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MEMORANDUM

To: Clerks of the Circuit Court

From: Christa N. Ray, Senior Court Analyst, Court Services Unit

Date: November 7, 2002

Subject: **SRS Technical Memo 02-03**
Clarification on Unit of Count Errors (Audit Trails)

The purpose of this memo is to provide clarification on the "Unit of Count" error category that is often cited in the final reports of SRS audits. A "Unit of Count" error is defined as the over-reporting or under-reporting of a case for SRS purposes. In recent months, the Office of the State Courts Administrator (OSCA) Audit Team has visited a number of counties and found that a sufficient audit trail was not available for one or more months, and in some instances, one or more years for a specific division(s). The audit trail is used to verify what data was submitted to the OSCA for a specific division in a particular month. If an audit trail is not available, there is no way for the Audit Team to verify the data.

Case numbers in an audit sample population being reviewed for which an audit trail is not available will be cited in the final report as "Unit of Count" errors, as the data is not verifiable. We have chosen to adopt this policy for two reasons: 1) it upholds the integrity of the audit, and 2) it is consistent with steps the OSCA has taken in the past with regard to counties that do not have an audit trail available for parts of a division or for one or more divisions.

Please ensure that this technical memo is forwarded to all staff responsible for reporting data for SRS purposes, as all future SRS audits will be based on the updated policy. If you have questions or concerns regarding this or any SRS related issue, please contact me at (850) 410-1888 or Suncom 210-1888.

Thank you for your prompt attention to this matter.

cc: Gregory Youchock