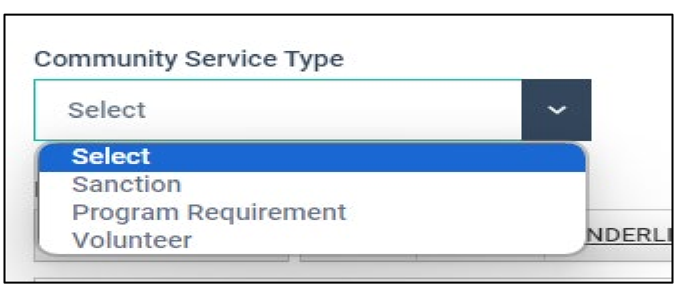
Click the "Add Community Services" button located in the top right corner to add community services:



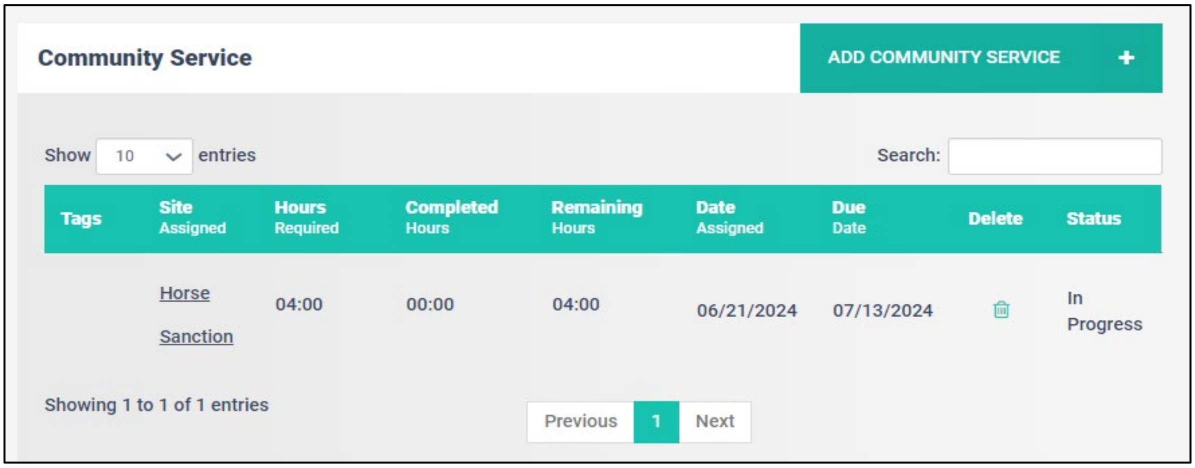
You will see the following screen. You can add all the required information along with the mandatory once:



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

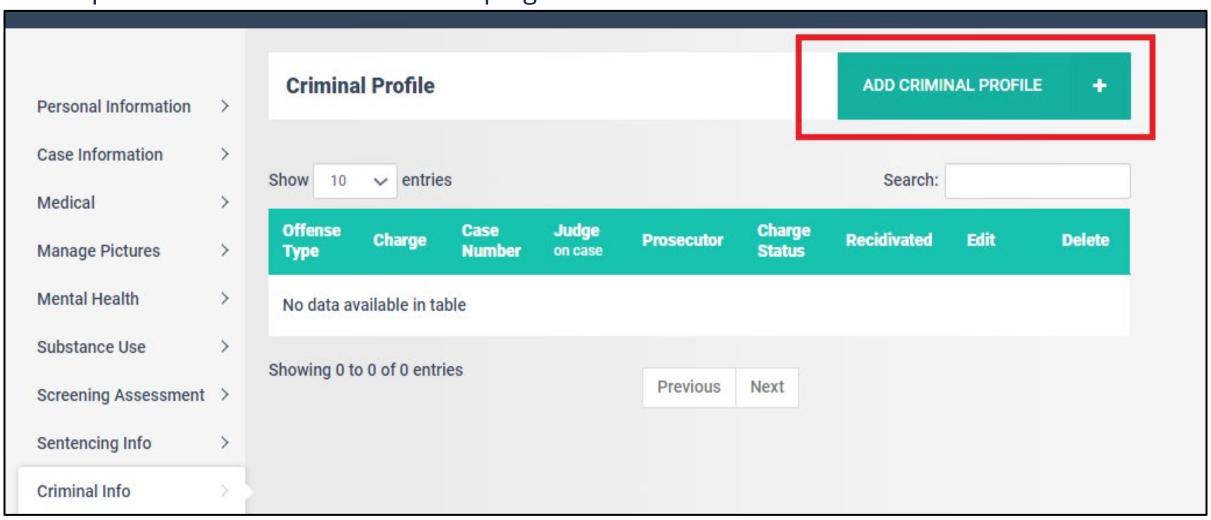


After adding all the appropriate information click on "Save". The info will be displayed in the "Community Service" grid:

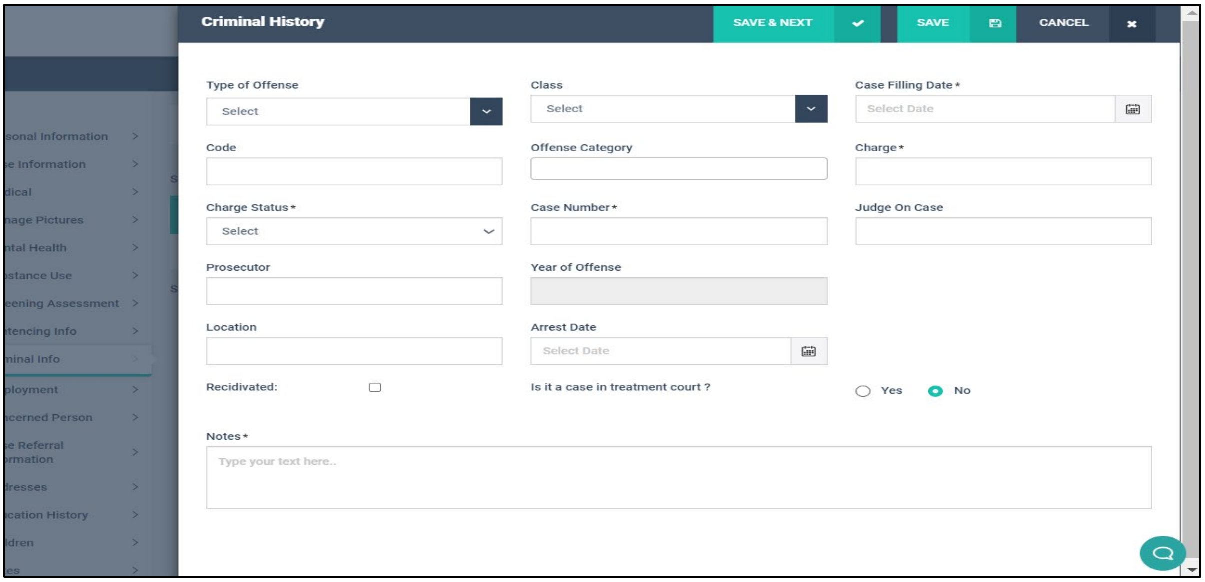


Criminal Profile

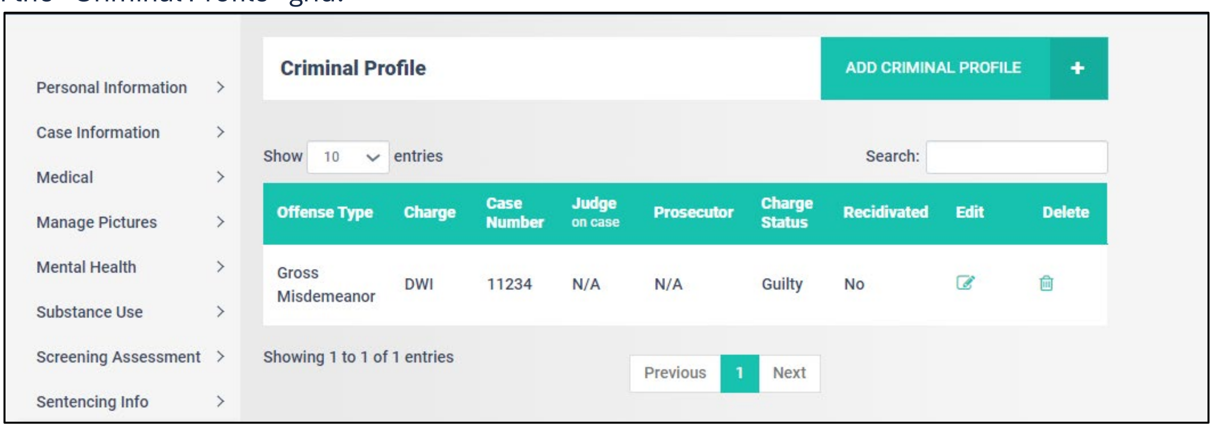
You have the ability to add details about participants "Criminal offenses". You can Click the "Add criminal profile" button located in the top right corner to add criminal offenses:



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

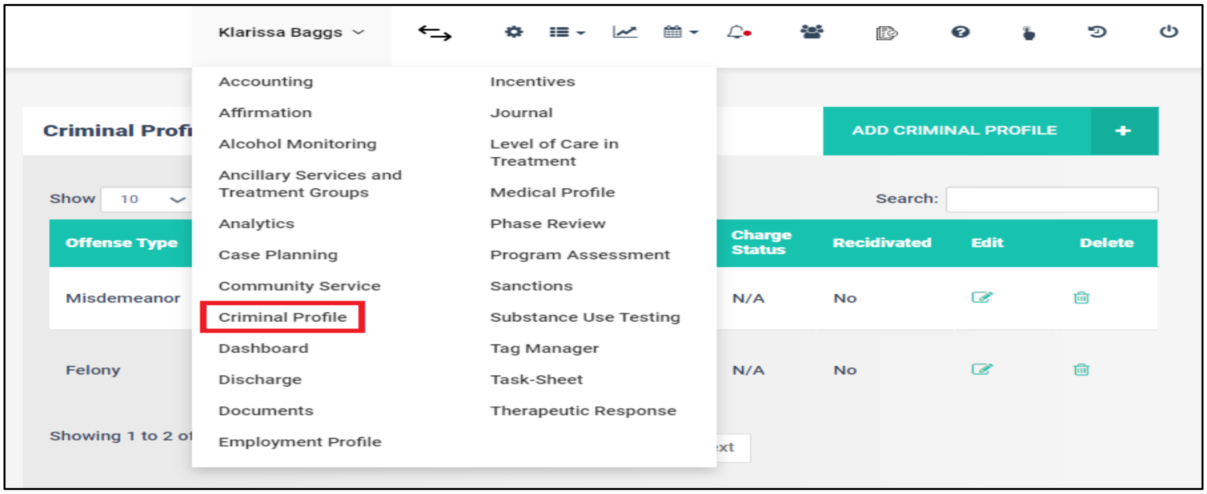


You have the ability to customize the dropdown values for "Charge Status" and "Offense Category." To add custom values, navigate to the 'Settings' section of the Wiki for step-by-step instructions. Once you have finished adding the information and simply hit “Save” and the info will be displayed in the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

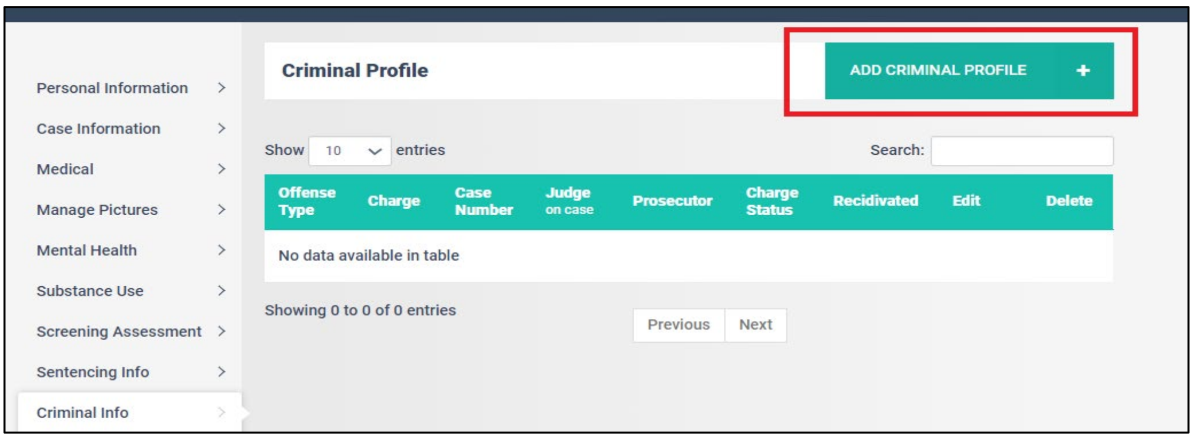


Criminal Profile-Induction

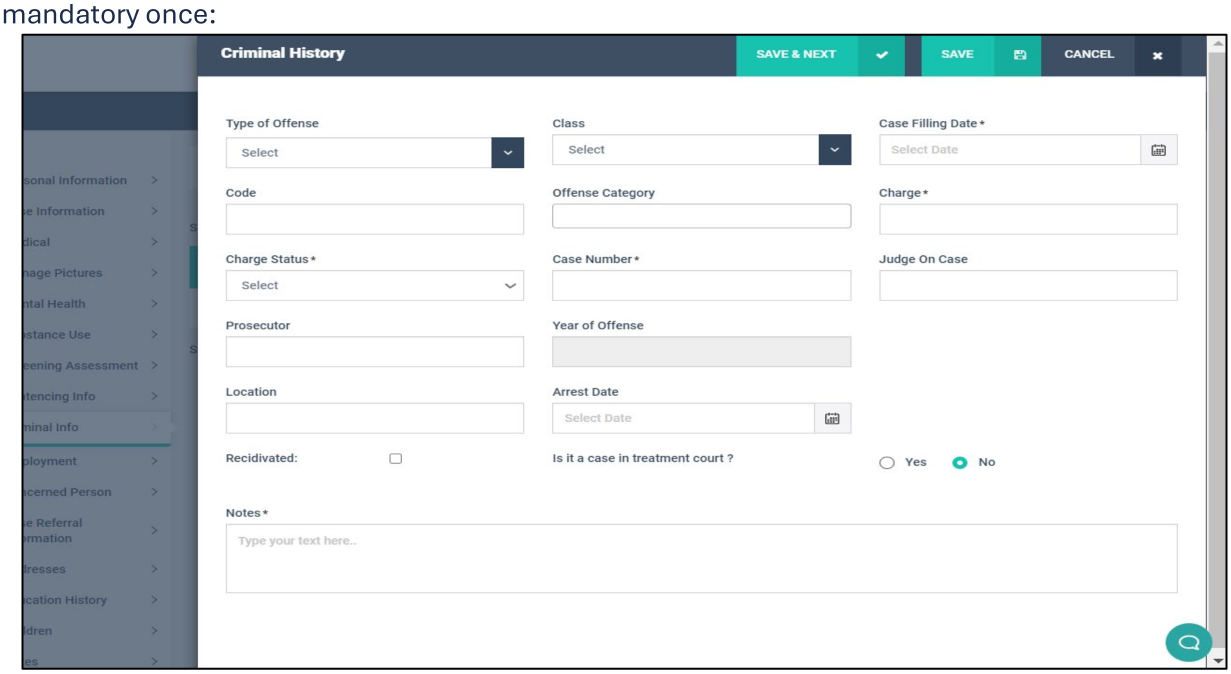
This section allows the user to add details about participants “Criminal offenses”. To access this tab hover over the client’s name with your cursor and select “Criminal Profile”:



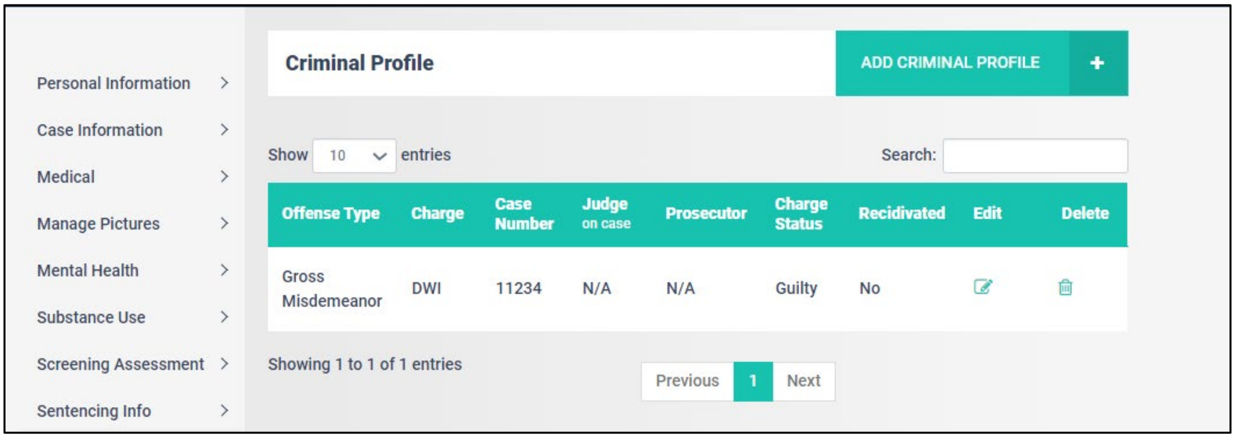
You can Click the "Add criminal profile" button located in the top right corner to add criminal offenses:



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

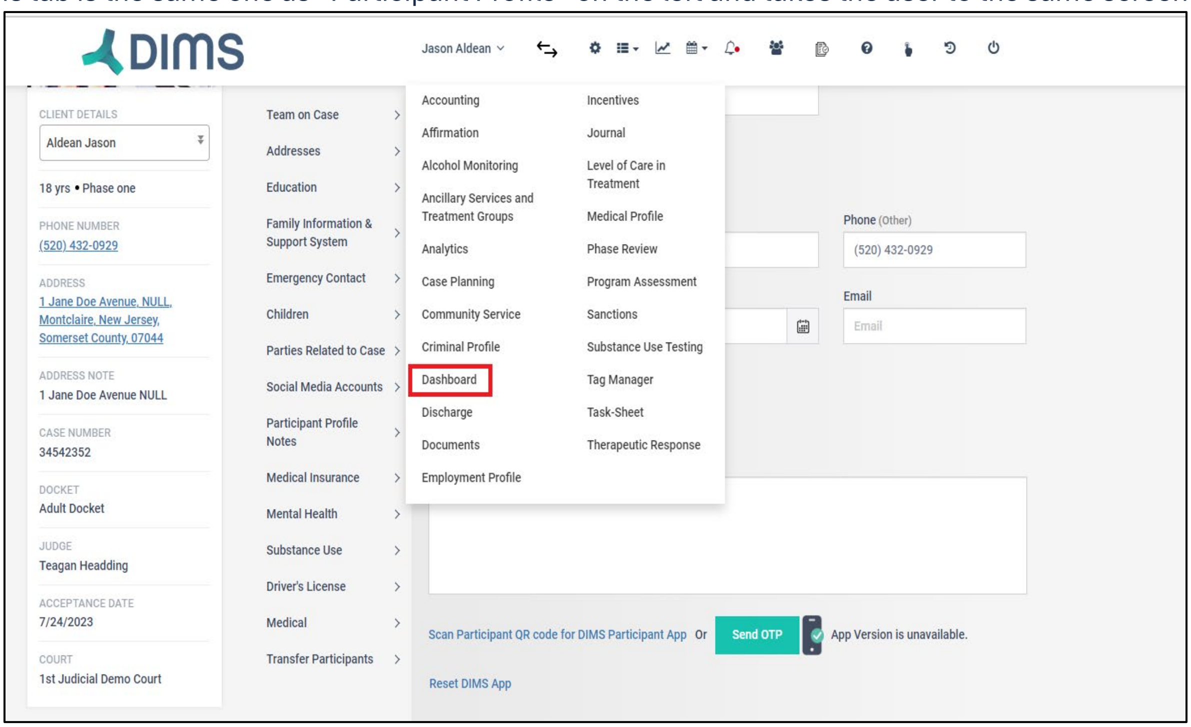


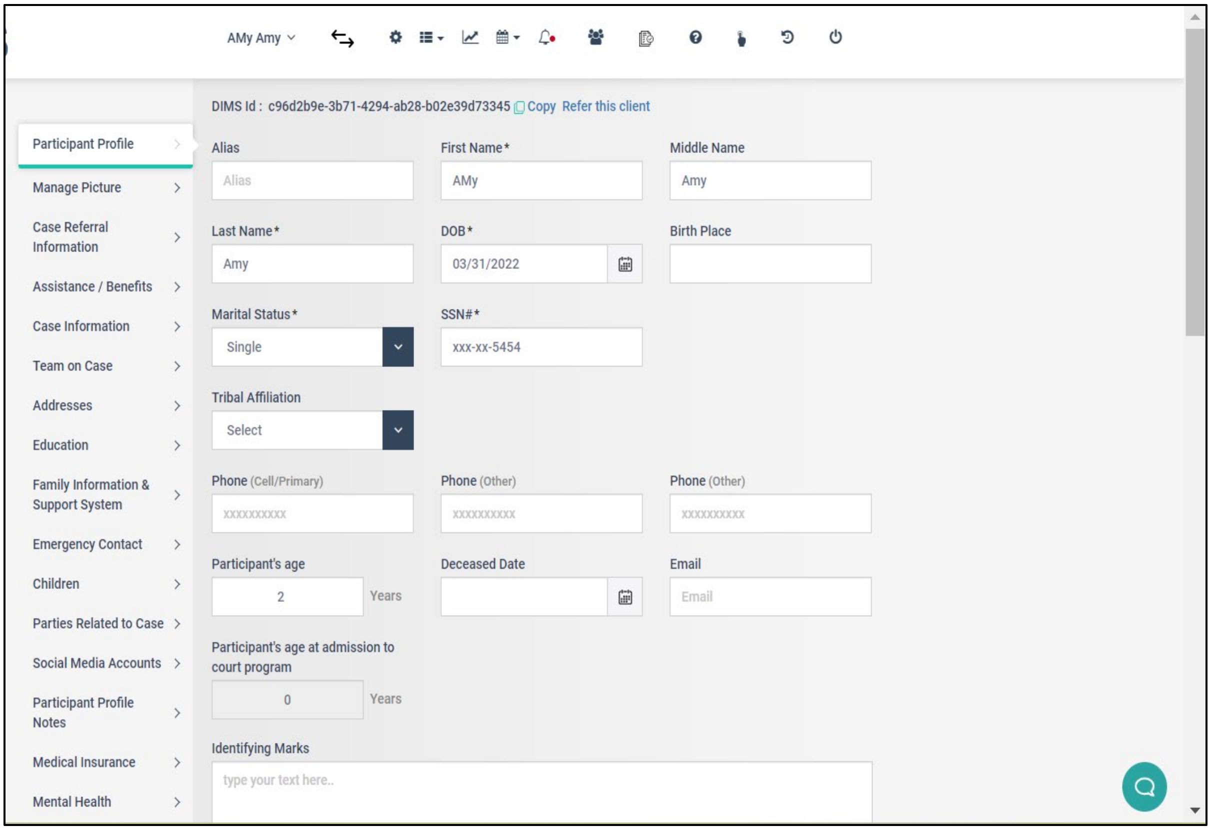
You have the ability to customize the dropdown values for "Charge Status" and "Offense Category." To add custom values, navigate to the 'Settings' section of the Wiki for step-by-step instructions. Once you have finished adding the information and simply hit “Save” and the info will be displayed in the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



Dashboard

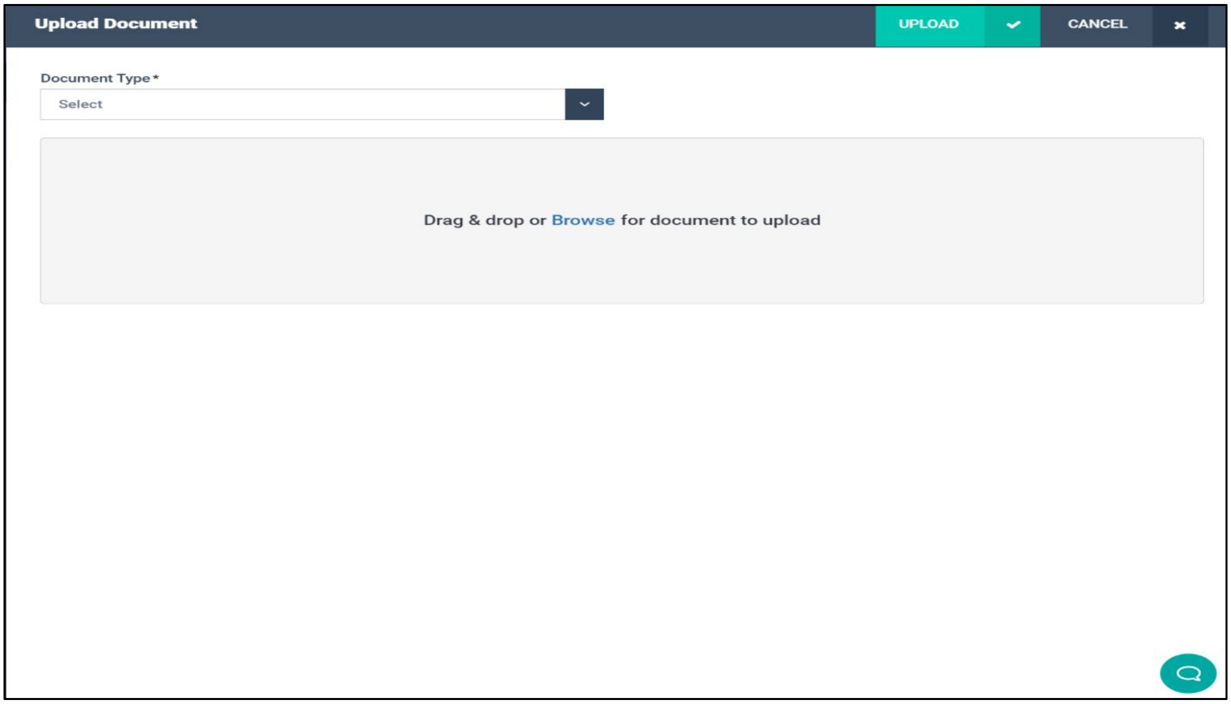
This tab is the same one as “Participant Profile” on the left and takes the user to the same screen:



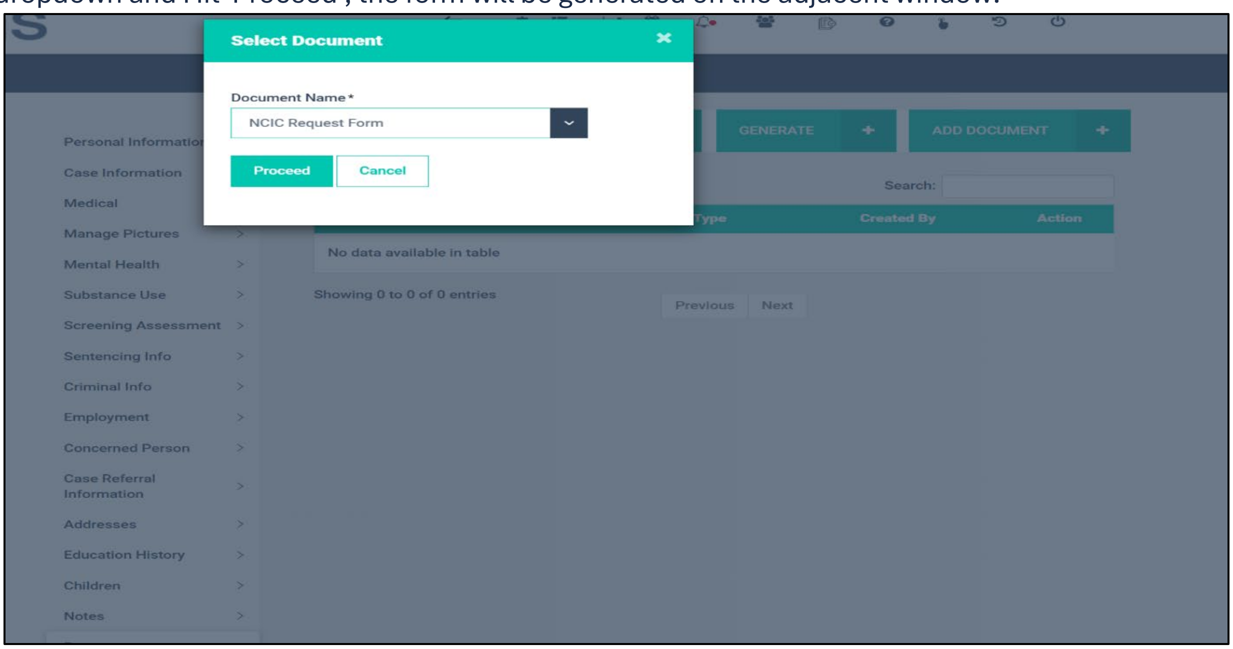


Documents

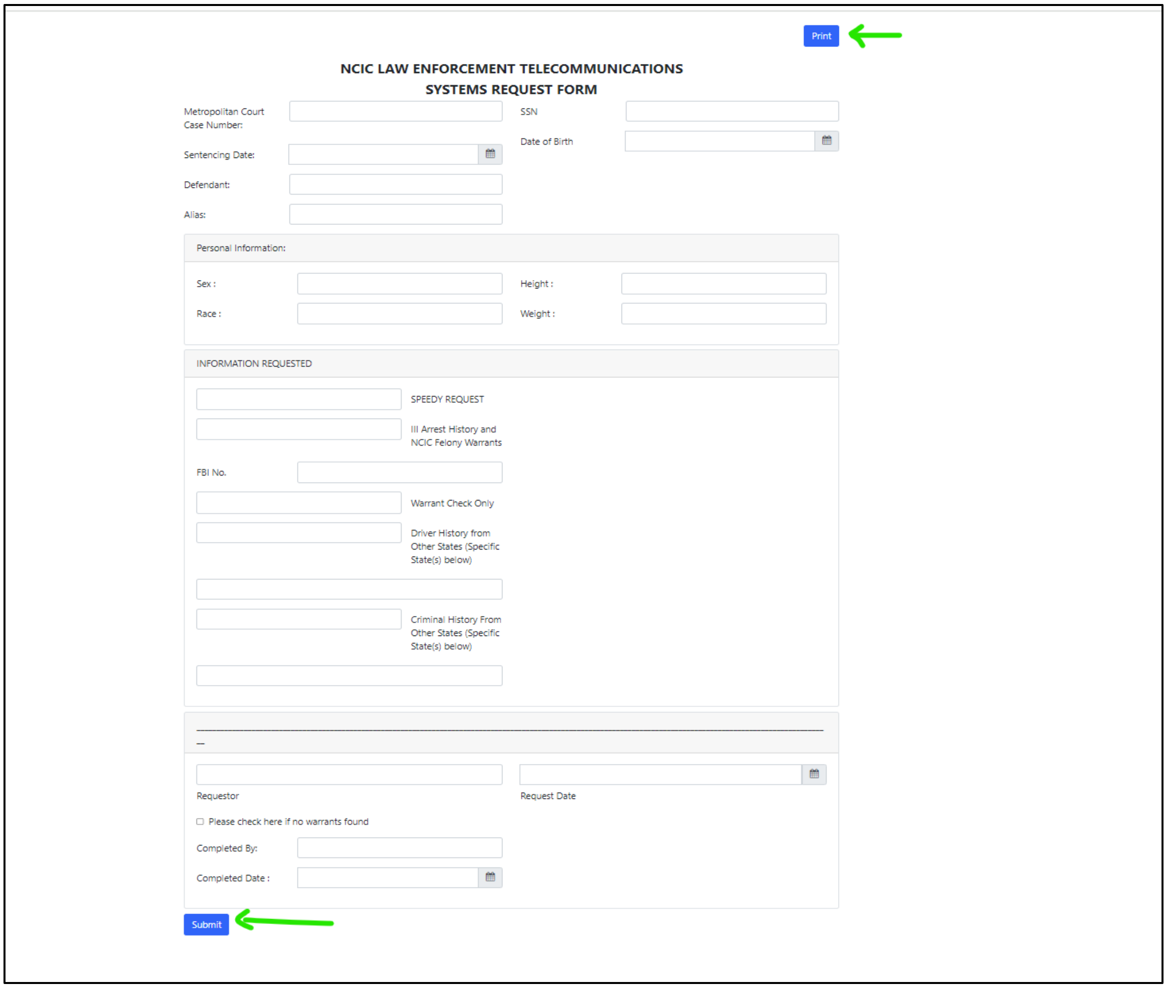
The next section is 'Documents'. This is where you will find all sorts of documents for a client. Here you will see three buttons. First is the "Add/Upload Document'



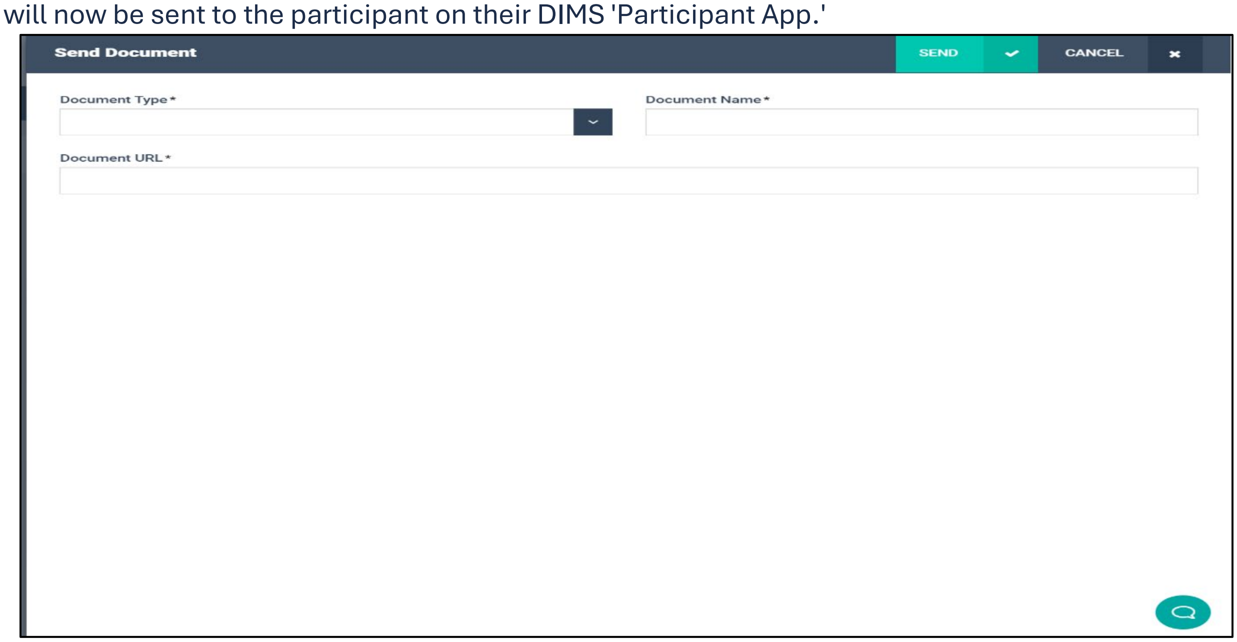
You can add or upload a document from your computer using this Button. Select the type, Browse the document and upload it.
The second button is 'Generate Document', using this button you will be able to Generate the 'fillable form' for the client which is already stored in DIMS. Select the document from the dropdown and Hit 'Proceed', the form will be generated on the adjacent window.



