

# New CARES Dashboard

**Colorado Attorney Reimbursement Electronic System** emusk Log out

**Colorado Office of the Child's Representative**

**Home** Home page and main dashboard of the CARES app.

**Appointments** Caseload

| Month    | Appointments | Children |
|----------|--------------|----------|
| 2018 Feb | 10           | 12       |
| 2018 Mar | 6            | 8        |

**Invoices** Billing

| Month    | Invoiced   | Paid   |
|----------|------------|--------|
| 2018 Feb | \$4,500.00 | \$0.00 |
| 2018 Mar | \$1,500.00 | \$0.00 |

**Alerts**

16JV36: CHECK MAXIMUM BILLING ALLOCATION.

FUNDS REQUEST APPROVED: 17JV123

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**Current Caseload** Caseload

Total Cases: 6  
Total Appointments: 6  
Total Children: 5

**ENTER ACTIVITIES**

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# System Preview: Appointment, Child, & Activity



## Appointment: 16JV456

Status: Open



**SAVE** **SAVE AND EXIT**

- PROFILE**
- ACTIVITIES
- FINANCIAL PROFILE
- ADDITIONAL USERS
- INVOLVED PERSONS
- NOTES
- ATTACHMENTS

|                         |                     |                        |         |               |
|-------------------------|---------------------|------------------------|---------|---------------|
| Full Unique Case Number | Abbrev. Case Number | Judicial District      | County  | Case Type     |
| D0402016JV000456        | 16JV456             | 12th Judicial District | Mineral | D&N - Non-EPP |

|                      |                      |                  |                        |
|----------------------|----------------------|------------------|------------------------|
| Appointment Nickname | Attorney Name *      | Office Name      | Appointment Capacity * |
|                      | Tyson, Neil deGrasse | Quantum Law Firm | GAL for Child          |

|                                |                        |                  |
|--------------------------------|------------------------|------------------|
| Appointment Billing Allocation | Case Billing Percent * | Effective Date * |
| \$5,000.00                     | 100%                   | 2/4/2018         |

**ADD CHILD PARTY**

| Child Party Name      | Date of Birth | Age | Current Placement | Days in Placement | Permanency Goal     | Appt. Start Date |
|-----------------------|---------------|-----|-------------------|-------------------|---------------------|------------------|
| GARFIELD, JAMES ABRAM | 09/24/2003    | 14  | AUNT JANE         | 15                | APR to Non-Relative | 02/04/2018       |



## Preview: Request Additional Funds (Excess Fees)

**Appointment: 16JV36**  
Status: Open 

▲ Check maximum billing allocation. SAVE SAVE AND EXIT

[PROFILE](#) [ACTIVITIES](#) **[FINANCIAL PROFILE](#)** [ADDITIONAL USERS](#) [INVOLVED PERSONS](#) [NOTES](#) [ATTACHMENTS](#)

|  |            |   |
|--|------------|---|
| Appointment Billing Allocation                   | \$5,100.00 |  |
| Total of activities entered but not yet invoiced | \$3,700.00 |   |
| Total amount invoiced but not yet paid           | \$1,240.00 |   |
| Total Paid                                       | \$0.00     |   |
| Remaining Available Funding                      | \$160.00   |   |

[REQUEST ADDITIONAL FUNDING](#)

Preview: Generate an Invoice  
(invoice contents shown on next slide)



imask  
Log out



Colorado Office of the  
Child's Representative

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### Cases/My Cases

View the list of appointments assigned to me.

Start Date From Start Date To Abbr. Case Number Child Party First Name Child Party Last Name

Open
  Closed
  Appointed to Me
  Nearing Maximum Billing Allocation
 Q

#### Matching Appointments

| Case Number | Case Nickname | Case Type                 | Court         | Child Parties         | Appointed Attorney   | Start Date | End Date |
|-------------|---------------|---------------------------|---------------|-----------------------|----------------------|------------|----------|
| 14JV123     | TJ            | D&N - Non-EPP             | 15 - Cheyenne | Jefferson, Thomas     | Tyson, Neil deGrasse | 02/01/2018 |          |
| 16JV36      |               | D&N - EPP                 | 11 - Custer   | Fillmore, Millard     | Musk, Elon           | 02/01/2018 |          |
| 16JV456     |               | D&N - Non-EPP             | 12 - Mineral  | Garfield, James Abram | Tyson, Neil deGrasse | 02/04/2018 |          |
| 17JD123     |               | Juvenile Delinquency (JD) | 5 - Eagle     | Jefferson, Thomas     | Tyson, Neil deGrasse | 02/13/2018 |          |
| 17JV123     | NTyson Test   | D&N - Specialized Court   | 11 - Chaffee  | Cleveland, Grover     | Tyson, Neil deGrasse | 01/15/2018 |          |
| 18JD1013    |               | Juvenile Delinquency (JD) | 11 - Fremont  | Monroe, James         | Musk, Elon           | 01/01/2018 |          |

