

ARIZONA SUPREME COURT



Adult Probation Services Division

Monthly Statistics User Reference Guide

Version #02

Arizona Supreme Court

Monthly Statistics User Reference Guide

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Introduction

Overview

This document provides a comprehensive outline of all APETS Screens and data required for APETS to be able to pull monthly statistics automatically for Arizona counties' adult probation departments.

Document Organization

This document is organized by monthly statistical domains. For instance, the domain of 'Absolute Exits' has its own section. That section is then divided into sections, one for each screen, where data is required to be entered in order to populate the domain. Each section then denotes what functionality is required within that screen.

Suggested Distribution

It is suggested that this document be distributed to all county monthly statistical coordinators, APETS coordinators and back-up coordinators and county administration

Supplemental Materials

- A monthly statistics "Cheat Sheet" contains a list of which screens are used for data entry with respect to monthly statistics in APETS and is intended for general use among APETS users throughout the counties.
- The Population and Performance Measure document is a comprehensive definition and rules document which details how the APETS Monthly Statistics Query will derive values for each respective unit of measurement.

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General Infrastructure

Caseload Maintenance Screen

Key Points:

- ONLY Caseloads marked for “Statistical Reporting” will be included in the month end calculation of monthly statistics.
- The default value for the “Monthly Stats” dropdown is “Exclude”. Users must choose “Include” from the “Monthly Statistics” dropdown

The screenshot shows the 'Caseload Maintenance' screen. At the top is a table with columns: Unit, Description, Supvsn Type, Active, and Monthly Stats. Below this is a detailed form for a selected caseload (Description: IPS 2, County: Pima). The form includes fields for Max Client # (25), Max Employee # (2), Unit (East - Unit 4), Active (Active), RSN (3756), Supervision Type (Intensive Probation), and Monthly Stats (Include). A red box highlights the 'Caseload Special Attributes' button. Below the form is a table with columns: Area Number, Short Desc, Description, Last Modified, and Modified By. A red arrow points from the 'Caseload Special Attributes' button to a text box below.

Unit	Description	Supvsn Type	Active	Monthly Stats
East - Unit 2	FSD SMI 3	SPS	Active	Include
East - Unit 3	A-TEAM	NA	Active	Include
East - Unit 3	FSD 2	SPS	Active	Include
East - Unit 3	FSD 3	SPS	Active	Include
East - Unit 3	FSD 5	SPS	Active	Include
East - Unit 3	FSD 7	SPS	Active	Include
East - Unit 3	FSD SLN 1	SPS	Active	Include
East - Unit 4	IPS 1	IPS	Active	Include
East - Unit 4	IPS 2	IPS	Active	Include
East - Unit 4	IPS 3	IPS	Active	Include

Description: IPS 2 County: Pima
Max Client #: 25 Supervision Type: Intensive Probation
Max Employee #: 2 Monthly Stats: Include
Unit: East - Unit 4 Caseload Area(s) Assign
Active: Active RSN: 3756 Caseload Special Attributes
Active assignments exist. Record can not be deleted or inactivated!
Added By: 10 - User, Conversion Modified By: 10 - Fontenot, Jo
Added On: 07/04/2003 07:57:54 Modified On: 05/24/2005 14:48:02

Area Number	Short Desc	Description	Last Modified	Modified By
ES-P	Eastside - IPS	Eastside - IPS	1/17/2006	Fontenot, Jo

When you add a new caseload to your county, if it is to be included in monthly stats you must add a special attribute.

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Caseload Special Attributes Screen

Key points:

- This is a response window from the “Caseload Maintenance Screen.”
- The caseload must have a special attribute of “Statistical Reporting” with an open end date to be counted.
- The attribute is automatically assigned when a user chooses “Include” in the “Caseload Maintenance Screen.”

The screenshot shows a window titled "Caseload Special Attributes". It contains a table with the following data:

Attribute Assigned	Start Date	End Date	Add Date	Added By
Intensive Probation Supervision	05/31/2005	00/00/0000	05/31/2005 10:23	Fontenot, Jo
Statistical Reporting	04/01/2005	00/00/0000	04/12/2005 13:45	Fontenot, Jo

Below the table is a form with the following fields:

Special Attribute: Intensive Probation Supervision 99

Start Date: 05/31/2005

End Date: 00/00/0000

Info Only:

Add date: 05/31/2005 10:23 Added By: Fontenot, Jo

Modified Date: 05/31/2005 10:23 Modified By: Fontenot, Jo

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Population

Address Screen

Key points:

- Only **primary** addresses are considered
- County of address must equal the primary supervision county or be less than 30 days different to remain direct
- **Location and Reason** field will determine if the person is in DOC, Federal Custody, Deported, Pending Deportation and Jail Flat Time. Non Administrative codes will be counted as direct unless other criteria override the location reason codes.
- **Begin date** is used to determine when the current status began.
- The override checkbox and reason code are intended to identify minor infractions of being out of county greater than 30 days. Checked with reason selected will keep the client direct.