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



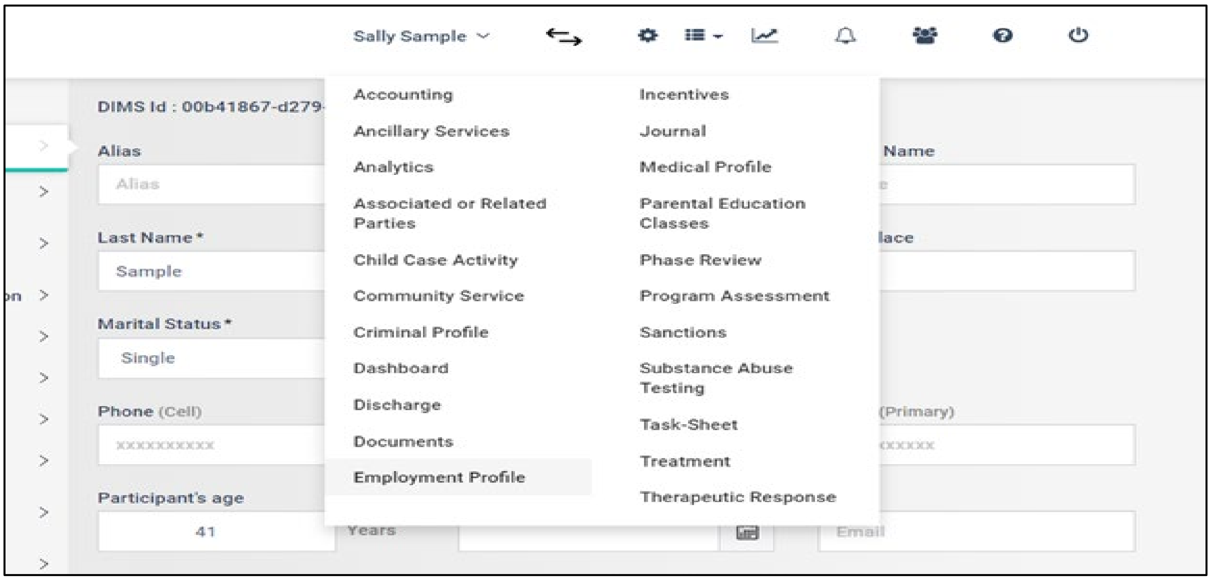
The third button i.e. 'Send Document' is a way to send a document to the client/participant on their phone. You just need to put in Document Type, Name and the URL and Hit 'Send'. This document will now be sent to the participant on their DIMS 'Participant App.'



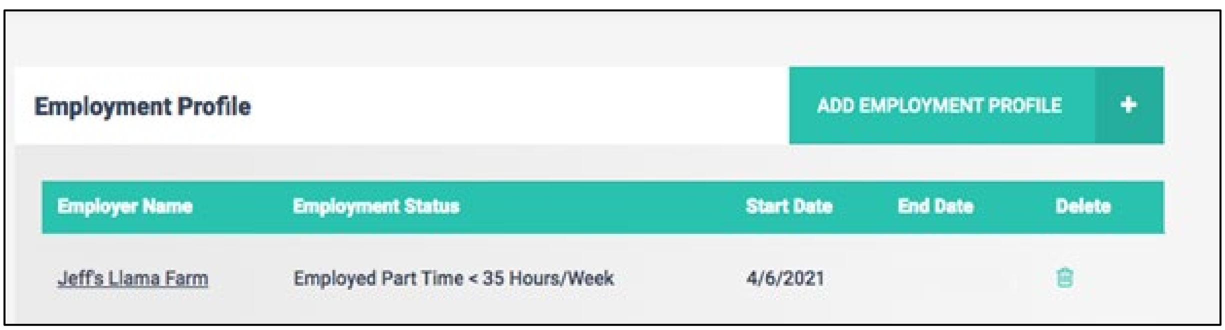
Note - Most users have the permission to add documents by default but are not able to edit or delete documents once they are in DIMS unless that specific permission is granted by the administrator.

Employment Profile

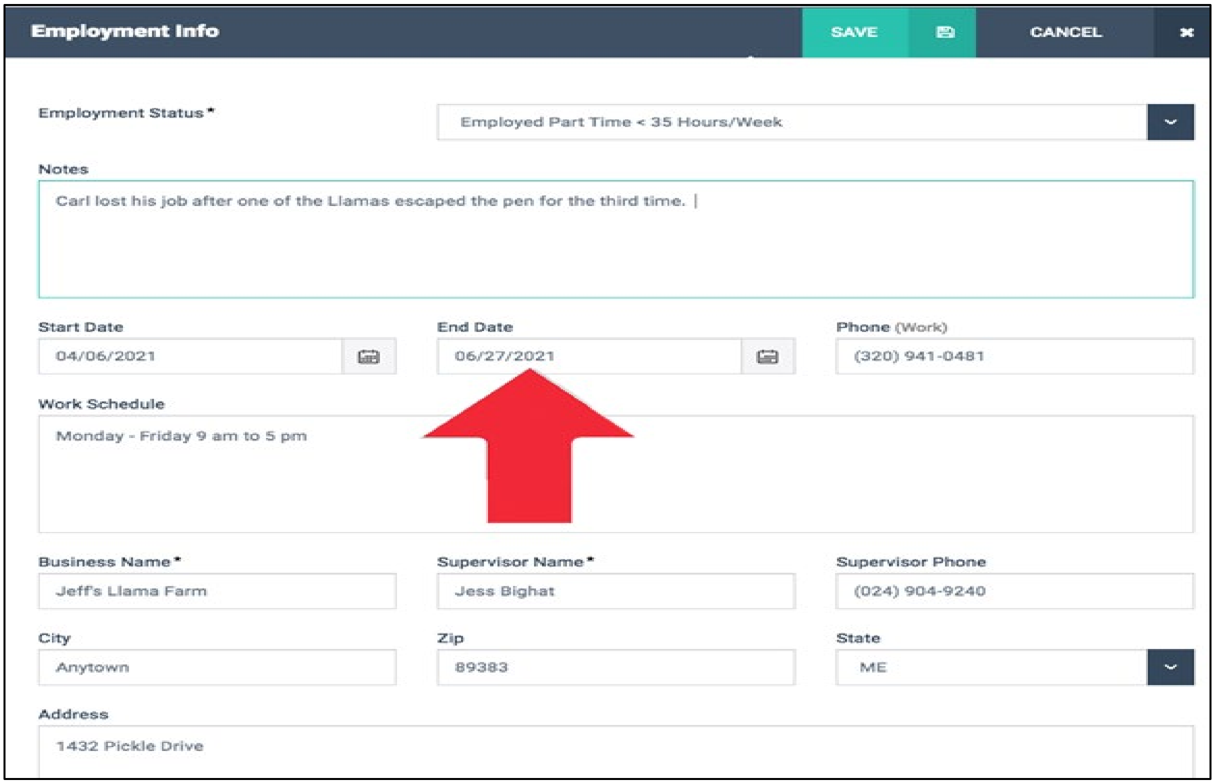
If you wish to check or edit the employment details of the client, you can do that via 'Employment Profile' Section. You can find this section under the Client Name Dropdown.



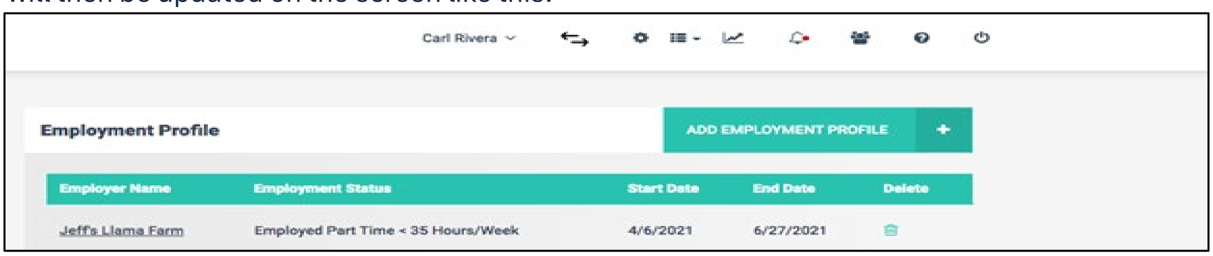
The section will look similar to this:



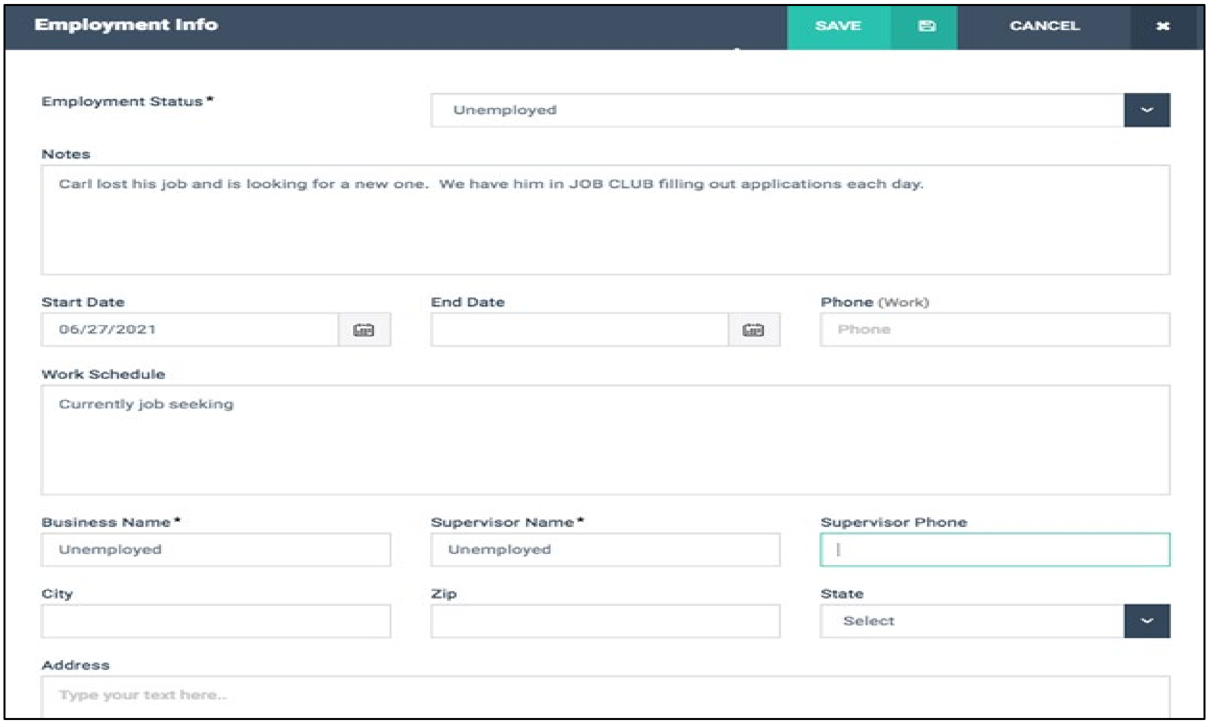
Information which was added at the time of induction will be present here. You can also update any changes to employment of the participant from here. For instance, Carl lost his job at Jeff's Llama Farm on June 27th. To edit we would click on the employer's name and edit the end date to June 27th and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



It will then be updated on the screen like this:



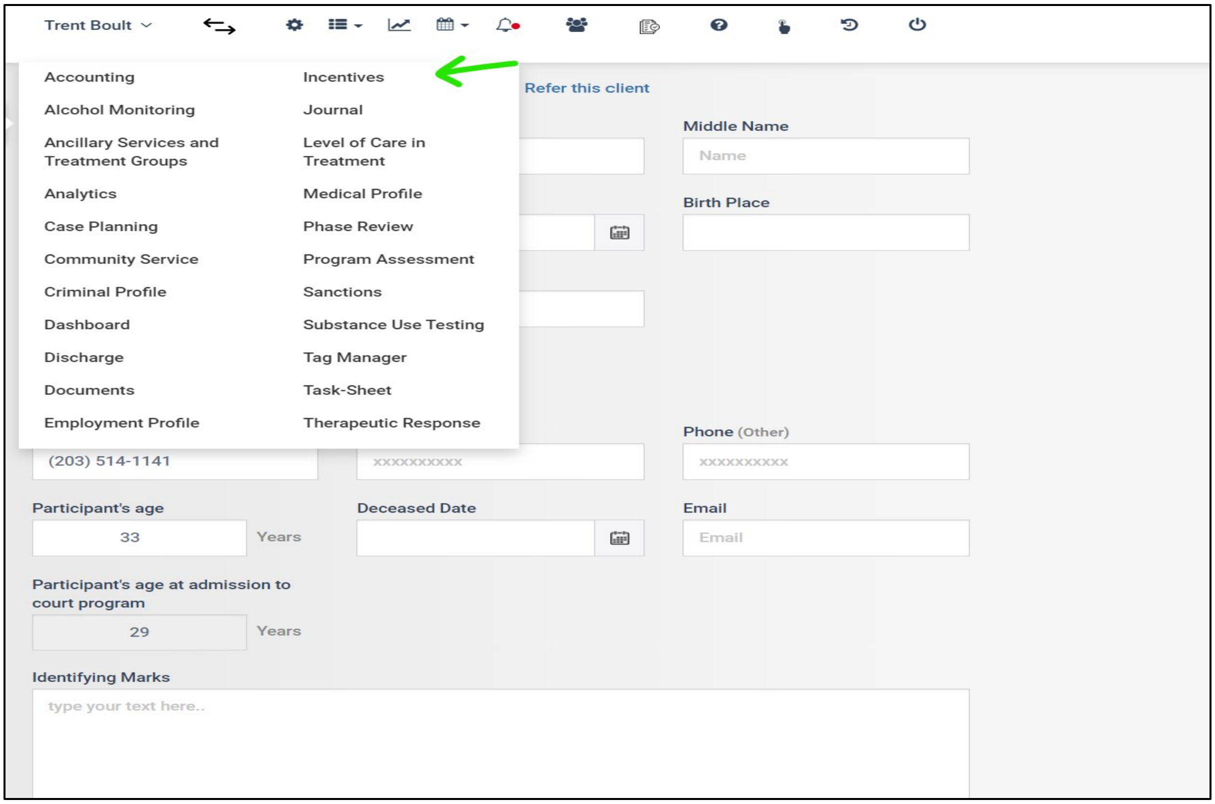
Now you can add another Entry here to display participant's next employment and if he/she was unemployed, you can mention the same and hit ' Save'. For example, As Carl was unemployed after June 27th, we can put entry as "Unemployed" keeping start date as 27th.



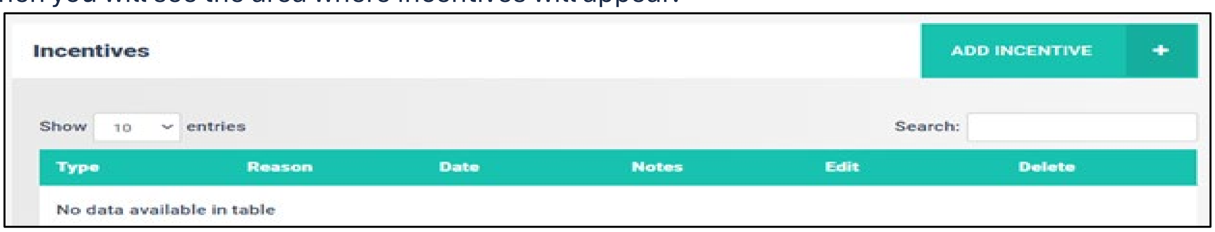
Carl's employment History now looks like this:

Incentive

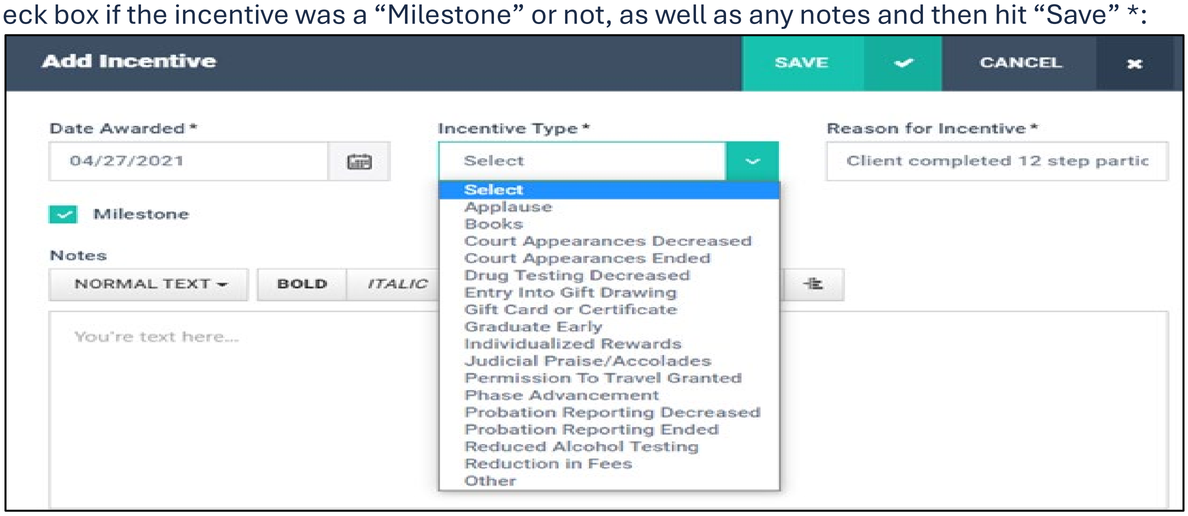
To Access this Section, hover the cursor of your mouse over the Client's name a dropdown menu will appear, select "Incentives":



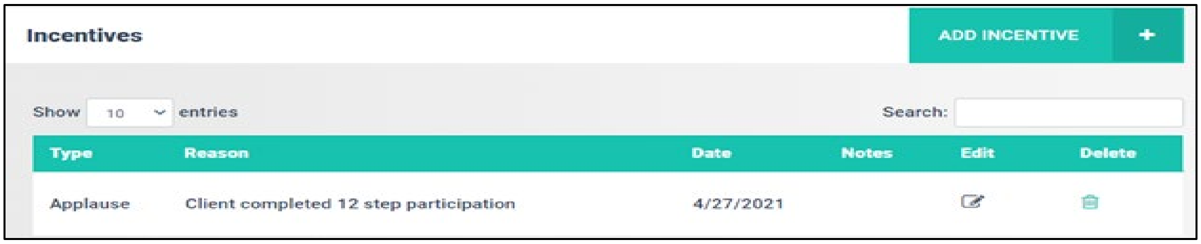
Then you will see the area where incentives will appear:



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



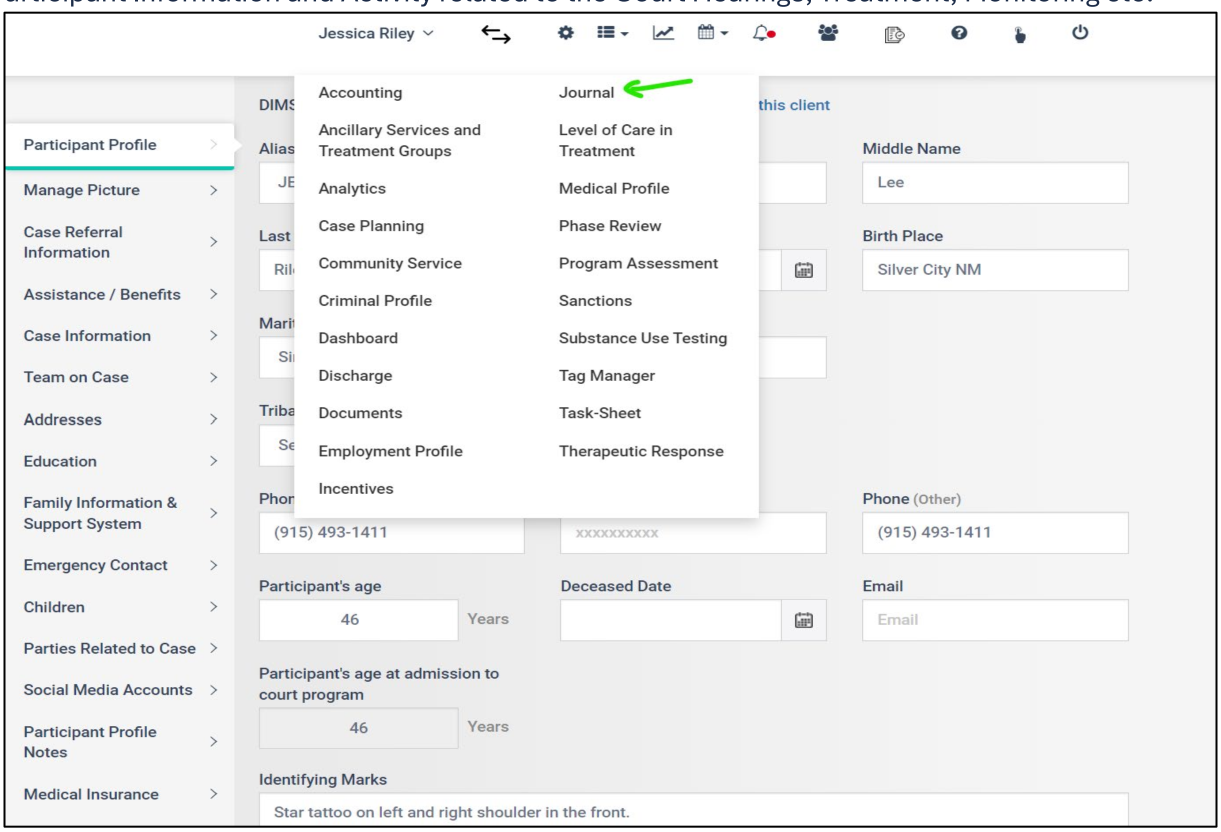
Then you will be able to see the 'Incentive' you just created for the client.



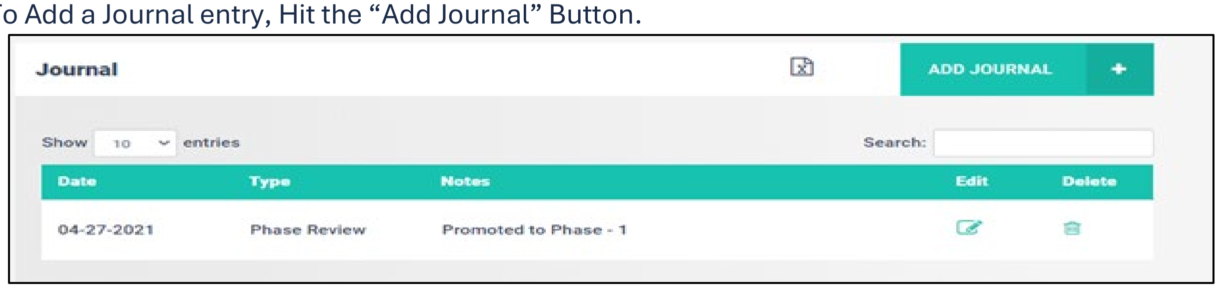
*Incentives are displayed in the analytics tab for the client and will also be in the analytics for the Court. Best Practices recommend a 4:1 incentive to sanction ratio, meaning for every sanction a client should receive 4 incentives or about 80% of the time, they should have a positive program outcome.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

Journal

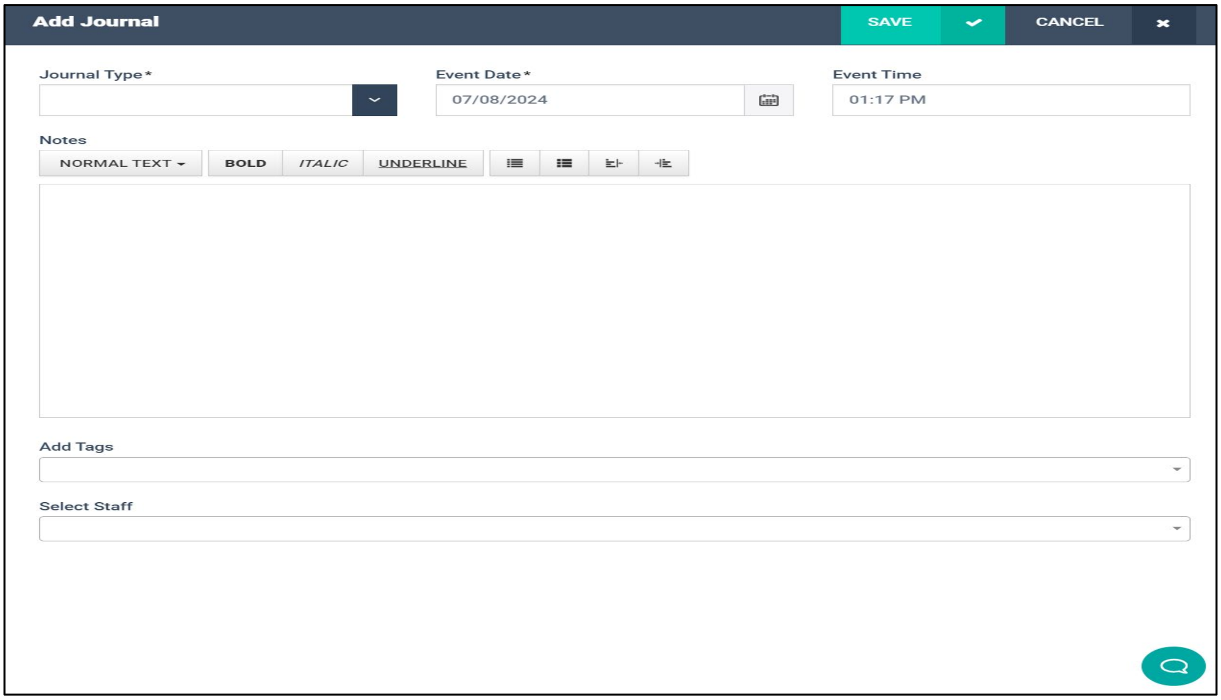
This section can be accessed from the Client Name dropdown menu. This section allows all team members the ability to add information about the participant and is considered the "Hub" all Participant Information and Activity related to the Court Hearings, Treatment, Monitoring etc.



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



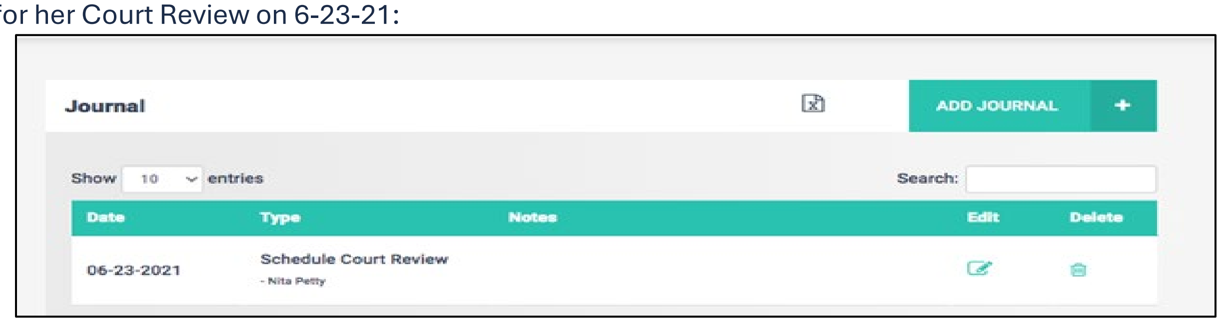
From the Next screen you can Add the Journal Type, Date, Event Time, and any Notes. You can also Add Tags and Select Staff for that particular journal entry.



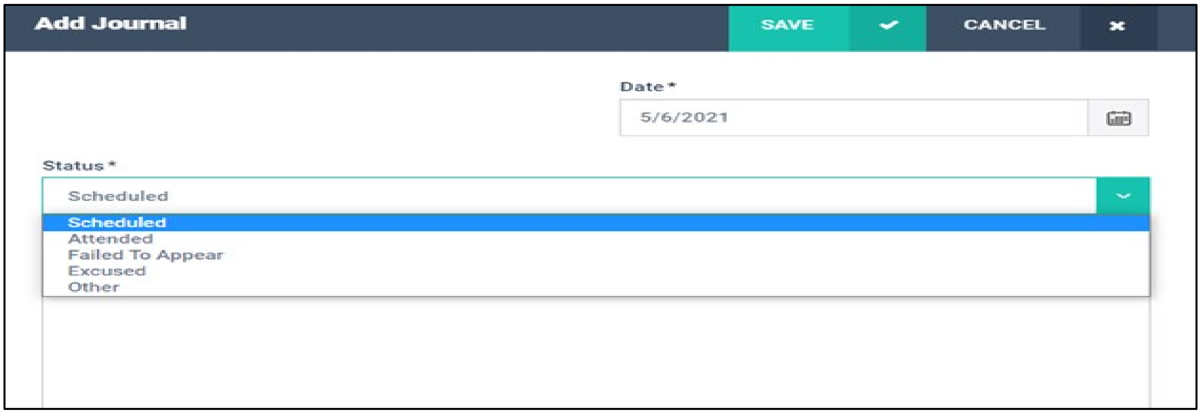
You can edit the tags by going to the 'System Setting' Screen and then, clicking on the 'Tags'. You can now select the tags from there which you want to have in the 'Add Journal' Screen.

Once you save a journal, it will in the Journal Grid

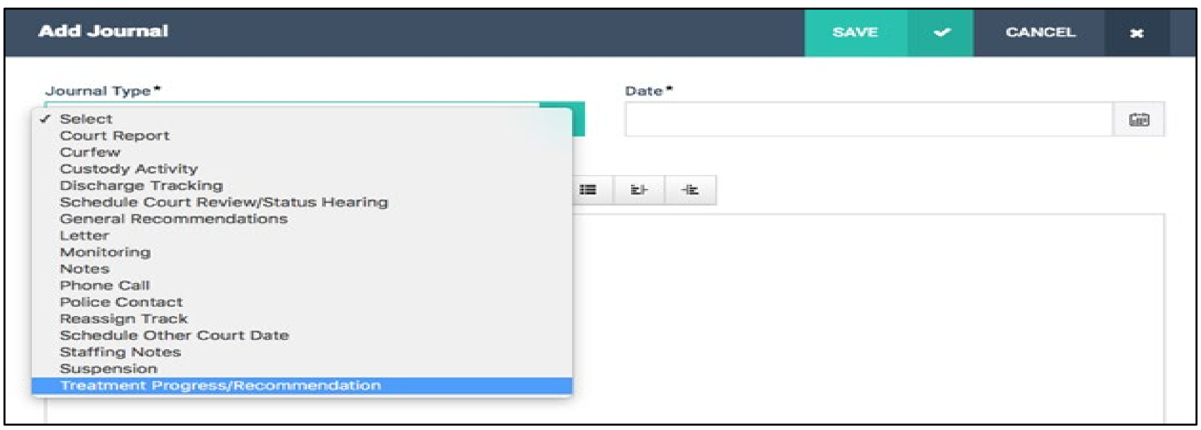
The Journal also allows the user to schedule future events, for instance Carl has been scheduled for her Court Review on 6-23-21:



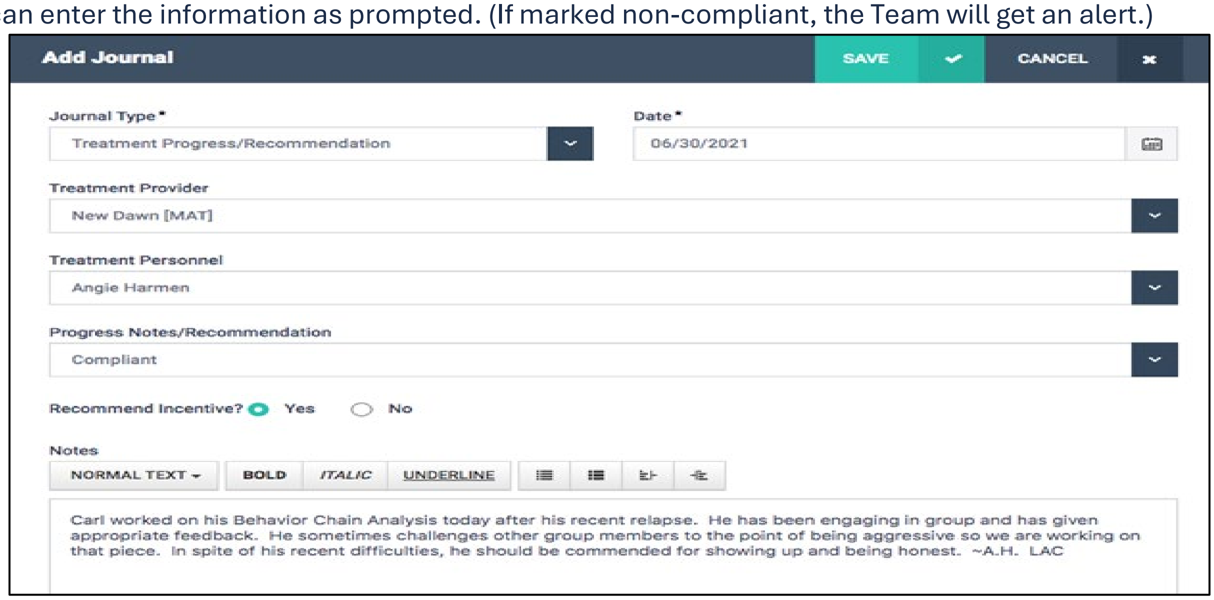
Once he attends, the user can simply click on the “Edit” button in this section and indicate Carl attended *Note that once this is saved the user can only add certain options from the drop-down box, and cannot delete the Journal entry:



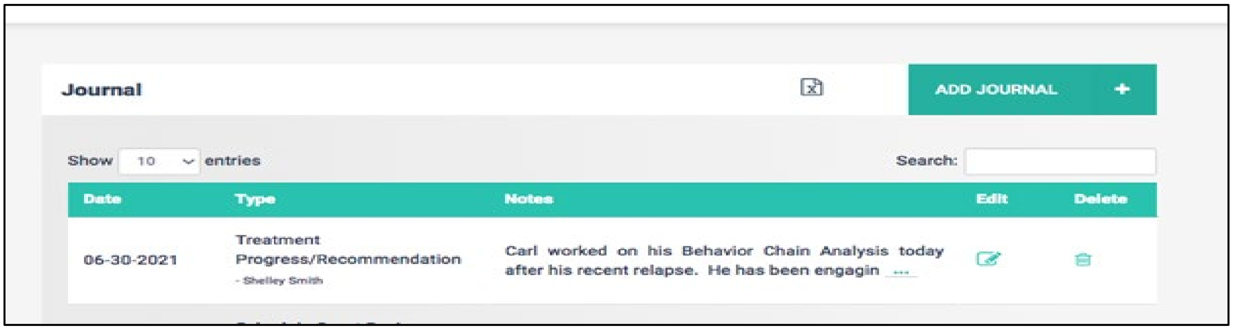
Again, the Journal is the “command center” for the Team. All team members will enter notes regarding client interaction in the JOURNAL every week. There are specific JOURNAL entries to be utilized by the Treatment Provider and the Probation Officer/Supervisor. Those are illustrated below:



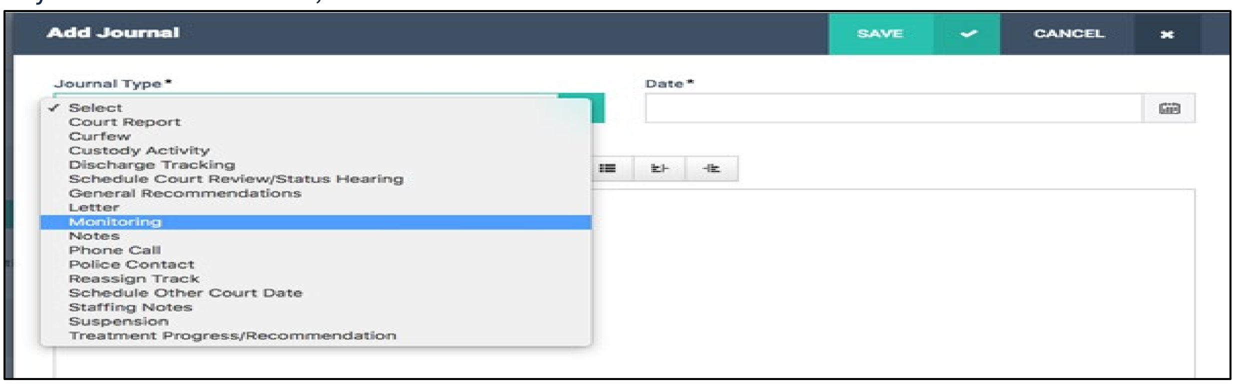
Once your Treatment Provider has selected the Treatment Progress/Recommendation tab, they can enter the information as prompted. (If marked non-compliant, the Team will get an alert.)



