

Office of the Child's Representative
CARES Initial Data Migration Reimbursement Form
INSTRUCTIONS

When to Use this Form:

- On April 2nd, 2018, you will receive access to the new OCR CARES system. At that time, you can begin entering *your current open cases* from the old system into the new system. You will have **until May 15th, 2018** to enter all of your office's current open cases from the former system into the new system and to request reimbursement using the form on the next page. OCR will reimburse you \$7.50 for each of your office's open cases you migrated between systems.
- You will receive a welcome email with directions on how to use the new CARES system.
- **This reimbursement form is *not* for new cases to which you're appointed after April 2nd, 2018.**
- **Do not enter closed cases into the new CARES system.**
- Consult <http://www.coloradochildrep.org/attorney-center/cares-upgrade/> for more about the transition between systems.

How to use the form and submit it for reimbursement:

- 1) Enter a case and your appointment to that case into the new CARES system, carefully following all instructions on the "How to Set Up a Case" sheet attached to your welcome email.
- 2) Write that case number in the large "Case Numbers Entered" box on the form on the next page. (You can print that form and handwrite the entries, or you can type directly into the form.)
- 3) Repeat Steps 1 and 2 for each of your current open cases in the old system. *Remember that any new cases you pick up April 2nd or later should not be entered on this form nor into the old CARES system. New cases in April and beyond should go directly into the new system, and you can use the "Data Management / Open Case" activity in the new system to bill for opening them.*
- 4) After you have finished entering cases into CARES and logging them on the reimbursement form on the next page, be sure to complete the remainder of the form:
 - a) Fill out the Payable to, SSN/EIN, and Address lines. (This should be your firm regardless of whether you are disbursing payment to someone you contracted with to do the work.)
 - b) Count the total number of cases in the large "Case Numbers Entered" box and write the total below the list. OCR will verify and calculate your payment as this number x \$7.50.
 - c) Fill out your date(s) of data entry.
 - d) Sign the form.
- 5) Scan and email the completed form to ocradmin@coloradochildrep.org.

Please note:

- Writing case numbers on the form on the next page will not cause those cases to be migrated into the new system. You or your delegate needs to migrate the cases (Step 1 above); this form is only to *record* that you did so for reimbursement from OCR.
- You may find it most efficient to migrate cases in the order you will need to work on them. For example, look at your schedule for the next week and migrate those cases first.

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Payable to: _____ SSN/EIN: _____

Address: _____

Case Numbers Entered: *If you need more space, please attach additional page(s) listing case numbers.*

TOTAL NUMBER OF CASES ENTERED IN THE NEW CARES SYSTEM (listed above): _____

Date(s) of Data Entry: _____

By signing below, I certify that the statements in the above are true and actual in all respects and that payment of the amounts claimed therein has not been previously requested and has not been received.

Payee Signature: _____

Date: _____