



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.

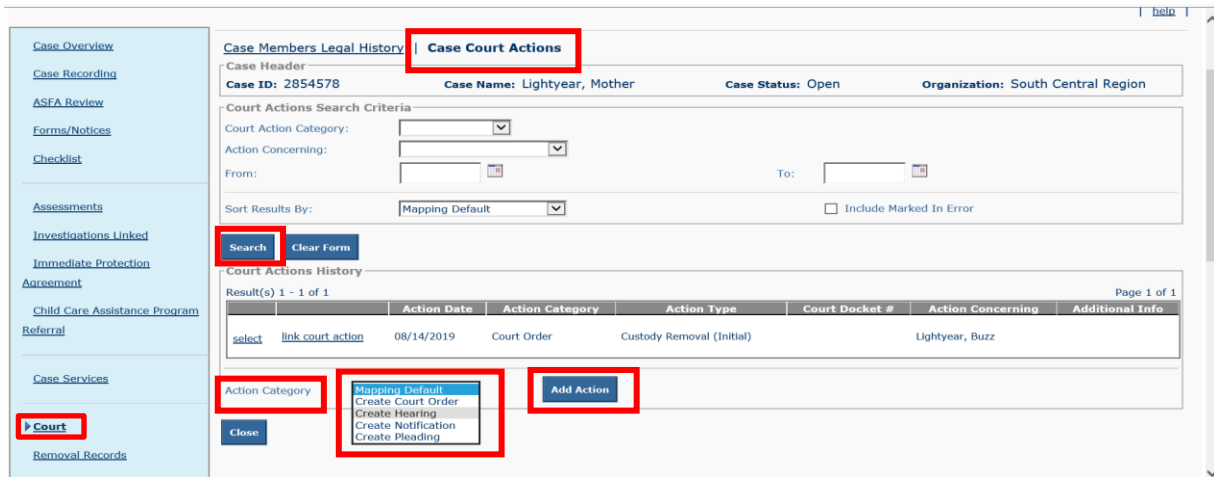
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Entering the Annual Permanency Hearing

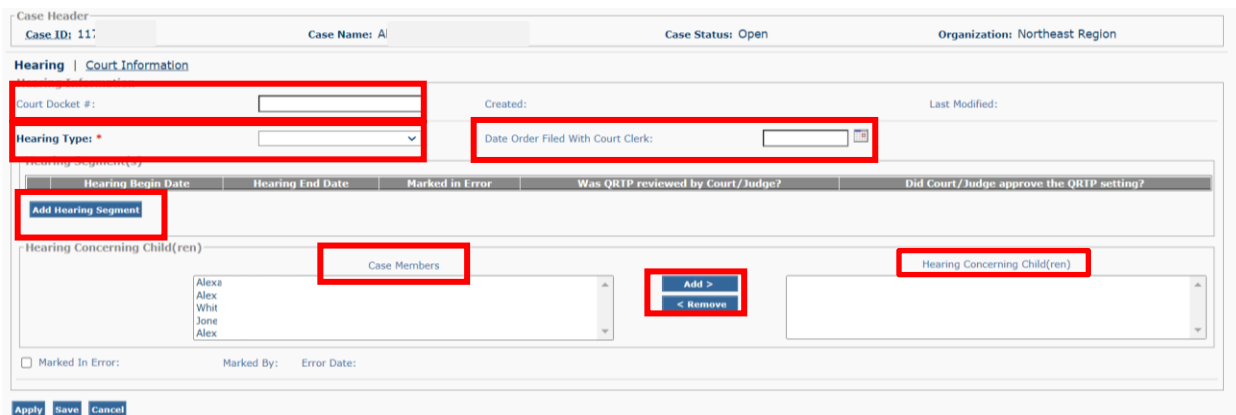
Navigate to the **Court** link

- 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**



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**



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**.

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

- Click **Apply**
- Click **Court Information**

Hearing Segment(s)	Hearing Begin Date	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	Yes	Yes

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
 - Click **Add**
 - Repeat steps as needed for additional persons
- Click **Save**

The screenshot shows the 'Court Information' tab in a web application. The 'Case Header' at the top displays 'Case ID: 2854578', 'Case Name: Lightyear, Mother', 'Case Status: Open', and 'Organization: South Central Region'. The 'Court' section includes a 'County' dropdown set to 'Bedford', an 'Out of State' checkbox, a 'Court' dropdown set to 'Bedford County Juvenile Court', and a 'Judge Name' dropdown set to 'Rich, Charles L.'. Below this, the court address is listed as '1 PUBLIC SQ, SHELBYVILLE, Tennessee 37160'. The 'Representative' section has a 'Type' dropdown, a 'Name' field with a 'Person Search' button, and a 'Represents' dropdown. An 'Add' button is located below the representative fields. At the bottom, there are 'Apply', 'Save', and 'Cancel' buttons. Red boxes highlight the 'Court Information' tab, the 'County' dropdown, the 'Out of State' checkbox, the 'Court' dropdown, the 'Judge Name' dropdown, the 'Type' dropdown, the 'Person Search' button, the 'Add' button, and the 'Save' button.

