

Open Case Report Guidance

Open Cases Report: Quick Guidance for Data Entry

Column	Case Number	Petition Number	County	Client Last Name	Client First Name	Open Date	Case Type	Complex Case?	PCRP Case Count?	Case Manager	Status of Youth/Child Placement	Closed Date	Comments
Format	One case number only	TBA	Dropdown options only	One client name only	One client name only	MM/DD/YY	Dropdown options only	Dropdown options only	1.0 for most cases	Dropdown options only	Dropdown options only	MM/DD/YY	Text
Notes	Enter "Pre-Petition" for pre-petition matters.	TBA	County where matter is pending.		Optional	Enter earliest of: First appearance; Appointment; OPDS approval for pre-appointment representation.	Where applicable, designate the highest level of offense in the charging document.		For additional guidance see Case Counting Guidance .	Enter "Yes" if you have ever used a case manager on this case. Otherwise, enter "No".	Required for all cases when representing children and youth. For additional information see Youth Status Guidance .	This is the date you close your file. In most cases this should closely follow the date of final activity in OECL.	If you select "Other" in dropdown menu, describe here.

Dropdown Menu Items

1. County

- Benton
- Clatsop
- Columbia
- Coos
- Douglas
- Lincoln
- Linn
- Multnomah
- Polk
- Yamhill

2. Case Type

- Delinquency (M)
- Delinquency (F)
- Delinquency (M11)
- Delinquency (V)
- Delinquency (Pre-Petition)*
- Probation Violation
- Dependency (Parent)
- Dependency (Child)
- Dependency (Children)
- Dependency (Pre-Petition)*
- TPR (Parent)
- TPR (Child)
- TPR (Children)

3. Complex Case

- M11 Potential/Waivable to Adult Criminal Court
- Three or more simultaneous felony petitions
- Out of county
- Contested Adoption
- Not previously appointed on Dependency
- Collateral/Related Legal Needs*
- As otherwise approved by OPDS*

4. Status of Youth/Child Placement

- Non-relative substitute care
- Relative substitute care
- Congregate foster care
- In home with Parent/Legal Guardian
- Conditional Release
- Detention
- OYA Custody
- Other

Clients with Multiple Dependency Petitions

- Do not create a separate open case entry for the new petition
- *PCRP Case Count*: 1.0 or 0.5 additional case count if original petition has reached disposition
- See **Case Counting Guidance** for additional information

Pre-Petition Cases

- When representation begins as pre-petition and then a matter is filed in court, close out pre-petition and open new case for the client

Multiple Siblings on Same Petition

- **Representing Parents**
 - *Case Number*: Enter either:
 - one open case entry using oldest sibling case number or
 - separate open case entries for each sibling case number
- **Representing Multiple Children**
 - *Case Number*: Create separate open case entry for each sibling case number
 - *Case Type*: Use Dependency (Children) or TPR (Children)

*Requires pre-approval from OPDS

Activity Report Guidance

Activity Report: Quick Guidance for Data Entry

Column	Case Number	Client Last Name	Client First Name	Activity	Activity Date	Hours Spent	Court Activity Outcome	Dismissal Reason	Comments
Format	One case number only	One client name only	One client name only	Dropdown options only	MM/DD/YY	.1 hour (6 min.) increments	Dropdown options only	Dropdown options only	Text
Notes	<p>Enter the same case number used on the Open Cases Report unless representing siblings on a petition (SEE BELOW).</p> <p>Enter "Pre-Petition" for pre-petition matters.</p>	Optional	Optional	<p>For additional information see <u>Activity & Outcome Descriptions</u>.</p>	<p>Enter date on which activity occurred.</p>	<p>Enter amount of time attorney spent on activity.</p> <p>Hours Spent shall incorporate travel time to and from the activity.</p>	<p>Select the dropdown option that best represents the outcome for each activity.</p> <p>Do not select an outcome if none of the dropdown options capture the activity outcome.</p> <p>For additional information see <u>Activity & Outcome Descriptions</u>.</p>	<p>Enter a dismissal reason for all "Dismissed" Court Activity Outcomes. If you select "Other", enter dismissal reason in comments section.</p> <p>For additional information see <u>Activity & Outcome Descriptions</u>.</p>	<p>If you select "Other" in dropdown menu, describe here.</p>
Dropdown Menu Items									

1. Activity

- Court
- Client contact
- CRB
- Drafting motions & briefs
- Other case work

2. Court Activity Outcome

- Dismissed
- Jurisdiction
- CIP Out of home*
- CIP In home*
- Rights Terminated
- Relinquishment
- Commitment
- Probation
- Alt. Disposition
- Suppression

3. Dismissal Reason

- Aged out
- Adoption
- Case not Proven
- Guardianship
- Party Dismissed (Paternity)
- Reunification
- Unfit to Proceed
- Waived to Adult Court
- Other

Representing Siblings on Same Petition

- *Case Number*: Use case number for oldest sibling client listed in OEI for all activities except when the activity results in case closure.
- *Case Number when Activity Results in Case Closure*: For activities that close a case (i.e. case dismissal, termination of parental rights, or relinquishment), enter the child client's case number of the closing case. If one activity closes multiple case numbers (i.e. all child clients' cases dismissed at one hearing), enter separate activity rows for each closing case number. Only report time allocated on activity for one case number.

