

Storyboard

Entering Annual Permanency Hearing and Court Order

This storyboard provides instructions on entering an Annual Permanency Hearing and linking to an Annual Permanency Review Court Order.

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Entering the Annual Permanency Hearing

Navigate to the **Court** link

- Click Case Court Actions
- Click **Search** to complete a search to ensure the Annual Permanency Hearing has not been entered; continue with entering the hearing if it does not exist.
- Choose Create Hearing from the Action Category dropdown
- Click Add Action

					help
Case Overview	Case Members Legal Histo	ry Case Court Actions			
Case Recording	Case Header Case ID: 2854578	Case Name: Lightyear, M	other Case Status:	Open Organization: South	Central Region
ASFA Review	Court Actions Search Crite	aria			
Forms/Notices	Court Action Category:	×			
Checklist	Action Concerning:		T		
	From:		10:		
Assessments	Sort Results By:	Mapping Default		Include Marked In Error	
Investigations Linked	Search Clear Form				
Immediate Protection	Court Actions History				
Agreement	Result(s) 1 - 1 of 1				Page 1 of 1
Child Care Assistance Program		Action Date Action Category	Action Type	Court Docket # Action Concerning	Additional Info
Referral	select link court action	08/14/2019 Court Order	Custody Removal (Initial)	Lightyear, Buzz	
Case Services					
	Action Category Create	Court Order	on		
Court	Clere	Hearing Notification			
Removal Records	Create	Pleading			
Removal Records					

In the **Hearing** window, enter the following:

- Court Docket Optional
- Hearing Type Choose Annual Permanency Hearing
- Date Order Filed With Court Clerk Enter date or use calendar
- Hearing Concerning Child(ren) Click to highlight child(ren) names under Case Members; multiple youths may be selected by using Ctrl key.
- Click Add to move child(ren) to Hearing Concerning Child(ren) section
- Click Add Hearing Segment

Case ID: 11	Case Name: A	Case Status: Open	Organization: Northeast Region
Hearing Court Informa	tion		
Court Docket #:	Created	le de la constante de la const	Last Modified:
Hearing Type: *	V Date Of	der Filed With Court Clerk:	
Add Hearing Segment	Date Hearing End Date Marked in Error	Was QRTP reviewed by Court/Judge?	Did Court/Judge approve the QRTP setting?
Hearing Concerning Chile	d(ren) Case Members	Add > < Remove	Hearing Concerning Child(ren)
Marked In Error:	Marked By: Error Date:		
Apply Save Cancel			

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The Hearing Segment Details screen displays; enter the following:

- Hearing Begin Date- Enter date or use calendar
- Hearing End Date- (Optional) Enter date or use calendar
- Was QRTP reviewed by Court/Judge? Leave blank UNLESS Yes or No are applicable
- Did Court/Judge approve the QRTP setting? If Yes entered for above question, Yes or No is required here
- Narrative- Optional
- DCS Representative (Optional) Click Person Search, choose person from search results
- Case Members/Attendees Click to highlight name(s) under Non-Attendees section; multiple persons may be selected using Ctrl key
- Click Add to move person(s) from Non-Attendees section to Attendees section
- **Others in Attendance** (Optional) Type names as needed in narrative box
- Click **OK**.

- He	aring Segment Details							
Co	urt Docket #			Created:			Last Modified	
001	ore bocket #1			createan			cust mounter.	
He	aring Begin Date: *		Hearing End Date:		1.10			
	- OPTR invest her Count (hed 2		Did Court/Index are and	- ODTD				
wa	s QRTP reviewed by Court/Judge?		Did Court/Judge approve tr	ie QRTP setting/	~			
Nar	rrative:							
								- //
		Spell Check Clear 5000						
- 6	ourt Hearing Attendees							
	Surr nearing Attenuces			-				
D	CS Representative:		Person Search Cle	ar				
		No. 4	uter de se				Attendent	
C	ase Members:	Aleve	Attendees			Alex	Attendees	
		Whit		^	Add N	Ale		^
		Jone			Auu >			
		Alex		-	< Remove			-
	there in Attendance			-				-1
	diers in Adendance.							
								_//
		Spell Check Clear 200						
	Manufact Research has been Marked 1	- F						
	Hearing Segment has been Marked i	a Error						
or	ancel							
UK	ancer							

The **Hearing Information** screen displays the **Hearing Segment** information.

