



Guide to the New Pre Charge Bail Code Changes

This document summarises the new pre charge bail code changes introduced in April 2017
We strongly recommend you check that you are reporting according to current guidance.

This information will enable you to successfully submit applications via Contracted Work & Administration (CWA).

Index

1. [Summary of the key changes](#)
2. [Quick guide to the changes & impact on your claims](#)
3. [Detailed guidance](#)
4. [Further Information](#)

1 - SUMMARY

The key changes being introduced on 26th April reported in CWA:

- New Claim Codes (stage reached)
- New Outcome Codes
- New version of the bulkload spreadsheet
- New schedule reference to support the introduction of the 2017 Crime Contract

2 – QUICK GUIDE

It is essential you are aware of these changes and the impacts they will have on reporting your claims.

The following table provides an overview of all the forthcoming changes to CWA. The impact column recommends when you should implement these changes to your reporting:

#	Area of change	Detail	Impact
1	Police Station Work	New claim code for Pre Charge Bail, INVK	Cases with a UFN of on or after 3 rd April 2017
2	Police Station Work	New claim code for Pre Charge Bail, INVL	Report regardless of UFN
3	Police Station Work	New outcome codes CN09, CN10, CN11 for reporting with the following INV claim codes: INVA, INVB, INVC, INVD, INVE, INVJ and with the new claim codes INVK, INVL.	Report regardless of UFN
4	Police Station Work	Claim code INVG should not be reported either line by line or by bulk load	INVG can no longer be reported regardless of date
5	Bulkload Spreadsheet	V1.20 of Bulkload spreadsheet can be found here , which includes the new claim codes and Outcome codes above V1.19 should no longer be used. The new version has been introduced to enable the new pre-charge bail matters to be reported.	Use from APR-2017 submission onwards
6	Schedule Reference	A new schedule reference is required to support the introduction of the 2017 Standard Crime Contract. The following new schedule reference should be reported from the APR-2017 submission onwards until further notice. CRM/Office account number/19 in the format CRM/NANNNNA/19	Report from APR-2017 submission onwards

3 - DETAILED GUIDANCE

This section provides detailed guidance on the upcoming changes. However for a comprehensive guide to reporting please see the [Crime Codes Guidance](#) found on the Justice website.

3.1 New Claim (Stage Reached) Codes

Two new claim (stage reached) codes are required in CWA for pre charge bail:

Claim Code	Description	Validation
INVK	Extension to Pre Charge Bail	Only to be used for matters started on/after 03/04/17
INVL	Varying Pre Charge Bail	No validation of matter start date required

Payment Rates

Actual costs up to a limit of £1368.75 can be claimed. . You can apply for an extension to the upper limit by submitting a CRM5 eForm. No amendments are required to the eForm.

Outcome Details and Validation

The new claim codes are valid with the following outcome codes and matter type codes:

- outcome codes CN01 – CN11 (please note CN09, CN10, CN11 are new outcome codes detailed below)
- matter type codes 1-16.

Submission

The new claim codes will be submitted both line by line and by bulk load.

3.2 New Outcome Codes

3 new outcome codes are required for reporting with the following INV claim codes: INVA, INVB, INVC, INVD, INVE, INVJ and with the new claim codes INVK, INVL. There is no restriction on which INV claim codes the new outcome codes can be reported with, however, please note that INVH and INVI are not currently reported with outcome codes and so will not be reported with these new outcome codes and INVG will be end dated

The outcome codes will be

Outcome Code	Description
CN09	Released – No Bail
CN10	Bail Varied/Extended
CN11	Bail Not Varied/Extended

The new outcome codes can be reported regardless of matter start date.

The new outcome codes can be reported with matter types 1-16.

Submission

The new outcome codes will be submitted both line by line and by bulk load.

3.3 End Dating Claim Code INVG

| INVG claims can no longer be submitted in CWA from the APR-2017 submission onwards regardless of matter start date.

4 - FURTHER INFORMATION

If you would like more information on reporting requirements please see the most up to date [Crime Codes Guidance](#). The following support is also available:

Contract Manager – For all contractual queries including:

- Code & Fee scheme queries
- I have made multiple errors in my submission and I need it corrected post submission

Claim Amendments Team – PA-ClaimAmend@legalaid.gsi.gov.uk

- I have made an error in my submission and I need it corrected post submission
- <http://www.justice.gov.uk/legal-aid/submit-claim/cwa-online-claims#Amendments>

Reconciliation Team – reconciliation@legalaid.gsi.gov.uk

- When will I be paid and how much?

Online Support Team – online-support@legalaid.gsi.gov.uk

- Technical support on making your submission to CWA
- Help on using the Bulkload Spreadsheet