

CLISIS Non-Casework Projects Data Definitions & Data Entry

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Non-Casework Projects

Definition

A Non-Casework Project (or activity) consists of a piece of work in relation to a particular issue or issues for which individual clients are not identified. It covers both community legal education and law reform and legal policy.

A project

- Incorporates a range of tasks, actions or products in an area of law or legal service provision
- Is developed and implemented over time
- Has a stated aim/s
- Is planned and evaluated
- Is not a one off action or task

One off actions such as talks can be grouped together to become a project, eg one off talks grouped together as a Community Legal Education project entitled 'Responding to Community Requests/ Initiatives'.

Notes/guide

Community Legal Education (CLE) is the provision of information and education to members of the community on an individual or group basis about the law and legal processes and about the place of these in society. CLE is a process of raising awareness about the law and legal processes. It is also a process of increasing the community's ability to participate in legal processes by utilising community development strategies.

Law Reform and Legal Policy projects influence and effect changes to the law, legal processes and service delivery to enable the community's active participation in the legal system.

Ongoing Projects

A project may be an ongoing project that your centre intends to offer every year which will involve several activities. It is recommended that these types of projects are opened and closed every financial year, each year the project may have the same name or you may wish to put the year the project relates to in the title. For example, a project titled 'Talks to School Leavers' will usually involve visiting several schools on different days with each 'talk' recorded as an activity. In the first year it is offered you may give it the title 'Talks to School Leavers 2007-2008', the following year you may open a new project titled 'Talks to School Leavers 2008-2009' and so on. This way you can look back at each year and how many activities for each of the projects, the types of activities that took place, venue etc.

One Off Projects

Some projects may be 'one off' specific projects where they are opened on a date and then closed without any expectation that it will be an ongoing year after year project. For example, a project titled 'Grandparents Rights' may involve a single activity or a few activities. The opening date will be the date you start the project and the finish date will be when the project is completed (not a financial year date range).

Project Types

There are 9 project types available to record this data in CLSIS. Only projects with code 1000 Community Legal Education, or 2000 Law Reform & Legal Policy, count towards your Service Level Agreement Targets. If a Non-Casework Project being undertaken at your centre incorporates significant elements of either Community Legal Education or Law Reform & Legal Policy, then use a 1000 or 2000 Project Type Code as appropriate.

Projects with the code commencing from 9800 onward have been provided for centres to use for internal recording only. These projects will not be viewable to report on from the Central Reports located on the National Processing Centre data base or on local reports, for example the CMR 1.1 Centre activity report. Data Query reports can be run on the projects that are in the code range from 9800 onward.

1000 Community Legal Education (CLE)

Use this code to record any projects that are a part of your Service Level Agreement that are not Law Reform and Legal Policy Projects.

Community Legal Education (CLE) is a process of raising awareness through the provision of information and education to members of the community about the law and legal processes, and the place of these in the structure of society.

For example, a CLE project 'Talks to School Leavers'. These talks can be grouped together to become a project and include topics (Problem Types) like Tenancy rights & responsibilities and Credit and debt matters aimed at educating school leavers so they are prepared for risks associated with credit & debt and responsibilities if they leave home and move into rental accommodation.

2000 Law Reform and Legal Policy

Use this code for any Law Reform and Legal Policy projects that are a part of your Service Level Agreement.

Law Reform and Legal Policy Projects promote and advocate changes to the law and its operations, and challenge unjust laws and practices.

A Project under this "Project Type" would address specific legislative and practice issues and the strategies which contribute to change.

For example: Anti Terrorist Laws. This would involve being part of a working group/network working

together and submitting submissions to the Attorney Generals – Commonwealth or prepare submission and response to Legislation (State). Meetings attended and various activities undertaken can be recorded as an activity to this project.

3000 Early Intervention & Prevention – Do not use

Family Violence Prevention Legal Service use only.

Use the following Project Types for internal recording only.

9810 Community Development

The process of facilitating the community's awareness of various factors which affect their health and quality of life aiming to empower the community with skills required to improve those conditions.

9820 Public Relations

Those activities aimed at promoting the centre, increasing public profile, raising awareness of services offered.

