

Child and Parent Legal Representation (CPLR) Grant FY 2023 User Guide



MDHHS Program

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BRIEF DESCRIPTION

The Child and Parent Legal Representation Grant (CPLR) is a federal passthrough of title IV-E funds, managed by the Michigan Department of Health and Human Services (MDHHS), offered to all circuit courts in Michigan. The grant will allow MDHHS to make a title IV-E reimbursement claim at the rate of 50% for legal services provided by attorneys representing parents and/or children in child protective proceedings where at least one child is placed in out of home placement (foster care). The department will determine the type and amount of eligible expenditures based on federal guidance from the Children's Bureau and will provide the court the applicable title IV-E funds. The grant period is October 1 through September 30 each year.

Recently MDHHS conducted a review of the methodology for calculating Michigan's title IV-E administrative claims, aka IV-E penetration rate. This review revealed a need for correction to the methodology. Following consultation with the federal Children's Bureau, MDHHS has proceeded in making the necessary changes. Unfortunately, the revised calculation has resulted in an overall decrease to the penetration rate and consequently a reduction to federal reimbursement for title IV-E administrative costs.

Program Summary:

- **Purpose**
 - To enhance legal representation for children and families in child protective proceedings. Courts will continue to pay for attorney representation for eligible expenses and will utilize the reimbursement funds to enhance legal services in one of the strategies listed later in this user guide.

- **Eligibility**
 - Attorney fees that are connected to a client involved in formal court proceedings where at least one child is placed out of the home under the care and supervision of the department is eligible under this grant.

- **Penetration Rate**
 - The IV-E Penetration rate is determined by the amount of IV-E eligible youth are in the population. Utilizing the penetration rate eliminates the need for counties to sort out invoices based on IV-E eligibility and allows counties to submit bills for all eligible youth (see above), despite their funding source.
 - To address the issues surrounding the new methodology of calculating the IV-E penetration rate and to minimize large fluctuations in rates across the state, MDHHS will begin using the statewide IV-E penetration rate for all child welfare legal representation agreements beginning 10/1/22. The corrected statewide title IV-E penetration rate has been approximately 25-30%. Due to recognizing the significant decrease to most counties with this rate, the state has agreed for FY23 to provide a flat 50% penetration rate to every county and will utilize State general funds to pay for the difference between the corrected statewide penetration rate and the 50%.
 - The title IV-E reimbursement rate is 50% for title IV-E eligible cases. With the statewide penetration rate being 50% as well, this leads to an overall 25% reimbursement rate.

- **Reimbursable County Funded Legal Representation Expenses:**
 - Courts may submit the following expenses for reimbursement by the CPLR grant. Courts must use the title IV-E grant funding they receive on one or more of the strategies listed below in the **Standard Legal Representation Strategies** section.
 - County-funded legal representation expenses that can be billed to the CPLR grant for title IV-E reimbursement include:
 - (1) Attorney costs for in court and out of court legal representation.
 - (2) Attorney costs for attendance at court-approved child welfare training.
 - (3) Attorney costs for ancillary legal services provided to remove barriers to permanency.
 - (4) Costs associated with an Attorney Mentor Program.
 - The grant requires monthly invoicing and quarterly progress reviews be submitted on specific templates in the department's EGrAMS system.
 - *Note* that only **county-funded** expenses can be billed to the CPLR grant. For example, if a grantee utilizes the CPLR grant funding to develop an Attorney Mentor Program, those expenses (paid with grant funding) cannot then be billed to the grant.

- **Example of Program Monthly Expense Billing Calculation:**
 - A county spends \$10,000 in July on parent and child legal representation costs in child protective proceedings.
 - The agreed penetration rate for FY23 is 50%
 - The federal IV-E reimbursement rate is 50%.
 - Reimbursement Amount = Total Program Monthly Expense multiplied by the Monthly Penetration Rate (50%) multiplied by 50%.
 - $(\$10,000 \times 50\%) \times 50\% = \$2,500$. The court would receive \$2,500 in federal reimbursement.

