# eProsecutor HB 288 Required Data Entry

The legislature has required us to report certain data to CCJJ on a quarterly basis starting on July 1, 2021. Some of the data was not available in our configuration of eProsecutor because we did not know we would need it or even thought about it.
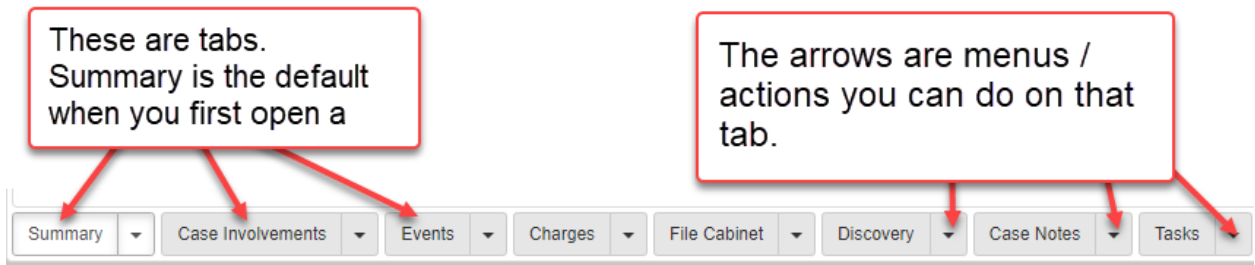
This is what the bill requires of us:

*Beginning July 1, 2021, requires prosecutors to collect and send the following data on all mandatory appearance offenses to CCJJ for their report:*

- *Defendant's full name*
- *Offense tracking number (OTN)*
- *Date of birth*
- *Zip code*
- *Referring agency*
- *Whether prosecutorial agency filed charges, declined charges, initiated pre-filing diversion, or asked the referring agency for additional information.*

**If charges were filed, the following additional information is required as well:**

- *Court case number and the court the charges were filed.*
- *All charges brought against defendant.*
- *Whether bail was requested, and if so, the amount requested.*
- *The date of initial discovery disclosure*
- *Whether post-filing diversion was offered, and if so, whether it was entered.*
- *If post-filing diversion or other plea agreement was accepted, the date entered by the court.*
- *Date of conviction, acquittal, plea agreement, dismissal, or other disposition of the case.*
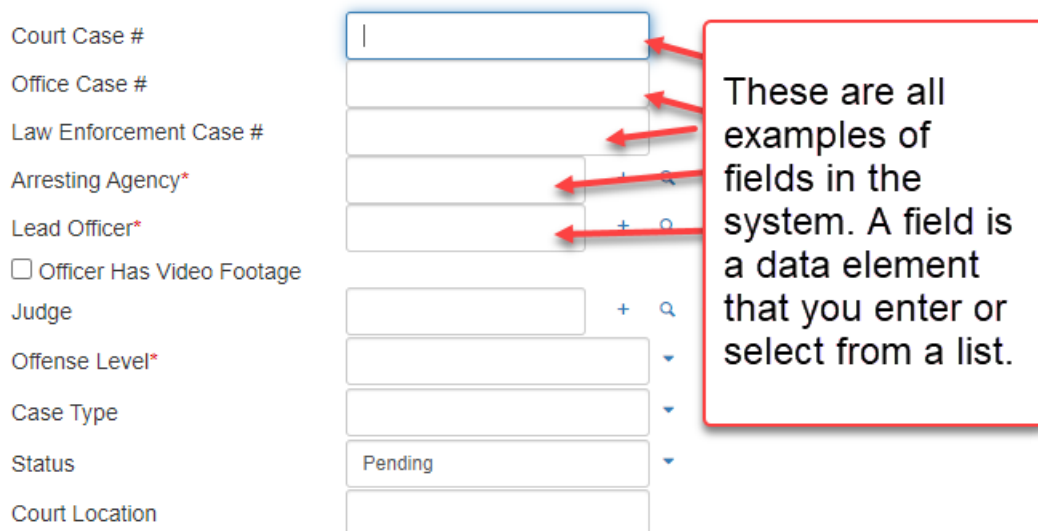
I have changed the configuration of eProsecutor over the last several months to help us to enter the data that we are now required to report. One of the most difficult things to determine was if a case was or has been filed in court. The report requires that we include more data from the system when a case has been filed in court. There was no consistent way to do this in eProsecutor that I could find because each agency uses the system a little differently. I looked at several options to make this possible to determine for every case for every jurisdiction. The way I decided was the best available to us is the Filed Status field. It has the options that the report requires and will always be the same for everyone. I have made every effort to make this as easy to do as possible. With this document I hope to show everyone the required elements and emphasize the issues I'm seeing even with these changes.
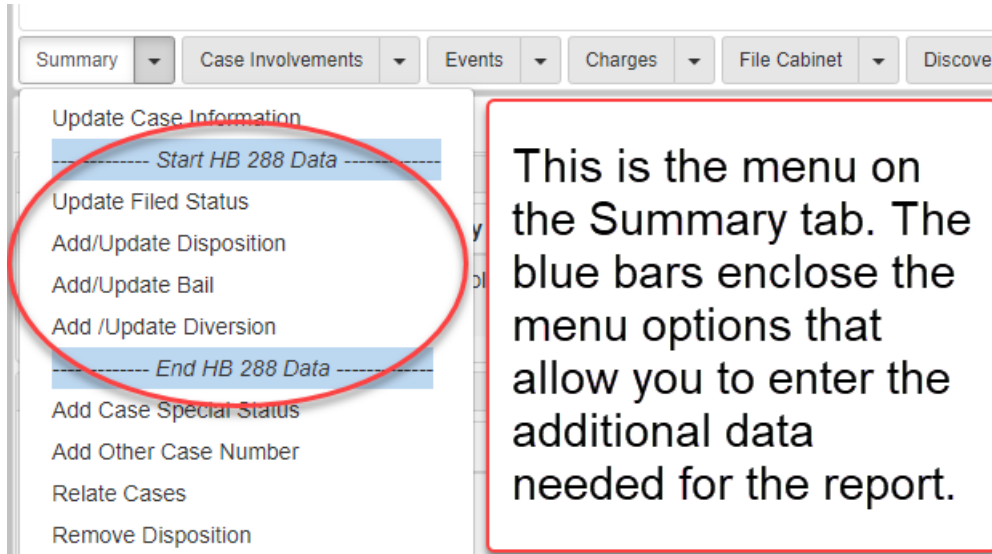
These are tabs. Summary is the default when you first open a

