PRISM 3.5

Support Treatment and Addiction Recovery Services (STARS)

Requirements

FINAL Version 4.0
July 1, 2010

Contents

Version Control 3
Introduction, Background, Goals for New Screens 4
    Introduction 4
    Background 4
    Goals for the New Screens 4
PRISM TREATMENT Menu 5
Accessing the new STARS section in PRISM 5
STARS Treatment Maintenance 6
    Treatment Maintenance Home 7
Master Curriculum Setup 8
Individual Class Edit List Screen 9
Individual Class Edit Detail Screen 10
Registration 11
    Registration Home 11
Individual Client Registration Screen 12
Register Multiple Clients 13
Client STARS Sessions 14
    Sessions List 14
    Sessions Detail 14
STARS Reports 15
  Class Roster 16
Utilization of Biometric Data for Registration and Automated Biometric Check-In 17

Version Control

Date	Version	Revision Description	Author
11.4.2009	1.0	Requirements	Diana Lowery & Doug Swingle
11.25.2009	2.0	Requirements	Diana Lowery & Doug Swingle
4.23.2010	3.0	Requirements	Diana Lowery & Doug Swingle
5.12.2010	3.5	Requirements	Diana Lowery & Doug Swingle
7.1.2010	4.0	Final Version	Diana Lowery & Doug Swingle

Introduction, Background, Goals for New Screens

Introduction

This document provides the functional requirements for the new Support Treatment and Addiction Recovery Services (STARS). It is the intent of these new screens is to create an a module within Treatment Menu in PRISM for the case managers (PSOs) to register, roster and track clients that have participated in and attended group sessions within the New Directions and Sanctioned Based Treatment programs at Pretrial Services Agency (PSA).

Background

Currently PSA registers approximately clients in twelve (12) tracks (groups) over three modalities (Intensive Outpatient, Outpatient, and Wellness). The STARS module will be used by treatment case managers, the STARS registrar, and the Treatment Specialists and Supervisors. The new STARS module will replace the antiquated paper process of placing clients in Sessions (groups).

Goals for the New Screens

The new screens in PRISM will provide a series of tools to

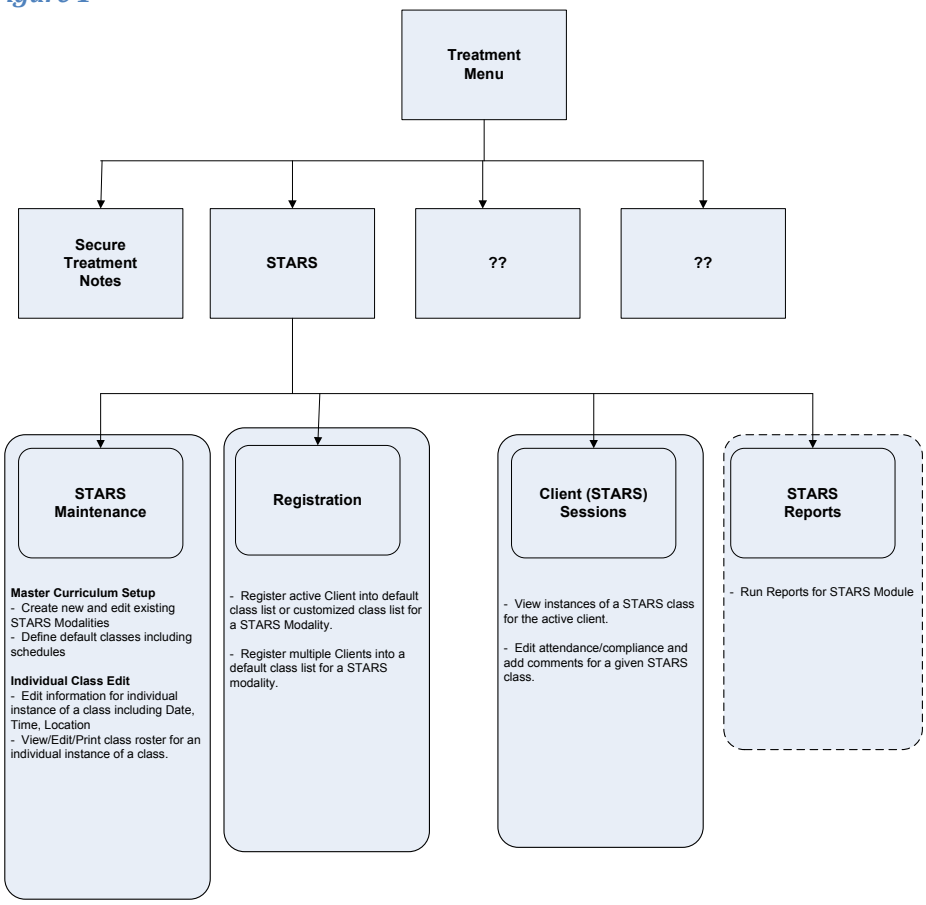
- Define and maintain STARS curriculum for each track
- Register clients for a track of default classes or a customized track
- Monitor a specifics progress through STARS
- Provide a series of reports to support the STARS module

