



Application Name: SCALES

(Specialty Court Application & Legal Exchange System)

Release #:

1.4

Release Date:

12/19/2022

Audience:

Current SCALES users

Summary of Release:

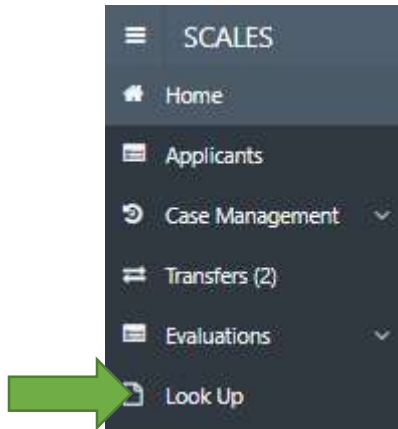
The primary focus of this release is to enable users to search across the state to see if a defendant has an application and/or specialty court case in SCALES. This will help teams coordinate the best plan for a defendant with multiple cases across jurisdictions and time.

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.

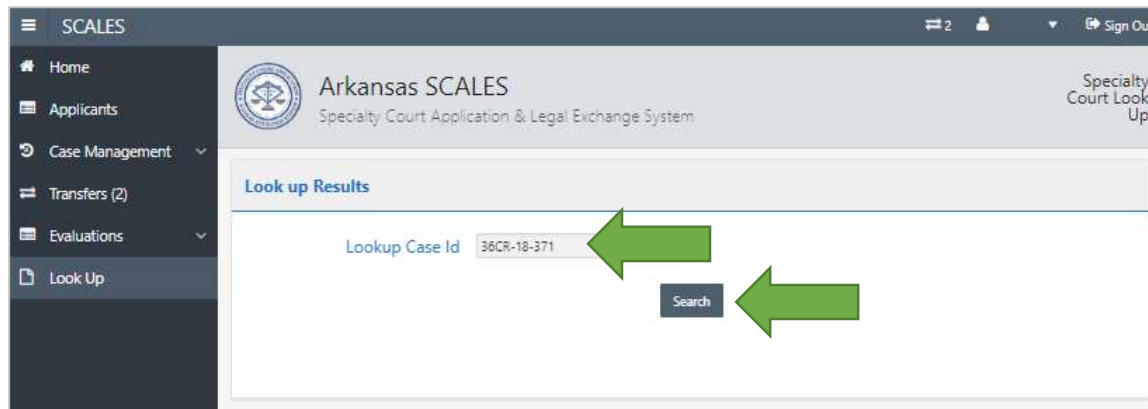
Details of Release:

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.

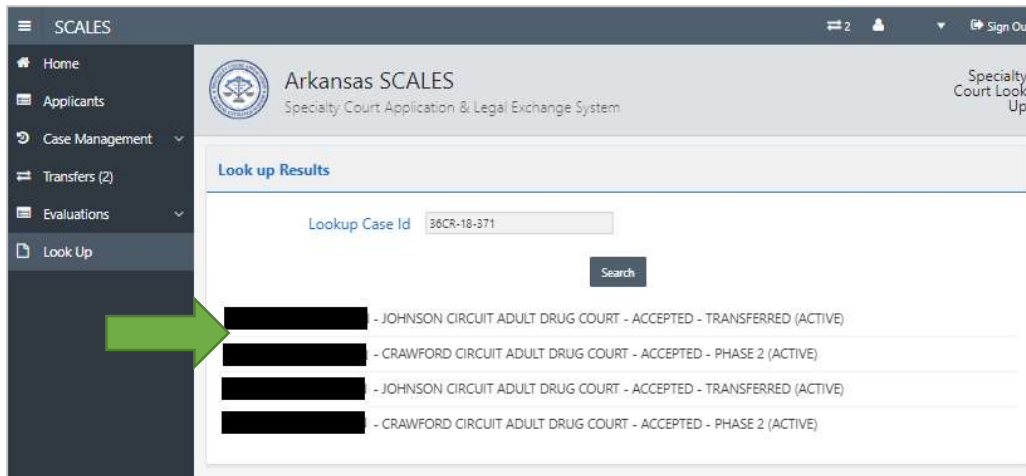


Enter a Case ID, then click Search.

