Maryland
GOVERNOR'S OFFICE OF CRIME PREVENTION AND POLICY

Qualtrics: User Guide to Upload Spreadsheets

This *Qualtrics: User Guide to Upload Spreadsheets* provides guidance on the submission of information in Qualtrics to ensure compliance with mandated requirements, as listed on the Governor's Office of Crime Prevention and Policy's (Office's) website at: https://gocpp.maryland.gov/mandated-reporting-requirements/. Approximately one month before the required submission is due, the Office will send an electronic survey through Qualtrics to request the information (*as illustrated below*). Automated reminder emails will also be sent as the due date approaches. Once the survey is complete, reminder emails will cease. If you have any questions, please reply directly to the automated email from Qualtrics to contact support. It is important to note that all surveys will be available in advance of the due date to allow entities to access the reporting template, if applicable, before the automated email is received from Qualtrics.

Law Enforcement Agencies		
Submissions via Qualtrics	**Completion Date**	**Receive Survey**
Death in Custody Reporting Act	January 15 April 15 July 15 October 15	January 1 April 1 July 1 October 1
SWAT Team Deployments and No-Knock Search Warrants	July 15	July 1
Seizure and Forfeiture[1]	March 1	February 1
Deaths Involving a Law Enforcement Officer[2]	March 1	TBD
Forensic Genetic Genealogical DNA Analysis and Search	March 1	February 15
Use of Force Incidents (Civil Monetary Settlement)	March 1	February 1
Facial Recognition Technology	May 1	March 1
Interrogation Rooms	October 1	September 1

Correctional Facilities		
Submissions via Qualtrics	**Completion Date**	**Receive Survey**
Death in Custody Reporting Act	January 15 April 15 July 15 October 15	January 1 April 1 July 1 October 1
Pretrial Detention	March 31	March 1
Opioid Use Disorder Examinations and Treatment	August 1	July 1
Restrictive Housing	December 31	December 1

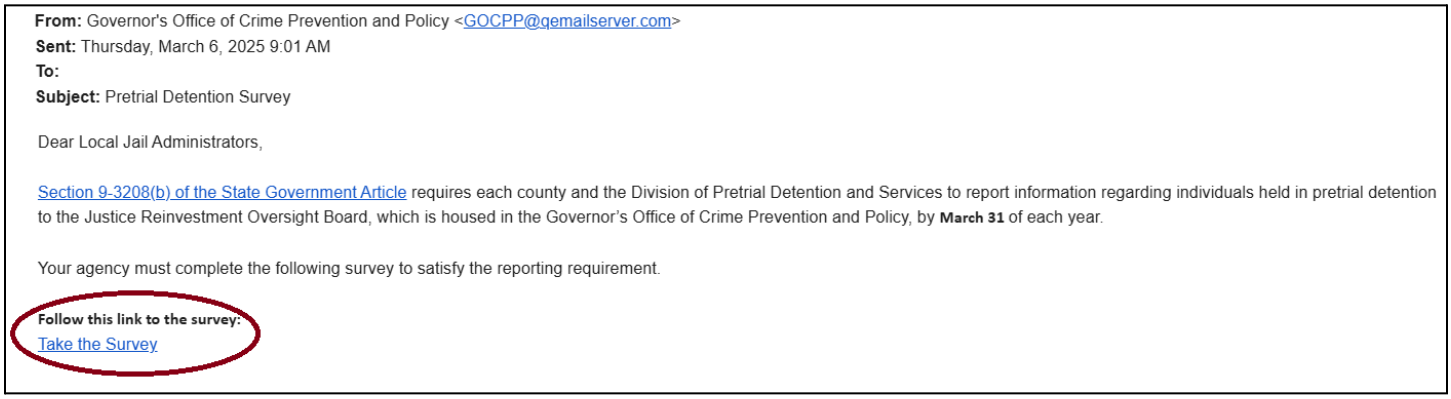
*Please note that the identified surveys account for mandates that require information to be uploaded and/or entered into Qualtrics.

[1] The **Seizure and Forfeiture** reporting template should only be used if data is not submitted in the Legislative Reporting Portal.
[2] Cases pertaining to **Deaths Involving a Law Enforcement Officer** must be identified before a survey can be submitted to the appropriate agency.

