

Minimum Standard Data – Swift & Sure Sanctions Program

The State Court Administrative Office requires that courts participating in the Swift & Sure Sanctions Pilot Program (SSSPP) collect certain data on probationers in the program. The information collected must include a minimum standard data set developed and specified by the State Court Administrative Office. The minimum standard data sets include the minimum data that must be reported to the State Court Administrative Office on an annual basis.

The minimum standard data that follows is broken into two sets; one set for screening and one set for case management data relevant to accepted participants. This document provides descriptions and valid values for each of the variables in the minimum standard data sets.

Set 1: Screening

Minimum standard data set for all screened individuals.

VARIABLE	DESCRIPTION	VALID VALUES
1. Court Name	Name of the court	<ul style="list-style-type: none"> Alpha/Numeric
2. Court Type	Type of court program	<ul style="list-style-type: none"> SSSPP
3. Referral Source	Party that referred probationer to SSSPP	<ul style="list-style-type: none"> Court/judicial Defense attorney DHS Prosecutor Self Other
4. Screening Date	Date probationer was screened for admission	<ul style="list-style-type: none"> mm/dd/yyyy
5. First Name	Probationer's legal first name	<ul style="list-style-type: none"> Alpha
6. Middle Name	Probationer's legal middle name	<ul style="list-style-type: none"> Alpha
7. Last Name	Probationer's legal last name	<ul style="list-style-type: none"> Alpha

8. Address	Probationer's street address at screening	<ul style="list-style-type: none"> • Alpha
9. City	City associated with probationer's street address	<ul style="list-style-type: none"> • Alpha
10. State	State associated with probationer's street address	<ul style="list-style-type: none"> • Two letter abbreviation
11. Zip Code	Zip code associated with probationer's street address	<ul style="list-style-type: none"> • Five number postal zip code
12. Race/Ethnicity	Race/ethnicity of the probationer	<ul style="list-style-type: none"> • African American • Alaskan native • Asian/pacific islander • Caucasian • Hispanic/Latino • Multi-racial • Native American • Other
13. Gender	Gender of the probationer	<ul style="list-style-type: none"> • Male • Female
14. DOB	Date the probationer was born	<ul style="list-style-type: none"> • mm/dd/yyyy
15. Marital Status	Marital status of the probationer at screening	<ul style="list-style-type: none"> • Single • Married • Widowed • Separated • Divorced
16. Phone Number	Phone number where probationer can be reached	<ul style="list-style-type: none"> • (###) ### - ####
17. SID	Number assigned when probationer was fingerprinted	<ul style="list-style-type: none"> • Alphanumeric
18. SSN last 4 digits	Last four digits of probationer's social security number	<ul style="list-style-type: none"> • Numeric
19. Eligible Charge	Charge for which program participant is on probation	<ul style="list-style-type: none"> • PACC code
20. Case/Docket Number	Probationer's case or docket number	<ul style="list-style-type: none"> • Numeric

21. Offense Category	Offense category of the eligible charge	<ul style="list-style-type: none"> • B&E/home invasion • C.S. manufacturing/distribution • C.S. use/possession • DUI alcohol first • DUI alcohol second • DUI alcohol third • Neglect and abuse civil • Neglect and abuse criminal • Non-violent sex offense • Other alcohol offense • Other drug offense • Other criminal traffic offense • Property offense • Other
22. Charge Type	Level of the probationer's SSSPP charge	<ul style="list-style-type: none"> • Civil/petition • Felony • Misdemeanor • Other
If Charge Type is Felony, Prior Record Variable is required	Variable associated with previous offenses used to identify sentencing guidelines	<ul style="list-style-type: none"> • Numeric
If Charge Type is Felony, Cell Type is required	Cell type recommended from the sentencing guidelines	<ul style="list-style-type: none"> • Intermediate • Presumptive • Straddle
23. Incident Offense	SSSPP charge's offense type	<ul style="list-style-type: none"> • New criminal offense • New petition • Parole violation new criminal offense • Parole violation technical • Probation violation new criminal offense • Probation violation technical
24. Offense Date	Date that the eligible offense occurred	<ul style="list-style-type: none"> • mm/dd/yyyy
25. Drug Court Approach	Approach to sentencing that the court takes	<ul style="list-style-type: none"> • Deferred/delayed sentence • Post sentence
26. Prior Convictions	Any prior convictions the probationer had previous to screening	<ul style="list-style-type: none"> • Yes • No <ul style="list-style-type: none"> ○ If yes, how many felonies and misdemeanors
27. Prior Substance Abuse	Probationer's self-reported prior substance abuse	<ul style="list-style-type: none"> • Yes • No
28. Prior Substance Abuse Treatment	Has the probationer received substance abuse treatment before?	<ul style="list-style-type: none"> • Yes • No