9830 Access & Equity

Projects aimed at removing barriers and ensuring that groups with differing needs and abilities have the same opportunities to access legal and related services irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location.

9840 Social Justice/Campaigns

Projects that address broader social justice issues, eg. Human Rights, Refugees, Environmental issues etc.

9850 Organisational Management/Support

Projects involving organisational governance, management, infrastructure and resources.

9860 Continuing Professional Development (CPD)

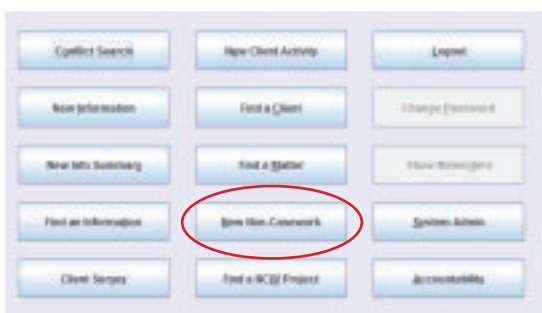
Projects which aim to provide training and skills development for the staff.

9870 Service Extension & Development

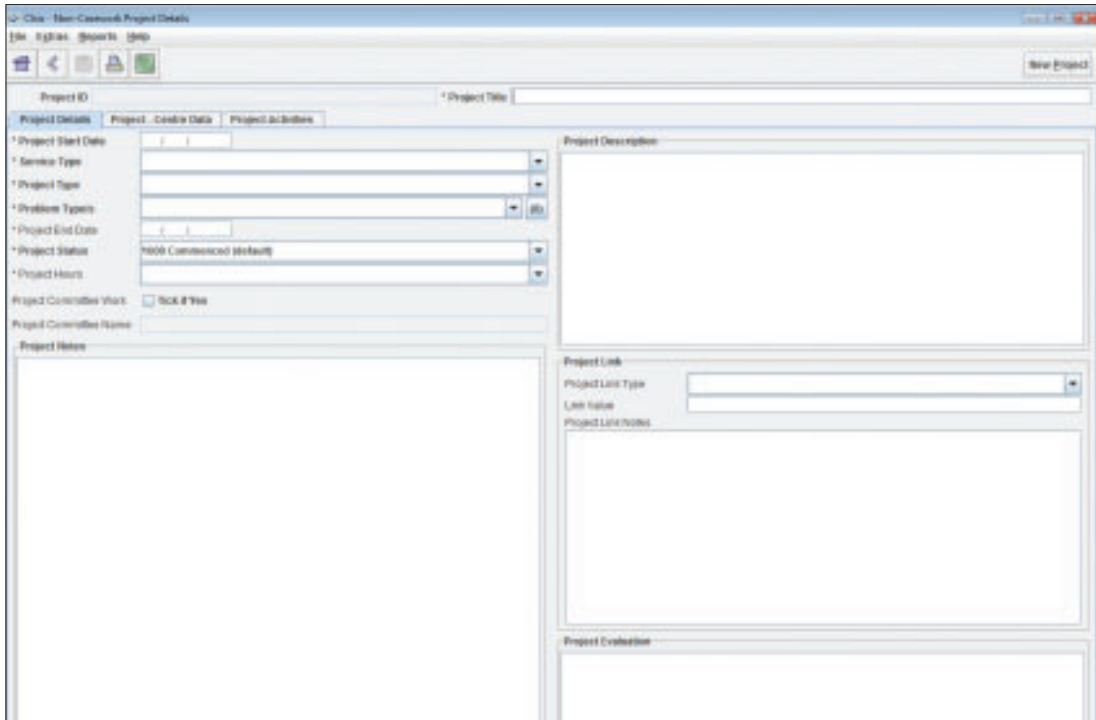
Activities which aim to develop new services, service extension and major enhancements to service delivery.

Data Entry

To enter a new Non-Casework Project, from the main screen click on 'New Non-Casework' button:



The first screen that appears is where you will enter all of the details about the project:
Fields indicated in bold are mandatory fields.

