ISSUING AUTHORITY: INDIANA DEPARTMENT OF CORRECTION

EFFECTIVE DATE: 1/1/2023

2.13 SharePoint & Data Submissions

APPLICABLE TO:

Entities who receive Community Corrections & Justice Reinvestment Grant Funding Corrections Grant Funding:

1. Adult Community Corrections
2. Probation
3. Pretrial Services
4. Court Recidivism Reduction Programs
5. Prosecutor's Diversion Programs
6. Jail Treatment

Summary

To establish guidelines for the submission process for all grant required documentation listed in the following Procedural Bulletins:

- 2.3 Grant Requirements Community Corrections
- 2.4 Grant Requirements Probation
- 2.5 Grant Requirements CRRP
- 2.6 Grant Requirements Prosecutor's Diversion
- 2.7 Grant Requirements Jail Treatment
- 2.8 Grant Requirements Pretrial Services

Contents

Overview

All Community Corrections & Justice Reinvestment Grant Requirements will be submitted via SharePoint. These include:

- o Community Corrections Advisory Board Information
- o Monthly Financial Reports
- o Data Submissions
- o Performance Measures
- o Annual Report
- o Policies & Additional Information

Each grant funded entity must submit data files via SharePoint due to the inclusion of confidential data and adhering to Secure File Transfer Protocol. Data files will not be accepted via any other data transmission method (unless otherwise specified) and will be counted late/missing if they are submitted via any other method than SharePoint.

Before the submission deadline, each entity will be responsible for verifying access to SharePoint. For assistance with access, please contact the Indiana Department of Correction (IDOC) Community Corrections (CC) Division Research Analyst or your assigned Program Director.

Account Access and Setup

Each Grant Director (i.e., the primary contract for the grant award) will receive an invite from the Community Corrections Division to a link to a folder titled with their Advisory Board Name.

Every Advisory Board folder has, at minimum, two folders titled *Advisory Board Minutes*, and *Community Corrections*. Any additional Community Corrections & Justice Reinvestment entities who received funding that year will have its own folder. Each entity folder has subfolders that correspond to the grant requirements for the grant cycle.

All folders for the grant cycle (year) have already been created. **You may not create a new folder, modify, or delete a folder.** If you have any questions or concerns regarding folder organization, please contact your Program Director for additional instructions.

Only the grant director for each entity will receive the link as they are responsible for all grant requirements. Please let your Program Director know if you would like an additional contact added along with a justification. It is the responsibility of the grant director/ entity to update their assigned program director of any required changes to SharePoint folder access.

NOTE: *For security purposes, the number of contacts may be limited and requests for access are not guaranteed to be granted by IDOC.*

File Naming

I. **Quarterly Reporting Entities:**

    a. This includes the following Entities:

        1. Probation

        2. Pretrial Services

        3. Prosecutor's Diversion Programs

        4. Jail Treatment

    b. **Option 1:** Has access to and utilizes SRS:

        1. This agency will have a Reports page on SRS where they can pull a report for submitting to SharePoint.

            a) It is important that this report is <u>NOT</u> renamed or saved as a different filetype than a CSV.

    c. **Option 2:** Do not have access to SRS:

        1. The File must be a CSV a be named to match the following naming convention:

            a) CountyEntityMMCYYYYY1006A (i.e., AdamsPROB01CY20231006A.csv)

                1) County is the Entity name

                2) Entity is one of the following 4 letter abbreviations

                    i. JTSR – Jail Treatment Services

                    ii. PROB – Probation

                    iii. PROS – Prosecutor's Diversion

                    iv. PTRL – Pretrial

                3) MM is the two-digit representation of the month the report is due (01, 04, 07, 10).

                4) CY is a place holder for calendar year and should always remain CY

                5) YYYY is the four-digit representation of the calendar year the report is being submitted.