Menu							Address	
Begin	End Date	Verified	Location	Street Address	Apt. #	City		
4/8/2009		3/25/2008	Community	1220 Garvey Lane		Lake Havasu City		
3/30/2009	4/8/2009		Community	2820 Kiowa Blvd N	102	Lake Havasu City		
9/12/2008	3/30/2009		Community	1220 Garvey Lane		Lake Havasu City		
8/4/2008	9/12/2008		Jail	415 E Pine St		Kingman		
5/4/2008	8/5/2008		Community	1220 Garvey Lane		Lake Havasu City		
5/1/2008	5/4/2008	5/3/2008	Community	1730 Onyx Lane		Lake Havasu City		
4/22/2008	5/1/2008	3/25/2008	Community	1220 Garvey Lane		Lake Havasu City		

Address Information				Miscellaneous		Phones	
Address	Apt #		Address Type	Residence	Home Phone	Ext	
1220 Garvey Lane			Residence	Location	Cell Phone	Ext	
City	State	Zip	Community	Reason			
Lake Havasu City	AZ	86404	In Community	Out of County Indicator			
County	Country	Transient	Begin Date	End Date	Monthly Stats		
Mohave	United States	No	04/08/2009	00/00/0000	<input type="checkbox"/> OOC Override Flag		
Date Verified	Primary Address						
03/25/2008	Yes						
ZP4 Cleaned	Date Cleaned						
Not Cleaned							
Directions				Comments			
Added By: 08 - Juenke, Jennifer		On: 04/08/2009 08:55		Modified By: 08 - Juenke, Jennifer		On: 04/08/2009 08:56	

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Address Concerns

Key points:

- A client without a primary address will not be counted. (Reject list)
- A client in a non admin category out of county greater than 30 days will be considered inactive and not counted. (Reject list)
- A client will not be counted with a missing reason code for location. (Reject list)
- In order to be considered an address must have an “added on date” and a “Modified by date” less than or equal to the last day of the period being calculated.

Address Misconception

Key points:

- Use of address street field to assign status.
 - Placing “Deported” or “Missing” or any other descriptive comment has no impact on monthly statistics calculations.

Menu								Address	
Begin	End Date	Verified	Location	Street Address	Apt. #	City			
4/8/2009		3/25/2008	Community	1220 Garvey Lane		Lake Havasu City			
3/30/2009	4/8/2009		Community	2820 Kiowa Blvd N	102	Lake Havasu City			
9/12/2008	3/30/2009		Community	1220 Garvey Lane		Lake Havasu City			
8/4/2008	9/12/2008		Jail	415 E Pine St		Kingman			
5/4/2008	8/5/2008		Community	1220 Garvey Lane		Lake Havasu City			
5/1/2008	5/4/2008	5/3/2008	Community	1730 Onyx Lane		Lake Havasu City			
4/22/2008	5/1/2008	3/25/2008	Community	1220 Garvey Lane		Lake Havasu City			

Address Information		Miscellaneous		Phones	
Address 1220 Garvey Lane	Apt #	Address Type Residence	Location Community	Home Phone	Ext
City Lake Havasu City	State AZ	Reason In Community	Out of County Indicator	Cell Phone	Ext
Zip 86404	Country United States	Transient No	Begin Date 04/08/2009	Save address to enter phone.	
Date Verified 03/25/2008	Primary Address Yes	Unlock Record	End Date 00/00/0000	Monthly Stats	
ZP4 Cleaned Not Cleaned	Date Cleaned			OOO Override Flag	
				OOO Override Reason	
Directions			Comments		
Added By: 08 - Juenke, Jennifer On: 04/08/2009 08:55			Modified By: 08 - Juenke, Jennifer On: 04/08/2009 08:56		

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Client Special Attributes Screen

Key points:

- DCAC GPS clients must have to have the “DCAC W/ GPS” Special Attribute

Assigned Special Attribute	Start Date	End Date	Add Date	Add User
DCAC w/ GPS	05/07/2010	00/00/0000	05/07/2010 10:15	02 - White, Jim

Special Attribute: DCAC w/ GPS 99

Start Date: 05/07/2010

End Date: 00/00/0000

Info Only

Add Date: 5/7/2010 Mod Date: 5/7/2010

Add User: 02 - White, Jim Mod User: 02 - White, Jim

County Interest Screen

Key points:

- This is a view only screen derived from various APETS sources.
- Monthly Statistics categories addressed from this screen:
 - Incoming Inter-county Courtesy Transfer
 - Direct (Supervision Category)
 - Indirect (Supervision Category)
- **Interest Type** column displays “Primary Supervision”, **End Date** column will be null, and the **County** column indicates your county; this will capture for Direct Supervision Category.
- **Interest Type** column displays a type other than “Primary Supervision”, **End Date** column will be null, and the **County** column indicates your county; this will capture for Indirect Supervision Category.
 - This is a view-only screen; the information is derived from the *Client Transfer Utility* screen when a transfer occurs.

Interest Origin	Interest Type	Start Date	End Date	County
Originating Case	Out-of-county	10/16/2008	00/00/0000	Coconino
Courtesy Supervision	Primary Supervision	10/16/2008	00/00/0000	Navajo
Originating Case	Primary Supervision	08/11/2008	10/16/2008	Coconino
Originating Case	PSI	07/16/2008	08/11/2008	Coconino
Originating Case	Pre-Trial	07/16/2008	08/12/2008	Coconino

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Supervision History Screen

Key points:

- Determines valid probation supervision type
 - Intensive Probation Supervision (IPS)
 - Standard Probation Supervision (SPS)
 - Unsupervised Probation (UNS)
- Supervision Type as of the last day of the period counted.
- Start date determines status. Date must be within period counted or prior. Future dates will not be counted. (Reject list)

The screenshot displays the 'Client Supervision History' interface. At the top, there is a 'Menu' button and the title 'Client Supervision History'. Below this is a table with columns: Term Type, Supervision Type, Level, Start Date, End Date, and Term Source. The table contains four rows of data. The first row is highlighted in blue and has a red box around the 'Supervision' field in the details below. The details section includes fields for Term Source (MOD), Last Assmnt (FROST LOW), and Governing Supervision / Term. The 'Supervision' field is set to 'Standard Probation' and is highlighted with a red box. Other fields include Level (Medium), Start Date (04/08/2009), End Date (08/18/2008), and various duration options (Years, Months, Weeks, Days). Below this is the 'Probation Term Data' section with fields for Earliest Start Date, Latest Estimated End Date, Extend for Restitution, and Extended Release Date. At the bottom, there is a 'Responsible Individual' section with fields for Add Date, Mod Date, Added By, and Modified By. Two buttons are visible at the bottom: 'Correct Highlighted' and 'Modify Supervision'.

