



Billing Policies and Procedures

August 1st, 2023



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Where to begin...

The screenshot shows the website header with the OCR logo and navigation links: About, Youth, Attorneys, Case Consultants, Training, Contact. A search icon is also present. The 'Attorneys' link is active, showing a dropdown menu with the following items: Guided Reference In Dependency (GRID), Litigation Toolkit, Billing & Reimbursement (highlighted in teal), Attorneys Help Center, and Topical Materials. The main content area features the text: 'Accountability. Efficiency. **EMPOWERMENT.** Justice, opportunity, and healthy families for all court-involved children and youth.'



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Billing and Reimbursement

Home > Attorneys > Billing and Reimbursement

Billing



Billing Policies and Procedures

OCR's official rules and procedures for contractor and staff billing, invoicing, and reimbursement.



CARES Login

OCR's billing and case management system for OCR contractors and their staff.



CARES Help Center

Tutorials and FAQs to use the CARES billing and case management system.

REIMBURSEMENT FORMS



Non-CARES Case Billing Form

Use this non-CARES form if an OCR staff attorney liaison pre-approved you to "paper bill."



Travel Expenses Request Form

Request approval for travel expenses including airfare, lodging, and meals.

BILLING HELP CENTER

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COLORADO OFFICE OF THE CHILD'S REPRESENTATIVE

Billing Policies and Procedures

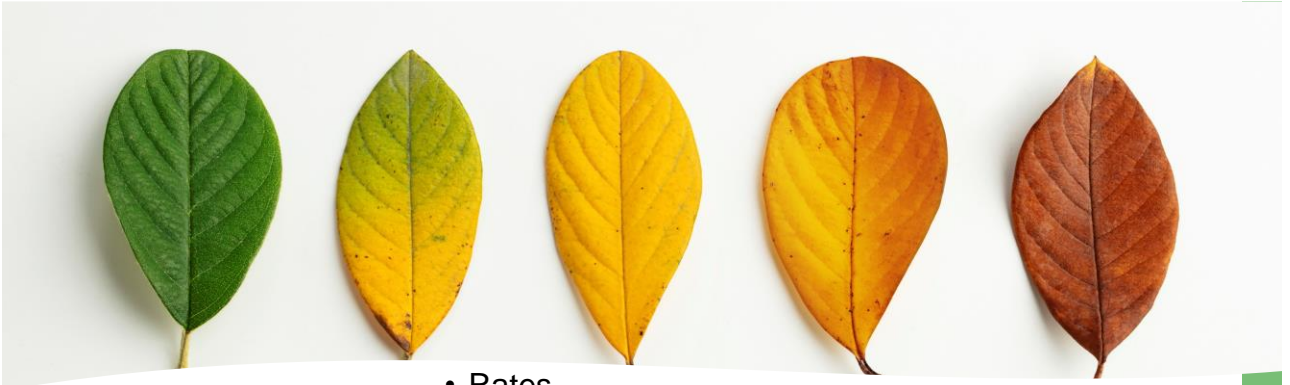
Effective Date 7/1/2023 | This document is updated periodically, so please use this link for the current version: <https://coloradochildrep.org/attorneys/billing-and-reimbursement/>

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Big Changes in July Update

- Rates
- Training reimbursement
- Second chair litigation support
- Appellate policy changes
- Joint billing for attorneys and CCs
- Interpreter services
- Collateral civil legal services



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Joint Billing

- Up to 1-year pilot
- Funded by IV-E
- Requires specific documentation:
 - Attorney bills for activity as usual
 - **CCs** must use specific bill categories for these activities:
 - Legal Advocacy and Independent Investigation
 - Group Communication/Meeting: CC and Attorney
 - TDM/Family Engagement/Staffing: CC and Attorney
 - Contact with Child
 - Visit: CC and Attorney
- Efficiency



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Interpreters

- OCR will pay for interpreters, as necessary.
- No longer requires staff attorney approval.
- Engage the interpreter directly:

Spring Institute ▼	SCAO Interpreters ▼
Request services using the form linked above.	Request services by contacting the interpreter directly.
Spring Institute bills OCR directly through an agency agreement.	The interpreter submits an invoice to OCR within 30 days of the date of service. Invoices must be emailed to billing@coloradochildrep.org .
Rates are governed by OCR's agreement with the Spring Institute.	Rates are governed by CJD 06-03 which references OLA Financial Policy .



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Civil Legal Services - Colorado Homeless Legal Project (CHLP)

- Can help with civil legal issues that are outside the scope of your OCR appointment.
- You and your client identify the civil legal issue and refer the matter to CHLP who will assign an attorney to the case.
- Potential areas for representation:
 - Sealing and Expungement of juvenile and criminal records
 - Housing security (landlord-tenant disputes) and access
 - Family Law (divorce, child support, child custody and decision-making)
 - Debt issues (bankruptcy, old debt, small claims court, wage garnishment)
 - Insurance/subrogation issues
 - Deregistration legal services
 - Birth certificates / Identification Cards
 - Government Benefits (Medicaid/Medicare, cash assistance, supplemental nutrition assistance, childcare funding)
- Additional legal matters can be referred with the preapproval of the OCR.