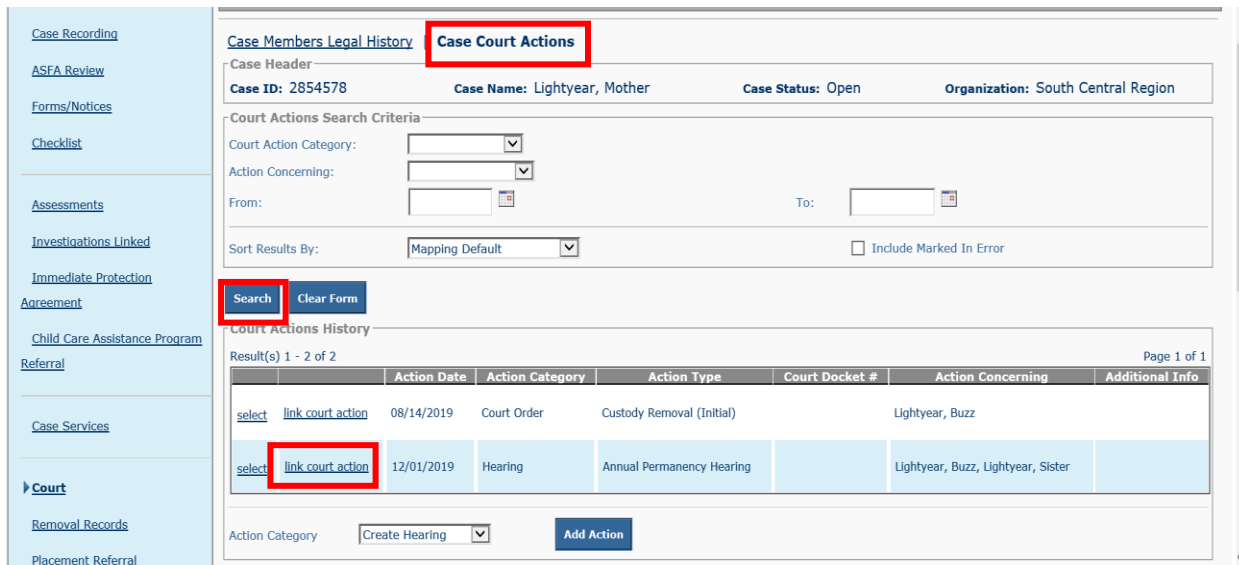
The **Case Court Actions** screen displays.

Continue to next sub topic.

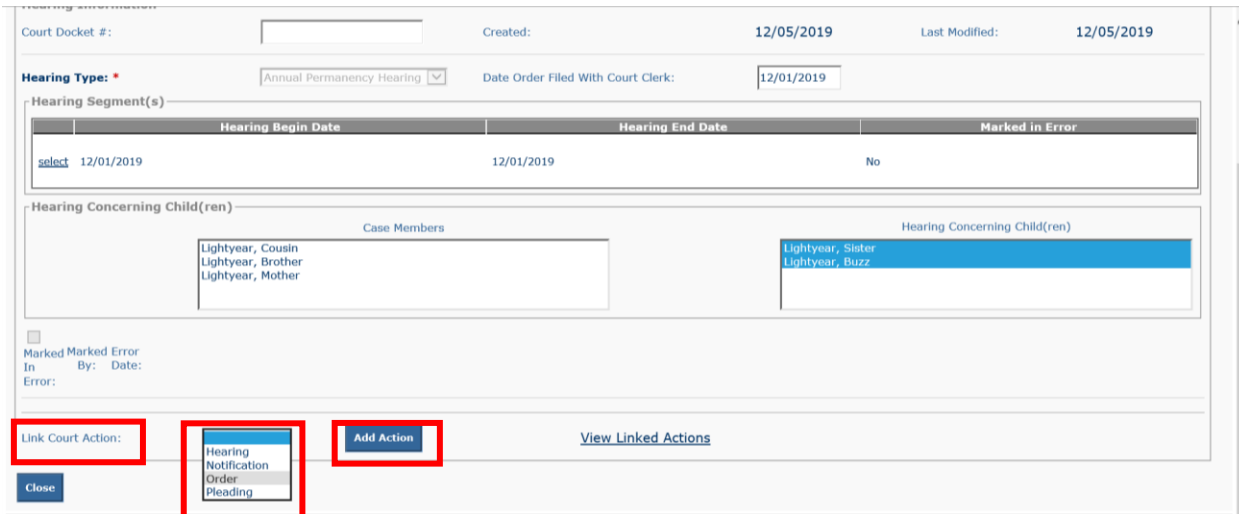
Linking Court Order to Hearing

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



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



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**

Case > Workload > Court

Case Header
Case ID: 141 Case Name: Da Case Status: Open Organization: Davidson Region

