

Instructions for Completing the Drug Court Tracking Sheet for your Drug Court

Please read the definitions of each variable before recording data for participants

Participant Name	To be completed when participant enters the Drug Court program.
SID Number	
Court Case Numbers	
Date of Birth	
Sex	
Race / Ethnicity	
Military Status*	
Valid MN Driver's License*	
Highest grade completed	
Employment status*	
Housing situation*	
Current Child Support Payments	
Court Type	
Court Case Point of Entry into Drug Court	
Admission Type	
Date Referred to Drug Court	
Date Accepted into Drug Court	
Date of First Drug Court Services	
First Appearance in Drug Court	
Initial Chemical Health Assessment Date	
Initial Chemical Health Assessment Tool	
Initial Chemical Health Assessment Level	
RANT Score	
Risk Assessment Tool	
Risk Assessment Level	
Risk Assessment Score	
Substance of Use -Alcohol	
Substance of Use - Cocaine/ Crack	
Substance of Use - Methamphetamines	
Substance of Use - Heroin	
Substance of Use - Marijuana	
Substance of Use - Prescription drugs	
Substance of Use - Inhalants	
Substance of Use - OTC drugs	
Substance of Use - Other drugs	
Drug Court Status	To be updated each time the tracking sheet is submitted.
Program End Date	To be completed when participant exits the Drug Court Program (whether they completed or were terminated). All data should be the current status at the program end date.
Referral to First Treatment Episode Date	
First Treatment Episode Admission Date	
Total Days in Treatment with Room & Board	
Total Days in Treatment without Room & Board	
Final Risk Assessment Tool	
Risk Assessment Level	
Risk Assessment Score	
Mental Health Diagnosis	
Valid MN Driver's License*	
Highest grade completed	
Employment status*	
Housing situation*	
Current Child Support Payments	
Jail Time Prior to Drug Court Acceptance	
Jail Time After Drug Court Acceptance	
Days Since Last Known Substance Use	
Compliance with Treatment Requirements	
Reason for Termination	To be completed for Terminated Drug Court Participants.
Comments on Participant	To be completed when participant exits the Drug Court Program.

*If Juvenile Court, please use the Juvenile Court Appendix for this question.

Drug Court Tracking Sheet Variable Definitions

Variables	Definitions
Participant Name	Last, First, and Middle. MNCIS will be used to capture aliases
SID Number	State Identification Number to link with BCA records (Adult and Juvenile)
Court Case Numbers	Include all relevant case numbers in this column and separate them by commas. Format should include the county number (i.e. 72-CR-07-001254)
Date of Birth	Formatted: mm/dd/yyyy
Sex	Indicate the person's physical sexual characteristics. Select one option, relating to their sex at the entry of drug court.
* Male	Indicate the person's physical sexual characteristics. Select one option, relating to their sex at the entry of drug court.
* Female	Indicate the person's physical sexual characteristics. Select one option, relating to their sex at the entry of drug court.
Race/Ethnicity	<u>Self-reported race based on the race forms that are used in court. Select only one option, those who are several races will select "multiracial." Click to see Race Census Form.</u>
* American Indian or Alaska Native	<u>Self-reported race based on the race forms that are used in court. Select only one option, those who are several races will select "multiracial." Click to see Race Census Form.</u>
* Asian	<u>Self-reported race based on the race forms that are used in court. Select only one option, those who are several races will select "multiracial." Click to see Race Census Form.</u>
* Black or African American	<u>Self-reported race based on the race forms that are used in court. Select only one option, those who are several races will select "multiracial." Click to see Race Census Form.</u>
* Hispanic or Latino	<u>Self-reported race based on the race forms that are used in court. Select only one option, those who are several races will select "multiracial." Click to see Race Census Form.</u>
* Native Hawaiian or Other Pacific Islander	<u>Self-reported race based on the race forms that are used in court. Select only one option, those who are several races will select "multiracial." Click to see Race Census Form.</u>
* White	<u>Self-reported race based on the race forms that are used in court. Select only one option, those who are several races will select "multiracial." Click to see Race Census Form.</u>
* Multi-Racial	<u>Self-reported race based on the race forms that are used in court. Select only one option, those who are several races will select "multiracial." Click to see Race Census Form.</u>
* Other	<u>Self-reported race based on the race forms that are used in court. Select only one option, those who are several races will select "multiracial." Click to see Race Census Form.</u>
Military Status	Have they ever served in any branch of the armed forces?
* Yes	Participant has served in any of the armed forces. This includes current and past service in any branch (including ROTC, National Guard, Reserves, etc.)

