



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-0128

Chad Schmucker
State Court Administrator

MEMORANDUM

DATE: October 25, 2012

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: Chad Schmucker

RE: Permanency Indicators Report (PIR) – Implementation Assistance

As you know, the State Court Administrative Office (SCAO) is implementing the Permanency Indicators Report (PIR) which was designed to capture hearing and trial data regarding children who have been removed from their homes. To assist courts in preparing for this new reporting requirement, SCAO is offering an informational webcast, has developed sample output reports for case management systems, and will confirm programming accuracy for each case management system provider.

Informational Webcast: A webcast will be offered to courts and their case management system providers on Tuesday, December 11, 2012, at 11:30 a.m. During the webcast, SCAO will provide an overview of the new PIR, including its purpose, reporting requirements, and reporting methods. The webcast will also be archived so you can view it at a later date. The attached program announcement provides instructions for registering. If you have questions about the webcast, please contact Maribeth Preston of Child Welfare Services at 517-373-8995 or prestonm@courts.mi.gov.

Output Reports: To assist trial court staff in managing child protective cases and scheduling events, SCAO recommends that the case management system providers make available certain output reports or views of the case information. Some sample output reports are described in the attached file.

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Programming Accuracy: To ensure that every court will be capable of accurately reporting permanency information, SCAO requests the following information from each case management system that maintains child protective case data. SCAO will review the information and determine if it meets SCAO reporting requirements. You will receive the results of this review from your provider.

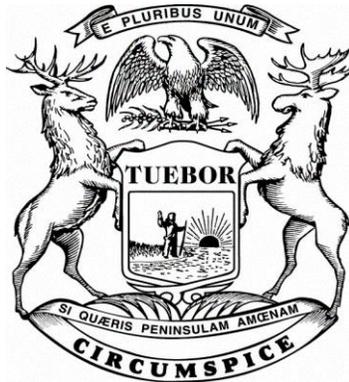
- A. Describe the data fields, data codes, definitions, and calculations used to determine the time periods for each report, including removal dates, the various events and hearing dates, and the reasons for delay. Clearly describe how actual occurrences will be used to determine this data.
- B. Provide copies or examples of output reports showing compliance with the reporting specification. Describe how often these reports can be generated by the case management system.

Please submit this information to Amy Garoushi of Trial Court Services by December 31, 2012. If you have questions about this request, please contact Ms. Garoushi at 517-373-4864 or garoushia@courts.mi.gov.

Attachment

State Court Administrative Office Child Welfare Services Division

Presents



Navigating the New Permanency Indicators Report for Court Staff and Case Management System Providers Informational Webcast

This training webcast will provide court staff and case management system providers with information about the purpose of the new Permanency Indicators Report (PIR), reporting requirements, and methods for submitting reports to SCAO. This training will be conducted by webcast only; however, viewers will have an opportunity to submit questions to the presenters during the webcast.

Tuesday, December 11, 2012

11:30 a.m. – 1:00 p.m.

Permanency Indicators Report (PIR)

Participants are encouraged to submit questions in advance by contacting Maribeth Preston at prestonm@courts.mi.gov or 517-373-8995 by December 1, 2012.

SCAO Presenters:

Maribeth Preston, Management Analyst, Child Welfare Services

Amy Garoushi, Forms and Records Manager, Trial Court Services

Laura Hutzler, Director, Statistical Research

This webcast is funded by the Court Improvement Program's federal Training Grant and the Governor's Task Force on Child Abuse and Neglect.

REGISTRATION FOR WEBCAST ATTENDANCE

TO REGISTER:

- ✓ Access the webcast registration page at:
<http://webcast.you-niversity.com/youtools/companies/default.asp?affiliateId=128>
- ✓ Select the "**Permanency Indicators Report (PIR)**"
- ✓ Select "**Register for Webcast**"

LOGON INSTRUCTIONS ON DAY OF WEBCAST:

- ✓ Shortly before the webcast go to:
<http://webcast.you-niversity.com/youtools/companies/default.asp?affiliateId=128>
- ✓ Click the "**Attend Today's Program**" button and logon

TO VIEW AN ARCHIVED WEBCAST:

- ✓ Two weeks or more after the live webcast, go to the CWS website at:
<http://webcast.you-niversity.com/youtools/companies/viewArchives.asp?affiliateId=128>
- ✓ Scroll down and select "**Permanency Indicators Report (PIR)**"

LARGE GROUP VIEWING OF WEBCAST (SAME DAY OR ARCHIVED):

If your court or office would like to set up a room to accommodate a large group for webcast viewing and you require technical assistance, please contact either your own network administrator or You-niversity at info@you-niversity.com. Only **one** person needs to register online as a representative for the viewing group. Information pertaining to the webcast will be e-mailed to the registered representative.

