



Council of Accountability Court Judges

Chief Judge Kathlene F. Gosselin
Executive Committee Chair
Northeastern Judicial Circuit

Taylor Jones
Executive Director

MEMORANDUM

TO: Accountability Court Judges and Coordinators

FROM: Rachel Gage, Certification and Special Projects Officer, CACJ

RE: Quarterly Program Report Archive Access

DATE: October 2, 2020

The purpose of this memorandum is to provide instructions on how to gain access to the Quarterly Program Report Archive.


The Council of Accountability Court Judges (CACJ) is pleased to announce the launch of the Quarterly Program Report Archive which will provide judges and coordinators access to digital quarterly program reports. The quarterly program reports reflect only data submitted by the court through their case management system for that quarter; CACJ can only analyze data submitted successfully. Should your report appear to be incomplete, please first examine your court's case management system and/or data collection procedure before contacting CACJ. The goal of these reports is to provide courts with timely data summaries for self-evaluation and assessment. CACJ hopes that these reports will be a valuable resource for program improvements, community engagement, and to increase accessibility and fairness. The Quarterly Program Report Archive will house all quarterly program reports, beginning with FY2020 Q3 and Q4 reports.

Instructions

1. Coordinators and judges of record will receive an email from Administrator donotreply@georgiacourts.gov with the subject: *User Access Request: Council of Accountability Court Judges of Georgia Quarterly Program Reporting Archive*.
 - a. The email will state that "your request for access to the Council of Accountability Court Judges of Georgia Quarterly Program Reporting Archive has been approved," and will include a link to login.
2. Click the link and use your email address and temporary password (as noted in the email).
 - a. These credentials have been assigned for your use, so please do not share them with anyone else.
 - b. You will be required to change your temporary password upon login.
 - c. After you create your new password, make sure you record it somewhere safe.

AOC - Quarterly Program Report x +

accm.reporting.georgiacourts.gov/accm-reporting/login

 Council of Accountability Court Judges of Georgia
Quarterly Program Report Archive

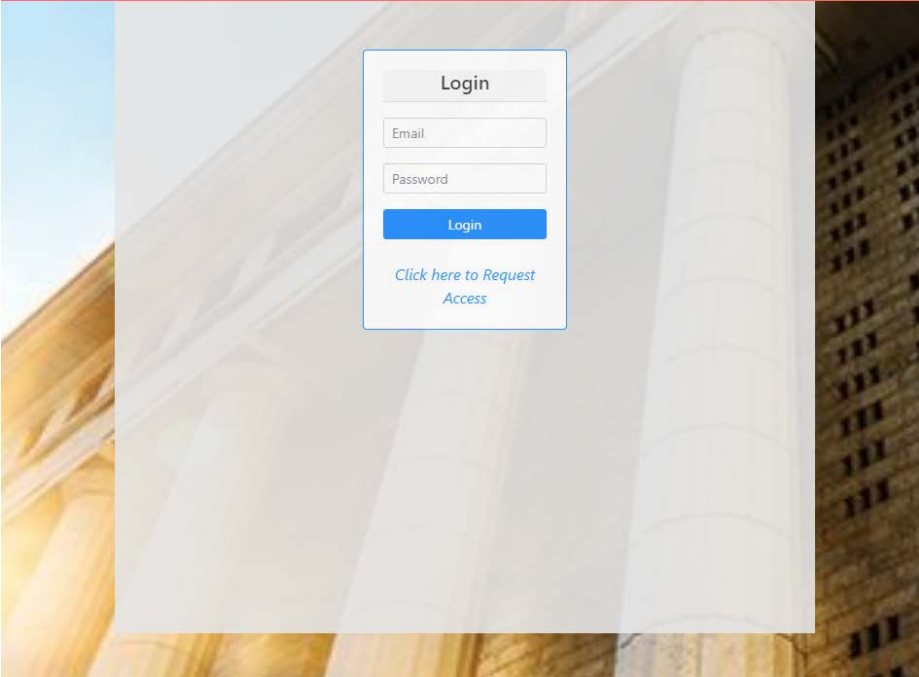
Login

Email

Password


Login

[Click here to Request Access](#)