Term Type	Supervision Type	Level	Start Date	End Date	Term Source
Probation	Standard Probation	Medium	04/08/2009	08/18/2008	Modification
Probation	Intensive Probation	Level III	02/23/2009	04/08/2009	Modification
Probation	Intensive Probation	Level II	01/13/2009	02/23/2009	Modification
Probation	Intensive Probation	Level I	10/03/2008	01/13/2009	Original Court Order

Term Source: MOD Last Assmnt: FROST LOW

Governing Supervision / Term

Term: Probation Years: 4

Supervision: Standard Probation Months: 0

Level: Medium Weeks: 0

Start Date: 04/08/2009 Days: 0

End Date: 08/18/2008

Probation Term Data

Earliest Start Date: 10/03/2008 Latest Estimated End Date: 10/02/2012

Extend for Restitution: Extended Release Date: 00/00/0000

Recorded to Date Info Only: ETC Days Achieved: ETC Potential: 00/00/0000

Responsible Individual

Add Date: 04/24/2009 00:00:00 Added By: Franklin, Theresa

Mod Date: 04/24/2009 07:45 Modified By: Franklin, Theresa

Correct Highlighted Modify Supervision

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Officer History Screen

Key points:

- A client may be in only 1 statistical reporting caseload in a county.

The screenshot shows the 'Officer History' screen with two tables. The top table lists caseloads with columns: Caseload, Client Start, Client End, County, Srvcs, Unit, Primary, and Non-primary. The bottom table lists employee information with columns: Employee, Primary, Empl Start, Empl End, Temporary, and Caseload. A 'View Primary History Only' button is at the bottom right.

Caseload	Client Start	Client End	County	Srvcs	Unit	Primary	Non-primary
WF04	02/19/2009	00/00/0000	Navajo	SPS	Winslow Field	Yes	Primary
PF05	01/13/2009	02/19/2009	Navajo	SPS	Pinetop Field	Yes	Primary
PF01	01/06/2009	01/06/2009	Navajo	SPS	Pinetop Field	Yes	Primary
WF04	01/06/2009	01/13/2009	Navajo	SPS	Winslow Field	Yes	Primary
WF04	10/16/2008	04/06/2009	Navajo	SPS	Winslow Field	Yes	Primary
IDSC-L-2	10/16/2008	00/00/0000	Coconino	SPS	Standard Field Unit	No	Out of Count
IDSC-L-2	08/11/2008	10/16/2008	Coconino	SPS	Standard Field Unit	Yes	Primary
PSI-3	07/21/2008	08/12/2008	Coconino	NA	Presentence	No	PSI
PSI-5	07/16/2008	07/21/2008	Coconino	NA	Presentence	No	PSI

Employee	Primary	Empl Start	Empl End	Temporary	Caseload
Secakuku, Jason	Yes	11/01/2007	00/00/0000	No	WF04

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Absolute Exits

Terminate Cases/Counts Screen

Key points:

- If a client has multiple termination types, the following hierarchy will apply:
 - Revoked to DOC
 - Revoked to Jail
 - Revoked (Fine)
 - Coterminus
 - Early Termination
 - Earned Time Credit (ETC)
 - Full Termination
 - Judicial Termination
 - Mental Health Facility is included with Judicial Termination
 - Deceased
 - Incoming Interstate Compact Closed Interest
 - Quashed/Purged Warrant
- The termination type will update the Body Status on the Demographics screen

Type	Judge	Sentence Date	COO
Superior	John Foreman	04/10/2003	Maricopa
2002010913	B IV	13-3408A1	NARCOTIC DRUG-POSSESS/USE
2002019279	I	13-1803	UNLAW USE OF MEANS OF TRANSP

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Demographics Screen

Key points:

- The termination type will update the Body Status on the Demographics screen
- The county will become “Unassigned”
- The Body Status will reflect the termination

Menu		Demographics				
		County : Unassigned	1783688			
Names / Physical Info						
Last Name	First	Middle	Suffix	View/Edit Alias...	Phones...	High Profile...
Test	Rufus	R	Jr			Additional...
Ethnicity	Gender	Height	Weight	Eye Color	Hair Color	
Other	Male	5 10	185	Brown	Brown	
Current Supervision Info						
Type - Level	Unit Type	Body Status...		Location		
		Terminated 5/3/2010		Community - In Community		
ETC Status ...						
DOB...	SSN...	SID Number...	FBI Number		Alien #	
3/3/1980	654-65-4646	ZZ021783688	SID Override		09098000	
Origin						
Citizen of	Unlock	Date Verified	Birth City	Birth State	Birth Country	Unlock
United States		05/03/2010	Sierra Vista	Arizona	United States	
Language and Misc.				Family		
Primary Language...				Marital Status	# Dependents	
Interpreter Needed	No	Name:		Single	0	
Incarcerated	No	Photo ID	Yes	Donor ID:		
CPSR OCA	2010987654 001	Prob Status		Not on Probation		
DTEF Status	Non-13-901.01 not receiving services					
Needs Treatment	No	Needs Education		No		
Date Added / Added By				Date Modified / Modified By		
05/03/2010 02:08 PM White, Jim				05/03/2010 02:29 PM White, Jim		

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Other Exits

Petitions Screen

Key points:

