

QUEST REPORTS

2-24-2022 monthly meeting





- DID YOU KNOW OR DO YOU REMEMBER THAT KARLENE CREATED A TERRIFIC TRAINING MANUAL THAT INCLUDES INFORMATION ABOUT REPORTS

- YOU CAN FIND THIS PLETHURA OF INFORMATION BY GOING TO:

- **MENU | MISC | LOCAL | LOCAL OPTIONS**

- **“QUEST TN USER MANUAL”**


GARBAGE IN = GARBAGE OUT

THE TNDATA ERROR REPORT IS A GREAT TOOL TO KEEP YOUR DATA CLEAN AND UPDATED

ALL CANNED REPORTS CAN BE SCHEDULED AS A JOB TO RUN DAILY, WEEKLY, MONTHLY OR WHATEVER TIME FRAME YOU WANT.



REPORTS I
SCHEDULED IN
MY COUNTY TO
HELP KEEP THE
DATA CLEAN

- POTENTIAL IDENTITY MATCHES – THIS REPORT SHOWS DUPLICATE NAMES THAT HAVE BEEN ENTERED THAT SHOULD BE MERGED OR CLEANED UP. IT ALSO SHOWS IF YOU HAVE THE SAME SOCIAL SECURITY NUMBER FOR MULTIPLE PEOPLE. I SCHEDULED THIS REPORT TO RUN WEEKLY
 - AUDIT CASES FOR LOGICAL ERRORS – I SCHEDULED THIS REPORT WEEKLY AS WELL. THIS REPORT IS SIMILAR TO THE TNDATA ERROR REPORT BUT LOOKS AT ALL CASE TYPES.
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I HAVE SCOOP - THERE IS A NEW REPORT

- CASES OPEN WHERE EVERYONE IS OVER 18 – I am stealing G&W thunder at the next Quest User Group Meeting, but this report is too awesome to wait to share. The title says it all!!
- You can schedule this report to run automatically as well.
- This is a great tool to see your open old cases.

OPEN WARRANTS

RUNNING THIS REPORT CAN GIVE A QUICK GLANCE OF WARRANTS THAT HAVE BEEN OUTSTANDING FOR A LONG TIME – PERHAPS ON YOUTH THAT HAVE AGED OUT.

I WOULD RUN THE REPORT AND SHARE WITH THE JUDGE AND THE PROSECUTOR/DISTRICT ATTORNEY FOR REVIEW. THEY WOULD OFTEN CLOSE OUT SOME OF THOSE OLD WARRANTS AND APPRECIATED THE LIST.

DON'T FORGET YOU CAN ALWAYS MAP OPEN WARRANTS FROM THE ACTIVE LIST WHICH INCLUDES PHOTOS.

OPEN CASES WITH NO FUTURE EVENT

- THIS REPORT IS A GREAT TOOL AS IT SHOWS CASES THAT MIGHT FALL OFF THE RADAR
- YOU CAN SET THIS REPORT TO RUN BY CASE TYPE
- IF D&N CASES SHOULD ALWAYS HAVE A FUTURE EVENT THIS WILL GIVE YOU THAT LIST OF CASES THAT AREN'T SCHEDULED AND MAY BE SITTING ON SOMEONE'S DESK OR GOT RESHELVED BY ACCIDENT.
- I HAD A JUDGE THAT LIKED TO TAKE RULINGS UNDER ADVISEMENT AND NOT SET A NEW DATE. I WOULD GENTLY REMIND HER THE CASE NEEDED A DATE FOR PLACEMENT REVIEW SOON OR SOME KIND OF NUDGE TO GET THAT CASE BACK ON A DOCKET.



AUTHORIZED USERS

HAVE YOU EVER BEEN TOLD SOMEONE LEFT THE AGENCY A MONTH AGO?

I SCHEDULED THIS REPORT TO RUN MONTHLY AND DID MY BEST TO PERUSE IT AND SEE WHO HADN'T SIGNED ON IN THE LAST 30 DAYS.

THIS REPORT TELLS YOU THE LAST SIGNON DATE OR IF A PASSWORD IS EXPIRED.

