



# Storyboard

## Change in Custodial Adjudication

This storyboard provides instruction for updating Adjudication/Finding when a youth who is currently in State Custody receives a Court Ordered change of Adjudication.

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# Updating Adjudication/Finding

When a youth’s current adjudication changes from Social Service to Juvenile Justice, or vice versa, the new court order is linked to the current active custodial order.

The steps below will demonstrate linking a new Delinquent custody order to an active Dependent/Neglect custody order.

## Linking New Court Order

For TFACTS to recognize the change in adjudication, the new court order must be linked to the existing custody commitment order.

- From the **Case Overview** screen, click **Court**

The screenshot displays the TFACTS Case Overview interface. The top navigation bar includes Home, Intake, Case, Resource, Financial, and Administration. The Case Overview section is active, showing details for Case ID 76, Case Name: Bro, Co, Case Status: Open, and Organization: East Tennessee Region. The left sidebar contains various links, with 'Case Overview' and 'Court' highlighted in red. The main content area includes sections for Case Actions, Hazards, and Assignment Information.

Hazard Type	Person/Address
Environmental Hazard	JACKSBORO, TN 37757

Organization	Employee Name Supervisor Name	Assignment Role	Child/Youth Name
East Tennessee Region	Bar, Le Val, Do	SS Custody Worker	Wa, Al

## TFACTS Storyboard – Change in Custodial Adjudication

- Click **Case Court Actions**
- Click **Search** to view **Court Actions History**
- Click **link court action** on the current custody court order

The screenshot shows the 'Case Court Actions' interface. At the top, there are navigation tabs: Home, Intake, Case, Resource, Financial, and Administration. The 'Case' tab is active. Below the navigation, there are sub-tabs: Overview, Due Process, and Placement Referral. The main content area is divided into sections: Case Header (Case ID: 76, Case Name: Bro, Co, Case Status: Open, Organization: East Tennessee Region), Court Actions Search Criteria (Action Category, Action Concerning: Wa, Al, From, To, Sort Results By: Mapping Default, Include Marked In Error), and Court Actions History. The 'Search' button is highlighted in red. The 'Court Actions History' table has one row with a 'link court action' link highlighted in red.

select documents	link court action	Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
		02/11/2015	Court Order	Custody Removal (Initial)		Wa, Al	

- Scroll to the bottom of the **Court Order Details** screen
- Choose **Order** from **Legal Action** dropdown
- Click **Add Action**

The screenshot shows the 'Court Order' details page. It includes fields for Court Docket #, Court Order and Other Types (Custody Removal (Initial)), Court Order Concerning (Case Members: Wa, Br, Bro, Co; Person(s): Wa, Al), Date Order Signed (02/11/2015), Date Order Received By DCS, and Special Court Instructions. Below these are sections for Adjudication / Finding and Legal Status. The 'Legal Status' table shows one entry for 'DCS Custody - Emergency' with an effective date of 02/11/2015. At the bottom, the 'Legal Action' dropdown is set to 'Order' and the 'Add Action' button is highlighted in red.

Child	Legal Status	Effective Date	End Date	
Wa, Al	DCS Custody - Emergency	02/11/2015		terminate

## TFACTS Storyboard – Change in Custodial Adjudication

- Enter **Court Docket #**, if applicable
- Choose **Custody Removal (Not Initial)** from **Court Order and Other Types** dropdown
- Under **Court Order Concerning**, highlight the **Case Members** the order concerns
  - Click **Add>** to move **Case Members** selected to the **Person(s)** box
- Enter **Date Order Signed**
- Add **Special Court Instructions** in the narrative box, if applicable
- Click **Apply**

**Court Order Details | Court / Attorney Info**

Court Order

Court Docket #  **Court Order and Other Types: \*** Custody Removal (Not Initial)

Court Order Concerning\*

Case Members  **Add >**  Person(s)   
  **< Remove**

**Date Order Signed: + \*** 04/01/2015

Date Order Received By DCS:  Certified Copy Received:

Special Court Instructions

Spell Check Clear #000

Adjudication / Finding

Child	Adjudication	Adjudication Date	Finding	Finding Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add Adjudication / Finding**

Legal Status

Child	Legal Status	Effective Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add Legal Status**

Order has been Marked In Error Marked By:  Error Date:

