

**Report for the Period: OCTOBER 1, 2005 through SEPTEMBER 30, 2006  
Equal Access Fund**

**LEGAL SERVICES PROJECTS  
Instructions**

Please complete a report package for **the period October 1, 2005 through September 30, 2006 for each project funded by your organization's 2005-06 EAF grant that is no longer being supported by EAF funding.** Please feel free to contact the Legal Services Trust Fund staff to discuss any questions you have while you are in the process of completing the report package. The forms are due by e-mail by **5:00 p.m., Thursday, March 1, 2007** to [trustfundprogram@calbar.ca.gov](mailto:trustfundprogram@calbar.ca.gov). No hard copy is required if you submit the forms by e-mail. You may submit the forms in hard copy if necessary.

The forms, once completed, will provide a clear description of how your organization spent the grant funds, as well as a report on the results of the grant. Trust Fund Commission members will use your report, along with the summary project description that was part of your EAF budget submission, to describe your project's goals and results to the legislature, the private bar, the judiciary and the general public.

There are five forms to complete for each project. Two of them are "packaged" in an MSWord file, called the "Narrative" Package:

***Narrative Package***

**Form A:** Report on Project Results

**Form B:** Examples Illustrating Major Results Achieved

The other three forms are "packaged" in an MSEXcel Spreadsheet, called the "Data" Package:

***Data Package***

**Form C:** Financial and Staffing Report

**Form D:** Case Services Report

**Form E:** Report on Legal Services Other than Cases ("Matters")

You will complete and submit by e-mail an **entire set (Narrative and Data) for each EAF project funded by your organization's 2005-06 EAF Grant that is no longer being supported by EAF funds as of October 1, 2006.** Also included in these instructions is an Outline for program-owned evaluations. *(Projects that continue to be supported by the Equal Access Fund will be submitting reporting materials on August 1, for which updated forms with additional instructions will be provided at a later date.)*

**MANDATORY FORMS -- DOCUMENTS REQUIRED FOR SUBMISSION**

Complete and submit by e-mail an **entire set (Narrative and Data) for each EAF project** funded by your organization's Equal Access Fund Grant (for example, if you have 3 projects, you should submit 6 documents) *if that project is no longer being supported by the Equal Access Fund.* Also included in these instructions is an Outline for program-owned evaluations (which are in addition to the Mandatory Forms).

## Form A: Narrative Report on Results.

If you completed a "program-owned" evaluation of the project, attach a report of the evaluation.

## Form B: Examples Illustrating Results.

Provide descriptions of **two** specific examples of the project's services. **The examples can fall under any of the three questions and should total only two for each project.**

## Form C: Project Staffing, Expenditures and Revenue.

You may use estimates for the amounts of non-EAF funds used for the project. Use the following definitions to categorize the data for this report.

### Personnel

<b>Lawyers:</b>	Salaries and wages paid to attorney employees, whether full-time, part-time or temporary. On <b>Form C</b> , state the number of full-time equivalents positions.
<b>Paralegals:</b>	Salaries and wages paid to paralegal employees (including law graduates, legal assistants and law students), whether full-time, part-time or temporary. Paralegals are persons working under the supervision and control of an attorney, whose duties consist primarily of such activities as intake interviewing, case investigations, checking court records, legal research, client representation at administrative hearings and outreach and community work. On <b>Form C</b> , state the number of full-time equivalents positions.
<b>Other Staff:</b>	Salaries and wages paid to all other staff, whether administrative/clerical or others, and whether full-time, part-time or temporary. On <b>Form C</b> , state the number of full-time equivalents positions.
<b>Employee Benefits:</b>	Fringe benefits and payroll taxes paid on behalf of employees such as retirement FICA health and life insurance workers' compensation unemployment insurance and other payroll-related costs.

### Non-Personnel

<b>Contract Services to Clients:</b>	Payments to private attorneys, consultants or organizations who provide professional services to clients specifically with regard to the project(s) funded by the Equal Access Fund grant.
<b>Other:</b>	All expenses specifically with regard to the project(s) funded by the Equal Access Fund grant, and not included in contract services to clients.

## Form D: Case Services Report.

Use the following definitions to categorize the data for this report.

**“Closed Case”** is a case in which there is a resolution of the client’s problems or in which the client’s problem is not resolved but it is determined that no further action will be taken on the case.

