



Michigan Supreme Court

State Court Administrative Office
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Statistical Research Director

MEMORANDUM

DATE: April 3, 2013

TO: Circuit and Probate Court Judges
cc: Circuit and Probate Court Administrators
Family Division Administrators
Probate and Juvenile Registers
Circuit Court Clerks
Case Management System Providers

FROM: Laura Hutzel

RE: Permanency Indicators Report (PIR) – Additional Reason for Delay Code

As you know, the standard reasons for delay in a child protective case should be built into case management systems to enable courts to generate a complete Permanency Indicators Report (PIR). This memo provides an updated list of the standard reasons, which now include delays related to a claim that a child is or might be an Indian. The following list appears on page 5 of the Reporting Forms and Instructions for SCAO 66, amended March 2013.

ICW - Indian Child (notice, tribal extension request, qualified expert witness, placement preferences)

NOA - Nonappearance (nonavailability of attorneys, parties, witnesses)

SVC - Service of Process Issues

AOA - Awaiting Outside Agency Action (Department of Human Services or other service provider)

OPI - Operations Issues (misplaced files, reassignment, jurist unavailable, staff unavailable, scheduling problems, etc.)

STA - Stipulation to Adjourn

Please send any questions or comments to Jennifer Warner (warnerj@courts.mi.gov) or Amy El Garoushi (elgaroushia@courts.mi.gov).

Attachment

**REPORTING FORMS AND INSTRUCTIONS
FOR
PERMANENCY INDICATORS REPORTS
MICHIGAN CIRCUIT COURT - FAMILY DIVISION
(FORM SCAO 66)**

Authorized for Programming and Implementation

June 2011

Amended March, 2013

Produced by the
State Court Administrative Office

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INTRODUCTION

This manual is designed to: 1) instruct vendors what to program in their systems in order to report certain permanency indicator statistics in child protective proceedings; and 2) instruct manually-administered courts what, when, and how to count and report certain permanency indicator statistics in child protective proceedings.

The information collected for this report will provide the circuit courts and the State Court Administrative Office with specific statistical information and data to determine compliance with statutes and court rules and to make management decisions about the effective and timely processing of child protective cases in order to achieve permanency for Michigan's neglected and abused children.

It is imperative that the information collected and reported be accurate and timely.

QUESTIONS

Questions about the report format and instructions should be directed to:

State Court Administrative Office
Trial Court Services
PO Box 30048
Lansing, Michigan 48909
(517) 373-7496

AUTHORITY FOR REPORTS

The State Court Administrator, under direction of the Supreme Court, shall collect and compile statistical and other data, make reports of the business transacted by the courts, and transmit the reports to the Supreme Court so that the statistics and other data may be used in taking proper action in the administration of justice. [MCR 8.103(5)]

The State Court Administrator, under supervision of the Supreme Court, shall obtain reports from courts, and the judges, clerks, and other officers of the courts, in accordance with rules adopted by the Supreme Court on cases and other judicial business conducted or pending in the courts, and report on them to the Supreme Court. [MCR 8.103(7)]

The clerk of every court shall submit reports as required by the State Court Administrative Office. [MCR 8.119(L)(2)]

The State Court Administrative Office shall publish an annual report evaluating the court regarding its duty under this act to engage in obtaining permanency for children. The report shall include at least information and statistics detailing the court's adherence to each time period prescribed by this act or court rule for the management and disposition of children's cases that are petitioned under MCL 712A.2(b) and, if the court fails to adhere to a time period, the specific reasons for that failure. [MCL 712A.22 (form SCAO 66)]

All trial courts of this state are directed to report to the State Court Administrative Office caseload management statistics and other caseload management data required by that office. [Mich Sup Ct AO 2011-3, A.]

GENERAL DEFINITIONS

- **Adjudication:** Adjudication (trial/plea) is the point at which a court enters a finding on the original petition.

If a plea is taken under advisement, no jurisdiction has been taken. Jurisdiction must be taken in order to count as adjudicated.

