

# Fixed Fee Family Billing



The new fixed fee family billing module from DPS Software automatically completes and submits all the necessary claims for fixed fee LSC family work and transfers this information to Cashier Accounts. It works in much the same way as the highly popular and successful Criminal Contract Billing from DPS.

The LSC's fixed fee scheme for family work is tailored to each supplier's office (or offices) and fees are calculated on the basis of the average case costs per category of work done through each office.

The scheme fixes fees at three levels:

**Level 1:** a national fee for initial advice

**Level 2:** a national fee for advising parents or those with parental responsibility and allowing negotiation with local authorities where the local authority has issued notice of their intention to issue care proceedings

**Level 3:** a regionalised fee for full legal representation varying for the North of England, South of England, Midlands and Wales.

Following consultation, the LSC have widened the scope for exceptional cases. All suppliers may apply to the LSC for additional payments for cases, where the total costs are three times or more their tailored fixed fee for that category of work, or £2500 - whichever is the lower.

The new Family module from DPS Software reflects the changes in the way Fee Earners specialising in Family work are paid. This system automatically completes all billing forms and submits them to the LSC, saving valuable Fee Earning time and cutting costs.

## The key benefits of the system include:

### 1) LSC Time Recording

Time is entered as a by-product of completing an attendance note and takes no extra effort on the part of the fee earner or department secretary to upload. Time entry is compliant with the new LSC requirements.

### 2) Real Time CMRF values - Production of CMRF and CDS1 (Bulk Upload files)

CMRF values can be viewed at any time and provide a running check on the CDS1 values. Fee earners are able to view the progress of a case and the stage billing has reached. The CMRF form is then completed by the system automatically on demand, using the time that has already been entered through attendance notes. Using and reusing previously entered data avoids duplication, saving time and effort.

### 3) LSC Statement Reconciliation Report

This report is designed to streamline the reconciliation and contract management process.

### 4) Fee-Earner Activity Reports

All reports are automatically produced by the system on demand with no further need for data entry. These reports can also be scheduled to be triggered by system parameters and sent to fee earners, supervisors or practice managers as required, as PDF or MS Excel attachments to an email.

### 5) Exceptional Fee calculations

When matters fall under the exceptional fee category, the system automatically recognises this and calculates fees using current rate tables.

### 6) Claim4 POA Consideration

The new Claim4 POA allows for payments to be made on account for cases that have exceeded 6 months. When producing a statement of accounts, the system takes in to consideration the Claim4 POA form.

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## 7) Automatic Posting and receipting to Cashier Accounts

When producing the CDS1 all the details of the claim are automatically posted to the accounts package on request. Therefore, cashiers do not have to re-key information, avoiding both duplication and transcription errors.

For more information about upgrading to or purchasing the family system from DPS please contact your account managers or email [info@dpssoftware.co.uk](mailto:info@dpssoftware.co.uk).



To view our online demonstrations visit [www.dpssoftware.co.uk](http://www.dpssoftware.co.uk) or for further information about this or any other DPS application please call us on 020 8804 1022 or email [info@dpssoftware.co.uk](mailto:info@dpssoftware.co.uk)

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