



CCMS Provider: Submitting A Means Reassessment

You may be required to carry out a means reassessment if our guidance stipulates that a time specific period has elapsed or if we have been made aware of some financial changes.

This Quick Guide deals with how to complete a means reassessment that has been sent as an action through the actions and notifications section of CCMS.

You can also carry out a reassessment by searching for the case or application that requires a means reassessment. In addition, you may be asked to perform a means reassessment when making certain amendments.

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From the CCMS Home page, click **Your Actions and Notifications** to view your outstanding actions and notifications.

You can either use the link in the black navigation bar or the separate links on the left hand side.

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Legal Aid Agency Cases and Applications **Actions and Notifications** Help

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Client and Cost Management System (CCMS)

Civil legal aid applications, amendments and billing.

[New Application](#)

You currently have:

[14 Outstanding Actions \(none overdue\)](#)

[View Notifications \(5 outstanding\)](#)

Support

Case enquiries: 0300 200 2020 (Monday to Friday, 9:00 - 17:00) Alternatively you can 'Submit Case Query' within a case. Technical Support: 0203 334 6664 (Monday to Friday, 9:00 - 17:30) online-support@legalaid.gsi.gov.uk. For non case-related queries please create a general request.

For technical support please [contact LAA](#)

[Create General Request](#)

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Legal Aid Agency Cases and Applications Actions and Notifications Help

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[Return to Home](#)

Overview

Your search has returned 125 results. To select one of the records that has been returned, click on the subject title. If the results shown do not include the actions or notifications you are looking for, please refine your search criteria using the link at the top right of the results table. [Refine Search](#)

Date Assigned	Subject	Due Date	Assigned To	Status	LAA Ref	Provider Ref	Client	Fee Earner
01/11/2015	Counsel Request	03/11/2015	WILLYLAWYER061114	Requested	300000044215	HC	Hebburn Cliff	
01/11/2015	Means Reassessment Required	08/11/2015	WILLYLAWYER061114	Action Reqd	300000041097	JB2	Jack Bruce	
01/11/2015	Client Details Updated	01/12/2015	WILLYLAWYER061114	Open	300000045314	JJ	Jack Jones	
31/10/2015	Documents Required	07/11/2015	WILLYLAWYER061114	Pending	300000047074	SAS	David Stirling	
27/10/2015	Documents Required	03/11/2015	WILLYLAWYER061114	Pending	300000044513	SN	Shark	

You will be taken to the Overview of your outstanding actions and notifications.

The top line shows an action for a Means Reassessment Required.

Click the **Means Reassessment Required** link in the subject column.



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You will receive a message from the LAA asking you to carry out a means reassessment along with the reason why this is required.

To carry out the reassessment click on the case reference number in the Case Details table.

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Legal Aid Agency Cases and Applications Actions and Notifications Help

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[Return to Notification Search Results](#)

Means Reassessment Required

Date Assigned	Due Date	Status	Action Req'd	Assigned To
01/11/2015	08/11/2015			WILLYLAWYER061114

****LAA 01/11/2015 15:07**Dear Sirs,This case has been selected for review. Please submit a means reassessment.Yours faithfullyLAA**

Case Details

LAA Ref	Provider Ref	Client	Fee Earner
300000041097	JB2	Jack Bruce	

Attachments

Description	Action
-------------	--------

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Available Actions

Action	Description
Amend Client	View or update the client details
Billing	View financial details and Bills/POAs for this case
Submit Case Query	Create a service request related to this case
View Case or Application	Open a read-only version of this case or application
View Case Notifications	View all notifications belonging to this case
View Outcome	View the outcomes for this case
Amend Provider Details	Amend Provider Details
Amend Correspondence Address	Amend Correspondence Address
Allocate Cost Limit	Allocate Cost Limit
Complete Means Reassessment	Complete Means Reassessment

Scroll down the Case Overview page to the table of Available Actions and select the **Complete Means Reassessment** link.

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The status of the Means Assessment is at Requires Reassessment.

You need to complete the assessment by clicking on the **Means Assessment** link at the right of the screen.

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Legal Aid Agency Cases and Applications Actions and Notifications Help

Jack Bruce 300000041097 JB2 Logged in as: WILLYLAWYER061114 [Logout](#)

[Cancel and return to View Case](#)

Means Reassessment

Means Assessment	Status
No Assessment Performed	Means Assessment

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Cases and Applications | Actions and Notifications | Help

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[Cancel and return to Means Reassessment](#)

Means Assessment

* indicates required field

This interview is designed to collect information about the client so as to ascertain if he or she is:

1. Not subject to a means test owing to the proceedings applied for and the client's status.
2. Is a child who meets the criteria for passporting.
3. Is in direct or indirect receipt of a passporting benefit and subject to the capital means test and therefore collect the details upon which the assessment will be based.*
4. Subject to the full means test and therefore collect the details upon which the assessment will be based.
5. Following the full or capital means test, eligible for Legal Aid. (Note: a provisional result will not always be possible).

If the client is subject to a means test (full or capital) the questions have been written to collect information that will assist a caseworker to determine financial eligibility.

Complete the reassessment questions and obtain any necessary signed client declarations before submission.

GETTING IT RIGHT FIRST TIME: You will only need a further client signature if you have changed any of the means information from the previous assessment.

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Once you have completed the means assessment the Status will change to Complete.

Click **Submit** to send the assessment to the LAA.

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Cases and Applications | Actions and Notifications | Help

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[Cancel and return to View Case](#)

Means Reassessment

Means Assessment [Means Assessment](#)

Status Complete

Submit

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Means Reassessment Required

Date Assigned	01/11/2015	Due Date	08/11/2015	Status	Action Req'd	Assigned To	WILLYLAWYER061114
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LAA 01/11/2015 15:07Dear Sirs,This case has been selected for review. Please submit a means reassessment. Yours faithfullyLAA

Case Details

LAA Ref	Provider Ref	Client	Fee Earner
300000041097	JB2	Jack Bruce	

Attachments

Description	Action
None	

Notification Response

* indicates required field

* Response Action Taken

Message To LAA

Submit [Back](#)

Once submitted, you must return to the Means Reassessment action and provide a response.

Scroll down to the Notification Response section.

Select the response from the dropdown, you can also send a message to the LAA if you wish.

Click **Submit**.



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A Submission Confirmation will confirm the response has been submitted.

A further action may be sent requesting any documents required to support the Means Reassessment.

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Jack Bruce 300000041097 JB2

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[View Case Notifications](#)

Submission Confirmation

Your data has been successfully processed. Please click 'Next' to continue.

[Next](#)

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