

Michigan Supreme Court
State Court Administrative Office
Trial Court Services Division

Instructions for completing your Data Exception Report

To the User: We have compiled a list of the most common occurring errors in the data exception report, and step by step instructions to make the necessary corrections. If you have any questions feel free to contact Dana Graham via phone at 517.373.2218, or via email at grahamd@courts.mi.gov.

Cell Type / PRV Score

1. Choose participant from the **Dashboard**
2. Under the **Client Menu** choose **“Initial Eligibility Screening”**
3. Scroll to the bottom of the screen and select **Page 2**
4. On the right side of the screen select **Cell Type**
5. After selecting a cell type, the **PRV Score** dropdown menu will appear (if applicable)
6. **Click “Submit” when finished entering information**

CLIENT MENU	
Client Name:	James, Mark
Case Manager:	Randolph, Jessica
Judge:	Fairly, Rules
Court Type:	Adult Circuit
Case Number:	23432

INITIAL ELIGIBILITY SCREENING - ADULT CIRCUIT - JAMES, MARK	
LEGAL HISTORY	
* Eligible Charge:	WEIGHTS & MEASURES - FAILURE TO DISCLOSE FRAUDULENT DEVICE
Counts:	
* Case/Docket #:	23432
Offense Categories:	Select
* Charge Type:	Misdemeanor
* Incident Offense:	New Criminal Offense
Arrest Date (if applicable):	
* Offense Date:	03/11/2009
Case Filing Date/ Bindover Date:	
Arraignment/First Appearance:	
Sentence:	No
Jail Status:	Select
Cell Type:	Intermediate
* Prior Record Variable Score:	
Offense Variable Score:	

Treatment Information

1. Choose participant from the **Dashboard**
2. Under the **Client Menu** choose **“Treatment”**
3. On the right side of the screen click the folder with a “+” sign to add new treatment information



