

TREATMENT PROVIDER USER MANUAL

Sex Offender Management Board Provider Data Management System

CONTENTS

TREATMENT PROVIDER USER MANUAL.....	1
Historical Background	4
Background	4
SOMB Information Sheet for Client Consent Form	5
Quick Start Overview	6
GETTING STARTED	8
Computing Requirements	8
Confirm Your Account	9
Passwords.....	9
Text Conventions.....	10
Login to SOMB System	11
SOMB Providers Data Management System Website	13
MY INFO MODULE	14
Tab - Provider Info	15
Edit Additional Languages Spoken.....	16
Tab - Addresses	17
ADD NEW RECORD.....	17
EDIT an Address	19

Delete an Address.....	20
Tab - Counties	21
Tab - Services (Read-only)	23
Tab - Supervisors (Read-only)	23
Tab - Licenses.....	23
Tab - Contact Us.....	24
SERVICE TRACKING MODULE.....	25
When to Complete the Service Tracking Data Entry.....	25
SERVICE TRACKING Dashboard	27
Add a New Client Service Tracking Record.....	29
Edit Client Information.....	31
Dashboard - Selected Client Service Tracking Record Details	33
Enter Client Service Tracking Data	34
Tab 1 - Referral Source	34
Tab 2 - Demographic Information	34
Tab 3 - Adjudication/Conviction	35
Tab 4 - Previous Sex Offense Specific Treatment.....	36
Tab 5 - Adjunct Treatment	36
Tab 6 - Mode of Treatment.....	37
Tab 7 - Treatment Session Frequency	38
Tab 8 - Level of Denial	38
Tab 9 - Treatment Setting.....	39
Tab 10 - Levels of Risk	39

Tab 11 -Match Treatment to Risk Level	41
Tab 12 -Identify Client Needs	41
Tab 13 -Address Client Needs	42
Tab 14 -Client Responsivity.....	42
Tab 15 -Treatment Dates	43
Tab 16 -Outcome Information.....	43
Laptops and Tablet Screens	45
Export a Response Record Before Submitting Data	45
Edit Client Service Tracking Data.....	46
Submit Responses	47
Submit Responses After Editing	49
Delete a Client Service Tracking Record in the Client Tracking System	50
Contact for Questions or Concerns	50
SOMB Data System FAQ.....	51

HISTORICAL BACKGROUND

Background

The Colorado Legislature passed House Bill 16-1345 in June 2016. The bill mandates that the Sex Offender Management Board (SOMB) approved providers collect data about how their clients are treated, evaluated, and polygraphed. You can read a summary of the bill at <https://leg.colorado.gov/bills/hb16-1345>.

The bill requires SOMB to collect data from the evaluators, treatment providers, and polygraph examiners who provide services to adults and juveniles who have committed sexual offenses and are under the purview of the SOMB Standards and Guidelines. Service providers are required to submit standardized information about their service when they completed an evaluation, complete a full treatment program, or each time they complete a polygraph for each client.

The SOMB Provider Data Management System (Data System) website gathers the client information through a computerized tracking system. The individual provider's name and other information that can directly identify you is deleted or encrypted from the research data collected as part of the project. The system collects and uses data at an aggregate level administrative data. The data are not used to isolate individual provider data or outcomes.

To see the current SOMB standards go to:

<https://www.colorado.gov/pacific/dcj/somb-standards-bulletins>

NOTE: Your ID is protected.

Client data and outcome information cannot be linked to you as a provider.
Your individual identity not a part of statistical analysis of the data.

SOMB Information Sheet for Client Consent Form

The prerequisite for entering Client Service Tracking data is obtaining each client's consent to share the data with SOMB. That means each provider will need to create a Client Consent Form for each client. You can include the form as part of a Release and Disclosure form you already have, or create a new form. Feel free to use or adapt any of the suggested content for your own Client Consent form. If a client does not consent you can still enter and submit data, but it is not required. Contact the SOMB Administrator for guidance if you have questions about using or adapting this text.

What is the service tracking database? The Colorado Legislature passed House Bill 16-1345 in June of 2016. In the bill is a mandate for the SOMB to collect data from the evaluators, treatment providers, and polygraph examiners who evaluate, treat, and provide polygraph services to adults and juveniles who have committed sexual offenses per the SOMB Standards and Guidelines. The SOMB Provider Data Management System collects administrative data from evaluators, treatment providers, and polygraph examiners at the time of evaluation, treatment, and polygraph completion for each client.