Drug Court Tracking Sheet Variable Definitions

Variables	Definitions
* No	No service in any armed services branch.
Valid Minnesota Driver's License	Class D License status only. If CDL privileges have been taken away, this does not need to be recorded. For juveniles 16 and over they will be completed the same as adults. Under 16 will select the "not applicable" option.
* Valid	Classification in DVS database.
* Cancelled	Classification in DVS database.
* Revoked	Classification in DVS database.
* Suspended	Classification in DVS database.
* Never acquired a driver's license	Chose to never acquire a Minnesota Driver's License. Does not include participants who choose not to reinstate their driver's licenses. If the DVS database returns no records, record their status in this category.
* Limited	Classification in DVS database.
* Conax	Classification in DVS database.
Highest grade completed	This will be the last grade they successfully completed. This is to include alternative or traditional schools.
* 8th grade or less	This individual completed 8th grade, or anything less. This is to include alternative or traditional schools.
* 9th grade	This will be the last grade they successfully completed. This is to include alternative or traditional schools.
* 10th grade	This will be the last grade they successfully completed. This is to include alternative or traditional schools.
* 11th grade	This will be the last grade they successfully completed. This is to include alternative or traditional schools.
* Diploma/GED	This will be the last grade they successfully completed. This is to include alternative or traditional schools.
* Attended College	This for those who attended, but have not obtained a degree. Can include those who have completed less than one semester.
* Technical degree	This will include those who have obtained a vocational, training, community or technical school certificate or degree from a program that is two years or less.
* 4 year degree	This is completion of an actual four year degree (i.e. B.A.)

Drug Court Tracking Sheet Variable Definitions

Variables	Definitions
* Post-graduate	This is completion of a graduate degree (i.e. Master's Degree, Doctorate). If they are enrolled in graduate school and have not completed the program, they will be considered to have completed a four year degree.
Employment status	Status for jobs in which they receive monetary compensation.
* Unemployed	No job or not working. This includes individuals working on their GED but not working.
* Part-time	This includes participants working less than 35 hours per week and includes seasonal and temporary work. Also includes juveniles in high school who have a job, or college students with work study or other jobs.
* Full-time	Working 35 hours or more per week, or are identified by their employer as full time.
* Not Employed - Full-time Student	This can be used for adults and juveniles who are full time students working toward a high school diploma or college coursework, but are not working for compensation.
*Not Applicable	Participants with disabilities or mental illness that render them unable to retain employment. Also includes retirees.
Housing situation	Living situation for the participant.
* Rent	Pay rent to live with others or by oneself. Select this status if the participant is a primary caretaker for a parent/relative.
* Own	Own residence with others or by oneself. Includes contract for deed. If they are facing a foreclosure, they are considered homeowners while they are still in their homes.
* Facility	Living in a facility such as Mental Health Facility, Sober housing, Halfway house, women's shelter, jail or correctional facility.
* Transient	Homeless or no consistent living location or any place where they have lived for less than 7 days. Includes homeless shelters.
* Temporary	Temporary housing such as moving back in with parents or friends on a temporary basis (if they have been there for 7 days or more), and are not paying rent/utilities/expenses. Includes individuals who have never moved out of a parent's home, even if they have no intention of moving out, and are not paying rent/utilities/expenses.
Current Child Support Payments	This is a Yes/No/Not Applicable question. If participants are making child support payments as required, answer "Yes". If they are required to make payments, and are not, answer "No". If the participant is not paying child support because they are not required to do so, answer "Not Applicable".
Court Type	Type of Drug Court.
* Adult	Targets Criminal offenses and not traffic or DWI offenses.
* Juvenile	Includes all cases under the Juvenile Court's jurisdiction. If they are certified as adults they will be placed into either Adult, DWI, or Hybrid based on their charges.