29. Current Substance Abuse Treatment	Is the candidate currently is a SA treatment program?	<ul style="list-style-type: none"> • Yes • No
30. Current Medications	Medications candidate was taking at screening	<ul style="list-style-type: none"> • None • Physical and psychological • Physical, • Psychological
31. History of Mental Health Condition(s)	History of mental illness(es)	<ul style="list-style-type: none"> • Yes • No
32. Highest Education Level Completed	Highest level of education completed at screening	<ul style="list-style-type: none"> • ≤11th grade • GED • High school graduate • Some trade school • Trade school • Some college • College graduate 2 year program • College graduate 4 year program • Some post graduate • Advanced degree
33. Employment History	Employment at screening	<ul style="list-style-type: none"> • Unemployed • Employed part-time (less than 35 hours) • Employed full-time (35 hours or more) • Not in labor force (student, home maker, retired, etc.)
34. Number of Times Moved in the Last Three Years	Number of times candidate reports moving in last three years	<ul style="list-style-type: none"> • Numeric
35. Length of Time at Current Address	Time candidate has lived at current address	<ul style="list-style-type: none"> • Months and years

If Accepted into SSSPP

VARIABLE	DESCRIPTION	VALID VALUES
36. Date Accepted	Date the candidate was accepted to SSSPP	<ul style="list-style-type: none"> • mm/dd/yyyy
37. Judge	Name of judge probationer will see	<ul style="list-style-type: none"> • Alpha
38. Case Manager	Name of case manager probationer will see	<ul style="list-style-type: none"> • Alpha
39. Jail Status of Defendant	Was the defendant in jail when accepted into SSSPP?	<ul style="list-style-type: none"> • Yes • No <ul style="list-style-type: none"> ○ If yes, include admission date and end date

If Rejected From SSSPP

40. Date Rejected	Date the probationer was rejected from SSSPP	<ul style="list-style-type: none"> • mm/dd/yyyy
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<p>41. Rejection Reason</p>	<p>Reason for probationer's rejection from SSSPP</p>	<ul style="list-style-type: none"> • Program at capacity • Prosecuting attorney • Statutory ineligibility • Pending another case • Unable to locate • No SA diagnosis • Refusal • Mental health issue • Medical issues • History of violent offenses • Geographic/transportation issues • Judicial denial • Other • Eligible but randomized • Death • Non-target population
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Questions about this data set can be directed to Dana Graham, Specialty Courts Management Analyst (517-373-2218 or grahamd@courts.mi.gov).

Set 2: Case Management

Minimum Standard Data Set for participants accepted into SSSPP.

VARIABLE	DESCRIPTION	VALID VALUES
1. Arrest Date	Date probationer was arrested on the SSSPP charge	<ul style="list-style-type: none"> mm/dd/yyyy
2. Drug Test Dates	Dates of drug tests – can be used by SCAO to calculate frequency	<ul style="list-style-type: none"> mm/dd/yyyy
3. Drug Test Results	Indicate whether each drug test given was positive or negative	<ul style="list-style-type: none"> Positive Negative
4. Sanction Date	Date probationer received a sanction	<ul style="list-style-type: none"> mm/dd/yyyy
5. Sanction Type	Type of sanction the probationer received	<ul style="list-style-type: none"> 3/4 Housing Alcohol testing increased Community service Court appearances increased Curfew imposed Detention Drug testing increased Jail Job club until employed Letter of apology MADD impact panel Probation reporting increased Removal of driving privileges Removal of social function privileges Residential facility Self-help sessions increased Tether-all types Tether or home detention Verbal warning Weekend program Writing assignment/essay Other <ul style="list-style-type: none"> If jail is given, state date in and date out
6. Sanction Reason	Reason the probationer received a sanction	<ul style="list-style-type: none"> Alpha
7. Treatment provider	Name of treatment provider	<ul style="list-style-type: none"> Alpha
8. Treatment Admit Date for Each Episode	Date the probationer was admitted to a treatment modality	<ul style="list-style-type: none"> mm/dd/yyyy
9. Treatment Discharge Date for Each Episode	Date the probationer was discharged from a treatment modality	<ul style="list-style-type: none"> mm/dd/yyyy

