



Application Name: SCALES

(Specialty Court Application & Legal Exchange System)

Release #:

1.2.4

Release Date:

3/15/2021

Audience:

Current SCALES users

Summary of Release:

The focus of this release is to capture and manage phase progression and status changes for participants from acceptance into the program to graduation/termination/administrative closure. Each change in phase and/or status is displayed in the Case Management dashboard and is also noted in Case History to enhance the chronological view of the participant's activity in the program.

A header has been added to Case Management with details about the participant such as address, employment, phase, and status.

Additionally, some user experience enhancements were made based on user feedback such as being able to delete drug tests entered in error, managing applications entered in error, removing the Next Hearing Date requirement, and toggling between Case History and Drug Test Results for ease of review.

Details of Release:

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

- 1. **NEW** – Manage and document participant phase progression from Case Management dashboard

Select Case Management from the navigation bar.



Participant's phase will now be displayed before name in the dashboard. To update phase, click the phase next to the participant.



Complete the modal page with end date (will default to current date otherwise), new phase, start date will default to the day after end date, and notes about the promotion. Click save.

Participant’s phase will be updated to new phase in Case Management Dashboard.

PHASE	NAME	STATUS	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	DRUG TEST	DRUG TEST RESULTS	CASE HISTORY
PHASE 2	[REDACTED]	ACTIVE	60CR-18-4	ADULT DRUG COURT	02-24-2021	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
PHASE 1	[REDACTED]	ACTIVE	60CR-16-3, 60DR-10-3494	ADULT DRUG COURT	02-24-2021	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
PHASE 1	[REDACTED]	ACTIVE	60CR-15-3300	ADULT DRUG COURT	02-24-2021	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
PHASE 2	[REDACTED]	INCARCERATED	60CR-17-4	ADULT DRUG COURT	02-24-2021	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
PHASE 2	[REDACTED]	ACTIVE	60CR-18-165	ADULT DRUG COURT		[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
PHASE 3	[REDACTED]	ACTIVE	60CR-18-6	MENTAL HEALTH COURT	05-15-2020	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
GRADUATED	[REDACTED]	CLOSED	60CR-16-2	VETERANS TREATMENT COURT	02-22-2021	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]

A note will also be placed on the Case History with “MOVED TO <new phase> – “added in front of the note entered by the user.

NOTES TYPE	HEARING DATE	NEXT HEARING DATE	INCENTIVES	SANCTIONS	NOTES	DATE	USER ID
	-	-	-	-	MOVED TO PHASE 2 - PARTICIPANT MET REQUIREMENTS FOR PHASE 1. DURING REVIEW HEARING, JUDGE ACKNOWLEDGED HER POSITIVE CHOICES AND HARD WORK AND PRESENTED A PHASE 1 TOKEN.	02-23-2021	CDFRVAR

NOTE: Phase is defaulted to PHASE 1 when a case is accepted.

2. **NEW** – Manage and document participant status changes from Case Management dashboard

Select Case Management from the navigation bar.



Participant's status will now be displayed after name in the dashboard. To update status, click the status next to the participant.

The screenshot shows the main dashboard of the Arkansas SCALES system. It features a table with the following columns: PHASE, NAME, STATUS, REFERRING CASES, CASE TYPE, NEXT HEARING DATE, DOCKET NOTES, SUPERVISION NOTES, DRUG TEST, DRUG TEST RESULTS, and CASE HISTORY. A green arrow points to the 'STATUS' column. The table contains several rows of data, including participants in PHASE 1, PHASE 2, PHASE 3, and GRADUATED status.

