



Office of Indigent
Legal Services

Data Officer Training

December 10, 2020

Today

- Next steps after ILS-195 Part 3 Online Training
 - Outreach to providers
 - ILS-195 review before submission
 - ILS-195 source documents
 - To do
- Data flow charts for institutional providers

Outreach to providers

- Reach out to each provider of mandated criminal representation in your county
- Provide ILS-195 (ILS 195_2020 Version; PDF attached to training materials email)
- Discuss process of submitting ILS-195
 - Distribution unique link: February 2021 via email
 - Deadline: April 1, 2021
 - Data Officer assistance
 - Data Officer review

ILS-195 review before submission

- Two weeks prior to April 1, 2021 deadline by Data Officer
- Data accuracy, consistency, quality
- Best practice (also for other data reports to ILS)

- Understanding data flow and data sources

ILS-195 source documents

- Source document = the document or source from which the requested information is derived for each individual case.
- Examples:
 - CAFA cover sheet / CAFA intake form
 - Pre-printed case file folder
 - Case closing form
 - Voucher

Part 2

11. Please report the total number of **new cases opened** in the following categories in the last calendar year. Please respond with numbers only. Decimal points are not allowed. A blank entry will result in an error message – please enter ‘0’ where applicable.

[Assigned counsel providers not notified of newly open cases per their response on Screener Question B will skip to question 12. All other providers answer question 11.]

Violent Felonies	_____
Other Felonies	_____
Misdemeanors and Violations	_____
Parole Violations	_____
Post-Dispositions	_____
Appeals of a Guilty Plea	_____
Appeals of a Verdict	_____
Family Court	_____
Family Court Appeals	_____

Q11 Source Documents

Please indicate below from what source document(s) the requested information about the total number of new cases for each of these categories is pulled.



17. Please report the total numbers of **arraignments** in **criminal** cases at which you provided representation in the last calendar year for each of the following three categories: violent felonies, other felonies, and misdemeanors & violations. Then indicate for each arraignment what the outcome / outcomes were by counting them in the applicable categories below. Please respond with numbers only. Decimal points are not allowed. A blank entry will result in an error message – please enter ‘0’ where applicable.

	Violent Felonies	Other Felonies	Misdem. & Violations
Total arraignments	_____	_____	_____
...at which client was in custody prior to arraignment	_____	_____	_____
...at which client was <u>ROR'd</u>	_____	_____	_____
...at which client was released under non-monetary conditions	_____	_____	_____
...at which bail was set	_____	_____	_____
...at which client was remanded	_____	_____	_____
...at which client received an ACD	_____	_____	_____
...at which client's case was dismissed	_____	_____	_____
...at which client pleaded guilty	_____	_____	_____

