



iLaw Mental Health

Guide to Time Recording, Billing and Bulk Upload

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iLaw Civil: Mental Health

Introduction

Mental Health claims can be time recorded and billed in the iLaw Civil Module. The work is claimed under Legal Help or Controlled Legal Representation rates with eight allowable combinations of the four Mental Health billing fees. These fees are submitted to the Legal Aid Agency for payment with additional payments of adjourned hearing fees and additional travel payments. The claims are included in the Civil monthly submission 'Bulk load' created in the CMRF (Civil) screen. iLaw also allows for Stage Disbursement claims and will identify matters that have gone 'exceptional'.

The Mental Health Civil billing module for iLaw has been updated for the 2014 Standard Civil Contract (Mental Health and Community Care).

Mental Health Files and Clients

Setting up a Mental Health file in iLaw

In **Client Details**, create a new file reference selecting **Civil** as the module type. You can then add a new or existing client. In **Personal Details**, select "Mental Health" from the **Work Type** dropdown for iLaw to enable the Mental Health claim functionality.

The Civil Consolidated Matter Report Form requires a some mandatory information to be recorded for each client. These are:

Date of birth;

UCN: Unique Client Number (this is generated when the date of birth is entered);

Ethnicity;

Disability;

The Home address Postcode (Enter the full address for the **Documents** screen letters).

You will also be required to report a **Procurement Area** and **Access Point** code from the **Personal Details** section. The Procurement Areas list has been revised for matters starting on 1st August 2014.

The Procurement Areas and codes are:

Midlands & East - PA00180

South and South East - PA00183

North - PA00179

South West - PA00183

Wales - PA00179

ECF Matter - PA20000

Transferred Case - PA30000

If any of the required Personal Details information, Procurement Area and Access Point code are not entered for a Mental Health matter you will see a warning sign in the CMRF (Civil) monthly submission screen letting you know that there are potential upload errors for the CMRF bulk load. It is also essential that the Procurement Area and Access Point are selected for the reporting of 'New Matter Starts' in the monthly submission.

Time Recording LH and CLR work

All work done under Mental Health (Non-tribunal) and Mental Health Proceedings (Level 1) should be time recorded with the **Mental Health Legal Help** rates. If you are recording work for Mental Health Proceedings Level 2 and Level 3 fees you should use the **Mental Health CLR** rates.

Counsels fees and Disbursements can be recorded subject to vat and not subject to vat. Any disbursement entered can be claimed as a 'stage disbursement' in the Mental Health billing screen.

Time Recording Mental Health work in iLaw

In the Time Records screen, select the Fee Earner who performed the work from the **FE** drop down list and enter the date the work was carried out as the **Charge Date**. If the matter will be claimed with a Mental Health (Non-tribunal) fee or the Mental Health Proceedings (Level 1) fee select *Mental Health : Legal Help* from the **Legal Aid Type** drop down.

If your matter will be claimed with a Mental Health Proceedings (Level 2) or (Level 3) claim select *Mental Health : CLR* from the **Legal Aid Type** drop down.

Adding Time Entries

Enter the amount of time for each charge code, Attendance, Preparation, telephone calls etc... and click on **Add Record**. Each entry added will appear in the **Review and Amend** section.

Amending and Deleting Time Entries

If you want to amend a time entry that has been added you will need to select it in the **Review and Amend** section and make the required changes in the fields above, then click **Update Record**.

If you want to delete the entry, select it in **Review and Amend** and then click on **Delete time record** from the **Add Information** menu.

Unbilling

If time entries have been billed in the **Mental Health: Consolidated Matter Report Form** screen you will need to unbill them before amending or deleting them. To do this, right click on the billed entry and click 'Yes' when asked if you want to unbill the item. You will have the further option presented to unbill all items that were included in the claim.

Enter your travel time even if the claim will involve an **additional travel payment** for remote travel. You can select this payment in the billing screen.

Mental Health Legal Help Rates

Table 7(a) Legal Help

Activity	London Rate	Non- London Rate
Preparation, Attendance and Advocacy	£52.65 per hour	£48.24 per hour
Travel & Waiting Time	£27.81 per hour	£27.00 per hour
Routine Letters out and telephone calls	£4.05 per item	£3.78 per item

Mental Health Controlled Legal Representation Rates

Table 8(d) Representation in Mental Health Proceedings

Activity	London Rate	Non-London Rate
Preparation and Attendance	£57.83 per hour	£54.09 per hour
Travel & Waiting Time	£28.62 per hour	£27.81 per hour
Routine Letters out and telephone calls	£4.14 per item	£3.87 per item
Advocacy	£65.79 per hour	£65.79 per hour
Attending tribunal with counsel	£30.78 per hour	£30.78 per hour

Preparing a Mental Health Claim

Mental Health fees and allowable combinations

Legal Help and Controlled Legal Representation claims for Mental Health are produced in the **Mental Health: Consolidated Matter Report Form** screen in **Billing**. The arrow icon will be green when there are unbilled Mental Health time records.



Mental Health: Consolidated Matter Report Form

When you open the **Mental Health: Consolidated Matter Report Form** screen it will default to the **Payments to be claimed** tab view.

