



Michigan Supreme Court

State Court Administrative Office

Child Welfare Services

Michigan Hall of Justice

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Kelly Howard
Director

MEMORANDUM

DATE: June 21, 2012

TO: Chief Circuit Court Judges
Presiding Family Division Judges
Circuit Court Administrators
Family Division Administrators

FROM: Kelly Howard, Director

RE: Child Welfare Court Improvement Program Reports and Revised Web Page

This memo provides information on recent changes to the design and functionality of the CIP Reports web page in the Judicial Data Warehouse. These changes include: (1) a revised user-friendly web page layout, and (2) improved functionality of the CIP Name Search Application (NSA). Additionally, there are several new and reorganized child welfare reports available to courts on the web site. **Your court is not required to submit data to the JDW to access the reports that are created entirely with Department of Human Services data.**

If you have any questions regarding this memorandum, please contact Maribeth Preston at prestonm@courts.mi.gov or (517) 373-8995.

1. CIP REPORT WEB SITE REFORMATTING

The addition of numerous new child welfare reports and advances in data sharing within the JDW caused the list of CIP reports to grow substantially in recent years, rendering it difficult to locate specific reports among the long list of options. The reformatted web page makes it easier to locate a particular report.

The CIP reports are located in the JDW Name Search Application at <https://nsa.courts.michigan.gov/nsa/Login.aspx>. Once logged in, the user would select the “Reports” tab and then choose “CIP Reports.”

The Main Menu page, displayed here as Figure 1, has been simplified and organizes each report into aggregated categories.

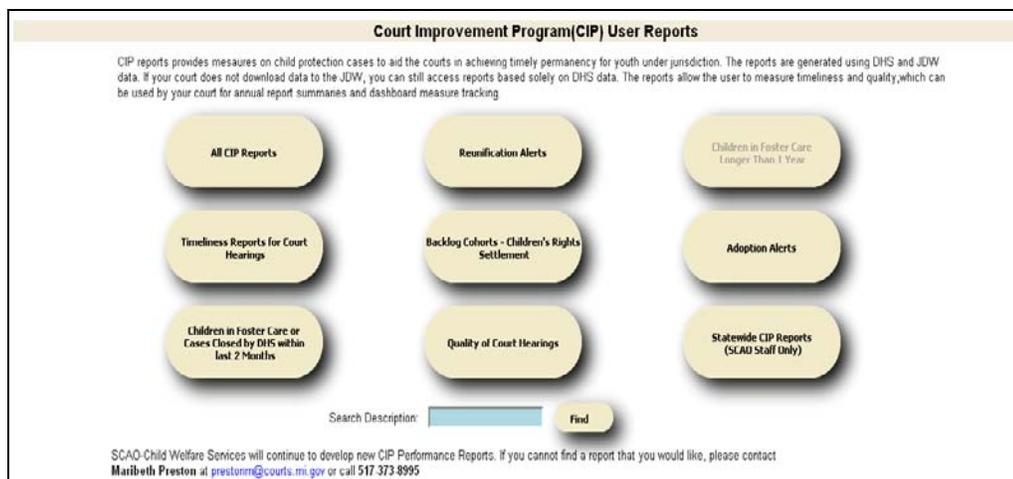


Figure 1: CIP Main Menu Page

Button Descriptions:

- **All CIP Reports** – This category lists all of the CIP reports available in one window.
- **Timeliness Reports for Court Hearings** – This category lists all of the CIP reports that measure the timeliness of court hearings, including:
 - Time from petition authorization to:
 - adjudication
 - disposition
 - termination of parental rights (TPR)
 - dismissal
 - Percentage of cases, where children are placed in and out of the home, in which timely adjudication occurs
 - Percentage of cases, where children are placed in and out of the home, in which dispositional review hearings are timely held

- Percentage of cases, where children are placed in and out of the home, in which additional dispositional review hearings are timely held
 - Average number of days between adjudication and disposition, where children are placed in and out of the home
 - Percentage of petitions where an initial and subsequent permanency planning hearings were timely held
 - Length of time from date of removal to TPR; and length of time from date of TPR to date of termination of court jurisdiction
- **Reunification Alerts** – A county’s reunification alert is a DHS data driven report that lists children who have been placed in foster care for a period of 7 to 11 months. The court’s next hearing date is displayed, when available.¹
 - **Backlog Cohorts – Children’s Rights Settlement** – Reports in this category include the children identified in the 2008 *Children’s Rights* consent decree as those most in need of permanency. New children have not been added to this list, so many counties will not have any children listed.
 - **Quality of Court Hearings** – Reports in this category assist courts in identifying whether they meet the “one court / one family” objective. The reports contain detailed case information, the number of judges and referees who handle each case, and the percentage of cases that meet the “one court / one family” goal.
 - **Statewide CIP Reports (SCAO Staff Only)** – Reports in this category allow SCAO staff in the Hall of Justice to run county-specific and statewide reports. Only users with statewide CIP data access are permitted to access reports in this category.
 - **Children in Foster Care Longer than 1 Year** – This category currently holds no reports.² The reports will contain detailed case information to allow courts to monitor the permanency goals of children in foster care for longer than one year. Report production is expected to begin in the fall of 2012.