**Apply** Save Cancel

- Click **Add Adjudication/Finding**

**Court Order Details | Court / Attorney Info**

Court Order

Court Docket #  **Court Order and Other Types: \*** Custody Removal (Not Initial)

Court Order Concerning\*

Case Members  **Add >**  Person(s)   
  **< Remove**

**Date Order Signed: + \*** 04/01/2015

Date Order Received By DCS:  Certified Copy Received:

Special Court Instructions

Spell Check Clear #000

Adjudication / Finding

Child	Adjudication	Adjudication Date	Finding	Finding Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add Adjudication / Finding**

## TFACTS Storyboard – Change in Custodial Adjudication

- Select youth the order concerns from **Person Concerning** dropdown
- Select appropriate/new adjudication from **Adjudication Type** dropdown
- Enter **Adjudication Date**
- Select applicable **Finding** from the dropdown list
- Enter **Finding Date**

**Person Concerning:** Al Ca

Adjudication Information  
**Adjudication Type:** Delinquent **Adjudication Date:** 02/01/2017

Offenses

TCA Code	Offense	Class
<b>Add Offense</b>		

Court Findings  
**Finding:** Custody - (J) Determinate **Finding Date:** 02/01/2017

Comments:

Spell Check Clear 300

ASFA Court Order Language

1. Reasonable Efforts were made to prevent removal	
2. Reasonable Efforts could not be made due to emergent circumstances	
3. Contrary to welfare of child to remain in home/community	
A. Reasonable Efforts are being made to achieve permanency	
B. Reasonable Efforts are not being made	
C. Reasonable Efforts are NOT required	

- Click **Add Offense** (only if new Adjudication is Delinquent or Unruly)

Case > Workload > Court [help](#)

Case Header  
**Case ID:** 2922714 **Case Name:** Ad **Case Status:** Open **Organization:** TN Valley Region

Adjudication / Court Findings Details  
**Person Concerning:**

Adjudication Information  
**Adjudication Type:** **Adjudication Date:**

Offenses

TCA Code	Offense	Class
<b>Add Offense</b>		

Court Findings  
**Finding:** **Finding Date:**

Comments:

Spell Check Clear 300

## Offense Details Page

From the **Offense Details** page:

- Select **Offense Category** from dropdown
- Select **Offense** from dropdown
- **Class** auto-populates based on the offense
- Enter **Petition Date**
- Enter **Court Order Date**
- **TCA Code** auto-populates based on offense
- Select **Court Ruling** from dropdown
- Enter **Comments**, if applicable
- Click **Save** to be returned to the **Adjudication/Court Findings Details** page

The screenshot shows the 'Offense Details' form. Red boxes highlight the following fields: 'Offense Category:\*' (set to 'Drug'), 'Offense:\*' (set to 'DRUGS: SCHOOL ZONE MFG, SALE, POSS - ATT.'), 'Class:' (set to 'Felony'), 'Petition Date:' (empty), 'Court Order Date:' (set to '02/01/2017'), 'TCA Code' (set to '39-17-417(1)'), 'Court Ruling:' (set to 'Guilty'), and the 'Save' button. There is also a 'Comments' text area and buttons for 'Spell Check', 'Clear', and '1000'.

## Completing New Court Order

ASFA Court Order Language questions are not required when the child is already in DCS Custody.

- Click **Ok** to be returned to the **Court Order Details** page

The screenshot shows the 'ASFA Court Order Language' form. It contains several questions with dropdown menus for answers: '1. Reasonable Efforts were made to prevent removal', '2. Reasonable Efforts could not be made due to emergent circumstances', '3. Contrary to welfare of child to remain in home/community', 'A. Reasonable Efforts are being made to achieve permanency', 'B. Reasonable Efforts are not being made', and 'C. Reasonable Efforts are NOT required'. There is also a 'Reason:' dropdown menu and an 'Assign To:' field. The 'Ok' button is highlighted with a red box.