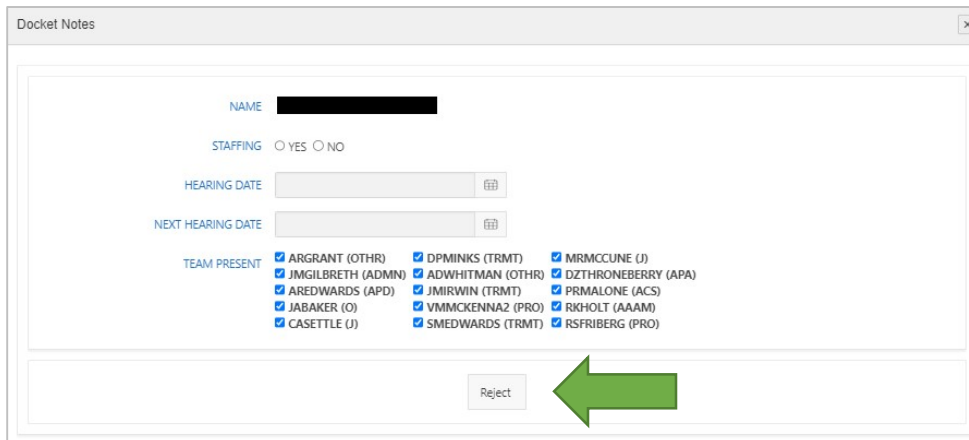


If the PERSON information associated with the defendant of that case has an application and/or case in SCALES, a row will be displayed with the following details:

- 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, users will be able to Accept the application.

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

- NAME: [Redacted]
- STAFFING: YES NO
- HEARING DATE: [Calendar icon]
- NEXT HEARING DATE: [Calendar icon]
- TEAM PRESENT: A grid of checkboxes for various staff members, all of which are checked.
- Buttons: 'Accept' and 'Reject'. A green arrow points to the 'Accept' button.

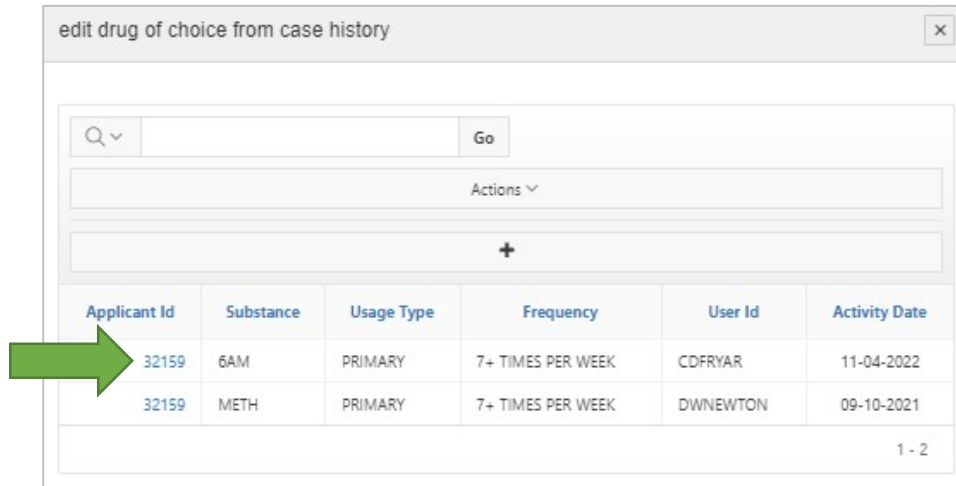
3. Allow users to view and manage substance(s) of choice in Case History header

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.

The screenshot shows the 'Arkansas SCALES' dashboard with the following information:

- Arkansas SCALES - Specialty Court Application & Legal Exchange System
- GENERAL INFORMATION header with a 'Print' icon.
- Participant Name: [Redacted]
- DOB/AGE: 02-25-1971 / 51
- PHASE: PHASE 1
- STATUS: ABSCONDED
- ADDRESS: 100 FANTANSY LANE
- PHONE: (100) 100-1001
- EDUCATION: 10TH GRADE
- EMPLOYMENT: FULL TIME (32+ HRS)
- REFERRING CASES: 17CR-21-401
- SOBRIETY: 369 DAYS
- SUBSTANCE OF CHOICE: GAM, METH (A green arrow points to this field)
- NOTES section at the bottom.

