



Application Name:

SCALES (Specialty Court Application & Legal Exchange System)

Release #:

1.2.9

Release Date:

02/07/2022

Audience:

Current SCALES users

Summary of Release:

The focus of this release is to enable our Treatment Provider users to capture a weekly summary of services and modalities required of the participant for the prior week and submit a weekly assessment for the participant. Once submitted, automatic updates are written to Case History notes based on the data entered for each service, each modality, and the Treatment Provider's assessment of the participant's mood, affect, mental status, response(s) to treatment, stage of change, and prognosis. Additionally, the Specialty Court team can view the data in the Treatment Summary historical report that can be searched and filtered to gain insight into the participant's treatment over time.

Details of Release:

Treatment Summary Overview

Each week, the Treatment Provider will submit a Treatment Summary for each participant in the program. The Treatment Summary consists of the following four sections. Each section contains services or modalities that may or may not be required for the participant for the assessment week.

The following are contained within **TREATMENT SERVICES** section. At least ONE update is required in this section before the summary can be submitted:

- INDIVIDUAL COUNSELING
- GROUP COUNSELING
- DAY TREATMENT
- OUTPATIENT
- INTENSIVE OUTPATIENT
- INPATIENT TREATMENT – CCC 30 DAYS
- INPATIENT TREATMENT – CCC 60 DAYS
- INPATIENT TREATMENT – CCC 90 DAYS
- INPATIENT TREATMENT – CCC 180 DAYS
- INPATIENT TREATMENT – CCC ONE YEAR
- INPATIENT TREATMENT – PRIVATE FACILITY

The following are contained within **RECOVERY SUPPORT SERVICES** section:

- SUPPORT GROUP SERVICES (AA, NA, CR)
- MEDICATION-ASSISTED TREATMENT
- ENGAGED WITH PEER RECOVERY SPECIALIST
- SOBER LIVING
- GED COURSES
- CAREER READINESS COURSES
- EMPLOYMENT SERVICES
- BUDGETING/FINANCIAL STABILITY CLASSES

The following are contained within the **MODALITIES** section:

- MORAL RECONATION THERAPY
- COGNITIVE BEHAVIORAL EDUCATION
- SEEKING SAFETY
- RELAPSE PREVENTION
- ANGER MANAGEMENT
- PARENTING CLASSES
- GRIEF COUNSELING
- MENTAL HEALTH COUNSELING
- DOMESTIC VIOLENCE COUNSELING

Only those required by the participant for the assessment week need to be updated. Updates include whether the participant completed or was compliant, who provided the service or modality (providers are managed by the team admin), and if a therapeutic adjustment is recommended.

The following are contained within the **WEEKLY ASSESSMENT** section and are required to be assessed and submitted weekly:

- MOOD (select one)
 - **APPROPRIATE** - suitable or proper for the circumstances.
 - **ANXIOUS** - experiencing worry, unease, or nervousness.
 - **DEPRESSED** - in a state of general unhappiness or despondency.
 - **ANGRY** - feeling or showing strong annoyance, displeasure, or hostility.
 - **EUPHORIC** - feeling intense excitement and happiness.
- AFFECT (select one)
 - **APPROPRIATE** - an expression of mood or feeling that is in harmony with, or naturally indicative of, the accompanying thought, action, reaction, or verbal expression.
 - **INTENSE** - having or showing strong feelings or opinions; extremely earnest or serious.
 - **BLUNTED** - a disturbance in which emotional responses to situations and events are dulled.
 - **INCONGRUENT** - lack of consistency or appropriateness, as when one's subjective evaluation of a situation is at odds with reality.
 - **LABILE** - highly variable, suddenly shifting emotional expression.
- MENTAL STATUS (select one)
 - **APPROPRIATE** – appearance, behavior, and thoughts are aligned with circumstances.
 - **MEMORY DIFFICULTY** - reduced ability to remember things such as dates and names, and increased forgetfulness.
 - **CONCENTRATION DIFFICULTY** – inability to focus cognitive resources on certain aspects of the environment and the central nervous system is not in a state of readiness to respond to stimuli.
 - **DISORIENTED** - confused and unable to think clearly.
 - **DISRUPTIVE** - causing trouble and therefore stopping something from continuing as usual.
- RESPONSES TO TREATMENT INTERVENTION(S), THIS WEEK (select all that apply)
 - **COOPERATIVE** – willing to be helpful by working together toward a common goal.
 - **RESPONSIVE** – reactive to treatment, resulting in improvement.
 - **NEUTRAL** – neither responsive nor resistant.
 - **PASSIVE** – accepting or allowing what happens without active response or resistance.
 - **GUARDED** – cautious and having possible reservations
 - **DEFENSIVE** – anxious to challenge or avoid criticism
 - **RESISTANT** – reluctance to accept treatment or comply with prescribed regimens.
 - **SUSPICIOUS** - mistrust of the motives or sincerity of others.
 - **LACKS INSIGHT** – inability to understand, recognize or accept circumstances.
 - **AGGRESSIVE** – tendency toward social dominance, threatening behavior, and hostility.

