

MCAP Login - Windows Internet Explorer

https://courts.michigan.gov/MCAP/login.aspx

File Edit View Favorites Tools Help

Convert Select

Share Browser WebEx

MCAP Login

Page Tools

Michigan Court Application Portal Michigan Supreme Court Applications

You are not currently logged in.

Utilities

User Name: ←

Password: ←

Login

Reset Password
If you've forgotten your password, or it is now invalid, you can [request a new password](#).

MCAP Help Desk

- [Submit](#) an error report.
- [Ask](#) a question.
- [View](#) frequently asked questions.
- [Did You Know?](#) user tips.

External Links

- [Reporting Requirements and Materials](#)

Tutorial

- [Login to MCAP](#)

Your user name will be your last name and first initial; the password will also be your last name and first initial until you are forced to change it the first time you access the web application.

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).
This site has been optimized for Microsoft Internet Explorer 5.x and above.

Internet 100%

MCAP Login - Windows Internet Explorer
https://courts.michigan.gov/MCAP/login.aspx

Michigan Court Application Portal
Michigan Supreme Court Applications
Logout

Welcome, Deborah M. Marks

Applications Utilities

Applications

Absent Without Legal Permission (AWOLP) Go

Change Password
Change your password for MCAP.
Change your password here.

MCAP Help Desk

- [Submit](#) an error report.
- [Ask](#) a question.
- [Download](#) user guides, reporting instructions, and user request forms.
- [View](#) frequently asked questions.
- [Did You Know?](#) user tips.

External Links

- [Reporting Requirements and Materials](#)

Tutorial

- [Login to MCAP](#)

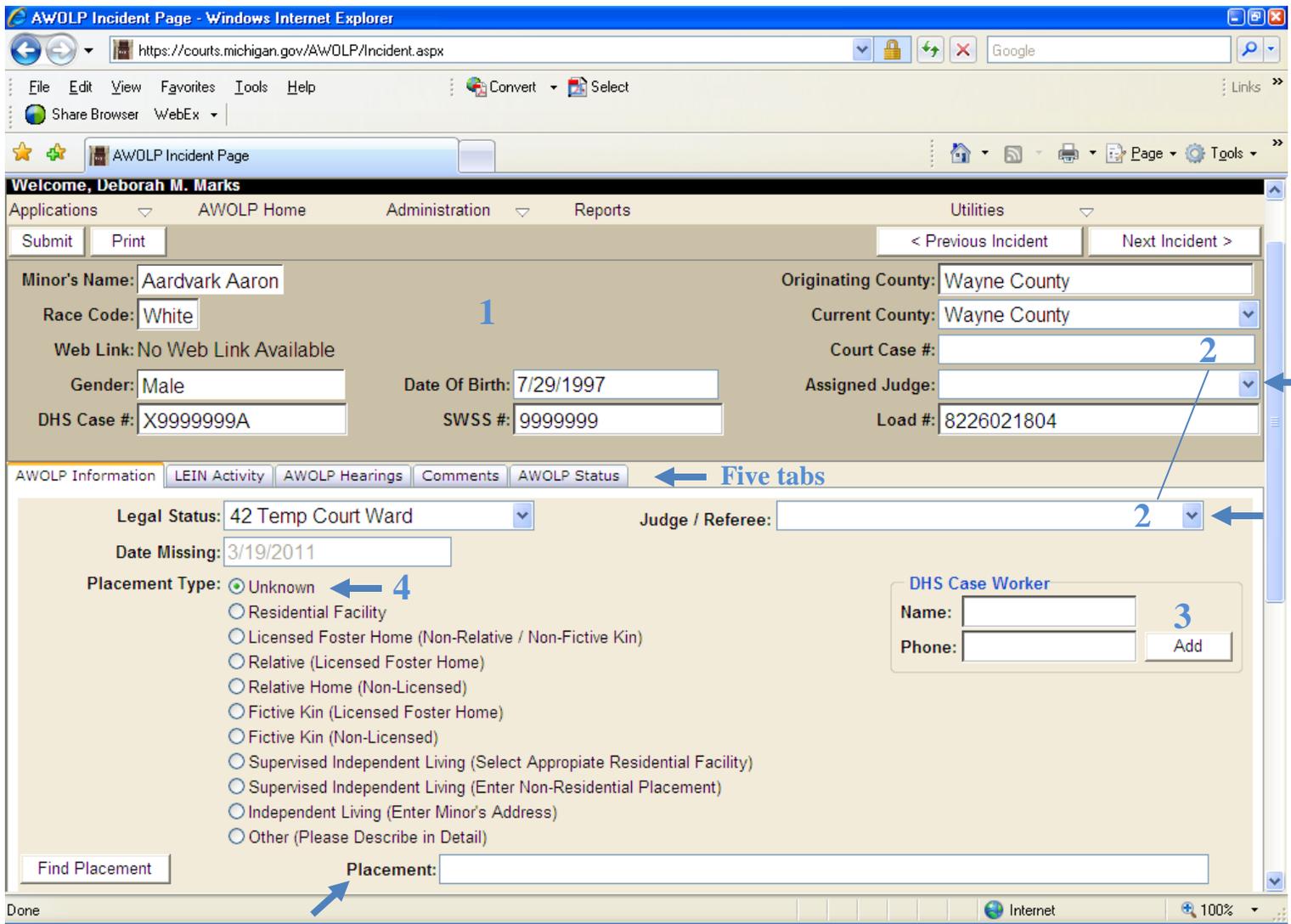
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Because it starts with "A," the AWOLP application will likely be the first application in the list. Click "Go" to enter the web application.

