

# Definitions and Instructions for Completing Specialty Court Statistical Report

For the purposes of this report, the reporting period begins on the first day of the month in the quarter and ends on the last day of the month in the quarter for which you are reporting. For example, 3<sup>rd</sup> Quarter reporting would count participants from January 1 through March 31. **Please note, if your program does not have any clients for the respective category please enter a zero. If the category is left blank it will be reported as “not reported, NR.”**

## **Active Clients**

A defendant ordered by the Court to participate in a specialty court treatment program who is actively participating in the program and is receiving treatment services. The defendant may also be known as “client or participant.” *Count active clients from previous quarter on line 1.*

## **New Clients/Admissions**

A defendant that has been officially screened, accepted, and is actively receiving treatment (services) within the Court ordered treatment program. The treatment provider has received payment for a new client/admission. *Count as new clients/admissions on line 2.*

## **Clients who Volunteered to Participate**

An individual choosing to voluntarily enter/participate in a Court provided treatment program in which a friend or loved one is currently an active participant receiving treatment. A voluntary participant is paying their own treatment costs including weekly fees to the Court or the treatment provider. *Count as client who has volunteered to participate on line 3.*

## **Graduates**

A defendant in a mandated treatment program who has fulfilled the treatment program’s established requirements and is honorably discharged (graduated) from the program. *Count as clients who graduated on line 4.*

## **Terminations**

A defendant in the Court ordered treatment program that has not followed mandated treatment program requirements (e.g., counseling, drug testing, etc.) and is removed by the Judge presiding over the specialty court program or any other agencies participating in the specialty court program (e.g., treatment providers, public defender, district attorney). Do not include self terminated, deceased, or transferred clients here. *Count as clients that were terminated from the program on line 5.*

## **Self-Terminations/Voluntary Withdrawals**

A defendant participating in a Court ordered treatment program who voluntarily withdraws him/herself from the treatment program. *Count as clients that self-terminated/voluntarily withdrew from the program on line 6.*

## **Deceased**

A defendant who is no longer involved in a program due to death. *Count as deceased clients on line 7.*

## **Transfer**

A client who has requested and been granted a transfer to another treatment program in another jurisdiction due to employment, family, etc. *Count client as transfer on line 8.*

## **Transferred to another program within the same jurisdiction**

A client who was transferred to another program within the same jurisdiction due to the other program being better suited to meet the needs of the respective client. Example, drug court client transferred to diversion court and/or mental health court. *Count clients as transferred to another program on line 9.*

## **Current Active Clients**

Total of active clients plus new and voluntary clients/admissions less graduates, terminations, self-terminations/voluntary withdrawals, deceased clients, and transfers. *Calculate as indicated above (and on form) and enter on line 10.*

## **Drug-Free Babies**

Babies born to any client who is actively participating in a program or has recently graduated from the respective program (was pregnant while in program). *Count as drug free babies born with the respective quarter.*

## **Bench Warrants**

A client that is not actively participating in the program and the presiding Judge issues a bench warrant. If a client has not been terminated due to bench warrant then the client is still considered active. When a client returns from bench warrant and has not been terminated, the client is still considered active. *Count all clients on bench warrant status even if they are still active clients.*