



Michigan Supreme Court

State Court Administrative Office
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MEMORANDUM

DATE: July 9, 2014

TO: Circuit and Probate Court Judges
cc: Circuit and Probate Court Administrators
Family Division Administrators
Probate and Juvenile Registers
Circuit Court Clerks
Case Management System Providers

FROM: Laura Hutzell

RE: Permanency Indicators Report (PIR) – Extended Deadlines & Minor Enhancements

To allow adequate time for all circuit courts to submit a complete and accurate Permanency Indicators Report (PIR), the annual deadlines have been extended to **March 31 for submission** and **April 30 for verification**.

Additionally, the PIR application was modified to improve data quality. The attached revised upload file specifications include the following minor enhancements:

- The application will allow one upload file per county per year. If subsequent upload files are needed, the prior upload file must be deleted. This change was made to allow courts to re-submit a corrected report.
- File Number and Petition Number fields were expanded to a maximum of 40 characters.
- The End Date on each report must be within the current reporting year.
- For Reports 1, 2, 3, 4, and 6, the Start Date must be less than or equal to the End Date.
- For Reports 5, 7, 8, and 9, the Start Date must be less than the End Date.
- The Date Permanency Achieved and Date Court Jurisdiction Terminated on Report 10, if furnished, must be within the current reporting year.
- The Date of Birth must indicate that the child is 19 years old or younger on January 1 of the reporting year.
- The Permanent Ward Date, if furnished, must occur on or before the current reporting year.

If you have any questions, please contact me by e-mail at hutzell@courts.mi.gov or by phone at 517-373-2222.

Attachment