- **Standard Legal Representation Strategies:**

To collect statewide data regarding the impact of the CPLR grant, a set of standard legal representation improvement strategies were created. It is **required** that each grantee utilize the CPLR grant funding they receive towards one of the seven options below. If a grantee has a different proposed strategy to improve legal representation with the CPLR grant funding, you may submit them within the EGrAMS application for approval. Applications with interventions separate from the standard strategies below must include a clear measurement component.

The standard strategies that grantees may employ with CPLR grant funding to improve legal representation, each of which are described in more detail below, include:

1. Compensation for attorneys to obtain or maintain high quality attorneys.
 2. Compensating attorneys to attend training.
 3. Compensating attorneys to represent families in ancillary legal matters that are causing barriers to permanency.
 4. Establishing an attorney mentor program to assist newer attorneys.
 5. Compensating attorneys to attend out-of-court client meetings.
 6. Providing inter-disciplinary legal representation for families.
 7. Compensating attorneys to provide pre-petition legal representation.
- Grantees will be sub-recipients of the department's title IV-E federal grant.

APPLICATION PROCESS: INTENT TO APPLY

1. Complete the Intent to Apply spreadsheet and turn it in to the MDHHS-IVE-LRGrant@michigan.gov mailbox.
Note: The total cost estimates should be entered into the intent to apply application. If during the grant cycle the court needs to increase their total project cost, an amendment can be made at that time. Amendment approvals are not guaranteed.
2. MDHHS will provide the court's total approved amount of anticipated federal funding, including the breakdown of the amount eligible for reimbursement and the local amounts that must be spent.
3. The MDHHS Bureau of Grants and Purchasing (BGP) will register all applicants into EGrAMS. Once registered, a notification will be sent to the identified contact person to submit the grant application through EGrAMS.

TIP: Recorded Webinar link for completing an application within EGrAMS: <https://youtu.be/i4qUOexVWA8>

APPLICATION PROCESS: EGRAMS

Program Assignments within EGrAMS:

- Project Director: This user is responsible for activating other users' profiles and assigning other users to work on the grant program, including applications and reports.
- Authorized Official: This user is responsible to submit grant applications and sign contracts with official authority of the court.
- Financial Officer: This user is responsible for submitting financial status reports (FSR) and requests for reimbursement.

Note: The following program assignments are required within EGrAMS. All three assignments are critical to the grant process and must be held by different individuals.

1. Individuals taking on the roles above must first create a user profile in EGrAMS if they do not already have one.
2. Once the individual serving as project director has created their profile, they must contact the EGrAMS help desk at 517-335-3359 or MDHHS-EGrAMS-HELP@michigan.gov to request assignment as project director for their agency (court) for the CPLR grant program.
3. The project director is then able to assign the other users for your agency:
 - Log into EGrAMS at <http://egram-mi.com/mdhhs> and go to menus Grantee > Project Director > Assign Agency Users.

Note: Your agency should complete all sections of the application; users assigned to any of the key roles named above may work on the application by logging in at <http://egram-mi.com/mdhhs> and setting menus to Grantee > Grant Application > Enter Grant Application.

Narrative:

- Program Synopsis: Enter a short narrative describing what the court plans to do to improve legal representation for children and/or parents in child protective proceedings with the grant funding.
- Target Population: Choose the court of jurisdiction.

Work Plan:

Grantees will be required to submit quarterly reports through EGrAMS and an annual report to MDHHS, outlining the activities and outcomes of the selected strategies funded through the CPLR grant. Below is the information, per strategy, that will be required in these reports.

The recommended data collection methods listed below, if implemented at the beginning of the process, will simplify the measurement and reporting requirements. Other data collection methods are acceptable. Grantees may contact the SCAO Child Welfare Services Division for technical assistance on how to collect the necessary measurements most effectively. When completing your application in EGrAMS, the work plan must have 2 Objectives:

- **Objective 1:** Billable services submitted for reimbursement within the grant.
- **Objective 2:** Services paid with funds from this grant.

