



Legal Aid  
Agency

## **Contracted Work & Administration (CWA)**

### **User Guide for Providers**

### **Management Information:**

### **Activity Management Reports**

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## Introduction

### What are Activity Management Reports?

A number of Activity Management reports have been created to help you locate and analyse the outcome data that your organisation has submitted through CWA.

The reports will enable you to answer key questions about your submissions.

For example:

Has my claim been successfully received?

Has the LAA made any amendments to my claims?

Which claims have been flagged as Escape Fee?

What assessments have been undertaken against my claims?

If an assessment has taken place, what was the result of the assessment?

How much will I be credited for each claim?

The reports give you access to a summary of the data that the LAA holds about your claims, including detail of any assessments and/or changes that have been made to them. This means that when you discuss your claims with your Contract Manager you can both view the same claims and their associated costs and values.

These reports are in addition to the 'Previous Submissions' screen that is available. 'Previous Submissions' enables you to view a complete breakdown of a submission but it only displays one month at a time.

The Activity Management reports offer greater flexibility, for example:

You can extract outcome data over multiple submission months (up to a maximum of twelve) rather than one month at a time. You can search for specific claims e.g. claims that have been assessed by the LAA rather than viewing all of the claims that you have made.

Please refer to CWA User Guide 2 'Submissions' for more information about the Previous Submissions screen (see Appendix for link).

The report data can be exported into Microsoft Excel, which may help you to undertake additional analysis on the data given.

There are six reports available in total:

1. **Outcomes Post Submission** - a summary of all civil, criminal or mediation outcomes for a single office over multiple submission months.
2. **Escape Fee Cases Pre Assessment** – list of civil or criminal outcomes that have been flagged as escape fee cases but have not yet been assessed by the LAA.
3. **Escape Fee Cases Post Assessment** - list of civil or criminal outcomes that have been flagged as escape fee cases and have been assessed by the LAA.
4. **Post Submission Non-Escape Fee Assessment** - list of civil or criminal outcomes that have been assessed by the LAA, but not as part of the escape fee case process.
5. **Post Submission Non-Assessed Outcome Changes** - list of civil, criminal or mediation outcomes that have been amended but not assessed by the LAA.
6. **Immigration and Asylum Staged Claims** - associates the different stages of Immigration and Asylum cases together across various submission months

This guide covers the step-by-step process that you will follow to view the Activity Management Reports in CWA. It also contains a summary of each report and a guide to the data displayed in each report.

## **CWA User Roles**

To view the Activity Management Reports, you must log in to CWA with one of the following user roles:

- CWA Firm Manager
- CWA Office Manager

The CWA Firm Manager can view all of the submission data for your organisation. The CWA Office Manager may have restricted access to only view the submission data that is specific to the office that they work in

If you do not have access to one of these roles, please contact the CWA Firm Sysadmin user in your organisation. They will be able to add this role and apply office level restrictions to your CWA user account

## Help and Support

If you have any queries about the content of the reports, please refer to your Contract Manager.

If you require any technical assistance, please refer to the CWA pages of the Gov.uk website or contact the Online Support team. Details can be found:

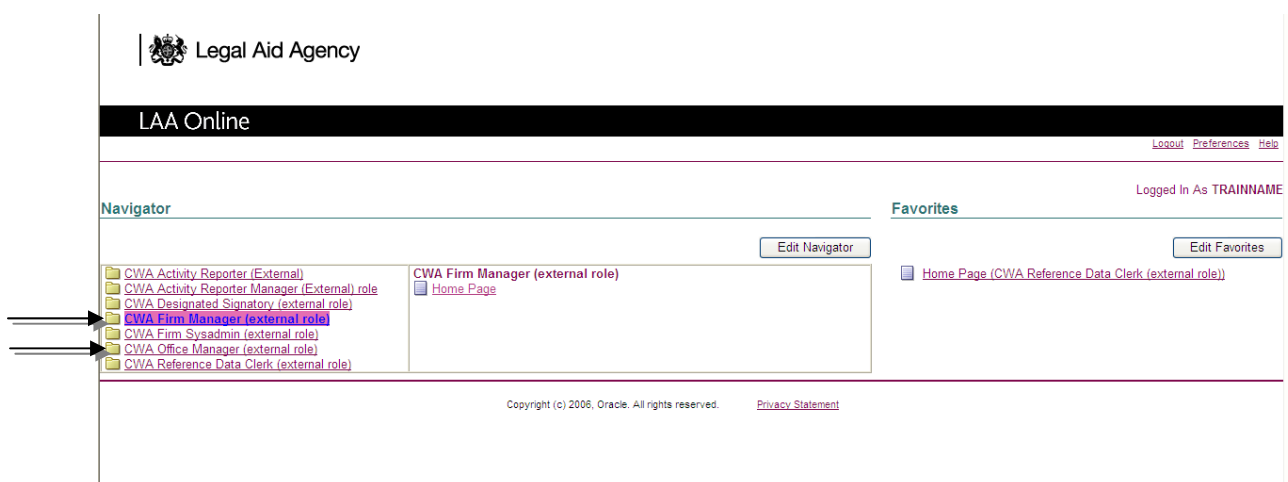
[www.gov.uk/submit-a-contracted-work-and-administration-cwa-claim-online](http://www.gov.uk/submit-a-contracted-work-and-administration-cwa-claim-online)

## Accessing and Running the Reports

### Locating the Reports

Follow these steps to locate the Activity Management Reports:

- Login to the Online<sup>1</sup> Portal.
- Select CWA from the list of Applications.
- The Navigator screen is displayed.
- To access the Activity Management Reports you will need to login with either the CWA Firm or CWA Office Manager role\*.

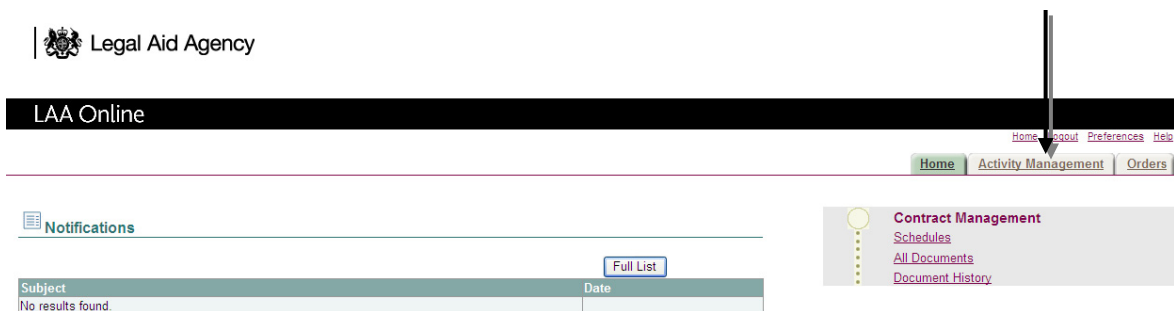


\*If you do not have access to the relevant role, please contact the CWA Firm Sysadmin user within your organisation.

