



Guide to the Changes in reporting Mental Health Tribunal matters

This document summarises the key reporting changes in Mental Health Tribunal cases, which are effective for work reported in the June 2018 submission onwards (completed from 1st July 2018)

We strongly recommend you check that you are reporting according to current guidance.

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

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1 - SUMMARY

A requirement is being introduced to report the number of independent medical assessments on Mental Health Tribunal cases. A new field will be added to CWA and will be mandatory to be reported with Mental Health Completed Matter Stage claims from the June 2018 submission onwards (completed from 1st July 2018).

If you use a case management system you may require an update to your software. Please contact your software vendor if you are unsure.

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	Mental Health matters	A new field to report the number of independent medical assessments on Mental Health Tribunal cases	Cases reported from JUN-18 submission onwards
2	New Bulkload Spreadsheet	V1.23 of Bulkload spreadsheet can be found here , which includes the new field V1.22 should no longer be used. The new version has been introduced to enable the information above to be provided	Use from JUN-18 submission

3 - DETAILED GUIDANCE

A new field will be added to CWA and will be mandatory to be reported with Mental Health Completed Matter Stage claims reported in the June 2018 submission onwards

Field Name	MEDICAL_REPORTS_CLAIMED
Description	Number of Independent Medical Reports Claimed
Value	Numerical with a value range of 0 - 10 inclusive

The new field will enable you to enter the number of independent medical reports claimed, an example of the new Mental Health Outcome Details screen can be seen below.

* Claim Type Completed Matter Claim ▼

Case Information

Outcome Details

Schedule Reference

Case Reference Number

* Case Start Date

* Case ID

Procurement Area

Access Point

* Client Forename

* Client Surname

* Client Date of Birth

* UCN

UCN Format: ddmm/yyyy/A/AAAA e.g. 05051982/M/SMT for client Mark Smith with a DOB 05/05/1982

* Gender

* Ethnicity

* Disability

* Client Postcode

* Case Concluded Date

* Case stage(s) / level(s)

* Travel Time

* Waiting Time

* Advice Time

* Profit Costs excluding VAT

* Disbursements excluding VAT

* Counsel Costs excluding VAT

* Disbursements VAT amount

Stage Reached

* Outcome for client

* Meetings attended

* Profit and Counsel VAT Indicator

* Travel and Waiting costs excluding VAT

Adjourned Hearing Fee

Additional Travel Payment

Exemption Criteria Satisfied

Exceptional Case Funding Reference

Transfer Date

Number of Independent Medical Reports Claimed

Outcome Details

Clear Cancel Save ▼

4 - FURTHER INFORMATION

If you would like more information on reporting requirements please see the most up to date [Civil 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@justice.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