Under each objective below are a list of allowable strategies (also referred to as activities in EGrAMS).

1. Compensation for attorneys to obtain or maintain high quality attorneys (*Objective 1 or 2*).
2. Compensating attorneys to attend training (*Objective 1 or 2*).
3. Compensating attorneys to represent families in ancillary legal matters that are causing barriers to permanency (*Objective 1 or 2*).
4. Establishing an attorney mentor program to assist newer attorneys (*Objective 1 or 2*).
5. Compensating attorneys to attend out of court client meetings (*Objective 1 or 2*).
6. Providing inter-disciplinary legal representation for families (*Objective 2 only*).
7. Compensating attorneys to provide pre-petition legal representation (*Objective 2 only*).

Work Plan Examples:

Objective 1: Billable services submitted for reimbursement within the grant.

❖ Strategy (Activity) 1: Attorney compensation

- **Activities:** The court will compensate attorneys with the CPLR grant funding to obtain or maintain high quality attorneys.
- **Responsible Staff:** *Which staff will be responsible for carrying out this activity? Please choose a job role, not a specific name.*
- **From/To Date:** 10/01/2022 to 09/30/2023.
- **Expected Outcome:**
 - (1) Consistency in legal representation.
 - (2) More timely permanency for children in foster care.
- **Measurement:** *(The Measurements will show if the Expected Outcomes above have been achieved).*
 - (1) Number of attorneys on court appointment list (compared to previous year and need).
 - (2) Time to permanency vs prior year.

This chart reflects the Expected Outcomes and Measurements above and includes a recommended data collection method.

Expected Outcomes	Measurement	Data Collection Method
Consistency in legal representation	Number of attorneys on court appointment list (compared to previous year and need)	Billing forms
Timelier permanency	Time to permanency (versus prior year)	Agency or court case management permanency data

❖ **Strategy (Activity) 2: Compensate Attorneys to Attend Training**

- Activities: Attorneys will be compensated for attending court-approved child welfare trainings, which will advance the attorneys' skills and lead to faster permanency.
- Responsible Staff: *What staff will be responsible for carrying out this activity? Please choose a job role, not a specific name.*
- From/To Date: 10/01/2022 to 09/30/2023.
- Expected Outcome:
 - (1) Attorneys will attend court-approved child welfare trainings.
 - (2) Attorneys will find the training helpful to their practice.
 - (3) More timely permanency for children in foster care.
- Measurement: *(The Measurements will show if the Expected Outcomes above have been achieved).*
 - (1) Number and percentage of attorneys that attended a training.
 - (2) Percentage of attorneys that found the training helpful.
 - (3) Time to permanency versus prior year.

This chart reflects the Expected Outcomes and Measurements above and includes a recommended data collection method.

Expected Outcomes	Measurement	Data Collection Method
Attorneys will have increased knowledge to effectively advocate for their clients	Number and percentage of attorneys trained	Attendance certificates
Attorneys will find the training helpful to their practice	Percentage of attorneys satisfied with training and found it useful	Surveys
Timelier permanency	Time to permanency (versus prior year)	Agency or court case management permanency data

❖ **Strategy (Activity) 3: Provide Ancillary Legal Services to Families**

- Activities: Attorneys will be compensated to represent families in ancillary legal matters that are causing barriers to permanency.
- Responsible Staff: *What staff will be responsible for carrying out this activity? Please choose a job role, not a specific name.*
- From/To Date: 10/01/2022 to 09/30/2023.
- Expected Outcome:
 - (1) Ancillary legal matters will be resolved.
 - (2) More timely permanency for children in foster care.
- Measurement: *(The Measurements will show if the Expected Outcomes above have been achieved).*
 - (1) Number and percentage of cases provided ancillary legal services, and types of legal services provided.
 - (2) Time to permanency versus prior year.

