Attachment B

Sargent Shriver Civil Counsel Act

QUESTIONNAIRE REGARDING CAPABILITIES OF PILOT PROJECTS' DATA COLLECTION SYSTEMS

A) Lead Legal Services Agency Capabilities

1) **Case Management Systems.** Which of the following Case Management Systems are used by the lead legal services agency in the project for tracking intake, client and case information?

   a) Kemps
   b) Legal Server
   c) PIKA CMS
   d) Practice Manager
   e) Legal Files
   f) TIME
   g) Other – Please specify:

2) **Case Outcomes**[1] **Information - General.** Does the lead legal services agency currently capture data on outcomes achieved for clients in each case?
   a) No
   b) Yes – All cases handled by the agency
   c) Yes -- but limited to specific categories of cases *(please specify below – for example, "Only cases handled under our contracts with specific funders who require us to collect outcomes data.")*

3) **Case Outcomes Information – Shriver Act Case Types.** For the specific types of cases that the lead legal services agency will handle within the Shriver Act pilot project you are proposing, please fill in the table below to indicate the *outcomes information* your case management system has the capacity to capture and report for the following case outcomes data items? (Check all that are applicable.)

List Below the Case Types Your Pilot Project Will Handle – *e.g., "Contested Custody."*	**For Each Case Type, Check the Outcomes Information Your Agency Has the Capacity to Capture**						
	Major Benefit(s) Achieved for Client	Number of People Directly Benefited	Number of Cases For Which This Benefit Was Achieved	Affirmative Dollar Awards Achieved for Clients (where relevant)		Defensive Dollar Cost Savings Achieved for Clients (where relevant)	
				Lump-Sum Award Amount	*Monthly Dollar Benefits Going Forward*	*Lump-Sum Savings (or Debt Waived)*	*Monthly Cost Savings (or Payments Waived)*

[1] Examples of case outcomes -- "Eviction avoided"; "Protection obtained from domestic violence."

4) **Non-Monetary Benefits**. Does your agency track and report on any major non-monetary benefits which result from your work. Please describe:

5) **Staff Time Data - General.** Does your agency capture data on time spent by advocates on each case?
   a) No
   b) Yes – all cases
   c) Yes but limited to specific cases *(please specify below – for example, "Only cases handled under our contracts with specific funders who require us to collect time data.")*

   d) Comments:

6) **Staff Time Data – Shriver Act Case Types.** For the specific types of cases your agency will handle within the Shriver Act pilot project you are proposing, does your agency have the capacity to capture and report the time spent by advocates on each case?

7) **Questions.** Please identify questions and concerns you may have about the evaluation.

B) Partner Superior Court Capabilities

1) **Case Management Systems.** Which of the following Case Management Systems are used by your court for tracking case information? (check all that apply)

   a) FLFED (Self help center data collection)
   b) JALAN
   c) SUSTAIN
   d) CCMS v. 3
   e) BANNER
   f) DOMAIN
   g) Other – Please specify:

2) **Case Tracking Information - General.** Does the court case management system track any of the following information for petitions and other filings in each Shriver Act pilot project case types you are proposing:

   A. Pilot project case type: _____

   a) Status of representation for filing party (Y/N)
   b) Status of representation for other party(ies) (Y/N)
   c) Attorney and organization for represented parties (Y/N)
   d) Case filing date (Y/N)
   e) OSC or motion filing date (Y/N)
   f) Hearing date(s) (Y/N)
   g) Hearing type (Y/N)
   h) Parties present at hearing (Y/N)
   i) Hearing status (completed, continued, dropped, etc.) (Y/N)
   j) Hearing outcome – minute order codes (Y/N)
   k) Hearing outcome – minute order text (Y/N)
   l) Case filing documents – imaged (Y/N)

   Please answer for all pilot project case types

3) **Questions.** Please identify questions and concerns you may have about the evaluation.