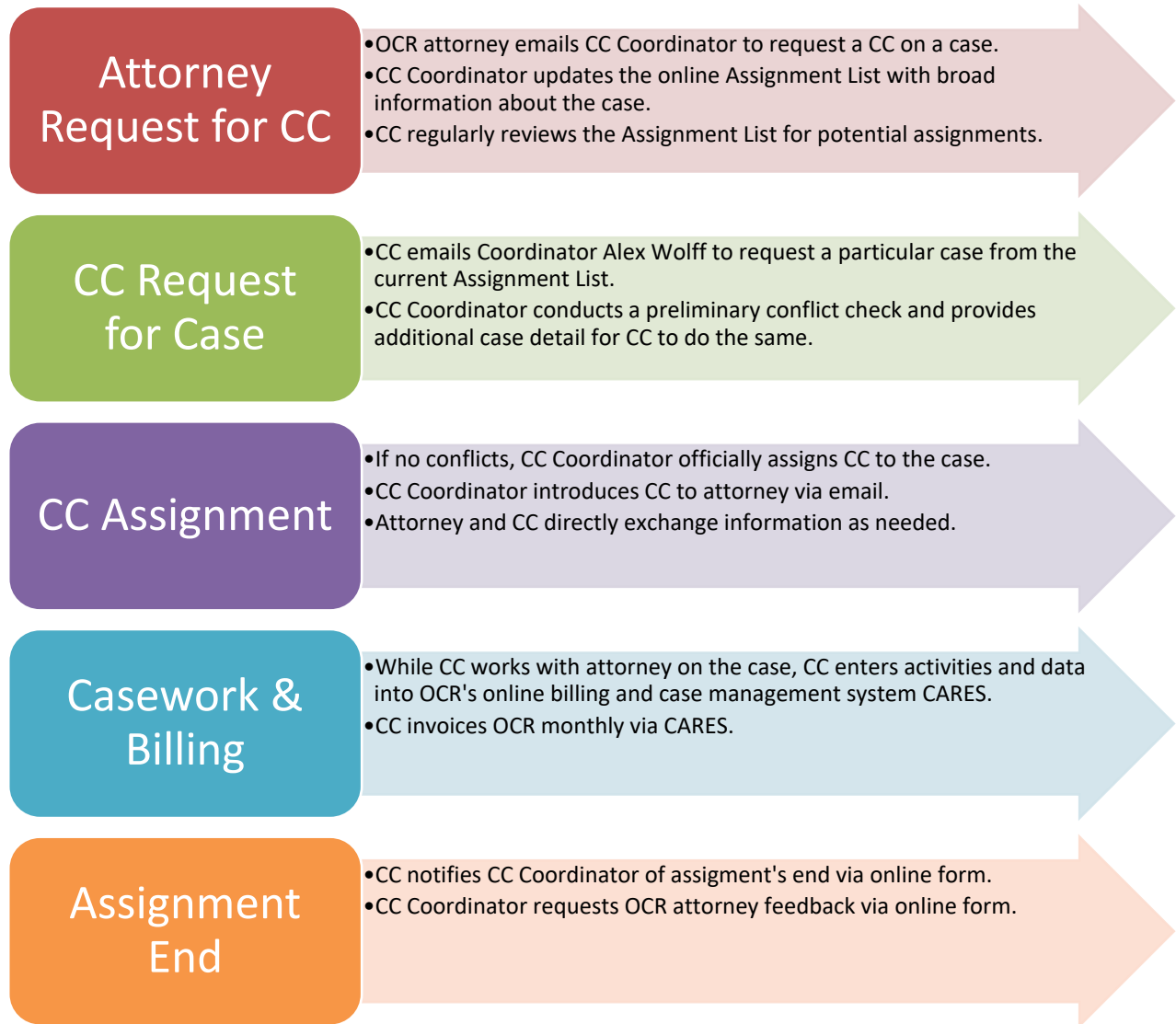


Contract Case Consultant Main Tools

This page provides a quick reference to tools for OCR-contracted Case Consultants. Each case consultant should regularly monitor OCR's Assignment List for potential cases, request case assignments, bill in CARES, and notify OCR at the end of each assignment by completing an End of Assignment form. The diagram below illustrates this workflow, and the key links following the diagram provides shortcuts to the Assignment List, CARES, and the End of Assignment form.



Key Links

- **Assignment List:** Regularly review the live-updating list of current cases for which OCR attorneys have requested a CC on OCR's [CC Assignment List](#). Log in to that page with the password provided by OCR, and read the instructions above the case list for reminders about how to use the list. Log out after your review.

- **Billing:**
 - [Billing Policies and Procedures](#): OCR’s official billing/invoicing rules and supplement forms.
 - [Confirmation of CC Rate Form](#): Case Consultants who recently became an LCSW, LPC, or LMFT can request a higher OCR billing rate (“Case Consultant II”) in CARES.

- [CARES Help Center](#): How to use CARES (search tutorials, FAQs, features). For example, [learn how to access cases here](#).

- **Contact Info**: Find contact information for GALs, CLRs, Litigation Support, and Staff Attorneys on the main [Attorney Center](#) page. Change your own contact info on the [OCR Change Request Form](#).

- **End of Assignment:**
 - Whenever one of your case assignments ends, please notify OCR by completing an [End of Assignment Form](#). This will notify the CC Coordinator to officially close this assignment.
 - You can bill 0.1 in CARES per case for completing this form: Activity Group “Data Management,” Activity Type “End of Assignment Form.” Do not also bill to open/close case—that is the appointed attorney’s responsibility.
 - If you want to remove cases from your My Appointments list, [learn how to do so here](#).

Have a question that is not covered above? Contact Alex at 720-351-4351 or alexwolff@coloradochildrep.org.