

# **Virginia Specialty Dockets DIMS Database User's Manual**

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

## About DIMS

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

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

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

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

## Table of Contents

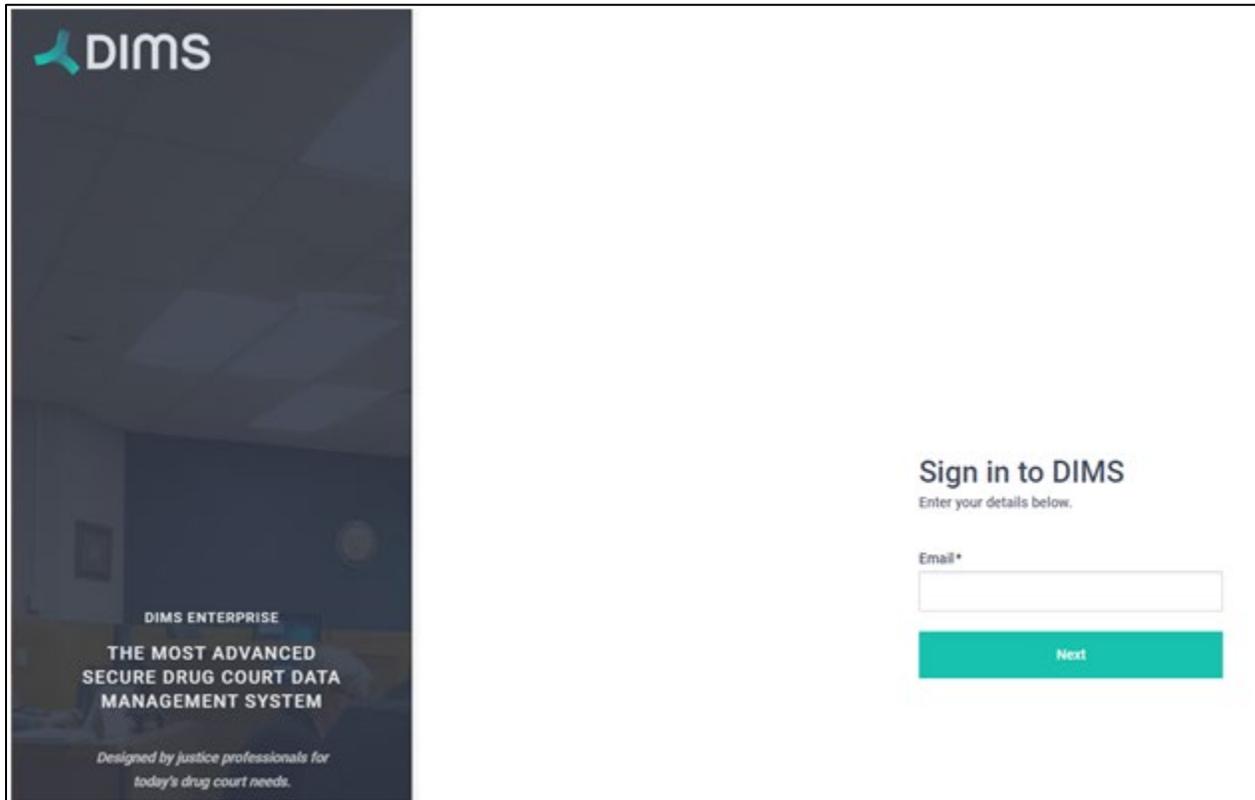
<b>Introduction.....</b>	<b>4</b>
Chapters.....	4
<b>Login Guide for DIMS .....</b>	<b>17</b>
<b>Menu Navigation .....</b>	<b>19</b>
Change/Switch Dockets .....	19
Settings.....	20
Bulk Update .....	20
Analytics .....	20
Alerts .....	21
Participants .....	21
<b>Setting Up Court.....</b>	<b>21</b>
<b>Reports .....</b>	<b>32</b>
Set Up Docket Profile.....	32
Set Up Staffing Profile .....	34
Run a Staffing Report .....	35
<b>Adding a New Participant.....</b>	<b>38</b>
<b>Induction.....</b>	<b>42</b>
Personal Information .....	42
Case Information.....	43
Medical.....	44
Manage Pictures.....	46
Mental Health .....	47
Substance Use .....	48
Screening Assessment .....	50
Sentencing.....	52
Criminal Profile .....	53
Employment History .....	54
Education .....	55
Children.....	55
Concerned Person.....	57
Case Referral Information.....	58
Address .....	59
Notes.....	60

Documents .....	61
Assistance and Benefits .....	64
Review and Accept .....	64
<b>Managing Individual Participant .....</b>	<b>65</b>
Accounting.....	65
Affirmation .....	70
Ancillary Services and Treatment Groups .....	71
Case Planning .....	73
Community Service .....	76
Criminal Profile .....	78
Criminal Profile – Induction.....	79
Dashboard .....	81
Documents .....	82
Employment Profile .....	85
Incentive .....	87
Journal.....	89
Medical Profile .....	93
Assessment .....	96
Sanction .....	99
Substance Use Testing .....	101
Task Sheet .....	104
Level of Care in Treatment .....	108
Therapeutic Response.....	109
Discharge.....	111
Using Tags.....	113
<b>Settings.....</b>	<b>118</b>
<b>Analytics .....</b>	<b>122</b>
<b>Family Treatment Court.....</b>	<b>130</b>
<b>Veterans Court.....</b>	<b>134</b>

## 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.

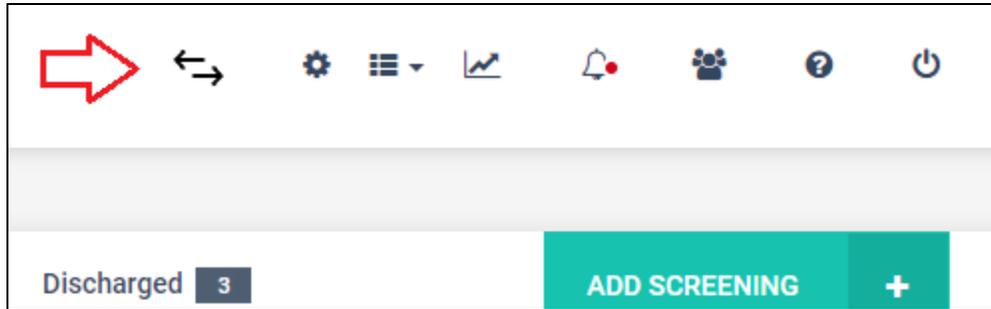


## Chapters

- [Menu Navigation](#)
- [Participant List](#)
- [Switch Dockets](#)
- [Set up Docket Report](#)
- [Settings](#)
- [Set up Staffing Report](#)
- [Bulk Updates](#)
- [Analytics](#)
- [Alerts](#)

## Menu Navigation

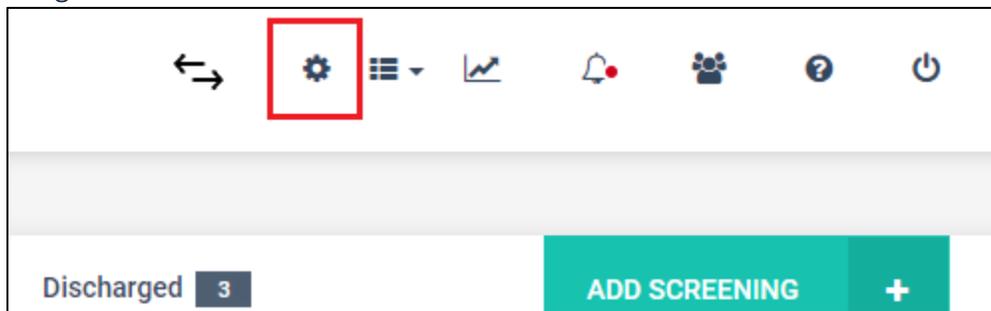
The main menu navigation allows you to access several important parts of the program, such as system settings, bulk updates, analytics, and the help section. The main menu navigation can be found on the top right corner of the screen.



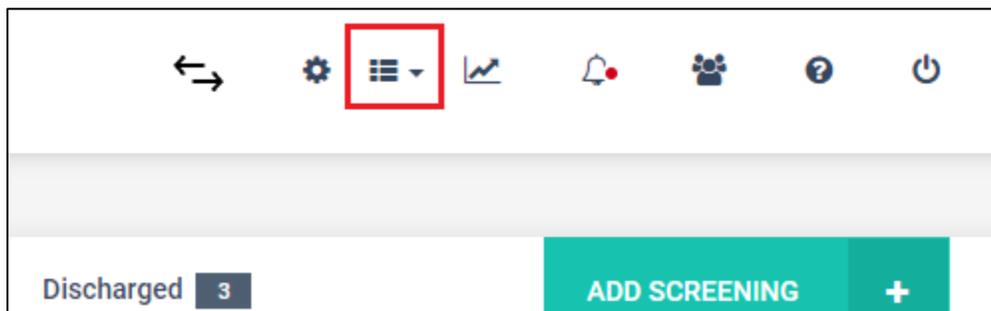
The settings menu is the great icon highlighted in red below.

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

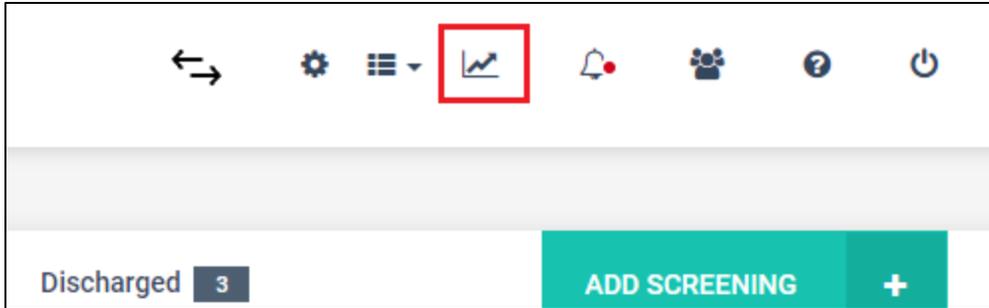
See the settings section for more details.



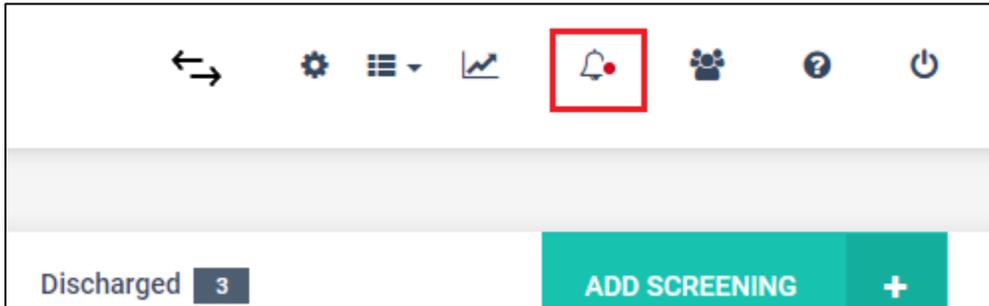
The bulk update feature allows court staff to enter similar data across multiple participants with a single click. What could take a court staff 2 hours to enter data for 30 participants now takes 20 minutes.



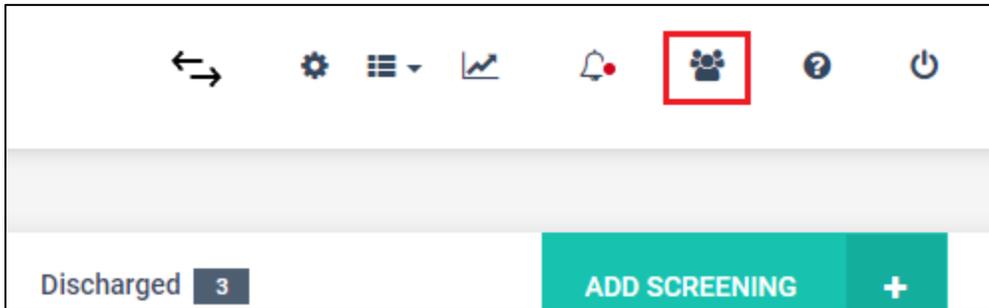
DIMS provides comprehensive analytics for the participants, court, and for court performance. The analytics have been designed after consulting research organizations, NADCP, NDCI, and several states representatives.



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



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



## 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.

The screenshot shows the DIMS web application interface. At the top left is the DIMS logo. The breadcrumb navigation shows '44th Judicial Adult Court' and 'Adult Court'. Below this, there are status filters: 'Pending Screening 3', 'Current Participant 5', 'Rejected 0', 'Referred Not Screened 3', and 'Discharged 1'. A green 'ADD SCREENING +' button is on the right. The main section is titled 'Participant List' and includes a search bar and a 'Show 10 entries' dropdown. A table displays the following data:

Screening Date	Participant Name	Induction Date	Case Number	Phase	Phone Primary
04-19-2020	<a href="#">Harris, Christopher</a>	04-19-2020	DC 20-048	3	(406) 671-6965
04-21-2020	<a href="#">Ochs, Chan</a>	05-13-2020	DC 20-744	2	(043) 840-2385
01-14-2019	<a href="#">Parks, Michael</a>	01-24-2019	DC 19-124	4	(258) 972-9578
04-09-2020	<a href="#">Starr, Diana</a>	04-09-2020	DC 12-0345	3	(406) 672-5839
04-19-2020	<a href="#">Whiteman, Rhonda</a>	04-20-2020	DC 17-232	1	(239) 579-2385

At the bottom, it says 'Showing 1 to 5 of 5 entries' and has 'Previous 1 Next' navigation buttons.

## 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.

This image is a close-up of the top navigation bar of the DIMS application. It shows several icons: a double-headed arrow icon (highlighted with a red box), a gear icon, a list icon, a line graph icon, a bell icon, a group of people icon, a question mark icon, and a power icon. Below the navigation bar, the status 'Discharged 3' and the 'ADD SCREENING +' button are visible.

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

### Select Court & Docket

FIRST STEP

1st Judicial Demo Court
>

SECOND STEP

COURT
Adult Court
>

COURT
Family Treatment Court
>

COURT
Veterans Court
>

MODULE
Court Performance
>

MODULE
MAT
>

MODULE
Recovery Management
>

PROCEED

NEXT
>

## 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.

↔
⚙️
☰
📈

📄  
 Manage Agency/Provider

👤  
 Manage Users

🔄  
 Transfer Coordinator

📊  
 Reports

**Report Printing**
**Report Profiling**

**Note:** Report profiling changes can only be performed by **Court Admin**

Select Report Type

▼
Submit

**Docket Report Template**

Select Court\*

▼

Select Docket\*

▼

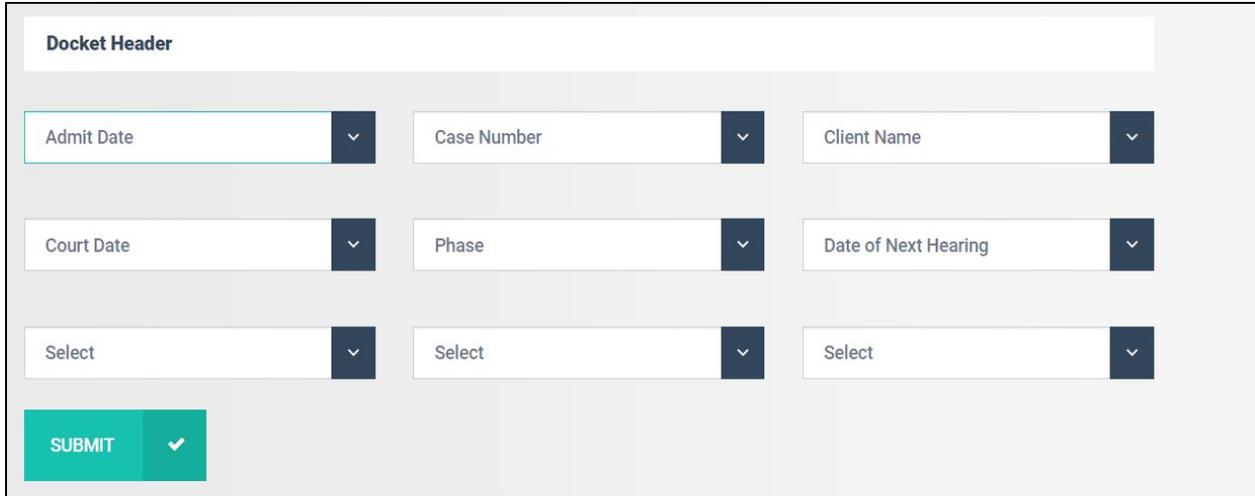
Select a Judge\*

**Docket Header**

8 | Page

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.



The screenshot shows a 'Docket Header' configuration panel. It contains six dropdown menus arranged in a 3x2 grid. The first row includes 'Admit Date', 'Case Number', and 'Client Name'. The second row includes 'Court Date', 'Phase', and 'Date of Next Hearing'. The third row includes three 'Select' dropdowns. A green 'SUBMIT' button with a checkmark is located at the bottom left of the panel.

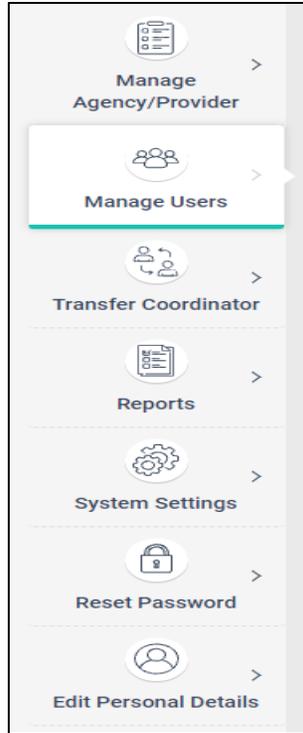
In the example above, the docket report is set up to contain six columns. Each column is represented by a data field selected from the drop-down.

## 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.

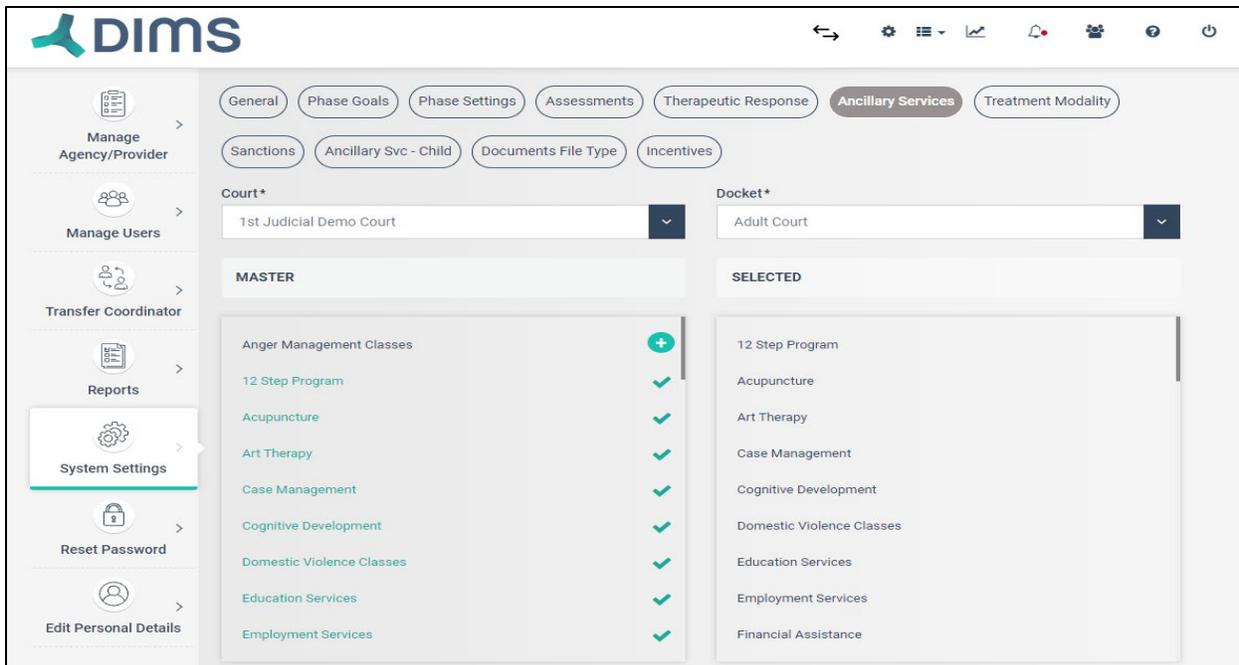


## System Settings

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

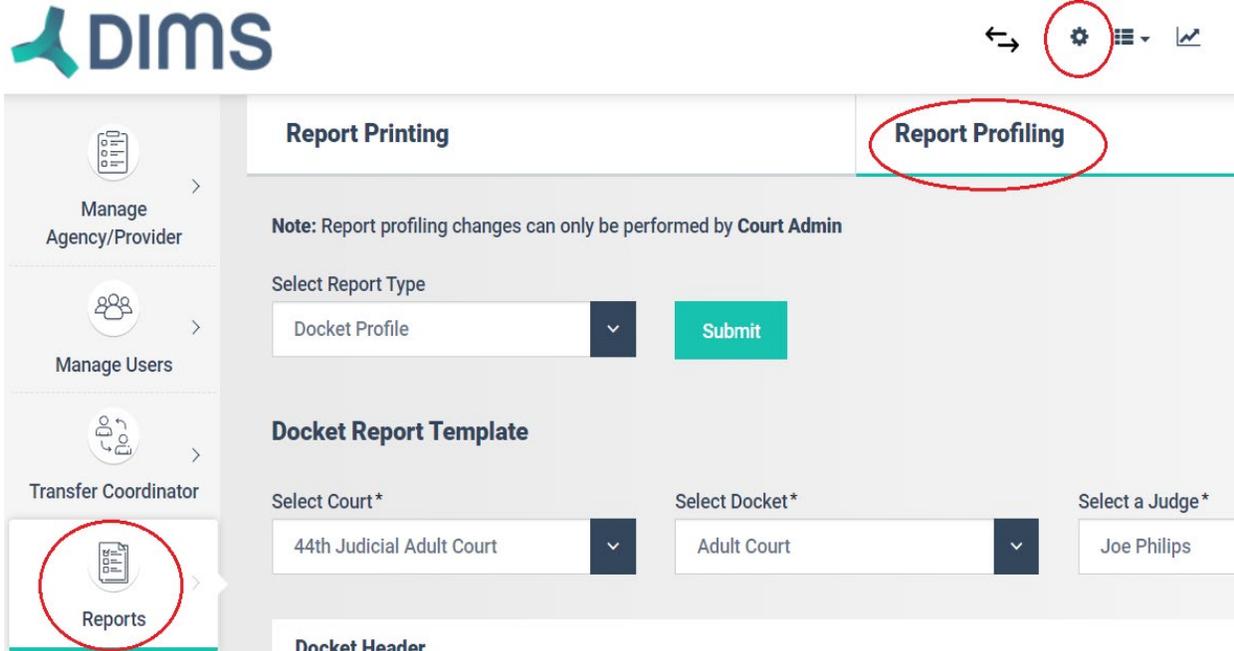
In the image below, the staff can adjust what they see in the Ancillary Services Dropdown. If the court does not offer a kind of service, the service can be removed from the court's dropdown.

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.

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

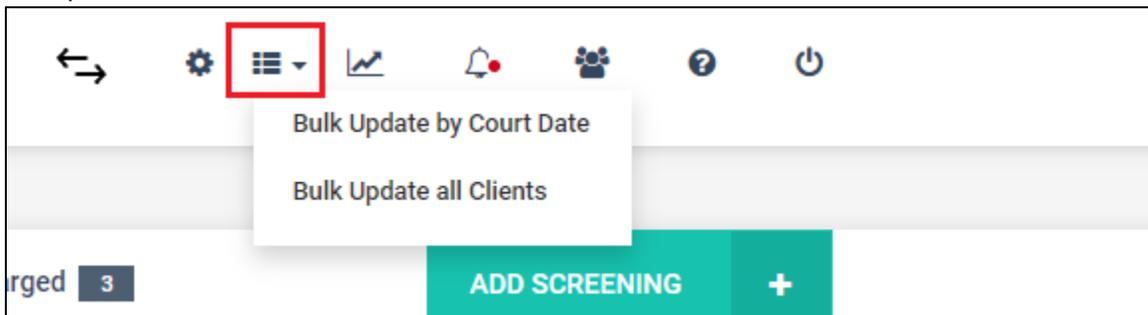
Staffing Report Details			
Section	Date Range	Show Details	Show Summary
Treatment Progress Notes	Since Last Court Appearance	<input checked="" type="radio"/>	<input type="radio"/>
Substance Abuse History	All	<input type="radio"/>	<input checked="" type="radio"/>
Ancillary Services	Since Last Court Appearance	<input checked="" type="radio"/>	<input type="radio"/>
Phase	All	<input checked="" type="radio"/>	<input type="radio"/>
Journal Notes	Since Last Court Appearance	<input checked="" type="radio"/>	<input type="radio"/>
Monitoring	Since Last Court Appearance	<input checked="" type="radio"/>	<input type="radio"/>
Client Tasks Due	Since Last Court Appearance	<input checked="" type="radio"/>	<input type="radio"/>

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.

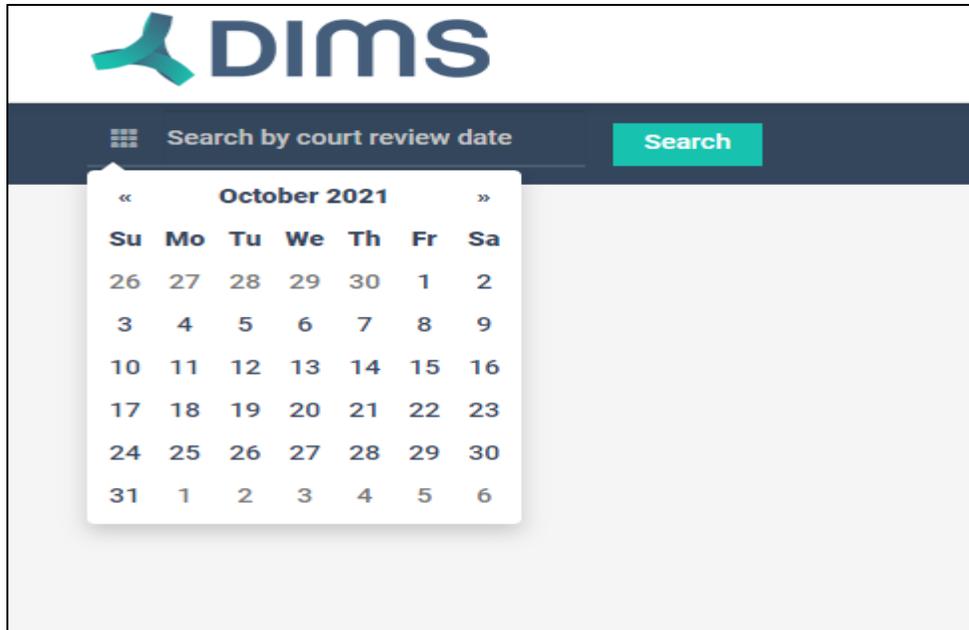
1. Bulk update by court date
2. Bulk update all clients.



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

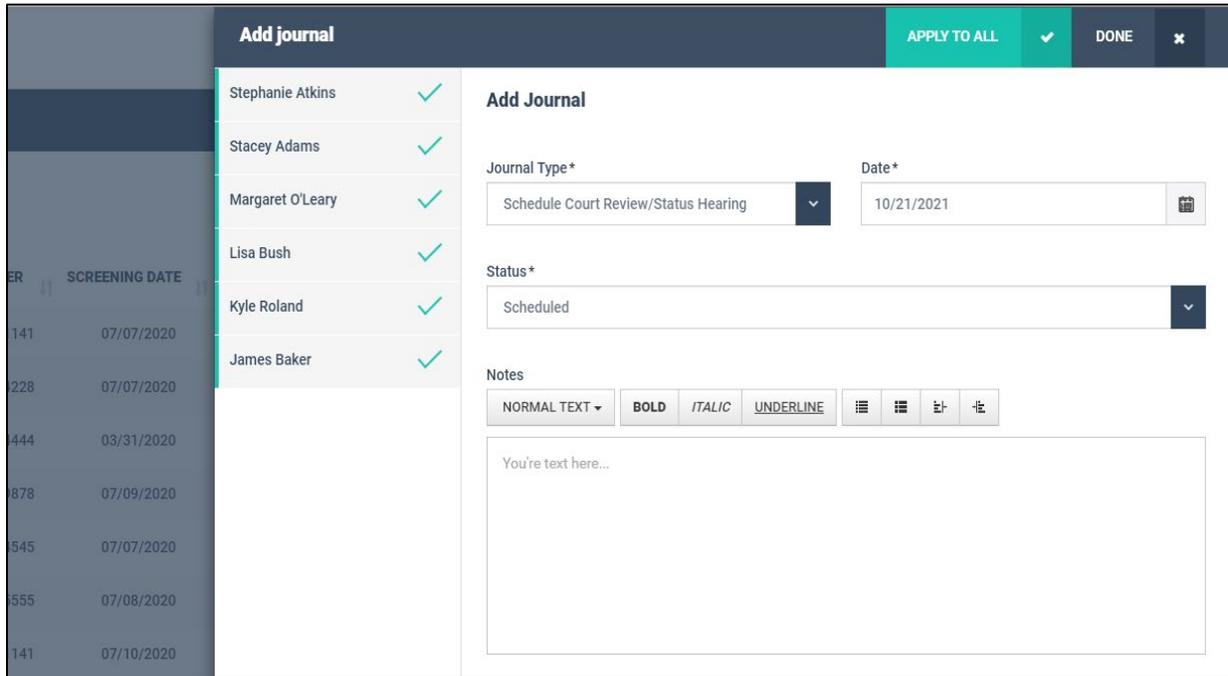
Showing 1 to 11 of 11 entries

6 Participants selected

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

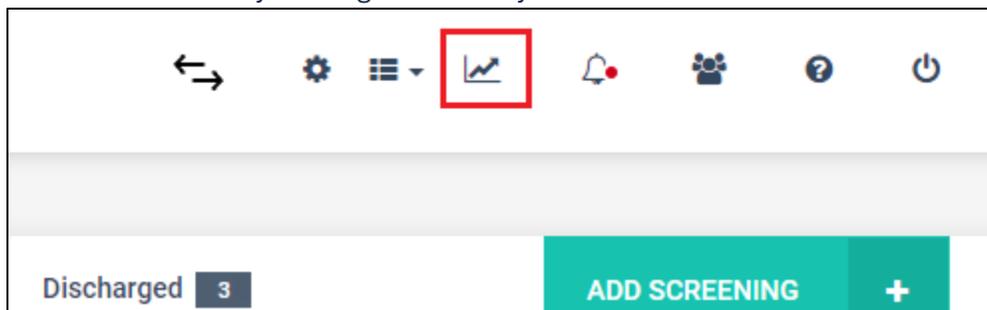
Then select the "Schedule Court Review" option and the date. Go ahead and "Apply to All."

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

Quick filters: **All** Drug Test Positive Drug Test No Show Demotion Infraction Treatment Non-Compliant Violation Treatment Overdue Task Overdue

Show 10 entries Search:

Date	Participant	Case Number	Reason	Created By	Acknowledgement
10/09/2021	<a href="#">Michael Parks</a>	DC 19-124	<a href="#">Treatment Program Non-Compliant</a>	Smith,Shelley	
10/01/2021	<a href="#">Christopher Harris</a>	DC 20-048	<a href="#">Drug Test Positive</a>	Smith,Shelley	

Showing 1 to 2 of 2 entries

Previous 1 Next

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

The screenshot shows a 'Journal' modal window with the following table:

Date	Type	Progress Recommendation	Notes
10/6/2021	Treatment Progress/Recommendation	non-compliant	Mike was not participating in the treatment session. This is the second time that he has come into the session 15 minutes late.&nbsp; The counselor said he was very rude and combative at times.&nbsp;&nbsp;&nbsp;

The modal window is overlaid on a blurred background of the main alert list. In the background, the 'Reason' column for the entry on 10/09/2021, 'Treatment Program Non-Compliant', is circled in red.

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

**Add Journal**

SAVE
✓
CANCEL
✕

**Journal Type\***

Treatment Progress/Recommendation
▼

**Date\***

10/06/2021
📅

**Treatment Provider**

New Day [MAT]
▼

**Treatment Personnel**

Diana Carlson
▼

**Progress Notes/Recommendation**

Non-Compliant
▼

Recommend Incentive?  Yes  No

**Notes**

NORMAL TEXT ▼
BOLD
ITALIC
UNDERLINE
☰
☷
↶
↷

Mike was not participating in the treatment session. This is the second time that he has come into the session 15 minutes late. The counselor said he was very rude and combative at times.

## Login Guide for DIMS

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

DIMS

**Sign in to DIMS**

Enter your details below.

**Email\***

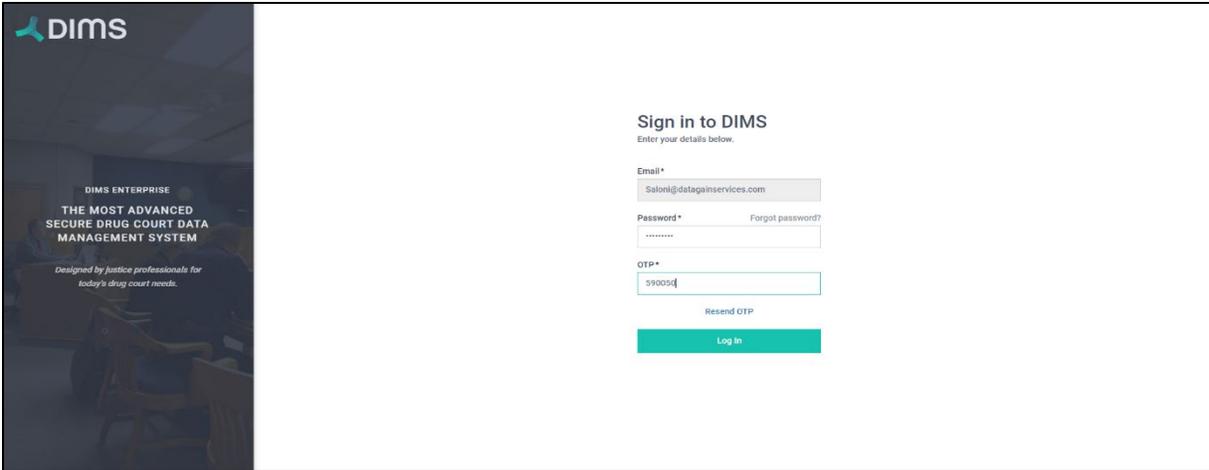
Saloni@datagainservices.com

Next

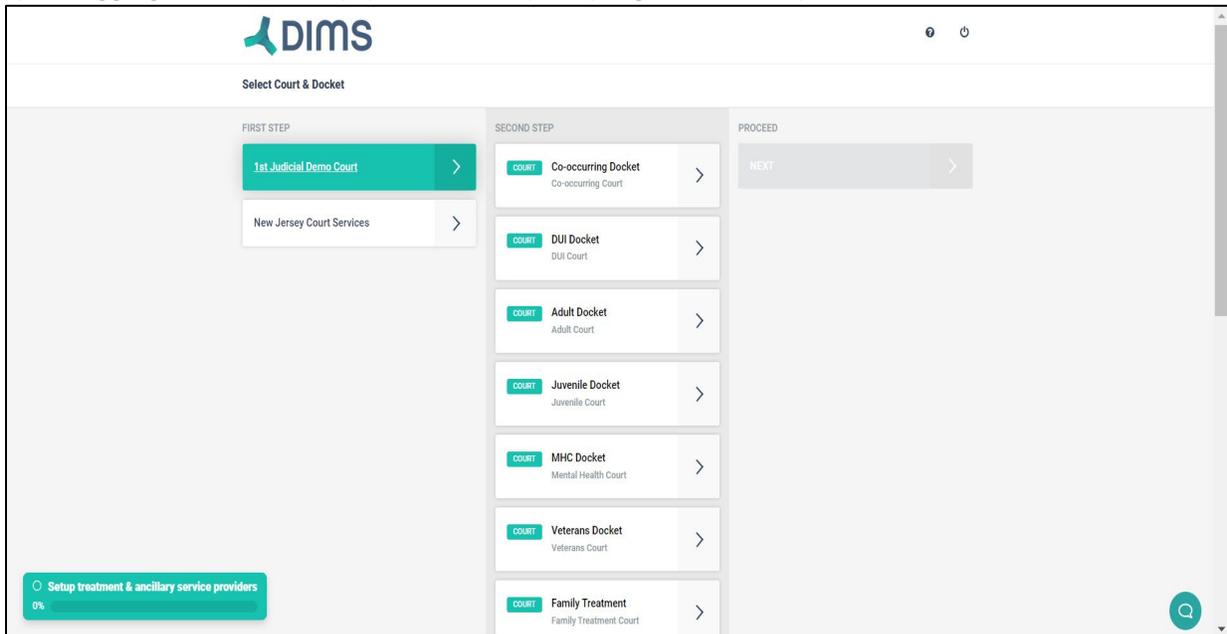
- Case Management
- Lab Management
- Probation & Pretrial
- Remote Alcohol Testing
- Participant App
- EHR

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.'

