NYS Division of Criminal Justice Services
County Monitors' Report of Ignition Interlock Device Pre-Sentence/Sentencing Orders Received and Installation Status
Instructions for proper completion of form & submittal to OPCA & Finance

The *County Monitors' Report of Ignition Interlock Device Pre-Sentence/Sentencing Orders Received and Installation Status* is the current report to be used by all IID monitors for submittal of data to both the Office of Probation & Correctional Alternatives and DCJS' Finance Office. Because the data will be matched with other databases for analysis and research purposes, the report submitted to OPCA shall be formatted via Microsoft Excel with all fields completed. For Finance purposes, the report must be sorted by column "G", "NYSID# or DOB if NYSID is not obtainable", and shall only include data for columns G, H, and I (NYSID or DOB, Sentence/Order Date (MM/DD/YYYY), and Sentencing/Ordering County), as well as the form header, and certification sections. If a NYSID is not available for an offender, the user must enter the DOB under column "G" even if it is already present under column "E." In order to properly sort the document, the user shall select all of the cells across each row for all defendants listed, right click on the screen, select custom sort, and then sort by column "G." Note: if the user sorts by column "G" alone, it will only sort column "G" and not the rest of a defendant's information with it. In terms of saving, the form will need to be saved once the sort has been completed for OPCA and then the user will have to save the document a second time under a different file name for Finance submission. *All fields highlighted in gray shall be deleted after submitting the complete report to OPCA and before saving a second time, printing, signing, and submitting it to the DCJS Finance Office.* A series of screen shots are included on pages 3-5 of these instructions for your reference.

This form is formatted for 24 cases. However, if more cases need to be added, the user must expand the cell fields to include additional defendants beyond the initial cell slots that are available on page one. This expansion can be completed by right clicking within a cell, anywhere on the row between operator #2 through operator #24, and selecting "insert row" or "insert" and then "entire row" (the specific selection will depend on the user's version of Excel).

For counties that are reporting for more than one monitoring agency (for example, the Probation Department also reporting for District Attorney's Office, STOP-DWI, Sheriff's Office, or other CD monitor), please indicate at the top of the spreadsheet that the report includes both agencies.

Please recall that a case may only be claimed for reimbursement a single time, and when the installation of the IID is ordered by the court. If a case has been claimed in advance of sentencing, it cannot be again claimed following sentencing. Further, only the jurisdiction where installation of the IID is ordered in advance of sentencing or the installation of the IID is ordered at sentence may claim reimbursement. *Subsequent Intrastate transfer of an IID case does not qualify the receiving jurisdiction to claim reimbursement.*

It is recommended that Caseload Explorer (CE) counties refer to the State Director's Memorandum 2015-7 "Quarterly IID Monitors Report Form Update" issued November 3, 2015 as well as *Ignition Interlock Report Guide for CE* issued on February 3, 2016 for directions on how to use Caseload Explorer to complete the quarterly report form using the CE system. Currently the quarterly report can be generated and sorted for finance, but not submitted using the CE system, so it will still need to be saved and either submitted via e-mail or hard copy per the below producers as well.

An electronic copy of the completed report shall be e-mailed to the OPCA Ignition Interlock Program mailbox at dcjsopcaiidreports@dcjs.ny.gov within 30 days of the close of each quarter. Additionally, a hard copy of the modified and signed report, including vouchers and signed fiscal cost reports, must be mailed to the DCJS' Finance Office on the 10th floor at 80 South Swan Street, Albany, NY 12210 within 30 days of the close of each quarter. If all Progress Report submissions are not received, payment will not be made until your county's reports are received.

Heading Information	
County	The county name for which the report is being filed.

