

How to Transform CORE Data Extract Files in Excel (Drug and Alcohol Testing, Incentives & Sanctions)

Initially Transforming Extract File(s) Using Drug and Alcohol Testing Data

Navigate to the CORE Data Extract Page and select all sections you'd like to extract alongside the date range in the Data Extract filter (leave blank if you want *all* data entered for the program since its creation) and click Submit.

County/Tribe: Program:

[BJIA](#) [Dashboard](#) [New Referral](#) [Resources](#) [Reports](#) [User Management](#) [Procedural Fairness](#) [Notifications](#) [CORE Data Extract](#) [Program Page](#)

Data Extract Filter

Referral Date - Start

Referral Date - End

Please choose one or more section(s) of data for extracting CORE data from CORE database

Personal Information, Referral and Admission: [Check All](#)

<input type="checkbox"/> Demographics & Identifiers	<input type="checkbox"/> Alias	<input type="checkbox"/> Referral Information & Offense
<input type="checkbox"/> Criminal Risk & Needs Assessment	<input type="checkbox"/> Eligibility Determination	<input type="checkbox"/> Administrative
<input type="checkbox"/> Family & Housing	<input type="checkbox"/> Education & Employment	<input type="checkbox"/> Criminal Background
<input type="checkbox"/> Medical & Mental Health	<input type="checkbox"/> Alcohol & Other Drug Use	<input type="checkbox"/> Responsibility/Treatment Motivation

Progress Update: [Check All](#)

<input checked="" type="checkbox"/> Alcohol & Other Drug Testing	<input type="checkbox"/> Alcohol Continuous Monitoring	<input type="checkbox"/> Ancillary Services/Requirements
<input type="checkbox"/> Inpatient/Residential Treatment Services	<input type="checkbox"/> Medication Assisted Treatment	<input type="checkbox"/> Outpatient Treatment Services
<input type="checkbox"/> Status Hearings	<input type="checkbox"/> Supervision Contacts	<input type="checkbox"/> Incentives
<input type="checkbox"/> Sanctions	<input type="checkbox"/> In-Program Recidivism	<input type="checkbox"/> Education
<input type="checkbox"/> Employment	<input type="checkbox"/> Inactive Periods	<input type="checkbox"/> Living Situation
<input type="checkbox"/> Phase Changes		

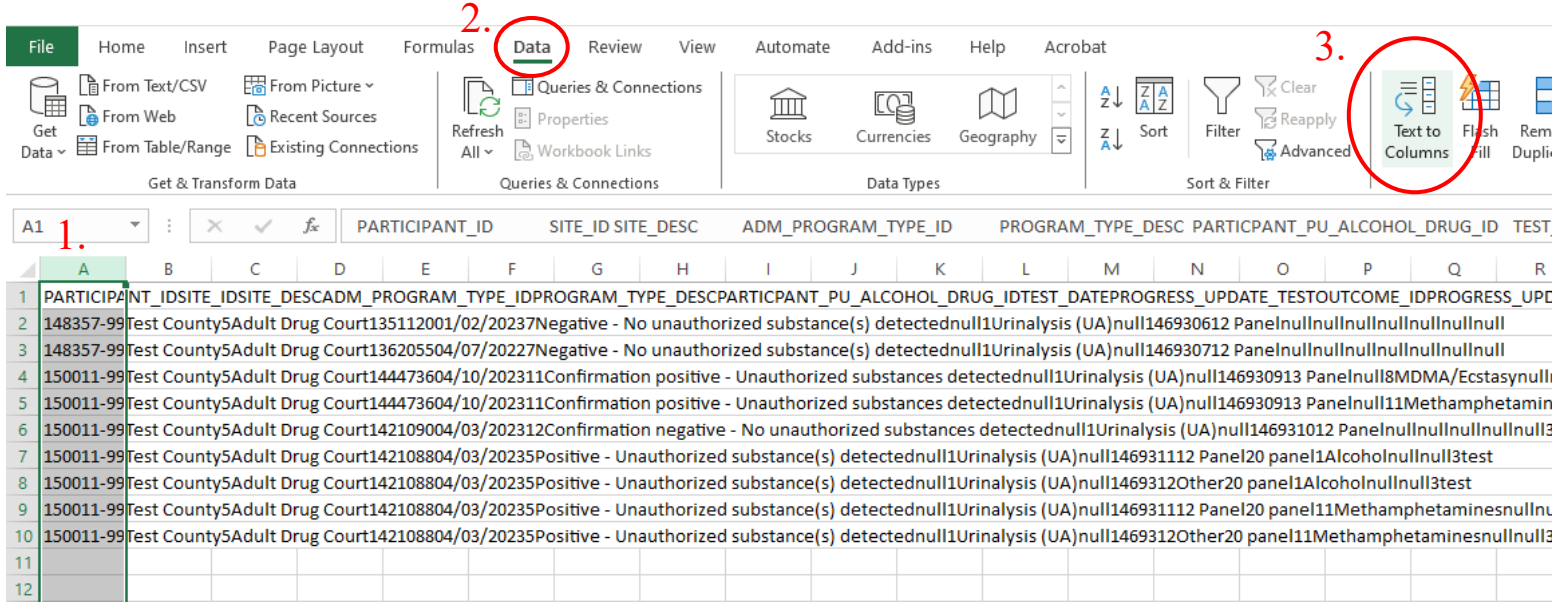
Discharge: [Check All](#)

