

**IMMIGRATION SERVICES
LEGAL TRAINING AND TECHNICAL ASSISTANCE
QUARTERLY REPORT
IS-LTTA (1/16)**

INSTRUCTIONS

CONTENT

The quarterly IS-LTTA report contains statistical information for the Immigration Services Funding - Legal Training and Technical Assistance service during the reporting quarter. The report collects information about legal training and technical assistance services provided to contracted immigration services organizations. The report includes qualitative data on contractor practices, referrals and organizational collaborations.

PURPOSE

The purpose of the IS-LTTA report is for the California Department of Social Services (CDSS) contractors to provide information regarding their provision of Legal Training and Technical Assistance. Effective January 1, 2016, Legal Training and Technical Assistance is a component of the new Immigration Services Funding, which provides grants to nonprofit organizations meeting the criteria set forth in Senate Bill 79, Welfare & Institutions Code Sections 13302 - 13306 (Chapter 5.6, Statutes of 2015). This report provides the state with information needed for budgeting, staffing and program planning.

COMPLETION AND SUBMISSION

Each contractor is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the contracting organization, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal.

Quarter	Service Period	Report Due Date
Q1	January 1, 2016 – March 31, 2016	04/15/2016
Q2	April 1, 2016 – June 30, 2016	07/15/2016
Q3	July 1, 2016 – September 30, 2016	10/14/2016
Q4	October 1, 2016 – December 31, 2016	01/13/2017
Q5	January 1, 2017 – March 31, 2017	04/14/2017
Q6	April 1, 2017 – June 30, 2016	07/14/2017

Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb/>, complete the downloaded form and e-mail the form to CDSS, Data Systems and Survey Design Bureau (DSSDB) at admisltta@dss.ca.gov. The electronic submission process contains automatic computations of some cells and provides for the e-mail transmission of completed forms to DSSDB. The DSSDB website contains specific instructions and guidance. If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269.

REVISIONS AND SUBMISSION

If the contractor determines that a revision is needed to a previously submitted report, the contractor shall submit a revised report for the applicable quarter(s) **within 30 days of the reporting due date** and provide an explanation for the revision in the Revised Report Explanation box located at the end of the reporting form. For revisions to be submitted **after the 30 day limit**, contact CDSS Immigration Branch at ImmigrationServices@dss.ca.gov to request approval for revision submission. Revisions received after 30 days will be accepted on a case-by-case basis and will be given further instruction.

GENERAL INSTRUCTIONS

Enter the contracting organization's name, version (Initial or Revised) and the report quarter and year in the boxes provided near the top of the form. Enter the **unique and unduplicated client counts** required for each item **at the time of application completion**. Enter "0" if there is nothing to report for an item. **Do not leave any items blank unless otherwise noted.**

As a Standard Agreement reminder, the documents listed below are required to be maintained by the contractor. However, much of data required in this report can be found on the United States Citizenship and Immigration Services (USCIS) application. Per the Standard Agreement, Exhibit A - Terms and Conditions Part C, evidence of services performed includes, but is not limited to:

Intake forms, screening services, workshops, education and outreach event records, materials from webinars and in-person trainings. For application assistance services, the contractor shall retain records of workshop participants, such as sign-in sheets and intake forms explaining the service provided. For direct representation services, contractor shall also maintain receipt notices for applications submitted to USCIS and copies of G-28 entry of appearance forms. For education and outreach, contractor shall retain records of education and outreach activities and people reached, such as event fliers, sign-in sheets, evaluation forms, referrals to application assistance providers, letters from host organizations confirming number of attendees, receipts for expenses related to venue and travel costs, social media announcements and media reports, etc.

Enter in the boxes at the bottom of the form the name, job title or classification, telephone number, extension and e-mail address of the person to contact if there are questions about the report. This contact person may or may not be the person who completed the report. Enter the date the report was submitted. This is the date when the report is e-mailed to DSSDB.

DEFINITIONS

The following definitions are to be used when completing the IS-LTTA report form.

Complex Case: Direct representation that requires extensive legal analysis of qualifying criteria, resolution of complex barriers (such as disability waivers, criminal issues, long absences, complicated immigration history or other factors) or representation before the USCIS or in State Court solely as it pertains to Special Immigrant Juvenile Status (SIJS). Complex cases shall not include cases that are time consuming due to an applicant's language, literacy barriers nor due to an applicant's trouble recalling information.

Contractor: An applicant selected to enter into an agreement with CDSS to provide services pursuant to the Request for Application (RFA) and to comply with the terms and conditions set forth in the Standard Agreement. The contractor shall be a nonprofit organization as specified in statutory requirements.

