

SOCIAL SERVICE EXPERT NEWS

Committee for Public
Counsel Services

4/30/2019

[Edition 1, Volume 1]

Your place for SSE news, updates, training notices and more.

Welcome to the first edition of what we hope will be a regular newsletter from the social service expert team. In the last 6 months CPCS has grown the private social service expert program to a team of three. **Kristin Dame, LMHC**, is the Director of Private Social Work Services for the Private Counsel/Adult Criminal (PCD) and Mental Health Litigation (MHL) Divisions; **Claudia Dunne, LICSW**, is the Director of Social Work for the Youth Advocacy Division (YAD) and manages the private Social Services Expert vendors for that division; and **Meg Grant, LICSW**, remains the private Social Work Coordinator for the Children and Family Law Division (CAFL).

A holistic model of legal defense requires the use of social service experts to help clients meet their legal goals.

It is exciting to finally be fully staffed and as a team we are working to update systems in the hopes of better serving the private bar and the social service experts (SSEs) who work together to provide a holistic defense to our clients. To that end we have attached an updated **Vendor Information Questionnaire** that better represents the work that SSEs do for each division. We strongly encourage you to complete this form and return it to us, with an updated resume, at your earliest convenience.

Getting Started on a Case

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What you need when starting a case:

- An APPROVED motion for funds.
- The NAC #
- Letter of Engagement that specifies scope of requested work and services, and your role.
- Client contact information.
- Signed releases-remember do not contact anyone without permission from the attorney.
- The context/theory/criminal charges of the case.
- Timeline for any work product.

Conflicts of Interest

If you work for a state, city, or municipal agency it is your responsibility to complete the required Conflict of Interest check with the State Ethics Commission. If you are required to complete a Conflict of Interest form, please send a copy of the form signed by your agency's Appointing Authority to us. It will then be reviewed by CPCS for a final determination.

Professional Licensing and Certifications

While licensing is not required of CPCS vendors, some attorneys may prefer to retain a licensed SSE. We strongly encourage you to obtain, maintain and/or renew your professional licenses and certifications.

Billing

First, we want to thank you for your patience during the great system crash in March. We know it may have created financial hardships for many of you, and we truly appreciate your tolerance. Please remember to check you VBill system regularly for notifications from the billing department. Here are the contacts for various vendor questions:

- * To follow up on the status of your State Vendor Application or update your information, please contact: vendorinfo@publiccounsel.net. Please allow 3 weeks from submittal before checking on the status.
- * For billing inquiries, please contact: vendorbills@publiccounsel.net
- * If you are locked out of VBill, or requesting that a payment be stopped and replaced, please contact: vendorbills@publiccounsel.net
- * For any other questions or assistance with regard to court cost billing, please contact: vendorbills@publiccounsel.net

Finally, don't forget to keep **contemporaneous time logs**, as they must be submitted with the computer generated Vbill form you print, sign and mail in to CPCS. Time is tracked in 10ths of an hour, and the easiest way to calculate this is to take the number of minutes worked and divide it by 60 and round to the 10th of an hour. For example:

If you worked 82 minutes, $82/60=1.3666$ would be 1.4

If you worked 30 minutes, $30/60$ would be .5

If you worked 6 minutes, $6/60$ would be .1

Helpful Resources and Upcoming Trainings

2019 Coming Home Directory PDF Link:

http://www.cominghomedirectory.org/assets/2019/02/CHD_Print_Final_With-cover-2019.pdf

To ensure that the information you are seeking is up-to-date, please call the service to confirm they are still open and verify the information needed to make a referral.

<http://nofsw.org/wp-content/uploads/2019/03/nofsw-brochure-3.27.19-1.pdf>



**National Organization
of Forensic Social Work**



www.nofsw.org

Forensic Social Work: Seeking Ethical Solutions in Interprofessional Practice

From clinical service provision to international politics, forensic social workers are on the front lines of complicated, interprofessional and multi-client systems. NOFSW's 36th annual conference will focus on practical, ethical, and evidence-based solutions for forensic social work. Concepts related to interprofessional partnerships, ethical dissonance and complex decision making, and applied solutions for healthy and productive forensic work will be our primary foci. Join us – June 11-14, 2019 in Las Vegas, Nevada – as together, we take the next steps forward to promote ethical forensic social work across the globe.

<http://www.nlada.org/node/22536>



The NASAMS Fundamentals of Mitigation Certificate Program (NASAMS Certificate) - will be held in conjunction with the 2019 NASAMS Conference .This program will provide participants with training from nationally recognized experts in the field. The small class size will ensure quality instruction, coaching and hands-on learning. In addition, participants will receive sample materials, organizational tools, sample reports and E-tools to assist with their practice. This is an intensive training offered to beginners or professionals who want to refresh their mitigation skills.

National Alliance of Sentencing Advocates & Mitigation Specialists (NASAMS) Conference - The NASAMS Conference offers an opportunity for social workers and mitigation specialists who work with the public defender community to receive cutting edge training from experienced and nationally recognized experts.

Annual Nursing Home Conference: The Evolving Nursing Home

<https://www.naswma.org/page/NHConf>

Your Social Service Expert Contacts

If you have any questions regarding a case, please contact the person who oversees the social service experts for that division.

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Please return your completed questionnaire to ssvendors@publiccounsel.net

The Committee for Public Counsel Services

- We Defend the Accused
- We Demand Justice
- We fight for the Rights of Parents and Children