

## Reporting Tool Update

- There have been isolated reports, since the deployment of Version 3.0, of an issue users are encountering when attempting to enter an index crime report. After selecting the “Go to Index Entry” button from the primary INDEX CRIME page, the user is taken to the next entry screen where the reporting tool defaults to the most delinquent month and year to be entered. The year and month, in some instances, has been incorrectly defaulting to a month in 2011, rather than year and month of the most delinquent report to be entered. In some instances an agency was current-to-date with the exception of entering the previous month (May 2012), and reporting tool still defaulted to a month in 2011. Diagnostics continue in an attempt to resolve this issue. Until then, the user can remedy the issue by logging out of the reporting tool and logging back in a short time later. This may take several attempts, but without exception, the reporting tool has defaulted to the correct month and year for entry after the user has logged in and out of the reporting tool.
- There is NO monthly due date for entry of reports electronically. Before the deployment of the reporting tool, paper forms were to be submitted to the I-UCR Program by mail or fax by the 10<sup>th</sup> day of the following month. This was to ensure reports were submitted incrementally, allowing staff to appropriately manage the entry workload. If an agency is current with reporting in the reporting tool, on the first of the next month, the system identifies that the previous month’s report can now be entered, and displays a delinquent message in the Delinquent Records Sections on the Welcome Page. There is no negative connotation intended with the use of the term “delinquent”. It simply means there is a report that can now be entered. An agency should be concerned if there are multiple delinquent records and every attempt should be made to keep reporting current.

It is anticipated that a “snapshot” of the data entered in to the reporting tool will be taken in the late Fall of 2012 in order to compile statistics for *Crime in Illinois 2011*. Verification reports for 2011 will be based upon this snapshot. Agencies will be notified in advance when the snapshot will be taken. Reports entered after the identified date will not be included in the annual publication, unless entered within the 30-day verification process when agencies will have the opportunity to edit previously entered records as well.

Agencies are strongly encouraged to routinely check both the Message Board on the Welcome Page of the reporting tool, and the I-UCR web page for critical information regarding the I-UCR Program. A training schedule is being developed for July, August, and September and will be posted to the web page by the end of June. Any agency interested in hosting a training session may contact Program Manager, Terri Hickman, at 217/557-6482. You must be able to accommodate 40 attendees.