- **Adjudication date:** The date upon which a court enters a finding on the original petition.
- **Amended petition:** A petition amended and authorized for filing before adjudication.
- **Initial dispositional hearing:** A dispositional hearing is conducted to determine measures to be taken by a court with respect to a child properly within its jurisdiction and, when applicable, against any adult, once that court has determined following trial, plea of admission, or plea of no contest that the child comes within its jurisdiction.
- **Initial dispositional hearing date:** The date upon which the order is entered. (Form JC 17)
- **Initial petition:** A petition that is authorized for filing before adjudication.
- **Jurisdiction:** Jurisdiction is the point at which a child becomes a ward of a court and is under the care, control, and supervision of the Department of Human Services.
- **Jurisdiction date:** The date upon which a court takes jurisdiction over a child (same as adjudication date).
- **Jurisdiction termination date:** The date upon which a court enters an order terminating its jurisdiction over a child. Jurisdiction can be terminated for a number of reasons, but the most common reasons that are to be used for permanency indicators reporting are: the child has been returned home to the full care, custody, and control of his or her parents; permanency has been achieved; the jurisdiction has been transferred to another county; the child has attained maximum jurisdictional age; or the child has died.
- **Original petition:** The first petition in the child protective proceeding that is assigned a new number and an authorized case-type code. (Form JC 04)
- **Pending petition:** A pending petition is one in which there has been no finding of adjudication on the petition.
- **Permanency:** Permanency is achieved when: 1) a court orders, on the record, the return of a child to the parent(s) or a pre-existing guardian (RET), 2) a written order of adoption is entered (ADO), 3) an acceptance is filed by a guardian in a full guardianship under the Estates and Protected Individuals Code (GUA), 4) a court conducts a 90-day review hearing following the appointment of a juvenile guardian under the Juvenile Code and the court continues that juvenile guardianship (JUG); 5) a written order for permanent relative placement is filed with a court (PPR), or 6) a written approved permanent planned living arrangement is signed and filed with a court (PLA).
- **Permanency planning hearing:** A hearing required by MCL 712A.19a and conducted to review the status of a child and to determine the progress being made to return the child home or to show why the child should not be placed in the permanent custody of a court.

- **Permanency planning hearing date:** The date on which a permanency planning hearing is held (commenced and completed). If a permanency planning hearing is adjourned, the date used for permanency indicators reporting is the date on which the hearing is finally concluded.
- **Preliminary hearing:** The first hearing on a petition filed in a child protective process.
- **Preliminary hearing date:** The date on which the preliminary hearing is commenced.
- **Removal date:** The date a child is removed from his or her home (taken in custody with or without court order pursuant to MCR 3.963). The removal usually occurs before the preliminary hearing, but can occur on the same date as or at some point after the preliminary hearing. Without a court order, the date will most likely be found on the petition (Form JC 04b). With a court order, the date will be found on the order to take into protective custody (Form JC 05b).

When a child is placed after disposition, it is usually considered the result of an emergency removal (Form JC 75), and then a preliminary hearing would not need to be held again.

- **Review hearing:** A proceeding at which a court reviews progress that has been made to comply with disposition orders to ultimately achieve permanency for the child.
- **Review hearing date:** The date on which each review hearing is held (commenced and completed). If a review hearing is adjourned, the date used for permanency indicators reporting is the date on which the hearing is finally concluded.
- **Supplemental petition:** A petition authorized for filing after adjudication.
- **Termination hearing:** A proceeding at which a court determines whether to terminate the parental rights to the child.
- **Termination hearing date:** The date on which a termination hearing is held (commenced and completed). Under MCR 3.973(A) and 3.974(D), termination on the initial or amended petition is to take place at the initial dispositional hearing. If termination is adjourned, the date used for permanency indicators reporting is the date on which the hearing is finally concluded.
- **Trial/Plea:** Trial or plea is the point at which the court adjudicates the petition.
- **Trial/Plea date:** The date on which the trial is commenced (when the first witness has begun testimony) or the plea is offered and accepted. Whether a trial is adjourned or not, the date used for permanency indicators reporting is the date the trial is commenced. This may be the same as the adjudication date and jurisdiction date, but it won't be if the trial has been adjourned. (There is no form for this.)

If a plea is taken under advisement, no jurisdiction has been taken. Jurisdiction must be taken in order to count as adjudicated.

**PERMANENCY INDICATORS REPORTS
FORMATS AND INSTRUCTIONS**

GENERAL INSTRUCTIONS AND REPORTING CRITERIA

1. **Each judge of a court shall report case data individually by bar number** (including cases that are handled by referees). When cases from a judge's caseload are assigned to a judge of another court by SCAO, the court must still report them; however, it is at the court's discretion whether to report assigned cases under the bar number of the original judge or under the bar number of the assigned judge. Do not report them under both. For a case that is reassigned internally, the court must report the case under the bar number of the judge to whom it is assigned at the time the case is disposed, or under the bar number of the judge to whom it is assigned if the case remains pending at the end of the reporting period.
2. For purposes of reporting case-age processing, count the events associated with each child who has been removed from home and for whom the court has taken jurisdiction. Include those events where the event dates fall within the period for which the report is being prepared. For example, if: 1) a trial was commenced on September 15 and the trial is commenced within 63 days of removal of a child, count on the report; or 2) no trial has been commenced and more than 63 days has passed since removal of a child, count on the report. However, if a trial has not been commenced and 63 days has not yet passed since the removal of a child, do not report anything regarding that child for that reporting period. Reasons for delay must be captured in the case management system using the codes provided below (item 8).
3. If jurisdiction is terminated or a child is returned home in any given reporting period, the processing events that would have had to be conducted and reported for each child named in the petition, and that were conducted for each child named in the petition, must be reported. Do not report a particular processing event under this described situation that was not yet due and therefore not conducted.
4. If a particular processing event is not due to occur or to be held within a given reporting period, it shall not be reported. Only those events that are due shall be reported.
5. Data entered will require specific identifying codes and timely entry.
6. Reporting of processing events is based on disposition of each child and not on the parents.
7. The standard reasons for adjournment should be built into the case management system in order to best generate explanation of reasons for delay. All reasons for adjournment must be for good cause, on the record.
8. Reasons for delay codes are as follows:

Indian Child - ICW (notice, tribal extension request, qualified expert witness, placement preferences)

Nonappearance - NOA (nonavailability of attorneys, parties, witnesses)

Service of Process Issues - SVC

Awaiting Outside Agency Action - AOA (Department of Human Services or other service provider)

Operations Issues - OPI (misplaced files, reassignment, jurist unavailable, staff unavailable, scheduling problems, etc.)

