

DATA OFFICER NEWSLETTER

ILS Data Officer Listserv

Volume 1, Issue 2

In this issue:

- Performance Measures Report
 - Preparation
 - PM Progress Report Highlights
- ILS Site Visits
 - April
 - May
 - June



Welcome



Welcome to the ILS Data Officer Newsletter. Here we will provide updates and highlights pertaining to the ILS Research Team, County Data Officers, and those involved in data collection and reporting for Institutional Providers and Assigned Counsel Programs across New York State.

Performance Measures Progress Report

Preparation

In early 2022, Statewide Attorney Claire Knittel, Statewide Implementation Analyst Luchele Chisunka, and Data Outreach Officer Reilly Weinstein worked in collaboration to develop a two-part series of Performance Measures (PM) Data Officer Trainings as well as Supplemental Materials to aid in completing the PM Progress Report. These resources are available on the ILS website, www.ils.ny.gov under Research and Data Analysis > Data Officers or Annual Data Reporting.



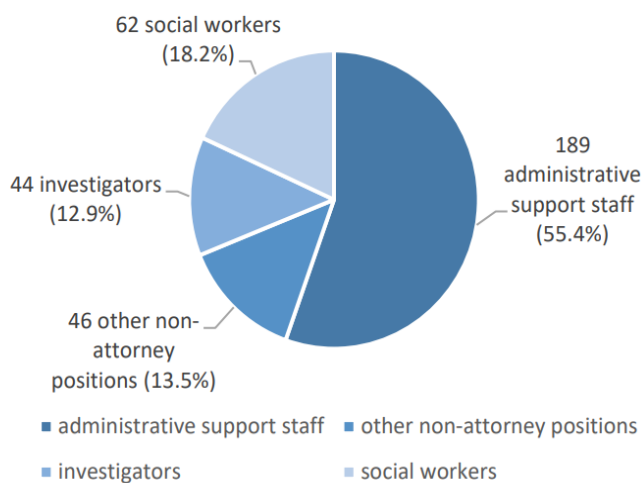
Thank you to all Data Officers, data providers, and providers of mandated representation with whom we have collaborated to gather the necessary information for this report. ILS greatly appreciates your continued dedication to providing complete and accurate data in a timely manner.

Performance Measures Progress Report Highlights

Consistent with previous years, providers of mandated criminal representation in New York State continue to make significant progress in implementing the statewide reforms. The data reflect a substantial increase in the use of statewide contract funding to provide defense counsel representation at arraignment.

In earlier years of statewide implementation, the focus of most providers was on hiring more attorneys to reduce caseloads and ensure counsel at arraignment. Notably, the data from this latest report shows a marked increase in the use of statewide funding for hiring or contracting with non-attorney professionals. Please see the excerpt below from the conclusion of the 2022 Performance Measures Progress Report:

Non-attorney hires statewide (N=341)



“The number of cases receiving expert and investigative services through statewide contract funding increased by 138.8% (for expert services) and 58.0% (for investigative services) compared to the year before. In addition, the number of non-attorney hires – including investigators, social workers, non-attorney administrative support staff, and other non-attorney professionals – increased substantially.”

Figure 1: Non-Attorney Hires Statewide | 2022 Performance Measures Annual Report. Page 7.

To review the full 2022 Performance Measures Progress Report please visit the ILS website, www.ils.ny.gov, under Hurrell-Harring Statewide Implementation > Statewide Implementation Plans and Reports > [Performance Measures Report 2022](#).



ILS Site Visits

In April, ILS Data Outreach Officer Reilly Weinstein and Data Scientist Nick Watson, in collaboration with ILS Statewide Attorneys, resumed in-person data meetings with criminal defense providers and county-based data staff. Nick and Reilly's goal is to gather information on each county's structuring of the Data Officer role and the overall infrastructure of data collection and reporting; ultimately, findings will inform a targeted and collaborative approach to addressing data-related barriers.



