

## Chapter 2 - Case Screen - CSE

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## Juvenile Case Screen

The case screen is used to add information about the juvenile. Users must have security to be able to update case information.

### Accessing the Case Screen:

```
NXT TRAN   CSE  TYPE ADD   CASE NBR  20025555  PET 00000000  EVT  ___  PTY  ___
```

From the Next Tran Line, enter CSE in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number and suffix number. Press <Enter> and the system will display the case screen.

```

Case      ADD Case# 20035555  Status  Type  Filed 2003
Jurist    Attorney Type  Worker Public Service Type
Name      Name      Name      SSN 000000000
Name
Address
City      ST  ZIP  Phone.  SID
School-home Attending Grade  DLN  MI
Insurance  Policy Effective Purge Date
Group#  Service Code Microfilm Number
Medicaid I.D. Effective FIA Case#
STATUS INFORMATION:
Case Opened.
Case Closed.
Case Reopen.
Custody.....
Legal.....
Placement...
Placmnt Type
Program.....

Nxt Tran  CSE Type ADD Case# 20035555 Petn# 00000000 Event# Pty
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal
  
```

Following are the field descriptions for the Case Screen.

#### ~Case~

This area displays the screen that you are in along with the transaction type you are performing.

#### ~Case #~

This area displays the case number. Listed next to the case number will be the suffix number. Suffix numbers are used when there are multiple children in one case.

#### ~Status~

Enter the status of the case. O = Open and C = Closed.

**~Type~**

Enter the type of the case. Press <F4> for a list of valid case types.

**~Filed~**

Enter the date the case was filed with the court.

**~Jurist~**

Enter the jurist that is handling this case. Press <F4> for a list of valid jurists. Once a jurist has been entered into this field, the name will display below the field.

**~Attorney~**

Enter the attorney that represents the minor. Press <F4> for a list of valid attorneys. Once an attorney has been entered into this field, the name of the attorney will display below the field.

**~Type~**

Enter if this attorney is A = Appointed or R = Retained.

**~Worker~**

Enter the worker assigned to this case. Press <F4> for a list of valid workers.

**~Public~**

Enter the public status of this case. Press <F4> for a list of valid statuses.

**~Service Type~**

Enter the service type for this case. Press <F4> for a list of valid service types.

**~SSN~**

Enter the social security number for the juvenile in this field.

**~Name~**

Enter the name of the juvenile. The name must be entered using the name entry rules that are listed in Chapter One.

**~DOB~**

Enter the juveniles date of birth.

**~Gender~**

Enter the juveniles gender if known. If this is not known at the time of case entry, this field should be updated once the gender is established.

**~Race~**

Enter the race of the juvenile. If this is not know at the time of case entry, this field should be updated once the race is established. Press <F4> for a list of valid race types.

**~Address Lines~**

Enter the address of the juvenile. This field should not be changed if the child is placed in foster care or a facility. A PCN should be used to update the address of the child in the placement file.

**~City, State, Zip, Phone~**

Enter the city, state, zip and telephone number of the juvenile.

**~SID~**

Enter the State Identification Number as taken from the criminal history report returned from the state police if applicable.

**~School-Home~**

Enter the school code that the child attends when living at home. Press <F4> for a list of valid schools.

**~Attending~**

Enter the school code that the child attends when in out of home placement. Press <F4> for a list of valid schools.

**~Grade~**

Enter the grade the child is in. This field must be updated by the user, the system will not automatically update it.

**~DLN~**

Enter the juvenile's drivers license number if known.

**~Insurance~**

Enter the insurance that the child is covered by. This is a free format field, enter what best describes the insurance type.

**~Policy~**

Enter the policy number for the insurance.

**~Effective~**

Enter the effective date for the insurance.

**Purge Date~**

This is the date the file can be purged. The system will automatically calculate this date for you. If the case is an informal case, the purge date will be three months after the 17th birthday. If the case is formal, the purge date will be the child's 30th birthday.

**~Group #~**

Enter the group number for the health insurance policy.

**~Service Code~**

Enter the service code for the health insurance policy.

**~Microfilm Number~**

Enter the microfilm number for this case.

**~Medicaid I.D.~**

Enter the medicaid I.S. number for the juvenile.

**~Effective~**

Enter the effective date for medicaid.

**~FIA Case #~**

Enter the FIA case number for this child.

**Status Information:****~Case Opened~**

Enter the date the case opened. If this field is left blank, the system will automatically fill it with the case filed date.

**~Case Closed~**

Enter the date the case closed. If this date is left blank and the event of "OTJ" is entered, the system will automatically enter the event date.

**~Case Reopened~**

enter the re-opened date for this case. If a new petition is added to a closed case, the system will automatically reopen the case with the petition open date.

**~Custody~**

The system will display the latest custody for this child.

**~Legal~**

The system will display the latest legal status for this child.

**~Placement~**

The system will display the latest placement that was entered from a PCN event.

**~Placement Type~**

The system will display the latest placement type for this child.

**~Program~**

the system will display the program that was entered in the first program field of the event screen.

