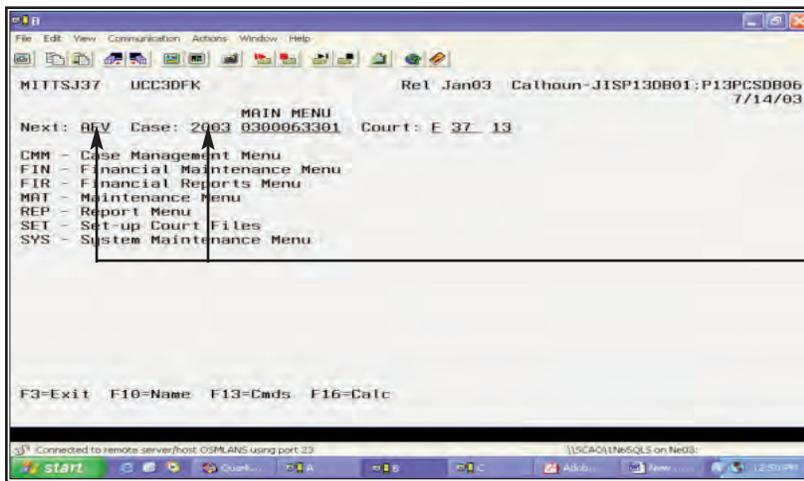


Case Disposition for Neglect/Abuse Proceedings

Case disposition occurs at the **Edit Event** screen. All dispositions are entered at the **Edit Event** screen and are counted on the **Caseload Report**, therefore it is important that cases are disposed and entered correctly and in a timely fashion. All minors on Neglect/Abuse cases (petitions) must be disposed in order for the case to be adjudicated.

TCS allows the user numerous options to create events. It is up to the user to determine the processing that works best for them. Listed on pages **6.1 - 6.8** are five options to take you to the **Edit Event** screen to create events. Determine the process that is the easiest and most efficient for you.

Option #1 ~ Event Add by Case Number



Step #1

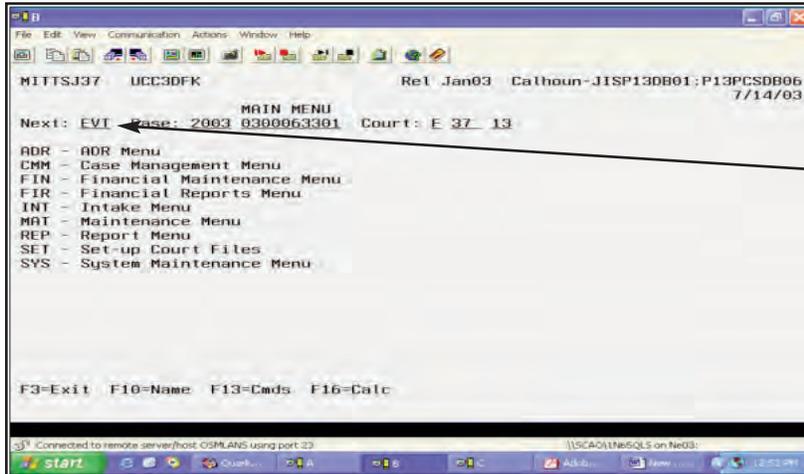
From any screen enter **AEV (Add Event)** at the Next line, as well as the case (petition) number, then press Enter.

Step #2

This will return you to the **Edit Event** screen to proceed with case disposition.

| | | |
|---|---------------|----------|
| MICHELE UCIXE1K | UCSGEN - TEST | HOJ |
| Edit Event | | 3/17/14 |
| Crt: P 13 13 Jurist: ANTOSKIEWICZ Bond: | Auth: | OPEN Sup |
| Case: 2014 1400254101 NA | LOTTERY | |
| Atty: | Worker: | |
| File: 3/01/2014 Dispose: | Reopen: | Close: |
| Evt: ___ Dte: <u>3/17/2014</u> Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___ | | |
| Pty: ___ Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___ | | |
| Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___ | | |
| Cmt: _____ | | |
| Form: ___ Register: ___ Receipt: ___ Amount: ___ | | |
| Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___ | | |
| Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___ | | |
| Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___ | | |
| Schedule Next Action: | | |
| Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___ | | |
| Cmt: _____ | | |
| F3=Exit F9=View F10=Name F13=Cmts F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan | | |

Option #2 ~ Event Add by Case Number

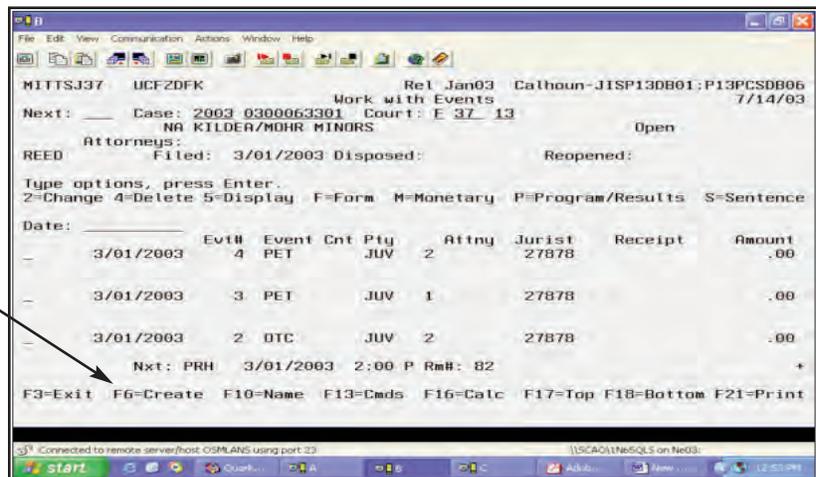


Step #1

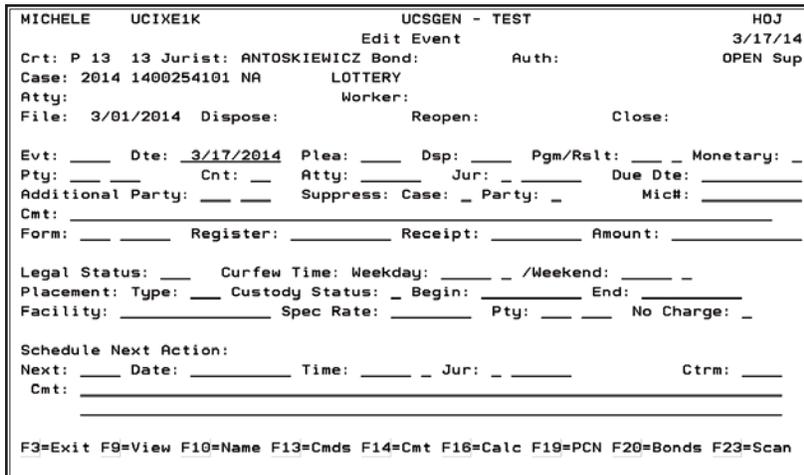
From any screen enter **EVT** (**Case Events**) at the Next line, as well as the case (petition) number, then press Enter.

Step #2

This will return you to the **Work with Events** screen for that case number. Select F6 to create.

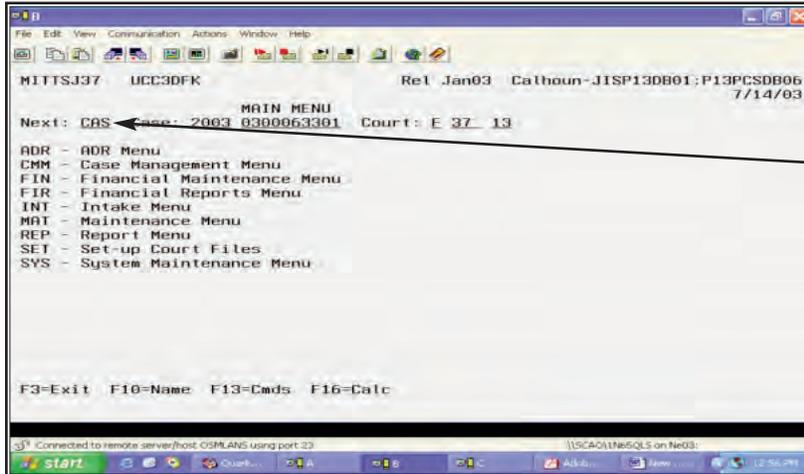


Step #3



This will return you to the **Edit Event** screen to proceed with case disposition.

