

WRAP+ Data Collection Responsibility Chart
Updated 8/23/23

TASK FORCE & IMPLEMENTATION COMMITTEE	Source	Management Info System	Responsibility for Collecting	Reported
# of Task Force Meetings	Task Force Minutes	GM Spreadsheet	GM	Quarterly PMT; Process Evaluation
Attendance at Task Force Meetings by Group Represented	Task Force Minutes	GM Spreadsheet	GM	Quarterly PMT; Process Evaluation
Time (in hours) for Task Force Meetings	Task Force Minutes	GM Spreadsheet	GM	Quarterly FSR; Process Evaluation
# of Implementation Committee Meetings	Task Force Minutes	GM Spreadsheet	GM	Quarterly PMT; Process Evaluation
Attendance at Implementation Committee Meetings by Group Represented	Task Force Minutes	GM Spreadsheet	GM	Quarterly PMT; Process Evaluation
Time (in hours) for Implementation Committee Meetings	Task Force Minutes	GM Spreadsheet	GM	Quarterly FSR; Process Evaluation
TRAININGS	Source	Management Info System	Responsibility for Collecting	Reported
# of training sessions offered	Training attendance sheets	HVMHC Spreadsheet	HVMHC (CF), GM	Quarterly PMT; Process & Outcome Evals
Groups represented at trainings (by type)	Training attendance sheets	HVMHC Spreadsheet	HVMHC (CF), GM	Quarterly PMT; Process & Outcome Evals
# of people trained	Training attendance sheets	HVMHC Spreadsheet	HVMHC (CF), GM	Quarterly PMT; Process & Outcome Evals
Time (in hours) of training provided	Training attendance sheets	HVMHC Spreadsheet	HVMHC (CF), GM	Quarterly PMT & FSR Process & Outcome Evals
Training topic and presenter	Training flyers	N/A	HVMHC (CF), GM	Quarterly PMT; Process & Outcome Evals
% of trained persons who indicated that the training was helpful or would assist them in their job	Post training survey	HVMHC Spreadsheet	HVMHC (CF), GM	Process & Outcome Evals
TECHNICAL ASSISTANCE	Source	Management Info System	Responsibility for Collecting	Reported
Frequency of TA contacts	TA Minutes	N/A	GM	Quarterly PMT

				Process Evaluation
Type of TA Contact	TA Minutes	N/A	GM	Quarterly PMT Process Evaluation
Satisfaction level of TA Contacts	TA Minutes	N/A	GM	Quarterly PMT Process Evaluation
PARTICIPANT AND SERVICES (number of participants)	Source	Management Info System	Responsibility for Collecting	Reported
# of people eligible to participate in the program? (screened)(includes people booked into jail and those outside of jail who completed screening) CANDIDATE	Daily New Arrest Form or LETG and WRAP+ apps from non-jailed persons	JIW Spreadsheet	JIW	Quarterly PMT Outcome Evaluation
# of people who applied for admission to program APPLICANT	Applications	JIW Spreadsheet	JIW	Quarterly PMT Outcome Evaluation
# of people selected to participate (those who were chosen to participate but may or may not have actually enrolled)—ACCEPTED APPLICANT	Target Population Verification	JIW Spreadsheet	JIW	Quarterly PMT Outcome Evaluation
# of people who were admitted to the program during the reported period (receive services) WRAP+ PARTICIPANT	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of total participants (including NEW this quarter and existing)	GM Records	GM Spreadsheet	JIW	Quarterly PMT Outcome Evaluation
PARTICIPANT AND SERVICES (Risks/Needs Assessment)	Source	Management Info System	Responsibility for Collecting	Reported
# of people receiving risk assessment	MHP, JSW & TCC records	CL and Treatment Court Software; SSIS	MHP, JSW & TCC	Quarterly PMT Outcome Evaluation
# of people assessed at different levels (high/moderate/low)	MHP, JSW & TCC records	CL and Treatment Court Software; SSIS	MHP, JSW & TCC	Quarterly PMT Outcome Evaluation
PARTICIPANT AND SERVICES (Case Plans)	Source	Management Info System	Responsibility for Collecting	Reported
# of people receiving a case plan for the first time during reporting period	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
PARTICIPANT AND SERVICES (Mental Health Services)	Source	Management Info System	Responsibility for Collecting	Reported