Internet 100%

The screenshot shows the Michigan Court Application Portal (AWOLP Home) interface. At the top, there is a navigation menu with 'Applications', 'Administration', 'Reports', and 'Utilities'. Below the menu, there are filter options for 'New', 'Open', and 'Disposed', along with a 'Change' button and a search bar. A table displays a list of records with columns for 'Minor Name', 'Date Missing', and 'County'. The first record is 'Aardvark, Aaron' with a date of '5/31/2011' and 'Allegan County'. A sidebar on the right contains various menu options such as 'Reports', 'Web Listings', 'Values to Exclude', 'Status of Monthly Updates', and 'Import Spreadsheet'. A 'User Name' and 'On Since' table is also visible in the top right corner.

1. This area of the screen will display a list of neglect/abuse and dual wards currently considered “AWOLP” in your county. *Note: You do not report on children who are “delinquent only” in this web application. If a delinquent only child’s name appears on the list, contact your local DHS office.* Click on a name to open the record.
2. The application defaults to displaying information for “New” and “Open” records. Select “Disposed” and click “Change” to see closed records.
3. The search feature will allow you to quickly locate records by simply typing in the child’s last name.
4. You may expand the number of rows displayed by clicking the down arrow and choosing a larger number.



There are five tabs for each record: AWOLP Information, LEIN Activity, AWOLP Hearings, Comments, and AWOLP Status. We will start with AWOLP Information and work our way across from left to right.

1. The upper portion of the screen populates from information SCAO receives weekly via spreadsheet from DHS. That information is uploaded essentially three times a month, usually on Mondays.
2. Larger counties tend to use the “Court Case #,” “Assigned Judge,” and “Judge/Referee” fields to help track their cases, but it is not mandatory. Clicking the arrow beside “Assigned Judge” will open the list of family division judges in your county; same with “Judge/Referee.”
3. DHS case workers and their contact information may be added to assist with case tracking; again, it is not mandatory.
4. The Placement Type defaults to “Unknown.” You will be providing information about where the child ran from. Depending on which category you choose, the “Placement” box will change. For example, if the youth ran from a residential facility, when you click the radio button in front of “Residential Facility,” the box will change to “Residential Facility.” You can then make your selection from the drop down options. If you click the radio button in front of “Licensed Foster Home,” the box will change to “Child Placing Agency” and an additional field for “Foster Home” will appear. Once you make your selection from the drop down options for the child placing agency, you will be able to select the appropriate foster home.

NOTE: The bottom section of the screen appears on the next page of this manual.

