



## ONLINE REPORTING TOOL FREQUENTLY ASKED QUESTIONS (FAQ)

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**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://cicc.georgia.gov/juvenile-justice-compliance-monitoring>).

**Q:** When is the report due?

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

**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.

A screenshot of the "Monthly Jail Monitoring Report" form. On the left is a large blue shield with the Georgia Criminal Justice Coordinating Council seal. The form itself is white with a blue header. It contains a progress bar at 9%, a field for the person completing the report (Kelsey Martin), a field for the monitor verifying the report (Stephanie Larrick), and a dropdown menu for the month (September). At the bottom are "Previous" and "Next" buttons.

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

**A:** The Annual Reports will cover October 1 – September 30 of every year. The Annual Report will be due by November 30 of every year. The Annual Reports will be submitted via email [jail.reports@djj.state.ga.us](mailto:jail.reports@djj.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 – September 30 of every year. The Court Holding Report will be due by November 30 of every year and submitted via email [jail.reports@djj.state.ga.us](mailto:jail.reports@djj.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 10<sup>th</sup>.

**For further information, please contact:**

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