



As of January 1, 2020, each pretrial services agency must submit an Annual Report to the Office of Court Administration (OCA)[1]. This report must include a host of relevant information, including the number of defendants supervised with a breakdown by race/ethnicity and charge, average length of time on pretrial supervision, number and reasons for supervision revocations, and final case dispositions.

This spreadsheet is intended to assist New York State Pretrial Services Agencies in collecting data to meet the above statutory requirements for annual reporting. This spreadsheet includes 4 tabs. The first tab **"Instructions"** will provide general instructions on how to fill out this spreadsheet. The second tab **"Client Entry Screen"** allows you to enter individual level case data for each client. The client entry screen tab is a combination of text fields and dropdown fields, the dropdown options can be selected by clicking on the down arrow show in each cell. The third tab **"Automated Aggregate"** automatically aggregates the individual level data on the client entry screen that can be used to post the official statistics for annual reporting. This tab is calculated automatically and does not require any additional data entry. The last tab **"Violent Felony Reference table"** provides a list of violent felony offenses in New York State that can be used as a reference to look up charges while filling out the "client entry screen".

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