Why is the data being collected? The SOMB will monitor how well the SOMB Standards and Guidelines are implemented, and provide protection for the community by reducing the likelihood of future sexual offending.

How does it affect providers? Generally, it doesn't. The individual provider's name and other information that can directly identify you will be deleted or encrypted from the research data collected as part of the project. The system collects and uses data at an aggregate level administrative data. The data are not used to isolate individual provider data or outcomes.

How does it affect clients? SOMB is collecting client court case ID. Only the statistical analyst will see your court case ID (no names or birthdays). The court case ID will be used to track future recidivism data. SOMB stores the data on a secured department server.

Why should clients agree to participate? By agreeing to participate, clients will help monitor and improve the quality of the evaluation, treatment, and polygraph process to make sure it closely follows the evidence-based Risk-Need-Responsivity (RNR) model. No negative consequences will occur because of participation.

Do clients have to participate? No, clients are not required to participate. Participation is completely voluntary. If clients agree to participate, they can always change their mind and withdraw. They will experience no negative consequences, whatever they decide.

Who should clients contact for questions? Clients can talk to their treatment provider, or contact Yuanting Zhang at 303-2394373 or at yuanting.zhang@state.co.us

Quick Start Overview

- 1- **Confirm Your Account.** When you are accepted as a SOMB provider, you will receive a letter with your username and a link to instructions for establishing your password and confirming your account. After your account is confirmed, you will be able to login to the SOMB Data System. Link is valid for 120 hours (5 days).
- 2- **Login.** Go to the SOMB Data System at <https://sombproviders.state.co.us/>

The SOMB Data System has two main modules for Client Service Providers:

- A. **MY INFO:** View the information available about your services. This module has limited add, edit, or delete functions.
- B. **SERVICE TRACKING:** Add, edit, and delete data, download a PDF of data entered, submit data.

- 3- **Access the MY INFO module.**

Tabs and Topics in MY INFO Module

TAB	TOPIC	READ-ONLY / AVAILABLE FOR EDIT
Provider Info	General Information	Read-only except Additional Languages Spoken
Addresses	Agency, Address, Contact Information	Available for edit
Counties	Counties you provide services within	Available for edit
Services	Services you offer to SOMB clients	Read-only
Supervisors	Your SOMB supervisor(s)	Read-only
Licenses	Your professional licenses	Read-only
Contact Us	Email form to SOMB Administrator	Send email form

- 4- **Access the SERVICE TRACKING module.** Enter, edit, delete, and submit client service data. Download PDF of data entered.
 - A. Enter client information (Client ID, Consent Form, Court Type).
 - B. Enter service data in data entry tabs.

Data Entry Tabs and Topics for Treatment Providers

TAB	TOPIC	TAB	TOPIC
1	Referral source	9	Treatment Setting
2	Demographic information	10	Levels of Risk
3	Adjudication/Conviction	11	Match Treatment to Risk Level
4	Previous Sex Offense Treatment	12	Identify Client Needs
5	Adjunct Treatment	13	Address Client Needs
6	Mode of Treatment	14	Client Responsivity
7	Treatment Session Frequency	15	Treatment Dates
8	Level of Denial	16	Outcome Information

5- Submit Data to SOMB Data System Administration. After you submit data, you will not be able to edit your responses. You will have to contact the SOMB Data System Administrator to make changes. (email: yuanting.zhang@state.co.us)

GETTING STARTED

Computing Requirements

The SOMB Data System website is compatible with most modern browsers. However, browsers have varying levels of compliance with Internet standards, so there may be variations in how screens display and how functions work. This system is compatible with Windows 7 and later.

Here is an incomplete list of browsers that that should work well with the SOMB DMS.

- ✓ Internet Explorer 6 and later
- ✓ Microsoft Edge
- ✓ Firefox 5.x and later
- ✓ Google Chrome (preferred)

Points to consider:

Chrome is the recommended browser for the SOMB Data System whether you use a MAC or a PC. Using other browsers could negatively affect the performance of the data collection functions, especially on Apple computers.

NOTE: Chrome is the only browser that SOMB or the Colorado Office of Information Technology supports.

- The system is programmed for optimal use on a PC. Mac users may encounter irregularities in how the program works.
- Keep your computer system current. Updated computer hardware and software help the program function smoothly.
- Firewalls may interfere with system performance. Check with your IT department (or your owner's manual) on how to change your computer settings to resolve firewall issues.