Stipulation to Adjourn - STA

PERMANENCY INDICATORS REPORTS

Report 1: Preliminary Hearing Commenced Within 24 Hours of Removal From Home [MCR 3.965(A), MCL 712A.13a(2)]

Count each child for whom the removal date plus 1 day or more falls within this reporting period and the removal date is less than the adjudication date, if jurisdiction has been taken. Report the children for whom the preliminary hearing was or was not commenced within the time frame using the following lines and columns.

Line	Time Frame	Number of Children
1	Commenced Within 1 Day From Removal	

Line	Time Frame	File Number	Petition Number	Name of Child	Removal Date	Preliminary Hearing Date	Reason(s) for Delay					
							ICW	NOA	SVC	AOA	OPI	STA
2	Commenced + 1 Day From Removal											
3	Preliminary Hearing Not Commenced											

Line 1: Count the total number of children for whom the preliminary hearing was commenced within 1 day of the removal date.

Line 2: List each child for whom a preliminary hearing was commenced during this reporting period and more than 1 day has passed since the removal date of that child. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

Line 3: List each child for whom a preliminary hearing was not commenced during this reporting period and more than 1 day has passed since the removal date of that child. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

PERMANENCY INDICATORS REPORTS

Report 2: Number of Days From Removal From Home to Adjudication

Report the children for whom adjudication was or was not completed within the time frame using the following lines and columns. Count each child for whom the removal date plus 63 days or more falls within this reporting period.

Line	Time Frame	Number of Children
1	Within 63 Days From Removal	
2	64-91 Days From Removal	

Line	Time Frame	File Number	Petition Number	Name of Child	Removal Date	Adjudication Date	Reason(s) for Delay							
							ICW	NOA	SVC	AOA	OPI	STA		
3	Over 91 Days From Removal													
4	Adjudication Not Completed													

Line 1: Count the total number of children for whom adjudication was completed within 63 days of the removal date.

Line 2: Count the total number of children for whom adjudication was completed from 64 to 91 days of the removal date.

Line 3: List each child for whom adjudication was completed during this reporting period and more than 91 days has passed since the removal date of that child. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

Line 4: List each child for whom adjudication was not completed during this reporting period and more than 91 days has passed since the removal date of that child. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

Exception: The time requirement under MCR 3.972(A) is based on the date the trial was commenced or the plea was offered. However, this particular report is based on the date the trial was completed or the plea was accepted.

PERMANENCY INDICATORS REPORTS

Report 3: Expedited Permanency Planning Hearing Completed Within 28 Days of Judicial Determination on Reasonable Efforts to Reunify [MCR 3.976(B)(1), MCL 712A.19a(2)]

Report the children for whom the expedited permanency planning hearing was or was not completed within the time frame using the following lines and columns. Count each child for whom a judicial determination was made that reasonable efforts to reunify the child and family are not required when the date these findings were made on the record plus 28 days or more falls within this reporting period. These findings can be found on SCAO-approved forms JC 11a, JC 11b, or JC 49.

Line	Time Frame	Number of Children
1	Within 28 Days of Judicial Determination	

Line	Time Frame	File Number	Petition Number	Name of Child	Judicial Determination Date	Exp. Permanency Planning Hearing Date	Reason(s) for Delay							
							ICW	NOA	SVC	AOA	OPI	STA		
2	+ 28 Days From Judicial Determination													
3	Expedited Hearing Not Completed													

Line 1: Count the total number of children for whom the expedited permanency planning hearing was completed within 28 days of the date of the judicial determination regarding reasonable efforts to reunify.

Line 2: List each child for whom the expedited permanency planning was completed more than 28 days from the date of the judicial determination regarding reasonable efforts to reunify. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

Line 3: List each child for whom the expedited permanency planning hearing was not completed and more than 28 days has passed since the date of the judicial determination regarding reasonable efforts to reunify. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

PERMANENCY INDICATORS REPORTS

Report 4: Initial Dispositional Hearing Completed Within 28 Days of Adjudication [MCR 3.973(C)]

Count each child for whom the adjudication date plus 28 days or more falls within this reporting period. An initial dispositional hearing is completed upon entry of the order following the hearing. Report the children for whom the initial dispositional hearing was or was not completed within the time frame using the following lines and columns.

