

# Introduction to JSTEPS

## JSTEPS BASICS

- Using the basic features of JSTEPS for:
- ✓ An initial contract
  - ✓ A well-defined set of expectations as to rewards/sanctions
  - ✓ A means to monitor performance
  - ✓ A method to SEE progress

June, 2010

## JSTEPS Navigation

The JSTEPS system is broken into a series of various steps that define the contract and the progress made.

- Step 1 – Criminal Behavior Compliance
- Step 2 – Abstinence Compliance
- Step 3 – Behaviors that Support Abstinence
- Step 4 – Behaviors that Support Recovery
- Step 5 – Appointments
- Step 6 – Review of Contract
- Step 7 – Chart Review
- Step 8 – Printing Contract Package



**Firefox browsers only!**

URL: <http://demo.jsteps.org>

Username: [tester@jsteps.org](mailto:tester@jsteps.org)

Password: ACEGMU (case sensitive)

JSTEPS was developed as an online Contingency Management tool for a pilot study in five federal jurisdictions. The software is a translational tool to introduce you to behavioral contracting and point systems. The system allows users to track points that clients accumulate and provides prompts for rewards and sanctions. The tool includes charts that can be used to illustrate client progress. Navigation of and entry of data into JSTEPS is on the left side of the screen; on the right side, you will see a summary of the current contract. The grey boxes at the top of the screen summarize current progress. The following are the behaviors of interest:

RED: criminal conduct

ORANGE: drug/alcohol use

YELLOW: behaviors that support abstinence--attendance at no more than 3 activities, such as supervision

GREEN: behaviors that support recovery--short-term target behaviors and long-term goals, such as completing a GED or finding a job (no more than 3 at a time)

## Entering Clients

### Adding Clients to JSTEPS

#### Intake

To add clients to the JSTEPS system you will need full name and date of birth.

The consent form is for the information in the system to be shared with the researchers at George Mason University. It does not have anything to do with consent to be in the program/probation, HIPAA and CFR 42 regulations require that consent be given to share attendance information (for treatment) with researchers (and others).

Advise the client of the purpose of the consent (to share with information for the study) and then read the consent to the individual.

After the client signs a hard copy of the consent statement, fill in the fields and click SEND.

If a client refuses to consent, you can still use the system. The information will not be shared with the researchers.

**JSTEPS Client Intake**

First Name:

Last Name:

Middle Name:

Date of Birth:

I, \_\_\_\_\_ agree to participate in the research project being conducted by George Mason University that is described below. I authorize \_\_\_\_\_ (probation office) to re-disclose testing and treatment information about my substance abuse treatment and about the Court's supervision of me to George Mason University (GMU) for use in connection with the research project titled Using Rewards in Justice Treatment Programs: Technology B Contingency Management. The purpose of the research is to evaluate the effectiveness of this new system. I understand that GMU will not re-disclose my information to anyone else except as permitted by law or with my specific consent, and any information that can be traced to me will not appear in any reports on the research. This consent is completely voluntary, and I understand that there will not be any benefit to me if I participate and there will not be a penalty if I choose not to participate. The contact person for this project is Dr. Faye S. Tausman at George Mason University, Fairfax, VA, 22030. Phone: 703-993-8555.

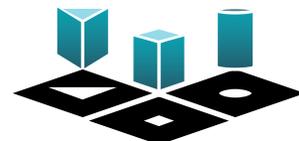
Do you give your consent to use this data for this research purpose?  Yes  No

### The First Contract

When you complete the client's first contract, it is to establish the target behaviors, points, and dates. You will not begin tracking compliance with behaviors until the subsequent contract dates.



The first step is Intake. To add a client to the JSTEPS system, enter full name and date of birth. This screen also serves as an electronic consent form. When you first enter a client into JSTEPS, you will just select the behaviors that you are tracking, the frequency of the behaviors, and the method of verifying the behavior. You will not track compliance until you enter the second contract.



The Center for Advancing Correctional Excellence (ACEI)

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# Tracking Compliance

**JSTEPS: STEP 1**

**Criminal Behavior Compliance**

The purpose of this section is to note whether the person has been arrested for a **NEW CHARGE**.

If the client has not been arrested or charged since their last appearance before the judge, select the "compliant" button

If the client has been involved in criminal conduct since the last appearance, select the "non compliant" button and enter the infraction

If the client has been charged with a criminal offense but it is not clear whether the charge will be found true, select "pending"

Either choice will be reflected on the right hand side of the screen in the red box marked "Criminal Activity"



**JSTEPS: STEP 2**

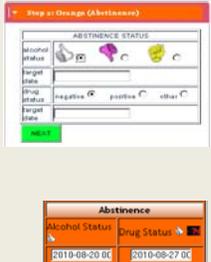
**Abstinence from Alcohol and/or Drugs:** The purpose of this section is to note progress in being drug or alcohol free.

If the client tests **NEGATIVE** for alcohol, then select the thumbs up button. The client will be given points in accordance with your site's plan.

If the client tests **POSITIVE** then select the thumbs down button. Enter the target date to be clean by.

**OTHER** is used to indicate a diluted or inconclusive test.

Repeat these steps for drugs, using positive or negative in place of thumbs down or thumbs up. Click Next when finished.



Once you have entered the initial contract, you can use subsequent contracts to track compliance. Step 1 addresses **CRIMINAL BEHAVIOR COMPLIANCE**. Step 2 addresses **ABSTINENCE FROM ALCOHOL AND/OR DRUGS**. Alcohol and drugs are tracked separately under this category, but you may choose to only assign points when both are negative. Step 3 addresses **BEHAVIORS THAT SUPPORT ABSTINENCE**. This section refers to **ATTENDANCE** requirements as part of their program or conditions. Step 4 addresses **BEHAVIORS THAT SUPPORT STABILIZATION** or Recovery in the Community.

## Completing and Printing the Contract

Now you can show the client the progress that has been made in terms of accumulation of points.

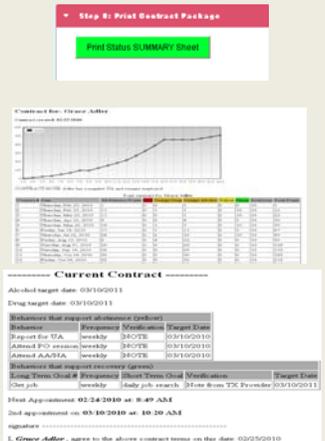
This graph illustrates compliance with all categories of behavior—crime, abstinence, attendance, and recovery.

These charts are useful because they give the client a graphic representation of his or her progress. The PO/team can print the charts and let the client take them home.



After you have confirmed the next appointment with the client, print the new Behavioral Contract and review it with the client.

The printed contract will include the overall compliance graph, a point summary, and the contract itself, which lists target behaviors.



Once you have entered compliance data for the client, you can use the software's Charts feature to illustrate client progress. There are three different types of charts: total chart, all behaviors chart, and orange behaviors only chart. By clicking "enable tooltip" at the bottom left of the screen, you can see summaries of points earned. The printed contract will include the overall compliance graph, a point summary, and the contract itself, which lists target behaviors. The contract also lists the date of the next appointment and provides a field for the client to sign, agreeing that he or she will abide by the behavioral contract.

For more information about JSTEPS or to volunteer for the project, please contact Amy Murphy at the Center for Advancing Correctional Excellence (ACE!) at George Mason University

Phone: 703-993-5222 Email: [amurph10@gmu.edu](mailto:amurph10@gmu.edu)

Website: <http://gemini.gmu.edu/ebct/ResearchProjects/Current/CJ-CM.html>