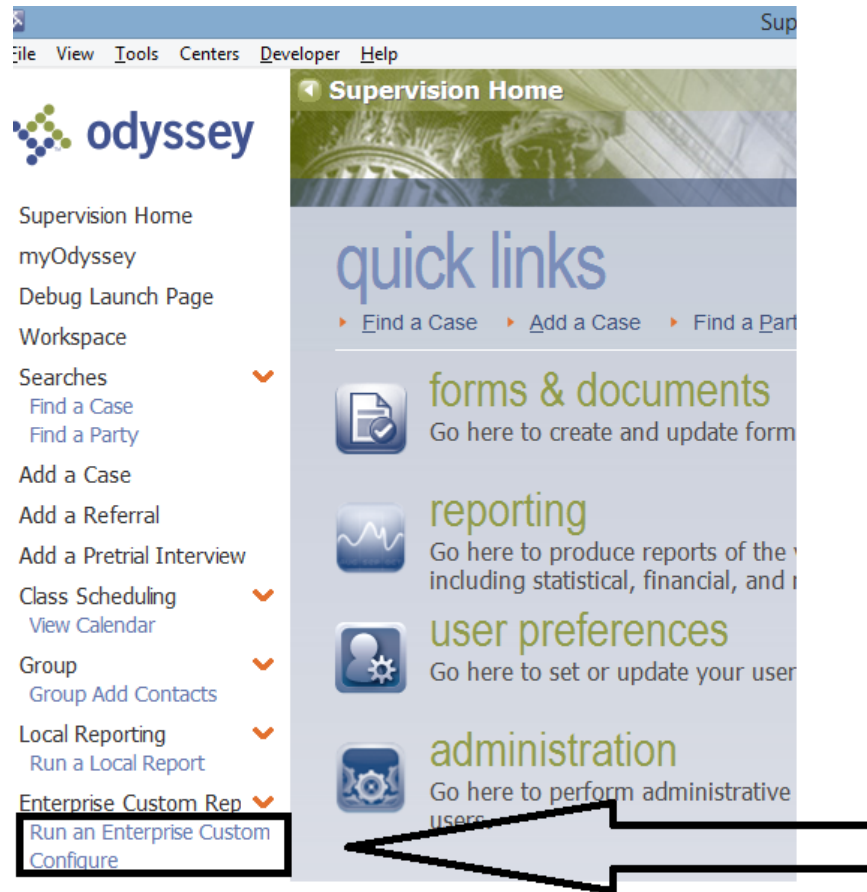


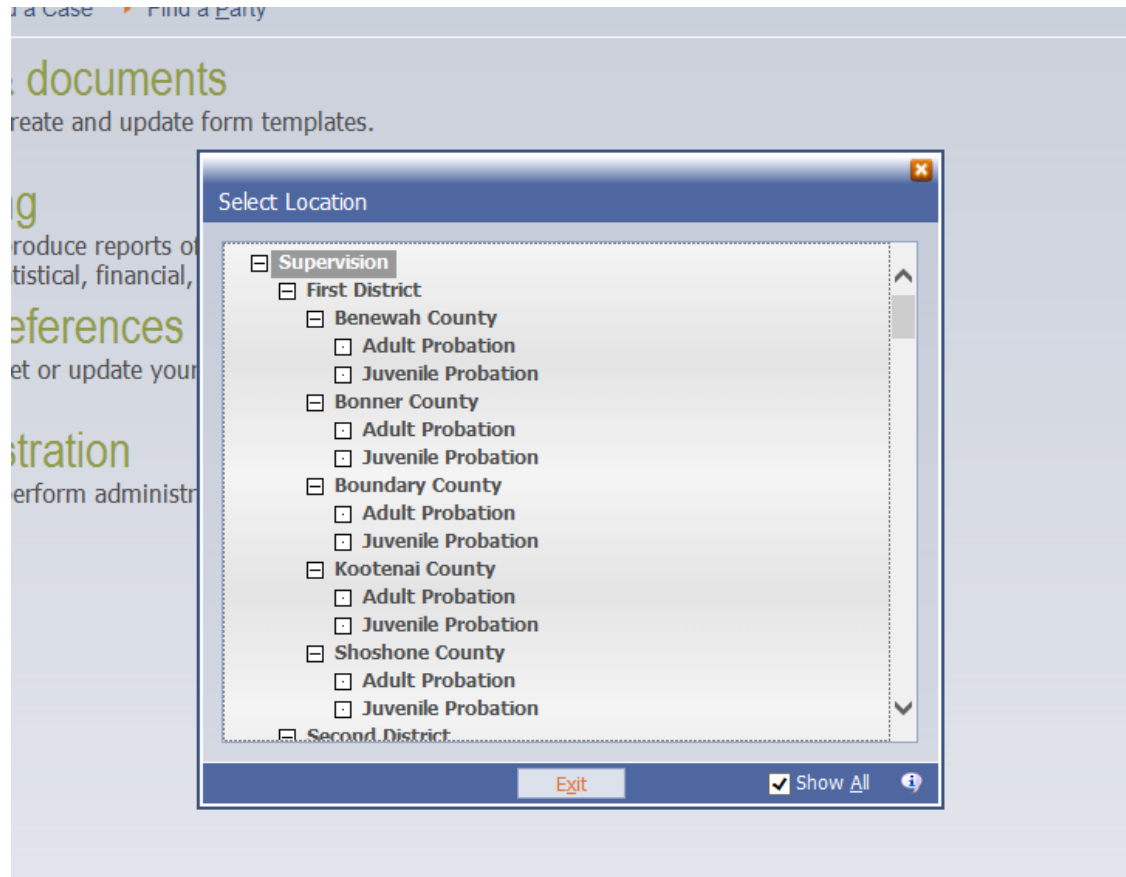
ODYSSEY REPORTS

Supervision Staffing Report

Select "Run and Enterprise Custom Configure" on the right hand Navigation Panel



Select the "Supervision" node from the Location screen



Select Supervision Staffing Report

Run an Enterprise Custom Report	
Location	<input type="text" value="Problem Solving Courts"/>
Name	Description
Community Service Outstanding Balance Report	Outstanding community service balances for probationers, for selected officers.
Community Service Status Report	Community Service Status Report
Condition Completion Report	Produces a list of probationers that have completed a specified condition for a selected time frame.
Event Status Report	This report is used to report events based on event status on active cases. Specifying "All" will report all events.
Idaho Caseload	All cases currently assigned to selected officers within the specific case statuses selected and the specified date range.
Intervention Output Reports	This report will print the Output Sheets for each intervention type selected.
New or Terminated Probationer Report	Produces a list of new or terminated probationers for the selected time frame.
Non-Contact Report	Produces a list of active probationers who have not had a personal contact within a selected date range.
Officer Assessment Report	List of assessments that are due.
Officer Changes Report	Produces a list of active probationers whose officers changed within a selected date range.
Outstanding Conditions Report	Outstanding Conditions Report
Outstanding Supervision Cases Report	Outstanding Supervision Cases Report
Probationers Missing Other Assessments Report	Provides a list of probationers missing selected other assessments (which can be grouped by officer).
PSI Status Report	Generates a list of PSIs, based on status, for a selected date range.
PSI with No Disposition Report	Generates a list of PSIs, sorted by date, which have not been disposed by the court.
Staffing Report	Report for Supervision based on specific Event Date Range and Location, Case Type, Phase, and Case Status.
Supervision Contact Compliance Report	Produces a list of probationers that are out of compliance with departmental contact standards.