This chart reflects the Expected Outcomes and Measurements above and includes a recommended data collection method.

Expected Outcomes	Measurement	Data Collection Method
Ancillary legal issues resolved	Number and percentage of cases with ancillary legal services	Referral forms, Billing forms
	Number and type of legal services provided	
Timelier permanency	Time to permanency (versus prior year)	Agency or court case management permanency data

❖ **Strategy (Activity) 4: Establish an Attorney Mentor Program**

- Activities: Experienced attorneys will mentor newer attorneys through their first few child protective proceedings.
- Responsible Staff: *What staff will be responsible for carrying out this activity? Please choose a job role, not a specific name.*
- From/To Date: 10/01/2022 to 09/30/2023.
- Expected Outcome:
 - (1) New attorneys will receive assistance from a mentor.
 - (2) More timely permanency for children in foster care.
- Measurement: *(The Measurements will show if the Expected Outcomes above have been achieved).*
 - (1) Number and percentage of new attorneys in mentor program.
 - (2) Time to permanency versus prior year.

This chart reflects the Expected Outcomes and Measurements above and includes a recommended data collection method.

Expected Outcomes	Measurement	Data Collection Method
Attorneys will have knowledge to effectively advocate for their clients	Number and percentage of new attorneys in mentor program	Referral forms, billing forms
Timelier permanency	Time to permanency (versus prior year)	Agency or court case management permanency data

❖ **Strategy (Activity) 5 Compensate Attorneys for Out of Court Advocacy**

- Activities: Attorneys will be compensated to represent clients in out-of-court meetings.
- Responsible Staff: *What staff will be responsible for carrying out this activity? Please choose a job role, not a specific name.*
- From/To Date: 10/01/2022 to 09/30/2023.
- Expected Outcome:
 - (1) Attorneys will attend out of court meetings, resulting in increased client communication.
 - (2) More timely permanency for children in foster care.
- Measurement: *(The Measurements will show if the Expected Outcomes above have been achieved).*
 - (1) Number of attorneys that attended out of court meetings, and total number of out of court meetings attended.
 - (2) Time to permanency versus prior year.

This chart reflects the Expected Outcomes and Measurements above and includes a recommended data collection method.

Expected Outcomes	Measurement	Data Collection Method
Attorneys will attend out of court meetings, resulting in increased client communication	Number of attorneys that attended out of court meetings; number of meetings	Billing forms
Timelier permanency	Time to permanency (versus prior year)	Agency or court case management permanency data

Objective 2: Services paid with funds from this grant.

Note: The five strategies above are billable expenditures (Objective 1) and may also be paid for with the grant funding (Objective 2). For example, a grantee may already compensate attorneys with county funding to attend training and may use the grant funding for additional attorney training. In that case, the activity(s) listed in Objective 1 would be listed under Objective 2 in your work plan in EGrAMS. The below two strategies will only be listed in Objective 2 in your work plan because they are not reimbursable by the grant.

❖ **Strategy (Activity) 6: Inter-disciplinary Legal Representation for Families**

- **Activities:** Compensate social workers, parent partners, or other non-lawyer advocates to collaborate with attorneys; assist with client counseling and communication; attend family team meetings and other collateral meetings with clients; identify and address barriers to permanency.
- **Responsible Staff:** *What staff will be responsible for carrying out this activity? Please choose a job role, not a specific name.*
- **From/To Date:** 10/01/2022 to 09/30/2023.
- **Expected Outcome:**
 - (1) Social worker will attend Family Team Meetings and other meetings with the family, resulting in increased client communication.
 - (2) Social work advocacy will result in timelier permanency.
 - (3) Social work advocacy will result in CPS investigations being closed without the filing of a petition (when advocacy is provided to families pre-petition).
- **Measurement:** *(The Measurements will show if the Expected Outcomes above have been achieved).*
 - (1) Number of families provided social worker assistance.
 - (2) Number of meetings attended during the quarter.
 - (3) Time to permanency versus prior year.
 - (4) In pre-petition matters, number of families provided attorney assistance that closed without filing for removal.