MENTAL HEALTH **SCCM** Specialty Court Case Management

MENU LOG - OUT ADMIN

CLIENT MENU

Client Name: James, Mark
Case Manager: Randolph, Jessica
Judge: Fairly, Rules

Court Type: Adult Circuit
Case Number: 23432

NO PICTURE AVAILABLE

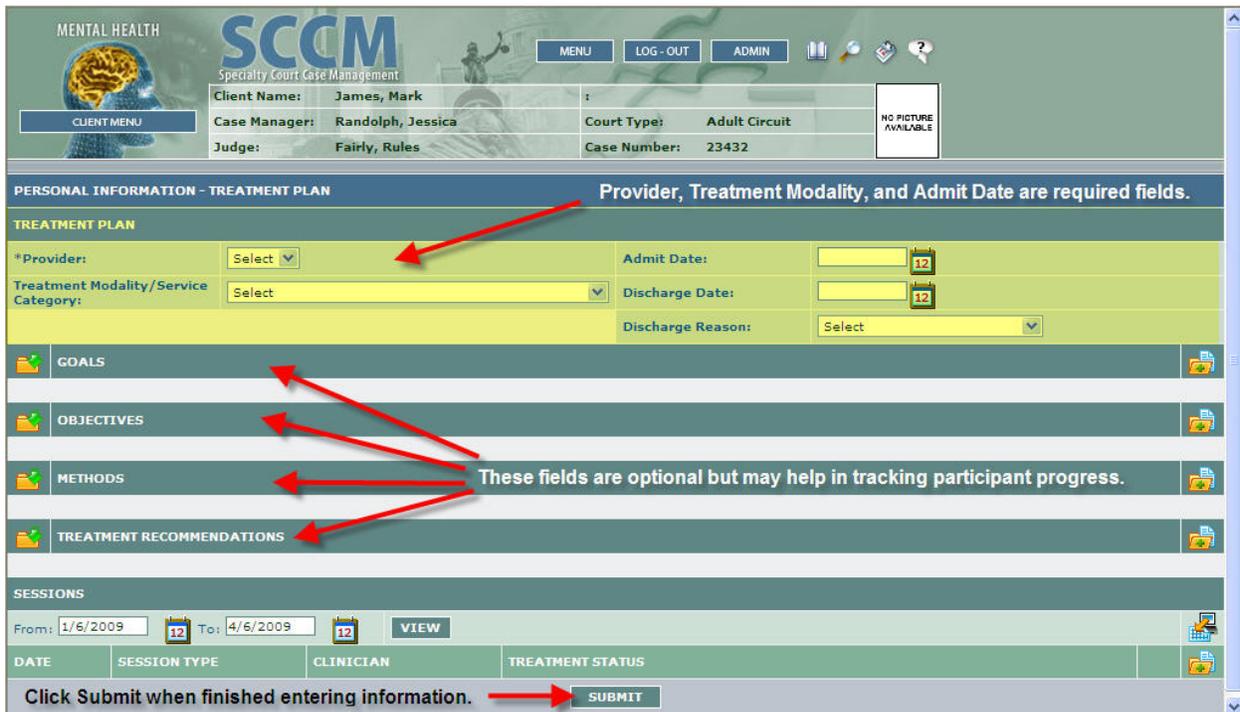
PERSONAL INFORMATION FIND

TREATMENT HISTORY

ADMIT DATE	SERVICE CATEGORY	PROVIDER NAME	CONTACT DAYS	DISCHARGE DATE	REASON

Add new treatment by clicking here.

4. Enter treatment information as appropriate
5. Add new information to sections by clicking the folder with the “+” sign
6. **Click “Submit” when finished entering information**



MENTAL HEALTH **SCCM** Specialty Court Case Management

MENU LOG - OUT ADMIN

CLIENT MENU

Client Name: James, Mark
Case Manager: Randolph, Jessica
Judge: Fairly, Rules

Court Type: Adult Circuit
Case Number: 23432

NO PICTURE AVAILABLE

PERSONAL INFORMATION - TREATMENT PLAN Provider, Treatment Modality, and Admit Date are required fields.

TREATMENT PLAN

*Provider: Select Admit Date: 12

Treatment Modality/Service Category: Select Discharge Date: 12

Discharge Reason: Select

GOALS

OBJECTIVES

METHODS

TREATMENT RECOMMENDATIONS

SESSIONS

From: 1/6/2009 To: 4/6/2009 VIEW

DATE	SESSION TYPE	CLINICIAN	TREATMENT STATUS

Click Submit when finished entering information. SUBMIT

These fields are optional but may help in tracking participant progress.