## Adding or Modifying a Case

From the Next Tran Line, enter the following:

### Adding:

```

NXT TRAN   CSE  TYPE ADD   CASE NBR  20035555  ___ PET  00000000  EVT  ___  PTY  ___
    
```

### Modifying:

```

NXT TRAN   CSE  TYPE MOD   CASE NBR  20035555  ___ PET  00000000  EVT  ___  PTY  ___
    
```

When all information has been added, press <Enter> and the system will display the screen you requested.

```

Case      ADD Case# 20035555  Status  Type  Filed  2003
Jurist    _____ Attorney _____ Type  Worker _____ Public  Service Type
Name      _____ Name      _____ Name      _____ DOB _____ Gender  Race
SSN 00000000
Address   _____
City     _____ ST  ZIP _____ Phone. _____ SID _____
School-home _____ Attending _____ Grade _____ DLN _____ MI
Insurance _____ Policy _____ Effective _____ Purge Date _____
Group#   _____ Service Code _____ Microfilm Number _____
Medicaid I.D. _____ Effective _____ FIA Case# _____
STATUS INFORMATION:
Case Opened.      _____
Case Closed.      _____
Case Reopen.      _____
Custody.....     _____
Legal.....       _____
Placement...      _____
Placmnt Type      _____
Program.....      _____

Nxt Tran  CSE Type ADD Case# 20035555 Petn# 00000000 Event# ___ Pty ___
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

01/077
Connected to remote server/host OSMSOUTH using port 23
    
```

Enter all information regarding the juvenile and press <Enter>. The system will save the case.

### Adding a Multiple Child Case

Follow the procedure for adding a case for the first child. After you have completed the data entry for the case screen of the first child and **before** pressing <Enter>, press <F2> and the system will position your cursor on the Next Tran Line. Enter the following information:

```
NXT TRAN   CSE  TYPE CON   CASE NBR  20035555 02 PET 00000000 EVT ___  PTY ___
```

When all information has been added, press <Enter> and the system will display the screen you requested.

```

Case      INQ Case# 20035555 1 Status 0      Type NA Filed 701 2003
Jurist    _____ Attorney _____ Type  Worker _____ Public  Service Type  _____
Name      _____ Name _____ Name _____ SSN 000000000
Name TEST,TEST, _____ DOB _____ Gender  Race  _____
Address _____
City _____ ST  ZIP _____ Phone. _____ SID _____
School-home _____ Attending _____ Grade  DLN _____ MI
Insurance _____ Policy _____ Effective _____ Purge Date _____
Group# _____ Service Code _____ Microfilm Number _____
Medicaid I.D. _____ Effective _____ FIA Case# _____
STATUS INFORMATION:
Case Opened.      701 2003
Case Closed.      _____
Case Reopen.      _____
Custody.....
Legal.....
Placement...
Placmnt Type
Program.....

Nxt Tran  CSE Type CON Case# 20035555 02 Petn# 00000000 Event# ___ Pty ___
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System
F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

MB b A 22/051
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:
    
```

The system has returned the CSE/CON screen for the second child. Enter all information regarding the juvenile and press <Enter>. The system will save the case.

### Inquiring on a Case

From the Next Tran Line enter the following information:

```
NXT TRAN   CSE  TYPE INQ   CASE NBR  20035555  __  PET  00000000  EVT  ___  PTY  __
```

When all information has been added, press <Enter> and the system will display the screen you request-

```

Case      INQ Case# 20035555 1 Status 0          Type NA  Filed 701 2003
Jurist    _____ Attorney _____ Type  Worker _____ Public  Service Type
Name      Name      Name      SSN 000000000
Name TEST,TEST,_____ DOB _____ Gender  Race
Address _____
City _____ ST _____ ZIP _____ Phone. _____ SID _____
School-home _____ Attending _____ Grade _____ DLN _____ MI
Insurance _____ Policy _____ Effective _____ Purge Date _____
Group# _____ Service Code _____ Microfilm Number _____
Medicaid I.D. _____ Effective _____ FIA Case# _____
STATUS INFORMATION:
Case Opened.      701 2003
Case Closed.      _____
Case Reopen.      _____
Custody.....
Legal.....
Placement...
Placmnt Type
Program.....

Nxt Tran  CSE Type INQ Case# 20035555 1 Petn# 00000000 Event# _____ Pty _____
F1=Help F2=Nxt Tran F3=Exit F4=Prompt          F6=System
          F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

MA b A 22/013
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:
    
```

The system will return the case inquiry screen for you.

