

**SMART Required & Recommended Data Elements for Drug Courts
updated 5/4/10**

1. Client Profile and Intake

| OPSC Required SMART Data Elements Client Profile and Intake | Recommended SMART Data Elements |
|--|--|
| CLIENT PROFILE | |
| First Name, Last Name | Employment Status Last Six Months |
| Social Security Number | Alternate Names |
| Gender | Contact Information (address, phone, etc.) |
| Date of Birth | Collateral Contacts |
| Marital Status | |
| Race | |
| Ethnicity | |
| H.S. Diploma | |
| Highest Grade Completed | |
| Veteran's Status | |
| Other Numbers (specifically the court case number) | |
| INTAKE | |
| Intake Facility | Source of Referral |
| Case Assigned to | |
| Residence | |
| Case Status | |
| Pregnant (female only) | |
| Reason for Non-Admission (If client was not admitted to drug court) | |
| Report to State (should be 'no' unless it's an agency reporting to ADAA) | |
| Intake Date (will be the date the drug court candidate was referred to the drug court, if entered by a drug court) | |

2. eCourt Admission

| OPSC Required SMART Data Elements eCourt Admission | Recommended SMART Data Elements |
|---|--|
| Admission Date | Criminal History (all fields) |
| Admission Staff | Conviction Charge |
| Employment Status | Arrest Number |
| # Weeks Employed in the Past Year | Most Severe VOP Charge |
| Average Monthly Employment Income in the Past Year | Date of VOP Charge |
| School/Vocational Training Status | Judge Name |
| Living Arrangement | Date Placed on Probation/Pretrial/Parole |
| # Months at Current Living Arrangement | |
| Number of Children Living with Client last 6 months | |
| Highest Grade Completed | |
| Ever Required to Attend Drug Treatment by | |

| OPSC Required SMART Data Elements eCourt Admission | Recommended SMART Data Elements |
|---|---------------------------------|
| a Criminal Justice Supervision Agent | |
| Most Severe Instant Arrest Charge | |
| Date of Instant Arrest | |

3. Drug Test Results

| OPSC Required SMART Data Elements Drug Test Results | Recommended SMART Data Elements |
|--|---------------------------------|
| Date | Location |
| Client Outcome | Specimen # |
| Specimen type | |
| Drug type and test result for as many drugs as were tested for | |
| BAC if alcohol is tested | |
| | |

4. Encounters

| OPSC Required SMART Data Elements Encounters | Recommended SMART Data Elements |
|---|---------------------------------|
| Service Code | Progress Notes |
| Service Location | ICD-9 Diagnosis |
| Note Type | |
| Start date | |
| Rendering Staff | |
| Duration | |
| Program Name | |
| Outcome Code | |
| Number of Service Units | |

5. eCourt Case Management

| OPSC Required SMART Data Elements eCourt Case Management | Recommended SMART Data Elements |
|---|--|
| Event date | Duration (unless it is a summary note) |
| Event Type | |
| Event | |
| Type of contact (unless it is a summary note) | |
| Location (unless a summary note) | |
| Outcome (unless a summary note) | |

6. eCourt Employment

| OPSC Required SMART Data Elements eCourt Employment | Recommended SMART Data Elements |
|--|---------------------------------|
| Employment Start Date | |
| Employment Status | |
| Name of Employer (or "none" if none) | |
| Wage (if applicable) | |
| Employment End Date (if applicable) | |
| Employment Termination Reason (if applicable) | |

7. eCourt Education

| OPSC Required SMART Data Elements eCourt Education | Recommended SMART Data Elements |
|---|---------------------------------|
| Highest Grade Completed | GPA |
| Date Completed | Suspensions |
| School/Vocational Training Status (if applicable) | Detentions |
| Name of school (if applicable) | Days Absent |
| Enrollment Start Date (if applicable) | Expulsions |
| Enrollment End Date (if applicable) | |
| Reason for Termination of Enrollment (if applicable) | |

8. eCourt Incentives and Sanctions

| OPSC Required SMART Data Elements eCourt Incentives and Sanctions | Recommended SMART Data Elements |
|--|---------------------------------|
| Behavior Type | Agency |
| Behavior Date | Unit |
| Behavior | Staff Member |
| Response Date | Notes |
| Incentives/Sanctions Selected | |

9. eCourt New Charges

| OPSC Required SMART Data Elements eCourt New Charges | Recommended SMART Data Elements |
|---|---------------------------------|
| New Arrest Date | Disposition Date |
| New arrest charge | Disposition |
| Date of VOP | Disposition Charge |
| VOP charge | Notes |

10.eCourt Court and Other Justice

| OPSC Required SMART Data Elements eCourt Court and Other Justice | Recommended SMART Data Elements |
|---|--|
| Event Date | Type of Contact |
| Event | Location |
| Outcome | Notes |
| Staff Name | |
| Court Action (when applicable) | |
| Court Phase (if phase changed) | |

11.Consent and Referral

| OPSC Required SMART Data Elements Consent and Referral | Recommended SMART Data Elements |
|---|--|
| Consent | |
| Disclosed to Agency | Description |
| Purpose for Disclosure | Comments |
| Consent Date | Other Disclosures |
| Has the Client Signed the Paper Agreement Form | |
| Client Information Options/Disclosure Selection | |
| Referral | |
| Reason | Comments |
| Is Consent Verification Required? | Appointment Date |
| Is Consent Verified? | |
| Facility | |
| Program | |

12.eCourt Discharge

| OPSC Required SMART Data Elements eCourt Discharge | Recommended SMART Data Elements |
|---|--|
| Date Discharged | Date of Last Contact |
| Discharge Staff | Primary Referral |
| Disposition | |
| Reason | |
| Employment Status | |
| # of Weeks Employed | |
| Average Monthly Employment Income in the Past Year | |
| School/Vocational Training Status | |
| # of Months in this Living Arrangement | |
| Living Arrangement | |
| # Months in this Living Arrangement | |
| Number of Children Living with Client | |
| Highest Grade Completed | |
| Does the client live with anyone who has an alcohol problem? | |
| Does the client live with anyone who uses non-prescribed drugs? | |