



**February 1, 2021**

**To: Public Defense Partners**

**From: Kimber Sexton, Senior Policy Analyst**

**Heather Pate, Contracts Manager**

**Eric Deitrick, General Counsel**

**Re: Caseload Reporting for Non-PCRCP**

Please see the following clarifications as well as the attached FAQ sheet with actual questions received. Please direct any questions to [case.load.reporting@opds.state.or.us](mailto:case.load.reporting@opds.state.or.us).

The new template .csv is now available. We received many questions and have made some necessary adjustments to the template. Be sure to use the correct one or your submission may not be accepted. The link to the online submittal form will be available by February 8, 2021 at <https://www.oregon.gov/opds/provider/Pages/case-load.aspx>.

**REPORTING**

Caseload reporting is submitted via an online form available on the OPDS website to which caseload detail is attached in a .csv file. There is a template .csv file available on the website.

Caseload reporting is due monthly on the 20<sup>th</sup> of the month following the reporting period (1<sup>st</sup>-31<sup>st</sup> of the previous month).

**CASELOAD DETAIL FILE**

The caseload detail file should contain all open non-PCRCP public defense cases for the reporting period. For example: If a case is appointed in January and remains open until June 20 it should be reported on the January through June submissions.

The caseload detail file must be in .csv format and contain all columns with exact header names shown in the template (available on the OPDS website). There is information that is required and some that is optional (see below).

| County   | Client Last Name | Client First Name | Case Number | Most Serious Case Type | Most Serious Charge | Most Serious Incident Date | ORS      | Appointment Date | Assigned Attorney OSB | Attorney Last Name | Attorney First Name | Complex Case | Comments |
|----------|------------------|-------------------|-------------|------------------------|---------------------|----------------------------|----------|------------------|-----------------------|--------------------|---------------------|--------------|----------|
| Required | Required         | Required          | Required    | Required               | Required            | Required                   | Required | Required         | Required              | Optional           | Optional            | Optional     | Optional |

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When the submission is received the system will validate that:

1. The file is .csv
2. All expected columns are present
3. All columns with required information contain data

If a file is submitted that does not meet the initial threshold review for the above it will be rejected.

If a file is rejected an email notification will be sent to the submitter and they have two business days to correct the file and resubmit sending an email to [case.load.reporting@opds.state.or.us](mailto:case.load.reporting@opds.state.or.us) to notify OPDS the correction has been submitted.

Contract administrators will report for all associated attorneys. Hourly attorneys will report their cases.

The most serious charge and the related incident date should be reported.

If a case is re-assigned or the charge is later changed always report the attorney assigned and the case type applicable during the reporting period.

The appointment date, from the order, that is entered into Odyssey, regardless of when that data entry actually occurs, should be used. If a case is reviewed at the request of OPDS and not appointed, please use the date of the OPDS request.

If there is co-counsel assigned, the case should be reported for both attorneys and co-counsel should be noted in the comments.

In order to capture additional complexity that may occur due to multiple incidents or criminal episodes, , successive petitions, and in juvenile cases the number of children associated with a case, put the number in the Complex Case column.

If an attorney has no open cases during a given reporting period, they do not need to submit the report. See Validation

Juvenile Dependency cases where the parent has public defense representation, only the case number of the eldest child should be reported.

Juvenile Dependency cases where the child has public defense representation, the case number for each child represented should be reported.

Juvenile TPR cases numbers are assigned to each parent(s) but not to the child. Only the case number for the mother should be reported, unless there is only one parent, in which case, that parent's case number should be used.

*NOTE: Appellate cases will have a separate reporting template that is still being developed.*

## **VALIDATION**

On the 25<sup>th</sup> of each month an email will be sent to each individual attorney, both Attorney – Contract and Attorney – Hourly, listing the cases reported and a validation code. It is the responsibility of the attorney to review and assert via submission of the

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validation code that the report is a true, accurate, and complete list of the attorney's open cases during the reporting period. Validation is due the 28<sup>th</sup> of each month.