## TFACTS Storyboard – Change in Custodial Adjudication

**Note:** Do **NOT** add **Legal Status** as the youth is already in custody and the legal status did not change.

- Click **Save**

**Court Order Details** | [Court / Attorney Info](#)

Court Order

Court Docket #  **Court Order and Other Types:**

**Court Order Concerning\***

Case Members:  **Add >** **< Remove** Person(s):

**Date Order Signed: + \***

Date Order Received By DCS:   Certified Copy Received:

Special Court Instructions:

**Spell Check** **Clear**

**Adjudication / Finding**

Child	Adjudication	Adjudication Date	Finding	Finding Date
<input type="text" value="Wa, Al"/>	Delinquent	04/01/2015	Custody - (JJ) Indeterminate	04/01/2015

**Add Adjudication / Finding**

**Legal Status**

Child	Legal Status	Effective Date	End Date
<input type="text"/>			

**Add Legal Status**

Order has been Marked In Error Marked By:  Error Date:

**Apply** **Save** **Cancel**

- Enter appropriate **Court Actions Search Criteria** or leave blank and click **Search** to view the new court order.

**Case Members Legal History** | **Case Court Actions**

Case Header

Case ID: 76 Case Name: Bro, Co Case Status: Open Organization: East Tennessee Region

**Court Actions Search Criteria**

Court Action Category:

Action Concerning:

From:  To:

Sort Results By:   Include Marked In Error

**Search** **Clear Form**

**Court Actions History**

Result(s) 1 - 2 of 2 Page 1 of 1

Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
02/11/2015	Court Order	Custody Removal (Initial)		Wa, Al	
04/01/2015	Court Order	Custody Removal (Not Initial)		Wa, Al	

Action Category:  **Add Action**

**Close**

Continue to next sub topic

## Reassigning Custody Episode

Once the new court order has been linked to the previous active court order, the custody episode may need to be reassigned to a new worker. Refer to Regional protocol for this action.

**Note:** It is important that the new worker’s assignment is added first, (if applicable) before the previous worker’s assignment is ended. If not done in this order, this may cause assignment issues and you will need to contact the FCCR for resolution.

- From the **Case Overview** screen, click **Assignment History**

The screenshot shows the 'Case Overview' screen for Case ID: 76, Case Name: Bro, Co, Case Status: Open, and Organization: East Tennessee Region. The 'Assignment History' link is highlighted with a red box.

Organization	Employee Name Supervisor Name	Assignment Role	Child/Youth Name
East Tennessee Region	Bar, Le Val, Do	SS Custody Worker	Wa, AI

- From the **Assignment History** screen, verify the current/new worker is assigned with the correct **Assignment Role** and no **End Date**
- If a new worker needs to be assigned, click **Add**

The screenshot shows the 'Assignment History' screen for Case ID: 76, Case Name: Bro, Co, Case Status: Open, and Organization: East Tennessee Region. The 'Add' button is highlighted with a red box.

Employee Name	Supervisor	Supervisor Job	Assignment Role	Begin Date*	End Date	Child/Youth
Dag, Ca B	Daw Jr., Wa E.	Case Manager 4	JJ Custody/Aftercare Worker	04/01/2015		Wa, AI
Bar, Le	Val, Do	Case Manager 4	SS Custody Worker	02/11/2015	04/01/2015	Wa, AI



## TFACTS Storyboard – Change in Custodial Adjudication

- Enter assignment information
  - **Assign To**
  - **Assignment Begin Date**
  - **Assignment End Date** – not needed as assignment needs to remain open
  - **Assignment Role**
  - **Child/Youth**
- Click **Save**

Add Assignment

Assign To:\* Davi

Assignment Begin Date:\* 01/15/2023

Assignment End Date:

Assignment Role:\* JJ Custody/Aftercare Worker

Child/Youth:\* Bur +

Save Cancel

Once the new assignment is entered, the previous worker's assignment can be ended

- Go to the **Home/Workload** of the FSW whose assignment should be ended
- Highlight the row with the youth's name and/or the **Assignment Role** that should be ended
- Click **End**
  - Enter the **Assignment End Date**
  - Click **Save**

Home Intake Case Resource Financial Administration

Workload Desktop Calendar Approvals help

Ga Viewing for Garren, Beula Reassign End

Type	ID	Name	Assignment Role
▶ Ongoing Case	29	Ar	SS Custody Worker
▶ Ongoing Case	18	Ar	SS Custody Worker
▶ Ongoing Case	27	De	SS Custody Worker
▶ Ongoing Case	12	Dr	SS Custody Worker
▶ Ongoing Case	38	Ge	SS Custody Worker
▶ Ongoing Case	28	Ha	SS Custody Worker

**You have completed this storyboard.**