

Definitions and Instructions for completing the Adult Drug Court Program Report

For the purposes of this report, the reporting period begins on the first day of the month and ends on the last day of the month for which you are reporting. For example, the March report would count clients from March 1 - March 31.

General Program Information Section

Number of participants enrolled in the program on the first day of the month:

This number will include only those that have been accepted and ordered into drug court, and have not graduated or left the program on the 1st day of each reporting month.

Number of participants enrolled in the program on the last day of the month:

This number will include only those that have been accepted and ordered into drug court on the last day of the reporting month; do not include those who graduated or left the program during the month.

Number of new participants that entered the program during the month:

This is the number of participants that was screened and accepted into your program during the reporting month and that was not the previous month. This includes anyone entering on a pre-adjudicated status, post-adjudicated status, or transfer from another program.

Number of person screened for admission but rejected for not meeting eligibility criteria:

This is the number of persons that were referred to the drug court but were not accepted for reasons such as: failure to pass legal screening or was not appropriate candidate as a result of clinical screening.

Of the new participants, how many entered on a pre-adjudicated status:

This number refers only to new participants who entered the program during the month who may have plead guilty to the crime(s) for which they have been charged, but where the judge has placed them into a non-adjudicated status pending successful completion of drug court.

Of the new participants, how many entered on a post-adjudicated status:

This number refers only to new participants who entered the program during the month who have been found guilty by the court of their current or past charges. In many cases, this number reflects felony DUI offenders or probation violators that are enrolled in drug court instead of being revoked to prison.

Number of participants that are veterans of the US Armed Forces as defined by Title 38 USC:

This represents the total number of participants who have are US Armed Forces veterans who are eligible for veteran benefits as defined under Title 38 of the U.S. Code.

Number of participants that successfully completed the program during the month:

This number will reflect the number of participants who successfully met all requirements placed on them by the drug court program, and have been released from supervision. This number also includes graduates.

Number of participants that left before successfully completing the program:

This number will include the total number of participants who left during the reporting month due to: termination, voluntary withdrawal, transfer, or death.

Number of participants who were transferred to another drug court program for supervision:

This number will reflect the number of participants who the court of original jurisdiction transferred to another jurisdiction for supervision while in drug court.

Number of participants that committed at least 1 drug court violation during the month:

This is the number of total violations committed by all participants during the reporting month. Any and all actions that violate the rules of the drug court that are set forth in the program's policy and participant manuals. Includes, but not limited to: failed drug screens, missed appointments, curfew violations, being late for court, failure to abide by rules of a treatment facility, getting charged with a new crime, etc.

Number of violations that resulted in the participant being charged with a new crime:

Of the reported number of violations during the reporting month, this number will reflect criminal activity resulting in the participant being charged (not necessarily convicted) with a new criminal offense. This number includes only felony charges.

Balance remaining in "local drug court fund" on the last day of the month:

This ending monthly balance includes any monies received by the drug court program from any source other than the Administrative Office of Courts. These monies are generally the result of client fees, donations, and other contributions. The "local drug court funds" are funds that are administered by the lead county in each district and which by law, can only be spent for drug court purposes. Do not include federal grant balances unless those dollars have actually been deposited into the "local drug court fund."

Accountability Section

Dollar amount collected from drug court participant fines:

This is the amount that drug court participants pay in fines to the county during the reporting month. This money is generally deposited within the county's general fund.

Dollar amount collected from drug court participant fees:

This is the amount that drug court participants pay in participation fees to the county during the reporting month. This money is deposited into the county's "local drug court fund" for the sole purpose of supporting the drug courts.

Total number of days served in local jails by sanctioned participants during the month:

This number reflects the total of all days served in local jails by all participants as the result of being sanctioned by the court for violation of program rules during the reporting month. Do not include days served in state owned prison facilities under supervision by the Mississippi Department of Corrections.

Total number of days that electronic monitoring devices were used during the month.

This is the total number of days during the month that any participant who was fitted with any electronic monitoring device where the device's purpose is to help the drug court program provide more intense supervision of the participant.