                6) 1006A is a place holder for the report type and should always remain 1006A

File Organization

I. **Folder Name:** Advisory Board Minutes

> **Description**: All Community Corrections Advisory Board documents should be uploaded to this folder, including, but not limited to:
> - Advisory Board Meeting Schedule
> - Advisory Board Approved Meeting Minutes
> - Advisory Board Member Roster
>
> **Responsible Party:** Community Corrections Grant Director

II. **Folder Name:** Community Corrections

> **Description**: This folder is for the Community Corrections Grant Director to upload all grant requirements for the Community Corrections entity for that grant cycle.
>
> **Subfolders**:
> 1. **Annual Report** *Upload the Community Corrections Annual Report Here*
> 2. **Critical Incidents** *Upload any critical incidents here as outlined under **Section 2.12 Community Corrections Critical Incidents***
> 3. **Data Submissions** *Upload your required monthly or quarterly Data Submissions here*
> 4. **Monthly Financials** *Upload your completed Monthly Financial Report form here*
> 5. **Performance Measures** *Upload your completed Baseline, Midline, and Final Performance Measures forms here*
> 6. **Policies & Additional Information** *Any additional grant required information or documentation here*
>
> **Responsible Party:** Community Corrections Grant Director

III. **Folder Name:** Entity Name (e.g., CRRP Drug Court, Probation, Jail Treatment)

> **Description**: This folder is for the Community Corrections & Justice Reinvestment Grant Entity Director to upload all grant requirements for their awarded entity for that grant cycle.
>
> **Subfolders**:
> 1. **Annual Report** *Upload the Community Corrections Annual Report Here*
> 2. **Data Submissions** *Upload your required monthly or quarterly Data Submissions here*
> 3. **Monthly Financials** *Upload your completed Monthly Financial Report form here*
> 4. **Performance Measures** *Upload your completed Baseline, Midline, and Final Performance Measures forms here*
> 5. **Policies & Additional Information** *Any additional grant required information or documentation here*
>
> **Responsible Party:** Grant Entity Director

NOTE: *Regional Community Corrections will have the county name included if there are two programs that fall under the same entity type.*

> **Example:**
> Cass/Pulaski Regional has two Pretrial Entities in each county under the regional. The folder names would be:
> - Cass Pretrial Services
> - Pulaski Pretrial Services

The SharePoint Submission Process

Receiving a Shared Folder Link

1. All Community Corrections & Justice Reinvestment Grant Entity Directors will receive a link from the Community Corrections division at the beginning of the grant year. Do not forward links to others as the data is secured and will only work for the specified recipient.

2. Open the OneDrive or SharePoint site library using the link you received in your email.

The screenshot below is what the invite will look like. You can select the folder name or 'Open' as shown in the red boxes for the link to the folder.
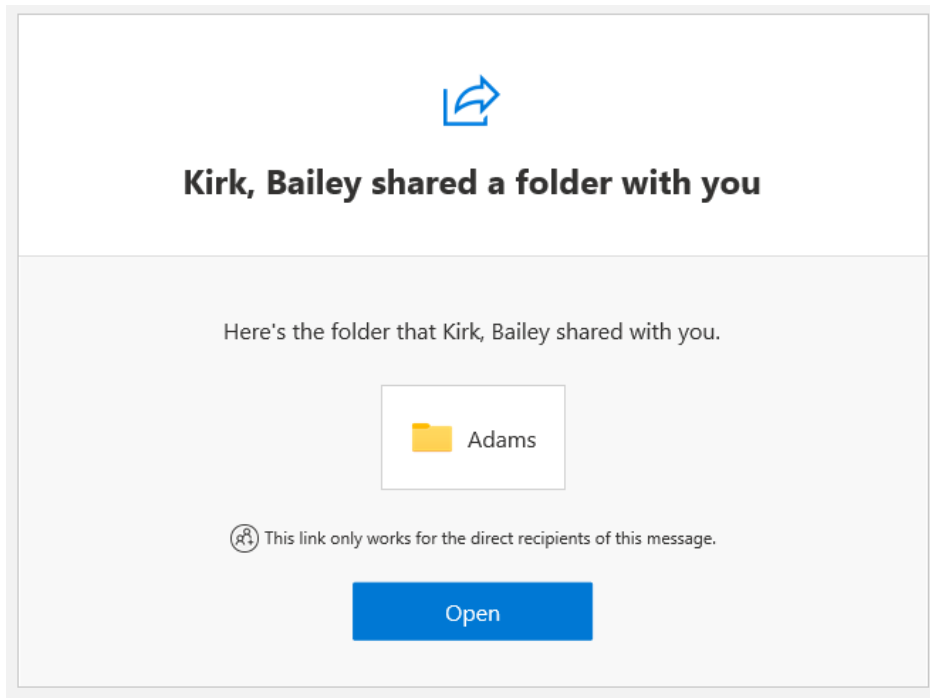
The following information comes directly from Microsoft.com. For more information, visit their website here.