The new screens will eliminate the manual registration process for all clients.

PRISM TREATMENT Menu

The diagram in Figure 1 represents the functionalities available for individual menu items within the STARS module.

Figure 1

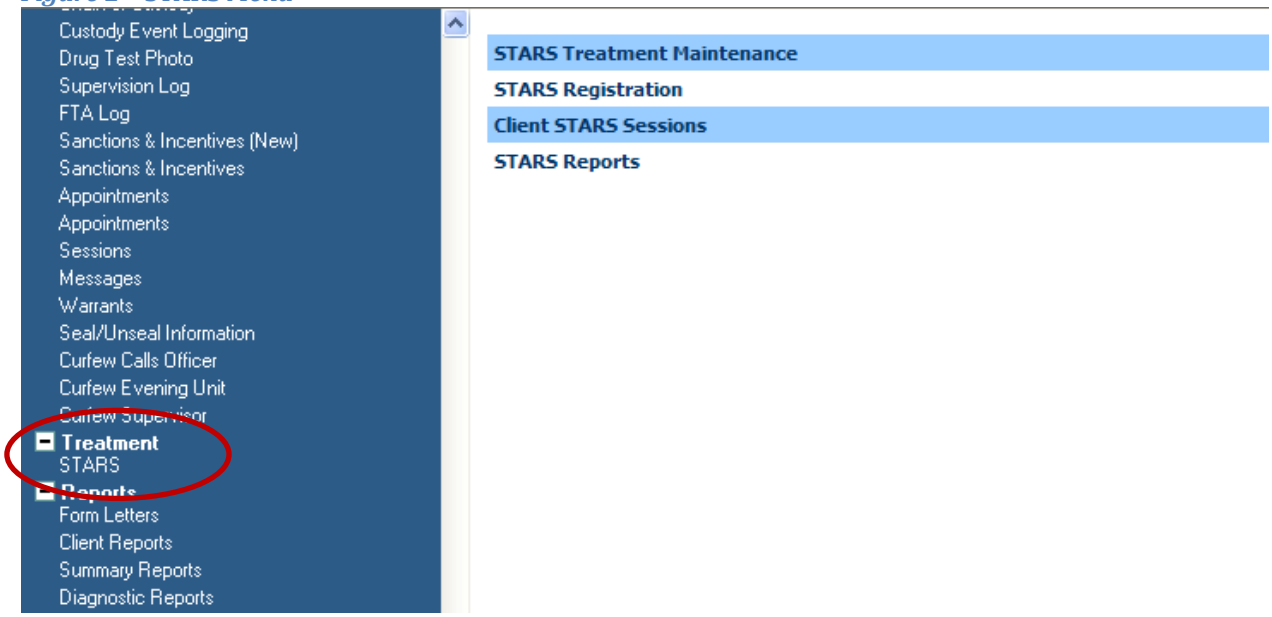


Accessing the new STARS section in PRISM

Users can access the STARS section of PRISM by clicking on "STARS" under a new Treatment sub-menu item in the PRISM menu tree (see Figure 2). The result will give the users the options of selecting one of the following:

- STARS Treatment Maintenance – Setup STARS modalities and individual class sessions.
- STARS Registration – Register the active client or multiple clients for a STARS modality.
- Client STARS Sessions – View STARS information for the active PRISM client.
- STARS Reports – Select one of multiple STARS reports to run.