April: Rockland and Dutchess

On April 26th, Reilly and Nick, accompanied by Statewide Attorney Kathryn Murray, visited Rockland County public defense providers. They attended a joint meeting at the Public Defender's Office with staff from both the Public Defender and the Assigned Counsel Plan (ACP). The Public Defender's Office was represented by Public Defender James Licata, Senior Assistant Public Defender Ellen Woods, Paralegal Annemarie Henriquez, Accountant/Data Officer April Radican and Clerk Eric Frankel. In attendance from the ACP was Executive Director of the Rockland County Bar Association Nancy Low-Hogan and ACP Administrator Keith Braunfotel. The discussion focused on their highly collaborative data infrastructure. The Public Defender's Office enters arraignment data into PDCMS and then transfers the conflict cases to the ACP. The ACP inputs this data into Excel and updates it throughout the case.

The following day, Nick and Reilly visited Dutchess County. At the Public Defender's Office, they met with Data Officer Karen Karath and Chief Investigator Joseph Matteo. Ms. Karath described her data verification process, which includes regular diagnostic reports via PDCMS as well as consistent collaboration with those entering the data. Mr. Matteo shared that he has developed an internship program for local college students to assist in the organization and linguistic interpretation of discovery materials; this has helped immensely in reducing attorney workload, thus leaving more time and resources available for data quality control.

At the Dutchess County ACP, Reilly and Nick met with ACP Administrator Thomas O'Neill, Principal Accounting Clerk Brenda-Jean Iaccino, and Accounting Clerk Megan Elliot. They discussed data challenges that pertain specifically to ACPs, as well as the solutions their office continues to develop. For instance, they've shifted the process of communication so that the ACP is notified of nearly all attorney assignments in real-time rather than when the voucher is submitted at the end of the case. Additionally, depending on the source of the data, i.e., the comptroller vs. the courts, it is entered differently into PDCMS. The variance in entry practices creates the potential for error in the aggregate data. To combat this issue, Ms. Iaccino created a project code that allows her to identify the source of information and ensure data consistency.



May: Essex, Schenectady and Albany

On May 2nd, Reilly and Nick joined ILS *Hurrell-Harring* Senior Research Associate Alyssa Clark at the Essex County Public Defender's Office. Reilly and Nick met with Public Defender Brandon Boutelle and Secretary to the Public Defender/Data Officer Kellie King. Nick, Alyssa and Reilly learned of Ms. King's long-standing and widespread involvement in the county. She described her experience and knowledge of Essex as a county as greatly beneficial to her role as the Data Officer.

On May 25th, Nick and Reilly visited Schenectady County and met with Data Office Juliana Kremzier. Ms. Kremzier works in the county's Finance Department, which she believes dovetails well with her Data Officer-specific tasks. She shared her process of data collection and verification, including the source documents she uses to gather case information.

Next, on May 26th, Nick and Reilly visited Albany County's ACP. They met with ACP Administrator Thomas Debose, Policy Analyst Aliyah McFarlane, Deputy Commissioner Patrick Alderson and Data Officer Dr. Jia-Hung Wu. Mr. Debose and Dr. Wu shared the many ways in which they collaborate to develop the program's capacity for streamlining data collection and verification. Using PDCMS Dr. Wu pulls diagnostic reports for all three county providers and collaborates with data providers in each office to resolve issues and achieve accuracy.



June: Herkimer, Cortland and Chenango

Reilly and Nick traveled to Herkimer County on June 8th to meet with Account Clerk/Data Officer Kaylynn Schaeffer. Ms. Schaeffer is housed in the County Auditor's Office but collects and verifies all the Herkimer County data needed for the ILS reports. She described her data entry and verification process, sharing her source documents, which include a voucher that she had created based on the ILS-195 Report.

On June 15th, Nick and Reilly traveled to Cortland County. ILS Statewide Attorney Claire Knittel joined virtually as they met with ACP Administrator Michael Cardinale and Data Officer Lyn Manning. Ms. Manning's many years of experience working in the county inform her approach to her role as data officer. She enters data into PDCMS and works in tandem with secretaries and attorneys to strive for accurate data.

On the following day, Reilly and Nick stopped in Chenango County to meet with Confidential Secretary to the Public Defender/Data Officer Karri Beckwith. Ms. Beckwith has been working in the county for many years, wearing multiple hats. She currently has paralegal duties, manages the grants process, does data entry verification, and completes the ILS reports. Ms. Beckwith emphasized the importance of collaboration with other staff and office in resolving any errors or missing information.

We look forward to meeting with each counties' data providers and Data Officers. If you haven't heard from us yet, you will!