

**ATTACHMENT 3
INDICATIVE FORMAT FOR MONTHLY CASELOAD REPORT**

Following is the Contra Costa County Dependency Program's Monthly Caseload Report Format:

New Cases for the Month of: _____

ATTORNEY REPORT

(format provided at Exhibit A)

Region 1: West

- * ____ Case assignments; ____ Clients
- * Attorneys assigned to represent ____ children.

Region 2: Central

- * ____ Case assignments; ____ Clients
- * Attorneys assigned to represent ____ children.

Region 3: East

- * ____ Case assignments; ____ Clients
- * Attorneys assigned to represent ____ children.

NEW ASSIGNMENT & CASELOAD SUMMARY REPORT

(Format provided at Exhibit B)

New Case Totals (Region 1, Region 2, Region3)

- * ____ Case assignments; ____ Clients
- * Attorneys assigned to represent ____ children.

Total Current Caseload
(as of end of ____ month)

____ *assignments*

____ *clients*

CLOSED CASE LOG

(Format provided at Exhibit C)

Closed Cases

Total number of assignments closed for this reporting period:

CHILD DEMOGRAPHICS

(Format provided at Exhibit D)

NEW CASE FILINGS

(Format provided at Exhibit E)

**Exhibit A
 ATTORNEY REPORT**

Attorney Name:

Client Name	Relationship	Child			Appointment Date	1 st Hearing after Appointment Date
		Petition Number	Age	Region		

ATTORNEY REPORT

Summary

Attorney	Child Count	Case Assignment	Client Count

Exhibit B
NEW ASSIGNMENT & CASELOAD SUMMARY REPORT
 For Reporting Month, Year

	Staff Attorneys			Panel Attorneys			Private attorneys			Total				
	Case Asgmts.	Child Asgmts.	Clients	Case Asgmts.	Child Asgmts.	Clients	Case Asgmts.	Child Asgmts.	Clients	Cases	Case Asgmts.	* Child Asgmts.	* Number of Children represented	Clients
New assignments in Reporting month, year														
New assignments in Reporting from June, current year to month, year														
Assignments closed in Reporting month, year														
Assignments closed from June, current year to month, year														
Caseload at end of Reporting Month														

* Child Assignments and number of children represented may be different numbers due to a child being represented in more than one capacity.

New assignments in Reporting Month, Year by Client Type

Client Type	Staff Attorneys			Panel Attorneys			Private attorneys			Total				
	Case Asgmts.	Child Asgmts.	Clients	Case Asgmts.	Child Asgmts.	Clients	Case Asgmts.	Child Asgmts.	Clients	Cases	Case Asgmts.	* Child Asgmts.	* Number of Children represented	Clients
Child's Attorney														
Father's Attorney														
Mother's Attorney														
Other's Attorney														
Total														

* Child Assignments and number of children represented may be different numbers due to a child being represented in more than one capacity.

New assignments in Reporting Month, Year by Region

Region	Staff Attorneys			Panel Attorneys			Private attorneys			Total				
	Case Asgmts.	Child Asgmts.	Clients	Case Asgmts.	Child Asgmts.	Clients	Case Asgmts.	Child Asgmts.	Clients	Cases	Case Asgmts.	* Child Asgmts.	* Number of Children represented	Clients
Region 1														
Region 2														
Region 3														
Total														

* Child Assignments and number of children represented may be different numbers due to a child being represented in more than one capacity.

New assignments in Reporting Month, Year -- Placements by facility type

Facility Type	Staff Attorneys			Panel Attorneys			Private attorneys			Total				
	Case Asgmts.	Child Asgmts.	Clients	Case Asgmts.	Child Asgmts.	Clients	Case Asgmts.	Child Asgmts.	Clients	Cases	Case Asgmts.	* Child Asgmts.	* Number of Children represented	Clients
FH – County Level – Non - Kin														
Group Home - Long Term														
Mother														
Non Related Extended Family Member														
Relative														
Unknown														
Total														

* Child Assignments and number of children represented may be different numbers due to a child being represented in more than one capacity.

Caseload at end of Reporting Month, Year by Client Type

	Staff Attorneys			Panel Attorneys			Private attorneys			Total				
	Case Asgmts.	Child Asgmts.	Clients	Case Asgmts.	Child Asgmts.	Clients	Case Asgmts.	Child Asgmts.	Clients	Cases	Case Asgmts.	* Child Asgmts.	* Number of Children represented	Clients
Adoptive Father's Attorney														
Adoptive Mother's Attorney														
Alleged Father 2's Attorney														
Alleged Father's Attorney														
Child' Attorney														
Child's GAL														
Defacto's Attorney														
Father's Attorney														
Father's GAL														
Guardian's Attorney														
Mother's Attorney														
Mother's GAL														
Other's Attorney														
Total														

* Child Assignments and number of children represented may be different numbers due to a child being represented in more than one capacity.

Caseloads at the end of Reporting Month, Year by Region

Region	Staff Attorneys			Panel Attorneys			Private attorneys			Total				
	Case Asgmts.	Child Asgmts.	Clients	Case Asgmts.	Child Asgmts.	Clients	Case Asgmts.	Child Asgmts.	Clients	Cases	Case Asgmts.	* Child Asgmts.	* Number of Children represented	Clients
Region 1														
Region 2														
Region 3														
Total														

* Child Assignments and number of children represented may be different numbers due to a child being represented in more than one capacity.

Caseloads at the end of Reporting Month, Year -- Placements by facility type

Facility Type	Staff Attorneys			Panel Attorneys			Private attorneys			Total				
	Case Asgmts.	Child Asgmts.	Clients	Case Asgmts.	Child Asgmts.	Clients	Case Asgmts.	Child Asgmts.	Clients	Cases	Case Asgmts.	* Child Asgmts.	* Number of Children represented	Clients
Adoptive Home - Kin														
Adoptive Home - Non - Kin														
AWOL														
Birth Parents														
Father														
FH- County Level - Kin														
FH- County Level - Non - Kin														
FH - FFA														
Group Home - Long Term														
Group Home - Short Term														

Guardian - Kin														
Guardian - Non-Kin														
Hospital														
Mother														
Non Minor Dependent														
Non Related Extended Family member														
Relative														
Residential Treatment Facility														
Shelter														
Transitional Housing														
Unknown														
Total														

* Child Assignments and number of children represented may be different numbers due to a child being represented in more than one capacity.

**EXHIBIT C
 CLOSED CASE LOG**

Name of Attorney:

Case No.	Child's Name	Client Name	Closed Date	Closure Reason (Time to Closure)	Stage of Proceeding

CLOSED CASE LOG – TIME TO CLOSURE SUMMARY

Month of: *Reporting month*

Closure Reason	Closed Child Count by Time to Closure (in Months)									
	0-6	7-12	13-18	19-24	25-30	31-36	37-48	49-60	61+	Total
Adoption : Unknown post-adoption agreement										
Aged Out										
Guardianship (kin)										
Guardianship (not otherwise specified)										
Other										
Plan Completed										
Transferred out of County										
Total										

Stage of Proceeding	Closed Child Count by Time to Closure (in Months)									
	0-6	7-12	13-18	19-24	25-30	31-36	37-48	49-60	61+	Total
.26 hearing (.26)										

12 mo Review (12 Rv)										
364 Review (FM Rv)										
Adoption RV (Adopt Rv)										
Contested Dispo (Ct Dispo)										
Contested Review (Ct Rv)										
Detention (Det)										
Disposition (Dispo)										
Jurisdiction (Juris)										
Other (Otr)										
Post Perm Plan Review (PPR)										
Total										

Closure Reason / Stage of Proceeding	Closed Child Count by Time to Closure (in Months)									
	0-6	7-12	13-18	19-24	25-30	31-36	37-48	49-60	61+	Total
Adoption : Unknown post-adoption agreement / Adoption RV (Adopt Rv)										
Aged Out / Other (Otr)										
Aged Out / Post Perm Plan Review (PPR)										
Guardianship (kin) / Detention (Det)										
Guardianship (not otherwise specified) / .26 hearing (.26)										
Guardianship (not otherwise specified) / Disposition (Dispo)										
Guardianship (not otherwise specified) / Other (Otr)										

Other / 12 mo Review (12 Rv)										
Other / 364 Review (FM Rv)										
Other / Contested Dispo (Ct Dispo)										
Other / Jurisdiction (Juris)										
Other / Other (Otr)										
Plan Completed / 364 Review (FM Rv)										
Plan Completed / Contested Review (Ct Rv)										
Transferred out of County / Jurisdiction (Juris)										
Transferred out of County / Other (Otr)										
Totals:										

EXHIBIT D
CHILD DEMOGRAPHICS
CHILD STATUS BY ATTORNEY TYPE
 As of: date

CHILD STATUS : Assigned					
ETHNIC BREAKDOWN	Staff Atty	Panel Atty	Private Atty	PD / ADO	Total
(Unknown)					
African-American					
Asian American					
Bi-racial					
Caucasian					
Hispanic/Latino					
Native American					
Other non-white					
Unknown					
Total					
AGE BREAKDOWN	Staff Atty	Panel Atty	Private Atty	PD / ADO	Total
(Unknown)					
0 Year					
1 Year					
2 Years					
3 Years					
4 Years					
5 Years					
6 Years					
7 Years					
8 Years					
9 Years					
10 Years					
11 Years					
12 Years					
13 Years					
14 Years					
15 Years					
16 Years					
17 Years					
Total					
REGION BREAKDOWN	Staff Atty	Panel Atty	Private Atty	PD / ADO	Total
Region 1					
Region 2					

Region 3					
Total					
GENDER BREAKDOWN	Staff Atty	Panel Atty	Private Atty	PD / ADO	Total
Female					
Male					
Total					

EXHIBIT E
REPORTING MONTH NEW CASE FILINGS AND TRANSFERS

New Detention Filings					Transfer In			Cases Opened by .388 Motions		
Day	Date	Central	East	West	Central	East	West	Central	East	West
Total										

End of Attachment 3