Application Name: SCALES

(Specialty Court Application & Legal Exchange System)

Release #:

1.4

Release Date:

12/19/2022

Audience:

Current SCALES users

Summary of Release:

The primary focus of this release is to enable users to search across the state to see if a defendant has an application and/or specialty court case in SCALES. This will help teams coordinate the best plan for a defendant with multiple cases across jurisdictions and time.

Additionally, this release includes several enhancements based on user feedback including the ability to manage substance(s) of choice, to capture admitted use on drug tests, to document closure of cases when multiple active cases exist, and to require a RANT assessment to be completed before an application may be accepted.
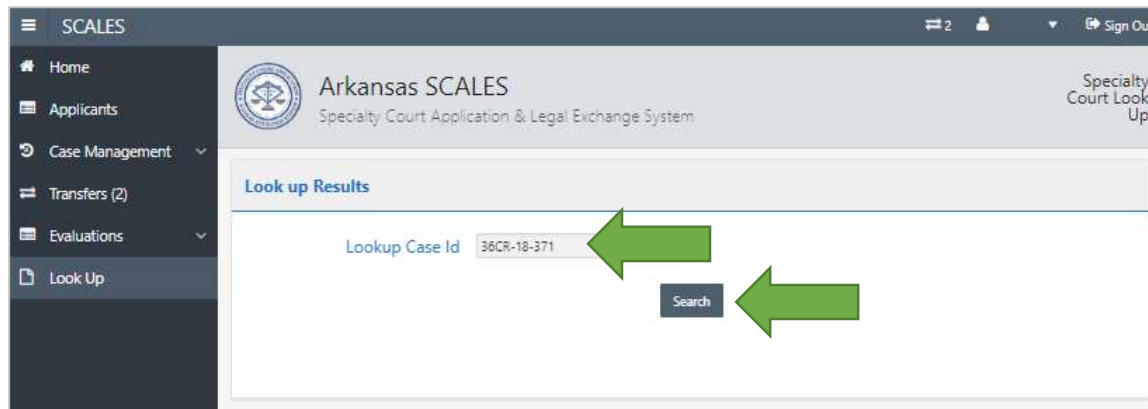
Details of Release:

1. Allow users to be able to lookup applicant to see if they have an application, are currently a participant, and/or have participated in another specialty court across the state.

From the navigation bar, click the Look Up dashboard.
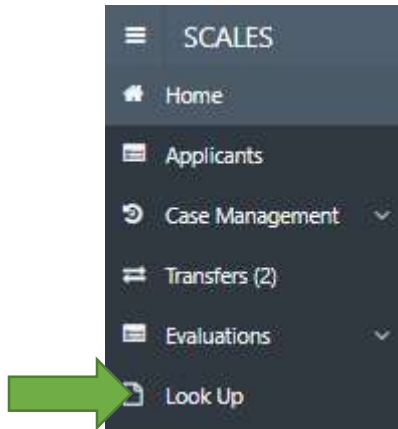

Enter a Case ID, then click Search.

If the PERSON information associated with the defendant of that case has an application and/or case in SCALES, a row will be displayed with the following details:

