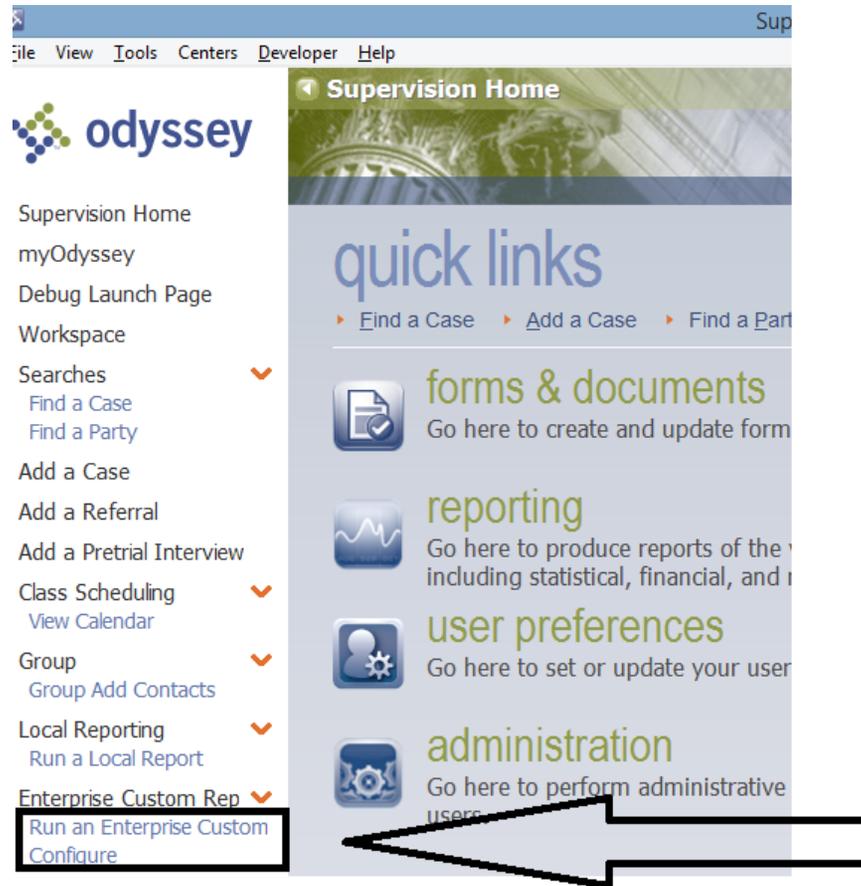


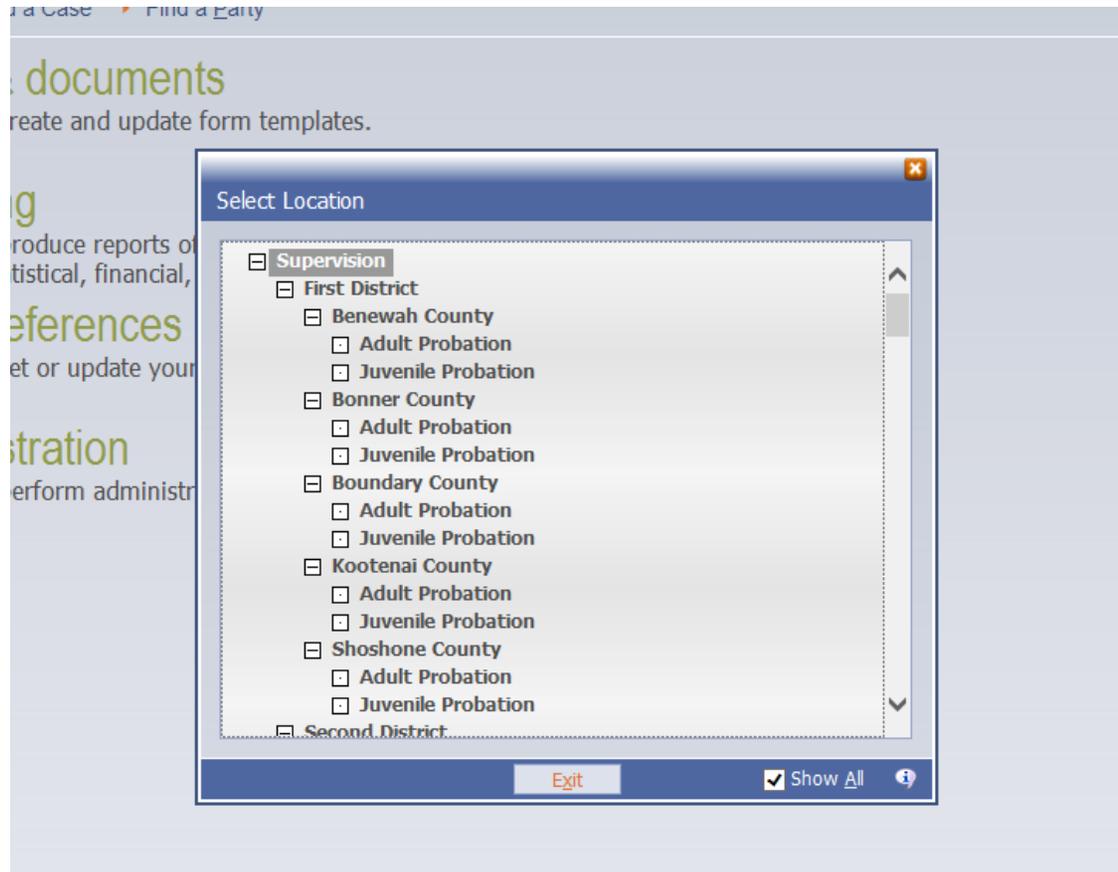
ODYSSEY REPORTS

Supervision Data Report

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



Select the "Supervision" node from the Location screen



Select Supervision Data Report

Class Roster

Supervision Data Report

The report lists a variety of information for parties on diversion (e.g. name, dob, ssn, gender, offenses, LSI scores, drugs of choice, etc). Minimal formatting as this report is to be used as in input to a statistical program.