Figure 2 – STARS Menu



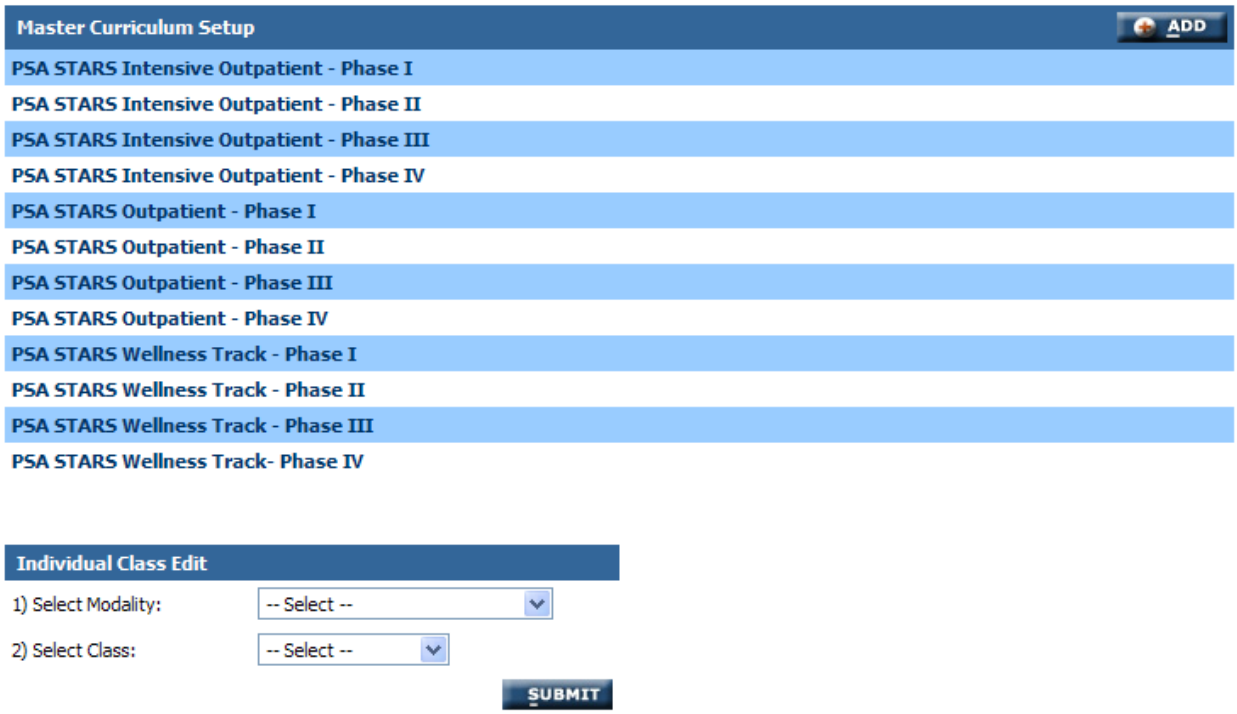
STARS Treatment Maintenance

Treatment Maintenance Home

The purpose of the Treatment Maintenance Home screen is to provide an entry point into the maintenance activities for STARS. The Treatment Maintenance Home screen is divided into two parts (see Figure 3). The first part will list all STARS modalities (set of classes) that have been defined. The second is the Individual Class Edit search.

- Master Curriculum Setup – Clicking on an existing curriculum listed or clicking the "Add" button will allow the user to define STARS modalities as well as the default class schedule for a modality. This will take you to the Master Curriculum Setup detail screen.
- Individual Class Edit – View upcoming instances of a particular class by selecting the modality and class, then clicking "Submit" This will take you to the Individual Class Edit/Detail screen.