### Deleting a Case

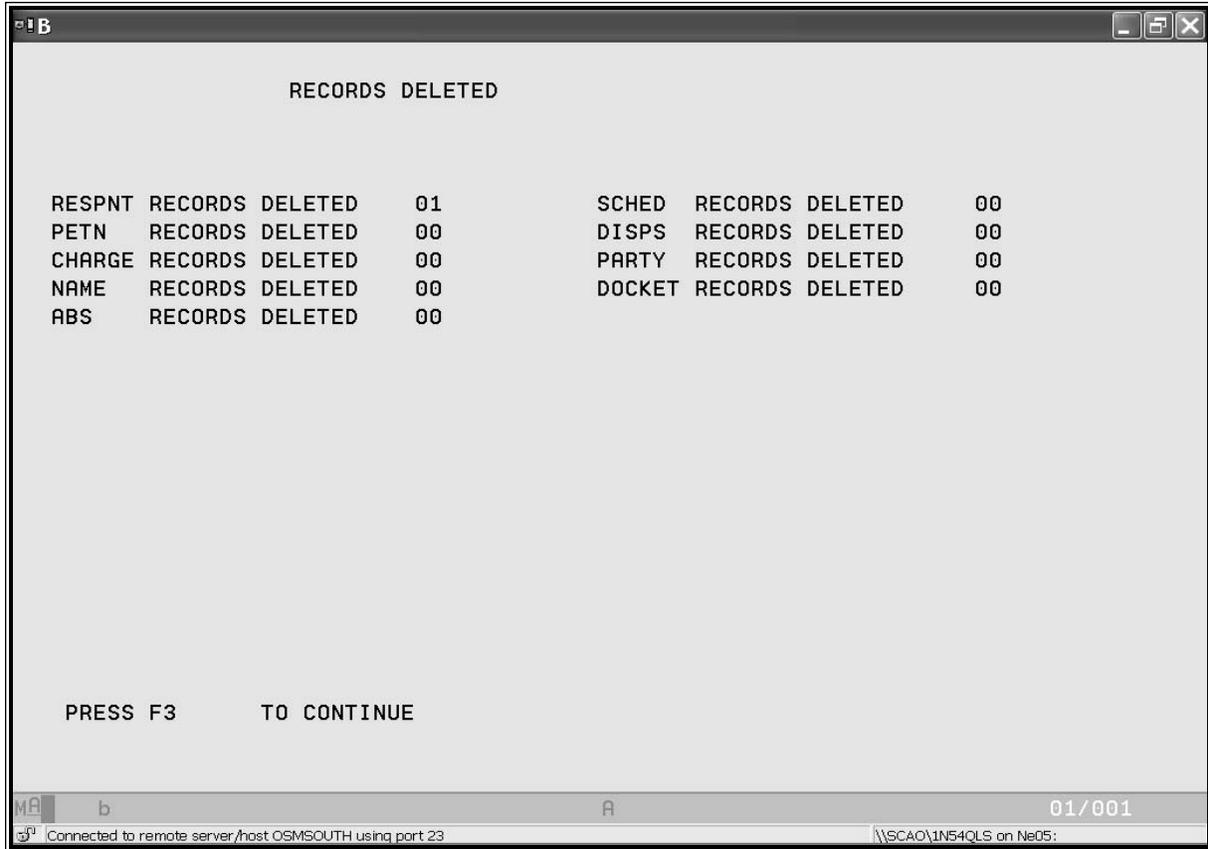
From the Next Tran Line enter the following information:

NXT	TRAN	CSE	TYPE	DEL	CASE	NBR	20035555	__	PET	00000000	EVT	__	PTY	__
-----	------	-----	------	-----	------	-----	----------	----	-----	----------	-----	----	-----	----

When all information has been added, press <Enter> and the system will display the screen you requested.



If you are certain that you want to delete this case, press <Enter> and the system will return the following screen.



The system will display the records that were deleted. Press <Enter> to exit this screen. The case is deleted.

**NOTE:** Be sure of your case number. Once the case is deleted all other juvenile screens are deleted as well. Delete's can't be undone. If financial records exist, the ARU must be turned inactive before the case can be deleted.

## Re-Opening a Case

There are two ways to reopen a case.

1. Add a new petition to a closed case. Once the petition is added, the system will enter the date the petition was filed as the reopen date on the case screen.
2. Modify the case screen and enter the date the case reopened in the reopen field. Following is an example of this.

From the Next Tran Line, enter the following information.

```
NXT TRAN   CSE  TYPE MOD   CASE NBR  00920204  __ PET  00000000  EVT  ___  PTY  __
```

When all information has been added, press <Enter> and the system will display the screen you requested.

The screenshot shows a case screen with the following details:

- Case MOD Case# 11009008 Status 0 Type DL Filed 101 2003
- Jurist Attorney Type Worker Public Service Type
- Name TEST DELINQUENT// DOB Gender Race
- Address City ST ZIP Phone. SID
- School-home Attending Grade DLN MI
- Insurance Policy Effective Purge Date
- Group# Service Code Microfilm Number
- Medicaid I.D. Effective FIA Case#
- STATUS INFORMATION:
  - Case Opened. 101 2003
  - Case Closed. 1201 2003
  - Case Reopen. 0215 2004
  - Custody.....
  - Legal.....
  - Placement...
  - Placmnt Type
  - Program.....
- Nxt Tran CSE Type MOD Case# 11009008 Petn# 11009008 Event# Pty
- F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
- F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

An arrow points from the 'Case Reopen' field (0215 2004) to the 'Case Reopen' field in the status information section.

Enter the date the case reopened in the “Case Reopen” field and press <Enter>. The system will change the status of the case to “O- Open”.