

Dependency Phase and Task Codes

Phase Codes
A. Through Detention
B. Post Detention Through Dispo
C. Post-Dispo Through Reunification
D. 26 Hearing and/or Writ Prep
E. Post-Permanent Plan
F. Family Maintenance
G. Non-Minor Dependents (NMD)
H. Pre-appointment
I. Post-dismissal
Task Codes
1. Contact w Witness
2. Contact w SF Human Services Social worker/supervisor/ management
3. Contact w counsel
4. Contact w ADULT client
5. Contact w service provider
6. Contact w foster parent
7. Contact w _____
8. Contact and/or home visit with MINOR client
9. Contact with Counsel who is Non-Dependency *
10-19 Reserved
20. CAFES Attend Court – Client Support *
21. Trial prep (opening/ closing/ timeline/other work)
22. Review discovery (# of pages)
23 Review report (# of pages)
24. Review court findings and orders
25. Investigative Research
26. Review psych eval of ____ (# of pages)
27. Review transcript (# of pages)
28. Legal Research re _____
29. Prepare client for testimony
30. Draft declaration re _____
31. Draft motion/ P&A/ Response/ reply re _____
32. Prepare expert witness
33. Draft trial brief (# of pages)
34. Prepare exam of _____
35. Prepare discovery request
36. Prepare orders re: _____
37. Draft writ (# of pages)
38. Review pleadings
39. Draft subpoena
40. Pre-session with mediator
Court Codes 41-55 In-Court Time Required on Bill
41. Attend mediation
42. Attend juris/dispo settlement conf.
43. Attend detention hearing
44. Attend initial hearing/ J-1 hearing
45. Attend J-2 (jurisdiction) trial
46. Attend FR/FM hearing (6, 12, 18, 24 mo reviews)
47-48. Reserved
49. Attend PPH review

50. Attend 387 hearing (or combined 387/388 hrg)
51. Attend 388 hearing
52. Attend .26 hearing
53. Attend contested hearing re: _____
54. Attend ex parte hearing re _____
55. Attend transfer hearing; 342; motion; add to calendar; progress report or other hearing re: _____
School Codes 56-61
56. Attend IEP meeting
57. Attend SST meeting
58. Contact w teachers
59. Contact w school psychologist
60. Review school records
61. Review previous IEP
Other
62. Travel
63. CFT meeting
64. Goals meeting
65. 241.1 meeting
66. Family Team meeting/ MDT/ or other service provider/ agency led meeting
Restraining Order Codes
67. Restraining Order hearing in Dependency Court
68. Restraining order preparation for hearing - prep of pleadings/ witnesses
69. Restraining order preparation for hearing – conferring with social worker and attorneys
70. Restraining order review of orders
71. Restraining order - contact with client
SIJS Codes
72. SIJS preparation of findings *
73. SIJS hearing *
74. SIJS meeting with client *
75. SIJS conferring with social worker and attorneys *
Court Appointed Social Worker Codes
76. Application for CASW/FES
77. Contact with CASW/FES
78. Review report from CASW/FES
Family Treatment Court Codes
79. Attend Family Treatment Court
80. Review FTC report
81. Contact with FTC team *
Ancillary Court Codes
82. Attending Ancillary court hearing *
83. Ancillary court hrg – prep of pleadings/ witnesses *
84. Ancillary court hearing – negotiation/ information gathering re ancillary court hearing *
85. Ancillary court hearing – review of orders *
86. Ancillary court hearing – contact with client *
87. Ancillary court hearing – Restraining Order (Ineligible)*
90. Case Closure Summary
* These tasks are ineligible for federal funds.

Yellow highlights indicate that a court order must be obtained authorizing billing for these tasks / phase.