Drug Court Tracking Sheet Variable Definitions

Variables	Definitions
* DWI	Targets traffic and DWI offenses
* Hybrid	Combines criminal and traffic or DWI offenses
Court Case Point of Entry into Drug Court	This is the point in a case when a participant enters drug court. This does not necessarily correlate with timing (i.e. might be receiving drug court services before court case officially is adjudicated and sent to drug court).
* Diversion	Dispositional remedy used by the court, but no plea is taken and there is no admission of guilt and/or no adjudication. Also included is a pretrial release supervised by drug court as a condition of release, with no admission of guilt.
* Pre-plea	Participant is charged and may have a formal complaint. There is admission of guilt, but they haven't pled. This includes pocket pleas and 152.18s. Includes continued for dismissal and stay of adjudication cases.
* Post Adjudicatory	Cases where the person has been convicted and adjudicated.
* Probation Violation	Cases where there has been a violation on an existing case--not a new offense.
* Probation Violation with a new offense	Cases where there has been a violation on an existing case with a new offense that brought them to drug court.
Admission Type	This variable indicates if this is the first entrance into this particular drug court program. If the participant has been through this program previously, indicate they are being re-admitted. If they participated in a different drug court program, select "first time admission".
Date Referred to Drug Court	Date of referral from referral document or of the court proceeding. Formatted mm/dd/yyyy
Date Accepted into Drug Court	The date the team approves the participant for entry into the court. If a participant is provisionally accepted, record that date here. Formatted mm/dd/yyyy
Date of First Drug Court Services	The date a participant starts receiving drug court services (i.e. treatment, drug court team meetings, etc.). Formatted mm/dd/yyyy
First Appearance in Drug Court	The first day the participant appears in court as a participant. Does not include observing drug court. Formatted mm/dd/yyyy
Initial Chemical Health Assessment Date	Date of assessment by assessor. Can include those done with private insurance and/or Rule 25. This assessment date should be the assessment that qualified the participant for drug court. This is not necessarily the assessment that referred them to treatment. Formatted mm/dd/yyyy
Initial Chemical Health Assessment Tool	Identify the tool used to assess Chemical Health. Most likely Rule 25, but could be other or private as well.
Initial Chemical Health Level	Level from Chemical Health Assessment. Should be the assessment from the tool listed in "Initial Chemical Health Assessment Tool."
* Substance Use Disorder	Level from Chemical Health Assessment as of July 1, 2008. Should be the assessment from the tool listed in "Initial Chemical Health Assessment Tool."

Drug Court Tracking Sheet Variable Definitions

Variables	Definitions
* Abusing	Level from Chemical Health Assessment. Should be the assessment from the tool listed in "Initial Chemical Health Assessment Tool."
* Dependent	Level from Chemical Health Assessment. Should be the assessment from the tool listed in "Initial Chemical Health Assessment Tool."
* At-Risk	Level from Chemical Health Assessment. Should be the assessment from the tool listed in "Initial Chemical Health Assessment Tool."
* No identifiable problem	Level from Chemical Health Assessment. Should be the assessment from the tool listed in "Initial Chemical Health Assessment Tool."
RANT Score	The score used here should be the RANT score of Low Risk Low Need, Low Risk High Need, High Risk Low Need, or High Risk High Need from the RANT tool.
Risk Assessment Tool	The tool used to assess eligibility and entry into the program (in addition to the RANT). If multiple tools are used, please answer this question for the risk assessment tool used to assess entry into the program.
* LSI-R	Level of Service Inventory-Revised Tool - Scores range from 0-54. Categories to report should be Low, Low/Moderate, Moderate, Medium/High, High.
* Wisconsin	Scores range from 0 to 37. Minimum, Low, Medium, Maximum risk levels.
* Y-LSI	Scores range from 0 to 42. Low, Moderate, High, Very High risk levels
Risk Assessment Level	The risk level as determined by the risk assessment. Should be from the Risk Assessment Tool (see above for more detailed instructions).
Risk Assessment Score	The numerical score from the Risk Assessment Tool listed above.
Substance of Use -Alcohol	Answer yes or no for each substance column. Substances should be a substance the participant used within the last year, as reported in the Chemical Health Assessment.
Substance of Use - Cocaine/ Crack	Answer yes or no for each substance column. Substances should be a substance the participant used within the last year, as reported in the Chemical Health Assessment.
Substance of Use - Methamphetamines	Answer yes or no for each substance column. Substances should be a substance the participant used within the last year, as reported in the Chemical Health Assessment.
Substance of Use - Heroin	Answer yes or no for each substance column. Substances should be a substance the participant used within the last year, as reported in the Chemical Health Assessment.
Substance of Use - Marijuana	Answer yes or no for each substance column. Substances should be a substance the participant used within the last year, as reported in the Chemical Health Assessment.
Substance of Use - Prescription drugs	Answer yes or no for each substance column. Substances should be a substance the participant used within the last year, as reported in the Chemical Health Assessment.
Substance of Use - Inhalants	Answer yes or no for each substance column. Substances should be a substance the participant used within the last year, as reported in the Chemical Health Assessment.