- STAGE OF CHANGE (select one)
 - **PRECONTEMPLATION** - not thinking seriously about changing, are not interested in any kind of help, defensive, and do not feel there is a problem.
 - **CONTEMPLATION** - more aware of the personal consequences of their situation, spend time thinking about their problem, can consider the possibility of changing, but tend to be ambivalent about it.
 - **PREPARATION** – made a commitment to make a change, begin taking small steps to improve, gather information about what needs to be done to change behavior.
 - **ACTION** – believe in ability to change behavior and are actively involved in taking steps to change their behavior using a variety of different techniques.
 - **MAINTENANCE** – able to avoid temptations and previous behaviors, maintain the new status quo, and realize how much progress has been made.
- PROGNOSIS (select one)
 - **EXCELLENT** – the participant is most likely to have treatment success.
 - **GOOD** – the participant has a favorable chance of treatment success.
 - **FAIR** – there are some signs and symptoms which indicate participant is likely to have treatment success.
 - **POOR** – there is little chance for treatment success.

Manage Treatment Providers and Vendors – ADMINS only

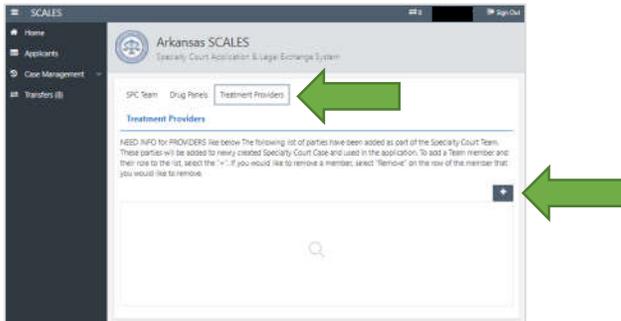
For each Treatment Provider and vendor used by the team, the ADMIN will need to add a record from the Application Settings area. Once these have been added, the providers will be available in the drop-down menu in the Treatment Summary pages.

To add a new Treatment Provider:

1. From the admin menu, upper-right corner, click the down arrow next to your USERID, then select Applications Settings.

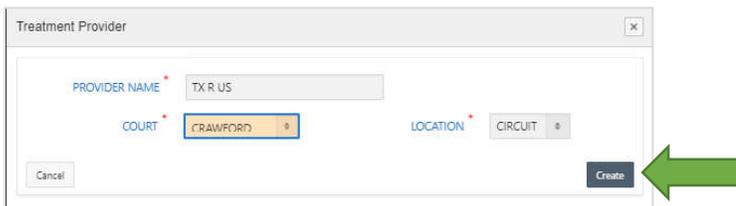


2. Select Treatment Providers, then click + to add a new provider.



3. Add the PROVIDER NAME, the COURT, and LOCATION, then click Create.

NOTE: For ADMINS with multiple courts and/or locations, a provider will need to be created for each.



- The provider will now appear in the drop-down menu for “Provided By” on the Treatment Summary update page.

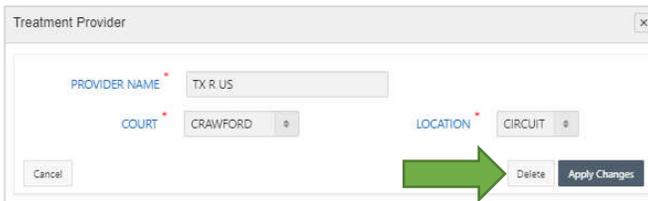


To edit or delete a Treatment Provider:

- Click the specific provider.



- Click Delete to remove the provider OR make edits then click Apply Changes.



NOTE: Those in the Treatment Provider roles for your team will also need to be added.