Option #3 ~ Event Add by Case Number

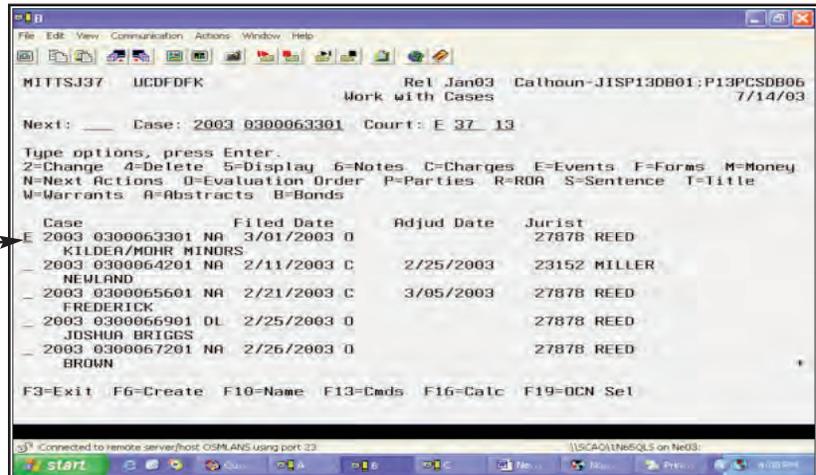


Step #1

From any screen enter **CAS** (Work with Cases) at the Next line, as well as the case (petition) number, then press Enter.

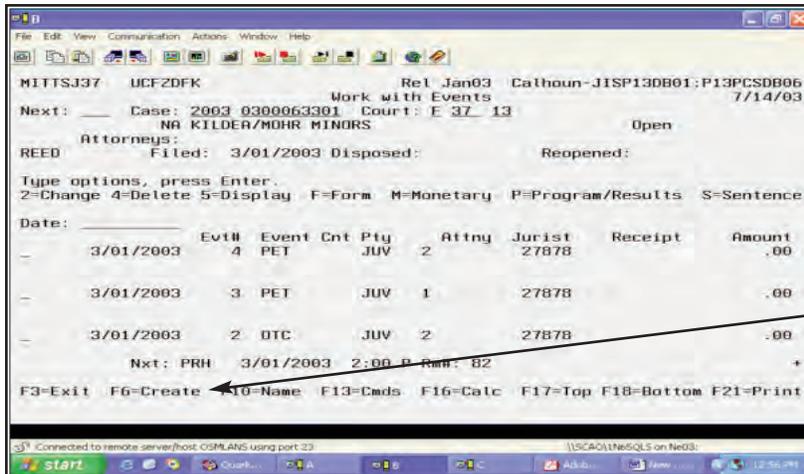
Step #2

This will return you to the **Work with Cases** screen for that case number. Enter an **"E"** (events) next to the case (petition) number and press the Enter key.



Step #3

This will return you to the **Work with Events** screen for the case number you selected. Select F6 to create.



continued →

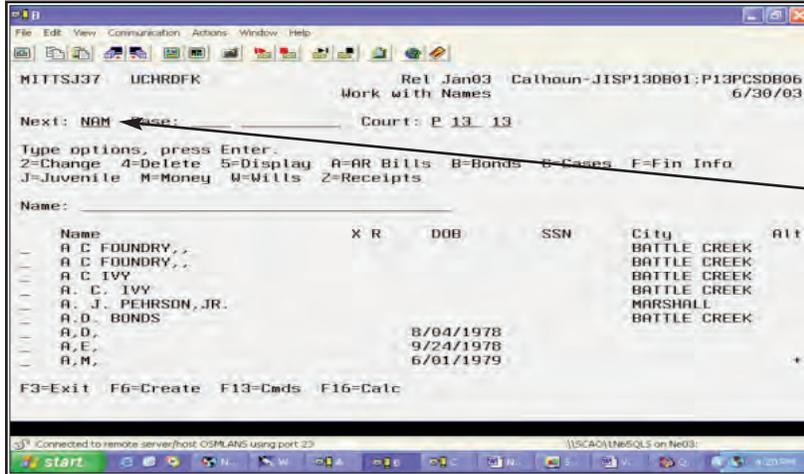
Option #3 ~ Event Add by Case Number continued

| | | | |
|---|---------------------------|-----------------|----------------|
| MICHELE | UCIXE1K | UCSGEN - TEST | HOJ |
| Edit Event | | | 3/17/14 |
| Crt: P 13 | 13 Jurist: ANTOSKIEWICZ | Bond: | Auth: |
| Case: 2014 1400254101 | NA | LOTTERY | OPEN Sup |
| Atty: | Worker: | | |
| File: 3/01/2014 | Dispose: | Reopen: | Close: |
| Evt: ___ | Dte: <u>3/17/2014</u> | Plea: ___ | Dsp: ___ |
| Pty: ___ | Cnt: ___ | Atty: ___ | Jur: ___ |
| Additional Party: ___ | Suppress: Case: ___ | Party: ___ | Mic#: ___ |
| Cmt: _____ | Form: ___ | Register: _____ | Receipt: _____ |
| | | Amount: _____ | |
| Legal Status: ___ | Curfew Time: Weekday: ___ | /Weekend: ___ | |
| Placement: Type: ___ | Custody Status: ___ | Begin: _____ | End: _____ |
| Facility: _____ | Spec Rate: _____ | Pty: ___ | No Charge: ___ |
| Schedule Next Action: | | | |
| Next: ___ | Date: _____ | Time: ___ | Jur: ___ |
| Cmt: _____ | | | Ctrm: _____ |
| F3=Exit F9=View F10=Name F13=Cmts F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan | | | |

Step #4

This will return you to the **Edit Event** screen to proceed with case disposition.

Option #4 ~ Event Add by Name

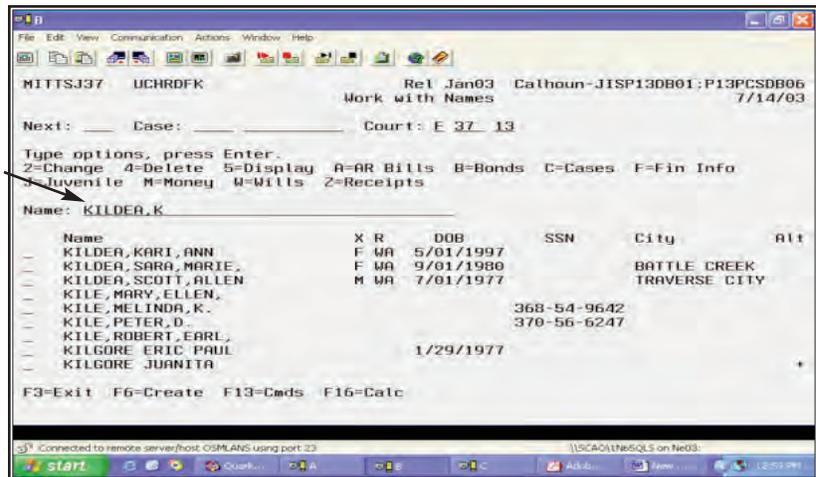


Step #1

Enter **NAM (Work with Name)** at your Next line and press Enter. You will be returned to the **Work with Names** screen.

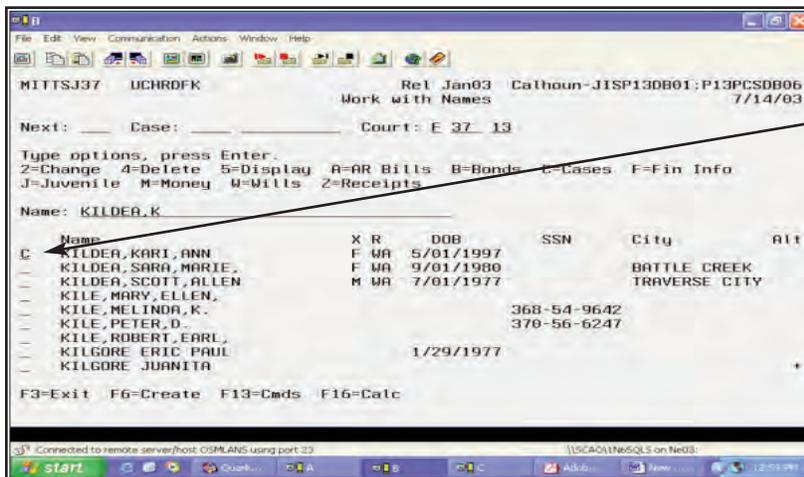
Step #2

Enter the Last name, First initial of the minor and press the Enter key.



