



Office of Indigent
Legal Services

Parent Representation Semi-Annual Report (PRR-195)

Part 1 Training: Report Background, Investigation Representation & Caseload

July 11th, 2024

Background

This form is based on . . .

- [ILS RFPs for Parent Representation](#)
- [ILS Standards for Parent Representation](#)
- [ILS Caseload Standards for Parents' Attorneys](#)

This form is to be completed by . . .

Providers of mandated parent representation receiving ILS grant funding via Model Office 1, 2, 3 or Family Defense Quality Improvement & Caseload Reduction Grants 1, 2, 3

Background (Cont'd)

- The Form is also based on and has been informed by...
 - Provider/ILS Data Metrics Meetings & Follow-up Discussions
 - Discussions with the PRAC Data Subcommittee
 - The Data Collection Guide (Summer 2023)
 - Tailored to each provider's Work Plan/Proposal

The PRR-195 Mirrors RFP Initiatives



Timely Access



Caseload Relief



Interdisciplinary Representation



Training

Note: Your office's grant project may not include all four initiatives. You will only need to report on those for which you are receiving ILS funding.

Why Do We Need Accurate Data?

- To track the implementation of quality improvement and caseload reduction initiatives in mandated parent representation over time
 - Insight into funding and practice needs, areas for continued improvement
 - Highlight the value of State investment in mandated parent representation



The Reporting Period – *First Report Only**



From the **date your contract was signed** through **June 30th, 2024**



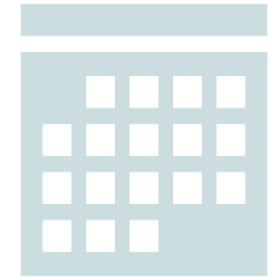
The current reporting deadline is
August 30, 2024



Moving Forward:
Semi-annual reporting schedule

Semi-Annual Reporting Schedule

*Beginning in 2025**



Reporting Period	Reporting Deadline
January 1 st – June 30 th	August 1 st
January 1 st – December 31 st	February 1 st

Reference Materials



Definitions for Reporting Parent Representation Caseloads to ILS

Instructions and Definitions embedded in online reporting form




Your Grant Contract

Signature Date


Budget (Attachment B-1)

Workplan (Attachment C)



Quantifying Timely Access

Investigation Representation (IR) occurs when a provider advises a client of their rights, gives legal advice, or takes legal action on behalf of a client prior to court intervention, during a CPS investigation.

- IR Caseloads
 - CPS Investigations Outcomes
 - Family Separation and Family Reunification
 - Ancillary Legal Issues
 - Interdisciplinary Representation – The Use of Specialized Services
- 

Provider Demographic Information

Questions 1-3

- **Grant(s)** (e.g., First Upstate Family Defense (Child Welfare) Quality Improvement & Caseload Reduction)
- **Provider Type** (i.e., Institutional Provider or Assigned Counsel Program)
- **Case Management System (CMS)**

Investigation Representation (IR)

Screener question:

4. Under the above ILS grant(s) does your office provide representation during a CPS investigation (IR)?

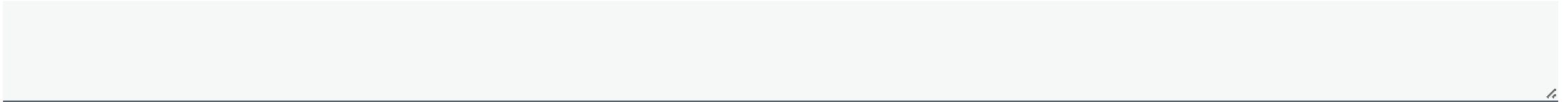
- *If yes, you will automatically proceed to Question #5*
- *If no, you will automatically skip to Question #18*

IR Caseload

- Questions 5 - 7 ask you to report the total number of IRs **opened**, **closed** and **pending** during the reporting period.
- Click on **Instructions and Definitions** or review *Definitions for Reporting Parent Representation Caseloads to ILS* to ensure accuracy in counting petitions.

IR (Cont'd)

8. If you are unable to report the number of opened, closed, and pending IR cases, please provide any relevant data that you currently collect in the comment section below.