This chart reflects the Expected Outcomes and Measurements above and includes a recommended data collection method.

Expected Outcomes	Measurement	Data Collection Method
Social worker/other advocates will attend client meetings, resulting in increased client communication	Number of families with social worker assistance Number of meetings attended Pre-petition: Number and percentage of cases closed without a petition	Referral forms, billing forms
Timelier permanency	Time to permanency (versus prior year)	Agency or court case management permanency data

❖ **Strategy (Activity) 7: Compensate Attorneys to Provide Pre-Petition Legal Advocacy**

- **Activities:** Attorneys will be compensated to provide legal representation to families who are at risk of having their children removed.
- **Responsible Staff:** *What staff will be responsible for carrying out this activity? Please choose a job role, not a specific name.*
- **From/To Date:** 10/01/2022 to 09/30/2023.
- **Expected Outcome:**
 - (1) Attorneys will work with parents in the pre-petition stage and prevent unnecessary family separations.
- **Measurement:** *(The Measurements will show if the Expected Outcomes above have been achieved)*
 - (1) Number of cases provided attorney assistance pre-petition.
 - (2) Number and percentage of cases provided legal representation that closed without filing a petition for removal.

This chart reflects the Expected Outcomes and Measurements above and includes a recommended data collection method.

Expected Outcomes	Measurement	Data Collection Method
Attorneys will work with parents in the pre-petition stage and prevent unnecessary family separations	Number of families provided pre-petition legal representation Number of cases closed without a petition filed	Referral forms, billing forms
Timelier permanency	Time to permanency (versus prior year)	Agency or court case management permanency data

Note: It is expected that the MDHHS county director and/or management team are collaborating with the court to improve outcomes for children and families involved in child protective proceedings. As such, there is a desire for the court to engage the local MDHHS office in the planning and activities associated with this grant.

Budget:

- Budget Details. The budget details the costs of title IV-E eligible legal representation of children and parents in child protective proceedings covered by this grant. The budget may not include planned expenditures that are not title IV-E eligible.
 - Attorney Billing:
 - Listing Attorney Fees:
 - Salary and Wages: Attorneys hired directly through the court.
 - Contractual-Subcontractor: A contract with a firm or an individual attorney.
 - Other Expenses—Legal Fees: Individual attorneys, pool/panel/etc.
 - Example Budget Breakdown Scenarios:
 - Scenario 1: The court has contracted with one firm for multiple attorneys.
Budget Breakdown: The court should enter the contractor’s information - agency information only, not specific attorney names - in the contractor section of the application. If the contract with the attorneys/law firm is \$50,000 or higher, attach a brief statement of work indicating the services provided in that subcontract.
 - Scenario 2: The court has contracted with more than one firm for attorney services.
Budget Breakdown: The court should list each firm’s information - agency information only, not specific attorney names - in the contractor section of the application. If any subcontract is \$50,000 or higher, attach a brief statement of work indicating the services provided in that subcontract.
 - Scenario 3: The court has contracted with individual attorneys.
Budget Breakdown: List those attorneys by name in the contractor section of the budget. If any subcontract is \$50,000 or higher, attach a brief statement of work indicating the services provided in that subcontract.
 - Scenario 4: The court has agreements (not a contract) with individual attorneys, not through a firm or business entity.
Budget Breakdown: List those attorneys by name in the *Other Expenses* section of the budget. The courts can select *Other* as the category.
 - Scenario 5: The court has attorneys on staff.
Budget Breakdown: Those attorneys should be listed in the Salary & Wage section of the budget by name.
- Note:* A list of your attorneys and/or contracted firm(s) should be uploaded into your Grant Application in EGrAMS.
- All other expenses should be listed under *Other Expenses* such as for travel, training cost, etc. The other categories are intended to be utilized for those that are direct employees of the grantee.