Upload Spreadsheets in Qualtrics

To upload a spreadsheet in Qualtrics, please refer to the following steps below. Please note that for the purpose of this *Qualtrics: User Guide to Upload Spreadsheets*, the provided guidance and illustrations are based on the Pretrial Detention Survey (Qualtrics). To view this survey or other Qualtrics surveys, please visit the Office's website at: https://gocpp.maryland.gov/mandated-reporting-requirements/.

Step 1: Select the **Take the Survey** link from the automated Qualtrics email to begin the survey (*as illustrated below*).



From: Governor's Office of Crime Prevention and Policy <GOCPP@qemailserver.com>
Sent: Thursday, March 6, 2025 9:01 AM
To:
Subject: Pretrial Detention Survey

Dear Local Jail Administrators,

Section 9-3208(b) of the State Government Article requires each county and the Division of Pretrial Detention and Services to report information regarding individuals held in pretrial detention to the Justice Reinvestment Oversight Board, which is housed in the Governor's Office of Crime Prevention and Policy, by **March 31** of each year.

Your agency must complete the following survey to satisfy the reporting requirement.

Follow this link to the survey:
Take the Survey

Step 2: Once selected, the survey will appear (*as illustrated below*).



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Pretrial Detention Survey

Section 9-3208(b) of the State Government Article requires each county and the Division of Pretrial Detention and Services to report information regarding individuals held in pretrial detention to the Justice Reinvestment Oversight Board, which is housed in the Governor's Office of Crime Prevention and Policy, by **March 31** of each year.

NOTE: Agencies must use the reporting template.

Your agency must complete the following survey to satisfy the reporting requirement.

→

Step 3: Select **reporting template** to download the template for the identified requirement (*as illustrated below*). Please note that all submissions must follow the provided templates to ensure compliance; otherwise, agencies may be asked to resubmit the data using the specified format.

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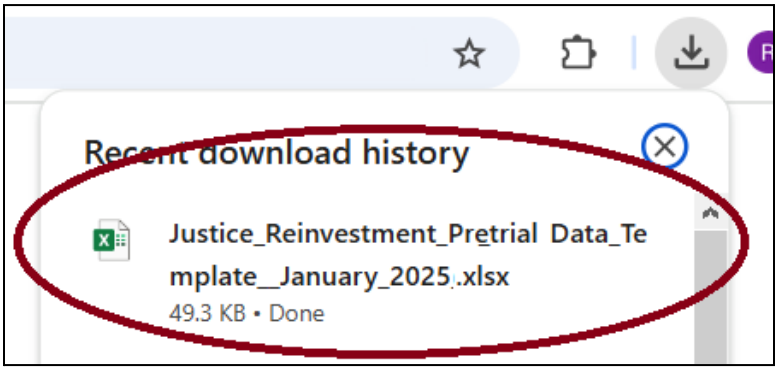
Pretrial Detention Survey

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NOTE: Agencies must use the reporting template.

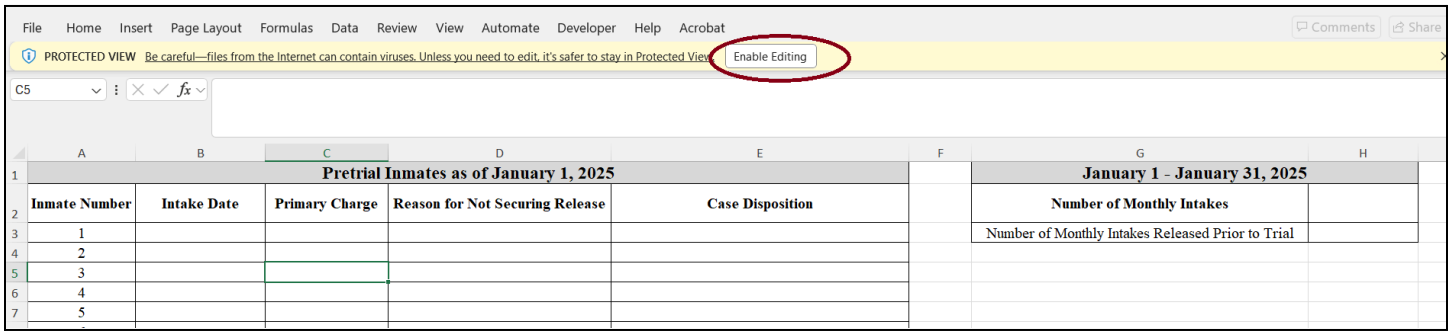
Your agency must complete the following survey to satisfy the reporting requirement.

