Letter to all LE facilities:

1. Use the log attached to this email. It is an updated form that works better for capturing the data in our system and provides the most accurate information.
2. Remember that as of April 1st, all logs must be submitted using the new electronic log. AND, you must submit it to us in its original EXCEL format. You can’t save it as a PDF and then send that to us, and you can’t send it as a scanned document. You also must follow the structure of the form, for example, if there is a drop down menu, you must select an answer from the dropdown. Any extra narrative that you want to provide has to be entered in the last column. The electronic log is uploaded into a database system at DCJ and it is programmed to read the data from an EXCEL spreadsheet and in the format that is provided for each answer.
3. Please enter only juveniles that were held SECURELY on the electronic form.
4. Please do not duplicate any of the entries on your quarterly submissions. Please start new logs at the beginning of each new quarter (Oct 1, Jan 1, April 1, and July 1) to avoid any duplication.
5. Please provide a complete and accurate facility name. With the addition of new facility classifications, it is important for us to clearly understand which facilities you are referring to. For example, if you are a substation, please provide the name or location of that substation. If you are a jail, do you call it the Sheriff’s Office, the jail, or the detention center? Be consistent in what you call the facility.
6. Regarding the State’s Secure Portal, it is very important that we try to get all the information submitted securely for confidentiality purposes. Many of you experienced problems with attaching your form when you were in the secure portal. Here are a few tips:
	1. Try not to use Internet Explorer (if possible),
	2. Be sure to follow the instructions closely to make sure that you are hitting on the required buttons,
	3. When you are preparing to send the attached log to us, do not add any other emails in the “To:” section other than cdps\_dcj\_oajjacompliance@state.co.us. This will create an error and not allow you to send it.
	4. You must create an account with Zixcorp in order to be able to send in the logs. A non-licensed user cannot compose messages, and
	5. If you are still having problems, please contact zixcorp at support@zixcorp.com or call them at 1-888-576-4949. This will be your best bet in fixing the problem since DCJ is not the owner or operator of this software.
	6. If all else fails to assist you, contact me and we’ll figure something out.