- Click Apply
- Click <u>Court Information</u>

Case Header Case ID: 117	Case Name: Alt	Case Status: Open	Organization: Northeast Region
Hearing Court Information			
Court Docket #:	Created:		Last Modified:
Hearing Type: *	Annual Permanency Hearing 🗸 Date Orde	r Filed With Court Clerk: 12/01/2020	
- Hearing Segment(s)	e Hearing End Date Marked in Error	Was QRTP reviewed by Court/Judge?	Did Court/Judge approve the QRTP setting?
select 12/01/2020	12/01/2020 NO Y	es	Yes
Add Hearing Segment			
Hearing Concerning Child(re	n)		
	Case Members	Alaura	Hearing Concerning Child(ren)
	Alexi Whit Jone Alexi	Add > Alexan Kernove	×
Marked In Error:	Marked By: Error Date:		
Apply Save Cancel			

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The **Court Information** screen displays; enter the following:

- **County** Choose **County**
- **Out of State** (only check box if appropriate)
- **Court** Choose **Court**
- Judge Name (Optional) Choose Judge Name
- **Representative** (Optional) Enter as follows:
 - **Type** Select option from the dropdown
 - Name Click Person Search; choose person from search results
 - **Represents** Select name from the dropdown
 - o Click Add
 - Repeat steps as needed for additional persons
- Click Save

ase ID: 2854578	Case Name: Lightyea	ir, Mother	Case Status: Open		Organization: South Central Region	
learing Court Information	1					
Jourt-						
ounty:*	Bedford 🗸		Out Of State			
Court:* Bedford County Juvenile Cou	urt 🔽					
udge Name: Rich, Charles L.						
Court Address: 1 PUBLIC SQ						
City: SHELBYVILLE						
State: Tennessee Zip Code: 37160						
Representative						
Гуре:	▼ Name	e:	Person Search	Represents:	~	
Add						
Representative	е Туре		Name		Represents	

The **Case Court Actions** screen displays.

Continue to next sub topic.

Linking Court Order to Hearing

Click **Search** to refresh the **Case Court Actions** screen; the **Annual Permanency Hearing** that was just entered now displays.

• Click Link Court Action next to the Annual Permanency Hearing that was just entered

Case Recording	Case Members Legal Hist	tory Case	Court Actions				
ASFA Review	Case ID: 2854578	Cas	e Name: Lightyea	r, Mother Ca	se Status: Open	Organization: South C	entral Region
Forms/Notices	Court Actions Search Cri	iteria					
<u>Checklist</u>	Court Action Category:		V				
	Action Concerning:		~				
Assessments	From:				To:		
Investigations Linked	Sort Results By:	Mapping De	efault 🔽		🗌 In	clude Marked In Error	
Immediate Protection Aareement	Search Clear Form						
Child Care Assistance Program	Court Actions History —						
teferral	Result(s) 1 - 2 of 2	Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Page 1 of 1 Additional Info
Case Services	select link court action	08/14/2019	Court Order	Custody Removal (Initial)		Lightyear, Buzz	
Court	select link court action	12/01/2019	Hearing	Annual Permanency Hearing		Lightyear, Buzz, Lightyear, Sister	
Removal Records	Action Category Crea	te Hearing	Add /	Action			
Placement Referral							

- Scroll to bottom of screen; choose **Order** from the **Link Court Action** dropdown
- Click Add Action

Court Docket #:		Created:	12/05/2019	Last Modified: 12/05/2	.019
Hearing Type: *	Annual Permanency Hearing	Date Order Filed With Court Clerk:	12/01/2019		
Hearing Segment(s) —	Hearing Begin Date	Hearing End Date		Marked in Error	
select 12/01/2019		12/01/2019	No		
- Hearing Concerning Ch	ild(ren) Case Members Lightyear, Cousin Lightyear, Brother Lightyear, Mother		Lightyear, Sister Lightyear, Buzz	Hearing Concerning Child(ren)	
Marked Marked Error In By: Date: Error:					
Link Court Action:	Hearing Notification Order Pleading	View Linked Actions			

