

Office of the State Public Defender Administrative Policies

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Section: 1-105(9) and 1-202(1)(d)	Last Review Date: 04-11-13
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1.0 POLICY

The Office of the State Public Defender (OPD) will use information technology and caseload management systems to ensure that detailed expenditure and caseload data are accurately collected, recorded, and reported.

2.0 PURPOSE

- 2.1 As an agency of the State of Montana, the Office of the State Public Defender (OPD) is accountable to the legislature for the funds it receives. The agency is statutorily required to report to the legislature annually, and must ensure that reported data is accurate.
- 2.2 The ability of the agency to represent Montanans entitled to counsel at public expense requires that attorneys, staff and investigators accurately keep and record information about individual cases.
- 2.3 Indigent Montanans are required to pay costs of assigned counsel per 46-8-113 MCA. Those costs must be limited to the costs incurred by OPD, so the agency must be able to track and assign individual costs to individual cases.

3.0 PROCEDURE

3.1 Detailed Case Reporting

Case counts, case duration and other statutorily mandated reports are based on information entered in the case management program.

3.2 Detailed Expenditure Data

Detailed expenditure information will be collected for all cases. OPD currently uses the Statewide Accounting, Budgeting and Human Resource System (SABHRS) to record all accounts payable, accounts receivable, general ledger and payroll transactions.

3.2.1 Direct Costs

All cases are assigned a case ID number, and all direct payments associated with a particular case (i.e., contract attorney costs, other professional fees, photocopy charges, travel costs, etc.) are processed through SABHRS using the case ID number.

3.2.2 FTE Costs

Each state-employed public defender is responsible for daily timekeeping in the case management system by case ID number. Detailed expenditure reporting for cases assigned to FTE attorneys is dependent on accurate timekeeping in the case management program.

3.3 Data Integrity

Data will be audited and certified per Policy 215, Case Management Program.

4 CROSS REFERENCES

Policy 215, Case Management Program
47-1-105(9), MCA
47-1-202(1)(d), MCA
46-8-113 MCA

5 CLOSING

Questions about this policy should be directed to:

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