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

Q v Go

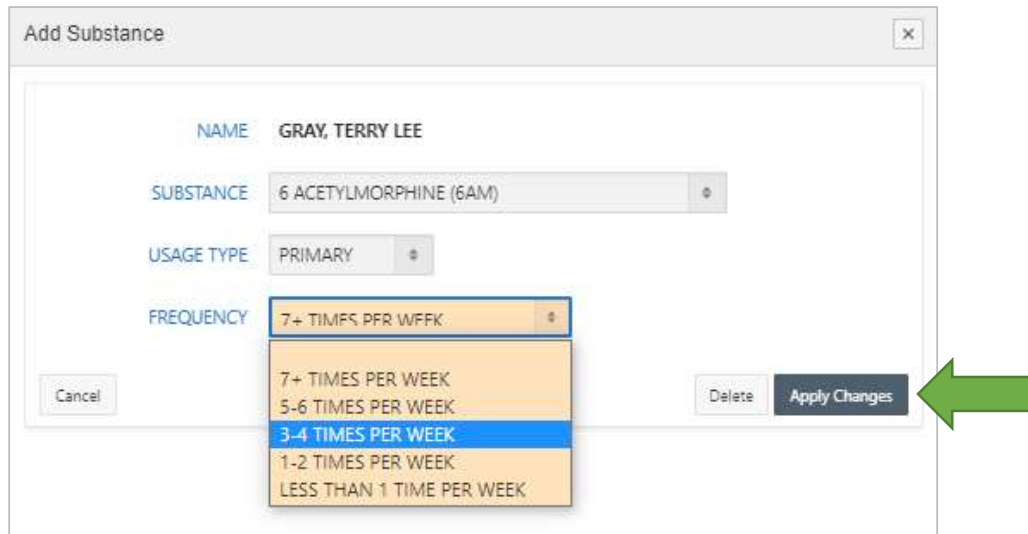
Actions v

+

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

Cancel Delete Apply Changes

- 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

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

Arkansas SCALES
Specialty Court Application & Legal Exchange System

GENERAL INFORMATION

NAME: GRAY, TERRY LEE DOB/AGE: 02-25-1971 / 51
PHASE: PHASE 1 STATUS: ABSCONDED
ADDRESS: 100 FANTASY LANE PHONE: (100) 100-1001
EDUCATION: 10TH GRADE EMPLOYMENT: FULL TIME (32+ HRS)
REFERRING CASES: 17CR-21-401 SOBRIETY: 369 DAYS
SUBSTANCE OF CHOICE: 6AM, METH

NOTES

EDIT	NOTES TYPE	HEARING DATE	NEXT HEARING DATE	INCENTIVES	SANCTIONS	NOTES	DATE	USER ID
	SUBSTANCE OF CHOICE	-	-	-	-	6AM PRIMARY 7+ TIMES PER WEEK CHANGED TO 6AM PRIMARY 3-4 TIMES PER WEEK AS SUBSTANCE OF CHOICE	12-12-2022	CDFRYAR



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

edit drug of choice from case history

Search: [] Go

Actions

+

Applicant Id	Substance	Usage Type	Frequency	User Id	Activity Date
32159	6AM	PRIMARY	3-4 TIMES PER WEEK	CDFRYAR	12-12-2022
32159	METH	PRIMARY	7+ TIMES PER WEEK	DWNEWTON	09-10-2021

1 - 2



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

Arkansas SCALES
Specialty Court Application & Legal Exchange System

GENERAL INFORMATION

NAME: GRAY, TERRY LEE DOB/AGE: 02-25-1971 / 51

PHASE: PHASE 1 STATUS: ABSCONDED

ADDRESS: 100 FANTANSY LANE PHONE: (100) 100-1001

EDUCATION: 10TH GRADE EMPLOYMENT: FULL TIME (32+ HRS)

REFERRING CASES: 17CR-21-401 SOBRIETY: 369 DAYS

SUBSTANCE OF CHOICE: 6AM, METH

NOTES

EDIT	NOTES TYPE	HEARING DATE	NEXT HEARING DATE	INCENTIVES	SANCTIONS	NOTES	DATE	USER ID
	SUBSTANCE OF CHOICE	-	-	-	-	METH PRIMARY 7+ TIMES PER WEEK REMOVED AS SUBSTANCE OF CHOICE	12-12-2022	CDFRYAR



To add a new substance, click +.

edit drug of choice from case history

Search: [] Go

Actions: [+]

Applicant Id	Substance	Usage Type	Frequency	User Id	Activity Date
32159	6AM	PRIMARY	3-4 TIMES PER WEEK	CDFRYAR	12-12-2022

1 - 1



Complete the details, then click Create.