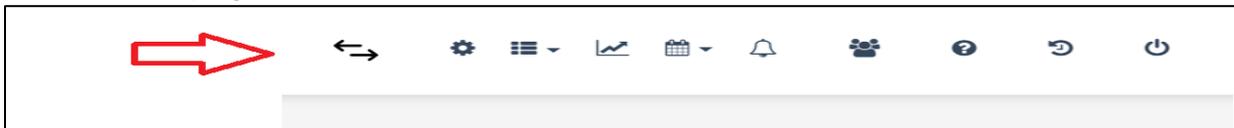


Upon logging in successfully, you'll see all your programs within your account:



## Menu Navigation

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



## Change/Switch Dockets

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

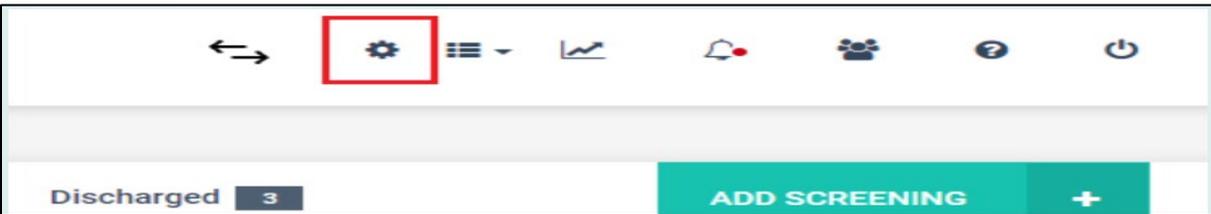


## Settings

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

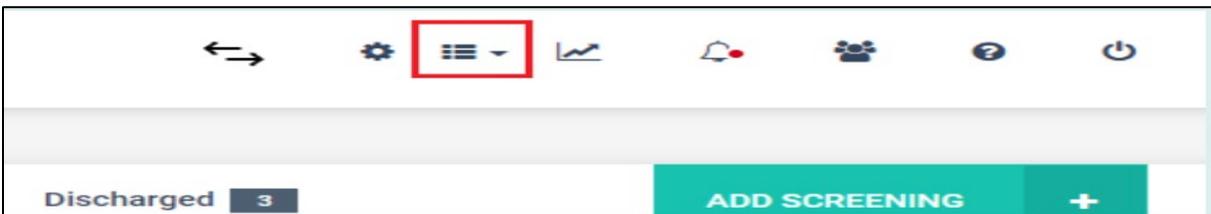
The DIMS case management program allows you to customize the functionality based on your court's operations requirements.

See the settings section for more details.



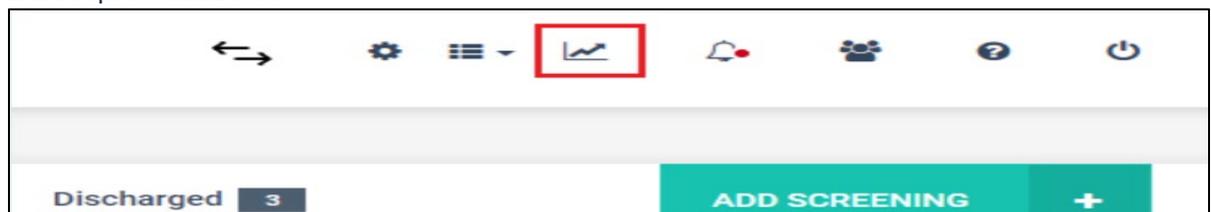
## Bulk Update

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



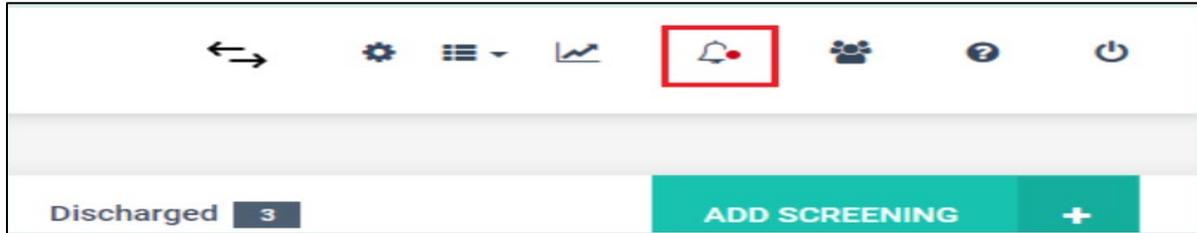
## Analytics

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



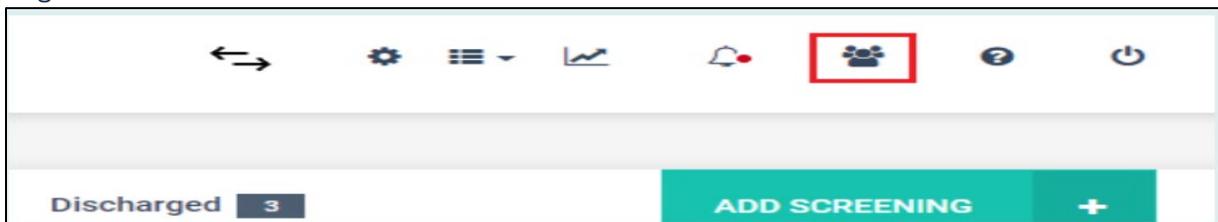
## Alerts

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



## Participants

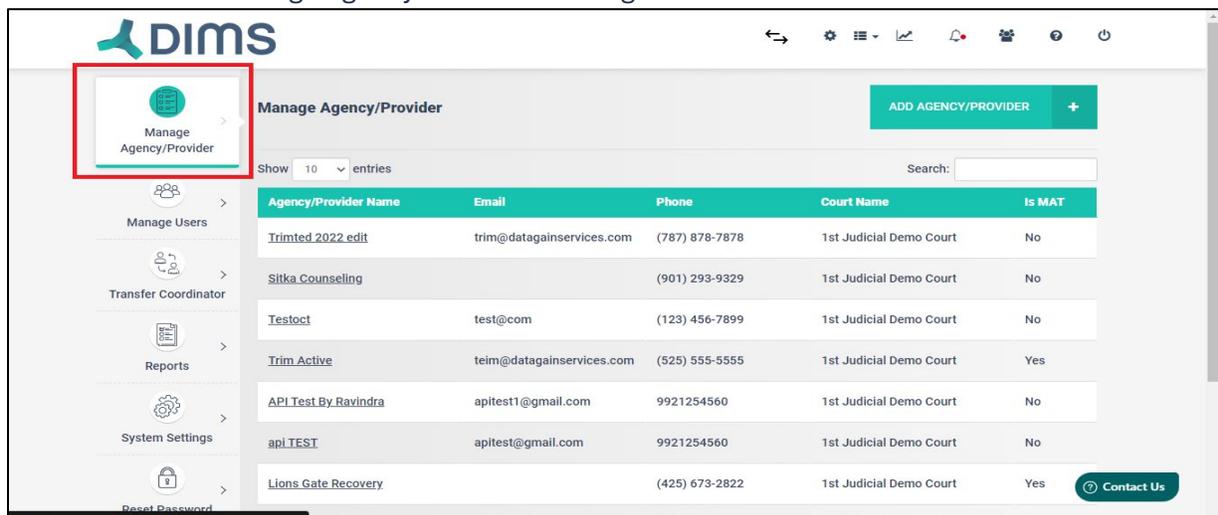
The participant icon allows the staff to navigate to the list of all participants. It's an easy way to switch between one participant and another, no matter where you might find yourself in the program.



## 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.

User Name	User Type	Court
<a href="#">Dims Coordinator</a>	Court Admin	1st Judicial Demo Court
<a href="#">Dims Judge</a>	Judge	1st Judicial Demo Court
<a href="#">Rishi Darira</a>	Judge	1st Judicial Demo Court
<a href="#">vivek jha</a>	Supervisor	1st Judicial Demo Court
<a href="#">Ed Winslow</a>	Agency/Provider	1st Judicial Demo Court
<a href="#">Pranay Kumar</a>	Court Admin	1st Judicial Demo Court
<a href="#">Daisy Beckett</a>	Supervisor	1st Judicial Demo Court
<a href="#">Kevin Cook</a>	State Coordinator	1st Judicial Demo Court
<a href="#">Steve Ette</a>	Supervisor	1st Judicial Demo Court
<a href="#">Gen Stasiak</a>	Primary Case Manager	1st Judicial Demo Court
<a href="#">Rahul Patil</a>	Supervisor	1st Judicial Demo Court

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

**Add Users**
✕ CANCEL
NEXT

1 **User**  
User Details

2 **Permissions**  
Manage user permissions

3 **Courts**  
Associate user with Courts

### Users

**First Name \***

**Last Name \***

---

**City**

**Email \***

**State**

 ▼

**Fax Number**

**Postal Code**

**Phone**

**Contact Address**

**Role \***

 ▼

**Hire Date**

 📅

**Termination Date**

 📅

? Contact Us

**Add Users**
NEXT
✓
CANCEL
✕

✓ **User**  
User Details

2 **Permissions**  
Manage user permissions

3 **Courts**  
Associate user with Courts

### Permissions

Can user login into System?  Yes  No

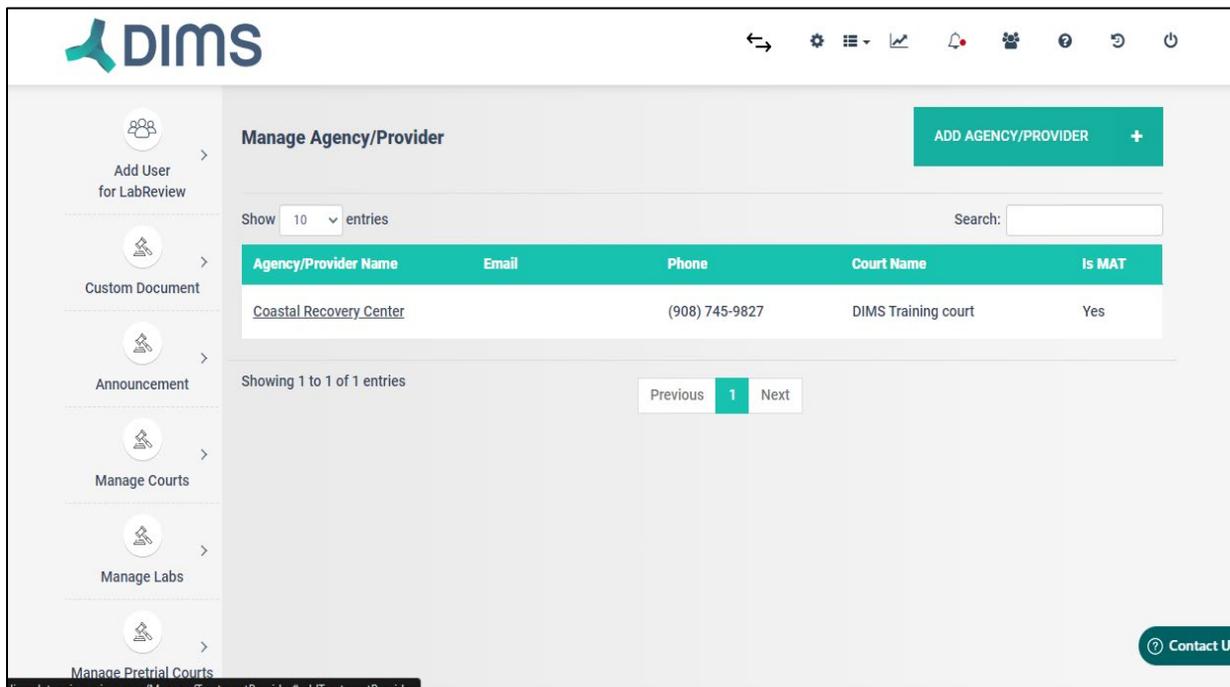
**Default Permission**

- Attorney
- CASA
- Contract Manager
- Counselor
- Court Admin
- Custom Role
- Detective
- Evaluator
- Family Case Worker
- Judge
- Law Clerk
- Life Coach
- Social Worker
- Parole Officer
- Police Officer
- Primary Case Manager

**Page Permission**[Delete will automatically grant View permission]

**Settings and User Management**

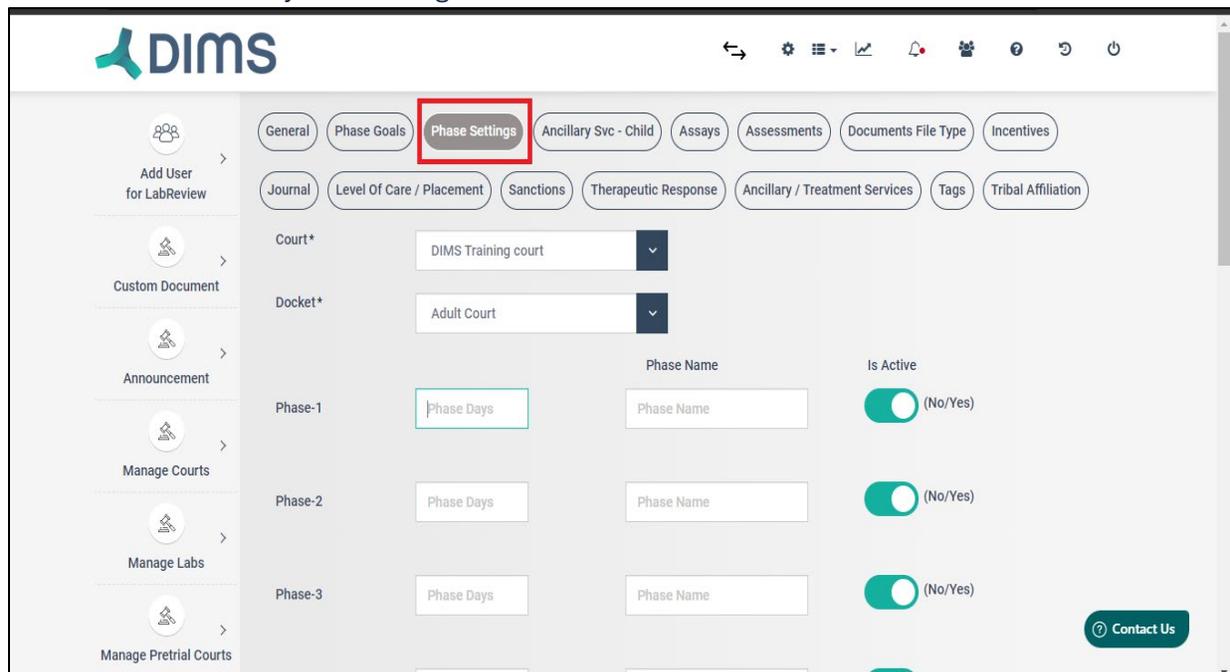
Pages	View	Add	Edit	Delete
Manage-CourtDocket	✕			
Manage-Dockets			✕	
Manage-Roles	✕	✕	✕	✕
Manage-Transfer			✕	
Manage-TreatmentProvider	✕	✕	✕	✕
Manage-Users	✕	✕	✕	✕
Reports	✕			
System Setting	✕		✕	
Bulk Tasks	✕	✕	✕	
Court Analytics	✕			



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

## Set up Phases

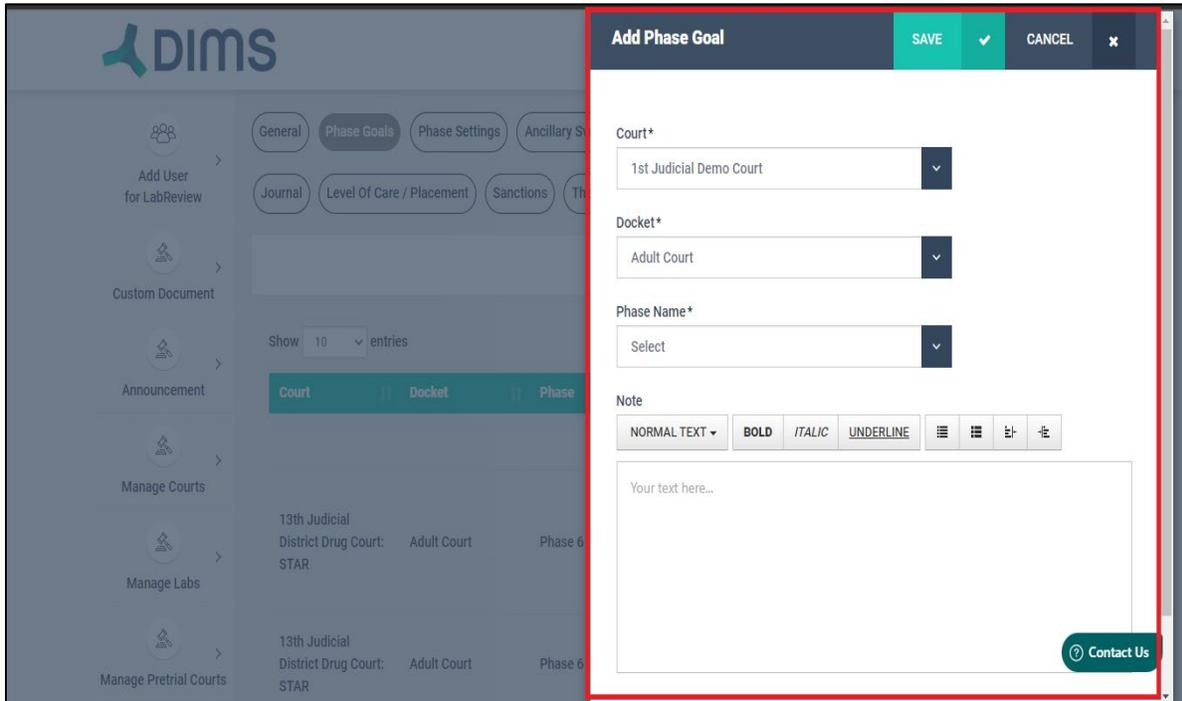
Phases can be setup via System Settings. For each of the phases, you can add the no. of days and the Phase Names that you want to give.



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.

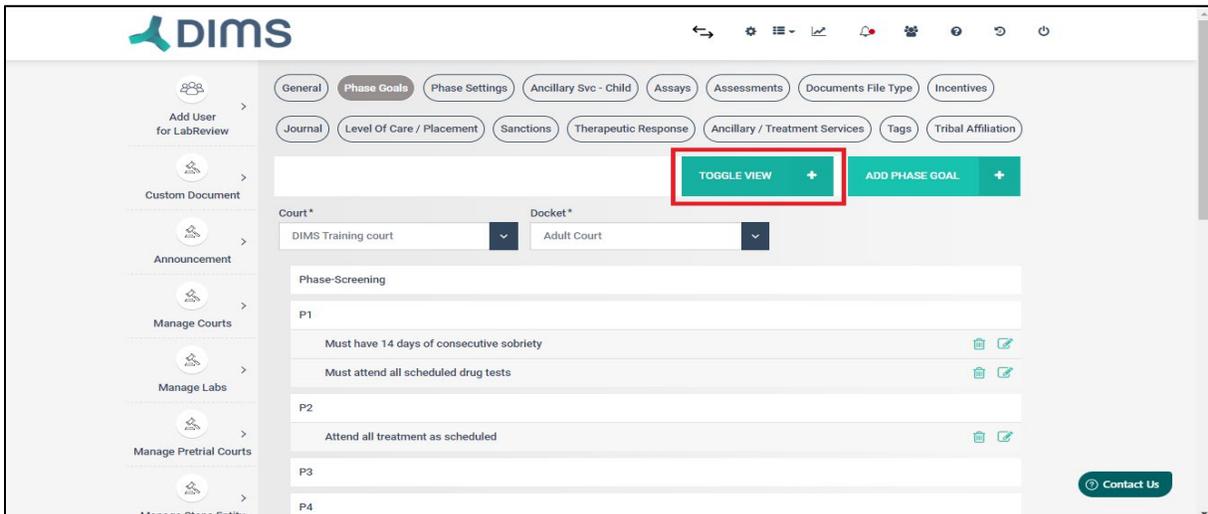
## Set up Phase Goals

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.

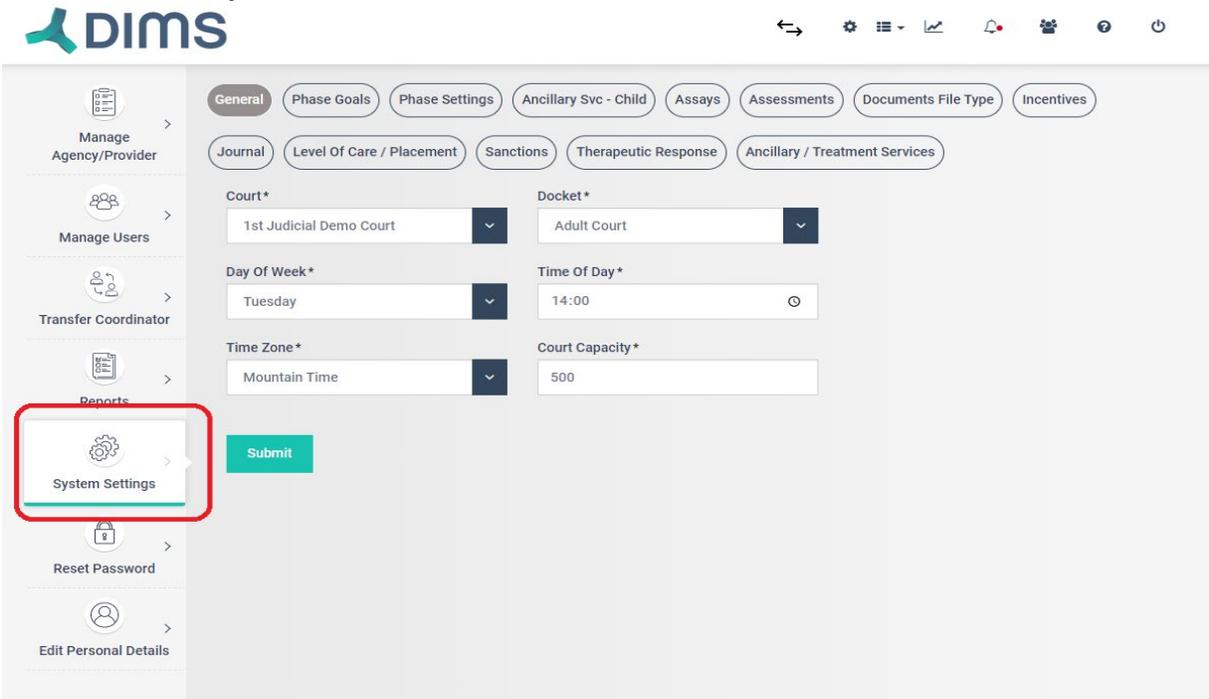


These goals will also be visible in the Participant App. So, the participants will see how long they have been in a particular phase and what goals they have to complete.

## System Settings

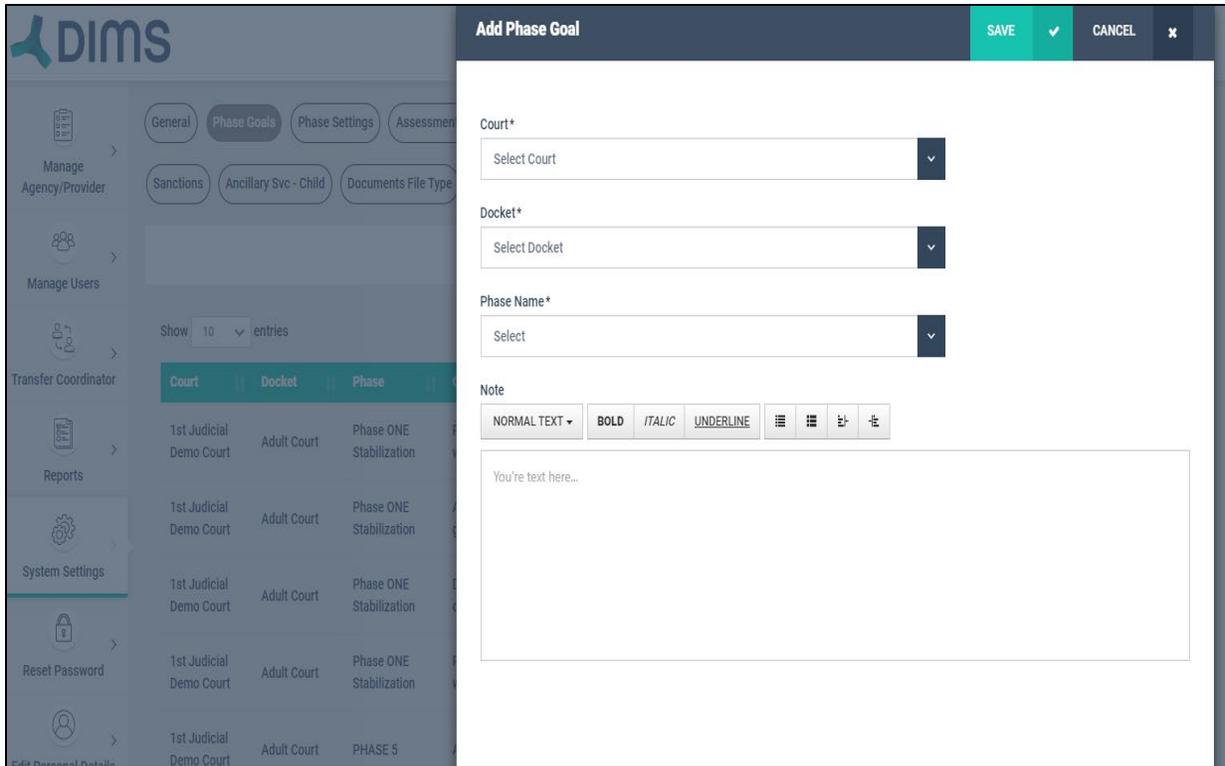
### General

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.



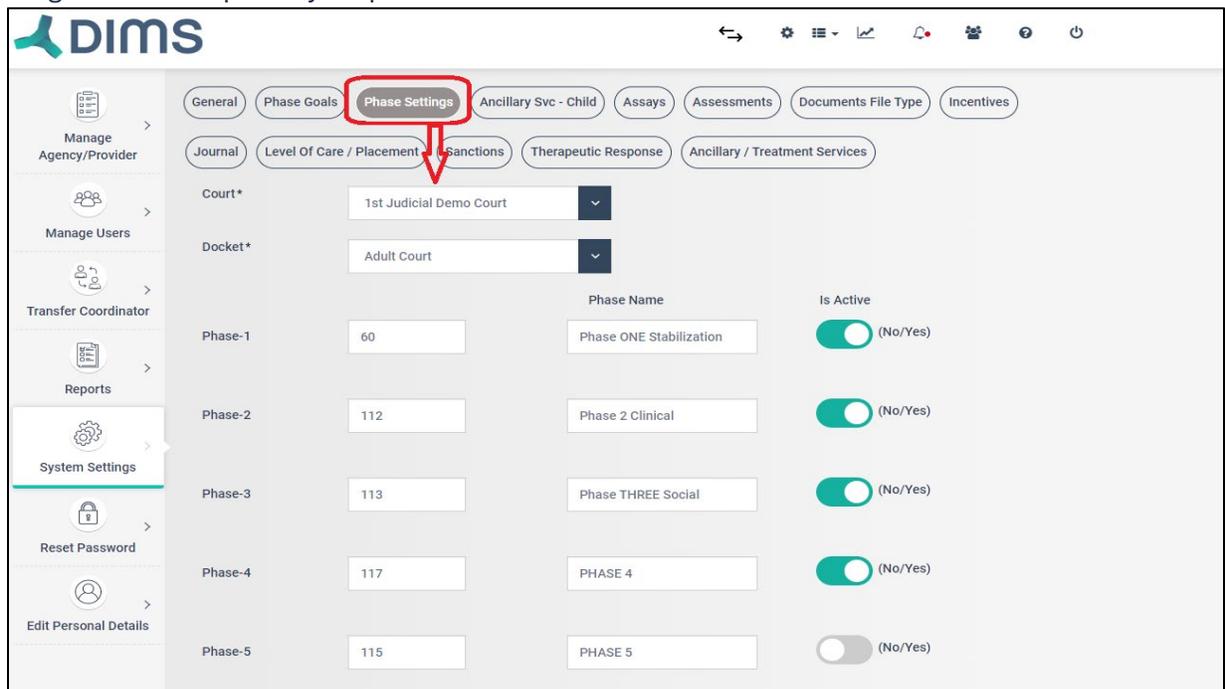
### Phase Goals

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.

The screenshot shows the DIMS interface with the 'Therapeutic Response' tab selected. The interface includes a sidebar with navigation options like 'Manage Agency/Provider', 'Manage Users', 'Transfer Coordinator', 'Reports', 'System Settings', 'Reset Password', and 'Edit Personal Details'. The main content area has tabs for 'General', 'Phase Goals', 'Phase Settings', 'Ancillary Svc - Child', 'Assays', 'Assessments', 'Documents File Type', 'Incentives', 'Journal', 'Level Of Care / Placement', 'Sanctions', 'Therapeutic Response', and 'Ancillary / Treatment Services'. The 'Therapeutic Response' tab is highlighted with a red box. Below the tabs, there are dropdown menus for 'Court\*' (1st Judicial Demo Court) and 'Docket\*' (Adult Court). The main content is divided into 'MASTER' and 'SELECTED' columns. A red arrow points to the 'MASTER' column header. The 'MASTER' column lists various therapeutic responses with green checkmarks, including '1-1 meeting with Judge', 'Adjunctive medication referral (Yes) (Medication/Therapy)', 'Attending 1 treatment group per day', 'Increased amount of individual sessions per week w/ CDC to discuss root cause for relapse or compliance difficulty', 'Increased number of treatment groups per week (Yes)', 'Increased Supervision (Yes)', 'Increased treatment sessions', 'IT with Treatment Provider', and 'Journaling'. The 'SELECTED' column lists the same responses.

## Ancillary / Treatment Services

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

The screenshot shows the DIMS interface with the 'Ancillary / Treatment Services' tab selected. The interface includes a sidebar with navigation options like 'Manage Agency/Provider', 'Manage Users', 'Transfer Coordinator', 'Reports', 'System Settings', 'Reset Password', and 'Edit Personal Details'. The main content area has tabs for 'General', 'Phase Goals', 'Phase Settings', 'Ancillary Svc - Child', 'Assays', 'Assessments', 'Documents File Type', 'Incentives', 'Journal', 'Level Of Care / Placement', 'Sanctions', 'Therapeutic Response', and 'Ancillary / Treatment Services'. The 'Ancillary / Treatment Services' tab is highlighted with a red box. Below the tabs, there are dropdown menus for 'Court\*' (1st Judicial Demo Court) and 'Docket\*' (Adult Court). The main content is divided into 'MASTER' and 'SELECTED' columns. A red arrow points to the 'MASTER' column header. The 'MASTER' column lists various ancillary services with green checkmarks, including '12 Step Program', 'Acupuncture', 'Anger Management Classes', 'Art Therapy', 'Aunties/ Uncles House', 'Batterer's Intervention Group', 'Beading class', 'Blanket Exercise', and 'Boundaries'. The 'SELECTED' column lists the same services.

## 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.

The screenshot shows the DIMS interface for configuring 'Level of Care / Placement'. The 'Level of Care / Placement' tab is highlighted with a red box. The screen is divided into two main sections: 'MASTER' and 'SELECTED'. The 'MASTER' section lists various treatment modalities, each with a green checkmark indicating it is selected. The 'SELECTED' section lists a subset of these modalities. Red arrows point from the 'MASTER' section to the 'SELECTED' section, indicating the process of moving items from the master list to the selected list.

MASTER	SELECTED
Assertive Community Treatment (ACT)	Assertive Community Treatment (ACT)
Batterer's Intervention Group	Case Management/Support Coordination
Case Management/Support Coordination	CBISA
CBISA	CBISA Aftercare
CBISA Aftercare	Co-occurring Treatment Services
Co-occurring Treatment Services	Community Based Services
Community Based Services	Continuing Care
Continuing Care	Crisis Residential/Intensive Crisis Stabilization
Crisis Residential/Intensive Crisis Stabilization	Day Treatment

## Sanctions

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

The screenshot shows the DIMS interface for configuring 'Sanctions'. The 'Sanctions' tab is highlighted with a red box. The screen is divided into two main sections: 'MASTER' and 'SELECTED'. The 'MASTER' section lists various sanction types, each with a green checkmark indicating it is selected. The 'SELECTED' section lists a subset of these sanction types. Red arrows point from the 'MASTER' section to the 'SELECTED' section, indicating the process of moving items from the master list to the selected list.

MASTER	SELECTED
% Housing	% Housing
Alcohol Testing Increased	Alcohol Testing Increased
Any	Any
Community Service	Community Service
Court Appearances Increased	Court Appearances Increased
Curfew Imposed	Curfew Imposed
Drug Testing Increased	Drug Testing Increased
Jail	Jail
Job Club Until Employed	Job Club Until Employed

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

## Tags

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

## Court Team Attendance

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

Court Attendance has two steps:

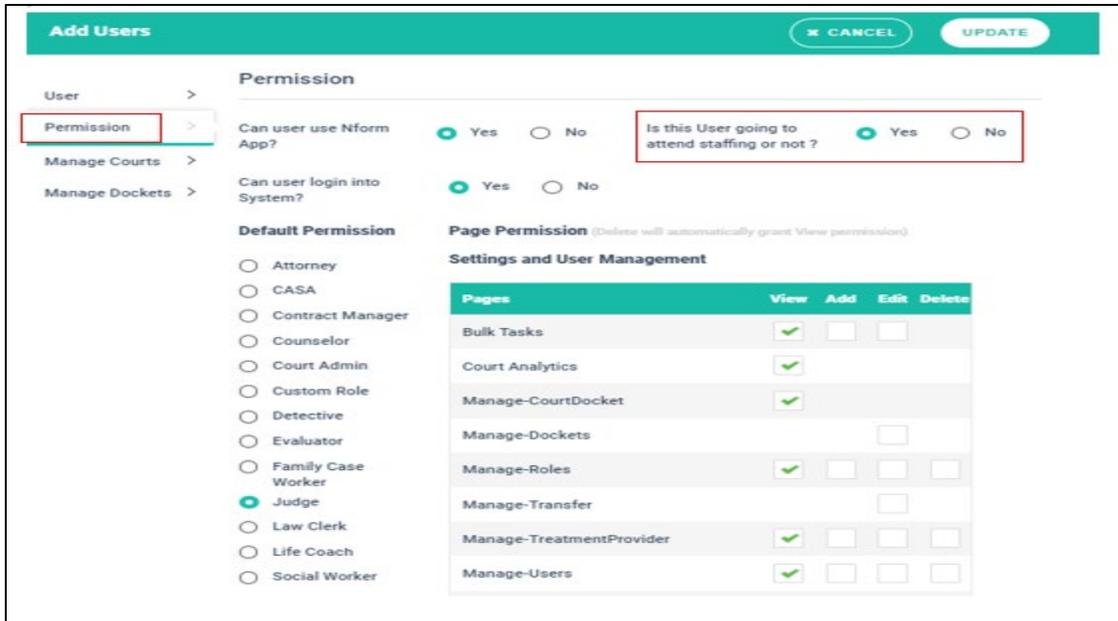
Step 1: Adding staff members to the attendance list:

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



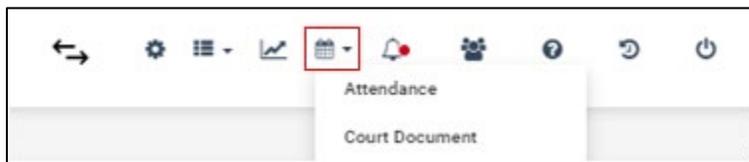
User Name	User Type	Court
<a href="#">Vivek Jha</a>	Agency/Provider	Datagain Test Court
<a href="#">Dims Coordinator</a>	Court Admin	1st Judicial Demo Court
<a href="#">Dims Judge</a>	Judge	1st Judicial Demo Court
<a href="#">Rishi Darira</a>	Judge	Datagain Test Court
<a href="#">Joe Mitchell</a>	Agency/Provider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

**Add Attendance**
CANCEL ✕
SAVE ✓

Date Scheduled \*

Court Held \*  
 Yes  No

Method \*

Search:

Name	Staffing Attendance	Court Attendance
Mashalkar Rohit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coordinator Dims	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Judge Dims	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
jha vivek	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Windslow Ed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kumar Pranay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

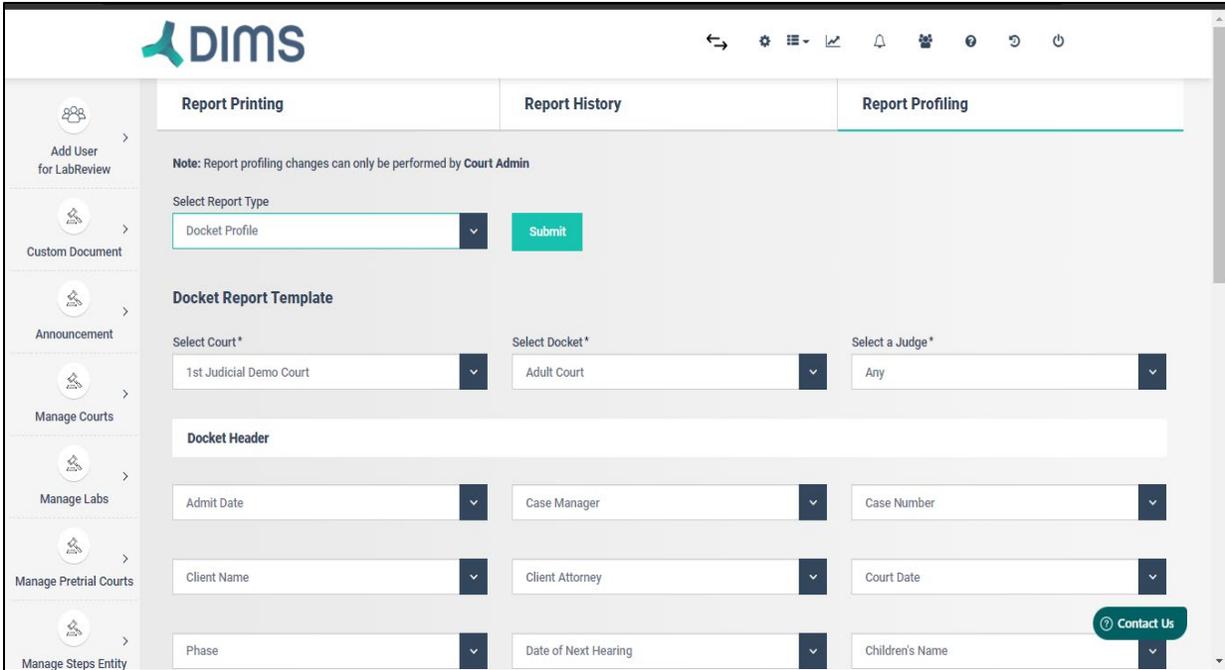
Note: If the user does not attend the Staffing or Court, please uncheck them respectively.