Supervision Data Report	The report lists a variety of information for parties on diversion (e.g. name, dob, ssn, gender, race, ethnicity, etc.).
Supervision Demographic Reports	A report that provides a % breakdown with pie charts for the grouped information.
Supervision Employment Report	Branch and status of employment history background for Supervision participants.
Supervision Family	List of family members by participant (v1.0)
Supervision Judges Cases Report	Produces a statistical list of case counts by offense, grouped by judge, for a specified date range.
Supervision Level Changes Report	Produces a list of active probationers whose supervision level changed within a selected date range.
Supervision LSI-R	A list of Clients by Location, Case Type, Case Status and Phase that have completed the LSI-R.
Supervision Military	Lists the Military information based on a list of clients by location, case type, case status and date range.
Supervision Misdemeanor Probation Survey	Data dashboards for monthly statistics for tracking probation needs and trends.
Supervision Party Payments	Payments made by a party on Case Manager Cases with Supervision Cases associated. Report includes Case Manager Case Number, Party Name, Amount, Date, and Case Status.
Supervision Residence Verification	Report to verify resident address's phone numbers for supervision participants.
Supervision Sanctions and Incentives	Report for listing Sanctions and Incentives by location, Date Range, Case Type and Case Status.
Supervision Staffing	Staffing report that lists case and defendant information by location, phase, case status, and date range.
Supervision Start and End Date	Pulls Case Status of any participant who started or completed a problem solving court.

Enter the Location (most likely it will be your district, county, and Problem-solving court), Case Status; we typically enter Intake-Accepted and Active to try to get all those that have been properly coded as intake accepted, and to account for those that may have come over from case manager; but as of yet, have not been assigned the Intake-Accepted status. Additionally, enter the case type (court type).