a. Defendant Name
b. Court in which defendant has an application and/or case
c. Application Status
d. Specialty Court Case Phase (if Application Status = ACCEPTED)
e. Specialty Court Case Status (if Application Status = ACCEPTED)
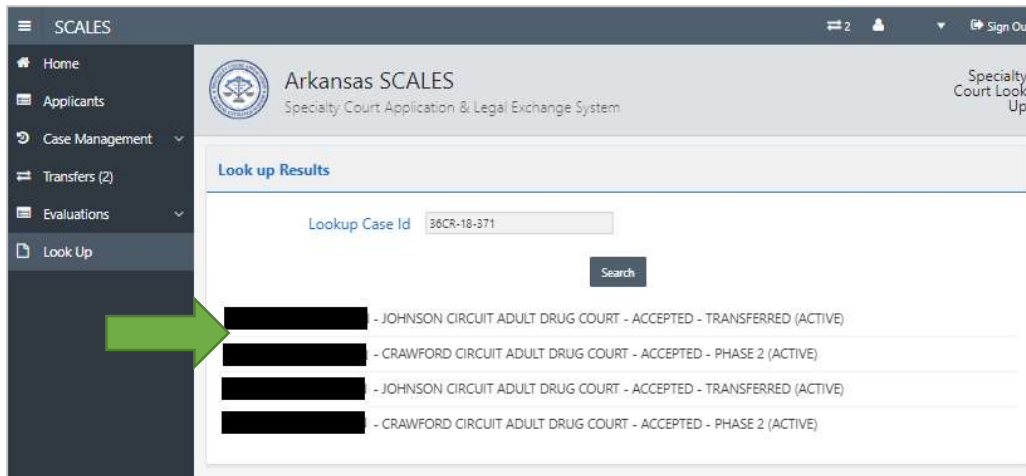
2. A RANT assessment is required before an application may be accepted but is not required to reject an application.

If a RANT assessment has not been completed on an application, the Accept button will not be an option on the Decision Docket Notes page.
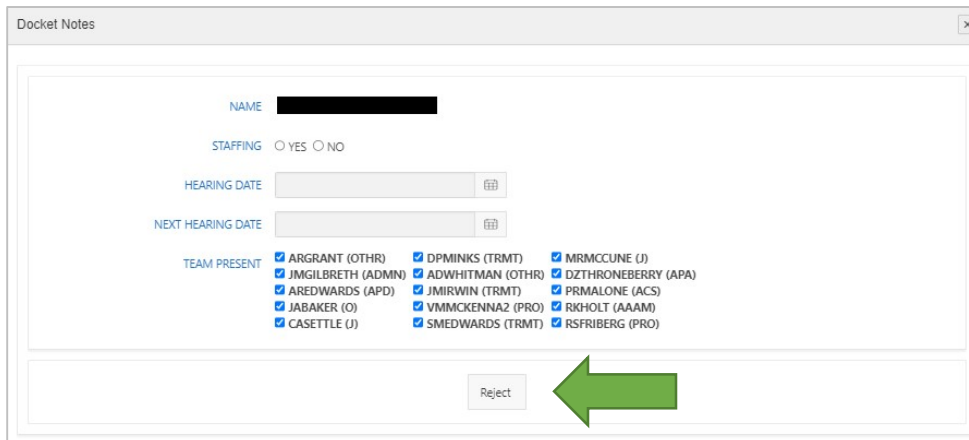
Once a RANT assessment has been completed, uses will be able to Accept the application.
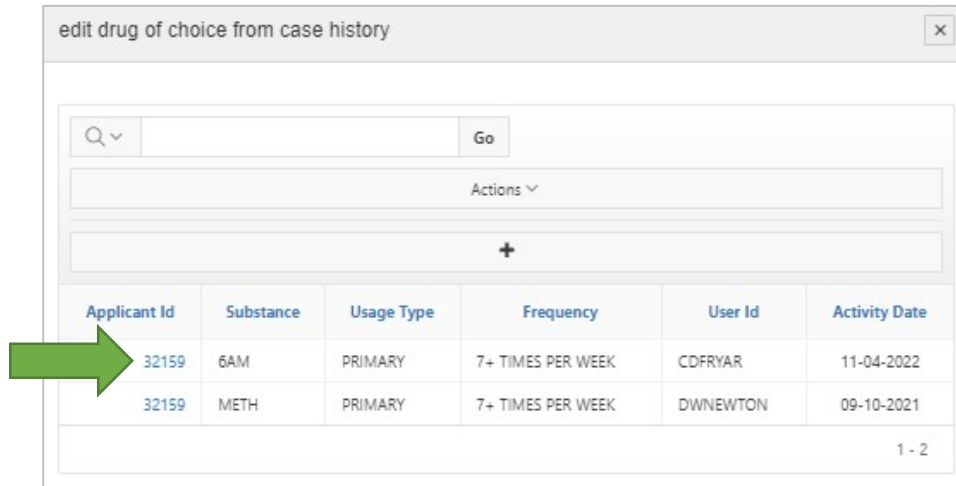

3. Allow users to view and manage substance(s) of choice in Case History header

From the navigation bar, select the Case Management dashboard, then Case History for the participant. SUBSTANCE OF CHOICE is viewable in the lower right-hand corner of the header. Click the edit icon to manage.