D. Click on Save to update the attendance.

## Reports

### Set up Docket Profile

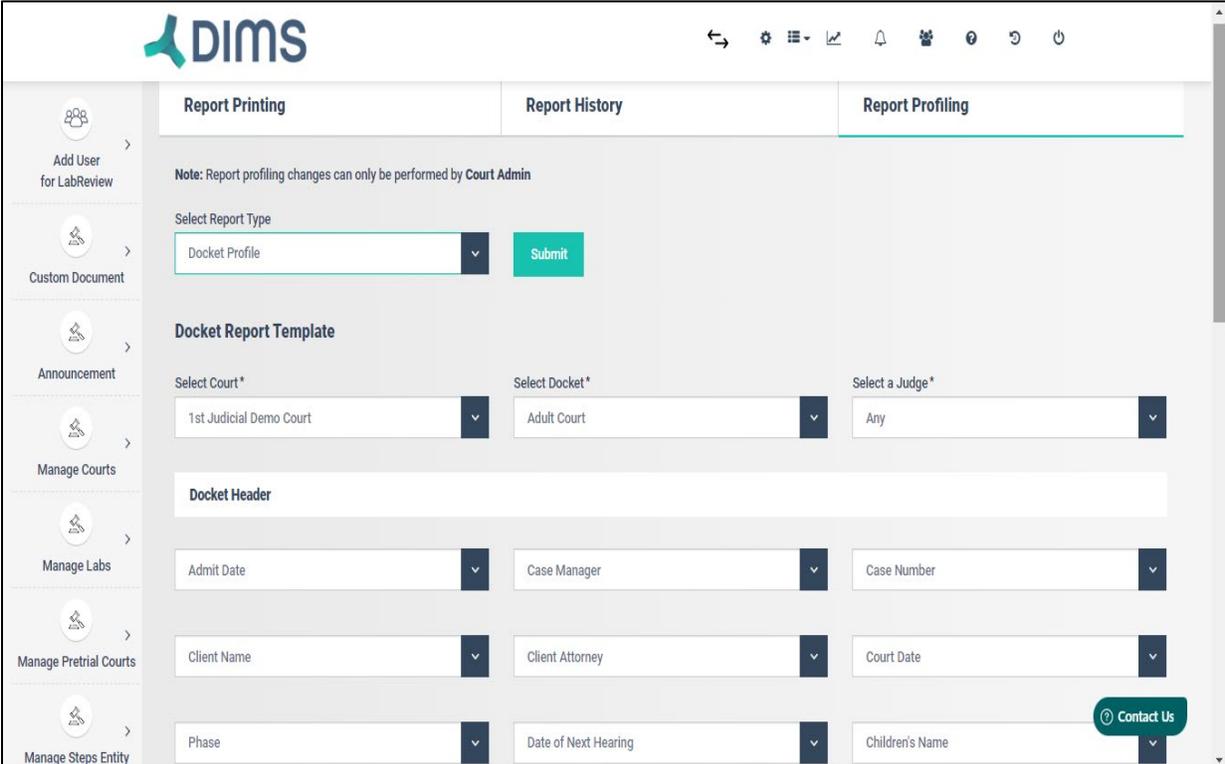
The docket report basically gives info on which participants will be arriving in court that week. For creating a docket profile, first the user needs to click on Report Profiling and choose the report type as "docket profile".



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.

Staffing Report Details			
Section	Date Range	Show Details	Show Summary
Treatment Progress Notes	Since Last Court Appearance	<input checked="" type="radio"/>	<input type="radio"/>
Substance Abuse History	All	<input type="radio"/>	<input checked="" type="radio"/>
Ancillary Services	Since Last Court Appearance	<input checked="" type="radio"/>	<input type="radio"/>
Phase	All	<input type="radio"/>	<input checked="" type="radio"/>
Journal Notes	Since Last Court Appearance	<input checked="" type="radio"/>	<input type="radio"/>
Monitoring	Since Last Court Appearance	<input checked="" type="radio"/>	<input type="radio"/>
Client Tasks Due	30 Days	<input checked="" type="radio"/>	<input type="radio"/>
Court Report	Since Last Court Appearance	<input checked="" type="radio"/>	<input type="radio"/>

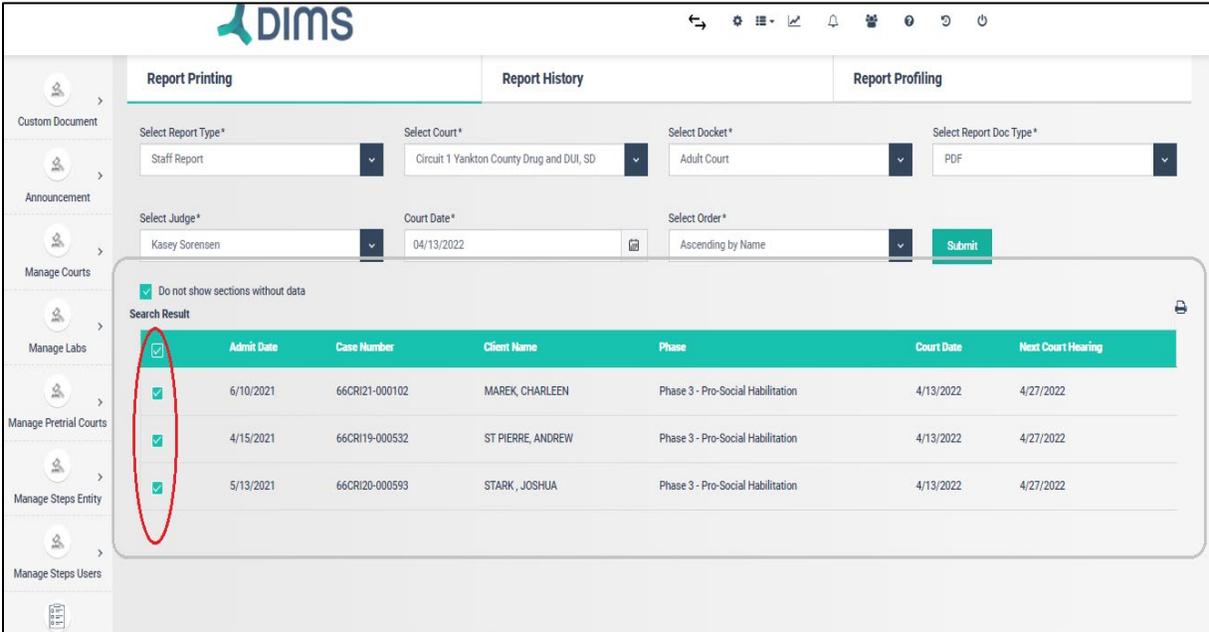
If for some reason, one finds that they are missing information on their staffing report then they can anytime come to this section and add/update sections as per their choice.

## Run a Staffing Report

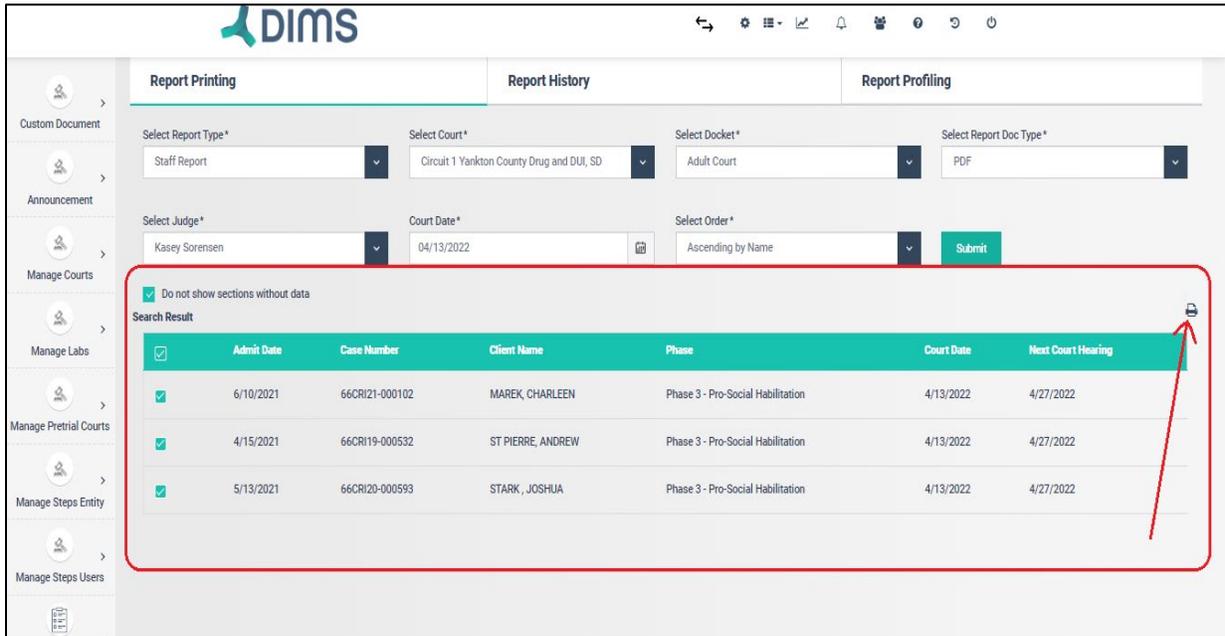
Once the Staffing report profile gets created under Report Profiling, the user can go through the following steps to run and generate a Staffing Report.

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 :

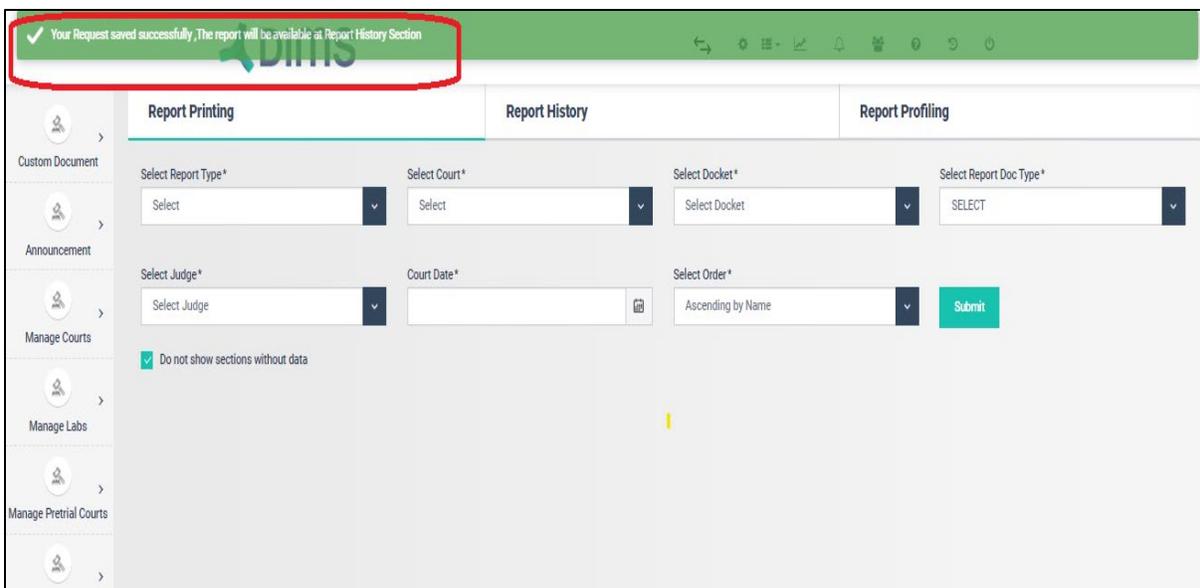
2. Next, names of the participants scheduled for court hearing for that selected date appear on the screen. User can select/deselect the participant names through the checkboxes given at the left.



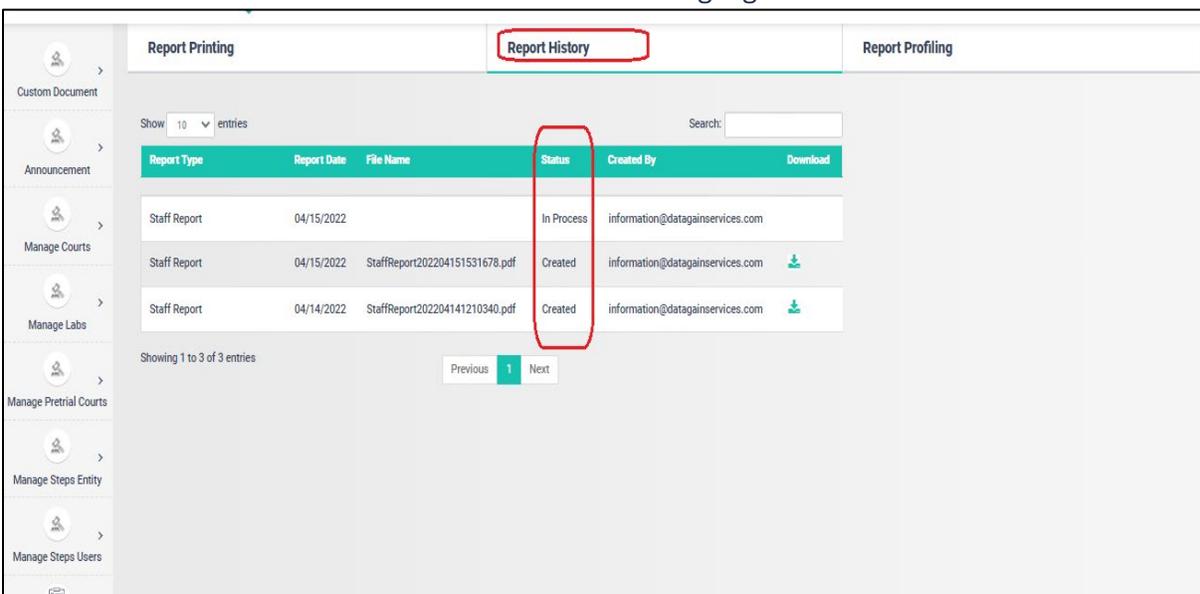
3. The print button on the top right corner as highlighted by arrow should then be used to generate the Staffing Report.



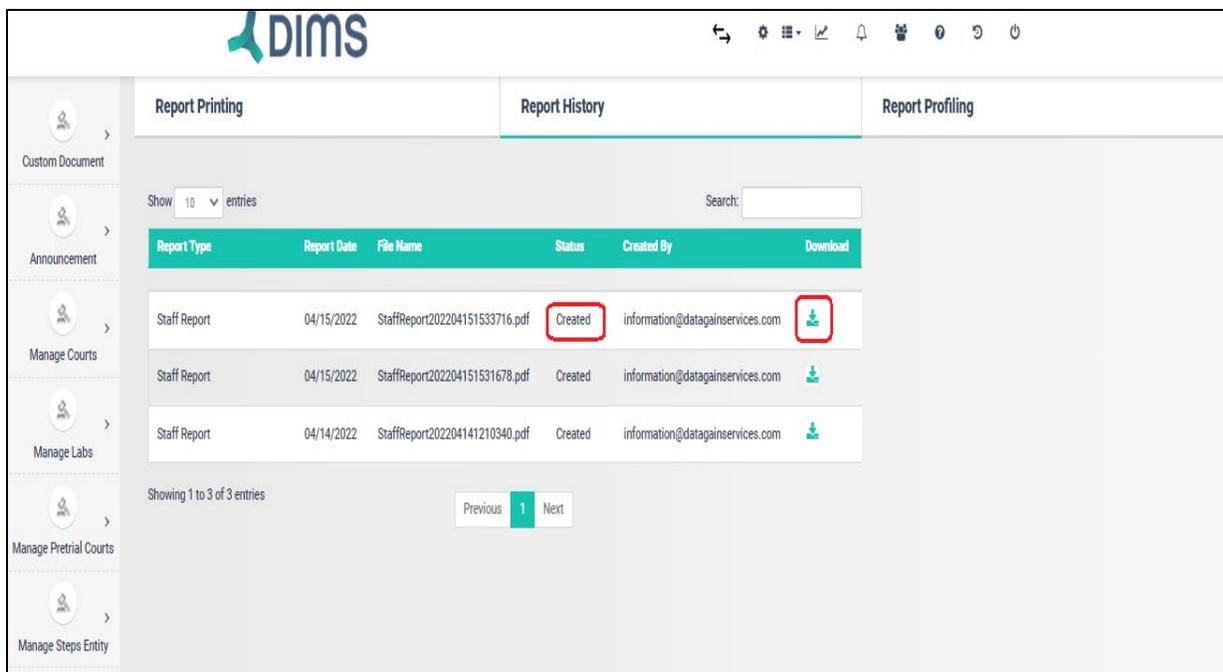
4. After clicking on the print button, User can see the Request for the Report has been saved and User is also indicated that Reports can be downloaded from the Report History section.



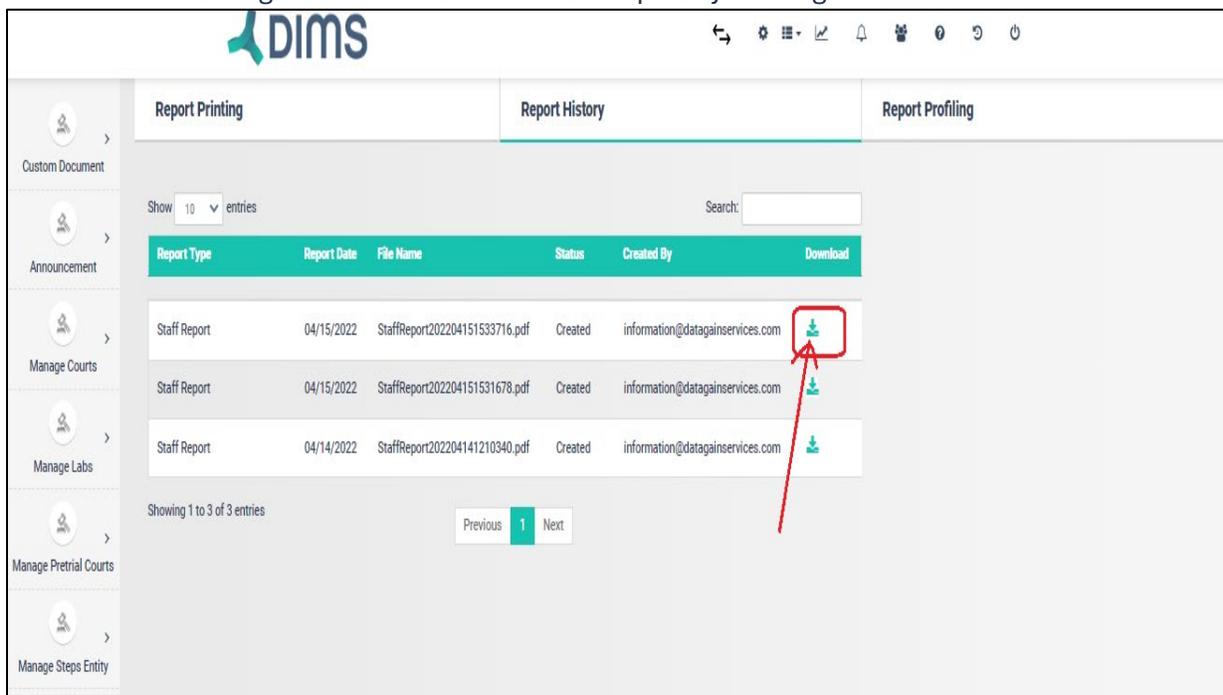
5. User can then go to the Report History Section and can view the status of the Report generation. The status could be either "In Process" or "Created" as highlighted.



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.

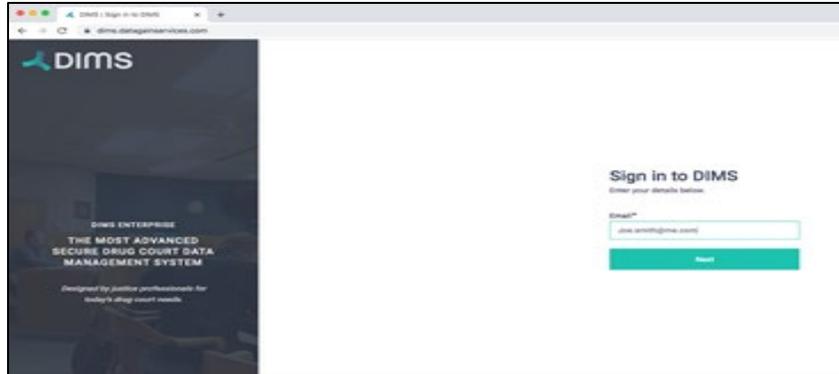


## Adding New Participant

### 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:

**Add Screening** SAVE AND NEXT ✓ DISCARD ✕

Induct client using DIMS ID  Yes  No

Date of Screening\*  
07/12/2021

Court\*  
45th Judicial TTT Court

Docket\*  
Adult Court

Judge\*  
Joe Phillips

Case Docket No.\*  
DC 19-302

Add Admission Type\*  
Pre-Plea

Offer Related to Court Participation\*  
Case Dismissal

Manage Profile Pics →

Date of Referral\*  
[Calendar icon]

Referral Source\*  
SELECT

Referral Name\*  
XXXXXXXXXX

Referral Address  
XXXXXXXXXX

Referral Office Email  
XXXXXXXXXX

Referral Phone  
XXXXXXXXXX

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 :

Alias <input type="text" value="Alias"/>	First Name* <input type="text" value="First Name"/>	Middle Name <input type="text" value="Middle Name"/>
Last Name* <input type="text" value="Last Name"/>	Phone (Primary) <input type="text" value="XXXXXXXXXX"/>	Phone (Cell) <input type="text" value="XXXXXXXXXX"/>
Email <input type="text" value="Email"/>	Social Security No.* <input type="text" value="XXXXXXX"/>	DOB* <input type="text" value=""/>
Have Drivers License/StatelD* <input type="radio"/> Yes <input type="radio"/> No		
Is Prepared To Get License/StatelD <input type="radio"/> Yes <input checked="" type="radio"/> No		

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

The screenshot shows the 'Add Screening' form with the following fields and values:

- Induct client using DIMS ID:**  Yes  No
- Date of Screening\*:** 07/12/2021
- Court\*:** 45th Judicial TTT Court
- Docket\*:** Adult Court
- Judge\*:** Joe Phillips
- Case Docket No.\*:** DC 19-302
- Add Admission Type\*:** Pre- Plea
- Offer Related to Court Participation\*:** Case Dismissal
- Date of Referral\*:** (empty)
- Referral Source\*:** SELECT
- Referral Name\*:** XXXXXXXXXXX

At the top right, the 'SAVE AND NEXT' button is highlighted with a red arrow, and the 'DISCARD' button is also highlighted with a red arrow. A profile picture management section is visible on the right side of the form.

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

**Induction Process**

**CLIENT DETAILS**  
 William Berg  
 40 yrs • 0

**CASE NUMBER**  
 D-905-CR-00000002

**DOCKET**  
 Adult Court

**JUDGE**  
 Joe Philips

**SCREENING DATE**  
 7/13/2020

**COURT**  
 45th Judicial TTT Court

**Personal Information**

Alias: Alias  
 First Name: William  
 Middle Name: Name  
 Last Name: Berg  
 DOB: 12/25/1980  
 Birth Place:   
 Marital Status: Single  
 SSN: XXX-XX-0011  
 Phone (Cell):   
 Phone (Work):   
 Phone (Primary): (575) 123-4444  
 Participant's Age: 40 Years  
 Deceased Date:   
 Email: Email  
 Identifying Marks: type your text here..  
 UID: 154-3-5b9307be-8872-4d4b-9633-b61f1409b285

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:

**Induction Process**

**CLIENT DETAILS**  
 Frank Costello  
 23 yrs • Phase-Screening

**PHONE NUMBER**  
 (406) 768-4367

**ADDRESS**  
 6th Avenue, ... Montana,  
 Yellowstone County, 59101

**ADDRESS NOTE**

**CASE NUMBER**  
 023CC-24-00215

**DOCKET**  
 Adult Docket

**JUDGE**  
 Rohan Test Testing

**SCREENING DATE**  
 4/16/2024

**Personal Information**

Alias: Alias  
 First Name: Frank  
 Middle Name: Name  
 Last Name: Costello  
 DOB: 12/25/1980  
 Birth Place:   
 Marital Status: Select  
 SSN: xxx-xx-9494  
 Tribal Affiliation: Select  
 Phone (Cell/Primary):   
 Phone (Other):   
 Phone (Other):   
 Participant's Age: 40 Years  
 Deceased Date:   
 Email: Email  
 Identifying Marks: type your text here..  
 UID: 2-3-0ca29128-e95c-481c-8e13-8fea048d702d

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:

<ul style="list-style-type: none"> <li>Personal Information &gt;</li> <li><b>Case Information &gt;</b></li> <li>Medical &gt;</li> <li>Manage Pictures &gt;</li> <li>Mental Health &gt;</li> <li>Substance Use &gt;</li> <li>Screening Assessment &gt;</li> <li>Sentencing Info &gt;</li> <li>Criminal Info &gt;</li> <li>Employment &gt;</li> <li>Concerned Person &gt;</li> <li>Case Referral Information &gt;</li> <li>Addresses &gt;</li> <li>Education History &gt;</li> <li>Children &gt;</li> <li>Notes &gt;</li> </ul>	Instant Offense	Current Criminal Case Number / File Identifier	Related Case Number / File Identifier
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Date of Screening*	Admission Type*	Offer Related to Court Participation*
	04/16/2021	Post-Adjudication	None
	Judge	Case Number*	
	John Parker	T-4-DW-2020-136100	
	Readmission*		
	<input type="radio"/> Yes <input type="radio"/> No		
	Number of arrests in your lifetime	Misdemeanor*	Felony*
		2 <input type="text"/>	1 <input type="text"/>
Number of convictions in your lifetime	Misdemeanor*	Felony*	
	3 <input type="text"/>	2 <input type="text"/>	
Number of law enforcement contacts	Age of First Arrest		
5 <input type="text"/>	16 <input type="text"/>		

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

<b>Incarcerated ?*</b> <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>History of Violent Offense</b> <input type="radio"/> Yes <input checked="" type="radio"/> No		<b>History of Sexual Offense</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>Incarcerated Id</b> <input type="text" value="XXXXXXXXXX"/>		<b>Incarcerated In Date*</b> <input type="text" value="07/15/2021"/>		<b>Incarcerated Out Date</b> <input type="text"/>	
<b>ArrestDate</b> <input type="text"/>					
<b>Current Living Arrangement *</b> <input type="text" value="Independent/Permanent Ho"/>					
<b>Have you served in the United States armed forces or military</b> <input type="radio"/> Yes <input checked="" type="radio"/> No					
<b>Participant or significant other pregnant at time of admission *</b> <input type="text" value="No"/>		<b>Received veterans services prior to admission*</b> <input type="text" value="No"/>		<b>Number of babies born prior to Drug court admission *</b> <input type="text" value="0"/>	
<b>How many children under the age of 18 do you have?*</b> <input type="text" value="0"/>					
<b>How many children under 18 live with the participant *</b> <input type="text" value="0"/>		<b>How many children under 18 live with other relative *</b> <input type="text" value="0"/>		<b>How many children under 18 are in foster care or a residential home *</b> <input type="text" value="0"/>	
<b>How many children under 18 live independently *</b> <input type="text" value="0"/>					

<b>How many children under the age of 18 have you had your parental rights terminated or relinquished before admission to drug court?*</b> <input type="text" value="0"/>		<b>Participant making child support payments as ordered at admission *</b> <input type="text" value="Not Applicable"/>	
<input type="button" value="SAVE"/>		<input type="button" value="SAVE &amp; NEXT"/>	

## 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?

Current Medical Condition?

Medical Compliance

Pharmalogical Intervention For Substance use  Yes  No

Allergies  Yes  No

Have you been prescribed medication in last (12 months) \*   
This field is required.  
**(i) This field is mandatory**

Are you currently taking medication as prescribed? \*   
This field is required.  
**(i) This field is mandatory**

Prescribed medication (enter per type)

Psychiatric* <input type="text" value="0"/>	Other* <input type="text" value="0"/>
---	---------------------------------------

Current Medication

Medical Insurance Status

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

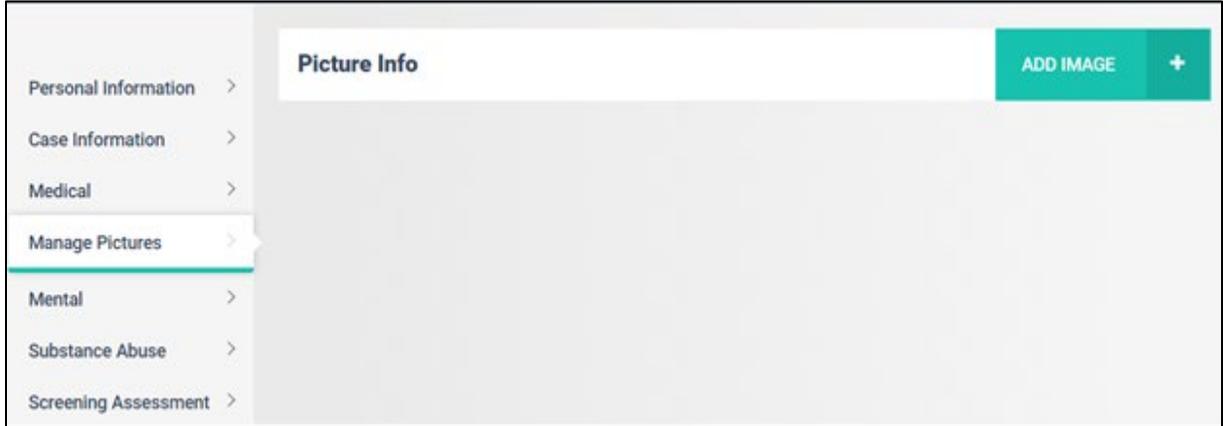
HIV Testing Done  Yes  No

Does Client know the result  Yes  No

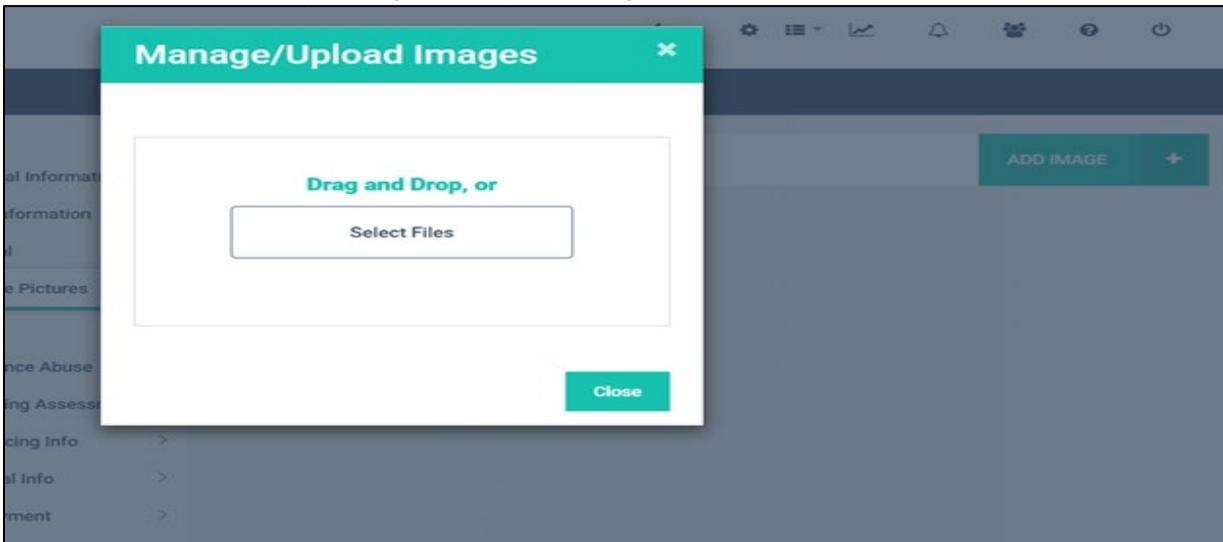
Summary

## Manage Pictures

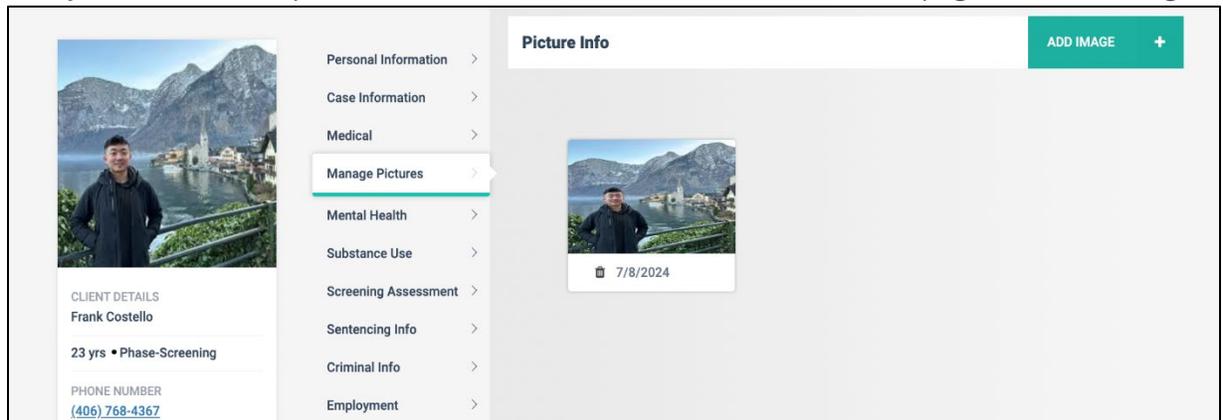
Please note that for some applications in DIMS like the REACT (remote alcohol testing), this picture is what DIMS uses for the facial recognition check at each test! Once you are in the tab simply click on the “Add Image” button on the top right



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:

### Mental Health Info

Ever received mental health eval  Yes  No

Is Client Competent  Yes  No  Unknown

History Of Mental Illness  Yes  No

Ever had any suicidal thoughts / made any suicidal attempts ?  Yes  No

Ever been a victim of violence ?  Yes  No

Ever been a victim of Physical and / or Sexual abuse ?  Yes  No

Notes related to Abuse, Violence or Suicidal ideations.

Date Competency Evaluation Ordered

Date Competency Evaluation Received

Was there a Psychiatric Diagnosis ?  Yes  No

Primary Diagnosis\*

Diagnosis Code 2

Diagnosis Code 3

Diagnosis Code 4

Diagnosis Code 5

Diagnosis Code 6

Trauma Exposed  Yes  No

Mental Health Diagnosis Connected with Military Service

## 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:

<b>Substance Use</b>		
Prior Substance Use	<input type="radio"/> Yes	<input type="radio"/> No
Prior Drug Court Participation	<input type="radio"/> Yes	<input type="radio"/> No
Treatment Service prior to admission *	<input type="radio"/> Yes	<input type="radio"/> No
Detoxification from alcohol/drug *	<input type="radio"/> Yes	<input type="radio"/> No
In-Patient alcohol/drug use treatment *	<input type="radio"/> Yes	<input type="radio"/> No
Intensive outpatient alcohol/substance use treatment *	<input type="radio"/> Yes	<input type="radio"/> No
Outpatient alcohol/substance use treatment *	<input type="radio"/> Yes	<input type="radio"/> No
Jail-based or Correctional based alcohol/substance use treatment *	<input type="radio"/> Yes	<input type="radio"/> No
Individual alcohol/substance use counseling *	<input type="radio"/> Yes	<input type="radio"/> No
Co-occurring(alcohol/drug abuse/mental health) treatment *	<input type="radio"/> Yes	<input type="radio"/> No
Inpatient psychiatric treatment *	<input type="radio"/> Yes	<input type="radio"/> No
Outpatient psychiatric treatment *	<input type="radio"/> Yes	<input type="radio"/> 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	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Prior Drug Court Participation	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Treatment Service prior to admission*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Detoxification from alcohol/drug*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
In-Patient alcohol/drug use treatment*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Intensive outpatient alcohol/substance use treatment*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Outpatient alcohol/substance use treatment*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Select <input type="button" value="v"/>
Jail-based or Correctional based alcohol/substance use treatment*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Select <input type="button" value="v"/>
Individual alcohol/substance use counseling*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Select <input type="button" value="v"/>
Co-occurring(alcohol/drug abuse/mental health) treatment*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Select <input type="button" value="v"/>
Inpatient psychiatric treatment*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Select <input type="button" value="v"/>
Outpatient psychiatric treatment*	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Select <input type="button" value="v"/>
History of Overdose*	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Primary Drug Used*	Select <input type="button" value="v"/>		

✓ Select

- Drug court budget
- Federal
- Not applicable
- Private insurance or CHIP
- Publicly funded through state,country or medicaid dollars
- Self-Paid
- VA Services

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

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

Primary Drug Used\*

Frequency use in last 30 days  Age of first use  Method of Use  Date of last used

Secondary Drug Used\*

Tertiary Drug Used\*

IV Drug User\*

History of IV Drug Use\*

Primary Diagnosis Code

Secondary Diagnosis Code

Global Assessment of Functioning (GAF) Score

ASAM Placement Criteria

Recommended Treatment Modality/Service

Currently in substance abuse treatment program?  Yes  No

[SAVE & NEXT](#) [SAVE](#)

### Screening Assessment

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

**Screening Assessments** [ADD SCREENING ASSESSMENTS](#) +

Show  entries Search:

Date	Assessment Tool	Assessment Timing	Notes	Edit	Delete
No data available in table					

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

- Personal Information >
- Case Information >
- Medical >
- Manage Pictures >
- Mental Health >
- Substance Use >
- Screening Assessment >**
- Sentencing Info >

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":

here'. The word 'here' is underlined in red."/>

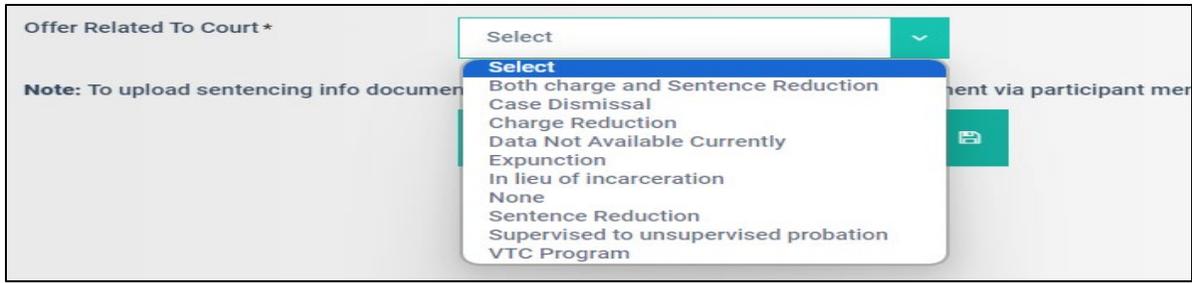
It will redirect you to the document section to upload documents.

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.

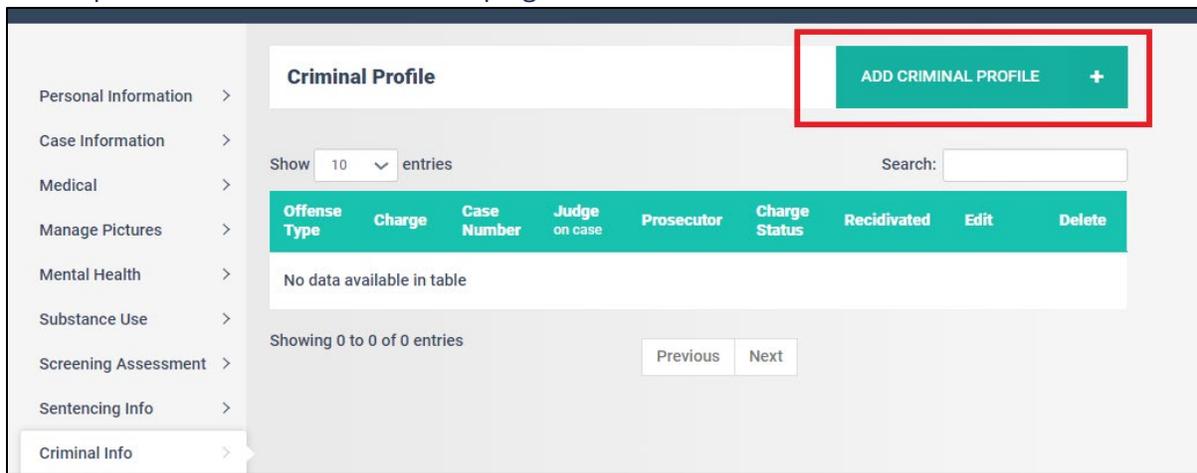
If you choose "Yes," additional option will appear, specifically regarding the Offer Pertaining to Court :



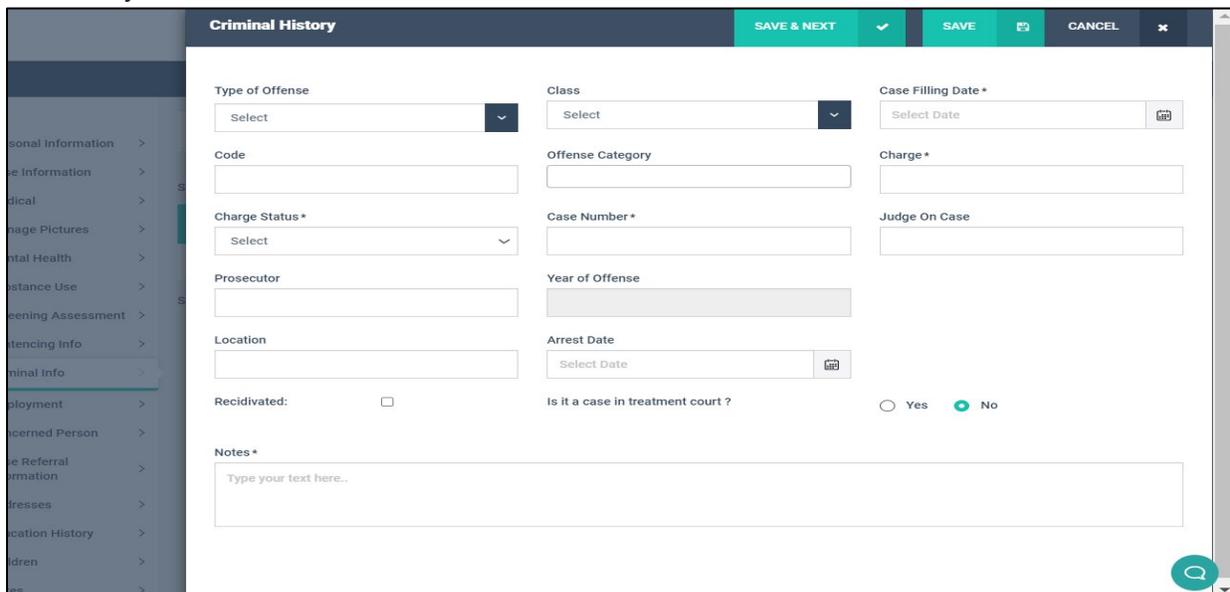
You can choose options given from the dropdown value and hit Save.

## 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:

**Criminal Profile** ADD CRIMINAL PROFILE +

Show  entries Search:

Offense Type	Charge	Case Number	Judge on case	Prosecutor	Charge Status	Recidivated	Edit	Delete
Gross Misdemeanor	DWI	11234	N/A	N/A	Guilty	No		

Showing 1 to 1 of 1 entries Previous **1** Next

## Employment History

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

**Employment at admission**

Personal Information > Is Eligible for Employment  Yes  No

Case Information > Reason for Ineligibility

Medical > Is Currently Employed\*  Yes  No

Mental Health > Employment Status\*

Substance Use > Previous Employer

Screening Assessment > Date of Previous Employment

Sentencing Info > Notes

Criminal Info >

Employment >

Concerned Person >

Case Referral Information >

Addresses >

SAVE & NEXT ✓ SAVE

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

**Employment at admission**

Personal Information > Is Eligible for Employment  Yes  No

Case Information > Is Currently Employed\*  Yes  No

Medical > Employment Status\* Select

Mental Health > Previous Employer

Substance Use > Date of Previous Employment

Screening Assessment > Notes

Sentencing Info > Type your text here..

Criminal Info >

Employment >

Concerned Person >

Case Referral >

SAVE & NEXT ✓ SAVE

Once you are done, please hit “Save and Next”.

## Education

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

**Education History**

Personal Information > Highest level completed\* Select

Case Information > Institute Name

Medical > Location

Manage Pictures > Year Completed

Mental Health > Month Earned

Substance Use > Notes

Screening Assessment > Your text here...

Sentencing Info >

Criminal Info >

Employment >

Concerned Person >

Case Referral Information >

Addresses >

Education History > Milestone

Children >

Notes >

SAVE & NEXT ✓ SAVE

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

## Children

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

**Children** ADD CHILDREN +

Show 10 entries Search:

Name	Birth Year	Sex	Children Living Situation
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

You will see the following screen :

**Add Children** SAVE CANCEL

Has this child been entered in DIMS under a different parent ?  Yes  No

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

**Add Children** SAVE CANCEL

Has this child been entered in DIMS under a different parent ?  Yes  No

Parent Name\*

Child Name\*

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 are 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 fields with asterisk (\*) are mandatory to be filled.

### Case Referral Information

Referral Date *	Referral Source *	Referral Name *
<input type="text" value="05/22/2024"/>	<input type="text" value="Judge"/>	<input type="text" value="Judge Marsh"/>
Referral Email	Referral Phone	Referral Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Defense Counsel	Party ID	
<input type="text" value="Evan Ferguson"/>	<input type="text" value="6071522"/>	

Is this a Teleservices client? \*

Yes  No

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.

Is this a Teleservices client? \*

Yes  No

Are you getting your treatment through teleservices? \*

Yes  No

Are they getting treatment circulars (MRT, Seeking Safety & Matrix) through teleservices? \*

Yes  No

Does the client reside outside the Judicial district with no Problem Solving Court? \*

Yes  No

## 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:

**Addresses** ADD ADDRESS +

Show 10 entries Search:

Date	Current living situation	Type	Address	Edit	Delete
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

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.

**Document** SEND + GENERATE + ADD DOCUMENT +

Show 10 entries Search:

Uploaded Date	FileName	Document Type	Created By	Action
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

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

**Addresses** ADD ADDRESS +

Show  entries Search:

Date	Current living situation	Type	Address	Edit	Delete
7/4/2024	Independent/Permanent Housing -RENTING	home	140 Lafayette St		

Showing 1 to 1 of 1 entries Previous **1** Next

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

**Addresses** ADD ADDRESS +

Show  entries Search:

Date	Current living situation	Type	Address	Edit	Delete
4/1/2024	Independent/Permanent Housing -RENTING	home	313 N Riverside	 	

Showing 1 to 1 of 1 entries Previous **1** Next

## Notes

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

**Notes**

Notes ADD NOTES +

Show 10 entries Search:

Date	Notes
No data available in table	

Showing 0 to 0 of 0 entries Previous Next

---

**Add Notes** SAVE ✓ CANCEL ✕

Date\*

Candidate has some reservation about program due to work obligations. He is worried that testing will interfere. He has been given the participant manual, signed the contract and agreed to all terms. He will be referred to CSI for testing today. Additionally, he will be referred to Dr. Mendracaus for his initial MAT consultation. William will begin IOP on 7/02/2021 with Loretta. ~ST

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

**Notes**

Congratulation! Saved Successfully ✕

Notes ADD NOTES +

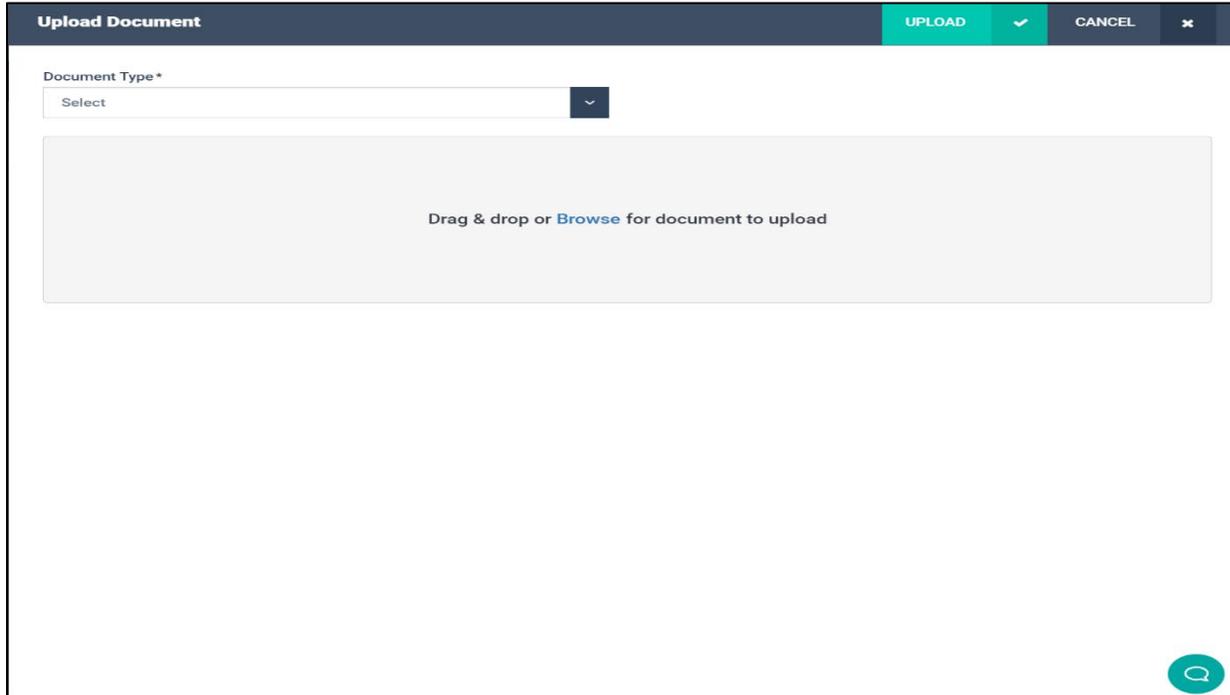
Show 10 entries Search:

Date	Notes	Created By	Edit
07-01-2021	Candidate has some reservation about program due to work obligations. He is worried that testing will interfere. He has been given the participant manual, signed the contract and agreed to all terms. He will be referred to CSI for testing today. Additionally, he will be referred to Dr. Mendracaus for his initial MAT consultation. William will begin IOP on 7/02/2021 with Loretta. ~ST	Shelley	

Showing 1 to 1 of 1 entries Previous 1 Next

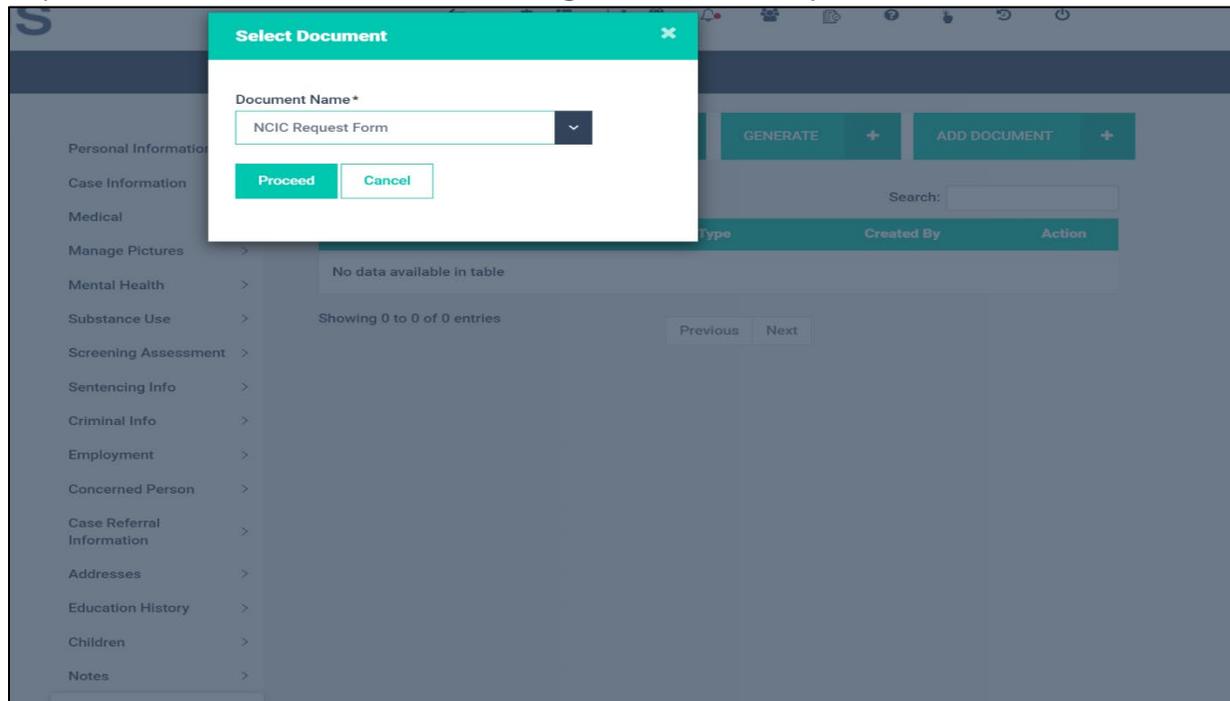
## Documents

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



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.

**NCIC LAW ENFORCEMENT TELECOMMUNICATIONS  
SYSTEMS REQUEST FORM**

Metropolitan Court Case Number:  SSN:

Sentencing Date:  Date of Birth:

Defendant:

Alias:

**Personal Information:**

Sex:  Height:

Race:  Weight:

**INFORMATION REQUESTED**

SPEEDY REQUEST

Arrest History and NCIC Felony Warrants

FBI No.

Warrant Check Only

Driver History from Other States (Specific State(s) below)

Criminal History From Other States (Specific State(s) below)

Requestor:  Request Date:

Please check here if no warrants found

Completed By:

Completed Date:

**Print**

**Submit**

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

**Send Document** **SEND** **CANCEL**

Document Type\*

Document Name\*

Document URL\*

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:

The screenshot shows a form titled "Assistance/Benefits". Below the title is a header: "Participant receiving the following benefits/assistance (Check all that apply) \*". There are three columns of checkboxes with labels: WIC, TANF, VA Assistance, LIEAP, No Services/Benefits received, Child Support, SSI SSD, Voc Rehab, Unemployment, Food Stamps, Medicaid, Housing Assistance, and Other. The "Food Stamps" and "Medicaid" checkboxes are checked. At the bottom, there are two buttons: "SAVE" and "SAVE & NEXT", both with checkmarks.

## 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.

The screenshot shows a form titled "Review and Accept Participant". It has a green checkmark icon next to the title. Below the title are two fields: "Acceptance Date\*" with a date picker icon, and "Risk and Need level\*" with a dropdown menu showing "Select". At the bottom, there is a button labeled "SAVE & ACCEPT" with a checkmark.

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.

Screening Date	Participant Name	Induction Date	Case Number	Phase	Party ID
07-24-2023	Aldean, Jason	07-24-2023	34542352	Phase one	
03-23-2022	Amy, Amy	04-12-2022	xxxxxxx	Phase 3	
08-10-2023	asdg, sadg	08-16-2023	sgd	Phase one	
03-01-2024	AyRam, Sonia	03-01-2024	077JB-24-00207	Phase 2	
01-01-2014	Baggs, Klarissa	06-20-2019	DC-20190417-23	Phase 3	
01-02-2001	Bajaj, Demo	10-08-2020	123	Phase 3	
09-26-2023	Barbie, Claus	10-30-2023	6678394	Phase 2	
08-14-2023	Blair, Anna	08-23-2023	9878465258321	Phase 2	
07-18-2019	Boult, Trent	12-24-2019	CP-10014	Phase 3	
06-17-2020	Brooks, Stephanie	06-04-2021	003938439	Phase 2	

## Managing Individual Participant

### Accounting

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

The screenshot shows the Accounting interface with the following components:

- Navigation:** Fees And Payment (selected), Wallet, Payment History, Adjustments History. Buttons for Add Fee and Make Payment.
- Outstanding Fees:** A summary card showing \$0.00 Original Amount Owed and \$0.00 Amount Due.
- Fee and Payment History:** A table area with a search bar and a message: "No data available in table".
- Footer:** Showing 0 to 0 of 0 entries, with Previous and Next navigation buttons.

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:

**Make Payment** SUBMIT CANCEL

Payment Date\* 07/01/2021

Fee Type\* Drug Court Fees

Amount \$ 30.00

Payment Type\* Pay By Cash

Amount Paid\* \$ 15.00

Print Receipt

Notes  
Text goes here...

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:

**Fees And Payment** Wallet Payment History Add Fee Make Payment

**Outstanding Fees**

Drug Court Fees \$30.00 • \$15.00

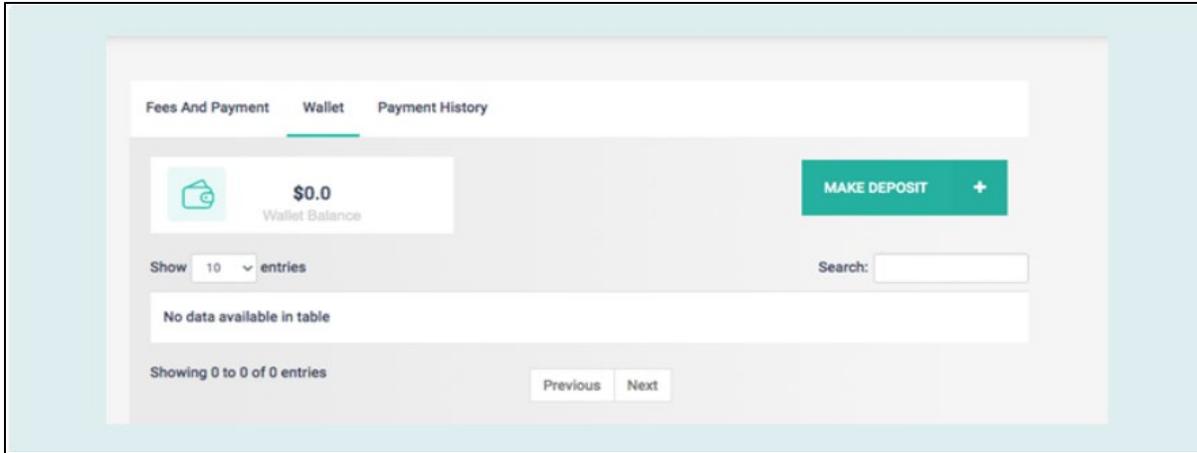
Original Amount Amount Due

**Fee and Payment History**

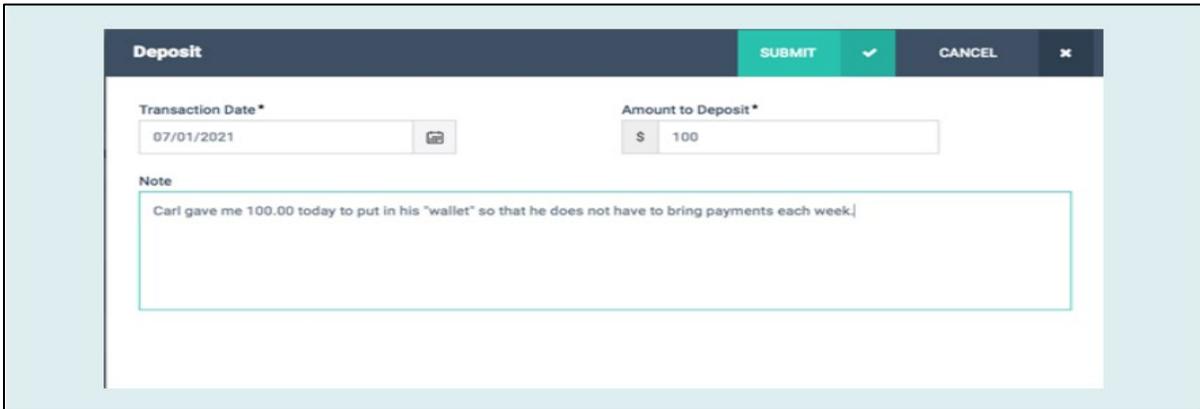
Show 10 entries Search:

Fee Type	Original Amount	Due Date	Amount Due
Drug Court Fees	\$20.00	7/8/2021	\$15.00
7/1/2021	Original Amount	Due Date	Amount Due
Drug Court Fees	\$10.00	7/22/2020	\$0.00
7/22/2020	Original Amount	Due Date	Amount Due

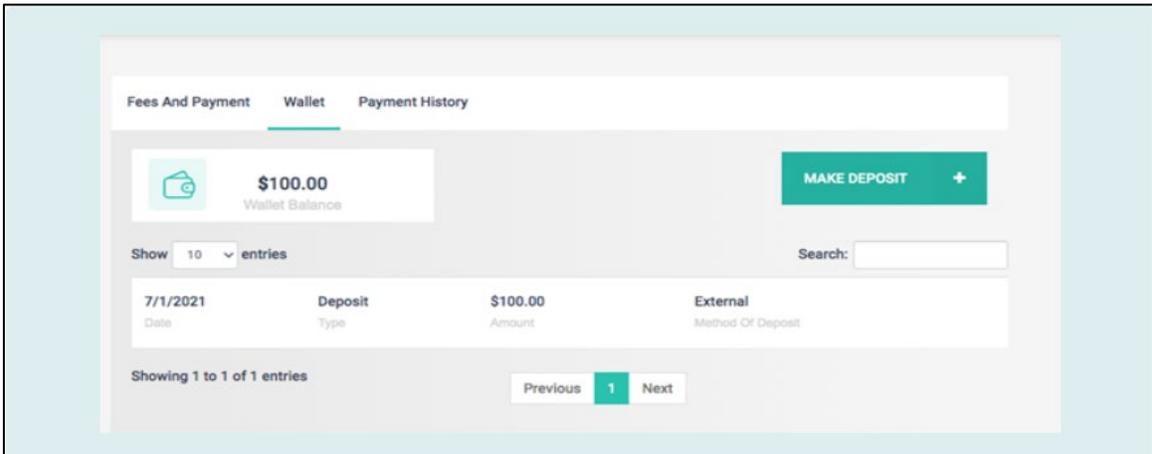
To use the wallet, you'll click on Wallet and enter "Make Deposit". That will take you to the screen below:



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”:

**Make Payment** SUBMIT ✓ CANCEL ✕

Payment Date\* 07/03/2021

Fee Type\* Drug Court Fees

Amount \$ 15.00

Payment Type\*

- ✓ Select
- Waived
- Pay By Cash
- Pay from Wallet

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

**Make Payment** SUBMIT ✓ CANCEL ✕

Payment Date\* 07/03/2021

Fee Type\* Drug Court Fees

Amount \$ 15.00

Payment Type\* Pay from Wallet

Available Balance \$ 100.00

Amount to Pay from Deposit\* \$ 15

Print Receipt

Notes  
Text goes here...

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

Fees And Payment **Wallet** Payment History

Wallet Balance **\$85.00** MAKE DEPOSIT +

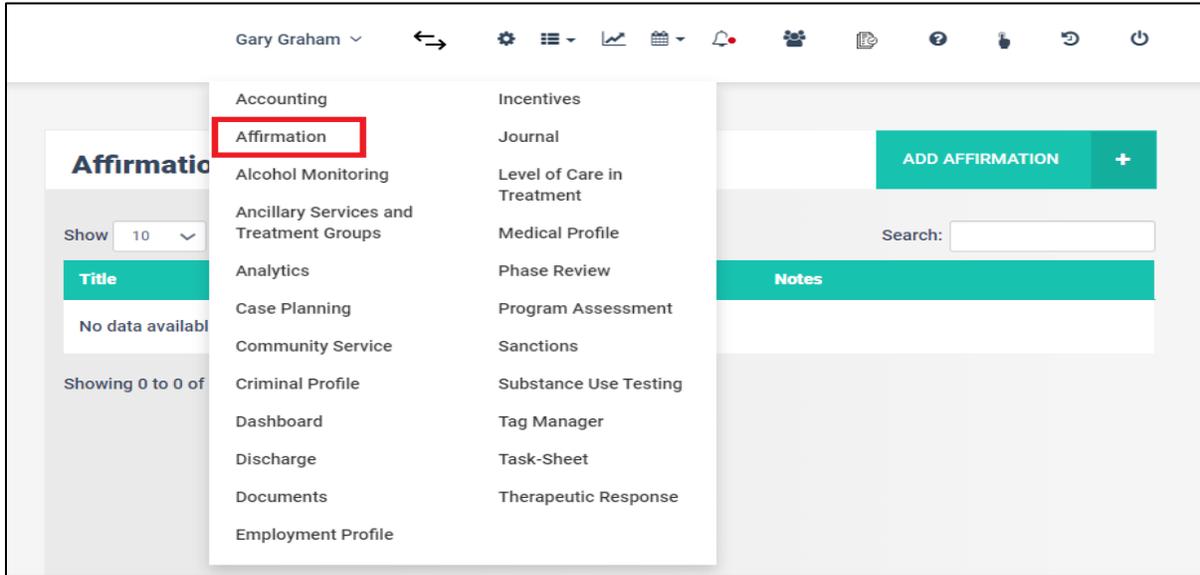
Show 10 entries Search:

Date	Type	Amount	Method Of Deposit
7/12/2021	Withdraw	\$15.00	
7/1/2021	Deposit	\$100.00	External

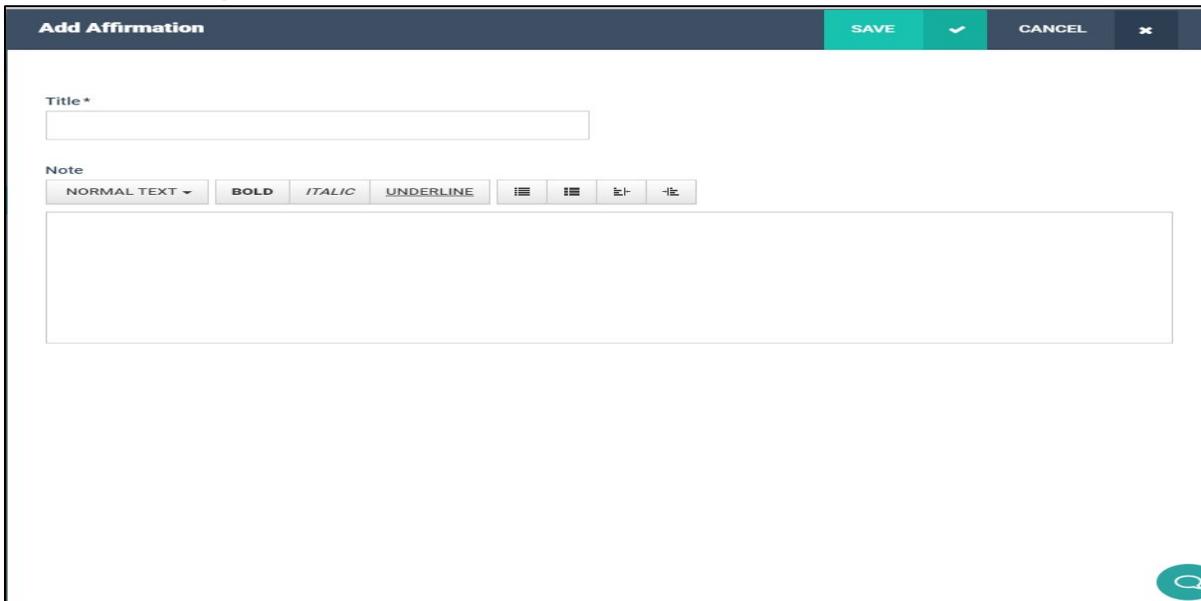
Showing 1 to 2 of 2 entries Previous 1 Next

## Affirmation

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



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.

**Affirmation** ADD AFFIRMATION +

Show 10 entries Search:

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

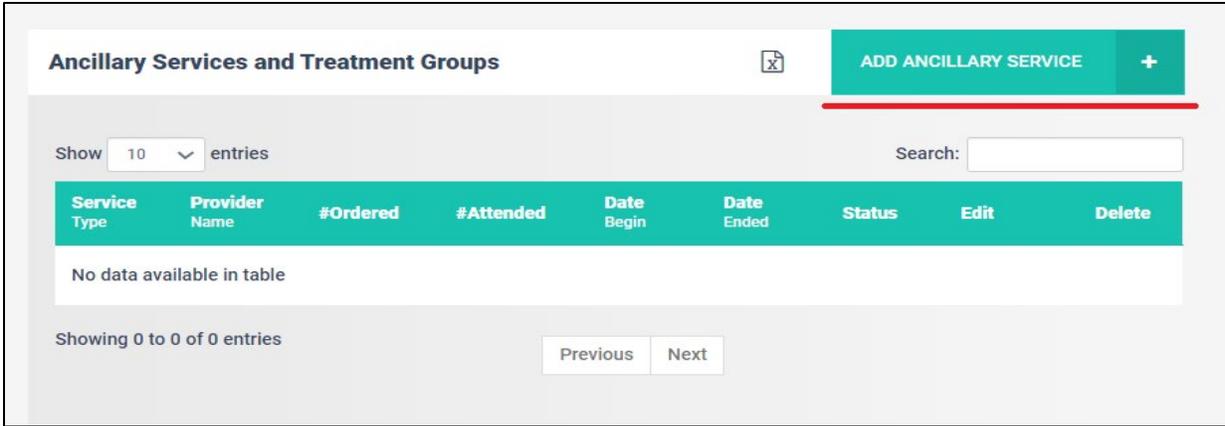
Showing 1 to 4 of 4 entries Previous 1 Next

## Ancillary Services and Treatment Groups

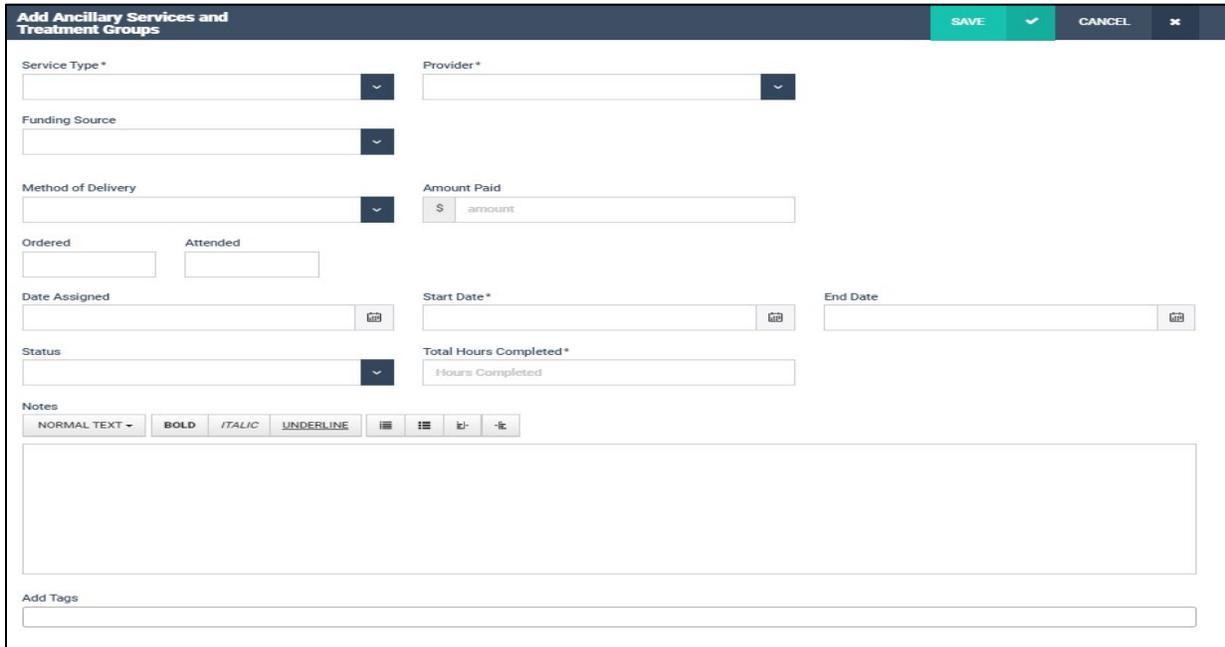
Here, users can add extra services that may be provided to the participants apart from their regular programs, such as self-help groups or life skills classes. Once entered, the system tracks all ancillary services in which participants are involved.