AWOLP Incident Page - Windows Internet Explorer

https://courts.michigan.gov/AWOLP/Incident.aspx

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AWOLP Incident Page

Fictive Kin (Licensed Foster Home)
 Fictive Kin (Non-Licensed)
 Supervised Independent Living (Select Appropriate Residential Facility)
 Supervised Independent Living (Enter Non-Residential Placement)
 Independent Living (Enter Minor's Address)
 Other (Please Describe in Detail)

Find Placement **↓ 1** Placement:

<input type="checkbox"/> Missing Person Police Report Made	Date: <input type="text"/>	Complaint #: <input type="text"/>
<input type="checkbox"/> Police Investigator Assigned	Police Name: <input type="text"/>	Date: <input type="text"/>
<input type="checkbox"/> DHS Investigator Assigned	DHS Name: <input type="text"/>	Date: <input type="text"/>
<input type="checkbox"/> Suspected Abduction	Suspect Name: <input type="text"/>	Relationship: <input type="text"/>
<input type="checkbox"/> Amber Alert Sought	Date: <input type="text"/>	
<input type="checkbox"/> Amber Alert Obtained	Date: <input type="text"/>	
<input type="checkbox"/> National Center for Missing and Exploited Children Involved	Date: <input type="text"/>	
<input type="checkbox"/> L-GAL Notified	Date: <input type="text"/>	
<input type="checkbox"/> Family Member(s) Notified	Date: <input type="text"/>	Comments: <input type="text"/>
<input type="checkbox"/> Pick-up Order Requested	Date: <input type="text"/>	

Submit Print < Previous Incident Next Incident >

↑ 2

Done Internet 100%

1. The balance of the first screen is dedicated to the various steps a DHS worker must take or at least consider when the child is first identified as AWOLP. In every case, the worker should ensure that a missing person police report is made, the National Center for Missing and Exploited Children is involved, the L-GAL and family members are notified, and a pick-up order is requested.
2. Once you have completed this screen, please click submit to save the changes to the record and then click the "LEIN Activity" tab to continue.

AWOLP Incident Page - Windows Internet Explorer

https://courts.michigan.gov/AWOLP/Incident.aspx

Michigan Court Application Portal

AWOLP Incident

Welcome, Deborah M. Marks

Applications | AWOLP Home | Administration | Reports | Utilities

Submit | < Previous Incident | Next Incident >

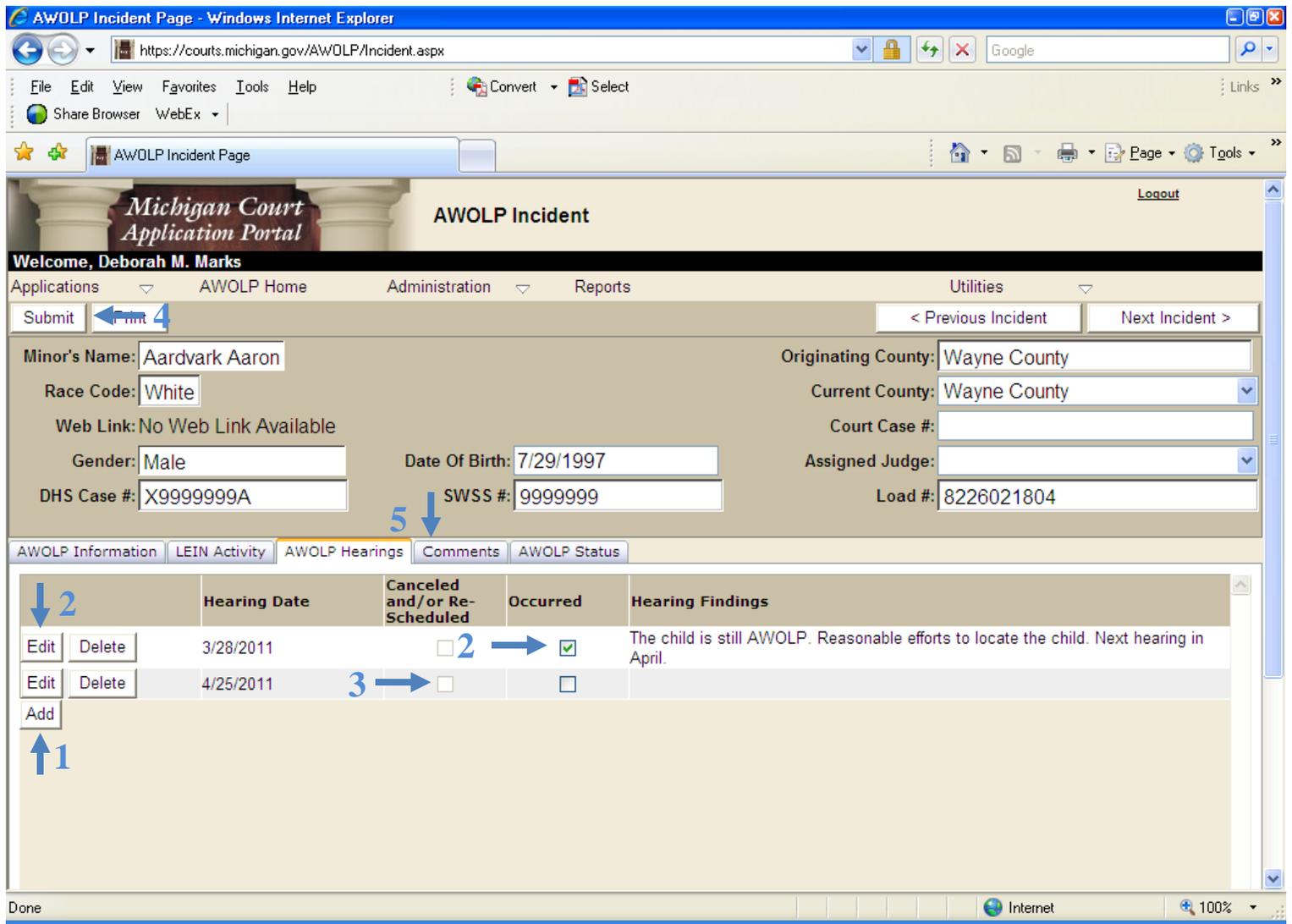
Minor's Name: Aardvark Aaron | Originating County: Wayne County
 Race Code: White | Current County: Wayne County
 Web Link: No Web Link Available | Court Case #:
 Gender: Male | Date Of Birth: 7/29/1997 | Assigned Judge:
 DHS Case #: X99999999A | SWSS #: 9999999 | Load #: 8226021804