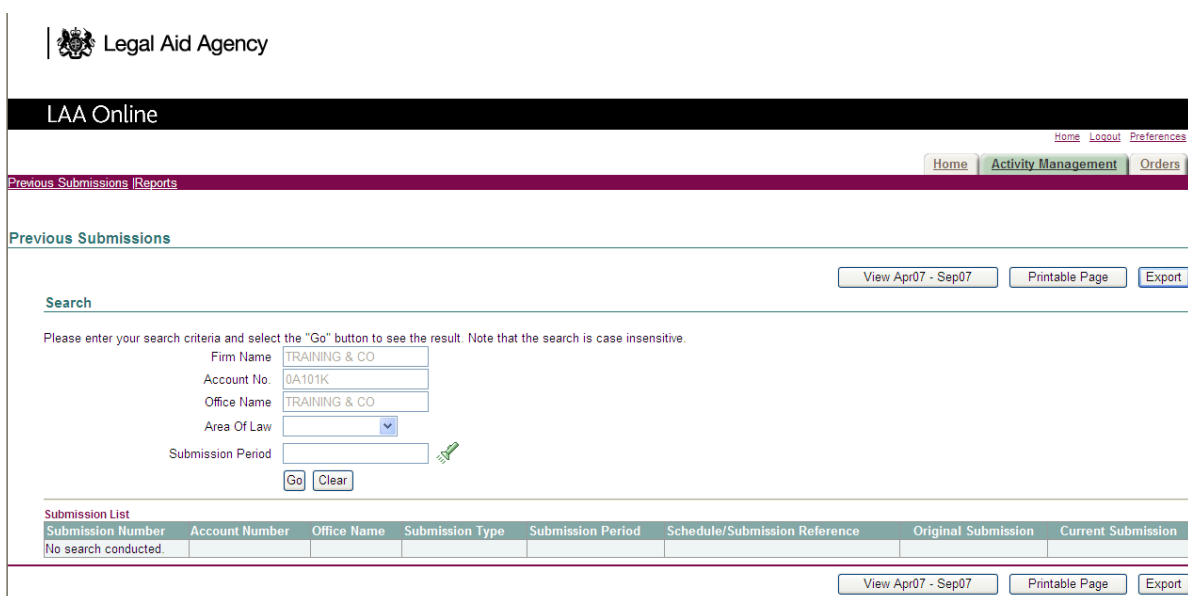
<sup>1</sup> Refer to Contracted Work & Administration User Guide 1 Getting Started (see Appendix for link)



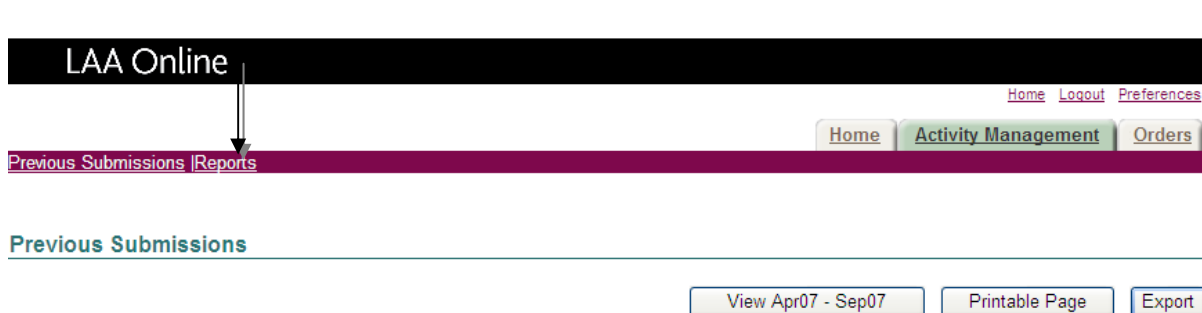
The reports are located in the **Activity Management** area of CWA.



The Activity Management menu is displayed.



To view the Activity Management Reports, select **Reports**.



The Activity Management Reports are displayed. The 6 reports are available to select from the left hand menu. The first report 'Post Submission' will be selected by default.

**LAA Online**

- **Post Submission**
- [Escape Fee Cases](#)
- [Pre Assessment](#)
- [Escape Fee Cases](#)
- [Post Assessment](#)
- [Post Non Escape Fee Assessment](#)
- [Post Submission Non-assessed Outcome Changes](#)
- [Immigration & Asylum Staged Claims](#)

**Activity Management Reports**

Specify parameters and values to filter the data that is displayed in your report then press 'Go'.

**Outcomes Post Submission**

\* Submission Type

\* Account No

\* Office Name

\* Submission Period From

\* Submission Period To

To run a report you need to enter some mandatory search parameters e.g. your Account No. The parameters differ depending on the report that you select. For the Post Submission report there are five search parameters.

**Outcomes Post Submission**

\* Submission Type

\* Account No

\* Office Name

\* Submission Period From

\* Submission Period To

**Outcomes**

Select a **Submission Type** from the drop down list; Crime Lower, Legal Help (Civil) or Mediation.

The reports are restricted to show one office in your organisation per report. Enter the Account No for the office whose details you wish to view. If you do not know the number, click on the green torch to search for all of the account numbers connected to your organisation\*\*.

\*\*Note that if you are logged in with the CWA Office Manager role your setup may be restricted to view the office(s) that you work for.


You must now enter the date range for the report by selecting a submission period from and to (maximum of 12 months per report). You can enter the submission period directly into the field or search for it using the green torch.


For example **JAN-2013** to **MAY-2013** as per example on next page would show a summary of the submission data within this time frame.


Once the Search parameters have been completed, click Go.


### Outcomes Post Submission

\* Submission Type

\* Account No  

\* Office Name  

\* Submission Period From  

\* Submission Period To  

The report results are displayed in a table below the parameters.

### Outcomes

Account Number	Supplier Office Name	Submission Period	UFN	Client Initial	Client Surname	Stage Reached	Outcome Code	Matter Type	Date Class of Work Concluded
0A101K	TRAINING & CO	APR-2013	111012/001	C	Watson	INVC	CN08	8	25-Jan-2013

Each row of the table represents an individual claim. The reports can be quite large; you will need to use the scroll bars to view all of the data.

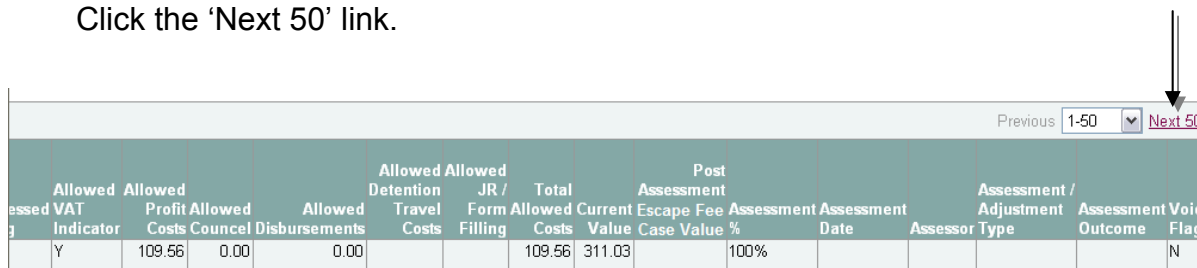
The actual column headings shown here are for illustration purposes only. Refer to the 'Report Descriptions and Content' section of this guide for a detailed guide of each report.

Note: that the report screen holds a maximum of **50** claims.

## Viewing Large Reports

The report displays a maximum of 50 claims per screen. To access the next 50 claims, scroll to the right to locate the 'Next 50' link.

Click the 'Next 50' link.