Step #3

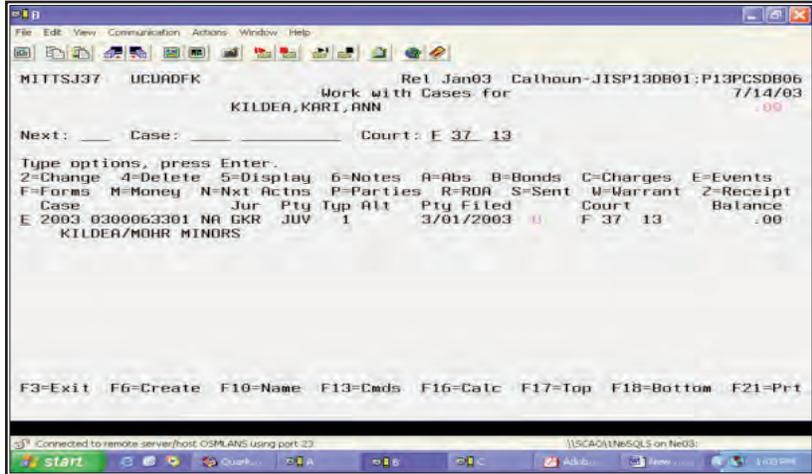
Enter a "C" for cases next to the minor's name to view all cases (petitions) for this name and press the Enter key. You will be returned to the **Work with Cases** for screen.



continued →

Option #4 ~ Event Add by Name, continued

Step #4

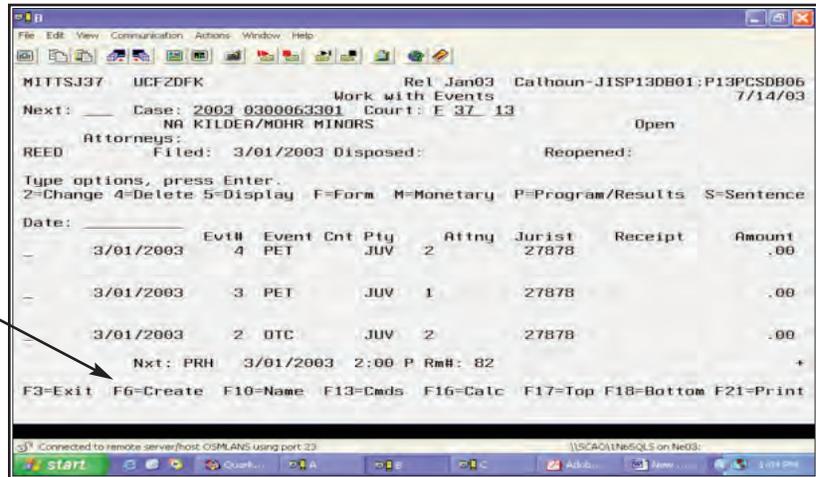


Select the case you want to add the event to by entering an "E" for events next to the case number and press the

Enter key.

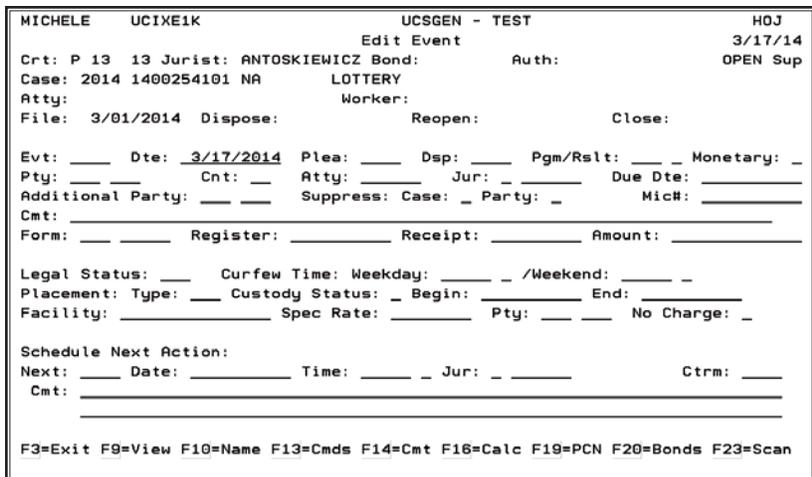
Step #5

This will return you to the **Work with Events** screen for that case number. Select F6 to create.

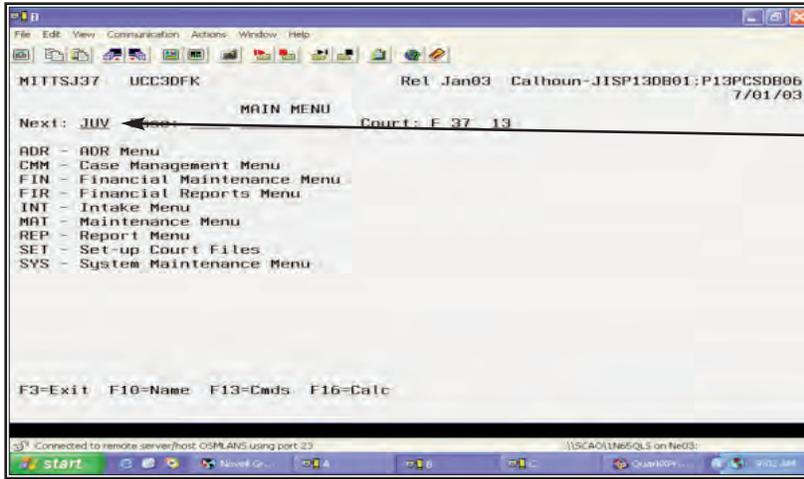


Step #6

This will return you to the **Edit Event** screen to proceed with case disposition.



Option #5 ~ Event Add by Juvenile

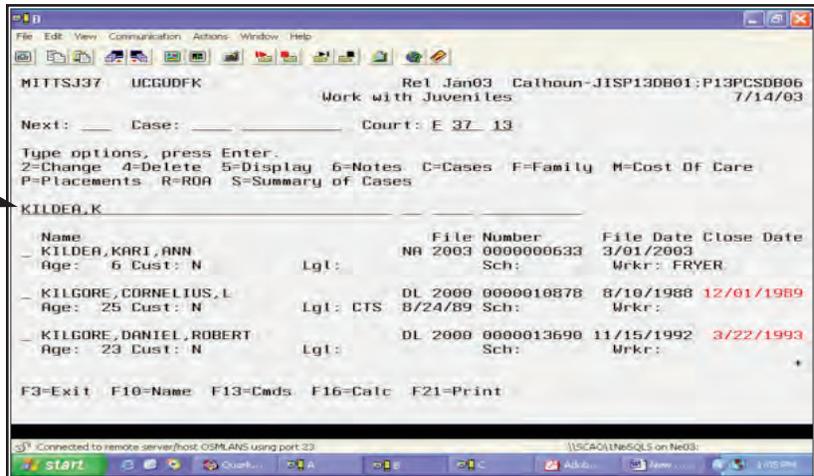


Step #1

Enter **JUV (Work with Juveniles)** at your Next line and press . You will be returned to the **Work with Juveniles** screen.

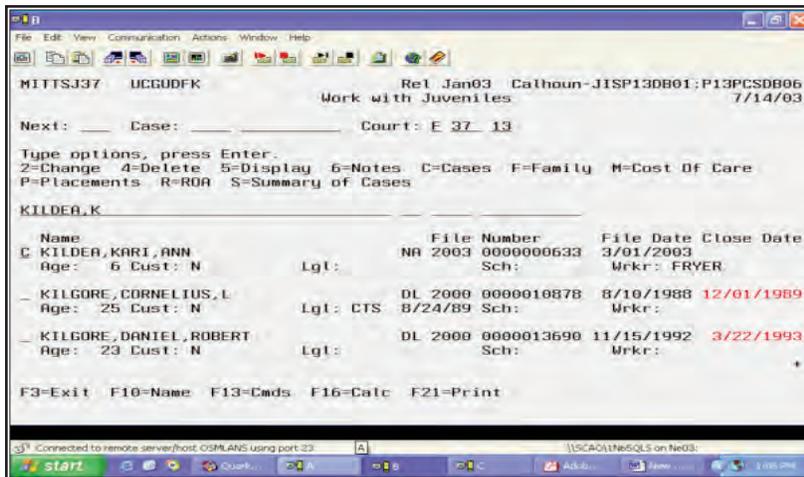
Step #2

Type the Lastname,firstinitial of the juvenile and press the key.