Location

Date Range
Start Date

End Date

Case Type

Phase

Case Status

Output Format

Enter the Location (most likely it will be your district, county, and Problem-solving court), start date and end date of the report (remember, you can enter the letter “t” to represent today’s date).

Class Roster

Supervision Data Report

The report lists a variety of information for parties on diversion (e.g. name, dob, ssn, gender, offenses, LSI scores, drugs of choice, etc). Minimal formatting as this report is to be used as in input to a statistical program.

Clear Memorize Recall

Location Problem Solving Courts

Date Range Start Date 01012016 Friday, January 1, 2016 End Date t Tuesday, July 26, 2016

Case Type

Phase

Case Status

Output Format

Submit Schedule Exit

Balance Report - Outstanding community service balances for probationers for selected o

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Report for listing Sanctions and Incentives by location Date Range Case

Next, enter the case type (court type), phase (I typically type "all"), and the case status; we typically enter Intake-Accept 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.

The screenshot shows a software window titled "Supervision Data Report". At the top, there is a blue header bar with the title. Below the header, a paragraph of text explains the report's purpose: "The report lists a variety of information for parties on diversion (e.g. name, dob, ssn, gender, offenses, LSI scores, drugs of choice, etc). Minimal formatting as this report is to be used as in input to a statistical program." Below this text are three buttons: "Clear", "Memorize", and "Recall".

The main area of the window contains several input fields:

- Location:** A text box containing "Problem Solving Courts".
- Date Range:** A section with two date pickers. The "Start Date" is set to "01/01/2016" (Friday, January 1, 2016) and the "End Date" is set to "7/27/2016" (Wednesday, July 27, 2016).
- Case Type:** A text box containing "Felony Drug Court".
- Phase:** A text box containing "All".
- Case Status:** A text box containing "Intake-Accepted; Active".
- Output Format:** A dropdown menu that is currently empty.

At the bottom of the window, there is a dark blue bar containing three buttons: "Submit", "Schedule", and "Exit".

Finally, enter the desired output, the options will usually be either pdf, or Excel. The Supervision Data Report works best via Excel.

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

The screenshot shows a software window titled "Supervision Data Report". At the top, there is a blue header bar with the title and window control icons. Below the header, a text box explains: "The report lists a variety of information for parties on diversion (e.g. name, dob, ssn, gender, offenses, LSI scores, drugs of choice, etc). Minimal formatting as this report is to be used as in input to a statistical program." Below this text are three buttons: "Clear", "Memorize", and "Recall".

The main area of the window contains several input fields:

- Location:** A text box containing "Problem Solving Courts" with a search icon to its right.
- Date Range:** Two date pickers. The "Start Date" is set to "01012016" (Friday, January 1, 2016) and the "End Date" is set to "t" (Wednesday, July 27, 2016).
- Case Type:** A text box containing "Felony Drug Court" with a search icon to its right.
- Phase:** A text box containing "All" with a search icon to its right.
- Case Status:** A text box containing "Intake-Accepted; Active" with a search icon to its right.
- Output Format:** A dropdown menu currently showing "PDF Format".

At the bottom of the window, there is a dark blue bar containing three buttons: "Submit", "Schedule", and "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.

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 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 within 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 date range.
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.

Your job has completed (Custom Report: Supervision Data Report). Click here to view the results. 7/27/2016 9:21am Messages

If you open the report from Odyssey it will ask you where you want to save the Excel sheet and what name you want to give it.

When opening from your e-mail, the report should display the following...(identifying info has been redacted for this instructions sheet.)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
2	<i>Supervision Data</i>																			
3																				
4	District	County	Court Type	Full Name	DOB	SSN	Case Status Date	Case Status	Gender	Race	Ethnicity	Marital Status	Charge	Drug Test Count	Pos. Drug Test Count	Primary DOC	Secondary DOC	Edu Lvl Before	Edu Lvl After	
5	Fourth District	Ada	Felony Drug Court	[REDACTED]	09/17/1984	[REDACTED]	07/20/2016	Active	M	Other	Hispanic	Single - Never Married	Controlled Substance-possession Of Drug Paraphernalia Possession of Alcoholic Beverages/consu me/purchase By Minor		0	Alcohol	Methamphetamines	Edu Level Before Program-Grade 11	Edu Level After Program-Grade 12	
6	Fourth District	Ada	Felony Drug Court	[REDACTED]	11/21/1982	[REDACTED]	02/23/2016	Intake-Accepted	M	White	Non Hispanic	Single - Never Married	Theft-Grand Probation Violation		0	Methamphetamines Methamphetamines	Pain Pills Other Amphetamines	Edu Level Before Program-Grade 12 Edu Level Before Program-Grade 12	Edu Level After Program-Grade 12 Edu Level After Program-Grade 12	
7	Fourth District	Ada	Felony Drug Court	[REDACTED]	09/03/1992	[REDACTED]	06/07/2016	Intake-Accepted	M	White	Non Hispanic	Single - Never Married	Controlled Substance-Manufacture or Deliver, or Possess with Intent to Manufacture or Deliver Probation Violation		0	Heroin	Marijuana	Edu Level Before Program-GED	Edu Level After Program-GED	