Confirm Your Account

Before you can access the SOMB Data System, you must first apply to become an approved SOMB provider. For more information about SOMB, go to <https://www.colorado.gov/pacific/dcj/sex-offender-management-unit>

After your application is accepted, the SOMB Data System Administrator sends an email with your assigned username and a link to confirm your account. The link will be active for 120 hours (5 days) after the email is sent. Click the link and follow the instructions to confirm your account, establish a password, and access the SOMB Data System for data entry.

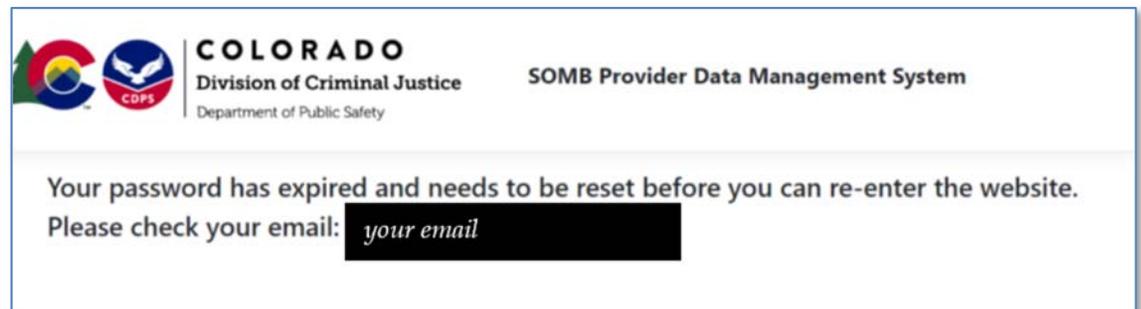
Please NOTE!

You must use the link in the email within 120 hours (5 days) after receiving the confirmation email.

After 120 hours, the link becomes invalid. If you attempt to use the link after it is invalid, you'll receive a message to contact the SOMB Administrator. The Administrator will send another confirmation email with a refreshed link. Click the refreshed link to confirm your account, establish a password, and access the SOMB Data System for data entry. As with the first link, the refreshed link is valid for 120 hours. Click the link to confirm your account, establish a password, and access the SOMB Data System for data entry.

Passwords

The password you establish when you confirm your account expires in 90 days. When you login on the 91st day, the system sends a message:



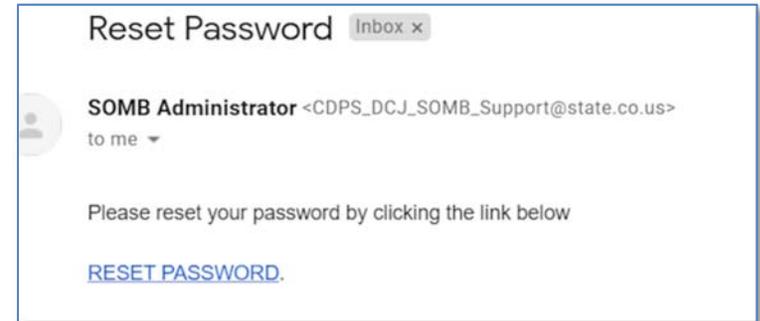
Check your email for a message from SOMB Administrator. The email will contain a link to reset your password. Click the link and follow the instructions.

Requirements for a password:

- Must have at least 8 characters
- Must have at least one lower-case letter
- Must have at least one upper-case letter
- Must contain at least one number
- Must contain at least one special character (like: * \$, !)

If you have trouble using your password, it may be because of a security protection issue. Contact yuanting.zhang@state.co.us for assistance.

After you reset your password, you can login to the SOMB Data System website.



Text Conventions

Bold Tab names, file names, popups, dashboards (Provider Info tab)

Italic Your input (your *Password*)

ALL CAPS Modules and acronyms (MY INFO Module, SOMB)

