



CATALOG OF Core Child Welfare Case Management Reports for Courts

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JUVENILE AND FAMILY COURT JUDGES

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The National Center for Juvenile Justice (NCJJ) is a non-profit organization that conducts research on a broad range of juvenile justice topics and provides technical assistance to the field. NCJJ is the research division of the National Council of Juvenile and Family Court Judges (NCJFCJ).

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This catalog provides descriptions and general specifications of more than 40 Case Management Summary Reports, Case Listings and Quality Assurance Reports. Additionally, it represents the work first initiated in the early/mid-1990's in Hamilton County, Ohio (Cincinnati) through a series of Department of Justice grants that supported development of the original version of the *Enhanced Resource Guidelines (ERGs)* in 1995.

In addition to the Hamilton County Juvenile Court, the NCJFCJ/NCJJ has collaborated with a number of medium to large urban courts in developing pilot, interim, and/or bridge software solutions to enhance their ability to track and improve the handling of child welfare cases in a fashion consistent with the guiding principles reflected in the *ERGs*.

Juvenile courts that served as natural laboratories to develop, refine, and expand the reporting capabilities summarized in this catalog include:

- Pima County (Tucson), Arizona
- Douglas County (Omaha), Nebraska
- Hennepin County (Minneapolis), Minnesota
- Allegheny County (Pittsburgh), Pennsylvania
- Lackawanna County (Scranton), Pennsylvania
- Sweetwater County (Green River), Wyoming

Lastly, much of this work has been undertaken in close collaboration with Canyon Solutions. Canyon Solutions is an Arizona software development firm that specializes in providing providing cost-effective and user-friendly case management and tracking solutions to juvenile courts, probation departments, and other agencies that provide services to children and families.

We offer a special acknowledgement and thanks to the numerous individuals who supported the above efforts including several NCJFCJ Past Presidents. We hope that the array of child welfare caseload, tracking, and summary reports described in the catalog do justice to their vision and desire to improve the plight of our abused and neglected children.

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Introduction

For upwards of 30 years, the National Council of Juvenile and Family Court Judges (NCJFCJ) and its research division, the National Center for Juvenile Justice (NCJJ), have provided database development, data analysis, and organizational planning/operations support to an array of juvenile and family courts with particular emphasis on enhancing their performance in managing their child welfare docket.

Many courts strive to expand the use of automated operations data to become more data-driven in monitoring and assessing day-to-day performance, while also improving overall quality assurance and decision-making proficiencies. However, resources are often scarce to enhance the court's internal capacity in this regard. Many courts still struggle with basic yet essential case management data, such as tracking the number of child welfare petitions filed in a year, the number of children involved in these filings, and the number of children active at any one time.

Challenges in Tracking Goals Embedded in the Adoption and Safe Families Act (ASFA)

Despite ongoing data challenges in some courts, many juvenile and family courts have made significant progress since the mid-1990s in accurately counting and tracking cases on their child welfare dockets. However, given the substantial advances in information technology and database development over the past three plus decades, one can rightfully question why it has been difficult for numerous juvenile and family courts to expand their ability to count, analyze, and proactively track cases on their child welfare docket.

There are several important differences in how child welfare cases are structured and processed that require special considerations and adaptations (see sidebar). *Perhaps, the most overarching of these considerations is accounting for multiple children named as victims in a single child welfare petition.*

In collecting caseload statistics, a court should always be careful to clearly identify whether the data refer to petitions or children. The distinction is critical in that, in most jurisdictions, multiple children can be named on a child welfare petition. The average number of children named on a child welfare petition is just under two. As a result, caseload counts using children as the unit of count are typically almost twice as high as caseload counts based on petitions.

A juvenile court's automated system may struggle to accurately count and track filings because multiple siblings involved in a child welfare case do not always move through the court process at the same pace. To add to the complexity, allegations can vary by child. More importantly, adjudication, disposition, placement, permanency, and closure decisions, as well as the dates these decisions were made, can vary by child. For example, the court may make different permanency decisions on a child welfare petition in which three children are named. The court may transfer legal custody of one child to a relative, parental rights may have been terminated on a second child, while the third child may be placed in the protective supervision of the non-custodial parent.

