



THE SUPREME COURT *of* OHIO

Specialized Dockets

Data Collection and Reporting

The Data Collection Team



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Why are we collecting and reporting data?

Specialized Dockets Standards



- **Standard 12. Effectiveness Evaluation.**

- A specialized docket judge shall evaluate the effectiveness of the specialized docket by doing each of the following:
 - (A) Reporting data as required by the Supreme Court, including information to assess compliance with these standards;
 - (B) Engaging in on-going data collection in order to evaluate whether the specialized docket is meeting its goals and objectives.

Getting Started



- Each docket must report out separately using a docket ID provided by the Specialized Dockets Section.
 - Contact Sarah JEU at Sarah.Jeu@sc.ohio.gov to obtain your docket ID.
 - Each docket will be able to determine which staff have access to the application. There is no maximum or minimum.
 - Staff will log in using OCN credentials.
 - Contact OCN Helpdesk at 614-387-9980 or OCNHelp@sc.ohio.gov:
 1. If you need OCN credentials (the requests must be made in writing) or
 2. If you have OCN credentials to advise you will need access to the Specialized Dockets Data Application.
- ❖ **Please only submit one request per docket for all individuals needing access or accounts.**

Important Reminders



- The report is a running list of all individuals referred to the docket.
- Please keep the spreadsheet saved locally and add to it continually.
- There is no need to erase previous data.
- Simply upload the most current version of the spreadsheet no later than the 15th of each month.
- If all else fails, please refer to the instructions or call the Data Collection Team.

How to Login



- Go to the Specialized Dockets Data Collection Homepage:
<https://supremecourt.ohio.gov/SpecializedDockets/#/login>
- Log in using OCN credentials.
- Download a new spreadsheet:
 - This should only happen once.
 - Please save the spreadsheet locally.
 - Add information to this spreadsheet as it happens.

Court Information Tab

Only update this information if it changes



- Column A (page 2 of instructions)
 - Enter the Docket ID provided by the Specialized Dockets Section.
- Column B (page 3 of instructions)
 - Enter your docket's capacity.
- Column C (page 3 of instructions)
 - Enter the email address of the person who is completing the report.
- **Be sure to save!**

Participant Information Tab

Important Points



- This is where the ongoing data collection takes place.
- Each row is for one individual. Add information to the row as it becomes available or occurs.
 - This includes individuals both referred who enter the docket and those referred who do not enter the docket.
 - Please see page 3 of the instructions for the SHORTCUT that addresses which fields are required for those referred but not entering verses those referred and participating in the docket.

Columns A, B, C, D, E, F, G, H, I, & J



- Column A (page 3 of instructions)
 - Create an individual record/identifier for each individual.
 - This can be any combination of letters and numbers.
 - Please avoid case numbers or anything that can be used to identify a person.
- Columns B-J (pages 2 & 3 of instructions)
 - These elements are for transmission to the Board of Pharmacy to allow for a flag in the OARRS system alerting pharmacies and prescribers of the individual's participation in a docket.
 - This marker will only occur for adult dockets in a criminal jurisdiction but ALL dockets should complete these columns.

Column K (page 4 of instructions)



Referral Date

- Enter the date on which the individual was referred to the docket.

Column L (page 4 of instructions)



Status of Case at Referral

- Select one of the approved statuses from the dropdown menu.
 - Options for juvenile and family dockets:
 - pre-adjudication or post-adjudication
 - Options for adult specialized dockets:
 - pre-conviction
 - post-conviction
 - diversion/intervention in lieu of conviction
 - prosecutorial diversion

Column M (pages 4 & 5 of instructions)



Submit to OARRS

- Indicate yes (“Y”) from the dropdown menu if the individual is accepted into the docket and has a substance use disorder diagnosis.
 - This field should be updated to no (“N”) when the individual exits the docket.
- Juvenile and family dockets are excluded from this option.
 - Please leave this field blank.

Columns N, O, and P (page 5 of instructions)



- Column N-Assessment prior to referral
 - Select yes (“Y”) from the dropdown menu if the individual completed the initial clinical assessment prior to referral to the docket. Otherwise, select no (“N”).
 - Initial clinical assessment refers to the assessment used to determine the individual’s clinical eligibility for the docket.
- Column O-Initial clinical assessment referred
 - Enter the date on which the individual is referred for the initial clinical assessment used to determine eligibility for the docket.
- Column P-Initial assessment completed
 - Enter the date on which the individual completed the initial clinical assessment used to determine eligibility for the docket.

Columns Q, R, and S (page 5 of instructions)

- Column Q-Risk assessment date
 - Record the date the risk assessment was completed. *If no risk assessment was used, this may stay blank.*
 - Risk assessment refers to the assessment tool used to determine if the individual meets legal eligibility for the docket.
- Column R-Risk assessment tool
 - Select the risk assessment tool from the dropdown box used to determine if the individual meets legal eligibility for the docket. *If no risk assessment used, choose “no risk assessment tool used.”*
- Column S-Risk assessment result
 - Select the overall results outcome from the dropdown box of the risk assessment.

Columns T, U, and V (page 6 of instructions)



- Column T-Primary substance of use
 - Select from the dropdown box the individual's primary substance of use.
 - Column U-Secondary substance of use
 - Select from the dropdown box the individual's secondary substance of use.
 - Column V-Tertiary substance of use
 - Select from the dropdown box the individual's tertiary substance of use.
- ❖ This field should be completed by any docket in which a participant is being treated for a substance use disorder.
- ❖ “No substance use” can be selected if the individual is not being treated for a substance use disorder or has less than three substances of use. Please do not leave any of these three columns blank.