AOC Reporting x +

accm.reporting.georgiacourts.gov/accm-reporting/home

 Council of Accountability Court Judges of Georgia
Quarterly Program Report Archive **Logout**

Home

Login

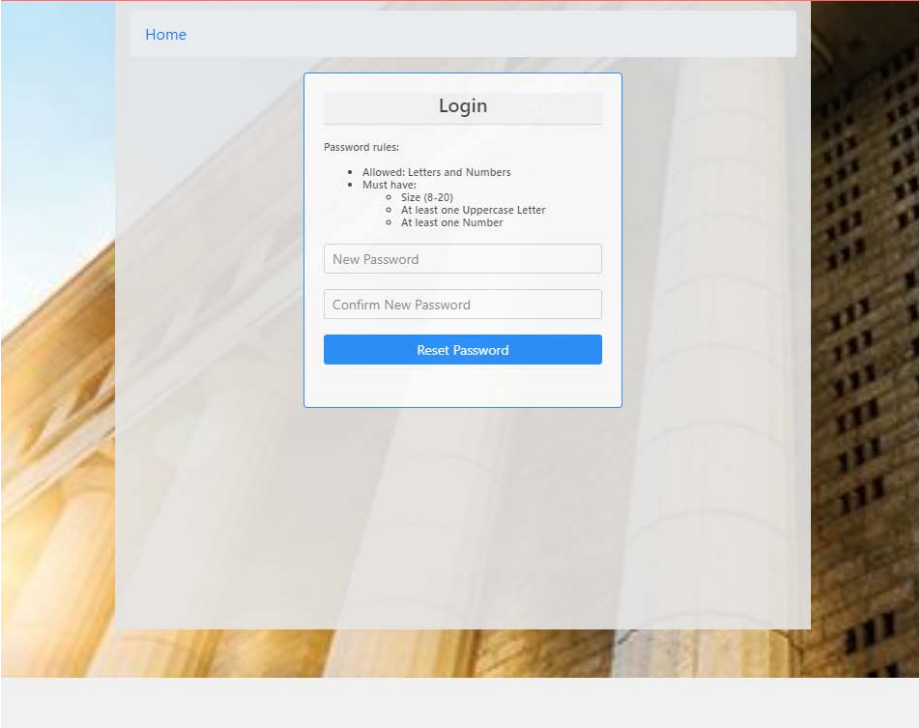
Password rules:

- Allowed: Letters and Numbers
- Must have:
 - Size (8-20)
 - At least one Uppercase Letter
 - At least one Number