Special considerations that are unique or particularly prominent in the processing of child welfare matters:

1. Accounting for multiple children named as defendants (victims) on child welfare petitions filed with the court.
2. Linking of siblings to each other and a family unit in the reporting system.
3. Tracking time between critical case events and legal status expiration dates by child.
4. Linking supplemental filings, including amended petitions/motions requesting changes in custody (including temporary custody extensions and those requesting termination of parental rights/permanent custody).
5. Tracking of changes historically in court-approved case plan (permanency) goals and reasons for these goal changes.
6. Tracking of a child's time in placement, placement changes, and reasons for these (potentially including voluntary placements that pre-date the filing of the child welfare petition).
7. Recording and tracking "contrary to the welfare of the child" and "reasonable efforts" findings.
8. Developing a comprehensive range of aging/case tracking and summary statistical reports that report on case progress through case closure not just primarily through disposition of the child welfare petition.

Caseload counts based on petitions can be confusing and possibly misleading because it is difficult to categorize petitions in which key decisions vary by child. For example, how would a court categorize the permanency result of the child welfare petition example provided in the last paragraph and which permanency decision would be considered the primary one? Using either of the three permanency decisions as the primary one would be misleading.

For consistency and clarity purposes, we typically encourage juvenile courts and system designers to *define a case as a child named on a child welfare petition*. Thus, a court's *active caseload count would be defined as the number of children named on child welfare petitions whose cases are actively being supervised by the court*. Closed cases would reflect the number of children named on child welfare petitions whose cases were closed during a specified period of time.

With funding support from the State Justice Institute, the NCJFCJ/NCJJ has assembled a catalog of more than 40 Core Case Management Summary Reports, Case Listings, and Quality Assurance Reports and Listings that can address many of the challenges faced by juvenile and family courts and that can be used as a platform to sustain continuous quality improvement (CQI) efforts in child welfare cases. This catalog includes:

- Brief descriptions of each of these reports and their importance in a court's CQI efforts.
- General specifications regarding how these reports could be constructed, including templates that provide insight on how to display these data in tabular and/or chart fashion.
- Specifications of data fields that serve as the foundation for these reports, description of key calculations/formulas, and case selection/sorting parameters including focus on specific case characteristics (e.g., age, race, ethnicity, gender, custody status, jurist, etc.).
- Recommendations for the frequency with which these reports should be generated and who should be included on distribution lists.
- Potential uses of data reflected in these reports and utilization of other companion Case Listings, Quality Assurance Reports, and Case Summaries that permit the court to delve into the characteristics of specific cases that may require special attention.

While Summary Reports are the primary focus of this catalog, descriptions and general specifications of four different types of reports are referenced. These types of reports are typically used in conjunction with each other so that the court can readily review detailed information on any case reflected in the aggregate counts displayed in these summary reports.

These four report categories include:

Case Summaries:

Provides summary statistics about cases that meet a specific parameter during a period of time. These reports are typically supported by a companion Case Listing report.

Case Listings:

Provides basic information about each individual case that meets a specific parameter during a period of time.

Quality Assurance:

Identifies cases that are out of compliance with an expected data requirement and may require special attention to ensure all data entry is complete and accurate.

Family Profile:

Organizes critical information concerning a family's case in the court system, including demographics of each child and parents/guardians. The Family Profile also organizes key case filing and case processing events by child, including the date of removal, petition filing, adjudication, disposition, and case closure, as well as calculating the number of days between these critical events.

By child, the Family Profile also historically organizes the court's decisions regarding permanent plans and critical steps taken to achieve more complex, non-reunification plans (e.g., TPR filing, adoption/guardianship finalizations, etc.) and the dates when these steps occurred. Lastly, a child's placement history should be detailed including the length of time a child has spent in each out-of-home placement episode.