Drug Court Tracking Sheet Variable Definitions

Variables	Definitions
Substance of Use - OTC drugs	OTC, or Over the Counter drugs. Answer yes or no. Substances should be a substance the participant used within the last year, as reported in the Chemical Health Assessment.
Substance of Use - Other drugs	Substances in this column should be a substance the participant used within the last year, as reported in the Chemical Health Assessment, and only if it does not fit in one of the other categories. If it does not fit in one of the other categories, please enter the drug here.
Drug Court Status	Current status of the drug court participant. This should be the current status at the time of the tracking sheet submission. The date should be updated in the footer of the tracking sheet.
* Active	Currently enrolled and participating in drug court.
* Active - on warrant	Active bench warrant or hold from another jurisdiction. Includes residing in jail in or outside of the county of the drug court.
*Enrolled but inactive	Enrolled as a participant but due to incarceration, military service, or other reasons (to be included in the comments section at the end of the tracking sheet), aren't currently receiving drug court services.
* Graduated	Successful completion of the program by the particular drug court's criteria.
* Terminated	Terminated from drug court by participant's choice or program's determination. Reasons listed under "Reasons for Termination"
Program End Date	Last day of participation in drug court. Date of graduation or termination. Not necessarily a court appearance.
Referral to First Treatment Episode Date	Date participant was referred to treatment from the chemical health assessor. This would be the first treatment the participant would receive during drug court. If the participant was actively engaged in treatment when they started drug court, use the referral date from the treatment started since the offense date (if the treatment has been uninterrupted). Format mm/dd/yyyy.
First Treatment Episode Admission Date	Date participant entered treatment. This would be the first treatment the participant would receive during drug court. If the participant was in treatment when they started drug court, use the start date from the treatment started since the offense date (if the treatment has been uninterrupted). For Format mm/dd/yyyy.

Drug Court Tracking Sheet Variable Definitions

Variables	Definitions
Total Days in Treatment with Room & Board	Treatment means a process of assessment of a client's needs, development of planned interventions or services to address those needs, provision of services, facilitation of services provided by other service providers, and reassessment. Diagnostic, evaluation, prevention, referral, detoxification, and aftercare services that are not part of a program of care licensable as a residential or nonresidential chemical dependency treatment program are not chemical dependency services for purposes of this section. The total number of days in treatment with room and board should be from the beginning of the drug court, even if they were in treatment before they entered the program. If a participant is in a halfway house and is receiving treatment those days should be included in "treatment with room and board". If they are not receiving treatment in the halfway house, those days should not be included as "treatment with room and board" or as "treatment without room and board." If participants completed treatment before entering drug court (and received no further treatment with room and board), record the total days as 0, and please make a note in the "Comments" section that they completed treatment already. Format should be numerical and refer to days. See https://www.revisor.leg.state.mn.us/rules/?id=9530.6405 and https://www.revisor.leg.state.mn.us/statutes/?id=254B.01 for Complete Rule Definitions.
Total Days in Treatment without Room & Board	This variables includes all treatment, as described above, that does not include room and board. Continuing care should be included in this category (*Note community programs such as AA are not treatment, or continuing care, and should not be included here). Days should be counted as the length in the program, which may or may not be the amount of days they received actual treatment. If participants completed treatment before entering drug court (and received no further treatment, record the total days as 0, and please make a note in the "Comments" section that they completed treatment already. Format should be numerical and refer to days.
Final Risk Assessment Tool	The tool used to assess eligibility and entry into the program (in addition to the RANT). If multiple tools are used, please answer this question for the risk assessment tool used to assess entry into the program.
* LSI-R	Level of Service Inventory-Revised Tool - Scores range from 0-54. Categories to report should be Low, Low/Moderate, Moderate, Medium/High, High.
* Wisconsin	Scores range from 0 to 37. Minimum, Low, Medium, Maximum risk levels.
* Y-LSI	Scores range from 0 to 42. Low, Moderate, High, Very High risk levels
Risk Assessment Level	The risk level as determined by the risk assessment. Should be from the Risk Assessment Tool (see above for more detailed instructions).
Risk Assessment Score	The numerical score from the Risk Assessment Tool listed above.
Mental Health Diagnosis	Yes/no question. This variable refers to the presence of a clinical mental health diagnosis. There must be a clinical diagnosis for the participant in order to answer yes.
Valid Minnesota Driver's License	Class D License status only. If CDL privileges have been taken away, this does not need to be recorded. For juveniles 16 and over they will be completed the same as adults. Under 16 will select the "not applicable" option.