<input type="checkbox"/> Administrative	<input type="checkbox"/> Family & Housing	<input type="checkbox"/> Education & Employment
<input type="checkbox"/> Medical & Mental Health	<input type="checkbox"/> Status & Outcomes	

[Reset](#) [Submit](#)

All of your selections will be in zipped folders corresponding to what section of CORE it came from (Personal Information, Referral and Admissions; Progress Updates; or Discharge), with a folder for each individual section selected. Upon opening, the data is in a one row per instance format, with a record's entire relevant data compressed into a single cell, with data points separated by indents that are made when the 'Tab' key is pressed. To separate the data points into columns:

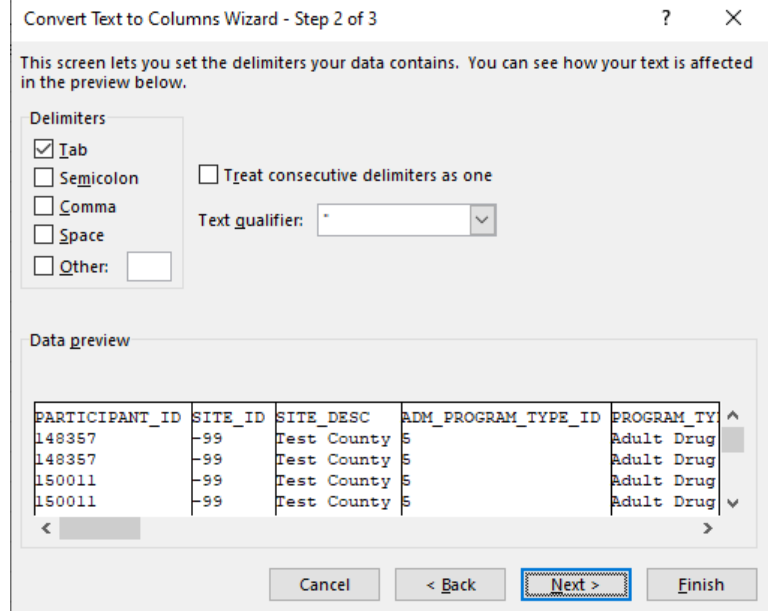
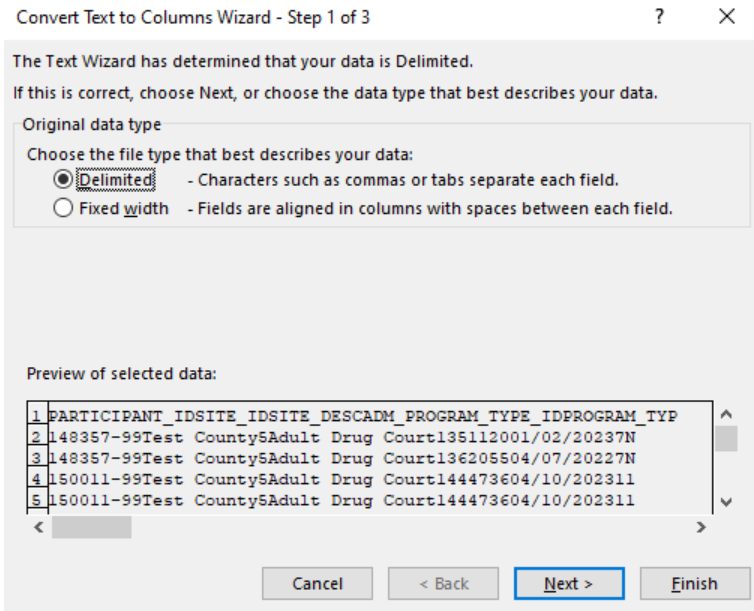
1. Highlight Column A
2. Navigate to the Data tab
3. Select “Text to Columns”



