OCA Monthly Court Collection Reporting System (CCRS)

Software Provider Reporting Requirements

Overview

For more information about the Collection Improvement Program go to: http://www.txcourts.gov/cip.

This document should be used as a reference to five flowcharts that have been created to document the programming requirements for the CCRS report. Both the fields required to be reported and the flowchart logic will be delineated. Questions should be forwarded to the OCA Collection Financial Analysts at: http://www.txcourts.gov/programs-services/collection-improvement-program/cip-tech-support/contact-us

To differentiate this report from the Court Activity Reporting and Directory System (CARDS) please use **Court Collection Report** or **OCA Court Collection Report** as a **menu item** for selecting the report. The CCRS accepts data entry on a monthly basis. Because manual data entry of the monthly report requires a minimal time commitment, electronic transfer of data from software provider systems to the CCRS is not planned at this time.

Court Collection Report

The Court Collection Report data must be entered by the jurisdiction into the CCRS system's website **no later than 20 days** following the end of the month for which data are being reported. To provide the most accurate data, the jurisdiction should run its Court Collection Report after all transactions have been processed for the month. While updates may have been made to the data after submission of a report to OCA, **the jurisdiction should not submit an amended report for the month unless the change significantly affects the jurisdiction's report** (for example, the amount collected on a case was incorrectly entered as $10,000.00 instead of $100.00). To modify previously submitted data, the jurisdiction must contact its OCA Regional Collection Specialist, who will set the online reporting system to allow an update of previously submitted data.

Reporting by Court Level

Data must be reported separately for each **court level**—district courts, county-level courts, justice courts, and municipal courts—even if one collection program serves courts from different levels. For example, if one collection program serves all the district and county-level courts in the county, and each of four justice courts in the county have two separate collection programs, data are to be reported as follows:

Program 1 (serving all district and county-level courts):

$ One report for all district courts in the county

$ One report for all county-level courts in the county

Program 2 (serving JP Precincts 1, 3 & 4):

$ One report for JP Precincts 1, 3 & 4
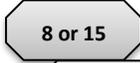
Program 3 (serving JP Precinct 2):

$ One report for JP Precinct 2

Because each collection program may change the court(s) that they serve, there should be the capability to report each court within each court level separately and to total specified courts within a court level together. For example, a collection program may service Justice Courts 1, 3 and 4. The system should allow the totaling of these courts so the sum of the courts data can be entered without having to manually add the individual items from the three separate reports

Report Field Reference

The screenshots show the screen (divided into Number of Cases, Court Cost and Fees, and Court Fines sections) that the court staff sees when they enter data into CCRS. The numbered octagon shapes next to each field match the numbered octagon shapes on the flowcharts.

Report tips:

- Dollar Amount Collected [3 or 10] must equal Total Dollars Collected of Aging. [8 or 15]
- Dollar Amount Assessed [2 or 9] is usually greater than Dollar Amount Collected. [3 or 10]
- Your software should place the new fields in the sequence outlined in this document to simplify data entry.

Number of New Cases – Screen Shot

A count of the number of cases is entered below. The case is counted **only once** no matter how many transactions apply to the case and is reported in the month assessed. The assessed date could be the plea or sentence date or the date that the court accepts the first payment if there is no plea or sentence date. For deferred cases this is the date of the deferral.

Note: To make it easier for data entry to spot an anomaly in the data, the previous month's entry is displayed in orange and the month before that is displayed in purple.

New Cases				
Number of new cases in which court costs, fees, and fines were assessed during the reporting period	135	199	173	1

Court Costs and Fees – Screen Shot

Report amounts related only to court costs and fees.

Justice Court: Court Costs and Fees

	Previous Month 2	Previous Month 1	Dollar Amount	Percent of ^{C}Total
Dollar amount assessed	$166,802.22	$148,809.27	$206,420.94	**2**
Dollar amount collected *	$132,697.20	$108,838.89	$161,133.45	.66% **3**
Excludes dollar amount of credits for jail time served or community service performed or the dollar amount of waived court costs and fees.				
Note: Enter values in either Indigency or Non-Indigency or BOTH. If cost waived has not been separated, enter value in Non-Indigency.				
Dollar amount waived: Indigency	$0.00	$0.00	$428.00	**4**
Dollar amount waived: Non-Indigency	$105.00	$0.00	$0.00	**5**
Dollar amount waived: Total = Indigency + Non-Indigency	$105.00	$0.00	$428.00	0.26%
Dollar amount of jail time served credit given	$558.25	$1,501.20	$1,193.20	.73% **6**
Dollar amount of community service credit given	$492.00	$1,596.00	$574.00	.35% **7**
^{C}Total of collections, waived amounts and credited amounts	$133,852.45	$111,936.09	$163,328.65	

Justice Court: Court Cost and Fee Adjustments Assessed and Collected

	Previous Month 2	Previous Month 1	Dollar Amount	
Dollar amount of adjustment assessed	$0.00	$0.00	($1,352.00)	
Dollar amount of adjustment collected	$0.00	$0.00	$4,658.00	