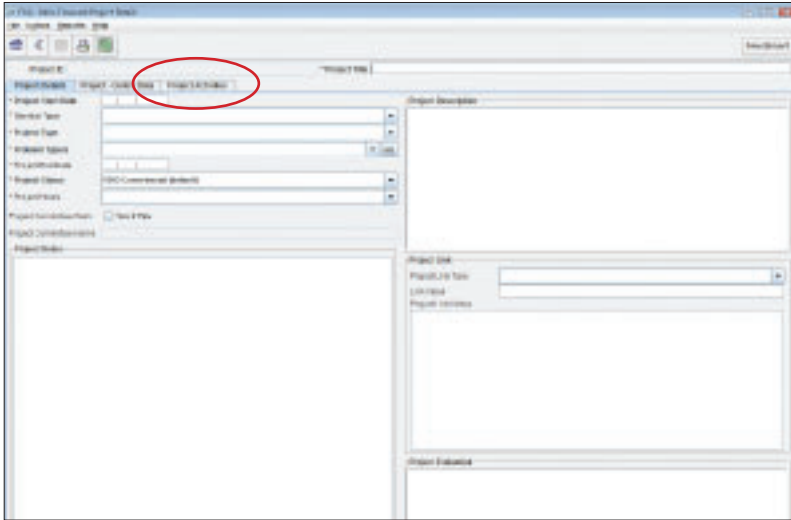


CLSIS Field (Project Details Screen)	Description
Project ID - Mandatory	CLSIS generated unique project ID number
Project Title - Mandatory	The title/name of the project
Project Start Date - Mandatory	The date the project was started
Funding Category – Mandatory	The Service Type (funding category) the project is created under ie. Generalist, Tenancy, Welfare Rights etc.
Project Type - Mandatory	The type of non-casework project, Community Legal Education, Law Reform etc.
Problem Types/s - Mandatory	The problem or problems (can be more than one) the project covers. Where a problem type does not fit choose 6990 – other civil or create a level 3 code for your centre.
Project End Date – Mandatory when project closed	To be entered at the completion of the project. Note: Project status is required to be set to 'completed'.
Project Status - Mandatory	The status of the project, commenced, deferred or completed.
Project Hours - Mandatory	How many hours were undertaken to complete the project (entered on completion of project).
Project Committee (tick box)	Was a committee formed for this project
Project Committee Name	Name of the committee that was involved in the project
Project Notes	Useful to enter as much information as would be considered useful such proposed timelines, strategies and actions to be undertaken.
Project Description	Any useful information about the purpose of the project.

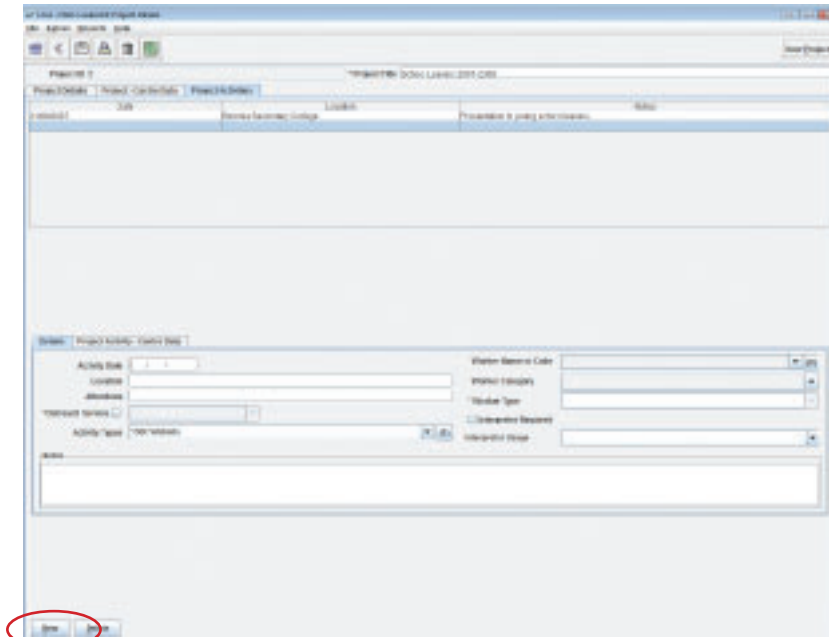
Project Link (tick box)	Is the client linked to a client id, activity id, another project.
Link Value	What is the ID number of the link to project
Project Link Notes	Any notes about the link between the client id/project id etc
Project Evaluation	Internal and external evaluations on the project. What were the outcomes, any recommendations etc.