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# Sample Invoice Contents

| Court     | Case Type | Case       | Activity Date | User           | Activity Date                     | Parties          | Duration (Hours) | Duration (Amount) | Quantity | Expense  | Credit | Total      |
|-----------|-----------|------------|---------------|----------------|-----------------------------------|------------------|------------------|-------------------|----------|----------|--------|------------|
| Jefferson |           |            |               |                |                                   |                  | 42.50            | \$3,075.00        | 335      | \$158.76 | \$0.00 | \$3,233.76 |
|           |           | B&N<br>EPP |               |                |                                   |                  | 42.50            | \$3,075.00        | 335      | \$158.76 | \$0.00 | \$3,233.76 |
|           |           | 18JV9999   |               |                |                                   |                  | 42.50            | \$3,075.00        | 335      | \$158.76 | \$0.00 | \$3,233.76 |
|           |           |            | 02/15/2018    | Smith,<br>John | Court                             | Simpson,<br>Bart | 1.10             | \$82.50           | 18       | \$8.33   |        | \$90.83    |
|           |           |            |               |                | Duration                          |                  | 0.50             | \$37.50           |          | \$0.00   |        | \$90.83    |
|           |           |            |               |                | Travel Time                       |                  | 0.60             | \$45.00           |          | \$0.00   |        | \$90.83    |
|           |           |            |               |                | Wait Time                         |                  | 0.00             | \$0.00            |          | \$0.00   |        | \$90.83    |
|           |           |            |               |                | Mileage                           |                  |                  | \$0.00            | 17       | \$8.33   |        | \$90.83    |
|           |           |            | 02/16/2018    | Smith,<br>John | Document Review                   |                  | 10.60            | \$795.00          | 1        | \$0.00   |        | \$795.00   |
|           |           |            |               |                | Duration                          |                  | 1.60             | \$120.00          |          | \$0.00   |        | \$795.00   |
|           |           |            |               |                | Travel Time                       |                  | 9.00             | \$675.00          |          | \$0.00   |        | \$795.00   |
|           |           |            |               |                | Mileage                           |                  |                  | \$0.00            | 0        | \$0.00   |        | \$795.00   |
|           |           |            | 02/19/2018    | Smith,<br>John | Communication with<br>Child       | Simpson,<br>Bart | 0.20             | \$15.00           | 1        | \$0.00   |        | \$15.00    |
|           |           |            |               |                | Duration                          |                  | 0.20             | \$15.00           |          | \$0.00   |        | \$15.00    |
|           |           |            | 02/21/2018    | Smith,<br>John | Visit Initial<br>(Home/Placement) | Simpson,<br>Bart | 5.40             | \$405.00          | 261      | \$127.40 |        | \$532.40   |
|           |           |            |               |                | Duration                          |                  | 0.90             | \$67.50           |          | \$0.00   |        | \$532.40   |
|           |           |            |               |                | Travel Time                       |                  | 4.50             | \$337.50          |          | \$0.00   |        | \$532.40   |

- ▶ Blue circles let you drill-down for more detail
- ▶ Yellow icons show you 10+ hour days
- ▶ Click a case number to jump to that case
- ▶ Toggle to a "Date View" to view totals by day

### CARES Fundamentals:

• **CASE:** A "case" comprises only a case number (court, year, case type, sequence) and a date the court opened that case. A *case* is sometimes shared in CARES—more than one office can be "appointed" to each case. Sometimes your case already exists in CARES *before* you are appointed to it.

• **APPOINTMENT:** An "*appointment*" in CARES is what links a case to an OCR attorney and to specific child(ren) whose interests are represented by that attorney (see diagram). Your appointment is exclusive to you and your office.

• **CHILD PARTIES:** Your appointment may include *multiple child parties* (see diagram).