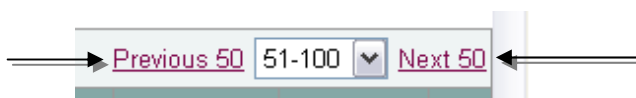


The screenshot shows the top of a report table. At the top right, there is a navigation bar with a 'Previous' link, a dropdown menu showing '1-50', and a 'Next 50' link. A downward-pointing arrow highlights the 'Next 50' link. Below this is the start of a table with various columns including VAT Indicator, Allowed Costs, Allowed Profit, Allowed Disbursements, Allowed Detention Costs, Allowed Travel Costs, Allowed Form Filling, Total Costs, Current Value, Post Assessment Case Value %, Assessment Date, Assessor Type, Assessment Adjustment, Assessment Outcome, and Void Flag.

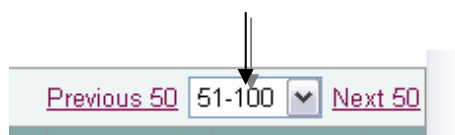
VAT Indicator	Allowed Costs	Allowed Profit	Allowed Disbursements	Allowed Detention Costs	Allowed Travel Costs	Allowed Form Filling	Total Costs	Current Value	Post Assessment Case Value %	Assessment Date	Assessor Type	Assessment Adjustment	Assessment Outcome	Void Flag
Y	109.56	0.00	0.00				109.56	311.03	100%					N

The next fifty claims will be displayed. Scroll to the right to locate the Next and Previous links.

Select the 'Next 50' link to view another 50 claims or click the 'Previous 50' link to go back to the previous screen.



The drop down list keeps a record of the report screens that you have already accessed. You can then select a screen from the list rather than using the Next and Previous links to move around the data.



## Export Report Data to Microsoft Excel

If you wish to keep your own record of the report or carry out additional analysis, you can export the data into Microsoft Excel.

Click Export. This button is located in the top left and bottom left corners of the report.

Outcomes

Export

Account Number	Supplier		Submission Period	UFN	UCN	HO UCN	Client Forename	Client Surname	Matter			
	Office Name	Name							Type 1	Type 2	Stage Reached	
4182			AUG-2013	121007/004	04021975/J/SMIT		James	Smith	EDU	ESEN	EDSC	ED

You can now choose to either Open or Save the spreadsheet. If there is a large amount of data in the report, we recommend that you save it first.



The report data is now displayed in Microsoft Excel and you can save it to your local computer system.

## Print the Report Data

For best printing results:

**Do not** print the report data directly from CWA.

Export the data into Microsoft Excel (see previous page) and print from within Microsoft Excel.

For best results adjust print settings in Excel for your own local capabilities and requirements.

## Report Descriptions and Content

### Outcomes Post Submission Report

The Outcomes Post Submission report contains a summary of all civil, criminal or mediation outcomes for a single office over multiple submission months.

The report contains a summary of each outcome and will help you to:

- Determine which outcomes have been reported against each month.
- Reconcile the value you have been credited for each outcome against the original submission.
- Identify which cases have been flagged as escape fee.

The report data is sorted in a specific order to make it easier for you to view the claims. The sort order is:

- Submission Period (descending)
- Client Surname (ascending)
- Client Forename / Initial (ascending)

## What information is in the report?

### Civil Outcomes Post Submission Report:

Data	Description																								
Account Number	Your office account number																								
Supplier Office Name	Your office name																								
Submission Period	The submission period in which this outcome was submitted in CWA.																								
Schedule Reference	Identifies under which contract the civil work was completed. It is made up of the Account No/Contract/NN – ex 1A234B/2013/15 or 1A234B/SCC/15. Refer to Civil Codes Guidance (see Appendix for link)																								
Case Reference Number	Your organisation's reference for the outcome.																								
UFN	The Unique File Number for the outcome. It is made up of the case start date and 3-digit case ID.																								
UCN	Unique Client Number. Made up of client's date of birth/clients initial/first 4 letters of clients surname.																								
Client Forename	Forename of the client receiving legal aid.																								
Client Surname	Surname of the client receiving legal aid.																								
Category	<table border="0"> <tr> <td>Category of law (In-Scope):</td> <td>Category of law (Out of-Scope):</td> </tr> <tr> <td>COM - Community Care</td> <td>CON - Consumer</td> </tr> <tr> <td>DEB - Debt</td> <td>EMP - Employment</td> </tr> <tr> <td>EDU - Education</td> <td>IMMOT - Immigration Other</td> </tr> <tr> <td>HOU - Housing</td> <td>PI - Personal Injury</td> </tr> <tr> <td>IMMAS - Immigration Asylum</td> <td></td> </tr> <tr> <td>MAT - Family</td> <td></td> </tr> <tr> <td>MED - Clinical Negligence</td> <td></td> </tr> <tr> <td>MHE - Mental Health</td> <td></td> </tr> <tr> <td>MSC - Miscellaneous</td> <td></td> </tr> <tr> <td>PUB - Public</td> <td></td> </tr> <tr> <td>WB - Welfare Benefits</td> <td></td> </tr> </table>	Category of law (In-Scope):	Category of law (Out of-Scope):	COM - Community Care	CON - Consumer	DEB - Debt	EMP - Employment	EDU - Education	IMMOT - Immigration Other	HOU - Housing	PI - Personal Injury	IMMAS - Immigration Asylum		MAT - Family		MED - Clinical Negligence		MHE - Mental Health		MSC - Miscellaneous		PUB - Public		WB - Welfare Benefits	
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MHE - Mental Health																									
MSC - Miscellaneous																									
PUB - Public																									
WB - Welfare Benefits																									
Procurement Area	A geographical area specified by us which we have issued you with Matter Starts under this Specification. Refer to Civil Codes Guidance (see Appendix for link)																								
Access Point	A Procurement Area which also forms part of a larger area. Refer to Civil Codes Guidance (see Appendix for link)																								
Matter Type 1	A 4-letter code representing what the matter is about. Refer to Civil Codes Guidance (see Appendix for link)																								
Matter Type 2	A 4-letter code representing whom the matter involves. Refer to Civil Codes Guidance (see Appendix for link)																								
Stage Reached	A 2-letter code representing the stage that has been reached in the case. Refer to Civil Codes Guidance (see Appendix for link)																								
Outcome for Client	A 2-letter code representing the outcome that has been reached for the client. Refer to Civil Codes Guidance (see Appendix for link)																								
ECF Reference	Exceptional Case Funding Reference. A 9-letter code. Refer to Civil Codes Guidance (see Appendix for link)																								



Data	Description
Exemption Criteria Satisfied	A 4-letter code. Refer to Civil Codes Guidance (see Appendix for link)
CLA Reference Number	A 9-letter code. Refer to Civil Codes Guidance (see Appendix for link)
CLA Exemption Code	A 4-letter code. Refer to Civil Codes Guidance (see Appendix for link)
Initial Calculated Value	Price of the case based on the original submission data. Inclusive of VAT if VAT Indicator ='Y'.
Current Value	Current price of the case. Where a case is an escape fee and remains so post assessment this figure will no longer be valid. The Post Assessment Case Value will supersede it (see next field). Inclusive of VAT if VAT Indicator ='Y'.
Post Assessment Escape Fee Case Value	Where a case is an escape fee and remains so post assessment this field is populated with the actual case value. Inclusive of VAT if VAT Indicator ='Y'.
Escape Fee Flag	Y or N. If Y then the case meets the criteria to be treated as an escape fee case.
Assessed Flag	Y, N or Null. If Y then the case has been assessed. If N then the case has been amended post submission but an assessment has not taken place.
Assessment/Adjustment Type	The reason that the LAA has completed an assessment on this case.
Void flag	Y or N. If 'Y' the case has been voided and is no longer valid.