PHASE	NAME	STATUS	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	DRUG TEST	DRUG TEST RESULTS	CASE HISTORY
PHASE 1	[REDACTED]	ACTIVE		ADULT DRUG COURT	02-24-2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
PHASE 1	[REDACTED]	ACTIVE		ADULT DRUG COURT	02-24-2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
PHASE 1	[REDACTED]	ACTIVE	60CR-15-3300	ADULT DRUG COURT	02-24-2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
PHASE 2	[REDACTED]	INCARCERATED	60CR-17-4	ADULT DRUG COURT	02-24-2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
PHASE 2	[REDACTED]	ACTIVE	60CR-18-165	ADULT DRUG COURT		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
PHASE 3	[REDACTED]	ACTIVE	60CR-18-6	MENTAL HEALTH COURT	05-15-2020	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
GRADUATED	[REDACTED]	CLOSED	60CR-16-2	VETERANS TREATMENT COURT	02-22-2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Complete the modal page with end date (will default to current date otherwise), new status, start date will default to the day after end date, and notes about the status change. Click save.

The screenshot shows a modal form titled 'PHASE STATUS'. It contains the following fields: 'NAME' (with a redacted value), 'CURRENT STATUS' (set to 'ACTIVE'), 'END DATE' (03-01-2021), 'NEW STATUS' (set to 'INCARCERATED'), and 'START DATE' (03-05-2021). There is a 'NOTES' field with a text area containing the text: 'DUE TO MULTIPLE SANCTIONS FOR POSITIVE SUBSTANCES AND LATEST POSITIVE RESULT PARTICIPANT IS ORDERED TO SERVE WEEKEND JAIL SANCTION AND MUST SELF REPORT BY 6 PM ON FRIDAY'. At the bottom of the form are 'Cancel' and 'Save' buttons. A green arrow points to the 'Save' button.

Participant’s status will be updated to new status in Case Management Dashboard.

PHASE	NAME	STATUS	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	DRUG TEST	DRUG TEST RESULTS	CASE HISTORY
PHASE 2	[REDACTED]	INCARCERATED	[REDACTED]	ADULT DRUG COURT	02-24-2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
PHASE 1	[REDACTED]	ACTIVE	60CR-17-000X-10-3434	ADULT DRUG COURT	02-24-2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
PHASE 1	[REDACTED]	ACTIVE	60CR-15-9300	ADULT DRUG COURT	02-24-2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
PHASE 2	[REDACTED]	INCARCERATED	60CR-17-4	ADULT DRUG COURT	02-24-2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
PHASE 2	[REDACTED]	ACTIVE	60CR-18-165	ADULT DRUG COURT		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
PHASE 3	[REDACTED]	ACTIVE	60CR-18-6	MENTAL HEALTH COURT	05-15-2020	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
GRADUATED	[REDACTED]	CLOSED	60CR-16-2	VETERANS TREATMENT COURT	02-22-2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

A note will also be placed on the Case History with “CHANGED TO <new status> STATUS – “added in front of the note entered by user.

GENERAL INFORMATION

NAME: [REDACTED] DOB/AGE: 12-02-1977 / 43
 ADDRESS: [REDACTED] EMPLOYMENT: PART TIME (< 32 HRS)
 PHONE: [REDACTED] PHASE: PHASE 2
 NOTES: [REDACTED] STATUS: INCARCERATED

NOTES TYPE	HEARING DATE	NEXT HEARING DATE	INCENTIVES	SANCTIONS	NOTES	DATE	USER ID
	-	-	-	-	CHANGED TO INCARCERATED STATUS - DUE TO MULTIPLE SANCTIONS FOR POSITIVE SUBSTANCES AND LATEST POSITIVE RESULT PARTICIPANT IS ORDERED TO SERVE WEEKEND JAIL SANCTION AND MUST SELF REPORT BY 6 PM ON FRIDAY	03-05-2021	CDFRVAR

NOTES:

- Status is defaulted to ACTIVE when a case is accepted.
- Status will automatically default to CLOSED when phase is changed to GRADUATED.
- Status will automatically default to DECEASED when phase is changed to ADMINISTRATIVE CLOSURE.
- Status will need to be changed to one of the following, REVOKED TO ADC, REVOKED TO ACC, or REVOKED TO JAIL by user when phase is changed to TERMINATED.