Line	Time Frame	Number of Children
1	Within 28 Days of Adjudication	

Line	Time Frame	File Number	Petition Number	Name of Child	Date of Adjudication	Date of Initial Dispositional Hearing	Reason(s) for Delay						
							ICW	NOA	SVC	AOA	OPI	STA	
2	+ 28 Days From Adjudication												
3	Dispositional Hearing Not Completed												

Line 1: Count the total number of children for whom the initial dispositional hearing was completed within 28 days of the date of the adjudication.

Line 2: List each child for whom the initial disposition hearing was completed after 28 days of the date of adjudication. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

Line 3: List each child for whom the initial dispositional hearing was not completed during this reporting period and more than 28 days has passed since the date of adjudication of that child. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

PERMANENCY INDICATORS REPORTS

Report 5: Initial Dispositional Review Hearing Completed Within 182 Days of Removal [MCR 3.975(C), MCL 712A.19(3) and (4), MCL 712A.19a(1)]

A dispositional review hearing must be completed not more than 182 days after a child's removal from his/her home and no later than every 91 days after that for the first year that the child is subject to the jurisdiction of the court. This report is concerned only with the initial 182-day review; there is no reporting requirement for the 91-day review hearings. Report the children who were removed from the home before disposition and for whom the first dispositional review hearing following removal was or was not completed within the time frame using the following lines and columns. Do not include children who were at home or returned home at disposition and who were subsequently removed at an emergency removal hearing under MCR 3.974(B). See Report 6 instead. Count each child for whom a dispositional review hearing was due within this reporting period.

Line	Time Frame	Number of Children
1	Within 182 Days	

Line	Time Frame	File Number	Petition Number	Name of Child	Date of Removal	Date of Review Hearing	Reason(s) for Delay				
							ICW	NOA	SVC	AOA	OPI
2	+ 182 Days										
3	Review Hearing Not Completed										

Line 1: Count the total number of children for whom the initial dispositional review hearing was completed within 182 days of the removal date of that child.

Line 2: List each child for whom the initial dispositional review hearing was completed after 182 days of the removal date of that child. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

Line 3: List each child for whom the initial dispositional review hearing was not completed during this reporting period and more than 182 days has passed since the removal date of that child. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

PERMANENCY INDICATORS REPORTS

Report 6: Dispositional Review Hearing Commenced for Children Removed After Disposition Pursuant to Emergency Removal Hearing [MCR 3.974(C)]

A dispositional review hearing must be commenced not more than 14 days after a child's removal from his/her home pursuant to an emergency removal hearing under MCR 3.974(B) and every 182 days thereafter (see Report 8). Report the children who were removed from the home after disposition and for whom the dispositional review hearing following emergency removal was or was not commenced within the time frame using the following lines and columns. Count each child for whom a dispositional review hearing was due within this reporting period.

Line	Time Frame	Number of Children
1	Within 14 Days	

Line	Time Frame	File Number	Petition Number	Name of Child	Date of Removal	Date of Review Hearing	Reason(s) for Delay				
							ICW	NOA	SVC	AOA	OPI
2	+ 14 Days										
3	Review Hearing Not Commenced										

Line 1: Count the total number of children for whom the dispositional review hearing under MCR 3.974(C) was commenced within 14 days of the emergency removal date of that child.

Line 2: List each child for whom the dispositional review hearing under MCR 3.974(C) was commenced after 14 days of the removal date of that child. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

Line 3: List each child for whom the dispositional review hearing under MCR 3.974(C) was not commenced during this reporting period and more than 14 days has passed since the removal date of that child. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

PERMANENCY INDICATORS REPORTS

Report 7: Initial and Annual Permanency Planning Hearing Completed [MCR 3.976(B)(2), (3), MCL 712A.19a(1)]

The court must complete an initial permanency planning hearing no later than one year after removal from the home where there was no request for termination in the original or amended petition. When termination is requested in the original or amended petition, the initial permanency planning hearing is called an expedited permanency planning hearing (see Report 3 for reporting these hearings). Additionally, during the continuation of foster care, the court must complete permanency planning hearings beginning one year after the initial/expedited permanency planning hearing. Report the children for whom the permanency planning hearing was or was not completed within the time frame using the following lines and columns. Count each child for whom the initial permanency planning hearing described in MCR 3.976(B)(2) or the annual permanency planning hearing described in MCR 3.976(B)(3) plus 364 days or more falls within this reporting period.

Line	Time Frame	Number of Children
1	Within 364 Days of Removal or Previous Hearing	

Line	Time Frame	File Number	Petition Number	Name of Child	Date of Removal or Previous Hearing	Date of Permanency Planning Hearing	Reason(s) for Delay				
							ICW	NOA	SVC	AOA	OPI
2	+ 364 Days From Removal or Previous Hearing										
3	Permanency Planning Hearing Not Completed										

Line 1: Count the total number of children for whom the initial permanency planning hearing was completed within 364 days of the removal date. Count the total number of children for whom each subsequent permanency planning hearing was completed within 364 days of the previous permanency planning hearing.

