

FY2014
ACCOUNTABILITY COURT GRANT
SUBGRANTEE WORKSHOP

COURT OUTPUT REPORT



Wednesday, October 16, 2013

Workshop Agenda

- Welcome & Logistics

- Reporting

Court Output Report

Version 2.1



Why Report to CJCC

- Required by the Accountability Court Funding Committee (*see special conditions)
- End results:
 - Assess project performance
 - Provide appropriate technical assistance
 - Justify continued funding
 - Demonstrate value added from additional funding for accountability courts

Court Output Report (Version 2.1)

- Submitted Monthly with your SER
 - ▣ Currently 100% of the courts already submitting SID & Offender Information reports
 - ▣ Standardizes the way these are submitted
- Output reports alerts CJCC about court's activity and number of offenders served
- Ensures grant dollars are going to operational courts

Computer Requirements for Court Output Report

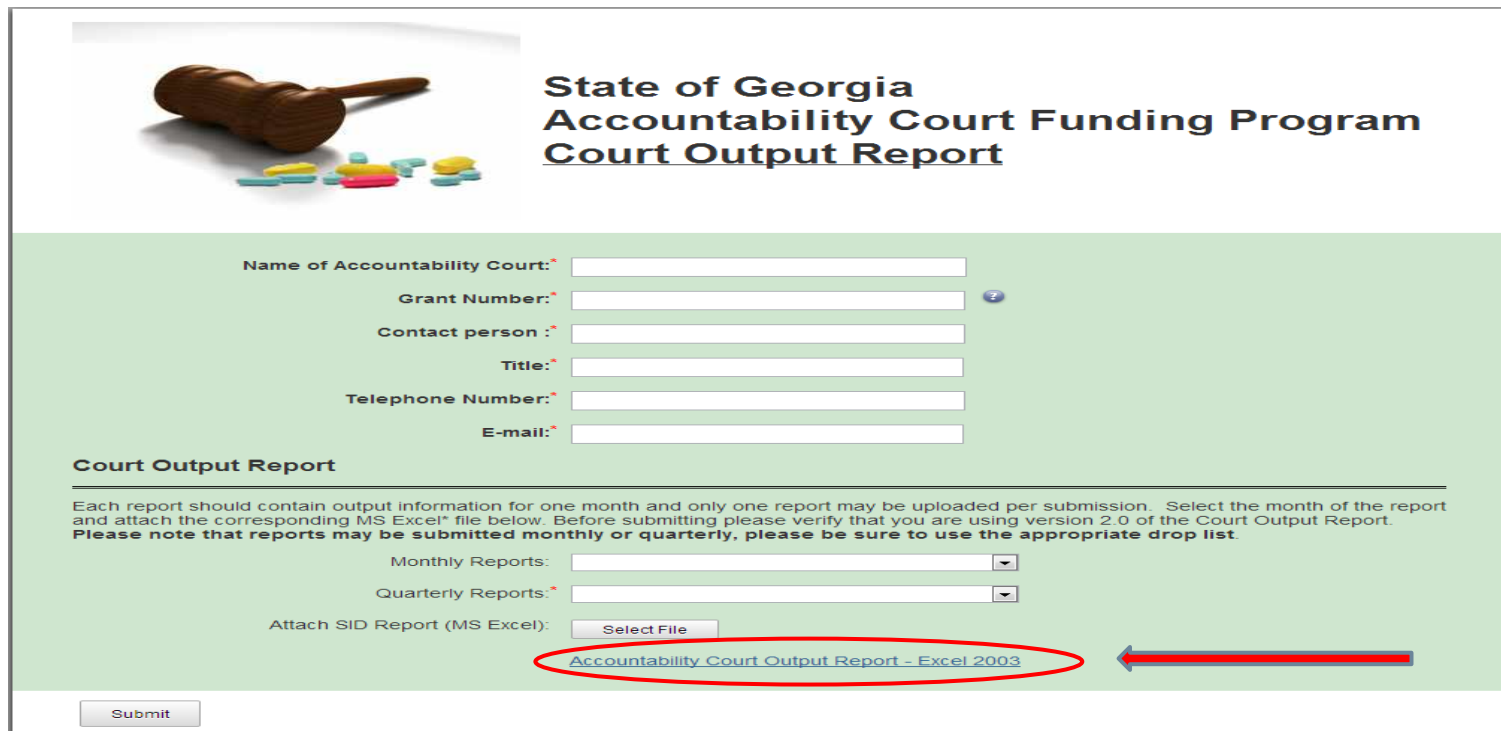
- Microsoft Office – Excel 2003 or more recent
 - ▣ Please consult with your IT department to ensure you have Excel installed in your computer
- Internet Explorer, Mozilla Firefox or other Web Browser to submit the report via the CJCC's web portal
- Be sure to **save output reports to your computer or network once you have already submitted.** If we have a technical glitch and do not receive the report, you can simply resubmit what you already completed.