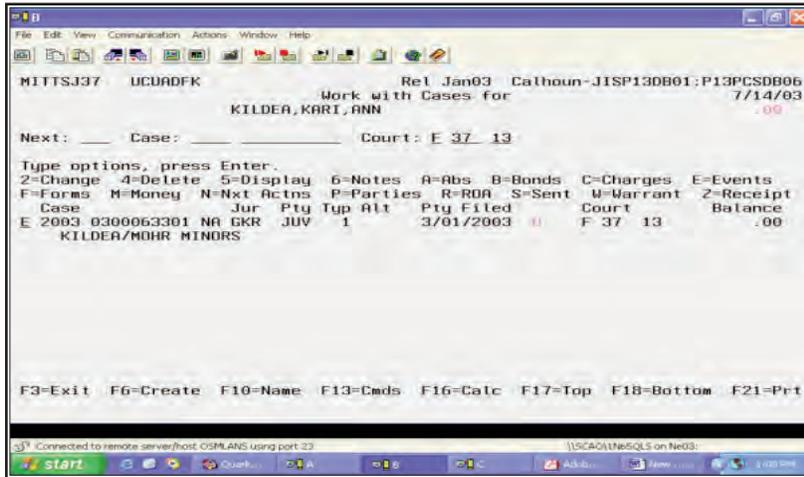
Step #3

Enter **"C"** next to the minor's name and press the key. You will be returned to the **Work with Cases for** screen.



continued →

Option #5 ~ Event Add by Juvenile, continued



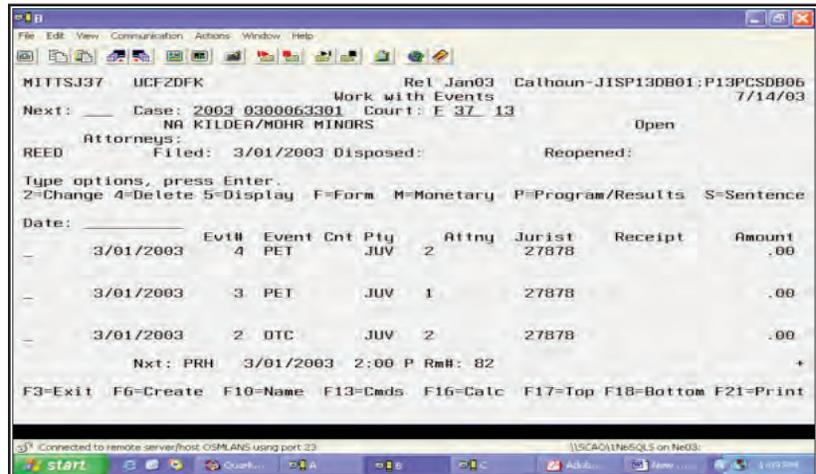
Step #4

Select the case you want to add the event to by entering an “E” for events next to the case number and press the

Enter key.

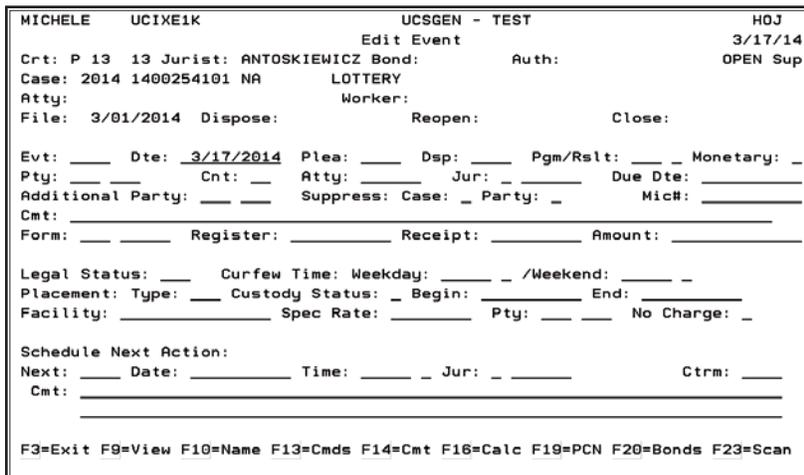
Step #5

This will return you to the **Work with Events** screen for that case number. Select F6 to create.



Step #6

This will return you to the **Edit Event** screen to proceed with case disposition.



Case Disposition ~ One Minor

MICHELE UCIXE1K UCXGEN - TEST HOJ

Crt: P 13 13 Jurist: ANTOSKIEWICZ
 Case: 2014 1400254101 NA
 Atty: _____
 File: 3/01/2014 Dispose: _____ Reopen: _____ Close: _____

Evt: ___ Dte: 3/17/2014 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
 Pty: ___ Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
 Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: _____
 Cmt: _____
 Form: ___ Register: _____ Receipt: _____ Amount: _____

Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
 Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___
 Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
 Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
 Cmt: _____

F3=Exit F9=View F10=Name F13=Cmnds F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan

Step #1

From the **Edit Event** screen, enter the event type of the hearing that was held to dispose the case.

CHECK: To make sure this is the correct case (petition) number

Step #2

If you do not know the code, then **F4** prompt, type the description of the event and press **Enter**. Then select the event by placing a "1" next to the description and press **Enter**.

MITTSJ37 UCP4DFK
 Select Event Type by Description

Category: CIVL CIVIL
 Type options, press Enter.
 1=Select 5=Display C=Event Cat
 FORMAL HEA

| Description | Type | Eff Date | Inactive |
|----------------------|------|-----------|----------|
| 1 FORMAL HEARING | FOH | 1/01/1900 | |
| HEARING | HRG | 1/01/1900 | |
| HEARING ON MOTION TO | MOO | 1/01/1900 | |
| HIV TESTING ORDERED | HIV | 1/01/1900 | |
| INDIAN HERITAGE STAT | IHS | 1/01/1900 | |
| INFORMATION | INF | 1/01/1900 | |
| INITIAL CASE SERVICE | ICSP | 1/01/1900 | |

F3=Exit F17=By Event Type

Step #3

Enter the date in MMDDYYYY format.

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP130B01:P13PCSD0B06
 Edit Event 7/14/03

Crt: F 37 13 Bond: Auth: Open
 Case: 2003 0300063301 NA GKR KILDEA/MOHR MINORS
 Atty: ALLEN Worker: FRYER
 File: 3/01/2003 Dispose: _____ Reopen: _____ Close: _____

Evt: FOH Dte: 05012003 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
 Pty: ___ Cnt: ___ Atty: ___ Jur: J 2787B Due Dte: ___
 Cmt: _____
 Form: ___ Register: _____ Receipt: _____ Amount: _____

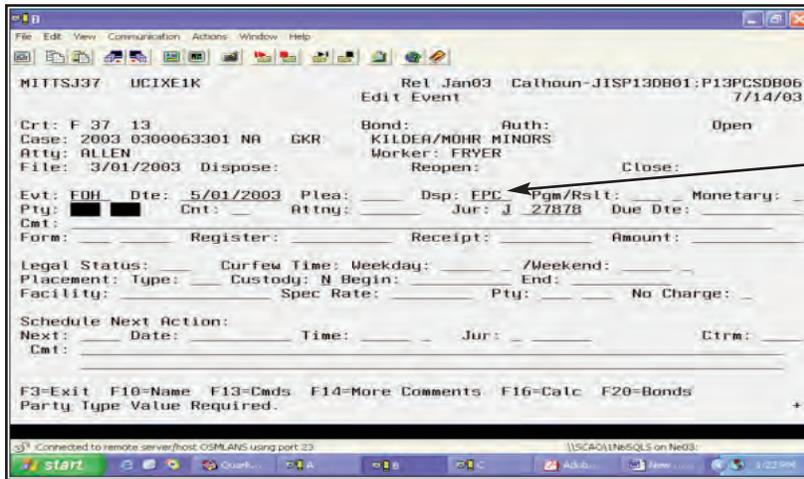
Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
 Placement: Type: ___ Custody: N Begin: ___ End: ___
 Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
 Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
 Cmt: _____

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds
 Party Type Value Required.

continued →

Case Disposition ~ One Minor, continued

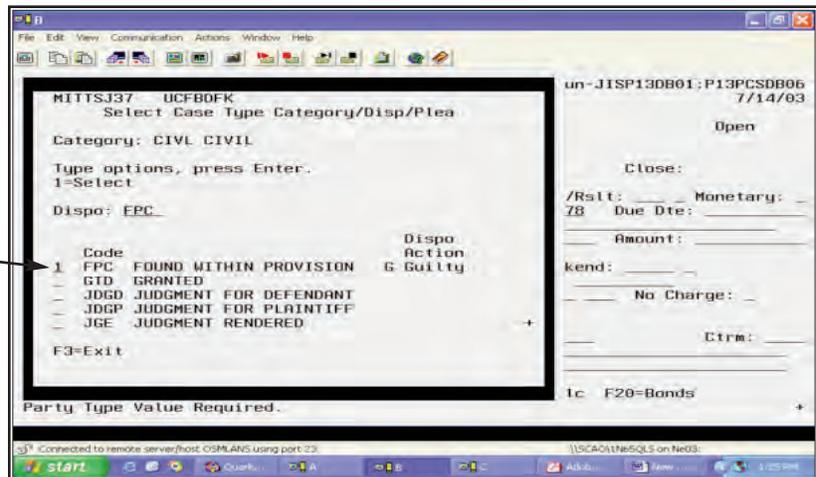


Step #4

At the **DSP** field enter the appropriate disposition code.