4. Select “Delimited” file type, then Next
5. Select “Tab” from delimiters
6. Finish

This process has Excel make a new column for every indent made by the ‘Tab’ key that is present in the data, which usually works seamlessly – however, if there happens to be an indent present somewhere in a text box in CORE, you may receive an error message stating that there is already data in the space you’re trying to expand into. If this is the case, search in Columns B/C/etc. to see where the expanded data is, and go about manually inserting it back into one cell in Column A, separated by ‘Tab’ indents. The data will remain compressed, so this is easily done by copying and pasting the contents of the adjacent column onto the end of the contents of Column A.

- ***If the error is ignored and the process is completed, any data that was present in the adjacent columns will be overwritten!***



- After clicking “Finish”, your data should now be separated into a one row per instance, one column per variable format¹. From here, the data within the Excel sheet can be filtered by Test Dates, Test Types, Participant ID (which is the same as a record’s CORE ID), Test Outcome, etc. An extract should always have the first column be PARTICIPANT_ID, but be wary of confusing this ID with others in the data – for example, every drug or alcohol test instance has a unique ID attached to it, labelled “PARTICIPANT_PU_ALCOHOL_DRUG_ID” (Column F here).

	A	B	C	D	E	F	G	H	I	J	K	L
1	PARTICIPANT_ID	SITE_ID	SITE_DESC	ADM_PRC	PROGRAM	PARTICPA	TEST_DATE	PROGRESS	PROGRESS_UPDATE_TST	TEST_OUT	PROGRESS	PROGRES
2	135958	-99	Test Coun	5	Adult Drug	79774	5/30/2019	7	Negative - No unauthori	null	7	Blood
3	138208	-99	Test Coun	5	Adult Drug	1351121	1/22/2021	5	Positive - Unauthorized	null	1	Urinalysis
4	138208	-99	Test Coun	5	Adult Drug	1351121	1/22/2021	5	Positive - Unauthorized	null	1	Urinalysis
5	138208	-99	Test Coun	5	Adult Drug	1351121	1/22/2021	5	Positive - Unauthorized	null	1	Urinalysis
6	138208	-99	Test Coun	5	Adult Drug	1351121	1/22/2021	5	Positive - Unauthorized	null	1	Urinalysis
7	138208	-99	Test Coun	5	Adult Drug	1351121	1/22/2021	5	Positive - Unauthorized	null	1	Urinalysis
8	138208	-99	Test Coun	5	Adult Drug	1351121	1/22/2021	5	Positive - Unauthorized	null	1	Urinalysis
9	138208	-99	Test Coun	5	Adult Drug	1351121	1/22/2021	5	Positive - Unauthorized	null	1	Urinalysis
10	138208	-99	Test Coun	5	Adult Drug	1351121	1/22/2021	5	Positive - Unauthorized	null	1	Urinalysis
11	138208	-99	Test Coun	5	Adult Drug	1351121	1/22/2021	5	Positive - Unauthorized	null	1	Urinalysis
12	148357	-99	Test Coun	5	Adult Drug	1351120	1/2/2023	7	Negative - No unauthori	null	1	Urinalysis
13	148357	-99	Test Coun	5	Adult Drug	1351120	1/2/2023	7	Negative - No unauthori	null	1	Urinalysis
14	148357	-99	Test Coun	5	Adult Drug	1362055	4/7/2022	7	Negative - No unauthori	null	1	Urinalysis
15	148357	-99	Test Coun	5	Adult Drug	1362055	4/7/2022	7	Negative - No unauthori	null	1	Urinalysis
16	148357	-99	Test Coun	5	Adult Drug	1362055	4/7/2022	7	Negative - No unauthori	null	1	Urinalysis
17	146451	-99	Test Coun	5	Adult Drug	1546267	8/8/2023	7	Negative - No unauthori	null	1	Urinalysis