If no open public defense cases were reported by the 20<sup>th</sup> the email on the 25<sup>th</sup> will indicate that there were no open cases submitted and the attorney will validate that by submitting the code.

If the individual attorney finds any errors they need to forward the email to the submitter (Contract Administrator) and copy [case.load.reporting@opds.state.or.us](mailto:case.load.reporting@opds.state.or.us) detailing the error(s).

The submitter should make necessary corrections within two business days and resubmit sending an email to [case.load.reporting@opds.state.or.us](mailto:case.load.reporting@opds.state.or.us) to notify OPDS the correction has been submitted.

Once the corrected reporting has been received a new email with a new validation email will be sent to the attorney.

## **EXPECTED CASE TYPES**

### Adult Criminal Case Types

| Case Type | Case Category          |
|-----------|------------------------|
| AFEL      | Felony                 |
| AM11      | Felony                 |
| Appeal    | Appeal                 |
| BFEL      | Felony                 |
| BICC      | Sp Court/Docket        |
| BM11      | Felony                 |
| CC        | Sp Court/Docket        |
| CFEL      | Felony                 |
| CONT      | Misdemeanor            |
| CVHC      | Habeas Corpus          |
| CVPC      | Post-Conviction Relief |
| DDIV      | Sp Court/Docket        |
| DFEL      | Felony                 |
| DGPM      | Sp Court/Docket        |
| DNA       | DNA                    |
| DPV       | pv                     |
| DRG       | Sp Court/Docket        |
| DRUG      | Sp Court/Docket        |

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|      |                                      |
|------|--------------------------------------|
| DUAD | Sp Court/Docket                      |
| DUIS | Misdemeanor                          |
| DVAD | Sp Court/Docket                      |
| DVCT | Sp Court/Docket                      |
| DVIO | Felony                               |
| DWSS | Misdemeanor                          |
| ECR  | Sp Court/Docket                      |
| EDP  | Sp Court/Docket                      |
| EDPA | Sp Court/Docket                      |
| EDPB | Sp Court/Docket                      |
| EDPM | Sp Court/Docket                      |
| EXTR | Misdemeanor                          |
| FAPA | Misdemeanor                          |
| FATC | Sp Court/Docket                      |
| FDC  | Sp Court/Docket                      |
| FPV  | pv                                   |
| JLAW | Felony                               |
| JMII | Felony                               |
| MHC  | Sp Court/Docket                      |
| MHCT | Sp Court/Docket                      |
| MHMI | Mental Health or Civil<br>Commitment |
| MISS | Misdemeanor                          |
| MPV  | pv                                   |
| MURD | Murder                               |
| MWIT | Misdemeanor                          |
| OTHR | Misdemeanor                          |
| OTMS | Misdemeanor                          |
| PCS  | Misdemeanor                          |
| PSRB | Psychiatric Security Review Board    |
| RAP  | Sp Court/Docket                      |
| SCDV | Misdemeanor                          |
| STOP | Sp Court/Docket                      |
| SUPP | Misdemeanor                          |

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|      |                 |
|------|-----------------|
| UFEL | Felony          |
| VC   | Sp Court/Docket |
| VETC | Sp Court/Docket |
| VTC  | Sp Court/Docket |

### Juvenile Case Types

| Case Type | Case Category                              |
|-----------|--|
| JDEC      | Dependency-Child                           |
| JDEP      | Dependency-Parent                          |
| JMII      | Felony                                     |
| JMUR      | Felony                                     |
| JPSRB     | Juvenile Psychiatric Security Review Board |
| JPV       | Dependency – Probation Violation           |
| JUDF      | Juvenile Delinquency                       |
| JUDM      | Juvenile Delinquency                       |
| JUDO      | Juvenile Delinquency                       |
| JUTC      | Termination                                |
| JUTP      | Termination                                |
| Juvenile  | Juvenile Waiver Hearings                   |
| Juvenile  | Juvenile Delinquency                       |
| AJUDF     | Delinquency Appeal                         |

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