Census of Active Child Welfare Cases During Period

Description:

This summary report provides an inventory of active child welfare cases at the start/end of the period with adjustments made for new filings and cases closed during the period.

Parameters:

The user provides the two date parameters – begin date and end date for the period. The *Child Welfare Case Census Summary Report* can also be designed to include another report parameter allowing the user to request separate reports for individual judges and courtrooms if more than one judge handles child welfare cases.

This report could include a third option to provide an inventory breakdown by judge and courtroom as well as providing overall counts of the court's child welfare caseload.

Related Reports:

The user should also be able to request a companion *Case Listing of Active Cases* at the beginning of the period and a second similar listing for end of the period, sorted by pre- and post-disposition and with a secondary sort on length of time cases have been active. The court would find it useful to generate separate reports that list all new case filings and case closures during the period – by date of filing and closure, respectively.

Distribution:

The *Census of Active Child Welfare Cases During Period* should probably be produced monthly and, at minimum, on a quarterly basis to allow for close monitoring of the court's overall child welfare case inventory.

This report should be distributed to the judge(s) presiding over child welfare cases, the court docket manager, as well as agency personnel, prosecutors, and, as appropriate, GALs/attorneys.

Potential Uses:

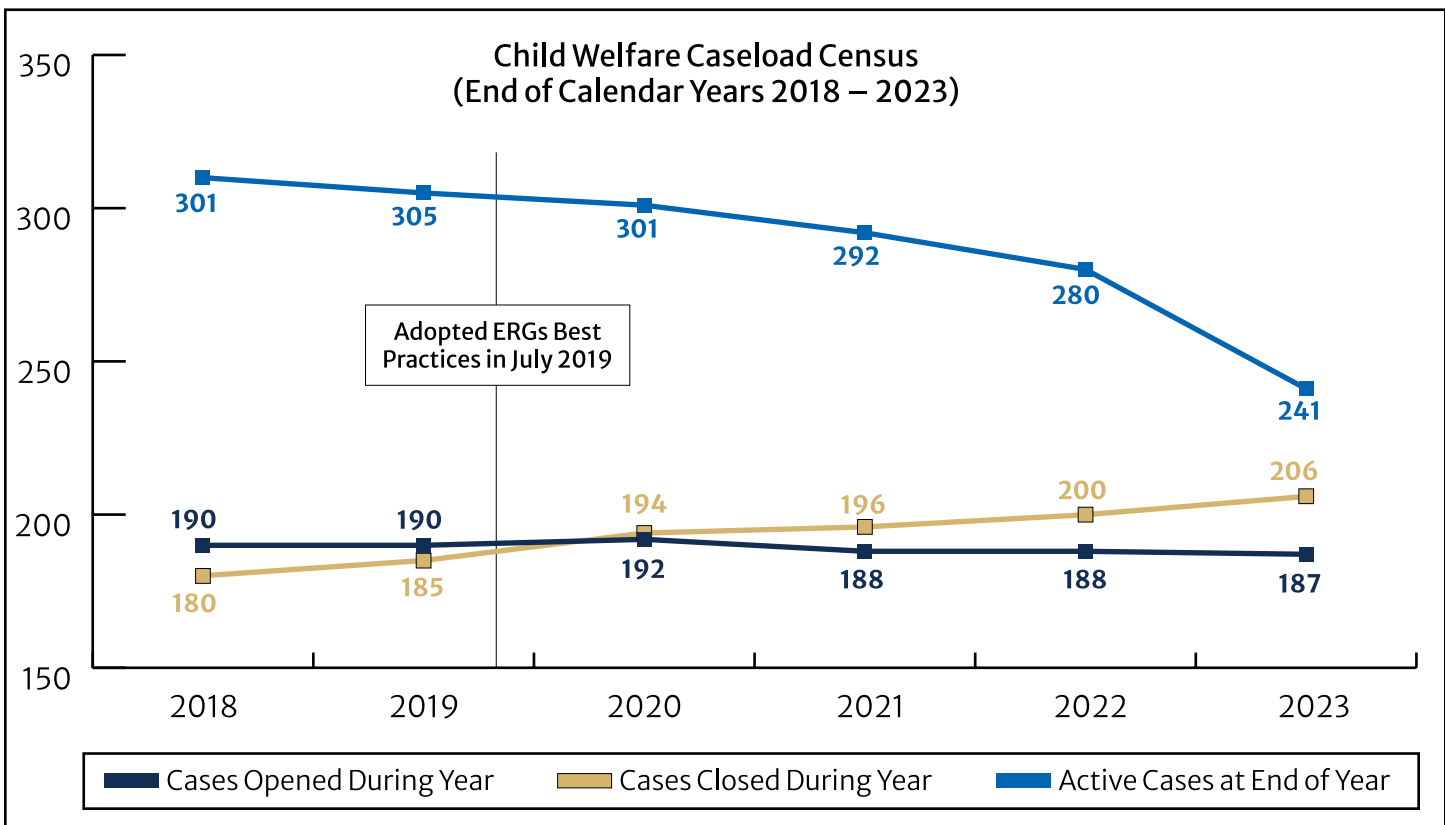
This report provides the court with a good running total of its child welfare caseload and can provide a basic view of any changes in this caseload over time (see *Child Welfare Caseload Census chart on the next page*).