DEFINITIONS (Continued)

Direct Representation: Legal representation that is provided by a Board of Immigration Appeals (BIA) accredited representative or attorney for a complex case, defined above and not handled in a workshop setting.

Legal Training and Technical Assistance: These services include, but are not limited to, webinars, in-person trainings and technical assistance in the form of answering questions via e-mail, fax or phone from qualified nonprofit organizations funded by CDSS to assist individuals with DACA, DAPA, naturalization or other immigration remedies.

Workshops: Community events to assist individuals in a group setting with eligibility screening, document assembly and application assistance.

COLUMN INSTRUCTIONS

Column Month 1: Enter the data for the first month of the applicable quarter.

Column Month 2: Enter the data for the second month of the applicable quarter.

Column Month 3: Enter the data for the third month of the applicable quarter.

Column Quarter Total: It is the sum of Columns Month 1, Month 2 and Month 3.

ITEM INSTRUCTIONS**PART A. LEGAL TRAINING AND TECHNICAL ASSISTANCE**

Part A summarizes the type and number of services provided.

1. Legal training and technical assistance services provided during the quarter (Sum of Items 1a through 1d): Enter the number of legal education/training and technical assistance services provided in each month during the quarter. ***This item is automatically calculated.*** [Cells 1-4]
 - a. Webinars: Enter the number of webinars provided in each month during the quarter. ***Cell 8 Quarter Total is automatically calculated.*** [Cells 5-8]
 - b. In-person training sessions: Enter the number of in-person training sessions provided in each month during the quarter. ***Cell 12 Quarter Total is automatically calculated.*** [Cells 9-12]
 - c. Materials and practice advisories: Enter the number of materials and practice advisories provided in each month during the quarter. ***Cell 16 Quarter Total is automatically calculated.*** [Cells 13-16]
 - d. Consultation hours: Enter the number of consultation hours provided in each month during the quarter. ***Cell 20 Quarter Total is automatically calculated.*** [Cells 17-20]

PART B. ORGANIZATIONAL PRACTICES

Part B captures qualitative information regarding organizational practices during the quarter. This includes challenges or barriers to providing services, key lessons learned and/or promising practices and collaborative efforts with other CDSS contractors.

2. Of the webinars in Item 1a, what topics were covered?: Enter a brief description of the topics that were covered/discussed in the webinars. [Cell 21]

ITEM INSTRUCTIONS (Continued)

3. Of the **in-person training sessions** in Item 1b, what topics were covered and in which counties were these sessions held? Enter a brief description of the topics that were covered/discussed in the in-training sessions and the counties in which the services were provided. [Cell 22]
4. Of the **materials and practice advisories** in Item 1c, what topics were covered? Enter a brief description of the topics that were covered/discussed in the materials and practice advisories. [Cell 23]
5. Of the **consultation hours** in Item 1d, what topics were covered? Enter a brief description of the topics that were covered/discussed in consultation hours. [Cell 24]
6. Which CDSS contractors were assisted during the quarter? (Check all that apply): Enter, by clicking in the applicable boxes, all CDSS contractors that were assisted by the organization during the quarter. [Cell 25]
7. What challenges or barriers were discovered during the quarter? Enter a brief explanation for each new challenge or need that occurred during the quarter. [Cell 26]
8. Number of CDSS contractors that your organization collaborated with during the quarter: This is the sum of Items 8a through 8o. This total does not include any additional contractors entered in the Item 8 Additional CDSS Contractor Collaborations box. ***This total is automatically calculated for editing purposes.*** [No cell]

8a - 8o.

If your organization collaborated with one or more CDSS contractors during the quarter, select contractor(s) from drop-down menu and briefly describe the type of collaboration: If your organization collaborated with one or more CDSS contractor(s) during the quarter, use Items 8a through 8o to list each contractor and provide brief descriptions of the collaborative effort(s). If your organization collaborated with more than 15 CDSS contractors during the quarter, use the Item 8 Additional CDSS Contractors Collaborations box in the Comments section near the bottom of the report form to list the additional contractors and provide accompanying descriptions. [Cells 27-41]

COMMENTS

Item 8 Additional CDSS Contractor Collaborations (Continuation of Items 8a – 8o if needed):
If your organization collaborated with more than 15 CDSS contractors during the quarter, use this box to list the additional contractors (not already named in Items 8a – 8o) and provide accompanying descriptions. This box will remain blank if there are not 16 or more contractors to list.

General Comments:

Use this box to explain any major fluctuations in data and provide any comments your organization determines necessary, including major changes in procedures, programming or staffing that have affected the data. This box may be left blank if there are no applicable comments for the report quarter.

Revised Report Explanation:

Use this box to explain the reason for a revised report. If the report is an Initial report (the first report submitted for the report quarter) this box must be blank.