# SOMB Data System FAQ

*1. If we use the court case number, should we enter the current court case number or the original sex offense court case number, if there is more than one court case?*

Answer: Either number is fine. We prefer you enter the sex offense court case number as it makes it easier for us to match later, but both will work. A court case number for a closed case is fine.

*2. When clients refuse consent, do providers still need to provide the court case number?*

Answer: On the 'Create a New Service Tracking Record' tab, the consent question will be the first question on the tab. When the response to client consent is 'No,' all of the remaining court case data will be populated as 0000s.



Case Class field: click the dropdown arrow and select CR, JD, or M.

A District Court case includes a "CR" or "JD" listed in the case number. A County Court Case includes an "M" in the case number. Please note that Denver County is the exception in terms of the drop down boxes related to County. For Denver County cases, use Denver county drop down. However, for Denver juvenile cases, use Denver JD.

County in which client was adjudicated/convicted.

Case Year: 4-digit year of adjudication/conviction

Case Sequence: type in the series of up to six numbers from the court docket (Sometimes called Case ID; this number is not unique and is used individually by each county court, and that's why we need county, year and case class to make it a unique number (the final auto-generated 16 digit number is called the Court Case ID generated by the database system).

The SOMB system generates a Court Case ID in the next field.

Court in which client was adjudicated/convicted: click the dropdown and select Adult Criminal Court or Juvenile Court.

Agency Client ID: (Optional field)

From there, the provider has two options to submit the data (Yes, you still need to do the submission). The provider can 1) Add the remaining service data without the court case number (no client identifying information) and submit; or 2) Submit the case without adding any additional service data (go back to the service tracking queue, click on pen button and add today's date and time). Please see the screenshots below for how to do Option 2.

*3. Do I need to enter the data for someone who is not adjudicated/convicted (similarly, does a community treatment provider enter data if they receive a client referral from DHS only?)*

Answer: It depends on whether the client falls under the SOMB standards. This data entry applies only to clients who are under the SOMB standards, and only if there was adjudication, conviction or deferment (deferred judgement, deferred sentences, or deferred adjudication). Cases of pre-plea adjudication or diversion, informal adjustments, or a referral for boundary education classes for a client who has not been adjudicated or convicted are not required to be reported.

*4. I occasionally provide pre-plea evaluations for attorneys. Most, if not all of these go on to enter a plea of guilty and thus I end up doing an update on the pre-sentence evaluation. At what point should I enter this into the database? Also, on the same note, I have a couple of evaluations that I completed prior to January 1, 2019 that were pre-plea. However, they entered a plea in 2020 and were then referred to probation for the PSI. I then completed an update of the older evaluation that I completed in 2019. Should I still enter this in the database, even though I would generally say the evaluation was completed before 2020?*

Answer: Cases of pre-plea adjudication or diversion, informal adjustments, or a referral for boundary education classes for a client who has not been adjudicated or convicted are not required to be reported. For any evaluation you did pre-conviction and then a conviction was entered and you do an evaluation update, even if the original evaluation was before Jan 2020, you need to enter the data once the conviction is entered and you do the update.

If a pre plea evaluation is completed, and the evaluator is contacted at the PSI stage for an update or made aware that the evaluation will be used in sentencing as is, you should input that evaluation into the database. Given this contingency, evaluators should, at the time they complete a pre-plea evaluation, inform the client of this, and have them sign the release of information if they are willing.

*5. I received a referral for aftercare (the client was transferred to me after successfully completing treatment somewhere else). Do I need to put the case in the database?*

Answer: Completion of treatment triggers a data entry. After that, a new case would start for any community-based treatment, including aftercare (a new case would then be entered when this is done). Thus, a new referral for treatment, even aftercare, is a new treatment event (this applies to both adult and juvenile cases) and would be put into the database.