AWOLP Information | LEIN Activity | AWOLP Hearings | Comments | AWOLP Status

Not Entered Into LEIN Reason:

	Date Ordered Into LEIN	Date Provided To LEIN	Date Entered Into LEIN	LEIN Expiration Date	Comments
<input type="button" value="Edit"/> <input type="button" value="Delete"/>			3/28/2011	7/29/2015	We are expiring the LEIN on the child's 18th birthday.

1. To add LEIN information, click "Add," type or select the appropriate dates (the "Date Entered Into LEIN" field is mandatory), add any comments you may wish to make, then click "Insert." *NOTE: If you forget to click "Insert," none of the information on this screen will be saved.*
2. Although there are ways to enter all missing persons into LEIN, we understand that some courts do not make the order for older children. If so, please click "Not Entered Into LEIN" and provide the reason.
3. Once you have completed this screen, please click submit to save the changes to the record.
4. Click the "AWOLP Hearings" tab to continue.



1. To add a new AWOLP hearing, click “Add,” type or select the appropriate date, then click “Insert.”
2. After the hearing has occurred, you will use the “Edit” feature to select the “Occurred” box and add hearing findings, then click “Insert.” Remember to add the next hearing date using the instructions above.
3. If the hearing is canceled or rescheduled, you will use the “Edit” feature to select the “Canceled and/or Re-Scheduled” box and add any comments under hearing findings, then click “Insert.” Again, remember to add the new hearing date using the instructions above.

NOTE: If you forget to click “Insert,” none of the information on this screen will be saved.

4. Once you have completed this screen, please click submit to save the changes to the record.
5. Click the “Comments” tab to continue.

AWOLP Incident Page - Windows Internet Explorer

https://courts.michigan.gov/AWOLP/Incident.aspx

Submit < Previous Incident Next Incident >

Minor's Name: Originating County:

Race Code: Current County:

Web Link: Court Case #:

Gender: Date Of Birth: Assigned Judge:

DHS Case #: SWSS #: Load #:

AWOLP Information LEIN Activity AWOLP Hearings **Comments** AWOLP Status

1 →		Comment Date	Comment	1 →	Created By
Edit	Delete	3/28/2011	This is a test comment for purposes of the AWOLP training on Tuesday, March 29, 2011. Nice job, Deb!		Ms. Angel Sorrells
Edit	Delete	3/29/2011	DHS staff can copy information from the SWSS system, then paste it into this web application as a comment.		Mrs. Deborah M. Marks
Edit	Delete	3/29/2011	Comment boxes accommodate a large amount of information, but if they're not large enough for your purposes you can simply add additional comments.		Mrs. Deborah M. Marks
Edit	Delete	3/29/2011	To add a comment, click "add," type or paste your comment, then click "insert."		Mrs. Deborah M. Marks
Edit	Delete	3/29/2011	To obtain a summary of the information contained in this record, formatted as a report suitable for taking to court, simply click the print icon in the upper or lower left-hand corner.		Mrs. Deborah M. Marks
Edit	Delete	3/29/2011	I received a call that Aaron was living with his aunt, Ms. George. I drove to Ms. George's home, and knocked on the door. A boy answered, and said that Aaron was not there, and he did not know where he was. I gave him my card, and asked him to give it to Ms. George.		Ms. Darla Brandon
Edit	Delete	3/29/2011	Ms. George contacted me, and said that Aaron was not living with her, and she did not know where he was. She believes that he is living in Kansas with his mother.		Ms. Darla Brandon
Edit	Delete	3/29/2011	This is a test. Don't forget to insert!		Mrs. Deborah M. Marks
Edit	Delete	4/8/2011	Great job everyone! I am the judge that handling all AWOLP cases. I review this web application weekly to check for your comments as to efforts made to locate missing children. This report may be printed and brought to court for your AWOLP hearing.		Honorable Leslie Kim Smith

Add ← 1

DHS staff can copy information from the MISACWIS system, then paste it into this web application as a comment.

Comment boxes accommodate a large amount of information, but if they are not large enough for your purposes you can simply add additional comments.

1. To add a comment, click "Add," type or paste your comment, then click "Insert." *NOTE: The name of the person who added the comment appears in the "Created by" column; the "Comment Date" is added automatically.*

NOTE: If you forget to click "Insert," none of the information on this screen will be saved.

2. Once you have completed this screen, please click submit to save the changes to the record.
3. Click the "AWOLP Status" tab to continue.

Minor's Name: Aardvark Aaron
 Race Code: White
 Web Link: No Web Link Available
 Gender: Male
 Date Of Birth: 7/29/1997
 SWSS #: 9999999
 DHS Case #: X9999999A
 Originating County: Wayne County
 Current County: Wayne County
 Court Case #:
 Assigned Judge:
 Load #: 8226021804

This Child was Still Missing at the End of the Previous Month and Remains in AWOLP Status. ← 1
 Removed from LEIN Date Removed from LEIN:
 This Child was Located ← 2
 Removed from AWOLP Status Not Removed from AWOLP Status
 Date Located:
 Address, City, and/or State Where Located:
 Located With: (e.g. Parent, Sibling, Friend - Provide Name)
 Approved by DHS Court Ordered

This Child is Still Missing but was Removed from AWOLP Status ← 3
 Reason(s):
 Termination of Court Jurisdiction Date Jurisdiction Terminated:
 Maximum Benefits of Service
 Maximum Jurisdictional Age
 Other:

Reason(s) Child Was AWOLP (Check All that Apply): ← 4
 Child Didn't Like the Facility or Foster Home
 Child Was Separated from Siblings
 Child Was Transferred to a Different Facility or Foster Home
 Child Was Removed from Community and/or School
 Child Alleges Abuse
 Child Wishes to be Independent
 Parental Abduction
 Child Wishes to Live with Unapproved Family Member
 Child is a Chronic Runner
 Possible Mental/Emotional Issues
 Please Provide More Details on the Reason the Child Was AWOLP:

1. Once a month, on one of the first five business days of the month, you must record that the child was still missing at the end of the previous month and remains in AWOLP status. This box is greyed out all but the first five business days, so if you miss the deadline you must call Child Welfare Services staff at 517-373-8036 to have the box checked on your behalf.
2. You may immediately record that a child has been located by clicking the box in front of “This Child was Located.” Then record that the child was removed from AWOLP, the date located, the address where located, and with whom they were located.
3. You may immediately record that the court has terminated jurisdiction by clicking the box in front of “This Child is Still Missing but was Removed from AWOLP Status.” Then record termination of court jurisdiction, the date jurisdiction was terminated, and the reason.
4. When the AWOLP incident concludes, please check all reasons why the child was AWOLP. Note that there is a place for adding details or recording additional reasons.
5. Once you have completed this screen, please click submit to save the changes to the record. If the child was located the child or the court terminated jurisdiction, the record will no longer appear in the list of active cases. However, you may still access it by selecting “Disposed” cases.