3. **UPDATED** - Manage hearing dates, add docket notes, and capture sanctions/incentives same as current version

- a. NEXT HEARING DATE is no longer required
- b. TEAM PRESENT is now defaulted to all checked. Click on the checks next to the names of members that are not present to accurately reflect attendance for staffing/hearing.

The screenshot shows a 'Docket Notes' form with the following fields and options:

- NAME: [Redacted]
- PARTICIPANT: PRESENT ABSENT
- STAFFING: YES NO
- HEARING DATE: [Calendar icon]
- NOTES: [Text area]
- NEXT HEARING DATE: [Calendar icon]
- TEAM PRESENT: STUDENT12 (J) STUDENT16 (ADMN) STUDENT19 (PRO) STUDENT13 (TRMT)
- INCENTIVES: [List of incentives with selection and movement buttons]
- SANCTIONS: [Text field with selection and movement buttons]

A green arrow points to the 'TEAM PRESENT' section, highlighting the checkboxes for each student.

4. **UPDATED** - Accept/Reject referral application

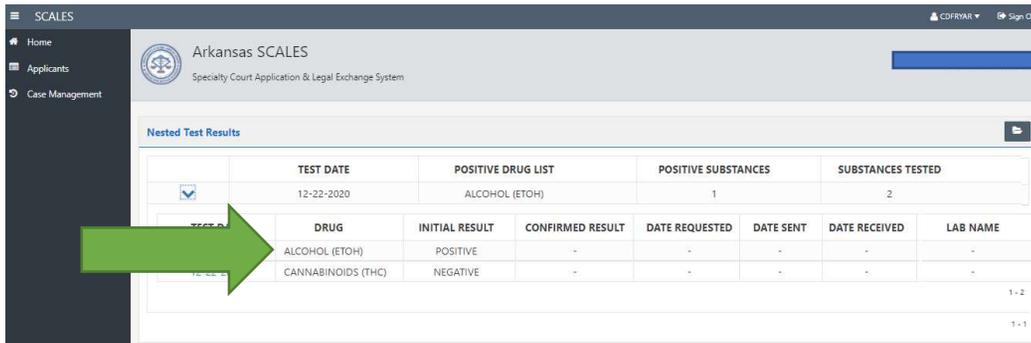
- a. NEXT HEARING DATE is no longer required
- b. TEAM PRESENT is now defaulted to all checked. Click on the checks next to the names of members that are not present to accurately reflect attendance for staffing/hearing.
- c. A new option has been added to the Reject Reason to allow users to reject applications entered in error. From the decision button in the application, complete the Docket Notes form as follows:
 - i. Select NO for STAFFING
 - ii. Keep the default value for HEARING DATE to represent date error was documented
 - iii. Do not select a value for NEXT HEARING DATE
 - iv. Deselect all TEAM MEMBERS
 - v. Click Reject and select APPLICATION ENTERED IN ERROR as the REASON
 - vi. Click Save

The screenshot shows a web form titled "Docket Notes". The form contains several input fields and radio buttons. The "NAME" field is filled with a blue bar. The "STAFFING" field has radio buttons for "YES" and "NO", with "NO" selected. The "HEARING DATE" field is set to "05-05-2021" and "OFF". The "NEXT HEARING DATE" field is empty. The "TEAM PRESENT" section has three columns of radio buttons for "STUDENT18 (PRO)", "STUDENT18 (IND)", and "STUDENT17 (PRO)", each with a "YES" and "NO" option. Below the form are "Accept" and "Reject" buttons. At the bottom, the "REASON" dropdown menu is set to "APPLICATION ENTERED IN ERROR". A large green arrow points from the "REASON" dropdown to the "Save" button.

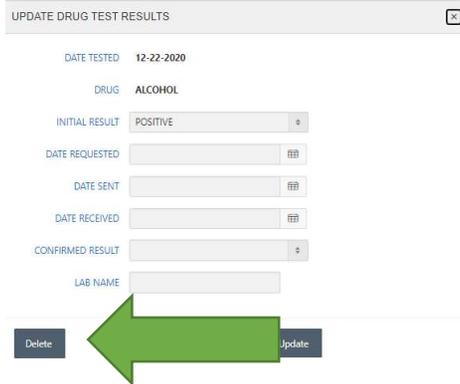
5. Enter and view drug test results from the Case Management dashboard same as current version

UPDATED – users can now delete drug test results entered in error.