Treatment Provider and Treatment Personnel will automatically appear in the drop-down menu from the Court Settings that are input during setup.
Once entered and saved, the Treatment Progress/Recommendation will be in the JOURNAL:

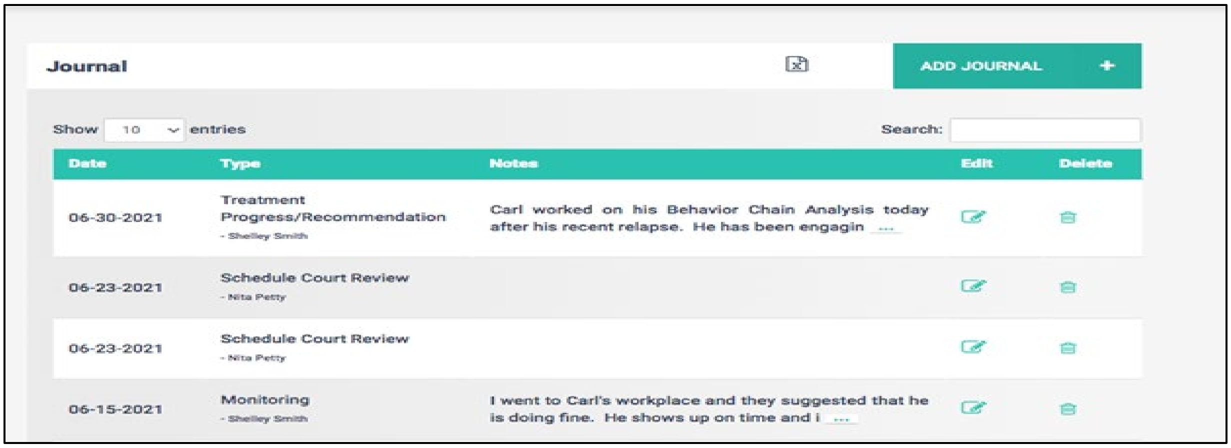


Probation Officers and Supervisors also have a specific section (Monitoring) of the JOURNAL where they can enter their notes, illustrated below:



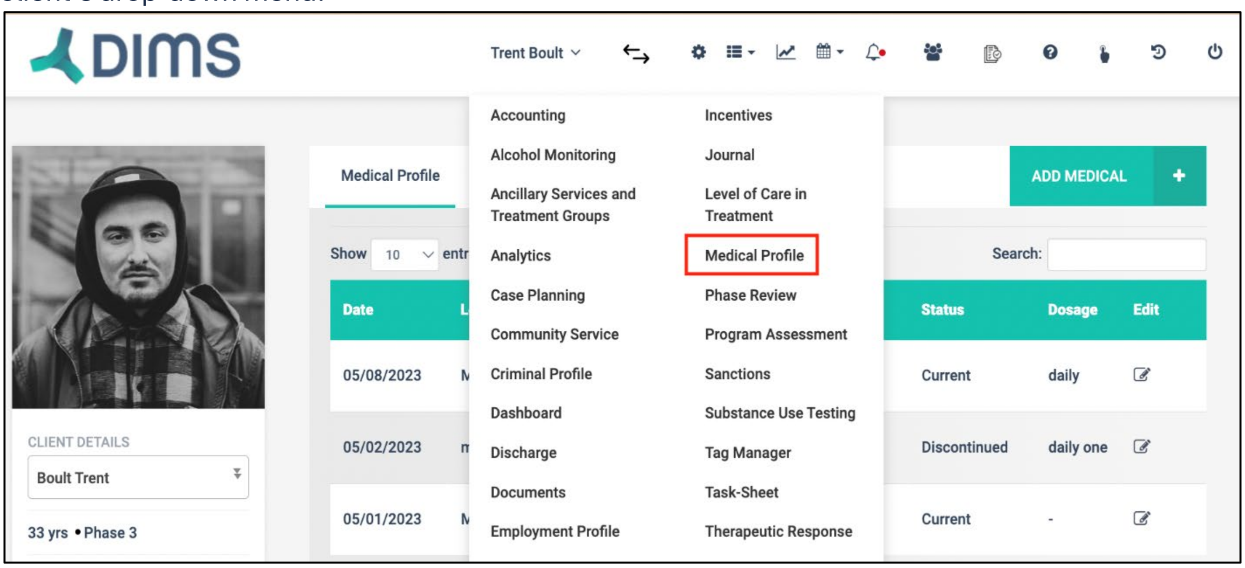
The Probation officer will enter notes after every contact with the probationer. The notes will include the location of the meeting, whether or not contact was made, whether or not the client was compliant and will any include any issues for the Team. Additionally, the Probation Officer/Supervisor can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

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

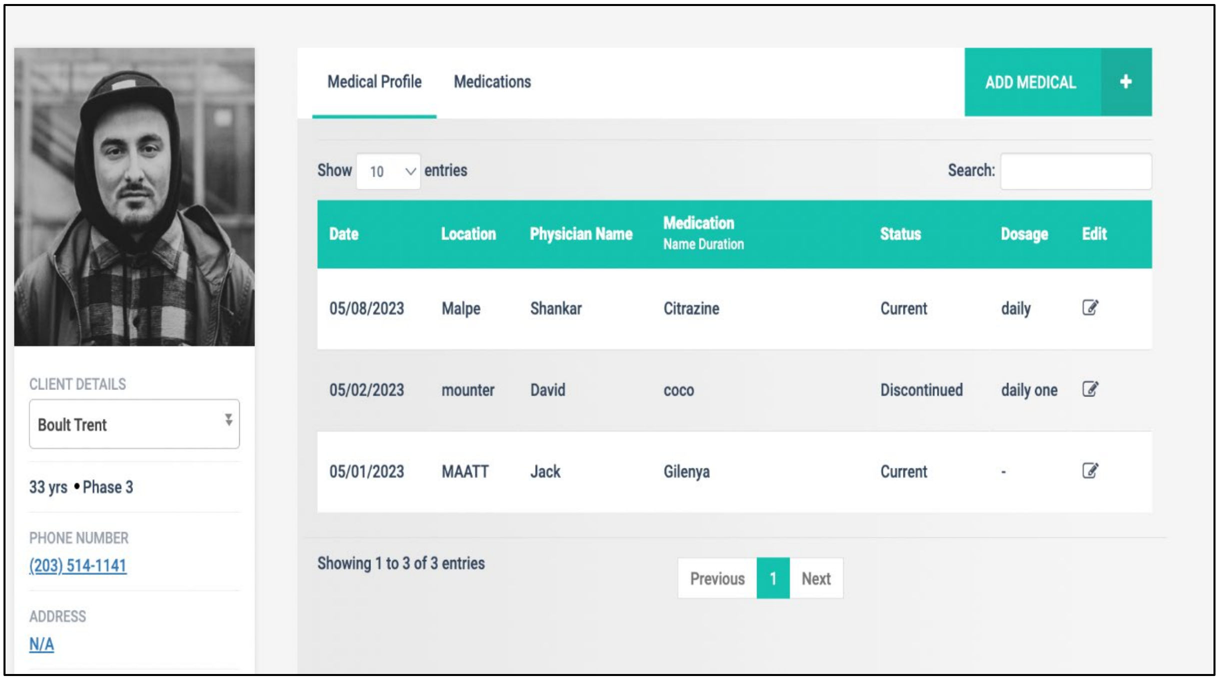


Medical Profile

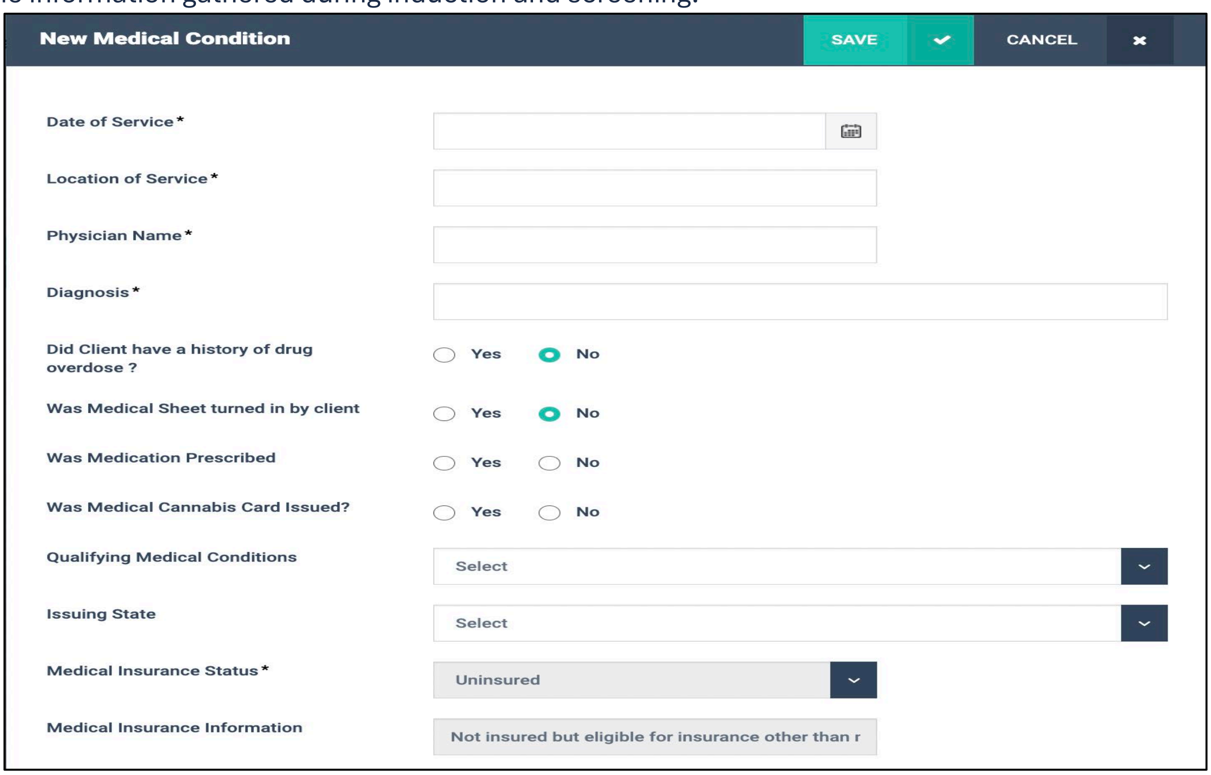
To add to your client's medical history, simply click on the "Medical Profile" button from the client's drop-down menu:

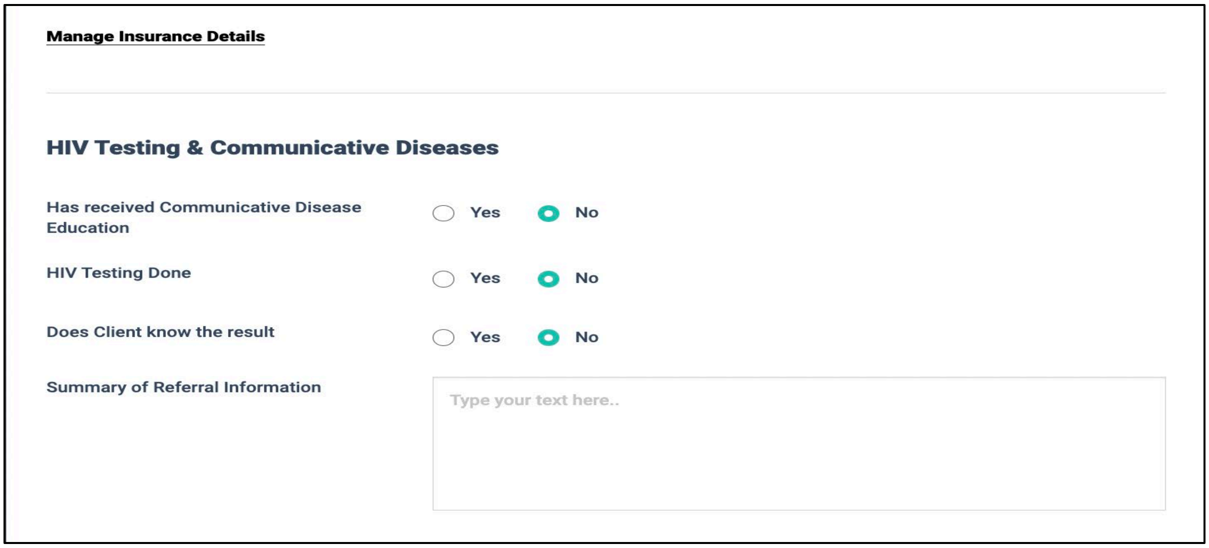


Then you'll see options on the screen: one for Medical Profile and the other for Medications.

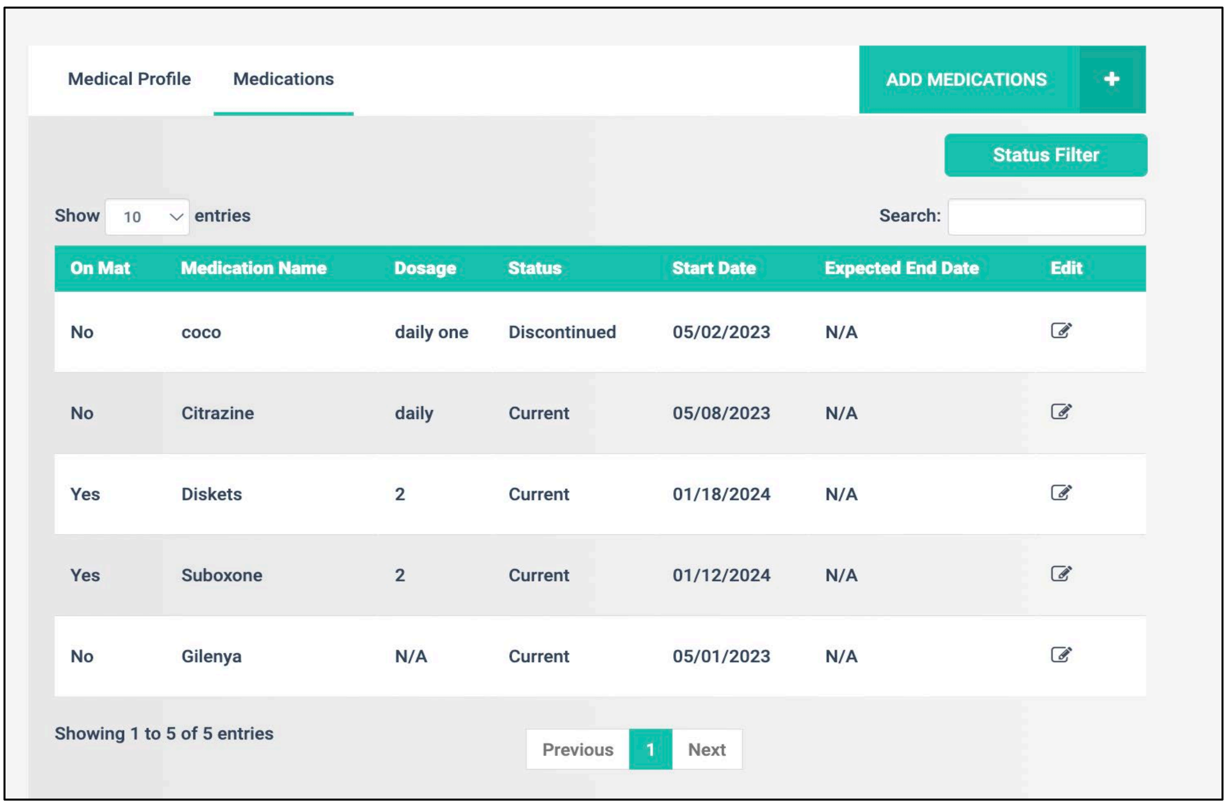


The medical profile stores information transferred from the induction process, such as Medical Insurance Status and HIV Testing & Communicative Diseases. Each new medical appointment should be added. This tab is for adding new medical information for your client, not for changing the information gathered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



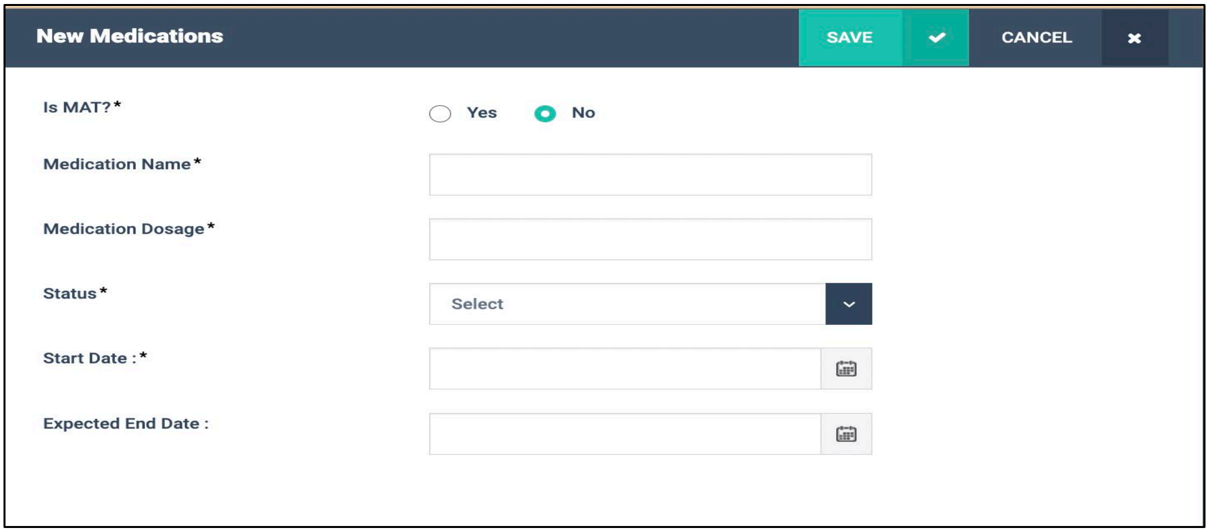


The medication tab stores the client's medical history. The grid below displays current medications and discontinued ones.



On Mat	Medication Name	Dosage	Status	Start Date	Expected End Date	Edit
No	coco	daily one	Discontinued	05/02/2023	N/A	
No	Citrazine	daily	Current	05/08/2023	N/A	
Yes	Diskets	2	Current	01/18/2024	N/A	
Yes	Suboxone	2	Current	01/12/2024	N/A	
No	Gilenya	N/A	Current	05/01/2023	N/A	

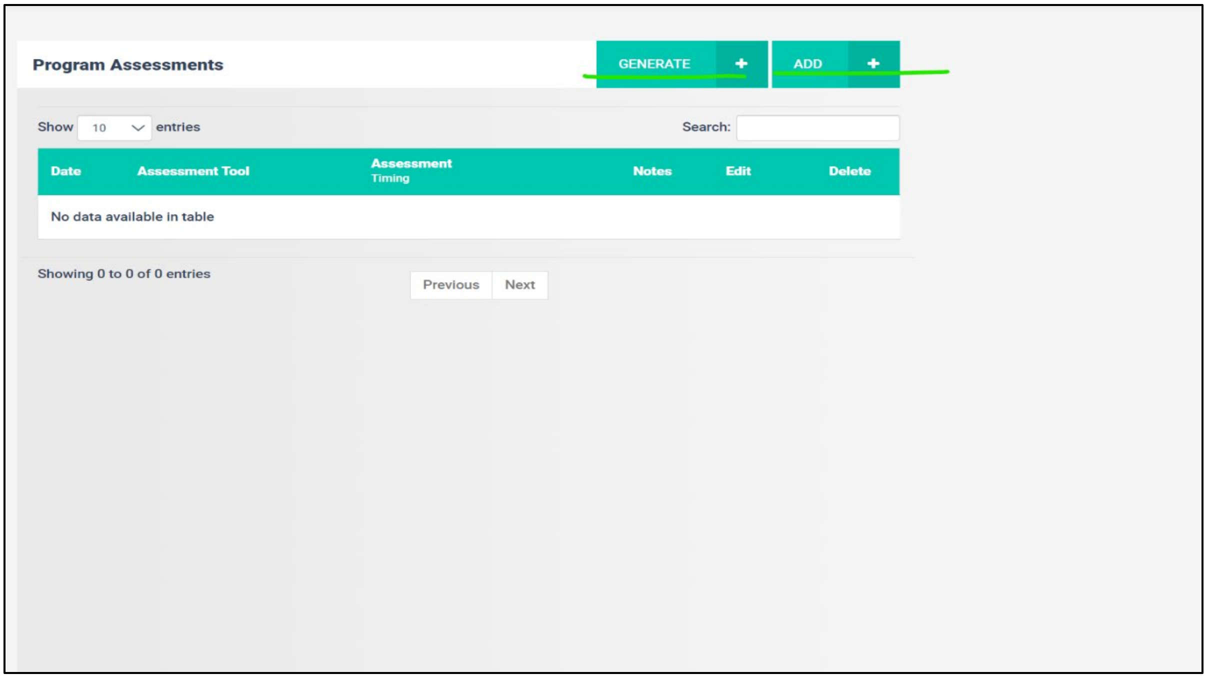
Click "Add Medication" to add a new medication or to change the status, click "Edit" on the medication you want to update, then select the new status.



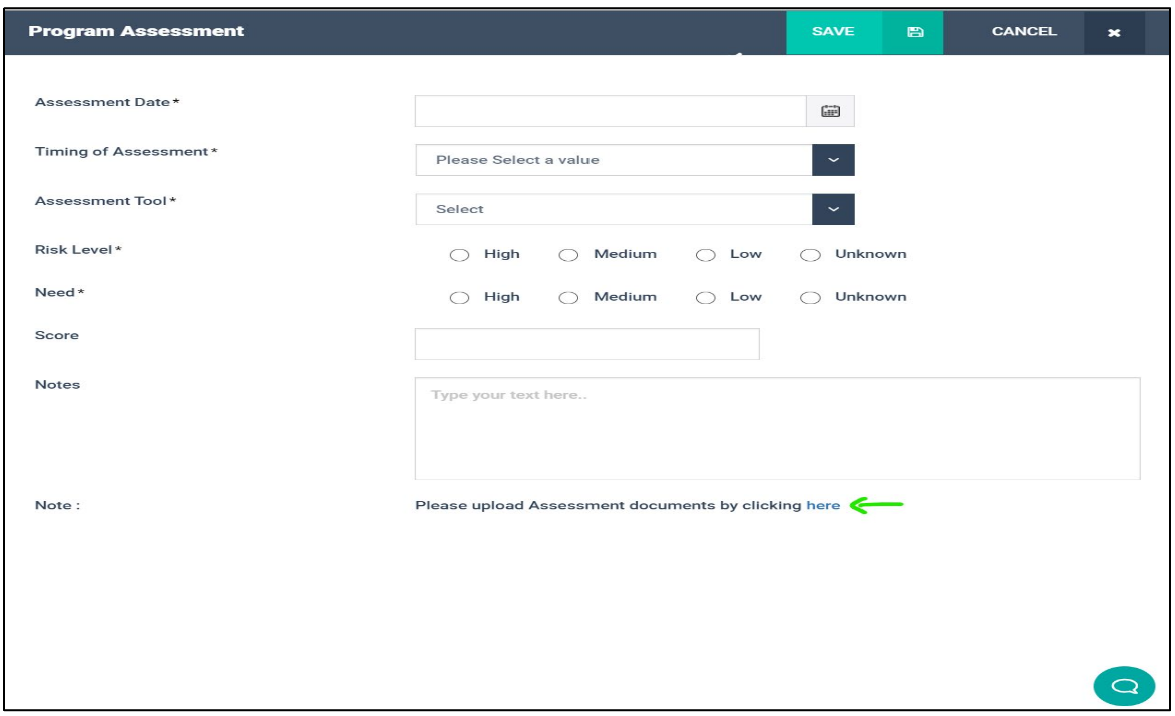
Assessment

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

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

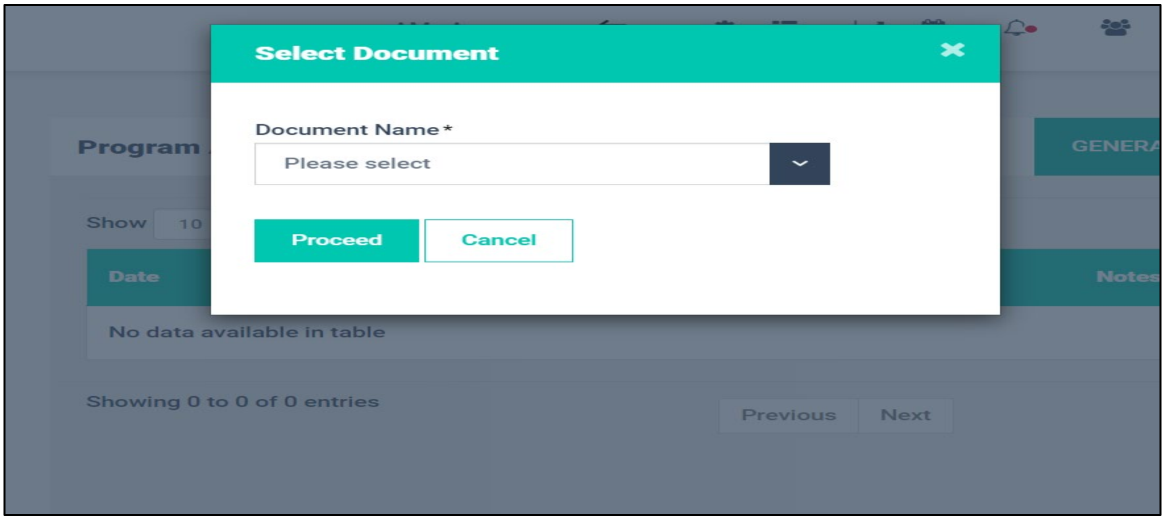


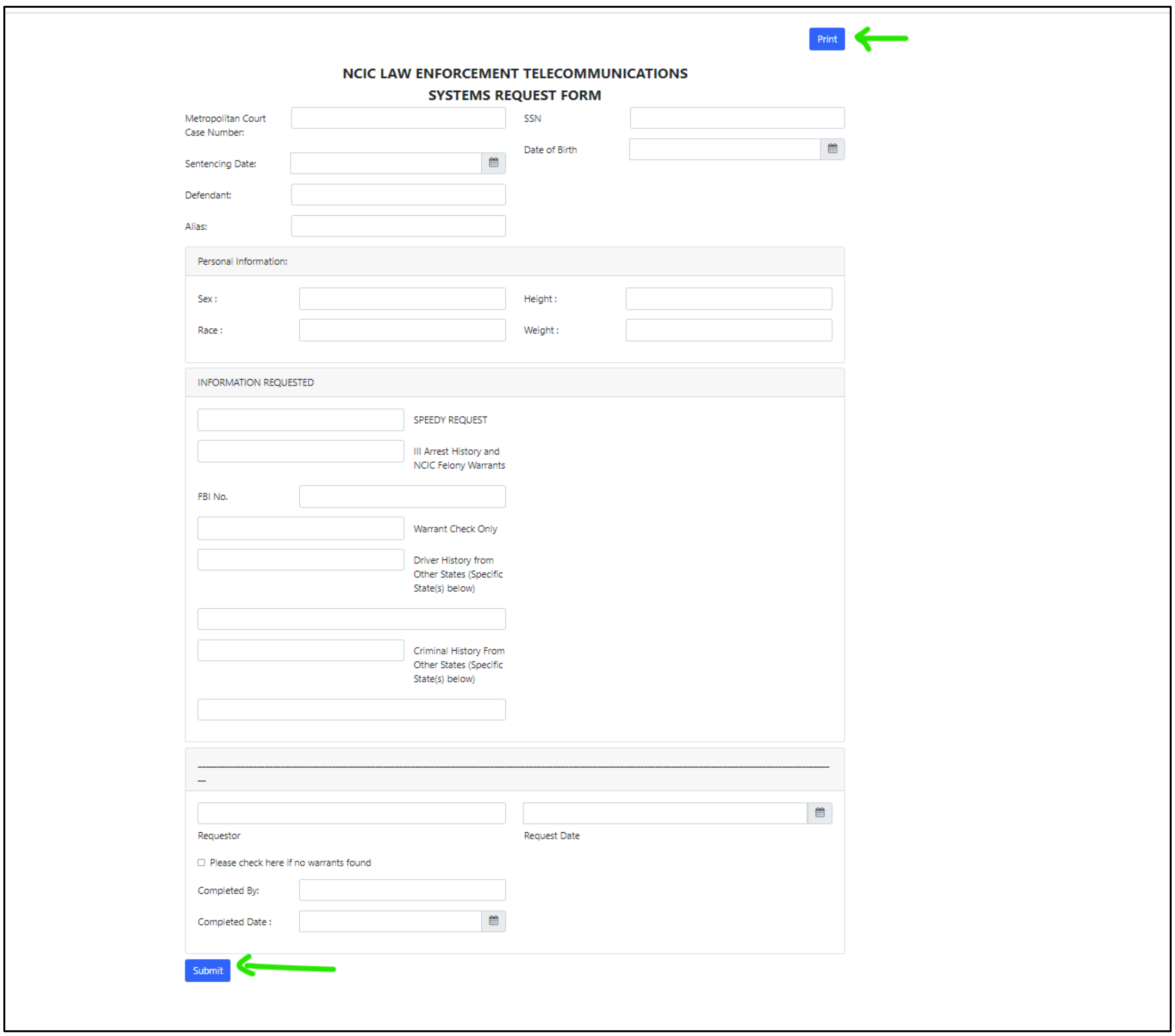
To add a new assessment simply click on “Add” Button. The below screen will appear where you can detail of the form and click on 'here'.



