



## Michigan Supreme Court

State Court Administrative Office

### Family Services

Michigan Hall of Justice

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Phone (517) 373-5975

Daniel J. Wright  
Director

### MEMORANDUM

DATE: December 21, 2006

TO: Chief Circuit Judges  
Presiding Family Division Judges

cc: AWOLP Contacts  
Circuit Court Administrators  
Family Division Administrators

FROM: Daniel J. Wright

RE: SCAO Administrative Memorandum 2006-08  
Tracking of Children Absent Without Legal Permission (AWOLP)

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In an effort to ensure consistency in the data being collected by the State Court Administrative Office and to improve the exchange of information between the courts and the Department of Human Services (DHS), SCAO has begun planning for web-based reporting. We anticipate that Judicial Information Systems (JIS) will begin programming the web application early in 2007.

JIS is working on an inter-agency agreement with DHS that will enable us to download certain data elements from the Services Worker Support System (SWSS). That data will be accessed in our web application, through which courts will report activities concerning the children in their counties. Once the information is uploaded back to SWSS, DHS staff will have access to the information provided by courts. We expect the exchange of information to occur on a daily basis. Reporting will still be required on a monthly basis.

An initial step in the process is to implement a standard reporting template. The use of a standard template will help eliminate the data discrepancies that can result from courts using different terminology, and ensure a consistent response for each child. It will also help us to develop our web application. A proposed reporting form, developed with the assistance of judges and court staff, was distributed for comment at last September's Best Practice Forum.

We will begin utilizing the reporting form next month. Along with our monthly request for information, you will receive a Word or WordPerfect document containing a customized form for each child. Please complete each form by clicking the applicable checkboxes and adding text

December 21, 2006

Page 2

in the appropriate fields and, once completed, e-mail the forms back to Deb Marks at [marksd@courts.mi.gov](mailto:marksd@courts.mi.gov). NOTE: You will receive Word documents unless you notify us that your court uses WordPerfect.

We appreciate your patience and cooperation as we work to improve the AWOLP reporting process and the accuracy of the data being collected.