From Case History > Drug Test Results, click the arrow next to the results entered in error to expand the details section, then click the blue TEST DATE link next to the first substance.



Click Delete from the Modal page.

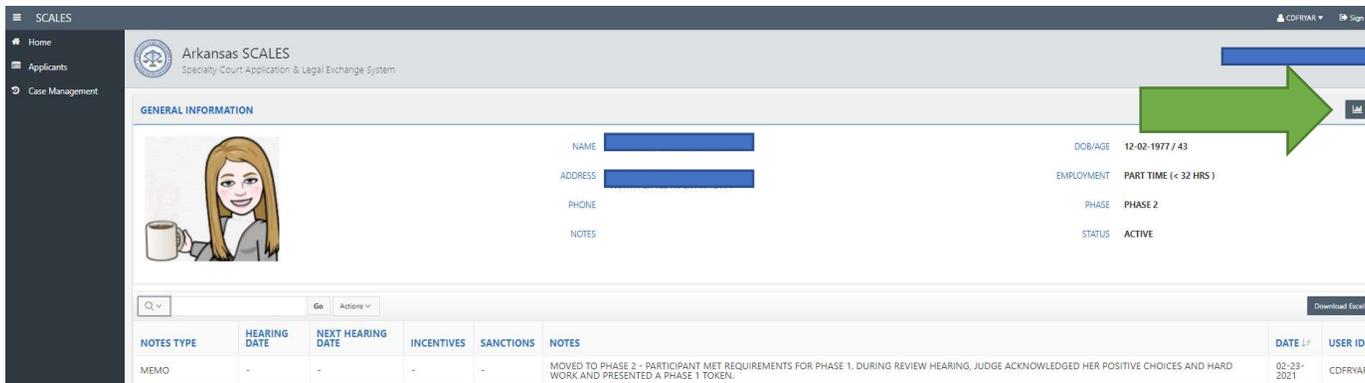


Repeat the previous steps on each substance until all have been deleted. Once all have been deleted, user can re-enter results with correct information.

NOTE: This is a temporary solution to allow users to delete entries made in error. In a future release, fields will be updateable instead of having to delete and re-enter.

6. **UPDATED** - View Case History from within the case management dashboard

A button has been added to Case History to allow user to toggle to Drug Test Results.



A header has been added to Case History with the following details:

- Photo from application – will be updatable in a future release
- Name
- Address from application – will be updatable in a future release
- A placeholder for phone - will be updateable in a future release
- A placeholder for important notes - will be updateable in a future release
- Date of Birth and Age
- Employment Status from application – will be updateable in a future release
- Current Phase – updateable from Case Management dashboard
- Current Status – updateable from Case Management dashboard

7. **UPDATED** - View drug test results from Case Management dashboard

A button has been added to Drug Test Results to allow user to toggle to Case History.

The screenshot shows the Arkansas SCALES interface. The header includes the SCALES logo and the text "Arkansas SCALES Specialty Court Application & Legal Exchange System". The user is logged in as "STUDENT06". The left sidebar contains navigation options: Home, Applicants, and Case Management. The main content area is titled "Nested Test Results" and contains a table of drug test results. A green arrow points to a button in the top right corner of the table area, which is used to toggle between the current view and Case History.

	TEST DATE	POSITIVE DRUG LIST	POSITIVE SUBSTANCES	SUBSTANCES TESTED
▼	02-19-2021	CANNABINOIDS (THC)	1	2
▼	02-17-2021	-	0	0
▼	02-15-2021	-	0	2
▼	02-11-2021	SPECIFIC GRAVITY (SG)	2	3
▼	02-09-2021	-	3	0
▼	02-07-2021	CANNABINOIDS (THC)	1	3
▼	02-05-2021	-	0	3

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