

HURRELL-HARRING STATEWIDE EXPANSION

PERFORMANCE MEASURES PROGRESS REPORT

- Pursuant to NY Executive Law §832(4), funding is available to support statewide implementation of the reforms adopted in the *Hurrell-Harring* settlement agreement relating to **caseload relief, counsel at first appearance** and **quality improvement** in mandated criminal defense representation cases.
- Funding is available to each of the 52 counties, (i.e., excluding the five counties engaged in the settlement agreement) and New York City under a five-year contract.
- Pursuant to the five-year contract, each County and NYC are required to provide ILS with a written **Performance Measures Progress Report** identifying specific use of the funding on a **semi-annual basis**. (*See Attachment C (“Work Plan”) of the State of New York Master Contract*).
- Each institutional provider and Assigned Counsel Program in the County must submit a **separate** Performance Measures Progress Report Form.

NEXT REPORTING DEADLINE: All 52 counties and NYC are expected to submit a written progress report on **April 30, 2020**

- The Performance Measures Progress Report is not affiliated with the obligations of submitting an ILS-195 Report.

PERFORMANCE MEASURES PROGRESS REPORT

The April 2020 Performance Measures Progress Report Form (for the reporting period **April 1, 2018 – March 31, 2020**) requests information on the following:

- The total number of attorney and non-attorneys hired
- The total number of cases assigned to attorneys compensated with all funding under this contract
- The total number of arraignments represented in the course of those assigned cases
- The total number of training-related activities compensated with all funding provided under this contract
- The total amount of expenditures on expert and investigative services
- Please visit the ILS website to see the previous Performance Measures Progress Report Form. Please note that the form will be in a new format for the April 30, 2020 reporting deadline, but the questions will be the same

PERFORMANCE MEASURES PROGRESS REPORT

ROLE OF THE DATA OFFICER

- Ensure all providers know of the Performance Measures Progress Report Form requirements and reporting deadlines.
- Ensure providers have mechanisms in place to isolate and identify specific data as it relates to the funding provided to implement the reforms adopted in the *Hurrell-Harring* settlement agreement.
- Assist in compiling data, when requested.
- Ensure that the providers have submitted the data in a timely manner and/or assist providers in preparing the report for filing with ILS.
- Be available to assist ILS in obtaining any follow up information from the data provided.

SAMPLE PMF RESPONSE

Budget Expenditure Item	Year 1 4/1/18 – 3/31/19
PUBLIC DEFENDER'S OFFICE	
CASELOAD RELIEF	
Personnel:	
Supervisor	\$80,000
Assistant Public Defender	\$60,000
Assistant Public Defender	\$70,000
Paralegal	\$44,737
Secretary	\$35,000
Fringe Benefits:	
For positions	\$43,000
Data Officer (stipend)	\$20,000
Subtotal Personnel	\$352,737
QUALITY IMPROVEMENT	
Contracted/Consultant	
Expert Services	\$80,000
Stenographer	\$12,000
Investigator	\$15,000
Subtotal Personnel	\$107,000
OTPS:	
Computer Equipment	\$20,000
Legal Reference	
Material/Books/Transcripts	\$10,000
Subtotal OTPS	\$30,000

This is a sample of the budget for a hypothetical Public Defender Office.

Note the lines for personnel and Contracted/Consultant entries.

SAMPLE PMF RESPONSE

Budget Expenditure Item	Year 1 4/1/18 – 3/31/19
PUBLIC DEFENDER'S OFFICE	
CASELOAD RELIEF	
Personnel:	
Supervisor	\$80,000
Assistant Public Defender	\$60,000
Assistant Public Defender	\$70,000
Paralegal	\$44,737
Secretary	\$35,000
Fringe Benefits:	
For positions	\$43,000
Data Officer (stipend)	\$20,000
Subtotal Personnel	\$352,737
QUALITY IMPROVEMENT	
Contracted/Consultant	
Expert Services	\$80,000
Stenographer	\$12,000
Investigator	\$15,000
Subtotal Personnel	\$107,000
OTPS:	
Computer Equipment	\$20,000
Legal Reference	
Material/Books/Transcripts	\$10,000
Subtotal OTPS	\$30,000