IR – CPS Investigation Outcomes

9. In how many IRs closed in the reporting period were the following true?

	Number of IRs	Unable to Report
Petition Filed - Abuse	<input type="text"/>	<input type="radio"/>
Petition Filed - Neglect	<input type="text"/>	<input type="radio"/>
Article 10 Petition Not Filed - Indicated Allegations	<input type="text"/>	<input type="radio"/>
Article 10 Petition Not Filed - Unfounded Allegations	<input type="text"/>	<input type="radio"/>

= Total IRs closed during the reporting period

Note: These categories are mutually exclusive.

IR (Cont'd)

10. In how many IRs that resulted in the filing of an Article 10 petition did the IR attorney continue to represent the client in the Article 10 proceedings (i.e., vertical representation)?

Number of IRs

Total	Not Applicable - None of the IRs Resulted in a Finding	Unable to Report
<input type="text"/>	<input type="radio"/>	<input type="radio"/>

IR Clients & Dependents

11. Of the IRs closed during the reporting period, please report the total number of:

Clients Represented

Children who were subjects of CPS investigation

Total

IR – Family Separation & Reunification

12. For IRs that have been closed during this reporting period, please report the number of removals that occurred during the CPS investigation pursuant to Family Court Act §§ 1021, 1022, or 1024. After the IR, how many children were returned to their parent(s)?

	Total Number of Children Removed	Total Number of Children Returned to Parent	Not Applicable - No Removals Occurred	Unable to Report
§ 1021			<input type="checkbox"/>	<input type="checkbox"/>
§ 1022			<input type="checkbox"/>	<input type="checkbox"/>
§ 1024			<input type="checkbox"/>	<input type="checkbox"/>
§ Unknown			<input type="checkbox"/>	<input type="checkbox"/>

IR and Other Family Court Representation

13. For IRs closed during the reporting period, please indicate **how many of the other petition types** listed below were *pending* for the **same client at the same time** that the IR was occurring.

	Number of Petition Types Pending	Unable to Report
Custody/Visitation	<input type="text"/>	<input type="radio"/>
Family Offense	<input type="text"/>	<input type="radio"/>
Guardianship	<input type="text"/>	<input type="radio"/>
Modification of a Prior Final Order	<input type="text"/>	<input type="radio"/>
Paternity	<input type="text"/>	<input type="radio"/>
Willful Violation of Child Support	<input type="text"/>	<input type="radio"/>
Willful Violation (Other)	<input type="text"/>	<input type="radio"/>
Other (please specify)	<input type="text"/>	<input type="radio"/>








IR and Criminal Legal System Involvement

14. Of the clients with IRs closed during the reporting period, **how many clients** were also charged with a **criminal offense** related or unrelated to the CPS investigation?

	Number of Clients	Unable to Report
Violent Felony	<input type="text"/>	<input type="radio"/>
Non-Violent Felony	<input type="text"/>	<input type="radio"/>
Misdemeanor/Violation	<input type="text"/>	<input type="radio"/>
Post-Disposition	<input type="text"/>	<input type="radio"/>
Parole Violation	<input type="text"/>	<input type="radio"/>
Yes, but the specific charge is unknown	<input type="text"/>	<input type="radio"/>
Unknown	<input type="text"/>	<input type="radio"/>

Interdisciplinary IR

15. Please report the number of IRs closed during the reporting period in which any of the following grant-funded services were utilized.

	Number of IRs	Position Type	Unable to Report
Social Worker/Case Manager	<input type="text"/>	-- Select -- Contract or Personnel 	<input type="checkbox"/>
Parent Advocate/Mentor	<input type="text"/>	-- Select -- 	<input type="checkbox"/>
Paralegal	<input type="text"/>	-- Select -- 	<input type="checkbox"/>
Investigator	<input type="text"/>	-- Select -- 	<input type="checkbox"/>
Interpreter	<input type="text"/>	-- Select -- 	<input type="checkbox"/>
Expert	<input type="text"/>	-- Select -- 	<input type="checkbox"/>
Other	<input type="text"/>	-- Select -- 	<input type="checkbox"/>