Figure 3 – Treatment Maintenance Home



Master Curriculum Setup

The Master Curriculum Setup page (Figure 4) provides detail of all classes associated with a modality, and the ability to add or remove classes. In the screen shot below, the classes are represented by the "Related Activities" list. The intent is for this section to function the same way the current PRISM Program Definitions operates. The user can define a name for the modality and can also set the Current property to "Current" or "Prior" so that the modality can appear where applicable in dropdowns.

Classes (or "Activities") are added by clicking on the "Add" button, or edited by selecting the class you wish to edit. When a defendant is enrolled into a particular modality, all of the default activities defined on the Master Curriculum Setup detail page under "Related Activities" will be added to the defendant's sessions per the scheduling agent.

Figure 4 – Master Curriculum Setup

Program Definition

Treatment Modality/Phase	PSA STARS Intensive Outpatient - Phase I
Status	○ Current ○ Prior

SAVE CANCEL

Related Activities

Activity Name	Activity Subtype	Phase Code	Default	Status	ADD
Recovery Matters	STARS - Therapy Group	P1	Yes	Current	
CBT	STARS - Therapy Group	P1	Yes	Current	
MAC Group	STARS - Drug Education Group	P1	Yes	Current	
Real Recovery	STARS - Specialty Group/Seminar	P1	Yes	Current	
Life Skills	STARS - Specialty Group/Seminar	P1	Yes	Current	
Alive and Well	STARS - Specialty Group/Seminar	P1	Yes	Current	

Individual Class Edit List Screen

The Individual Class Edit List screen (Figure 5) gives a list of all upcoming instances of the class that was selected on the Treatment Maintenance Home page. The list will only contain classes that are scheduled in the future four weeks as of the current date. Users will see the Day of the Week, what Phase the class belongs to, as well as the location, time and enrollment details. By clicking on a row, the user is taken to the Individual Class Edit Detail screen where they can edit information for one class instance only (changes made to entire sets of classes should be done through the Master Curriculum setup and the Related Activities.

Also, by clicking the "Run Report" button at the end of each row, the user can print a class roster report for that individual instance of the class.

Figure 5 – Individual Class Edit List

Upcoming Classes - Recovery Matters

Date	Day	Modality/Phase	Location	Time	Enrollment M/F	
11/4/2009	Wednesday	Intensive Outpatient Phase I	Classroom A	5:30pm	10/13	RUN REPORT
11/6/2009	Friday	Intensive Outpatient Phase I	Classroom A	7:30pm	15/9	RUN REPORT
11/6/2009	Friday	Intensive Outpatient Phase II	Classroom C	8:00pm	9/12	RUN REPORT
11/11/2009	Wednesday	Intensive Outpatient Phase I	Classroom A	5:30pm	20/17	RUN REPORT
11/13/2009	Friday	Intensive Outpatient Phase I	Classroom A	5:30pm	7/7	RUN REPORT
11/14/2009	Saturday	Intensive Outpatient Phase II	Classroom C	8:00pm	15/17	RUN REPORT

Individual Class Edit Detail Screen

The Individual Class Edit Detail Screen shown in Figure 6 provides a way to view and edit individual instances of a class, as well as print the class roster and make changes to a class roster.

When editing the class details, the user can change the date and time of the class as well as the location. They can also cancel the selected instance of the class, which would then remove the class from the enrolled defendant's Sessions schedule.

When editing the class roster, users can remove any defendant from the class instance, which will remove the class from the defendant's schedule, or they can add a defendant to this instance of the class. This action will then add the instance to the defendant's session schedule.

Figure 6 – Individual Class Edit Detail

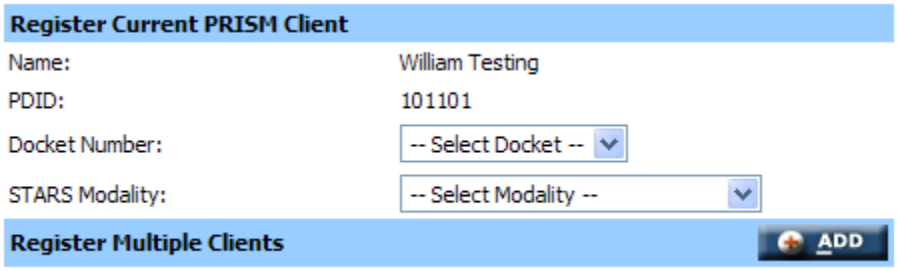
Registration

Registration Home

The Registration Home screen (shown in Figure 7) gives users the option of registering the current client that the user is working with inside PRISM, or multiple clients to a STARS modality. If there is no active client, there will be a notice for the user to search for a defendant before they can register one to a modality.