- Source of Funds:
 - Total Project Cost: Total Project Cost is the amount the court expects to spend on legal representation costs during the period of the grant, which includes the local total and the state total.
 - Local Total: The Local Total is the amount of county funding budgeted for parent and child legal representation in child protective proceedings.
 - State Total: The State Total is an estimate of the court's title IV-E reimbursement through this grant. The estimated amount is calculated by multiplying the Total Project Cost x the statewide title IV-E penetration rate x 50%.

Example: The court spends \$5,000 during the month of October. This amount is submitted for reimbursement within EGrAMS. The amount that will be reimbursed from the grant to be reinvested in one of the seven strategies above to enhance legal representation to children and parents would be \$1,250 ($(\$5000 \times 50\%) \times 50\%$), which is entered into the state amount. That would leave \$3,750 to be entered as the local total.

Submitting Grant Application for Approval

- Once the application is complete in EGrAMS, the authorized official must submit the application by logging in at <http://egrms-mi.com/mdhhs>, then going to menus Grantee > Grant Application > Grant Application Preview.
- There are multiple levels of approval before the final grant application can be signed and finalized. An email will be sent to the authorized official once it is ready for signature.

1. Grants section releases Agreement. Grantee must work on grant application sections with goal to submit prior to beginning of agreement period.

Location	Stage	Status
Grantee	Application Entry	Pending / Work In Progress
Grantee	Proposal Revision	Pending / Work In Progress

GRANTEE

2. Grantee submits Agreement. Grantor must now move agreement through this series of approvals:

Location	Stage	Status
Grantor	Program Approval	Ctrt Manager Tasks
Grantor	Program Approval	Pgm Manager Review
Grantor	Budget Approval	Level 1
Grantor	Budget Approval	Level 2
Grantor	Contracts Approval	CTS Tasks
Grantor	Contracts Approval	Admin Svcs Review
Grantor	Contracts Approval	Contract Template
Grantor	Contracts Approval	Ctrt Mgmt Review
Grantor	Master Agreement Contract	Pending

MDHHS

3. Agreement is sent back to Grantee for signature.

Location	Stage	Status
Grantee	Contract	Pending

4. Grantee signs Agreement. Agreement becomes effective on start date.

Location	Stage	Status
Grantee	Contract Signed	Signed by Grantee

GRANTEE

CPLR REPORTING REQUIREMENTS

Grantees are required to complete a Monthly billing spreadsheet that will be attached to their Financial Status Report (FSR) each month in EGrAMS. In addition, the grantees are required to complete a quarterly work plan report. The initial Work Plan created during the grant application process will help guide the quarterly Work Plan Report.

Quarterly Penetration Rate:

- An email will be provided each quarter with the penetration rate for the following timeframes:
 - October 2021 - December 2021.
 - January 2022 - March 2022.
 - April 2022 - June 2022.
 - July 2022 - September 2022.

Note: The state's quarterly penetration rate is based on the previous quarter's average penetration rate, e.g., the January 2022 - March 2022 rate is based on October 2021 - December 2021 average penetration rate.

Completion of Monthly Billing Spreadsheet:

- The Monthly Billing Spreadsheet must be completed each month with the following tabs:
 - Roster Tab:
 - This tab can be completed with the full roster of attorneys even if billing does not include some attorneys in that specific month.
Note: This roster is used to prefill names into the Specific Services Provided tabs.
 - Monthly Court Bill Tab:
 - Only the following sections need entries:
 - Grantee Name.
 - Billing Month.
 - Fiscal Year.
 - Billing Type.
 - Monthly Number of Children Impacted by Representation.
 - FC Penetration Rate.

Note: The tabs highlighted in blue in the application are pre-set with formulas based on what is entered in other areas of this report and should NOT be manually entered.

