



Application Name: SCALES

(Specialty Court Application & Legal Exchange System)

Release #:

1.2.1

Release Date:

12/14/2020

Audience:

Current SCALES users

Summary of Release:

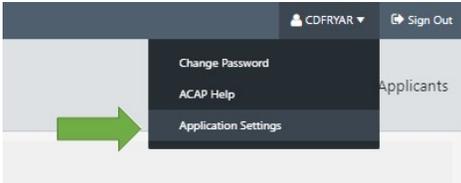
The focus of this release is to enable users to capture drug test results and view results history.

Details of Release:

In this release USERS will be able to perform all functionality of the previous release plus the following:

1. Create drug panel from the Application Settings (ADMIN users only)

From the drop down next to USERID to the right, select Application Settings.



Select Drug Panels.



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



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

NOTE: If user is admin for multiple courts/locations, a drug panel will need to be created for each location. The CREATED DATE defaults to today's date and can be backdated if needed.

SPC Drug Panel

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

Drug Panel

PANEL NAME * CDF 2 PANEL ⓘ

COURT * PULASKI ⌵

LOCATION * CIRCUIT ⌵

CREATED DATE 11-23-2020 📅

Cancel Create

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

SPC Drug Panel

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

Drug Panel Created, Please Add Substances to the Panel.

Drug Panel

PANEL NAME * CDF 2 PANEL ⓘ

COURT * PULASKI ⌵

LOCATION * CIRCUIT ⌵

CREATED DATE 11-23-2020

END DATE 📅

Substance List

Substance No data found

Add Substance

Cancel Delete Save Close <

Select substance from drop down list.

SPC Drug Panel

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

Drug Panel

PANEL NAME * CDF 2 PANEL ⓘ

COURT * PULASKI ⌵

LOCATION * CIRCUIT ⌵

CREATED DATE 11-23-2020

END DATE 📅

Substance List

Substance No data found

Add Substance

Cancel Delete Save Close <

- ADULTERATIONS
- ALCOHOL
- AMPHETAMINE
- BARBITURATE
- BENZODIAZEPINE
- COCAINE
- CODEINE
- DEXTROMETHORPHAN
- ECSTASY
- HASHISH
- HEROIN
- HYDROMORPHINE HYDROCHLORIDE
- SALVIA
- LYSERGIC ACID DIETHYLAMIDE (LSD)
- METHAMPHETAMINE
- METHADONE
- MORPHINE
- OPIATES
- OTHER CONTROLLED SUBSTANCE

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

The screenshot shows the 'SPC Drug Panel' window. At the top, there is a title bar with a close button. Below it, a descriptive text states: 'Drug Panel allows you to create panels of substances that you use for testing. Panels are available at the time of drug test entry.' The main form is divided into two sections: 'Drug Panel' and 'Substance List'. The 'Drug Panel' section contains several fields: 'PANEL NAME' (CDF 2 PANEL), 'COURT' (PULASKI), 'LOCATION' (CIRCUIT), 'CREATED DATE' (11-23-2020), and 'END DATE'. The 'Substance List' section is a table with a header 'Substance' and a checkbox for each row. The rows are: ALCOHOL, OPIATES, and TETRAHYDROCANNABINOL (MARIJUANA). The 'Add Substance' button is highlighted with a green arrow. At the bottom, there are 'Cancel', 'Save', 'Close', and a back arrow button.

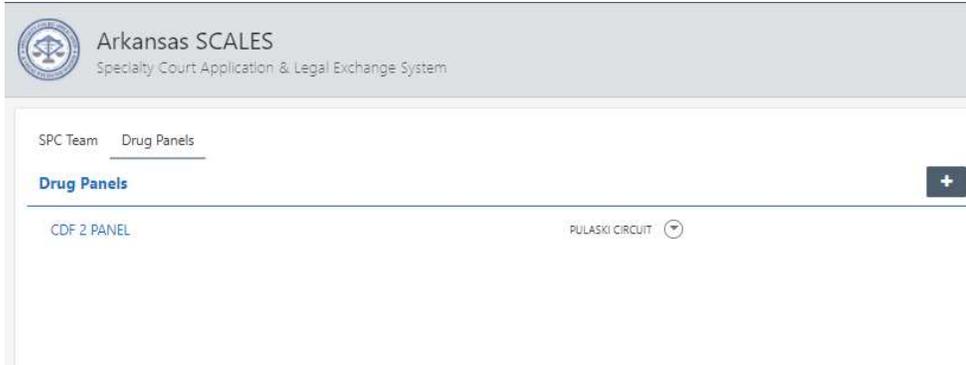
To delete substance, check box next to substance to be deleted and click Delete Checked. A message will ask to confirm the deletion.

This screenshot shows the same 'SPC Drug Panel' window. In this view, the 'Substance List' table has the 'OPIATES' row selected with a checked checkbox. The 'Delete Checked' button is highlighted with a green arrow. The 'Add Substance' button is also visible. At the bottom, there are 'Cancel', 'Delete', 'Save', 'Close', and a back arrow button.