Add Substance


NAME [REDACTED]

SUBSTANCE ALCOHOL (ETOH)

USAGE TYPE SECONDARY

FREQUENCY 1-2 TIMES PER WEEK

Cancel Create



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

Arkansas SCALES
Specialty Court Application & Legal Exchange System

GENERAL INFORMATION

NAME GRAY, TERRY LEE DOB/AGE 02-25-1971 / 51

PHASE PHASE 1 STATUS ABSCONDED

ADDRESS 100 FANTASY LANE PHONE (100) 100-1001

EDUCATION 10TH GRADE EMPLOYMENT FULL TIME (32+ HRS)



REFERRING CASES 17CR-21-401 SOBRIETY 369 DAYS

SUBSTANCE OF CHOICE 6AM. ALCOHOL

NOTES

EDIT NOTES TYPE HEARING DATE NEXT HEARING DATE INCENTIVES SANCTIONS NOTES DATE USER ID

EDIT	NOTES TYPE	HEARING DATE	NEXT HEARING DATE	INCENTIVES	SANCTIONS	NOTES	DATE	USER ID
	SUBSTANCE OF CHOICE	-	-	-	-	ALCOHOL SECONDARY 1-2 TIMES PER WEEK ADDED AS SUBSTANCE OF CHOICE	12-12-2022	CDFRYAR



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.

The screenshot shows the 'Drug Test - Enter Results' form. The 'PARTY' field is redacted. The 'TEST DATE' is 12-12-2022. The 'PANEL' is '17 PANEL + KRATOM (KRA)'. The 'RESULT TYPE' dropdown menu is open, showing options: ADMITTED USE (highlighted), EXCUSED/MEDICAL, FAILED TO PRODUCE, NO SHOW, NORMAL, and REFUSED TEST. A green arrow points to the 'ADMITTED USE' option. Below the dropdown is a table with columns 'DRUG', 'RESULT', and 'REQUEST FOR LAB'. The table contains rows for AMPHETAMINE (AMP), BARBITURATES (BAR), BENZODIAZEPINES (BZO), and RIPIRENMORPHINE (RIPI). Each row has a 'RESULT' dropdown (currently showing 'NEGATIVE') and a 'REQUEST FOR LAB' dropdown. 'Cancel' and 'Save' buttons are at the bottom.

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

The screenshot shows the 'Drug Test - Enter Results' form. The 'PARTY' field is redacted. The 'TEST DATE' is 12-12-2022. The 'PANEL' is '17 PANEL + KRATOM (KRA)'. The 'RESULT TYPE' is 'ADMITTED USE'. Below this is a table with columns 'DRUG', 'RESULT', and 'REQUEST FOR LAB'. The table contains rows for AMPHETAMINE (AMP), BARBITURATES (BAR), BENZODIAZEPINES (BZO), and RIPIRENMORPHINE (RIPI). The 'RESULT' dropdown for 'BARBITURATES (BAR)' is open, showing options: ADMITTED USE (highlighted), NEGATIVE, POSITIVE, POSITIVE BUT WITH PRESCRIPTION, and ABNORMAL. A green arrow points to the 'ADMITTED USE' option. 'Cancel' and 'Save' buttons are at the bottom.

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.

Drug Test - Enter Results

PARTY [REDACTED]


TEST DATE 12-12-2022

PANEL 17 PANEL + KRATOM (KRA)

RESULT TYPE ADMITTED USE

DRUG	RESULT	REQUEST FOR LAB
AMPHETAMINE (AMP)	ADMITTED USE	
BARBITURATES (BAR)	POSITIVE BUT WITH PRESCRIPTION	
BENZODIAZEPINES (BZO)	POSITIVE	
BUPRENORPHINE (BUP)	NEGATIVE	


Cancel Save




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

Arkansas SCALES
Specialty Court Application & Legal Exchange System

Nested Test Results

	TEST DATE	POSITIVE DRUG LIST	POSITIVE SUBSTANCES	SUBSTANCES TESTED
	12-12-2022	AMPHETAMINE (AMP), BENZODIAZEPINES (BZO)	3	18