Agency Reporting	The monitoring authority or authorities submitting the Quarterly Report. It is acceptable for counties with separate probation and conditional discharge monitors to report on the same form, but the names of both agencies must appear in this instance.
Contract Number	The DCJS Contract Number to which the information provided applies.
Contract Period	Enter the timeframe of the contract (i.e., 10/1/2013 – 9/30/2014)
Claim Period	Check the box for the quarter for which this information is submitted.
**Operator Information for all Orders Received**
Last Name, First Name, MI, DOB, and Driver's License #	Enter the operator's last name, first name, middle initial, DOB, and Driver's License Number. Repeat operators information using a separate line(s) for operators arrested on two or more separate DWI offenses within the same quarter and ordered to install an IID.
NYSID or Date of Birth (MM/DD/YYYY)	Please enter the operator's NYSID number. In cases where a NYSID number is not obtainable, the monitoring entity shall enter the DOB again to be used as a reference for audit or other purposes as necessary. This column of information is required by both DCJS' Finance Office and OPCA.
Sentence/ Order Date (MM/DD/YYYY)	Sentence/Order date for cases where a court ordered the installation of an Ignition Interlock Device regardless of whether it was actually installed. This column of information is required by both DCJS' Finance Office and OPCA. A case may only be claimed once – either with a Court's Order in advance of sentence (including interim probation cases), or with a Court's Order issued at the time of sentence.
Sentencing/Ordering County	Enter Sentencing/Ordering County. This column of information is required by both DCJS' Finance Office and OPCA.
When was the IID Ordered (Pre or Post Sentence)?	Enter 1 if the IID was ordered pre-sentence or 2 if the IID was ordered at sentencing.
**Court Ordered Device Information**
# Full Pay Ordered	The number of devices for which the court ordered the operator to pay all IID fees regardless of whether it was actually installed. No need to zero-fill.
# Payment Plan Ordered	The number of devices for which the court ordered the operator to pay a portion of the IID fees regardless of whether it was actually installed. No need to zero-fill.
# Cost Waived Ordered	The number of devices for which the court ordered that IID fees be waived by the manufacturer regardless of whether it was actually installed. No need to zero-fill.
**Installation Information**
IID Installed	Enter 1 if the device was actually installed or enter 0 if it was not actually installed.
IID Class*	Enter 1 if a Class 1 device was installed. Enter 2 if a Class 2 device was installed. Enter 3 if a Class 3 device was installed.
Quarterly Total Ordered	Enter the total number of orders received during the quarter. If more than one page is submitted for the quarter, please sum the sub-totals of each page and insert the grand total in this space on the first page of the Quarterly Report.
Installation Summary by Class	Sum of Class 1, Class 2 and Class 3 devices actually installed. This information should pre-fill after the user enters all installation information within columns "P" & "Q."
Stage IID Ordered	When the IID was ordered by the court. This information should pre-fill after the user enters all information within column "J."
**Additional Quarterly Tasks**
LENS	Enter the total number of people added to LENS for that quarter. Should be close to equal to the number of people who were added to IID/DWI caseload for the quarter.
DMV Registration Checks	Enter the total number of DMV registration checks run on non-installers for the quarter. Should be equal to the total number of non-installers with an active IID requirement in county including those who were added to the caseload in a prior quarter.

*IID Classification System was revised effective November 1, 2013. Please ensure all classification information for devices installed on or after the effective date correlate with the new class structure.

Court and DA Notifications	Enter any person who was found to have a vehicle registered or titled to their name without an IID installed and was subsequently reported to the court and DA for failure to install.

SORT Screen 1

SORT Screen 2

OPCA Version (After Sort)

		Last Name	First Name	MI	DOB (MM/DD/YYYY)	Driver's License #	NYSID# or DOB if NYSID is not obtainable	Sentence/Order Date (MM/DD/YYYY)	Sentencing/Ordering County	When was IID Ordered? Pre-Sentence = 1 At Sentence = 2
8	1	Doe	Mark	A	6/7/1967	333444555	6/7/1967	3/25/2014	Saratoga	1
9	2	Moe	Susan	F	7/15/1975	444555666	7/15/1975	2/12/2014	Saratoga	2
10	3	Boe	Timothy	G	3/12/1981	777888999	5566667444L	1/10/2014	Saratoga	1
11	4	Goe	George	B	9/5/1947	222333444	7455556645L	3/29/2014	Saratoga	1
12	5	Zoe	Mary	C	8/27/1959	555666777	757757578885L	2/19/2014	Saratoga	2

