

OCA - Municipal Monthly State Report Instructions

Setting up the report

The OCA - Muni Monthly State Report looks for three things when it is run. The first is the **Appropriate Subset Group** which is set on each **Offense Code**. If you do not have this set, you will get a message on the report of “** NO OFFENSE SUB GROUP SET **.” So, before you can use this report, you must first go down the list of your Offense Codes and set the **Appropriate Subset Group** to it’s correct setting.

To do this, simply go into the section entitled **Work with the Code Master Files**. From there select **Offense/Class Codes**. Then select your first offense on the list. This will bring you to the **Offense/Class Code - Inquiry/Update** screen. Enter down until you’ve highlighted the field labeled **Appropriate Subset Group**. Once there, press the down arrow and the following list of options will appear (also below are to what boxes they apply to on the report):

<u>HCSS Subsets</u>	<u>OCA Report Box</u>
NON-APPLICABLE	
NON-PARKING	Non-Parking
PARKING	Parking
STATE LAW	State Law
CITY ORDINANCE	City Ordinance
MENTAL HEALTH	13. Emergency Mental Health Hearings...
EMER PROTECT	14. Magistrate’s Orders for Emergency....
SEARCH WARRANT	10. Search Warrants Issued
FAIL TO ATTEND	7E. Juvi - Failure to Attend School Cases...
PARENT CONTRIB	08. Parent Contributing to Nonattendance...
DAYTIME CURFEW	7G. Juvi -Violation of Local Daytime Curfew...
JUVI WARNING	7L. Juvi - Warnings Administered
TRANS CODE	7A. Juvi - Transportation Code Cases Filed
ND AB CODE	7B. Juvi - Non-Driving Alcoholic Beverage...
JUVI DUI	7C. Juvi - Driving under the Influence of....
HEALTH & SFTY	7D. Juvi - Health & Safety Code (Tobacco)...
NT FINE ONLY	7H. Juvi - All Other Non-Traffic Fine-Only...
EDUCATION	7F. Juvi - Education Code (Except Failure...

You must select one of the options from the list. If the current offense code that you are on does not apply to this report or if you cannot find the option that you want in the list, select **NON-APPLICABLE**. If you cannot find the option that you want in the list, do not worry. It probably falls into the second thing that you need to do to set up this report, which is discussed later in these instructions.

After you set the **Appropriate Subset Group**, press **F10** to save the record and simply press the **Page Down Key** to take you to the next offense code on the list. Make sure you give each offense code in your list a subset group, whether it be **NON-APPLICABLE** or one of the others, otherwise the message “** NO OFFENSE SUB GROUP SET **” will continue to appear on the report.

If you could not find the option that you wanted in the subset group listing (like for instance “Juvenile Statement Certified”), that is because that event and a few others are usually not kept track of as causes. They are events that happen on a cause, and how HCSS keeps track of these events is by the use of note records. If you look on a note record in HCSS at the very top you will see a line called **Proceeding**. If you arrow up to that line to highlight it and then press the down arrow, a list of options will drop down which contain the remaining groups that appear on the OCA report. What you must do is for each case that one of these events occurs on (for example: “Juvenile Statement Certified”), you must create a note record on that case and set the **Proceeding** field to the appropriate selection (in the case of the example: “Other - Juv Statement Cert”), also making sure that the **Event Date** on the note record is the date that you want. Below is the list of **Proceedings** that will apply to this report and to what box they apply to:

<u>HCSS Note Record</u>	<u>OCA Report Box</u>
Other - DL Suspension Hrng	09. Safety Resp. And Driver’s License Sus...
Other - Search Warrant	10. Search Warrants Issued
Other - Arrest Warrant - C	11A. Arrest Warrants - Class C Misdemea...
Other - Arrest Warrant - Oth	11B. Arrest Warrants - Felonies & A & B...
Other - Mag Warning - A & B	12A. Magistrate Warnings Given - A & B...
Other - Mag Warning - Felony	12B. Magistrate Warnings Given - Felonies
Other - Emgcy Mental Health	13. Emergency Mental Health Hearings
Other - Emgcy Protection	14. Magistrate’s Orders for Emergency Pro...
Other - Juv Warning Admin	7L. Juvi - Warnings Administered
Other - Juv Statement Cert	7M. Juvi - Statements Certified
Other - Juv Waiver of Juris	7I. Juvi - Waiver of Jurisdiction of Non-Tra...
Other - Juv Ref for Dlq Cdct	7J. Juvi - Referred to Juvenile Court for Del...
Other - Juv Cntmp, Fnd, DDP	7K. Juvi - Held in Contempt, Fined, or Deni...