When a user wishes to register an individual client, they must select a docket and modality. This will then take them to the individual registration screen. If a user wishes to register multiple clients, they must select the "Add" button next to "Register Multiple Clients".

Figure 7 – Registration Home



Individual Client Registration Screen

After selecting the Modality on the Registration Home page under "Register Current PRISM Client", the user is directed to the screen shown in Figure 8. From this screen, the default set of classes (as defined under Master Curriculum Setup") is populated with checkboxes selected on the left. The user can save the modality as-is, or edit the set of classes by selecting and unselecting the appropriate checkboxes, and radio buttons for the appropriate times for this defendant before saving.

Figure 8 – Individual Client Registration

Name: William Testing
PDID: 101101
Docket Number: CR09-0101919
STARS Modality: Intensive Outpatient - Phase I

Register	Name	Schedule
Therapy Group Sessions		
☑	Recovery Matters	○ Morning ○ Afternoon ○ Evening
☐	RAP	○ Morning ○ Afternoon ○ Evening
☐	CBT	○ Morning ○ Afternoon ○ Evening
☑	Values	○ Morning ○ Afternoon ○ Evening
☐	Staying Straight	○ Morning ○ Afternoon ○ Evening
☐	Winners Circle I	○ Morning ○ Afternoon ○ Evening
☐	Winners Circle II	○ Morning ○ Afternoon ○ Evening
☐	Winners Circle III	○ Morning ○ Afternoon ○ Evening
☐	COD Therapy A	○ Morning ○ Afternoon ○ Evening
☐	COD Therapy B	○ Morning ○ Afternoon ○ Evening
Drug Education Group Sessions		
☑	MAC Group	◉ Morning ○ Evening
Gender Specific Group Sessions		
☑	Brother to Brother	◉ Morning ○ Afternoon ○ Evening
☐	Sister to Sister	○ Morning ○ Afternoon ○ Evening
☐	Men: Trauma	○ Morning ○ Afternoon ○ Evening
☐	Women: Trauma	○ Morning ○ Afternoon ○ Evening
Peer Support Group Sessions		
☐	Step by Step	○ Morning ○ Afternoon ○ Evening
☐	SMART Recovery	○ Morning ○ Afternoon ○ Evening
Specialty Group/Seminars		
☐	Real Recovery	○ Morning ○ Afternoon ○ Evening
☑	Alive & Well	◉ Morning ○ Afternoon ○ Evening
☑	Life Skills Seminar	◉ Morning ○ Afternoon ○ Evening
☐	Outside Support	○ Morning ○ Afternoon ○ Evening
☐	Assessment and Readiness	○ Morning ○ Afternoon ○ Evening
☐	Psychological Evaluation	○ Morning ○ Afternoon ○ Evening
☐	Health Education and Nutrition	○ Morning ○ Afternoon ○ Evening

SAVE CANCEL

Register Multiple Clients

The Register Multiple Clients screen provides way to register multiple defendants for the same default Modality. **First** the user must enter PDIDs for the clients since they must be verified in the system (see Figure 9).

Figure 9 – Register Multiple Clients (search by PDID)