Q17 Source Documents

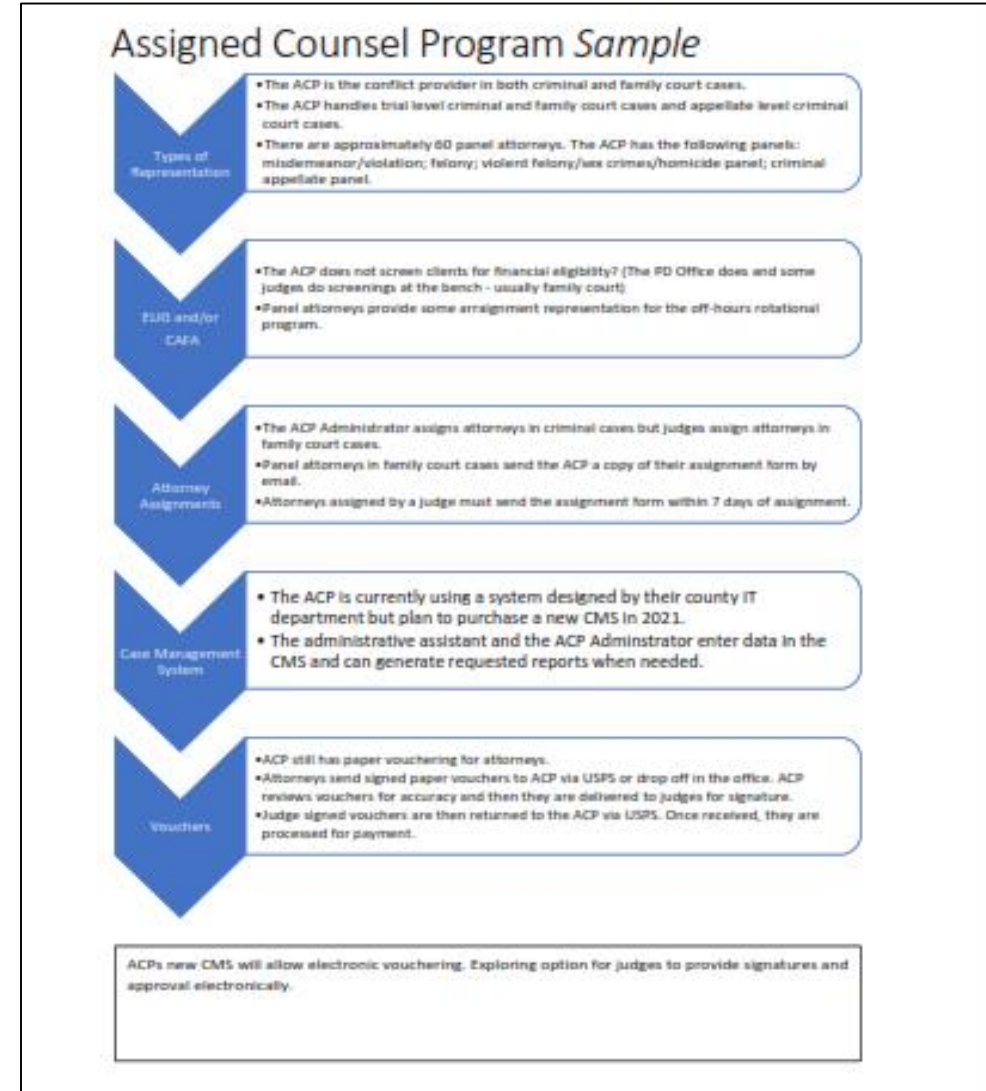
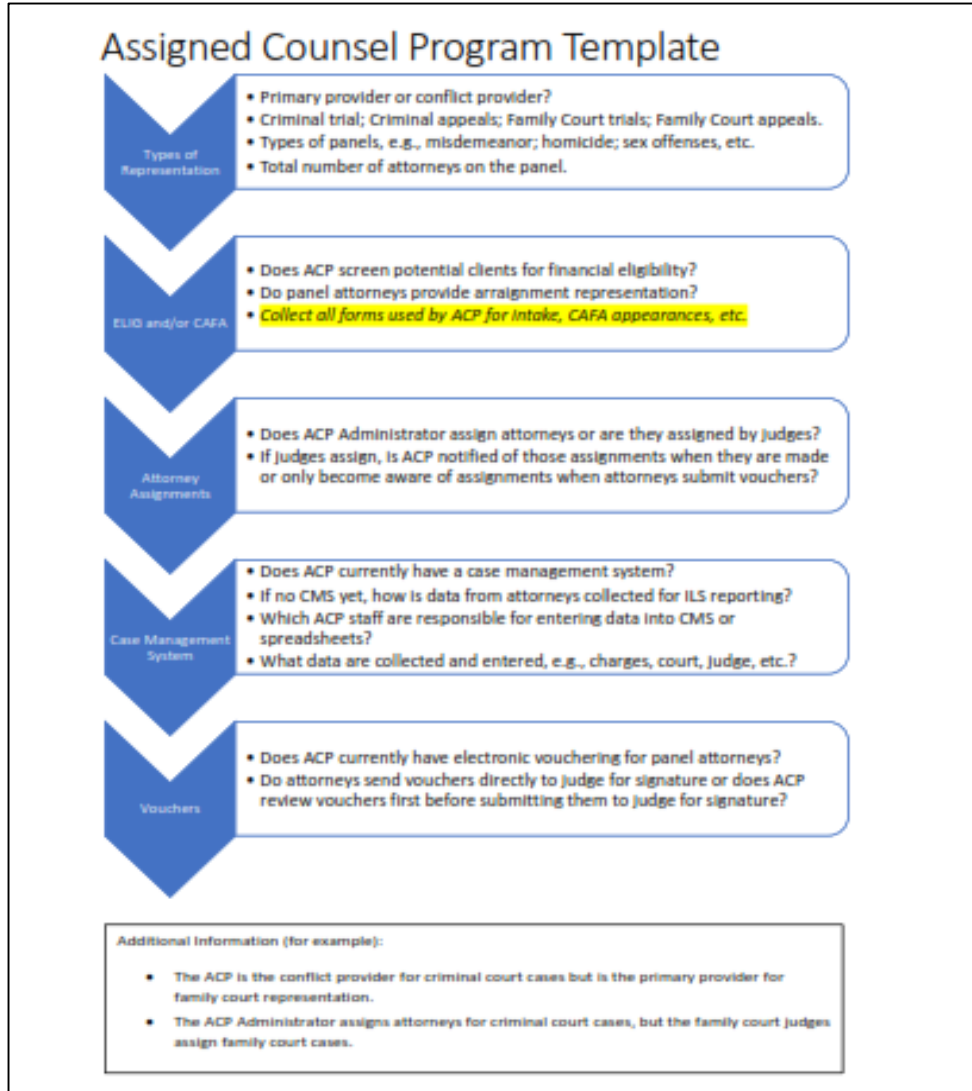
Please indicate below from what source document(s) the requested information about the total number of arraignments and the outcomes in each of the three case categories is pulled.



To do:

- Indicate source document(s) for ILS-195 on “ILS-195 source document form”
 - Part 2 Q11 to 15
 - Part 3 Q17 to 25
 - One form per provider
- Collect digital copies of all source documents
- Send completed form and copies of source documents to data@ils.ny.gov

Data flow charts



Data flow charts