- Monthly Stats categories addressed from this screen:
- Disposition:
 - Reinstated to Intensive Probation
 - Modified to Intensive Probation
 - Modified/Reinstated to Standard Probation
 - Modified/Reinstated to Unsupervised
- This may be a result of a Petition to Revoke or a Petition to Modify
- Petition must be finalized
- Judge sign date and Disposition Fields must be valued

Petition to Revoke Screen

Menu **Petitions**

Date Initiated	Petition Type	Sub Type	Judge Sign Date	Result	Disposition	Final
02/23/2009	Modification	New	03/23/2009	Granted	Same Sanctions - Adm	Final
06/13/2006	Revocation	New	07/31/2006	Found in Violation	Revoked to DOC	Final

Petition Detail

Type: Revocation
Sub Type: New
Initiated Date: 06/13/2006
Initiated By: Adult Probation

Court

Court Division: EDC01 Bodow, K
Judge Name: Randy Ellekson
Prosecutor: Michael R Morrison
Prosecutor Type: County Attorney
Defense Counsel: Robert M Webb
Defense Type: Public Defender

Violation Type

New Crime / Tech:
New Crime Only:
Tech Only:
Report Cmpltd: 06/13/2006
Predisposition:
COO: Maricopa:

Summons Detail

Type:
Date of Summons: 00/00/0000
Outcome:
Executed Date: 00/00/0000

Whereabouts Unknown

Warrant Detail

Type: Warrant - ACIC
Date of Warrant: 06/19/2006
Outcome: Served
Executed Date: 07/23/2006

Most Serious Petition Outcome

Judge Sign Date: 07/31/2006
Court Result: Found in Violation
Disposition: Revoked to DOC
Dispo:

Violations

Type	Court	Catg	Case	Sub	Year	Sentence Date
S	Maricopa Superior	CR	2004020066	001	2004	02/24/2005

Choose Cases For Petition | Supervision History | **Conditions** | Extend Term | Toll Time | **FINAL**

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Petition to Modify Screen

Menu **Petitions**

Date Initiated	Petition Type	Sub Type	Judge Sign Date	Result	Disposition	Final
04/02/2009	Modification	New	04/08/2009	Granted	Modified to SPS	Final
02/24/2009	Modification	New	02/23/2009	Granted	Decreased Sanctions	Final

Petition Detail

Type:

Sub Type:

Initiated Date:

Initiated By:

Court

Court Division:

Judge Name:

Prosecutor:

Prosecutor Type:

Defense Counsel:

Defense Type:

Most Serious Petition Outcome

Judge Sign Date:

Court Result:

Disposition:

Petition Summary

PO's Recommendation: IPS be modified to standard. Condition #25-IPS be deleted.

Type	Court	Cato	Case	Sub	Year	Sentence Date
S	Maricopa Superior	CR	2008005582	005	2008	10/03/2008

Choose Cases For

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Petitions for Revocation

Petitions Screen

Key points:

- Monthly Stats categories addressed from this screen:
 - New Crime + Technical Violation
 - New Crime Only
 - Technical Violation Only
- Violation types are derived from the violations selected by using the violations button
- Initiate Date Must be within the period counted or earlier.

The screenshot displays the 'Petitions' screen with several sections:

- Petition Detail:** Type: Revocation, Sub Type: New, Suplmtl, Initiated Date: 06/13/2006, Initiated By: Adult Probation.
- Court:** Court Division: EDC01 Bodow, K, Judge Name: Randy Ellekson, Prosecutor: Michael R Morrison, Prosecutor Type: County Attorney, Defense Counsel: Robert M Webb, Defense Type: Public Defender.
- Violation Type:** New Crime / Tech: , New Crime Only: , Tech Only: .
- Summons Detail:** Type, Date of Summons: 00/00/0000, Outcome, Executed Date: 00/00/0000.
- Whereabouts Unknown:**
- Warrant Detail:** Type: Warrant - ACIC, Date of Warrant: 06/19/2006, Outcome: Served, Executed Date: 07/23/2006.
- Most Serious Petition Outcome:** Judge Sign Date: 07/31/2006, Court Result: Found in Violation, Disposition: Revoked to DOC.
- Table:**

Type	Court	Cato	Case	Sub	Year	Sentence Date	Violations
S	Maricopa Superior	CR	2004020066	001	2004	02/24/2005	
- Buttons:** Choose Cases For Petition, Supervision History, Conditions, Extend Term, Toll Time, FINAL.

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New Crime Convictions

Initiate Court/Case Data Screen

Key points:

- New Felony/Misdemeanor Convictions
- Client must have a current probation grant.
- Client must have an additional sentencing court action
- Sentencing date must be within the report period.
- Sentencing date must be greater than the current sentencing court action sentencing date.
- One or more counts must be designated a “Felony” or “Misdemeanor”
 - If the Case/Count has both a Misdemeanor and a Felony count, the Felony will “Count” if and only if the Sentencing date for the Felony and Misdemeanor are equal.
 - If the Dates are not equal, the client may count in both the misdemeanor and felony categories.
 - The client can “count” multiple times, if and only if the client has multiple sentencing court actions which are sentenced on distinct dates within the reporting period.
- The offense date must be greater than the original/current Sentencing Court Action Sentence date.
- Cases may be entered on in the Initiate/Edit Sentencing Court Data screen or the Edit PSI Report Case Data Screen. Cases will be counted once the case has been transferred to the field and appear in the Initiate/Edit Sentencing Court Data screen.

