

# 2018 ILS-195 Online Training



First of a series, the 2018 ILS-195 Online Training will be offered in December via **WebEx** video conference on these dates:

- Tuesday, December 4, 2018. 10:30am to 12:30pm and 1:30pm to 3:30pm
- Wednesday, December 5, 2018. 10:30am to 12:30pm and 1:30pm to 3:30pm
- Monday, December 10, 2018. 10:30am to 12:30pm and 1:30pm to 3:30pm
- Wednesday, December 12, 2018. 10:30am to 12:30pm and 1:30pm to 3:30pm
- Friday, December 14, 2018. 10:30am to 12:30pm and 1:30pm to 3:30pm

## Who should attend this training?

This training is designed for all providers of mandated representation, their staff, and any other interested party that is involved in data collection/reporting to ILS.

## How do I register for a training session?

Go to [www.ils195training.eventbrite.com](http://www.ils195training.eventbrite.com) and sign up for a session.

## How do I access the training?

You can access the training from any internet-connected computer. To access the training please follow this link: <https://meetny.webex.com/join/giza.lopes>. Please *only* join the training session for which you registered.

## What topics will be discussed during this training?

- UCS-195:** Recent changes to NY County Law §722-f made ILS responsible for this report, removing it from the control of the Unified Court System (UCS). The UCS-195 will be progressively replaced by a new statistical report. We will discuss the logistics for submission of the UCS-195 in 2019, and the timeline for revisions in coming years.
- ILS-195:** This is ILS' new annual statistical report, designed to replace the UCS-195. The new report contains three parts, which will be rolled out in sequence over three years. Part 1 will be required for the first time in 2020, meaning providers will need to prepare to collect appropriate data in January 2019. In this training we will explain how Part 1 should be completed, how to use the "ILS Employee Statistics Worksheet," and we will provide an overview of the new report's goals.
- Data Officers:** To assist in the implementation of these new requirements, New York City and each upstate county (other than the five counties currently engaged in the *Hurrell-Harring* settlement) will be staffed with one "data officer." We will discuss what ILS envisions to be their roles and responsibilities.

Each training session allows a **maximum of 25 participants** and is expected to last about **2 hours**. There will be plenty of opportunities to ask questions.

All sessions will be **recorded** for future reference.

The upcoming 2018 trainings will be delivered by Andrew Davies (ILS Director of Research) and Giza Lopes (Statewide Implementation Senior Research Associate).

#### **FAQs:**

**How can I contact ILS with questions about the training?** Please contact Jennifer Aguila at [jennifer.aguila@ils.ny.gov](mailto:jennifer.aguila@ils.ny.gov) with any questions about the 2018 ILS-195 Online Training. If she can't assist you directly she will direct your questions to someone who can.

**I can no longer attend the session for which I registered. How do I cancel or change my registration?** Participation in each session is limited to 25 attendees. If you have a conflict and can no longer participate in the training session for which you registered, please let us know so that we can make that spot available for someone else. Please contact Jennifer Aguila at [jennifer.aguila@ils.ny.gov](mailto:jennifer.aguila@ils.ny.gov) and she will be able to assist you.

**Can I attend multiple sessions?** Please sign up for one session. If after attending the training you would still like to attend a second session, we can surely accommodate your request. Please contact Jennifer Aguila at [jennifer.aguila@ils.ny.gov](mailto:jennifer.aguila@ils.ny.gov) and she will be able to assist you.

**Do I need a web camera to participate?** No. You may choose to use a web camera, but one is not required. By logging into the training session, you will be able to see the instructors and the contents of their computer screen. Instructions on how to access the training will be sent to your email address automatically once you register for a session.

**Do I need a microphone to participate?** No. Once you begin your participation in the training you will be prompted to use your phone to dial in to the web training.

**Can I share this invitation with others?** Sure. Feel free to share the invitation with anyone who is involved with data collection and reporting to ILS.

**Will there be any handouts or other training documents?** All materials used or referred to during the training can be found on the ILS website at <https://www.ils.ny.gov/content/annual-data-reporting>.

**I can't remember something that was discussed during the training. Is there a video of it?** All sessions will be recorded for future reference by participants. Additionally, ILS is currently developing training videos which will be posted on our website soon.