The screenshot shows a user interface for managing ancillary services. A dropdown menu is open, listing various service types. The 'Ancillary Services and Treatment Groups' option is highlighted with a red box. The background shows a table with columns for Date Ended, Status, Edit, and Delete, and an 'ADD ANCILLARY SERVICE +' button.

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:

**Ancillary Services and Treatment Groups** ADD ANCILLARY SERVICE +

Show 10 entries Search:

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:

**Ancillary Services and Treatment Groups**  ADD ANCILLARY SERVICE +

Show 10 entries Search:

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:

**DIMS** Melanie Medrano

**Case Goals**

Show 10 entries

**Case Planning** (highlighted)

**ADD CUSTOM GOALS +**

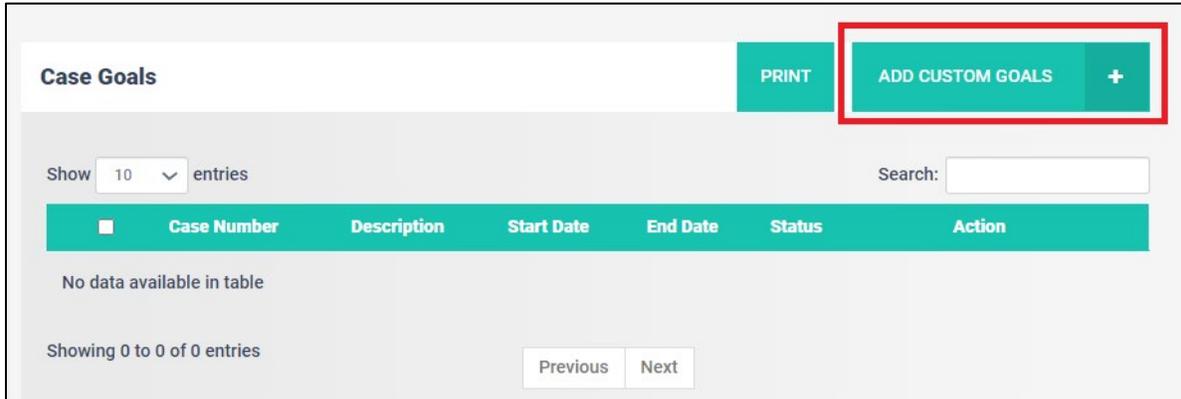
PRINT

SEARCH:

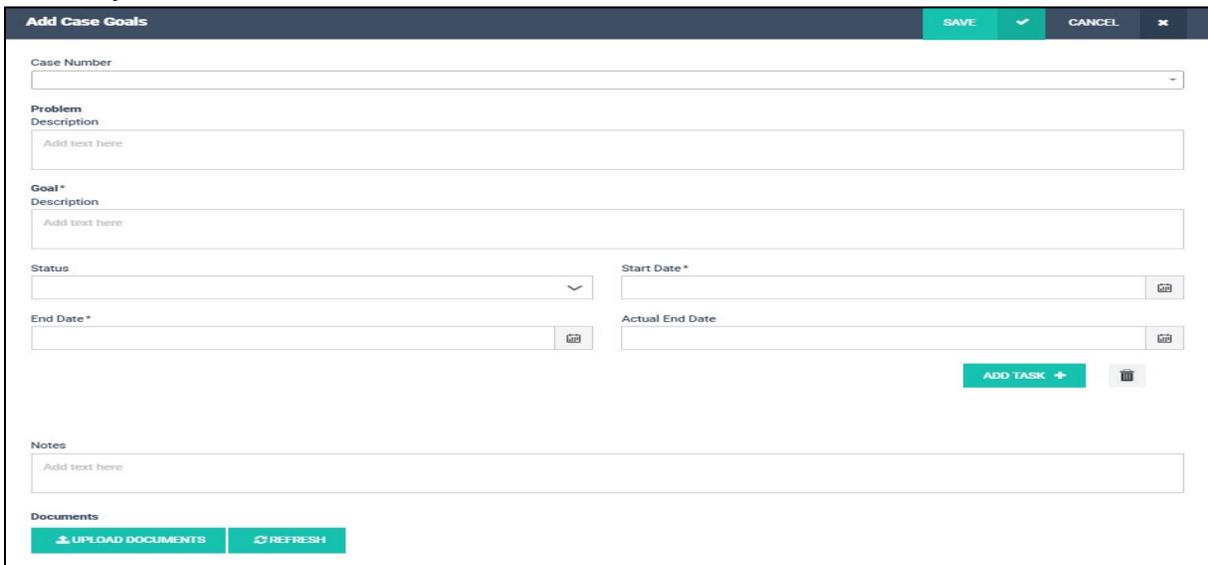
CLIENT DETAILS: Medrano Melanie, 30 yrs • Phase I, PHONE NUMBER (505) 568-5122

Navigation menu items: Accounting, Incentives, Affirmation, Journal, Alcohol Monitoring, Level of Care in Treatment, Ancillary Services and Treatment Groups, Medical Profile, Analytics, Phase Review, Community Service, Program Assessment, Criminal Profile, Sanctions, Dashboard, Substance Use Testing, Discharge, Tag Manager, Documents, Task-Sheet, Employment Profile, Therapeutic Response

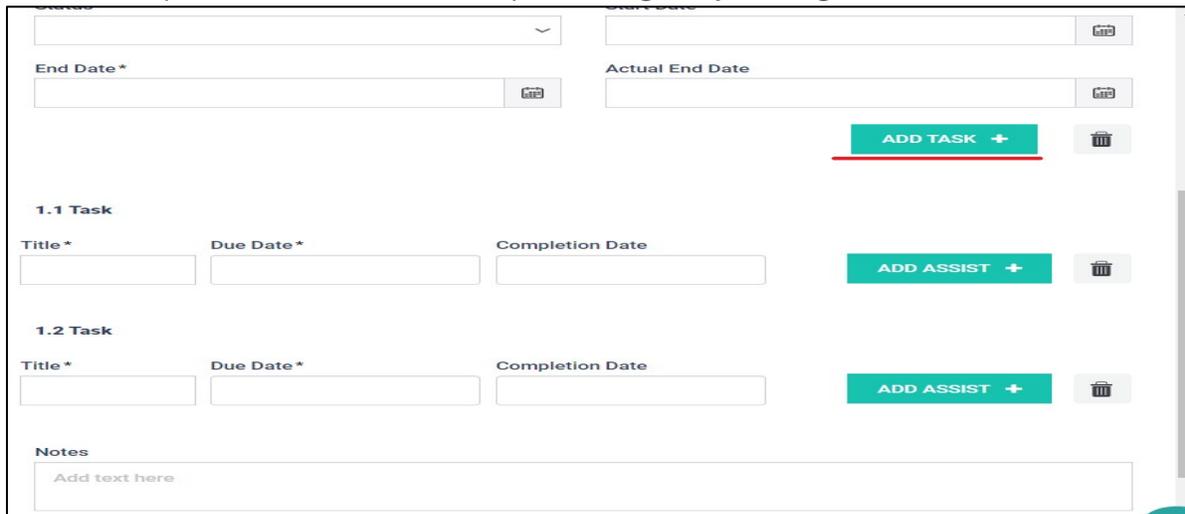
Click the "Add Custom Goals" button located in the top right corner to add custom goals for them:



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:

**Case Goals** PRINT ADD CUSTOM GOALS +

Show  entries Search:

<input type="checkbox"/>	Case Number	Description	Start Date	End Date	Status	Action
<input type="checkbox"/>	34542352	Maintain 7 days of sobriety.	11/06/2023	11/30/2023	In progress	

Showing 1 to 1 of 1 entries Previous 1 Next

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

**Case Goals** PRINT ADD CUSTOM GOALS +

Show  entries Search:

<input type="checkbox"/>	Case Number	Description	Start Date	End Date	Status	Action
<input type="checkbox"/>	34542352	Maintain 7 days of sobriety.	11/06/2023	11/30/2023	In progress	

Task	Due Date	Completion Date
Complete assessment at Alarus Healthcare	11/15/2023	
Attend 1 community support group meeting.	11/17/2023	
Contact 1 sober support when experiencing a craving.	11/20/2023	
Practice 1 coping skill learned in treatment when experiencing a craving.	11/24/2023	

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

## Community Service

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

**DIMS** Melanie Medrano ← ⚙️ ☰ 📄 📧 🔔 👤 🔄 🔌



CLIENT DETAILS

Medrano Melanie

30 yrs • Phase I

PHONE NUMBER  
(505) 568-5122

ADDRESS  
1103 S Butler, Farmington, New

**Community**

Show

**Tags**

No data available

Showing 0 to 0

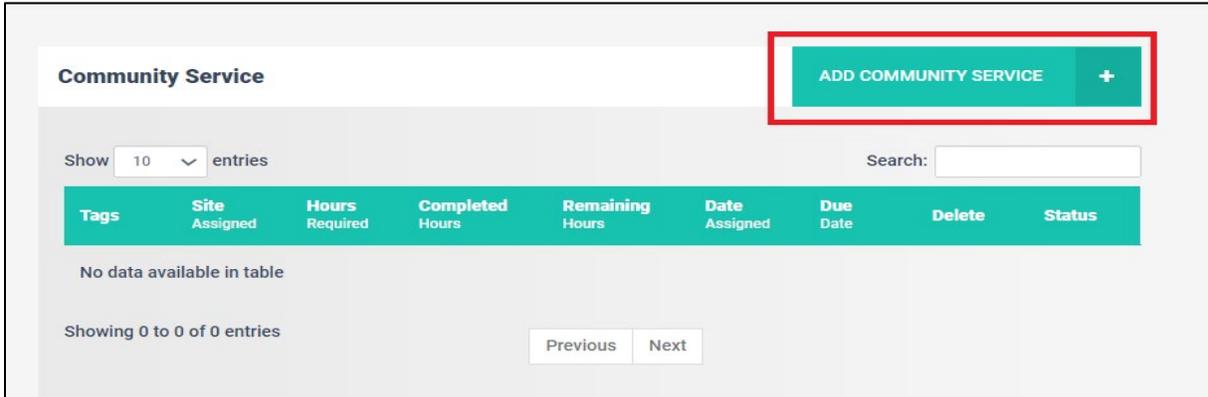
- Accounting
- Affirmation
- Alcohol Monitoring
- Ancillary Services and Treatment Groups
- Analytics
- Case Planning
- Community Service**
- Criminal Profile
- Dashboard
- Discharge
- Documents
- Employment Profile
- Incentives
- Journal
- Level of Care in Treatment
- Medical Profile
- Phase Review
- Program Assessment
- Sanctions
- Substance Use Testing
- Tag Manager
- Task-Sheet
- Therapeutic Response

ADD COMMUNITY SERVICE +

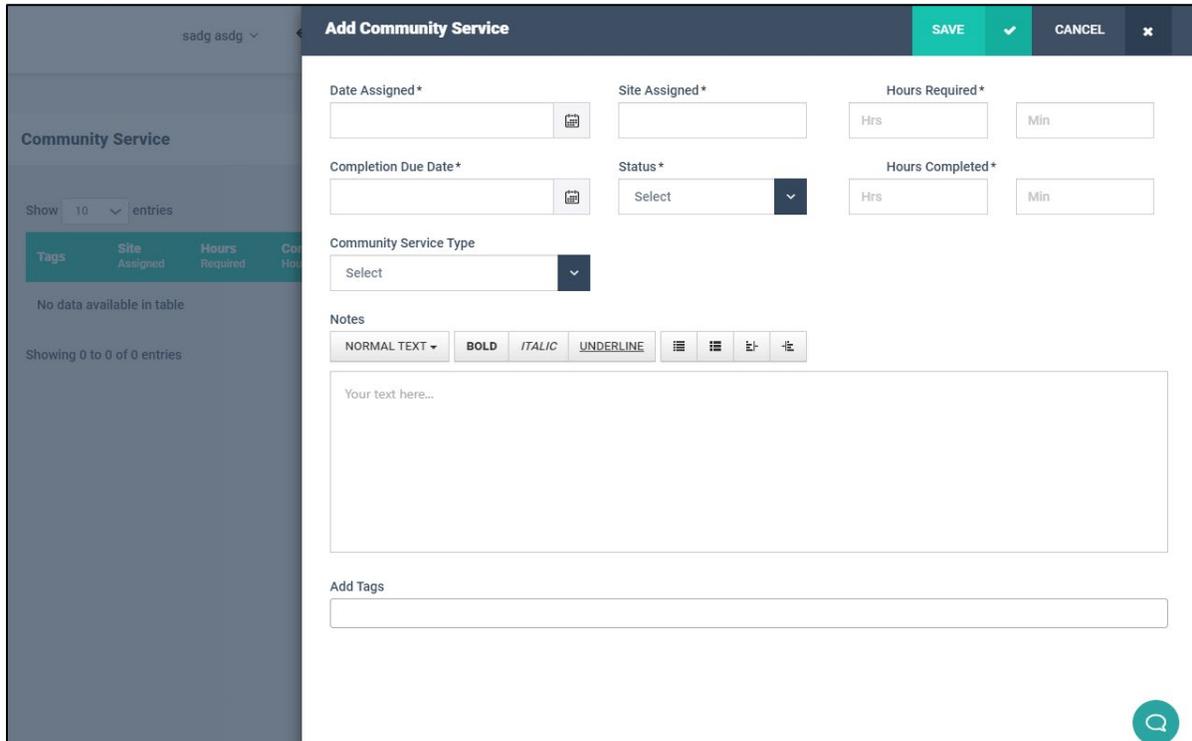
Search:

Date Assigned	Due Date	Delete	Status
---------------	----------	--------	--------

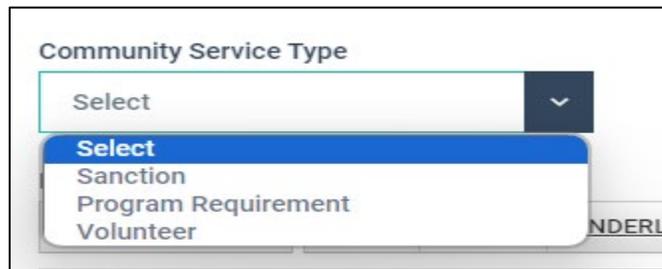
Click the “Add Community Services” button located in the top right corner to add community services:



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:

The screenshot shows a 'Community Service' grid with a table of entries. The table has columns for Tags, Site Assigned, Hours Required, Completed Hours, Remaining Hours, Date Assigned, Due Date, Delete, and Status. One entry is visible with the following details:

Tags	Site Assigned	Hours Required	Completed Hours	Remaining Hours	Date Assigned	Due Date	Delete	Status
<a href="#">Horse</a> <a href="#">Sanction</a>		04:00	00:00	04:00	06/21/2024	07/13/2024		In Progress

Below the table, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons for 'Previous', '1', and 'Next'. There is also a search bar and a dropdown menu set to '10 entries'.

## 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:

The screenshot shows the 'Criminal Profile' page. On the left is a sidebar menu with categories like Personal Information, Case Information, Medical, etc. The main content area has a title 'Criminal Profile' and a green button labeled 'ADD CRIMINAL PROFILE' with a plus sign, which is highlighted with a red box. Below the button is a search bar and a table with columns: Offense Type, Charge, Case Number, Judge on case, Prosecutor, Charge Status, Recidivated, Edit, and Delete. The table currently contains the text 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation buttons.

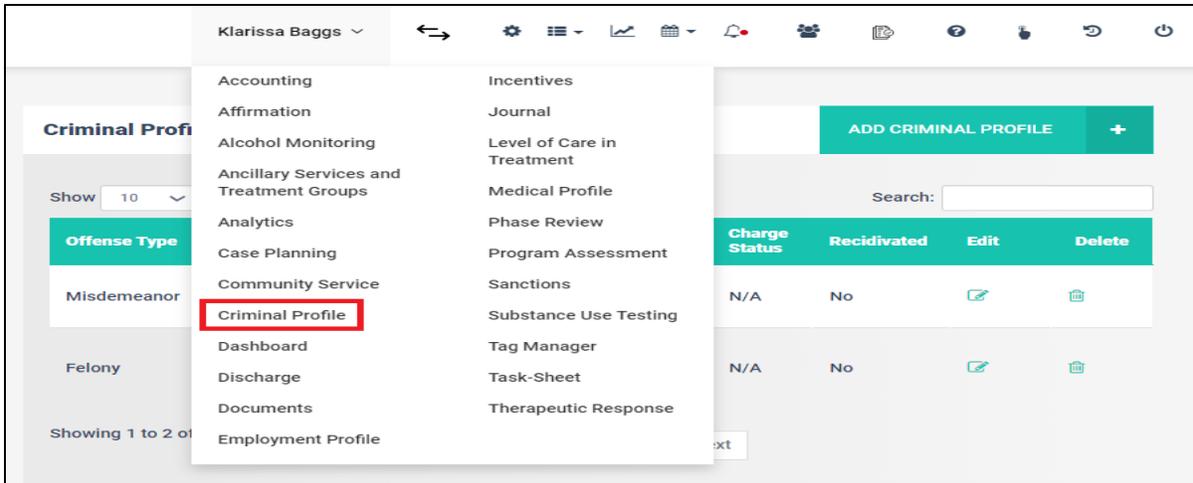
You will see the following screen. You can add all the required information along with the mandatory ones:

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:

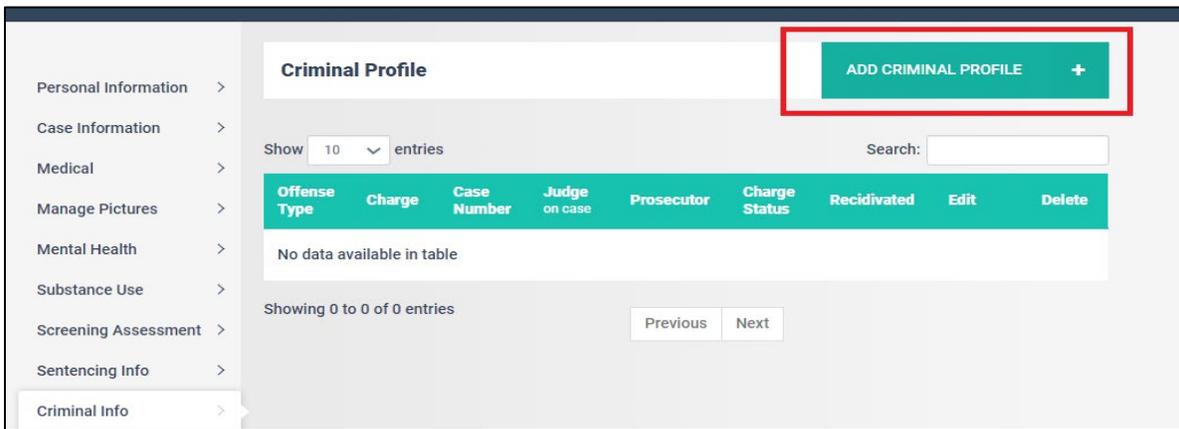
Offense Type	Charge	Case Number	Judge on case	Prosecutor	Charge Status	Recidivated	Edit	Delete
Gross Misdemeanor	DWI	11234	N/A	N/A	Guilty	No		

## Criminal Profile-Induction

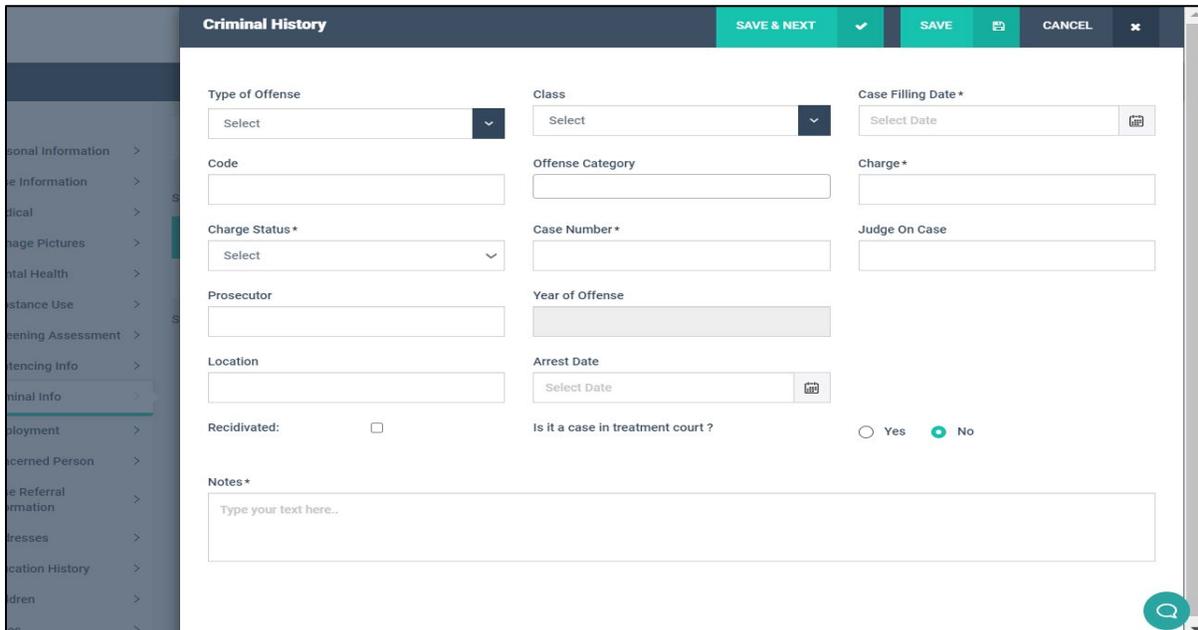
This section allows the user to add details about participants "Criminal offenses". To access this tab hover over the client's name with your cursor and select "Criminal Profile":



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:

**Criminal Profile** ADD CRIMINAL PROFILE +

Show 10 entries Search:

Offense Type	Charge	Case Number	Judge on case	Prosecutor	Charge Status	Recidivated	Edit	Delete
Gross Misdemeanor	DWI	11234	N/A	N/A	Guilty	No		

Showing 1 to 1 of 1 entries Previous 1 Next

## Dashboard

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

**DIMS** Jason Aldean

CLIENT DETAILS

Aldean Jason

18 yrs • Phase one

PHONE NUMBER (520) 432-0929

ADDRESS 1 Jane Doe Avenue, NULL, Montclair, New Jersey, Somerset County, 07044

ADDRESS NOTE 1 Jane Doe Avenue NULL

CASE NUMBER 34542352

DOCKET Adult Docket

JUDGE Teagan Heading

ACCEPTANCE DATE 7/24/2023

COURT 1st Judicial Demo Court

- Accounting
- Affirmation
- Alcohol Monitoring
- Ancillary Services and Treatment Groups
- Analytics
- Case Planning
- Community Service
- Criminal Profile
- Dashboard**
- Discharge
- Documents
- Employment Profile
- Incentives
- Journal
- Level of Care in Treatment
- Medical Profile
- Phase Review
- Program Assessment
- Sanctions
- Substance Use Testing
- Tag Manager
- Task-Sheet
- Therapeutic Response

Phone (Other) (520) 432-0929

Email

Scan Participant QR code for DIMS Participant App Or Send OTP App Version is unavailable.

[Reset DIMS App](#)

AMY Amy

DIMS Id : c96d2b9e-3b71-4294-ab28-b02e39d73345 [Copy](#) [Refer this client](#)

Participant Profile	Alias	First Name*	Middle Name
Manage Picture	<input type="text" value="Alias"/>	<input type="text" value="Amy"/>	<input type="text" value="Amy"/>
Case Referral Information	Last Name*	DOB*	Birth Place
Assistance / Benefits	<input type="text" value="Amy"/>	<input type="text" value="03/31/2022"/>	<input type="text"/>
Case Information	Marital Status*	SSN#*	
Team on Case	<input type="text" value="Single"/>	<input type="text" value="xxx-xx-5454"/>	
Addresses	Tribal Affiliation		
Education	<input type="text" value="Select"/>		
Family Information & Support System	Phone (Cell/Primary)	Phone (Other)	Phone (Other)
Emergency Contact	<input type="text" value="xxxxxxxxxx"/>	<input type="text" value="xxxxxxxxxx"/>	<input type="text" value="xxxxxxxxxx"/>
Children	Participant's age	Deceased Date	Email
Parties Related to Case	<input type="text" value="2"/> Years	<input type="text"/>	<input type="text" value="Email"/>
Social Media Accounts	Participant's age at admission to court program		
Participant Profile Notes	<input type="text" value="0"/> Years		
Medical Insurance	Identifying Marks		
Mental Health	<input type="text" value="type your text here..."/>		

## Documents

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

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.

[Print](#) ←

### NCIC LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEMS REQUEST FORM

Metropolitan Court Case Number:  SSN:

Sentencing Date:  Date of Birth:

Defendant:

Alias:

**Personal Information:**

Sex:  Height:

Race:  Weight:

**INFORMATION REQUESTED**

SPEEDY REQUEST

Ill Arrest History and NCIC Felony Warrants

FBI No.

Warrant Check Only

Driver History from Other States (Specific State(s) below)

Criminal History From Other States (Specific State(s) below)

---

Requestor:  Request Date:

Please check here if no warrants found

Completed By:

Completed Date:

[Submit](#) ←

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

**Send Document**
SEND ✓
CANCEL ✕

Document Type \*

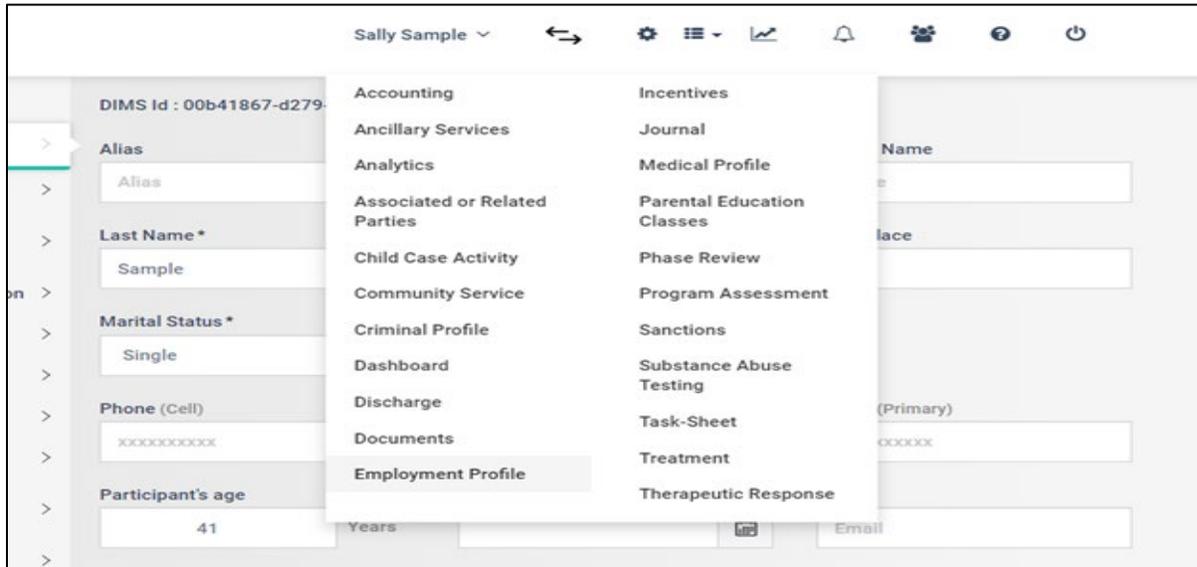
Document Name \*

Document URL \*

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":

**Employment Info** SAVE CANCEL

Employment Status\*

Notes

Start Date  End Date  Phone (Work)

Work Schedule

Business Name\*  Supervisor Name\*  Supervisor Phone

City  Zip  State

Address

It will then be updated on the screen like this:

Carl Rivera

**Employment Profile** ADD EMPLOYMENT PROFILE +

Employer Name	Employment Status	Start Date	End Date	Delete
Jeff's Llama Farm	Employed Part Time < 35 Hours/Week	4/6/2021	6/27/2021	

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

**Employment Info** SAVE CANCEL

Employment Status \*

Notes  
 Carl lost his job and is looking for a new one. We have him in JOB CLUB filling out applications each day.

Start Date  End Date  Phone (Work)

Work Schedule  
 Currently job seeking

Business Name \*  Supervisor Name \*  Supervisor Phone

City  Zip  State

Address  
 Type your text here..

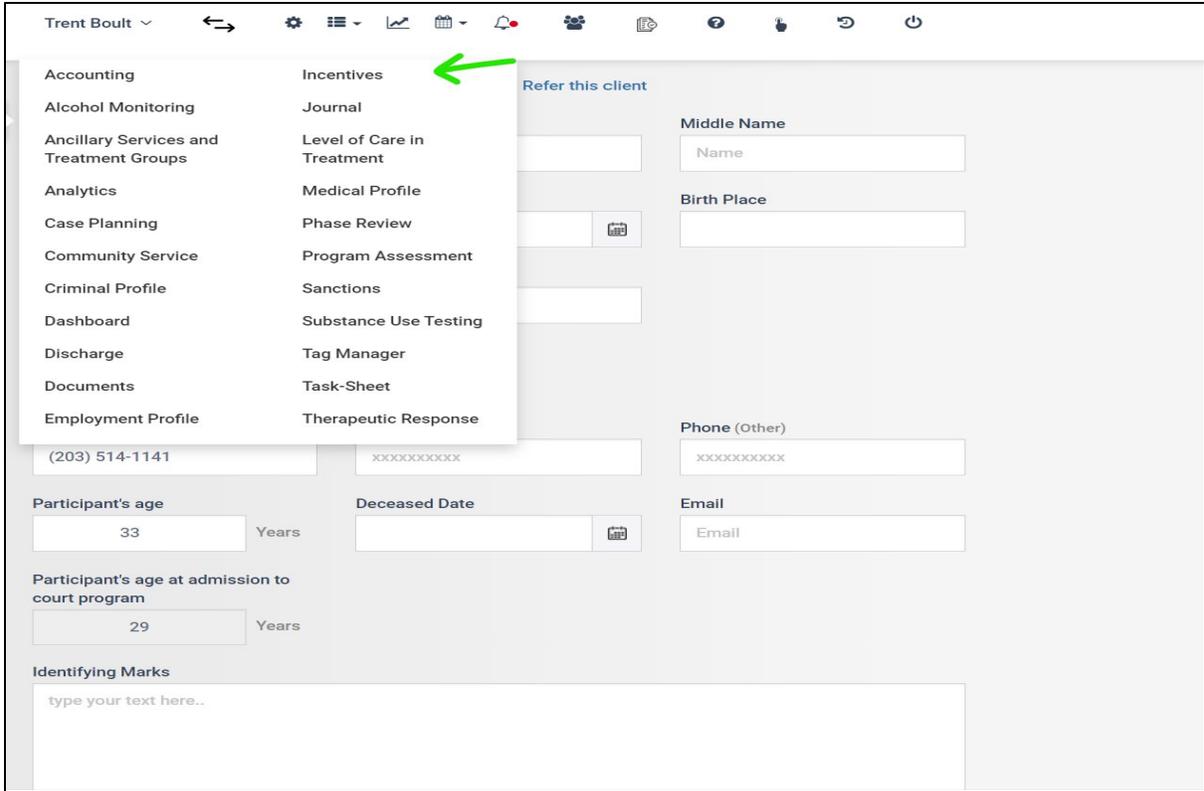
Carl's employment History now looks like this:

**Employment Profile** ADD EMPLOYMENT PROFILE +

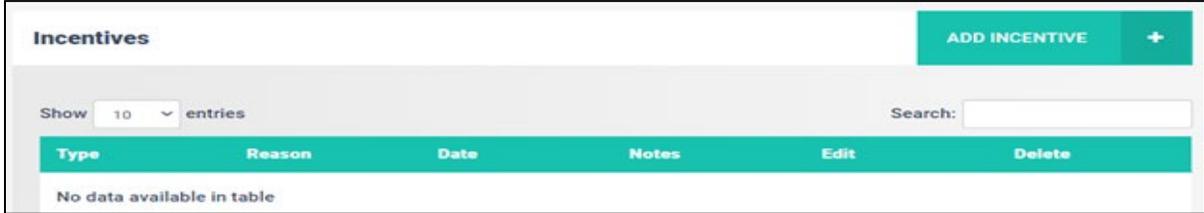
Employer Name	Employment Status	Start Date	End Date	Delete
<a href="#">Jeff's Llama Farm</a>	Employed Part Time < 35 Hours/Week	4/6/2021	6/27/2021	
<a href="#">Unemployed</a>	Unemployed	6/27/2021	-	

## Incentive

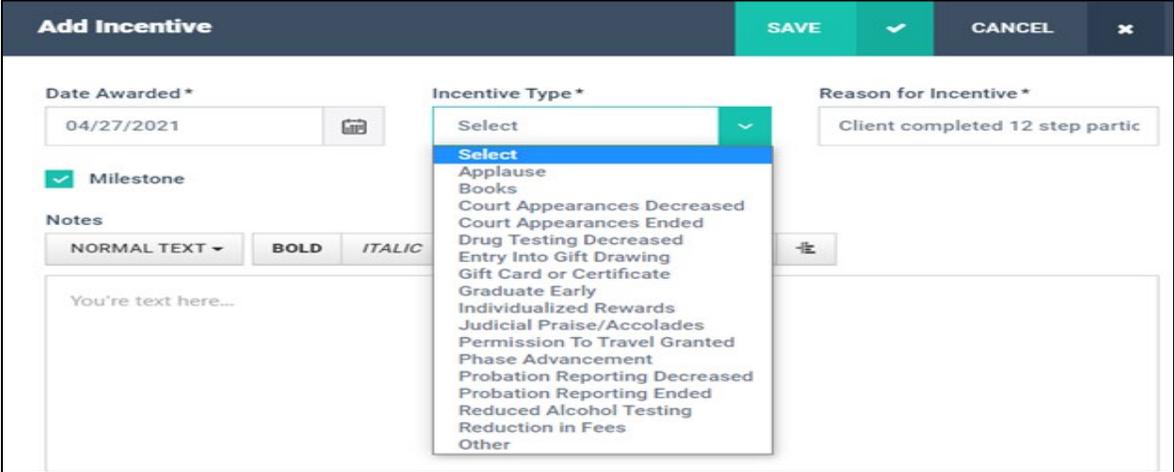
To Access this Section, hover the cursor of your mouse over the Client's name a dropdown menu will appear, select "Incentives":



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						ADD INCENTIVE +
Type	Reason	Date	Notes	Edit	Delete	
Applause	Client completed 12 step participation	4/27/2021				

\*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.

The screenshot shows a user interface for a client profile. At the top, the user name 'Jessica Riley' is visible. A dropdown menu is open, listing various tabs: Accounting, Journal (highlighted with a green arrow), Level of Care in Treatment, Medical Profile, Phase Review, Program Assessment, Sanctions, Substance Use Testing, Tag Manager, Task-Sheet, Therapeutic Response, Incentives, and others. The background shows a form for 'this client' with fields for Middle Name (Lee), Birth Place (Silver City NM), Phone (Other) ((915) 493-1411), Email, and age (46 Years). There is also a field for 'Identifying Marks' with the text 'Star tattoo on left and right shoulder in the front.'

To Add a Journal entry, Hit the “Add Journal” Button.

Journal					ADD JOURNAL +
Date	Type	Notes	Edit	Delete	
04-27-2021	Phase Review	Promoted to Phase - 1			

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

Date	Type	Notes	Edit	Delete
06-23-2021	Schedule Court Review - Nita Petty			
06-23-2021	Schedule Court Review - Nita Petty			
06-09-2021	Staffing Notes - Shelley Smith	Carl was walking to the unemployment office and stopped into a casino where his officer spotted him. ...		

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

Date	Type	Notes	Edit	Delete
06-23-2021	Schedule Court Review - Nita Petty			

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:

The screenshot shows the 'Add Journal' form with the following details:

- Date\*:** 5/6/2021
- Status\*:** A dropdown menu is open, showing options: Scheduled (selected), Attended, Failed To Appear, Excused, and Other.

