

## Key Changes to MIDC Quarterly Reporting for FY25

MIDC staff has prepared a summary of key changes to quarterly reporting for FY25 so that systems can make necessary changes to their data collection processes before the beginning of the fiscal year on October 1. Training materials and EGrAMS tutorials will be available in December. There are no changes to the Quarterly Program Report (QPR) or Financial Status Report (FSR) at this time.

### Changes to the Attorney List

- **Standard 7 Qualification Tier:** In FY25, each attorney's Standard 7 qualification tier will become a mandatory field rather than an optional field.
- **Expansion of Attorney Assignment Types:** Systems will report new assignments made during the quarter in six categories – probation violations, traffic misdemeanors, non-traffic misdemeanors, low severity felonies, high severity felonies, and life offenses – instead of the three categories used in FY24 (misdemeanors, felonies, and life offenses). No changes will be made to the reporting requirements for assignment payments or hours.
- **Reporting of Shift/Docket Hours for Salaried Defenders:** Systems who employ salaried defenders will have to report the number of shift/docket hours (e.g., arraignment shifts) worked by salaried defenders during the quarter. This is already an existing requirement in FY24 for non-salaried defenders. Systems will not have to report hours for assigned cases for salaried defenders.
- **Invoices:** As per the FY25 MIDC Grant Contract, local systems must upload attorney invoices for all contract attorneys providing direct service representation as well as contract or non-employee MAC administrators. Please see Section 1.4 in the grant contract for details.<sup>1</sup> There is no mandated format for invoices, but they should include the following information:

#### Assigned Case Invoices

- Court (if system covers multiple courts)
- Case number and case code (if not included as part of case number)
- Standard 7 case tier **OR** charge information (charge description, MCL, PACC code all acceptable, as long as the top charge is clear)
- Date of assignment (at least on first invoice of the case)
- Client custody status at time of appointment (at least on first invoice of the case)
- Date of initial interview (at least on invoice in which interview was billed)
- Itemized work:
  - Date
  - Description of work

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<sup>1</sup> “Invoices are to be provided by contract or non-employee Managed Assigned Counsel Administrators and for all contract attorneys providing direct service representation in the manner or rate in which the service is approved in the cost analysis for the indigent defense system, to track time in hourly increments where hourly rates are provided and provide specific details regarding the services performed for the billing period.”

- Hours
- Billed Amt
- Notation if any itemized work was not approved/if a different payment amount was approved
- If any expenses were invoiced, they should be clearly marked as such

#### **Shift/Docket Work Invoices**

- Court (if system covers multiple courts)
- Date of shift
- Description of shift (e.g., “arraignments”)
- Hours (the actual number of hours the attorney worked, not just their coverage window)
  - Start time and end time are also acceptable
- Billed Amt
  
- **Other Things of Note:**
  - For new assignments, please only include new assignments from your system, not new assignments for that attorney reported by other systems.
  - MAC admin time and payments should NOT be included on the attorney list.

Staff from the MIDC are available to assist with setting up tracking systems for all reporting and invoicing. Please reach out to your regional manager or to Jonah Siegel, Research Director, at [siegelj2@michigan.gov](mailto:siegelj2@michigan.gov).