To view and/or edit the details of a substance, click the blue Applicant ID next to the substance.

edit drug of choice from case history   ✕
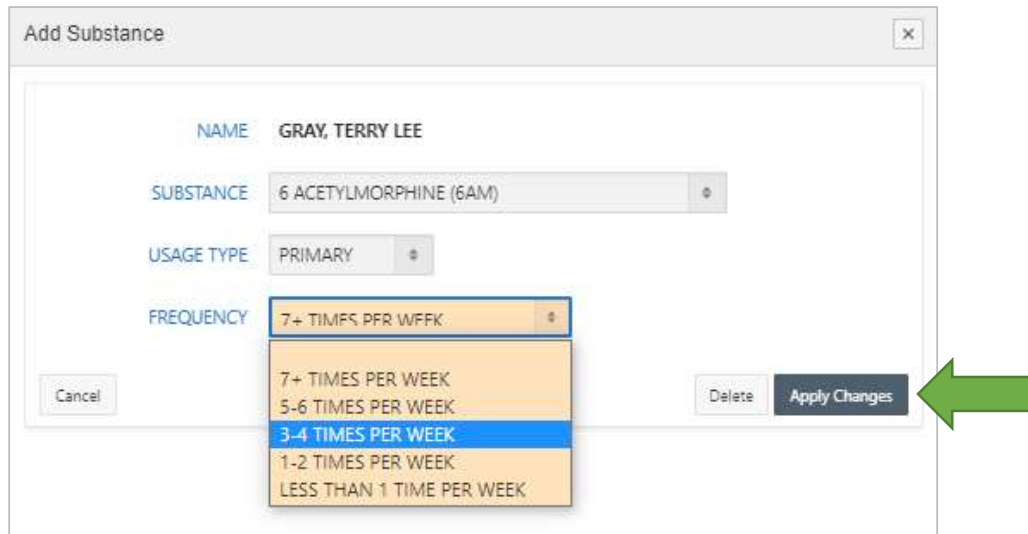
Applicant Id	Substance	Usage Type	Frequency	User Id	Activity Date
32159	6AM	PRIMARY	7+ TIMES PER WEEK	CDFRYAR	11-04-2022
32159	METH	PRIMARY	7+ TIMES PER WEEK	DWNEWTON	09-10-2021

1 - 2

Update the details, then select Apply Changes.

Add Substance   ✕

NAME   GRAY, TERRY LEE

SUBSTANCE   6 ACETYLMORPHINE (6AM)

USAGE TYPE   PRIMARY

FREQUENCY   7+ TIMES PER WEEK

7+ TIMES PER WEEK
5-6 TIMES PER WEEK
3-4 TIMES PER WEEK
1-2 TIMES PER WEEK
LESS THAN 1 TIME PER WEEK

Cancel   Delete   Apply Changes

The details will be updated, and a note will be written to Case History notes.

To delete a substance, click the blue Applicant ID next to the substance, then click Delete.

The substance will be removed, and a note written to Case History.

To add a new substance, click +.

Complete the details, then click Create.

The Substance will display in Case History header, details will be captured, and a note will be written to Case History.

4. Add ADMITTED USE to drug test options

From the Drug Test – Enter Results page, select TEST DATE, PANEL, then select ADMITTED USE as the RESULT TYPE.

For the substances in which the participant admitted use, select ADMITTED USE from the RESULT drop down menu.

Similarly, for any substances in which the participant did not admit use but were positive, select POSITIVE from the RESULT drop down menu. For any adulterants identified, select ABNORMAL. For any substances in which the participant has a prescription, select POSITIVE BUT WITH PRESCRIPTION.

Once details have been captured, select Save.