Testing Section

Total number of urine, hair, or saliva samples collected and tested during the month:

This number represents the total number of urine samples, hair samples, and/or saliva samples that were collected and tested from all participants during the reporting month.

Total number of “drugs of abuse” that were tested on the above samples:

This refers to the total number of “drugs of abuse” that were tested on samples collected during the month. For example: If a drug court has 100 participants testing 2 times per week using a 5-panel drug test, the answer would be 4,000 drugs of abuse tested for. $100 \text{ (participants)} \times 2 \text{ (times per week)} \times 4 \text{ (weeks in month)} \times 5 \text{ (test cup)} = 4,000$. This is a very basic way of describing the high number that goes into this field.

Total number of positive test results:

This number is total number of positive results on all screened drugs of abuse. **DO NOT** include FTA (failure to appear), low creatinine, or diluted samples as positive test results.

Treatment Section

Participants referred to an In-patient treatment program during the reporting month:

This refers to participants that have not previously received treatment. List the number that were referred to a facility where patients live temporarily while receiving treatment for their addictions.

Participants referred to an Intensive Out-patient treatment program during the reporting month:

This refers to participants that have not previously received treatment. List the number that were referred to a facility that provides treatment services for their addictions while maintaining the freedom to go home at the end of the day.

Participants referred for group or individual counseling only:

This refers to participants that have not previously received counseling. List the number that were referred to drug and/or alcohol counseling sessions provided by a licensed counselor.

Number of active participants that returned back to one of the above treatment programs:

This refers to any active participant that was referred, requested, or ordered by the court to return to one of the above programs due to continued alcohol and/or drug relapse.

Total contact hours with A&D counselors for all active participants during the month:

This number is a total for all participants who participated in group or individual counseling with a licensed alcohol and drug counselor. This category does not include AA/NA meetings or Peer Support Specialist led meetings.

Number of veterans in program actively receiving A&D Treatment from the VA hospital:

Of the active veterans in the program during the month, how many are receiving alcohol and drug treatment services from the Veterans Administration hospital or affiliated program provider. Do not include any veteran that is receiving treatments services at other locations.

Social Improvement Section

Number of “drug-free” babies born to active female participants during the month:

This is the total number of babies born to active female participants during the reporting month and whose alcohol and/or drug addictions may have affected the health of the child if the mother were still using the alcohol and/or drugs while pregnant.

Number of participants that regained custody or visitation rights during the month:

This is the total number of active participants that previously had lost custody of their children or visitation rights to see their children due to their alcohol and/or drug addictions and have since regained custody or visitation rights.

Number receiving their General Education Development (GED) certificate during the month:

The total number of active participants that successfully completed all required elements of GED Program and achieved a passing grade required to receive their GED during the reporting month.

Number of participants gaining employment during the month and were previously unemployed:

The total number of participants during the reporting month that were unemployed during the previous reporting month and who are now gainfully employed..

Number of participants who enrolled during the month in a vocational training program:

This refers to the total number of participants who enrolled in a vocational training program offered by a non-profit or for-profit educational facility or a public or private company during the reporting month.

Number of participants who enrolled during the month in a post-secondary education program:

This number refers to the total number of active participants who enrolled in an education program offered by a 4 year university, community college, or for-profit college and are pursuing a specialized degree in the field of their choice during the reporting month.

Number of participants receiving reinstatement of their driver’s license during the month:

This refers to the total number of active participants that received reinstatement and validation of their driver’s license and whose driver’s license was non-existent, suspended, or revoked during the previous reporting month.

DIRECTIONS FOR SUBMITTING REPORT

The monthly program report is available on the Supreme Court’s website on the drug court page. The monthly program report is in a fillable report format and should be filled out using your computer. The monthly program report must be filled out in its entirety. If a category is left blank it will be reported as “not reported, NR”. The original signed report must be submitted to the Administrative Office of Courts no later than the 10th day of each month. Faxed copies are not acceptable.

Mail reports to:

Administrative Office of Courts
P.O. Box 117
Jackson, MS 39205