The hypothetical report provided on the next page examines changes in the case inventory at the end of CY23 and the chart examines changes in active cases, new filings, and case closures over the past five years. One would anticipate a court that has embraced the *Enhanced Resource Guidelines (ERGs)* best practices framework should see a reduction in overall active cases over time even if the number of new case filings remains relatively stable or has increased somewhat.

Child Welfare Caseload Census

Calendar Year 2023

Case = Child on a Petition	Courtroom #1	Courtroom #2	Courtroom #3	All Courtrooms
Active Cases – Beginning of Period	84	72	104	260
Cases Pending Disposition: Temporary Custody	40	36	46	122
Cases Pending Disposition: In-Home	8	6	14	28
Post Disposition – Pending Permanency Determination	26	22	32	80
Post Permanency Determination – Ongoing Reviews	10	8	12	30
New Cases Filed During Period	62	63	62	187
Removal Cases	54	57	55	166
In-Home Cases	8	6	7	21
Cases Closed During Period	60	79	67	206
Reunification/Remain at Home	38	40	32	110
Custody to Relative	8	12	8	28
Guardianship	6	14	10	30
Adoption	4	4	4	12
Emancipated with Support Services	1	3	4	8
Emancipated: Aged Out	2	3	5	10
Other	1	3	4	8
Active Cases – End of Period	86	56	99	241



Listing of New Child Welfare Cases Filed During Period

Description:

This report provides a listing of new child welfare cases filed during a period of time.

Parameters:

The user provides the time frame to be examined, such as monthly, quarterly, or yearly.

The user should be able to specify additional parameters to select and/or sort on including the type of filing (e.g., removal or in-home), the type of placement, and/or the assigned judge.

Additionally, sorting by petition date, petition #, and child ID will result in all the children on the same petition listed sequentially. This permits the user to readily view all the children on a specific petition without other cases filed on the same day interspaced between a family's siblings.

Related Reports:

This can be considered a companion report to *Census of Active Child Welfare Cases During Period* report described previously that offers summary statistics on active cases at the beginning and end of a specified time period, as well as new filings and cases closed during that period.

Distribution:

This listing of new cases should be distributed periodically to the court administrator, court docket manager, judges, and judicial staff.

Potential Uses:

The report provides a detailed inventory of new cases on a court's docket during a given time period and provides detailed removal, allegations, potential ICWA applicability, prior court involvement of a child welfare matter, and judicial assignment information, among others.

Listing of New Child Welfare Cases Filed During Period

Time Period: 10/1/23 — 12/31/23

Jurist: All Sort Criteria: Petition Date, Petition #, and Child ID

Child ID	Petition #	Petition Type	Petition Date	Removal Date	Assigned Judge	Phy Abuse Alleged	Sex Abuse Alleged	Possible ICWA	Prior CW Petition	1st Hrg Date	Hrg Type
12345	23-220	Removal	10/2/2023	10/1/2023	Smith	Yes	No	No	No	10/3/2023	PPH
55543*	23-221	Removal	10/2/2023	10/1/2023	Davis	No	No	Yes	No	10/4/2023	PPH
55544*	23-221	Removal	10/2/2023	10/1/2023	Davis	No	No	No	No	10/4/2023	PPH
77777	23-224	Removal	10/7/2023	10/6/2023	Smith	No	No	No	Yes	10/6/2023	PPH
88888	23-225	Removal	10/12/2023	N/A	Davis	No	No	No	No	10/19/2023	Initial
45521*	23-227	Removal	10/13/2023	10/13/2023	James	Yes	No	No	Yes	10/14/2023	PPH
45522*	23-227	Removal	10/13/2023	10/13/2023	James	Yes	Yes	No	No	10/14/2023	PPH

* Sort criteria result in the listing of siblings sequentially.

Listing of Child Welfare Cases Closed During Period

Description:

This report provides a listing of child welfare cases closed during a period of time.

Parameters:

The user provides the time frame to be examined, such as monthly, quarterly, or yearly.

The user should be able to specify additional parameters to select and/or sort on including the assigned judge, closure reason, placement at closure, and (perhaps, most importantly) the months open before closure.

Additionally, sorting by petition date, petition #, and child ID will result in all the children on the same petition listed sequentially. This permits the user to readily view all the children on a specific petition whose cases have been closed during the period without other cases closed on the same day interspaced between a family's siblings.

Related Reports:

This can be considered a companion report to the *Census of Active Child Welfare Cases During Period* report described previously that offers summary statistics on active cases at the beginning and end of a specified time period, as well as new filings and cases closed during that period.

Distribution:

This listing of closed cases should be distributed periodically to the court administrator, court docket manager, judges, and judicial staff.

Potential Uses:

The report provides a detailed inventory of closed cases during a given time period, as well as detailed reasons for closure, placement at closure, and months open before closure. Sorting by months open provides the court a quick view of cases that took longer than anticipated (based on *ERGs* timeline goals). Used in conjunction with the extended *Family Profile*, the court can readily examine potential case and court processing characteristics that are contributing to delays.

Listing of Child Welfare Cases Closed During Period

Time Period: 10/1/23 — 12/31/23

Jurist: All

Sort Criteria: Close Date, Petition Date, and Child ID

Child ID	Petition #	Petition Type	Petition Date	Removal Date	Assigned Judge	Close Date	Close Reason	Placement at Closure	Months Open
42763	21-155	Removal	8/2/21	8/1/21	Smith	10/3/23	Returned Home	Custodial Parent	25
42935	21-201	Removal	10/2/21	10/1/21	Davis	11/5/23	Aged Out	Indep. Living	23
41275	22-435	Removal	6/15/22	6/13/22	Davis	11/14/23	Guardianship	Relative	19
41503	22-638	Removal	7/22/22	7/21/22	Smith	11/21/22	Cust. - Relative	Relative	16
49632	23-102	In-Home	3/12/23	N/A	Davis	12/12/23	Family Stabilized	Biological Parents	9
37625*	20-009	Removal	1/24/20	1/23/20	James	10/14/23	Adoption	Adoptive Parents	35
37626*	20-009	Removal	1/24/20	1/23/20	James	10/14/23	Adoption	Adoptive Parents	35

* Sort criteria result in the listing of siblings sequentially.

Listing of Child Welfare Cases Active as of a Specific Date

Description:

This report provides a listing of active child welfare cases as of any date specified by the user.

