

Court Output Report: Quick Sheet

1 GrantInfo Sheet:

The Court Output Report form consists of two worksheets. The first worksheet is called the "GrantInfo" sheet and the second is the "New Offender Report." Numbers 2-12 will explain what information should be entered into each field.

2 Court Name:

Please type in your court's name in this cell. This is the equivalent of the "Project Name" on your subgrant adjustment request form.

3 Current Subgrant No.:

Please type your current subgrant number in this cell. You can find this number on your subgrant expenditure report or adjustment request forms.

4 Fiscal Agent Name:

Enter the name of the entity to whom the subgrant is awarded. This is the equivalent of the "Subgrantee" on your subgrant adjustment request form.

5 Person Completing Form:

Please type in the first and last name of the person completing the output report. This should be the person to whom CJCC should direct any questions about the report.

6

Phone number: Please type in the phone number, including area code, of **the person completing the report.**

7

Email: Please enter the email of **the person completing the report.**

8

Court Type:

Once the cell is selected, you will see a dropdown box arrow appear (). Click on the arrow and select the court type from the list.

9

Court Circuit:

Once the cell is selected, you will see a dropdown arrow appear. Click on the arrow to select your circuit from the list.

10

Implementation Court:

Once the cell is selected, you will see a dropdown box appear. Choose yes/no to indicate whether or not you are an implementation court.

11

Projected Implementation Date:

You only answer this question if your answer to "Implementation Court?" was **Yes**. Please enter the month and year by which you intend to begin services.

12

Did any new offenders start your program this month?

Once the cell is selected, you will see a dropdown arrow appear. Choose yes/no to indicate whether you have had any new offenders start your program in that month.

For the purposes of this report, a "New Offender" is an offender who is new to the program or may have either been terminated from your program, or exited, but is back for a new offense.

If the answer to this question is **No**, then you do not have to complete the "New_Offender_Report" (NOR) worksheet. Save the file and submit it to courtreports@cicc.ga.gov. Please see #22 for instructions on saving and submitting.

13

Number of Offenders you are serving from previous months.:

Please enter the number of offenders still in your program from the previous months. For example, if an offender started your program in January, and he/she is still part of the program for the March report, you would count him/her for this field. **You do not have to enter information in the NOR sheet for these offenders.**

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14 **New Offender Report Sheet:**
The second sheet in the reporting form is where you itemize new offenders entering your program in a given month. Only complete this sheet if you responded **Yes** to “Did any new offenders start your program this month?” on the "GrantInfo" sheet.

15 **SID:**
The SID is the state identification number assigned to an offender upon arrest. This number should appear on the computerized criminal history record (GCIC rap sheet) on the front page, which should be in the offender’s file.

16 **Juvenile Offender Sequential ID:**
If your court serves juvenile offenders who do not have a SID, please use sequential numbers, starting with the number 1 preceded by the year and a dash (e.g. 2012-1) for the first offender. Please note these in the offender’s case file so that CJCC can validate these data upon a site visit. Please keep the count rolling from one month to the next – i.e. do not start at 1 again every single month.

17 **Child Deprivation Parent Sequential ID:**
In child deprivation cases where the parents involved do not have a SID, use this column to assign a sequential ID to them. These should follow the same format as the juvenile offender sequential ID noted above. Please note these in the parents’ case file so that CJCC can validate these data upon a site visit. Please keep the count rolling from one month to the next – i.e. do not start at 1 again every single month.

18 **Offender Birth Date:**
Please enter the offender birth date in the format specified. **If the birth date is unknown, please type in “Unknown.”**

19 **Offender Race:**
Once the cell is selected, you will see a dropdown arrow appear. Click on the arrow to select the offender’s race from the list. If his/her race is unknown, please select “Unknown.”

20 **Reporting Month:**
Once the cell is selected, you will see a dropdown arrow appear. Click on the arrow to select the month for which you are reporting. **Unless you are reporting multiple months at one time, this selection should remain the same for every entry.**

21 **Offender County of Residence:**
Once the cell is selected, you will see a dropdown arrow appear. Click on the arrow to select the county in which the offender resided at the time the offense was committed. **If the county is not known, please select “Unknown.”**

22 **Submitting Court Output Reports:**
Please save your Court Output report with the following naming convention: “[SubgrantNo.]_[Month].xlsx” (e.g. A12-8-025_January.xlsx).

Send your report via email to courtreports@cicc.ga.gov with your current grant number in the subject line.

Once you email the report, you will receive an automatic reply alerting you that your email was received. Please print this automatic reply email and **mail this with your subgrant expenditure report.**

CJCC **will not** process any expenditure reports received without this confirmation email. If you send a court output report that contains errors, or is blank, we will contact you for correction. CJCC **will not** process any expenditure reports until a revised output report is received.