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

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

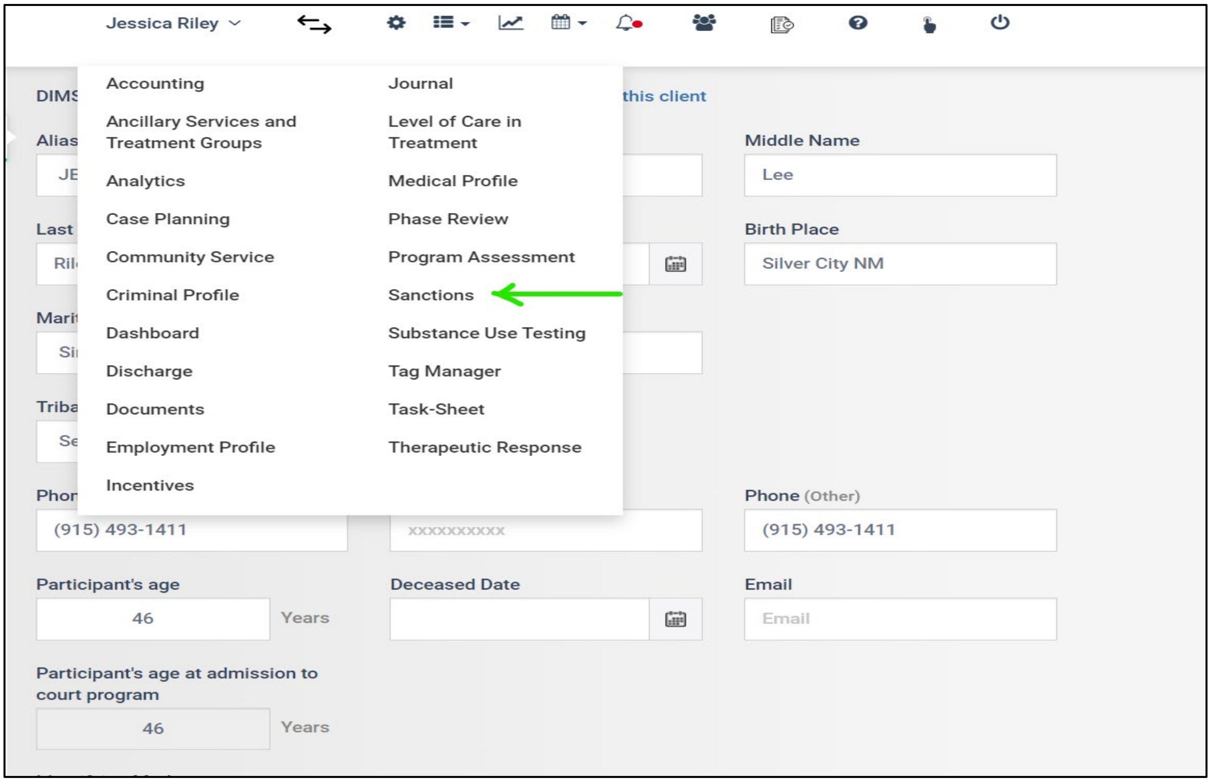




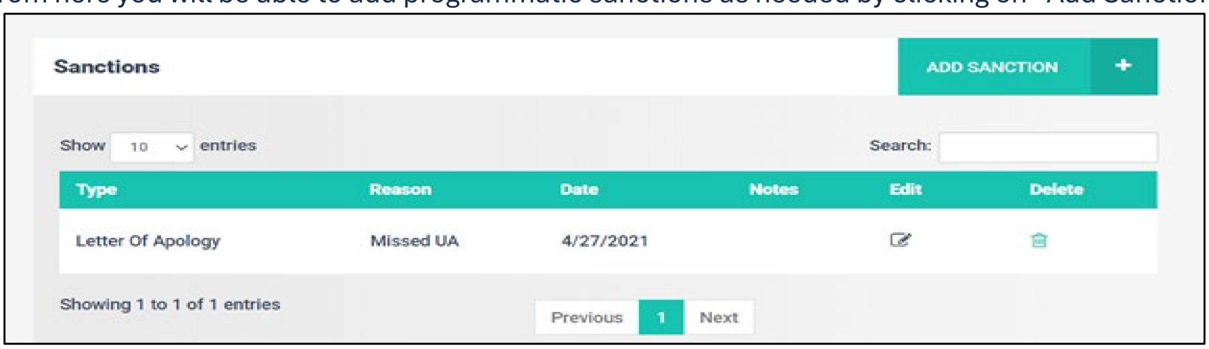
Note - Kindly note that Assessments/Screening added during induction will already be listed on the screen.

Sanction

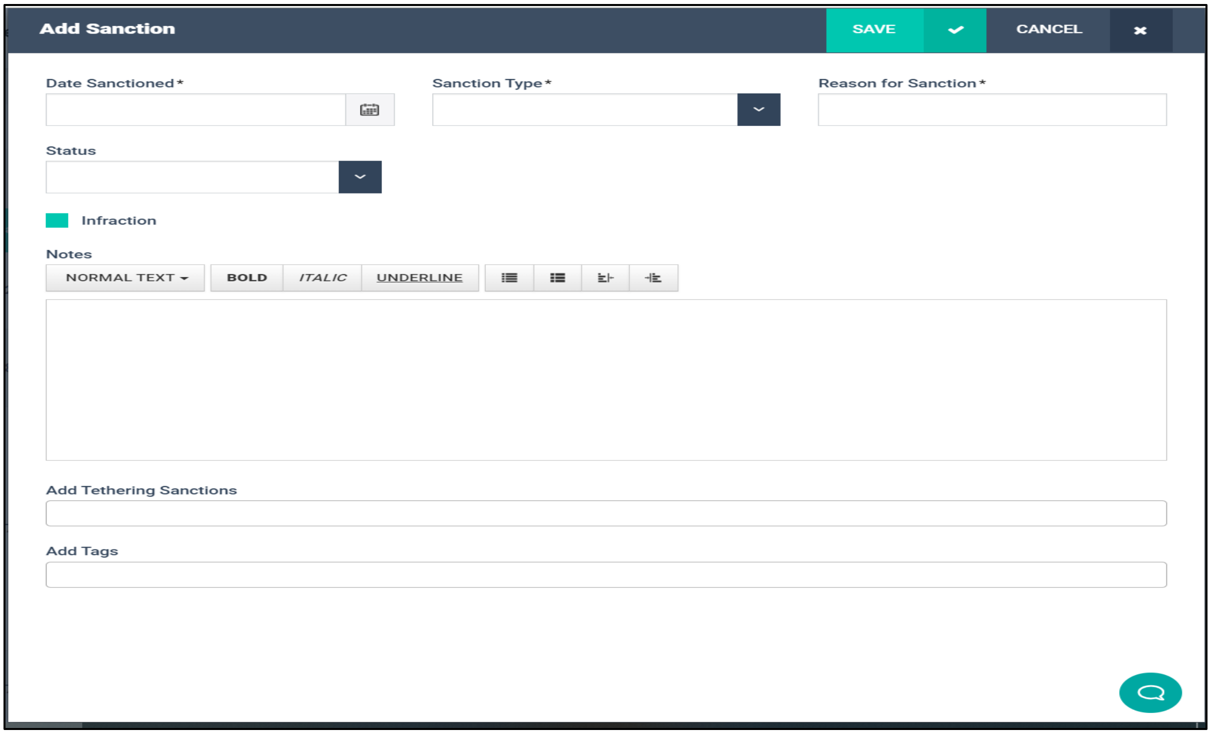
The next section is where you will be able to add Sanctions:



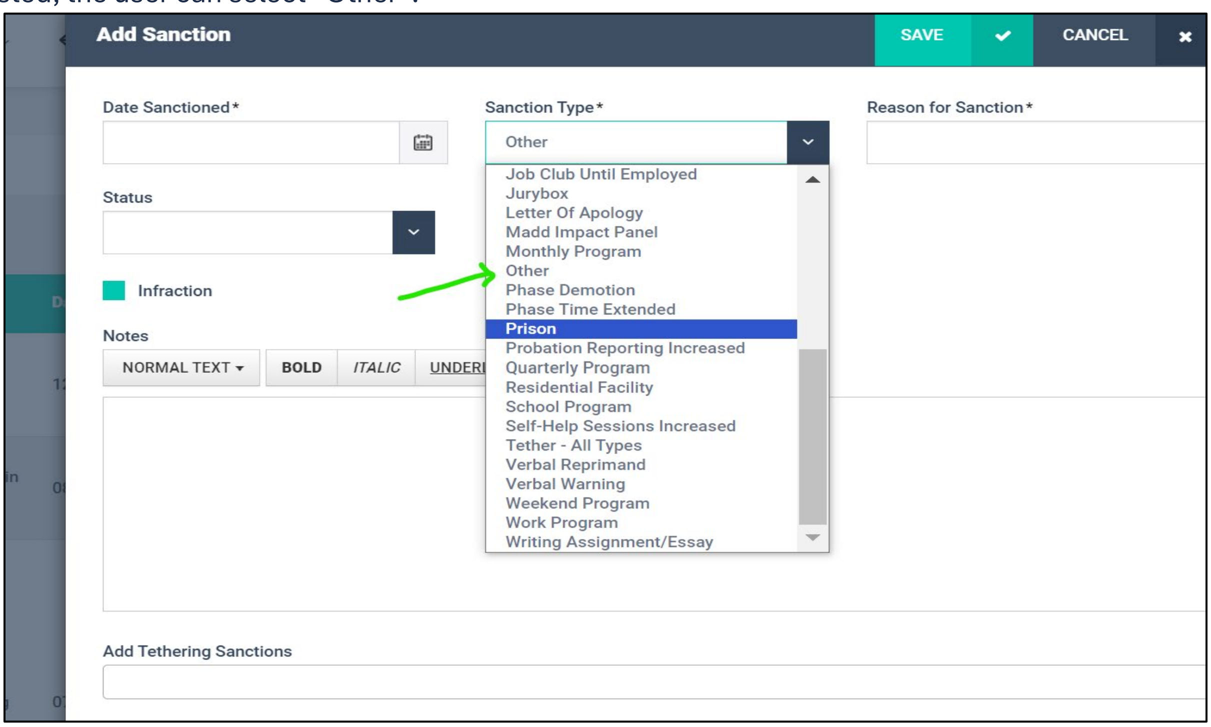
From here you will be able to add programmatic sanctions as needed by clicking on "Add Sanction:



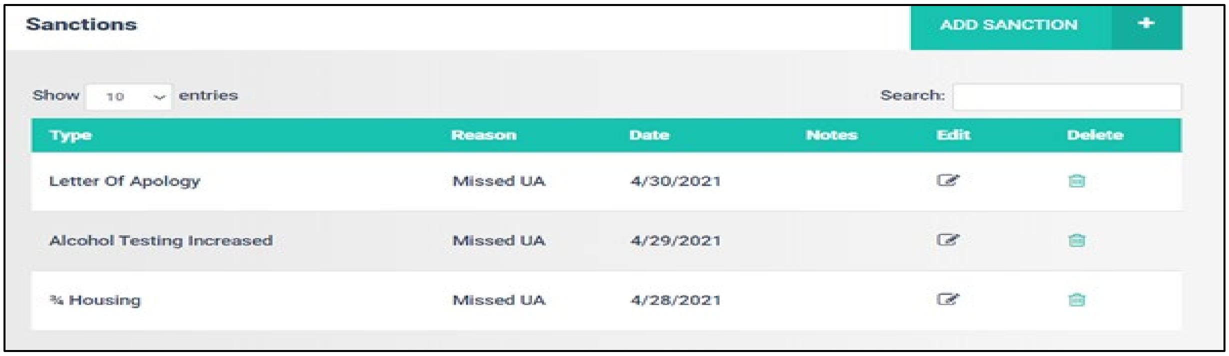
Then on the next screen, you will be able to details of the sanction like date of sanction, sanction type, reason, status, check box to indicate if the sanction was an infraction or not.



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



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

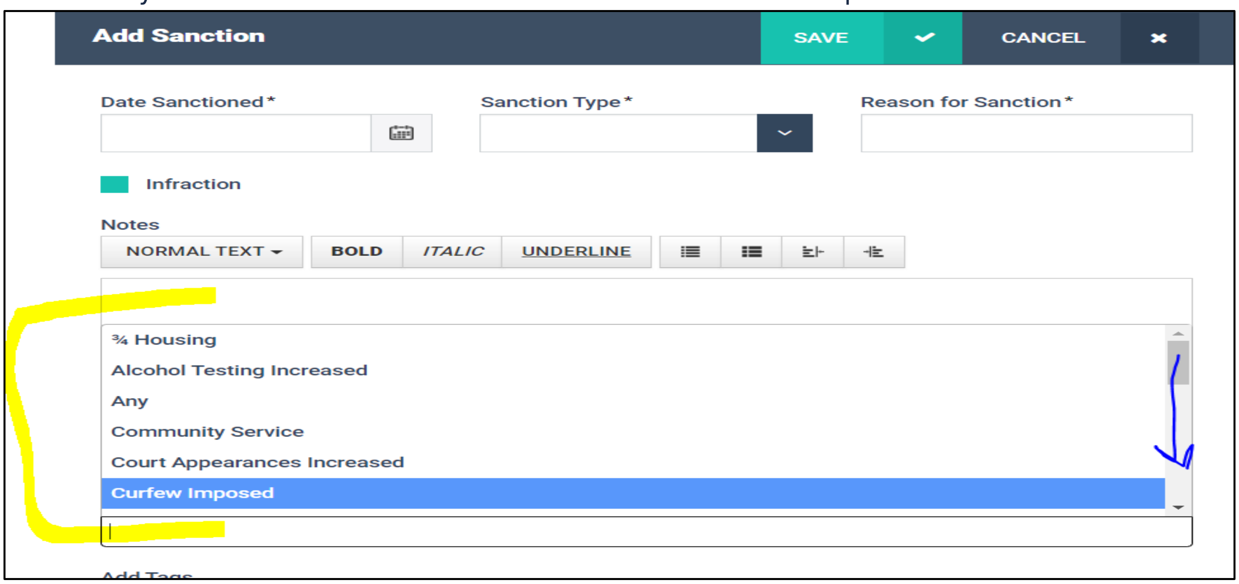


Sanctions — ADD SANCTION +

Show 10 entries — Search:

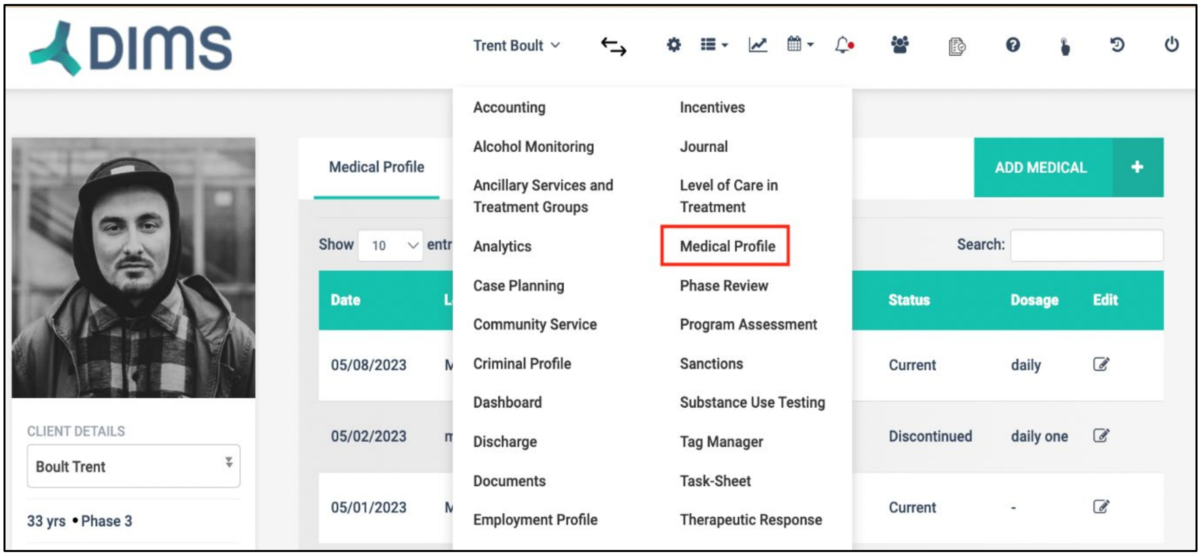
Type	Reason	Date	Notes	Edit	Delete
Letter Of Apology	Missed UA	4/30/2021			
Alcohol Testing Increased	Missed UA	4/29/2021			
¾ Housing	Missed UA	4/28/2021			

*Sanctions and incentives can also be seen in the “Client Analytics”, and the court total will be displayed in the Analytics for your court. Remember: You have to record Sanctions in order to calculate the Incentive/Sanction ratio.
There is also an option to select the sanction tethering in a dropdown. Under "Add Tethering Sanctions" you can select the sanctions to be tethered from the dropdown list.



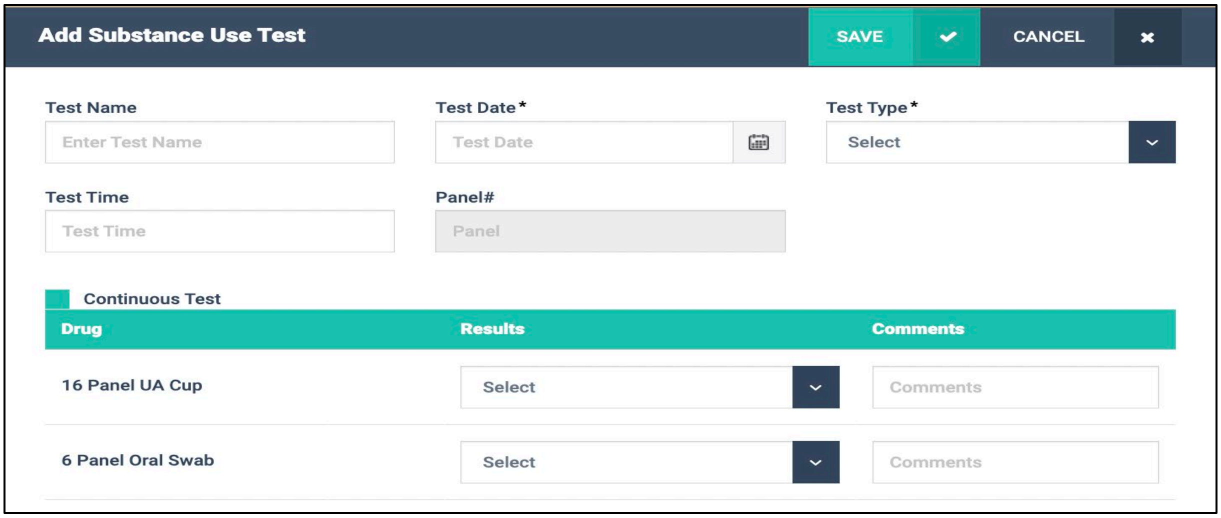
Substance Use Testing

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

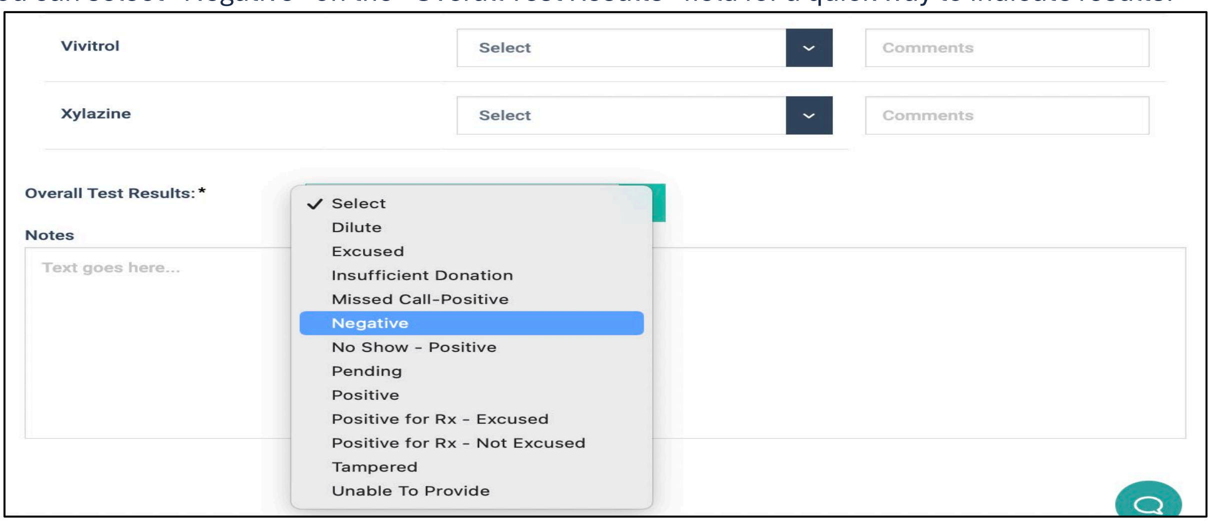


A screen like the one below will appear. The left section shows a summary of all test result types. The right section lists individual test results. To add a new result, click "Add Substance Use Test."

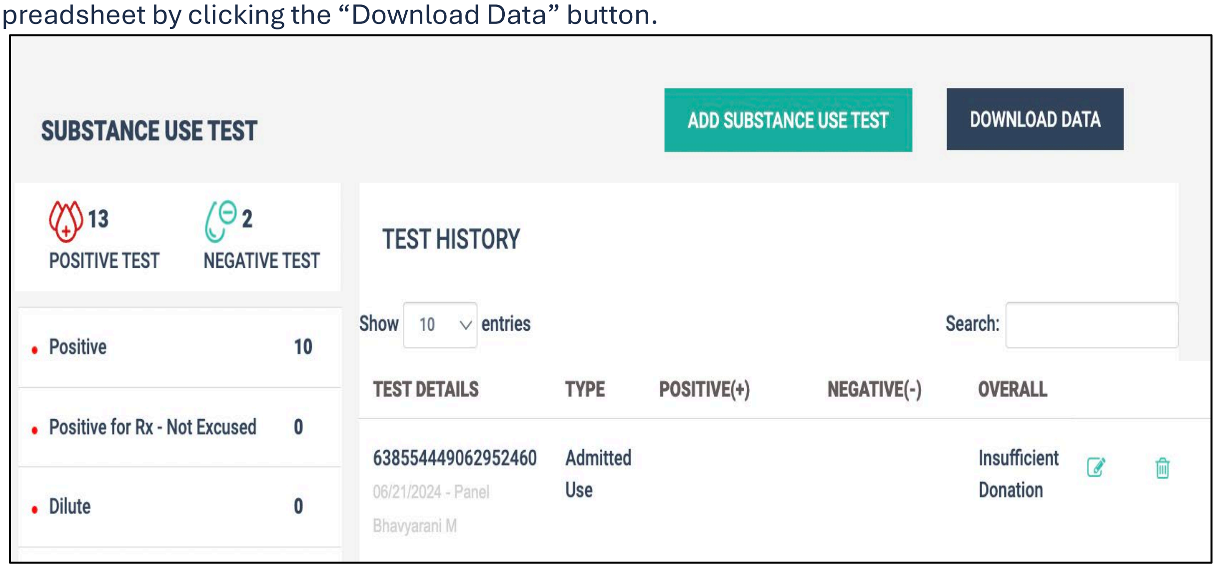
Complete the required questions.



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



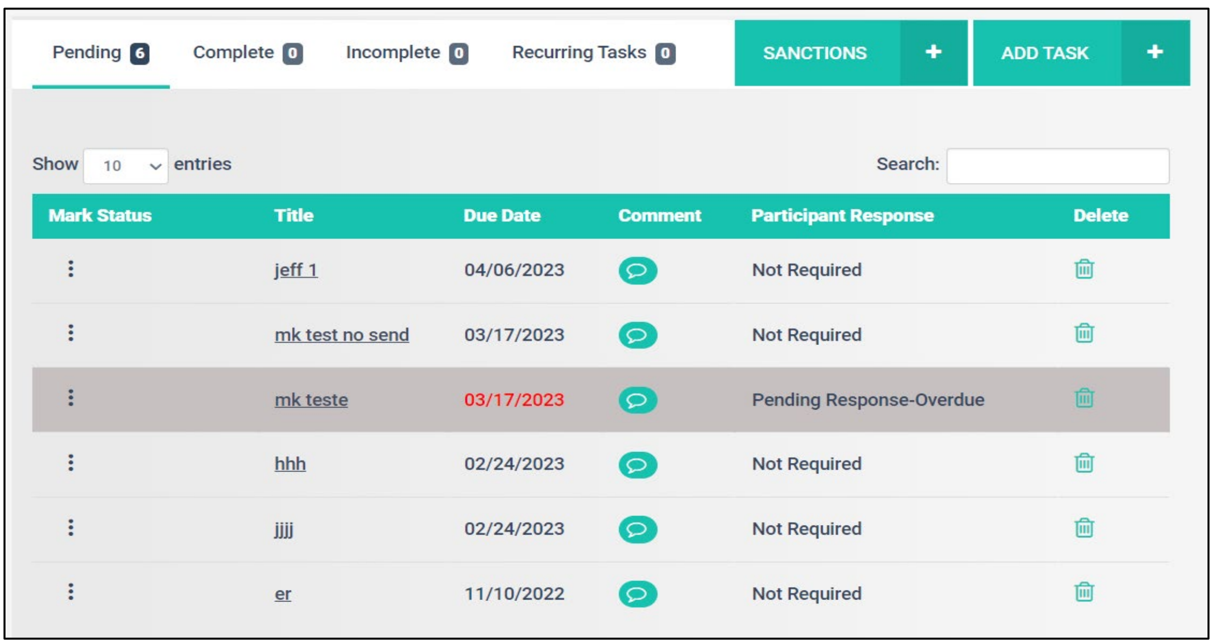
From the Substance Use Testing home screen, you can export individual client data into a spreadsheet by clicking the “Download Data” button.



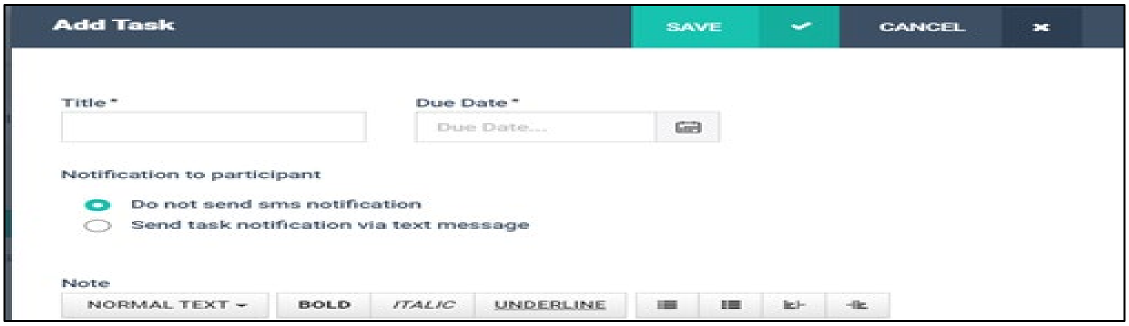
Task Sheet

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

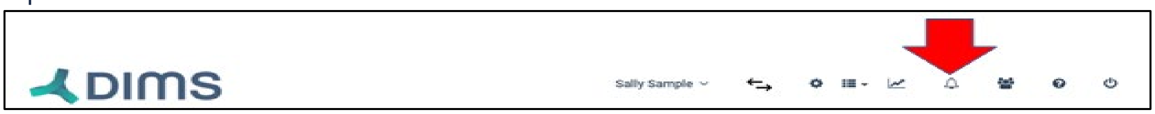
Then:



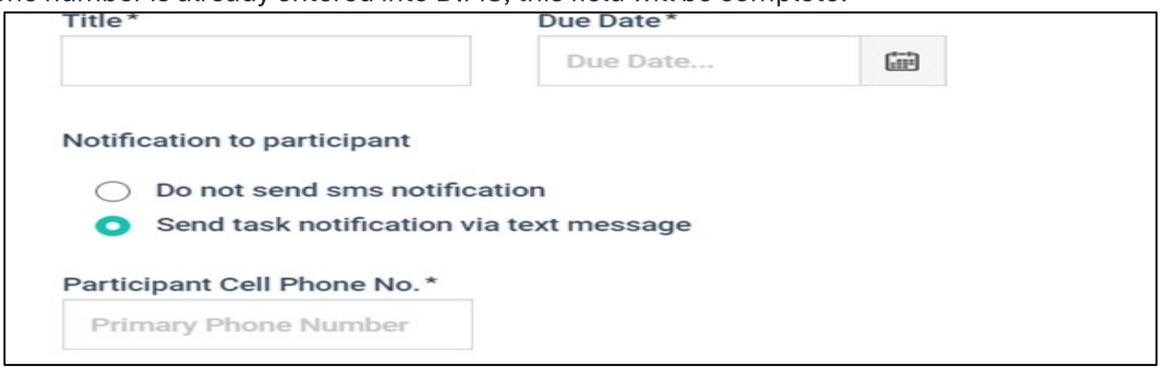
By clicking on "Sanctions" DIMS will take the user to the Sanction screen. Otherwise, the user can click on "Add Task" which will take the user to the following screen:



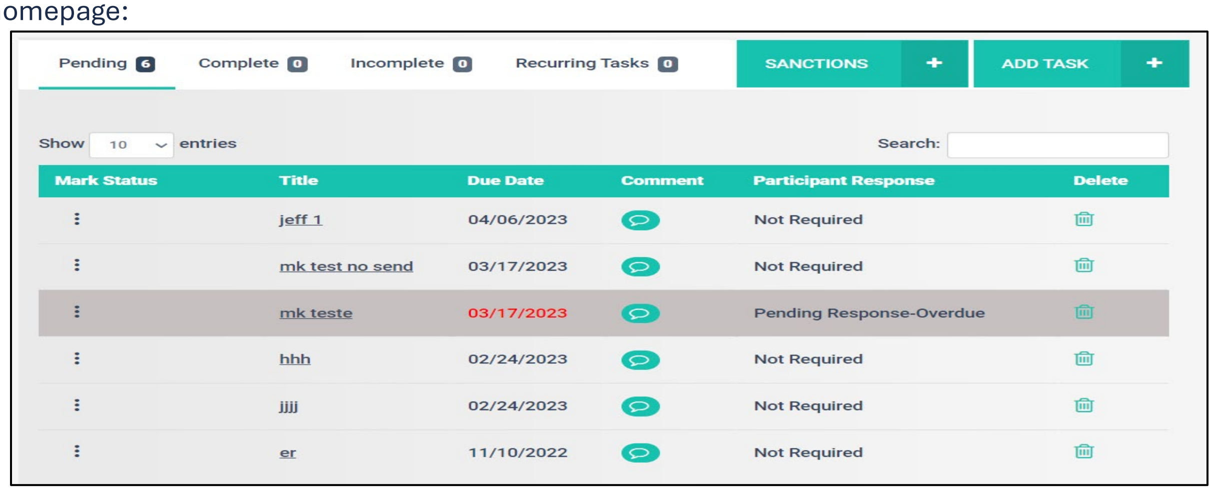
Please note that the user can add a title for the task, the due date, and notes. Tasks that are sent via SMS notification and who have the participant application can require the participant to respond. IF the client does not respond the user will receive an email from DIMS indicating this. Emails are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



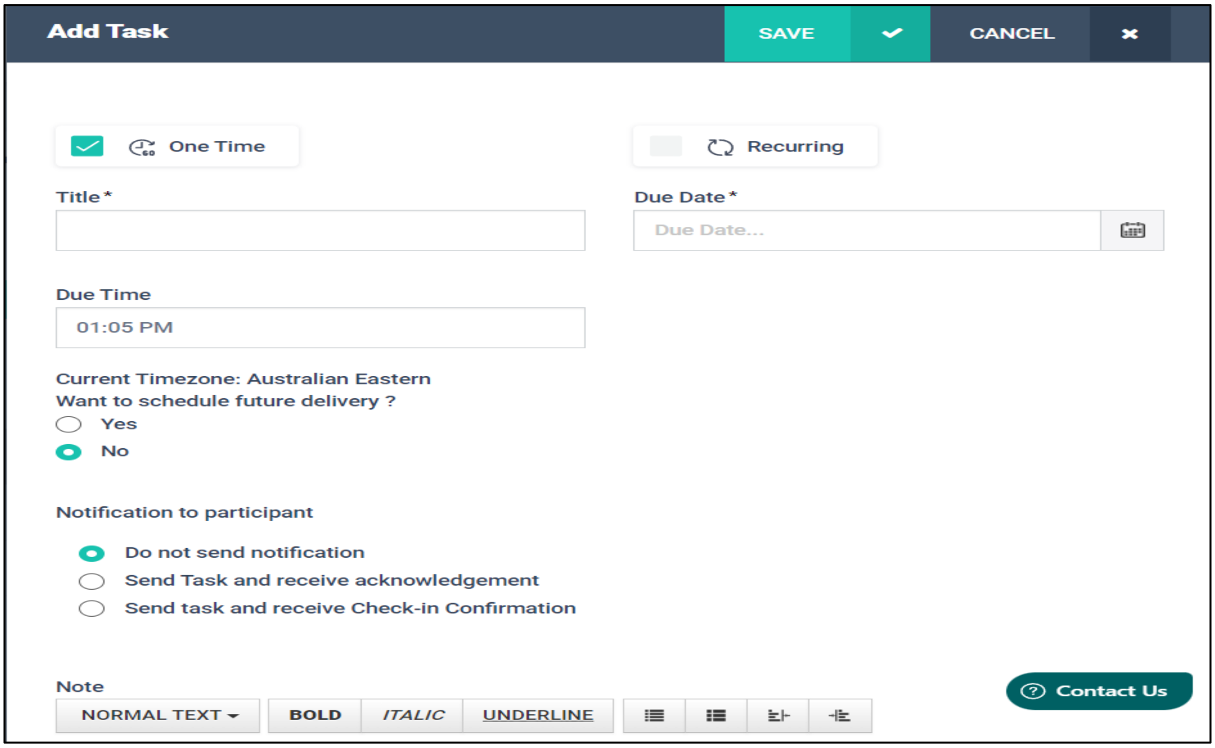
If the user chooses to send a task via a SMS notification, simply click on the “Send task notification via text message” button. A field where the client’s cellphone number will appear. If the client’s cell phone number is already entered into DIMS, this field will be complete:



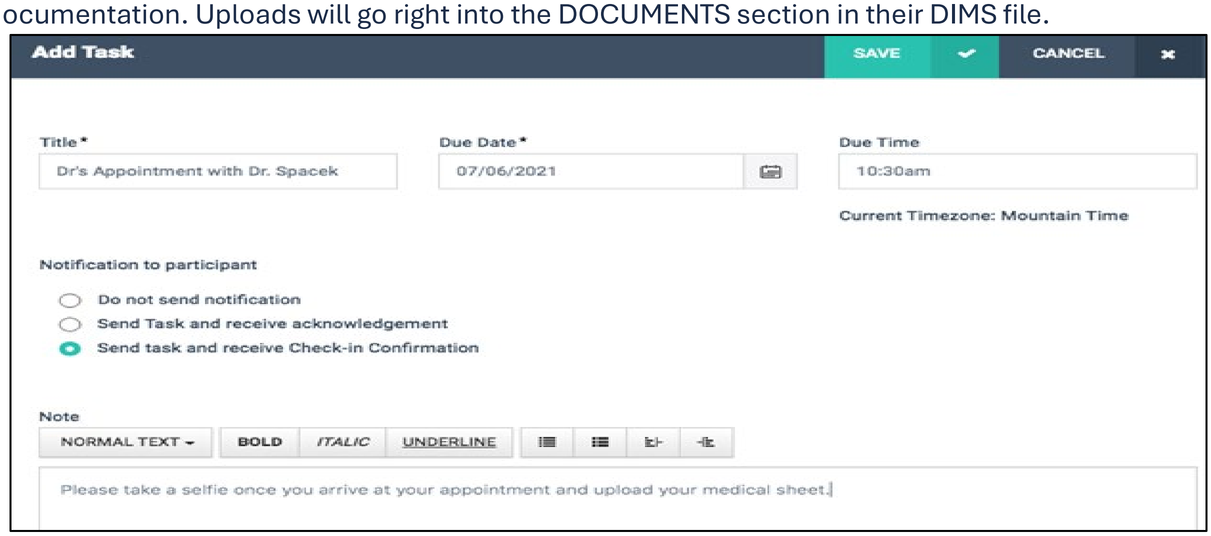
Once complete, hit “Save” at the top of the screen and DIMS will take you to the Task-Sheet homepage:



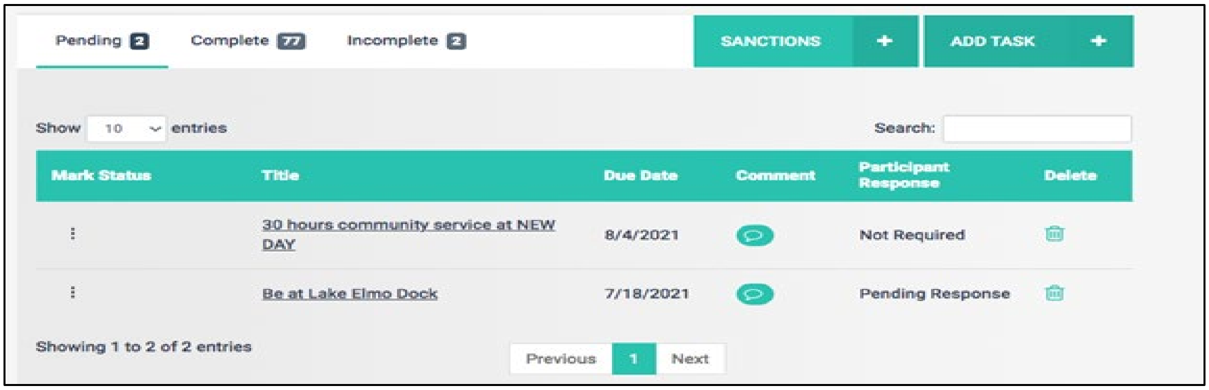
For Participants who are on the DIMS APP and who have a smart phone, the Task-Sheet is a marvelous tool for communication between the Court and your participants. You have the ability to send Tasks and reminders. You can also ask the Participant to "acknowledge" the Task once it's delivered to their phone.