Verify your Identify

3. You will need to verify your identity before they can view the content, but the process depends on your account:

NOTE: *There is no need to sign up for Microsoft 365, OneDrive, or SharePoint account.*

Option 1: Recipient doesn't have a Microsoft 365 subscription

When someone who doesn't have a Microsoft 365 account wants to access the content, OneDrive or SharePoint sends a one-time passcode to their email address to verify their identity. Once they receive the code, they enter it into the verification screen to open the file.

Option 1 Verification Example:
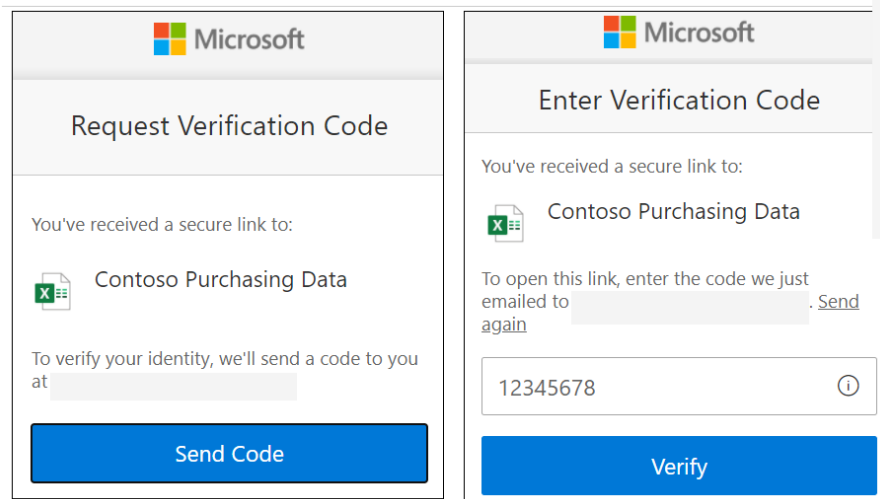
Tips:

- The verification email will be sent by 'Microsoft Account Team' with the title 'Your Single-use code.'
- If you do not receive a code:
  - Since the account is sent by Microsoft, check your spam folder, or do a search for "single-use code" or the "Microsoft account team" to ensure your email provided. (Gmail accounts commonly do this)
  - Send the code again
- An example email with verification code verification (red box below)

