

## CARES Activity List

(<https://ocr.zendesk.com/hc/en-us/articles/360044858231>)

Any time you [enter an activity in CARES](#), you must first identify its **Activity Group**, then its **Activity Type**. All current groups and types from which you can choose are listed below for reference. Fields such as **duration**, **mileage**, **travel/wait time** and **child meal** are available *within* each applicable activity you create. Remember to consult OCR's [Billing Policies & Procedures](#) as well.

### Contact with Child:

- Communication with Child
- Meeting/Staffing with Child Present
- Visit: Additional (Home/Placement)
- Visit: Additional (Non-Placement)
- Visit: At Court
- Visit: At School
- Visit: Change of Placement
- Visit: Initial (Home/Placement)
- Visit/Observe Prospective Placement
- Visit: Unsuccessful
- Re-entry Contact
- Visit: CC and Attorney (**CC use only**)

### Hearing-Related Activity:

- Consultation: Inter-Office
- Consultation: Intra-Office
- Court (also has a "hearing type" field)
- Draft/File Document
- Hearing Prep
- Interviewing / Preparing Witness
- Legal Research
- Mediation
- Records Request
- Review Hearing-Related Document

### Miscellaneous Expenses:

- Copies
- Discovery
- Filing Fee
- Postage
- Transcript

### Legal Advocacy and Independent Investigation:

- Communication/Meeting with Department
- Communication/Meeting with Other Involved Person
- Communication/Meeting with Placement Provider
- Communication/Meeting with Relatives/Kin
- Communication/Meeting w/ Resp. Parents
- Communication/Meeting with School
- Communication/Meeting with Treatment/Service Provider
- Document Review
- Group Communication/Meeting
- Interview or observe prospective placement (child not present)
- Observe child's home of origin (child not present)
- Observe child's interaction with bio parents
- Research
- TDM/Family Engagement/Staffing
- Appellate work, pending case number
- Group Communication/Meeting: CC and Attorney (**CC use only**)
- TDM/Family Engagement/Staffing: CC and Attorney (**CC use only**)

### Data Management:

- Close Case ([Billing Policies](#) allow only up to 0.1 hrs per appointment within your office)
- End of Assignment Form - CC use only (**only for [OCR-Contracted Case Consultants](#)** who must complete this form, up to 0.1 per assigned appointment)
- CFY Case Management (up to 0.3 per applicable appointment in preparation for transition to Counsel for Youth (CFY))