- Specific Services Provided Tabs: Only the tabs being billed during the current month (Salary & Wages, Fringe Benefits, Travel, Supplies & Materials, Contractual, Equipment, Other Expenses) need entries.
 - Subcontractor/Attorney: Use the drop-down list provided from your Roster Tab.
 - Billing Unit: This should be listed as a number. If it is a flat rate amount for that month, enter in 1.
 - Unit Rate: Amount per billing unit.
 - Total Billed:
 - *Example: Flat Rate Billing*
 - Billing Unit: 1.
 - Unit Rate: Amount billed for the month (e.g., \$325).
 - Total Billing: Auto-calculated - **Do Not Fill** (e.g., Total \$325).
 - *Example: Hourly Rate*
 - Billing Unit: The number of hours billed for the month (e.g., 5.25).
 - Unit rate: Amount total billed per hour (e.g., \$75).
 - Total Billing: Auto-calculated - **Do Not Fill** (e.g., Total \$393.75).
 - *Example: Mileage Rate*
 - Billing Unit: Number of miles billed for the month (e.g., 75).
 - Unit rate: Amount total billed per hour (e.g., .65/mile).
 - Total Billing: Auto-calculated - **Do Not Fill** (e.g., Total \$48.75).

Note: In order to bill for any of the *Specific Services Provided*, the original grant application must include funds in that line item. For example, if billing for travel expense, your original grant budget details must include a dollar amount within the travel line item. A budget amendment may be requested to include funds in that line item if needed.

Monthly Number of Children Impacted by Representation:

The requirement to report on the monthly number of **children** impacted by the child and parent legal representation grant was a new addition to the 10/1/21 contracts. This obligation was added due to the need to report on this population when requesting reimbursement of title IV-E funds. The requirement is to report on the average monthly number of children on whose behalf title IV-E foster care independent legal representation (child or parent) administrative costs were incurred. Care must be taken to ensure that children are not counted multiple times in a month.

The directions provided in the monthly billing report are:

- **Child:** Count each child included in this month's billing; this is an unduplicated child count each month.
- **Parent:** For each parent that was included in this month's billing, count each of the parent's children that were in care during the current billing month. This is an unduplicated child count each month even if multiple parents have representation.
 - Parent Example: An attorney represented a parent who has three children in foster care. Count three for the number of children impacted by representation for that parent.
- **Both Parents:** If both the child and parent were included in this month's billing, count that as one.
 - Both Example: During the billing month, attorneys billed for both the parents and three children on one case. The total number of children impacted would be three.

Additional scenarios for counting the number of monthly children impacted

- **Scenario 1:** The county has a contract with an attorney who is paid a monthly stipend to represent five children. Because the contract includes all five children, five would be the number reported even if the attorney did not directly work on that child's case during the month. The monthly contract made the attorney available to the child for the month which is what brings them into the monthly count.
 - **Example:** The attorney represents two families, one with three children and another with two children, but is paid a flat rate for the month to be available for all five children. During May, the family with three children has direct contact with the attorney but because of the monthly flat rate (as opposed to an hourly charge) the monthly report would be five children.
- **Scenario 2:** The county contracts with an attorney to represent a single family and pays based on the number of hours billed during the month. Because the funds paid are specific to a specific case, the number of children counted would only be those who were included in that month's bill.
 - **Example:** The attorney represents five children from two different families. During May only one family with three children is included in the monthly billing so the monthly report would be three children.

Completion of Financial Status Report (FSR) in EGrAMS:

- The FSR is a type of progress report in EGrAMS that courts must submit monthly. The FSR is used to submit monthly billing requests.
- The information entered on the Monthly Billing Spreadsheet is utilized to complete the FSR in EGrAMS.
 - The local and state amounts must reflect what is in the spreadsheet. The completed Monthly Billing Spreadsheet must be attached to a program expense in the corresponding month's FSR within the Expenditure tab.

Note: The completed spreadsheet, not screenshots, are to be uploaded into EGrAMS.