Step #5

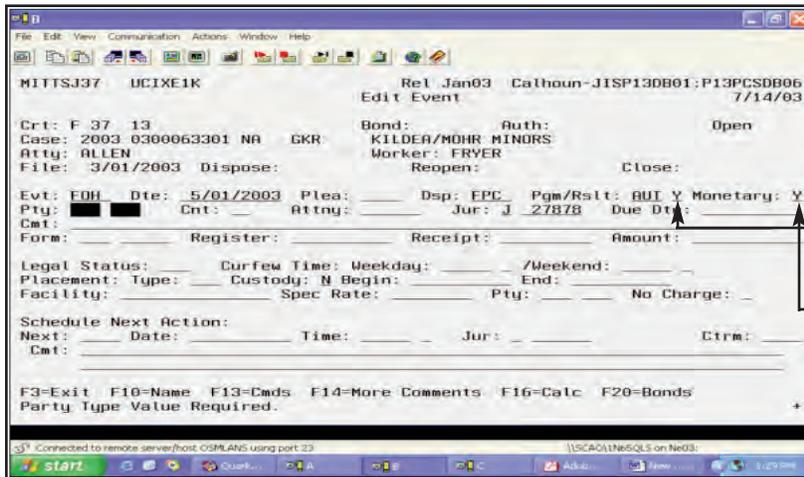
If you do not know the code, you may F4 prompt at the **DSP** field, enter a "1" next to the appropriate code and press the Enter key.



Step #6

Enter the first program or result, and if you will be adding more than one, place a "Y" next to the **Pgm/Rslt** field.

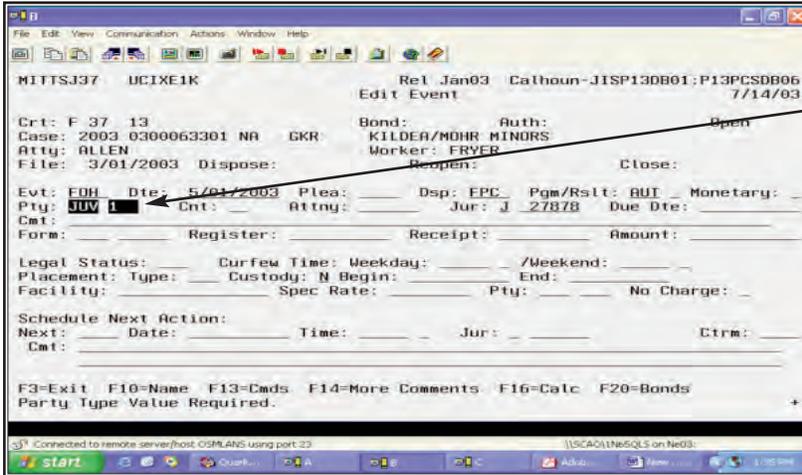
If you are going to add monetary orders enter a "Y" at the monetary field.



continued →

Case Disposition ~ One Minor, continued

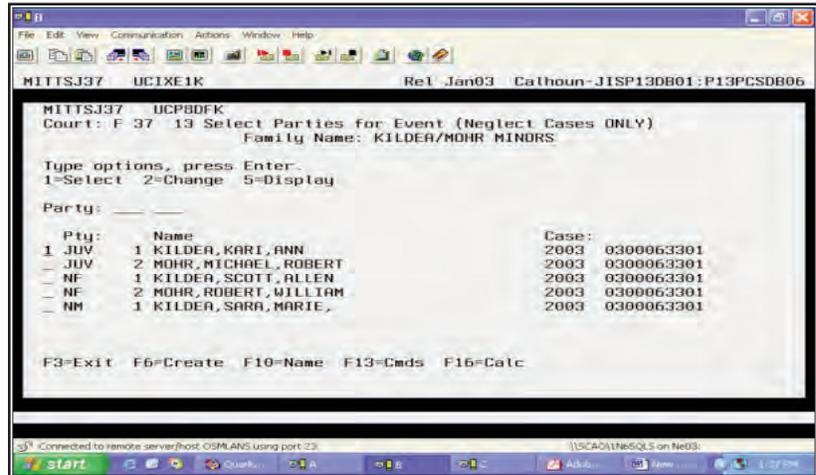
Step #7



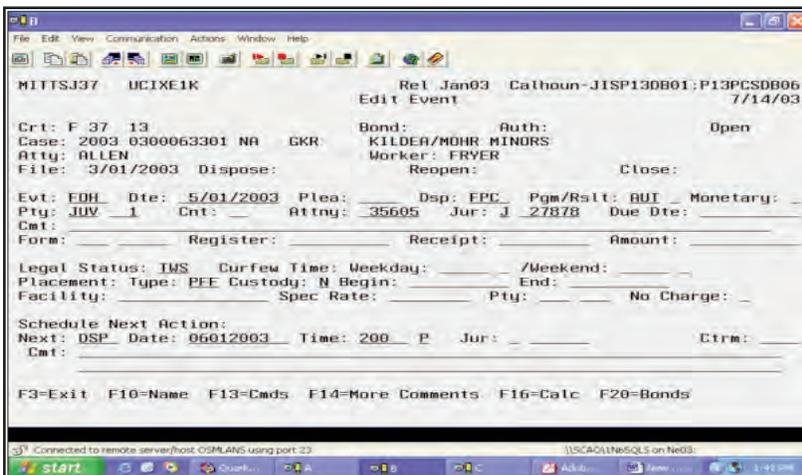
Enter the party (**PTY**) that this disposition pertains to (e.g. JUV 1, JUV 2, etc.).

Step #8

If you do not know the party that is being disposed, you may select F4 prompt for valid options and place a "1" next to the name, then press Enter.



Step #9

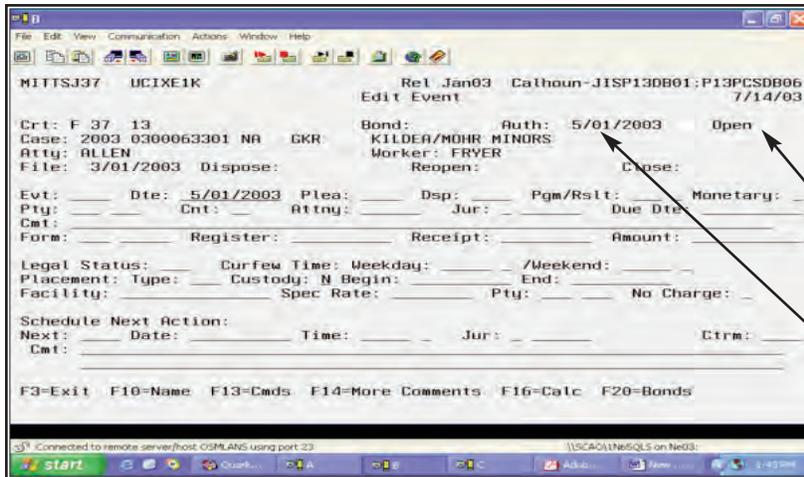


Continue to enter in any information regarding this minor's petition, and when you have entered all pertinent data, press the Enter key.

continued →

Case Disposition ~ One Minor, continued

Step #10



The Edit Event screen will be returned.

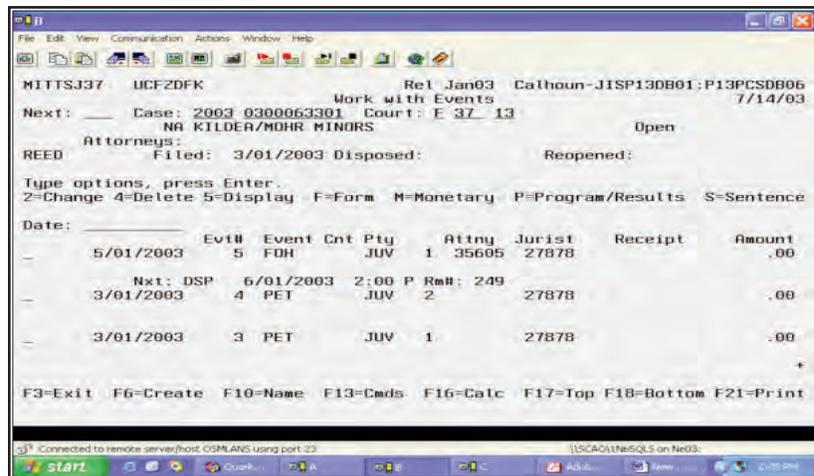
Please Note: The case header is at an open status because **PTY JUV 2** has not been disposed.

Because the result of **AUT** was entered, the case (petition) for this minor has been authorized.

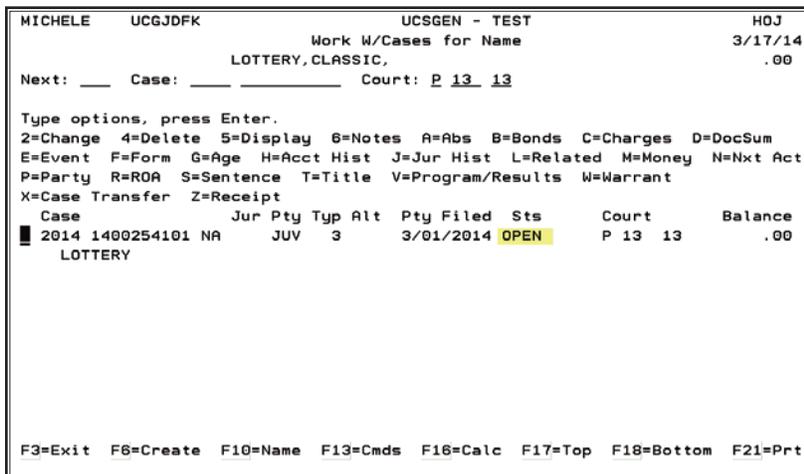
Step #11

F3 will return you to the **Work with Events** screen.