Menu							Initiate / Edit Sentencing Court Data						
Initiated	Judge	Div	Status	Prosecutor	Defense								
04/05/2005	Wes Peterson	EDC02	Completed	Jennifer Fox	Leonard Whitfield								
Initiated	04/05/2005	Prosecutor	Jennifer Fox	Type	County Attorney	County of Origin							
Judge Sign Date	12/27/2004	Defense	Leonard Whitfield	Type	Public Defender	Maricopa							
Division	EDC02	Judge	Wes Peterson	Initiated By	Adult Probation								
#	Case	Sub	Year	Judge	Plea Date	Sentence Date	Active	MS Used					
1	2004042292	001	2004	Wes Peterson	00/00/0000	12/27/2004	Active						
# 1	Case	2004042292	001	Division	EDC02	Prosecutor	Jennifer Fox	Loc	SE				
Plea Date	00/00/0000	Judge	Wes Peterson	Type	County Attorney	Maricopa							
Guilt By	Plea/A	Sentence	12/27/2004	Defense	Leonard Whitfield								
DTEF	Non-13-901.01 not receiving services as of 12/27/2						Type	Public Defender	Report Default				
Type	Superior	Court	Maricopa Superior	Category	Criminal	Year	2004						
TROJ Action							Effective	00/00/0000	County				
Count	Charge							Code					
1	28-1383A AGG DUI BAC.10-PASSNGR UND 15							0N 6U					
Count	1	Charge	28-1383A AGG DUI BAC.10-PASSNGR UND 15						DCRT	ARS			
Preparatory	NCIC	0	Dangerous	N	Class	6	Type	Undesi	Terms				
Offense Date	05/11/2004	Between	00/00/0000	Remand Juvenile	No	Remand Date	00/00/0000						
Disposition	Probation	DOC Relse	TBD	ISC	DV	SO	Weapons	Violent	Victim				
Terminated	00/00/0000	Type Mod	00/00/0000	ARS Modifiers	Copy								

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Dispositions

Petitions Screen

Key points:

- Monthly Stats categories addressed from this screen:
- Petition Dispositions—If a client has more than one disposition the following hierarchy applies:
 - Revoked to DOC
 - Revoked to Jail
 - Revoked (Fine)
 - Co-Terminus
 - Reinstated to Intensive Probation
 - Reinstated to Standard Probation
 - Reinstated to Unsupervised
 - Dismissed/Withdrawn

The screenshot shows the 'Petitions' screen with a table of records and a detailed form. The table has columns: Date Initiated, Petition Type, Sub Type, Judge Sign Date, Result, Disposition, and Final. The detailed form includes sections for Petition Detail, Court, Violation Type, Summons Detail, and Warrant Detail. A red box highlights the 'Most Serious Petition Outcome' section, which contains the following fields:

Type	Court	Catg	Case	Sub	Year	Sentence Date	Violations
S	Maricopa Superior	CR	2004020066	001	2004	02/24/2005	

Buttons at the bottom include: Choose Cases For Petition, Supervision History, Conditions, Extend Term, Toll Time, and FINAL.

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Community Restitution

Edit Conditions Screen

Key points:

- Community Restitution conditions added to the client will assist in the “Community Restitution Agency Assignment Screen.”

Menu		Edit Conditions				
Court Action Type	Initiated By	Initiated Date	Judge	Judge Signed Date	Status	
Sentencing	White, Jim	05/04/2010	Charles A Irwin	05/04/2010	Completed	

Type	Catg	Court	Year	Case	Sub	Sentence Date	View Standard
S	CR	Cochise Superior	2010	2010505050		5/4/2010	

Condition	Description	Source	Count	Start Date	Deferred
8	Do not leave State w/o APD approval	OCO	III	5/4/2010	
9	may apply for Interstate Compact in state of 'NONE'.	OCO	III	5/4/2010	
16	will not consume or possess any substances conta	OCO	III	5/4/2010	
17	Com. Rest. Hrs Order = 100	OCO	III	5/4/2010	
20	Up to 75 community restitution hours (in addition to condition	OCO	III	5/4/2010	
20	I will comply with the following sanctions based o	OCO	III	5/4/2010	

Alpha	Addendum	Count	Start Date	End Date	Source
-------	----------	-------	------------	----------	--------

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Community Restitution Agency Assignment Screen

Key points:

- Users must enter an Agency in this screen to assign a client to perform court ordered community restitution.
- This screen is necessary to utilize the “Community Restitution Hours Worked” function, which will track the total number of Discretionary and Court Ordered Community Restitution.

Menu								Agency Assignment	
Cond Nbr	Hours Ordrd	Min Hours	Freq	Active	Case Number / Year	Code		Hours Worked Selected Case	
17	100		Monthly	Active	2010505050 - 2010	CR		0	
								Hours Remaining	100.00
Agency Name		Address		City	ZIP Code	Region			
Care for the Horses		9001 Canada Dr		Sierra Vista	85650				
County:		Region:		Begin Date:		End Date:			
				11/1/2009					
Agency Name:				End Code:					
Care for the Horses								Agency	
Street:		City:		Zip Code:		CRP Staff:			
9001 Canada Dr		Sierra Vista		85650					
Assign Start Date:		Assign End Date:							
05/04/2010		00/00/0000							
Contact	Phone	Extension	Administrator	Supervisor					
Ann Jost	(520) 378-0896		Yes						
Agency Restriction				Concerns Category					

Monthly Statistics User Reference Guide

Community Restitution Agency Hours Worked Screen

Key points:

- This screen tracks the discretionary and court ordered community restitution which has been performed.
- Must have an agency assignment prior to using this screen.