Quarterly Work Plan Report:

- Quarterly Work Plan Report provides important feedback to MDHHS and the Federal Children's Bureau about the quality of services being provided to parents and children served by the grant.
- Each quarter, the Work Plan must be reviewed based on the strategies(s) previously selected in your application.
- The following areas are required to be completed each quarter for each strategy (activity) listed in the application work plan.
 - Target Audience: Who is this strategy (activity) effecting?
 - Completed/Completed date: (check box): Mark Complete only when the activity has been completed for the *entire* grant period and will not be worked on later.
 - Period Summary: Include a description of all the following:
 - What activities were completed this quarter to meet that objective?
 - Were there any barriers that prevented/hindered progress? If so, what?
 - How close are you to meeting expected outcomes?
 - List the **data collected** to measure the expected outcome as listed in the work plan.
 - For example, in strategy 5 (compensate attorneys for out of court advocacy), the number of attorneys that attended out of court meetings and the total number of out of court meetings attended should be included in the period summary based on the quarter being reviewed.
 - Evaluation Results: Evaluate the data being utilized to measure this activity. Are there any improvements from previous quarter/year, any concerning data, etc.?

Tip: Monthly Financial Status Report (FSR) must be completed and sent for approval by the 15th of the following month to ensure reimbursement.

AMENDMENT PROCESS

Changes That May be Necessary:

- Budget edits, including moving funds from one line to another or requesting an increase to the budget.
- Edits to the list of attorneys in the agreement.
- Adjustments to the Work Plan.

Steps to Complete an Amendment:

- Consult with MDHHS Program Office analyst to determine if an amendment is needed by sending an emailing to MDHHS-IVE-LRGrant@michigan.gov.
- If an amendment is needed, MDHHS Program Office will send a request to the EGrAMS Office, which requires approval from both the Grants Program Manager and the MDHHS Budget Office.
- If approved, EGrAMS staff will open the agreement for corrections.
 - The authorized official will receive an email through EGrAMS indicating that the agreement is available for amendment, the timeframe for amendment completion, and any specific instructions necessary to complete the amendment.
- Once the necessary amendments are made, the must send the budget back for approval through EGrAMS.

Tip: FSRs cannot be submitted while a budget is being amended. Once the amendment is approved, FSR submissions can resume.

ADDITIONAL RESOURCES

EGrAMS Screen Help Documents:

These documents can be found on the main sign in page for EGrAMS under:
About EGrAMS → Screen Help Documents → NEW EGrAMS Training Videos.

- Getting Started in EGrAMS: This training is ideal for users new to the system and who are in the process of setting up a profile, or for project directors who are in charge of setting up other users in EGrAMS - <https://vimeo.com/533846635>.
- Completing an Application or Amendment in EGrAMS: This module will help anyone who is new to or wants a refresher on entering applications and amendments into EGrAMS. It includes the submission process, MDHHS approval process, and final signatures - <https://vimeo.com/534169455>.
- Completing Reports in EGrAMS: This training is for grantee users whose grants require them to submit reports in EGrAMS. It covers all types of reports, how to complete them, their deadlines, and the approval process involved with each - <https://vimeo.com/534183227>.
- Project-Based Agreement Training: Project-based agreements are those which have multiple grant projects associated with them, including the Master Agreement, Comprehensive Agreement with the Local Health Departments, Comprehensive Services for Behavioral Health (CBH), and a handful of other programs. This training covers the unique aspects of how project director's assign users, application/amendment details, and other processes distinct to Project based agreements - <https://vimeo.com/534170588>.

**For questions related to the EGrAMS system or for technical support,
please reach out to the EGrAMS helpdesk at:**

MDHHS-EGrAMS-HELP@michigan.gov

or

[517-335-3359](tel:517-335-3359)

**For program specific questions including technical support with the
Monthly Billing Spreadsheet, please email:**

MDHHS-IVE-LRGrant@michigan.gov