

ATTACHMENT 4 - SCOPE OF SERVICES FOR SAN LUIS OBISPO COUNTY

1. JUVENILE DEPENDENCY COURT GOALS

A. The San Luis Obispo County Juvenile Dependency Court (Juvenile Court) is the division of the Court that has responsibility for hearing cases involving children who have been abused and neglected. The legal actions in this court are described in Welfare and Institutions Code sections 300 et seq.

B. As provided in the California Welfare and Institutions Code, section 300.2, the purpose of the juvenile court is:

“To provide maximum safety and protection for children who are currently being physically, sexually, or emotionally abused, being neglected, or being exploited, and to ensure the safety, protection, and physical and emotional well-being of children who are at risk of that harm. This safety, protection, and physical and emotional well-being may include provision of a full array of social and health services to help the child and family and to prevent re-abuse of children. The focus shall be on the preservation of the family as well as the safety, protection, and physical and emotional well-being of the child.”

C. **The mission of the Juvenile Court is to protect children, preserve families, and provide permanency for children while treating all with dignity, respecting diversity and valuing each child as our own.**

D. Acknowledging that the Juvenile Court is a court of law and that all parties have certain due process rights based upon the Federal and State Constitutions and statutes, the Juvenile Court sets the following goals and takes steps to ensure that:

- Child safety is the primary consideration in all decisions within the juvenile dependency system.
- Child welfare professionals will design and coordinate all services for the family and ensure that they are practical.
- Families will encounter the same professionals throughout the time their case is before the court.
- Children will experience a single stable placement within their community until a permanent home can be found.
- All children will have an identified permanent home within one year of removal from the home of their parents.
- All professionals will provide up-front services and interventions, using the court process as a last resort for the resolution of cases.
- All professionals will assist families who come in contact with the child welfare system to be able to solve their own problems.

- All professionals will resolve issues utilizing alternative dispute resolution techniques while keeping foremost the best interests of the child.
 - All professionals will encourage and support the use of trained volunteers within the juvenile dependency system.
 - All professionals will cooperate in immediately gathering information regarding family members, including medical, mental health and educational histories and other facts necessary to assist the child and family members.
 - The court will provide a fair, speedy, economical, and accessible forum for the resolution of matters involving child welfare.
 - All children under court jurisdiction will have their medical, mental health and educational needs addressed by their caretakers and all professionals working with the child welfare system.
- E. The Juvenile Court will work with all court-serving agencies, attorneys, and other courts so that cases in different courts involving the same child or family members are identified and are heard by one judge in a coordinated fashion.

2. ATTORNEY PERFORMANCE REQUIREMENTS

All attorneys are required to meet the Attorney Competency Certification laid out in CRC Rule 5.660, and must be prepared to meet the following performance standards. Attorneys appointed by the juvenile court are expected to zealously and independently represent clients at every stage of dependency proceedings, unless relieved by the court. The following description of counsel's responsibilities and actions is presented as an outline of what would constitute thorough and professional representation. An individual case would rarely require all of the activities enumerated; underlying each activity is the expectation that the attorney will possess knowledge and understanding of current statutes, rules of court, relevant case law, and the policies inherent within them.

- A. Maintain ongoing client contact
1. Meet with the client prior to court hearings;
 2. Personally explain to the client, in a developmentally appropriate manner, what the court is deciding and what alternatives might be available; elicit the client's preferences, advise the client, and discuss what will happen next;
 3. Observe the parent's interaction with the child(ren), after obtaining permission from opposing counsel;
 4. Contact the client in the event of an emergency or significant case-related event; and
 5. Be accessible to the client through office hours, telephone/voice mail, fax, e-mail or home/school/office visits.
 6. Additional duties of child's counsel:

- a. Visit the child at each new placement, whenever feasible; and
 - b. Personally visit with the child in a non-court setting prior to court hearings.
7. Additional duties of parents' counsel:
- a. Investigate and evaluate the parents' environment (home, relative home, shelter, etc.); and
 - b. Be alert to any special needs of the parent related to his or her ability to understand and participate in the court process, including making a determination as to whether or not a guardian ad litem is necessary.
- B. Conduct thorough, continuing, and independent investigations and interviews necessary to ascertain the facts, which may include, but is not limited to:
1. Obtaining any required authorizations for the release of information;
 2. Reviewing the client's social services, psychiatric, psychological, drug and alcohol, medical, law enforcement, and school records; taking any additional steps necessary to gain access to those records that may not be in existing or open files;
 3. Making all efforts to investigate the appropriateness of a medication request and provide input to the court whenever possible;
 4. Reviewing court file and case-related records of the social services agency and other service providers;
 5. Interviewing school personnel, caretakers, neighbors, relatives, coaches, clergy, mental health professionals, physicians, and law enforcement officers;
 6. Contacting and meeting with child welfare workers who are presently or were previously interacting with the client or other family members, including the child welfare worker who will provide the next report to the court;
 7. Contacting counsel for other parties;
 8. Contacting any non-attorney guardian ad litem or Court Appointed Special Advocates (CASA) appointed in the case to obtain background information;
 9. If additional information suggests, contacting other professionals and lay witnesses who may identify alternative potential placements and services;
 10. Eliciting the client's preferences, advising the client, and giving guidance in a developmentally appropriate manner (regarding placement, visitation/contact, or agency recommendations);
 11. Identifying individuals in the child's life to maintain consistent connections and possibly serve as alternate caretakers;
 12. Reviewing photographs, video or audio tapes, and other relevant evidence; and
 13. Attending treatment and placement conferences and placement staffing.
 14. Additional duties of child's counsel:

- a. Contact and meet with parents/legal guardians of child(ren), with permission of their attorney;
- b. Upon being appointed by the court, investigate the interests of the child beyond the scope of the proceedings and report to the court, subject to any legal privileges, any other interests of the child that may need to be protected by the institution of other administrative or procedural hearings.

These interests include, but are not limited to:

- i. School/education issues;
 - ii. Special education;
 - iii. Child support;
 - iv. Personal injury;
 - v. Mental health proceedings;
 - vi. Immigration;
 - vii. Social security payments; and
 - viii. Medical issues.
- c. Attend Welfare and Institutions Code section 241.1 hearings if the child is a dependent with a new delinquency petition pending or if the child is a ward and the subject of a new dependency petition; advocate for dependency or dual jurisdiction as appropriate.

15. Additional duties of parents' counsel:

- a. Contact and meet with counsel for the child to determine child's wishes versus parents' interpretation of child's wishes;
- b. Emphasize what is expected of the parent and the consequences for failing to complete the terms of the case plan;
- c. Stress the need for the parent to communicate to counsel any questions about the case plan or problems in fulfilling its requirements; and
- d. Respond to all communications from client (e.g., phone messages, email, etc.).

C. File pleadings, including petitions, motions, responses, or objections, as necessary to represent the client. Requested relief may include, but is not limited to:

1. Obtaining necessary services for the family;
2. A mental or physical examination of the client;
3. A parenting, custody, or visitation evaluation of the client;
4. An increase, decrease, or termination of contact or visitation;
5. Requesting, restraining, or enjoining a change of placement;
6. Contempt for non-compliance with a court-order;

