

COMMON ISSUES IN KIDS

A few helpful hints for using the KIDS system...

DISPUTED ITEMS

- ✘ Check your office billing history screen and sort by “disputed” weekly
 - + If you have a disputed item, follow these steps:
 - ✘ Review the dispute and come up with the answer to the question
 - ✘ Contact Melanie at melaniejannicelli@coloradochildrep.org to discuss the dispute
 - ✘ Follow any instructions to edit/fix the dispute
 - ✘ Note: Items currently disputed CANNOT be edited, as they are “frozen“ while in disputed status

ADMINISTRATION TIME

- ✘ Administration time related to specific activities (i.e. court, visit, meeting, etc) should only be used for the purpose of logging the time it took you to take a few notes directly before/after the event
 - + Example: You do a home visit. After the visit, you get into your car and make notes for 6 minutes, then drive away. Those 6 minutes should be logged under the administration duration category of the visit.

Visit

Case 10JV4000 (TEST)

Visited

	Party
<input type="checkbox"/>	Bobby Brown
<input type="checkbox"/>	Ronald McDonald

Date 10/28/2011

Location Foster Home

Cancelled Reason

Duration 0.7

Travel Duration 1.3

Administration Duration 0

Note 0.05

0.1

0.2

0.3

0.4

0.5

0.6

0.7

0.8

0.9

File 1

1.1

1.2

1.3

1.4

1.5

1.6

1.7

1.8

Browse...

Cancel

-
- ✘ Items such as: Emails, phone calls, hearing preparation, drafting/reading memos, etc should NOT be logged under the administration duration of the activity. These items need to be logged in their separate categories.
 - + Example: Your paralegal does a home visit. She goes back to the office and writes a memo. This should be logged under “Administration – Write/Review - Visit/Staffing/TDM Memo”

Administration ←

Case 10JV4000 (TEST)

Date 10/28/2011

Activity **Hearing Preparation**
Hearing Preparation
Letters & E-Mails
Records Request
Write/Review- Visit/Staffing/TDM Memo ←

Note

File

OFFICE ALLOCATIONS & EXCESS FEES

✘ Office Allocations Screen

- + Check this screen regularly to see if you are nearing your excess fee limits on any cases
- + You should request excess fees at 80%
- + Excess fee requests should be emailed to ocrkids@coloradochildrep.org
- + Requests for travel should be emailed to the same address

10JV331	D&N - Non EPP		\$5,128.18	\$5,124.93	11/18/2011	\$3,904.43	
10JV361	D&N - EPP	\$4,000.00	\$1,942.05	\$1,938.80		\$1,737.30	
10JV372	D&N - EPP		\$4,419.60	\$4,393.60	12/28/2011	\$2,945.10	
10JV383	D&N - EPP		\$4,095.85	\$4,011.35	11/1/2011	\$1,957.35	
10JV404	D&N - EPP		\$3,158.40	\$3,158.40	11/1/2011	\$2,456.90	
10JV412	D&N - EPP	\$4,000.00	\$2,130.95	\$2,130.95		\$1,857.95	
10JV423	D&N - Non EPP		\$6,442.01	\$6,438.76	10/27/2011	\$4,659.51	
10JV441	D&N - EPP	\$4,000.00	\$1,621.75	\$1,599.00		\$1,156.50	
10JV452	D&N - EPP		\$3,622.50	\$3,518.50	2/1/2012	\$2,651.50	
10JV458	D&N - Non EPP		\$6,739.60	\$6,694.10	4/2/2012	\$4,604.60	
10JV462	D&N - Non EPP		\$4,050.24	\$3,868.24	10/27/2011	\$3,466.74	
10JV473	D&N - EPP	\$4,000.00	\$676.00	\$552.50		\$0.00	
10JV486	D&N - EPP		\$3,506.50	\$3,305.00	11/1/2011	\$2,115.00	
10JV489	D&N - EPP		\$7,248.50	\$7,248.50	4/2/2012	\$4,883.50	
11DR078	Domestic Relations- Child Legal Representative (CLR)	\$1,000.00	\$483.50	\$483.50			
11DR086	Domestic Relations- Child Family Investigator (CFI)		\$1,196.00	\$1,196.00	11/1/2011	\$0.00	
11DR1227	Domestic Relations- Child Family Investigator (CFI)		\$831.00	\$831.00	11/1/2011	\$0.00	
11DR1530	Domestic Relations- Child Family Investigator (CFI)	\$1,000.00	\$156.00	\$156.00			
11DR252	Domestic Relations- Child Family Investigator (CFI)	\$1,000.00	\$291.00	\$291.00		\$0.00	
11DR840	Domestic Relations- GAL for minor parent	\$1,000.00	\$672.00	\$672.00		\$0.00	
11JV011	D&N - EPP	\$4,000.00	\$1,495.25	\$1,391.25		\$0.00	
11JV030	D&N - Non EPP		\$3,804.50	\$3,674.50	4/2/2012	\$2,166.50	
11JV031	D&N - Non EPP		\$5,230.50	\$5,042.00	2/1/2012	\$2,350.00	