## Crime Outcomes Post Submission Report:

Data	Description
Account Number	Your office account number
Supplier Office Name	Your office name
Submission Period	The submission period in which this outcome was submitted in CWA.
UFN	Unique File Number. Made up of the start date and 3-digit case ID.
Client Initial	The first name initial of the client receiving legal aid.
Client Surname	The surname of the client receiving legal aid.
Stage Reached	The stage the case has reached – represented by a 4-letter code. Refer to Crime Lower Reporting Guidance (see Appendix for link)
Outcome Code	The outcome for the client at the end of the stage or case. Represented by a 4-character code. Refer to Crime Lower Reporting Guidance (see Appendix for link)
Matter Type	The offence code for the case. Numbered 1 to 16. Refer to Crime Lower Reporting Guidance (see Appendix for link)
Date Class of Work Concluded	The date your office concluded the case.
Initial Calculated Value	Price of the case based on the original submission data. Inclusive of VAT if VAT Indicator = 'Y'.
Current Value	Current price of the case. Inclusive of VAT if VAT Indicator = 'Y'. Where a case is an escape fee and remains so post assessment this figure will no longer be valid. The Post Assessment Case Value will supersede it (see next field)
Post Assessment Escape Fee Case Value	Where a case is an escape fee and remains so post assessment this field is populated with the actual case value. It is the sum of all allowed gross costs fields.
Escape Fee Flag	Y or N. If Y then the case meets the criteria to be treated as an escape fee case.
Assessed Flag	Y, N or Null. If Y then the case has been assessed. If N then the case has been amended by the LAA post submission but an assessment has not taken place.
Assessment/Adjustment Type	The reason that the LAA has completed an assessment on this case.
Void Flag	Y or N. If 'Y' the case has been voided and is no longer valid.

## Mediation Outcomes Post Submission Report:

Data	Description
Account Number	Your office account number
Supplier Office Name	Your office name
Submission Period	The submission period in which this outcome was submitted in CWA.
Schedule Reference	Identifies under which contract the Mediation work was completed. It is made up of the Account No/Contract/NN – e.g. 1A234B/MEDI2010/14. Refer to Mediation Codes Guidance (see Appendix for link)

Data	Description
Case Reference Number	Your organisation's reference for the outcome.
UFN	The Unique File Number for the outcome. It is made up of the case start date and 3-digit case ID.
UCN	Unique Client Number. Made up of client's date of birth/clients initial/first 4 letters of clients surname.
Client Forename	Forename of the first client.
Client Surname	Surname of the first client.
Category	MEDI – Mediation
Matter Type 1	A 4-letter code representing what the matter is about. Refer to Civil Codes Guidance (see Appendix for link)
Matter Type 2	A 4-letter code representing whom the matter involves. Refer to Mediation Codes Guidance (see Appendix for link)
Outcome code	A code representing the outcome that has been reached for the client. Refer to Mediation Codes Guidance (see Appendix for link)
Client Legally Aided	Y/N indicator if first client is in receipt of Legal Aid.
Client 2 Forename	Forename of the Second client.
Client 2 Surname	Surname of the Second client.
Client 2 UCN	Unique Client Number for the second client. Made up of client's date of birth/clients initial/first 4 letters of clients surname.
Client 2 Legally Aided	Y/N indicator if second client is in receipt of Legal Aid.
Outreach	Location of Mediation meeting represented by a 3 digit number.
Number Of Mediation Sessions	Total number of mediation sessions conducted with clients.
Work Concluded Date	The date the mediation was concluded by the Provider.
Unique Case Id	This is the UFN (i.e. case start date and Case id) of the first attendance in the mediation
VAT Indicator	Y or N. If 'Y' then VAT is added to the initial calculated value of the case.
Disbursement Amount	Disbursement amount excluding VAT.
Disbursements VAT	VAT value to be claimed on Disbursements.
Mediation / Assessment Fee	Assessment Fee to be charged excluding VAT.
Mediation / Assessment Fee VAT	VAT value to be charged on the Assessment Fee
Agreed Proposal Fee	Agreed Proposal Fee to be charged excluding VAT.
Agreed Proposal Fee VAT	VAT value to be charged on the Agreed Proposal Fee
Total Allowed Costs	The sum of; Disbursements amount, Disbursements VAT, Agreed Proposal Fee, Agreed Proposal Fee VAT, Mediation / Assessment Fee, and Mediation / Assessment Fee VAT.
Void Flag	Y or N. If 'Y' the case has been voided and is no longer valid.

## Escape Fee Cases Pre Assessment Report

The Escape Fee Cases Pre Assessment report contains a list of civil or criminal outcomes that have been flagged as escape fee cases but **have not yet been assessed** by the LAA.

You can use this report to prompt you to send the necessary escape fee case paperwork to the LAA.

The report contains a summary of each outcome e.g. the UFN, client name, matter type. It displays the **Total Gross Claimed costs** for the outcome and the **value** that was credited when the outcome was submitted.

The report data is sorted in a specific order to make it easier for you to view the claims. The sort order is:

- Submission Period (descending)
- Client Surname (ascending)
- Client Forename / Initial (ascending)

## What information is in the report?

### Civil Escape Fee Cases Pre Assessment Report:

Data	Description	
Account Number	Your office account number	
Supplier Office Name	Your office name	
Submission Period	The submission period in which this outcome was submitted in CWA.	
Schedule Reference	Identifies under which contract the civil work was completed. It is made up of the Account No/Contract/NN – ex 1A234B/2013/15 or 1A234B/SCC/15. Refer to Civil Codes Guidance (see Appendix for link)	
Case Reference Number	Your organisation's reference for the outcome.	
UFN	The Unique File Number for the outcome. It is made up of the case start date and 3-digit case ID.	
UCN	Unique Client Number. Made up of client's date of birth/clients initial/first 4 letters of clients surname.	
Client Forename	Forename of the client receiving legal aid.	
Client Surname	Surname of the client receiving legal aid.	
Case Concluded Date	The date case or stage was concluded by your office.	
Category	Category of law (In-Scope): COM - Community Care DEB - Debt EDU - Education HOU - Housing IMMAS - Immigration Asylum MAT - Family MED - Clinical Negligence MHE - Mental Health MSC - Miscellaneous PUB - Public WB - Welfare Benefits	Category of law (Out of-Scope): CON - Consumer EMP - Employment IMMOT - Immigration Other PI - Personal Injury
Procurement Area	A geographical area specified by us which we have issued you with Matter Starts under this Specification. Refer to Civil Codes Guidance (see Appendix for link)	
Access Point	A Procurement Area which also forms part of a larger area. Refer to Civil Codes Guidance (see Appendix for link)	
Matter Type 1	A 4-letter code representing what the matter is about. Refer to Civil Codes Guidance (see Appendix for link)	
Matter Type 2	A 4-letter code representing whom the matter involves. Refer to Civil Codes Guidance (see Appendix for link)	
Stage Reached	A 2-letter code representing the stage that has been reached in the case. Refer to Civil Codes Guidance (see Appendix for link)	
Outcome for Client	A 2-letter code representing the outcome that has been reached for the client. Refer to Civil Codes Guidance (see Appendix for link)	
ECF Reference	Exceptional Case Funding Reference. A 9-letter code. Refer to Civil Codes Guidance (see Appendix for link)	

Data	Description
Exemption Criteria Satisfied	A 4-letter code. Refer to Civil Codes Guidance (see Appendix for link)
CLA Reference Number	A 9-letter code. Refer to Civil Codes Guidance (see Appendix for link)
CLA Exemption Code	A 4-letter code. Refer to Civil Codes Guidance (see Appendix for link)
Costs/Damages Recovered	This applies to Family – Private Law only. The total value of costs or damages recovered by the client.
Claimed VAT Indicator	Y or N. If 'Y' then VAT is added to the initial calculated value of the case.
Total Gross Claimed Costs	Sum of all reported gross costs fields. Excluding Travel and Waiting.
Current Value	Current price of the case. Inclusive of VAT if VAT Indicator = 'Y'.
Void flag	Y or N. If 'Y' the case has been voided and is no longer valid.