PROGRESS REPORT FORM

Question 1. Please indicate the number of **attorney positions** funded by budget expenditure items listed in the "Caseload Relief," "Quality Improvement," and "Counsel at First Appearance" categories of the contract which were hired, upgraded or placed on contract as of the last business day of this reporting period (April 1, 2018 – March 31, 2019).

SAMPLE PMF RESPONSE

Budget Expenditure Item	Year 1 4/1/18 – 3/31/19
PUBLIC DEFENDER'S OFFICE	
CASELOAD RELIEF	
Personnel:	
Supervisor	\$80,000
Assistant Public Defender	\$60,000
Assistant Public Defender	\$70,000
Paralegal	\$44,737
Secretary	\$35,000
Fringe Benefits:	
For positions	\$43,000
Data Officer (stipend)	\$20,000
Subtotal Personnel	\$352,737
QUALITY IMPROVEMENT	
Contracted/Consultant	
Expert Services	\$80,000
Stenographer	\$12,000
Investigator	\$15,000
Subtotal Personnel	\$107,000
OTPS:	
Computer Equipment	\$20,000
Legal Reference Material/Books/Transcripts	\$10,000
Subtotal OTPS	\$30,000

PROGRESS REPORT FORM

Question 2. Please indicate the number of *non-attorney positions* funded by budget expenditure items listed in the "Caseload Relief," "Quality Implementation," and "Counsel at First Appearance" categories of the contract which were hired, upgraded or placed on contract as of the last business day of this reporting period.

SAMPLE PMF RESPONSE

Budget Expenditure Item	Year 1 4/1/18 – 3/31/19
PUBLIC DEFENDER'S OFFICE	
CASELOAD RELIEF	
Personnel:	
Supervisor	\$80,000
Assistant Public Defender	\$60,000
Assistant Public Defender	\$70,000
Paralegal	\$44,737
Secretary	\$35,000
Fringe Benefits:	
For positions	\$43,000
Data Officer (stipend)	\$20,000
Subtotal Personnel	\$352,737
QUALITY IMPROVEMENT	
Contracted/Consultant	
Expert Services	\$80,000
Stenographer	\$12,000
Investigator	\$15,000
Subtotal Personnel	\$107,000
OTPS:	
Computer Equipment	\$20,000
Legal Reference	
Material/Books/Transcripts	\$10,000
Subtotal OTPS	\$30,000

PROGRESS REPORT FORM

Question 3. Has the County appointed a Data Officer? Yes No

SAMPLE PMF RESPONSE

Budget Expenditure Item	Year 1 4/1/18 – 3/31/19
PUBLIC DEFENDER'S OFFICE	
CASELOAD RELIEF	
Personnel:	
Supervisor	\$80,000
Assistant Public Defender	\$60,000
Assistant Public Defender	\$70,000
Paralegal	\$44,737
Secretary	\$35,000
Fringe Benefits:	
For positions	\$43,000
Data Officer (stipend)	\$20,000
Subtotal Personnel	\$352,737
QUALITY IMPROVEMENT	
Contracted/Consultant	
Expert Services	\$80,000
Stenographer	\$12,000
Investigator	\$15,000
Subtotal Personnel	\$107,000
OTPS:	
Computer Equipment	\$20,000
Legal Reference	
Material/Books/Transcripts	\$10,000
Subtotal OTPS	\$30,000

PROGRESS REPORT FORM

Question 7. For those budget items listed in this contract, please estimate the following during this reporting period.

- The total amount of expenditures on expert services:
- The total number of cases in which expert services were used:
- The total amount of expenditures on investigative services:
- The number of cases in which non-attorney investigative services were used: