

PROBATE COURT SYSTEM

Permanency Indicators Report

Winter 2013 Release



Judicial Information Systems

PCS Team

Hall of Justice
P.O. Box 30048
Lansing, MI 48909

Help Desk Phone
(888) 339-1547
Option 2

Fax
(517) 373-7451

E-mail
pcshelpdesk@
courts.mi.gov

Web
[Probate Court
System](#)

This Release Announcement contains detailed information regarding the Permanency Indicators Report

Details regarding other release items will be sent to your Court in the following week.

Items included in this Release Announcement:

PIR Updates/Information
Revocation of Juvenile Guardianship
Price File Information
Places File
Contact Information
NEW! Helpdesk Application



Please copy and distribute this document to all court staff using the PCS Application, particularly individuals who perform data entry regarding child protective proceedings and persons who are responsible for generating and submitting the Permanency Indicators Report (SCAO 66).

The 2013 Permanency Indicators Report update has been installed on your system.

JIS will not be sending out a Release CD. The updates have been installed directly to your system by JIS.

Permanency Indicators Report – Report 25

Now is the time to review your NA cases to make sure they have the required data entry for correct reporting on the Permanency Indicators Report. Remember to review the PIR history window (Shift +F3) on your cases to make sure they have the necessary data entry. The history window is available on your case, event and summary of case screens.

If you need help understanding the PIR history window or believe something is not reporting correctly in the history window or on your report, please contact the Help Desk and we will assist you with this.



Webcast Information

Training for the PIR was conducted in Gaylord on October 22, 2013, and again in Lansing on October 29, 2013. The training addressed data entry, running the Permanency Indicators Report, interpreting it for necessary data entry corrections, and then uploading it to MCAP.

If you were not able to attend the training or if you need a refresher, you can view the webcast of the October 29th training by going to [JIS PIR October 2013](#). Use the PIN **13141**. If you have difficulty viewing the webcast, please contact us for assistance.

The materials from the training are also available on our webpage for downloading and printing at [PIR October 2013](#)

Last year's training materials can also be downloaded and printed at [PIR October 2012](#)

Helpful Tips for PIR

Correcting case data for the Permanency Indicators Report may be easier and more manageable by following the steps outlined below.

Generate a list of all open NA case types through Report Generator

```

REPORT GENERATOR SELECTION
ENTER "S" TO SELECT "P" TO PRINT 1-9 TO SORT
CASE OR TRAFFIC SCREEN
S CASE TYPE      NA      ] CASE OPENED DATE      -
] CASE STATUS   ]      ] CASE CLOSED DATE      -
] CASE NUMBER   ]      ] CASE RE-OPENED DATE   -
] NAME          ]      ] DATE OF BIRTH         -
] GRADE         ]      ]
] GENDER        ]      ] RACE                   ] ATTORNEY
] WORKER        ]      ] SPRVSN LEVEL          ] S JURIST      22752
  
```

Jurist is optional

Work off from this list to generate the PIR report for each case.

```

COUNTY FAMILY COURT          RUN DATE : 12/05/2013
123 MAIN STREET              CONTACT : JIS TECHNICAL SERVICES
LANSING MI 48009             PHONE # : 888/339/1547 PAGE 1

CASE TYPE =NA      STATUS = 0
CASE NUMBER      NAME
11005588-01      TERMINATION TERRY
11005589-01      TERMINATION TIMMY
11005592-01      LANSING LARRY
11010001-01      LIGHT BRIGHT
  
```

Generate the PIR (Option #25) by using the beginning date that the case was opened until today's date (generating the report with a future date will increase the number of days for hearings not held). Also enter the case number at the 'Select Case' field.

```

Permanency Indicators Report  RELEASE DATE: 06/21/01
                               VERSION: 1.0

Enter the beginning date:      0101 2011
Enter the ending date:         1205 2013
Enter 'X' to create upload file:
Select Judge:                  -
Select Case:                    11005588
  
```

All children (sfx) for this case will be included in the report.