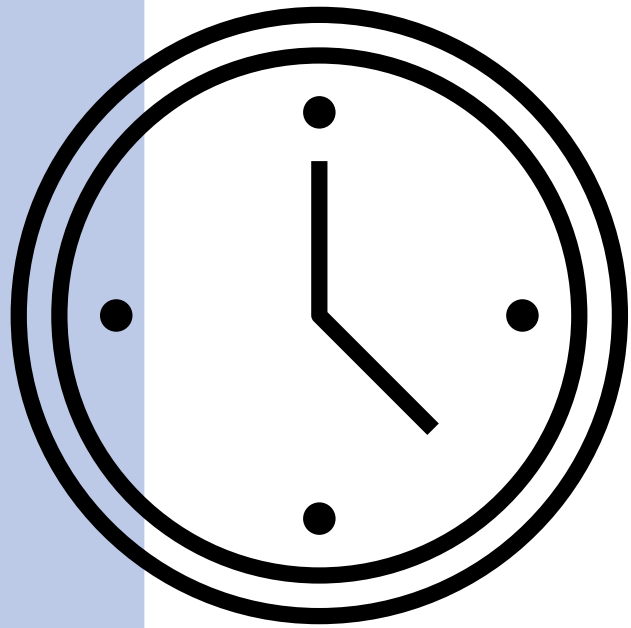
Interdisciplinary IR (Cont'd)

16(a). Please provide a summary of your office's use of grant funded specialized service **personnel** in IRs. In your response, please describe how specialized service personnel are assigned and ways in which the utilization of specialized service personnel positively impacted representation.

16(b). Please provide a summary of how your office worked with **contracted** specialized service professionals in IRs. In your response, please describe how contracted specialized service professionals are assigned and ways in which the utilization of contracted specialized services positively impacted representation.

IR Barriers

17. Please provide a brief description of any barriers to providing IR in the comment box below.



Let's take a break!

See you in 10 minutes

Public Outreach Campaign Tasks & Initiatives

Screening Question:

18. Do(es) the grant contract(s) for your office include funding for public outreach campaigns and initiatives? Please see Attachment B-1 of your contract if you are unsure.

- *If yes, you will automatically proceed to Question #19*
- *If no, you will automatically skip to Question #23*

Public Outreach Campaign Tasks & Initiatives (Cont'd)

19. Summarize your office's efforts to inform the community regarding the availability of public defense representation during a CPS investigation.

[Include information such as meetings/networking events with other community agencies (e.g., mental health), the distribution of information pamphlets/flyers, coordination with criminal defense or other legal service providers, etc.]

Public Outreach Campaign Tasks & Initiatives (Cont'd)

20. Please provide the total number of IRs received from each referral source.

DSS

Community Organizations

Other Attorneys (Within or from outside of your program)

Self-Referral (e.g., community outreach campaign, flyers, social media, etc.)

Unable to Report

Public Outreach Campaign Tasks & Initiatives (Cont'd)

21.If you were unable to provide the total number of IRs received from each referral source, please provide any relevant information in the comment box below.

Public Outreach Campaign Tasks & Initiatives (Cont'd)

Screenener question:

22. Did your program create an “on-call” phone line/procedure to monitor intake of the IRs?

- *If yes, you will automatically proceed to Questions 22(a), 22(b), and 22(c).*
- *If no, you will automatically skip to Question #23*

Public Outreach Campaign Tasks & Initiatives (Cont'd)

22(a). How was the "on-call" initiative implemented?

22(b). How many calls were received during the reporting period?

22(c). Please provide a summary of successes and challenges related to the on-call initiative.

Officewide Attorney Caseloads

Reference Materials:

- Caseload Standards for Parents' Attorneys in New York State Family Court Mandated Representation Cases (2021)
- Definitions for Reporting Parent Representation Caseloads to ILS (2024)
 - Instructions and Definitions are also embedded in the Reporting Form

Proceeding Type	Minimum Average Number of Hours	Maximum Proceedings per Year	Paternity Equivalent Weight
Paternity	6.25	300	1
Willful Violation of Support	12.5	150	2
Willful Violation Other	15.6	120	2.5
Family Offense	15.6	120	2.5
Guardianship	18.75	100	3
Violation of Conditional Surrender	18.75	100	3
Adoption	18.75	100	3
Modification of Prior Order	25	75	4
Custody/Visitation	25	75	4
Conditional Surrender	31.25	60	5
Neglect	56.25	33.3	9
Abuse	56.25	33.3	9
TPR	56.25	33.3	9