Agency Hours Worked

Sup Typ	Begin Date	Hrs Ord.	Min./Freq.	Cond.	Active	Case Nbr / Year	Count	
SPS MIN	00/00/0000	100		17	Active	2010505050 - 2010	III	
SPS MIN	00/00/0000	75		20	Active	2010505050 - 2010	III	

Hours Worked Selected Case: 10.00
Hours Remaining: 90.00
Hours Worked for Selected Agency: 10.00

Agency Name	Start Date	End Date
Catholic Community Services	05/04/2010	00/00/0000

Contact	Phone	Ext	Supervisor	Administrator
Rie Waller	(520) 459-0595		Yes	Yes

Date Logged	Date Performed	New Hours	Notes
05/04/2010	05/04/2010	10.00	N

Agency: Catholic Community Services

Date Logged: 05/04/2010 Date Performed: 05/04/2010 Hours: 10.00 Reviewed: Yes

Comments:

Monthly Statistics User Reference Guide

Community Restitution Sanctions Screen

Key points:

- This Screen will be used to calculate community restitution sanction hours.

Menu					Community Restitution Sanctions						
Case Number		Count		CRP Hours Ordered / Remaining							
2010505050 - 2010		III									
Discretionary CRP Hours Ordered by Judge:					75		Hours Remaining:				
Date Assigned	# Hours Assigned	# Hours Completed	To be Completed By	Completed?							
Date Assigned:					# Hours Assigned		# Hours Completed		To Be Completed By		Completed?
00/00/0000					.00		.00		00/00/0000		No

Monthly Statistics User Reference Guide

Collections

Monthly Statistics County Collections Screen

Key points:

- **Monthly Collection data is provided by the Clerk of Superior Court and not included in the scope of this project.**
- **State Income Taxes Paid and Federal Income Taxes Paid** fields contain the amount of money entered at the county level (lump sum)
- The **Month** and **Year** must be entered to display for the statistical month.

The screenshot displays the 'Monthly Stats County Collections' interface. At the top, there is a 'Menu' button and the title 'Monthly Stats County Collections'. Below this is a table with the following data:

County	Category	Report Month	Report Year	Run Date
Coconino	SPS	3	2009	00/00/0000
Coconino	IPS	3	2009	04/01/2009
Coconino	IPS	3	2009	00/00/0000
Coconino	SPS	2	2009	00/00/0000
Coconino	IPS	2	2009	00/00/0000

Below the table, the 'Coconino' county is selected, and the 'Monthly Stats County Level Collections' section is active. It includes a 'Print' button and dropdown menus for 'Month' (March) and 'Year' (2009). The 'Category' is set to 'Intensive Probation'. The following fields are displayed with their respective values:

Restitution	\$0.00
Reimbursement	\$0.00
Fines and Surcharges	\$0.00
Probation Fees - \$40 and Under (ZPBA)	\$0.00
Probation Fees - Over \$40 (ZEXAP)	\$0.00
Interstate Compact Fees (30%) (ZVAPB)	\$0.00
Federal Income Taxes Paid	\$2,720.85
State Income Taxes Paid	\$545.77

A 'Comment' field contains the text: 'Yuma County Collections Data Added By Preliminary Pass of Monthly Stats'.

Monthly Statistics User Reference Guide

IPS Monthly Statistics Income Tax Withdrawal Screen

Key points:

- **Monthly Collection data is provided by the Clerk of Superior Court and not included in the scope of this project.**
- **State Income Tax** and **Federal Income Tax** fields contain the amount of money entered at the client level
- The **Month** and **Year** must be entered to display for the statistical month

The screenshot displays the 'IPS Monthly Income Tax Withdraw' screen. It features a table with columns for Month, Year, State Tax, Federal Tax, and MS Used. Below the table are input fields for Month, Year, and Mohave, along with calculated State Income Tax and Federal Income Tax values, and a Comment field.

Month	Year	State Tax	Federal Tax	MS Used
4	2009	\$ 3.20	\$ 16.89	
4	2009	\$ 5.70	\$ 30.02	
3	2009	\$ 3.50	\$ 18.47	MS 3/2009
3	2009	\$ 1.91	\$ 10.07	MS 3/2009
3	2009	\$ 8.67	\$ 45.65	MS 3/2009
2	2009	\$ 9.17	\$ 48.28	MS 2/2009
2	2009	\$ 8.67	\$ 45.65	MS 2/2009
1	2009	\$ 10.37	\$ 54.58	MS 2/2009
1	2009	\$ 10.96	\$ 57.73	MS 2/2009
12	2008	\$ 18.38	\$ 96.82	
11	2008	\$ 19.04	\$ 100.23	
10	2008	\$ 17.14	\$ 90.28	

Month: April | Year: 2009 | Mohave: []

State Income Tax: \$ 3.20 | Federal Income Tax: \$ 16.89

Comment: []

Monthly Statistics User Reference Guide

Warrants

Warrant History Screen

Key points:

- Monthly Stats categories addressed from these screens:
 - Warrants Issued This Month
 - Warrants Exited This Month:
 - Warrants Quashed—This is a subset of “Warrants Exited this month”
 - Warrants Served—This is a subset of “Warrants Exited this month”
 - NOTE: The Sum of Quashed and Served may **NOT** equal the total warrants exited, as the total warrants exited includes “purged” warrants.
- **ACIC** or **NCIC** warrant must be selected and date of warrant valued.
 - APETS will assist you in creating a new primary address with ‘Missing –Warrant Issued’ status.
- Warrant outcome and executed date valued.
 - APETS will assist you in creating a new primary address with ‘Jail –Pending PTR status
- If the Outcome field indicates “**Purged**”, “**Served**” or “**Quashed**” and the Executed Date field contains a date that falls within the statistical month or prior month if unused; this will capture the categories of **Warrants Exited This Month**.
- Warrants End of Month category will be captured when type field indicates “**Warrant ACIC**” or “**Warrant NCIC**” and the **Outcome** and **Executed Date** fields are **null**.