Step 4: Once selected, the file will appear in the recent download history (*as illustrated below*).



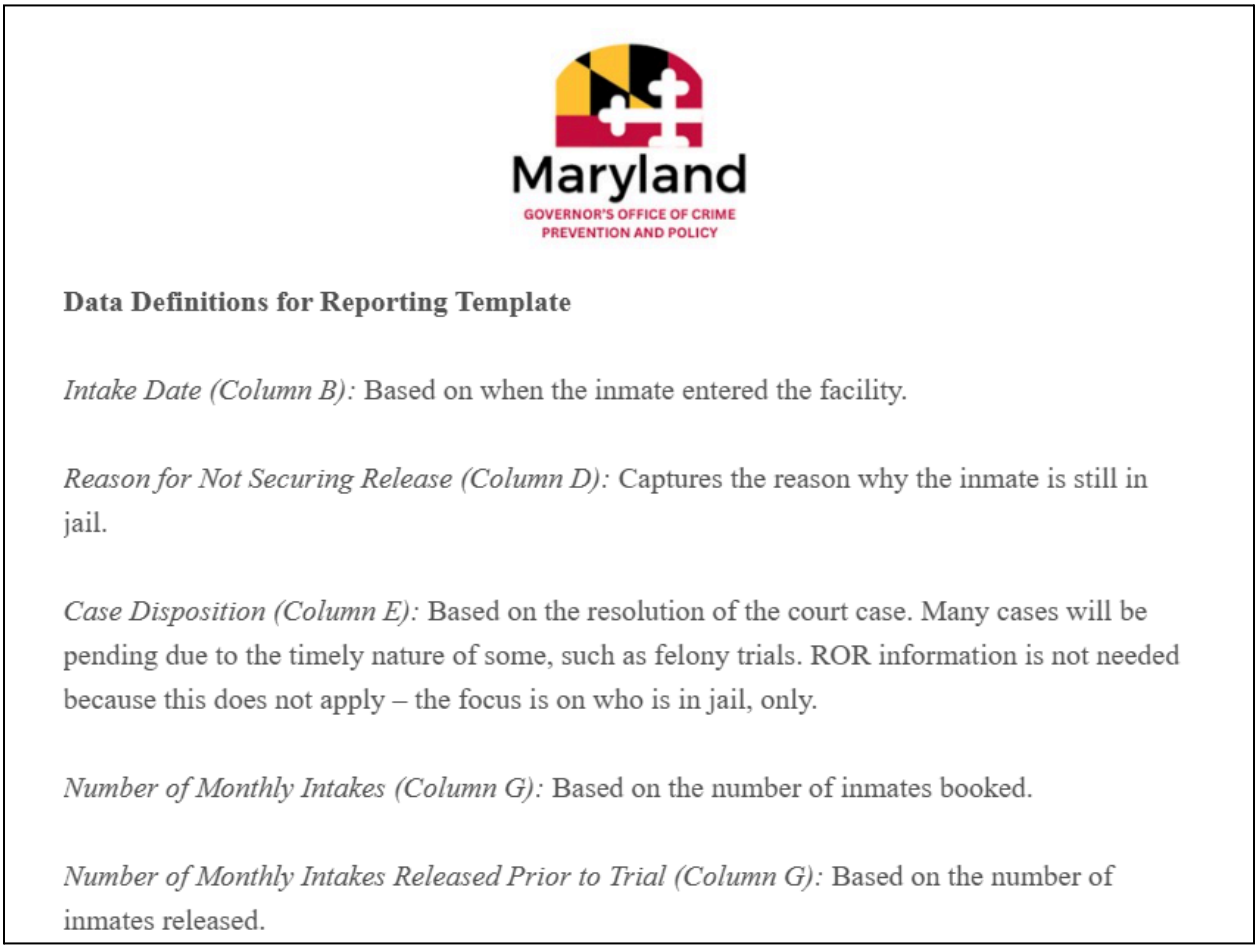
Step 5: Select the **Justice_Reinvestment_Pretrial_Data_Template_January_2025.xlsx** file to open the template.

