



Online Reporting Tool Frequently Asked Questions (FAQ)

Q: Will we be able to get a hand out of this presentation?

A: Yes, I have attached the PowerPoint to this email. Additionally, the PowerPoint will be uploaded soon to the Juvenile Justice Compliance Monitoring page on the Criminal Justice Coordinating Council (<https://cjcc.georgia.gov/juvenile-justice-compliance-monitoring>).

Q: When is the report due?

A: Monthly reports are **due by the 10th of the month** (e.g. January Monthly Jail Report will be due February 10th).

Q: On the section that has the drop down and asks “please indicate the month that is being reported”, do we insert the month that we are in or the actual month we are covering?

A: For this question (“Please select the month for which you are reporting”), you will select **the month for which the data you are entering covers**.

Monthly Jail Monitoring Report

17%

Please indicate the person completing this report.
Kelsey Martin

Please also indicate the Monitor verifying this report.
Stephanie Larrick

Please select the month for which you are reporting.
September ▾

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Criminal Justice Coordinating Council
Grants and Policy Division

Juvenile Justice Unit

Q: What are the exact dates for the annual jail monitoring report?

A: The FY16 Annual Report will **cover October 1, 2015 – September 30, 2016**. The **FY16 Annual Report will be due by November 30, 2016**. The FY16 Annual Report will be submitted via email jail.reports@dj.state.ga.us.

Q: Can the annual court holding reports be completed online?

A: No, the annual court holding reports should be completed by the designated officer that ensures juveniles are sight and sound separated when being brought to court for a juvenile court hearing. This report will also **cover October 1, 2015 – September 30, 2016**. The **FY16 Court Holding Report will be due by November 30, 2016** and submitted via email jail.reports@dj.state.ga.us.

Q: When will we start reporting using the online tool?

A: The online tool will be available starting FY17 (covering October 1, 2016 – September 30, 2017) reporting. The month of October will be submitted using the online tool. The month of October will be due November 10th.

For further information, please contact:

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