

INDIANA SUPREME COURT
DIVISION OF STATE COURT
ADMINISTRATION



**Annual Operations Report
Application Guide
Revised May 2012**

Indiana Court Information Technology Extranet
• INcite •

Indiana Courts Online Reports
• ICOR •

TABLE OF CONTENTS

DATA ENTRY	3
Preparer Information.....	3
Relevant Courts.....	3
Presiding Judge	4
Questions 1 and 2.....	5
Question 3	5
Question 4	6
Question 5	7
Question 6	7
Question 7	7

DATA ENTRY

1. Click on the icon for Annual Operations for Probation.

The screenshot shows a web application interface for entering probation data. At the top, there is a navigation bar with buttons for 'Home', 'Check for Errors', 'Save Draft', 'Print Page', 'Save Final', 'Print All', 'Submit', and 'Cancel'. The main heading is '2011 Annual Operations Probation'. To the right, a text box provides report details: 'Report for Adams County Probation Department (01-P-01), Annual reporting period covering 1/1/2011 through 12/31/2011. Report due on 1/20/2012. Current report status is "Available".' Below this are two buttons: 'Preparer' (highlighted in green) and 'Annual Operations'. The main content area is titled 'Annual Operations' and contains several sections: 'Annual Operations Preparer Information' with a table for 'County Information' (County: Adams, Court ID: 01-P-01) and 'Preparer Information' (Name: ajamesqa - James, Angela, Date Prepared, Phone Number: na, Email Address: na, Status: Available). To the right of this table is the 'STATE COURT ADMINISTRATION' logo. Below the preparer information is a 'Courts (Select all courts that apply)' section with an 'Available Courts' field and a link '<Click Here to Select Courts>'. At the bottom is a 'Report Verification Information' section with a 'Presiding Judge' field.

Annual Operations Preparer Information	
County Information	
County:	Adams
Court ID:	01-P-01
Preparer Information	
Name of Preparer:	ajamesqa - James, Angela
Date Prepared:	
Phone Number:	na
Email Address:	na
Status:	Available

Courts (Select all courts that apply)

Available Courts: [<Click Here to Select Courts>](#)

Report Verification Information

Presiding Judge:

When the report opens, there is a status box with icons identifying the different sections of the report. Also in this status box is the information about the reporting court, the due date of the report and the current status of the report.

Preparer Information

The screen opens to the icon for the preparer information. You will see that the preparer information is automatically updated. Please check to see that this information is correct. If something needs changed, please contact the helpdesk.

Relevant Courts

Fill in the yellow boxes with the information that is requested.

The preparer must choose the relevant court or courts for which the report is being submitted. In the "Available Courts" section, the courts for your county will appear in the drop down list. Contact the Helpdesk if a court is missing from the list.

Presiding Judge

The preparer must enter the relevant name of the Presiding Judge for the court or chief judge of a unified court system. The report cannot be submitted without the Judge's name entered. In accord with Administrative Rule 1 (C) (3), the trial judge or chief judge shall require the probation department to file the Annual Operations Report.

Type the Judge's name in the space provided. If the elected or appointed judge is temporarily not on the bench (i.e. lengthy illness, deployment), but intends to return, his or her name is entered. If the elected or appointed judge has retired, resigned or otherwise left the bench permanently, the permanent judge *pro tem's* name is entered in the field.

Select "Save draft" in the status box.

Save Draft will turn the icon yellow. Since this report only has two icons, the second icon may turn red when you "save draft." It will show red until you have entered the data required for the report. Any required data not entered will result in the icon remaining red until the data entry fields have been completed. Error messages will appear in the status box to indicate which entry fields need to be filled out. Once you have entered the required data, you can "save draft" again to update the report and the error messages will disappear. You will not be able to submit until both icons have been saved as final and appear green and state "ready to submit."

Home Check for Errors

2011 Annual Operations Probation

Report for Adams County Probation Department (01-P-01), Annual reporting period covering 1/1/2011 through 12/31/2011. Report due on 1/20/2012. Current report status is "Error".