Option 2: Recipient has a Microsoft 365 subscription

When someone who has Microsoft 365 wants to access the content, OneDrive or SharePoint asks them to sign into their account, and requests permission to see their name, email address, and photo to verify their identity.
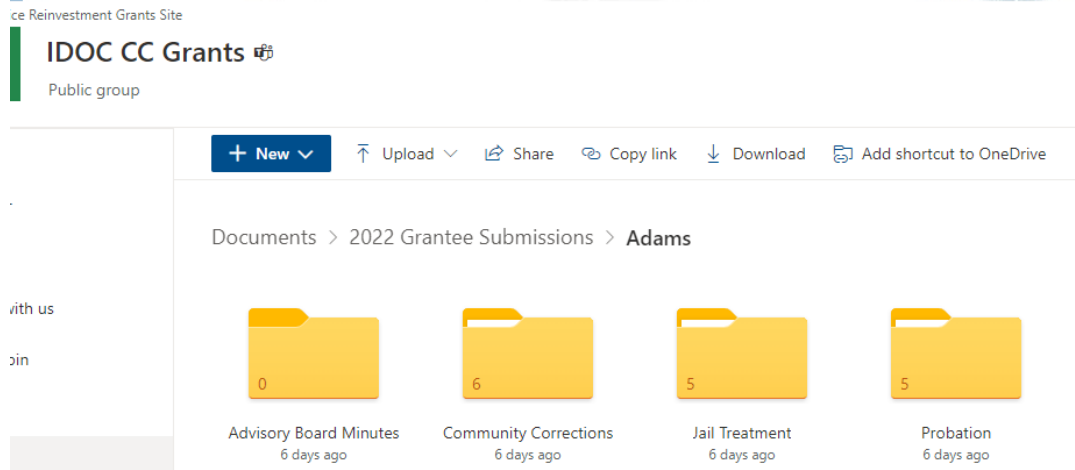
Option 2 Verification Example:
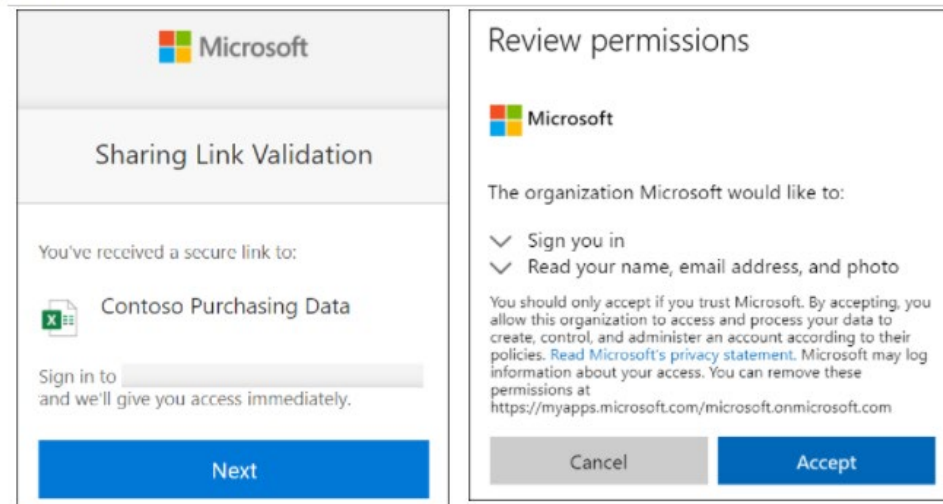
NOTE: *In some cases, the recipient may need to follow the steps above and provide a passcode instead of signing in.*
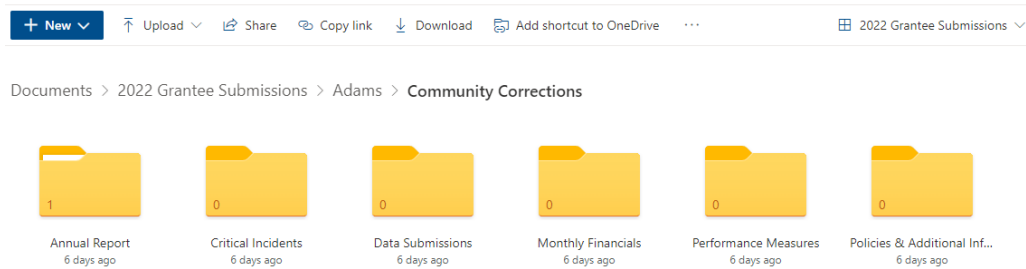
After clicking the link, you should see a website that looks like the screenshot below.