7. Termination of a child-parent relationship;
 8. The administration of psychotropic medications;
 9. Restraining orders;
 10. Motions to Quash a child's testimony;
 11. A protective order concerning the client's privileged communication or tangible property;
 12. Dismissal of petitions or motions; and
 13. 388 motions to reinstate parental rights.
- D. Seek appropriate services (by court order if necessary) to access entitlements, to protect the client's interest, and to advocate for a comprehensive service plan.
1. Attorney advocacy may include, but is not limited to:
 - a. Family preservation and related prevention and reunification services;
 - b. Advocating placement with siblings;
 - c. Sibling and family visitation;
 - d. Maintaining connection with relatives or non-related extended family members (NREFM) and community ties;
 - e. Child support;
 - f. Domestic violence prevention and treatment;
 - g. Medical and mental health care;
 - h. Drug and alcohol treatment;
 - i. Parenting education;
 - j. Transitional and independent living services and plan;
 - k. Adoption services;
 - l. Education;
 - m. Recreational or social services;
 - n. Housing;
 - o. Long-term foster care or Another Planned Permanent Living Arrangement; (parent's counsel may advocate for Individualized Permanent Plans for child(ren) in lieu of adoption/guardianship); and
 - p. Post-adoption agreement referral.
 2. Agencies (i.e. school districts, housing authority, etc.) may be joined in the dependency action if there are problems with the services being provided;
 3. Counsel should request services even if no hearing is scheduled. If direct informal requests to treatment providers are unsuccessful, counsel should file a motion related to necessary services.

4. Counsel should advocate for services for clients with special needs, such as physical, mental, or developmental disabilities. These services may include, but are not limited to:
 - a. Special education and related services;
 - b. Supplemental security income (SSI) to help support needed services;
 - c. Therapeutic foster and group home care;
 - d. Residential/in-patient and outpatient psychiatric treatment; and
 - e. Regional center services.
- E. Negotiate settlements/mediations
 1. Initiate and participate in settlement negotiations to seek an expeditious resolution of the case, avoiding continuances and delays; and
 2. Attempt to settle any contested issues by initiating and participating in settlement negotiations, including mediation.
- F. Hearings
 1. Attend and participate in all hearings related to the dependency matter;
 2. Report to the court on the child's adjustment to placement, social services' and the parent's compliance with prior court orders and treatment plans, and child/parent interactions during visitation and other contact;
 3. Present and cross-examine witnesses, offer exhibits, and provide independent evidence;
 4. Prepare and submit trial briefs prior to contested hearings;
 5. Be prepared to endorse, challenge, and amplify any reports submitted to the court;
 6. Ensure that the record reflects objections, reasoning, waivers, and the evidence upon which the court relies, and that it preserves issues for appeal;
 7. If a continuance is sought, prepare a written motion under Welfare and Institutions Code section 352; and
 8. At the conclusion of the hearing, if appropriate:
 - a. Make a closing argument and provide proposed findings of fact and conclusions of law;
 - b. Request orders that are clear, specific, and where appropriate, include a timeline for assessment, services, placement, and evaluation of the child and/or family;
 - c. Ensure that a written order is entered; and
 - d. Review all written orders to advocate for the orders to conform to the court's verbal orders and statutorily required findings and notices.

9. Additional duties of child's counsel:

Pursuant to Welfare and Institutions Code section 349, the child has a statutory right to be present at the hearing:

- a. A child's presence at a hearing should be based upon an individual determination of the child's willingness to attend, age, and maturity;
- b. A child's presence at a hearing should be based upon consultation with the child, therapist, caretaker, or any other knowledgeable adult in determining the effect of the child being present at the hearing; and
- c. Consider the court facilities and how children attending hearings are accommodated.

10. Additional duties of parents' counsel:

Represent parent at hearings set to determine the ability to pay for the cost of court appointed counsel.

11. Prepare client to testify as a witness

- a. Consult with client and determine whether s/he should testify;
- b. Prepare the client to testify;
- c. Protect the client by making appropriate objections; and
- d. Ensure that questions are appropriate (developmentally and linguistically).
- e. Additional duties of child's counsel:
 - (i) Determination of calling the child as a witness:
 - Consider the child's need or desire to testify;
 - Weigh the likely consequences of having the child testify;
 - Determine the necessity of the child's direct testimony;
 - Determine if there is any other evidence or hearsay exceptions that may eliminate the need for direct testimony;
 - Determine the child's developmental ability to provide direct testimony and withstand possible cross-examination; and
 - Consider available alternatives to in-court testimony as specified in Welfare and Institutions Code section 350(b).
 - (ii) Child as a witness:
 - Prepare the child to testify:
 - a. Familiarize the child with the courtroom, court procedures, and what to expect during direct and cross-examination;
 - b. Make an effort to advocate for your client (including making objections) that testifying will cause minimum harm to the child;

- c. If possible, conduct the direct testimony of the child; and
 - d. Object to questions that are not developmentally appropriate and/or not phrased in a syntactically and linguistically appropriate manner.
- (iii) Challenges to child's testimony/statements: If necessary, prepare expert testimony to establish competency or reliability or to rehabilitate any impeachment.