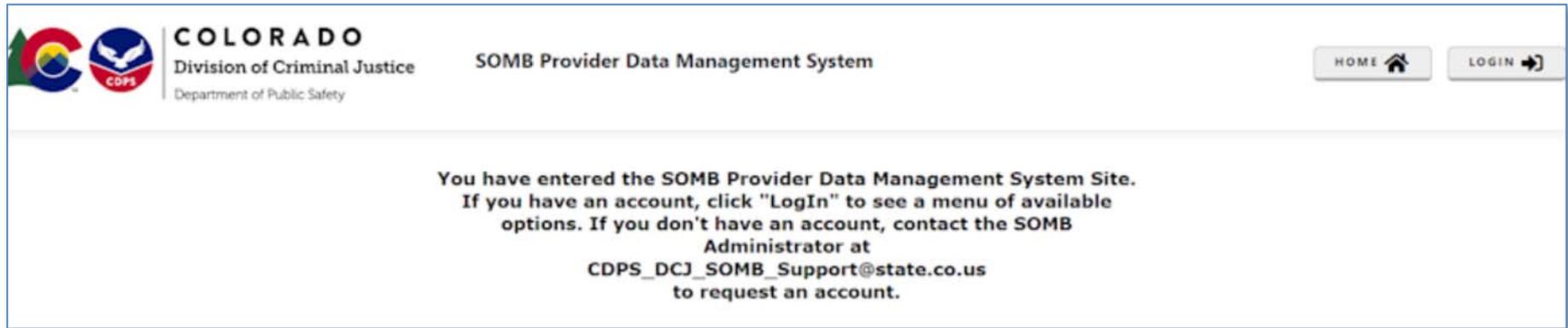
Button Clickable button

NOTE:

The information in screen graphics is fictitious and used as an example only.

Login to SOMB System

1- Open a browser window and go to <https://sombproviders.state.co.us/> The login screen displays this message:



- 2- Click **LOGIN** at the top right of the screen. The login popup appears.
- 3- Enter the *username* you received when you enrolled as a provider and the *password* you established when you confirmed your account.
 - Click **Remember me** if you want the system to remember your login information for a longer time.
 - If you need to retrieve your password, click **Forgot your password** and follow the directions given.



The MY INFO Dashboard appears with the Provider Info tab open. The data on the screen are fictional.

My Info

- Service Tracking
- SCSTS Background
- SCSTS Instructions

Most of the presented information is read-only and provided for your review. Contact the SOMB administrator (via the Contact Us tab) if any of the information is incorrect.

PROVIDER INFO | Addresses | Counties | Services | Supervisors | Licenses | Contact Us

Services Provided For: Adult, Juvenile

Next ADULT Expiration Date:

Next JUVENILE Expiration Date:

Dora License(s): Registered Psychotherapist,xyz

Date of Fingerprint:

Provider Status: Active

Additional Languages Spoken: SPANISH X

Status Date:

UPDATE

If you don't see this screen, (1) click MY INFO in the left column, then (2) click the Provider Info tab.

NOTE: The system automatically logs you out after 60 minutes.

SOMB Providers Data Management System Website

The SOMB Data System website for Service Providers has two main modules that serve two different purposes:

MY INFO: Here you can view the information on file about you and your services. You can also change your address and contact information. Data in the module originates from your application to be a provider. It is provided for your convenience to verify accuracy. The SOMB Data System Administrator maintains this module, so notify the SOMB Data System Administrator if information changes in areas you can't edit. (email: yuanting.zhang@state.co.us)

SERVICE TRACKING: Here you can view, add, edit, delete, and submit data about your services. Enter and submit data for each client when you complete their full treatment. The data are identified with a Court Case ID.

The next section of the User Manual describes the MY INFO Module.

MY INFO MODULE

The MY INFO module contains information on file about you and your services. It's important to keep this information current because this is what SOMB clients see when they search the database for a provider. Most information is Read-only. The next sections discuss information contained in each of the following tabs on the MY INFO Dashboard and guide you in editing Additional Languages Spoken, Address, and County data.

TAB	TOPIC	READ-ONLY / EDIT
Provider Info	General Information	Read-only (except Additional Languages Spoken)
Addresses	Agency, Address, Contact Information	Available for edit
Counties	Counties you provide services within	Available for edit
Services	Services you offer to SOMB clients	Read-only
Supervisors	Your SOMB supervisor(s)	Read-only. Not all providers have a supervisor
Licenses	Your professional licenses on file	Read-only
Contact Us	Email form to SOMB Administrator	Send email form

The screenshot shows the 'My Info' dashboard with the 'PROVIDER INFO' tab selected. A message at the top states: 'Most of the presented information is read-only and provided for your review. Contact the SOMB administrator (via the Contact Us tab) if any of the information is incorrect.' The interface includes a sidebar with 'My Info', 'Service Tracking', 'SCSTS Background', and 'SCSTS Instructions'. The main content area has tabs for 'PROVIDER INFO', 'Addresses', 'Counties', 'Services', 'Supervisors', 'Licenses', and 'Contact Us'. The 'PROVIDER INFO' tab contains the following fields:

- Services Provided For: Adult, Juvenile
- Next ADULT Expiration Date: [Empty field]
- Next JUVENILE Expiration Date: [Empty field]
- Dora License(s): Registered Psychotherapist,xyz
- Date of Fingerprint: [Empty field]
- Provider Status: Active (dropdown menu)
- Additional Languages Spoken: SPANISH x
- Status Date: [Empty field]

An 'UPDATE' button is located at the bottom left of the form area.