4. Navigate to the Entity Folder that you are submitting documentation for by clicking the folder.

Example: Click on 'Community Corrections' folder to open the subfolders

5. Select the subfolder for which you are submitting information for.

6. Click 'Upload' near the left side of the screen (you may need to scroll down before seeing the link).
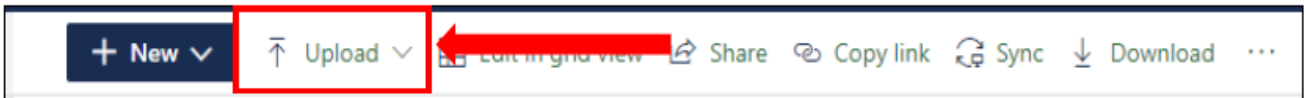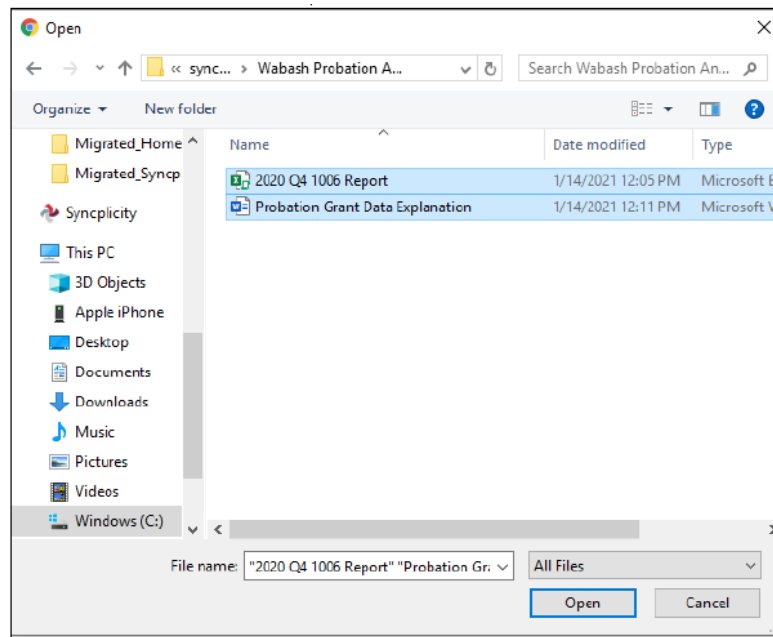
7. From the dropdown options, choose 'Files'.

8. Select the document(s) you would like to upload and click 'Open'. You should be able to upload multiple files at one time by holding the 'Ctrl' key and clicking on each file you want to upload.

9. You should then see the same list of files previously selected, appear on your screen (it may take a moment for them to appear, depending on internet speed and file size). Once you see the files listed (see below), the Research Division will have access to the files you have uploaded.
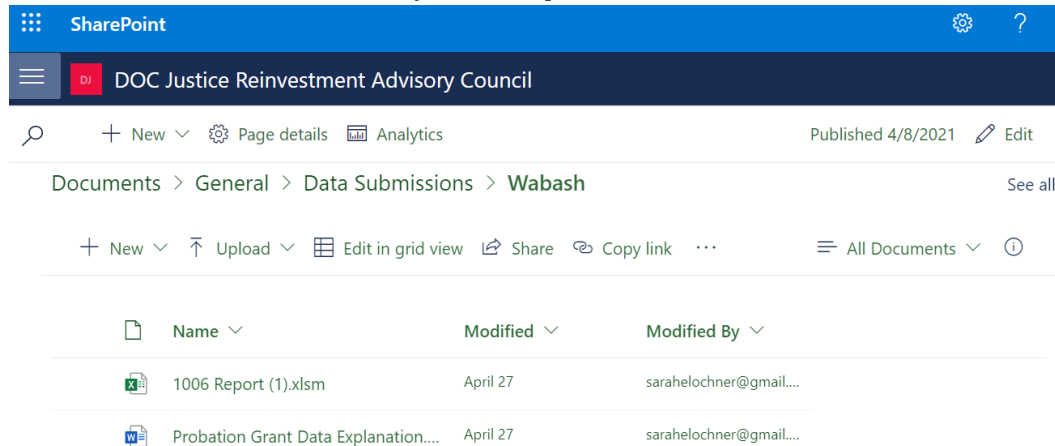
Helpful Hints & Troubleshooting

- There is no need to sign up or initiate a Microsoft 365 account if you do not already have one.

- No software installations on the user's computer are necessary. All submissions will occur via a web browser (such as Chrome, Internet Explorer, or Firefox).

- If you can see the uploaded files on your SharePoint screen, they have been successfully submitted to Department. Please do not request confirmation of receipt unless something looks wrong on your screen after uploading your documents.

- If the link was forwarded to you from another person, it will not work for you. The data is secured, and access is only allowed to specified link recipients.

- Check your access to SharePoint prior to submission due dates.

- Save copies of your report if you will need them later. These SharePoint folders are not intended to house submissions indefinitely.