Court Output Report (cont'd)

□ Where to Download the Court Output Report

□ CJCC Website

■ <https://adobeformscentral.com/?f=%2A7tzh7zH%2AogHO>



The image shows a web form titled "State of Georgia Accountability Court Funding Program Court Output Report". The form includes several input fields for contact information: "Name of Accountability Court:", "Grant Number:", "Contact person:", "Title:", "Telephone Number:", and "E-mail:". Below these fields is a section titled "Court Output Report" with instructions: "Each report should contain output information for one month and only one report may be uploaded per submission. Select the month of the report and attach the corresponding MS Excel* file below. Before submitting please verify that you are using version 2.0 of the Court Output Report. Please note that reports may be submitted monthly or quarterly, please be sure to use the appropriate drop list." This section contains two dropdown menus for "Monthly Reports:" and "Quarterly Reports:". At the bottom, there is a "Select File" button next to the label "Attach SID Report (MS Excel):". A red oval highlights the filename "Accountability Court Output Report - Excel 2003" below the button, with a red arrow pointing to it from the right. A "Submit" button is located at the bottom left of the form.

**State of Georgia
Accountability Court Funding Program
Court Output Report**

Name of Accountability Court:
Grant Number:
Contact person:
Title:
Telephone Number:
E-mail:

Court Output Report

Each report should contain output information for one month and only one report may be uploaded per submission. Select the month of the report and attach the corresponding MS Excel* file below. Before submitting please verify that you are using version 2.0 of the Court Output Report. Please note that reports may be submitted monthly or quarterly, please be sure to use the appropriate drop list.

Monthly Reports:
Quarterly Reports:

Attach SID Report (MS Excel):

Accountability Court Output Report - Excel 2003

Court Output Report (cont'd)

Accountability Court Reporting Sheet_FINAL [Compatibility Mode] - Microsoft Excel

SECTION I - GENERAL INFORMATION


Version 2.1

Court Name:
Current Subgrant No.:
Fiscal Agent Name:
Person Completing Form:
Phone Number:
Email:
Court Type:
Court Circuit:
Implementation Court?:
Projected Implementation Date (mm/yyyy):

Did any new offenders start your program this month? (If yes, Please complete the New_Offender_Report. If no, enter the number of offenders you are serving from previous months):
Number of Offenders you are serving from previous months (Please answer this question, even if you also had new offenders start this month.):

The Output Report Excel Document has 2 tabs.

GrantInfo New_Offender_Report

If you do not see the TWO tabs at the bottom of your screen, you may have to **maximize** your window. To do so, click on the  maximize

button at the top of your window.

Grant Info Sheet

Accountability Court Reporting Sheet_FINAL [Compatibility Mode] - Microsoft Excel

	A	B
1	SECTION I - GENERAL INFORMATION	Version 2.1
2	Court Name:	
3	Current Subgrant No.:	
4	Fiscal Agent Name:	
5	Person Completing Form:	
6	Phone Number:	
7	Email:	
8	Court Type:	
9	Court Circuit:	
10	Implementation Court?:	
11	Projected Implementation Date (mm/yyyy):	
12	Did any new offenders start your program this month? (If yes, Please complete the New_Offender_Report. If no, enter the number of offenders you are serving from previous months):	
13	Number of Offenders you are serving from previous months (Please answer this question, even if you also had new offenders start this month.):	

GrantInfo New_Offender_Report

1. Court Name = "Project Name" on your sub-grant adjustment form
2. **Current** Sub-grant No. : Please Use **FY2014** sub-grant No.
3. Fiscal Agent Name: Name of entity to whom the sub-grant is awarded.
4. Person Completing Form
5. Phone Number
6. Email

Please Answer **Every** Question!!!

Grant Info Sheet (cont'd)

Accountability Court Reporting Sheet_FINAL [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles

	A	B
1	SECTION I - GENERAL INFORMATION	Version 2.1
2	Court Name:	
3	Current Subgrant No.:	
4	Fiscal Agent Name:	
5	Person Completing Form:	
6	Phone Number:	
7	Email:	
8	Court Type:	
9	Court Circuit:	
10	Implementation Court?:	
11	Projected Implementation Date (mm/yyyy):	
12	Did any new offenders start your program this month? (If yes, Please complete the New_Offender_Report. If no, enter the number of offenders you are serving from previous months):	
13	Number of Offenders you are serving from previous months (Please answer this question, even if you also had new offenders start this month.):	

GrantInfo New_Offender_Report

Please Answer **Every** Question!!!

7. Court Type: Choose from dropdown list
8. Court Circuit: Choose from dropdown list
9. Implementation Court: Choose from dropdown list
10. Projected Implementation Date: **ONLY** answer this if you are an implementation court.
11. New Offenders: Choose from dropdown list
12. Previous Offenders: offenders who are still in your program from the previous months.

New Offender Report Sheet

- You only need to answer this sheet if you served new offenders for the reporting month.
- “**New Offenders**” include an offender who may have either been terminated from your program, or exited, but is back for a **new** offense.

