

# 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 (2016 Call Data Report) and each year thereafter includes monthly data for the previous calendar year.

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.



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									
		<b>Site Total</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>

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](mailto: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](mailto:darrell.baker@psc.alabama.gov) with a copy to [tom.jones@psc.alabama.gov](mailto:tom.jones@psc.alabama.gov)

Contact Phone Numbers:

Darrell Baker 334-242-2947

Tom Jones 334-242-2787

## ALABAMA CONFINEMENT FACILITY SITE CODES

SITE ID	COUNTY JAIL NAME	SITE ID	MUNCIPAL JAIL NAME	SITE ID	STATE FACILITY NAME
1001	Jefferson County Jail	2001	Adamsville City Jail	3101	Alexander City Work Release/CWC
1002	Mobile County Jail	2002	Alabaster City Jail	3102	Atmore Work Center
1003	Montgomery County Jail	2003	Albertville City Jail	3103	Bibb Correctional Facility
1004	Autauga County Jail	2004	Alexander City Jail	3104	Birmingham Work Release/CWC
1005	Baldwin County Jail	2005	Anniston City Jail	3105	Bullock Correctional Facility
1006	Barbour County Jail	2006	Arab City Jail	3106	Camden Work Release/CWC
1007	Bibb County Jail	2007	Athens City Jail	3107	Childersburg Work Release/CWC
1008	Blount County Jail	2008	Atmore City Jail	3108	Decatur Work Release/CWC
1009	Bullock County Jail	2009	Attalla City Jail	3109	Donaldson Correction Facility
1010	Butler County Jail	2010	Bayou La Batre City Jail	3110	Draper Correctional Facility
1011	Calhoun County Jail	2011	Bessemer City Jail	3111	Easterling Correctional Facility
1012	Chambers County Jail	2012	Birmingham City Jail	3112	Elba Work Release
1013	Cherokee County Jail	2013	Boaz City Jail	3113	Elmore Correctional Facility
1014	Chilton County Jail	2014	Brewton City Jail	3114	Farquhar State Cattle Ranch
1015	Choctaw County Jail	2015	Brighton City Jail	3115	Fountain/Davis Correctional Facility
1016	Clarke County Jail	2016	Brookside City Jail	3116	Frank Lee Work Release
1017	Clay County Jail	2017	Carbon Hill City Jail	3117	Hamilton Aged and Infirmid
1018	Cleburne County Jail	2018	Chickasaw City Jail	3118	Hamilton Work Release/CWC
1019	Coffee County Jail	2019	Childersburg City Jail	3119	Holman Correctional Facility
1020	Colbert County Jail	2020	Citronelle City Jail	3120	Kilby Correctional Facility
1021	Conecuh County Jail	2021	Collinsville City Jail	3121	Limestone Correctional Facility
1022	Coosa County Jail	2022	Crossville City Jail	3122	Loxley Work Release/CWC
1023	Covington County Jail	2023	Daphne City Jail	3123	Mobile Work Release/CWC
1024	Crenshaw County Jail	2024	Decatur City Jail	3124	Montgomery Womens Facility
1025	Cullman County Jail	2025	Dothan City Jail	3125	Red Eagle Honor Farm
1026	Dale County Jail	2026	Eufaula City Jail	3126	St. Clair Correctional Facility
1027	Dallas County Jail	2027	Fairfield City Jail	3127	Stanton Correctional Facility
1028	DeKalb County Jail	2028	Fairhope City Jail	3131	Tennessee Valley Juvenile Detention Center Tuscumbia
1029	Elmore County Jail	2029	Foley City Jail	3128	Tutwiler Annex (formerly work release)
1030	Escambia County Jail	2030	Ft. Payne City Jail	3129	Tutwiler Correctional Facility
1031	Etowah County Jail	2031	Fultondale City Jail	3130	Ventress Correctional Facility
1032	Fayette County Jail	2032	Gardendale City Jail		
1033	Franklin County Jail	2033	Goodwater City Jail		
1034	Geneva County Jail	2034	Guntersville City Jail		
1035	Greene County Jail	2035	Haleyville City Jail		
1036	Hale County Jail	2036	Hanceville City Jail		
1037	Henry County Jail	2037	Hartselle City Jail		
1038	Houston County Jail	2038	Henagar City Jail		

## ALABAMA CONFINEMENT FACILITY SITE CODES

SITE ID	COUNTY JAIL NAME	SITE ID	MUNCIPAL JAIL NAME	SITE ID	STATE FACILITY NAME
1039	Jackson County Jail	2039	Homewood City Jail		
1040	Lamar County Jail	2040	Hoover City Jail		
1041	Lauderdale County Jail	2041	Hueytown City Jail		
1042	Lawrence County Jail	2042	Irondale City Jail		
1043	Lee County Jail	2043	Jacksonville City Jail		
1044	Limestone County Jail	2044	Kimberly City Jail		
1045	Lowndes County Jail	2045	Marion City Jail		
1046	Macon County Jail	2046	Midfield City Jail		
1047	Madison County Jail	2047	Millbrook City Jail		
1048	Marengo County Jail	2048	Montgomery City Jail		
1049	Marion County Jail	2049	Mountain Brook City Jail		
1050	Marshall County Jail	2050	Mt. Vernon City Jail		
1051	Monroe County Jail	2074	Muscle Shoals City Jail		
1052	Morgan County Jail	2051	Opelika City Jail		
1053	Perry County Jail	2052	Opp City Jail		
1054	Pickens County Jail	2053	Orange Beach City Jail		
1055	Pike County Jail	2054	Oxford City Jail		
1056	Randolph County Jail	2055	Piedmont City Jail		
1057	Russell County Jail	2056	Pleasant Grove City Jail		
1058	Shelby County Jail	2057	Rainsville City Jail		
1059	St. Clair County Jail	2058	Roanoke City Jail		
1060	Sumter County Jail	2059	Russellville City Jail		
1061	Talladega County Jail	2060	Saraland City Jail		
1062	Tallapoosa County Jail	2061	Satsuma City Jail		
1063	Tuscaloosa County Jail	2062	Scottsboro City Jail		
1064	Walker County Jail	2063	Sheffield City Jail		
1065	Washington County Jail	2064	Stevenson City Jail		
1066	Wilcox County Jail	2065	Sumiton City Jail		
1067	Winston County 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		