All reports that are affected for PIR will display

PIR AUDIT LIST Page:
 PIR DATES: 1/01/2011 THRU 12/05/2011 Run Date: 12/05/2013
 JUDGE: P22752

RPT#	LN#	CASE#	SFX#	PET #	NAME	HRG DATE	# DAYS	RSN	RSN	RSN	RSN	RSN	RSN	PRM
01	1	11005500	01	11558001	TERMINATION, TERRY,	5/01/2011	00000							
02	1	11005500	01	11558001	TERMINATION, TERRY,	6/15/2011	00045							
04	1	11005500	01	11558001	TERMINATION, TERRY,	7/08/2011	00023							
05	3	11005500	01	11558001	TERMINATION, TERRY,	8/00/0000	00218							

NOTE

The last report listed is #5 and it is calculating with 0/00/0000 hearing date and 218 days, which indicates the Initial Statutory Review Hearing was not held or was entered incorrectly.

Check the PIR History Work Window

PIR History Work Window
 CT: 19 Case# 11005588 - 01

Rpt#	Petn#	Date	Code	Description	Evt#
00	11558801	05012011	PCI	INITIAL PLACEMENT	0001
Reason: <u>ICU</u> _____ Perm: _____ Jud Dtrm: _____ Days: _____					
00	11558801	06152011	ADJ	ADJUDICATION DATE	9999
Reason: <u>POS</u> _____ Perm: _____ Jud Dtrm: _____ Days: _____					
00	11558801	07082011	DSP	DISPOSITIONAL HEARING - M	0005
Reason: _____ Perm: _____ Jud Dtrm: _____ Days: _____					
00	11558801	04102012	PTP	PETITION(SUPP) TO TERMINA	0011
Reason: _____ Perm: _____ Jud Dtrm: _____ Days: _____					
01	11558801	05012011	PRH	PRELIMINARY HEARING - MCR	0003
Reason: _____ Perm: _____ Jud Dtrm: _____ Days: 0000000					
02	11558801	06152011	FJY	JURY TRIAL	0004
Reason: _____ Perm: _____ Jud Dtrm: _____ Days: 0000045					
04	11558801	07082011	ODR	ORDER OF DISPOSITION, CHI	0006
Reason: _____ Perm: _____ Jud Dtrm: _____ Days: 0000023					
07	11558801	04012012	PPH	PERMANENCY PLANNING HEARI	0010
Reason: _____ Perm: _____ Jud Dtrm: _____ Days: 0000336					
08	11558801	10202011	SRE	STATUTORY REVIEW HEARING	0007
Reason: _____ Perm: _____ Jud Dtrm: _____ Days: _____					
08	11558801	01102012	SRE	STATUTORY REVIEW HEARING	0008
Reason: _____ Perm: _____ Jud Dtrm: _____ Days: 0000082					
08	11558801	04012012	SRE	STATUTORY REVIEW HEARING	0009
Reason: _____ Perm: _____ Jud Dtrm: _____ Days: 0000082					
08	11558801	10012012	SRE	STATUTORY REVIEW HEARING	0014
Reason: _____ Perm: _____ Jud Dtrm: _____ Days: 0000183					
09	11558801	05212012	TRP	TERMINATION HRG COMPLETED	0012
Reason: _____ Perm: _____ Jud Dtrm: _____ Days: 0000041					

Report #7 A Permanency Planning Hearing (PPH) should have been held on or before 3/31/2013

Report #8 An Initial Dispositional Review (IDR) event should have been entered for event #7, since it wasn't; the 10/20/2011 event is showing up under Report #8. Also, the 10/01/2012 SRE was delayed by 1 day. A Reason for Delay must be entered on event #14.



DID YOU KNOW?

An Order Terminating Court Jurisdiction will not automatically count a case for Report #10 - Permanency Achieved.

A Permanency Type must be entered each time the child achieves permanency for the child to count on Report #10.



Modify Event #7 to an IDR and generate the report.

RPT#	LN#	CASE#	SFX#	PET #	NAME	HRG DATE	# DAYS	RSN	RSN	RSN	RSN	RSN	RSN	PRM
01	1	11005500	01	11558001	TERMINATION, TERRY,	5/01/2011	00000							
02	1	11005500	01	11558001	TERMINATION, TERRY,	6/15/2011	00045							
04	1	11005500	01	11558001	TERMINATION, TERRY,	7/00/2011	00023							
05	1	11005500	01	11558001	TERMINATION, TERRY,	10/20/2011	00172							
07	1	11005500	01	11558001	TERMINATION, TERRY,	4/01/2012	00336							
07	3	11005500	01	11558001	TERMINATION, TERRY,	0/00/0000	00613							
08	1	11005500	01	11558001	TERMINATION, TERRY,	4/01/2012	00164							
08	2	11005500	01	11558001	TERMINATION, TERRY,	10/01/2012	00183							
08	3	11005500	01	11558001	TERMINATION, TERRY,	0/00/0000	00430							
09	1	11005500	01	11558001	TERMINATION, TERRY,	5/21/2012	00041							
11	1	11005500	01	11558001	TERMINATION, TERRY,	0/00/0000	00949							

