

Data Officers

New York City and each upstate county (other than the five counties currently engaged in the *Hurrell-Harring* settlement) will be staffed with one “data officer.” Data officers’ primary function is to work with ILS in operationalizing the data requirements. As such, their responsibilities should include, but are not limited to:

- Knowledge of the new ILS data requirements and definitions. A draft of a new form, titled ‘ILS-195,’ is available on the [ILS website](#), along with instructions, definitions for reporting counts of criminal cases, and other supporting documents. ILS will be welcoming feedback on the form until November 16, 2018.
- Ability to work with each provider of mandated representation in his/her county to:
 - implement these new requirements
 - operationalize any changes in how data are currently collected, maintained, and reported to comport with ILS definitions, requirements, and deadlines; and
 - Record, report on, and verify any such changes.
- Familiarity with the technology employed by providers of mandated representation to track relevant data as well as with providers’ practices in collecting and maintaining pertinent data.
- Availability for in-person and web-based training on several aspects of data tracking in compliance with ILS requirements
- Availability to provide regular updates to ILS on the status of the implementation of the new data requirements.
- Coordination of the annual reporting of required data in a uniform, accurate and timely fashion.
- Maintenance of an impartial and consistent approach when dealing with different providers.
- The capacity to represent faithfully to ILS the quality of the data from all providers in the county, and communicate to ILS any concerns about data quality.
- Ability to speak authoritatively to the accuracy and consistency of data submitted.