



## Michigan Supreme Court

State Court Administrative Office  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, Michigan 48909  
Phone (517) 373-2222

Laura Hutzel  
Statistical Research Director

### MEMORANDUM

DATE: July 16, 2012

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 Hutzel

RE: Permanency Indicators Report (PIR) – Clarification of Instructions

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The instructions for Reports 1 and 11 of the Permanency Indicators Report (PIR) have been clarified in the attached files.

**Report 1:** The time frame for Line 3 incorrectly stated “Preliminary Hearing Not Completed.” A hearing that is commenced within 24 hours from removal meets the statutory guideline, even if it is not completed. This has been corrected in the attached file.

**Report 11:** Children for whom permanency was not achieved within 728 days should be included, even if permanency was achieved during the reporting period. The instructions for Line 1 have been clarified in the attached file.

Also, case management system providers should be aware that the data entry screens on MCAP will be set up so that court staff would enter all 11 reports for an individual judge before entering any report for the next judge. Therefore, case management system providers are encouraged to develop a query that includes all 11 reports for each judge.

PIR materials, including the reporting forms and instructions, are available online at <http://courts.michigan.gov/scao/resources/publications/reports/materials.htm#permind>. Please send any questions or comments about these materials to Jennifer Warner ([warnerj@courts.mi.gov](mailto:warnerj@courts.mi.gov)) or Amy El Garoushi ([elgaroushia@courts.mi.gov](mailto:elgaroushia@courts.mi.gov)).

Attachment

**PERMANENCY INDICATORS REPORTS**

**Report 1: Preliminary Hearing** Commenced Within 24 Hours of Removal From Home [MCR 3.965(A), MCL 712A.13a(2)]

Count each child for whom the removal date plus 1 day or more falls within this reporting period and the removal date is less than the adjudication date, if jurisdiction has been taken. Report the children for whom the preliminary hearing was or was not commenced within the time frame using the following lines and columns.

Line	Time Frame	Number of Children
1	Commenced Within 1 Day From Removal	

Line	Time Frame	File Number	Petition Number	Name of Child	Removal Date	Preliminary Hearing Date	Reason(s) for Delay				
							NOA	SVC	AOA	OPI	STA
2	Commenced + 1 Day From Removal										
3	Preliminary Hearing Not Commenced										

Line 1: Count the total number of children for whom the preliminary hearing was commenced within 1 day of the removal date.

Line 2: List each child for whom a preliminary hearing was commenced during this reporting period and more than 1 day has passed since the removal date of that child. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

Line 3: List each child for whom a preliminary hearing was not commenced during this reporting period and more than 1 day has passed since the removal date of that child. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

**PERMANENCY INDICATORS REPORTS**

**Report 10: Number of Days from Removal to Permanency**

Count each child for whom a permanency outcome falls within this reporting period. Use the definition for permanency on page 3 in determining whether a permanency outcome has been achieved. Specify the type of permanency achieved using the codes in the definitions on page 5. If a child is not a permanent ward, the field for "Permanent Ward Date" does not apply. If the court has not terminated jurisdiction over a child, the field for "Date Court Jurisdiction Terminated" does not apply.

Line	File Number	Petition Number	Name of Child	Date of Birth	Original Removal Date	Most Recent Removal Date	Permanent Ward Date	Date Permanency Achieved	Type of Permanency Achieved	Date Court Jurisdiction Terminated
1										

Line 1: List each child for whom permanency was achieved.

**Report 11: Permanency Not Achieved Within 24 Months**

Count each child for whom the original removal date plus 728 days (24 months) falls within this reporting period if permanency has not been achieved **within the 24-month time frame**. Use the definition for permanency on page 3 in determining whether a permanency outcome has been achieved.

Line	File Number	Petition Number	Name of Child	Original Removal Date	Most Recent Removal Date
1					

Line 1: List each child for whom permanency has not been achieved within 728 days of the original removal date.