

STEPS TO HIRE A CAFES (Court Appointed Family Engagement Specialist) 9/20/2021

1. Click on link <https://www.sfbar.org/lris/court-appointed-family-engagement-specialist-screening-form/> and complete screening survey. Make sure you hit SUBMIT at the end of the referral form!
2. Within 2-3 business days you will receive a phone call or email from the multidisciplinary representation program coordinator (MRPC), Erika Ducati with either clarifying questions and/or the names of available CAFES to work on your case.
3. If you approve one of the available CAFES, the MRPC and Program Assistant, Samantha Duskis will complete the authorization and send it with the CAFES referral to be approved by Jill.
4. Once approved you will receive an email confirmation, copy of the CAFES referral, and authorization with a cc to the assigned CAFES to begin work. BASF will forward the signed authorization to the court for filing. A file-stamped copy of each authorization will be retained by BASF and made available to the attorney of record upon request.
5. The DAY the CAFES is authorized to work on your case PLEASE send the assigned CAFES an “action request” through JCATS to do any task related to the goals on the case so he/she can begin invoicing immediately. **For SPANISH speaking cases please ALSO add Dora Miranda to your action request as she will be an adjunct CAFES on all Spanish speaking cases.
6. CAFES will remain on the case until the case goals are completed. Once the goals are completed or the case is closed, a brief survey will be sent to the attorney and the client on the case to measure outcomes of using a CAFES on the case.
7. BASF staff will check the number of hours billed on a monthly basis by CAFES, to flag and address any concerns pertaining to staying within budget.
8. All CAFES authorizations are valid only for the current attorney of record. If you transfer the case to another attorney, you must notice the CAFES and the new attorney so that the new attorney can determine whether to continue with CAFES services. If so, the new attorney must obtain a new authorization before any further work can be done by the CAFES. The new attorney should contact the MRPC to obtain this authorization.
9. Panel attorneys can call or email MRPC, Erika Ducati 415-225-6894, educati@sfbar.org with any questions about the program.