Court Order Details **Court / Attorney Info**

Court Order
Court Docket # [] **Court Order and Other Types:** Annual Permanency Review

Court Order Concerning*
Case Members [Da, Ch, Da, De] **Add >** Person(s) [Da] **< Remove**

Date Order Signed: + * 12/01/2019
Date Order Received By DCS: []
Was QRTP reviewed by Court/Judge? [v]
Special Court Instructions: []

Certified Copy Received: []
Did Court/Judge approve the QRTP setting? [v]

Spell Check Clear #000

Adjudication / Finding

- **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: Lightyear, Mother Case Status: Open Organization: South Central Region

Court Order Details **Court / Attorney Info**

County: * Bedford [v] Out Of State
Court: + * Bedford County Juvenile Court [v]
Judge Name: Rich, Charles L. [v]

City:
State: Zip Code:

Attorney / Representative
Type: [v] Name: [] **Person Search** Represents: [v]

Add

Attorney Type	Name	Represents
/		

Apply Save Cancel

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

The screenshot shows the 'Court Order Details' screen. At the top, there are two lists: 'Case Members' (Lightyear, Buzz; Lightyear, Cousin; Lightyear, Mother) and 'Person(s)' (Lightyear, Brother; Lightyear, Sister). Below these are fields for 'Date Order Signed' (12/01/2019), 'Date Order Received By DCS', and 'Special Court Instructions' (Narrative optional). A table titled 'Adjudication / Finding' is visible, with columns for Child, Adjudication, Adjudication Date, Finding, and Finding Date. A red box highlights the 'Add Adjudication / Finding' button in the table's header area.

- **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

The screenshot shows the 'Adjudication / Court Findings Details' screen. It includes a 'Case Header' with Case ID (2854578), Case Name (Lightyear, Mother), Case Status (Open), and Organization (South Central Region). The 'Person Concerning' dropdown is set to 'Lightyear, Buzz'. The 'Adjudication Type' and 'Adjudication Date' fields are empty. The 'Offenses' section is empty. The 'Court Findings' section has 'Finding' set to 'Reasonable Efforts Order' and 'Finding Date' set to '12/01/2019'. The 'ASFA Court Order Language' section has three options: 'A. Reasonable Efforts are being made to achieve permanency' (Yes), 'B. Reasonable Efforts are not being made' (No), and 'C. Reasonable Efforts are NOT required' (No). The 'Reason' dropdown is empty. At the bottom, there is an 'Assign To' field and an 'OK' button highlighted with a red box.

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

- Click **Save**

Court Order Details | Court / Attorney Info

Court Order: JJ test
Court Docket #: JJ test
Court Order and Other Types: Annual Permanency Review

Case Members: Lightyear, Brother; Lightyear, Cousins; Lightyear, Mother
Person(s): Lightyear, Buzz; Lightyear, Sister

Date Order Signed: 12/01/2019
Date Order Received By DCS: []
Certified Copy Received: []

Special Court Instructions: []

Spell Check: Clear

Adjudication / Finding						
	Child	Adjudication	Adjudication Date	Finding	Finding Date	
select	Lightyear, Sister			Reasonable Efforts Order	12/01/2019	
select	Lightyear, Buzz			Reasonable Efforts Order	12/01/2019	

Add Adjudication / Finding

Legal Status

Child	Legal Status	Effective Date	End Date

Add Legal Status

Order has been Marked in Error
Marked By: [] Error Date: []

Apply Save Cancel

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 Court Actions

Case Header: Case ID: 2854578, Case Name: Lightyear, Mother, Case Status: Open, Organization: South Central Region

Court Actions Search Criteria: Court Action Category, Action Concerning, From, To, Sort Results By: Mapping Default, Include Marked In Error

Search Clear Form

Court Actions History

Result(s) 1 - 3 of 3 Page 1 of 1

	Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
select link court action	08/14/2019	Court Order	Custody Removal (Initial)		Lightyear, Buzz	
select link court action	12/01/2019	Hearing	Annual Permanency Hearing	JJ test	Lightyear, Sister, Lightyear, Buzz	
select link court action	12/01/2019	Court Order	Annual Permanency Review	JJ test	Lightyear, Buzz, Lightyear, Sister	

Action Category: Create Hearing Add Action

You have completed this storyboard