Line 2: List each child for whom the initial permanency planning hearing was completed after 364 days of the removal date. List each child for whom each subsequent permanency planning hearing was completed after 364 days of the previous permanency planning hearing. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

Line 3: List each child for whom the initial permanency planning hearing was not completed during this reporting period and more than 364 days has passed since the removal date for that child. List each child for whom a subsequent permanency planning hearing was not completed during this reporting period and more than 364 days has passed since the previous permanency planning hearing. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

PERMANENCY INDICATORS REPORTS

Report 8: 182-Day Review Hearings Completed [MCR 3.975(C), MCL 712A.19(4)]

Count each child for whom the last review hearing date plus 182 days or more falls within this reporting period. Report the children for whom the review hearing was or was not completed within the time frame using the following lines and columns.

Line	Time Frame	Number of Children
1	Within 182 Days of Permanency Planning/Last Review Hearing	

Line	Time Frame	File Number	Petition Number	Name of Child	Date of Last Review Hearing	Date of Review Hearing	Reason(s) for Delay					
							ICW	NOA	SVC	AOA	OPI	STA
2	Over 182 Days From Last Review Hearing											
3	182-Day Review Hearing Not Completed											

Line 1: Count the total number of children for whom the review hearing was completed within 182 days of the date of the last review hearing.

Line 2: List each child for whom the review hearing was completed after 182 days of the date of the last review hearing. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

Line 3: List each child for whom the review hearing was not completed during this reporting period and more than 182 days has passed since the date of the last review hearing for that child. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

PERMANENCY INDICATORS REPORTS

Report 9: Termination Hearing Completed Within 42 Days of Filing of Supplemental Petition [MCR 3.977(F)(2), (H)(1)(b)]

The court shall complete a termination hearing when a supplemental petition is filed pursuant to MCR 3.977(F) or (H). Count each child for whom the filing of the supplemental petition plus 42 days or more falls within this reporting period if termination was requested on a supplemental petition. Report the children for whom a termination hearing was or was not completed within the time frame using the following lines and columns.

Line	Time Frame	Number of Children
1	Within 42 Days of Date Supplemental Petition Filed	

Line	Time Frame	File Number	Petition Number	Name of Child	Date Supplemental Petition Filed	Date of Termination Hearing	Reason(s) for Delay				
							ICW	NOA	SVC	AOA	OPI
2	Over 42 Days From Date Supplemental Petition Filed										
3	Termination Hearing Not Completed										

Line 1: Count the total number of children for whom a termination hearing was completed within 42 days of the date the petition was filed.

Line 2: List each child for whom a termination hearing was completed more than 42 days from the date the petition was filed. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

Line 3: List each child for whom a termination hearing was not completed during this reporting period and more than 42 days has passed since the date the petition was filed for that child. Using the descriptions on page 5, for each child, report all applicable reasons for delay. Report each applicable reason only once.

PERMANENCY INDICATORS REPORTS

Report 10: Number of Days from Removal to Permanency

Count each child for whom a permanency outcome falls within this reporting period. Use the definition for permanency on page 3 in determining whether a permanency outcome has been achieved. Specify the type of permanency achieved using the codes in the definitions on page 5. If a child is not a permanent ward, the field for "Permanent Ward Date" does not apply. If the court has not terminated jurisdiction over a child, the field for "Date Court Jurisdiction Terminated" does not apply.

Line	File Number	Petition Number	Name of Child	Date of Birth	Original Removal Date	Most Recent Removal Date	Permanent Ward Date	Date Permanency Achieved	Type of Permanency Achieved	Date Court Jurisdiction Terminated
1										

Line 1: List each child for whom permanency was achieved.

Report 11: Permanency Not Achieved Within 24 Months

Count each child for whom the original removal date plus 728 days (24 months) falls within this reporting period if permanency has not been achieved within the 24-month time frame. Use the definition for permanency on page 3 in determining whether a permanency outcome has been achieved.

Line	File Number	Petition Number	Name of Child	Original Removal Date	Most Recent Removal Date
1					

Line 1: List each child for whom permanency has not been achieved within 728 days of the original removal date.

STATE COURT ADMINISTRATIVE OFFICE

PERMANENCY INDICATORS REPORTS (PIR)

UPLOAD FILE SPECIFICATION

VERSION: FINAL

MARCH 18, 2013

REVISION CHART

Version	Primary Author(s)	Description of Version	Date Completed
Draft	Barry L. Camp	Initial draft created for distribution and review comments.	01/18/2012
Preliminary	Barry L. Camp, Laura Hutzel	Second draft incorporating changes based on initial review comments. Required records specified, Codes for Time Frames are provided, and additional changes made as appropriate.	02/01/2012
Preliminary	Barry L. Camp	Additional changes.	02/03/2012
Final	Barry L. Camp	First complete draft to be released to general Court and vendor community, which is placed under change control.	02/09/2012
Final	Barry L. Camp	Corrected errata in Section 2.3.2., "Field Names, Attributes, Length, and Requirements", Pages 5-6, for the Start Date and End Date fields.	02/21/2013
Final	Barry L. Camp	Added Reason Code ICW.	03/18/2013

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1. INTRODUCTION

1.1 Purpose

This document describes the record layout for submitting data electronically to the Permanency Indicators Reports (PIR) system, a new web application being made available in the Michigan Court Application Portal (MCAP). Data submitted electronically will be imported into a relational database management system (RDBMS), and that data will subsequently be available for generating reports. Courts with a case management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for PIR to understand the data and store it properly.