G. Appeals, Withdrawal, Writs and Reunification

1. Appeal:
 - a. Consider and discuss with the client, as developmentally appropriate, the right to appeal, the ramifications of an appeal (including delaying implementation of services or placement), and the likely result of an appeal;
 - b. If, after a thorough discussion, the client wishes to appeal, file a notice of appeal (JV-800 or JV-800S);
 - c. Seek appropriate orders and extraordinary writs necessary to protect the interests of the client during the pendency of the appeal;
 - d. If child's trial counsel, seek separate appellate counsel as appropriate pursuant to rule 5.661;
 - e. If permitted by the Court of Appeal, participate in the appeal, even if filed by another attorney, unless discharged;
 - f. Keep the client informed of the progress of the appeal, to the extent possible; and
 - g. Once a decision is rendered, explain the result to the client, and discuss any additional appellate remedies that may be available as well as what will happen next in juvenile court.
2. Withdrawal: If the appeal would be frivolous or counsel lacks the necessary experience or expertise, counsel should notify the court and seek to be discharged or replaced.
3. Writs:
 - a. Consider the writ procedure even if a hearing under Welfare and Institutions Code section 366.26 is not set if an appeal will not lie, or the circumstances require prompt action.
 - b. Rule 5.660 Writ
4. Reunification: If reunification services are not offered or are terminated, and a Welfare and Institutions Code section 366.26 hearing is set, consider and discuss with the client writ rights and procedures under rules 8.450 and 8.452 of the California Rules of Court;

- a. If the writ is to be sought, file the Notice of Intent (JV-820) once the adult client has signed it;
 - b. If the adult client is not available to sign the notice, request the Court of Appeal to permit counsel to sign on behalf of the absent client.
 - c. If representing the child, sign and file JV-820 on behalf of the child;
 - d. If inexperienced in preparing writs, consult with, or seek assistance from colleagues familiar with the procedures and requirements;
 - e. Prepare and submit the writ petition;
 - f. Attend any scheduled oral argument; and
 - g. Once a decision is rendered, explain the result to the client, and discuss additional remedies that may be available as well as what will happen next in the juvenile court.
- H. Cessation of Representation:
1. Discuss the end of legal representation and what contacts, if any, the client and the attorney will continue to have;
 2. Ensure the client has contact numbers for social services or other emergency services.

3. ADDITIONAL ACTIVITIES EXPECTED OF THE PROVIDER

The Juvenile Dependency Court fosters collaboration among all agencies involved in the System, as recommended by the California Blue Ribbon Commission on Children in Foster Care. In order to ensure such collaboration, the dependency attorneys or the administrator of the program for the representation of parties in dependency proceedings, or his or her designee, must participate in system meetings that are intended to improve services for children and families in Dependency Court. These meetings include, for example:

- “Brown Bag” dependency stakeholder meetings convened by the court;
- Educational forums sponsored by the Court or other agencies involved in the System;
- Any special meeting called by the Presiding Juvenile Court Judge; and
- Additional meetings that may be established, as changes in the law require.

4. SAN LUIS OBISPO COUNTY COURT FACILITIES AND CALENDARING SYSTEM

A. The Superior Court hears juvenile dependency cases at the following facilities:

- **Primary Facility**
Courthouse Annex – Department 12
1035 Palm
San Luis Obispo, CA 93408

RFP Title: San Luis Obispo County Dependency Representation

RFP No.: CFCC 08-12-LM

- **Secondary Facilities**

- Juvenile Justice Center (JSC)
1065 Kansas Avenue
San Luis Obispo, CA, 93408
- Paso Robles Courthouse
901 Park Street
Paso Robles, CA, 93446

- B. Mediation and other negotiation settlements are held at other locations agreed upon by the parties. All office space will be the responsibility of the contractor.
- C. Following is a description of the court's calendaring system. Court calendars may be adjusted by the Presiding Judge of the Juvenile Court.