TEST DATE	DRUG	INITIAL RESULT	CONFIRMED RESULT	DATE REQUESTED	DATE SENT	DATE RECEIVED	LAB NAME
12-12-2022	AMPHETAMINE (AMP)	ADMIT	-	-	-	-	-
12-12-2022	BARBITURATES (BAR)	POS W PRES	-	-	-	-	-
12-12-2022	BENZODIAZEPINES (BZO)	POSITIVE	-	-	-	-	-
12-12-2022	BUPRENORPHINE (BUP)	NEGATIVE	-	-	-	-	-



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 screenshot shows the 'PHASES' form with the following fields and values:

- NAME: [Redacted]
- CURRENT PHASE: PHASE 1
- END DATE: 12-12-2022
- NEW PHASE: [Dropdown]
- New: TERMINATED ADMINISTRATIVE CLOSURE CLEAR
- CURRENT STATUS: ACTIVE
- ADMIN CLOSURE NEW STATUS: [Dropdown menu open showing options: ACCEPTED IN MULTIPLE COURTS, DECEASED, DEPORTED, OTHER]
- START DATE: [Field]
- NOTES: [Text area]
- Buttons: Cancel, Save

Green arrows point to the END DATE field, the ADMINISTRATIVE CLOSURE radio button, the ADMIN CLOSURE NEW STATUS dropdown menu, and the Save button.

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.

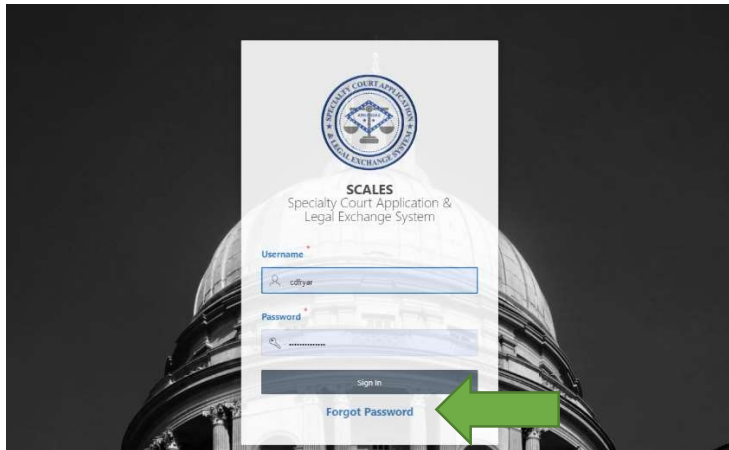
The screenshot shows the 'Arkansas SCALES Specialty Court Application & Legal Exchange System' dashboard. A search filter is set to 'NAME = STILL STACIE RENAE'. The table below shows the results:

PHASE	NAME	STATUS	REFERRING CASES	CASE TYPE	NEXT HEARING DATE	DOCKET NOTES	SUPERVISOR NOTES
ADMN CLOSURE	[Redacted]	ACCEPTED IN 1+ CORTS	17CR-22-208	ADULT DRUG COURT			

A green arrow points to the 'ADMN CLOSURE' value in the PHASE column.

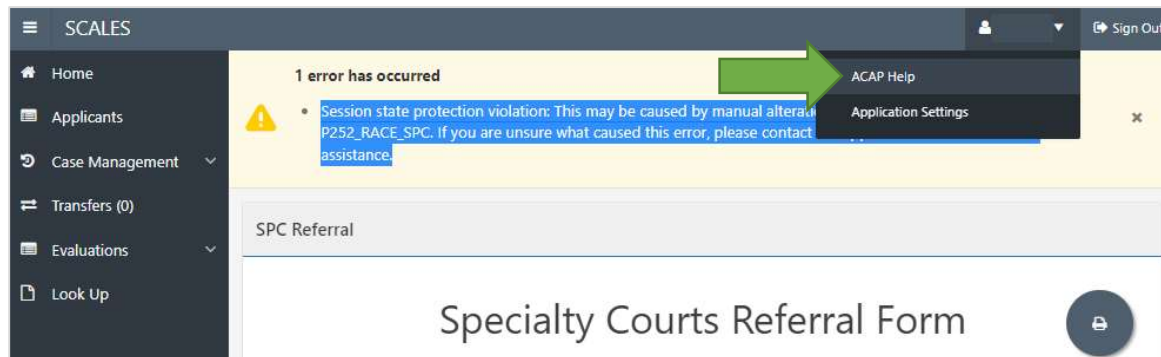
6. Additional updates:

- 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 paste 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.