*6. What happens if the aftercare is within the same agency? Who should enter the data if there are several providers handling the same client (treatment then aftercare) in an agency?*

*Answer: If everything is continuous within the same agency, there is no need to enter the case into the database until the aftercare is completed, at which point the entire course of treatment (regular treatment and aftercare) would be entered. The provider who is providing the aftercare could enter the entire course of treatment on behalf of the other treatment providers. Conversely, an agency therapist could enter the completion of regular treatment in the database, and the aftercare therapist could enter the completion of aftercare only once completed.*

*7. When should I start entering data? Should I retroactively enter data?*

Providers are required to enter service data after Jan. 1, 2020. If the client was discharged in 2020 but the consent form has not been signed you can try to contact the client again and see if it is possible to get the consent signed. Alternatively, if it is not possible to contact the client after the discharge, records can still be entered without client identifier (Court Case IDs will be all 0s) depending upon agency policy. Retroactively entering treatment cases without Court Case IDs is encouraged in general but will not allow the client records to be tracked for recidivism outcomes or across services.

*8. If this release falls under HIPPA,  do our clients need to be 18 to sign this for themselves or can they consent at 15 years old ?*

Answer: The laws regarding the age of consent have changed. We would encourage your agency to investigate this matter and determine whether youth under age 18 can sign research consent forms on their own. We are aware of some agencies making such decisions but your agency will need to determine the policy on parental consent

*9. What will be a provider see if they are both treatment provider and evaluator?*

Answer: one user name with two roles. Pick the role for the service that applies.

## 10. How can I find a case quickly?

On the 'Create a New Service Tracking Record' pop-up, a field for agency identification number (option field) has been added so that providers can find cases more quickly using the case numbering conventions with which they are more familiar.

Answer: In your client queue, you can also sort your cases by court case ID, different dates or types. Click on anywhere on that field and it can be sorted out by ↓↑.



## 11. Do I need to use the data system if I have an outside-of-the agency transfer (similarly, if a client is transferred from residential to outpatient treatment)?

Answer: Yes, a case transfer will be considered as unsuccessful administrative transfer or a successful completion depending on whether the client has successfully completed sex offense specific treatment, according to the SOMB Standards. An intra-agency transfer does not require the client information to be entered, and only clients who leave a treatment agency must be entered into the system.

## 12. Clear direction on how to process transfers within an agency?

| | CLIENT SERVICE RECORD SUMMARIES | Selected Client Service Tracking Record Details (Review/Edit Answers) | | | | | |
|---|---|---|---|---|---|---|---|

*Select a row to open the tracking results for the selected client*

+ CREATE A NEW CLIENT SERVICE TRACKING RECORD

| Court Case ID | Client Consent | Court Type | Type | Created Date | Modified Date | Submitted Date | Record Actions |
|---|---|---|---|---|---|---|---|
| D0011932CR000000 | Yes | Adult Criminal Court | Treatment | 11/19/2019 | 11/19/2019 | | Submit Export PDF |
| D0012019CR000899 | Yes | Juvenile Court | Treatment | 11/20/2019 | 11/20/2019 | | Submit Export PDF |
| D0011999CR000345 | Yes | Adult Criminal Court | Treatment | 11/21/2019 | 11/21/2019 | | Submit Export PDF |
| D0011999CR000089 | Yes | Adult Criminal Court | Treatment | 11/21/2019 | 11/21/2019 | | Submit Export PDF |
| D0022012JD123245 | Yes | Adult Criminal Court | Evaluation | 11/21/2019 | 11/21/2019 | | Submit Export PDF |
| D0021990CR000000 | Yes | Adult Criminal Court | Treatment | 12/03/2019 | 12/03/2019 | | Submit Export PDF |
| 000000000000 | Yes | Adult Criminal Court | Treatment | 12/04/2019 | 12/04/2019 | | Submit Export PDF |

Clicking anywhere on the row will take you back to the questions; clicking on the pen button will take you to edit the pop-up screen.

This button will allow you to transfer an existing client's data from one provider to another. The provider transfer of clients is only when a client is transferring from one provider within an agency to another within the same agency. Any transfer to a different agency requires a data submission.