## Crime Escape Fee Cases Pre Assessment Report:

Data	Description
Account Number	Your office account number
Supplier Office Name	Your office name
Submission Period	The submission period in which this outcome was submitted in CWA.
UFN	Unique File Number. Made up of the start date and 3-digit case ID.
Client Initial	The first name initial of the client receiving legal aid.
Client Surname	The surname of the client receiving legal aid.
Stage Reached	The stage the case has reached – represented by a 4-letter code. Refer to Crime Lower Reporting Guidance (see Appendix for link)
Outcome Code	The outcome for the client at the end of the stage or case. Represented by a 4-character code. Refer to Crime Lower Reporting Guidance (see Appendix for link)
Matter Type	The offence code for the case. Numbered 1 to 16. Refer to Crime Lower Reporting Guidance (see Appendix for link)
Date Class of Work Concluded	The date your office concluded the case.
Claimed VAT Indicator	Y or N. If 'Y' then VAT is added to the initial calculated value of the case.
Total Gross Claimed Costs	Sum of all reported gross costs fields.
Current Value	Current price of the case. Inclusive of VAT if VAT Indicator = 'Y'.
Void Flag	Y or N. If 'Y' the case has been voided and is no longer valid.

## Escape Fee Cases Post Assessment Report

The Escape Fee Cases Post Assessment report contains a list of civil or criminal outcomes that have been flagged as escape fee cases and have been assessed.

The report shows the final value credited for cases identified as escape fee. This enables you to reconcile claimed costs against the allowed value and to determine the volume of escape fee cases that have been allowed.

The report contains a summary of each outcome e.g. the UFN, client name, matter type. It displays the **Total Gross Allowed Costs** for the outcome, the **Post Assessment value** that has been credited and the **Assessment Outcome**.

The report data is sorted in a specific order to make it easier for you to view the claims. The sort order is:

- Submission Period (descending)
- Client Surname (ascending)
- Client Forename / Initial (ascending)

## What information is in the report?

### Civil Escape Fee Cases Post Assessment Report:

Data	Description	
Account Number	Your office account number	
Supplier Office Name	Your office name	
Submission Period	The submission period in which this outcome was submitted in CWA.	
Schedule Reference	Identifies under which contract the civil work was completed. It is made up of the Account No/Contract/NN – ex 1A234B/2013/15 or 1A234B/SCC/15. Refer to Civil Codes Guidance (see Appendix for link)	
Case Reference Number	Your organisation's reference for the outcome.	
UFN	The Unique File Number for the outcome. It is made up of the case start date and 3-digit case ID.	
UCN	Unique Client Number. Made up of client's date of birth/clients initial/first 4 letters of clients surname.	
Client Forename	Forename of the client receiving legal aid.	
Client Surname	Surname of the client receiving legal aid.	
Case Concluded Date	The date case or stage was concluded by your office.	
Category	Category of law (In-Scope): COM - Community Care DEB - Debt EDU - Education HOU - Housing IMMAS - Immigration Asylum MAT - Family MED - Clinical Negligence MHE - Mental Health MSC - Miscellaneous PUB - Public WB - Welfare Benefits	Category of law (Out of-Scope): CON - Consumer EMP - Employment IMMOT - Immigration Other PI - Personal Injury
Procurement Area	A geographical area specified by us which we have issued you with Matter Starts under this Specification. Refer to Civil Codes Guidance (see Appendix for link)	
Access Point	A Procurement Area which also forms part of a larger area. Refer to Civil Codes Guidance (see Appendix for link)	
Matter Type 1	A 4-letter code representing what the matter is about. Refer to Civil Codes Guidance (see Appendix for link)	
Matter Type 2	A 4-letter code representing whom the matter involves. Refer to Civil Codes Guidance (see Appendix for link)	
Stage Reached	A 2-letter code representing the stage that has been reached in the case. Refer to Civil Codes Guidance (see Appendix for link)	
Outcome for Client	A 2-letter code representing the outcome that has been reached for the client. Refer to Civil Codes Guidance (see Appendix for link)	
ECF Reference	Exceptional Case Funding Reference. A 9-letter code. Refer to Civil Codes Guidance (see Appendix for link).	



Data	Description
Exemption Criteria Satisfied	A 4-letter code. Refer to Civil Codes Guidance (see Appendix for link)
CLA Reference Number	A 9-letter code. Refer to Civil Codes Guidance (see Appendix for link)
CLA Exemption Code	A 4-letter code. Refer to Civil Codes Guidance (see Appendix for link)
Costs/Damages Recovered	This applies to Family – Private Law only. The total value of costs or damages recovered by the client.
Claimed VAT Indicator	Y or N. If 'Y' then VAT is added to the initial calculated value of the case.
Total Gross Claimed Costs	Sum of all reported gross costs fields. Excluding Travel and Waiting.
Initial Calculated Value	Current price of the case. Inclusive of VAT if VAT Indicator = 'Y'.
Allowed VAT Indicator	Y or N. The VAT Indicator that is allowed as a result of an assessment.
Total Gross Allowed Costs	Sum of all allowed gross costs fields (does not include travel and waiting)
Current Value	Current price of the case. Inclusive of VAT if VAT Indicator = 'Y'. Where a case is an escape fee and remains so post assessment this figure will no longer be valid. The Post Assessment Case Value will supersede it (see next field).
Post Assessment Escape Fee Case Value	Where a case is flagged as an escape fee and remains so post assessment this field is populated with the actual case value.
Assessment %	Total Post Assessment Allowed Costs divided by Total Pre Assessment Claimed Costs. Expressed as a %.
Escape Fee Flag	This column will contain a 'Y' to confirm that the case meets the criteria to be treated as an escape fee case.
Assessed Flag	This column will contain a 'Y' to confirm that the LAA has completed an assessment of this case.
Assessment / Adjustment Type	The reason that the LAA has completed an assessment on this case.
Assessment Outcome	The outcome of the assessment that the LAA have completed for this case.
Void flag	Y or N. If 'Y' the case has been voided and is no longer valid.

