

Court Output Report: Quick Sheet

GrantInfo Sheet:

1 The Court Output Reporting form consists of two worksheets. The first worksheet is called the "GrantInfo" sheet. Numbers 2-12 will explain what should go in each field.

Court Name:

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

Current Subgrant No.:

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

Fiscal Agent Name:

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

Person Completing Form:

5 Please type in the first and last name of the person completing the 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.**

Email:

7 Please type in the email of **the person completing the report.**

Court Type:

8 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.

Court Circuit:

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

Implementation Court:

10 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.

Projected Implementation Date:

11 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.

Did any new offenders start your program this month?

12 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.

"**New Offenders**" includes an offender who 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" worksheet. Save the file and submit it to courtreports@cjcc.ga.gov.

Number of Offenders you are serving from previous months:

13 Please enter the number of offenders who are still in your program from the previous months. You do not have to enter information for the offenders you already reported in previous months, **unless** they are back in your court for a new offense after having completed or been terminated from your program.

"New Offender Report" Sheet:

14 The second sheet in the reporting form is where you itemize new offenders entering your program in a given month. Only

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complete this sheet if you responded **Yes** to Quick Sheet #7: "Did any new offenders start your program this month?" on the GrantInfo sheet.

15 State Identification Number (SID)/ Juvenile Offender Sequential ID/ Child Deprivation Parent Sequential ID:

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.

If your court serves juvenile offenders or the parents of a child in a deprivation case 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). Note each ID in the offender's case file so that CJCC can validate these data during 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.

16 Offender Birth Date:

Please enter the offender birth date in the format specified. **If the birth date is unknown, please type in "Unknown."** Please note, validation is built into this cell.

Birthdays should fall between 01/01/1910 and 01/01/2010 and must be in the specified format.

17 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."

18 Offender Gender:

Once the cell is selected, you will see a dropdown arrow appear. Click the arrow to select the offender's gender from the list. If his/her gender is unknown, please select "Unknown."

19 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 and coincide with the month the new offender started your program.**

20 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."

21 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.