The arrows are menus / actions you can do on that tab.

A couple of notes about terminology.

**Tab**: this refers to the buttons on the main view when you open the case. The tab names are: Summary; Case Involvements; Events; Charges; File Cabinet; Discovery; Case Notes; Tasks and CCJJ Report.
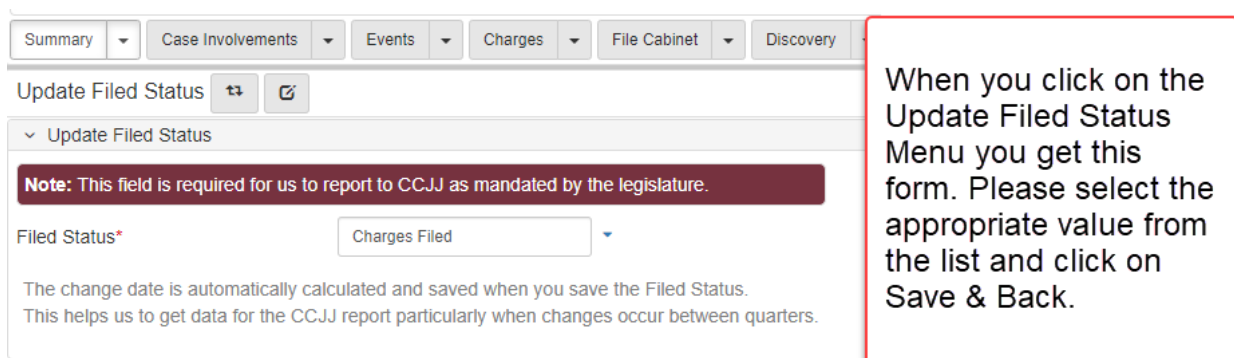
**Menu**: The arrow key at the right of each of the tabs (AKA drop down menu).



These are all examples of fields in the system. A field is a data element that you enter or select from a list.

**Field**: A data element that can be added or modified by users.

This is the menu on the Summary tab. The blue bars enclose the menu options that allow you to enter the additional data needed for the report.

The Summary tab is the best place to find the additional data elements required for the report. Please note that when you click on the menu of the summary tab you will see a visual representation of where the HB 288 specific fields are that must be filled in as appropriate. Between the blue lines on the menu are the 4 data items that we need for the report. We will discuss each of them to make sure that everyone understands what they are and how to use them to make this report as accurate and as complete as possible.



When you click on the Update Filed Status Menu you get this form. Please select the appropriate value from the list and click on Save & Back.

**Update Filed Status**: This field is initiated to the value of "Charges Not Filed" whenever you create a new case. It is critical that you update this field when certain changes occur in the case. If a case is considered as one where charges have already been filed in the court when you add the new case, you can change the default to "Charges Filed" when you add the case. Otherwise, please make sure you change it to Charges Filed when you do file the case (with the charges) in court. Your office can determine when a case is considered filed in court and change the value when it's appropriate to do so. Please note that if you do not change this value when appropriate, the report we submit to CCJJ will be inaccurate or incomplete. Here are the values you can select for this field:

- **Charges Filed** – charges have been filed in the court either by citation or by Information.
- **Charges Not Filed** – no charges have been filed in the court yet.
- **Declined** – The case has been declined (which is understood to mean that NO Charges have been filed and the entire case has been declined).
- **Pre-File Diversion** – this means that no charges have been filed and the case has been moved to some type of diversion (Does not include Pleas of Abeyance).
- **Request Additional Information** – the case is on pause and no charges have been filed while you have requested additional information from another agency – usually the arresting or referring agency (LEA).