# of people who received mental health screen this reporting period	WRAP+ Application	JIW Spreadsheet	JIW	Quarterly PMT Outcome Evaluation
# of people who underwent clinical assessment for MI or co-occurring this reporting period	MHP, JSW & TCC records	CL and Treatment Court Software; SSIS	MHP, JSW & TCC	Quarterly PMT Outcome Evaluation
# of people whose case plan included mental health services	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people who received mental health services from a treatment provider	MHP & TCC records	CL and Treatment Court Software; SSIS	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people who received mental health services for the first time this reporting period (new participants)	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of days between screening and clinical assessment	WRAP+ Application & Assessment	GM Spreadsheet	GM	Process & Outcome Evaluation
# of days between referral for treatment (clinical assessment) and start of treatment	Online referral (CL) & medical records	CL, SSIS, Treatment Court Software	MHP, TCC and JSW	Process & Outcome Evaluation
PARTICIPANT AND SERVICES (Substance Use Disorder Services)	Source	Management Info System	Responsibility for Collecting	Reported
# of people who received SUD screen this reporting period	WRAP+ Application	JIW Spreadsheet	JIW	Quarterly PMT Outcome Evaluation
# of people who underwent clinical assessment for SUD or co-occurring this reporting period	MHP, JSW & TCC records	CL and Treatment Court Software	MHP, JSW & TCC	Quarterly PMT Outcome Evaluation
# of people whose case plan included SUD services	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people who received SUD services from a treatment provider	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people who received mental health services for the first time this reporting period (new participants)	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people enrolled in SUD treatment program for at least 90 days	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation

# of people enrolled in SUD treatment program for at least 90 days who were tested for substances during reporting period	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people enrolled in SUD treatment program for at least 90 days who tested positive during the reporting period, regardless of the # of positive tests	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of days between screening and clinical assessment	WRAP+ Application & Assessment	GM Spreadsheet	GM	Process & Outcome Evaluation
# of days between referral for treatment (clinical assessment) and start of treatment	Online referral (CL) & medical records	CL, SSIS, Treatment Court Software	MHP, TCC and JSW	Process & Outcome Evaluation
PARTICIPANT AND SERVICES (Co-Occurring Disorder Services)	Source	Management Info System	Responsibility for Collecting	Reported
# of people whose case plan included co-occurring disorder services	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people who received co-occurring disorder services from a treatment provider	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people who received co-occurring disorder services for the first time this reporting period (new participants)	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
PARTICIPANT AND SERVICES (Employment Services)	Source	Management Info System	Responsibility for Collecting	Reported
# of people whose case plan included employment services or employment goal *specify standard services v. supportive services (for people with disabilities)	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people who received employment services *specify standard services v. supportive services	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people who received employment services for the first time (new participants) *specify standard services v. supportive services	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation

# of people receiving employment services who obtained employment this reporting period (report only once)	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people receiving employment services who maintained employment for three or more months	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
PARTICIPANT AND SERVICES (Educational Services)	Source	Management Info System	Responsibility for Collecting	Reported
# of people whose case plan included educational services or educational goal	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people who received educational services	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people who received educational services for the first time (new participants)	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people receiving educational services who earned a ___ GED ___ high school diploma ___ vocational certificate ___ higher education degree	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
PARTICIPANT AND SERVICES (Housing Services)	Source	Management Info System	Responsibility for Collecting	Reported
# of people whose case plan included housing services or housing goal *specify standard services v. supportive services (for people with disabilities)	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people who received housing services *specify standard services v. supportive services	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of people who received housing services for the first time (new participants) *specify standard services v. supportive services	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation

# of people receiving educational services who achieved the following ___ obtained housing (report only once) ___ were housed for 3 or more months	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
PARTICIPANT AND SERVICES (Medication Assisted Treatment)	Source	Management Info System	Responsibility for Collecting	Reported
# of participants eligible for MAT during reporting period	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of participants who received MAT during reporting period	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
PARTICIPANT AND SERVICES (Program Completion)	Source	Management Info System	Responsibility for Collecting	Reported
# of participants who are no longer receiving services (left program during reporting period)	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of participants who successfully completed the program during program period *graduation from treatment court or completion of at least one pathway	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of participants who terminated due to (must select only 1 per participant) ___ court or criminal involvement ___ lack of engagement ___ absconding ___ relocating or case transfer ___ death or serious illness ___ other reasons	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
PARTICIPANT AND SERVICES (Overall Progress in Program by Graduates)	Source	Management Info System	Responsibility for Collecting	Reported
-# of total graduates	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
-# of graduates who, during program participation ___ received MH assessment ___ received SUD assessment	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Outcome Evaluation