Supervision Staffing

Staffing report that lists case and defendant information by location, phase, case status, and date range of events with drug test and notes. Added a second date range parameter to further filter result set by contact date range. Added a selectable parameter to add more information to the report for each defendant (v7.1)

[Clear](#) [Memorize](#) [Recall](#)

Location: Problem Solving Courts

Case Status: All

Case Type: Felony Drug Court

Event Date Range

Start Date: [] [12]

End Date: [] [12]

Use Contact Date Range

Contact Date Range

Start Date: [] [12]

End Date: [] [12]

Show Address

Show Phone

Show Financial Notes

Show LSIR Notes

Show Employment Notes

Show Mental Health Notes

Show SUD Notes

Show Sanction Notes

Enter the Event Date Range for both start date and end date of the report. This will pull all event data within the date range (sanctions and incentives and drug testing). Up to the ten last entries will display on the report.

The screenshot shows a software window titled "Supervision Staffing". At the top, there is a description: "Staffing report that lists case and defendant information by location, phase, case status, and date range of events with drug test and notes. Added a second date range parameter to further filter result set by contact date range. Added a selectable parameter to add more information to the report for each defendant.(v7.1)". Below the description are three buttons: "Clear", "Memorize", and "Recall".

The main area contains several filter sections:

- Location:** A dropdown menu with "Problem Solving Courts" selected.
- Case Status:** A dropdown menu with "All" selected.
- Case Type:** A dropdown menu with "Felony Drug Court" selected.
- Event Date Range:** Includes "Start Date" (07202016, Wednesday, July 20, 2016) and "End Date" (t, Wednesday, July 27, 2016).
- Contact Date Range:** Includes "Start Date" and "End Date" fields, both currently empty.
- There are two checkboxes: "Use Contact Date Range" (unchecked), "Show Address" (unchecked), and "Show Phone" (unchecked).

Enter the Contact Date Range. This is a required field but does not affect the timeframe of the report unless the “Use Contact Date Range” check box is clicked. Clicking the box is optional based on utilizing the contact-problem solving court progress as a method to pull only those staffing reports on participants where a contact was entered within the date parameters.

The screenshot shows a web application window titled "Supervision Staffing". At the top, there is a description: "Staffing report that lists case and defendant information by location, phase, case status, and date range of events with drug test and notes. Added a second date range parameter to further filter result set by contact date range. Added a selectable parameter to add more information to the report for each defendant.(v7.1)". Below this are three buttons: "Clear", "Memorize", and "Recall".

The main area contains several filter sections:

- Location:** A dropdown menu with "Problem Solving Courts" selected.
- Case Status:** A dropdown menu with "All" selected.
- Case Type:** A dropdown menu with "Felony Drug Court" selected.
- Event Date Range:** Includes "Start Date" (07202016, Wednesday, July 20, 2016) and "End Date" (t, Wednesday, July 27, 2016).
- Contact Date Range:** Includes a checked checkbox "Use Contact Date Range", "Start Date" (07192016, Tuesday, July 19, 2016), and "End Date" (07192016, Tuesday, July 19, 2016).

At the bottom, there are four unchecked checkboxes: "Show Address", "Show Phone", "Show Financial Notes", and "Show LSIR Notes".

Select all variable you wish to be displayed on the Staffing Report and select PDF as the report output.

Supervision Staffing

Staffing report that lists case and defendant information by location, phase, case status, and date range of events with drug test and notes. Added a second date range parameter to further filter result set by contact date range. Added a selectable parameter to add more information to the report for each defendant.(v7.1)

Clear Memorize Recall

Location: Problem Solving Courts

Case Status: All

Case Type: Felony Drug Court

Event Date Range: Start Date: 01012016 Friday, January 1, 2016; End Date: t Wednesday, July 27, 2016

Contact Date Range: Use Contact Date Range; Start Date: 07192016 Tuesday, July 19, 2016; End Date: 07192016 Tuesday, July 19, 2016

Show Address
 Show Phone
 Show Financial Notes
 Show LSIR Notes
 Show Employment Notes
 Show Mental Health Notes
 Show SUD Notes
 Show Sanction Notes
 Show UA Notes
 Show Prescriptions
 Show Statistical Notes
 Show Supervision Notes
 Show SUD MH Notes
 Show Coordinator Notes
 Show VOC Rehab Notes
 Show LE Notes
 Show Other Notes

Output Format: PDF Format

And click on Submit or Schedule (schedule will allow you to set up a re-occurring auto-generated and delivered via email report).

