

## Dependency Phase and Task Codes

<b>Phase Codes</b>	
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
<b>Task Codes</b>	
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
<b>Court Codes 41-55 In-Court Time Required on Bill</b>	
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: _____
<b>School Codes 56-61</b>	
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
<b>Other</b>	
62.	Travel
63.	CFT meeting
64.	Goals meeting
65.	241.1 meeting
66.	Family Team meeting/ MDT/ or other service provider/ agency led meeting
<b>Restraining Order Codes</b>	
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
<b>SIJS Codes</b>	
72.	SIJS preparation of findings *
73.	SIJS hearing *
74.	SIJS meeting with client *
75.	SIJS conferring with social worker and attorneys *
<b>Court Appointed Social Worker Codes</b>	
76.	Application for CASW/FES
77.	Contact with CASW/FES
78.	Review report from CASW/FES
<b>Family Treatment Court Codes</b>	
79.	Attend Family Treatment Court
80.	Review FTC report
81.	Contact with FTC team *
<b>Ancillary Court Codes</b>	
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
<b>* These tasks are ineligible for federal funds.</b>	

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