Save Draft Print Page

Save Final Print All

Submit Cancel

Preparer Draft Annual Operations Error

Report Saved as Draft

Annual Operations

Annual Operations Preparer Information

County Information	
County:	Adams
Court ID:	01-P-01

Preparer Information	
Name of Preparer:	ajamesqa - James, Angela
Date Prepared:	4/30/2012 2:51 PM
Phone Number:	na
Email Address:	na
Status:	Error

Courts (Select all courts that apply)

Available Courts:	
	01C01 - Adams Circuit Court

Report Verification Information

Presiding Judge:	smith
------------------	-------

Select next icon to enter data.

Questions 1 and 3 are required to submit this report. You must check the "YES" or "NO" box.

Questions 1 and 2

Answer question 1 with either "YES" or "NO" by double clicking in the appropriate box.

If you answered "YES" to question 1, you will NOT answer question 2. If you answered "NO" to question 1, answer question 2 by selecting the other courts that have probation departments and clicking OK.

Question 2 lists the individual courts for your county and asks that you check the boxes for the courts that have another probation department. If your county separates the probation department by juvenile, misdemeanor and felony jurisdiction, the courts may overlap. The information provided on your operations report only relates to your department.

Question 3

If your department maintains a separate and distinct budget from that of the courts for which you provide services, answer "YES" to question 3 by double clicking in the "YES" box. Even if your department maintains only a portion of your department's operating, budget, answer yes here. Two examples of a probation department maintaining only a portion of their budget include:

Department maintains User Fee Fund budget
Department maintains grant monies assigned

Below question 3 is a note which reminds you that if you indicated "YES" in this question, you must submit a separate report on Court Budget and Expenditures with the Division, in accord with Administrative Rule 2, because the expenditures incurred by the department are on behalf of court ordered services. A copy of the worksheet for the additional report is located on the Division's website, and must be filed on ICOR, in the same manner as this report. Directions for entering data on the Report on Court Budget and Expenditures are provided in a similar application guide, available on the Division's website. There is a shortened version of the Budget and

Expenditure Report for Probation/Juvenile Detention Centers which only lists the line items that pertain to a Probation Department and/or Juvenile Detention Center.

If you do not maintain a separate budget from the courts, indicate by double clicking the "NO" box.

Question 4

Regardless of whether your department operates under its own budget or not, you will enter the data requested for Question 4. As you can see, the question asks for five categories of information for each employee or group of employees.

Column 1 - you will choose the title or position of the employee from the drop down listing.

Column 2 - enter the salary relevant to the chosen employee position.

Column 3 - enter the number of employees who hold that title or position and earn the identical salary. If each employee earns a different salary, you will enter those employees separately, clicking "add" after each entry. ("Add" is located to the right of the last column.) Only combine employees on one line if they share both the position and the salary. Each entry will be recorded distinctly.

Column 4 - the ICOR system automatically multiplies the salary amount from column 2 by the number entered in column 3. Please check these totals in column 4 to make sure the correct total amount has been reported.

Column 5 - double click the correct box which indicates the employee as full or part-time.

If you know this amount, enter the fringe benefit amount for all employees combined in the box located under column 4. Not all departments pay these benefits from their own budget, but to the extent the expense was incurred, indicate on the line provided as one entry. Fringe benefits include:

- Vacation pay
- PERF
- FICA
- Medical insurance premiums paid

ICOR will calculate the total salary and total fringe benefits reported.

Question 5

This question asks what office collects restitution payments for probation services provided. I.C. 35 -50-5-3 states that the court, may as a condition of probation, or without placing on probation, order the person to make restitution to the victim of the crime, the victim's estate, or family of a victim who is deceased. Restitution is the reimbursement of monies to a victim because expenses were incurred as a result of the crime.

Double click in the box next to the office that collects the monetary restitution in your county. The system allows you click beside both offices if both offices collect the restitution. If you choose "other", specify who does collect the restitution. (The box listed under "other" is a text box.)

Question 6

Enter the amount of restitution collected in this box.

Regardless of what office collects restitution payments for the probation department, indicate the total restitution collected for the year. Do not include amounts that have yet to be reimbursed.

Question 7

Enter the total number of felons, misdemeanants and juveniles under probation supervision at the end of the reporting period (end of year.)

Count each person, not the case or cases associated with the probationer. Separate the felons from the misdemeanants from the juveniles. Include all those probationers who are currently being supervised and for whom you have conducted and reported a risk assessment evaluation. Do not include those probationers whose whereabouts are unknown. The number indicated on each line should correspond with the reported numbers on the fourth quarter statistics.