There is also a new *Search* feature at the bottom of the CIP reports Main Page. You can use this feature if you want to find, for example, all reports that measure timeliness based on petition authorization. You can type “authorization” into the text box and click *Find* to list all such reports.

2. NEW CIP REPORTS

The following new reports entered production between December 2011 and April 2012:

- **Children in Foster Care and Cases Closed by DHS within last 2 Months** – Reports in this category contain shared data from DHS and list all children currently in foster care, as well

¹ Most reports now contain the next hearing date, when available. If no hearing date is listed in a report this is either because the court does not enter the data or does not send the data to the JDW in the weekly extract.

² Reports are under development by CWS.

as cases closed by DHS within the preceding two months. A child may appear on this report even if the court's case management system indicates that *the court* closed the case more than two months before. This discrepancy may occur because of a data entry delay by the caseworker. The report contains the following information for children on the list:

- Child's name.
 - Child's date of birth, gender, and race.
 - Whether the child is a Tribal Ward (for purposes of the Indian Child Welfare Act).
 - Legal status, living arrangement, and placing agency.
 - Provider name – this is the child's foster home.
 - Accept date, placement date, commitment date – the dates DHS accepted the child into foster care, placed the child, and the date parental rights were terminated if applicable.
 - Funding source.
 - Federal permanency goal.
 - Worker number, load number, log ID, CIS case number, district, and unit numbers – these are all DHS-generated tracking numbers.
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- **Adoption Alerts:** This report is based solely on DHS data shared monthly with the courts. A court can view detailed information on each child under its jurisdiction who is awaiting adoption. The cases are grouped by adoption waiting periods of: 24 months or greater, 12 to 24 months, 9 to 12 months, 6 to 9 months, 3 to 6 months, and less than 3 months. This report contains the following information for children on the list:
 - Child's name.
 - Legal status.
 - County of residence.
 - Log ID and Foster Care Worker Load Number – these are DHS generated tracking numbers.
 - Termination of parental rights date – this date comes from DHS case file information.
 - Months legally free for adoption.
 - Placement agency name.

As SCAO and DHS continue their data sharing and collaboration efforts, additional reports will be added. When a new report is produced, CIP report users will automatically receive notification.

3. REPORT REORGANIZATION

Prior to the recent reorganization of CIP reports available in the JDW, multiple reports sometimes contained varying representations of the same data, although the graphic image of the

data differed depending on how the user wanted to view the data.³ Similar reports are now combined to make them more comprehensible, streamlined, and informative. The new consolidated report format combines data into a single report that provides the same detailed case information and a single chart displaying the different ways to calculate meaningful dates.

4. RENAMED REPORTS

Most of the reports have been renamed. Each new name is a short description of the report's concept. Now, the user can select a report based on the type of data sought (e.g., adjudication, disposition, TPR cohort, etc.). To view a longer description of the data collected for a particular report and how that data is captured, you can click on the report number (e.g., CY100) and a separate document will appear. The new dialog box features a detailed description of the report and can be printed for quick reference.

5. ACCESS TO CIP REPORTS

The CIP reports have two different data sources: DHS and the court's case management system. To view reports regarding timeliness of abuse/neglect hearings, your court must submit its data to the JDW. All timeliness reports are based on the data submitted to the warehouse from each court. Every court can access reports created solely from DHS data (e.g., backlog cohorts), regardless of participation in the JDW.

Please refer to the updated CIP Manual located at the JDW web site under the "Training" tab as you begin using the new CIP reports feature (<https://nsa.courts.michigan.gov/>). CWS is committed to providing meaningful data reports to Michigan courts. If you have any recommendations or suggestions on how to expand or improve the existing reports, please contact Maribeth Preston.

³ For example, before the reorganization, each of these similar reports was listed separately: Average Number of Days from Authorization Date to Adjudication Date (TS 36); Yearly Average Number of Days from Authorization Date to Adjudication Date (TS 36 YTD); Yearly Average Number of Days from Authorization Date to Adjudication Date – In Home Placement (TS 36.1YTD); and Yearly Average Number of Days from Authorization Date to Adjudication Date – Out of Home Placement (TS 36.2 YTD). All of this information is now contained in the Authorization Date to Adjudication Date report (TS 36).