

COLORADO JUDICIAL DEPARTMENT
Office of Dispute Resolution

ODR Policies and Procedures Manual
Subject: **Data Collection**

Date: July 1, 2011

POLICY

Statistical information related to ODR will be gathered to compile annual reports and to comply with requirements of federal grants.

PROCEDURE

ODR Neutrals shall track basic information regarding each cases referred to them through an electronic case management system developed by ODR.

Forms Provided for Data Collection

Forms that are provided to ODR Neutrals including log Sheets, time Sheets and A&V Grant questionnaires shall not be modified or amended without approval of Director.

Case Management

1. Case information shall be entered into the online database by Neutrals for every ODR case, whether party pay or state/federal pay. Case information is important for collecting statistical information as well as determining caseload for each district.
2. Except for the month of June, all case and billing information must be submitted through the electronic case management system as soon as possible but no later than the 20th day of the month following that month in which the work was performed. For example, for mediations occurring in August, case and billing information must be submitted by September 20th.
3. All cases for the month of June must be entered prior to the end of the first week of July.

Supporting Documentation

1. If fees have been waived or reduced, "back-up" or evidence of indigent or low income status must also be attached that is dated within 6 months or less of the mediation.
2. For A&V Special Program cases, additional questions must be answered online and will appear when the AV programs are selected by neutrals.