Create a NEW Treatment Provider Assessment – TREATMENT PROVIDERS only

Only those with the TREATMENT PROVIDER role on the team admin panel will have access to create a weekly TREATMENT SUMMARY. The TREATMENT SUMMARY can be created, saved, and edited throughout the week.

To create a new TREATMENT SUMMARY:

1. Navigate to Case Management Dashboard then select the TREATMENT SUMMARY icon for the participant.

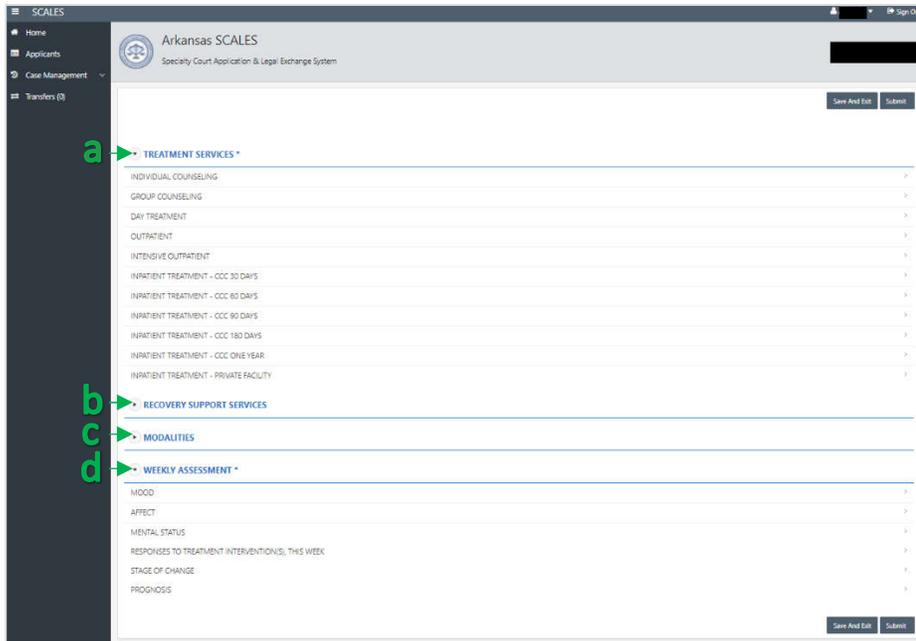
The screenshot shows the Arkansas SCALES Case Management Dashboard. The left sidebar has a 'Case Management' menu item highlighted with a green arrow. The main table has columns for PHASE, NAME, STATUS, REFERRING CASES, CASE TYPE, NEXT HEARING DATE, DOCKET NOTES, SUPERVISION NOTES, DRUG TEST, DRUG TEST RESULTS, TREATMENT SUMMARY, and CASE HISTORY. A green arrow points to the 'TREATMENT SUMMARY' column header.

PHASE	NAME	STATUS	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISION NOTES	DRUG TEST	DRUG TEST RESULTS	TREATMENT SUMMARY	CASE HISTORY
PHASE 1		ACTIVE		ADULT DRUG COURT							
PHASE 1		ACTIVE		VETERANS TREATMENT COURT	07-02-2021						
PHASE 1		ACTIVE		MENTAL HEALTH COURT	01-25-2022						
PHASE 1		ACTIVE		VETERANS TREATMENT COURT	06-24-2021						
PHASE 1		ACTIVE		ADULT DRUG COURT							
PHASE 1		ACTIVE		ADULT DRUG COURT	06-02-2021						
PHASE 1		ACTIVE		ADULT DRUG COURT	06-02-2021						
PHASE 2		ACTIVE		ADULT DRUG COURT	05-13-2021						

2. A page will open prompting user to select an Assessment Date. Click the calendar icon, select the date, then click Create.

The screenshot shows a 'TREATMENT ASSESSMENT' dialog box. It contains the text '2. Start a new treatment assessment' and a label 'Assesment Date' followed by a text input field with a calendar icon. A 'Create' button is located at the bottom right of the dialog box, with a green arrow pointing to it.

3. The Treatment Summary page will open.
 - a. Users need to add an update for all TREATMENT SERVICES required by the participant over the previous week. **NOTE:** At least ONE update in this section is required.
 - b. Users need to add an update for all RECOVERY SUPPORT SERVICES required by the participant over the previous week. Click the arrow to expand this section.
 - c. Users need to add an update for all MODALITIES required by the participant over the previous week. Click the arrow to expand this section.
 - d. Users are required to add an update for all WEEKLY ASSESSMENT options.