Wednesday through Friday

Contested and uncontested matters including but not limited to hearings for detention, jurisdiction, disposition, review, 366.26, and post-permanency.

Monday and Tuesday

Additional Detention Hearings
Special Settings

5. **DRAFT PROGRAM GOALS**

A key goal of the DRAFT Program is to improve outcomes for children and families in the dependency system. The tables below show the most recent available data for San Luis Obispo County, as compared with the rest of the state, for the measures that have been adopted by the DRAFT Program for evaluation purposes, having been identified by DRAFT attorneys as outcomes impacted by their work.

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San Luis Obispo Outcomes Measures¹

Kin Placements²

	October 2011	
	Dependent Children in Care	% with Kin
San Luis Obispo	307	52.8%
California w/o San Luis Obispo	48,842	38.3%

Siblings Placed Together³

	October 2011	
	Kin	Non-Kin
San Luis Obispo	86.7%	73.7%
California w/o San Luis Obispo	83.3%	68.3%

Reunification w/in 12 months⁴

	Oct. 2009 – Sept. 2010	
	Kin	Non-Kin
San Luis Obispo	44.3%	26.3%
California w/o San Luis Obispo	9.4%	13.2%

Reunification w/in 24 months⁵

	Oct. 2009 – Sept. 2010	
	Kin	Non-Kin
San Luis Obispo	83.1%	38.8%
California w/o San Luis Obispo	67.3%	56.7%

Re-entry w/in 12 months⁶

	Oct. 2009 – Sept. 2010	
	Kin	Non-Kin
San Luis Obispo	12.5%	26.3%
California w/o San Luis Obispo	9.4%	13.2%

Guardianship w/in 24 months⁷

	Oct. 2009 – Sept. 2010	
	Kin	Non-Kin
San Luis Obispo	4.2%	0.0%
California w/o San Luis Obispo	8.2%	1.2%

¹ Source: Needell, B., Webster, D., Armijo, M., Lee, S., Dawson, W., Magruder, J., Exel, M., Glasser, T., Williams, D., Zimmerman, K., Simon, V., Putnam-Hornstein, E., Frerer, K., Cuccaro-Alamin, S., Winn, A., Lou, C., & Peng, C. (2010). Child Welfare Services Reports for California. Retrieved from University of California at Berkeley Center for Social Services Research website. URL: http://cssr.berkeley.edu/ucb_childwelfare.

² The percent of children in foster care who are in kin placements at the specified point in time.

³ Of children in foster care at the specified point in time who had siblings that were also in foster care, the percent that were placed with either some or all of their siblings. Data is analyzed separately for children in kin and non-kin foster care placements.

⁴ Of children who entered foster care during a specified 12-month period, the percent that were reunified within 12 months of entry into care. Data is analyzed separately for children in kin and non-kin foster care placements.

⁵ Of children who entered foster care during a specified 12-month period, the percent that were reunified within 24 months of entry into care. Data is analyzed separately for children in kin and non-kin foster care placements.

⁶ Of children discharged from foster care to reunification during the specified 12-month period, the percent that reentered foster care in less than 12 months from the date of discharge. Data is analyzed separately for children in kin and non-kin foster care placements.

⁷ Of children who entered foster care during a specified 12-month period, the percent who exited to guardianship within 24 months of entry into care. Data is analyzed separately for children in kin and non-kin foster care placements.

6. BACKGROUND ON CURRENT REPRESENTATION OF PARTIES

Parties are currently represented by private counsel through contracts with the AOC.