1.2 Definitions, Acronyms, and Abbreviations

The following acronyms and abbreviations may be found throughout this document:

Terms, Acronyms, and Abbreviations	Definition
ASCII	American Standard Code for Information Interchange, a ubiquitous data and text format used by computers globally.
DHS	Department of Human Services, the State of Michigan government agency – <u>not</u> to be confused with the U.S. Department of Homeland Security.
JIS	Judicial Information Systems
MCAP	Michigan Court Application Portal
PIR	Permanency Indicators Reports (MCAP web application)
RDBMS	Relational Database Management System
SCAO	State Court Administrative Office
XML	eXtensible Markup Language, a plaintext file format used in many Internet-enabled applications for information sharing.

2. ELECTRONIC DATA FILE FORMAT

2.1 General Format

All data submitted electronically shall be in the form of a machine-readable plain text file encoded in standard ASCII format. The data in the file will be organized into individual records, with one line of text representing one record. Each line shall be terminated with a standard carriage return – line feed character sequence. (Note: XML or other alternative plaintext formats are not accepted in PIR at this time.)

Each record will contain a series of values that represent elements of the record. Each value must be enclosed in quotation marks (“”) and separated from one another, delimited by a comma. Whitespace characters appearing between commas and the quote-enclosed values will be ignored; any other characters will result in an error message, with the record rejected.

2.2 Submission of Files

PIR utilizes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet. The user attempting to submit the data file will sign on to the application using a web browser, typically Microsoft Internet Explorer.

The user will be prompted to select a drive, path, and filename to choose the appropriate file to be submitted, and the application will then transfer the file to a JIS-based server. The file will be processed and each valid record will be saved to the database. The user will then be able to view the submitted data using web-based data entry screens, or printable output reports.

The user will receive a summary screen with the number of records saved, and the number of errors and/or warnings. Individual line numbers will be listed for each error along with an error and/or warning message.

2.3 Record Format

There are three distinct types of records which may be uploaded to PIR. Therefore, there are three different record formats, which are as follows:

Number of Cases Completed Within Time Frame (6 fields):

"Record Type", "Report End Date", "Location", "Bar Number", "Time Frame", "Value"

Example:

"WITHIN", "12/31/2013", "Ingham", "P123456", "DR182", "4"

List of Cases Over Time Frame (12-17 fields):

"Record Type", "Report End Date", "Location", "Bar Number", "Time Frame", "Status Type", "File Number", "Petition Number", "Child Name", "Start Date", "End Date", "Reason Code", "Reason Code", "Reason Code", "Reason Code", "Reason Code", "Reason Code"

Example:

"OVER", "12/31/2014", "Charlevoix", "P112357", "A63", "Complete", "2013-0131", "12345", "Jones, Ann E.", "04/13/2014", "06/15/2014", "NOA", "SVC", "AOA", "OPI", "STA"

List of Cases Regarding Permanency (15 fields):

"Record Type", "Report End Date", "Location", "Bar Number", "Status Type", "File Number", "Petition Number", "Child Name", "Original Removal Date", "Most Recent Removal Date", "Date of Birth", "Permanency Ward Date", "Permanency Date", "Permanency Type", "Termination Date"

Example:

"PERMANENCY", "12/31/2014", "Kent", "P124816", "Complete", "2012-0001", "12345", "John Q. Adams", "03/09/2014", "07/25/2014", "08/19/2008", "", "07/28/2014", "PPR", ""

2.3.1 Field Definitions

The fields presented above are defined as follows:

Record Type

Specifies one of the three types of records which define the structure of the remaining fields:

Record Type	Record Type Description
WITHIN	This record type provides the number of cases in which the action was completed within the time frame specified.
OVER	This record type provides details about each case in which the action was not completed within the time frame specified.
PERMANENCY	This record type provides details about each case in regard to achieving permanency.

(Note that while the values as shown above are all uppercase, PIR may accept mixed case values, as acceptance of these values is not case-sensitive.)

Report End Date

A calendar date value in the format MM/DD/YYYY. The value should be the last date of the current Reporting Period; for example, 12/31/2014.

Location

One of Michigan's 83 counties; for example, "GENESEE". It is not necessary to include the word "COUNTY" in the name. Locations are defined in Section 2.6.

Bar Number

The valid Bar (or Permanent Member, or "P") Number associated with the Judge assigned to the case(s). The format of the Bar Number is an uppercase "P" followed by five or six numeric digits. (The "P" is required.)

Time Frame

A three- to five-character alphanumeric code which specifies the time period and action for the record. Time Frame Codes are defined in Section 2.7. The code, rather than the description, is what should be reported.

Value

The number of children for whom the cases in the above described Time Frame are associated. This value must be a whole number equal to or greater than zero; negative numbers are not allowed.