Step 6: Once opened, select **Enable Editing** (*as illustrated below*).



Step 7: While the template remains open, select the → (arrow icon) at the bottom of the survey page to access the second page of the survey. Please note that the second page may include information regarding the data definitions for the reporting template as well additional insight.

Step 8: Once the second page appears, use the provided guidance to enter all required information in the template (*as illustrated below*).



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Data Definitions for Reporting Template

Intake Date (Column B): Based on when the inmate entered the facility.

Reason for Not Securing Release (Column D): Captures the reason why the inmate is still in jail.

Case Disposition (Column E): Based on the resolution of the court case. Many cases will be pending due to the timely nature of some, such as felony trials. ROR information is not needed because this does not apply – the focus is on who is in jail, only.

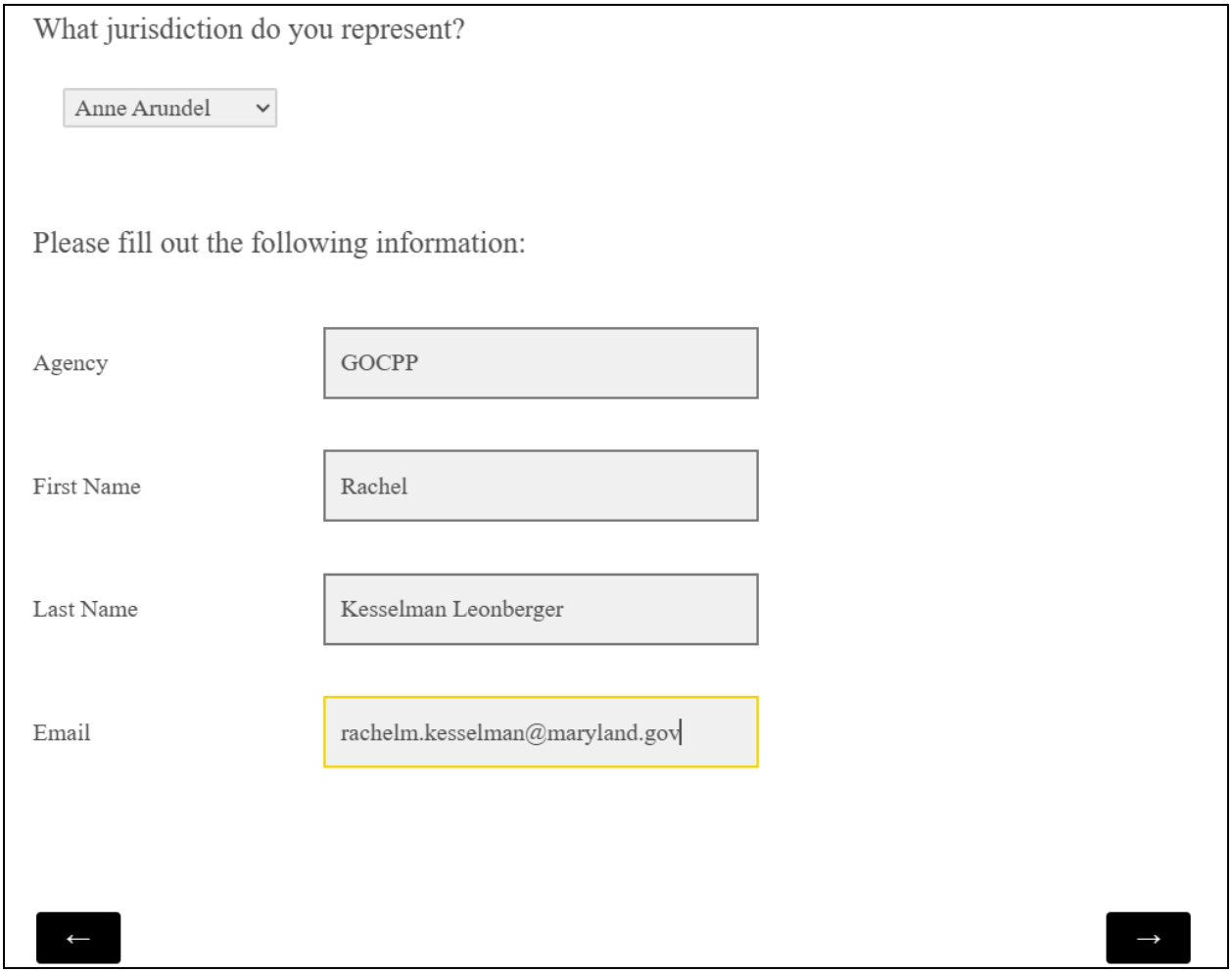
Number of Monthly Intakes (Column G): Based on the number of inmates booked.