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:

The screenshot shows the 'Add Journal' form with the following details:

- Journal Type\*:** A dropdown menu is open, showing various options. 'Treatment Progress/Recommendation' is selected and highlighted in blue.
- Date\*:** (Empty)

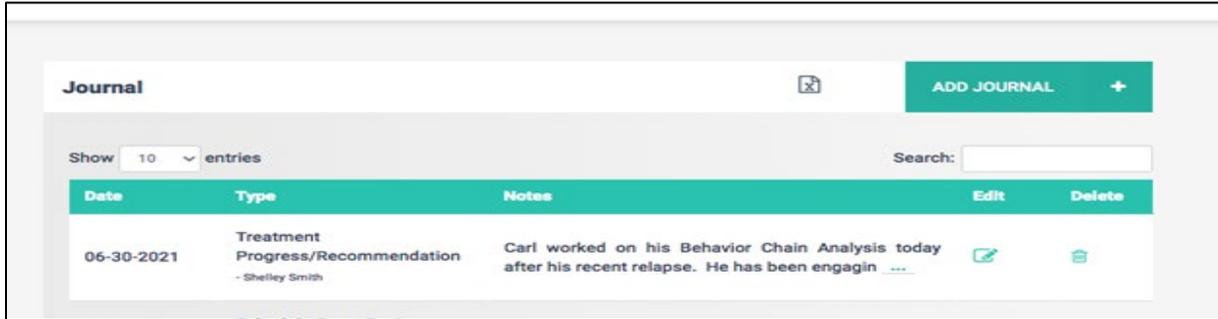
Once your Treatment Provider has selected the Treatment Progress/Recommendation tab, they can enter the information as prompted. (If marked non-compliant, the Team will get an alert.)

The screenshot shows the 'Add Journal' form with the following details:

- Journal Type\*:** Treatment Progress/Recommendation
- Date\*:** 06/30/2021
- Treatment Provider:** New Dawn [MAT]
- Treatment Personnel:** Angie Harmen
- Progress Notes/Recommendation:** Compliant
- Recommend Incentive?:**  Yes  No
- Notes:** Carl worked on his Behavior Chain Analysis today after his recent relapse. He has been engaging in group and has given appropriate feedback. He sometimes challenges other group members to the point of being aggressive so we are working on that piece. In spite of his recent difficulties, he should be commended for showing up and being honest. ~A.H. LAC

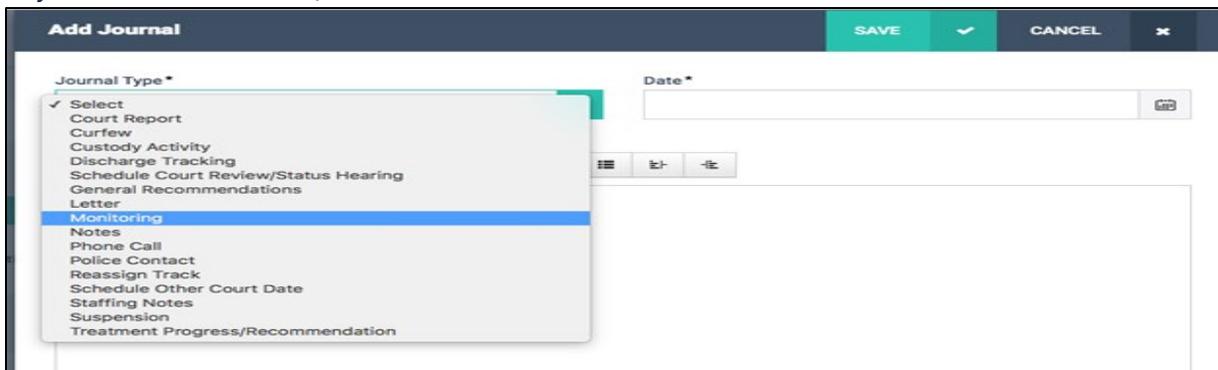
Treatment Provider and Treatment Personnel will automatically appear in the drop-down menu from the Court Settings that are input during setup.

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



Date	Type	Notes	Edit	Delete
06-30-2021	Treatment Progress/Recommendation - Shelley Smith	Carl worked on his Behavior Chain Analysis today after his recent relapse. He has been engagin ...		

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

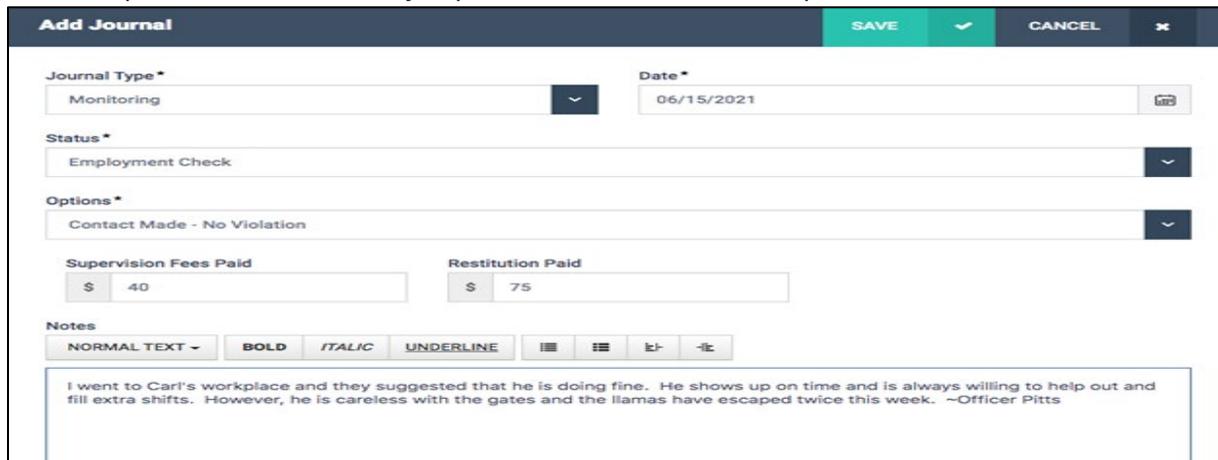


**Add Journal** [SAVE] [✓] [CANCEL] [✕]

Journal Type \*  
Select  
Court Report  
Curfew  
Custody Activity  
Discharge Tracking  
Schedule Court Review/Status Hearing  
General Recommendations  
Letter  
**Monitoring**  
Notes  
Phone Call  
Police Contact  
Reassign Track  
Schedule Other Court Date  
Staffing Notes  
Suspension  
Treatment Progress/Recommendation

Date \* [calendar icon]

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.



**Add Journal** [SAVE] [✓] [CANCEL] [✕]

Journal Type \*  
Monitoring

Date \* 06/15/2021 [calendar icon]

Status \*  
Employment Check

Options \*  
Contact Made - No Violation

Supervision Fees Paid \$ 40  
Restitution Paid \$ 75

Notes  
NORMAL TEXT | BOLD | ITALIC | UNDERLINE | [bullet list] | [numbered list] | [link] | [unlink]

I went to Carl's workplace and they suggested that he is doing fine. He shows up on time and is always willing to help out and fill extra shifts. However, he is careless with the gates and the llamas have escaped twice this week. -Officer Pitts

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

**Journal** ADD JOURNAL +

Show 10 entries Search:

Date	Type	Notes	Edit	Delete
06-30-2021	Treatment Progress/Recommendation - Shelley Smith	Carl worked on his Behavior Chain Analysis today after his recent relapse. He has been engagin ...		
06-23-2021	Schedule Court Review - Nita Petty			
06-23-2021	Schedule Court Review - Nita Petty			
06-15-2021	Monitoring - Shelley Smith	I went to Carl's workplace and they suggested that he is doing fine. He shows up on time and i ...		

### Medical Profile

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

The screenshot shows the DIMS interface for client Trent Bolt. On the left, there is a client profile card with a photo and details: "CLIENT DETAILS", "Bolt Trent", "33 yrs • Phase 3". In the center, a dropdown menu is open, listing various services. The "Medical Profile" option is highlighted with a red box. To the right, there is a table with columns "Status", "Dosage", and "Edit", and an "ADD MEDICAL +" button above it.

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



**CLIENT DETAILS**

**Boult Trent**

33 yrs • Phase 3

**PHONE NUMBER**  
[\(203\) 514-1141](#)

**ADDRESS**  
[N/A](#)

Medical Profile   Medications
ADD MEDICAL +

Show 10 entries Search:

Date	Location	Physician Name	Medication Name Duration	Status	Dosage	Edit
05/08/2023	Malpe	Shankar	Citrazine	Current	daily	<span style="font-size: 0.8em;">✎</span>
05/02/2023	mounter	David	coco	Discontinued	daily one	<span style="font-size: 0.8em;">✎</span>
05/01/2023	MAATT	Jack	Gilenya	Current	-	<span style="font-size: 0.8em;">✎</span>

Showing 1 to 3 of 3 entries

Previous
1
Next

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

**New Medical Condition**
SAVE ✓
CANCEL ✕

**Date of Service \***  📅

**Location of Service \***

**Physician Name \***

**Diagnosis \***

**Did Client have a history of drug overdose ?**     Yes     No

**Was Medical Sheet turned in by client**     Yes     No

**Was Medication Prescribed**     Yes     No

**Was Medical Cannabis Card Issued?**     Yes     No

**Qualifying Medical Conditions**     ▼

**Issuing State**     ▼

**Medical Insurance Status \***     ▼

**Medical Insurance Information**

**Manage Insurance Details**

---

**HIV Testing & Communicative Diseases**

Has received Communicative Disease Education  Yes  No

HIV Testing Done  Yes  No

Does Client know the result  Yes  No

Summary of Referral Information

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

Medical Profile Medications ADD MEDICATIONS +

Show 10 entries Status Filter Search:

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	

Showing 1 to 5 of 5 entries Previous 1 Next

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

New Medications

SAVE
✓
CANCEL
✕

Is MAT?\*

Yes  No

Medication Name\*

Medication Dosage\*

Status\* Select ▼

Start Date :\*  📅

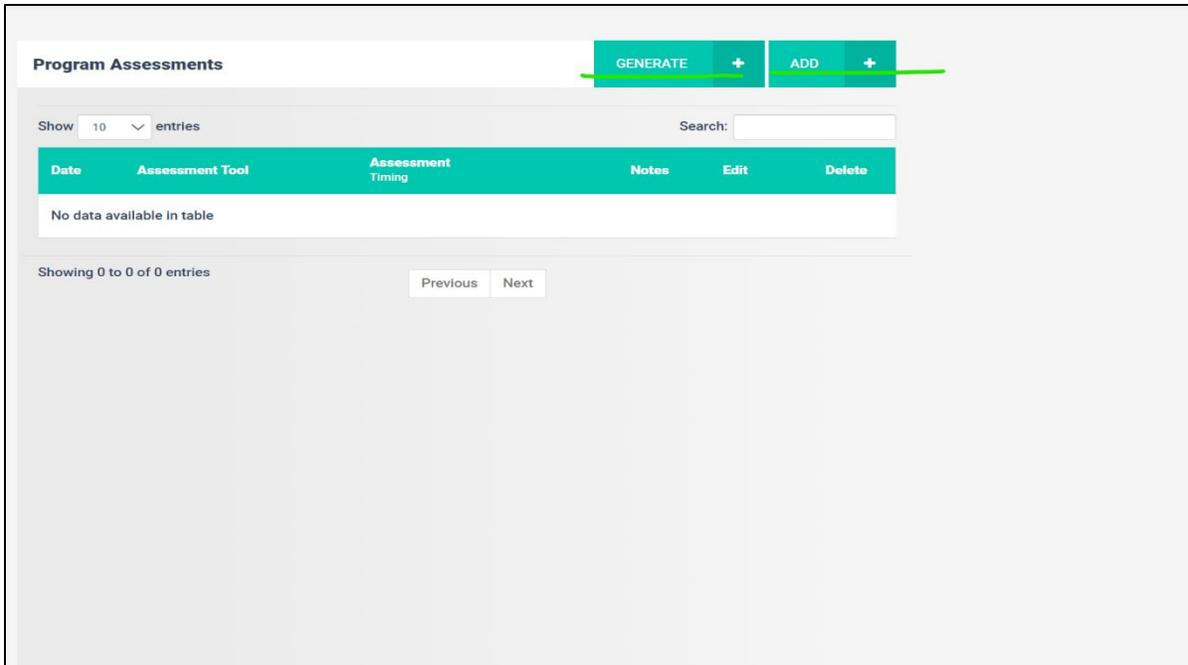
Expected End Date :  📅

## Assessment

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



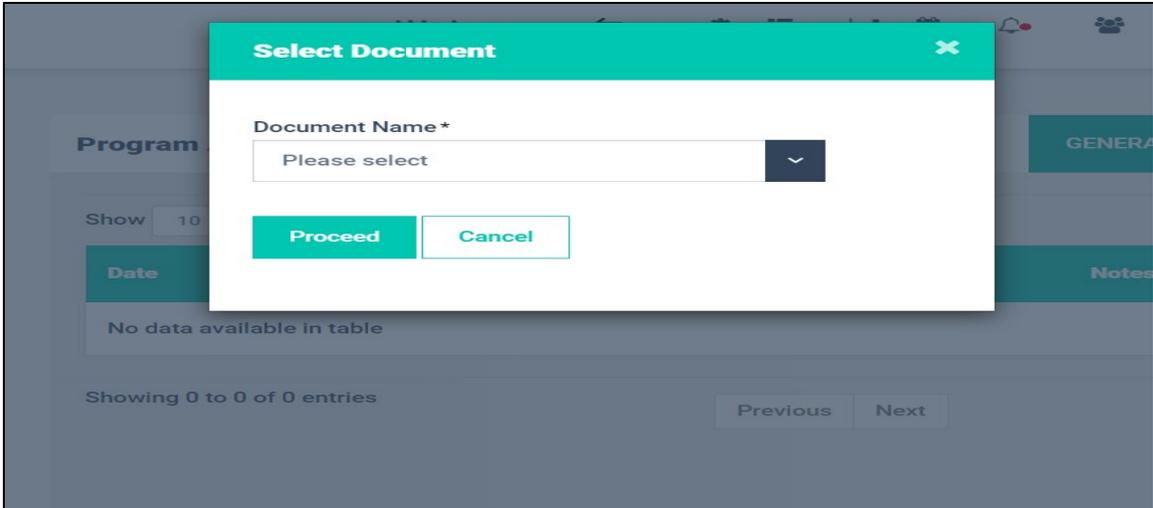
When the "Program Assessment" Screen opens you will see two buttons on the top. 'Add' and 'Generate' respectively.



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.



[Print](#) ←

**NCIC LAW ENFORCEMENT TELECOMMUNICATIONS  
SYSTEMS REQUEST FORM**

Metropolitan Court Case Number:  SSN:

Sentencing Date:  Date of Birth:

Defendant:

Alias:

Personal Information:

Sex:  Height:

Race:  Weight:

INFORMATION REQUESTED

SPEEDY REQUEST

Ill Arrest History and NCIC Felony Warrants

FBI No.

Warrant Check Only

Driver History from Other States (Specific State(s) below)

Criminal History From Other States (Specific State(s) below)

---

Requestor:  Request Date:

Please check here if no warrants found

Completed By:

Completed Date:

[Submit](#) ←

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:

The screenshot shows a client profile page for Jessica Riley. A navigation menu is open, listing various options such as Accounting, Journal, Journal, this client, Ancillary Services and Treatment Groups, Level of Care in Treatment, Middle Name, Analytics, Medical Profile, Lee, Case Planning, Phase Review, Birth Place, Community Service, Program Assessment, Silver City NM, Criminal Profile, Sanctions (highlighted with a green arrow), Substance Use Testing, Dashboard, Tag Manager, Discharge, Task-Sheet, Documents, Therapeutic Response, Employment Profile, Incentives, and Phone. The background shows fields for Participant's age (46), Deceased Date, Email, and other client information.

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

The screenshot shows the Sanctions table with the following data:

Type	Reason	Date	Notes	Edit	Delete
Letter Of Apology	Missed UA	4/27/2021			

Showing 1 to 1 of 1 entries

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 +
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.

**Add Sanction**
SAVE ✓
CANCEL ✕

Date Sanctioned\*

Sanction Type\*

Reason for Sanction\*

Infraction

Notes

NORMAL TEXT ▾
BOLD
ITALIC
UNDERLINE
☰
☷
↶
↷

¾ Housing

Alcohol Testing Increased

Any

Community Service

Court Appearances Increased

Curfew Imposed

## 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.

The screenshot shows the DIMS application interface. At the top left is the DIMS logo. The user is logged in as Trent Boulton. The main content area is divided into several sections:

- Medical Profile:** A sidebar menu with 'Medical Profile' highlighted in a red box. Other items include Accounting, Alcohol Monitoring, Incentives, Journal, Level of Care in Treatment, Phase Review, Program Assessment, Sanctions, Substance Use Testing, Tag Manager, Task-Sheet, Therapeutic Response, Analytics, Case Planning, Community Service, Criminal Profile, Dashboard, Discharge, Documents, and Employment Profile.
- Client Details:** Shows a photo of Trent Boulton, his name, age (33 yrs), and phase (Phase 3).
- Medical History Table:** A table with columns for Date, Status, Dosage, and Edit. It lists three entries:
 

Date	Status	Dosage	Edit
05/08/2023	Current	daily	[Edit]
05/02/2023	Discontinued	daily one	[Edit]
05/01/2023	Current	-	[Edit]

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."

The screenshot shows the 'SUBSTANCE USE TEST' interface. At the top right are buttons for 'ADD SUBSTANCE USE TEST' and 'DOWNLOAD DATA'. The left sidebar shows a summary of test results:

- POSITIVE TEST:** 13
- NEGATIVE TEST:** 2

The main area is titled 'TEST HISTORY' and contains a table with the following columns: TEST DETAILS, TYPE, POSITIVE(+), NEGATIVE(-), and OVERALL. The table lists three test entries:

TEST DETAILS	TYPE	POSITIVE(+)	NEGATIVE(-)	OVERALL
63854449062952460 06/21/2024 - Panel Bhavyarani M	Admitted Use			Insufficient Donation
638488046104825012 04/16/2024 - Panel 8	UA	Alcohol: Positive Fentanyl: Positive Methamphetamine: Positive Positive for Rx - Excused	Amphetamine: Negative Cocaine: Normal Creatinine: Negative Heroin: Normal MORPHINE: Invalid	Positive
638328033324666821 09/06/2023 - Panel 3	UA	Barbiturates,Quan: Positive Barbiturates,Quan	Cocaine Metabolite,Quan: Negative Cocaine Metabolite,Quan Creatine: Negative Creatine	Positive
638290037650514071 08/30/2023 - Panel 3	UA	Barbiturates,Quan: Positive Barbiturates,Quan	Cocaine Metabolite,Quan: Negative Cocaine	Positive

Complete the required questions.

**Add Substance Use Test** SAVE ✓ CANCEL ✕

Test Name  Test Date\*  Test Type\*

Test Time  Panel#

Continuous Test

Drug	Results	Comments
16 Panel UA Cup	<input type="text" value="Select"/>	<input type="text" value="Comments"/>
6 Panel Oral Swab	<input type="text" value="Select"/>	<input type="text" value="Comments"/>

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

Vivitrol

Xylazine

Overall Test Results:\*

Notes

- ✓ Select
- Dilute
- Excused
- Insufficient Donation
- Missed Call-Positive
- Negative**
- No Show - Positive
- Pending
- Positive
- Positive for Rx - Excused
- Positive for Rx - Not Excused
- Tampered
- Unable To Provide

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

**SUBSTANCE USE TEST** ADD SUBSTANCE USE TEST DOWNLOAD DATA

13 POSITIVE TEST 2 NEGATIVE TEST

**TEST HISTORY**

Show  entries Search:

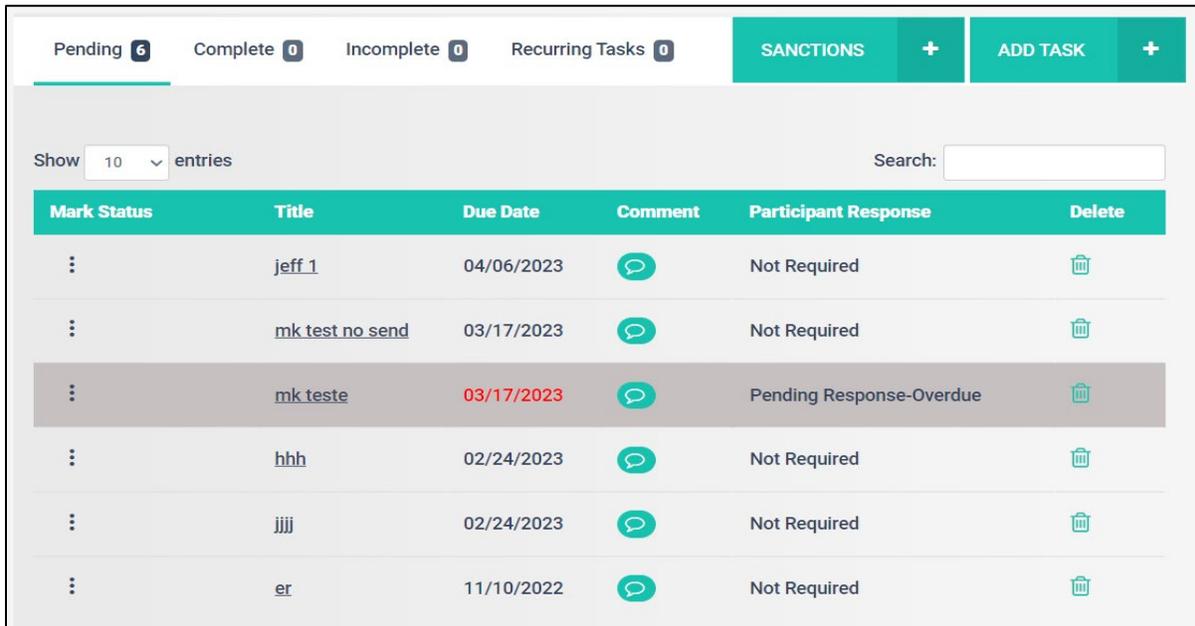
TEST DETAILS	TYPE	POSITIVE(+)	NEGATIVE(-)	OVERALL
638554449062952460 06/21/2024 - Panel Bhavyarani M	Admitted Use			Insufficient Donation

## 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:

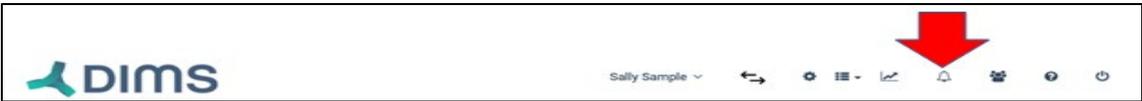


Then:



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:

Mark Status	Title	Due Date	Comment	Participant Response	Delete
⋮	jeff_1	04/06/2023	🗨️	Not Required	🗑️
⋮	mk_test_no_send	03/17/2023	🗨️	Not Required	🗑️
⋮	mk_teste	03/17/2023	🗨️	Pending Response-Overdue	🗑️
⋮	hhh	02/24/2023	🗨️	Not Required	🗑️
⋮	jjjj	02/24/2023	🗨️	Not Required	🗑️
⋮	er	11/10/2022	🗨️	Not Required	🗑️

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.

The screenshot shows the 'Add Task' form with the following details:

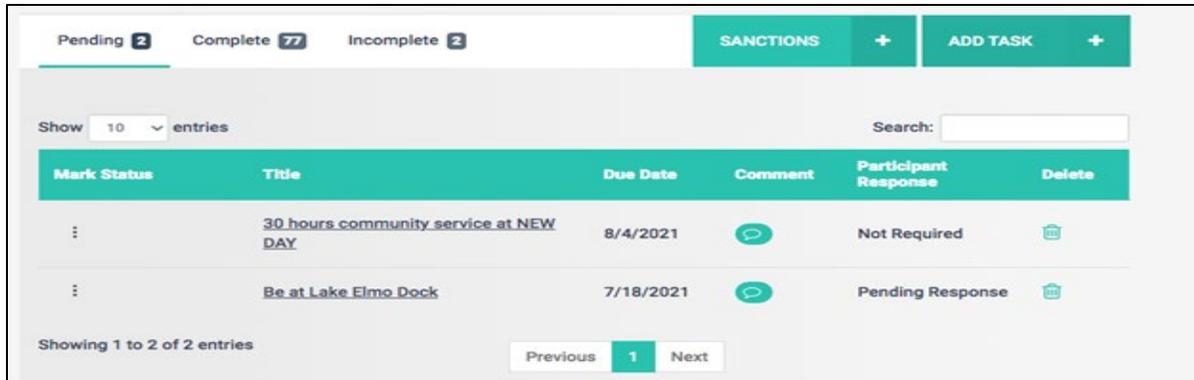
- Frequency:** One Time (checked), Recurring (unchecked)
- Title:** (Empty text box)
- Due Date:** (Empty text box with calendar icon)
- Due Time:** 01:05 PM
- Current Timezone:** Australian Eastern
- Want to schedule future delivery ?**
  - Yes
  - No
- Notification to participant**
  - Do not send notification
  - Send Task and receive acknowledgement
  - Send task and receive Check-in Confirmation
- Note:** (Rich text editor with buttons for NORMAL TEXT, BOLD, ITALIC, UNDERLINE, bulleted list, numbered list, indent, and outdent)
- Contact Us:** (Green button with question mark icon)

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.

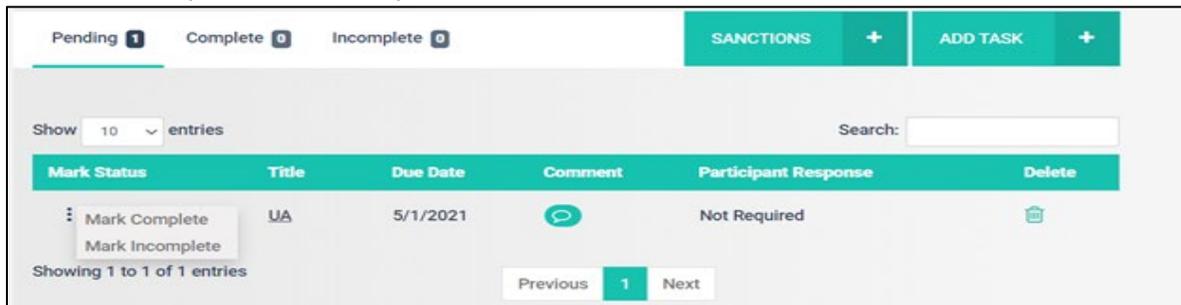
The screenshot shows the 'Add Task' form with the following details:

- Title:** Dr's Appointment with Dr. Spacek
- Due Date:** 07/06/2021
- Due Time:** 10:30am
- Current Timezone:** Mountain Time
- Notification to participant**
  - Do not send notification
  - Send Task and receive acknowledgement
  - Send task and receive Check-in Confirmation
- Note:** Please take a selfie once you arrive at your appointment and upload your medical sheet.

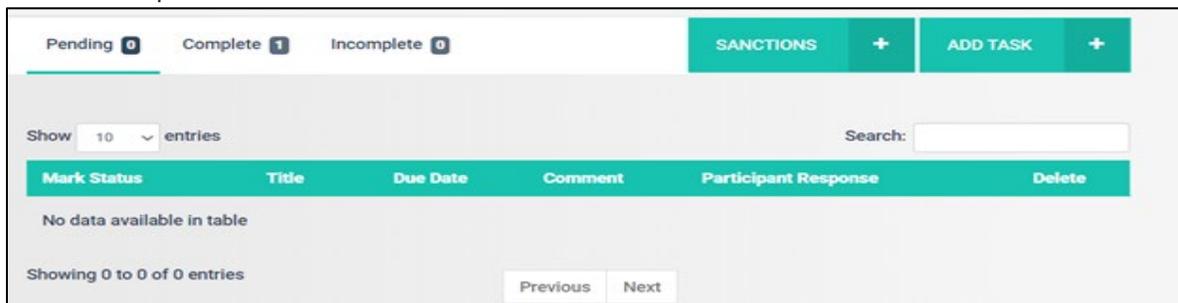
Once assigned, the tasks will appear in the Task-Sheet homepage.



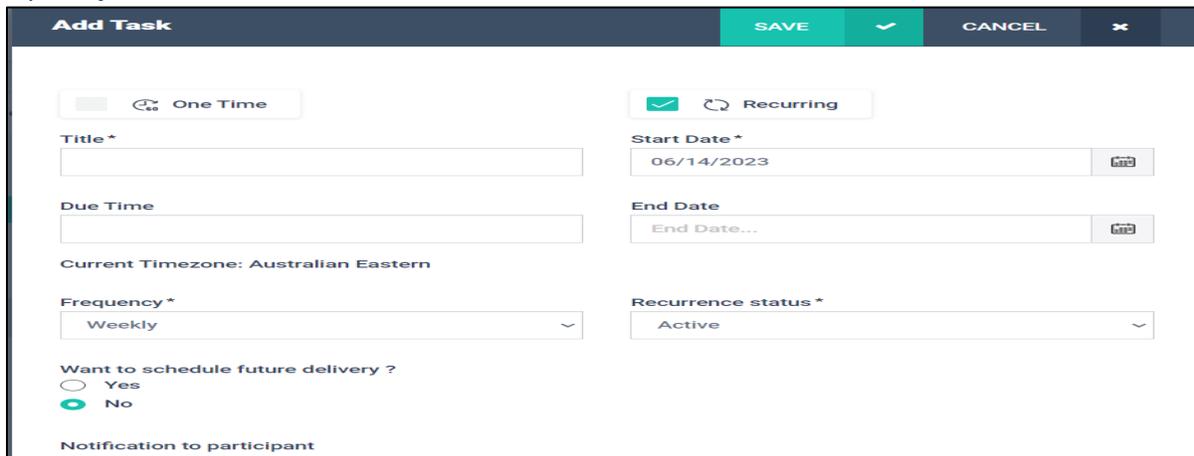
Please note the column “Mark Status”. By clicking on the three dots the user will be able to mark the task as “complete” or “incomplete”



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:

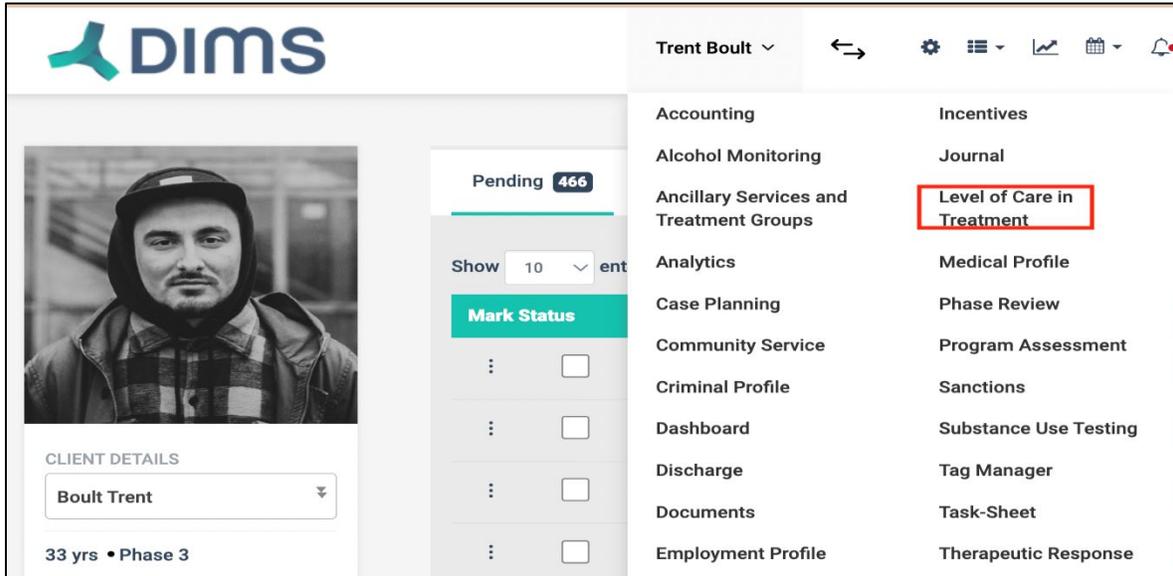


There is also now an option to set up recurring tasks. When you select "Add Task" you can select recurring, and it will open a start and end date. You can also adjust the recurring status and frequency.



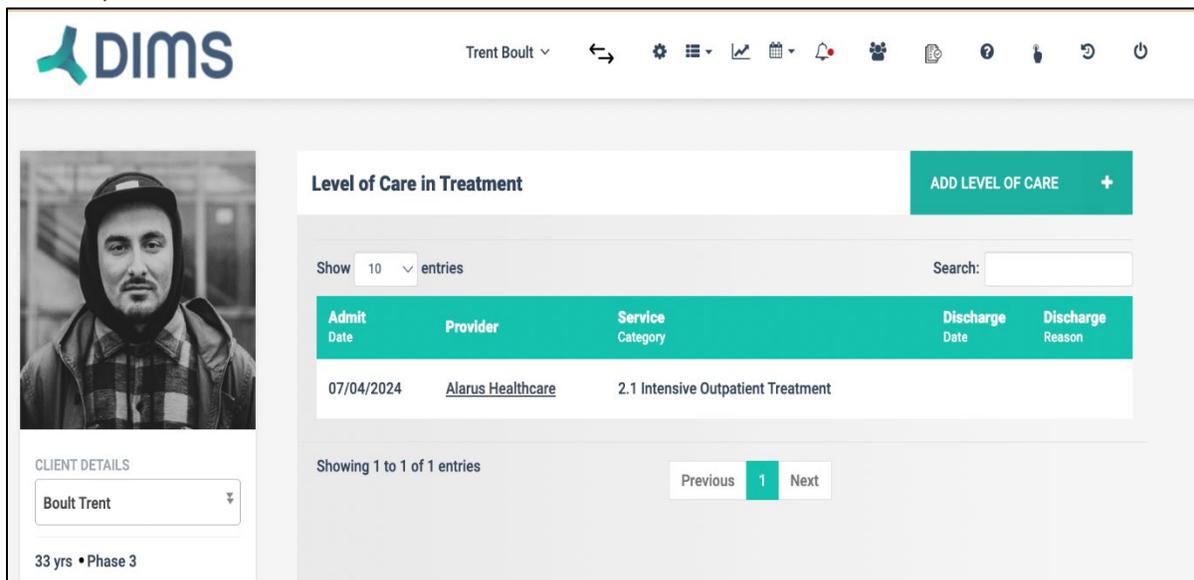
## Level of Care in Treatment

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 screenshot shows the DIMS dashboard for user Trent Boulton. On the left, there is a client profile for 'Boulton Trent', 33 years old, in Phase 3. The main navigation menu on the right includes items like Accounting, Alcohol Monitoring, and Incentives. The 'Level of Care in Treatment' menu item is highlighted with a red box.

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



The screenshot shows the 'Level of Care in Treatment' screen. It features a table with one entry. The table has columns for Admit Date, Provider, Service Category, Discharge Date, and Discharge Reason. The entry shows an admission date of 07/04/2024, provider Alarus Healthcare, and service category 2.1 Intensive Outpatient Treatment. There is an 'ADD LEVEL OF CARE' button in the top right corner.

Admit Date	Provider	Service Category	Discharge Date	Discharge Reason
07/04/2024	Alarus Healthcare	2.1 Intensive Outpatient Treatment		

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:

Therapeutic Response						ADD THERAPEUTIC RESPONSE +
Show	10	entries	Search:			<input type="text"/>
Service Type	Provider Name	Date Begin	Date Ended	Status	Edit	Delete
No data available in table						
Showing 0 to 0 of 0 entries				Previous	Next	

Click on “Add Therapeutic Response” to continue:

Add Therapeutic response			SAVE ✓	CANCEL ✕
Service Type* Select	Provider* Select	Funding Source Select	Amount Paid \$ amount	
Date Assigned <input type="text"/>	Date Began* <input type="text"/>	Date Ended <input type="text"/>	Status Select	
Notes You're text here...				

