

JUDICIAL INFORMATION SYSTEMS/PROBATE COURT SYSTEM (PCS)

Mandatory Data Entry for Meaningful Events in Child Protective Proceedings (Effective 1-1-2011)

MEANINGFUL EVENT (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Child removed from home	EVT	PCN	Placement; Special Rate; Placement Type; Custody =ICU	P4: Section F, Report 1
Child returned to home	EVT	PCN	Placement = CLO or Party Placement Type; Custody = NCU	P4: Section F, Report 12
Initial Petition filed No request for termination of parental rights	PET		Opened Date; Petitioner; Offense Codes	P1: Section F, Line2 P2: Section F, Line 10
	EVT	PET		<i>None</i>
Initial Petition filed Request for termination of parental rights	PET		Opened Date; Petitioner; Offense Codes	Part 1: Section F, Line 2 Part 2: Section F, Line 10
	EVT	PTT		Part 1: Section F, Line 4
Amended Petition filed – No request for termination of parental rights	EVT	PET*		<i>None</i>
Amended Petition filed – Includes request for termination of parental rights	EVT	PTT*		P1: Section F, Line 4
Supplemental Petition filed – Request for termination of parental rights	EVT	PTP*		P1: Section F, Line 5
Supplemental Petition filed – No request for termination of parental rights	EVT	SPN*		P1: Section F, Line 6
Prior Court Jurisdiction Under CPP in any County in the State	PET		N if Line #3a on JC04B/Petition is selected Y if Line #3b on JC04B/Petition is selected, but only if it is due to another CPP case.	P1: Section F, Line 7

P1 = Caseload Report, Part 1
P2 = Caseload Report, Part 2

P4 = Caseload Report, Part 4
AR = Quarterly Activity Report

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Preliminary Inquiry Held MCR 3.962	EVT	INQ		AR: Line 18
Preliminary Hearing Held MCR 3.965	EVT	PRH		AR: Line 19
Petition Authorized by Court	PET		Authorization Date; Jurist #	P4: Section F., Report 1 (Begins Petition Age)
Motion Hearing Held	EVT	MOH		AR: Lines 21 & 26
Pretrial	EVT	CPT or PT		AR: Line 20
Plea of Admission/No Contest Hearing Entered MCR 3.971	EVT	ADH or FOH	Legal Status: TWC, TWS or TWA	P2: Section F, Line 7 AR: Line 22
	PET		Adjudication Date, Jurist, Adjud Code = AAL, PNC, GLT or CCJ; Charge Dispositions	P2: Section F, Line 3
Bench Trial MCR 3.972	EVT	BT	Legal Status: TWC, TWS or TWA	P2: Section F, Line 7 AR: Line 23
	PET		Adjudication Date, Jurist, Adjud Code = BT; Charge Disposition	P2: Section F, Line 2
Jury Trial Commenced MCR 3.972	EVT	FJT	Legal Status: TWC, TWS or TWA	P2: Section F, Line 7 AR: Line 24
	PET		Adjudication Date, Jurist, Adjud Code = JUR; Charge Disposition	P2: Section F, line 1

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Petition Dismissed or Withdrawn	PET		Adjudication Date, Jurist, Adjud Code = PDM, CDM or CSD	P2: Section F, Line 4 P4: Section F, Report 1 (if dismissed after petition authorized)
Petition Transferred	PET		Adjudication Date, Jurist, Adjud Code = WAI, CHV or TTC	P2: Section F, Line 5 P4: Section F, Report 1 (if transferred after petition authorized)
Petition Not Authorized	PET		Adjudication Date, Jurist, Adjud Code = NAP	P2: Section F, Line 6
Original Disposition Hearing Held MCR 3.973	EVT	DSP		AR: Line 25
Entry of <i>signed</i> Order of Disposition (<i>Child in Home</i>) – JC 17 or JC 17a	EVT	ODN		P4: Section F., Report 1 (Ends Petition Age)
Entry of <i>signed</i> Order of Disposition (<i>Child Removed from the Home</i>) – JC 17	EVT	ODR		P4: Section F., Report 1 (Ends Petition Age)
Initial Dispositional Review Hearing Held (<i>Child in Foster Care</i>) MCR 3.975 – JC 19	EVT	IDR		AR: Line 27
Dispositional Review Hearing Held (<i>Child in Foster Care</i>) MCR 3.975 – JC 19	EVT	SRE		AR: Line 27
Progress Review Hearing Held (<i>Child in Home</i>) MCR 3.974(A) – JC19	EVT	PRN		AR: Line 28