Report #6 is correct
 Report #7 PPH is past due
 Report #8 - Line #2 - Reason for Delay required
 Report #8, Line #3 - Hearing is past due

Schedule the Permanency Planning Hearing and the Statutory Review Hearing for the first available date. When the hearing is held, a Reason for Delay must be entered.

If the hearing will be held in the next reporting year then on 12/31 a STN and PPN must be entered with a reason for delay.

Rpt#	Petn#	Date	Code	Description	Evt#
07	11558801	12052013	PPH	PERMANENCY PLANNING HEARI	0016
Reason:	OPI			Perm: ___ Jud Dtrm: ___ Days: 0000613	
08	11558801	01102012	SRE	STATUTORY REVIEW HEARING	0008
Reason:				Perm: ___ Jud Dtrm: ___ Days: 0000082	
08	11558801	04012012	SRE	STATUTORY REVIEW HEARING	0009
Reason:	AOA			Perm: ___ Jud Dtrm: ___ Days: 0000082	
08	11558801	10012012	SRE	STATUTORY REVIEW HEARING	0014
Reason:				Perm: ___ Jud Dtrm: ___ Days: 0000183	
08	11558801	12052013	SRE	STATUTORY REVIEW HEARING	0015
Reason:	OPI			Perm: ___ Jud Dtrm: ___ Days: 0000430	
09	11558801	05212012	TRP	TERMINATION HRG COMPLETED	0012
Reason:				Perm: ___ Jud Dtrm: ___ Days: 0000041	

Regenerate the report

RPT#	LN#	CASE#	SFX#	PET #	NAME	HRG DATE	# DAYS	RSN	RSN	RSN	RSN	RSN	RSN	PRM
01	1	11005500	01	11558001	TERMINATION, TERRY,	5/01/2011	00000							
02	1	11005500	01	11558001	TERMINATION, TERRY,	6/15/2011	00045							
04	1	11005500	01	11558001	TERMINATION, TERRY,	7/00/2011	00023							
05	1	11005500	01	11558001	TERMINATION, TERRY,	10/20/2011	00172							
07	1	11005500	01	11558001	TERMINATION, TERRY,	4/01/2012	00336							
07	2	11005500	01	11558001	TERMINATION, TERRY,	12/05/2013	00613	OPI						
08	1	11005500	01	11558001	TERMINATION, TERRY,	4/01/2012	00164							
08	2	11005500	01	11558001	TERMINATION, TERRY,	12/05/2013	00430	OPI						
08	2	11005500	01	11558001	TERMINATION, TERRY,	10/01/2012	00183	OPI						
09	1	11005500	01	11558001	TERMINATION, TERRY,	5/21/2012	00041							
11	1	11005500	01	11558001	TERMINATION, TERRY,	0/00/0000	00949							

Once all cases have been reviewed and corrected, the report should be generated using the full report year (1/1 to 12/31) and the process for correcting any other data should be followed.

R e m e m b e r

PLACEMENT CHANGE NOTICE (PCN)

A PCN event must be added each time the minor is returned to the care of the parent or legal custodian and each time the minor is removed from the care of the parent or legal custodian.

This is critical for accurate reporting on both your Caseload and Permanency Indicators Report.

Revocation of Juvenile Guardianship

When a Juvenile Guardianship has been revoked and the NA case is re-opened, it is important to make sure the event code **ORV (Order Revoking Juvenile Guardianship - Granted)** is added to your register of actions for the NA case.

This code should be entered with an effective date equal to that of the order signed in the JG case. A copy of the order may be placed in the NA file. *Do not re-open the petition when re-opening an NA case after revocation of a JG guardianship. Call JIS for assistance with getting the petition to a non-closed status*



Probate and Juvenile Price File

When creating codes for your Price File it is important that the codes are unique for **both** Probate and Juvenile.

