

# 2017 Contract Renewal & Application Webinar



**OFFICE OF THE CHILD'S REPRESENTATIVE**

**NOV. 9, 2016 | 12:00<sub>pm</sub> - 1:00<sub>pm</sub>**

# This Webinar Will Include:



- An overview of OCR's applications cycle
- How to apply to renew an OCR contract every 3 years
- About the annual Verifications Form for all contractors
- How to make a change request
- How non-contractors can apply for a contract
- 2017 Applications Timeline

Participants can submit questions during the webinar by clicking on the Q&A tab on the left-hand column, type in the text box & hitting “enter.”

Questions will be answered at the end of the presentation

# Quick Overview: **Renewing Contractors**



- OCR contract attorneys are awarded three-year contracts in staggered increments according to judicial districts and case types.
- Every three years, each contractor can submit an application to renew his/her contract.
  - **NEW:** The first item required to renew a contract—the case reference contact info form—is due in **December**.
- OCR manages each contractor's renewal schedule and notifies each contractor individually and via the listserv about upcoming requirements and deadlines.

# Quick Overview: Non-Renewing & New Applications



- When not up for renewal, contractors are only required to submit a brief “Verifications Form” in March.
- Individuals who are not current contractors can apply for an OCR contract online in March.

# OCR's Evaluation Steps



The attorney evaluation process is a critical component of OCR's efforts to provide competent and effective best interest legal representation to court involved children and youth. **OCR's goal in evaluations is to support you as you pursue best practices.** In an effort to gain a broad perspective on each contractor's strengths, challenges, and opportunities for improvement, OCR considers the following, several of which are detailed on later slides:

- Renewal Application, including writing sample & interview of references
- Disciplinary history, exceptions to CJD 04-06, and other verifications
- Stakeholder feedback
- OCR court observations
- OCR interview with attorney
- Select reports on attorney activity from OCR CARES
- Judicial district's needs

# When will I be up for Renewal?



- Contact OCR at any time to ask about your individual renewal schedule. Renewals are usually due the year your current contract expires.
- OCR emails you links to forms and instructions prior to each due date.
- A contractor's renewal schedule is initially dictated by his/her judicial districts and case types based on the timetable below.

## 2017 JDs:

- 2<sup>nd</sup>
- 11<sup>th</sup>
- 12<sup>th</sup>
- 13<sup>th</sup>
- 14<sup>th</sup>
- 18<sup>th</sup>
- 20<sup>th</sup>
- 21<sup>st</sup>

## 2018 JDs:

- 5<sup>th</sup>
- 6<sup>th</sup>
- 7<sup>th</sup>
- 8<sup>th</sup>
- 15<sup>th</sup>
- 16<sup>th</sup>
- 22<sup>nd</sup>
- CLR, MH, PAT, Probate, Appellate\*

## 2019 JDs:

- 1<sup>st</sup>
- 3<sup>rd</sup>
- 4<sup>th</sup>
- 9<sup>th</sup>
- 10<sup>th</sup>
- 17<sup>th</sup>
- 19<sup>th</sup>

*\* Attorneys taking only one or more of these case types are initially scheduled for renewal on the 2018 cycle.*