Project Activities

To enter project activities, click on the Project Activities tab.



Project Activity Screen



Each project activity will appear in a list above the activity data entry section as you enter them. Click on the 'New' button located on bottom left hand side of screen to enter each activity.

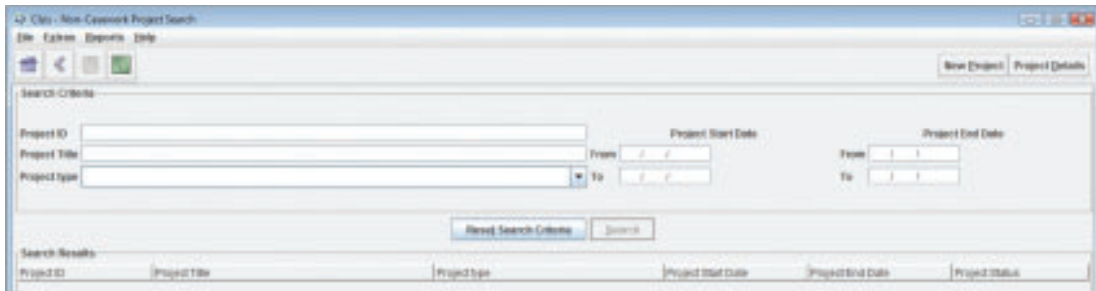
CLSIS Field (Project Activity Screen)	Description
Activity Date – Mandatory	The date the activity took place.
Location – Mandatory	Where did the activity take place (Name of Agency, school etc.)
Attendees - Mandatory	How many people attended the activity. If this is an activity that does not involve attendees, for example preparation of draft text for a publication, enter '0' in this field.
Outreach Location – Mandatory if box is ticked	Used where the activity took place at an outreach location your centre has in place.
Activity Type - Mandatory	The types of activities that took place during the activity ie. Publications, video was shown, one off workshop etc. Multiple selections can be chosen and level 3 codes can also be created.
Worker Name or Code - Mandatory	The name of the worker/s involved in the activity. Multiple selections can be made.
Worker Category – Mandatory	The funding stream the worker is working under for this project.
Worker Type - Mandatory	Solicitor, volunteer. This is set up as part of the worker created on CLSIS.
Interpreter Required (tick box)	Place a tick in the box if an interpreter was required.
Interpreter Usage – Mandatory if 'Interpreter Required' box is ticked	The type of interpreter that was used (choose from the drop down list)
Notes	General notes about the nature of the activity and any useful information about the activity.

Adding an activity to an existing Project

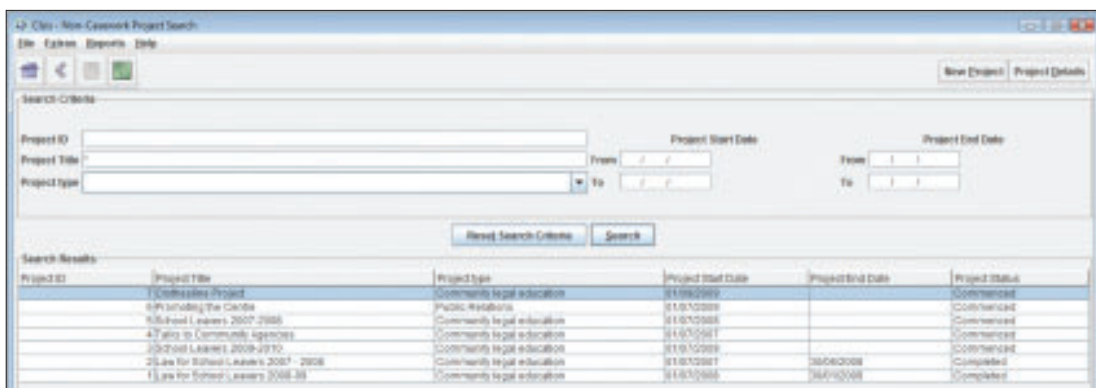
Choose Find a NCW Project from the main menu.