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



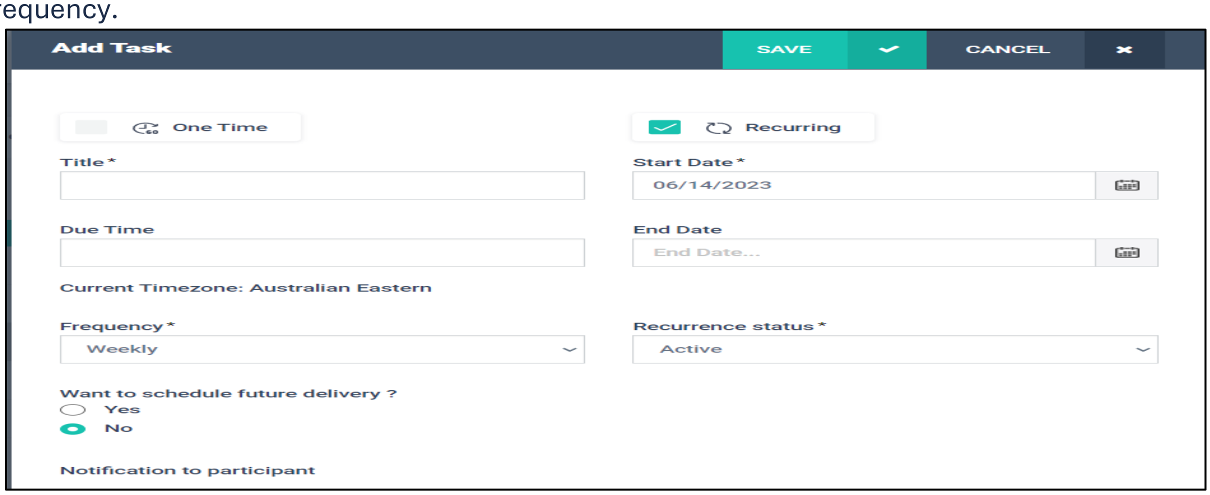
Once assigned, the tasks will appear in the Task-Sheet homepage.



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

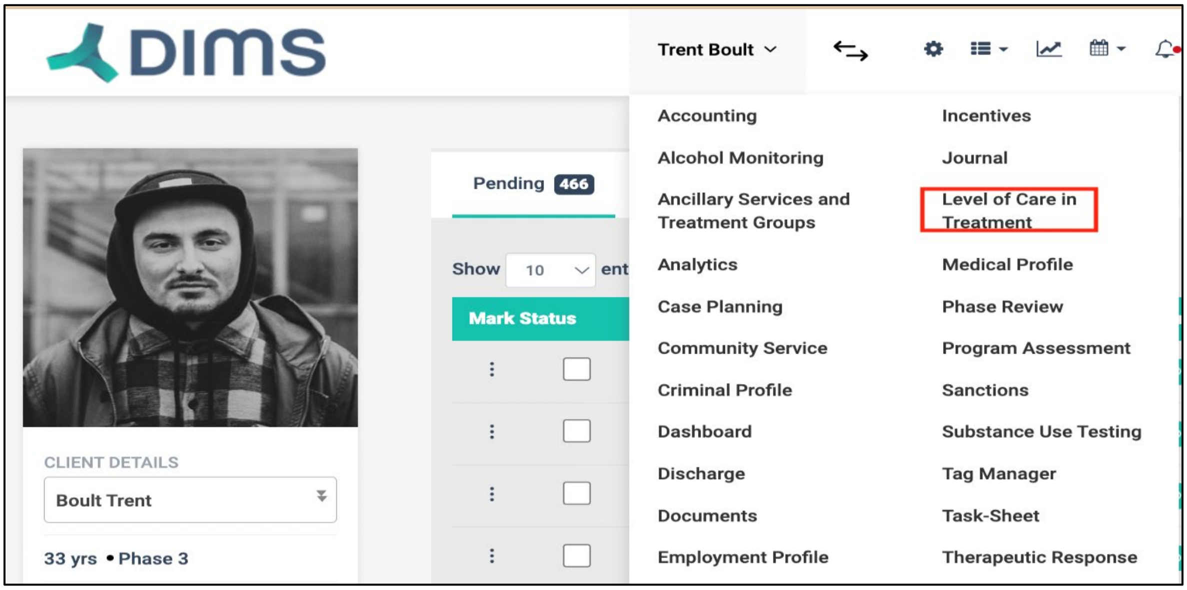
The tasks are sorted at the top of the screen by pending, complete, and incomplete depending on if the client completed the task or not:

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

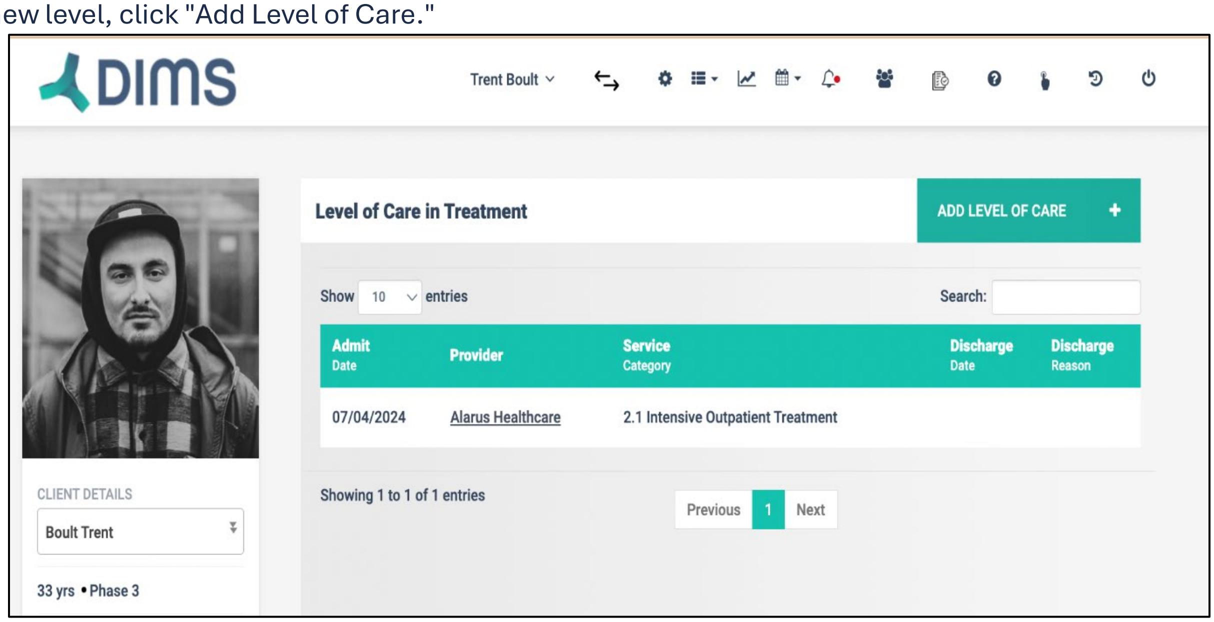


Level of Care in Treatment

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

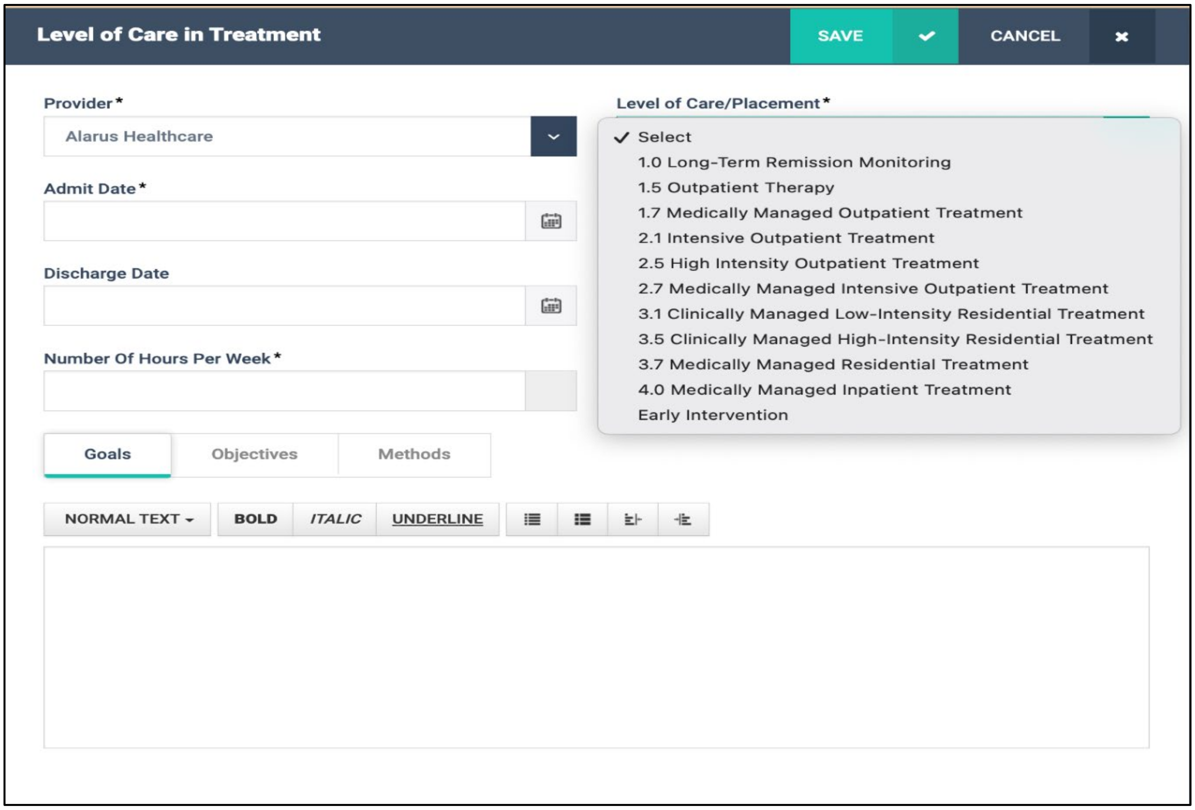


The following screen will appear, displaying admission date, service, and provider details. To add a new level, click "Add Level of Care."



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

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

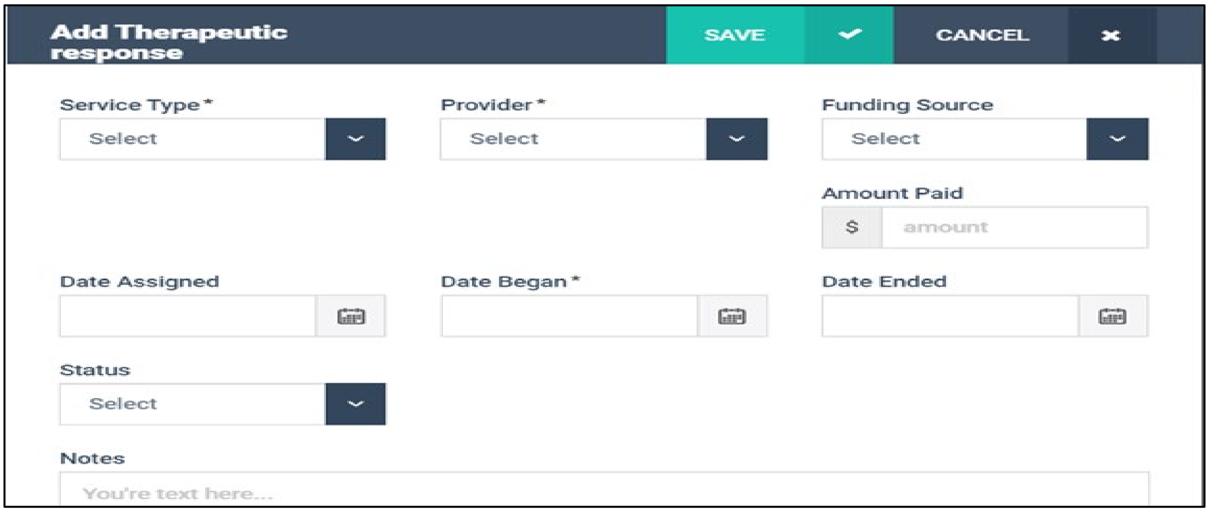


Therapeutic Response

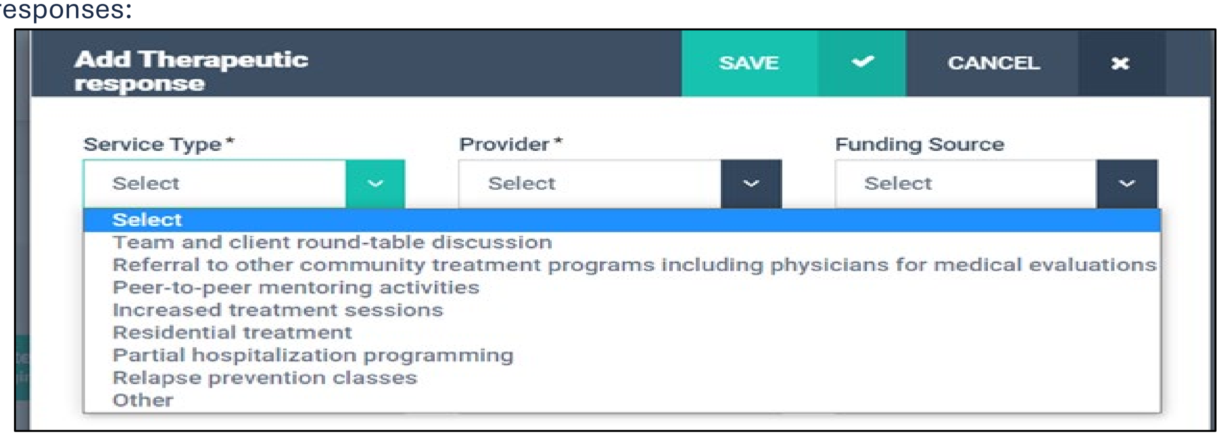
Part of Best Practices in treatment courts is not to identify a treatment response to relapse as a Sanction. For this reason, DIMS added Therapeutic Responses. It’s important to record these responses in addition to Sanctions/Incentives.

Then:

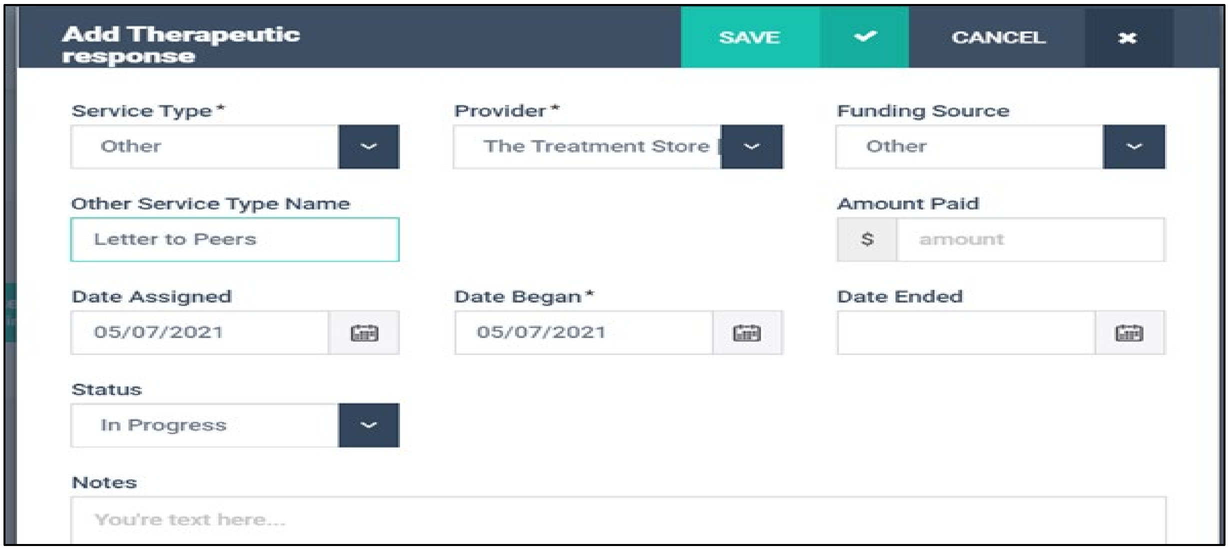
Click on “Add Therapeutic Response” to continue:



Please note that when you click on “Service Type” DIMS has a pre-selected list of therapeutic responses:



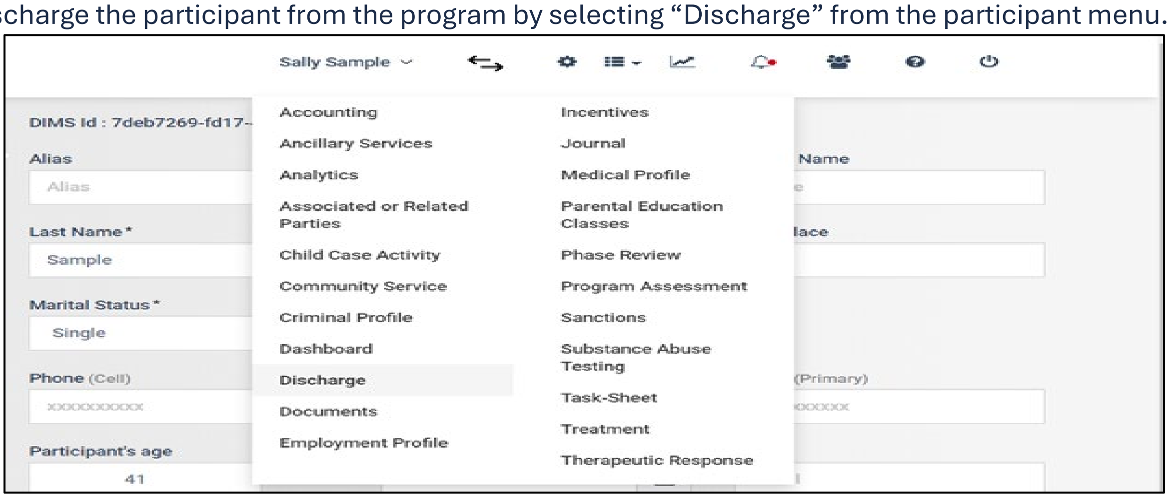
If the desired response is not listed, the user can pick “Other”, and a separate field will pop up where the user can enter this information:



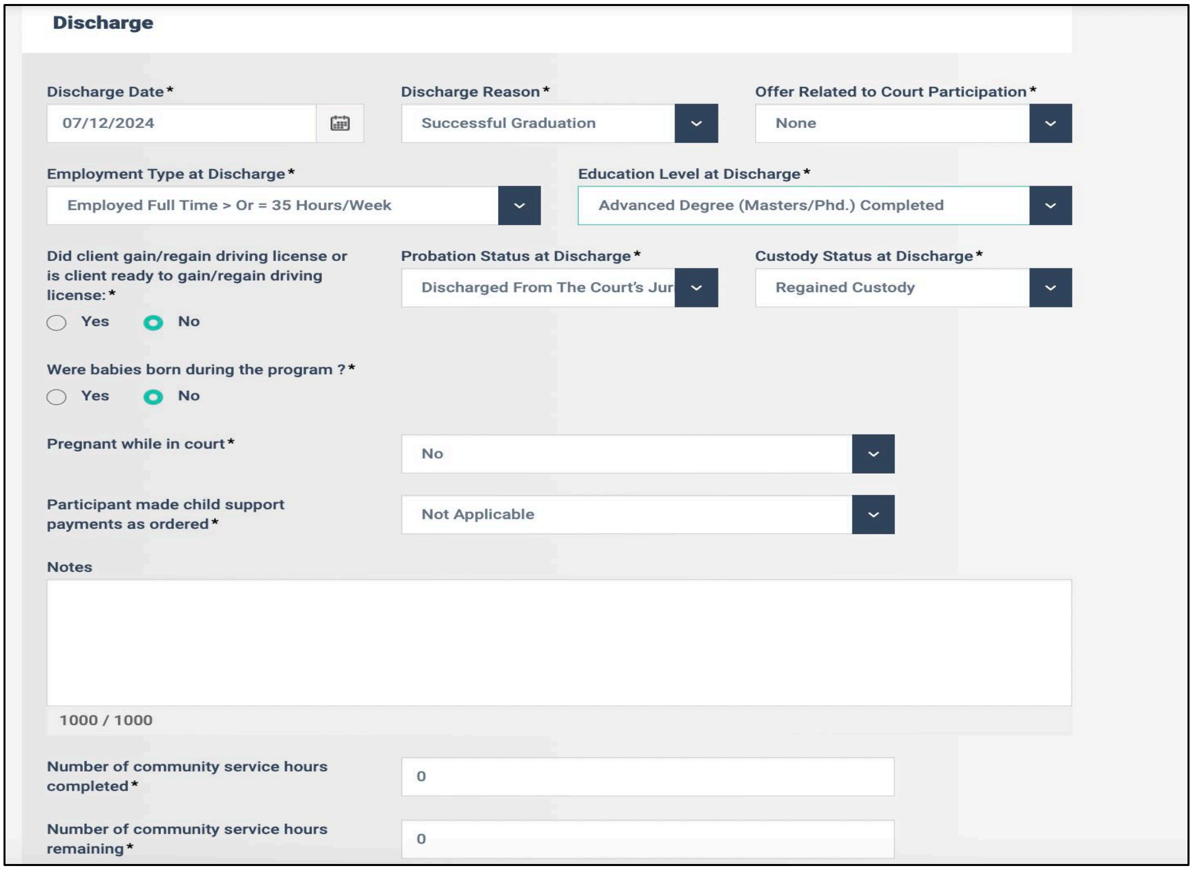
Once all required information is entered the user can click “Save”:

Discharge

Discharge the participant from the program by selecting “Discharge” from the participant menu.



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



Discharge

Discharge Date* 07/12/2024

Discharge Reason* Successful Graduation

Offer Related to Court Participation* None

Employment Type at Discharge* Employed Full Time > Or = 35 Hours/Week

Education Level at Discharge* Advanced Degree (Masters/Phd.) Completed

Did client gain/regain driving license or is client ready to gain/regain driving license:* Yes No

Probation Status at Discharge* Discharged From The Court's Jur

Custody Status at Discharge* Regained Custody

Were babies born during the program ?* Yes No

Pregnant while in court* No

Participant made child support payments as ordered* Not Applicable

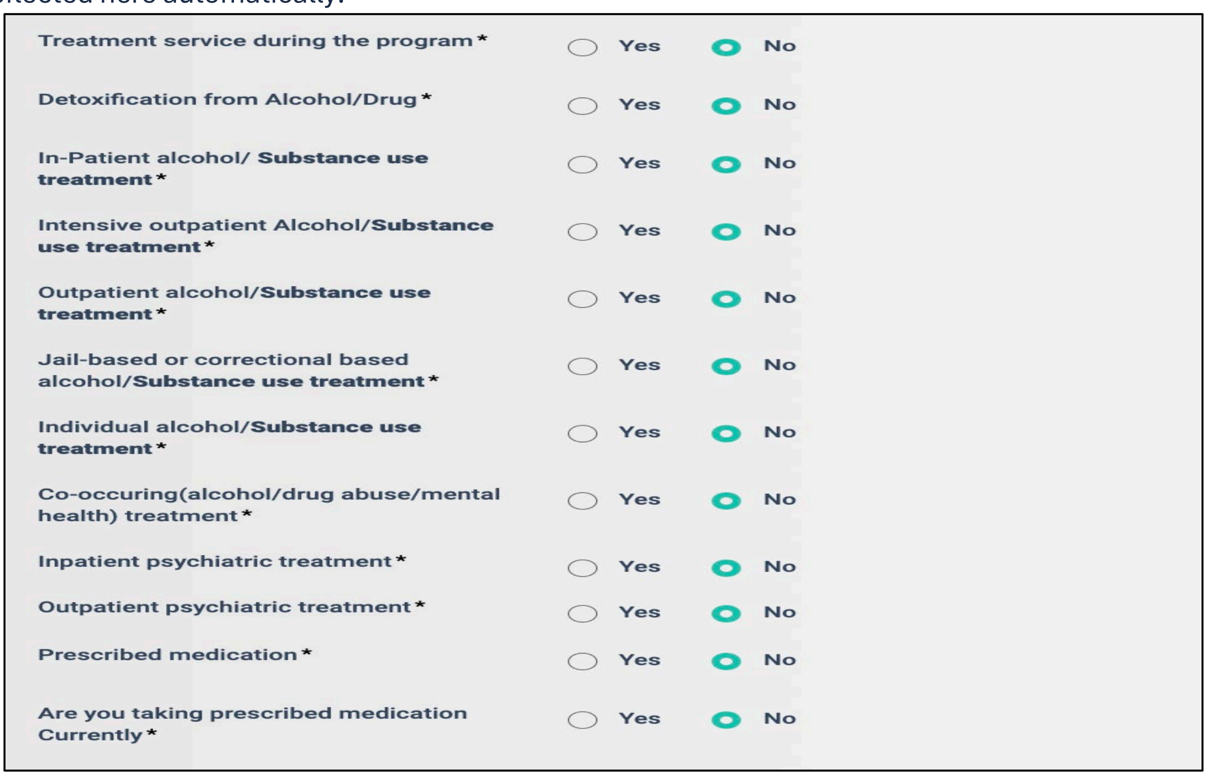
Notes

1000 / 1000

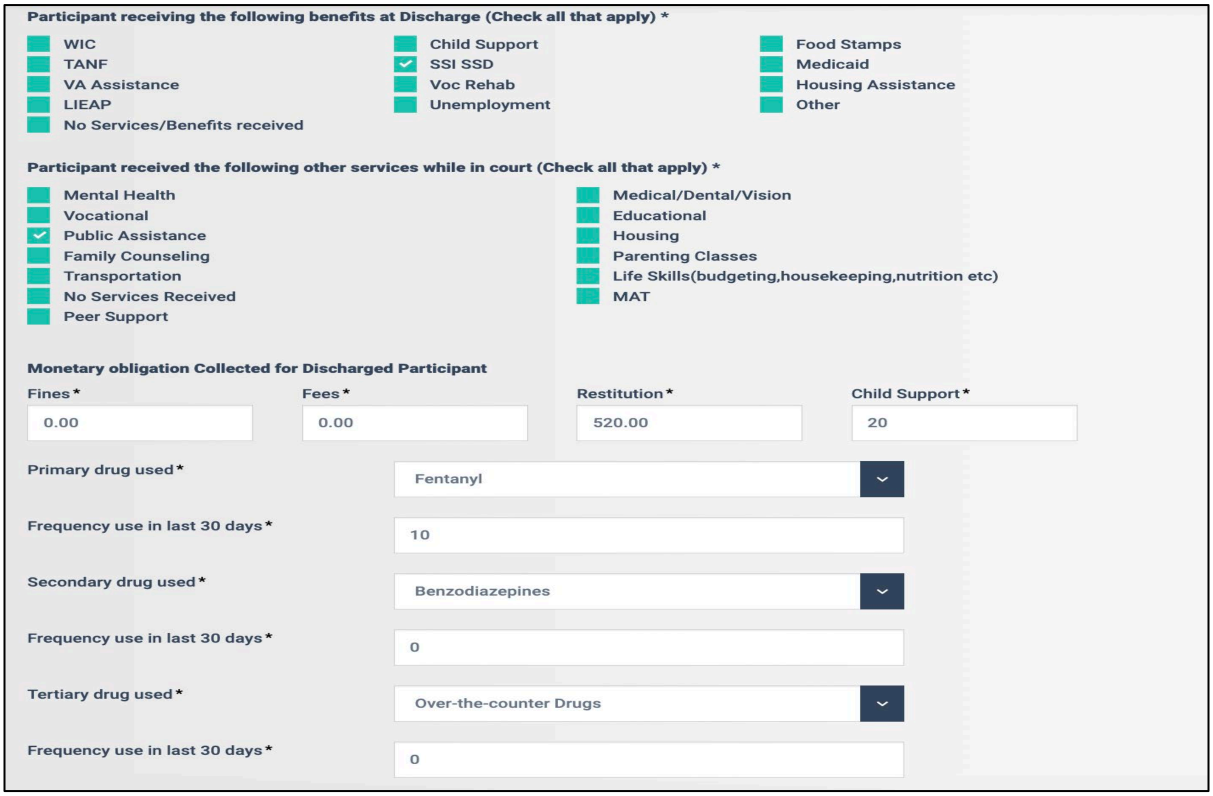
Number of community service hours completed* 0

Number of community service hours remaining* 0

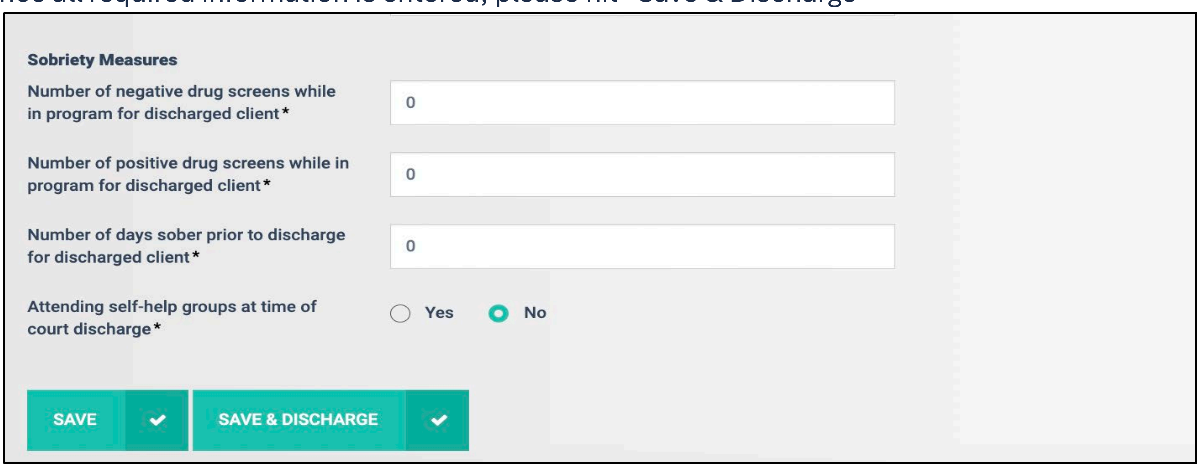
Please note that community service, and drug screening information, if entered in DIMS, will be reflected here automatically:



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

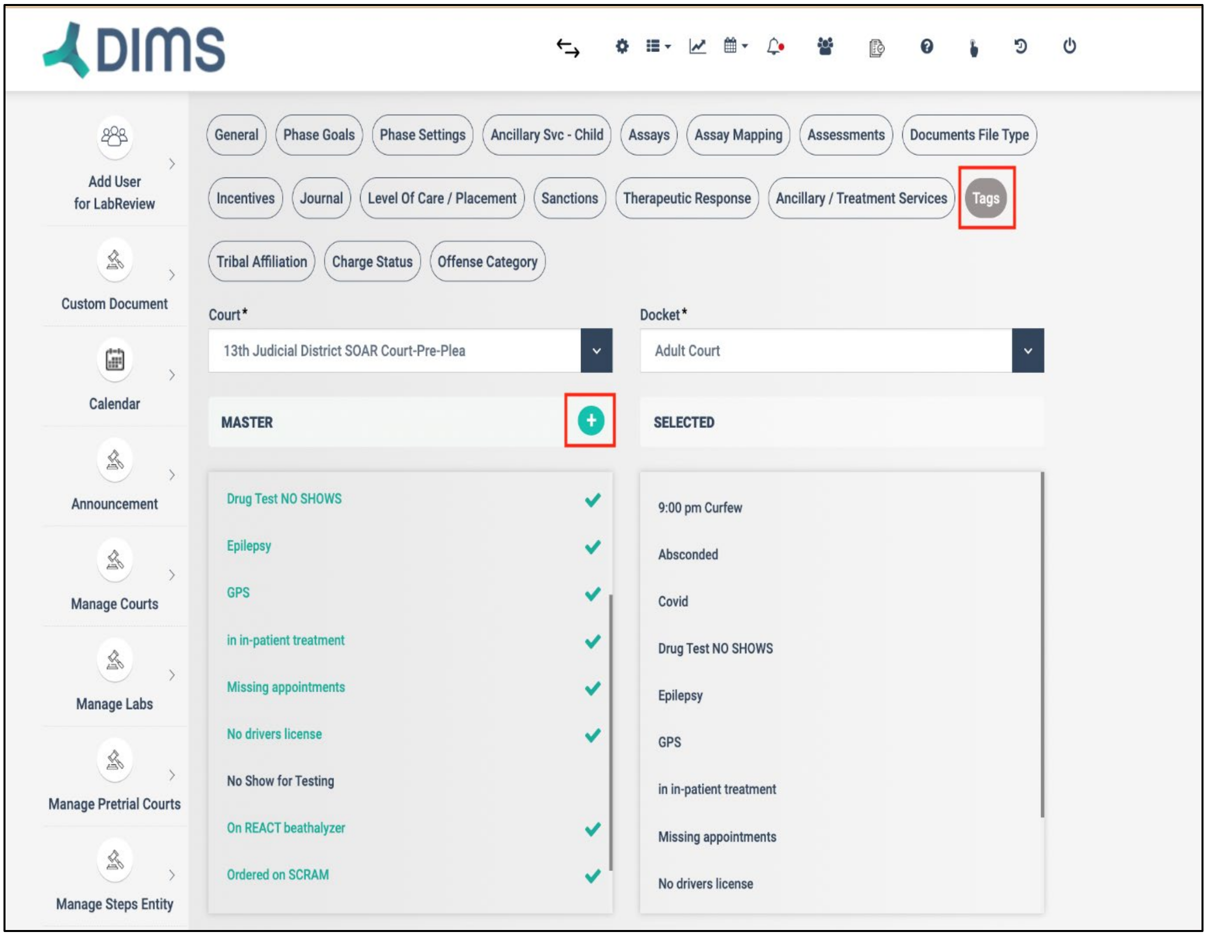


Once all required information is entered, please hit “Save & Discharge”

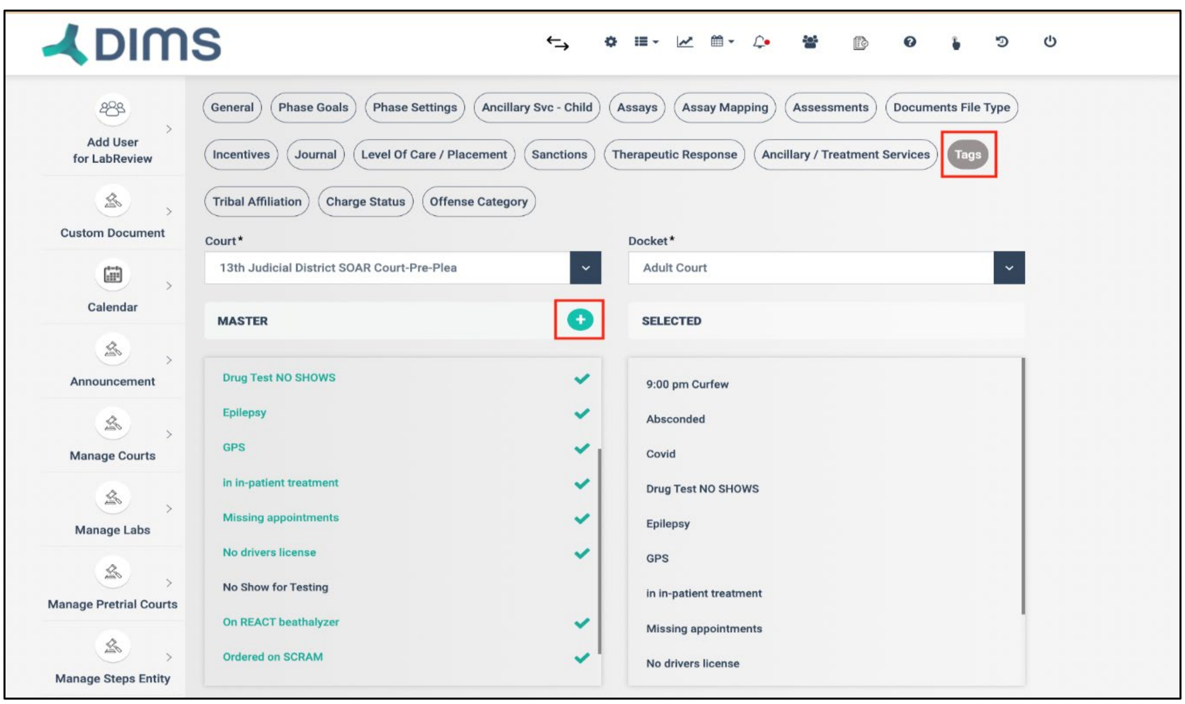


Using Tags

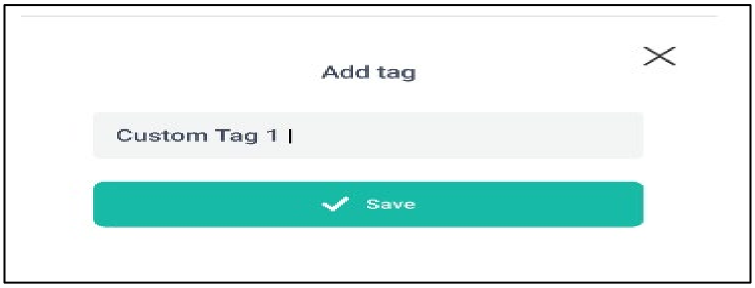
The Court Admin can add the tags that they want for their Court from the System Settings by clicking on tags :



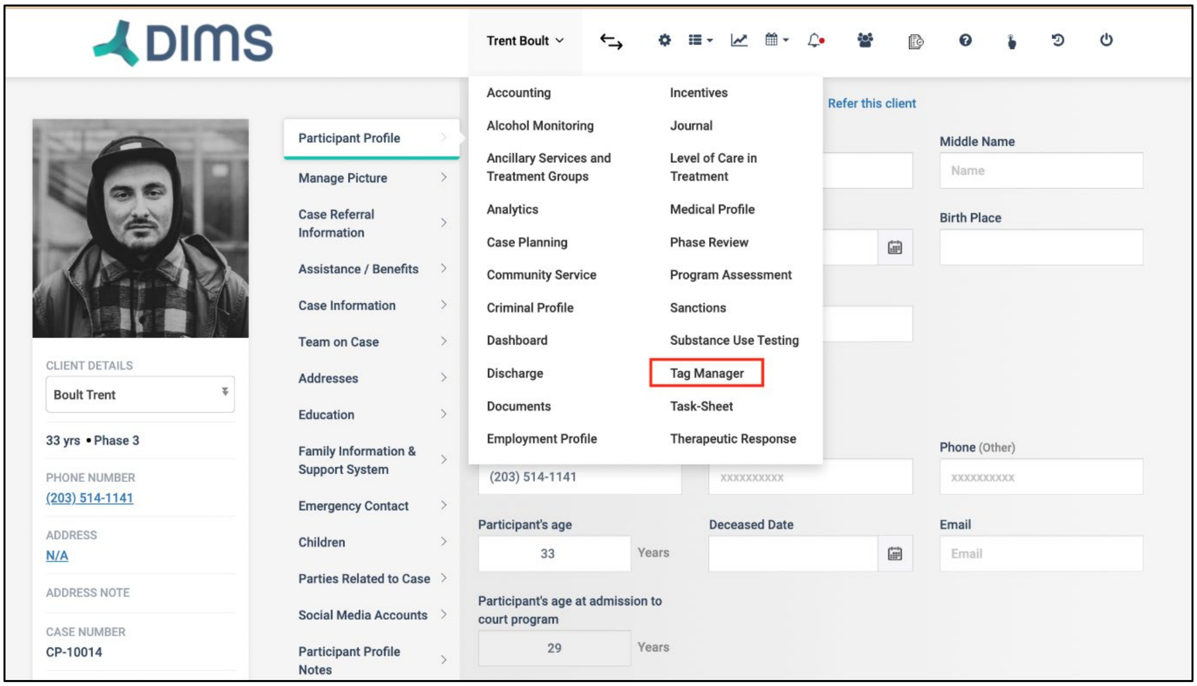
Tags can be added ONLY by the Court Admin by clicking on the '+' sign next to the Master List



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

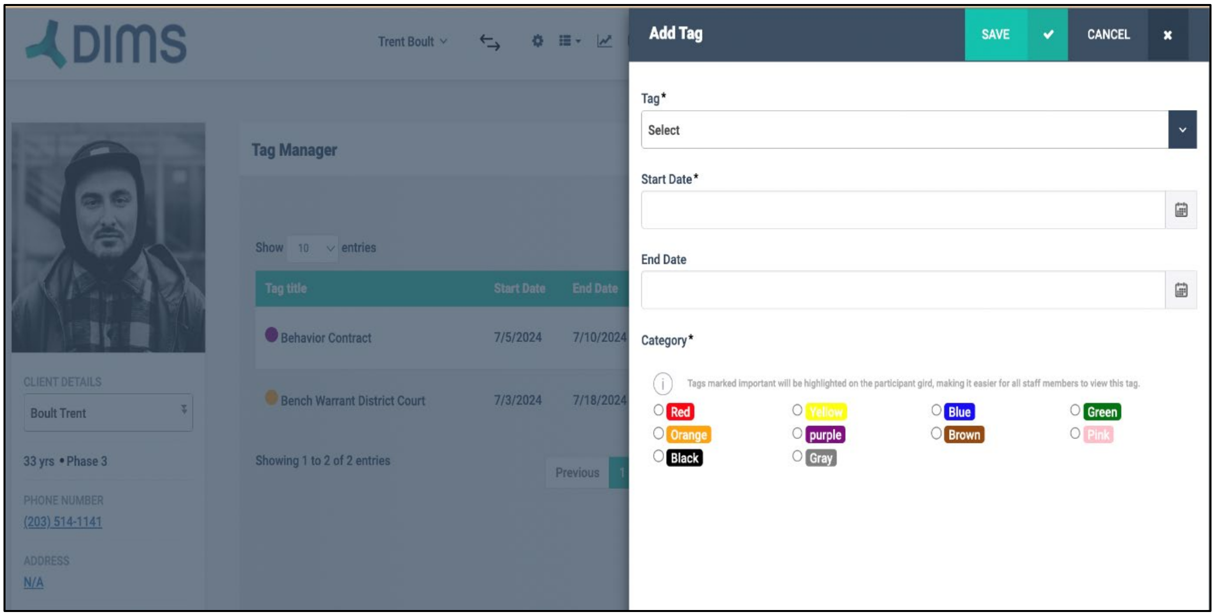


Duplicate entries / tags with same names cannot be added into the system.
Once added into the Selected List from the Master List, the tags can then be used to tag a current participant under Tag Manager

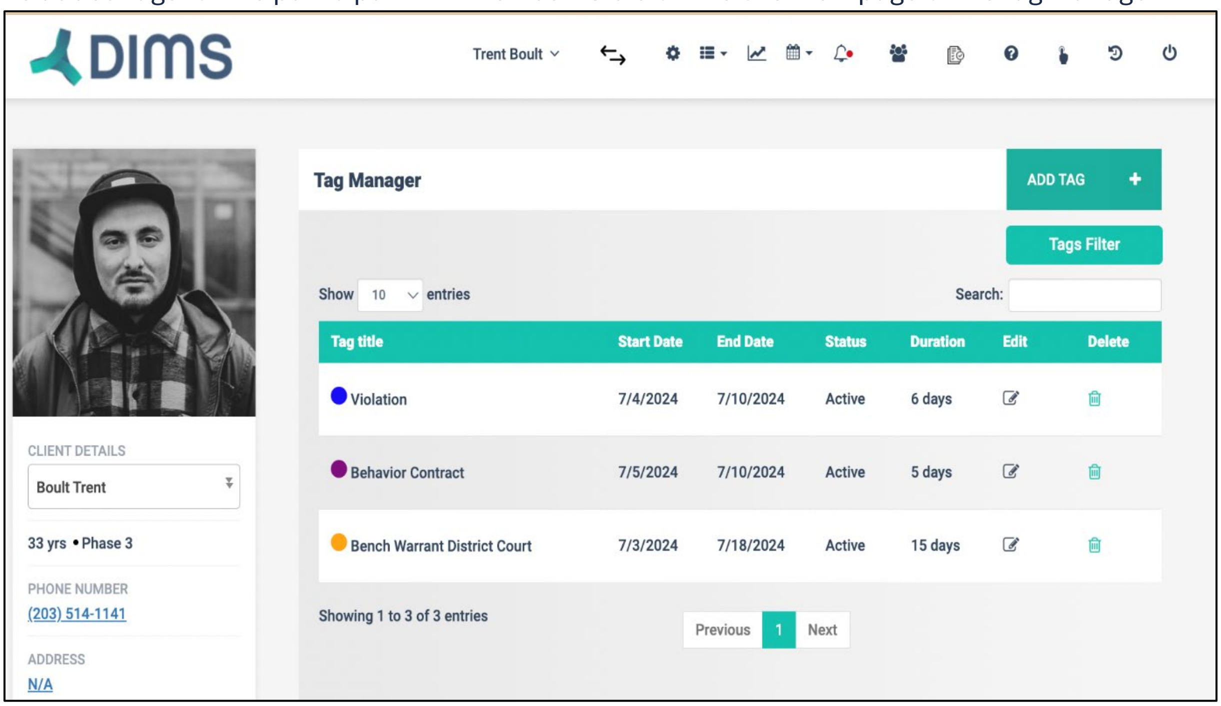


When you go to the tag manager page and click on the "Add Tag" button you can add tags to the participant along with following data :

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



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

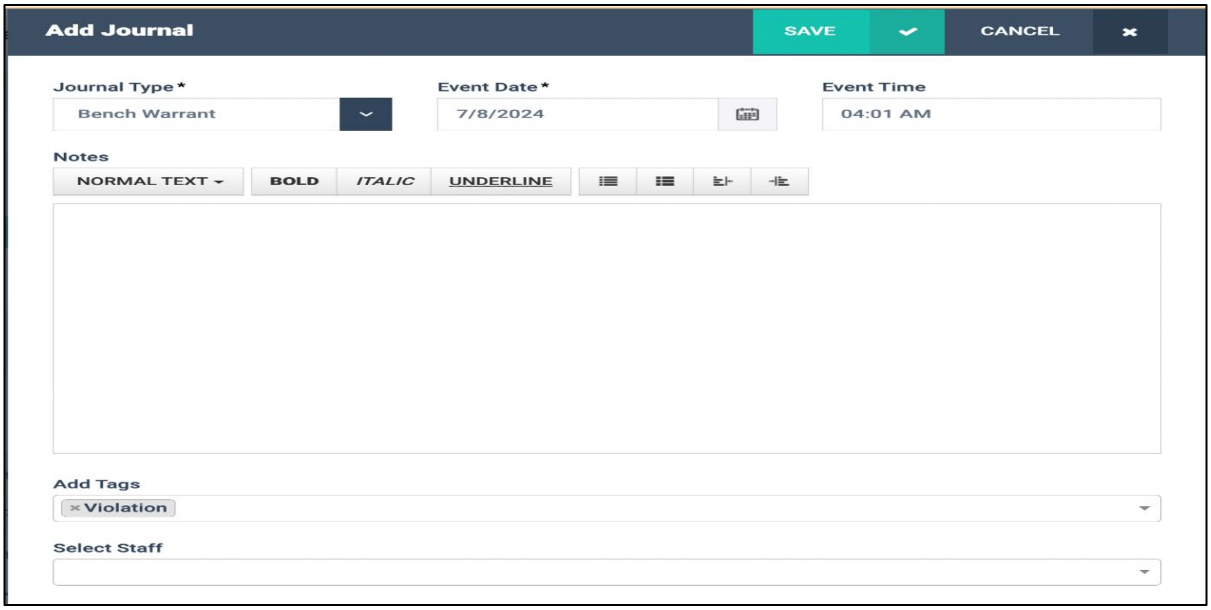


Tags can also be added to the following:

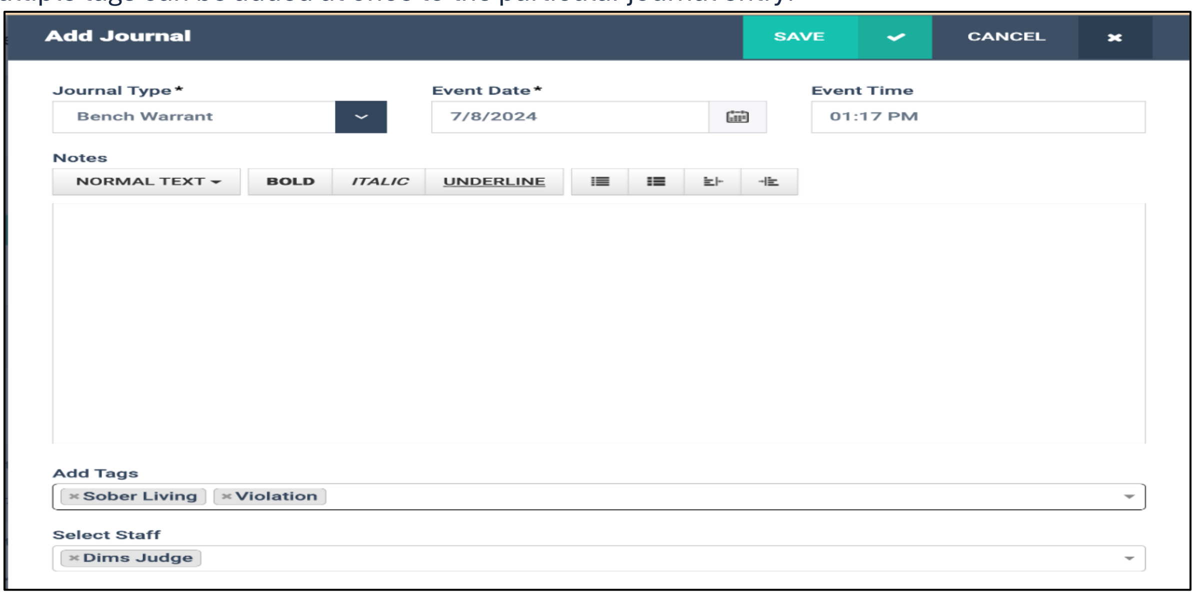
Ancillary Services Incentives Journals Sanctions Task-sheet

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

Click on Add Tag field to add tags.

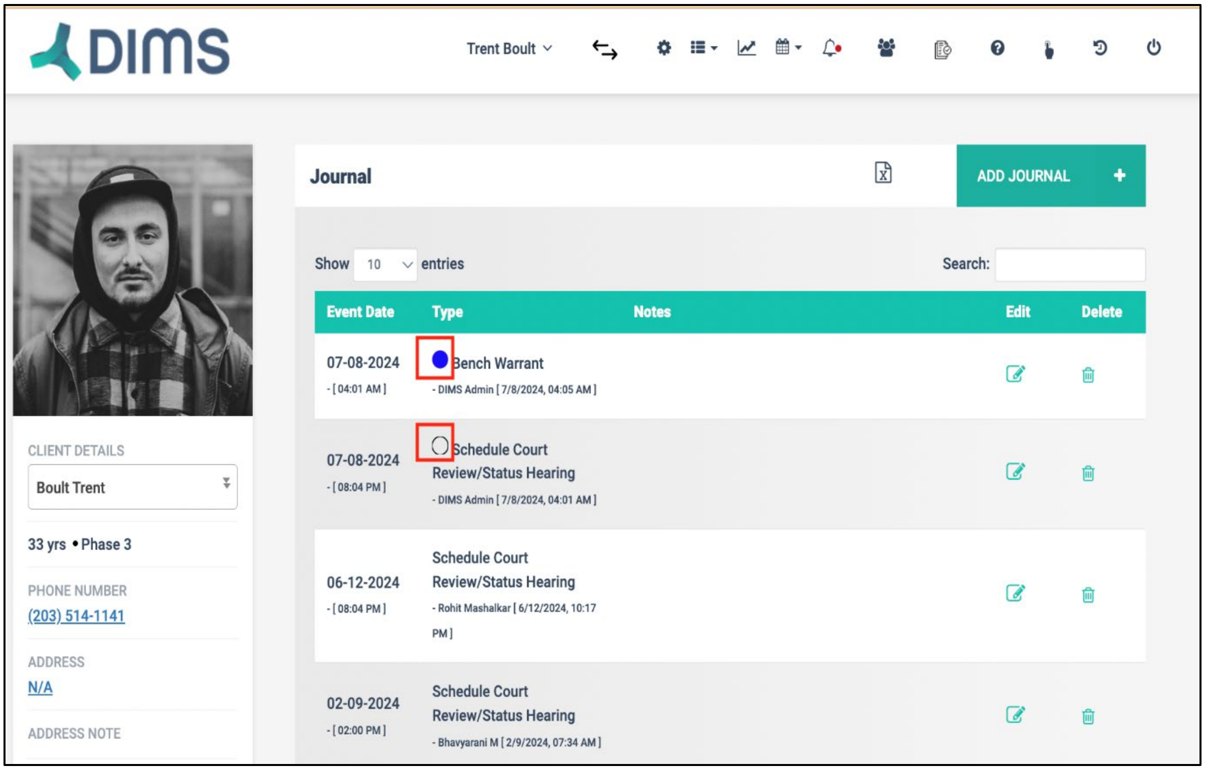


Multiple tags can be added at once to the particular journal entry.