Multiple Court Outcomes

- If a Change in Placement (out of home or in home) occurs alongside another court outcome, enter each outcome in a separate row on the activity report.
- Only report time spent on one activity row.

*Please report CIP outcomes that result from non-court activities

Case Counting Guidance

Case Counting Overview

Cases count as 1.0 unless they fall into one of the following categories:

1. Complex case
2. Representing multiple siblings on Dependency or TPR case
3. JM11 case
4. Post-disposition representation or advocacy for delinquency case

Open Case Count Amount by Case Type and Case Stage

Case Type	Pre-Adjudication/ Pre-Trial Case Count*	Jurisdiction/Disposition	Post-Disposition Case Count*
Delinquency (M)	1.0		0.5-1.0
Delinquency (F)	1.0		0.5-1.0
Delinquency (M11)	2.0		0.5-1.0
Delinquency (V)	1.0		0.5-1.0
Delinquency (Pre-Petition)	1.0		N/A
Probation Violation	1.0		N/A
Dependency (Parent)	1.0		1.0
Dependency (Child)	1.0		1.0
Dependency (Children)	1.5+		1.5+
Dependency (Pre-Petition)	1.0		N/A
TPR (Parent)	1.0		N/A
TPR (Child)	1.0		N/A
TPR (Children)	1.5+		N/A

**Unless Complex*

For all matters, when representation on a case begins and ends within the same calendar month, the case counts towards the attorney’s open workload until the end of that calendar month.

Special Case Counting Circumstances

Case Type	Case Detail/Circumstances	Additional Guidance
Delinquency	Post-disposition representation	Case count varies
	<i>Sex offense cases; pre-approved complex post-disposition representation cases</i>	<i>1.0 case count (if a PV is filed, only count PV)</i>
	<i>Routine review hearings; placement in correctional facility; participation in intensive services; other</i>	<i>0.5 case count (if a PV is filed, only count PV)</i>
Dependency	Dependency: Parent Client	1.0 case count regardless of number of children on petition
	Dependency: Multiple Children	1.0 case count for first child + 0.5 for each sibling
	New Petition Filed on Existing Case	0.5 (new child) or 1.0 additional case count if original petition is post-disposition. Once new petition reaches disposition, return to original case count unless new petition is for additional sibling, then shift 0.5 additional case count to original case count
TPR	TPR: Parent Client	1.0 case count regardless of number of children on petition
	TPR: Multiple Children	1.0 case count for first child + 0.5 for each sibling
All	Complex cases	1.0 additional case count while case meets complex category criteria, unless otherwise directed by OPDS

Complex Case Types

1. M11 Potential/Waivable to Adult Criminal Court
2. Three or more simultaneous felony petitions
3. Out of county
4. Contested Adoption
5. Not previously appointed on Dependency
6. Collateral/Related Legal Needs
7. As otherwise approved by OPDS

Status of Youth/Child Placement Guidance

Guidance Overview

- Complete for all cases in which you represent a child or youth client
- Select the option that most accurately describes the status/placement at the end of the month
- If child/youth is AWOL or temporarily hospitalized, indicate the most recent status/placement

Status of Youth/Child Placement Dropdown Options & Descriptions by Case Type and Case Stage

		Status of Youth/Child Placement	
		Dropdown Items	Descriptive Examples
Delinquency	Case Stage Pre-Trial	In home with Parent/Legal Guardian	Released on own Recognizance
		Conditional Release	Release conditioned on community monitoring, electronic monitoring
		Detention	Detention or alternative detention
		Other	Only use "other" if no other dropdown option represents status/placement. Enter status/placement in comments section
	Case Stage Post-Disposition	In home with Parent/Legal Guardian	Home with parent or guardian on probation or alternative disposition
		Non-relative substitute care	Kin or non-kin foster home setting
		Congregate foster care	Group homes or other agency placement; Out of state residential placement, either as condition of probation or protective supervision; psychiatric facility for long-term treatment
		OYA Custody	OYA correctional or community placement
		Other	Only use "other" if no other dropdown option represents status/placement. Enter status/placement in comments section
	Dependency & TPR	Case Stage All Stages	Status of Youth/Child Placement
Dropdown Items			
Descriptive Examples			
In home with Parent/Legal Guardian			In home plan with or without supervision; protective supervision with parent/guardian
Relative substitute care			Kinship foster care; protective supervision with relative
Non-relative substitute care			Non-kinship foster care (not congregate); child placed out-of-state through ICPC
Congregate foster care	Congregate foster care; foster care in hospital setting; out of state residential placement		
Other	Only use "other" if no other dropdown option represents status/placement. Enter status/placement in comments section		

