Alabama PSC Call Data Report
Information and Instructions

The initial report due in 2016 consists of monthly calls, minutes of use, and revenue for calendar years 2013-2015. The report due in 2017 includes monthly data for calendar year 2016 only.

For the initial report, there are three Excel workbooks, one for each of the calendar years from 2013-2015.

At the bottom each workbook, are separate worksheets for each calendar month in the reporting period.

| ▸ | **Jan 2013** | FEB 2013 | MAR 2013 | APR 2013 | May 2013 | JUN 2013 | JUL 2013 | AUG 2013 | SEP 2013 | OCT 2(... | ⊕ |

Enter the calling data in the worksheet corresponding to the applicable month.

Prison and jail data must be submitted separately. The provider that serves DOC facilities in Alabama will submit one report for prisons and a separate report for the jails they serve. Providers that serve only county and/or municipal jails in Alabama will only submit one report.

For each facility served, the report data consists of the site ID, Facility Name, then cells to enter the Call Count, Bill Minutes, and Call Revenue for **revenue producing calls** **ONLY**. Non-revenue producing calls shall be excluded.

There are separate sections for each call type: Collect, Single Payment Calls, Prepaid, Debit, Debit Card, and Direct-Billed Collect. Shown below are only 3 of the call types.

Site ID	Facility Name	Tariff Band	Collect			Single Payment Call			Prepaid		
			Call Count	Bill Minutes	Call Revenue	Call Count	Bill Minutes	Call Revenue	Call Count	Bill Minutes	Call Revenue
		Local									
		Intrastate									
		Interstate									

If your company does not provide one of the call types at the facility, simply leave those cells blank.

In the highlighted row underneath the Interstate tariff band, in the bold type are cells for "Site Total". The formulas are already embedded and should total automatically after you enter the data in the rows above.

Site ID	Facility Name	Tariff Band	Collect			Single Payment Call			Prepaid		
			Call Count	Bill Minutes	Call Revenue	Call Count	Bill Minutes	Call Revenue	Call Count	Bill Minutes	Call Revenue
		Local									
		Intrastate									
		Interstate									
		Site Total	0	0	$0	0	0	0	0	0	$0

In spreadsheet columns AC, AD, and AE on the far right of the spreadsheet are cells that total all calls for the facility. The formulas are already embedded and should total automatically after you enter the data for the preceding columns.

Agency/Facility Totals		
Call Count	Bill Minutes	Call Revenue
0	0	$0
0	0	$0
0	0	$0
0	0	$0

At the very bottom of the spreadsheet, are rows that sum the data, by call type, for all facilities served by the provider. The formulas are already embedded and should total automatically after you enter the data for the rows above.

Collect Totals			Single Payment Call Totals			Prepaid Totals		
0	0	$0	0	0	$0	0	0	$0

I've tried to incorporate sufficient rows to accommodate the facilities for the largest providers. **DO NOT DELETE** empty rows. Leave them blank.

If your company serves more facilities than can be accommodated by the rows in this template, contact Darrell Baker at 334-242-2947; email: darrell.baker@psc.alabama.gov Provide me with the number of additional facilities that the report must accommodate and I will email a revised template.

GETTING STARTED

In row 2 of the worksheet **for January**, is space to enter the provider name. Once this is entered, the provider's name should automatically appear in the same space of worksheets for February thru December.

ICS PROVIDER NAME: [   ]

Next enter the Site ID for the facility. **The 4-digit Site ID may be found on the list of Jail and Prison Site Facility Codes that is provided along with the template**.

Site IDs for County Jails begin with the digit "1". For Municipal Jails, the Site ID begins with "2" and for Prisons, the ID begins with "3".

If any facility is not included in the Jail and Prison Facility Codes list, contact Darrell Baker at the telephone number or email shown above. The facility will be added to the list and the applicable code provided to you.

Site ID	Facility Name

Enter the monthly data, then save the file. File naming convention is as follows: Provider Name + 4-digit Calendar Year associated with the data + Call Data, e.g.
ABC Company 2013 Call Data

Email to: darrell.baker@psc.alabama.gov with a copy to tom.jones@psc.alabama.gov

Contact Phone Numbers:

Darrell Baker 334-242-2947
Tom Jones   334-242-2787

SITE ID	COUNTY JAIL NAME
1001	Jefferson County Jail
1002	Mobile County Jail
1003	Montgomery County Jail
1004	Autauga County Jail
1005	Baldwin County Jail
1006	Barbour County Jail
1007	Bibb County Jail
1008	Blount County Jail
1009	Bullock County Jail
1010	Butler County Jail
1011	Calhoun County Jail
1012	Chambers County Jail
1013	Cherokee County Jail
1014	Chilton County Jail
1015	Choctaw County Jail
1016	Clarke County Jail
1017	Clay County Jail
1018	Cleburne County Jail
1019	Coffee County Jail
1020	Colbert County Jail
1021	Conecuh County Jail
1022	Coosa County Jail
1023	Covington County Jail
1024	Crenshaw County Jail
1025	Cullman County Jail
1026	Dale County Jail
1027	Dallas County Jail
1028	DeKalb County Jail
1029	Elmore County Jail
1030	Escambia County Jail
1031	Etowah County Jail
1032	Fayette County Jail
1033	Franklin County Jail
1034	Geneva County Jail
1035	Greene County Jail
1036	Hale County Jail
1037	Henry County Jail
1038	Houston County Jail
1039	Jackson County Jail
1040	Lamar County Jail
1041	Lauderdale County Jail
1042	Lawrence County Jail
1043	Lee County Jail
1044	Limestone County Jail
1045	Lowndes County Jail
1046	Macon County Jail
1047	Madison County Jail
1048	Marengo County Jail
1049	Marion County Jail
1050	Marshall County Jail
1051	Monroe County Jail
1052	Morgan County Jail
1053	Perry County Jail
1054	Pickens County Jail
1055	Pike County Jail
1056	Randolph County Jail
1057	Russell County Jail
1058	Shelby County Jail
1059	St. Clair County Jail
1060	Sumter County Jail
1061	Talladega County Jail
1062	Tallapoosa County Jail
1063	Tuscaloosa County Jail
1064	Walker County Jail
1065	Washington County Jail
1066	Wilcox County Jail
1067	Winston County Jail

SITE ID	MUNICIPAL JAIL NAME
2001	Adamsville City Jail
2002	Alabaster City Jail
2003	Albertville City Jail
2004	Alexander City Jail
2005	Anniston City Jail
2006	Arab City Jail
2007	Athens City Jail
2008	Atmore City Jail
2009	Attalla City Jail
2010	Bayou La Batre City Jail
2011	Bessemer City Jail
2012	Birmingham City Jail
2013	Boaz City Jail
2014	Brewton City Jail
2015	Brighton City Jail
2016	Brookside City Jail
2017	Carbon Hill City Jail
2018	Chickasaw City Jail
2019	Childersburg City Jail
2020	Citronelle City Jail
2021	Collinsville City Jail
2022	Crossville City Jail
2023	Daphne City Jail
2024	Decatur City Jail
2025	Dothan City Jail
2026	Eufaula City Jail
2027	Fairfield City Jail
2028	Fairhope City Jail
2029	Foley City Jail
2030	Ft. Payne City Jail
2031	Fultondale City Jail
2032	Gardendale City Jail
2033	Goodwater City Jail
2034	Guntersville City Jail
2035	Haleyville City Jail
2036	Hanceville City Jail
2037	Hartselle City Jail
2038	Henagar City Jail
2039	Homewood City Jail
2040	Hoover City Jail
2041	Hueytown City Jail
2042	Irondale City Jail
2043	Jacksonville City Jail
2044	Kimberly City Jail
2045	Marion City Jail
2046	Midfield City Jail
2047	Millbrook City Jail
2048	Montgomery City Jail
2049	Mountain Brook City Jail
2050	Mt. Vernon City Jail
2051	Opelika City Jail
2052	Opp City Jail
2053	Orange Beach City Jail
2054	Oxford City Jail
2055	Piedmont City Jail
2056	Pleasant Grove City Jail
2057	Rainsville City Jail
2058	Roanoke City Jail
2059	Russellville City Jail
2060	Saraland City Jail
2061	Satsuma City Jail
2062	Scottsboro City Jail
2063	Sheffield City Jail
2064	Stevenson City Jail
2065	Sumiton City Jail
2066	Sylacauga City Jail
2067	Talladega City Jail
2068	Tallassee City Jail
2069	Tarrant City Jail
2070	Troy City Jail
2071	Trussville City Jail
2072	Tuscumbia City Jail
2073	Warrior City Jail

SITE ID	STATE FACILITY NAME
3101	Alexander City Work Release/CWC
3102	Atmore Work Center
3103	Bibb Correctional Facility
3104	Birmingham Work Release/CWC
3105	Bullock Correctional Facility
3106	Camden Work Release/CWC
3107	Childersburg Work Release/CWC
3108	Decatur Work Release/CWC
3109	Donaldson Correction Facility
3110	Draper Correctional Facility
3111	Easterling Correctional Facility
3112	Elba Work Release
3113	Elmore Correctional Facility
3114	Farquhar State Cattle Ranch
3115	Fountain/Davis Correctional Facility
3116	Frank Lee Work Release
3117	Hamilton Aged and Infirmed
3118	Hamilton Work Release/CWC
3119	Holman Correctional Facility
3120	Kilby Correctional Facility
3121	Limestone Correctional Facility
3122	Loxley Work Release/CWC
3123	Mobile Work Release/CWC
3124	Montgomery Womens Facility
3125	Red Eagle Honor Farm
3126	St. Clair Correctional Facility
3127	Stanton Correctional Facility
3128	Tutwiler Annex (formerly work release)
3129	Tutwiler Correctional Facility
3130	Ventress Correctional Facility