Status Type

Specifies the status of the action captioned in the Time Frame field record type "OVER"; or specifies whether permanency has been achieved for record type "PERMANENCY", as follows:

Status Type	Status Type Description
INCOMPLETE	For records where the event or action was not completed during the reporting period; or for records where permanency was not achieved.
COMPLETE	For records where the event or action was completed during the reporting period; or for records where permanency was achieved.

(Note that while the values as shown above are all uppercase, PIR may accept mixed case values, as acceptance of these values is not case-sensitive.)

File Number

A valid combination of letters, numerals, dashes and/or spaces which comprise the File Number of the given case.

Petition Number

A valid combination of letters, numerals, dashes and/or spaces which comprise the Petition Number of the given case.

Child Name

The first name, (optional) middle name and/or initial, and last name of the child. The child name may be formatted either as "First M. Last" or "Last, First M." with the presence of a comma indicating name order. (Note that if a known name suffix is included such as Jr., Sr. or III, any comma immediately preceding it will be ignored.)

Start Date

The date that starts the clock for the time period specified, which is generally the date the child was removed from the home. A calendar date value in the format MM/DD/YYYY.

End Date

The date that stops the clock for the time period specified, which is generally a required hearing or review. A calendar date value in the format MM/DD/YYYY if the Status Type field is "COMPLETE", or a blank value if the Status Type field is "INCOMPLETE".

Reason Code(s)

A three-letter code which provides the reason(s) the case was delayed. Reason Codes are defined in Section 2.8. The code, rather than the description, is what should be reported. At least one reason code is required for record types "OVER". Each code may be reported only once for each record. All codes may be reported for each record.

Original Removal Date

A calendar date value in the format MM/DD/YYYY. The value should be the original removal date of the child named above; for example, 03/09/2014.

Most Recent Removal Date

A calendar date value in the format MM/DD/YYYY. The value should be the most recent removal date of the child named above; for example, 07/25/2014.

Date of Birth

A calendar date value in the format MM/DD/YYYY. The value should be the date of birth of the child named above; for example, 08/19/2008.

Permanency Ward Date

A calendar date value in the format MM/DD/YYYY if the child is a permanent ward, or a blank value if the child is not a permanent ward.

Permanency Date

A calendar date value in the format MM/DD/YYYY. The value should be the date for which permanency was achieved for child named above; for example, 07/28/2014.

Permanency Type

A three-letter code which specifies the type of permanency achieved for the child, or blank if permanency has not yet been achieved. Permanency Types are defined in Section 2.9. The code, rather than the description, is what should be reported.

Termination Date

A calendar date value in the format MM/DD/YYYY if the Court has terminated jurisdiction over the child, or a blank value if the Court has not terminated jurisdiction over the child.

2.3.2 Field Names, Attributes, Length, and Requirements

Field Name	Data Type	Minimum Length	Maximum Length	Requirement
Record Type	Alphabetic	4	10	Non-blank data required for all records.
Report End Date	Date	10	10	Non-blank data required for all records.
Location	Alphabetic	3	14	Non-blank data required for all records.

Field Name	Data Type	Minimum Length	Maximum Length	Requirement
Bar Number	Alphanumeric	6	7	Non-blank data required for all records.
Time Frame	Alphanumeric	3	5	Non-blank data required for record types "WITHIN" and "OVER".
Value	Numeric	1	5	Non-blank data required for record type "WITHIN".
Status Type	Alphabetic	8	10	Non-blank data required for record types "OVER" and "PERMANENCY".
File Number	Alphanumeric	1	20	Non-blank data required for record types "OVER" and "PERMANENCY".
Petition Number	Alphanumeric	1	20	Non-blank data required for record types "OVER" and "PERMANENCY".
Child Name	Alphabetic	1	40	Non-blank data required for record types "OVER" and "PERMANENCY".
Start Date	Date	10	10	Non-blank data required for record type "OVER".
End Date	Date	0	10	Field required for record type "OVER". Non-blank data required for status type "COMPLETE".
Reason Code(s)	Alphabetic	3	3	At least one Reason Code is required for each record type "OVER".
Original Removal Date	Date	10	10	Non-blank data required for record type "PERMANENCY".
Most Recent Removal Date	Date	10	10	Non-blank data required for record type "PERMANENCY".
Date of Birth	Date	0	10	Field required for record type "PERMANENCY". Non-blank data required for status type "COMPLETE".
Permanency Ward Date	Date	0	10	Field required for record type "PERMANENCY".
Permanency Date	Date	0	10	Field required for record type "PERMANENCY". Non-blank data required for status "COMPLETE".
Permanency Type	Alphabetic	0	3	Field required for record type "PERMANENCY". Non-blank data required for status type "COMPLETE"
Termination Date	Date	0	10	Field required for record type "PERMANENCY".

2.4 Security Rules

The security restrictions of submission of upload files follow the same restrictions inherent in manual data entry. A court user may only upload data on behalf of courts for which they are authorized.