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

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

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



The screenshot shows the 'Arkansas SCALES' interface. At the top left is the Arkansas State Seal. To its right, the text reads 'Arkansas SCALES' and 'Specialty Court Application & Legal Exchange System'. Below this is a navigation bar with 'SPC Team' and 'Drug Panels' (the latter is underlined). A 'Drug Panels' header is followed by a dark blue button with a white plus sign. Below a horizontal line, the text 'CDF 2 PANEL' is on the left and 'PULASKI CIRCUIT' with a dropdown arrow is on the right.

2. Manage drug panels from Application Settings, Drug Panels

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

Arkansas SCALES
Specialty Court Application & Legal Exchange System

SPC Team Drug Panels

Drug Panels

Panel Name	Court
CDF 2 PANEL	PULASKI CIRCUIT

Panel Seq. No: 10
Start Date: 11-23-2020
List Of Drugs: ALCOHOL, THC

To edit the panel, click the drug panel name.

Arkansas SCALES
Specialty Court Application & Legal Exchange System

SPC Team Drug Panels

Drug Panels

Panel Name	Court
CDF 2 PANEL	PULASKI CIRCUIT

Panel Seq. No: 10
Start Date: 11-23-2020
List Of Drugs: ALCOHOL, THC

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

SPC Drug Panel

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

Drug Panel

PANEL NAME: CDF 2 PANEL
COURT: PULASKI
LOCATION: CIRCUIT
CREATED DATE: 11-23-2020
END DATE: [calendar icon]

Substance List

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

Delete Checked Add Substance

Cancel Delete Save Close

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

3. Enter drug test results from the Case Management dashboard (ALL users)

From the navigation bar, click Case Management.



To enter drug test results, click the Drug Test icon on the row of the participant.

Arkansas SCALES
Specialty Court Application & Legal Exchange System

Specialty Court Cases

NAME	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	CASE HISTORY	DRUG TEST	DRUG TEST RESULTS
[REDACTED]		ADULT DRUG COURT	12-04-2020	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		VETERANS TREATMENT COURT	12-17-2020	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		ADULT DRUG COURT	10-16-2020	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		HOPE/SWIFT COURT	04-07-2020	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		MENTAL HEALTH COURT	05-13-2020	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	72821	ADULT DRUG COURT	06-10-2020	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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

Drug Test - Enter Results

PARTY [REDACTED]

TEST DATE 11-20-2020 [calendar icon]

PANEL [dropdown menu]

RESULT TYPE [dropdown menu]

- CDF-TEST 34
- CDF 2 PANEL**
- CDF-TEST PULASKI CI

[Cancel] [Save]

The substances added to that panel will display in the Drug Test – Enter Results page. The RESULT TYPE will default to NORMAL.

Drug Test - Enter Results

PARTY [REDACTED]

TEST DATE 11-20-2020 [calendar icon]

PANEL CDF 2 PANEL

RESULT TYPE [dropdown menu]

DRUG	RESULT	REQUEST FOR LAB
ALCOHOL	NEGATIVE	<input type="checkbox"/>
THC	NEGATIVE	<input type="checkbox"/>

[Cancel] [Save]

Types of test results and how to capture:

1. If the drug test was performed as normal with no positive results, click Save to capture results.
2. If the drug test was performed as normal with positive results, from the drop down next to the substance with positive results, select POSITIVE, select the REQUEST FOR LAB box if the defendant requests to have the results sent in for confirmation. Do this for ALL substances with positive results then click Save to capture results.
3. If the participant refused to test, from the PANEL menu, select REFUSED TEST then click Save to capture results.
4. If the participant failed to produce, from the PANEL menu, select FAILED TO PRODUCE then click Save to capture results.

NOTE: Currently only one drug test can be captured per day. The plan for the next release is to build out capturing the confirmation results for those where LAB is selected.

4. View drug test results from the Case Management dashboard

From the navigation bar, click Case Management.



To view drug test results, click the Drug Test Results icon on the row of the participant.

NAME	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	CASE HISTORY	DRUG TEST	DRUG TEST RESULTS
[Redacted]		ADULT DRUG COURT	12-04-2020	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
[Redacted]		VETERANS TREATMENT COURT	12-17-2020	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
[Redacted]		ADULT DRUG COURT	10-16-2020	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
[Redacted]		HOPE/SWIFT COURT	04-07-2020	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]

The Drug Test Results report will display by drug test date at a summary level.

TEST DATE	POSITIVE DRUG LIST	POSITIVE SUBSTANCES	SUBSTANCES TESTED
11-14-2020	ALCOHOL	1	2

To see details on a specific test date, click the down arrow to the left of the TEST DATE.

TEST DATE	POSITIVE DRUG LIST	POSITIVE SUBSTANCES	SUBSTANCES TESTED
11-14-2020	ALCOHOL	1	2
TEST DATE 1:			
11-14-2020		DRUG	INITIAL RESULT
11-14-2020		ALCOHOL	POSITIVE
11-14-2020		THC	NEGATIVE