<input type="checkbox"/> established mental health treatment <input type="checkbox"/> established SUD treatment <input type="checkbox"/> maintained MH treatment for at least 90 days <input type="checkbox"/> achieved at least 90 days sobriety <input type="checkbox"/> improved housing situation <input type="checkbox"/> improved employment situation <input type="checkbox"/> obtained driver's license <input type="checkbox"/> improved financial status <input type="checkbox"/> reduced ORAS-CSST score or LSCMI <input type="checkbox"/> percent of case plan completed upon graduation				
Same as above, but differentiated by demographics: race, gender, sex, age	MHP, SW & TCC records	GM Spreadsheet	GM	Outcome Evaluation
Graduate reported improvement in overall functioning	Participant survey	GM Spreadsheet	GM	Outcome Evaluation
AFFORDABLE CARE ACT	Source	Management Info System	Responsibility for Collecting	Reported
# of new participants (new this reporting period) who entered program with any health care coverage at all	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of new participants who entered program with Medicaid coverage	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of participants who were eligible for health care coverage this reporting period	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of eligible participants who were eligible for Medicaid coverage	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of participants who were enrolled in any health care coverage during the reporting period	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of participants who were enrolled in Medicaid coverage during the reporting period	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation

# of participants EXITING the program this reporting period who were eligible for any health care coverage	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of participants EXITING the program this reporting period who were eligible for Medicaid coverage	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of participants EXITING the program this reporting period who were enrolled at exit in any health care coverage	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
# of participants EXITING the program this reporting period who were enrolled at exit in Medicaid coverage	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation
RECIDIVISM	Source	Management Info System	Responsibility for Collecting	Reported
# of program recidivating program participants who are still participating in the program	Jail records; court records; GM Records	LETG; MNCIS; GM Spreadsheet	JIW; GM	Quarterly PMT Outcome Evaluation
# of participants who received services in a community based program who were sent to jail during reporting period	Jail records; court records; GM Records	LETG; MNCIS; GM Spreadsheet	JIW; GM	Quarterly PMT Outcome Evaluation
# of participants who were sent to jail or prison during reporting period who were sent for ____ administrative violations (no new offense) ____ new offense or charge	Jail records; court records; GM Records	LETG; MNCIS; GM Spreadsheet	JIW; GM	Quarterly PMT Outcome Evaluation
# of total days in jail or prison for all participants during reporting period	Jail records; GM Records	LETG; GM Spreadsheet	JIW; GM	Quarterly PMT Outcome Evaluation
# of participants who underwent a pre-petition screen during reporting period	Social services records	SSIS	JSW	Outcome Evaluation
# of participants who received services in a community-based program who were sent to a hospital or inpatient mental health facility due to a mental health crisis during reporting period	MHP & TCC records	CL and Treatment Court Software	MHP & TCC	Quarterly PMT Outcome Evaluation

FUNDING	Source	Management Info System	Responsibility for Collecting	Reported
# of participants receiving Tier 1 Funding (Accepted Applicants)	GM Records; Finance Records	GM Quickbooks; Finance	GM	Outcome Evaluation
\$\$ amount of Tier 1 Funding for Assessments Monitoring Services	GM Records; Finance Records	GM Quickbooks; Finance	GM	Outcome Evaluation
# of participants receiving Tier 2 Funding (WRAP+ Participants)	GM Records; Finance Records	GM Quickbooks; Finance	GM	Outcome Evaluation
\$\$ amount of Tier 2 Funding for Recovery Support Services (by category)	GM Records; Finance Records	GM Quickbooks; Finance	GM	Outcome Evaluation
# of participants receiving Tier 3 Funding (Alumni)	GM Records; Finance Records	GM Quickbooks; Finance	GM	Outcome Evaluation
\$\$ amount of Tier 3 Funding for Recovery Support Services (by category)	GM Records; Finance Records	GM Quickbooks; Finance	GM	Outcome Evaluation

Abbreviations:

MHP=Mental Health Practitioner

CL=Care Logic

CF=Christy Ferrington

Finance Records: Winona County Finance Records

FSR-Financial Status Report

GM-Grant Manager

HVMHC=Hiawatha Valley Mental Health Center

JIW=Jail Intake Worker

JSW=Jail Social Worker

LETG=Law Enforcement Technology Group

MNCIS=Minnesota Court Information System

PMT = Performance Measure Report

SSIS=Social Services Information System

TCC=Treatment Court Coordinator