Contact Information

Coloradolegalproject@gmail.com

(303) 408-9960

coloradolegalproject.org



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Basics

- OCR CARES

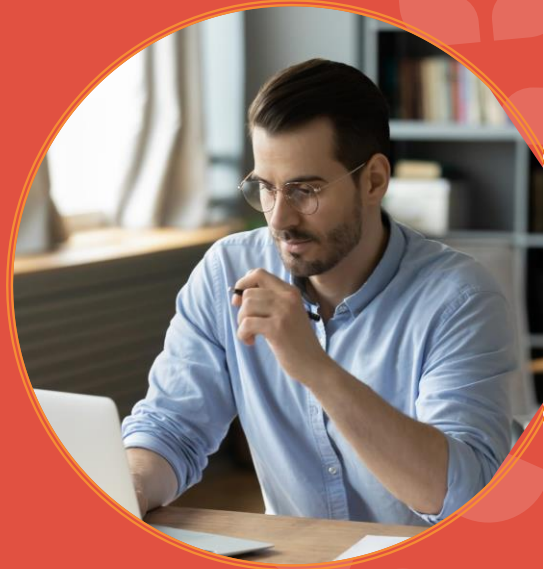
CARES Help Center

<https://ocr.zendesk.com/hc/en-us>

A circular inset image showing a young man and a woman looking at a computer screen in a library or office setting. The man is pointing at the screen while the woman looks on. In the background, another person is visible at a computer. The overall background of the slide is green with faint leaf patterns. In the bottom left corner, there is a small circular logo for the Colorado Office of the Child's Representative (OCR).

Basics

- Monthly Invoicing
 - May only send us ONE invoice for a particular month.
 - MUST be received by the 15th of the month.
 - Processed in the order they are received.
 - Endeavor to pay them within 30 days (though we have up to 45).



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Basics

- Additional Funding Requests
 - Make the request directly in CARES.
 - May take up to 14 days for OCR to review.
 - Request before funding runs out.
 - Requests must be supported by the explanation.



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Basics - What is Covered?

- Attorney time in and out of court
 - Does not include administrative tasks (two narrow exceptions)
- Travel time
- Reasonable expenses
 - Copy charges
 - Mileage
 - Actual cost of meals for each child per visit up to \$15
 - Postage



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Questions on the Basics?

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Case Types and Indigency Requirements

Case Type	Appointment Billing Allocation	Finding of Indigency Required	Special Considerations
Title 19 Dependency & Neglect	\$8,000	NO	Attorney must set up his/her/their appointment to the case in CARES before billing for work performed. No other authorization is required.
Title 19 Foster Youth in Transition Program	\$5,000	NO	Attorney must set up his/her/their appointment to the case in CARES before billing for work performed. No other authorization is required. Attorneys on the current D&N appointment list or Attorneys previously appointed to the youth are authorized to take these appointments.
Title 19 Juvenile Delinquency	\$4,000	NO	Attorney must set up his/her/their appointment to the case in CARES before billing for work performed. No other authorization is required. Appointment ends upon sentencing of the youth unless continued by the Court for a child in an out-of-home placement or when the youth turns 18, unless the court makes required findings under 19-1-111.
Criminal – Direct Files and Transfers	\$5,000	NO	Attorney must set up his/her/their appointment to the case in CARES before billing for work performed. No other authorization is required. Appointment ends upon sentencing of the youth unless continued by the Court for a child in an out-of-home placement or when the youth turns 18, unless the court makes required findings under 19-1-111.
Title 22 Education (Truancy)	\$3,000	NO	Attorney must set up his/her/their appointment to the case in CARES before billing for work performed. No other authorization is required.
Title 19 Paternity and Support	\$2,000	YES	OCR will pay for GAL services in paternity and support cases only if a court finds one or more of the parties ordered to be responsible for the costs are indigent. See Indigency Finding Requirements below this table. GALs appointed for a minor parent must set up his/her/their appointment to the case in CARES before billing for work performed. No other authorization is required. Attorneys on the current D&N appointment list are authorized to take these appointments.
Title 14 Domestic Relations (CLR)	\$3,000	YES	<u>For pre-decree/married parties:</u> Both parties must be indigent based on a consideration of their combined income and assets. <u>For post-decree/unmarried parties:</u> OCR will pay the indigent party's portion of the Attorney's invoice. I.e., if both parties are indigent, OCR will pay 100% of the Attorney invoice. If one party is indigent, OCR will pay the indigent party's portion of the invoice. See Indigency Finding Requirements below this table. GALs appointed for a minor parent must set up his/her/their appointment to the case in CARES before billing for work performed. No other authorization is required. Attorneys on the current D&N appointment list are authorized to take these appointments.



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Travel

- Regular in state travel, or out of state travel that is within 100 miles of your judicial district border, does not require approval.
- What does require approval:
 - Out of state travel over 100 miles from the judicial district border.
 - Travel related expenses other than mileage (e.g. hotel room).
- Out of state travel considerations:
 - Will the attorney be able to see the child/youth?
 - Is the travel necessary to the representation?
 - Is the attorney staying in their lane?
- Mechanics – request form on the billing page, emailed to your staff attorney liaison, may be some back and forth and then they approve it by email with the billing manager.



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Associates

- Non-Case Carrying Associates – protocol to qualify to bill at the attorney rate and this means you can cover in court.
- Case Carrying Associates – full contract with the OCR.
- Billing is entered by each user and then the managing attorney approves and submits the invoices.



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Litigation Support

No Approval required	Requires Pre-Approval
Mentors	Second-chair litigation support
CCs	Expert Witnesses (see website form)
Coverage	Investigators
Litigation Support List (including appeals)	Process Servers
Discovery	Transcript Fees (expedited)
Interpreters	IV-E Collateral Representation (for other civil legal services not listed in the Billing Policies and Procedures)
Transcript Fees (regular)	
IV-E Collateral Representation (for civil legal matters listed in the Billing Policies and Procedures)	



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Thank you!