Menu		Warrant History						
County	Warrant Type	Issued	Outcome	Outcome Date	Petition	Sanction	PSI	
Coconino	Warrant - FTA PTR	03/08/2011	Served	3/8/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coconino	Warrant - ACIC	03/08/2011	Served	3/8/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coconino	Summons	03/06/2011	Served	3/6/2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<input type="button" value="Unlock"/>	Issuing County	Coconino	<input type="button" value="Link to PSI"/>
	Warrant Type	Warrant - FTA PTR	<input type="button" value="Link to Petition"/>
	Issue Date	03/08/2011	<input type="button" value="Link to Sanction"/>
	Outcome	Served	
	Outcome Date	03/08/2011	

Comment

Linked to Petition Linked to PSI Linked to Sanction

Added Modified

Added By Modified By

Monthly Statistics User Reference Guide

- Whereabouts Unknown checkbox is checked in the Petitions Screen and no warrant info added.
 - APETS will assist you in creating a new primary address with 'Missing – No Warrant Issued' status.

Menu							Petitions						
Date Initiated	Petition Type	Sub Type	Judge Sign Date	Result	Disposition	Final							
03/08/2011	Revocation	Supplemental	03/08/2011	Found in Violation	Reinstated to SPS	Final							
03/08/2011	Revocation	Supplemental	03/08/2011	Found in Violation	Reinstated to SPS	Final							

Petition Detail Type: <input type="text" value="Revocation"/> Sub Type: <input type="text" value="Supplemental"/> Initiated Date: <input type="text" value="03/08/2011"/> Initiated By: <input type="text" value="Adult Probation"/>				Court Court Division: <input type="text" value="FLJP1 Kolb, Brian"/> Judge Name: <input type="text" value="Brian Kolb"/> Prosecutor: <input type="text" value="Test"/> Prosecutor Type: <input type="text" value="County Attorney"/> Defense Counsel: <input type="text" value="test"/> Defense Type: <input type="text" value="Public Defender"/>				Violation Type New Crime / Tech: <input type="checkbox"/> New Crime Only: <input checked="" type="checkbox"/> Tech Only: <input type="checkbox"/> Report Cmpltd: <input type="text" value="00/00/0000"/> Combination: <input type="text" value="Combination"/> Report Type: <input type="text" value="COO Coconino"/>			
<input type="checkbox"/> Whereabouts Unknown <input type="checkbox"/> Linked Warrants				Warrant Detail Warrant Type: <input type="text" value="Warrant - FTA PTR"/> Issued Date: <input type="text" value="03/08/2011"/> Outcome Type: <input type="text" value="Served"/> Outcome Date: <input type="text" value="03/08/2011"/>				Most Serious Petition Outcome Judge Sign Date: <input type="text" value="03/08/2011"/> Dispo: <input type="text" value=""/>			
Court Result: <input type="text" value="Found in Violation"/> Disposition: <input type="text" value="Reinstated to SPS"/>				Petition Summary <div style="border: 1px solid black; height: 40px;"></div>							

Type	Court	Catg	Case	Sub	Year	Sentence Date	Violations
S	Coconino Superior	CR	2011445577		2011	03/01/2011	Unfinalize

Choose Cases For Revocation	Supervision History	Conditions	Extend Term	FINAL
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Monthly Statistics User Reference Guide

Intervention (Treatment)

Demographics Screen

Key points:

- **Needs Treatment** field indicates “Yes” if client is in need of treatment; can be derived from OST score, FROST score, treatment condition on *Edit Conditions* screen, or can be set manually.
 - Once need indicator has been set to “Yes”, it can only be set to “No” manually.
- Monthly Stats categories addressed from this screen:
 - Treatment: In Need (and Participating in Program This Month)
 - Treatment: In Need (and NOT Participating in Program This Month)
 - Treatment: Not in Need of Program This Month

Menu		Demographics			
11		County : Pinal		334015	
Names / Physical Info					
Last Name	First	Middle	Suffix	View/Edit Alias...	Phones...
Smith	Amanda	L			High Profile...
Additional...					
Ethnicity	Gender	Height	Weight	Eye Color	Hair Color
White	Female	5 5	110	Hazel	Brown
Current Supervision Info					
Type - Level	Unit Type	Body Status...		Location	
SPS - MED	Field Services	Active 12/27/2004		Community - In Community	
ETC Status ...					
Eligible 01/01/2009					
DOB...	SSN...	SID Number	FBI Number	Alien #	
6/11/1978	561-61-4137	AZ17210335	113249XA5		
Origin					
Citizen of	Date Verified	Birth City	Birth State	Birth Country	Date Verified
United States	00/00/0000	Fort Hood	Texas	United States	00/00/0000
Language and Misc.					
Primary Language...					
Interpreter Needed	No	Name:			
Incarcerated	Yes	Photo ID	Donor ID: 561614137		
CPSR OCA	2004042292 001	Prob Status: On Probation			
DTFF Status (last offense 12-901-01)					
Needs Treatment	Yes	Needs Education: No			
Family			Scars / Marks / Tattoos		
Marital Status			# Dependents		
Single			1		
Tattoos-R-Ankle-Chinese Symbol, Lower Back-Tribal					
NCIC Scars, Marks and Tattoos					
Date Added / Added By			Date Modified / Modified By		
08/27/2004 09:00 AM Carden, Susan			08/25/2008 02:34 PM Novak, Amanda		

Monthly Statistics User Reference Guide

Treatment, DTEF Agency Assignment or DUI/Drug Court Agency Assignment Screens

Key points:

- Monthly Stats categories addressed from this screen:
 - Treatment: (In Need) and
 - Participating in Program This Month
 - NOT Participating in Program This Month
 - Treatment: Completed Program This Month
- **Agency Name** field either does not contain a treatment program or the **End Date** field contains an end date and the client still is ‘in need’ of treatment; this will capture for the category of In Need and NOT Participating in Program This Month. (Note: “In Need” is captured from the Demographics screen.)
- **Program End Code** field indicates “Successfully Completed Program” and the **End Date** field displays a date that falls within the stat month or prior month if unused; this will capture for the category of Completed Program This Month
- **Agency Name** field contains a treatment program and the **End Date** field is null; this will capture for the category of In Need and Participating in Program This Month. (Note: “In Need” is captured from the Demographics screen.)