Drug Court Tracking Sheet Variable Definitions

Variables	Definitions
* Valid	Classification in DVS database.
* Cancelled	Classification in DVS database.
* Revoked	Classification in DVS database.
* Suspended	Classification in DVS database.
* Never acquired a driver's license	Chose to never acquire a Minnesota Driver's License. Does not include participants who choose not to reinstate their driver's licenses. If the DVS database returns no records, record their status in this category.
* Limited	Classification in DVS database.
* Conax	Classification in DVS database.
Highest grade completed	This will be the last grade they successfully completed. This is to include alternative or traditional schools.
* Less than 8th grade	This individual completed 8th grade, or anything less. This is to include alternative or traditional schools.
* 9th grade	This will be the last grade they successfully completed. This is to include alternative or traditional schools.
* 10th grade	This will be the last grade they successfully completed. This is to include alternative or traditional schools.
* 11th grade	This will be the last grade they successfully completed. This is to include alternative or traditional schools.
* Diploma/GED	This will be the last grade they successfully completed. This is to include alternative or traditional schools.
* Attended College	This for those who attended, but have not obtained a degree. Can include those who have completed less than one semester.
* Technical degree	This will include those who have obtained a vocational, training, community or technical school certificate or degree from a program that is two years or less.
* 4 year degree	This is completion of an actual four year degree (i.e. B.A.)
* Post-graduate	This is completion of a graduate degree (i.e. Master's Degree, Doctorate). If they are enrolled in graduate school and have not completed the program, they will be considered to have completed a four year degree.
Employment status	Status for jobs in which they receive monetary compensation.

Drug Court Tracking Sheet Variable Definitions

Variables	Definitions
* Unemployed	No job or not working. This includes individuals working on their GED but not working.
* Part-time	This includes participants working less than 35 hours per week and includes seasonal and temporary work. Also includes juveniles in high school who have a job, or college students with work study or other jobs.
* Full-time	Working 35 hours or more per week, or are identified by their employer as full time.
* Not Employed - Full-time Student	This can be used for adults and juveniles who are full time students working toward a high school diploma or college coursework, but are not working for compensation.
*Not Applicable	Participants with disabilities or mental illness that render them unable to retain employment. Also includes retirees.
Housing situation	Living situation for the participant.
* Rent	Pay rent to live with others or by oneself. Select this status if the participant is a primary caretaker for a parent/relative.
* Own	Own residence with others or by oneself. Includes contract for deed. If they are facing a foreclosure, they are considered homeowners while they are still in their homes.
* Facility	Living in a facility such as Mental Health Facility, Sober housing, Halfway house, women's shelter, jail or correctional facility.
* Transient	Homeless or no consistent living location or any place where they have lived for less than 7 days. Includes homeless shelters.
* Temporary	Temporary housing such as moving back in with parents or friends on a temporary basis (if they have been there for 7 days or more), and are not paying rent/utilities/expenses. Includes individuals who have never moved out of a parent's
Current Child Support Payments	This is a Yes/No/Not Applicable question. If participants are making child support payments as required, answer "Yes". If they are required to make payments, and are not, answer "No". If the participant is not paying child support because they
Jail Time Prior to Drug Court Acceptance	Total days in jail served related to this offense (MNCIS Case Number[s] included in Court Case Numbers Variable) by the participant after their offense date, but before their acceptance into drug court. For anyone entering the program on a probation violation (with or without a new offense), the date of their probation violation/new offense should be used. Jail time pronounced but not served should not be included.
Jail Time After Drug Court Acceptance	Total days in jail served by the participant after their acceptance into drug court, through their drug court end date. All jail days served should be included, regardless of what case it is related to. Jail time pronounced but not served should not be included.
Days Since Last Known Substance Use	The number of days since the last known substance use of the participant. This would include any knowledge the drug court would have of use, whether derived from a drug test, self-reported, or any other way. The days should be calculated back from the program end date for the participant.
Compliance with Treatment Requirements	This is a Yes/No question. The participant's engagement in their required treatment services has been completed.

Drug Court Tracking Sheet Variable Definitions

Variables	Definitions
Reason for Termination	Reason for termination from the drug court program. This could be voluntary or involuntary termination from the program.
* Criminal Activity	Includes bench warrants, arrests, and any new offenses or convictions that lead to the termination of the client by the program.
* Participant Non-Compliance	Includes repeated substance use, Failure to make progress, unresolved mental health issues or non compliance with the drug court contracts that lead to the termination of the client by the program.
* Moved	Participant moves or is placed in protective custody.
* Voluntary Withdrawal	Choice of participant to leave the program. Program does not determine.
* Death	Death of the participant.
* Provisionally Accepted	Participant was provisionally accepted and was not subsequently formally accepted
* Services Not Available	Services that are required are not available by drug court. Could include lack of funding or other resources by the drug court.
Comments on Participant	Any additional information about the participant. Please record information about treatment, including any programs the participant completed, or why they might have had 0 days of treatment. Any details relating to the previous variables could