10. Number of Sessions/units of Treatment	Number of sessions a probationer received in a treatment modality	<ul style="list-style-type: none"> Numeric
11. Treatment Discharge Reason	Reason the probationer was discharged from a treatment modality	<ul style="list-style-type: none"> Successfully completed Not completed/unsuccessful Death Other
12. Treatment Modality/Service Category	Type of treatment modality the probationer received	<ul style="list-style-type: none"> S.A. Outpatient detox S.A. Sub-acute detox S.A. Residential S.A. Intensive outpatient S.A. Outpatient S.A. Early intervention/education Mental health Other residential Other outpatient
13. Number of Reviews	Number of scheduled court reviews for the probationer	<ul style="list-style-type: none"> Numeric
14. Number of Monitoring Events	Number of monitoring events for the probationer.	<ul style="list-style-type: none"> Scheduled Contact Field Home Check Employment Visit
15. Program Discharge Date	Date the probationer was discharged from SSSPP	<ul style="list-style-type: none"> mm/dd/yyyy
16. Program Discharge Reason	Reason the probationer was discharged from SSSPP	<ul style="list-style-type: none"> Successfully completed Unsuccessful/new offense Unsuccessful/non-compliant Unsuccessful/Absconded Voluntarily withdrew Transfer to another jurisdiction Death Other
17. Sentence/Disposition at Discharge	Probationer's sentence or disposition upon discharge from program	<ul style="list-style-type: none"> Jail = days Probation = months Prison = months
18. Supervision Status at Discharge	Probationer's level of supervision upon discharge from program	<ul style="list-style-type: none"> Completed probation Continued probation Not applicable

19. Education at Discharge	Educational level achieved by probationer at discharge	<ul style="list-style-type: none"> • ≤ 11th grade • GED • High school graduate • Some trade school • Trade school graduate • Some college • College grad 2 Yr program • College grad 4 Yr program • Some post graduate • Advanced degree
20. Positive Change in Education	Subjective decision by case manager	<ul style="list-style-type: none"> • Yes • No
21. Employment at Discharge	Employment status of probationer at discharge	<ul style="list-style-type: none"> • Unemployed • Employed part-time < 35 hours • Employed full-time ≥ 35 hours • Not in labor force (student, home maker, retired, etc.)
22. Positive Change in Employment	Subjective decision by case manager	<ul style="list-style-type: none"> • Yes • No
23. Case Outcome at Discharge	Legal case disposition	<ul style="list-style-type: none"> • Case dismissed • Charge reduced • Charge & sentence reduced • No change in charge or sentence • Sentence reduced • Not applicable • Other
24. Number of Bench Warrants	Number of bench warrants probationer received during program	<ul style="list-style-type: none"> • Numeric
25. In-program New Arrest-Date of Offense	Date of new offense that occurred during program participation	<ul style="list-style-type: none"> • mm/dd/yyyy
26. In-program New Arrest-Date of Arrest	Date of new arrest that occurred during program participation	<ul style="list-style-type: none"> • mm/dd/yyyy
27. In-program New Arrest-Offense Category	Offense category of new offense that occurred during program participation	<ul style="list-style-type: none"> • B&E/home invasion • C.S. manufacture/distribution • C.S. use/possession • DUI alcohol 1st • DUI alcohol 2nd • DUI alcohol 3rd • Neglect and abuse-civil • Neglect and abuse-criminal • Non-violent sex offense • Other drug offense • Other criminal traffic offense • Property offense • Other

28. In-program New Arrest - Charge Type	Charge type of new offense that occurred during program participation	<ul style="list-style-type: none"> • Felony • Misdemeanor • Civil/petition • Other
29. In-program New Conviction- Date of Conviction	Date of new conviction that occurred during program participation	<ul style="list-style-type: none"> • mm/dd/yyyy
30. In-program New Conviction- Offense Category	Offense category of new conviction that occurred during program participation	<ul style="list-style-type: none"> • B&E/home invasion • C.S. manufacture/distribution • C.S. use/possession • DUI alcohol 1st • DUI alcohol 2nd • DUI alcohol 3rd • Neglect and abuse-civil • Neglect and abuse-criminal • Non-violent sex offense • Other drug offense • Other criminal traffic offense • Property offense • Other
31. In-program New Conviction - Charge Type	Charge type of new conviction that occurred during program participation	<ul style="list-style-type: none"> • Felony • Misdemeanor • Civil/petition • Other
32. In-program New Conviction- Sentence Type	Sentence type of new conviction that occurred during program participation	<ul style="list-style-type: none"> • Jail • Probation • Split Jail/Probation • Prison • Other
33. In-program New Conviction- Length of Sentence	Length of sentence associated with new conviction that occurred during program participation	<ul style="list-style-type: none"> • Jail = days • Probation = months • Prison = months
34. Total Number of Jail Days Spent While in SSSPP Program	Count any jail time associated with the program, including time served from arrest until release to SSSPP, probation violation jail sanctions, and time for any new offenses	<ul style="list-style-type: none"> • Numeric

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