Note that some note record options also appear in the **Appropriate Subset Group** list (ex. Juvi Warning). You may choose either option without worry of the program counting it twice. When checking the note records, if the program finds a **proceeding** that can also appear as a **subset group**, the program will check to see what type of **subset group** you have attached to the current cause’s offense.

Setting the **Appropriate Subset Group** is a one-time thing. Once you have it set for every offense code, then you need not worry about it again. As for the note records, you will deal with those every time a new event happens on a case.

Now we must do a one-time setup on our **Disposition Codes** to match the codes listed out on the top portion of the OCA report. To get to your Disposition Codes, simply go into the section entitled **Work with the Code Master Files**. From there select **Final Disposition Codes**.

Then select your first disposition on the list. This will bring you to the **Disposition Code Record - Inquiry/Update** screen.

To get your Disposition Codes to match the lines in the top box of the OCA Report, you must set the appropriate check box on your Disposition Code. These check boxes are located in the section **Extended Statistics Code Entry Type Charts** on your **Disposition Code Record**. You will see four categories; **Adult - Dispositions Prior to Trial**, **Adult - Dispositions at Trial**, **Adult - Cases Dismissed**, and **Adult - All Other Dispositions**. Under each of these categories (highlight and press **Enter** to select a category) you will find the check boxes that correspond to the OCA Report. Check the **ONE** that applies by pressing the **Space Bar** then save it with **F10**.

Once you have it set, press **Escape** to exit off of the category box, then press the **Page Down Key** to move to your next Disposition Code Record. Once you have set all of your Disposition Codes, you're all set to go.

Running the Report

To run the report, navigate to **Print Reports**, then select **OCA - JP Monthly State Report** from the list of reports. Pressing (**F10**) will start the report, but before you do that you must set the boundaries of what data you want to capture and what you want to print out. There are two date fields; a **starting date** and **ending date**. Set these to what time frame you desire. Next is the option to print out a **detail list**. Setting this to **Y** will print out the cause number of every cause that contributed to the report printed out. Next is the option to print out a **summary list**. This will print out a summary of all the numbers that will be included on the report printed out. Once you have those set, and you are not going to submit the report electronically, then you are ready to run the report. Press (**F10**).

Electronic Submission

There are two ways to submit this report to OCA. The first is by mailing the print out to them, but OCA is pushing that you submit the report electronically. To do so, you must put a **Y** in the field labeled **Create Electronic File**. In doing so you will see a new screen pop up once you press (**F10**) to start the report. On this screen there are two mandatory fields that you must fill out. The first mandatory field is your **unique court id number**. You can get this number from the **OCA Help Desk** at **512-463-1642**. Once you enter this number into the mandatory field, the program will save it and you will not have to enter it in again. The second mandatory field tells OCA whether this report is a new report or a correction of a previously submitted report. If it is a new report, type a **N** in the field. If the report being run is a correction, type a **Y** in the field.

Once you have all the data needed to continue on running the report, simply press (**F10**) once more and you will be on your way.

Once the report has stopped running, you must now submit the file created to OCA. If this is your first time in submitting this report electronically, then you must call the **OCA Help Desk** and they will walk you thru logging into their website with your **unique court id number** and uploading the file to them. To help them upload the file, you must know the name of the file

and where it is stored on your server. The name of the file created by the HCSS report is **ocarpt.xml**. It is located on your server in the folder **X:\RMC85\DATA**, where **X** is the drive letter of either your network drive, if the computer you're submitting from is not the server, or the C or D drive (most times C), if the computer you're submitting from is the server. If you do not know this, call HCSS and they can tell you.