Please Note: One event has been created for the minor you selected on the **Edit Event** screen.



Step #12



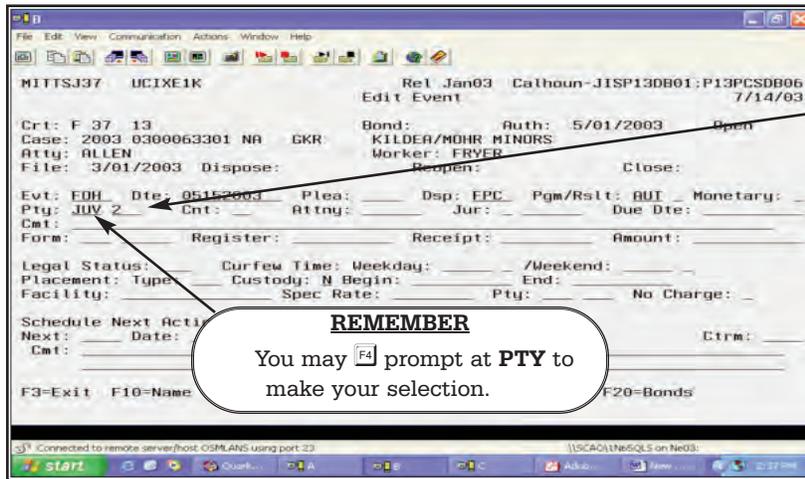
F3 again to return to the **Work with Cases for** screen.

Please Note: The status has not changed from the status of **"OPEN"** because ALL minors have not been disposed.

Case Disposition ~ Second Minor, continued

When the hearing has been held to dispose of the second minor for this case (petition) follow steps #1 through #6 on pages 6.9 and 6.10.

When you reach the **Pty** field, follow the following steps.

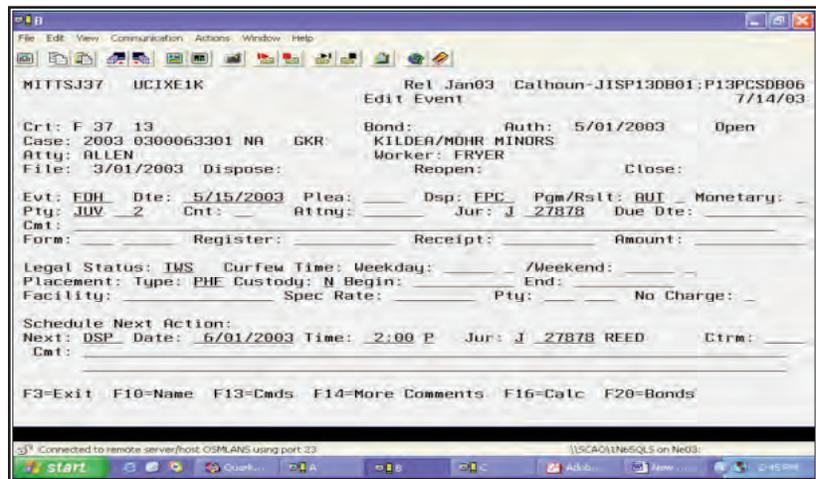


Step #7

Enter the party (**PTY**) that this disposition pertains to (e.g. JUV 2

Step #9

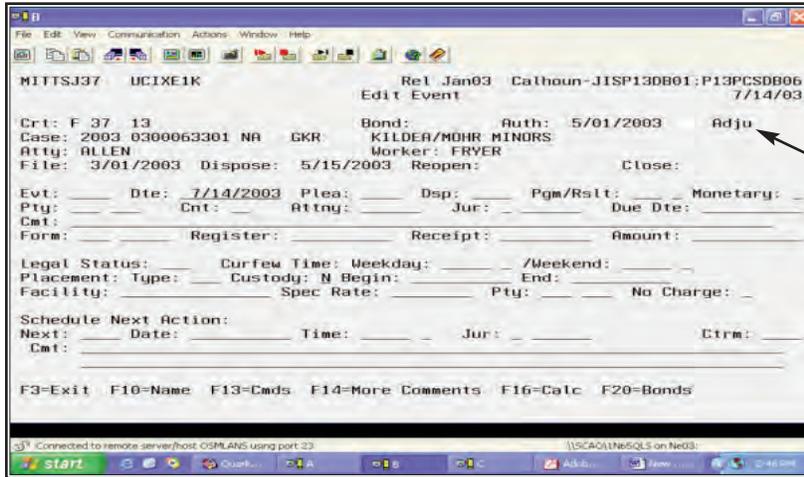
Continue to enter in any information regarding this minor's petition, and when you have entered all pertinent data, press the **Enter** key.



continued →

Case Disposition ~ Second Minor, continued

Step #10



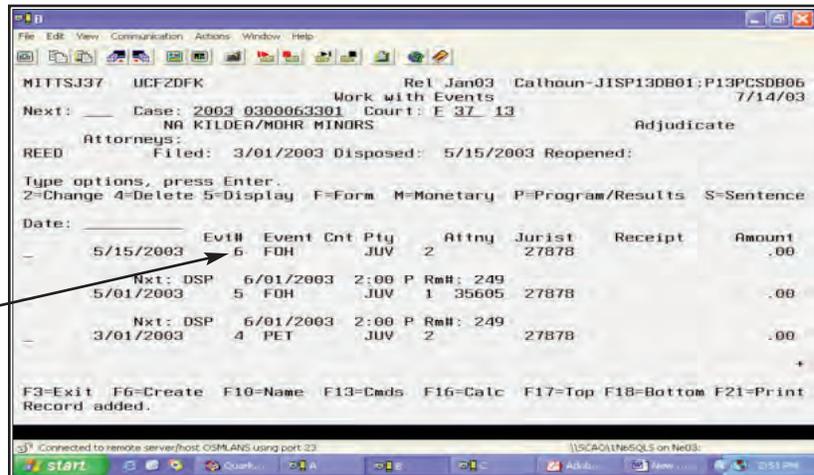
The Edit Event screen will be returned.

Please Note: The case header is at adjudicated status because **PTY JUV 2** was disposed and he is the last disposable party on this case (petition).

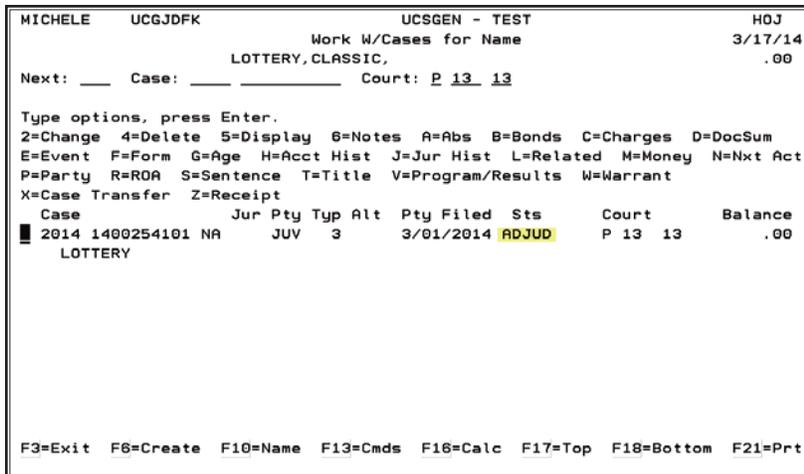
Step #11

F3 will return you to the **Work with Events** screen.

Please Note: One event has been created for the minor you selected on the **Edit Event** screen.



Step #12



F3 again to return to the **Work with Cases for** screen.

Please Note: The case status has changed from "OPEN" to "ADJUD" for adjudicated because ALL minors have now been disposed.

Case Disposition ~ Disposing Multiple Children

MICHELE UCIXE1K UCSGEN - TEST HOJ
 Crt: P 13 13 Jurist: ANTOSKI
 Case: 2014 1400254101 NA
 Atty:
 File: 3/01/2014 Dispose: Reopen: Close:
 Evt: ___ Dte: 3/17/2014 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
 Pty: ___ Cnt: ___ Atty: ___ Jur: ___ Due Dte: ___
 Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___
 Cmt: ___
 Form: ___ Register: ___ Receipt: ___ Amount: ___
 Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
 Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___
 Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___
 Schedule Next Action:
 Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
 Cmt: ___
 F3=Exit F9=View F10=Name F13=Cmts F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan

Step #1

From the **Edit Event** screen, enter the event type of the hearing that was held to dispose the case.