4. To add an update, click the item. For example, click INDIVIDUAL COUNSELING, to open an update page for that service. Complete the required fields. If a therapeutic adjustment is recommended, click YES and complete the increase or decrease amount. Once complete, click Apply Changes to save the update.

TREATMENT ANSWERS ✕

Treatment Assmt Date 02-01-2022

Treatment Question INDIVIDUAL COUNSELING

Completed/Compliance YES NO EXCUSED

Required

Attended

Provided By

Recommend Therapeutic Adjustment YES

5. Complete all the updates for the service/modalites required of the participant for the previous week.
6. Complete the WEEKLY ASSESSMENT section by clicking each category, completing the update page and applying changes.

TREATMENT ANSWERS

Treatment Assmt Date 02-02-2022

Treatment Question MOOD

Treatment Options APPROPRIATE ANXIOUS DEPRESSED
 ANGRY EURPHORIC

Cancel Apply Changes

7. Once all relevant updates have been saved, click Submit to add the update for the week.

IMPORTANT: Before the summary can be submitted, users are required to complete:

- a. At least ONE update under TREATMENT SERVICES
- b. ALL updates under WEEKLY ASSESSMENT

Arkansas SCALES
Specialty Court Application & Legal Exchange System

Save And Edit Submit

TREATMENT SERVICES

- INDIVIDUAL COUNSELING
- GROUP COUNSELING
- DAY TREATMENT
- OUTPATIENT
- INTENSIVE OUTPATIENT
- INPATIENT TREATMENT - CCC 30 DAYS
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RECOVERY SUPPORT SERVICES

MODALITIES

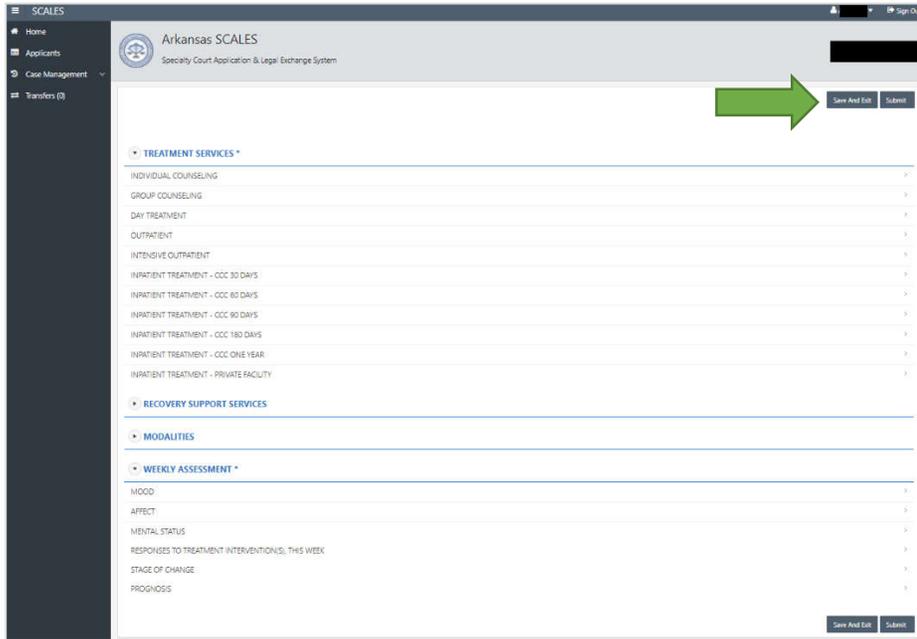
WEEKLY ASSESSMENT

- MOOD
- AFFECT
- MENTAL STATUS
- RESPONSES TO TREATMENT INTERVENTIONS, THIS WEEK
- STAGE OF CHANGE
- PROGNOSIS

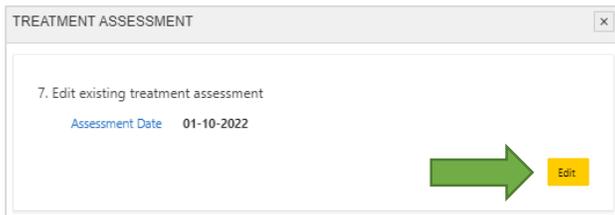
Save And Edit Submit

To save and edit a TREATMENT SUMMARY:

8. Users can add incremental updates as they occur by creating the new summary, updating information, then clicking Save and Exit.