Justice Court: Court Costs and Fees Aging Schedule

120-Day Collection Rate 53.6%

Breakdown of Dollar amount collected from date of assessment through date of payment	Previous Month 2	Previous Month 1	Dollars Collected *	Percentage Collected
0-30 days	$86,197.64	$68,234.40	$98,831.40	47.88%
31-60 days	$8,571.70	$7,093.73	$8,603.88	5.78%
61-90 days	$3,179.06	$3,573.00	$3,366.29	2.02%
91-120 days	$1,736.20	$1,370.05	$2,377.10	1.17%
120+ days	$33,012.60	$28,567.71	$47,954.78	
Total Dollars Collected	$132,697.20	$108,838.89	$161,133.45	**8**

* DO NOT include the dollar amount of credits for jail time served or community service performed or the dollar amount of waived court costs and fees.

Court Fines – Screen Shot

Report amounts related only to court fines.

Justice Court: Court Fines	Previous Month 2	Previous Month 1	Dollar Amount	Percent of FTotal
Dollar amount assessed	$138,432.25	$129,631.70	$163,018.90	9
Dollar amount collected *	$96,650.98	$84,722.80	$124,383.14	10 %
* Excludes dollar amount of credits for jail time served or community service performed or the dollar amount of waived court costs and fees.				
Dollar amount waived	$157.50	$0.00	$152.00	11
Dollar amount of jail time served credit given	$1,584.75	$2,954.00	$3,011.90	12
Dollar amount of community service credit given	$200.00	$508.00	$380.00	13
FTotal of collections, waived amounts and credited amounts	$98,593.23	$88,184.80	$127,927.04	

Justice Court: Court Fine Adjustments Assessed and Collected				
Dollar amount of adjustment assessed	$0.00	$0.00	$4,567.00	14
Dollar amount of adjustment collected	$0.00	$0.00	($487.00)	

Justice Court: Court Fines Aging Schedule — 120-Day Collection Rate 45.34%

Time span from date of assessment through date of payment	Previous Month 2	Previous Month 1	Dollars Collected *	Percentage Collected
0-30 days	$54,284.85	$46,861.90	$68,484.52	42.01%
31-60 days	$7,135.75	$7,835.90	$7,411.50	5.72%
61-90 days	$3,346.28	$3,429.47	$4,008.17	2.90%
91-120 days	$2,251.30	$1,222.48	$2,442.90	1.54%
120+ days	$29,632.80	$25,373.05	$42,036.05	
Total Dollars Collected	$96,650.98	$84,722.80	$124,383.14	15

*DO NOT include the dollar amount of credits for jail time served or community service performed or the dollar amount of waived court fines.

Flowcharts

Each flowchart is explained

1. Recording Cases and Assessments Flowchart depicts the current requirements for "counting" and recording cases and adding assessments to the CCRS report. The flowchart should be used to check the accuracy of your current CCRS reporting program. Note: not all cases should be reported. The logic for handling deferrals needs to be especially examined. There needs to be a sentence date/plea date or other named date that occurs when the defendant owes/pleads/is assessed the court cost, fees and/or fines and that field/date does not change when the deferral period ends. This date is used to provide information for the "aging" section of the CCRS report. Care must be taken for deferrals. The

judgment date may **not** work because final judgment may not occur until the end of the deferral period at which time users may want to change the judgment date to the final/end of deferral judgment date. (An "Initial Deferral Date" field and a "Final Deferral Date" field may be used to overcome this shortcoming.)

2. Recording Payments and Credits Flowchart depicts the current requirements for recording payments and waivers and credits, such as jail or community service credits.

3. Recording Aging for Dollar Amount Collected Flowchart depicts the requirements for recording the Aging Section of the report. Note: Aging is based on the initial assessment date (initial deferral date) as determined by the court. The date used is the date (described in 1. above) that does not change through the life of the case (but is not the offense date). In order for aging to work properly in deferral cases, the sentence or plea date which does not change upon completion of the deferral may be used.

4. Recording Adjustments or Reversals Flowchart When an adjustment/reversal takes place in the same month that the report covers, the assessment and collection fields should reflect the outcome of the adjustment. When an adjustment/reversal takes place in a subsequent month, the transaction is accounted for in the fields: Court Costs and Fees Section – Dollar Amount Adjustments Assessed and Dollar Amount Adjustments Collected, and in the Fines Section – Dollar Amount Adjustments Assessed and Dollar Amount Adjustments Collected.

5. Inactivating/Administratively Closing Cases Flowchart depicts a process that may occur when adjudicated cases are inactivated/administratively closed for collection purposes and no additional effort will be made to collect what is owed. A negative amount of the outstanding balance is added to the Dollar Amount of Adjustment Assessed fields in the Court Costs and Fees Section and/or the Court Fines Section.