## Crime Escape Fee Cases Post Assessment Report:

Data	Description
Account Number	Your office account number
Supplier Office Name	Your office name
Submission Period	The submission period in which this outcome was submitted in CWA.
UFN	Unique File Number. Made up of the start date and 3-digit case ID.
Client Initial	The first name initial of the client receiving legal aid.
Client Surname	The surname of the client receiving legal aid.
Stage Reached	The stage the case has reached – represented by a 4-letter code. Refer to Refer to Crime Lower Reporting Guidance (see Appendix for link).
Outcome Code	The outcome for the client at the end of the stage or case. Represented by a 4-character code. Refer to Refer to Crime Lower Reporting Guidance (see Appendix for link).
Matter Type	The offence code for the case. Numbered 1 to 16. Refer to Refer to Crime Lower Reporting Guidance (see Appendix for link).
Date Class of Work Concluded	The date your office concluded the case.
Claimed VAT Indicator	Y or N. If 'Y' then VAT is added to the initial calculated value of the case.
Total Gross Claimed Costs	Sum of all reported gross costs fields.
Initial Calculated Value	Price of the case based on the original submission data. Inclusive of VAT if VAT Indicator = 'Y'.
Allowed VAT Indicator	Y or N. The VAT Indicator that is allowed as a result of an assessment.
Total Gross Allowed Costs	Sum of all allowed costs fields, post assessment.
Current Value	Current price of the case. Inclusive of VAT if VAT Indicator = 'Y'. Where a case is an escape fee and remains so post assessment this figure will no longer be valid. The Post Assessment Case Value will supersede it (see next field).
Post Assessment Escape Fee Case Value	Where a case is flagged as an escape fee and remains so post assessment this field is populated with the actual case value. It is sum of all allowed gross costs fields.
Assessment %	Total Post Assessment Allowed Costs divided by Total Pre Assessment Claimed Costs. Expressed as a %.
Escape Fee Flag	This column will contain a 'Y' to confirm that the case meets the criteria to be treated as an escape fee case.
Assessed Flag	This column will contain a 'Y' to confirm that the LAA has completed an assessment of this case.
Assessment / Adjustment Type	The reason that the LAA has completed an assessment on this case.
Assessment Outcome	The outcome of the assessment that the LAA has completed for this case.
Void flag	Y or N. If 'Y' the case has been voided and is no longer valid.

## Post Submission Non-Escape Fee Assessment Report

The Post Submission Non-Escape Fee Assessment report contains a list of civil or criminal outcomes that have been assessed, but not as part of the escape fee case process. For example, assessments of immigration appeal cases under the retrospective funding arrangements.

The report enables you to identify where the LAA has assessed a non- escape fee claim to determine the correct claim credit for the case.

The report contains a summary of each outcome e.g. the UFN, client name, matter type. It displays the **original calculated Value** of the outcome, the **Post Assessment value** and the **Assessment outcome**.

The report data is sorted in a specific order to make it easier for you to view the claims. The sort order is:

- Submission Period (descending)
- Client Surname (ascending)
- Client Forename / Initial (ascending)

## What information is in the report?

### Civil Cases Post Non-Escape Fee Assessment Report:

Data	Description	
Account Number	Your office account number	
Supplier Office Name	Your office name	
Submission Period	The submission period in which this outcome was submitted in CWA.	
Schedule Reference	Identifies under which contract the civil work was completed. It is made up of the Account No/Contract/NN – ex 1A234B/2013/15 or 1A234B/SCC/15. Refer to Civil Codes Guidance (see Appendix for link)	
Case Reference Number	Your organisation's reference for the outcome.	
UFN	The Unique File Number for the outcome. It is made up of the case start date and 3-digit case ID.	
UCN	Unique Client Number. Made up of client's date of birth/clients initial/first 4 letters of clients surname.	
Client Forename	Forename of the client receiving legal aid.	
Client Surname	Surname of the client receiving legal aid.	
Case Concluded Date	The date case or stage was concluded by your office.	
Category	Category of law (In-Scope): COM - Community Care DEB - Debt EDU - Education HOU - Housing IMMAS - Immigration Asylum MAT - Family MED - Clinical Negligence MHE - Mental Health MSC - Miscellaneous PUB - Public WB - Welfare Benefits	Category of law (Out of-Scope): CON - Consumer EMP - Employment IMMOT - Immigration Other PI - Personal Injury
Procurement Area	A geographical area specified by us which we have issued you with Matter Starts under this Specification. Refer to Civil Codes Guidance (see Appendix for link)	
Access Point	A Procurement Area which also forms part of a larger area. Refer to Civil Codes Guidance (see Appendix for link)	
Matter Type 1	A 4-letter code representing what the matter is about. Refer to Codes Guidance (see Appendix for link)	
Matter Type 2	A 4-letter code representing whom the matter involves. Refer to Civil Codes Guidance (see Appendix for link)	
Stage Reached	A 2-letter code representing the stage that has been reached in the case. Refer to Civil Codes Guidance (see Appendix for link)	
Outcome for Client	A 2-letter code representing the outcome that has been reached for the client. Refer to Civil Codes Guidance (see Appendix for link)	
ECF Reference	Exceptional Case Funding Reference. A 9-letter code. Refer to Civil Codes Guidance (see Appendix for link)	

Data	Description
Exemption Criteria Satisfied	A 4-letter code. Refer to Civil Codes Guidance (see Appendix for link)
CLA Reference Number	A 9-letter code. Refer to Civil Codes Guidance (see Appendix for link)
CLA Exemption Code	A 4-letter code. Refer to Civil Codes Guidance (see Appendix for link)
Costs/Damages Recovered	This applies to Family – Private Law only. The total value of costs or damages recovered by the client.
Claimed VAT Indicator	Y or N. If 'Y' then VAT is added to the initial calculated value of the case.
Total Gross Claimed Costs	Sum of all reported gross costs fields. Excluding Travel and Waiting.
Initial Calculated Value	Price of the case based on the original submission data. Inclusive of VAT if VAT Indicator = 'Y'.
Allowed VAT Indicator	Y or N. The VAT Indicator that is allowed as a result of an assessment.
Total Gross Allowed Costs	Sum of all allowed gross costs fields (does not include travel and waiting)
Current Value	Current price of the case. Inclusive of VAT if VAT Indicator = 'Y'.
Assessment %	Total Post Assessment Gross Allowed Costs divided by Total Pre Assessment Gross Claimed Costs. Expressed as a %.
Assessed Flag	This column will contain a 'Y' to confirm that the LAA has completed an assessment of this case.
Assessment / Adjustment Type	The reason that the LAA has completed an assessment on this case.
Assessment Outcome	The outcome of the assessment that the LAA has completed for this case.
Void flag	Y or N. If 'Y' the case has been voided and is no longer valid.