9. To access, edit and submit, click the TREATMENT SUMMARY icon for the participant, then click Edit. The assessment will open with previous changes.



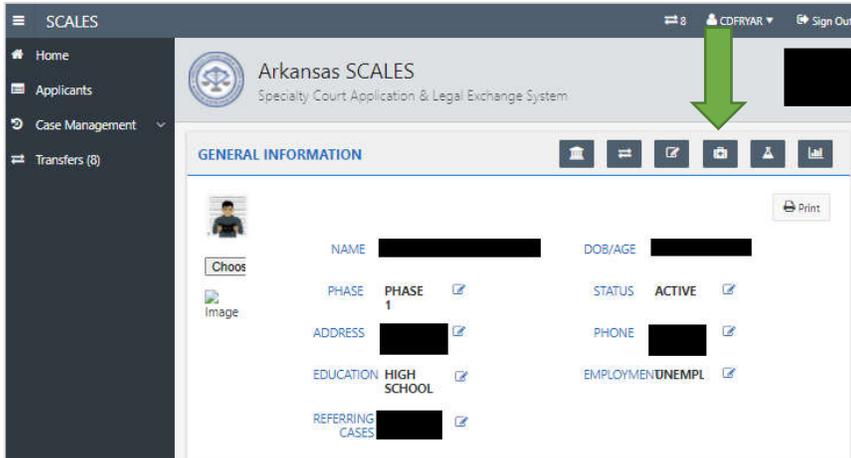
Automatic Updates to Case History

Once the treatment summary is submitted, automatic updates will be added to Case History based on the information provided. There is a unique note type for each service/modality. One update for each service/modality type updated will be added to Case History (in the example below, individual counseling). Additionally, a WEEKLY TREATMENT ASSESSMENT update will be added to document the mood, affect, mental status, response(s) to treatment, stage of change, and prognosis.

EDIT	NOTES TYPE	HEARING DATE	NEXT HEARING DATE	INCENTIVES	SANCTIONS	NOTES	DATE	USER ID
	INDIVIDUAL COUNSELING	-	-	-	-	COMPLETED REQUIREMENTS THIS WEEK. NO THERAPEUTIC ADJUSTMENTS RECOMMENDED.	02-01-2022	
	WEEKLY TREATMENT ASSESSMENT	-	-	-	-	PARTICIPANT PRESENTED WITH APPROPRIATE MOOD, APPROPRIATE AFFECT, CONCENTRATION DIFFICULTY MENTAL STATUS. RESPONSE(S) TO TREATMENT THIS WEEK WERE COOPERATIVE:GUARDED AND PARTICIPANT IS IN THE CONTEMPLATION STAGE OF CHANGE. PROGNOSIS IS GOOD.	02-01-2022	

View Treatment Summary History

1. All users can view the submitted treatment summaries. From the Case Management dashboard, click the Case History icon for the participant. Then click the Treatment Summary icon.



2. The report will display with the most recent update at the top. Only the rows updated will display in the history. Users can use the blue headers to further slice and dice the information.

The screenshot shows a table of treatment summary history for the date 01-21-2022. The table has columns for Treatment, Completed, Required, Attended, Provided By, Recommended Adjustment, Increase, Decrease, Provider Assessment, and User. The data is as follows:

TREATMENT	COMPLETED	REQUIRED	ATTENDED	PROVIDED BY	RECOMMENDED ADJUSTMENT	INCREASE	DECREASE	PROVIDER ASSESSMENT	USER
INPATIENT TREATMENT - CCC 30 DAYS	Y	-	-	PROVIDER 2	-	-	-	-	ADMIN16
MOOD	-	-	-	ADMIN16	-	-	-	ANXIOUS	ADMIN16
AFFECT	-	-	-	ADMIN16	-	-	-	INTENSE	ADMIN16
MENTAL STATUS	-	-	-	ADMIN16	-	-	-	MEMORY DIFFICULTY	ADMIN16
RESPONSES TO TREATMENT INTERVENTION(S), THIS WEEK	-	-	-	ADMIN16	-	-	-	DEFENSIVE	ADMIN16
STAGE OF CHANGE	-	-	-	ADMIN16	-	-	-	PREPARATION	ADMIN16
PROGNOSIS	-	-	-	ADMIN16	-	-	-	FAIR	ADMIN16