Parameters:

The user provides the 'as of' date used to generate the active caseload inventory. Often times, the 'as of' date is the run date for the report but the court should be able to generate a retroactive case listing as needed.

The user should be able to specify additional parameters to select and/or sort on including the next hearing date, assigned judge, months open, and the current case plan and placement (as of the specified date).

Additionally, sorting by petition date, petition #, and child ID will result in all the children on the same petition listed sequentially. This permits the user to readily view all the children on a specific petition whose cases are active without other active cases interspaced between a family's siblings.

Related Reports:

This can be considered a companion report to *Census of Active Child Welfare Cases During Period* report described

previously that offers summary statistics on active cases at the beginning and end of a specified time period, as well as new filings and cases closed during that period of time.

Distribution:

This listing of active cases should be distributed periodically to the court administrator, court docket manager, judges, and judicial staff.

Potential Uses:

This report provides a detailed inventory of active cases which, in some courts, can result in a large, unwieldy listing. Filters (used individually or in combination), such as assigned jurist, petition type, current case plan, current placement, and/or a filter only selecting cases that have been active for longer than a specified time, are particularly useful in this regard.

An active caseload listing by assigned jurist, months open the longest, and sorted by next hearing date is particularly useful in providing the docket manager a quick way to research case processing delays. As appropriate, an extended *Family Profile* can be readily generated to provide further detail in how best to address any delays in individual or selected cases.

Listing of Child Welfare Cases Active as of a Specified Date

Time Period: Active as of 12/31/23

Jurist: All Selection and Sort Criteria: (Petition Type = Removal), (Case Plan Goal = Reunification), and (Months Open = >12 Months)

Child ID	Petition #	Petition Type	Petition Date	Removal Date	Assigned Judge	Months Open	Case Plan Goal	Current Placement	Next Hearing Date	Hearing Type
12345	22-220	Removal	5/2/2022	5/1/2022	Smith	20	Reunification	Foster Care	1/25/2023	Review
55543*	22-327	Removal	6/1/2022	5/30/2022	Davis	19	Reunification	Group Home	2/17/2023	Permanency
55544*	22-327	Removal	6/1/2022	5/30/2022	Davis	19	Reunification	Group Home	2/17/2023	Permanency
66666	22-428	Removal	7/3/2022	7/2/2022	Smith	18	Reunification	AWOL	1/6/2023	Status Hrg
88888	22-502	Removal	8/5/2022	8/3/2022	Davis	17	Reunification	Relative	3/31/2023	Review
45521*	22-583	Removal	10/1/2022	9/30/2022	James	15	Reunification	Foster Care	2/15/2023	Permanency
45522*	22-583	Removal	10/1/2022	9/30/2022	James	15	Reunification	Shelter	1/8/2023	Status Hrg

* Sort criteria result in the listing of siblings sequentially.

Demographics Summary of Child Welfare Cases (Active, Closed, and New Filings)

Description:

This summary report provides a demographic summary of active child welfare cases as of a specific date. Options could also be included to provide demographics on children whose cases were closed during a given period of time or children named on newly filed petitions during a specific period of time.

Parameters:

To display active case demographics (i.e., gender, age, and race/ethnicity), the user would provide a specific date that the system would utilize to identify cases active on that date.

This report could also provide the user with an option to provide summary demographic metrics on closed cases during a period. In this instance there would be two user-defined date parameters – the beginning and end dates of the period under consideration. A third parameter could be added so that the report displays demographic metrics by type of case closure/outcome. Age at case closure would be calculated based on the case closure date.

Similarly, the system could generate demographic summary metrics of new case filings during a period of time (with age based on the filing date).

Related Reports:

The user should also be able to request a companion summary report/chart in which one of the three demographic variables is used as a control variable. For example, to examine the age of children with active child welfare cases by race/ethnicity with separate displays for males, females, gender nonspecific, and overall.