Step #2

If you do not know the code, then **F4** prompt, type the description of the event and press **Enter**. Then select the event by placing a "1" next to the description and press **Enter**.

MITTSJ37 UCP4DFK
 Select Event Type by Description
 Category: CIVL CIVIL
 Type options, press Enter...
 1=Select 5=Display C=Event Cat
 EORML HEA

| Description | Type | Eff Date | Inactive |
|----------------------|------|-----------|----------|
| 1 FORMAL HEARING | FOH | 1/01/1900 | |
| HEARING | HRG | 1/01/1900 | |
| HEARING ON MOTION TO | MDQ | 1/01/1900 | |
| HIV TESTING ORDERED | HIV | 1/01/1900 | |
| INDIAN HERITAGE STAT | IHS | 1/01/1900 | |
| INFORMATION | INF | 1/01/1900 | |
| INITIAL CASE SERVICE | ICSP | 1/01/1900 | |

 F3=Exit F17=By Event Type

Step #3

Enter the date in MMDDYYYY format.

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD0B06
 Edit Event 7/14/03
 Crt: F 37 13 Bond: Auth: Open
 Case: 2003 0300063301 NA GKR KILDEA/MOHR MINORS
 Atty: ALLEN Worker: FRYER
 File: 3/01/2003 Dispose: Reopen: Close:
 Evt: FOH Dte: 05012003 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___
 Pty: ___ Cnt: ___ Atty: ___ Jur: J 2787B Due Dte: ___
 Cmt: ___
 Form: ___ Register: ___ Receipt: ___ Amount: ___
 Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
 Placement: Type: ___ Custody: N Begin: ___ End: ___
 Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___
 Schedule Next Action:
 Next: ___ Date: ___ Time: ___ Jur: ___ Ctrm: ___
 Cmt: ___
 F3=Exit F10=Name F13=Cmts F14=More Comments F16=Calc F20=Bonds
 Party Type Value Required.

continued →

Case Disposition ~ Disposing Multiple Children, continued

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD006
Edit Event 7/14/03

Crt: F 37 13 Bond: Auth: Open
Case: 2003 0300063301 NA GKR KILDEA/MOHR MINORS
Atty: ALLEN Worker: FRYER
File: 3/01/2003 Dispose: Reopen: Close:

Evt: FOH Dte: 5/01/2003 Plea: Dsp: EPC Pgm/Rslt: Monetary: -
Pty: Cnt: Attny: Jur: J 27878 Due Dte:
Cmt:
Form: Register: Receipt: Amount:

Legal Status: Curfew Time: Weekday: /Weekend:
Placement: Type: Custody: N Begin: End:
Facility: Spec Rate: Pty: No Charge: -

Schedule Next Action:
Next: Date: Time: Jur: Ctrm:
Cmt:

F3=Exit F10=Name F13=Cmts F14=More Comments F16=Calc F20=Bonds
Party Type Value Required.

Step #4

At the **DSP** field enter the appropriate disposition code.

Step #5

If you do not know the code, you may **F4** prompt at the **DSP** field, enter a "1" next to the appropriate code and press the **Enter** key.

MITTSJ37 UCIBDFK un-JISP13DB01:P13PCSD006
Select Case Type Category/Disp/Plea 7/14/03

Category: CIVL CIVIL
Type options, press Enter.
1-Select
Dispo: EPC

| Code | Dispo | Action |
|--------|------------------------|----------|
| 1 EPC | FOUND WITHIN PROVISION | G Guilty |
| - GTD | GRANTED | |
| - JDGD | JUDGMENT FOR DEFENDANT | |
| - JDGP | JUDGMENT FOR PLAINTIFF | |
| - JGE | JUDGMENT RENDERED | |

F3=Exit

Party Type Value Required.

Step #6

Enter the first program or result, and if you will be adding more than one, place a "Y" next to the **Pgm/Rslt** field.

If you are going to add monetary orders enter a "Y" at the monetary field.

MITTSJ37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD006
Edit Event 7/14/03

Crt: F 37 13 Bond: Auth: Open
Case: 2003 0300063301 NA GKR KILDEA/MOHR MINORS
Atty: ALLEN Worker: FRYER
File: 3/01/2003 Dispose: Reopen: Close:

Evt: FOH Dte: 05012003 Plea: Dsp: Pgm/Rslt: BUI Monetary: Y
Pty: Cnt: Attny: Jur: Due Dte:
Cmt:
Form: Register: Receipt: Amount:

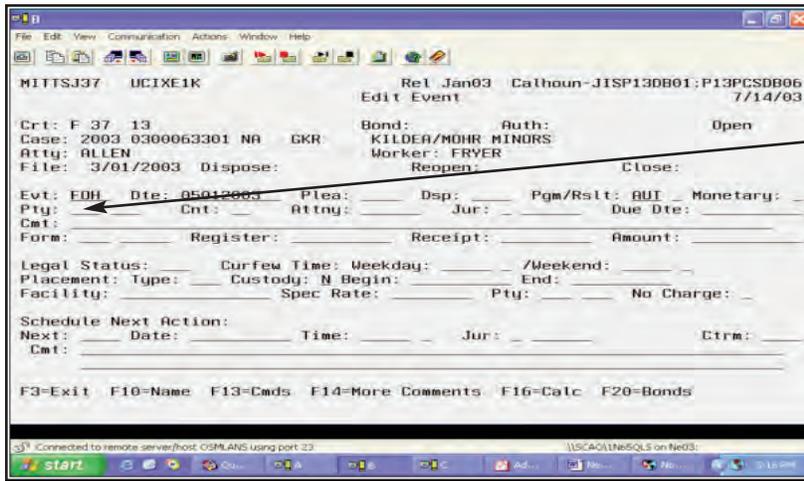
Legal Status: Curfew Time: Weekday: /Weekend:
Placement: Type: Custody: N Begin: End:
Facility: Spec Rate: Pty: No Charge: -

Schedule Next Action:
Next: Date: Time: Jur: Ctrm:
Cmt:

F3=Exit F10=Name F13=Cmts F14=More Comments F16=Calc F20=Bonds
Party Type Value Required.

continued →

Case Disposition ~ Disposing Multiple Children, continued

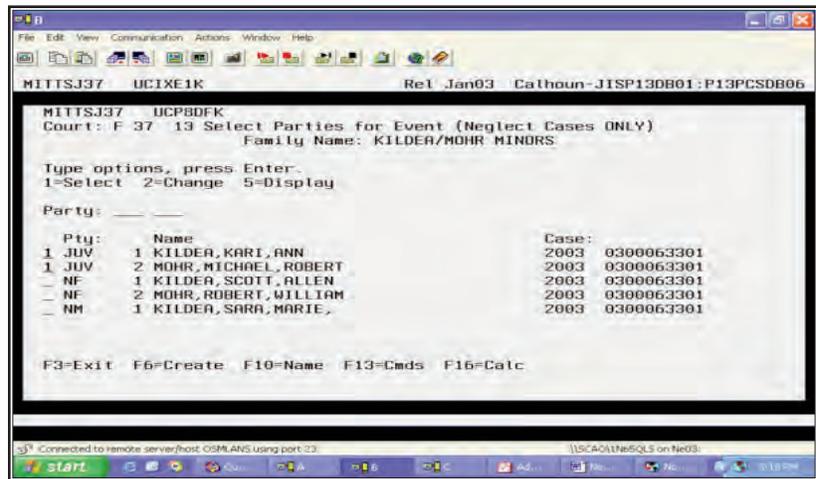


Step #7

At the **PTY** field, select F4 prompt.

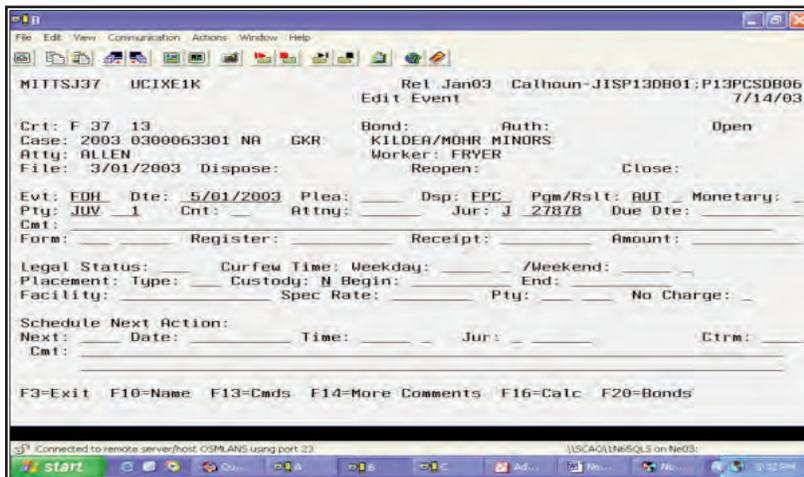
Step #8

Select the minors that are being disposed on this case (petition) and press the Enter key.