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

Add Therapeutic response			SAVE ✓	CANCEL ✕
Service Type* Select	Provider* Select	Funding Source Select	<ul style="list-style-type: none"> <li>Select</li> <li>Team and client round-table discussion</li> <li>Referral to other community treatment programs including physicians for medical evaluations</li> <li>Peer-to-peer mentoring activities</li> <li>Increased treatment sessions</li> <li>Residential treatment</li> <li>Partial hospitalization programming</li> <li>Relapse prevention classes</li> <li>Other</li> </ul>	

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”:

Service Type	Provider Name	Date Begin	Date Ended	Status	Edit	Delete
Other	The Treatment Store [MAT]	5/7/2021		In Progress		

## 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 *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Detoxification from Alcohol/Drug *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
In-Patient alcohol/ Substance use treatment *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Intensive outpatient Alcohol/Substance use treatment *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Outpatient alcohol/Substance use treatment *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Jail-based or correctional based alcohol/Substance use treatment *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Individual alcohol/Substance use treatment *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Co-occurring(alcohol/drug abuse/mental health) treatment *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Inpatient psychiatric treatment *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Outpatient psychiatric treatment *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Prescribed medication *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Are you taking prescribed medication Currently *	<input type="radio"/> Yes	<input checked="" type="radio"/> No

**Participant receiving the following benefits at Discharge (Check all that apply) \***

<input type="checkbox"/> WIC	<input type="checkbox"/> Child Support	<input type="checkbox"/> Food Stamps
<input type="checkbox"/> TANF	<input checked="" type="checkbox"/> SSI SSD	<input type="checkbox"/> Medicaid
<input type="checkbox"/> VA Assistance	<input type="checkbox"/> Voc Rehab	<input type="checkbox"/> Housing Assistance
<input type="checkbox"/> LIEAP	<input type="checkbox"/> Unemployment	<input type="checkbox"/> Other
<input type="checkbox"/> No Services/Benefits received		

**Participant received the following other services while in court (Check all that apply) \***

<input type="checkbox"/> Mental Health	<input type="checkbox"/> Medical/Dental/Vision
<input type="checkbox"/> Vocational	<input type="checkbox"/> Educational
<input checked="" type="checkbox"/> Public Assistance	<input type="checkbox"/> Housing
<input type="checkbox"/> Family Counseling	<input type="checkbox"/> Parenting Classes
<input type="checkbox"/> Transportation	<input type="checkbox"/> Life Skills(budgeting,housekeeping,nutrition etc)
<input type="checkbox"/> No Services Received	<input type="checkbox"/> MAT
<input type="checkbox"/> Peer Support	

**Monetary obligation Collected for Discharged Participant**

<b>Fines *</b>	<b>Fees *</b>	<b>Restitution *</b>	<b>Child Support *</b>
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="520.00"/>	<input type="text" value="20"/>

**Primary drug used \***

**Frequency use in last 30 days \***

**Secondary drug used \***

**Frequency use in last 30 days \***

**Tertiary drug used \***

**Frequency use in last 30 days \***

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

**Sobriety Measures**

Number of negative drug screens while in program for discharged client\*

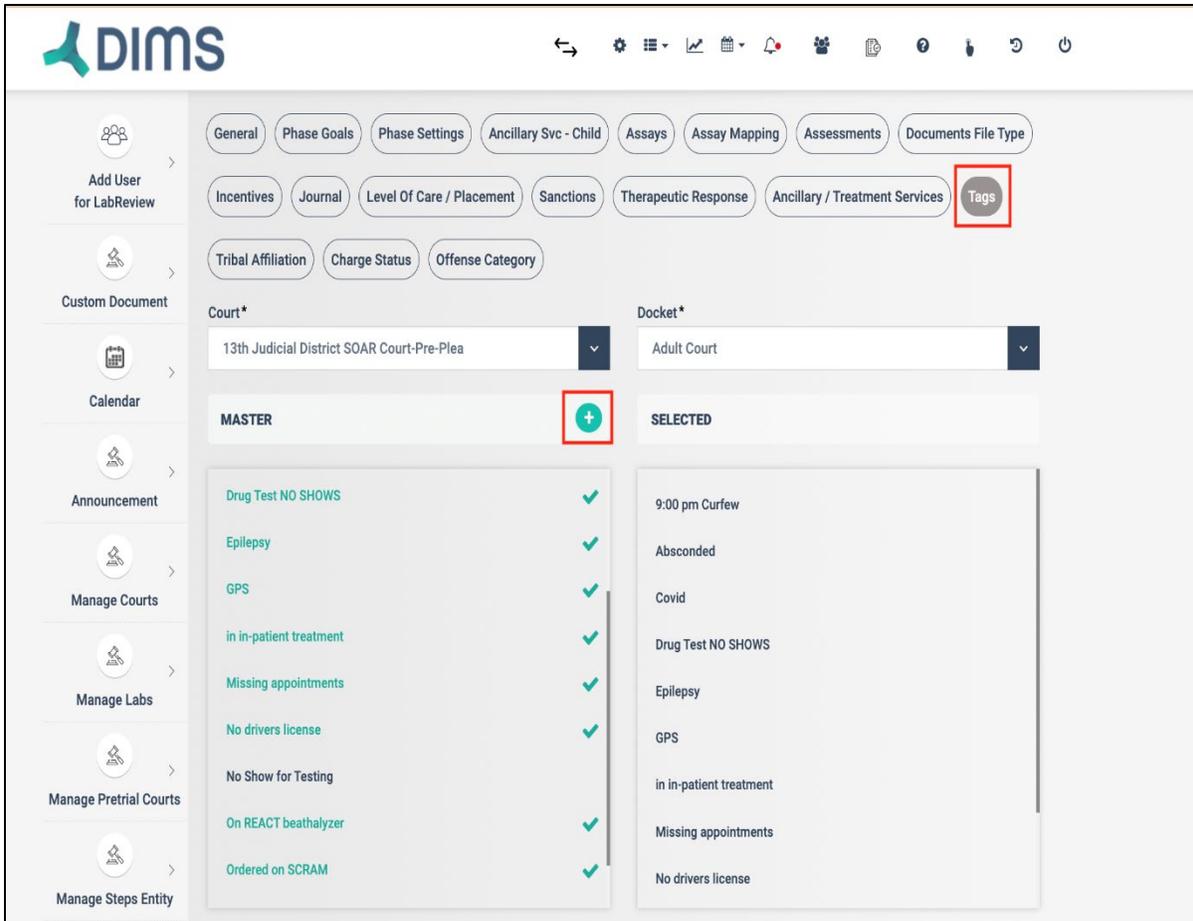
Number of positive drug screens while in program for discharged client\*

Number of days sober prior to discharge for discharged client\*

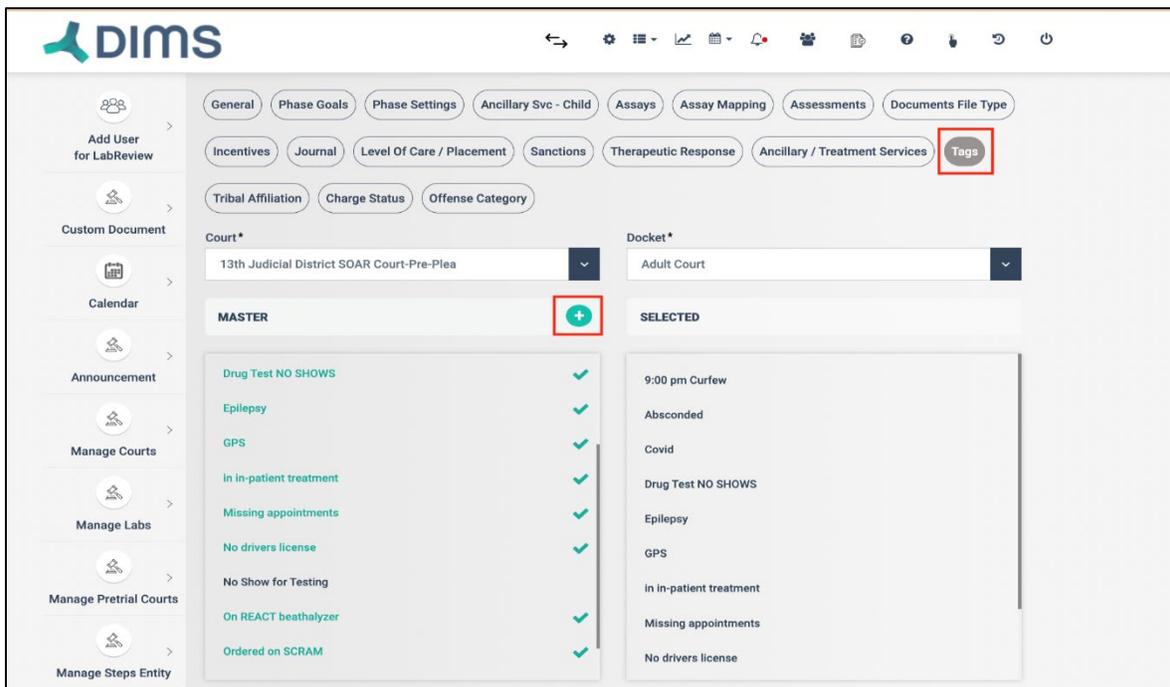
Attending self-help groups at time of court discharge\*  Yes  No

## Using Tags

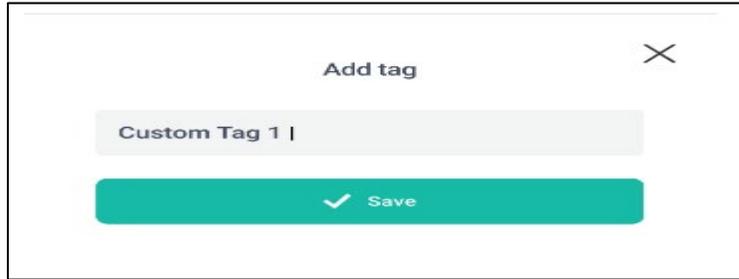
The Court Admin can add the tags that they want for their Court from the System Settings by clicking on tags :



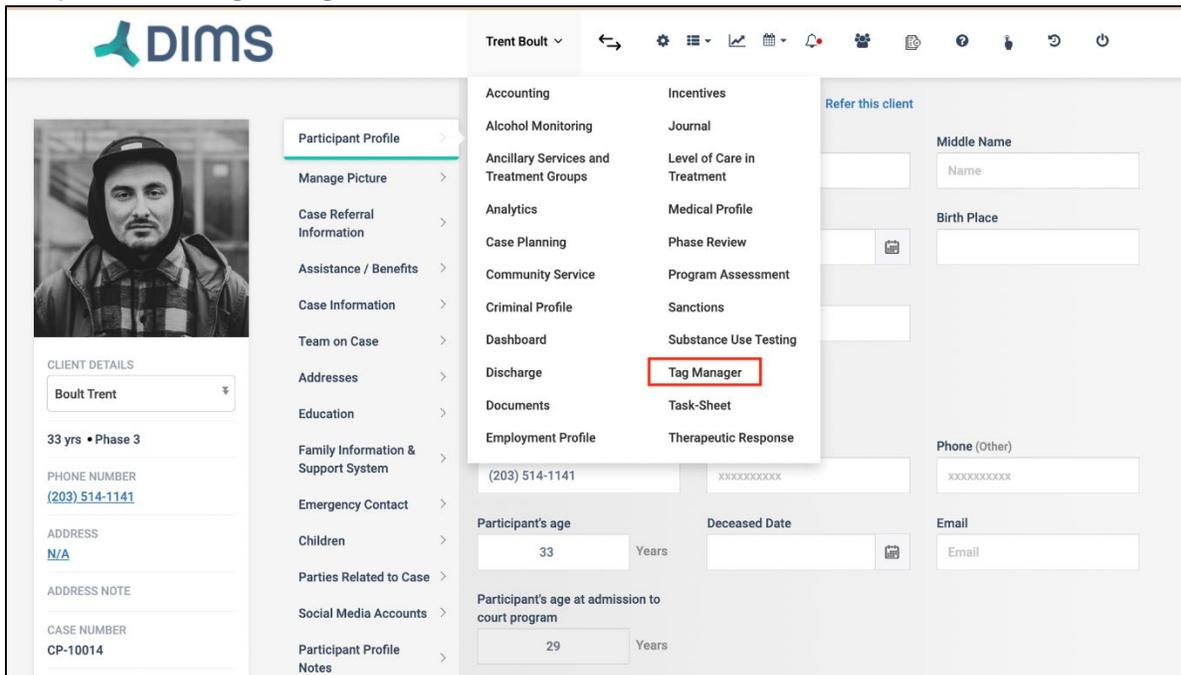
Tags can be added ONLY by the Court Admin by clicking on the '+' sign next to the Master List



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.

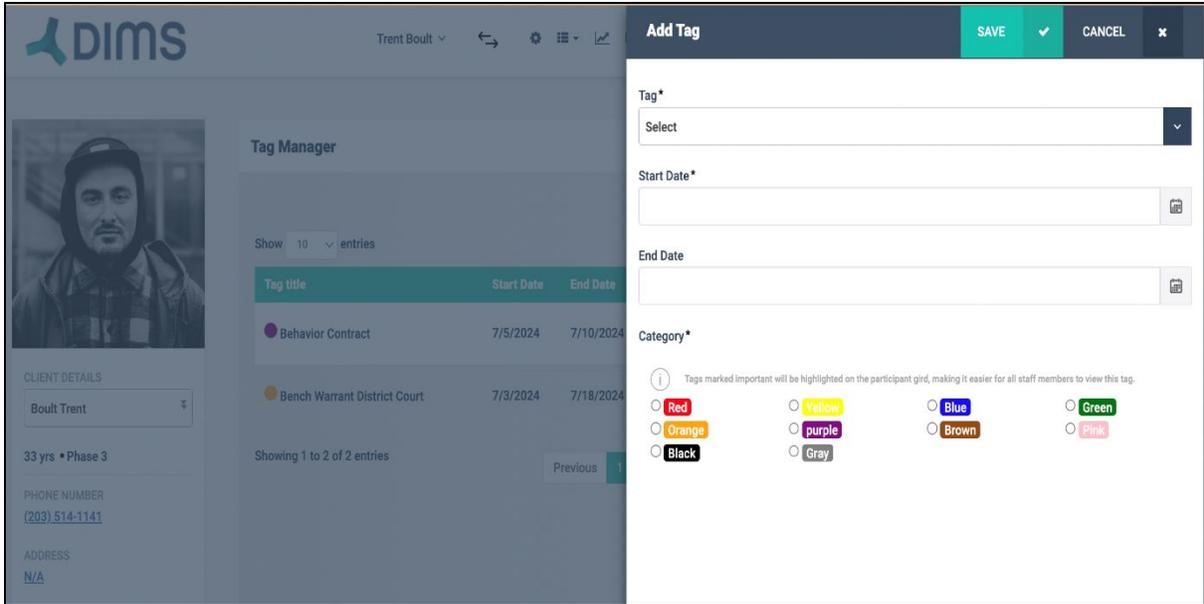


Duplicate entries / tags with same names cannot be added into the system. Once added into the Selected List from the Master List, the tags can then be used to tag a current participant under Tag Manager

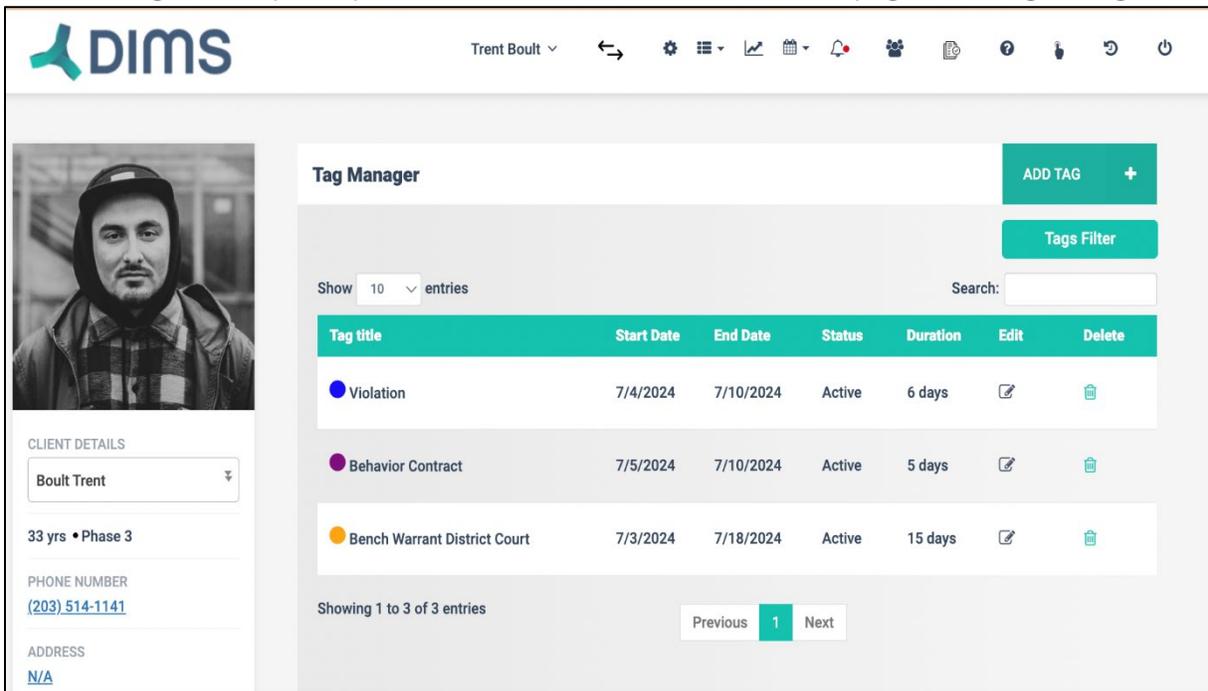


When you go to the tag manager page and click on the “Add Tag” button you can add tags to the participant along with following data :

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.

The screenshot shows the 'Add Journal' form with the following fields and options:

- Journal Type\*:** Bench Warrant
- Event Date\*:** 7/8/2024
- Event Time:** 04:01 AM
- Notes:** A rich text editor with options for NORMAL TEXT, BOLD, ITALIC, UNDERLINE, bulleted list, numbered list, link, and unlink.
- Add Tags:** A dropdown menu containing one tag: \*Violation
- Select Staff:** An empty dropdown menu.

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

The screenshot shows the 'Add Journal' form with the following fields and options:

- Journal Type\*:** Bench Warrant
- Event Date\*:** 7/8/2024
- Event Time:** 01:17 PM
- Notes:** A rich text editor with options for NORMAL TEXT, BOLD, ITALIC, UNDERLINE, bulleted list, numbered list, link, and unlink.
- Add Tags:** A dropdown menu containing two tags: \*Sober Living and \*Violation
- Select Staff:** A dropdown menu containing one tag: \*Dims Judge

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.

The screenshot shows the DIMS interface. On the left, there is a client profile for Boulton Trent, 33 years old, in Phase 3. The main area is titled 'Journal' and contains a table of events:

Event Date	Type	Notes	Edit	Delete
07-08-2024 -[ 04:01 AM ]	Bench Warrant	- DIMS Admin [ 7/8/2024, 04:05 AM ]		
07-08-2024 -[ 08:04 PM ]	Schedule Court Review/Status Hearing	- DIMS Admin [ 7/8/2024, 04:01 AM ]		
06-12-2024 -[ 08:04 PM ]	Schedule Court Review/Status Hearing	- Rohit Mashalkar [ 6/12/2024, 10:17 PM ]		
02-09-2024 -[ 02:00 PM ]	Schedule Court Review/Status Hearing	- Bhavyarani M [ 2/9/2024, 07:34 AM ]		

## 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.

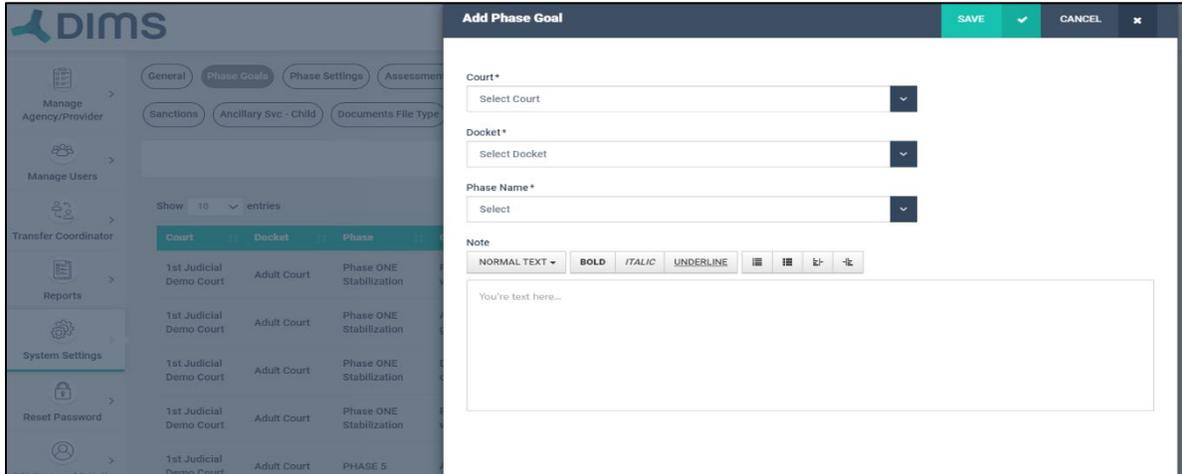
The screenshot shows the 'System Settings' page in the DIMS application, specifically the 'General' tab. The left sidebar has 'System Settings' highlighted with a red box. The main content area contains the following configuration options:

- Court\***: 1st Judicial Demo Court
- Docket\***: Adult Court
- Day Of Week\***: Tuesday
- Time Of Day\***: 14:00
- Time Zone\***: Mountain Time
- Court Capacity\***: 500

A 'Submit' button is located at the bottom left of the configuration area.

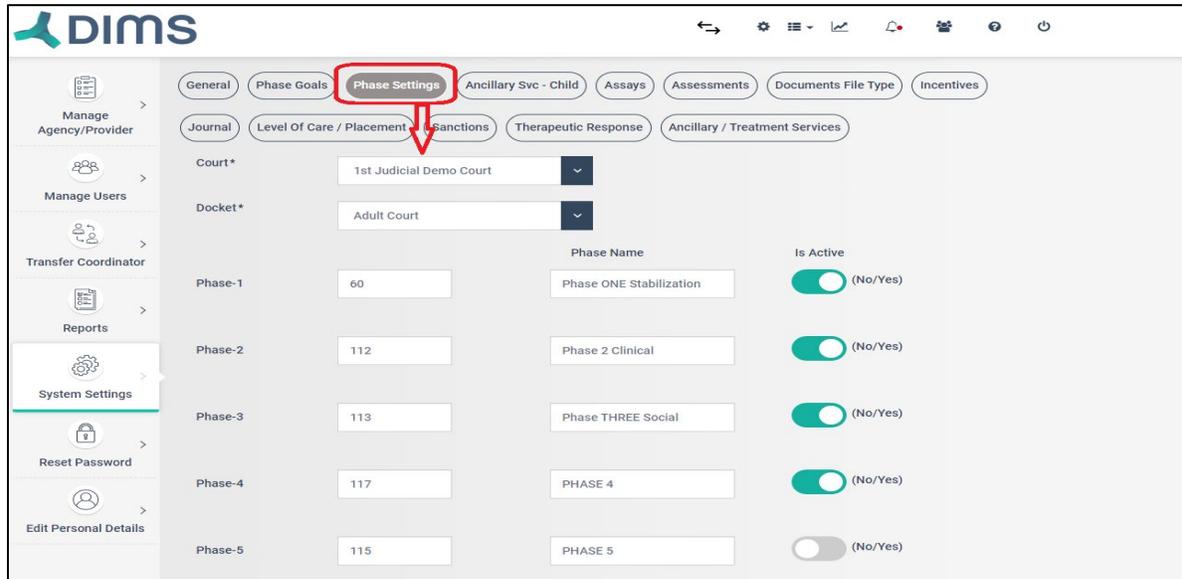
## Phase Goals

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".



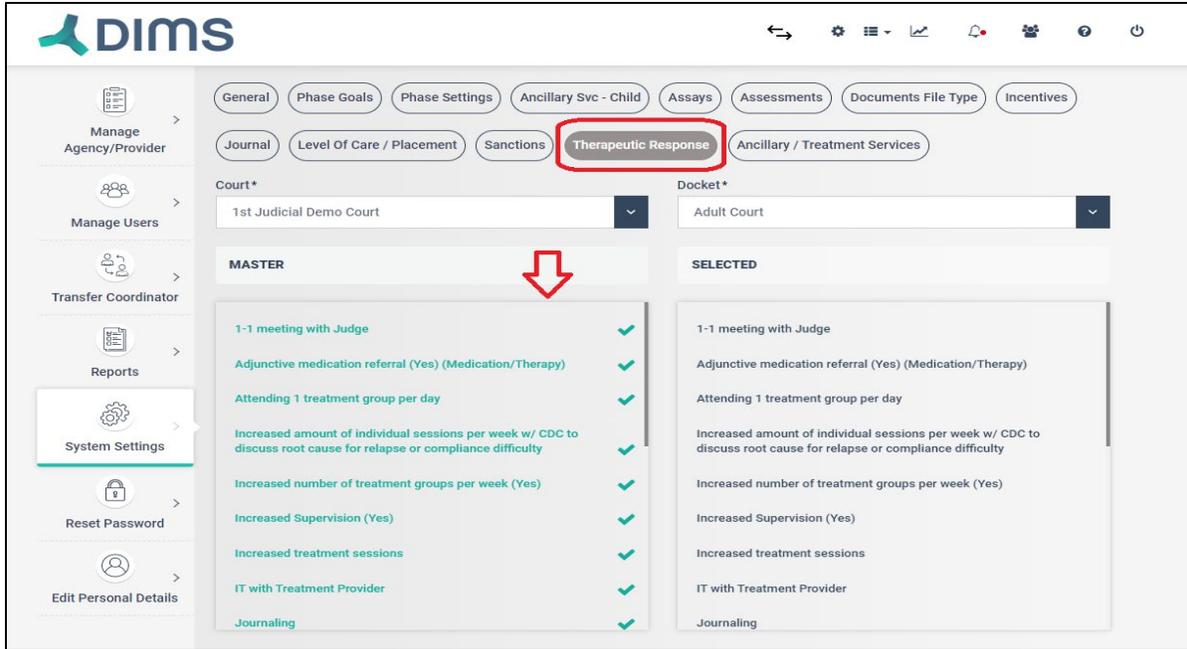
## Phase Settings

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.



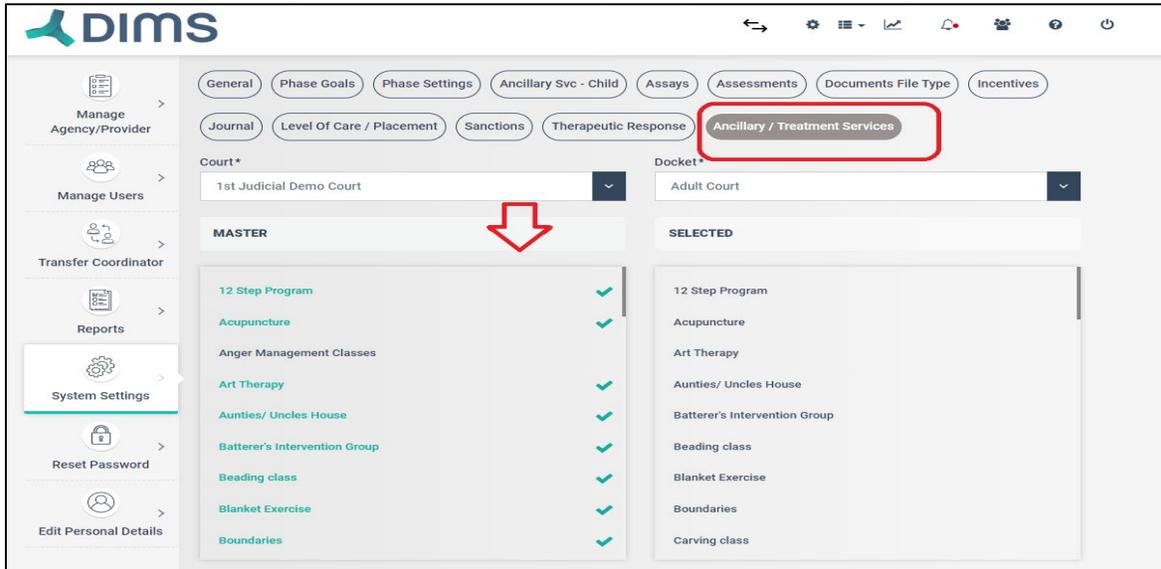
## Therapeutic Response

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.



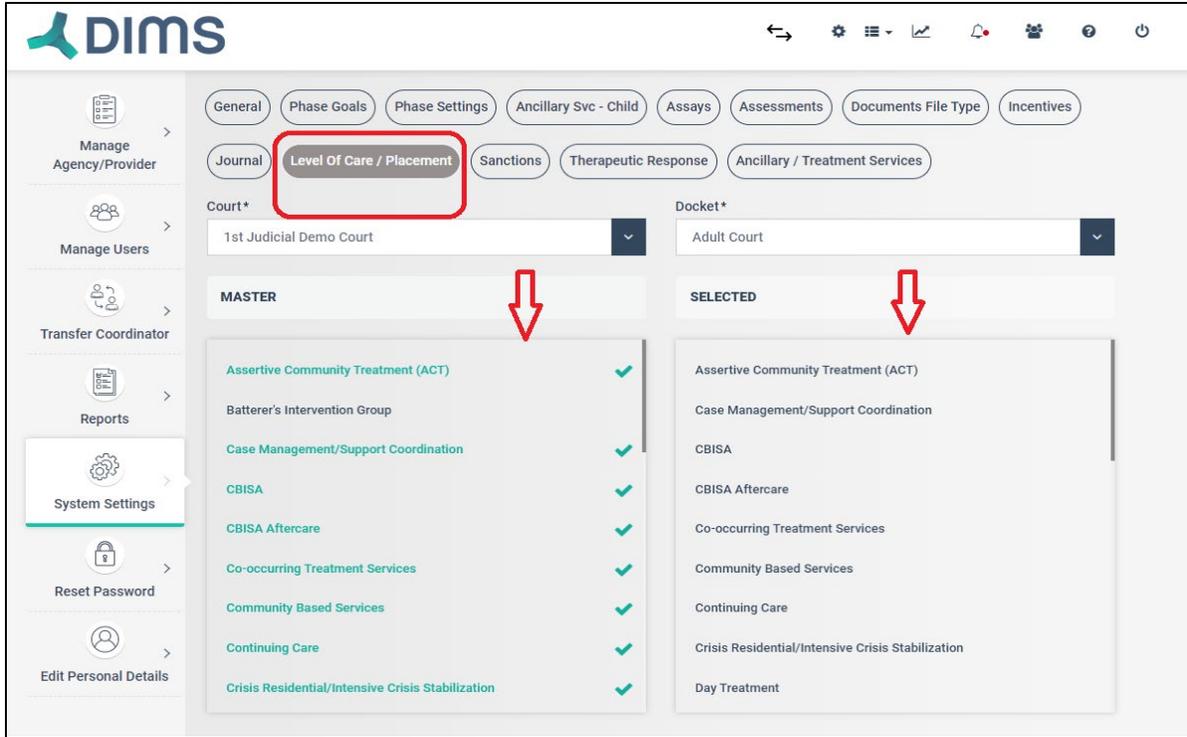
## Ancillary / Treatment Services

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



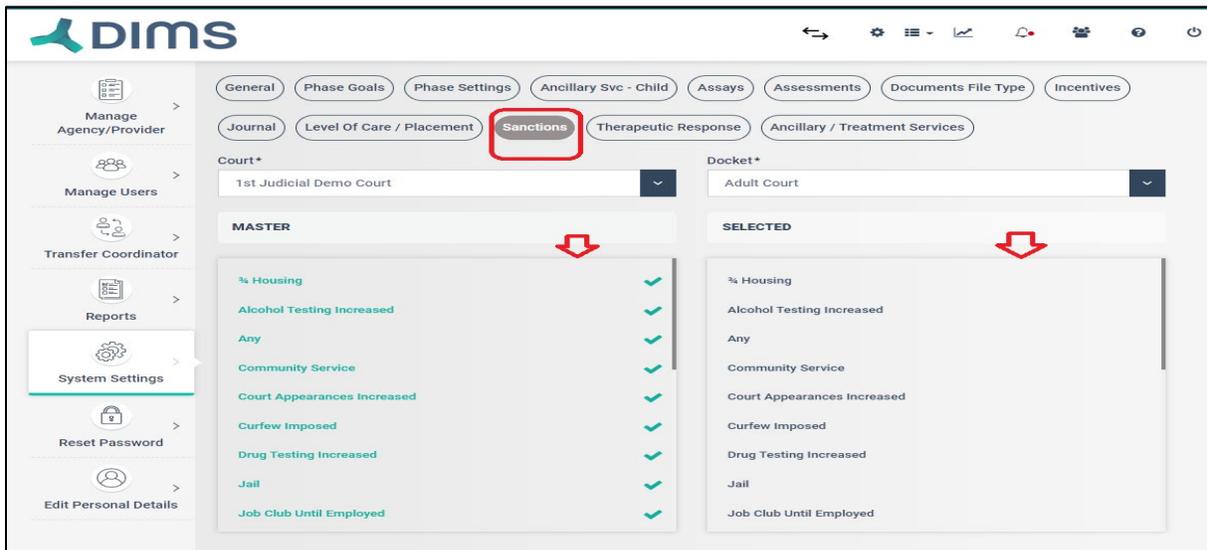
## Level of Care / Placement

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.



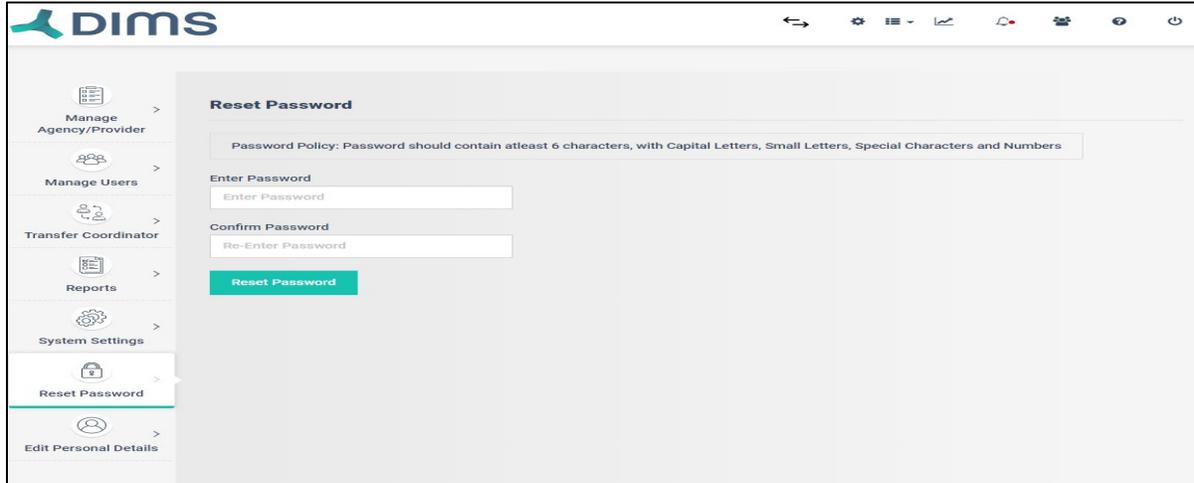
Similarly other tabs for Incentives, Document types, Assays and Journals etc. also help in adding a preselected list of options into DIMS. This will then further help in managing Individual Participant Case.

## 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.



The screenshot shows the DIMS web application interface. On the left is a sidebar with navigation items: Manage Agency/Provider, Manage Users, Transfer Coordinator, Reports, System Settings, Reset Password (highlighted), and Edit Personal Details. The main content area is titled 'Reset Password' and contains a password policy: 'Password Policy: Password should contain atleast 6 characters, with Capital Letters, Small Letters, Special Characters and Numbers'. Below this are two input fields: 'Enter Password' and 'Confirm Password' (with the subtext 'Re-Enter Password'). A green 'Reset Password' button is positioned below the second field.