Start Date	End Date	Agency Name	Address	City
05/03/2007	05/03/2007	MADD Impact Panel	971 N Jason Lopez Circle	Florence
05/03/2007	05/03/2007	MADD Impact Panel	971 N Jason Lopez Circle	Florence

Agency Region:
 Central Treatment/Counseling - Alcohol related counseling

Agency Name: MADD Impact Panel **County:** Pinal

Address: 971 N Jason Lopez Circle **City:** Florence **ZIP Code:** 85232 **Agencies**

Contact:
 Beverly Mason Phone: 5203225253

Basis for Referral: Original Conditions **Court Ordered:** Yes **Co-Pay:**

Start Date: 05/03/2007 **End Date:** 05/03/2007 **Program End Code:** Successful

Comments:
 completed SA counseling in AZ DOC and parenting at Rio Salado College

No Alcohol, must pass breathalyzer before panel.

Monthly Statistics User Reference Guide

DTEF Treatment Screen

Menu							DTEF Agency Assign				
Start Date	Release Date	DTEF Funded	Program	Agency							
05/05/2010		Yes	Short Term Residential	Renaissance House							

Agency: Renaissance House Active:

Program: Short Term Residential Associated Case(s):

Start Date: 05/05/2010 End Date: 00/00/0000 Referral Date: 05/05/2010 DTEF Funded: Yes Other Funding: Co-Pay: \$6.00 Assoc ASUS:

Treatment Recommended: Substance Abuse Education Treatment Placed: Substance Abuse Education

Treatment Result: Nbr Sessions Approved:

Comments:

DUI/Drug Court Treatment Screen

Menu												Drug/DUI Agency Assign			
Start Date	End Date	Agency	Programs												

Agency: Alternatives Counseling Services Inc ASUS Date: Active:

Program: Intensive Outpatient Associated Case(s):

Start Date: 05/05/2010 End Date: 00/00/0000 Referral Date: 05/05/2010 Sessions Apprvd/Attended: 10 1 Co-Pay: \$6.00 Learn: Drug Court: DUI: Inpatient:

Treatment Type: Group Treatment Placed: Relapse Prevention Treatment Result:

Comments:

Monthly Statistics User Reference Guide

Employment

Employment History Screen

Key points:

- **Employment Type** field will display for their respective categories:
 - **Full Time** includes:
 - Employed Full Time
 - Self Employed Full Time
 - **Part Time** includes:
 - Employed Part Time
 - Self Employed Part Time
 - **Not Eligible For Employment** includes:
 - Court Exempt
 - Disabled
 - Full time student
 - House parent
 - Retired
 - Jail-Pending PTR
 - Treatment Long Term
 - Treatment Short Term
 - **Job Search** includes:
 - Job Search
 - **All other** includes:
 - Unemployed
 - Unknown
 - No employment record
- The **End Date** field must be null in order to be captured.
- If a client has multiple employment rows and at least one open row (null end date) equal to “Not Eligible for Employment”, the client will count in the “Not Eligible for Employment” category.

Menu						Employment History					
Employment Type	Begin Date	End Date	Company Name	Address							
Employed Full-Time	6/2/2008		Aha Macav Resort and Cas		Copy						
Employed Full-Time	9/1/2007	5/15/2008	Hazelwood Welding								

Employer Demographics				Job Information			
Name Aha Macav Resort and Casino				Employment Type Employed Full-Time			
Street		Suite		Occupation Stewart			
City Laughlin		State NV	Zip	Begin Date 06/02/2008			
Phone		Ext	Contact Randy	Salary 6.56		per Unit Hourly	
Date Verified 06/02/2008		Phones...		Paycheck Freq Weekly			
Comment				End Date 00/00/0000		Termination Type	

Monthly Statistics User Reference Guide

Reports

Petitions Screen

Key points:

- The “Report Cmpltd” date field must be populated and the drop down type must be selected.
 - Combination Reports
 - Predisposition Reports

The screenshot shows the 'Petitions' screen. At the top is a table with columns: Date Initiated, Petition Type, Sub Type, Judge Sign Date, Result, Disposition, and Final. The second row is highlighted in blue: 06/13/2006, Revocation, New, 07/31/2006, Found in Violation, Revoked to DOC, Final.

Below the table is a 'Petition Detail' form. The 'Report Cmpltd' field is highlighted with a red box. It contains the date '06/13/2006' and a dropdown menu with 'Predisposition' selected.

Edit PSI Report Case Data Screen

Key points:

- **Court Received** field contains a date that falls within the statistical month or prior month if unused; this will capture pre-sentence reports completed/filed within the stat month.

The screenshot shows the 'Edit PSI Report Case Data' screen. At the top is a table with columns: Initiated, Judge, Div, Status, Prosecutor, and Defense. The first row is highlighted in blue: 04/16/2009, Emmet Ronan, E, Pending, Troy Hymas, Michael Hurley.

Below the table is a detailed form for the case. The 'Court Received' field is highlighted with a red box. It contains the date '00/00/0000'.