



Indigent Legal Services

ILS Data Officer Training

August 21, 2020



Overview

- Both Panel Attorneys and ACP Administrators have a role in collecting, maintaining, and reporting data
- ACPs and the ILS 195
- ACPs and the Performance Measures Report



WHY DATA REPORTING IS IMPORTANT



Knowledge Building

- ❑ Data helps us better understand the 57+ county based systems
- ❑ Data helps us define and assess quality representation
- ❑ Data identifies systemic barriers faced by individual attorneys and public defense providers
- ❑ Data can assist in developing a roadmap for long-term change



What HH Taught Us

- ✓ How to build an infrastructure that supports panel attorneys
- ✓ The need to facilitate collegiality amongst panel attorneys
- ✓ The importance of hearing from line attorney staff
- ✓ How data can be used to more equitably distribute cases amongst panel members



1st PMF Report

Of the 53 signed statewide contracts (Non-HH):

- 25 (47.2%) include funding for hiring ACP Administrators and/or Supervising Attorneys.
- 18 (34.0%) include funding for ACP mentoring & resource attorneys.
- 37 (69.8%) include funding for ACPs to retain NAPS.
- 21 (39.6%) include funding to hire NAPS.

ACP Panel Attorneys & Data Collection



1

ILS Case Definition

Provision of legal representation for cases that fall within the 7 criminal caseload categories; 2 family court categories.



2

Arraignment Representation

Beginning January 1, 2021

- Top charge; client custody status; outcome; disposed at arraignment: yes or no



3

Post-Arraignment Representation

Beginning January 1, 2021

- Use of experts; case disposition; adolescent and juvenile offender outcomes.



4

Case Disposition

Beginning January 1, 2021

Guilty plea, trial verdict; appellate outcomes (Affirmed; Reversed; Modified; etc.



5

Reporting to the ACP

- Hard Copy vouchers
- Electronic vouchers
- Performance Measure Progress Report

ACP Administrators, Supervising Attorneys, & Data Collection



COLLECT DATA FROM PANEL ATTORNEYS

- ✓ Vouchers contain all required data to be reported.
- ✓ When received, make certain vouchers are complete.



MECHANISMS

- ✓ Review your systems and protocols to make sure attorneys understand what is expected of them.
- ✓ Have internal procedures for timely and accurate data entry and reporting.



DATA ACCURACY

- ✓ Work with Data Officers to develop a system for the routine review of caseload data prior to submission (quarterly, semi-annually).



REPORTING DEADLINES & DATA SUBMISSION

- ✓ Be aware of reporting deadlines and ensure timely submission of ILS 195 and Performance Measures Forms to ILS.



ASK QUESTIONS

- ✓ Reach out to your County Data Officers. ILS works closely with them to clarify reporting requirements.

ILS 195 – Part 2

Notified at Assignment

Questions 14, 16, & 17

14. Please report the total number of **new cases opened** in the following categories last year.

16. Please report the total number of cases **pending** in the following categories on December 31 of last year.

17. Please report the total number of **hours of attorney time** reported for **cases closed** in the following categories last year.



Violent felonies
Other felonies
Misdemeanors and violations
Parole violations
Post-dispositions
Appeals of a guilty plea
Appeals of a verdict
Family Court
Family appeals



Notified at Disposition

Questions 15 & 17

15. Please report the total number of **cases closed** in the following categories last year.

17. Please report the total number of **hours of attorney time** reported for **cases closed** in the following categories last year.

ILS 195 – Part 3

21. Please report the total numbers of **arraignments** in **criminal** cases at which you provided representation in the last year.

	Violent felonies	Other felonies	Misdemeanors & 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 supervision	_____	_____	_____
...at which bail was set	_____	_____	_____
...at which client was ineligible for bail	_____	_____	_____
...at which client received an ACD	_____	_____	_____
...at which client's case was dismissed	_____	_____	_____
...at which client pleaded guilty	_____	_____	_____

ILS 195 – Part 3 (cont.)

26. Please report the total number of **criminal cases closed** in the last year, broken out as follows.

	Violent felonies	Other felonies	Misdemeanors & violations
Represented through arraignment only	_____	_____	_____
Represented only after arraignment	_____	_____	_____

- ILS's Case Definition requires cases to be counted when opened based on the top charge.
- As more counties develop arraignment plans that include ACP panel attorneys, there will be more instances where panel attorneys represent the client at the arraignment only and not through final case disposition.
- These questions will give us a better sense of how often this is happening.

