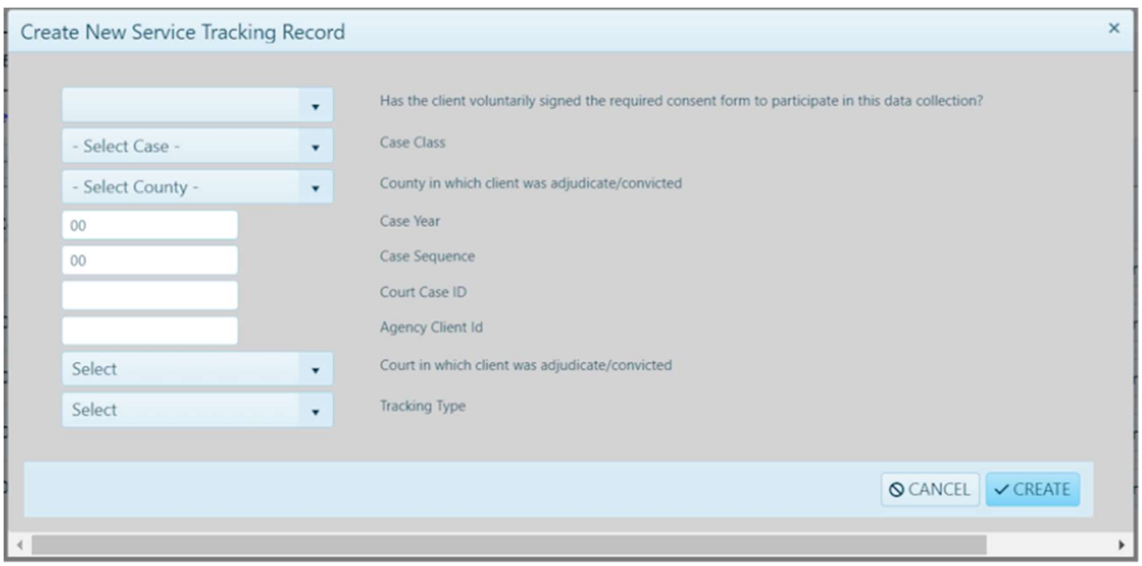
SOMB Data System FAQ

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. From there, the provider can either add the remaining service data without the court case number (no client identifying information) and submit (go back to the service tracking queue, click on pen button and add today’s date and time), or submit the case without adding any additional service data.



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.

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)

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 guilt 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??

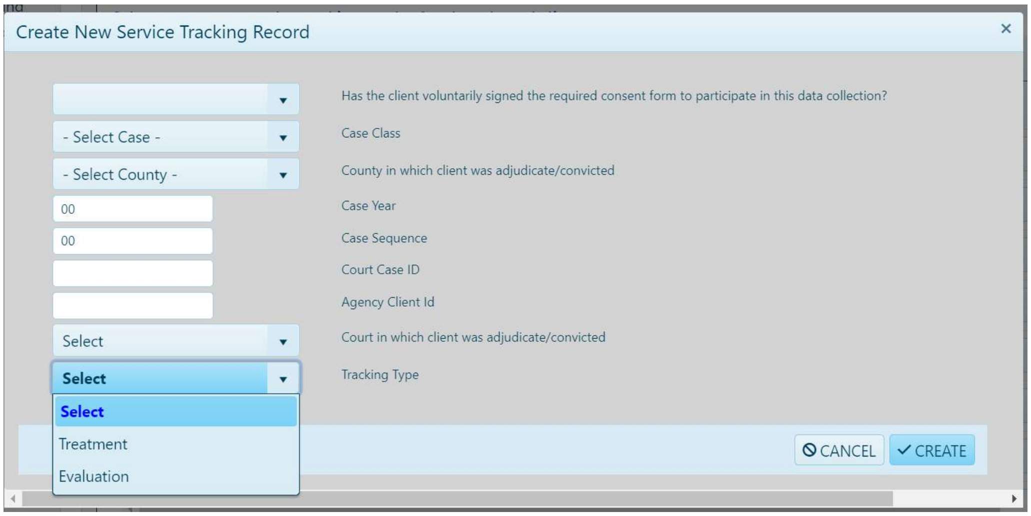
Answer: Cases of pre-plea adjudication or diversion, informal adjustments, or a referral for boundary education classes for a client who has not been adjudicated or convicted are not required to be reported. For any evaluation you did pre-conviction where then a conviction was entered and you do an update,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

5. I got a case of after-care (the client got 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 community treatment (a new case would then be entered when this is done). Thus, a new referral for treatment, even aftercare, is a new treatment (this applies to both adult and juvenile cases) and would be put into the database. If the client remains in treatment within the same agency, the data can be entered once the aftercare is complete. However, if the client is leaving your treatment agency to do aftercare in another program, enter the data upon completion of regular treatment at your agency.