Step #9

Pty Juv 1's information will be displayed. Continue to enter any necessary information, such as, Placement and/or Next Action information.

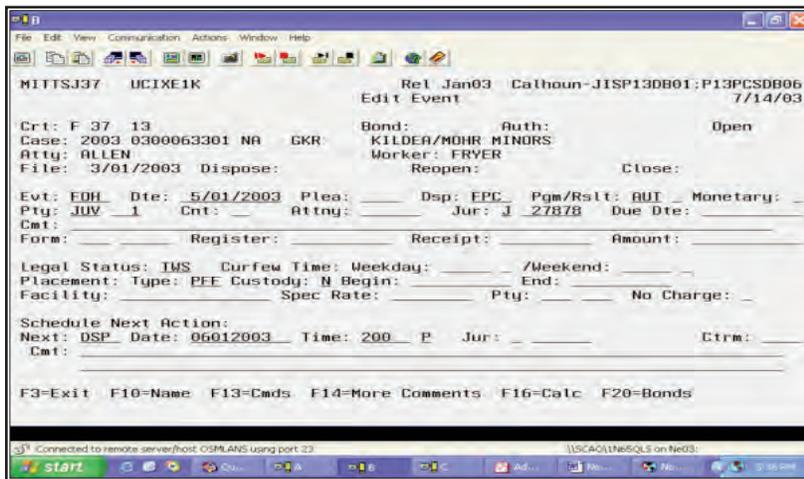


continued →

Case Disposition ~ Disposing Multiple Children, continued

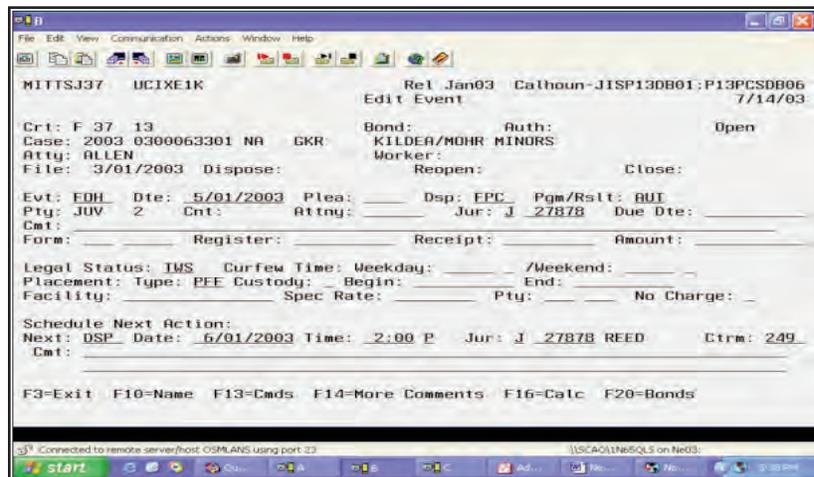
Step #10

Once you have entered all necessary information regarding the first minor (JUV 1), press the Enter key.



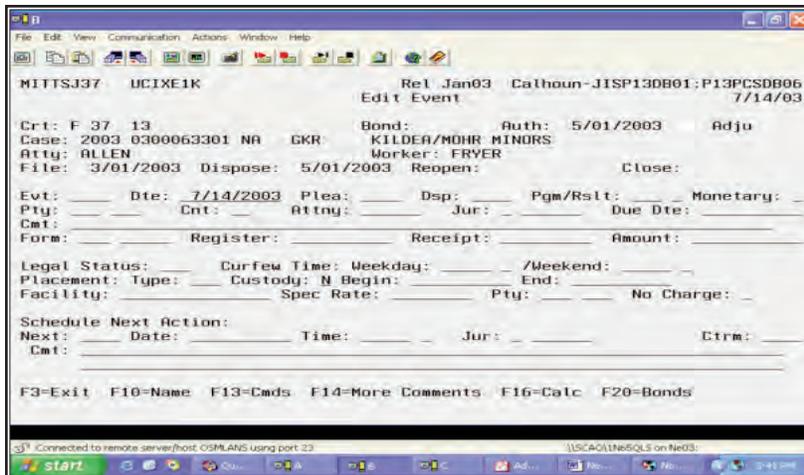
Step #11

The information for the second minor (JUV 2) will be displayed. Make any changes to the screen and then press the Enter key.



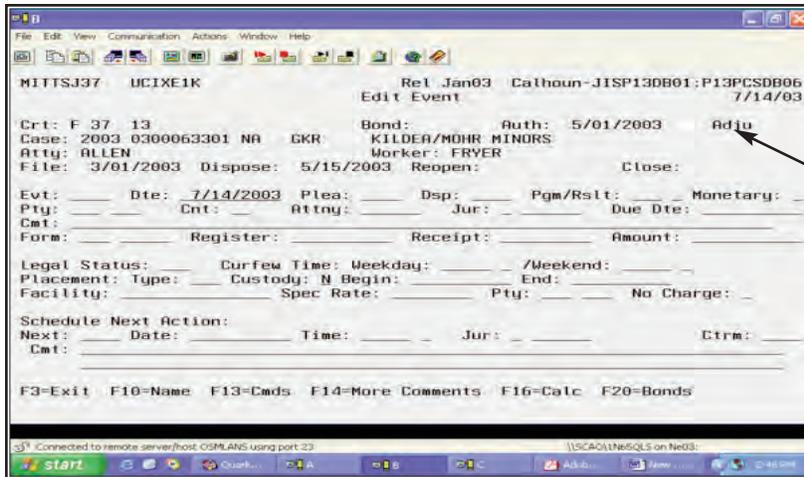
Step #12

Pty Juv 2's information will be displayed. Continue to enter any necessary information, such as, Placement and/or Next Action information.



Case Disposition ~ Disposing Multiple Children, continued

Step #13



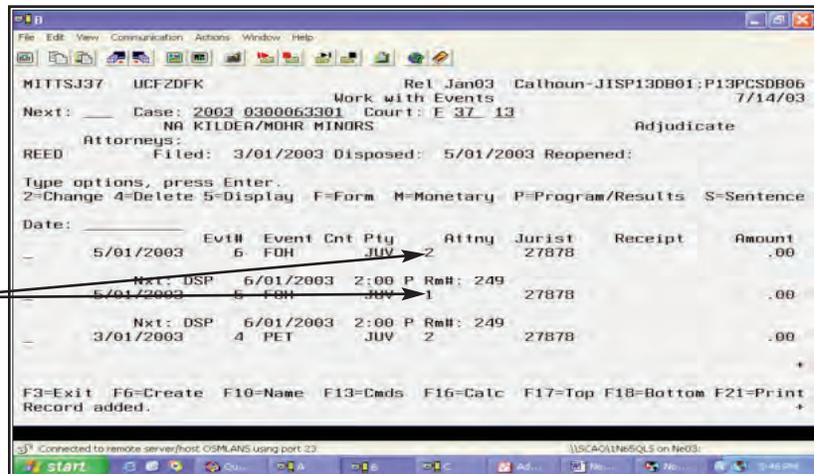
The Edit Event screen will be returned.

Please Note: The case header is at adjudicated status because both parties (**JUV 1 and JUV 2**) were disposed on this case (petition) and there are no other disposable parties for this case.

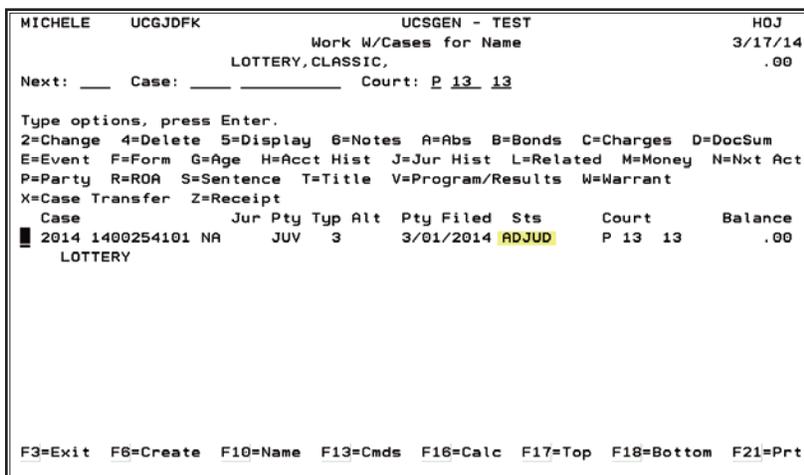
Step #14

F3 will return you to the **Work with Events** screen.

Please Note: Two events have been created (one for each minor you selected on the **Edit Event** screen).



Step #15



F3 again to return to the **Work with Cases for** screen.

Please Note: The case status has changed from **"OPEN"** to **"ADJUD"** for adjudicated because both minors have been disposed.