## 13. How and what to input when a client has both adult and juvenile cases?

Answer: A client can only fall under one SOMB standard at any given time-point, and not both Standards at the same time. Please enter data based on whichever Standard you were following for that client.

## 14. Do I need to enter data for Interstate or Federal cases who follow the SOMB standards?

Answer: There is no need to enter data for interstate or federal cases.

## 15. Can an office administrator enter the data for the service provider?

Answer: This is strongly discouraged. However, we understand there are circumstances and special needs. The SOMB does not control use of the provider's log-in information, and liability of sharing this information falls on the service provider.

## 16. What do I do if I have a client coming back to me?

Answer: Treat it as a new case, and do a new data entry. If a client is discharged from a program, and then returns to the same program, a data entry is required for the initial discharge, and then a second data entry is required for the new treatment involvement.

## 17. What should I do if I see a "Stop Scripts" message?

Answer: Users are responsible for configuring their browsers. If you get a 'stop script' message, you may need to adjust your browser configuration. Browsers have all kinds of settings, including for how scripts are handled (disabled, confirm, allow, etc.). One easy fix is to change your Browser to Google Chrome to increase compatibility.

## 18. Can I still see the case once I have submitted it already?

Answer: Yes, Change the filter from "Not Submitted" (default) to "Submitted." Once you submit your case, you will not be able to edit it further unless you contact the SOMB administrator. But you can still view it.
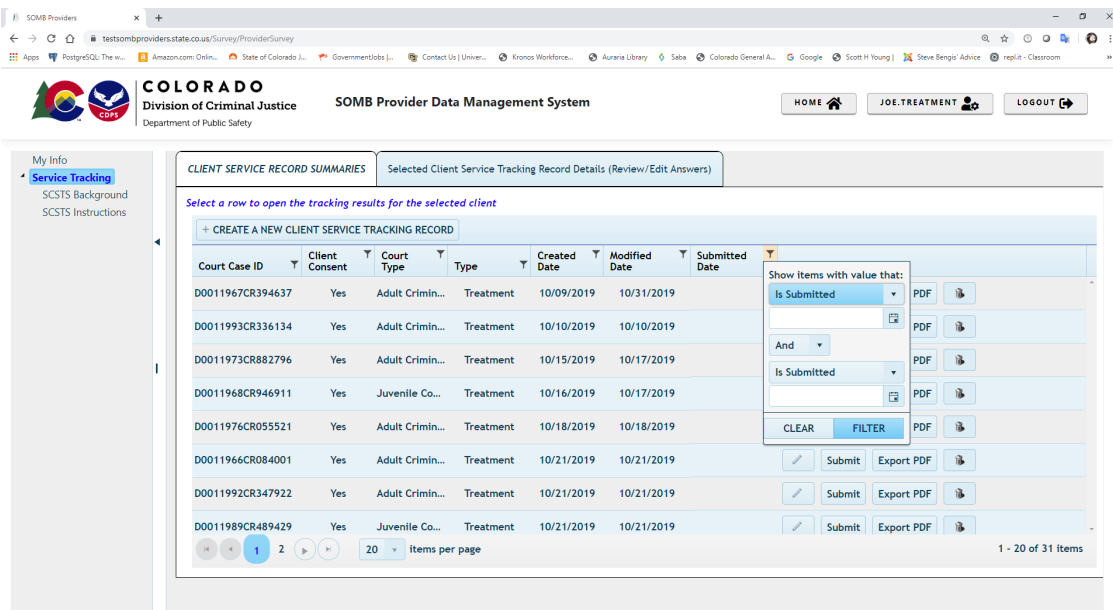


## 19. How can I know which question tab I stopped at last time?

Answer: Because we do not enforce the order of how the questions are answered, it is hard to put a timestamp on your answers. If you want to know what questions you have not answered, please click on the submit button and it will tell you. Beware if you have answered all of the questions, then it will submit and you will not be able to edit it further.