Number of Monthly Intakes Released Prior to Trial (Column G): Based on the number of inmates released.

	A	B	C	D	E	F	G	H
1	**Pretrial Inmates as of January 1, 2025**						**January 1 - January 31, 2025**	
2	**Inmate Number**	**Intake Date**	**Primary Charge**	**Reason for Not Securing Release**	**Case Disposition**		**Number of Monthly Intakes**	**50**
3	1	11/01/24	Violation of Probation	Held Without Bond	Pending		Number of Monthly Intakes Released Prior to Trial	10
4	2	11/10/24	Assault 1st Degree	Held Without Bond	Pending			
5	3	11/30/24	Failure to Comply	Held Without Bond	Pending			
6	4	12/01/24	CDS Possession W/Intent to Dist Narc	Held Without Bond	Case Dismissed on 02/05/2025			
7	5	12/15/24	Disorderly Conduct	Held Without Bond - Court Ordered Treatment	Pending			
8	6	12/16/24	Violation of Probation	Held On Bond	Released on Unsecure Bond on 2/20/2025			
9	7	12/30/24	Assault 1st Degree	Held Without Bond	Sentenced on 01/28/2025			
10	8	12/31/24	Disorderly Conduct	Held Without Bond	Awaiting Transfer to MDH			

Step 9: Once all information is entered, and while the template remains open, select the → (arrow icon) at the bottom of the survey to access the next page.

Step 10: Enter all applicable information and then select the → (arrow icon) at the bottom of the survey to access the following page (*as illustrated below*).



Step 11: Once the page appears, follow the provided instruction to ensure the file is properly named before it is uploaded in Qualtrics (*as illustrated below*).

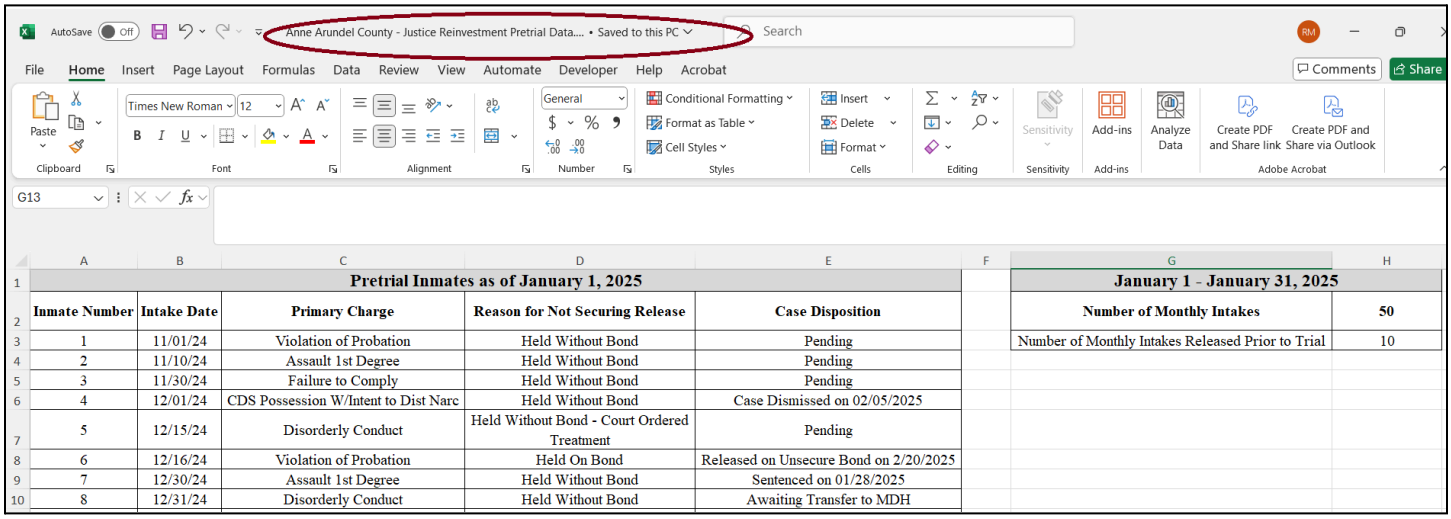
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Please use the following template to enter your agency's pretrial detention data: reporting template.

