



Accountability Court Output Report Version 2.2 Frequently Asked Questions

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For questions about any of the terms in this document contact:

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Q: There are times when courts do not have an active participant's LSI-R score by the time the court output is due. Do I leave the LSI-R score blank?

A: There is a "Forthcoming" option in the LSI-R Score dropdown list. Please select this option if you have not have an active participant's score by the time the court output report is due. **But please make sure you report this person's score in the next quarter's report.** We will update their information when all reports are aggregated to ensure we do not double-count participants. If you do not provide updated scores for these participants from one reporting period to the next, we will contact you to submit them.

Q: Since we are reporting on a quarterly basis, do we have to submit 3 separate reports for each month in the quarter, or do we put all the information on one report?

A: Please submit only **one** report per quarter with the data for the three months. Here is the timetable:

Quarter 1	July 1 - September 30	Due: October 15
Quarter 2	October 1 - December 31	Due: January 15
Quarter 3	January 1 - March 31	Due: April 15
Quarter 4	April 1 - June 30	Due: July 15

Q: Is there a particular name that we should save the court output report under?

A: Yes, you should save the court output report as SubgrantNo._ReportingQuarter. For example: A15-8-008_1st Quarter.xls

Q: If we mark someone's LSI-R score "unknown" will they be counted a second time when we report their score in the next quarter's form?

A: If you do not have an active participant's score by the time the court output report is due, please report their score as "forthcoming". Also please make sure you report this person's score in the next quarter's report. We will update their information once the reports are aggregated.

Q: Generally, do we count people from the date they enter their plea or from the first day of treatment?

A: Count offenders as new participants when they start receiving treatment from your court. For example, if a person enters a plea in March to begin drug court, but does not in fact begin receiving services until April, you would report the "Enrollment Month" as April.

Q: If offenders were sentenced to RSAT first and then begin treatment in our court, when do we count them as a new participant?

A: You will count offenders as your new participants when they start receiving treatment from your court. Even if an offender is sentenced to treatment in your court after completing

RSAT and thus is queued in your caseload, you would not begin counting them as a participant until they have completed RSAT and begin receiving treatment through your court. So you will need to report them as new participants at the month they start getting treatment from your court.

Q: Will CJCC be making changes to the quarterly reports?

A: No, the quarterly report is designed and managed by the Administrative Office of the Courts of Georgia. (AOC)

Q: For the purpose of active participants, do we include those who are AWOL? They are officially still in the program, but not receiving active treatment.

A: No, you do not count participants who are AWOL as your active participants. However, if these AWOL offenders became terminated from your program, you would need to report them as Terminated. If they come back to your program after they were terminated, you will report them as new participants. And if they came back for treatment before termination, you will include them in your active participants. Therefore, while they are AWOL, you would not count them toward your active participant caseload.

Q: What about offenders who are active but away at treatment? They are active but just not in my court program.

A: If the offender is not actively receiving treatment and appearing before the judge in your program, then you do not count them as an active participant. This is the case for either a *new* participant who has delayed their start in your court program to receive in-patient treatment; or for an *active* participant who takes a hiatus from your program to receive in-patient treatment. However, when participant completes in-patient treatment and comes to your program, you will need to report them as new or active – depending on whether you had previously reported them as a new participant.

Q: What about someone that was active at the beginning of the quarter but became inactive prior to the end of the quarter? Or for those that are inactive at the beginning of the quarter as they may become active prior to the end of the quarter?

A: If a participant had a change of his/her status within a reporting quarter, they should be counted the same both the beginning and the end of the quarter. For example, if this offender was inactive at the beginning and became active at the end, then the courts should include this person as part of their active participants at both timeframes. If this offender was active at the beginning and became inactive at the end, then the courts should NOT include this person as their active participants at both timeframes. **Our focus is not tracking when offenders become active/inactive, we want to know the number by the end of each quarter.**