# When will I be up for Renewal?

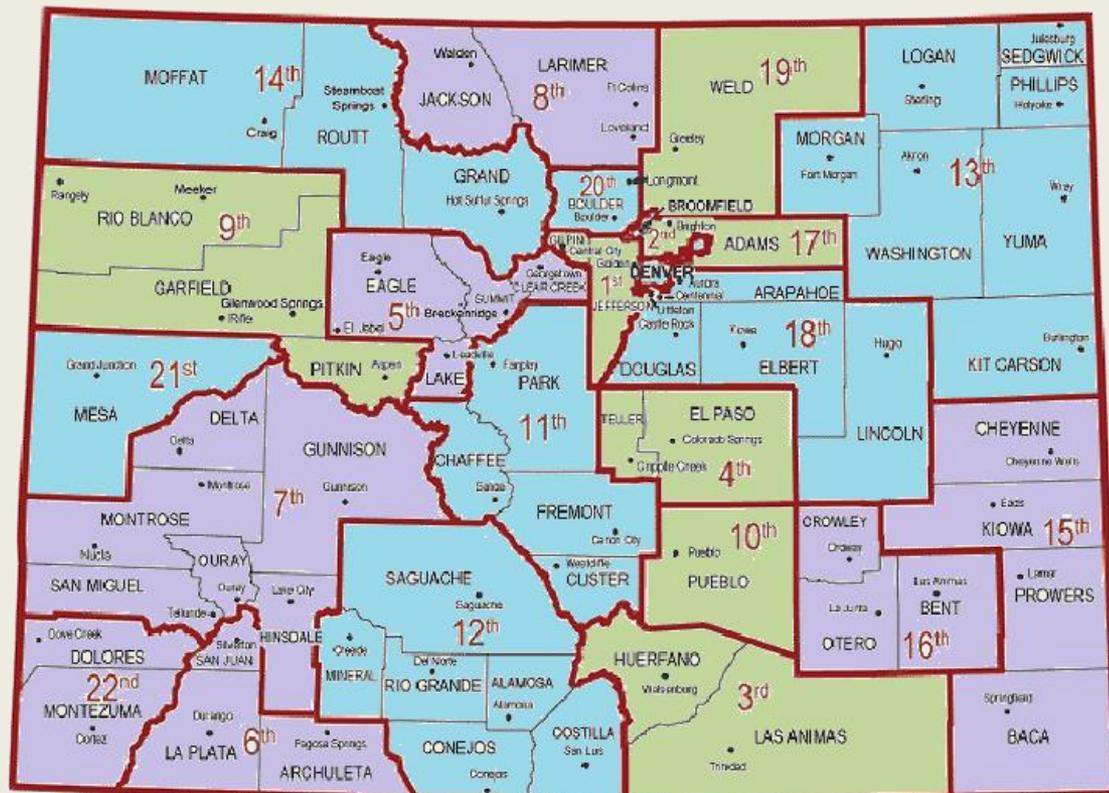


- OCR evaluates contractors in approximately one third of judicial districts each year.

2017

2018

2019



# Renewal Steps



To apply to renew a contract every three years:

- **NEW:** In **November**, you will receive email instructions to submit contact information for 2 youth, 2 caregivers, and 2 parents from different cases from the 3 years prior to your application. This form is due **December 31<sup>st</sup>**.
- In **March**, you will receive a link to complete the online Renewal Application—components of application include:
  - Verifications (required for all attorneys, specified on a later slide)
  - Writing sample (one sample of legal writing from an OCR case)
  - Case questions (e.g. successes and challenges)
- In **June**, meet individually with OCR staff.

# Court Observations: D&N



- OCR staff conducts year-round court observations of attorneys up for renewal.
- D&N observations include:
  - Was the child present?
  - Was the child given the chance to address the Court?
  - Did GAL address efforts to get child to attend?
  - Did GAL provide current, independent info about this child?
  - Did GAL state last contact with child?
  - Did GAL clearly state a position?
  - Did GAL state child's position?

# Court Observations: JD



- **JD observations include:**
  - Did GAL address appointment and availability of defense counsel?
  - Did GAL address the court?
  - Did GAL state last contact with juvenile? Did GAL state a position?
  - Did GAL provide current, independent information about this child? (Details types of information.)
  - Did GAL provide information regarding Juvenile's current or proposed placement? (Details appropriate placement considerations.)

# Renewal Interviews



- After completing a Renewal Application Form online, contractors will sign up for a time to meet individually with their OCR Staff Attorney.
- Interviews will take place approximately June 1 to June 15.
- Look for your interview signup email shortly after you submit your Renewal Application form in March.

# Annual Stakeholder Survey



- In February, OCR will solicit survey feedback about all OCR attorneys from stakeholders across the system including judges, magistrates, county attorneys, parent counsel, DHS staff, probation officers, and CASA volunteers.
- Historically, responses have been overwhelmingly positive and emphasize the difficult and important work OCR attorneys do.
- Stakeholder feedback is one of many sources of information OCR reviews.

# Verifications: Required Every Year



Every year, **ALL** OCR attorneys with open cases (including non-pickup attorneys and attorneys with a 3-year contract) will use a brief online form emailed by OCR to verify certain information (e.g. contact info) and provide several certifications:

- Certification of Compliance with CJD 04-06
  - NEW: The CJD certification is required for all case types.
  - Remember to report overall CJD compliance, which is not limited to the child visit provision.
- Disciplinary history
- Certification of fulfilled training requirements
- Verification of malpractice insurance

# Reminders: Streamlined Components



The online Verifications Form will walk you through all requirements, including several items which have been streamlined to yes/no certifications:

- A notarized “Affidavit of Compliance” is no longer required.
  - Instead, list any exceptions directly on the online form.
- Itemizing hours of individual trainings attended is no longer required.
  - If you have not yet met the yearly 10-hour requirement, you have until June 30, 2017 to do so and OCR will send a reminder.
- **NEW:** Uploading a copy of current malpractice insurance is no longer required.
  - Instead, you will certify whether you have current malpractice insurance and provide the coverage dates.