If the codes are the same (e.g. COPY for copy fees), then when that code is used for payment it automatically creates a temporary receipt.

When a temporary receipt is created the system will not allow you to complete your transmittal until it has been corrected.

If you have any questions regarding the price codes, please contact the PCS Help Desk.

Court ID : J 19 MITTSJ		Juvenile Price File		ACTIVE CODE(S)	
Code	Description	Effect date	Money Type	Amount	Status
ABCD	DUPLICATE PRICE CODES	00/00/0000	CASH	100.00	Y

Price 'Code' record MUST be unique!

Court ID : P 19 MITTSJ		Probate Price File		ACTIVE CODE(S)	
Code	Description	Effect date	Money Type	Amount	Status
ABCD	DUPLICATE PRICE CODES	00/00/0000	CASH	100.00	Y

Judicial Information Systems

Judicial Data Warehouse (JDW)

Did you know the JDW provides access to all public cases that are on your county's computer system?

The only way to have access to the JDW is by completing the *Authorized User Request for Web-Based Systems* document.

You can obtain the requested form by following this link [JDW Name Search Application](#)

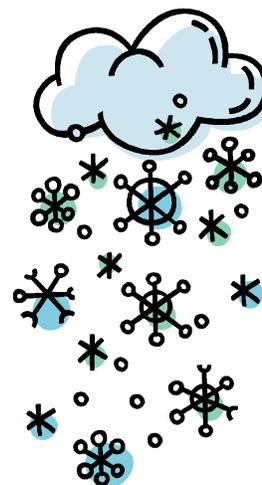
Once at the JDW page, select the 'Requesting New User Account?' option.

Also included within the JDW is the Court Improvement Program Reports. To gain access to the CIP reports, a user must have 'Level 2' access.

This CIP data contains information regarding Child Protective Proceedings from both your court and the Department of Human Services.

JIS encourages courts to review this data often.

Questions regarding the CIP report should be directed to Child Welfare Services.



Child Welfare Services Tool Kit

The Child Welfare Services Offices has put together a very helpful tool kit regarding child protective proceedings to assist judges and attorneys.

The information available includes court forms, training information, publications and administrative memos, as well as the Judicial Benchcard – a form that can be used by judges during the hearing.

You can access the tool kit here: [CWS Toolkit for Judges and Attorneys](#)

The Child Welfare Services office also has reusable copies of the Benchcards. These can be marked with dry erase markers, then wiped off and used again. To obtain copies you may contact Child Welfare Services at 517-373-0130 or e-mail them at brandond@courts.mi.gov

Updating your Places File

Due to the creation of new Region 5, some courts have had a change in their region number and assigned Regional Court Administrator.

The following courts were moved from Region 2 to Region 5: Allegan, Barry, Berrien, Branch, Calhoun, Cass, Eaton, Kalamazoo, Kent, Muskegon, Ottawa, St. Joseph, Van Buren.

The following courts were reassigned from Region 1 to Region 2: Genesee, Monroe, St. Clair and Washtenaw.

The following courts were reassigned from Region 3 to Region 2: Lapeer and Shiawassee.

The following courts were reassigned from Region 4 to Region 3: Benzie and Manistee.

File Maintenance

Updating the Regional Court Administrator

On your Transaction Request Screen, press Shift+F8 to bring up your File Maintenance Screen. Type on the lines as shown and press Enter.

```

FILE MAINTENANCE          RELEASE : 05/2004
X PLACES  MOD  COURT TYPE P  COURT NUMBER 19  SUFFIX -  Your Court Number
  
```

The following screen will appear. Verify and make any necessary corrections to your court information; enter your newly assigned Region number. Select Enter to save the changes.

```

PLACES FILE
COURT TYPE  COURT NUMBER  COURT SUFFIX  COURT DIVISION
  P          19          -              -
AGENCY NUM  REG          COURT NAME
P99         3          COUNTY PROBATE COURT
ADDRESS                    CITY          STATE    ZIP
COURTHOUSE, 100 MAIN STREET  LANSING    MI      48809
AREA PHONE          CONTACT                    COURTROOM  ORI
888 3391547        JUDICIAL INFORMATIN SYSTEMS          0      0000000
  
```

If your region number changed to Region 5, now type as follows:

```

FILE MAINTENANCE          RELEASE : 05/2004
X PLACES  ADD  COURT TYPE S  COURT NUMBER 15  SUFFIX -
  
