New York State Unified Court System
Office of Court Administration
Pretrial Services Data Collection For Annual Reporting

Overview

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.

[1] See 510.45, subdivision 5-a-g of the bail law. See https://issuu.com/csdesignworks/docs/ar_2017.final_062019lg for New York City's 2017 Annual Report.

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".

Field	Description
Case Number	This field will be primarily used for your reference. You can enter the option that is easiest for your agency to refer to. *Local court cases that are transferred to superior court and remain under supervision through this process should only have 1 line on the spreadsheet. - Not one for local and one for superior.* Text Field - Type in client case number
Client Name	This field will be primarily used for your reference. You can enter the option that is easiest for your agency to refer to. Text Field - Type in client name
Sex	Select client's sex by selecting one of the options listed on the dropdown menu. Options: Male, Female, Other, Unknown
Race	Select client's race by selecting one of the options in the dropdown menu. Options: White, Black, Asian, Indian, Other, Unknown Asian - A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam or a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Indian - A person having origins in any of the original peoples of the North and South America (including Central America), and who maintain tribal affiliation or community attachment
Ethnicity	Select client's ethnicity by selecting one of the options in the dropdown menu Options: Hispanic (or Latino), Middle Eastern/North African (MENA), Non-Hispanic (this category should be considered Non-Hispanic, Non-Latino, Non-MENA), Unknown
DOB	Please enter client's date of birth in MM/DD/YYYY format (Please note only date format will be acceptable in this column)
Date of RUS	Please enter the date the client was released under your agency's supervision as MM/DD/YYYY format (Please note only date format will be acceptable in this column)
Client Age at RUS Entry	THIS FIELD IS AUTOMATICALLY CALCULATED. DO NOT ENTER DATA IN THIS FIELD The client age at RUS is calculated by subtracting the date the client entered supervised released by the clients date of birth
Top Charge	Select client's top charge at arraignment by selecting one of the options in the dropdown menu Options: Burglary, Criminal Contempt, Criminal Mischief, Drug, DWI, Felony Assault, Gr. Larceny/Auto, Misdemeanor Assault, Murder, Petit Larceny, Rape, Robbery, VTL 511, Other Sex Crimes, Other, Unknown
Top Arraignment Severity	Select client's top arraignment severity by selecting one of the options in the dropdown menu Options: A-MISD, B-MISD, U-MISD, A-Felony, B-Felony, C-Felony, D-Felony, E-Felony, Other
Violent Felony Y/N	Select Yes or No from the dropdown menu to indicate whether the client's charge is a violent felony. For a reference of violent felony offenses please see tab with reference table Options: Yes or No (Indicate yes if a VFO exist even if it is not the top charge)
Close Out Date	Enter the date the client's supervision had ended with your agency as MM/DD/YYYY format (Please note only date format will be acceptable in this column)
Close Out Reason	Select the reason the client's supervision has ended with your agency by selecting one of the options in the dropdown menu. *Released from Supervison* could include transfer to another court and ROR. Options: RUS Revoked, Released from Supervision, Never Showed/No Contact Made, Lost Contact-No Further Outreach, None of the above (e.g. Case Disposed)
Reason for RUS Revocation (IF ANY)	Select the reason the client's supervision was revoked if any applies by selecting one of the options in the dropdown menu Options: Persistent and willfull FTA, Violated Order of Protection, Victim/Witness Intimidation, New Felony charges, Unknown
Days in RUS	THIS FIELD IS AUTOMATICALLY CALCULATED. DO NOT ENTER DATA IN THIS FIELD The Days in RUS (released under supervision) is calculated from Date of RUS to Close out Date
Non-Monetary Release Conditions	Select any non-monetary release conditions imposed on your client in the dropdown menu. You may select more than one option by selecting Yes to any conditions that apply. You do not need to select an option for conditons that DO NOT apply.
Regular Check in	Dropdown Options: Yes or No
Travel Restrictions	Dropdown Options: Yes or No
Refrain from weapon	Dropdown Options: Yes or No
Electronic Monitoring	Dropdown Options: Yes or No
Curfew Imposed	Dropdown Options: Yes or No
Follow Household Rules	Dropdown Options: Yes or No
No Criminal Activity	Dropdown Options: Yes or No
Maintain or seek employment/education	Dropdown Options: Yes or No
Abstain from illegal drug and alcohol use	Dropdown Options: Yes or No
Obey Orders of Protection and other court orders	Dropdown Options: Yes or No
MH Evaluation	Dropdown Options: Yes or No
Placement by pre-trial supervision in mandatory programming	Dropdown Options: Yes or No
Removal to a hospital pursuant to section 9.43 of the mental hygiene law	Dropdown Options: Yes or No
Surrender passport	Dropdown Options: Yes or No
Refrain from associating with persons connected with this case	Dropdown Options: Yes or No
Maintain employment	Dropdown Options: Yes or No
Maintain housing	Dropdown Options: Yes or No
Maintain enrollment in school/educational programming	Dropdown Options: Yes or No
Obey conditions set by the court addressed to the safety of a victim of a family offense as defined in CPL §530.11	Dropdown Options: Yes or No
Other	Dropdown Options: Yes or No
Modification of condition	Select one of the conditions if there was a modification in your client's release status from the dropdown menu. You may leave this field blank if it does not apply to your client. *Conditions changed* should only be used when the Judge has ordered a change to the requirements to the pretrial services (e.g. increased/decreased the frequency of contacts) Options: Conditions Added, Conditions Removed, Conditions Changed
Sentence	If a sentence was imposed on your client please select one of the options in the dropdown menu. If more than one sentence has been imposed please select the first (most severe) sentence that applies. *Unknown* should only be used if the case is sealed or the information is unavailable. Options: Imprisonment, Probation, Community Service, Not under PTSA at time of sentencing, Fine, Conditional Discharge, Other, Unknown
Disposition Type	Select a dispositon type from one fo the options in the dropdown menu if known. Options: ACD, Acquittal, Dismissed, Pled Guilty, Trial Found Guilty, Unknown Disposition, Other
Other Identifier	You may use this field for any additional case number/identifier your agency uses.