THIS IS JUST A TOOL TO KEEP YOUR USERS UP TO DATE AND COULD BE SCHEDULED EVERY 90 DAYS.



MONTHLY YEAR TO DATE REPORT

- THIS IS A GREAT TOOL FOR THOSE NEEDING NUMBERS QUICKLY
- YOU CAN SEE HOW MANY OF PARTICULAR STATUTES HAVE BEEN FILED AND NOT ONLY THAT BUT HOW MANY WERE FOUND TRUE, DISMISSED, WAIVED OR FOUND NOT GUILTY.
- HOW MANY OF EACH CASE TYPES HAVE BEEN FILED.
- IF YOU HAVE NEVER RUN THIS REPORT THIS IS A GREAT TIME TO RUN FOR THE YEAR 2021. THE INFORMATION MIGHT SURPRISE YOU.



CASE
MANAGEMENT
REPORTS

CASE ASSIGNMENTS FOR A PERIOD

CASE STATUS STATISTICS

CONTACT SUMMARY REPORT

NEW/ENDED CASE ASSIGNMENTS

SUBSTANCE REPORTS OVER A PERIOD



FACILITY STAYS

DETAINED AS
OF SPECIFIC
DATE

DETENTION
STAYS OVER A
PERIOD

PEOPLE
DETAINED
OVER A PERIOD

REQUIREMENTS

- PROGRAM DISPOSITION REPORT
- REQUIREMENT COMPLETION REPORT
- REQUIREMENT STATISTICAL REPORT



STATISTICS

INFORMAL ADJUSTMENT/DIVERSION
STATISTICS

MONTHLY/YEAR TO DATE STATISTICS

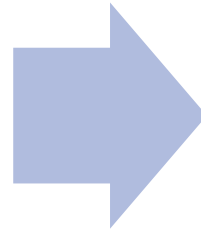
NEW CASES OVER A PERIOD

RECIDIVISM EXTRACT



CASE RELATED QUERIES

There is also a section in Quest called Custom Queries where you can pull information. The following may be helpful to you.



Menu | Miscellaneous |
Local | Local Options |
Custom Queries Menu

- Cause numbers generated for a date range
- List case status for a date range
- List cases with specific case status
- Referrals by agency for a date range
- List documents by court for a date range

BULLETIN BOARD

YOU CAN SPECIFY IF YOU ONLY WANT TO SEE DETAINED YOUTH

YOU CAN SPECIFY WHO REFERRED THE YOUTH AND/OR BY A SPECIFIC SCHOOL

THIS IS A SNAPSHOT OF THE INCIDENT, THE YOUTHS NAME AND AGE, WHO REFERRED AND IF THERE IS A WARRANT

FUTURE COURT EVENTS ARE LISTED

THE CURRENT PROBATION OFFICER ASSIGNED

REQUIREMENT COUNTS

DO YOU KNOW HOW TO QUICKLY SEE HOW MANY YOUTH HAVE A SPECIFIC REQUIREMENT?

MENU | MISC | REQUIREMENTS | REQUIREMENT COUNTS

- How many you do you have on probation at this moment? Look at requirement counts, and you not only get the total number of every type of requirement, but you get the total number of each probation section for example supervised or unsupervised etc.
- How many owe restitution – requirement counts is a quick way to see how many youth owe fees.
- Click on any requirement from requirement counts and a list of those with that requirement will appear by name, start date of requirement, end date and status of the requirement.
- You can select to see only open requirements, or you can see requirements with specific closed status for a date range.
- Click on a person's name and you are directly taken to the requirement and case.



Williamson County Juvenile Services Director Zannie Martin presents the Meritorious Award to Leslie Barrett Kinkead

Farewell to the Godmother of Juvenile Court!!

We wanted to take this opportunity to thank Leslie Kinkead for all her years of service to the juvenile courts in Tennessee.

Leslie will be retiring on March 1st, so this is our last opportunity as a group to say farewell. Leslie has been our go-to person for so long we can't imagine life without her.

Let's flood her email with farewells before she leaves!!