



Law Enforcement Assisted Diversion (LEAD)

Data Definitions and Reporting Guide

This *Law Enforcement Assisted Diversion (LEAD): Data Definitions and Reporting Guide* provides guidance on the submission of LEAD data, as required by the Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP), formerly the Comprehensive Opioid Abuse Program (COAP), which was developed as part of the Comprehensive Addiction and Recovery Act (CARA) legislation. Created with input from stakeholders and technical assistance providers, this guide serves to identify the reporting requirements, a definition for required data elements, and instruction on the submission of all information. **To quickly access one of these areas, please select from the following list.**

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Introduction

“The [Comprehensive Opioid, Stimulant, and Substance Abuse Program \(COSSAP\)](#), formerly the Comprehensive Opioid Abuse Program (COAP), was developed as part of the Comprehensive Addiction and Recovery Act (CARA) legislation.”¹ The purpose of this program is to “provide financial and technical assistance to states, units of local government, and Indian tribal governments to develop, implement, or expand comprehensive efforts to identify, respond to, treat, and support those impacted by illicit opioids, stimulants and other drugs of abuse.”² Funding is “designed to be flexible, allowing each community to address its unique needs and respond to emerging threats that may be local or regional in nature.”³

In an effort to measure the successful implementation of programs implemented under the FY 2019 COAP grant,⁴ awarded sites must submit specific data to the COAP LEAD Program Coordinator by January 15, April 15, July 15, and October 15, as it relates to the following:⁵

1. The number of people referred to LEAD, and the circumstances for the referral.
2. The demographic breakdown of people referred to LEAD.
3. The number of people enrolled in LEAD, and the circumstances identified at intake.
4. The number of participants referred to services, based on their identified needs in the case management plan.
5. The number of participants enrolled in services.
6. The number of participants who reported an increase in their quality of life, and the magnitude of this increase after 90 days (or the typical duration of intensive engagement); and the number of participants who expressed a high level of satisfaction with their involvement in LEAD.
7. The number of participants arrested or experienced an overdose while in the program, and/or were discharged from the program.
8. Are meetings occurring regularly with key decision makers?

The evaluation of the Regrounding Our Response: A Coordinated Public Safety and Public Health Approach to the Opioid Epidemic, which is funded through the FY 2019 COAP award, is expected to illustrate significant savings to both the criminal justice system and emergency

¹ U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. (2020). [Comprehensive Opioid, Stimulant, and Substance Use Program \(COSSUP\)](#).

² Ibid.

³ Ibid.

⁴ U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. [Maryland's Regrounding Our Response: A Coordinated Public Safety and Public Health Approach to the Opioid Epidemic](#).

⁵ It is important to note that the LEAD National Support Bureau provided recommended data measures for all awarded sites to use for the evaluation component of the federal award. For more information regarding the LEAD National Support Bureau, please visit: <https://www.leadbureau.org/>.

medical systems. These savings themselves suggest reinvestment potential as well as new sources of support and collaboration, namely from local hospitals. . . .⁶

Data Definitions

The following definitions must be used when submitting program information:

Enrollment typically means that the participant signed a Release of Information (ROI), however, the precise definition is specific to each site.

Reporting Period

All local LEAD sites must compile and submit their data in the described format (see below) each quarter, based on the following reporting periods:

Reporting Period	Data Due Date
October 1 - December 31	January 15
January 1 - March 31	April 15
April 1 - June 30	July 15
July 1 - September 30	October 15

Reporting Guide

All LEAD information can be entered into an excel spreadsheet template which includes data elements that are specific to COAP. A description of the data elements, to include the available selections for each variable, is provided below. Please note that entries for each variable within data element #1 through data element #7 will be entered into the *LEAD Data* tab of the excel spreadsheet template. Entries pertaining to data element #8 will be entered into the *Meetings* tab - only one entry per site is needed to summarize regular meetings with key decision makers for each reporting period. All remaining tabs capture the options for variables that provide a “dropdown” menu, only.

#1. The number of people referred to LEAD, and the circumstances for the referral.

The template will designate six columns to capture this data element, to include the following:

LEAD site: Enter the name of the reporting LEAD site.

⁶ It is important to note that the expected outcome was captured in Maryland’s COAP Program Narrative.

ID#: A unique identifier must be provided for each person referred to LEAD. If the person is referred multiple times during the reporting period, include the same ID#. This information will be used to track the total number of people referred and the total number of referrals. Please note that all people referred must be accounted for. If a person is re-referred, please use the same ID# for tracking purposes.

Referral type: Use the “dropdown” menu to select the referral type for each person.

- Arrest diversion
- Social contact referral

Referral reason: Use the “dropdown” menu to select the reason for each referral.

- Arrest
- Citation
- Drunk and disorderly
- Overdose
- Social referral
- Theft
- Trespassing
- Other

Other: If *Other* is selected for the referral reason, write out the applicable type.

Referral date: Provide the date in which the person was referred to LEAD, based on a MM/DD/YYYY format.

#2. The demographic breakdown of people referred to LEAD.

The template will designate four columns to capture this data element, to include the following:

Race: Use the “dropdown” menu to select the race of each person.

- Black
- White
- Hispanic
- Asian
- Other
- Unknown

Gender: Use the “dropdown” menu to select the gender of each person.

- Male
- Female

- Other
- Unknown

Disability: Enter the disability, if any, of each person.