TFACTS Storyboard • Entering Annual Permanency Hearing and Court Order

The Court Order Details screen displays; enter the following:

- **Court Docket** Not required, but if entered under hearing, it will populate to order.
- Court Order and Other Types Select Annual Permanency Review
- **Court Order Concerning** Click to highlight name(s) under **Case Members**; multiple persons may be selected by using Ctrl key.
- Click Add to move person(s) from Case Members section to Person(s) section
- Date Order Signed Use same date as Annual Permanency Hearing date; enter or use calendar
- Date Order Received by DCS (Optional)
- Was QRTP reviewed by Court/Judge? Leave blank UNLESS Yes or No are applicable
- **Did Court/Judge approve the QRTP setting?** If Yes is entered for the above question, Yes or No is required here
- Special Court Instructions (Optional)
- Click Court / Attorney Info

ase > Workload > Court					
Case Header Case ID: 141	Case Name: Da		Case Status: Open	Organization: Davidson Regio	on
Court Order Details Court / Atto	orney Info				
Court Docket #			Court Order and Other Types: *	Annual Permanency Review	
Court Order Concerning*	Case Members	A V	Add > C Remove	Person(s)	×
Date Order Signed: + * Date Order Received By DCS: Was QRTP reviewed by Court/Judge? Special Court Instructions:	12/01/2019	2	Certified Copy Received: Did Court/Judge approve the QF	CTP setting?	
Spell Check Clear 4000					

• **Court/Attorney Info** will automatically populate from the hearing to the order; update only if needed. If all is correct, click **Court Order Details.**

Case Header Case ID: 2854 Case Name: Li	ghtyear, Mother	Case Status: Open	Organization: South Central Region	
Court Order Details				
c Court				
County:* Bedford V	🗆 Out 🤇	Jf State		
Court: + * Bedford County Juvenile Court				
Judge Name: Rich, Charles L.				
contributes.				
City: State: Zip Code:				
Attorney / Representative				
Type:	Name:	Person Search Represents:		
8.dd	,			
Attorney Type	Name		Represents	
/				
Apply Save Cancel				

- On the Court Order Details screen, click Apply
- Click Add Adjudication/Finding

Case Member Lightyear, Buzz Lightyear, Cousin Lightyear, Mother	2	Add > Lightyear, Brother Lightyear, Sister	Person(s)	
Date Order Signed: + • Date Order Received By DCS:	12/01/2019	Certified Copy Received:		
Narrative optional				< ~
Spell Check Clear 3982				
Add Adjudication / Finding	Adjudication	Adjudication Date	Finding	Finding Date

- **Person Concerning** Select youth from the dropdown
- Do NOT enter Adjudication Type and Adjudication Date
- Finding Select Reasonable Efforts Order in the dropdown list
- Finding Date Use same date as hearing; enter or use calendar
- ASFA Court Order Language Select appropriate responses from dropdowns
- Repeat steps as needed for additional youth
- Click **OK** to return to the **Court Order Details** window

ase > Workload > Court				
Case Header Case ID: 2854578	Case Name: Lightyear, Mother		Case Status: Open	Organization: South Central Region
Adjudication / Court Findings Details Person Concerning:* Lightyear, Bu	22 🔽			
Adjudication Information Adjudication Type:	v	Adjudication Date:		
Offenses		Offense		Class
Add Offense				
Court Findings Findings* Reasonable Efforts Order Comments:	v	Finding Date:*	12/01/2019	
				0
Spell Check Clear 300				
ASFA Court Order Language A. Reasonable Efforts are being made to achieve permane B. Reasonable Efforts are not being made C. Reasonable Efforts are NOT required Reason:	ncy			
Assign To:				

The **Court Order Details** screen displays. An **Adjudication/Finding** line will display for one entered.