# Change Requests



- The Change of Status Request Form is separate from the application or verification forms and is available on OCR's website year-round at [www.coloradochildrep.org/attorney-center/change-of-status-request](http://www.coloradochildrep.org/attorney-center/change-of-status-request).
- Though it's open year-round, the best time of year to request a change that impacts where you appear on an appointment list is during March when OCR is evaluating district needs.

# Change Requests



You can also use the “Change of Status Request Form” year-round for:

- Name, firm, bank, or contact information changes
- Requesting to add an associate who is eligible to appear in court on behalf of case-carrying GAL(s)
- For a current associate of a law firm with a contract to carry a caseload of OCR cases: Requesting to be considered to pick up cases independent of the firm

OCR will assess the jurisdictional needs and will contact you if more information is required to make a determination about your request.

# New Applicants



- New Applicants will complete a New Applicant Form, which will be posted to OCR's [website](#) on March 1, 2017 and includes:
  - Resume (required) and cover letter (optional)
  - Relevant CLEs attended (10 hours minimum)
  - Disciplinary history
  - 3 Professional References
  - Questions about prior experience
  - Certification of competency under the [Colorado Rules of Professional Conduct, Rule 1.1](#)

**Note:** Applicants will be asked to upload any required documents as electronic attachments using the online New Attorney Application form.

# New Applicants



- OCR will accept new applications on a statewide basis. OCR may add attorneys to lists in districts even if the districts are not up for evaluation.
- OCR considers district needs, attorney experience, and understanding of child welfare law when evaluating applications.
- Interviews with select applicants occur in late May and early June.
- Successful applicants will receive 1-, 2-, or 3-year contracts to synchronize with their district's renewal cycle.

# How Will I Submit Required Materials?



- Existing OCR Attorneys:

**Attorneys up for renewal will receive an email in November** with instructions to complete case references, the first step of the renewal application. **All OCR attorneys will then receive an email in March** with instructions and a link directing you to the required form for your status.

- New Applicants:

**The New Applicant Form will be posted on OCR's website** on the day the applications cycle opens, March 1<sup>st</sup>, 2017.  
(<http://www.coloradochildrep.org/attorney-center/applications/>)

- Change of Status Request:

The Change of Status Request Form is posted on OCR's website year-round in the Attorney Center.

*Contact OCR at any time with questions!*

# Contracts



- Only the following attorneys will be required to sign contracts with a 7/1/17 start date:
  - New attorneys
  - Attorneys up for the three-year evaluation process
  - Attorneys with limited/probationary contracts
  - Attorneys converting their status to or from a non-pickup status

# Contract Considerations for All Attorneys



- All OCR contracts are at-will contracts.
- OCR will investigate issues raised through feedback and/or during the verification process.
- OCR will determine if action must be taken on any attorney's contract, not just those up for renewal.

# Upcoming Timeline



Updated year-round at [www.coloradochildrep.org/attorney-center/applications](http://www.coloradochildrep.org/attorney-center/applications)

DATES	ACTIVITIES
December 31, 2016	Renewal Application Case References Form due (If you are up for renewal, OCR will email you instructions in November.)
Feb. 1 - Feb. 28, 2017	Stakeholder Survey open (closes February 28th at 5:00pm)
Mar. 1 - Mar. 31, 2017	2017 Attorney Applications for FY18 and Verifications Forms Open (available starting March 1st, due by March 31st)
Apr. 1 - June 15, 2017	OCR evaluates applications, attorney contracts, and jurisdictional needs and interviews applicants
June 15, 2017	Interviews with select new and renewal applicants complete
June 15-30, 2017	Final contracting decisions made; draft FY17 <a href="#">OCR Appointment Eligibility Lists</a> distributed to OCR attorneys for review
Jun. 30, 2017	FY18 <a href="#">OCR Appointment Eligibility Lists</a> finalized and distributed to the courts
July 1, 2017	Executed contracts due back to OCR

# Questions?



*To ask a question, type into the “Questions” box in the GoToWebinar toolbar.*