Date of birth: Enter the date of birth of each person, based on a MM/DD/YYYY format.

#3. The number of people enrolled in LEAD, and the circumstances identified at intake.

The template will designate eleven columns to capture this data element, to include the following:

LEAD enrollment date: Provide the date in which the person was enrolled in LEAD, based on a MM/DD/YYYY format. Please note that entries for data element #1 (referral date) will be used in addition to the entry for this LEAD enrollment date to identify the referral-to-enrollment conversion.

Harm-reduction principles: Use the “dropdown” menu to select if the participant was provided with documents and/or information regarding LEAD’s harm-reduction principles, such as a harm-reduction orientation, at the time of enrollment.

- Yes
- No

Victim of crime: Use the “dropdown” menu to select if the participant was a victim of crime in the last 90 days.

- Yes
- No
- Unknown

Emergency room: Use the “dropdown” menu to select if the participant went to the emergency room within the last 90 days.

- Yes
- No
- Unknown

Visits to emergency: If *Yes* was selected for the emergency room, enter the number of visits to the emergency room.

Substance used: Use the “dropdown” menu to select the primary substance that the participant used, if any, within the last 30 days.

- Alcohol
- Cocaine
- Fentanyl
- Heroin
- Marijuana
- Other
- None

Other: If *Other* is selected for the substance used, write out the applicable type.

Medications to treat opioid use disorder (MOUD): Use the “dropdown” menu to select the MOUD for each participant, if any, within the last 30 days.

- Methadone
- Buprenorphine
- Naltrexone/Vivitrol
- Other
- None
- Unknown

Other: If *Other* is selected for the MOUD, write out the applicable type.

Substance use disorder treatment: Use the “dropdown” menu to select if the participant was in a traditional substance use disorder treatment within the last 30 days.

- Yes
- No
- Unknown

Housing: Use the “dropdown” menu to select the type of housing for each participant within the last 30 days.

- Permanent housing
- Transitional housing
- Emergency shelter
- Family or friend’s home (or couch surfing)
- Unsheltered

#4. The number of participants referred to services, based on their identified needs in the case management plan.

The template will designate four columns to capture this data element, to include the following:

Case management plan: Use the “dropdown” menu to select if a case management plan was created.

- Yes
- No
- Not applicable

Identified needs: Use the “dropdown” menu to select the participant needs.

- Victim services
- Behavioral health care
- Substance use disorder treatment
- Housing
- Medicare
- Healthcare
- Employment
- Training
- Education
- Medical insurance
- Other

Other: If *Other* is selected for the identified needs, write out the applicable type(s).

Referred to services: Use the “dropdown” menu to select if the participant was referred to services to address their identified needs.

- Yes
- No

#5. The number of participants enrolled in services.

The template will designate five columns to capture this data element, to include the following:

Enrolled in services: Use the “dropdown” menu to select if the participant was enrolled in services.

- Yes
- No

Not enrolled reason: If *No* is selected for the enrolled in services, provide the reason why the participant was not referred. Please note that entries will be used to identify gaps in service.

Type of service: Use the “dropdown” menu to select the type of service that the participant was enrolled in.

- Victim services
- Behavioral health care
- Substance use disorder treatment
- Housing
- Medicare
- Healthcare
- Employment
- Training
- Education
- Medical insurance
- Other
- None, participant declined

Other: If *Other* is selected for the type of service, write out the applicable type.

Service enrollment date: Provide the date in which the participant was enrolled in service, based on a MM/DD/YYYY format.

#6. The number of participants who reported an increase in their quality of life, and the magnitude of this increase after 90 days (or the typical duration of intensive engagement); and the number of participants who expressed a high level of satisfaction with their involvement in LEAD.

The template will designate three columns to capture this data element, to include the following:

Quality of life: Use the “dropdown” menu to select if the participant reported an increase in their quality of life as a result of the LEAD program.

- Yes
- No
- Unknown

Progress: Enter the progress of the participant as a result of the LEAD program.

Satisfaction: Use the “dropdown” menu to select if the participant expressed a high level of satisfaction with their involvement in LEAD.

- Yes
- No
- Unknown

#7. The number of participants arrested or experienced an overdose while in the program, and/or were discharged from the program.

The template will designate five columns to capture this data element, to include the following:

Arrest: Use the “dropdown” menu to select if the participant was arrested for a new crime.

- Yes
- No

Overdose: Use the “dropdown” menu to select if the participant experienced an overdose.

- Yes
- No

Discharged: Use the “dropdown” menu to select if the participant was discharged from, or left, the program.

- Yes
- No

Discharge reason: Use the “dropdown” menu to select the reason why the participant left the program.

- Moved
- No contact
- Decline services
- Other

Other: If *Other* is selected for the discharge reason, write out the applicable type.

#8. Are meetings occurring regularly with key decision makers?

The template will designate four columns to capture this data element, to include the following:

LEAD site: Enter the name of the reporting LEAD site.

Meeting frequency: Use the “dropdown” menu to select the frequency of meetings.

- Daily
- Weekly
- Bi-weekly
- Monthly
- Quarterly
- Bi-annually
- Annually

Decision makers: Use the “dropdown” menu to select if key decision makers attend these meetings.

- Yes
- No
- Occasionally
- Unknown

Stakeholders: Enter the stakeholders in attendance. Please note that entries will be used to show capacity for system level change.