**Add/Update Case Disposition**: This field is REQUIRED when there is a disposition which should be for any case that you create in eProsecutor. It may be declined or dismissed or any of the other options in the list, but at some point, you need to enter in a disposition. I have seen many cases where the Case Status was Declined, Closed or Dismissed, but there was no disposition entered in the case. The case status does NOT show up on the report. We must have a disposition to provide accurate and complete data for the report.



If you enter a disposition and need to remove it because it was inadvertently entered or something else happens in the case to keep it open, use the Remove Disposition menu option on the Summary menu and follow instructions on that page to do that.

**Add/Update Bail:** This field is for entering the Bail amount requested. Currently they are only asking for the amount of bail that you request. If you don't request any, then don't add a bail record.



You can add multiple bail entries and use a different status for each one. Any bail entry that you add except for the requested bail is for your use only. It is not required in the report. The available status types are:

- Forfeiture
- Posted – this is the actual amount of bail that is posted by the defendant if he posts bail.
- Set – this is the actual amount of bail that is set by the courts.
- Active – I don't know how useful this is – probably to track if the bail is still active?
- **Requested** – This is the amount of bail that your office requests be set by the courts. This is the only required one (for now).
- No Bail Hold – this is if you request that NO Bail be offered, and the defendant be held.

You can delete a bail record if you need to. Just click on Add/Update Bail, then look to the right side of the form. If you click the minus (-) button, it will delete that bail record (after you confirm your choice).

**Add/Update Diversion**: If you offer any pre-file or post-file diversion, you MUST fill out this form. Click on this menu and fill out the form as instruction. There are 3 dates

you can fill in on that form. The only required one is the Offered Date, but if you know the Accepted Date and/or the Date Entered in Court, please fill those in too.



You can select one of the following:

- Post Filing Diversion – offered after the charges have been filed.
- Pre-Filing Diversion – offered before any charges are filed. **IF you offer this, the Filed Status MUST also be set to Pre-Filed Diversion.**



**Mandatory Appearance Offenses**: The report asks for data for all cases with a mandatory appearance offense. This is automatically determined by the system. Every offense in the system is marked with either Mandatory or Non-Mandatory attributes, so

all you need to do is to select an offense. If a case has at least one mandatory appearance offense, it will show up in the report.

**Date of Initial Discovery Disclosure**: This date is automatically obtained from your Discovery tab. The date from the earliest created discovery packet is used in the report. You do not have to do anything special unless you do not use the e-discovery in eProsecutor.



**NOTE:** If you do not use discovery in eProsecutor (if you provide it in some other way), then please create an empty packet with the date you first provided discovery in any other way. Please select No for Available on Portal to make sure that no email goes to a defense attorney. This will make sure we get the date of initial discovery disclosure on the report.



**OTN Number**: This is the offense tracking number that is created when a person is booked and fingerprinted. Some cases don't have one, but if there is one available, please enter it in the case. You enter it into eProsecutor by clicking on the Add Other

Case Number menu on the Summary tab. Select OTN from the lookup list and enter in the Number then save it.
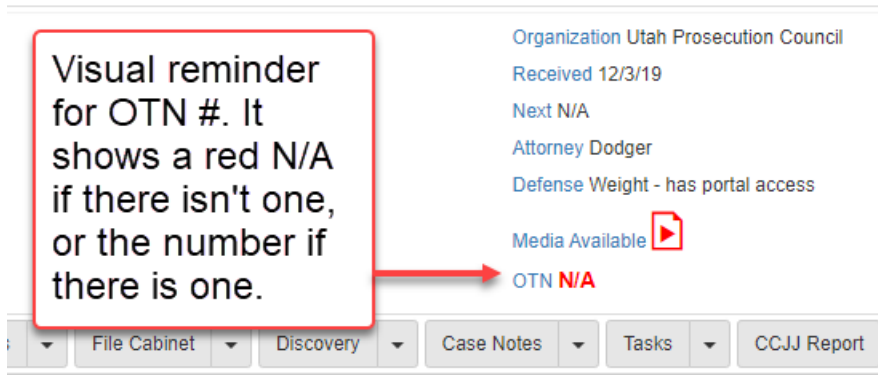


The OTN number shows up in the header now. This is another change made recently to help you visualize if you have one.

Case Type and Case Status

These are not used in the report. You can choose to use case type and case status in any way you want. It won't affect the CCJJ report, but it can be used for local reports. There are too many options and too many ways to use it (or not use it at all) for it to be the basis of any reports.