Activity & Outcome Descriptions* (Part 1)

Activity Overview

- Five items total
- “Other case work” is the catchall option for any work that is not described by the other dropdown options

All Case Types

Activities	
Dropdown Items	Description
Court	Any appearance before a judge or referee concerning the case, including court ordered case conferences. This includes orders received outside of a court appearance (i.e. an order entered in response to a motion or signed consent order) that result in a listed court activity outcome
Client contact	Any contact or attempted contact or communication with the client
CRB	Attorney participation at a Citizen Review Board (CRB) hearing
Drafting motions & briefs	Any legal research and work in anticipation of writing motions, briefs, memoranda of law, or other documents filed with the court and/or served on other parties to the case
Other case work	Any case work that does not constitute writing motions, briefs etc., a court appearance, or client contact

Court Activity Outcome Overview

- Ten items capturing
 - Key case outcomes and
 - Child/youth location
- Specific items for each case type
- See Activity & Outcome Descriptions Part 2 for more information
- *If a CIP outcome occurs outside court, please include the outcome on the same line as the non-court activity entry*

CIP Out of home (Change in Placement – Out of Home) & CIP In home (Change in Placement – In home with Parent/Guardian):

- *Parent’s Attorney* - report Change in Placements as to any subject child
- *Children’s Attorney* - only report Change in Placement as to their subject child(ren) client
- Use CIP Outcomes when:
 - there is a change to in-home from out of home placement or vice versa
 - the change occurs alongside another court outcome (i.e. Jurisdiction & CIP Out of home occur at same hearing)
 - in this situation, report both outcomes on separate rows in the Activity Report
 - the change results from a court activity or a non-court activity
 - if resulting from non-court activity, report the CIP outcome in that activity row
- Do not use a CIP outcome when:
 - the placement status remains the same, or
 - there is a change within in-home or out of home placements (i.e. a move between foster homes or facilities)

Dismissal Reason Overview

- Nine items total
- Specific items for each case type
- See Activity & Outcome Descriptions Part 2 for more information

*Each attorney should be mindful of their duty to maintain the attorney-client privilege and duty of confidentiality under Oregon Rules of Professional Conduct, Rule 1.6 and Oregon Evidence Code 503.

Activity & Outcome Descriptions (Part 2)

Court Activity Outcomes and Dismissal Reasons by Case Type

Case Type	Court Appearance Outcomes		Dismissal Reason	
	Dropdown Items	Description	Dropdown Items	Description
Delinquency	Dismissed	Case/petition dismissed by court or withdrawn by the state or petitioner	Case not Proven	Case is dismissed pursuant to a motion or because the state or petitioner did not meet its burden to prove the allegations
	Jurisdiction	Court rules it has jurisdiction under ORS 419C.005(1). <i>Used when court adjudicated at least one allegation as to the youth</i>	Unfit to Proceed	Court makes a finding pursuant to 419C.392(2)
	CIP Out of home	Pre-Trial: placement in detention, alt. detention facility, or foster home	Waived to Adult Court	Youth is waived into adult court on a BM11/SB 1008 case
	CIP In home	Pre-Trial: child released to parent/guardian (including pursuant to safety plan or conditional release)	Other	Case dismissed for any reason not listed above, including a withdrawal. Please note dismissal reason in the comments
	Commitment	Disposition: Youth committed to OYA (correctional/community) or DHS		
	Probation	Disposition: Youth placed on probation (including when a period of detention is part of the disposition)		
	Alt. Disposition	Disposition that is not Probation or Placement at OYA or DHS		
	Suppression	Court grants suppression of evidence following hearing on motion to suppress		
Dependency	Dismissed	Case/petition dismissed by court or withdrawn by the state or petitioner	Reunification	Child is reunified with one or both parents
	Jurisdiction	Court rules it has jurisdiction under ORS 419B.100(1). <i>Only used when court adjudicated at least one allegation as to all legal parents</i>	Case not Proven	Case is dismissed pursuant to a motion or because the state or petitioner did not meet its burden to prove the allegations
	CIP Out of home	Placement of a youth in foster home or congregate care	Aged Out	Youth has aged out or opted out of foster care
	CIP In home	Child in the physical custody of parent or guardian	Adoption	Child adopted, permanency plan of adoption is realized
TPR	Dismissed	Case/petition dismissed by court or withdrawn by the state or petitioner	Guardianship	Durable or temporary guardianship granted (ORS 419B.366)
	Rights Terminated	Parental rights terminated by the court (as to client only)	Party Dismissed (Paternity)	Paternity case dismissed
	Relinquishment	Parental rights relinquished (as to client only)	Other	Case dismissed for any reason not listed above, including a withdrawal. Please note dismissal reason in the comments
			Case not Proven	Case is dismissed pursuant to a motion or because the state or petitioner did not meet its burden to prove the allegations
			Guardianship	Permanent guardianship granted
			Other	Case dismissed for any reason not listed above, including a withdrawal. Please note dismissal reason in the comments