```

Judicial Information Systems

Complete the screen that comes up with the information shown below, and hit Enter to save the information:

```
PLACES FILE
COURT TYPE COURT NUMBER COURT SUFFIX COURT DIVISION
  S          15          -          -
AGENCY NUM REG COURT NAME
  S15      5 SCAO REGION 5 ADMINISTRATOR
ADDRESS CITY STATE ZIP
P O BOX 30048 LANSING MI 48909
AREA PHONE CONTACT COURTROOM ORI
517 3738679 JILL BOOTH, REGION ADMIN -
```

If your region number was changed from Region 1 to Region 2, type as follows:

```
FILE MAINTENANCE RELEASE : 05/2004
X PLACES MOD COURT TYPE S COURT NUMBER 12 SUFFIX -
```

The following screen will appear; make sure your information matches that shown below and then hit Enter to save.

```
PLACES FILE
COURT TYPE COURT NUMBER COURT SUFFIX COURT DIVISION
  S          12          -          -
AGENCY NUM REG COURT NAME
  S12      2 SCAO REGION 2 ADMINISTRATOR
ADDRESS CITY STATE ZIP
P O BOX 30048 LANSING MI 48909
AREA PHONE CONTACT COURTROOM ORI
517 3739353 JAMES P HUGHES, REGION ADMIN -
```



Caseload Time Is Here!

Caseload reporting for January 1, 2013 thru December 31, 2013 is here!

Now is the time to run your caseload report and check cases to make sure they are reporting correctly. It is important that cases fall on Reports 1 and 2 correctly and also that Report #4 is correct for aging/time guidelines.

Remember to *uncheck the box that says "Create Upload File" when you are running the report for review purposes only.*

If you need assistance in reviewing your caseload report, please call the Help Desk. We are glad to assist you with this!

Please Note

*If a minor was returned home at or before disposition,
The case will report as "in the home" or "not detained."*



Name Entry Rules For the Case and Party Screens

Recently it was discovered that data in some courts is not being accurately uploaded to the Judicial Data Warehouse (JDW). This is due to the way names have been entered into the system, particularly when an individual is under the jurisdiction of the Michigan Department of Corrections and has an assigned prisoner identification number or when a name is entered with a suffix, such as Jr., Sr., III, etc..

Please note the following name entry rules:

Regular Names:	JONES,ROBERT, JONES,ROBERT,M,
Names with Suffixes:	JONES,ROBERT,M,SR JONES,ROBERT,M,II JONES, ROBERT,,SR
Names with Special Characters:	O'BRIEN,PATRICK,M, VAN HORN & CO,,
Company Names:	ALLSTATE INSURANCE COMPANY,, MICHIGAN SUPREME COURT,,
MDOC Inmate:	JONES,ROBERT,,261943 JONES,ROBERT,M,261943

Judicial Information Systems

PCS Webpage

The Probate Court System webpage contains information regarding current and past release documents, training sessions that were held, PCS manuals, and information regarding M-CAP uploads, etc.

To access our webpage, click the link below. We recommend that you save this to your 'Favorites.'

[Probate Court System](#)

We update this page regularly with announcements that will help you with the management of your cases.

Court Contact Information

Please remember to contact us if there are any changes regarding employees, phone numbers, e-mail addresses, etc. We rely on this information to send notifications of trainings and programming changes so it is important that we have accurate information.

Changes to contact information can be e-mailed to pcshelpdesk@courts.mi.gov or by contacting by phone at 888-339-1547, option #2.

You may also make changes by completing the Contact Information Sheet available on our website and faxing it to 517-373-7451.

JIS Contact Information

It is important that all questions regarding the **Probate Court System (PCS)** be directed to the PCS Help Desk.

JIS/PCS Help Desk can be reached by calling 1-888-339-1547, Option #2 or e-mail to pcshelpdesk@courts.mi.gov.

Please do not use the pcshelpdeskbox@courts.mi.gov e-mail address. E-mails sent to this address cannot be handled with our new Zendesk application.

Zendesk – New Helpdesk Application

We recently upgraded our helpdesk by adding Zendesk. You will now receive an automatic e-mail informing you of the status of your helpdesk call or e-mail.

We appreciate your patience as we continue to work with the new helpdesk enhancement.