• Click Save

ourt Order Details Court / Attorney Info				
Court Order				
Court Docket # JJ test	د	Court Order and Other Types: *	Annual Permanency Review	V
Court Order Concerning*				
Case M	lembers		Person(s	s)
Lightyear, Brother Lightyear, Cousin Lightyear, Mother		< Remove	r, Buzz r, Sister	
Date Order Signed: + *	12/01/2019			
Date Order Received By DCS:		Certified Copy Received:		
Special Court Instructions:				
				· · · · · · · · · · · · · · · · · · ·
Spell Check Clear 4000				
Advertised and Advertise				
Adjudication / Finding Child	Adjudication	Adjudication Date	Finding	Finding Date
Adjudication / Finding child selest Lightyear, Sister	Adjudication	Adjudication Date	Finding Reasonable Efforts Order	Finding Date 12/01/2019
Adjudication / Finding- chrid select Uphyear, Sister select Uphyear, Buzz	Adjudication	Adjudication Date	Finding Reasonable Efforts Order Reasonable Efforts Order	Finding Date 12/01/2019 12/01/2019
Adjudication / Finding Const astast Liphyser, Sister astast Liphyser, Buzz	Adjudication	Adjudication Date	Einding Reasonable Efforts Order Reasonable Efforts Order	Finding Date 12/01/2019 12/01/2019
Adjudication / Finding c:vici adret Liphyser, Sister adret Liphyser, Bazz Adi Adjudication / Tunfing	Adjudication	Adjudication Date	Einring Reasonable Efforts Order Reasonable Efforts Order	Finding Date 12/01/2019 12/01/2019
Adjudication / Finding- adisd Liphyeer, Sister adisd Liphyeer, Bozz Adf Adjudication / Finding Logal Status	Adjudication	Adjudication Date	Finding Ressonable Efforts Order Ressonable Efforts Order	Finding: Date 12/01/2019 12/01/2019
Adjudication / Finding adiest Lightyeer, Suzz Add Adjudication / Tending Legal Status- CMM	Adjudication Equal Status	Adjudication Date Effective Date	Finding Reasonable Efforts Order Reasonable Efforts Order End Date	Finding: Date 12/01/2019 12/01/2019
Adjudication / Finding chara Const address Liphyser, Sister address Liphyser, Burz Add Alyufication / Finding Logal Status Chara Const Add Logal Status	Adjutication Legal Status	Adjudication Date	Finding Reasonable Efforts Order Reasonable Efforts Order Find Date	Finding Date 12/01/2019 12/01/2019
Adjudication / Finding aditat Liphyser, Sister aditat Liphyser, Buzz Adl Adjudication / Finding Logal Status- CMIA Add Lepd Status CMIA	Adjudication Legal Status Marked By:	Adjudication Date	Ending Reasonable Efforts Order Reasonable Efforts Order End Onte Error Date:	Finding Date 12/01/2019 12/01/2019
Adjudication / Finding Child adist Liphyear, Sister adist Liphyear, Dazz Adf Adjudication / Finding Legal Status Child Adf Legal Status Child Adf Legal Status	Adjustication Legal Status Harked by:	Adjudication Date	Enrer Date:	Finding: Date 12/01/2019 12/01/2019

The Case Court Actions screen displays.

• Click Search to verify that both the Annual Permanency Hearing and Annual Permanency Review court order are listed under Case Court Actions.

Case Overview	Case Members Legal History	Case Court Actions				
Case Recording	Case Header	Case Name: Lightyear,	Mother Case	status: Open	Organization: South Ce	entral Region
ASFA Review	Court Actions Search Criteria					
Forms/Notices	Court Action Category:	\checkmark				
<u>Checklist</u>	Action Concerning:			To:	12	
Assessments	Sort Results By: Ma	pping Default		🗌 Ind	lude Marked In Error	
Investigations Linked	Search Clear Form					
Immediate Protection	Court Actions History					
Aareement	Result(s) 1 - 3 of 3					Page 1 of 1
Child Care Assistance Program	Action	n Date Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
Referral	select link court action 08/14/2	2019 Court Order	Custody Removal (Initial)		Lightyear, Buzz	
Case Services	select link court action 12/01/3	2019 Hearing	Annual Permanency Hearing	JJ test	Lightyear, Sister, Lightyear, Buzz	
• Court	select link court action 12/01/2	2019 Court Order	Annual Permanency Review	JJ test	Lightyear, Buzz, Lightyear, Sister	
Removal Records Placement Referral	Action Category Create Hear	Add A	ction			

You have completed this storyboard