New Offenders Report Sheet (cont'd)

	A	B	C	D	E	F	G
	SID, or Juvenile Offender Sequential ID#, or Parent Sequential ID#	Offender Birth Date (mm/dd/yyyy)	Offender Race	Offender Gender	Reporting Month	Offender County of Residence	LSI-R Scores
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1. SID Number :

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). DFCS Personal ID numbers can also be used. 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.


New Offenders Report Sheet (cont'd)


	A	B	C	D	E	F	G
	SID, or Juvenile Offender Sequential ID#, or Parent Sequential ID#	Offender Birth Date (mm/dd/yyyy)	Offender Race	Offender Gender	Reporting Month	Offender County of Residence	LSI-R Scores
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2. Offender Birth Date: Please enter the offender birth date in the format specified. (mm/dd/yyyy)

If the birth date is unknown, please type in "Unknown."

3. Offender Race: Choose from the dropdown list . If his/her race is unknown, please select "Unknown."


4. Offender Gender: Choose from the dropdown list . If his/her gender is unknown, please select "Unknown."

5. Reporting Month: Choose from the dropdown list . **If you are reporting on a monthly basis, this selection should remain the same for every entry and coincide with the month the new offender started your program.**

6. Offender County of Residence: Choose from the dropdown list . Select the county in which the offender resided **at the time the offense was committed.**



New Offenders Report Sheet (cont'd)

7. LSI-R Scores: Choose from the dropdown list . If his/her LSI-R Score is unknown, please select “Unknown.”

What is LSI-R Score?

Level of Service Inventory–Revised Score, is a quantitative survey of offender attributes and their situations relevant to level of supervision and treatment decisions. It is designed for ages 16 and older.

The score is an actual number that places participants in a range **(minimum to maximum on a scale of 0 to 50)** of risk for recidivism and treatment/supervision needs.

All courts should have the LSI-R Score Record for their program participants, except Juvenile Courts. (DUI Courts are required to use LSI-R Score starting January 1, 2014)

	A	B	C	D	E	F	G
	SID, or Juvenile Offender Sequential ID#, or Parent Sequential ID#	Offender Birth Date (mm/dd/yyyy)	Offender Race	Offender Gender	Reporting Month	Offender County of Residence	LSI-R Scores
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Submitting Court Output Reports

- ❑ Please save your Court Output report with the following naming convention: “[**SubgrantNo.**]_[**Month**].xlsx” (e.g. **A13-8- 025_January.xlsx**).
- ❑ Submit your report via <https://adobeformscentral.com/?f=%2A7tzh7zH%2AogHOIE5I%2Aqm2w>
- ❑ **Please DO NOT submit reports via email!!!**
- ❑ **Properly completing form is important! CJCC will not process reimbursement without a completed form.**

Contact Information

- **Aisha Ford, Program Director**
 - 404-657-2045 Office
 - 404-657-1957 Fax
 - Aisha.Ford@cjcc.ga.gov

- **Ursula Kelley, Grants Specialist**
 - 404-657-1968 Office
 - 404-657-1957 Fax
 - Ursula.Kelley@cjcc.ga.gov

Contact Information (cont'd)

- **Reginald Boyd, Grants Specialist**

- 404-657-2073 Office

- 404-657-1957 Fax

- Reginald.Boyd@cjcc.ga.gov

- **Ren Yang, Operations Analyst, SAC**

- 404-654-5692 Office

- 404-657-1957 Fax

- Ren.Yang@cjcc.ga.gov

Helpful Links & Resources

- Criminal Justice Coordinating Council
<http://cjcc.georgia.gov>

Court Output Report Quick Sheet

Court Output Report: Quick Sheet

Court Output Reports are required to collect information on the court's activity and the number of offenders served.


Please visit [CJCC's Website](#) to download the report Version 2.1.

- 1 GrantInfo Sheet:**
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.
- 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:**
This is the name of the entity to whom the subgrant is awarded. This is the equivalent to 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 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 type in 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. "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 using the [web-based form on CJCC's website](#).

13 Number of Offenders you are serving from previous months:
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 you program.

Court Output Report Quick Sheet (cont'd)

Court Output Report: Quick Sheet

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 Quick Sheet #12: "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). Personal IDs, listed in Shines, can be used. 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.

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 LSI-R Scores

Once the cell is selected, you will see a dropdown arrow appear. Click on the arrow to select the score. If the score 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. A13-8-025_January.xlsx).

Submit your report via [CJCC's web-based form](#).

CJCC **will not** process any expenditure reports until a Court Output Report is received. If you send a court output report that contains errors, or is blank, we will contact you for correction. We will not process expenditure reimbursements until you submit a corrected form.

If you have any questions regarding this Court Output Report, please contact: Reginald Boyd at (404) 657-2073 or Reginald.boyd@cjcc.ga.gov or Ren Yang at (404) 654-5692 or ren.yang@cjcc.ga.gov

Questions?