**“Major Reason Case Closed”** describes the circumstances or event causing the program to determine that no further action is to be taken on the case. If the case is closed for more than one reason, select the single major reason that best describes why the case was closed. The following are brief descriptions of the major reason cases are closed:

- a. **Counsel and Advice** refers to preparing and providing advice to the client, e.g., reviewing relevant information and counseling the client on how to take action to address a legal problem.
- b. **Brief Service Other than Counsel and Advice** refers to action taken at or soon after intake on behalf of a client that resolves a case, e.g., preparing short letters, making a telephone call.
- c. **Referred after Legal Assessment** refers to circumstances in which, **during the course of providing assistance**, a client is referred outside the program because new intake information or developments in the case indicate that the program should not handle the case, or that the client would be better served by a referral outside the program. *This category does not include referrals made at the time of intake.*
- d. **Insufficient Merit to Proceed** applies to situations where it is determined that there are no legal grounds upon which to pursue the issue because of new facts or circumstances even though the applicant was initially accepted as a client.
- e. **Client Withdrew or Did Not Return** includes cases in which the client failed to return to the program during the course of the case and could not be contacted by the program. It also includes all cases in which the client decided not to proceed with the case, e.g., client in an eviction case decided to move out instead of proceeding with legal action.
- f. **Negotiated Settlement Without Litigation** applies to those cases that are resolved through negotiation prior to the initiation of a court or administrative action.
- g. **Negotiated Settlement With Litigation** applies to those cases that are resolved through negotiation after initiation of a court or administrative action, e.g., resolution of a dispute after suit has been filed.
- h. **Administrative Agency Decision** applies to all cases that are resolved as a result of action by an administrative agency or body, e.g., a welfare department.
- i. **Court Decision** applies to all cases that are resolved as a result of action by a court.
- j. **Change in Eligibility Status** refers to cases in which an applicant whom has been accepted as a client is found no longer eligible for services because of failure to meet the “indigent person definition” as expressed in the statute due to new circumstances, e.g., employment or income changes.
- k. **Other** refers to cases that do not fit any of the preceding ten CSR case closure categories. Cases in which there is no opposing party, but in which the services provided are too extensive to fit the brief service category, such as the preparation of a complex contract or a complex medical power of attorney, may be closed in

this category. Cases which fit two or more CSR categories may not be closed in this category, but should be closed in the category that best reflects the level of service provided.

## **Form E: Report on Legal Services Other Than Cases (“Matters”).**

Do not include on this form any services in which an attorney-client relationship has been established; report those using **Form D**.

You do not need to include on this form services that do not represent a significant part of the project’s work. In other words, if distributing legal education materials is an important feature of your project, include the numbers here. If you simply provide an educational packet to an occasional client, however, you do not need to keep track of that.

## **PROGRAM-OWNED EVALUATION REPORT OUTLINE**

Ideally, reports of program-owned evaluations should be concise, totaling no more than five pages for a project, unless you are already preparing a more extensive report for some other purpose. Please be sure to include your program’s name on the report and follow this general outline as a guide.

- I. Introduction.** Name of project; brief description of project (no more than a few sentences); issue or issues the project is trying to address or the problem that needs to be solved; method of addressing the issue or type of service provided to remedy the problem; and results sought.
- II. Evaluation Questions and Measures.** List the evaluation questions and the measures used to answer those questions. The answers (based on the data you collect) should inform the reader about whether and how you are accomplishing the goals described in the introduction.
- III. Methods**
  - A. Description of *study population*.** Briefly describe whom you are studying and why they are an appropriate group. If you are collecting data on a *sample* of the study population, describe how the sample was chosen and why it is representative of the population.
  - B. Description of how data was collected.** Briefly describe who collected the data (e.g., staff, student interns, volunteers), the time period of collection, how the data was recorded and stored.
  - C. Description of instruments used.** Briefly describe the instruments used, and why you chose them as the best method for getting the data you wanted. Attach copies of any surveys, interview questions, focus group topics, etc.
- IV. The Data Itself.** Provide the raw data, the numerical, and/or statistical information that were used for the data analysis and findings, Part V. Be sure to include the response to your data collection, such as the number of surveys distributed and received, the number of interviews conducted, the responses, the amount of missing data and the like.
- V. Data analysis and findings.** Describe how you analyzed the data, such as reading through transcripts or notes looking for common themes, coding interviews or calculating frequencies and other statistics from data bases. Present any charts or graphs summarizing the data. Clearly state the most important findings.
- VI. Conclusion.** Explain what the findings mean to you and why they are important. Make any recommendations for future actions and frame the next questions to be investigated.