7. SCOPE OF PROPOSAL AND OBJECTIVES OF THE REQUEST FOR PROPOSAL

Effective October 1, 2012, it is the intent of the Court to transfer all dependency cases to the new provider(s), if new provider(s) are selected as the result of this RFP process. Newly selected provider(s) should be prepared to accept all dependency cases whether new or ongoing as of October 1, 2012. However, the Court reserves the right to delay transitioning exceptional cases to the new providers and may determine that in certain specified cases the currently appointed attorneys will not be immediately released from continuing representation if the Court determines, in its sound discretion, that transfer would jeopardize competent representation.

8. CONFLICTS

Proposers should refer to the following guidelines for handling conflict cases:

A. Separate units, offices or divisions within any proposed organizational structure should have ethical walls that guard against the inappropriate disclosure or sharing of confidential client communications and information or case materials or files in relation to cases in conflict with each other. To that end, the organization should consider adopting procedures that provide for the following safeguards:

- Separate clerical staff and investigators among the units, offices or divisions of the organization;
- Telephone, facsimile, photocopier and computer systems and support that ensure the separateness of confidential client information and case specific information for any cases in conflict represented by the separate units, offices or divisions of the organization;
- Separate case files;
- Internal procedures and protocols that ensure that all confidential case information relating to conflict cases assigned to given units, offices or divisions of the organization are maintained by and shared within only that part of the organization and remain separate from the case files and confidential case information of cases in conflict represented by other units, offices or divisions of the organization;
- At least one supervising attorney for each unit, office or division of the organization to ensure separate supervision of the day to day representation and case-related decision making in regard to conflict cases and conflict clients assigned to that unit, office or division of the organization. That supervisor will also be responsible for making recommendations to the organizational head in regard to termination or discipline of attorneys and staff in that unit, office or division of the organization.
- No attorney shall have access to the case files or confidential client information relating to any clients in conflict with those of the unit, office or division in which

that attorney works.

B. The separate units, offices or divisions within the organization may share:

- Funding source(s);
- An administrative unit with responsibility for budgeting, personnel, payroll, procurement of office supplies and equipment, office maintenance, and ensuring that all groups are of comparable quality (with no access to confidential information and no role in handling cases);
- Executive leadership responsible for: hiring, training standards, other general policies (that are not case specific) in regard to the operation, function and management of the organization, crafting the organization’s policies on systemic issues and reforms, and accountability to the court and AOC for the organization’s fulfillment of its contractual obligation;
- A law library;
- Form and brief banks; and
- Supply room.

9. CASELOADS

The caseload assumptions to be made by a proposer in preparing a proposal should be based on the statistical information in Tables 1, 2 and 3, below:

Table 1 - Representation in Dependency Matters⁸

Client Type	Average Number of Clients in 2011
All Clients	780
Parent	385
Child	406

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⁸ Source: Based on reported attorney caseload in 2011.

Table 2 – Out of County Placements as of July 2011⁹

County	Percent of San Luis Obispo Children Placed in County	County	Percent of San Luis Obispo Children Placed in County
Alameda	1.2%	San Bernardino	0.3%
Butte	0.3%	San Diego	2.0%
El Dorado	0.6%	Santa Barbara	5.2%
Fresno	0.9%	Santa Clara	0.9%
Kern	0.6%	Shasta	0.3%
Merced	0.6%	Sonoma	0.3%
Monterey	0.6%	Stanislaus	0.9%
Nevada	0.6%	Tulare	1.2%
Riverside	0.3%	Out of State	2.6%

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⁹ Source: Needell, B., Webster, D., Armijo, M., Lee, S., Dawson, W., Magruder, J., Exel, M., Glasser, T., Williams, D., Zimmerman, K., Simon, V., Putnam-Hornstein, E., Frerer, K., Cuccaro-Alamin, S., Winn, A., Lou, C., & Peng, C. (July 2011). Child Welfare Services Reports for California.