Tab - Provider Info

The **Provider Info** tab opens by default in the **MY INFO** dashboard. Click the **Provider Info** tab on the left if you can't see this screen. The following information is available in these data fields:

DATA FIELD	INFORMATION AVAILABLE	Read only/ For Edit
Services Provided For	Adult, Juvenile, Adult and Juvenile	Read-only
Next Adult Renewal Date	Due date for renewal for adult providers	Read-only
Next Juvenile Renewal Date	Due date for renewal for juvenile providers	Read-only
DORA License(s)	License(s) on file for Evaluator	Read-only
Date of fingerprints	Date fingerprints taken	Read-only
Provider Status	Active or inactive	Read-only
Additional Languages Spoken	Language(s) you speak	Available for Edit
Status Date	The date your current status was established - (Active or Inactive)	Read-only

The screenshot shows a web application interface for the 'PROVIDER INFO' tab. At the top, there are navigation tabs: 'PROVIDER INFO', 'Addresses', 'Counties', 'Services', 'Supervisors', 'Licenses', and 'Contact Us'. The main content area contains several form fields:

- Services Provided For:** A text input field containing 'Adult, Juvenile'.
- Next ADULT Expiration Date:** An empty text input field.
- Next JUVENILE Expiration Date:** An empty text input field.
- Date of Fingerprint:** A date picker field with a calendar icon.
- Provider Status:** A dropdown menu currently set to 'Active'.
- Additional Languages Spoken:** A dropdown menu currently set to 'Select'.
- Status Date:** A date picker field with a calendar icon.

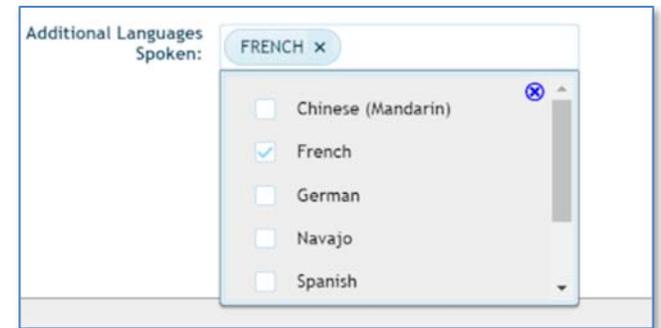
At the bottom left of the form area, there is a blue 'UPDATE' button.

Edit Additional Languages Spoken

You can add or remove languages you speak in the **Additional Languages Spoken** data field.

1- Add Language(s):

- Click into the **Additional Languages Spoken** dropdown on the right side of the screen. A dropdown appears with the available languages to choose from.
- Click the language you want to add in the dropdown list. (If you speak a language that is not on the list, email SOMB Administrator yuanting.zhang@state.co.us to have it added.)
- Then click the blue circled 'x' or click outside the dropdown to exit the dropdown and add the language(s).



2- Remove Language(s):

- To delete one language (two methods):
 - a. Click the black x in the shaded circle around the language.
 - b. Click into the dropdown for **Additional Languages Spoken**. Then unclick the box beside the language name. Then click the blue circled 'x' to exit the dropdown.
- To clear all languages, click the black 'x' that appears in the top right corner of the **Additional Languages Spoken** field when the cursor is in the field.

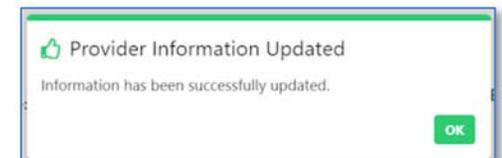
3- Click out of the dropdown to exit.

4- Click **Update** at the bottom of the screen. A "Please be Patient" popup might appear.

A Provider Information Updated popup appears with a message that the information was successfully updated.

5- Click **OK** on the popup.

This updates **Additional Languages Spoken**.



NOTE: The database system automatically saves your input.