Family Court Caseloads

Officewide Attorney Caseloads (Cont'd)

- Questions #23, #24, #25 ask you to report the number of petitions **opened, closed** and **pending** during the reporting period
 - If needed, select “unable to report” and provide any data that you currently collect and an explanation in question #26

Insert totals by petition type below:

Abuse

Neglect

Termination of Parental Rights

Paternity

Willful Violation of Support

Willful Violation Other (Contempt)

Family Offense

Guardianship

Violation of Conditional Surrender

Adoption

Modification of Prior Order

Custody/Visitation

Conditional Surrender

Unable to Report

Counting Caseloads – Definitions

- A **petition** is opened and must be counted when a provider agrees to represent a client on a petition
 - When the provider begins representation on a petition and also assumes representation for the same client on another existing petition, the provider should open and count both petitions as two new and separate petitions for caseload counting purposes.

Counting Caseloads – Definitions (Cont'd)

A **petition** is **closed** when:

- a) the court makes a final determination, **AND** the client has either waived or invoked the right to appeal, **OR**
- b) the court accepts and enters a settlement agreement, **OR**
- c) the court relieves the provider from representing a client.

- 24(a): Of the petitions closed during the reporting period, how many **clients** were represented?
 - Provide numbers by petition type (see next slide)



24(a) (Cont'd)

	Number of Clients Represented	Not Applicable - Type of Petition Not Closed	Unable to Report
Abuse		<input type="checkbox"/>	<input type="checkbox"/>
Neglect	15	<input type="checkbox"/>	<input type="checkbox"/>
Termination of Parental Rights		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paternity		<input type="checkbox"/>	<input type="checkbox"/>
Willful Violation of Support		<input type="checkbox"/>	<input type="checkbox"/>
Willful Violation Other (Contempt)		<input type="checkbox"/>	<input type="checkbox"/>
Family Offense		<input type="checkbox"/>	<input type="checkbox"/>
Guardianship		<input type="checkbox"/>	<input type="checkbox"/>
Violation of Conditional Surrender		<input type="checkbox"/>	<input type="checkbox"/>
Adoption		<input type="checkbox"/>	<input type="checkbox"/>
Modification of Prior Order		<input type="checkbox"/>	<input type="checkbox"/>
Custody/Visitation		<input type="checkbox"/>	<input type="checkbox"/>
Conditional Surrender		<input type="checkbox"/>	<input type="checkbox"/>

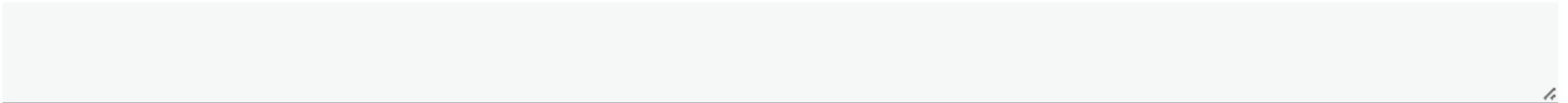
≠ total clients represented on petitions closed

*Note: These categories are **NOT** mutually exclusive.*

Officewide Attorney Caseloads (Cont'd)

25. Please report the total number of petitions pending on June 30, 2024.

26. If you were unable to report the total numbers above by petition type, please provide any data that you currently collect and an explanation in the comment section below.



Family Court Attorneys

Institutional Providers

27. Please report the following staffing information as of June 30, 2024

- Total Number of FTE Attorneys who Provide Family Court Representation
- Of the FTE Attorneys, how many provide Article 10 Representation?

Assigned Counsel Programs

28. Please report the total number of attorneys on the Assigned Counsel Panel who provide representation in Family Court matters as of June 30, 2024.

Either #27 OR #28, depending on provider type

Next Steps:

- The Part 2 Training will be held **Thursday, July 25th** from **1-2:30 pm** via Webex
 - Article 10 & TPR Representation, Grant-Funded Positions, Training and report submission
 - Recording & Materials will be available online
- Reminder: The reporting deadline for the FIRST report is **August 30th, 2024**
 - Beginning in 2025, the reporting deadlines will be February 1st and August 1st

Questions?

- For additional inquiries please contact Research Associate Reilly Weinstein at fcdata@ils.ny.gov or reilly.weinstein@ils.ny.gov