2.5 Business Rules

2.5.1 Verification

To protect the integrity of the information in the Permanency Indicators Reports application, a verification process is in place. After uploading and confirming the data is correct, a user must verify the report. Once a report is verified, it may not be amended, and therefore additional upload operations on such a report are not permitted unless and until verification is retracted by an authorized SCAO employee.

2.5.2 Incomplete Records

Each record must have all required fields as described in 2.3.2, including blank fields where indicated. Incomplete records will be flagged as being in error and will be excluded from further processing.

2.5.3 Missing Records/Partial Upload File

It may be possible for a partial upload file (a file having some records) to be submitted. As long as the records are valid, this will not result in errors. However, for valid output reports to be generated, all required records must eventually be furnished. This may in turn necessitate additional information to be uploaded or manually entered.

2.5.4 Pre-existing Information

As long as a Report has not been verified, information may continue to be uploaded, with any previously existing records being replaced (overwritten). Overwritten values, however, *cannot* be recovered under any circumstances.

2.6 Locations

A valid PIR Location is currently defined as any one of Michigan's 83 counties listed below. (Note that for St. Clair and St. Joseph counties, the abbreviation "St." is the accepted form.)

Locations (Michigan Counties)			
Alcona	Dickinson	Lake	Oceana
Alger	Eaton	Lapeer	Ogemaw
Allegan	Emmet	Leelanau	Ontonagon
Alpena	Genesee	Lenawee	Osceola
Antrim	Gladwin	Livingston	Oscoda
Arenac	Gogebic	Luce	Otsego
Baraga	Grand Traverse	Mackinac	Ottawa
Barry	Gratiot	Macomb	Presque Isle
Bay	Hillsdale	Manistee	Roscommon
Benzie	Houghton	Marquette	Saginaw
Berrien	Huron	Mason	Sanilac
Branch	Ingham	Mecosta	Schoolcraft
Calhoun	Ionia	Menominee	Shiawassee

Cass	Iosco	Midland	St. Clair
Charlevoix	Iron	Missaukee	St. Joseph
Cheboygan	Isabella	Monroe	Tuscola
Chippewa	Jackson	Montcalm	Van Buren
Clare	Kalamazoo	Montmorency	Washtenaw
Clinton	Kalkaska	Muskegon	Wayne
Crawford	Kent	Newaygo	Wexford
Delta	Keweenaw	Oakland	

2.7 Time Frame Codes

The following time frame codes and descriptions have been established. The code, rather than the description, is what should be reported.

Time Frame Code	Time Frame Description
PH1	Preliminary Hearing Commenced Within 24 Hours of Removal From Home
A63	Adjudication Completed Within 63 Days of Removal From Home
A91	Adjudication Completed Within 64 to 91 Days of Removal From Home
PP28	Expedited Permanency Planning Hearing Completed Within 28 Days of Judicial Determination
DH28	Initial Dispositional Hearing Completed Within 28 Days of Adjudication
DR182	Initial Dispositional Review Hearing Completed Within 182 Days of Removal From Home
DR14	Dispositional Review Hearing Commenced Within 14 Days of Removal From Home Pursuant to Emergency Removal Hearing
PP364	Initial and Annual Permanency Planning Hearing Completed Within 1 Year of Removal From Home
RH182	Review Hearing Completed Within 182 Days of Last Review Hearing
TH42	Termination Hearing Completed Within 42 Days of Filing of Supplemental Petition

(Note that PIR may accept mixed case values or all-uppercase or all-lowercase, as acceptance of these values is not case-sensitive.)

2.8 Reason Codes

The following reason codes and descriptions have been established. The code, rather than the description, is what should be reported. At least one reason code is required for record types "OVER." Each code may be reported only once for each record. All codes may be reported for each record.

Reason Code	Reason Description
NOA	Non-appearance (non-availability of attorneys, parties and/or witnesses).
SVC	Service of Process issues.
AOA	Awaiting Outside Agency action (DHS or other service provider).
OPI	Operations Issues (misplaced files, reassignment, jurist unavailable, staff unavailable, scheduling problems, etc.).
STA	Stipulation to Adjourn.
ICW	Indian and Child Welfare Act (ICWA).

(Note that PIR may accept mixed case values or all-uppercase or all-lowercase, as acceptance of these values is not case-sensitive.)

2.9 Permanency Type

The following permanency type codes and descriptions have been established. The code, rather than the description, is what should be reported.

Permanency Type Code	Permanency Type Description
RET	A court orders, on the record, the return of the child to the parent(s) or a pre-existing guardian.
ADO	A written order of adoption is entered.
GUA	An acceptance is filed by a guardian in a full guardianship under the Estates and Protected Individuals Code.
JUG	A court conducts 90-day review hearing following the appointment of a juvenile guardian under the Juvenile Code and the court continues that juvenile guardianship.
PPR	A written order for permanent relative placement is filed with a court.
PLA	A written approved permanent planned living arrangement is signed and filed with a court.

(Note also that PIR may accept mixed case values or all-uppercase or all-lowercase, as acceptance of these values is not case-sensitive.)