

Data Officers

ILS recognizes that gathering accurate, comprehensive, and reliable data is an essential component of implementing indigent defense reform. Through its research and data gathering activities, ILS strives to meet its objectives as specified in Executive Law §832(3)(b) and to become a repository for all known and available information on indigent legal services providers around the state. In support of its efforts, ILS has asked that each of the 52 New York State counties and New York City designate a “Data Officer” whose primary function is to work with ILS in operationalizing its data requirements. ILS anticipates meeting regularly with the Data Officers and working closely with each of them to ensure compliance with ILS data requirements.

For more information see:

[Data Officers: Roles and Responsibilities](#)

[Data Officers Best Practices Guide](#)

Data Officer Meetings and Trainings

Upcoming Trainings

TBD

Session 1 - November 19, 2019

Distributed Materials

- [Training Agenda](#)
- [Contact List](#)
- [2017-18 Legislation](#)
- [Criminal Caseload Standards Summary December 8, 2016](#)

- [Criminal Case Definitions](#)
- [2020 ILS 195 & UCS 195 DRAFT](#)
- [ILSF Report Blank](#)
- [PM Final Progress Report Form and Instructions](#)
- [Data Officer Training PowerPoint Slides](#)
- [Attendee List](#)
- [Washington County CAFA Cover Sheet March 11, 2019](#)

Meeting Videos

- [Session 1 - Overview](#)
- [Session 1 - Roles and Responsibilities](#)
- [Lunch Session With Washington County](#)
- [Understanding Case Management Systems](#)
- [Data Reporting Requirements and Deadlines](#)

Session 2 - February 13, 2020

Distributed Materials

- [Training Agenda](#)
- [Supplemental Caseload Standards, Counts and Weights](#)
- [Presentation Slides](#)

Meeting Videos

- [Meeting Video February 13, 2020](#)

Session 3 - May 14, 2020

Meeting Video

- [Meeting Video May 14, 2020](#)

Session 4 - August 21, 2020

Distributed Materials

- [Data Officer Training Slides](#)
- [ACP Data Flow Templates](#)

Meeting Video

- [Meeting Video August 21, 2021](#)

Session 5 - December 10, 2020

Distributed Materials

- [Data Officer Training Slides](#)
- [ILS 195 Source Documents Form](#)
- [Institutional Provider Data Flow Templates](#)

Session 6 - February 11, 2021

Distributed Materials

- [Data Officer Best Practices and Materials](#)

Session 7 - March 11, 2021

Distributed Materials

- [Data Officer Training Slides](#)

Meeting Video

- [Meeting Video March 11, 2021](#)

Session 8 - April 7, 2021

Distributed Materials

- [Data Officer Training Slides](#)

Meeting Video

- [Meeting Video April 7, 2021](#)

Session 9 - June 10, 2021

Distributed Materials

- [Data Officer Training Slides](#)

Meeting Video

- [Meeting Video June 10, 2021](#)

Session 10 - August 12, 2021

Meeting Video

- [Meeting Video August 12, 2021](#)

Session 11 - November 18, 2021

Distributed Materials

- [Data Officer Training Slides](#)

Meeting Video

- [Meeting Video November 18, 2021](#)

Session 12 - February 17, 2022

Distributed Materials

- [Data Officer Training Slides](#)

Meeting Video

- [Meeting Video February 17, 2022](#)

Session 13 - March 10, 2022

Distributed Materials

- [Data Officer Training Slides](#)

Meeting Video

- [Meeting Video March 10, 2022](#)

Session 14 - April 7, 2022

Distributed Materials

- [Performance Measures Quick-Check Sheet](#)
- [A Step by Step Guide to Completing the Performance Measures Progress Report](#)

- [Checklist to Fill Out the Performance Measures Progress Report](#)
- [Data Officer Training Slides](#)

Meeting Video

- [Meeting Video April 7, 2022](#)

Session 15 - April 6, 2023

Distributed Materials

- [Data Officer Training Slides](#)

Meeting Video

- [YouTube Link for Data Officer Training](#)

Session 16 - April 11, 2024

Distributed Materials

- [Data Officer Training Slides](#)

Meeting Video

Session 17 - January 23, 2025

Meeting Video - Data Reporting Q & A

Distributed Materials

- [Reporting Q & A Chat - January, 2025](#)

Data Officer Newsletter

- [July, 2022](#)
- [March, 2022](#)

- [January, 2023](#)

Last updated on January 31, 2025.

[Print](#)

[Table of Contents](#)