ORDERS OF APPOINTMENT/INDIGENCE

- ✘ Orders of appointment and indigence findings are required for the following case types:
 - + Domestic Relations
 - + Paternity/Support
 - + Probate
- ✘ For case types that require an order of appointment, you must send OCR the Order of Appointment (e-mail and fax are preferred) as soon as you receive it in order to be paid for all of your work on that case. If activity is in KIDS within 30 days, but you fail to send OCR the order of appointment for 45 days then you will not be paid for all work. The 30 days is triggered by the date OCR has notice that it should pay the user for that case.

CASES IN KIDS

× Case Number Format

- + The correct case number format is: 11JV006, 11JV123, 11JV1375, 11JV012

× Duplicate cases

- + When entering a case, search for the case first to avoid adding a duplicate

× Close/Re-open

- + If a case closes in KIDS and then re-opens, do not enter a new case in KIDS. Just re-open the already existing case to avoid adding a duplicate

Search for a Case ←

06jv071

Case Number	Case Name	Parties	Court
06JV071 ←		Dorothea Boots Kendall Boots Michael Tilton	17 - Adams






Showing 1 - 1 of 1

- Schedule
- Follow Up Meeting
- Documents
- Attached Files
- Case Preparation
- Contact Sheet
- Important Note

Case 06JV071

Case Number 06JV071
Court 17 - Adams
Case Type D&N - Non EPP
Date Opened 3/22/2006
Status Open [Close Case](#)

Parties

First Name	Last Name	Party Type	Birthdate	Edit	Delete
Dorothea	Boots	Mother - Kendall Boots	12/17/1959		
Kendall	Boots	Child	8/12/1994		
Michael	Tilton	Father - Kendall Boots			

[Add Party](#)

Appointments

PAYMENTS IN KIDS

- ✘ Each Judicial District is paid once/week in the following order (days of the week vary depending on holidays, vacations, amount of billing, etc):
 - + 17, 1, 19, 13, 2, 20, 18, 16, 15, 6, 5, 12, 8, 10, 4, 7, 11, 21, 14, 22, 3, 9, Appeals/Supreme Court

OFFICE BILLING HISTORY

- ✘ The Office Billing History screen allows you to view everything you have been paid on, what is pending, and what is disputed.
 - + You can expect your payment to appear in your account approximately 7 days after the “paid” date on the Office Billing History Screen

Office Billing History

Office: Clark & Associates PC
 Status: All
 Begin: [] End Date: 10/28/2011 [Ok]
 Total Amount Billed: \$47,253.75
 Total Amount Disputed: \$0.00
 Total Amount Paid: \$47,253.75
 Total Amount Unpaid: \$0.00

