



Michigan Supreme Court

State Court Administrative Office
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MEMORANDUM

DATE: July 16, 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: Laura Hutzell

RE: Permanency Indicators Report (PIR) – Clarification of Instructions

The instructions for Reports 1 and 11 of the Permanency Indicators Report (PIR) have been clarified in the attached files.

Report 1: The time frame for Line 3 incorrectly stated “Preliminary Hearing Not Completed.” A hearing that is commenced within 24 hours from removal meets the statutory guideline, even if it is not completed. This has been corrected in the attached file.

Report 11: Children for whom permanency was not achieved within 728 days should be included, even if permanency was achieved during the reporting period. The instructions for Line 1 have been clarified in the attached file.

Also, case management system providers should be aware that the data entry screens on MCAP will be set up so that court staff would enter all 11 reports for an individual judge before entering any report for the next judge. Therefore, case management system providers are encouraged to develop a query that includes all 11 reports for each judge.

PIR materials, including the reporting forms and instructions, are available online at <http://courts.michigan.gov/scao/resources/publications/reports/materials.htm#permind>. Please send any questions or comments about these materials to Jennifer Warner (warnerj@courts.mi.gov) or Amy El Garoushi (elgaroushia@courts.mi.gov).

Attachment