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MEANINGFUL EVENT (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Emergency Removal Hearing MCR 3.974(B) – JC75	EVT	RMH		AR: Line 28
Entry of Order Following Emergency Removal Hearing (CPP) – JC75	EVT	OFE		
Dispositional Review Hearing Held <i>Following Emergency Removal Hearing</i> MCR 3.974(C) – JC19	EVT	SOD		
Expedited Permanency Planning Hearing MCR 3.976(B)(1) – JC 19	EVT	EPH		AR: Line 27
Permanency Planning Hearing MCR 3.976(2) & (3) – JC 19	EVT	PPH		AR: Line 27
Order Following Permanency Planning Hearing (Pre Termination) – JC19	EVT	OPP		
Order Following permanency Planning Hearing (Post Termination)	EVT	PTH		
Termination of Parental Rights Hearing Permanent Custody/Termination Hearing	EVT	TRM HPC		
Order Following Hearing to Terminate Parental Rights – JC63	EVT	OTP DHS		
Parental Rights Termination Hearing Completed MCR 3.977 – JC 63	EVT	TRP		AR: Line 29
Change in Legal Status (i.e. Temporary Ward to Permanent Ward)	EVT	Any	Status = PWC, PWS, PWA	P2: Section F, Line 9

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MEANINGFUL EVENT (PER CHILD)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Post-Termination Review Hearing held MCR 3.978 – JC 76	EVT	PTR		AR: Line 30
Rehearing	EVT	REH		AR: Line 31
Show Cause Hearing held	EVT	SHH		AR: Line 32
Jurisdiction Terminated	EVT	OTJ		<i>Future Reporting – Closes Case</i>

***NOTES:**

Per caseload instructions, ‘adjudication and disposition of a petition is considered complete upon entry of an initial order of disposition or some other dispositive order.’ Therefore, you must:

- Enter an event of DSP using the date of the disposition hearing **and**
- Enter an event of ODN or ODR using the date that the signed dispositional order is entered. The ODN/ODR event is mandated for accurate reporting on Part 4 of Caseload, as it stops the petition aging process.

PCN events must be used to reflect a move from in-home placement to out-of-home placement, and vice versa.

- When a child is moved to out-of-home placement, a PCN event must be entered on the system with ICU in the ‘Custody’ field
- When a child is returned home, another PCN must be entered on the system with NCU in the ‘Custody’ field.
- Continue to use PCN events to reflect a change in out-of-home placement, such as from one foster home to another, using ICU in the custody field.

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- **Even if you do not know where the child is physically placed, a PCN event must be entered. It is recommended that 'DHS' is entered in the Placement field; the rate is entered as 99,999.00 and an entry of ICU in the Custody field.**

Amended and Supplemental Petitions

- A petition that **is not adjudicated** (no entry at the ADJUD field on the petition screen) at the time of the filing of the petition is considered an amended petition. The following are the appropriate event codes:
 - PET – Petition
 - PET – Amended Petition (manually enter 'Amended Petition' on the Comment section of the Event Screen)
 - PTT – An initial Petition filed where a request for Termination of Parental Rights has been requested
 - PTT – Amended Petition filed where a request for Termination of Parental Rights has been requested
- A petition that **is adjudicated** (entry at the ADJUD field on the petition screen) at the time of the filing of the petition is considered a supplemental petition. The following are the appropriate event codes:
 - SPN – Supplemental Petition filed where no request for Termination of Parental Rights is requested
 - PTP – Supplemental Petition filed where a request for Termination of Parental Rights has been requested