Finance Version (After Sort)

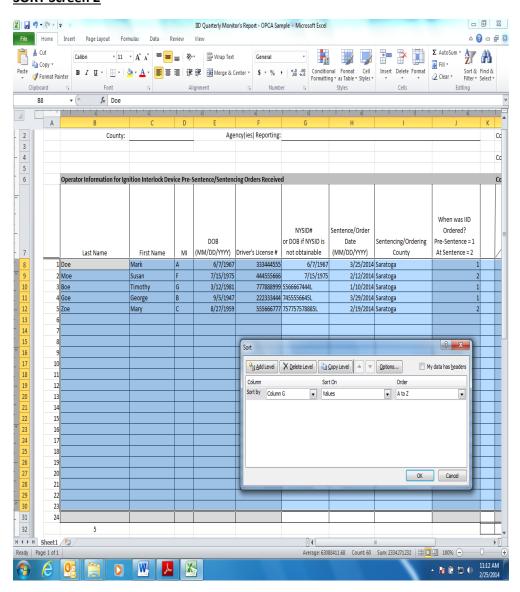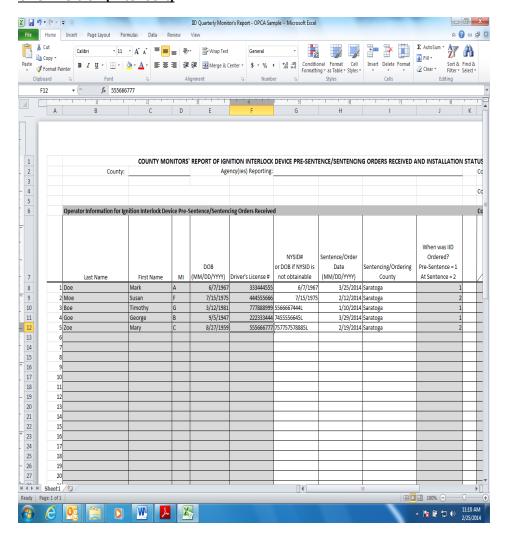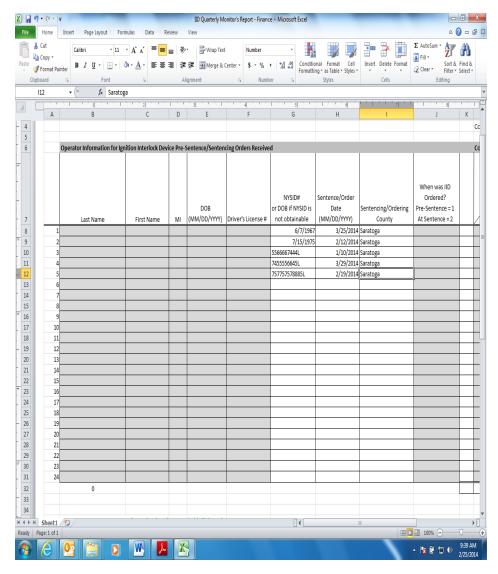|		Last Name	First Name	MI	DOB (MM/DD/YYYY)	Driver's License #	NYSID# or DOB if NYSID is not obtainable	Sentence/Order Date (MM/DD/YYYY)	Sentencing/Ordering County	When was IID Ordered? Pre-Sentence = 1 At Sentence = 2
8	1						6/7/1967	3/25/2014	Saratoga	
9	2						7/15/1975	2/12/2014	Saratoga	
10	3						5566667444L	1/10/2014	Saratoga	
11	4						7455556645L	3/29/2014	Saratoga	
12	5						757757578885L	2/19/2014	Saratoga	

CE Report for OPCA

CE Report for Finance