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

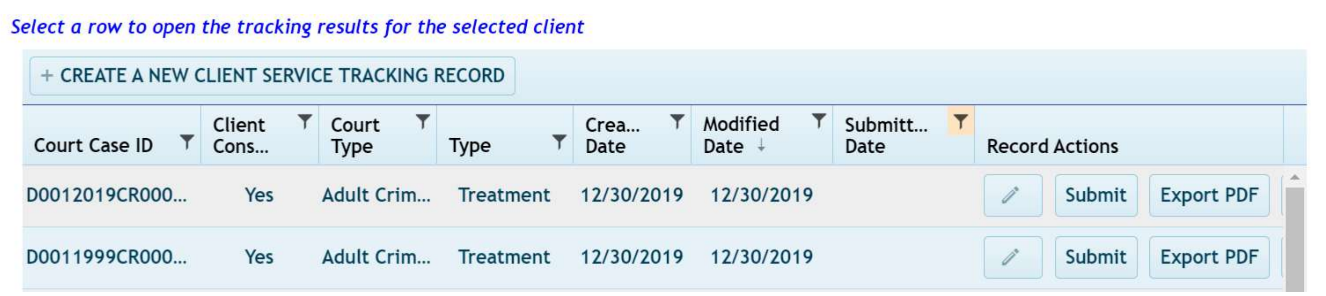
Answer: one user name with two roles. Pick the role for the service that applies.



7. How can I find a case quickly?

Answer: 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.

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

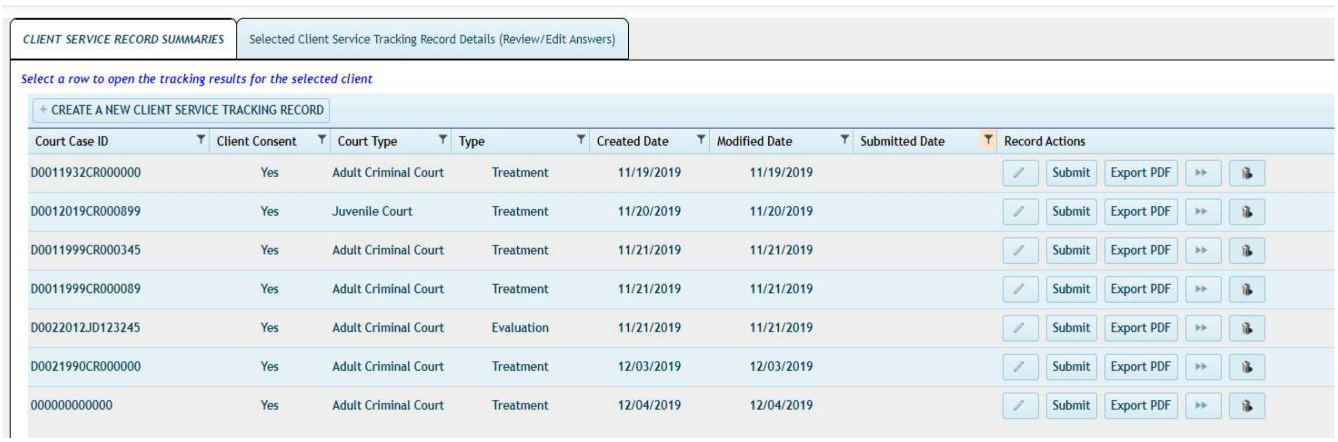


Court Case ID	Client Cons...	Court Type	Type	Crea... Date	Modified Date	Submitt... Date	Record Actions
D0012019CR000...	Yes	Adult Crim...	Treatment	12/30/2019	12/30/2019		Submit Export PDF
D0011999CR000...	Yes	Adult Crim...	Treatment	12/30/2019	12/30/2019		Submit Export PDF

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

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

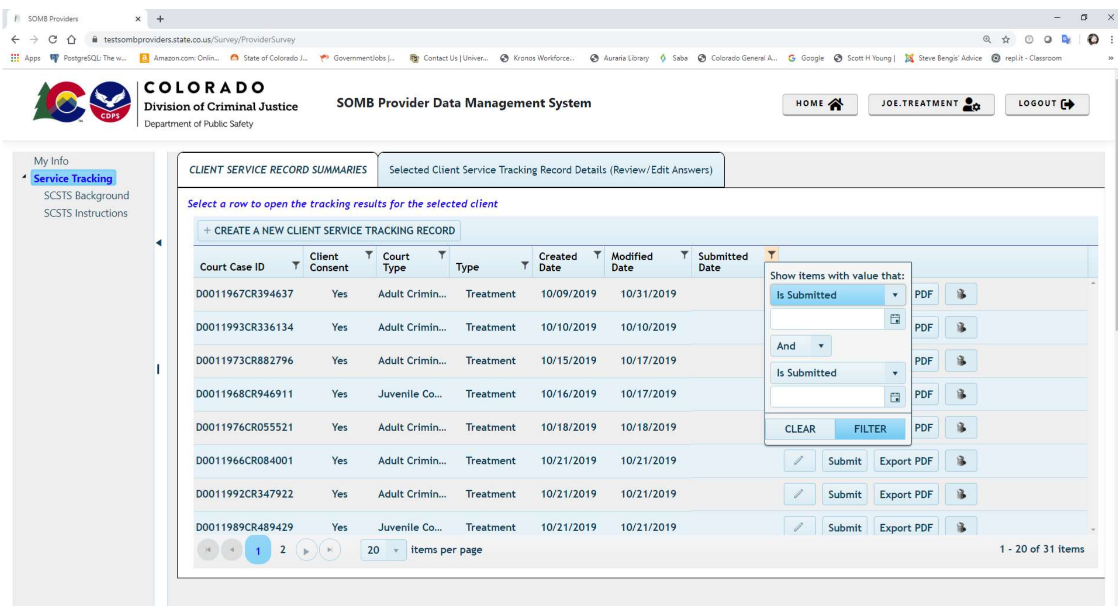
Answer: Treat it as a new case, and do a new data entry. If a client is discharged from a program, and then returns to the same program, a data entry is required for the initial discharge, and then a second data entry is required for the new treatment involvement.

14. 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.

15. 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.



16. 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.