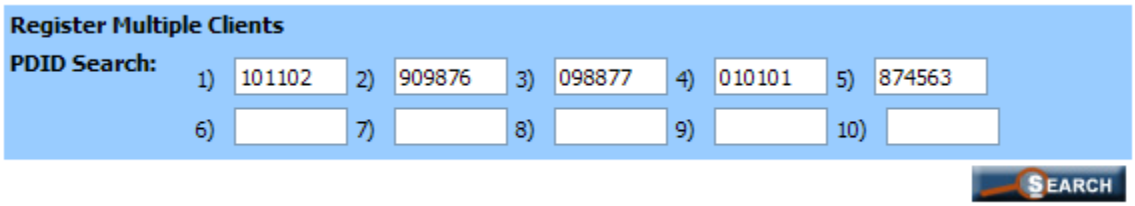
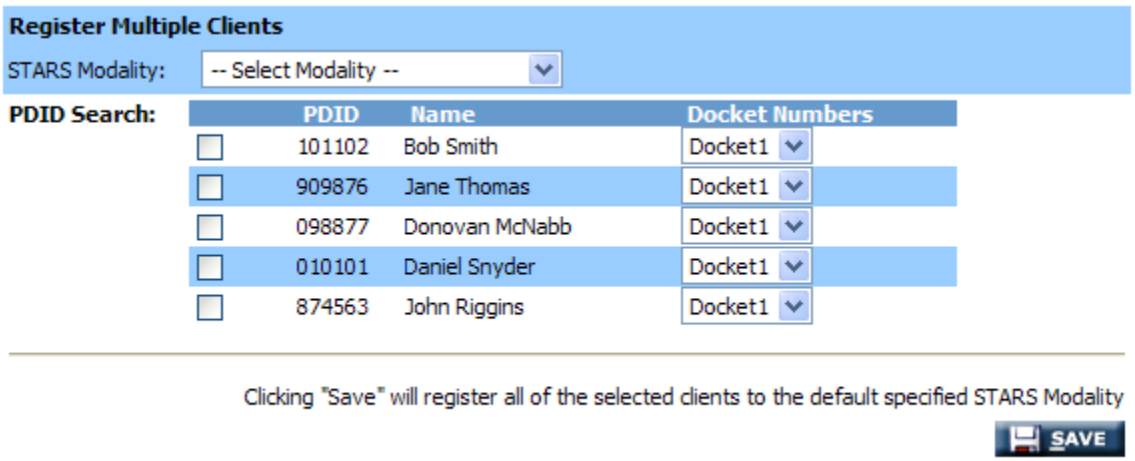


Figure 10 shows the results of the PDID search:

Figure 10 – Register Multiple Clients Search Results



In order to register multiple clients, the user must select the Modality for which the clients will be registered, and then select the check box (and appropriate Docket Number) for each client to add.

Client STARS Sessions

Sessions List

The Sessions List screen in Figure 11 will show a list of all STARS sessions (classes) that the client has been enrolled in over "x" number of months as well as any classes the client is enrolled in for the next four weeks. Information will include the Session Date, Time, Class Title/Modality and the client's Attendance for that session if the session has passed.

Figure 11 – Client Sessions List

Name: William Testing

PDID: 101101

Date	Time	Class Title/Modality	Attend
11/2/2009	5:30pm	Real Recovery Intensive Outpatient Phase I	--
10/30/2009	7:30pm	Brother to Brother Intensive Outpatient Phase I	Yes
10/26/2009	5:30pm	Real Recovery Intensive Outpatient Phase I	No

Sessions Detail

The Sessions Detail screen (Figure 12) provides detail of an individual client session and allows for Attendance and Compliance information to be edited for prior classes. There is also a Comments field to enter miscellaneous information that can appear on reports.

Figure 12 – Client Sessions Detail

Session Informaton

Date 11/2/2009
Time 5:30pm
Title Real Recovery - Intensive Outpatient Phase I
Location Classroom A
Attend (•) Yes ( ) No
Compliance (•) Yes ( ) No

Comments

SAVE CANCEL

STARS Reports

Client Schedule

The Client Schedule will list the set of classes for which a client is enrolled including the class name, days of week the class meets as well as time, and the start/end date for which the client is expected to report to the class.