Table 3: Juvenile Dependency Statistics¹⁰

Fiscal Year:	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
A. No. of Juveniles Subject of Dependency Petitions:					
Original	253	206	207	221	203
Subsequent	23	10	19	15	36
Total Filings	276	216	226	236	239
B. Juvenile Cases Disposed of:					
1. Before Hearing					
Original	12	17	193	184	1
Subsequent	1	1	0	1	0
Total	13	18	193	185	1
2. After Hearing					
a. Uncontested					
Original	173	234	170	200	154
Subsequent	7	2	1	9	27
Total	180	236	171	209	181
b. Contested					
Original	19	44	59	36	32
Subsequent	3	1	0	1	4
Total	22	45	59	37	36
3. Disposition Total					
Original	204	295	422	420	187
Subsequent	11	4	1	11	31
Total Dispositions	215	299	423	431	218
C. Other Data					
1. Detention/First Appearance Hearings	201	201	110	48	197
2. Periodic Reviews	0	0	0	0	0

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¹⁰ Source: Judicial Branch Statistical Information System.

10. REPORTING AND BILLING REQUIREMENTS

- A. The service provider will be required to maintain and report to the AOC and Court statistical information regarding dependency representation. Statistical information will be reported using JCATS, a web-based case management program. Reports include but are not limited to the following:
1. No Later than November 1, 2012. A list of all current cases, including those transferred to Contractor from prior counsel;
 2. Monthly Reports. Contractor shall provide statistical information on a monthly basis. Specific information will be provided in the manner prescribed by the State and will include, but will not be limited to, the following:
 - a. For newly-appointed cases:
 - i. Case number;
 - ii. Party represented;
 - iii. For sibling groups, number of children represented
 - iv. Appointment date;
 - v. Initial hearing date;
 - vi. Name of appointed attorney;
 - b. For cases where representation is terminated:
 - i. Case number;
 - ii. Date of termination of representation; and
 - iii. Reason for termination of representation.
 3. Quarterly Reports. Contractor shall provide detailed statistical workload data to the AOC for a three-month period each year. The reporting quarter will change during each subsequent year of the Contract, and shall be specified by the AOC. Data will be provided by the Contractor in the manner prescribed by the State and will include, but will not be limited to, the following information for all ongoing cases:
 - a. The amount of out-of-court time spent on each case per month, including a breakdown of time spent on specific tasks for each case; and
 - b. The amount of time spent in court each month, including a daily list of the types of hearings for which an appearance is made.
 4. Monthly Staffing Reports. Contractor shall provide staffing information on a monthly basis in a manner prescribed by the state. Staffing reports will include the following:
 - a. Number of filled and unfilled positions;
 - b. Name and FTE status of each person employed in these positions; and
 - c. Salary and benefit information for identified position.

5. Annual Financial Reports. Contractor shall provide annual financial information, by completing and submitting the Income and Expenditures Report, which will be provided by the Project Manager, no later than forty-five (45) days after the end of the State's fiscal year. An audited financial statement may be provided in lieu of this report.
 6. JCATS Case Calendaring. The service provider will be required to use the JCATS calendaring function to track court hearings, in order to facilitate the juvenile dependency court performance measures contained in California Rule of Court 5.505. The purpose of the performance measures is to help courts assess compliance with mandated hearing time frames; ensure children's placement in safe and permanent homes; promote child and family well-being; and provide fair and timely treatment for all court participants.
- B. Monthly and quarterly reporting must be completed in JCATS. A JCATS screen shot is provided in *Appendix A*.
 - C. Reporting requirements are subject to change, and the Court, in consultation with the AOC, may require the service provider to provide additional statistical and financial information.
 - D. The service provider will be required to submit invoices on standard forms provided by the AOC. Failure to accurately complete information required on the billing form will result in rejection of invoices and non-payment for services.

11. JUVENILE DEPENDENCY COUNSEL COLLECTIONS

Pursuant to AB 131, the State and the Court have established a Juvenile Dependency Counsel Collections Program. Contractor must agree to participate in collections efforts at no additional cost; participation includes but is not limited to the distribution of financial declaration forms to clients upon initial appointment and representation of parent clients at hearings set to determine the ability to pay for the cost of court appointed counsel.

END OF ATTACHMENT 4