From the Drug Test Results report, click the down arrow to expand and view result details.

5. Manage when individual has multiple active Specialty Court Cases but only needs one.

From the navigation bar, select the Case Management dashboard then click the PHASE link for the secondary case to open the PHASES page. Select a value for END DATE, select ADMINISTRATIVE CLOSURE, select ACCEPTED IN MULTIPLE COURTS from the ADMIN CLOSURE NEW STATUS drop down menu, enter NOTES, then select Save.

The participant's PHASE will be set to ADMIN CLOSURE and STATUS will be set to ACCEPTED IN 1+ CORTS for the participant for the case selected.

6. Additional updates:
   a. The drug test drop-down menus were cleaned up to limit to only options relevant to each RESULT TYPE for data quality purposes.
   b. ACC manager roles were added to the logic to be able to complete a treatment assessment when covering for direct reports that are out of office.
   c. The Change Password option was removed from admin settings. To change password, use the Forgot Password option from the login screen.
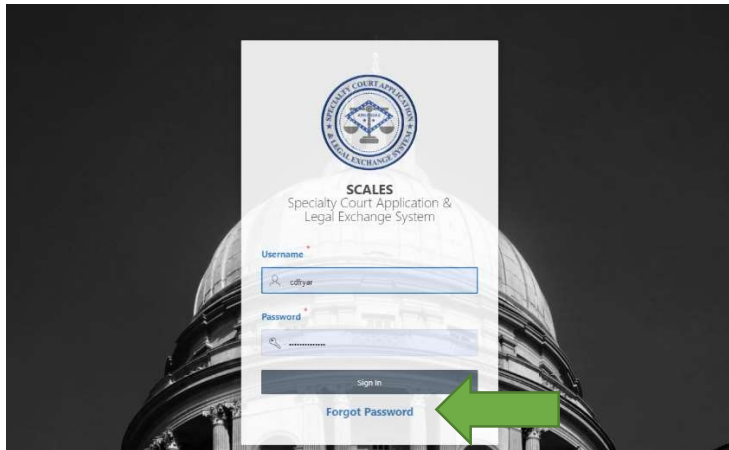
   d. The ACAP Help option in the admin options was updated to send details to acap.help@arcourts.gov.

      From the application admin options drop-down menu, select ACAP Help.
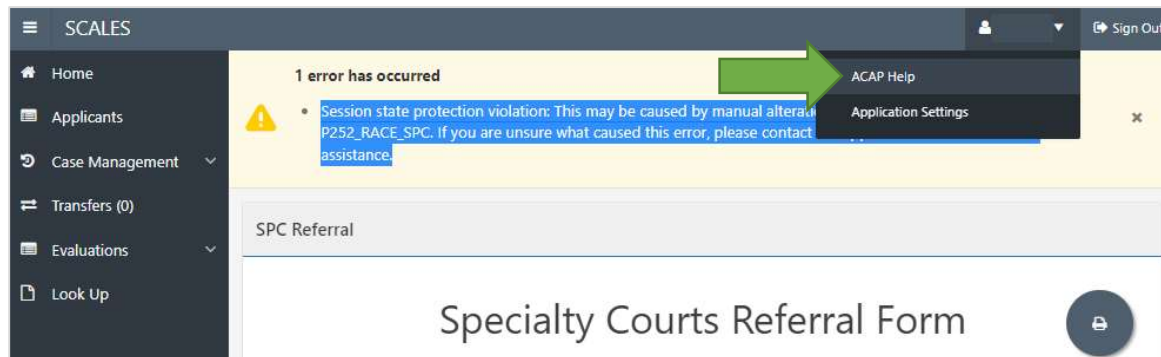
A form will open with the Application number and Page details from where the user selected ACAP Help. This will help with troubleshooting. User may copy and past the error message into the Feedback box and/or enter details of the issue encountered. The Feedback Type defaults to General Comment. Once information has been completed, select Submit Feedback and the message will be sent via email to acap.help@arcourts.gov, where a support ticket should be opened and sent to user.