¹ If more than one testing panel or detected substance has been selected, then there will be multiple rows present for one test – this is broken down more comprehensively in the Incentives & Sanctions section below!

Filtering by Unique Instances Using Incentives/Sanctions Data

Whenever CORE utilizes checkboxes to enter data, and multiple boxes are selected (for this example, multiple reasons for or outcomes from an entered incentive/sanction), the data will be separated into multiple rows for single instances – one row for every listed reason, as well as every incentive/sanction.

For example, if a sanction instance has Reasons A and B that resulted in Sanctions X, Y, and Z, there will be 3 rows present for both Reason A and B, resulting in 6 total rows for that single instance.

Example of Excel formatting the above:

Reason for Sanction	Sanction Action Taken
Reason A	Sanction X
Reason A	Sanction Y
Reason A	Sanction Z
Reason B	Sanction X
Reason B	Sanction Y
Reason B	Sanction Z

In order to filter by single, unique incentive/sanction instances in Excel, we must filter by the unique PARTICIPANT_PU_INCENTIVE/SANCTION_ID – again, be sure you’re not filtering by PARTICIPANT_ID, as that a participant’s CORE ID, which will almost always have several instances of incentives, sanctions, drug tests, and much more!

1. Highlight Column F (PARTICIPANT_PU_INCENTIVE/SANCTION_ID)
2. Navigate to Data tab
3. Select “Advanced” in Sort & Filter section

The screenshot shows the Microsoft Excel interface. The 'Data' tab is selected and circled in red. The 'Advanced' option in the 'Sort & Filter' group is also circled in red. The spreadsheet shows a table with columns A through L. Column F is highlighted in green, and a red '1.' is placed below it. The table contains data for participants with site ID -99, site description 'Test Coun', program '5 Adult Dru', and various sanction dates and actions.

	A	B	C	D	E	F	G	H	I	J	K	L
1	PARTICIPANT_PU_ID	SITE_ID	SITE_DESC	ADM_PRC	PROGRAM	PARTICIPANT_PU_SANCTION_ID	SANC_DATE	SANC_PREC_STA	SANC_PREC_ES	SANC_JAI	SANC_CO	SANC_E
2	138894	-99	Test Coun	5	Adult Dru	614863	6/14/2023	6/13/2023	6/14/2023	null	null	null
3	138894	-99	Test Coun	5	Adult Dru	614863	6/14/2023	6/13/2023	6/14/2023	null	null	null
4	138894	-99	Test Coun	5	Adult Dru	614863	6/14/2023	6/13/2023	6/14/2023	null	null	null
5	138894	-99	Test Coun	5	Adult Dru	614863	6/14/2023	6/13/2023	6/14/2023	null	null	null
6	138894	-99	Test Coun	5	Adult Dru	614863	6/14/2023	6/13/2023	6/14/2023	null	null	null
7	138894	-99	Test Coun	5	Adult Dru	614863	6/14/2023	6/13/2023	6/14/2023	null	null	null
8	138894	-99	Test Coun	5	Adult Dru	614863	6/14/2023	6/13/2023	6/14/2023	null	null	null
9	138894	-99	Test Coun	5	Adult Dru	614863	6/14/2023	6/13/2023	6/14/2023	null	null	null
10	138894	-99	Test Coun	5	Adult Dru	614863	6/14/2023	6/13/2023	6/14/2023	null	null	null