## Crime Cases Post Non-Escape Fee Assessment Report:

Data	Description
Account Number	Your office account number
Supplier Office Name	Your office name
Submission Period	The submission period in which this outcome was submitted in CWA.
UFN	Unique File Number. Made up of the start date and 3-digit case ID.
Client Initial	The first name initial of the client receiving legal aid.
Client Surname	The surname of the client receiving legal aid.
Stage Reached	The stage the case has reached – represented by a 4-letter code. Refer to Crime Lower Reporting Guidance (see Appendix for link)
Outcome Code	The outcome for the client at the end of the stage or case. Represented by a 4-character code. Refer to Crime Lower Reporting Guidance (see Appendix for link).
Matter Type	The offence code for the case. Numbered 1 to 16. Refer to Crime Lower Reporting Guidance (see Appendix for link).
Date Class of Work Concluded	The date your office concluded the case.
Claimed VAT Indicator	Y or N. If 'Y' then VAT is added to the initial calculated value of the case.
Total Gross Claimed Costs	Sum of all reported gross costs fields.
Initial Calculated Value	Price of the case based on the original submission data. Inclusive of VAT if VAT Indicator = 'Y'.
Allowed VAT Indicator	Y or N. The VAT Indicator that is allowed as a result of an assessment.
Total Gross Allowed Costs	Sum of all allowed costs fields, post assessment.
Current Value	Current price of the case. Inclusive of VAT if VAT Indicator = 'Y'.
Assessment %	Total Post Assessment Gross Allowed Costs divided by Total Pre Assessment Gross Claimed Costs. Expressed as a %.
Assessed Flag	This column will contain a 'Y' to confirm that the LAA has completed an assessment of this case.
Assessment / Adjustment Type	The reason that the LAA has completed an assessment on this case.
Assessment Outcome	The outcome of the assessment that the LAA has completed for this case.
Void flag	Y or N. If 'Y' the case has been voided and is no longer valid.

## Post Submission Non-Assessed Outcomes Changes

### Report

The Post Submission Non-Assessed Outcome Changes report contains a list of civil, criminal or mediation outcomes that have been amended but not assessed by the LAA. For example to rectify an error made during data entry.

The report enables you to check post submission changes that have been made to your outcome data.

The report contains a summary of each outcome e.g. the UFN, client name, matter type. It displays the **value** of the outcome and the **reason for the amendment**.

The report will not include outcomes that have been amended post submission and are then assessed by the LAA. These will appear on the relevant Post Assessment report.

The report data is sorted in a specific order to make it easier for you to view the claims. The sort order is:

- Submission Period (descending)
- Client Surname (ascending)
- Client Forename / Initial (ascending)

## What information is in the report?

### Civil Post Submission Non-Assessed Outcome Changes Report:

Data	Description																								
Account Number	Your office account number																								
Supplier Office Name	Your office name																								
Submission Period	The submission period in which this outcome was submitted to the LAA.																								
Schedule Reference	Identifies under which contract the civil work was completed. It is made up of the Account No/Contract/NN – ex 1A234B/2013/15 or 1A234B/SCC/15. Refer to Civil Codes Guidance (see Appendix for link)																								
Case Reference Number	Your organisation's reference for the outcome.																								
UFN	The Unique File Number for the outcome. It is made up of the case start date and 3-digit case ID.																								
UCN	Unique Client Number. Made up of client's date of birth/clients initial/first 4 letters of clients surname.																								
Client Forename	Forename of the client receiving legal aid.																								
Client Surname	Surname of the client receiving legal aid.																								
Category	<table border="0"> <tr> <td>Category of law (In-Scope):</td> <td>Category of law (Out of-Scope):</td> </tr> <tr> <td>COM - Community Care</td> <td>CON - Consumer</td> </tr> <tr> <td>DEB - Debt</td> <td>EMP - Employment</td> </tr> <tr> <td>EDU - Education</td> <td>IMMOT - Immigration Other</td> </tr> <tr> <td>HOU - Housing</td> <td>PI - Personal Injury</td> </tr> <tr> <td>IMMAS - Immigration Asylum</td> <td></td> </tr> <tr> <td>MAT - Family</td> <td></td> </tr> <tr> <td>MED - Clinical Negligence</td> <td></td> </tr> <tr> <td>MHE - Mental Health</td> <td></td> </tr> <tr> <td>MSC - Miscellaneous</td> <td></td> </tr> <tr> <td>PUB - Public</td> <td></td> </tr> <tr> <td>WB - Welfare Benefits</td> <td></td> </tr> </table>	Category of law (In-Scope):	Category of law (Out of-Scope):	COM - Community Care	CON - Consumer	DEB - Debt	EMP - Employment	EDU - Education	IMMOT - Immigration Other	HOU - Housing	PI - Personal Injury	IMMAS - Immigration Asylum		MAT - Family		MED - Clinical Negligence		MHE - Mental Health		MSC - Miscellaneous		PUB - Public		WB - Welfare Benefits	
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Procurement Area	A geographical area specified by us which we have issued you with Matter Starts under this Specification. Refer to Civil Codes Guidance (see Appendix for link)																								
Access Point	A Procurement Area which also forms part of a larger area. Refer to Civil Codes Guidance (see Appendix for link)																								
Matter Type 1	A 4-letter code representing what the matter is about. Refer to Civil Codes Guidance (see Appendix for link).																								
Matter Type 2	A 4-letter code representing whom the matter involves. Refer to Civil Codes Guidance (see Appendix for link).																								
Stage Reached	A 2-letter code representing the stage that has been reached in the case. Refer to Civil Codes Guidance (see Appendix for link).																								
Outcome for Client	A 2-letter code representing the outcome that has been reached for the client. Refer to Civil Codes Guidance (see Appendix for link).																								
ECF Reference	Exceptional Case Funding Reference. A 9-letter code. Refer to Civil Codes Guidance (see Appendix for link).																								
Exemption Criteria Satisfied	A 4-letter code. Refer to Civil Codes Guidance (see Appendix for link).																								



Data	Description
CLA Reference Number	A 9-letter code. Refer to Civil Codes Guidance (see Appendix for link).
CLA Exemption Code	A 4-letter code. Refer to Civil Codes Guidance (see Appendix for link).
Current Value	Current price of the case. Inclusive of VAT if VAT Indicator = 'Y'.
Assessment / Adjustment Type	The reason that the LAA made a change to this outcome.
Void flag	Y or N. If 'Y' the case has been voided and is no longer valid.

#### Crime Post Submission Non-Assessed Outcome Changes Report:

Data	Description
Account Number	Your office account number
Supplier Office Name	Your office name
Submission Period	The submission period in which this outcome was submitted to the CWA.
UFN	Unique File Number. Made up of the start date and 3-digit case ID.
Client Initial	The first name initial of the client receiving legal aid.
Client Surname	The surname of the client receiving legal aid.
Stage Reached	The stage the case has reached – represented by a 4-letter code. Refer to Crime Lower Reporting Guidance (see Appendix for link).
Outcome Code	The outcome for the client at the end of the stage or case. Represented by a 4-character code. Refer to Crime Lower Reporting Guidance (see Appendix for link).
Matter Type	The offence code for the case. Numbered 1 to 16. Refer to Crime Lower Reporting Guidance (see Appendix for link).
Date Class of Work Concluded	The date your office concluded the case.
Current Value	Current price of the case. Inclusive of VAT if VAT Indicator = 'Y'.
Assessment/Adjustment Type	The reason that the LAA made a change to this outcome.
Void Flag	Y or N. If 'Y' the case has been voided and is no longer valid.

