

# Grievance Excel Spreadsheet Key

## Tab 1 (Grievances):

- Filed count - displays the total number of initial grievances filed at each facility and totals for the state. Includes accepted, denied, and returned for correction grievances.
- Adult in custody (AIC) count - displays the total number of AICs filing grievances per month at each facility and totals for the state.

## Tab 2 (Grievances Advanced):

- Filed count - displays the total number of initial grievances filed at each facility and totals for the state. Includes accepted, denied, and returned for correction grievances.
- Filed percent - displays the percent of the total grievances each facility represents based on the total number of grievances filed statewide for the month.
- AIC count - displays the total number of AICs filing grievances per month at each facility and totals for the state.
- AIC Percent - displays the percent of AICs filing grievances relative to each facilities population count. The "All" row displays the number of AICs filing grievances statewide as a percentage of the statewide population.

## Tab 3 (Grievance Status):

### *Accepted*

- Count - displays the total number of accepted grievances per facility.
- Percent - displays the percent of accepted grievances based on the total received at the facility.
- Statewide count and percent are displayed in the "All" row.

### *Denied*

- Count - displays the total number of denied grievances per facility.
- Percent - displays the percent of denied grievances based on the total received at the facility.
- Statewide count and percent are displayed in the "All" row.

### *Returned for Corrections (Ret4Corr)*

- Count - displays the total number of returned for correction grievances per facility.
- Percent - displays the percent of returned for correction grievances based on the total received at the facility.
- Statewide count and percent are displayed in the "All" row.

## Tab 4 (Grievance Unit):

- Count - Displays the total number of grievances filed statewide per responsible unit, per month.
- Percent - Displays the percent of the total grievances each unit is responsible for statewide.
- Unknown – Displays the number of grievances where a responsible unit was not selected.

## Notes:

- Data reflects initial grievance submissions for the month – appeals are not included.
- AICs are only counted once, regardless of the number of initial grievances they filed in the month. However, all grievances filed are displayed in the filed count.
- Report is generated monthly and provides a rolling three years of data.