In this screen you can select the allowable combinations of fees for Mental Health claims on the CMRF SPAN upload. The Case Stage Level Combinations are shown below with the resulting fee. Simply click each check box required in the **Fee Claimed** section. iLaw will flag in red text any invalid combinations selected.

The levels are:

Non MHRT Fee (Matters that do not concern applications to the Mental Health Tribunal)

MHRT Fee Level 1 (initial advice)

MHRT Fee Level 2 (negotiation and preparation)

MHRT Fee Level 3 (representation before the Mental Health Review Tribunal).

Case Stage Level Combinations

Option Code(Case Stage Level field)	Level 1 non- MHRT	Level 1 - MHRT	Level 2	Level 3	Resulting total net fee value Oct 2011
MHL01	✓				£253
MHL02		✓			£129
MHL03		✓	✓		£450 (=129+321)
MHL04		✓	✓	✓	£744 (=129+321+294)
MHL05			✓		£321
MHL06			✓	✓	£615 (=321+294)
MHL07				✓	£294
MHL08		✓		✓	£423 (=129+294)

Table 5(a) Basic Fees

Basic Fees	Value
Mental Health – non Tribunal	£253
Level 1 (Mental Health Proceedings)	£129
Level 2 (Mental Health Proceedings)	£321
Level 3 (Mental Health Proceedings)	£294

Meeting Attended Codes

Select the checkboxes for meeting attended. This will report a meetings attended code in the CMRF SPAN upload depending upon the combination of the following meeting types attended:

Tribunal Hearing

Hospital Managers Review

Section 117 Meeting

CPA (Care Programme Approach)

Application for Review/ Appeal

Additional Payments

Additional payments are available for adjourned hearings, for hearings cancelled or postponed on the same day notified, and remote travel. There are two levels of remote travel fees depending upon whether the completed claim is a Level 1 fee or for a Level 2 and/ or Level 3 fee. Remote travel payments can be requested where the case involves travel to a hospital considered to be 'remote'.

Table 5(b) Additional Fees

Table 5(b) additional fees Additional Fees	Value
Adjourned Hearing Fee	£117
Remote Travel Payment: Level 1 (Mental Health Proceedings)	£69
Remote Travel Payment: Non-Tribunal, Level 2 (Mental Health Proceedings) , Level 3 (Mental Health Proceedings)	£138

Counsels Costs

Counsels Fees are claimed separately from the fees and are paid to Counsel.

Disbursements

Disbursements subject to or not subject to Vat do not form part of the fee and are claimed separately. The total of all disbursements recorded for the matter will show in the **Claim Summary**.

Billing a Mental Health claim

Billing the claim for monthly submission

Once the claim has been prepared with the applicable fee boxes, Meeting Codes and Additional Payments checked, you can review the totals in the **Claim Summary**.

Enter the **Date Billed** and **Date work ended**. The **Date Billed** will determine which CMRF submission month the matter will fall into.

To place the matter on the CMRF (Civil) click on **Bill Now**.

Disbursement Stage Billing

An optional disbursement stage billing facility came into force under the new contract from November 2010. As a result Mental Health providers are able to submit a stage claim in respect of unpaid Controlled Work disbursements (not including counsel's fees) where:

'...at least six months have elapsed since the start of the Matter and, if [they] have previously applied for payment under this Paragraph, then at least six months have elapsed since that application was made' (Part D, 9.50).

Exceptional Cases

For a case to be exceptional, the total profit cost excluding VAT of the entire case, based on current hourly rates, must be greater or equal to three times the total of the fixed fees payable for each of the levels of work done plus additional payments, i.e. $3 \times (\text{Total of payable Fixed Fees}) + \text{additional payments}$.

The introduction of Disbursement Stage Billing (see below) does not affect the Exceptional Case calculation, as disbursements fall outside of the EC calculation.

Mental Health CMRF Submissions

Uploading your SPAN file online

When each Mental Health matter has concluded and been billed, it will show on the CMRF (Civil) screen for monthly submission. The screen can be accessed from the **View CMRF** button in the Mental Health billing screen or from the **CMRF (Civil)** link in the **Billing Tasks** menu.

When the screen opens, you can select the month by using the **Reporting Month** Calendar control by clicking on the small up/ down arrows to move the months forward or back. To access a month from a previous year it may be easier to click on the dropdown arrow to use the calendar control.

iLaw will highlight any row that has information errors or missing fields and show a yellow exclamation triangle.

To produce the Civil SPAN file including your billed Metal Health matters, click on the **Online Submit** link in the CMF tasks menu. You will be asked to confirm the office schedule reference and

Mental Health Schedule References

There are three schedule references needed for reporting Civil Mental Health matters in the monthly submission SPAN file. The Office Schedule Reference; the Matter Schedule Reference and the New Matter Start Schedule.

Office Schedule Reference

Office Contract Number/CIVIL

eg. 1A123A/CIVIL

Matter Schedule Reference and New Matter Start Schedule

Providers working under 2014 SCC (MH&CC) will include the new schedule reference for matters starting on or after August 2014.

Office Contract Number/CCMH2014/NN

eg. 1A123A/CCMH2014/15

The matter schedule reference is entered in the **Contract and Tolerance Work Settings** grid in **Setup - Contract Settings** . The new matter start reference can also be entered in this grid.

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