

Data Officer Training – Tuesday, November 19, 2019

NYSBA Great Hall

AGENDA

- 11:00am Introduction
- Overview: Hurrell-Harring settlement agreement and statewide implementation
-
- 11:20am Roles and Responsibilities of the Data Officer
- Connect with Providers
 - Maintain Client Confidentiality
 - Collect/Compile Data
 - Develop Relationships with and Report to ILS
-
- 12:00 pm Working Lunch
- Discussion with Washington County Public Defender Office and Assigned Counsel Program Staff about their data reporting experiences
-
- 1:00 pm Understanding Case Management Systems
- Vendor Considerations
 - Ability to Customize the Software
 - Training & Technical Support
 - Data Collection, Maintenance, and Reporting Capabilities
 - Provider/Data Officer Considerations
 - Knowledge of Initial and On-going costs Data Entry
 - Data Ownership
 - For ACPs – Integration of CMS with existing financial software
-
- 1:30 pm Break
-
- 1:45 pm Data Reporting Requirements & Deadlines
- ILS 195 – Due Annually on April 1st
 - Caseload; Personnel; and Financial Information
 - ILSF Annual Report – Due Annually on April 1st
 - Financial Information
 - Performance Measures – Due Semi-Annually on October 31st & April 30th
 - Caseload; Personnel; CAFA and Quality Improvement Performance Measures