## Analytics

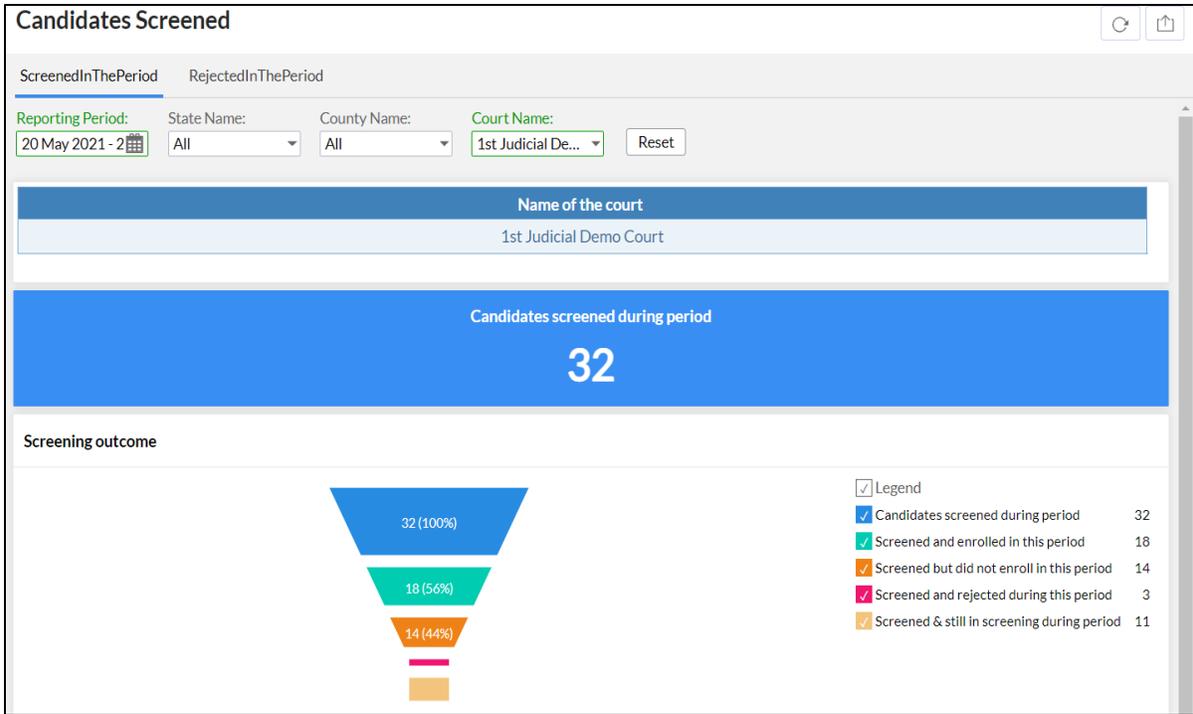
### Court Analytics

### 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.

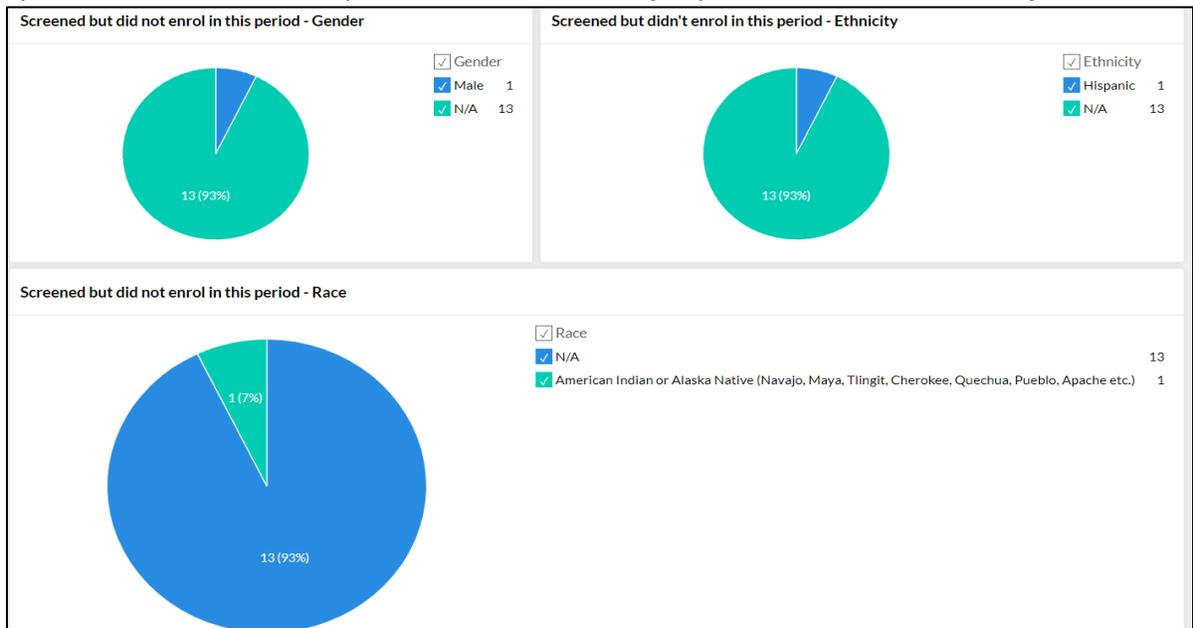
### Candidates screened during Period

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

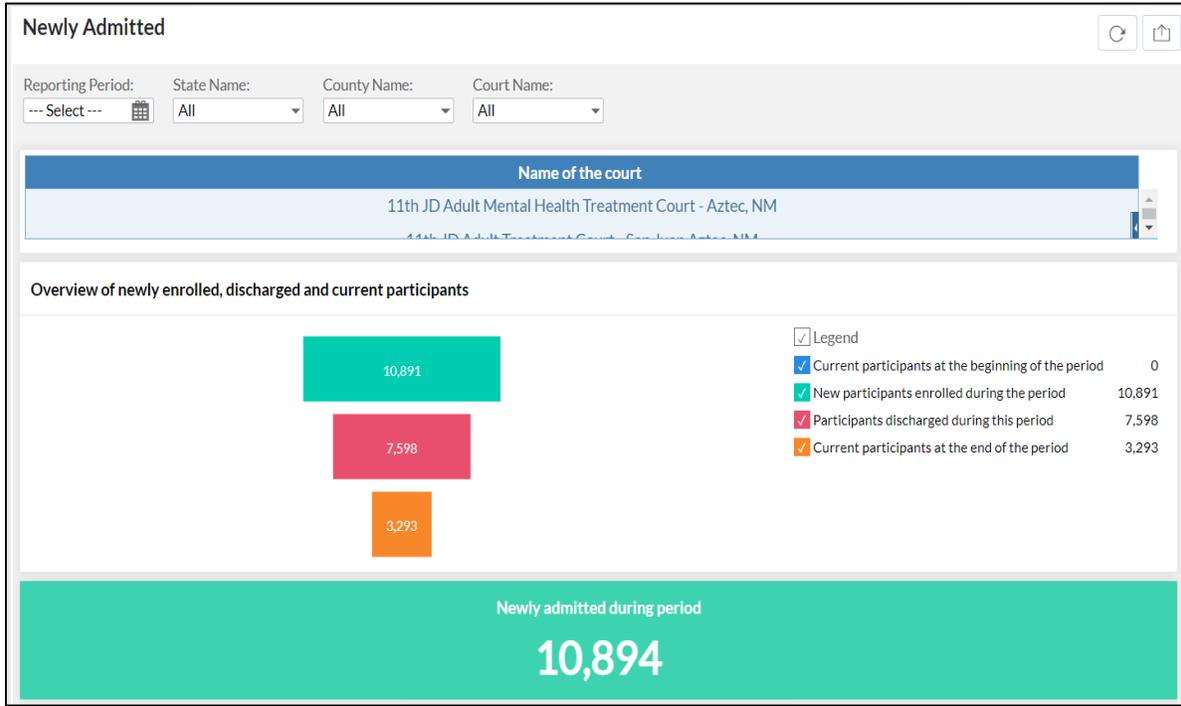
Screening participants can be further divided on the basis of their race, ethnicity, and gender. The default view for the information is pie charts. However, users can change them into charts, bars, graphs, etc. Each of the data points can be individually exported to the user's local system.



## Newly Admitted

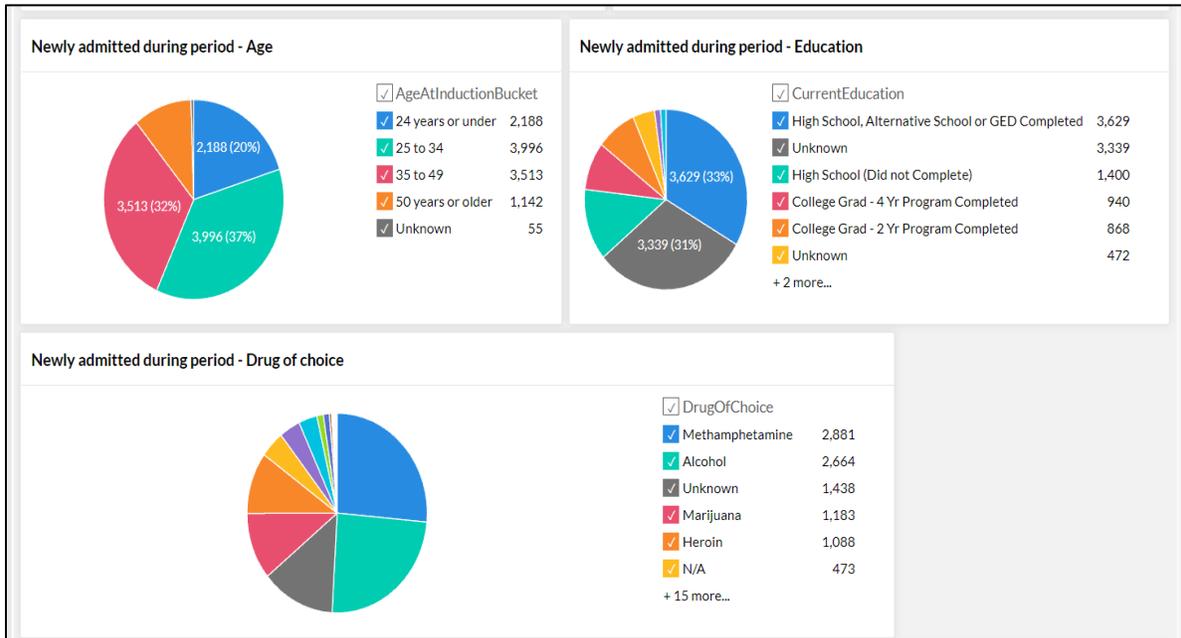
## Newly Admitted

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.

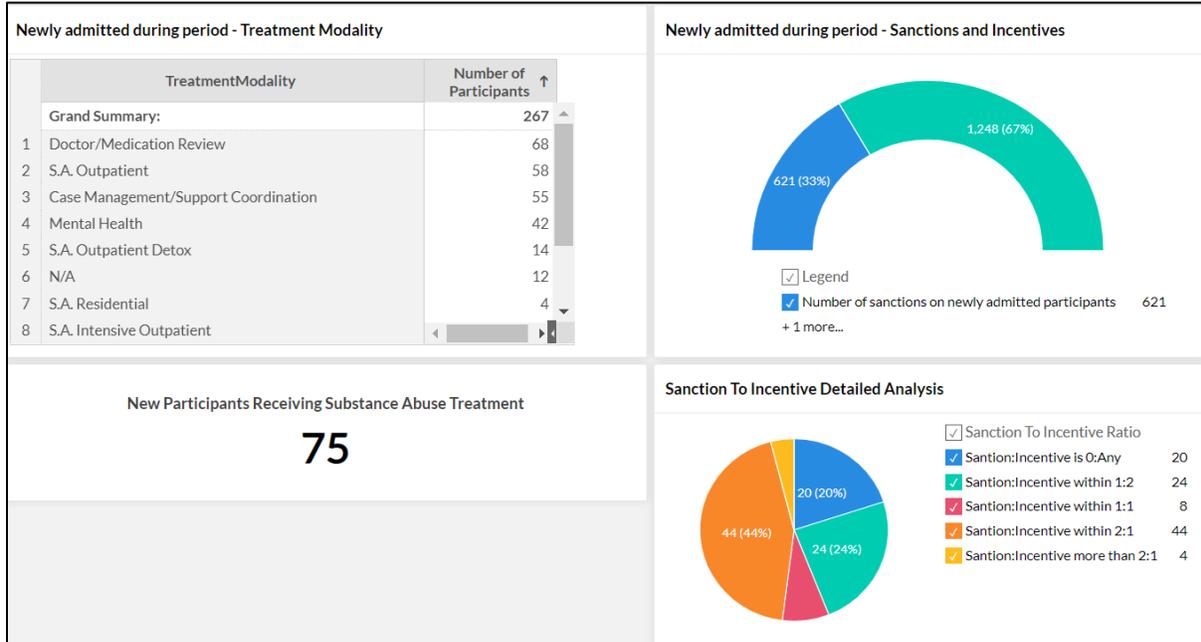


## Newly Admitted - Drug of Choice, Education

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.

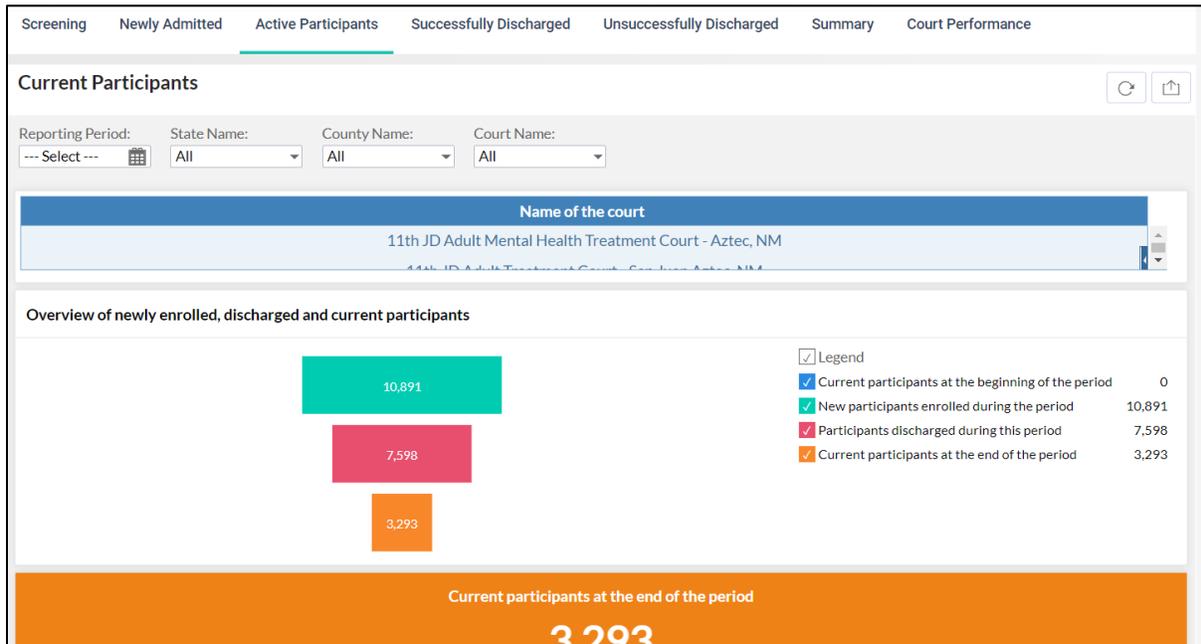


Also provides the ability to remove certain drugs of choice from the pie-chart and check the results. Also shows the sanctions and incentives ratio for the newly admitted participants. Shows where the participants are located / under which treatment modality.



## 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.

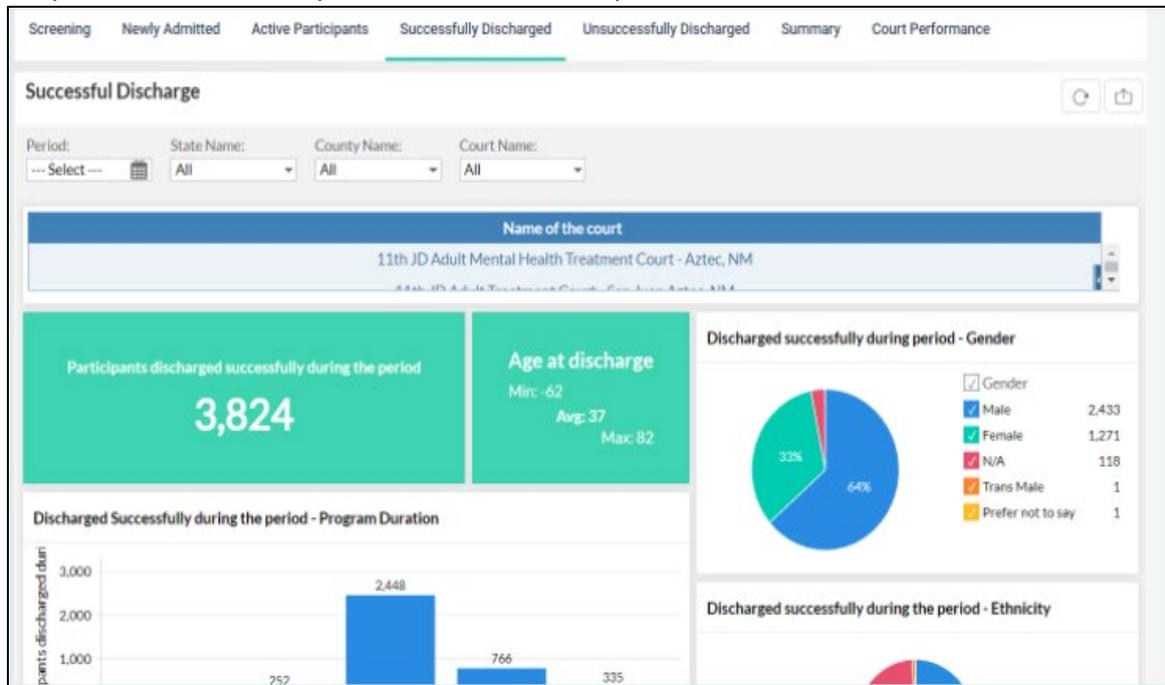
Non-negative drug test results of participants enrolled for at least 90 days		Number of participants ↑
Positive		2,152
No Show - Positive		1,378
Excused		1,145
No Show		305
Positive for Rx		239
Unable To Provide		183
Dilute		153
Pending		119
No Value		65
Tampered		45
No Show - Negative		17
Positive Results		0

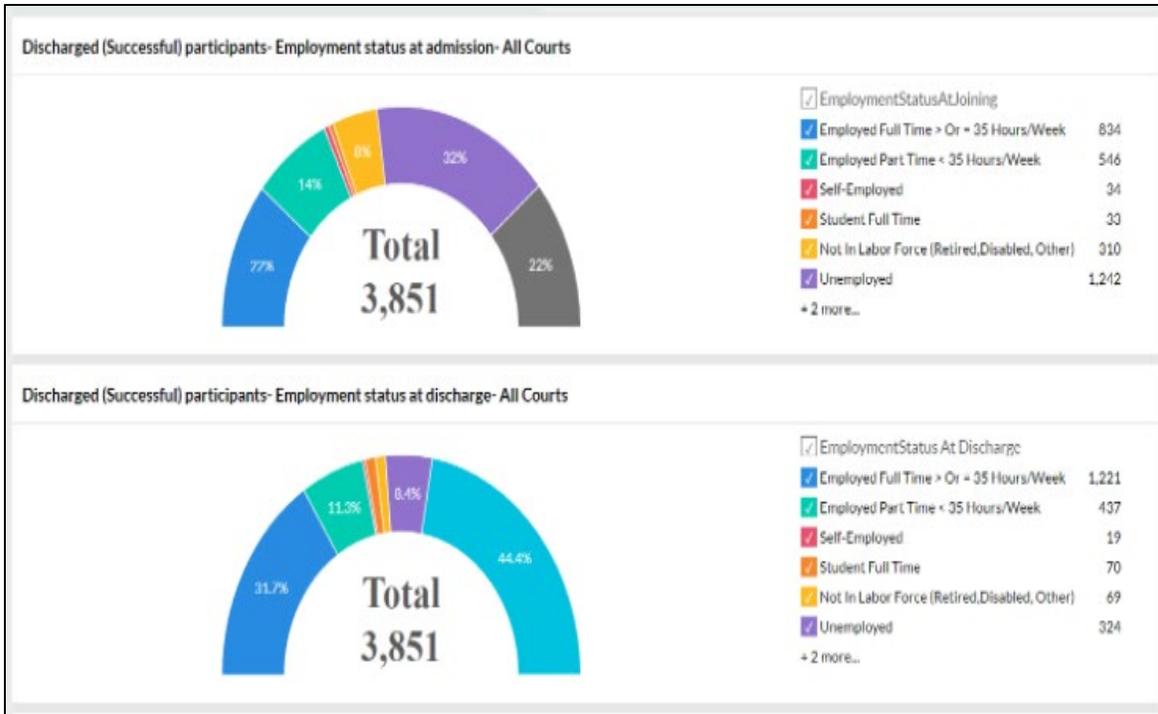
  

Current participants at end of period - Treatment modality		
	Treatment Modality	Total Number of Participants ↑
	<b>Total</b>	<b>2,485</b>
1	S.A. Intensive Outpatient	458
2	S.A. Outpatient	381
3	Mental Health	279
4	Therapy Services	226
5	IOP	145
6	MRT	143

## Successfully Discharged

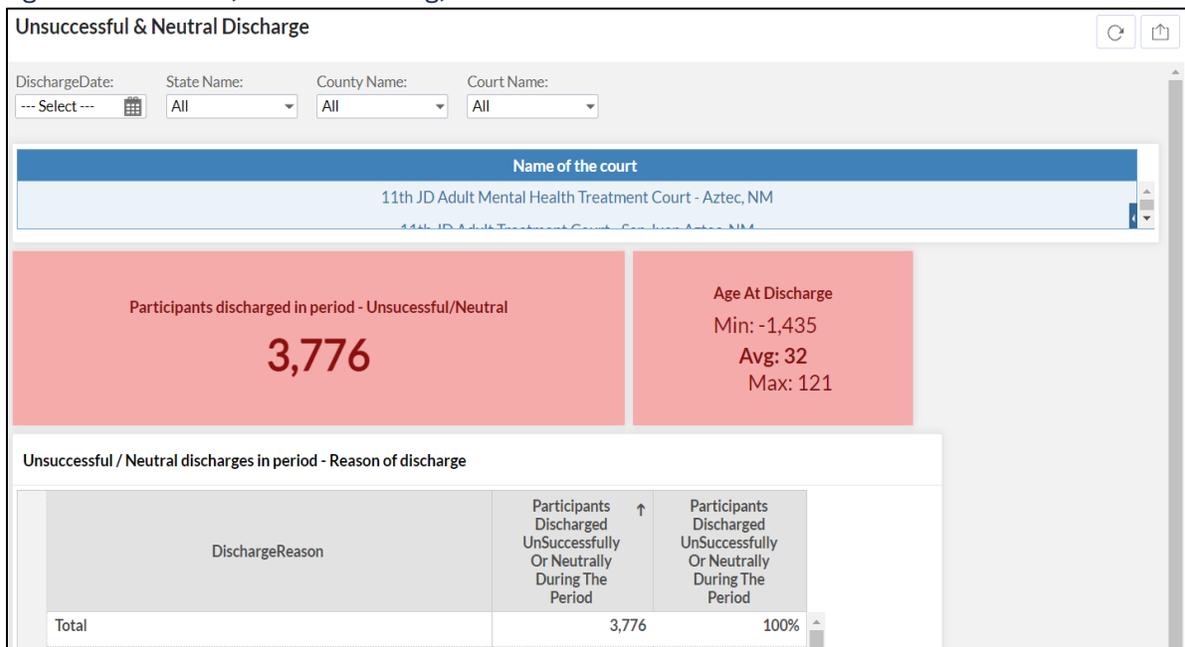
In addition to the participants being organized on the basis of their Race and Ethnicity, the discharged module compares the participant based on the Education status, Employment, Marital Status and other information at the time of Discharge. This provides insight to the users if the participants have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



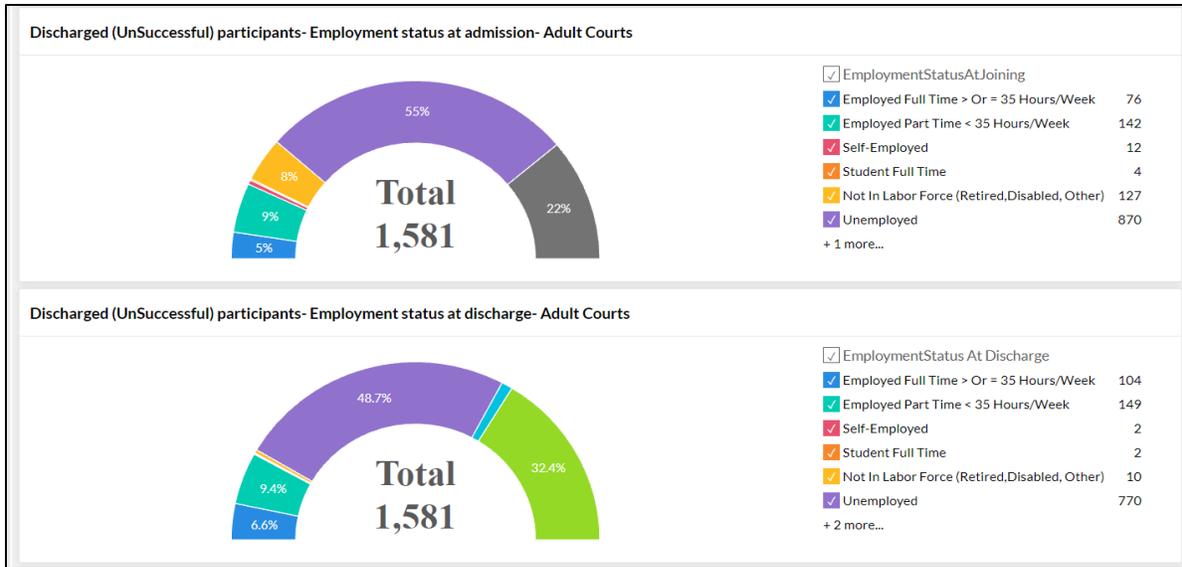


## Unsuccessful Discharge

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

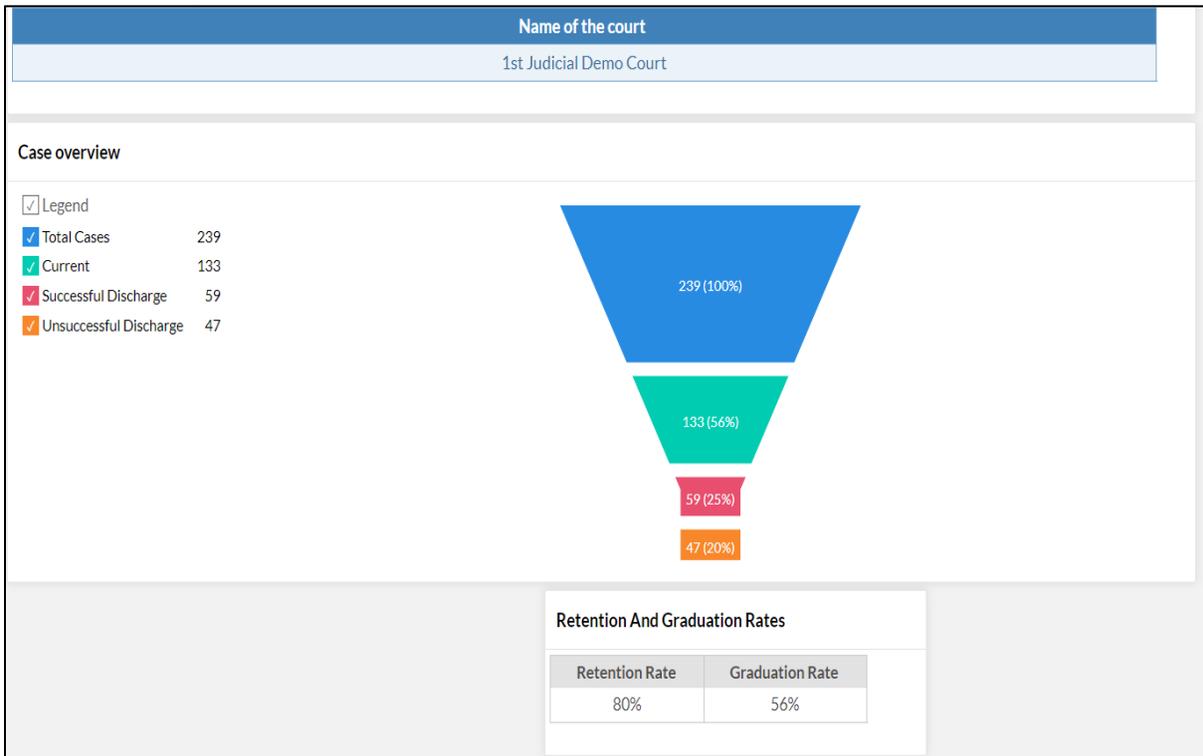


In addition to the count of participants who were unsuccessfully discharged during a given time period, the module also divides them on the basis of age, Ethnicity, Race and other information. It also compares their progress in respect to their Education, Employment and other details the participant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



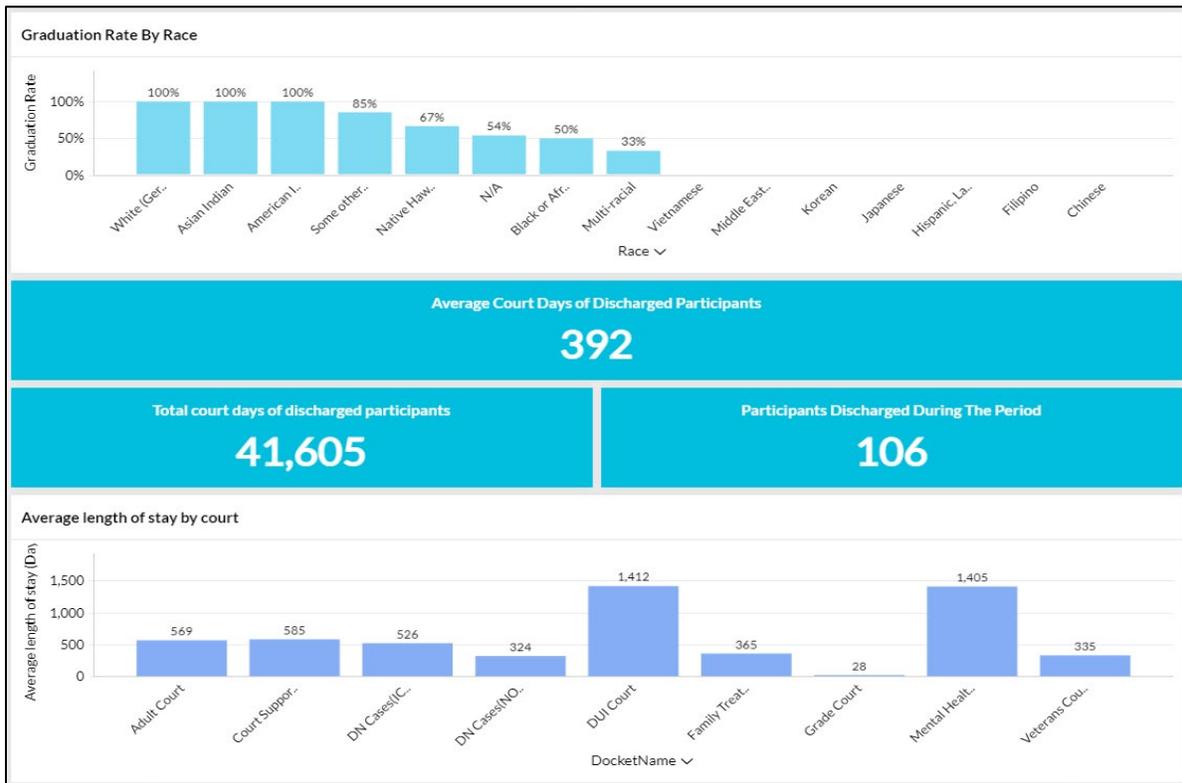
## Summary

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

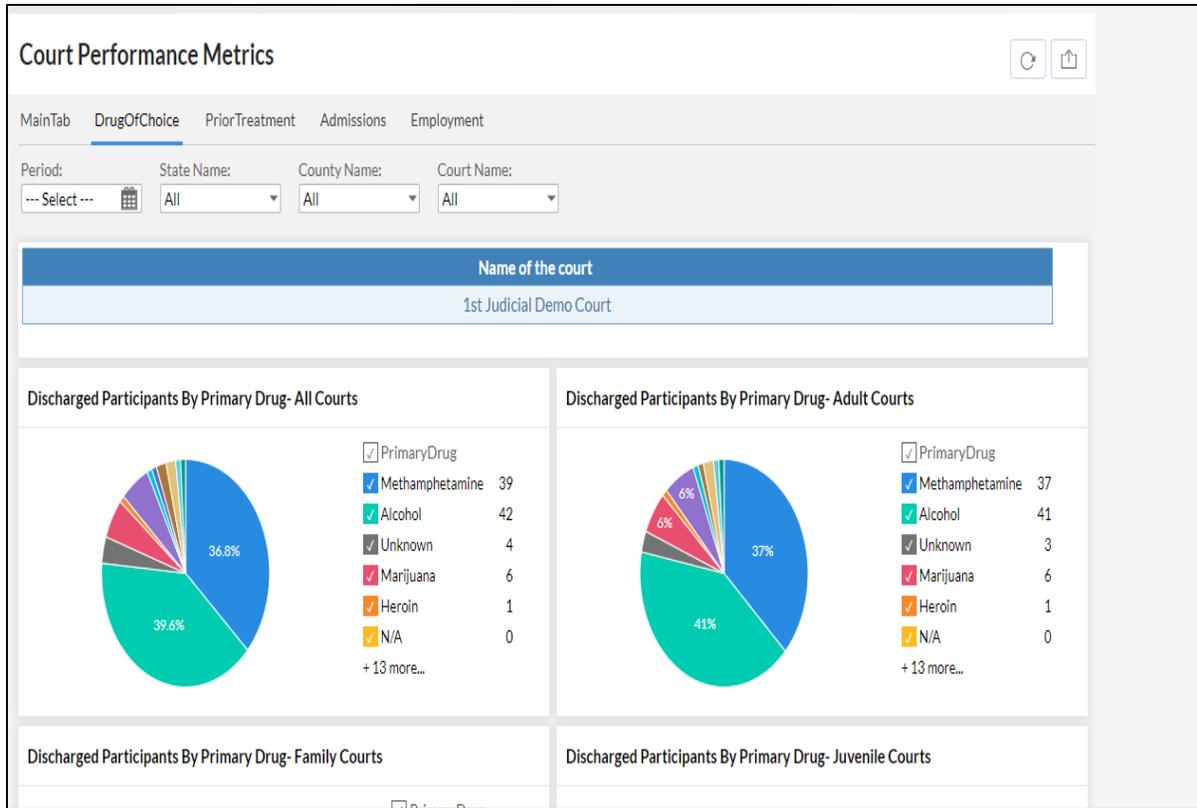


## Court Performance Analytics

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 :

The screenshot shows a web application interface for "Child Placement". At the top, there is a user profile "Callie Brown" and several utility icons. A sidebar on the left lists various case management categories, with "Child Placement" selected. The main content area features a "Child Placement" header with an "ADD CHILD PLACEMENT +" button. Below this, there is a "Show 10 entries" dropdown and a search box. A table displays the following data:

Child Name	Child Placement Status	DHS Referral Date	Date of Removal	Date of Adjudication	Edit
Danny marg	Kinship Care	7/14/2021	8/6/2021	8/5/2021	

Below the table, it indicates "Showing 1 to 1 of 1 entries" and includes "Previous 1 Next" navigation controls.

## 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.

The screenshot shows the "Child Placement" form. At the top right, there are "SAVE" and "CANCEL" buttons. The form contains the following fields:

- Child Name \***: A dropdown menu with "Select Child" as the current selection.
- Child Placement Status \***: A dropdown menu with "Select" as the current selection. This field is highlighted with a red box. The dropdown list includes: "Select", "Kinship Care", "Foster Care" (highlighted in blue), "Therapeutic Foster Care", "Trial Home Visit", "Facility", "Group Home", and "Child remains at Home".
- Placement Start Date \***: A date input field with a calendar icon.
- Placement End Date**: A date input field with a calendar icon.
- Placement Type**: A dropdown menu with "Select" as the current selection.
- Placed with Siblings**: A dropdown menu with "Select" as the current selection.
- Outcome of Adjudication**: A text input field with the placeholder "Type your text here..".

## Visitation Type

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

**Add Visitation/Family Time** [SAVE] [✓] [CANCEL] [✕]

Visitation Mode  InPerson  Virtual

Child Name\* [Select] [v]

Visitation Type\* [Select] [v]  
Select  
Supervised - Non Clinical  
Supervised - Clinical  
Unsupervised

Supervisor/Case Manager/Case Worker [Select] [v]

Date of visitation\* [ ] [calendar icon]

Service Provider [ ]

Notes/Recommendations  
Type your text here..

## Add Education

Details about child's education can be entered here.

**Add Education** [SAVE] [✓] [CANCEL] [✕]

Children\* [Select Children] [v]

Current Education Status\* [Select] [v]  
Select  
Pre School  
In School  
Out of School  
Not Applicable

## Case Resolution

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

**Case Resolution** SAVE ✓ CANCEL ✕

Child\*  
Select Child

Type\*  
Select  
Reunification  
Supplemental Petition for Termination of Parental Rights  
Termination of Parental Rights guardianship  
Other

Comment  
Type your text here..

## Parental Education Classes

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

Callie Brown ▾

- Accounting
- Affirmation
- Ancillary Services and Treatment Group
- Analytics
- Associated or Related Parties
- Child Case Activity
- Community Service
- Criminal Profile
- Dashboard
- Discharge
- Documents
- Employment Profile
- Incentives
- Journal
- Medical Profile
- Parental Education Classes**
- Phase Review
- Program Assessment
- Sanctions
- Substance Use Testing
- Task-Sheet
- Level of Care in Treatment
- Therapeutic Response

**Add Parental Education Classes** SAVE ✓ CANCEL ✕

Type\* Start Date\* End Date\*

Select

- Select
- Parenting Group
- Seeking Safety
- CTE
- Batterers Intervention
- Anger management**
- Spiritual Program/Development
- Cultural/Traditional Practices
- Fatherhood/Motherhood is sacred
- Other

## Veterans Court

### Managing Individual Case

### Volunteer Veteran Mentor

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

Harry Potter ▾

- Accounting
- Affirmation
- Ancillary Services and Treatment Group
- Analytics
- Community Service
- Criminal Profile
- Dashboard
- Discharge
- Documents
- Employment Profile
- Incentives
- Journal
- Medical Profile
- Phase Review
- Program Assessment
- Sanctions
- Substance Use Testing
- Task-Sheet
- Level of Care in Treatment
- Therapeutic Response
- Volunteer Veteran Mentor**

Years Calendar Email

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

**Mentors** **ADD MENTORS** +

Show  entries Search:

Name	Branch of Service	Rank at discharge	Phone	Edit	Delete
Rob Downy	Army	2nd Lieutenant			
Amy Pollock	Airforce				
ranbir kappor	Army				
Bill Rank	Airforce	Captain	(349) 872-3597		

Showing 1 to 4 of 4 entries Previous **1** Next