Figure 13 – Client Schedule

District of Columbia Pretrial Services Agency
Support, Treatment and Addiction Recovery Services

Savales, Tele **PDID: 108109**

STARS Schedule

Class Name	M	T	W	T	F	S	Time	Start Date	End Date
Recovery Matters	X			X			5:00PM-7:00PM	3/15/2010	6/17/2010
MAC Group		X	X				8:00PM-9:00PM	3/15/2010	6/17/2010
Brother to Brother		X					5:30PM-7:30PM	3/15/2010	6/17/2010
Real Recovery			X				6:30PM-8:30PM	3/15/2010	6/17/2010
Alive & Well					X		5:00PM-7:00PM	3/15/2010	6/17/2010

Class Roster

The Class Roster displays a list of client's enrolled in an individual instance of a STARS class. The Roster displays a unique bar code for that instance as well as bar codes for each client that is enrolled in order to track attendance and other information (* other information needs to be defined).

Figure 14 – Class Roster

District of Columbia Pretrial Services Agency
Support, Treatment and Addiction Recovery Services

Intensive Outpatient Phase I

Therapy Group - Recovery Matters

Wednesday, September 30, 2009
7:00PM - 9:00PM
Room 224

Session ID Scan
Demo
12345678

Name	PDID	DOB	Case Manager	Comment
MICHAEL CLEARY Demo	100001	10/5/1964	John Smith	
STERLING JOHNSON Demo	100002	10/5/1964	John Smith	
William Testing Demo	100003	10/5/1964	John Smith	

Utilization of Biometric Data for Registration and Automated Biometric Check-In

As part of the STARS registration process, a defendant will have their fingerprints scanned upon receipt of their STARS class schedule. This scan will be done by their case manager at a central location in the office.

The scanning equipment and software will link to PRISM, and store the fingerprint image as a .jpeg file along with the defendant's name and PDID.

When a defendant arrives for a STARS session, they will check in with and administrator by scanning their fingerprint. Non proprietary software will confirm the print against the PRISM database. The admin will then be shown the defendant's name, PDID, photo and confirm their attendance. In addition, the admin will have the option of confirming pertinent information such as the defendant's address (see Figure 15)

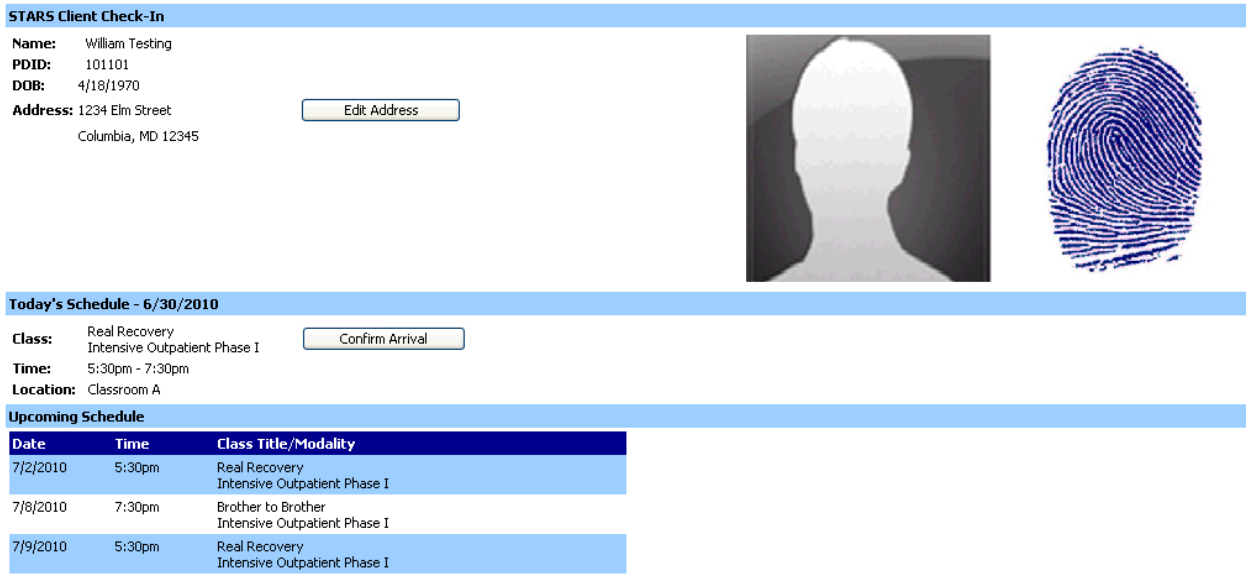



Figure 15