## Mediation Post Submission Non-Assessed Outcome Changes Report:

Data	Description
Account Number	Your office account number
Supplier Office Name	Your office name
Submission Period	The submission period in which this outcome was submitted in CWA.
Schedule Reference	Identifies under which contract the Mediation work was completed. It is made up of the Account No/Contract/NN – e.g. 1A234B/MEDI2010/14. Refer to Mediation Codes Guidance (see Appendix for link)
Case Reference Number	Your organisation's reference for the outcome.
UFN	The Unique File Number for the outcome. It is made up of the case start date and 3-digit case ID.
UCN	Unique Client Number. Made up of client's date of birth/clients initial/first 4 letters of clients surname.
Client Forename	Forename of the first client.
Client Surname	Surname of the first client.
Category	MEDI – Mediation
Matter Type 1	A 4-letter code representing what the matter is about. Refer to Civil Codes Guidance (see Appendix for link)
Matter Type 2	A 4-letter code representing whom the matter involves. Refer to Mediation Codes Guidance (see Appendix for link)
Outcome code	A code representing the outcome that has been reached for the client. Refer to Mediation Codes Guidance (see Appendix for link)
Client Legally Aided	Y/N indicator if first client is in receipt of Legal Aid.
Client 2 Forename	Forename of the Second client.
Client 2 Surname	Surname of the Second client.
Client 2 UCN	Unique Client Number for the second client. Made up of client's date of birth/clients initial/first 4 letters of clients surname.
Client 2 Legally Aided	Y/N indicator if second client is in receipt of Legal Aid.
Outreach	Location of Mediation meeting represented by a 3 digit number.
Number Of Mediation Sessions	Total number of mediation sessions conducted with clients.
Work Concluded Date	The date the mediation was concluded by the Provider.
Unique Case Id	This is the UFN (i.e. case start date and Case id) of the first attendance in the mediation
VAT Indicator	Y or N. If 'Y' then VAT is added to the initial calculated value of the case.
Disbursement Amount	Disbursement amount excluding VAT.
Disbursements VAT	VAT value to be claimed on Disbursements.
Mediation / Assessment Fee	Assessment Fee to be charged excluding VAT.
Mediation / Assessment Fee VAT	VAT value to be charged on the Assessment Fee
Agreed Proposal Fee	Agreed Proposal Fee to be charged excluding VAT.
Agreed Proposal Fee VAT	VAT value to be charged on the Agreed Proposal Fee
Total Allowed Costs	The sum of; Disbursements amount, Disbursements VAT, Agreed Proposal Fee, Agreed Proposal Fee VAT, Mediation / Assessment Fee, and Mediation / Assessment Fee VAT.
Void Flag	Y or N. If 'Y' the case has been voided and is no longer valid.

## Immigration and Asylum Staged Claims Report

The Immigration and Asylum Staged Claims report has been specifically designed for the analysis of outcome data in the Immigration and Asylum category.

The report associates the different stages of Immigration and Asylum cases together across various submission months. It enables you to analyse all stage claims submitted for the same case and the same client across a number of months.

The report uses the **Unique File Number** (UFN), which should remain consistent for every stage of the case.

The report contains a summary of each outcome including the UFN, client name, matter type, stage reached code and the value of the outcome.

The report data is sorted in a specific order to make it easier for you to view the claims. The sort order is:

- UFN (descending)
- UCN (ascending)
- Submission Period (descending)

## What information is in the report?

### Immigration and Asylum Staged Claims Report:

Data	Description
Account Number	Your office account number
Supplier Office Name	Your office name
Submission Period	The submission period in which this outcome was submitted to the CWA.
Schedule Reference	Identifies under which contract the civil work was completed. It is made up of the Account No/Contract/NN – ex 1A234B/2013/15 or 1A234B/SCC/15. Refer to Civil Codes Guidance (see Appendix for link)
Case Reference Number	Your organisation's reference for the outcome.
UFN	The Unique File Number for the outcome. It is made up of the case start date and 3-digit case ID.
UCN	Unique Client Number. Made up of client's date of birth/clients initial/first 4 letters of clients surname.
HO UCN	The client's Home Office reference number.
Client Forename	Forename of the client receiving legal aid.
Client Surname	Surname of the client receiving legal aid.
Case Concluded Date	The date case or stage was concluded by your office.
Procurement Area	A geographical area specified by us which we have issued you with Matter Starts under this Specification. Refer to Civil Codes Guidance (see Appendix for link)
Access Point	A Procurement Area which also forms part of a larger area. Refer to Civil Codes Guidance (see Appendix for link)
Matter Type 1	A 4-letter code representing what the matter is about. Refer to Civil Codes Guidance (see Appendix for link)
Matter Type 2	A 4-letter code representing whom the matter involves. Refer to Civil Codes Guidance (see Appendix for link)
Stage Reached	A 2-letter code representing the stage that has been reached in the case. Refer to Civil Codes Guidance (see Appendix for link)
Outcome for Client	A 2-letter code representing the outcome that has been reached for the client. Refer to Civil Codes Guidance (see Appendix for link)
ECF Reference	Exceptional Case Funding Reference. A 9-letter code. Refer to Civil Codes Guidance (see Appendix for link)
Exemption Criteria Satisfied	A 4-letter code. Refer to Civil Codes Guidance (see Appendix for link)
CLA Reference Number	A 9-letter code. Refer to Civil Codes Guidance (see Appendix for link)
CLA Exemption Code	A 4-letter code. Refer to Civil Codes Guidance (see Appendix for link)
Claimed VAT Indicator	Y or N. If 'Y' then VAT is added to the initial calculated value of the case.
Total Gross Claimed Costs	Sum of all reported costs fields (does not include travel and waiting costs, but does include Detention travel and JR/form filling costs)

Data	Description
Initial Calculated Value	Price of the case based on the original submission data. Inclusive of VAT if Claimed VAT Indicator = 'Y'.
Allowed VAT Indicator	Y or N. The VAT Indicator that is allowed as a result of an assessment.
Total Gross Allowed Costs	Sum of all allowed costs fields (does not include travel and waiting costs, but does include Detention travel and JR/form filling costs)
Current Value	Current price of the case. Inclusive of VAT if VAT Indicator = 'Y'. Where a case is an escape fee and remains so post assessment this figure will no longer be valid. The Post Assessment Case Value will supersede it (see next field).
Post Assessment Escape Fee Case Value	Where a case is flagged as an escape fee and remains so post assessment this field is populated with the actual case value.
Assessment %	Total Post Assessment Allowed Costs divided by Total Pre Assessment Claimed Costs. Expressed as a %.
Escape Fee Flag	Y or N. If 'Y' - this case meets the criteria to be treated as an escape fee case.
Assessed Flag	Y, N or Null. If Y then the case has been assessed by the LAA. If N then the case has been amended by the LAA post submission but an assessment has not taken place.
Assessment / Adjustment Type	The reason that the LAA has completed an assessment on this case.
Assessment Outcome	The outcome of the assessment that the LAA have completed for this case.
Void flag	Y or N. If 'Y' the case has been voided and is no longer valid.

## Appendix

Further guidance material can be found on the Gov.uk Website:

Guidance	Location
CWA User Guides	<a href="http://www.gov.uk/government/publications/cwa-quick-guides">www.gov.uk/government/publications/cwa-quick-guides</a> <a href="https://www.gov.uk/government/publications/cwa-detailed-user-guides">https://www.gov.uk/government/publications/cwa-detailed-user-guides</a>
Civil Codes Guidance	<a href="http://www.gov.uk/government/publications/consolidated-matter-report-forms-civil-codes">www.gov.uk/government/publications/consolidated-matter-report-forms-civil-codes</a>
Crime Lower Codes Guidance	<a href="http://www.gov.uk/government/publications/cwa-codes-guidance">www.gov.uk/government/publications/cwa-codes-guidance</a>
Mediation Codes Guidance	<a href="http://www.gov.uk/government/publications/cwa-codes-guidance">www.gov.uk/government/publications/cwa-codes-guidance</a>

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