Dispute	Activity	Date Entered	Activity Type	Case Number	Duration	Billing Type	Billing Rate	Amount Billed	Amount Paid	Submission	Status
<input type="checkbox"/>		10/23/2011 10/23/2011 9:55:38 PM	Draft Pleading	11DR1227	240	Attorney	\$65.00	\$260.00	\$260.00	20120098	Paid on 10/26/2011
<input type="checkbox"/>		10/23/2011 10/23/2011 9:56:26 PM	Draft Pleading	08DR2282	240	Attorney	\$65.00	\$260.00	\$260.00	20120098	Paid on 10/26/2011
<input type="checkbox"/>		10/22/2011 10/22/2011 8:04:00 PM	Draft Pleading	10DR752	60	Attorney	\$65.00	\$65.00	\$65.00	20120098	Paid on 10/26/2011
<input type="checkbox"/>		10/22/2011 10/22/2011 12:58:07 PM	Administration - Hearing Preparation	11JV154	90	Attorney	\$65.00	\$97.50	\$97.50	20120098	Paid on 10/26/2011
<input type="checkbox"/>		10/22/2011 10/22/2011 3:22:02 PM	Visit - Kinship Placement	11JV150	60	Attorney	\$65.00	\$65.00	\$65.00	20120098	Paid on 10/26/2011
<input type="checkbox"/>		10/22/2011 10/22/2011 3:22:02 PM	Travel	11JV150	108	Attorney	\$65.00	\$117.00	\$117.00	20120098	Paid on 10/26/2011
<input type="checkbox"/>		10/22/2011 10/22/2011 8:05:35 PM	Phone - Foster Parent	09JV197	6	Attorney	\$65.00	\$6.50	\$6.50	20120098	Paid on 10/26/2011
<input type="checkbox"/>		10/22/2011 10/22/2011 1:04:41 PM	Phone - Relative	11JV154	12	Attorney	\$65.00	\$13.00	\$13.00	20120098	Paid on 10/26/2011
<input type="checkbox"/>		10/22/2011 10/22/2011 8:03:22 PM	Phone - Respondent Parent (with RPC consent, if applicable)	10DR752	54	Attorney	\$65.00	\$58.50	\$58.50	20120098	Paid on 10/26/2011



EXPENSE REIMBURSEMENT FORM

- ✘ Use this form for...
 - + Approved travel
 - + Approved extraordinary expenses
 - ✘ Meals, hotels, etc
 - + Copies, scans and postage
- ✘ Mail/Email/Fax form to OCR for payment. Please only send the form when the total exceeds \$20.00
 - + This form does not have to be sent in within 30 days of the date of service
 - + Payments from these forms will be sent via regular checks, not direct deposits

TRAVEL POLICY

- × **Travel Time**
- × Reimbursement for attorney travel depends upon the type of travel. Unless otherwise noted, all travel time must be billed through the KIDS system:
- × ***Travel to/from the courthouse***
 - + OCR does not pay travel time to/from the attorney's home courthouse. If an attorney picks up a case in a separate jurisdiction, is approved by OCR to take the case, and is NOT on the list for that district, he/she may bill travel time to that courthouse.
- × ***Ordinary Travel Time***
 - + Travel to/from home visits, staffings, meetings, etc is billed at the standard attorney rate and must be reflected in the billings submitted through KIDS. Paralegal travel time must be entered at the paralegal rate.
- × ***Extraordinary our Out-of-State Travel***
 - + **Dependency and Neglect Cases**
 - × Travel over 100 miles each way within Colorado does not require pre-approval.
 - * Costs associated with this travel (i.e. hotels, lodging, meals) must be pre-approved.
 - × Travel out of state requires pre-approval from OCR. As with experts, courts do not have jurisdiction to order reimbursement from OCR.
 - × OCR will also approve meals/hotels for overnight/out-of-state travel under certain circumstances. This must also be requested and pre-approved.
 - + **All other case types**
 - × Travel out of state and all travel over 100 miles one way requires pre-approval from OCR. As with experts, courts do not have jurisdiction to order reimbursement from OCR.
 - × OCR will also approve meals/hotels for overnight/out-of-state travel under certain circumstances. This must also be requested and pre-approved.
 - + Requests must be sent to ocrkids@coloradochildrep.org, and if approved, billed through the KIDS system.
- × **You must have OCR approval before traveling per the guidelines listed above. Failure to do so will result in OCR refusing to approve payments.**