Columns W and X (page 6 of instructions)



- Column W-Acceptance or rejection into docket
 - Select from the dropdown the appropriate acceptance or rejection status for the individual:
 - Accepted-select if the individual is accepted.
 - Opting-out-select if individual met docket eligibility but voluntarily decided not to participate.
 - Unable to complete referral-select if an individual is referred but does not complete the process to determine eligibility.
 - Not meeting participant criteria-select if an individual is not participating because they did not meet docket criteria. This category also includes unavailability of the participant.
- Column X-Date accepted or rejected from the docket
 - Enter the date that the decision was made to accept or reject an individual from the docket.

Column Y (pages 6 & 7 of instructions)



Column Y-Ethnicity

- Select an option from the dropdown menu provided: Hispanic or Non-Hispanic.
- Ethnicity should be based upon self-report of the individual.

Columns Z, AA, AB, AC, and AD (page 7 of instructions)



Columns Z through AD-Race

- Race should be based upon self-report of the individual.
- Select the appropriate response of yes (“Y”) or no (“N”) for each of the census categories listed.
- If a participant identifies as a member of more than one racial group, select yes (“Y”) under all of the groups with which the individual identifies.

Column AE (page 7 of instructions)



Columns AE-Gender identity

- Gender identity should be based upon self-report of the individual.
- Select one category in the dropdown menu.

Column AF (page 8 of instructions)



Columns AF-Birthdate

- Record the birthdate of the individual.

Column AG (page 8 of instructions)



Columns AG-Number of minor children

- Indicate the number of minor children for the individual.
 - This includes birth children, adoptive children, or any children of whom the individual has legal custody or guardianship.
 - Legal establishment of paternity is not required.
 - Do not include a child only if the individual's parental rights have been terminated.

Columns AH, AI, AJ, AK, and AL (page 8 of instructions)



Columns AH through AL-Employment status at referral

- Select the appropriate response yes (“Y”) or no (“N”) for each type of employment status for the individual at the time of referral.
 - Yes (“Y”) may be selected for more than one category.
 - If “unemployed” is marked as a yes (“Y”), both the “full-time” and “part-time” categories must be marked as a no (“N”).

Columns AM, AN, AO, AP, and AQ (pages 8 & 9 of instructions)



Columns AM through AQ-Employment status at exit

- Select the appropriate response yes (“Y”) or no (“N”) for each type of employment status for the individual at time of exit from the docket
 - Yes (“Y”) may be selected for more than one category.
 - If “unemployed” is marked as a yes (“Y”), both the “full-time” and “part-time” categories must be marked as a no (“N”).
 - These fields are completed for every individual exiting the docket for any reason.

Column AR (page 9 of instructions)



Column AR-Criminal offense

- Select yes (“Y”) if the participant received at least one new criminal offense while participating in the docket.
 - Only applies to new offenses, not violations.
 - If the alleged action occurred prior to the individual’s participation in the docket, it should not count here.

Columns AS, AT, AU, and AV (page 9 of instructions)



- Column AS-Treatment prior to referral
 - Select yes (“Y”) from the dropdown menu if the individual began treatment for the clinical need identified in the docket’s clinical eligibility criteria prior to referral to the docket. Otherwise, select no (“N”).
- Column AT-Initial treatment start
 - Enter the date on which the individual entered treatment.
 - This date may be blank if the individual started treatment prior to referral to the docket.
- Column AU-Initial treatment end
 - Enter the date on which the individual exited treatment for any reason.
- Column AV-Type of treatment exit
 - Select one of four options from the dropdown menu: successful, unsuccessful, referred to higher level of care, or remains in treatment.

Columns AW, AX, AY, AZ, and BA (page 10 of instructions)



- Column AW through BA-Participant funding
 - Select yes (“Y”) or no (“N”) for each potential source of funding for medical care, behavioral health treatment, and other services or requirements of the docket.
 - Medicaid/managed care
 - Medicare
 - Private insurance
 - Other funding (ATP, grants, etc.)
 - Self-pay (program fees, supervision fees, etc.)
- A participant may have more than one source of funding.

Column BB (page 10 of instructions)



Column BB-Docket exit

- Record the type of exit from the docket from the three options in the dropdown menu.
 - successful
 - unsuccessful
 - neutral

Column BC (pages 10 & 11 of instructions)



Column BC-Additional exit code

- If a participant is incarcerated subsequent to docket exit, select the appropriate option from the dropdown menu.
 - committed to DRC
 - committed to DYS
 - local incarceration

Column BD (page 11 of instructions)



Column BD-Date of exit

- Record the date of exit from the docket.
- This should be the date the participant is notified of termination.

Submitting Reports





- Anytime data is changed in the spreadsheet, be sure to save it!
- The most up-to-date spreadsheet can be submitted on the Specialized Dockets Data Collection homepage.
 - Dockets are required to upload at least once per month by the 15th of the month.
 - Dockets can submit updated reports as frequently as each time the spreadsheet is updated.
- To submit the spreadsheet, either drag your saved excel file from the location you saved it locally OR select “click here....and select your file.”
- You will receive an email confirmation and possible error messages within two hours of submission.
- If you do not receive an email notification in response to each submission, please contact Christine Hahn.
- To correct an error, make the correction to the spreadsheet and resubmit.
- Please contact Christine Hahn if you need assistance.


Submitting Reports




SPECIALIZED DOCKETS

 Upload Report


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