Location: Problem Solving Courts

Case Status: All

Case Type: Felony Drug Court

Event Date Range: Start Date: 07202016 Wednesday, July 20, 2016; End Date: 07272016 Wednesday, July 27, 2016

Contact Date Range: Start Date: 07192016 Tuesday, July 19, 2016; End Date: 07192016 Tuesday, July 19, 2016

Use Contact Date Range

Show Address

Show Phone

Show Financial Notes

Show LSIR Notes

Show Employment Notes

Show Mental Health Notes

Show SUD Notes

Show Sanction Notes

Show UA Notes

Show Prescriptions

Show Statistical Notes

Show Supervision Notes

Show SUD MH Notes

Show Coordinator Notes

Show VOC Rehab Notes

Show LE Notes

Show Other Notes

Output Format: PDF Format

Add Email Notification Recipients

To: sronan@idcourts.net

CC:

Bcc:

Comment:

Attach Any Files Generated by Job

Attach Any Files Generated by Job and Keep Files in Job History

Copy Job Files to Directory

Directory:

Cancel Finish

Submit Schedule Exit

If you click "Submit" you will see the "add email Notification Recipients screen" which will allow you to enter any email addresses where you want the report to be delivered. In order to send the actual report and not just a notification, click on the two check boxes that identify "Attach Any Files Generated by Job" and "Attached Any Files Generated by Job and Keep Files in Job History" (the second one will allow you to access and review all report jobs in Odyssey).

Click Finish. Remember, you can also 'schedule" this report to be delivered at a certain day/ time to whomever you identify on an ongoing basis.

While the report runs, you can track the report progress from the left hand navigation panel under Report Progress.

When finished, it will be available to click on a notification on the message bar below, or access the emailed report in your Outlook, or go to Report History on the left hand navigation panel.

Name	Description
Actual Collection Report	Actual vs. Possible collections by officer for a given month.
Caseload Report	All active cases currently assigned to selected officers.
Class Roster	Class Roster
Community Service Outstanding Balance Report	Outstanding community service balances for probationers, for selected officers.
Community Service Status Report	Community Service Status Report
Condition Completion Report	Produces a list of probationers that have completed a specified condition for a s
Event Status Report	This report is used to report events based on event status on active cases. Spec
Idaho Caseload	All cases currently assigned to selected officers within the specific case statuses
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Supervision Data Report	The report lists a variety of information for parties on diversion (e.g. name, dot
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Supervision Misdemeanor Probation Survey	Data dashboards for monthly statistics for tracking probation needs and trends. a
Supervision Party Payments	Payments made by a party on Case Manager Cases with Supervision Cases asso.
Supervision Residence Verification	Report to verify resident address's phone numbers for supervision participants. c
Supervision Sanctions and Incentives	Report for listing Sanctions and Incentives by location, Date Range, Case Typ aril
Supervision Staffing	Staffing report that lists case and defendant information by location, phase, casr
Supervision Start and End Date	Pulls Case Status of any participant who started or completed a problem solving,
Supervision UA Log Report	UA Log roster with specific comment and informational fields to be completed b
Victim Contact Report	Produces a list of victim contacts, by officer, for a specified date range.

When opening from your e-mail, the report should display the following...(identifying info has been redacted for this instructions sheet.) if the report does not meet your needs, go back and select or de-select the pertinent variables. Remember, this is now a PDF and can be printed or used electronically.

Supervision Staffing Report

as of 7/27/2016

Date Range: 07/20/2016 and 07/27/2016

Problem Solving Courts	
Name: [REDACTED]	
Term Start Date: 03/22/2016 Term End Date: 03/22/2016 Case Num: [REDACTED]	Phase: PSC-Phase 3 Case Status: Pending - Termination Case Type: Felony Drug Court
Charge: Controlled Substance-Possession of Probation Violation Probation Violation Controlled Substance-Possession of	
Address: [REDACTED] Boise, ID 83706	Phone:
Balance: \$0.00 Last Payment Date: 01/30/2009 Last Payment Amt: \$2.00	LSI-R: 07/19/2016 - Score: 30 - Ad Mod High Risk 02/22/2016 - Score: 21 - Ad Mod Risk
	Employment: Employer: bonanza Position: unknown Employed: Part-Time, Employer: Chilis Position: unknown Employed: Full-Time
MH:	SUD:
Events:	
Statistical Information:	
03/22/2016 - Education Level After Program - Edu Level After Program-Some College	
03/22/2016 - Education Level Before Program - Edu Level Before Program-Some College	
03/22/2016 - Successfully Completed all Educational Requirements - Yes	
03/22/2016 - Drug of Choice-Primary - Methamphetamines - Age at first use: 19; Cost per day: \$20.00; Last used: 01/02/2016;	
03/22/2016 - Drug of Choice-Primary-Frequency of Use - Frequency of Drug Use-Daily - Age at first use: 19; Cost per day: \$20.00; Last used: 01/02/2016;	
03/22/2016 - Drug of Choice-Primary-Route of Administration - Route of Administration-Smoking - Age at first use: 19; Cost per day: \$20.00; Last used: 01/02/2016;	
03/22/2016 - Type of School - Type of School-None	
03/22/2016 - Drug of Choice-Secondary - Alcohol - Age at first use: 13; Cost per day: \$1.00; Last used: 10/01/2015;	