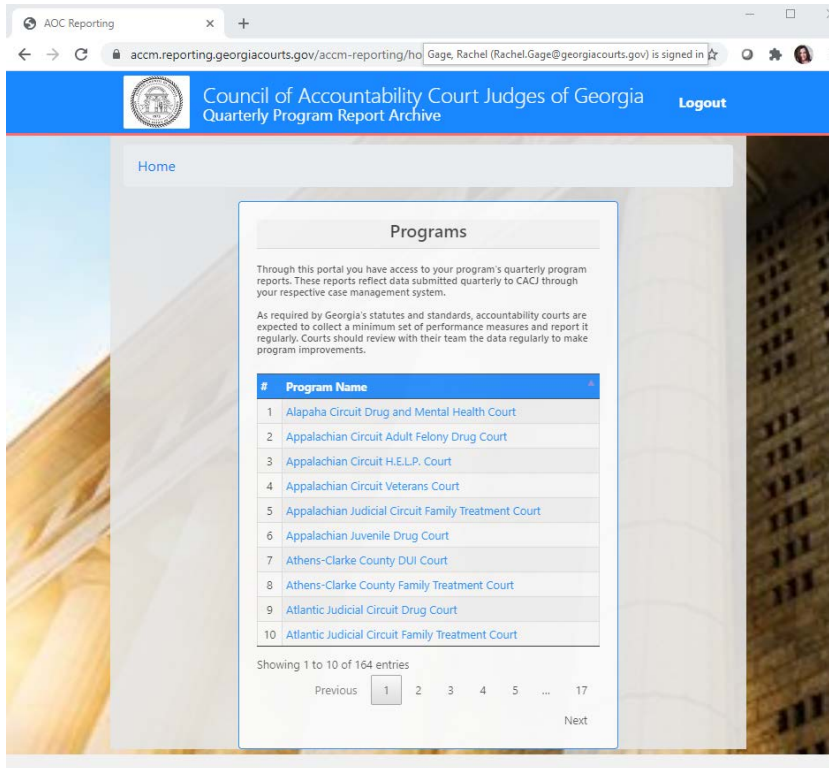
New Password

Confirm New Password

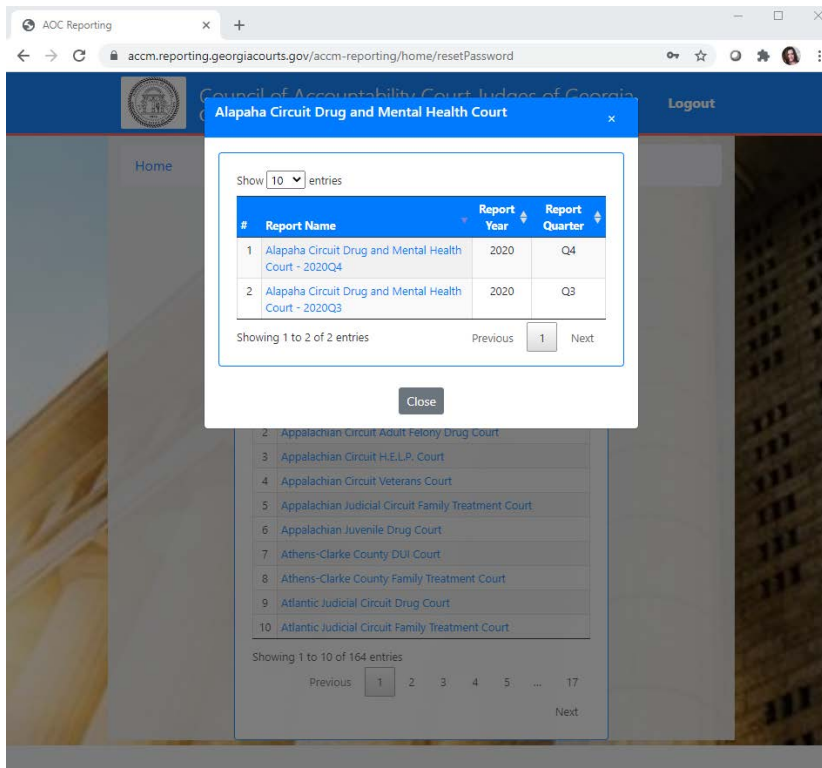
Reset Password



3. Once you reset your password, all the programs for which you have access will be listed.



4. Click on the program for which you want to view the quarterly program report. The pop-up window will list the quarterly reports available for viewing by report year and quarter.



5. The selected quarterly program report will load in a separate browser window. You will be able to download, print, save, and share the PDF report.

For new coordinators and judges, you should complete the Request Access Form located on the main screen (“Logout” then click “Click here to Request Access”).

For any troubleshooting needs or questions related to the Quarterly Program Archive, please contact Rachel Gage by email Rachel.Gage@georgiacourts.gov or phone (470) 591-0091. Also, if you do not see your program(s) listed once you login, please email Rachel with the program name for which you need access.