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

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

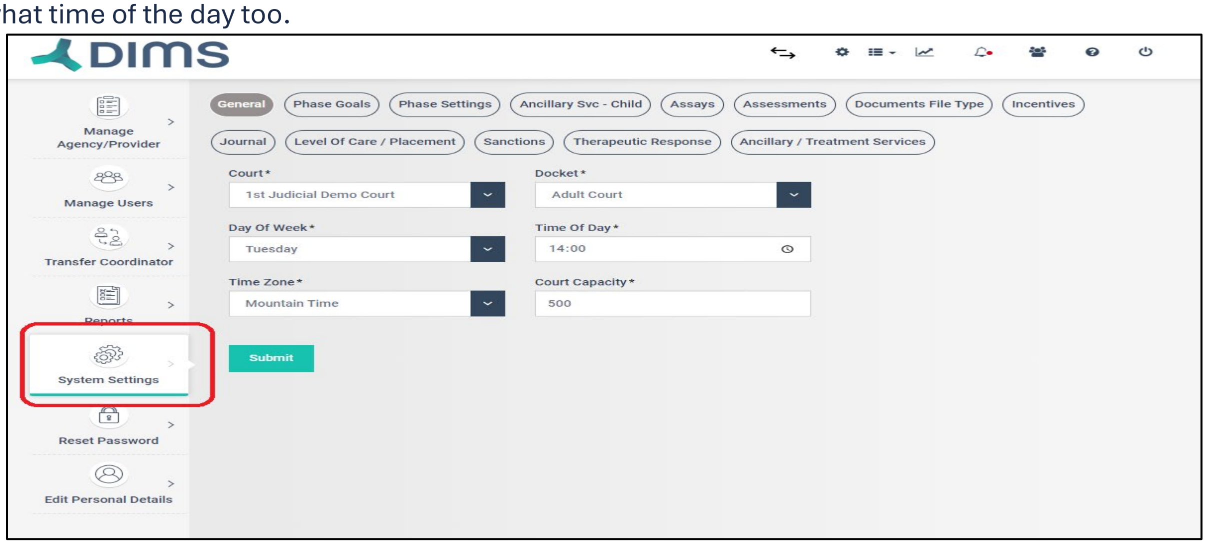


Settings

System Settings

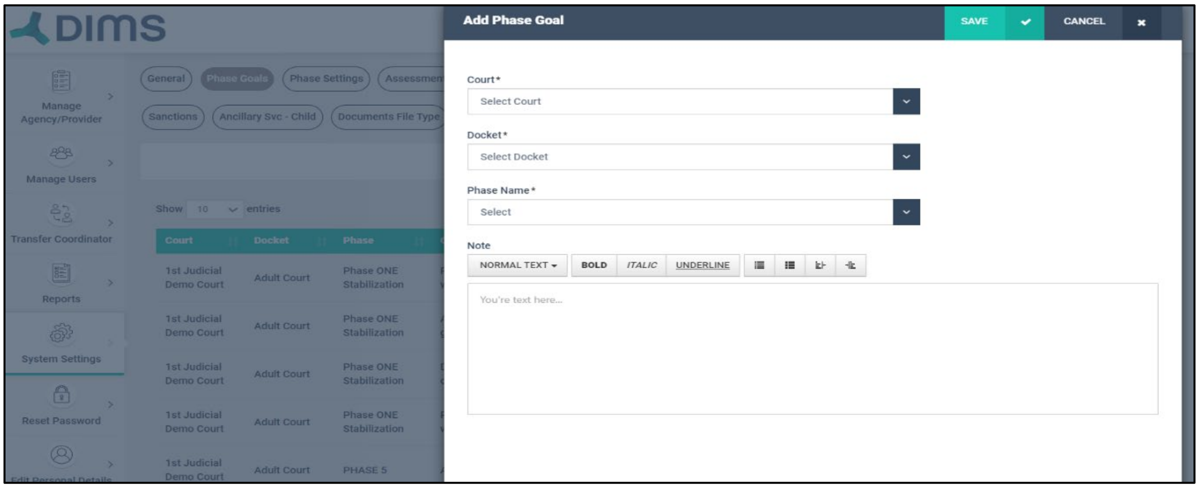
General

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



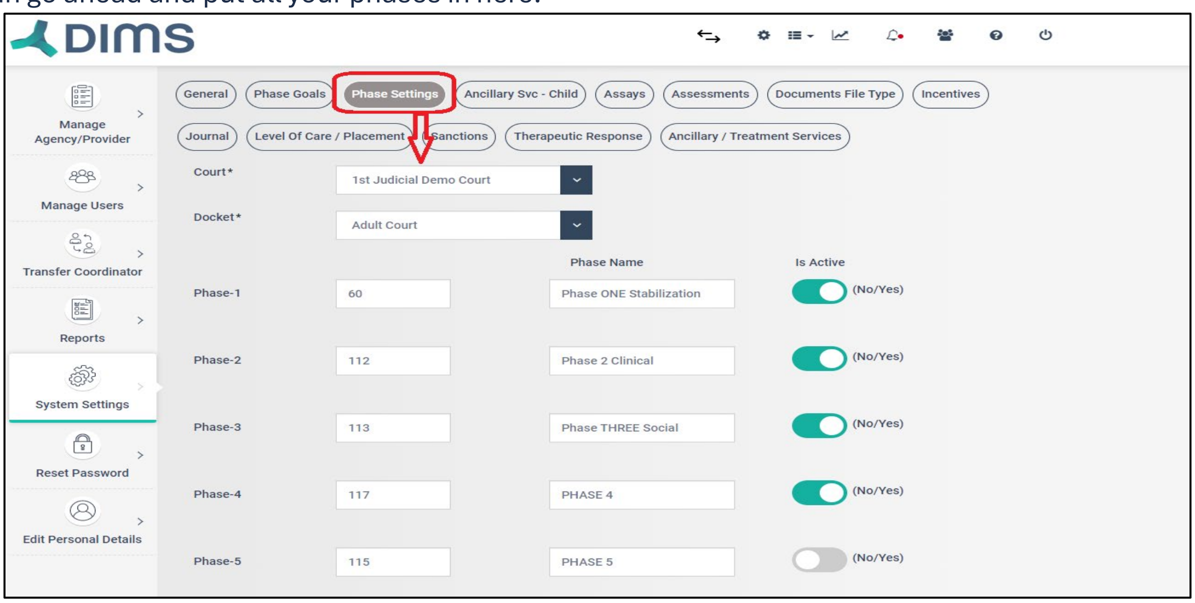
Phase Goals

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



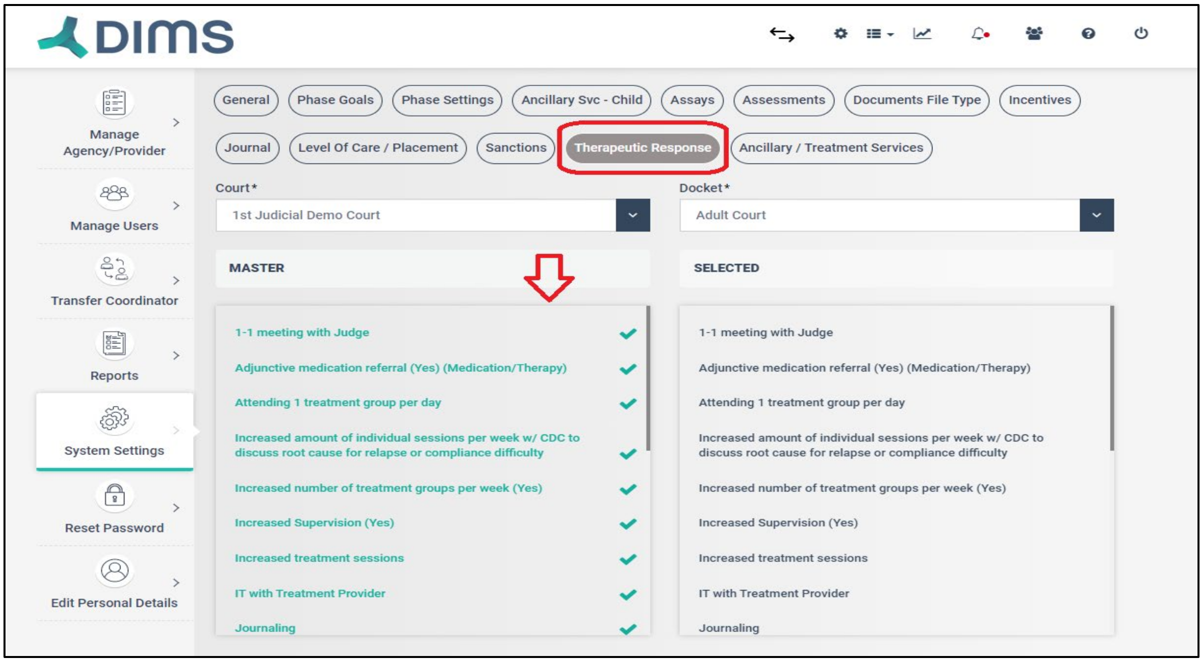
Phase Settings

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



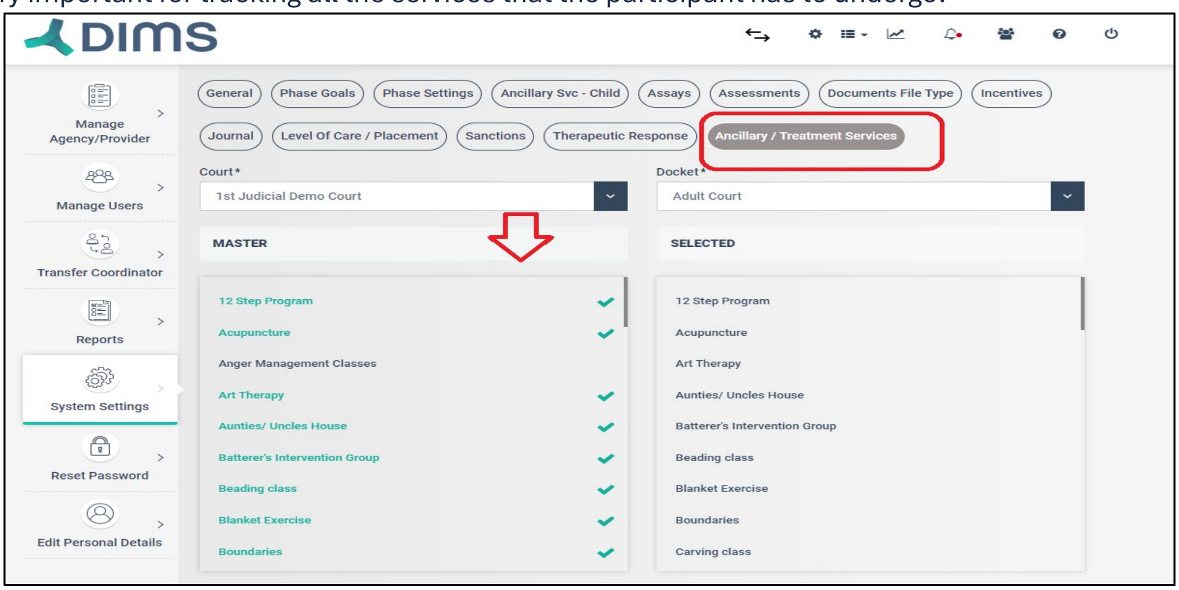
Therapeutic Response

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



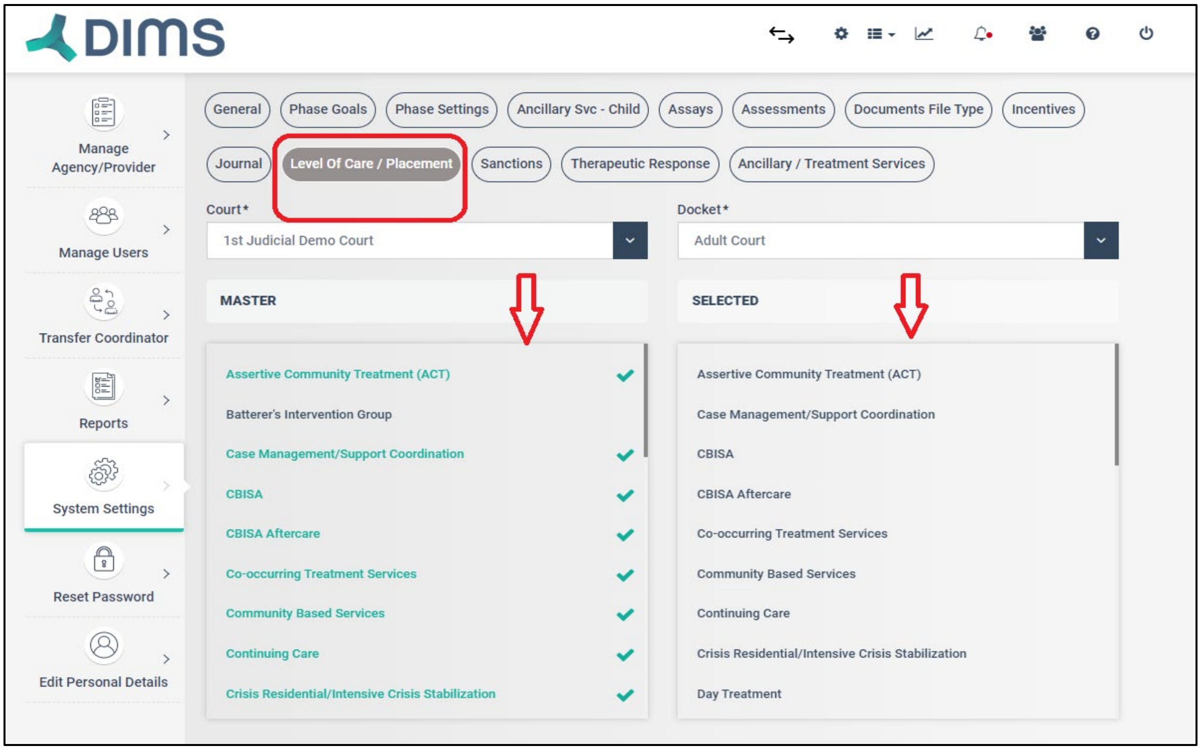
Ancillary / Treatment Services

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



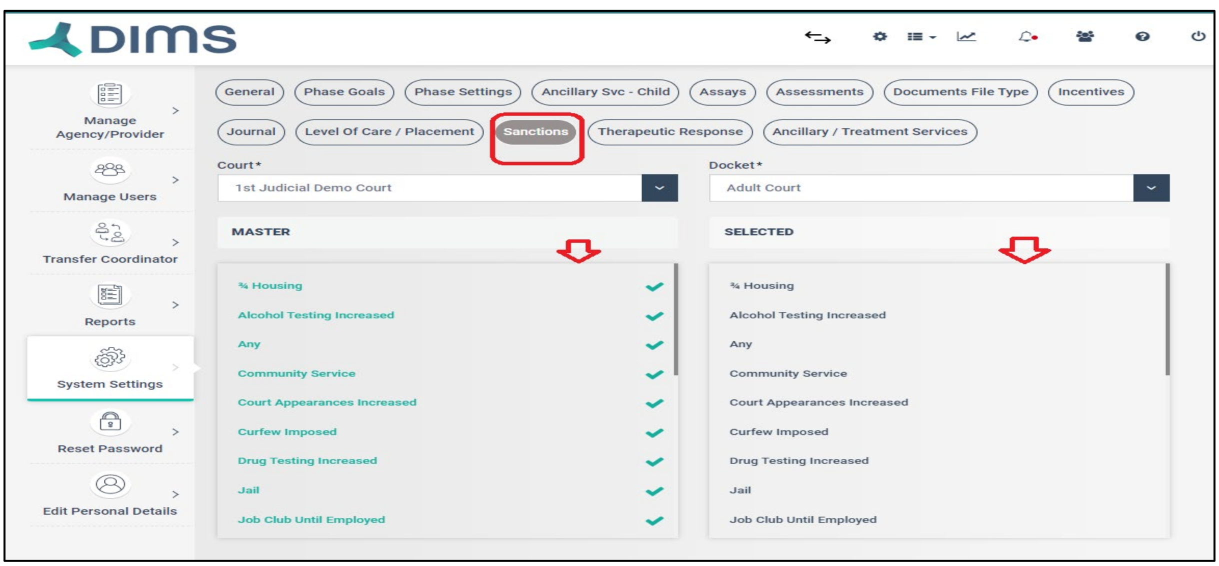
Level of Care / Placement

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



Sanctions

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



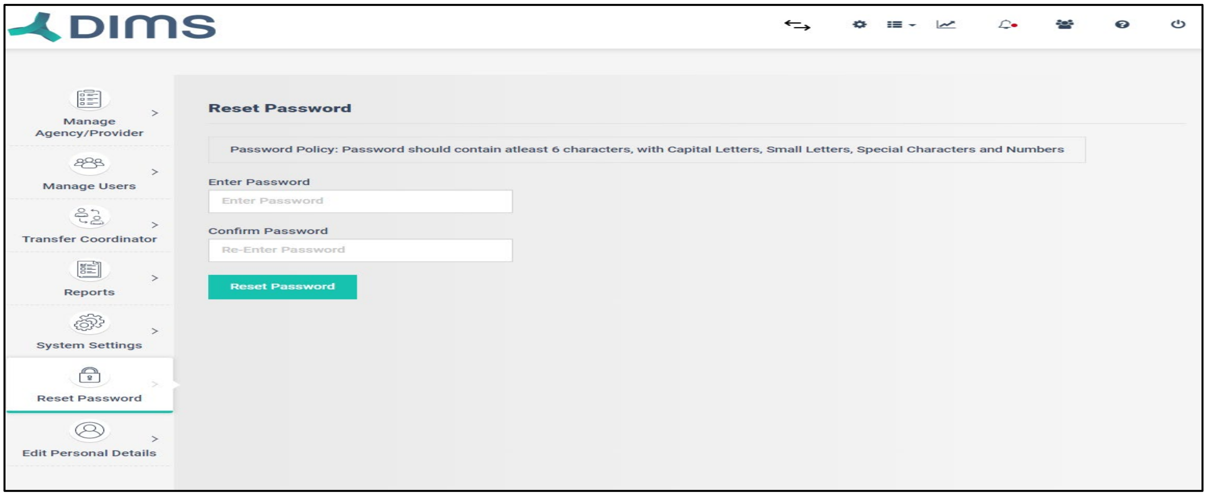
Similarly other tabs for Incentives, Document types, Assays and Journals etc. also help in adding a preselected list of options into DIMS. This will then further help in managing Individual Participant Case.

Tags

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

Reset Password

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



Analytics

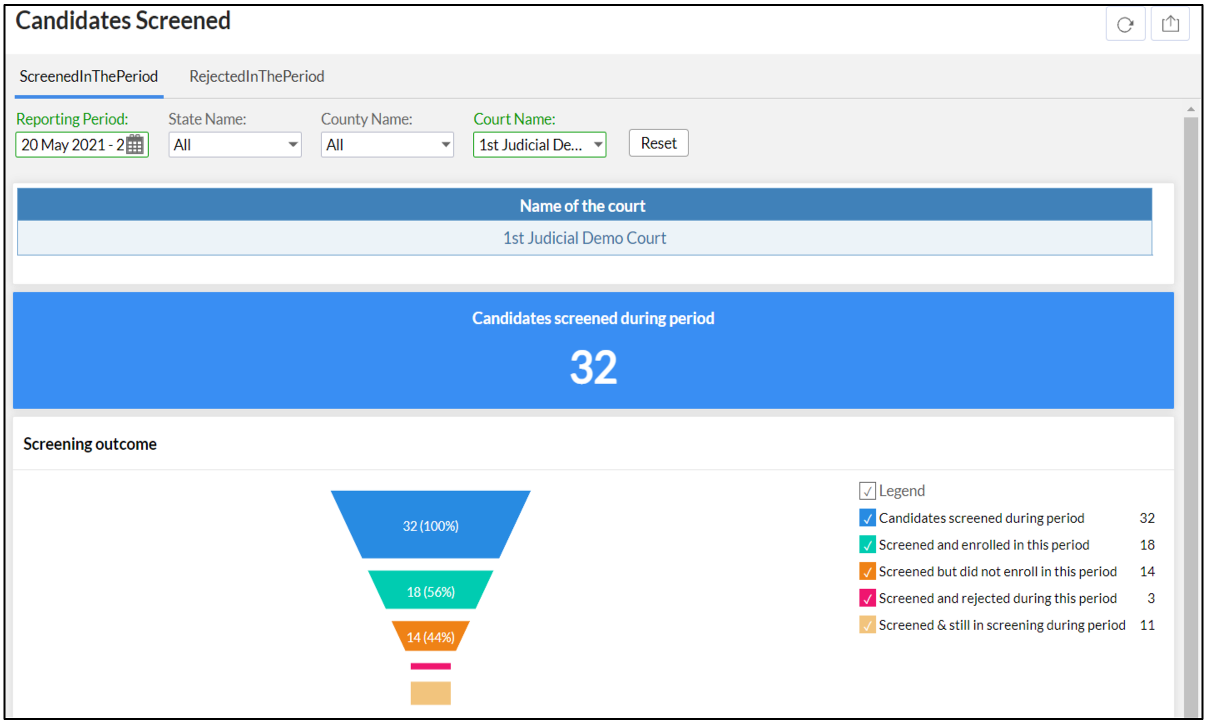
Court Analytics

Screening

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

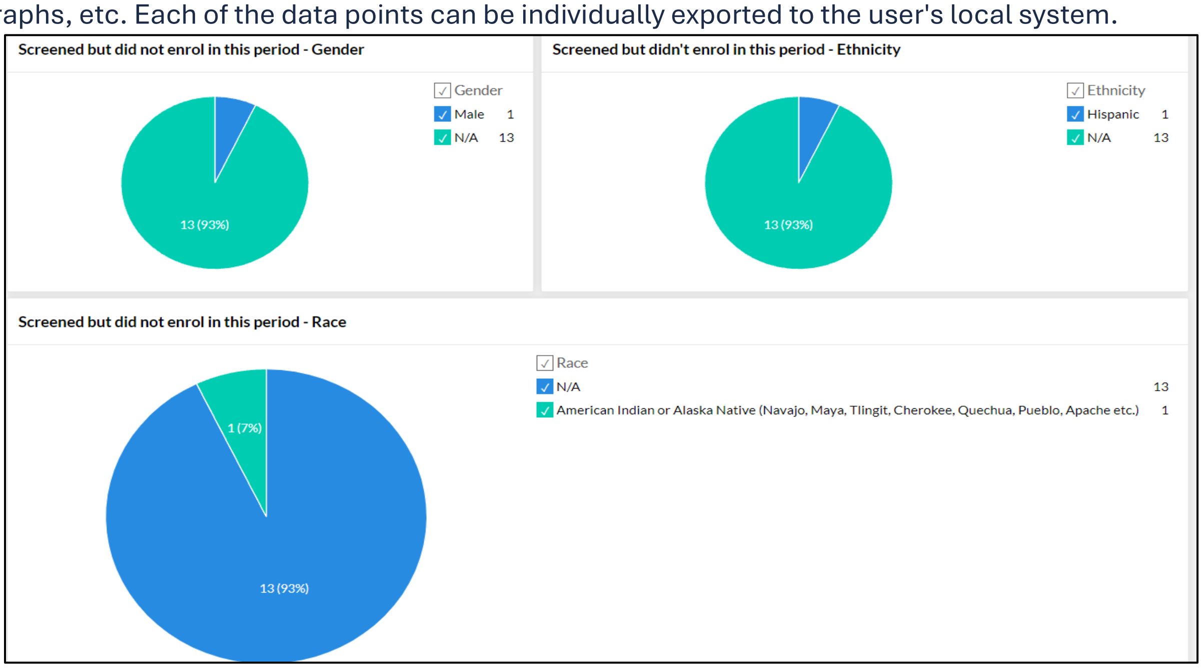
Candidates screened during Period

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



Screening as per Race, Ethnicity and Gender

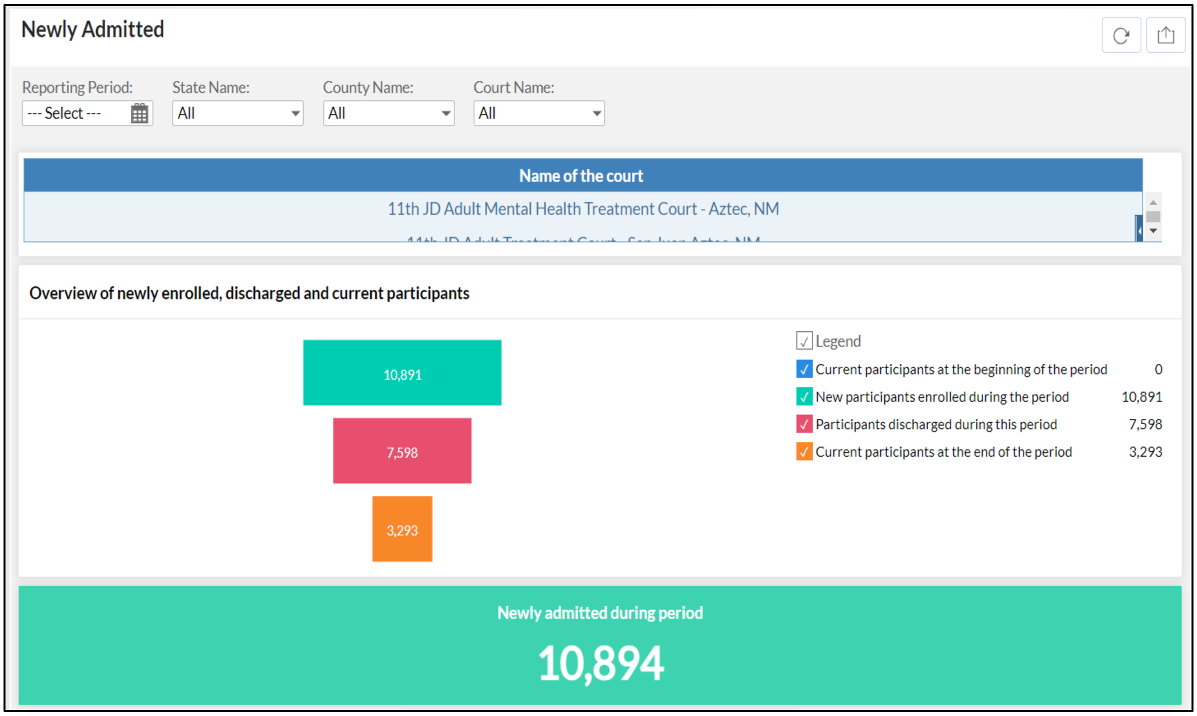
Screening participants can be further divided on the basis of their race, ethnicity, and gender. The default view for the information is pie charts. However, users can change them into charts, bars, graphs, etc. Each of the data points can be individually exported to the user's local system.



Newly Admitted

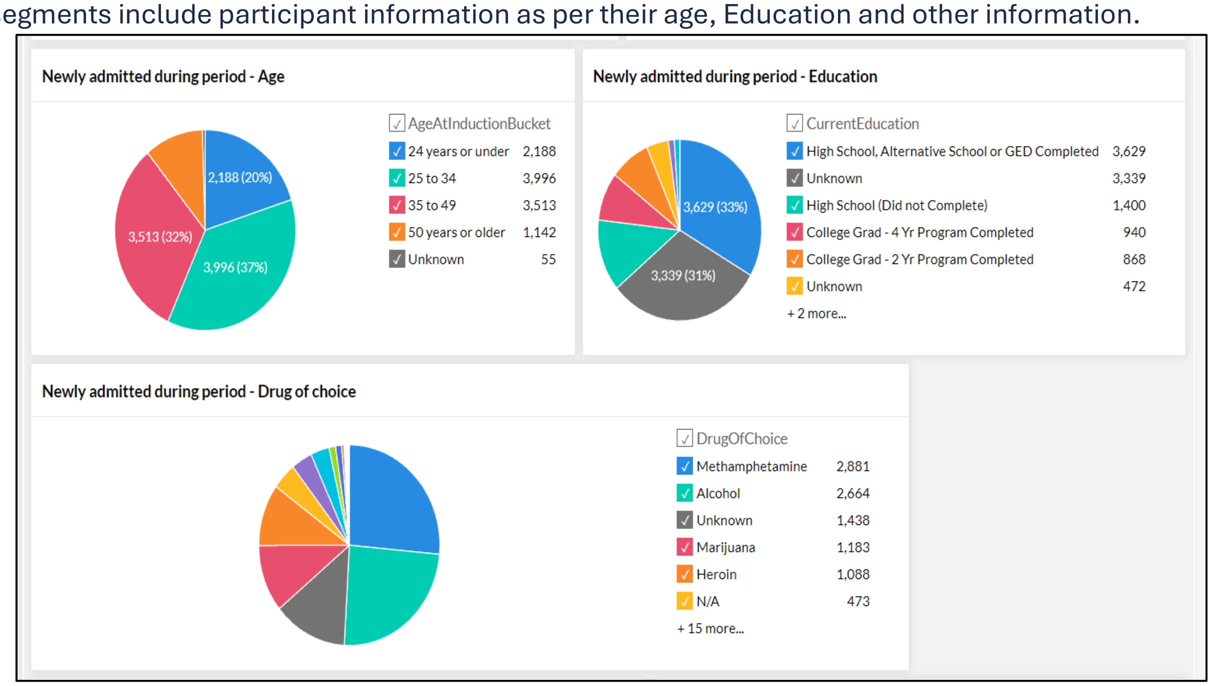
Newly Admitted

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

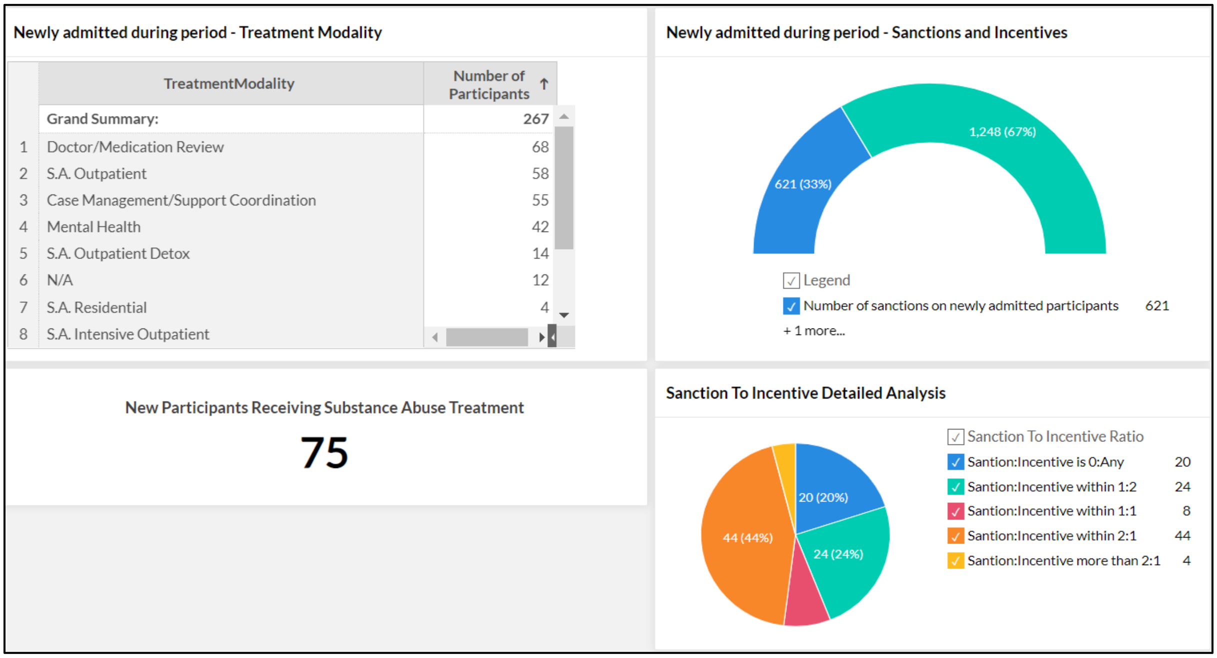


Newly Admitted - Drug of Choice, Education

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

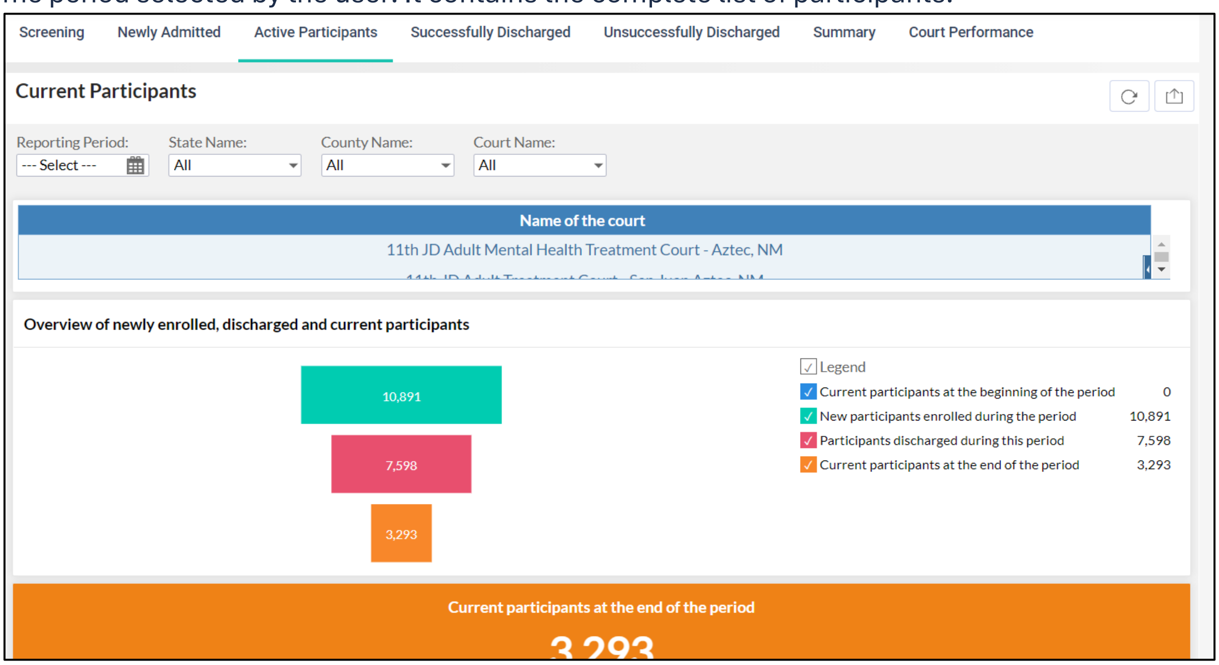


Also provides the ability to remove certain drugs of choice from the pie-chart and check the results. Also shows the sanctions and incentives ratio for the newly admitted participants. Shows where the participants are located / under which treatment modality.



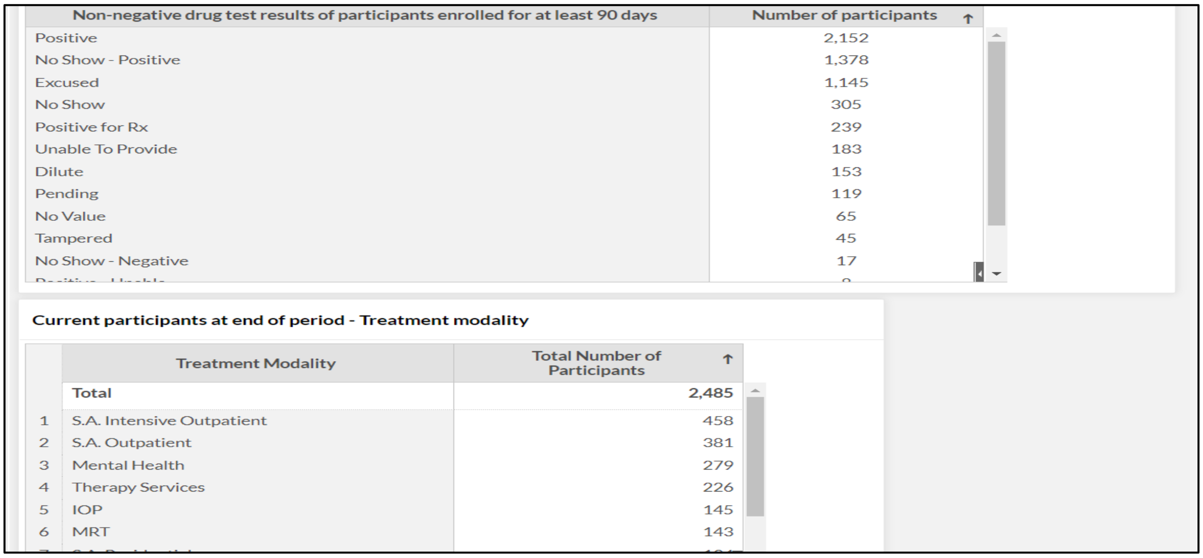
Active Participants

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



Drug Test Results

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



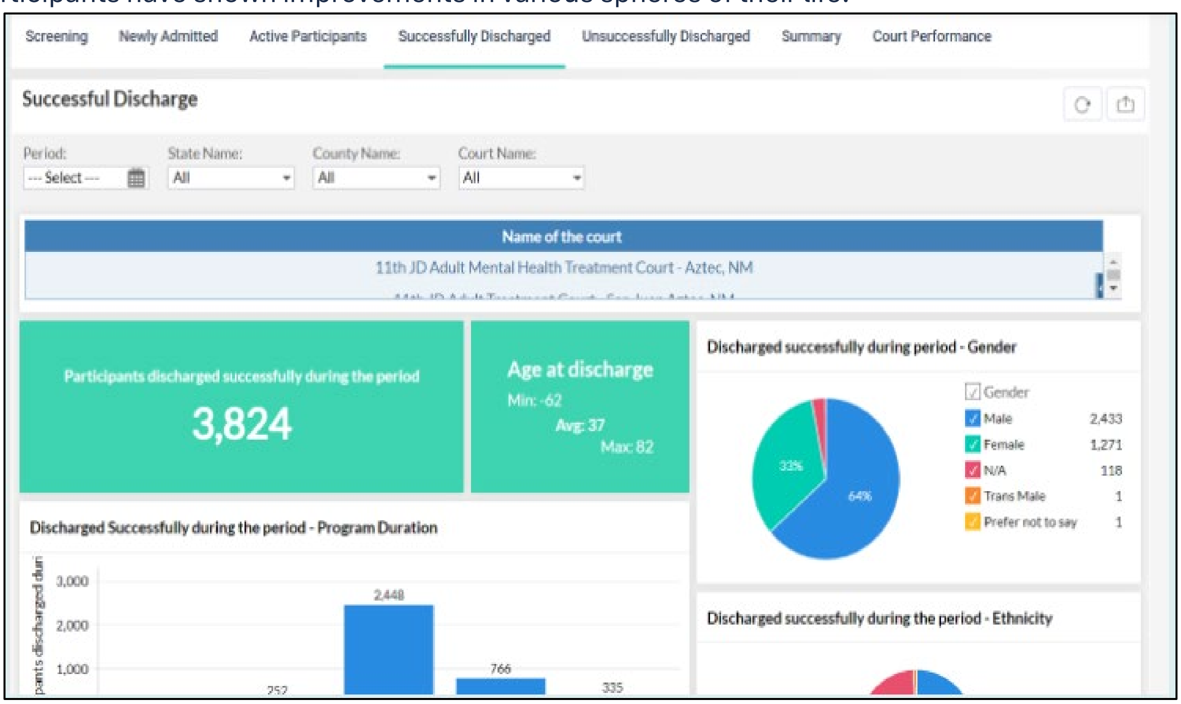
Non-negative drug test results of participants enrolled for at least 90 days	Number of participants
Positive	2,152
No Show - Positive	1,378
Excused	1,145
No Show	305
Positive for Rx	239
Unable To Provide	183
Dilute	153
Pending	119
No Value	65
Tampered	45
No Show - Negative	17

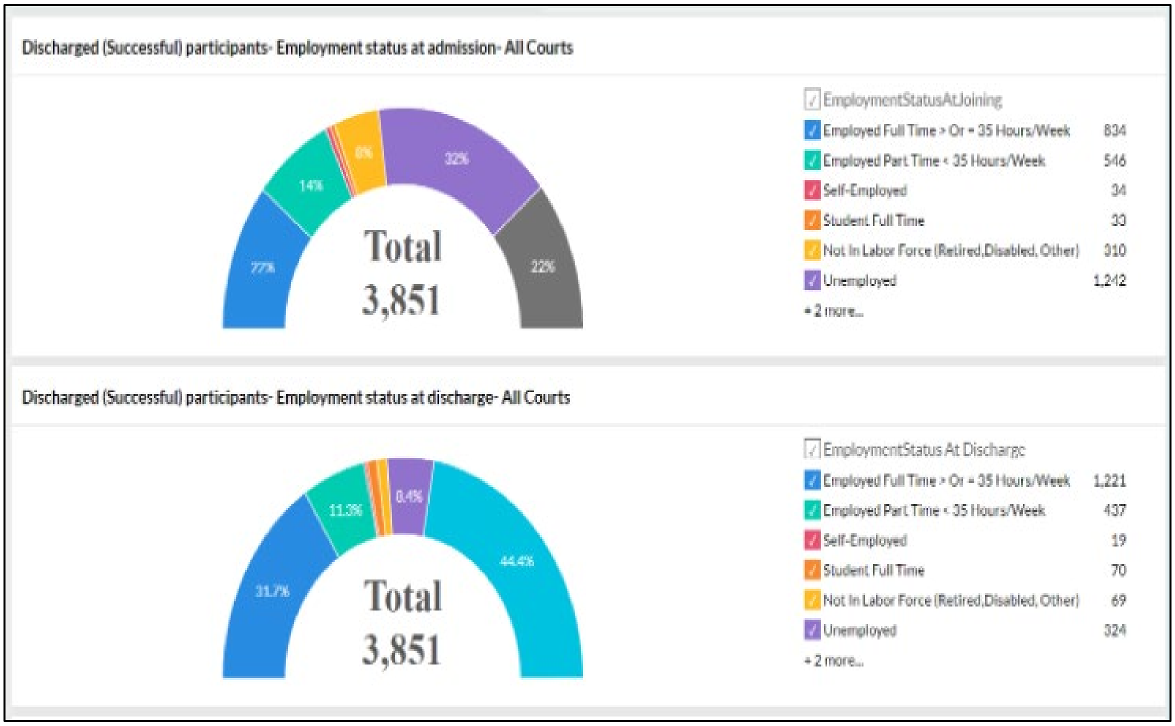
Current participants at end of period - Treatment modality

	Treatment Modality	Total Number of Participants
	Total	2,485
1	S.A. Intensive Outpatient	458
2	S.A. Outpatient	381
3	Mental Health	279
4	Therapy Services	226
5	IOP	145
6	MRT	143

Successfully Discharged

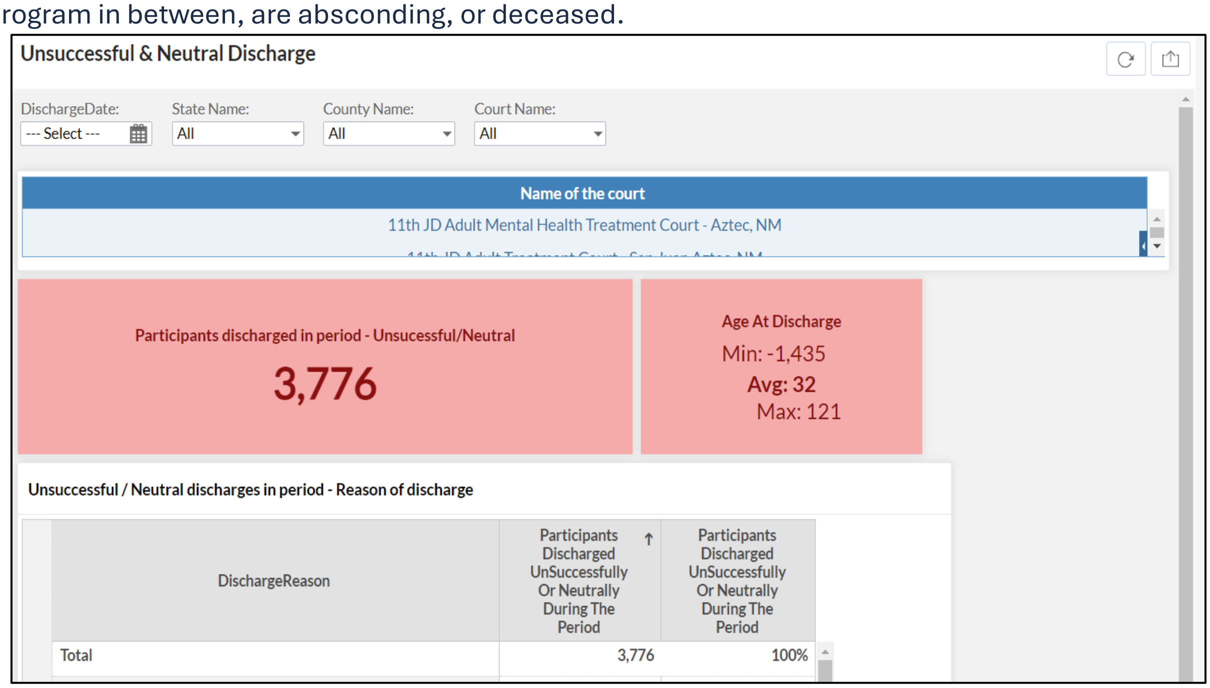
In addition to the participants being organized on the basis of their Race and Ethnicity, the discharged module compares the participant based on the Education status, Employment, Marital Status and other information at the time of Discharge. This provides insight to the users if the participants have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



