

# Instructions for using employee statistics worksheet for parent representation

June 22, 2023

## Instructions for using the employee statistics worksheet

This spreadsheet is intended to assist providers of representation with filling out Question 3 and Question 5 (if needed) on the *Family Court Feasibility and Data Request Survey* for Institutional Providers. It is hoped the spreadsheet will be of use to providers in calculating the number of attorney FTEs your program employed as of December 31, 2022 and the number of unfilled FTE attorney positions as of December 31, 2022. To use it, you will need to enter information about attorney employees in your program. The spreadsheet will then interpret that information to produce the data required for the survey.

Please note that this spreadsheet is derived from a similar spreadsheet to assist providers of mandated representation in completing staffing questions for the ILS-195. Therefore, it includes a “Non-attorney employee list” tab. For purposes of this survey, you should ignore this tab.

### Using the sheet to compute attorney staff information

Click on the tab labeled 'Attorney employee list.' Enter the names of each attorney employed in your program as of December 31, 2022 in the column labeled 'employee.'

In the next column, enter whether the attorney is 'full-time' or 'part-time' from the drop-down menu.

If you indicate the attorney is 'part-time', the cell in the next column will turn blue. This signals that you need to enter what percentage of full-time the attorney works, i.e., 25% of full-time, 50% of full-time, 75% of full-time, etc. There is no need to put any information in this column if the attorney is full-time. Do NOT enter a '%' sign in this column, it will upset the calculations!

Next, enter the percentage of time that the attorney spends on Family Court representation as a percentage of their total employment in your program. The following examples serve to illustrate how to fill out this column. Do NOT enter a '%' sign in this column, it will upset the calculations!

- An attorney who works full-time at your program spends all of his or her time working on parent representation cases. Enter “100”.
- An attorney who works part-time for your program spends all their time at the program working on parent representation cases. Enter “100”.
- An attorney who works full-time at your program spends half of their time at the program working on parent representation cases. Enter “50”.
- An attorney who works part-time at your program spends half of their time at the program working on parent representation cases. Enter “50” (not “25”!)

If the attorney supervised others enter 'Yes' in the next column from the drop-down menu. If they did not supervise anyone, enter 'No'.

Last, enter the total cost of salary and benefits for this employee.

You can add up to 1,000 attorneys. If you need space for more, please contact ILS at [FCdata@ils.ny.gov](mailto:FCdata@ils.ny.gov).