

# Case Staffing

- This is a meeting between the Officer and the provider to discuss the needs and progress of the offender.
- Upon a referral of an offender to the vendor, the vendor shall participate in a 3-way meeting with the U.S. Probation Officer, offender, and vendor for an initial case staffing.
- Additionally, the vendor shall meet with the U.S. Probation Officer face-to-face or via telephone conference at least every 30 days to discuss the offender's progress in treatment.
- The vendor shall consult and meet as requested by the U.S. Probation Office.
- Note: The price of case staffing conferences and consultations are included in the price of counseling, therefore, you may not bill for this time.