Prior to uploading, please name your file "_____ County - Justice Reinvestment Pretrial Data".

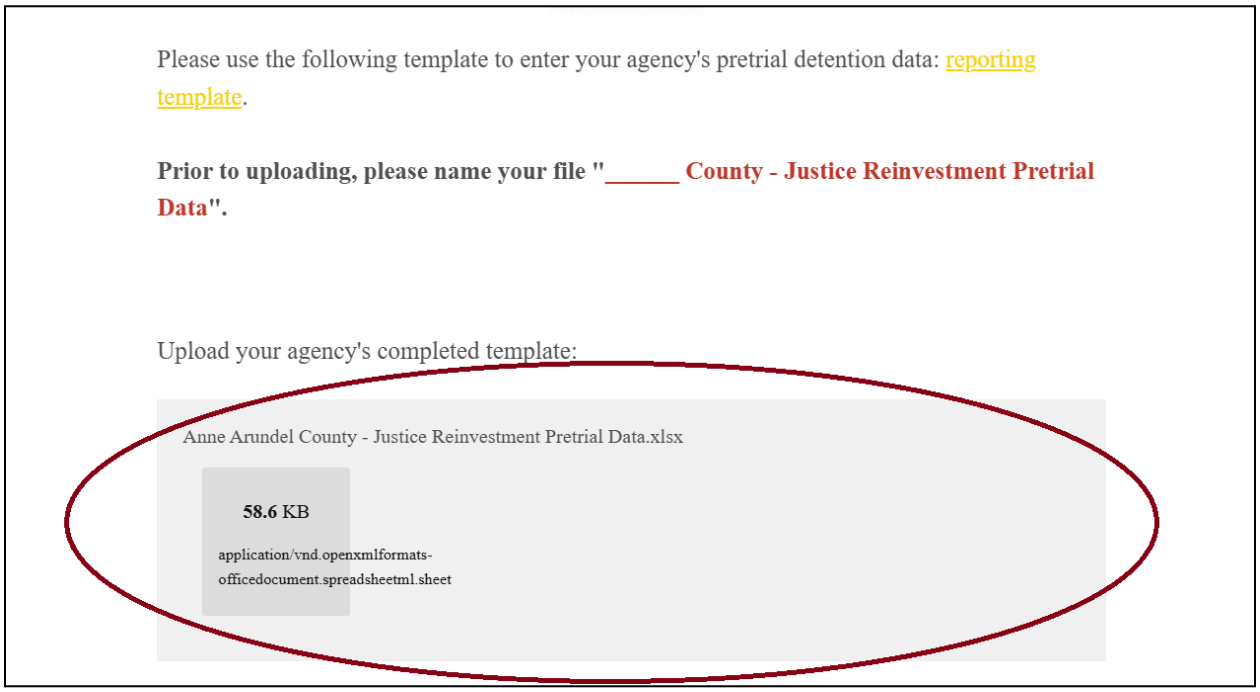
Upload your agency's completed template:

Drop files or click here to upload



Pretrial Inmates as of January 1, 2025						January 1 - January 31, 2025	
Inmate Number	Intake Date	Primary Charge	Reason for Not Securing Release	Case Disposition		Number of Monthly Intakes	50
1	11/01/24	Violation of Probation	Held Without Bond	Pending		Number of Monthly Intakes Released Prior to Trial	10
2	11/10/24	Assault 1st Degree	Held Without Bond	Pending			
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7	12/30/24	Assault 1st Degree	Held Without Bond	Sentenced on 01/28/2025			
8	12/31/24	Disorderly Conduct	Held Without Bond	Awaiting Transfer to MDH			

Step 12: Once the file is properly named, select inside the gray textbox, titled **Drop files or click here to upload**, to upload your agency's completed template (*as illustrated below*).



Step 13: Once the file is uploaded, select the → (arrow icon) at the bottom of the survey to submit the survey.

Step 14: Once submitted, the following message will appear (*as illustrated below*).