7. Repeat steps 2-5 to add additional treatment information for a participant

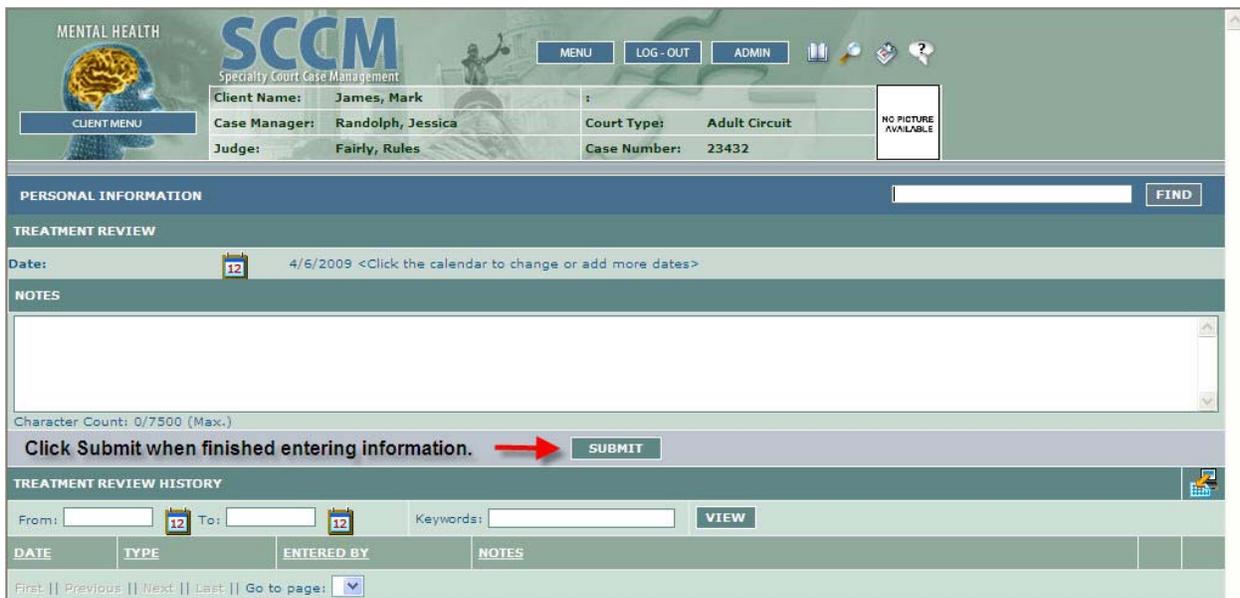
Treatment Review Dates

1. Choose participant from the **Dashboard**
2. Under the **Client Menu** choose **“Treatment”**
3. On the right side of the screen click the **Treatment Review icon** (next to the folder with the “+” sign)



The screenshot shows the SCCM (Specialty Court Case Management) interface. At the top, there is a header with the SCCM logo and navigation buttons (MENU, LOG-OUT, ADMIN). Below the header, a client profile is displayed for James, Mark, with Case Manager Randolph, Jessica, Court Type Adult Circuit, and Judge Fairly, Rules. The Case Number is 23432. A 'CLIENT MENU' button is visible on the left. Below the client profile, there is a 'PERSONAL INFORMATION' section with a search bar and a 'FIND' button. The 'TREATMENT HISTORY' section is currently empty, and a yellow 'Treatment Review Button' with a red arrow pointing to a folder icon with a plus sign is highlighted.

4. Enter information as appropriate.



The screenshot shows the SCCM treatment review form. The client profile information is the same as in the previous screenshot. The 'TREATMENT REVIEW' section is active, showing a 'Date:' field with a calendar icon and the date 4/5/2009. Below the date field is a 'NOTES' section with a large text area and a character count of 0/7500 (Max.). A red arrow points to the 'SUBMIT' button. Below the notes section is the 'TREATMENT REVIEW HISTORY' section, which includes a search bar with 'From:' and 'To:' fields (both with calendar icons), a 'Keywords:' field, and a 'VIEW' button. At the bottom, there is a pagination control with 'First', 'Previous', 'Next', 'Last', and 'Go to page:' options.

5. Click “Submit” when finished entering information

Court Reviews in Journal

1. Choose participant from the **Dashboard**
2. Under the **Client Menu** choose **“Journal”**
3. Enter **“Date,” “Type-Schedule Court Hearing,”** and **“Notes”** as appropriate
4. **Click “Submit” when finished entering information**

MENTAL HEALTH
SCCM
Specialty Court Case Management

MENU LOG - OUT ADMIN

Client Name: James, Mark
Case Manager: Randolph, Jessica
Judge: Fairly, Rules

Court Type: Adult Circuit
Case Number: 23432

NO PICTURE AVAILABLE

PERSONAL INFORMATION

JOURNAL

Date: 4/6/2009 Type: Select *

NOTES

For type select "Schedule Court Hearing."

Character Count: 0/7500 (Max.)