Live or archived webcasts can only be viewed from a computer with a sound card.

QUESTIONS:

If you have questions about the **webcast technology**, please contact the You-niversity help desk at info@you-niversity.com or 1-877-867-7300. If you have questions concerning **webcast content**, please contact Maribeth Preston at 517-373-8995 or prestonm@courts.mi.gov. If you have questions regarding the **registration process**, please contact Heather Leidi at 517-373-5322 or LeidiH@courts.mi.gov.

Prior to the day of the webcast, please test your computer for webcast compatibility using the "test" option on the CWS Web <http://webcast.you-niversity.com/youtools/wizard/live>. If you experience technical difficulties, please call the You-niversity help desk at 1-877-867-7300.

Permanency Indicators Report (PIR)
Recommended Output Reports for Court Staff

1. Child Report

This report should list the events and dates for an individual child. The report should provide the file number, petition number, child's name, the event type held, the event date, whether it was held within the time frame, the event type scheduled, and the event date.

Sample Report

File Number	XXXXXXXX
Petition Number	XXXXXXXX
Child's Name	James McKenzie

Type of Event	Event Date	Within Required Time Frame
Child Removed from Home	04/14/2011	N/A
Preliminary Hearing	04/15/2011	Yes
Judicial Determination re Reunify	05/03/2011	N/A
Expedited Perm Plng Hrg	06/04/2011	No
Adjudication	06/13/2011	Yes
Initial Disposition Hearing	07/11/2011	Yes
Initial Dispositional Review Hrg	10/06/2011	Scheduled Event

2. Open Child Protective Cases

This report should list the open child protective cases for the court. The report should provide the file number, petition number, child's name, the next required event, and indicate if the event is past due. Court staff should be able to run this report for all judges, or limit it to an individual judge. Courts should be able to sort this report by the due date of the next event.

Sample Report

File No.	Petition No.	Child's Name	Next Event	Due Date
XXXXXXXX	XXXXXXXX	Kelly White	Exp Perm Plng Hrg	05/21/2011
XXXXXXXX	XXXXXXXX	Heather Young	Adjudication	07/14/2011
XXXXXXXX	XXXXXXXX	Anne Gregory	Initial Dispo Hrg	07/11/2011
XXXXXXXX	XXXXXXXX	Michael Gregory	Initial Dispo Hrg	07/11/2011
XXXXXXXX	XXXXXXXX	Kayla Gregory	Initial Dispo Hrg	07/11/2011

3. Missing Data

This report should list the data elements that are missing from the case management system that are required for reporting to SCAO.

Sample Report

Bar Number – missing for file number XXX
Date of Birth – missing for file number XXX
Reasons for Delay of Preliminary Hearing – missing for file number XXX and XXX
Reasons for Delay of Adjudication – missing for file number XXX
Date of Initial Dispositional Review Hearing – missing for file number XXX
Date of Initial and Annual Permanency Planning Hearing – missing for file number XXX
Date of 182-Day Review Hearing – missing for file number XXX

Permanency Indicators Report (PIR)
Recommended Output Reports for Court Staff

4. Statistical Summary

For each required event type, provide the number and percent of children for whom a due date was met (or missed). Court staff should be able to run this report for all judges, or limit it to an individual judge.

Sample Report

	<u>By Due Date</u>		<u>After Due Date</u>	
Preliminary Hearing	30 children	97%	1 children	3%
Adjudication	32 children	100%	0 children	0%
Expedited Permanency Planning Hrg	5 children	83%	1 children	17%
Initial Dispositional Hearing	12 children	92%	1 children	8%
Initial Dispositional Review Hrg	15 children	94%	1 children	6%
Dispositional Review Hearing	18 children	95%	1 children	5%
Permanency Planning Hearing	22 children	92%	2 children	8%
182-Day Review Hearing	15 children	94%	1 children	6%
Termination Hearing	10 children	91%	1 children	9%

5. Reasons for Delay

For each PIR Report with reasons for delay, provide the number of times each reason was provided. Court staff should be able to run this report for all judges, or limit it to an individual judge.

Sample Report

Awaiting an Outside Agency Actions	25
Non-availability of Attorneys, Parties, Witnesses	11
Operations Issues	10
Stipulation to Adjourn	14
Service of Process Issues	10