FINDING THE ILS 195 & PERFORMANCE MEASURES PROGRESS REPORT



The ILS 195 can be found at:

<https://www.ils.ny.gov/content/annual-data-reporting>



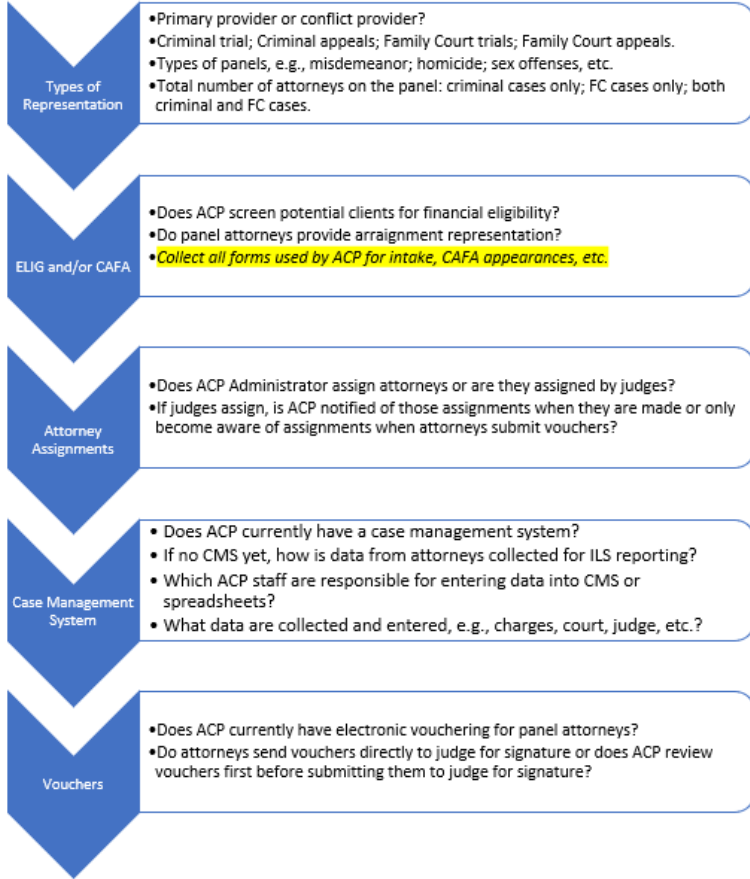
The Performance Measure Progress Report can be found at: <https://www.ils.ny.gov/>



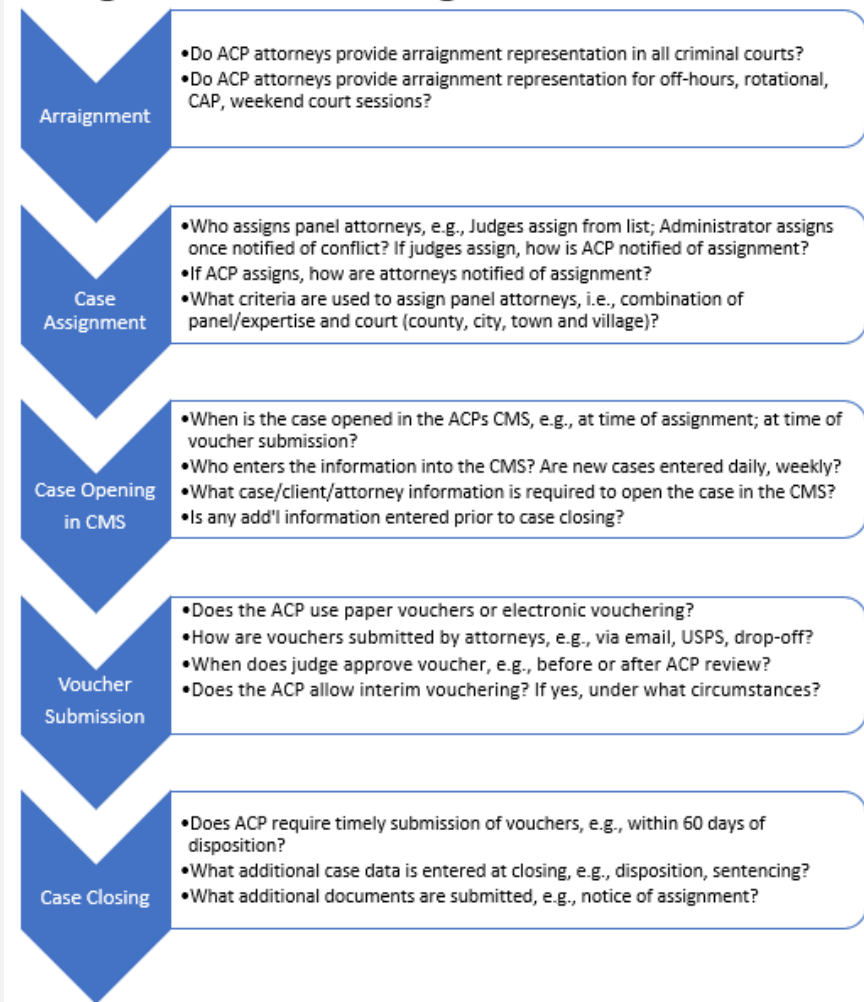
The County Data Officers and ILS's Research Team are available to assist and answer any questions you may have.

Assigned Counsel Plan Flow Charts

Assigned Counsel Program Overview



Assigned Counsel Program Data Flow





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