Click Submit when finished entering information. SUBMIT

JOURNAL HISTORY

From: To: Type: ALL--Except Appointment Keywords: VIEW

DATE	TYPE	RESULT	ENTERED BY	NOTES
03/13/2009	Jail		Brown, Marlon	The Client is in Jail when accepted from screening
03/13/2009	Phase	Admit	Brown, Marlon	Admit Client into Phase 1

First || Previous || Next || Last || Go to page: 1

Drug / Substance Abuse Tests

1. Choose participant from the **Dashboard**
2. Under the **Client Menu** choose **“Substance Abuse Testing”**
3. Add new tests by clicking the folder with the **“+”** sign, and enter testing information as appropriate
4. **Click “Submit” when finished entering information**

MENTAL HEALTH
SCCM
 Speciality Court Case Management

MENU LOG-OUT ADMIN

Client Name: James, Mark
 Case Manager: Randolph, Jessica
 Judge: Fairly, Rules

Court Type: Adult Circuit
 Case Number: 23432

NO PICTURE AVAILABLE

PERSONAL INFORMATION

SUBSTANCE ABUSE HISTORY

SUBSTANCE ABUSE TEST HISTORY

Sobriety Days: 24
 Total Positive Results: 0
 All Drug Tests: 0

Edit substance abuse history here.

Filter By: All

Add new testing information here.

DATE/TIME	PANEL NO.	DRUGS TESTED	RESULTS (+)	RESULTS (-)	OVERALL RESULTS	NOTES
First Previous Next Last Go to page:						

SUBSTANCE ABUSE TEST

* Test Type: Select Previous Test Test Date: Click the calendar to add one or more dates

Panel #: 0 Test Time: Select

DRUGS TESTED

Test type and test date are required fields.

DRUG	* TEST FOR	RESULTS	COMMENTS
Alcohol	<input type="checkbox"/>	Negative	
Marijuana	<input type="checkbox"/>	Negative	
Amphetamines	<input type="checkbox"/>	Negative	
Cocaine	<input type="checkbox"/>	Negative	
Barbiturates	<input type="checkbox"/>	Negative	
Hallucinogens	<input type="checkbox"/>	Negative	
Opiates	<input type="checkbox"/>	Negative	
PCP (Phencyclidine)	<input type="checkbox"/>	Negative	
Benzodiazepines	<input type="checkbox"/>	Negative	
	<input type="checkbox"/>	Negative	
	<input type="checkbox"/>	Negative	
	<input type="checkbox"/>	Negative	
Overall Test Results		Negative	

NOTES

Character Count: 0/2000 (Max.)

Click Submit when finished entering **SUBMIT**

The testing template can be modified by choosing "Admin Menu" and then "SA Testing Profile."

Multiple SA testing dates can be scheduled by choosing "Menu" and then "Bulk Tasks."

First Drug / Alcohol in Screening

1. Choose participant from the **Dashboard**
2. Under the **Client Menu** choose **“Initial Eligibility Screening”**
3. Scroll to the bottom of the screen and select **Page 3**
4. Scroll to the bottom of the screen and enter information as appropriate.

Notes:	<input type="text"/> Character Count: 0/2000 (Max.)
Other Screening/Assessment:	Select <input type="button" value="v"/>
Notes:	<input type="text"/> Character Count: 0/2000 (Max.)
* Substance Abuse Diagnosis:	Select <input type="button" value="v"/> 305.2-Cannabis Abuse <input type="button" value="v"/>
Tool Used For Diagnosis:	<input type="text"/>
Global Assessment Of Functioning (GAF) Score:	<input type="text"/>
ASAM Placement Criteria:	Select <input type="button" value="v"/>
* Age Began Using Drugs:	18 yrs
Years Using Drugs:	<input type="text"/> yrs
* Age Began Using Alcohol:	15 yrs
Years Using Alcohol:	<input type="text"/> yrs
* Currently In Substance Abuse Treatment Program?	<input checked="" type="radio"/> Yes <input type="radio"/>
<< < 1 2 3 4 5 6 NOTES > >>	
<input type="button" value="SUBMIT"/>	

5. Click “Submit” when finished entering information