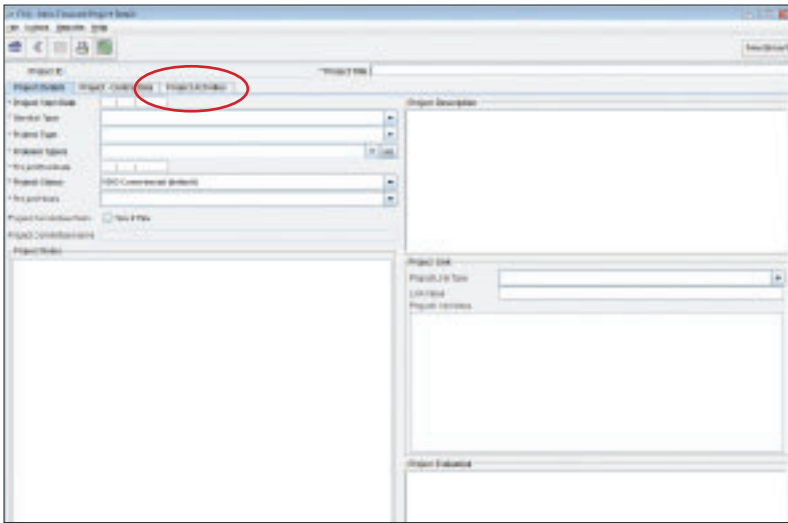
This will take you to a search screen. Enter either the Project ID number if you have it or the project title in the relevant fields. If you are unsure of the details you can do a wild card search by placing an asterisk (*) in the Project Title field and this will produce a list of all projects on your system. You can also search by Project Start & End Date as well as Project Type.



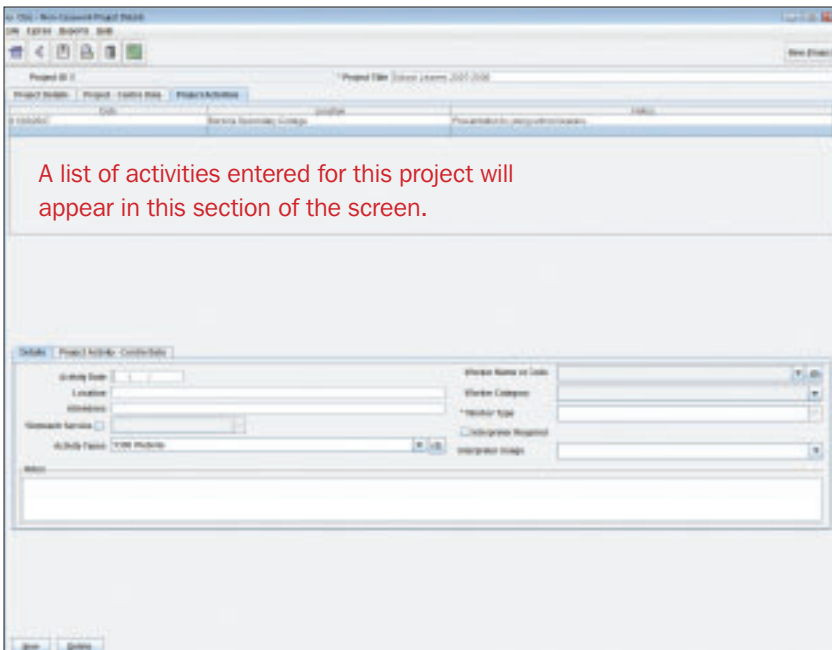
Click on the Project you would like to add the activity to from the list that appears so that it is highlighted and then click on the **Project Details** button, or alternatively double click on the project:



You can then click on the **Project Activities** tab and enter details as detailed on page 73 of this information sheet.



Each activity entered will appear as a list in the middle section of the Project Activities screen:



A list of activities entered for this project will appear in this section of the screen.