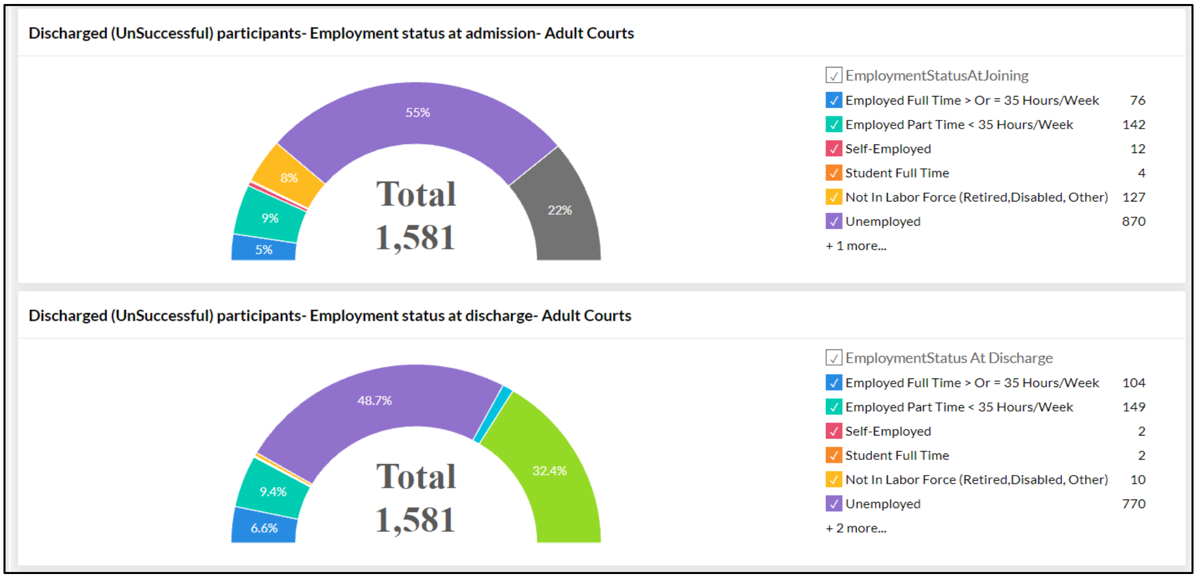


Unsuccessful Discharge

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

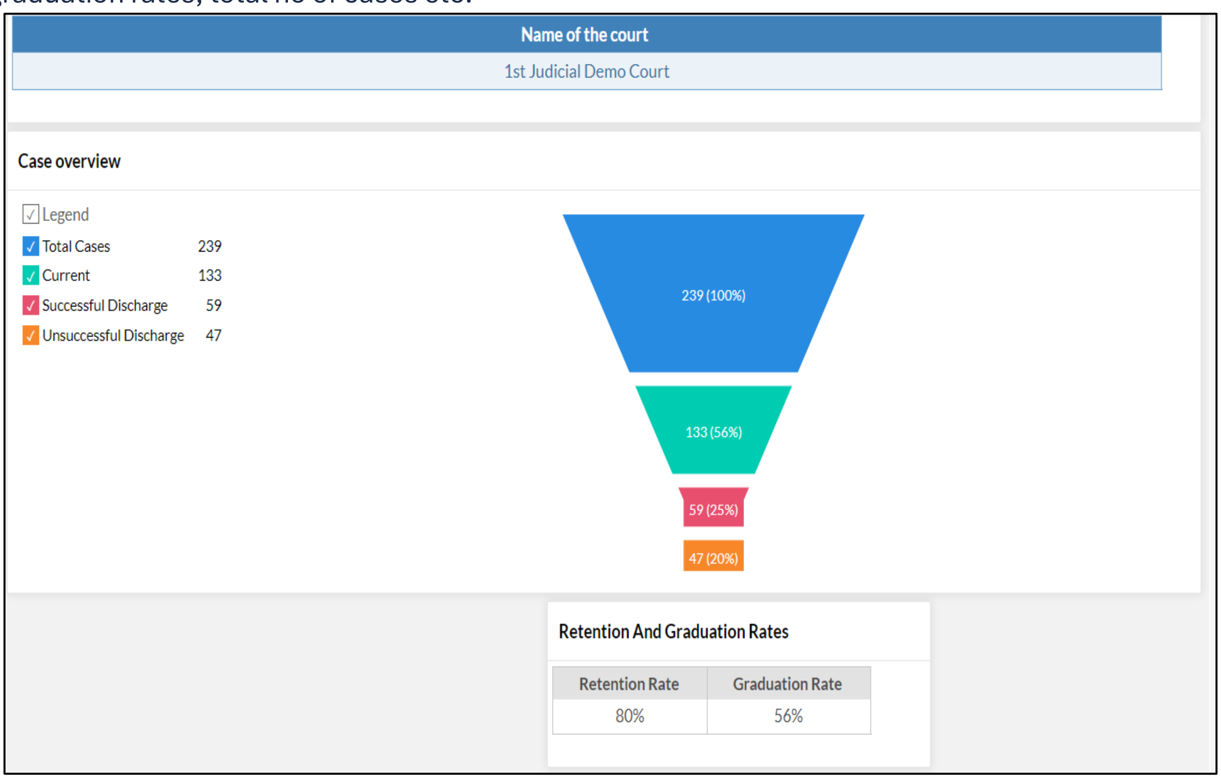


In addition to the count of participants who were unsuccessfully discharged during a given time period, the module also divides them on the basis of age, Ethnicity, Race and other information. It also compares their progress in respect to their Education, Employment and other details the participant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



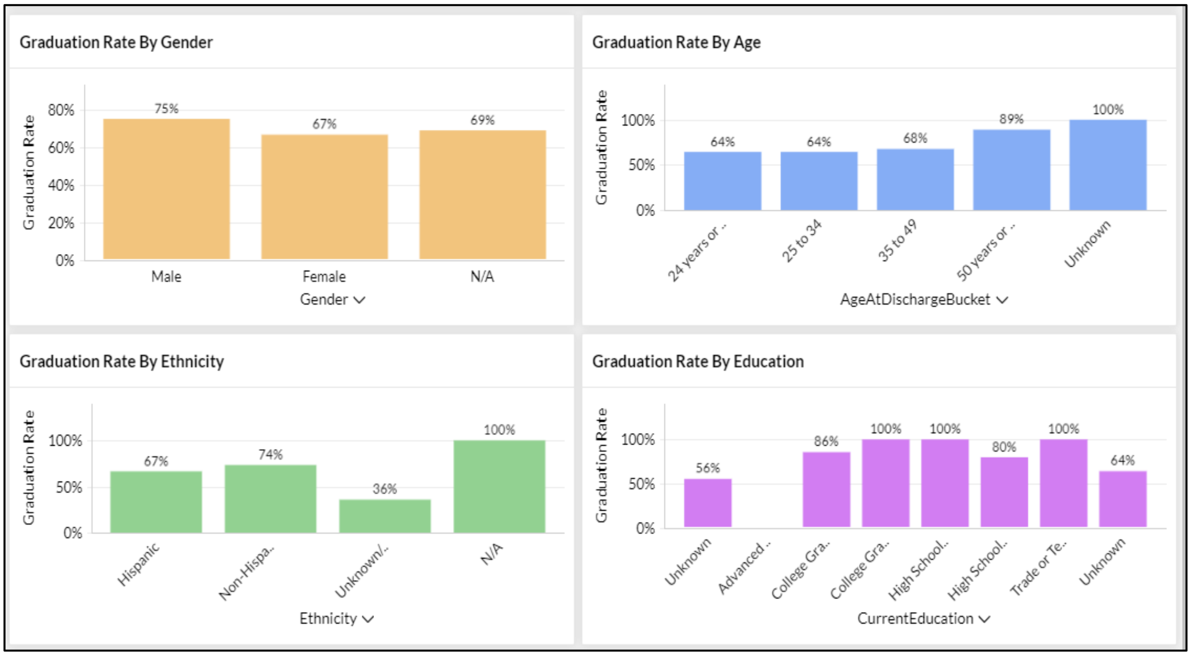
Summary

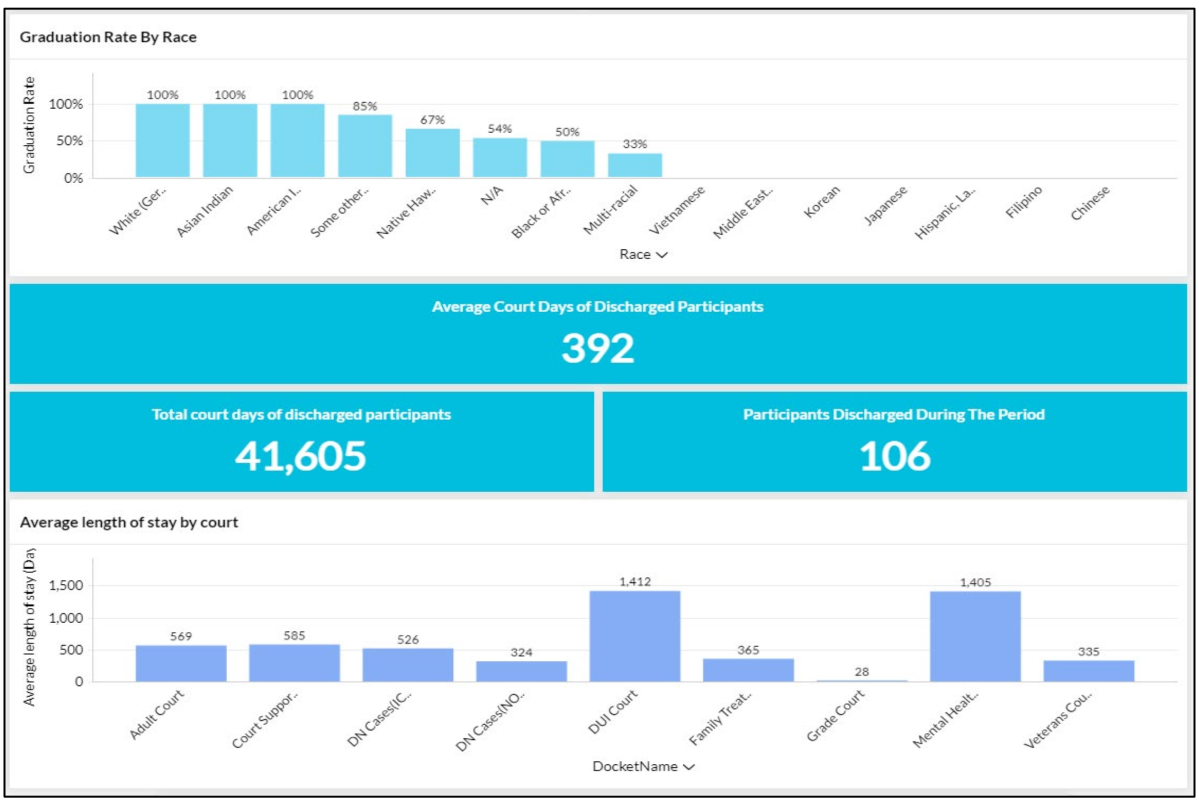
This section basically summarizes all that is going on the court. It shows the retention and graduation rates, total no of cases etc.



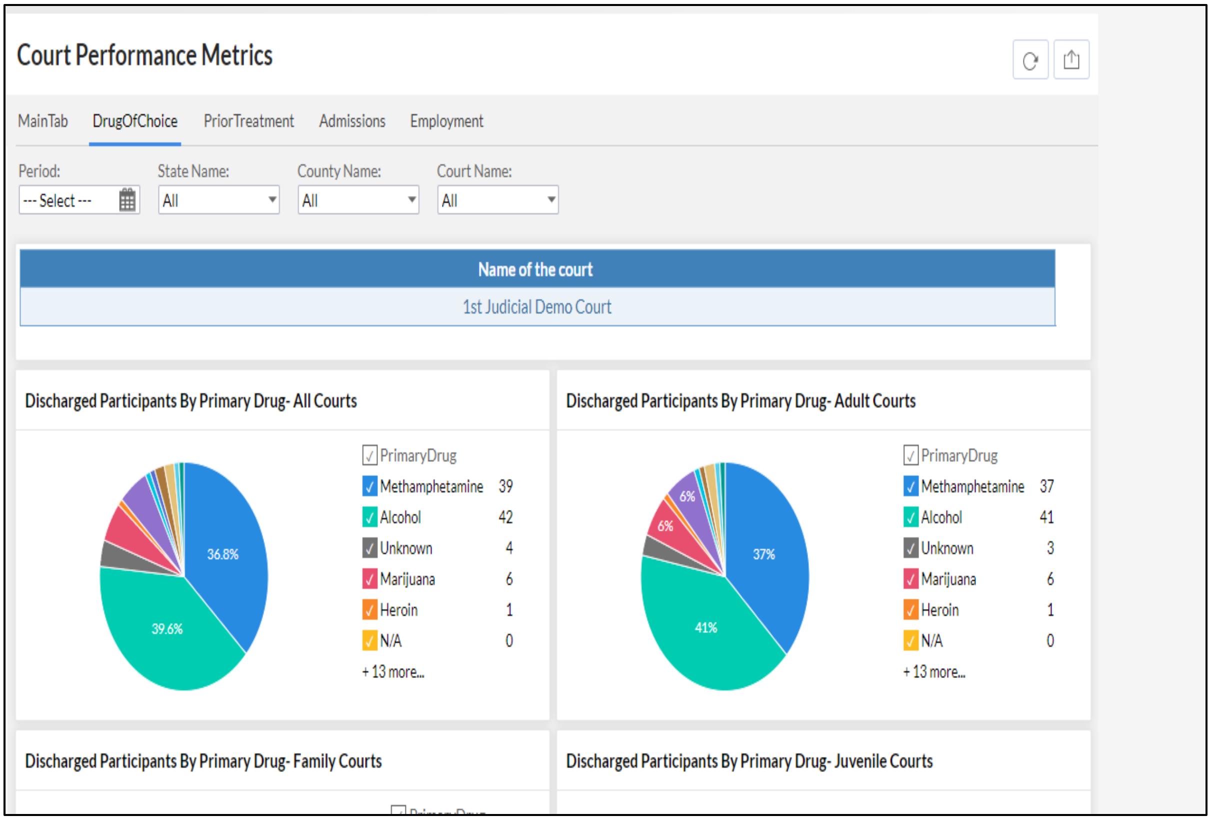
Court Performance Analytics

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





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



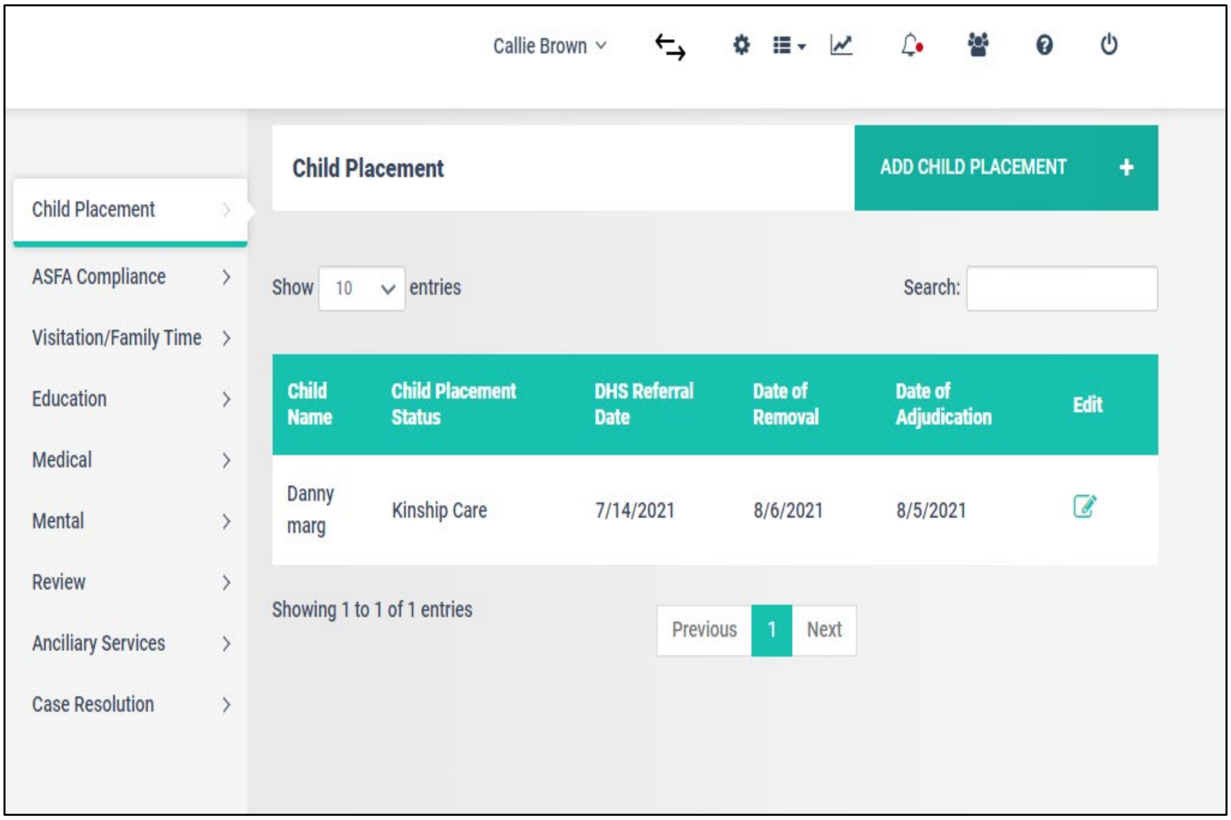
Family Treatment Court

Managing Individual Case

Child Case Activity

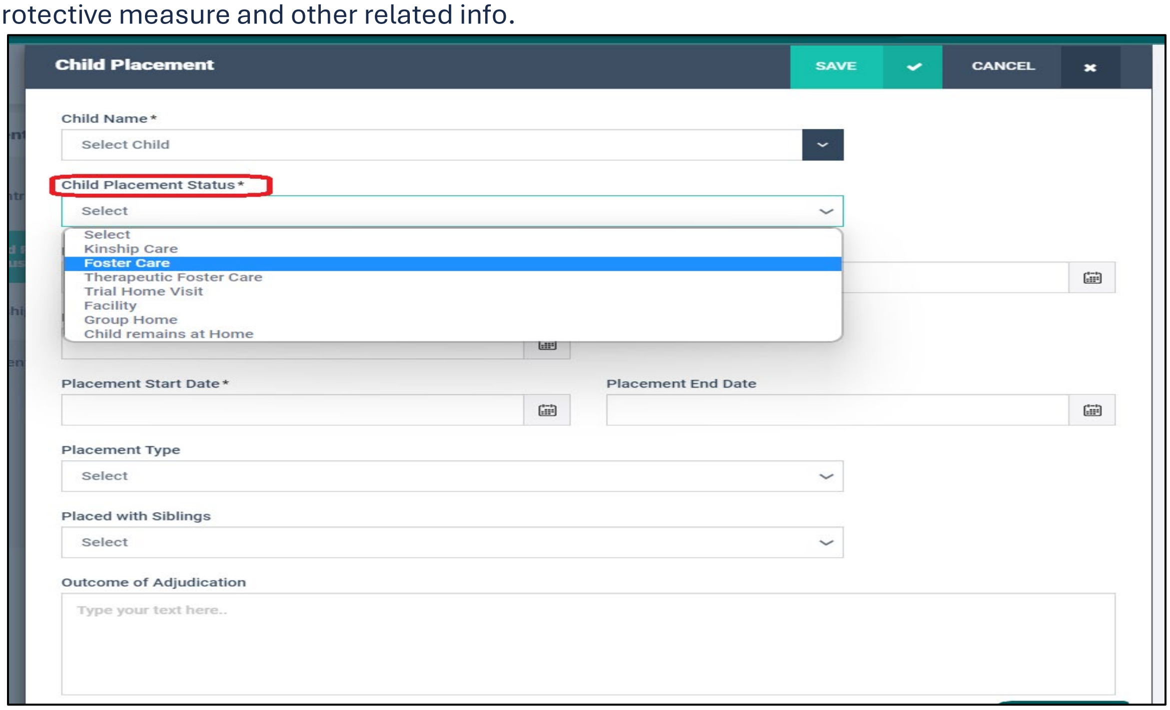
Under Child Case Activity, DIMS allows its users to track data with respect to participant's children under various tabs.

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



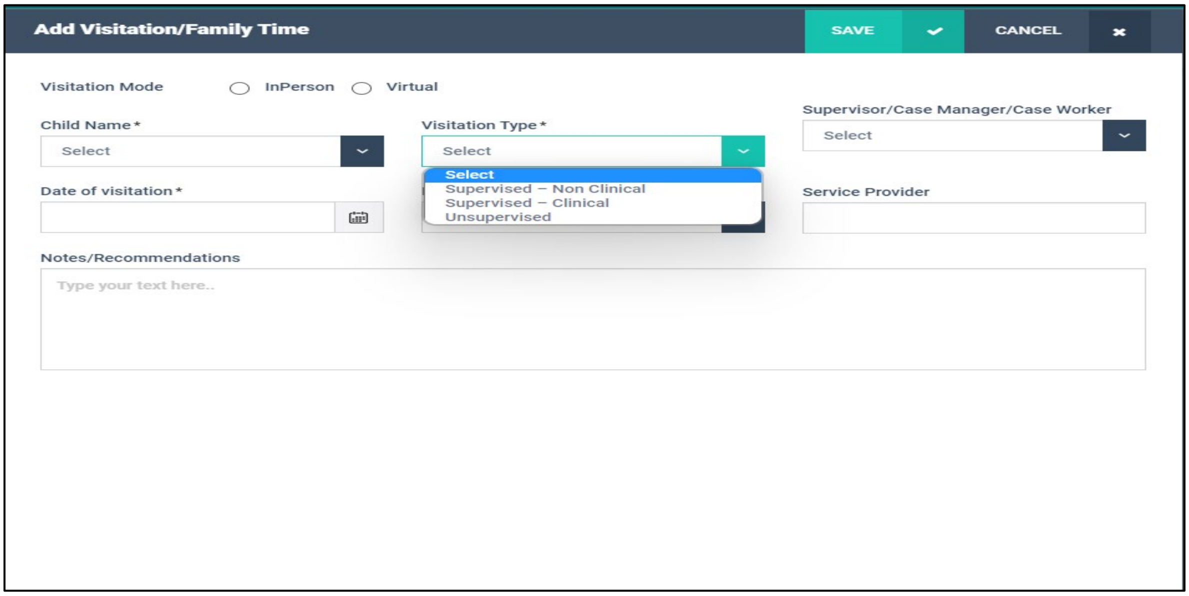
Child Placement

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



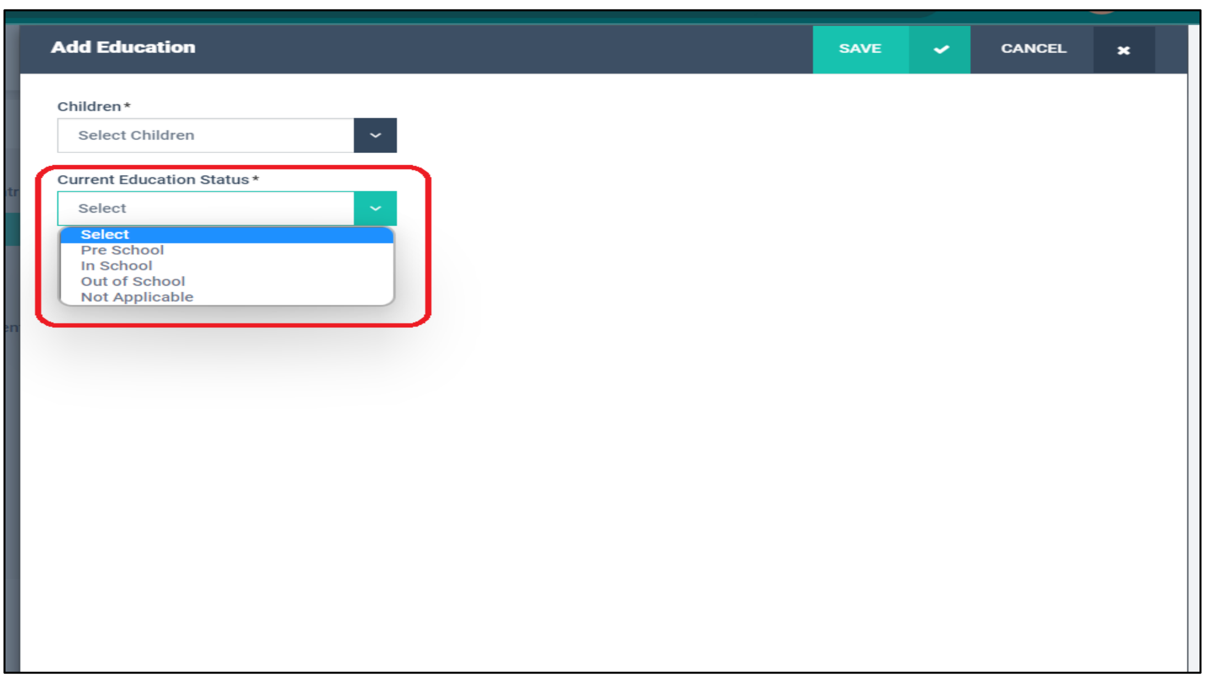
Visitation Type

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



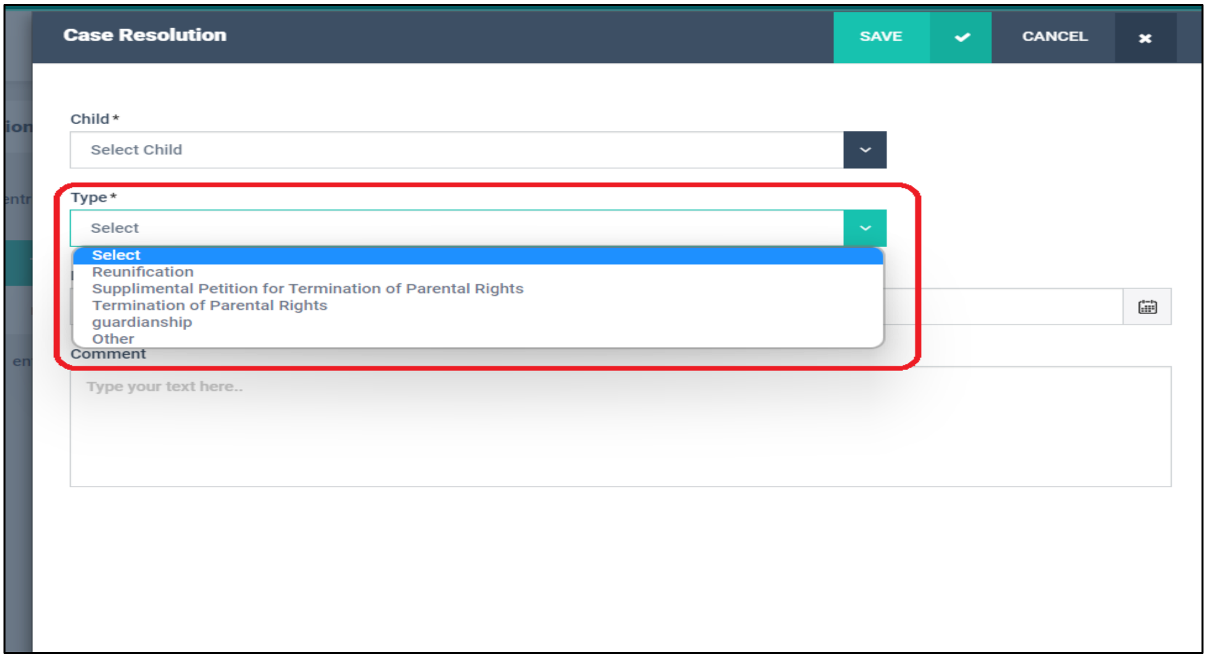
Add Education

Details about child's education can be entered here.



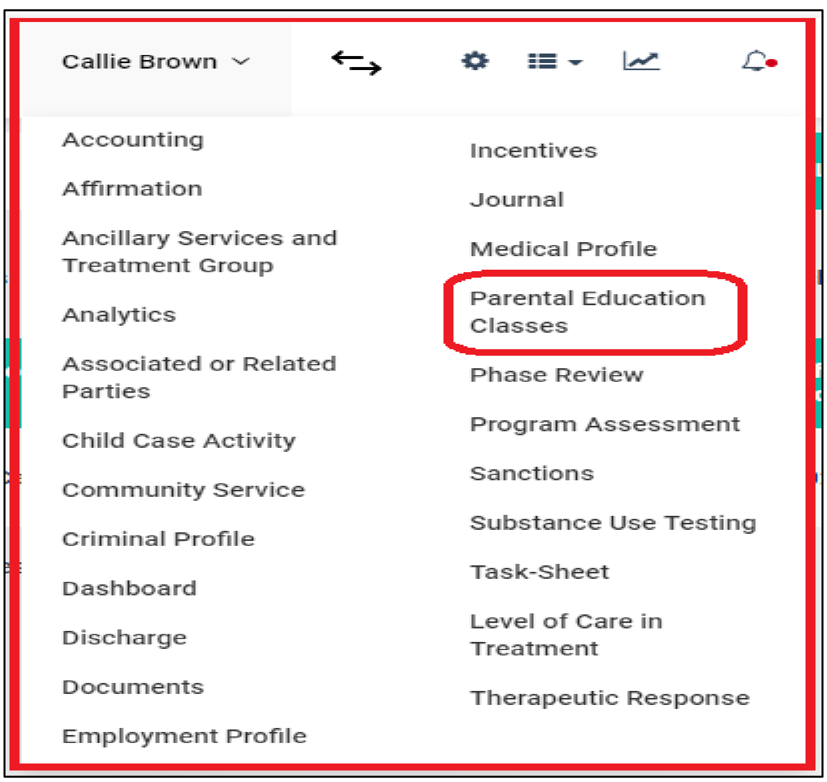
Case Resolution

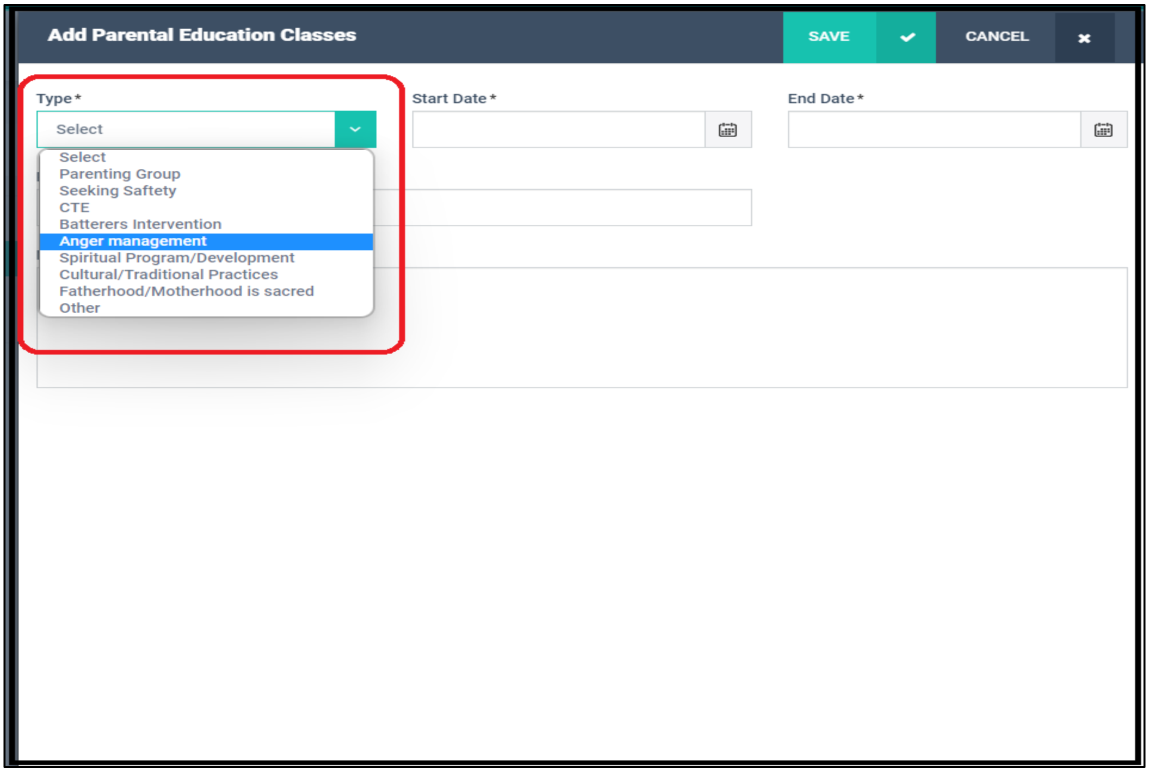
Can further add details about case resolution with respect to the participant's child under this tab.



Parental Education Classes

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



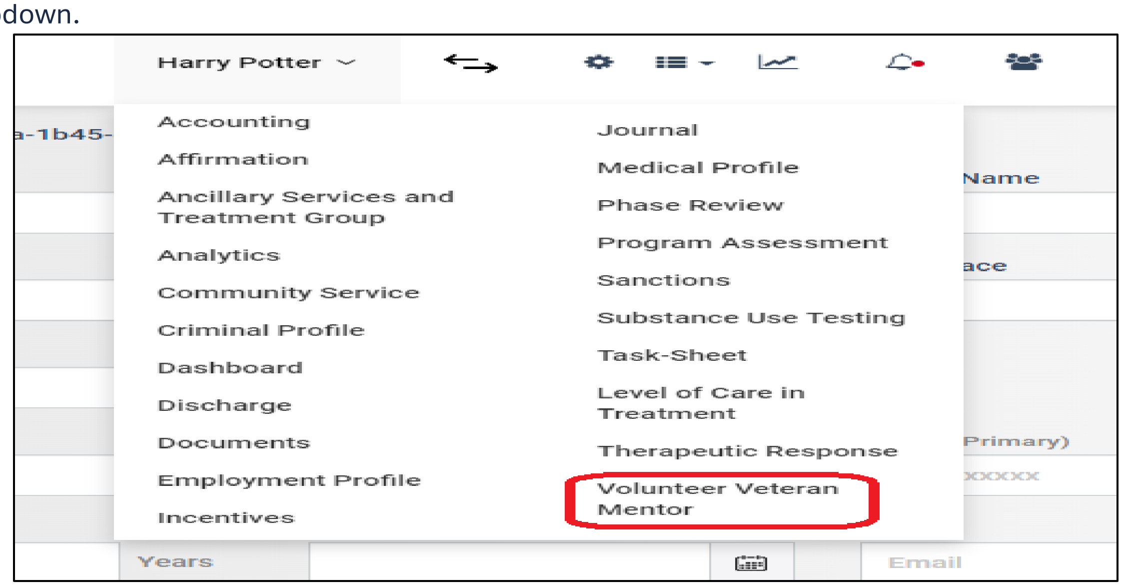


Veterans Court

Managing Individual Case

Volunteer Veteran Mentor

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



And it takes the user to the screen wherein they can go and add veteran mentor details.