Additionally, the court might find it useful to display a case listing of individual active, closed, and new cases with columns for age, gender, and race/ethnicity. Based on user preferences, these listings should be sorted by petition filing date, date of case closure, and/or days active.

The user could also click on child in the listing to display the *Family Profile* (as described in the Introduction).

Distribution:

The *Demographics Summary of Child Welfare Cases (Active, Closed, and New Filings)* report should probably be produced monthly and, at minimum, on a quarterly basis to allow for close monitoring of the court's overall child welfare case inventory.

This report should be distributed to the judge(s) presiding over child welfare cases, the court docket manager, as well as agency personnel, prosecutors, and, as appropriate, GALs/attorneys.

Potential Uses:

This report provides the court with a running total of the child welfare caseload and can be utilized to examine any demographic changes in this caseload over a period of time.

Child Welfare Caseload Census		
Time Period: Calendar Year 2022		
(All Cases Active During CY22)		
Gender	Number	Percent
Male	276	45%
Female	294	48%
Gender Non-Binary	40	7%
Totals	610	100%
Race/Ethnicity	Number	Percent
White	130	21%
Latino/Hispanic	160	26%
African American	150	25%
Asian	15	2%
Native American	35	6%
Multi-Racial	120	20%
Totals	610	100%
Age at Intake	Number	Percent
0-1	65	11%
2-5	135	22%
6-8	115	19%
9-12	120	20%
13-15	90	15%
16-17	70	11%
18 and older	15	2%
Totals	610	100%

Listing of Demographics of New Child Welfare Cases Filed During Period

Description:

This report provides a listing of the demographics of new child welfare cases filed during a specific time period.

Parameters:

The user provides the time frame to be examined, typically weekly, bi-weekly, and/or monthly.

The user should be able to specify additional parameters to select and/or sort on including the type of filing (e.g., removal or in-home), the type of placement, and/or the assigned judge.

Additionally, the user should have the option of sorting by the child's age at the date of the petition filing, gender, and/or race/ethnicity.

Related Reports:

This can be considered a companion report to the *Demographics Summary of Child Welfare Cases* report

described previously that provides a demographic summary of child welfare cases as of a specific date, period, and case status.

Distribution:

Depending on the size of the child welfare docket, this demographic listing of new cases should be distributed weekly, bi-weekly, and/or monthly to the court administrator, court docket manager, judges, and judicial staff. In general, the larger the docket, the more frequently this report should be generated.

Potential Uses:

The report provides a detailed inventory of the demographics of new cases on a court's docket during a given time period and can serve as a core CQI tool to ensure that all new cases and their demographics are posted properly in the database.

Demographics of New Child Welfare Cases Filed During Period										
Time Period: 10/1/23 — 12/31/23										
Jurist: All		Select Filters: Age = 0 - 5 Years of Age and Petition Type = Removal					Sort Criteria: Age at Filing			
Child ID	Petition #	Petition Type	Petition Date	Assigned Judge	Removal Date	Age at Filing	Race/Ethnicity	Gender	1st Hearing Date	Hearing Type
12345	23-220	Removal	10/2/2023	Smith	10/1/2023	0	White	Female	10/3/2023	PPH
55543	23-221	Removal	10/2/2023	Davis	10/1/2023	0	Latino/Hispanic	Male	10/4/2023	PPH
55544	23-221	Removal	10/2/2023	Davis	10/1/2023	1	African-American	Female	10/4/2023	PPH
77777	23-224	Removal	10/7/2023	Smith	10/6/2023	2	African-American	Female	10/6/2023	PPH
88888	23-225	Removal	10/12/2023	Davis	N/A	2	Multi-Racial	Male	10/19/2023	PPH
45521	23-227	Removal	10/13/2023	James	10/13/2023	3	Multi-Racial	Female	10/14/2023	PPH
37865	23-227	Removal	10/13/2023	James	10/13/2023	4	White	Male	10/14/2023	PPH

Listing of Demographics of Child Welfare Cases Closed During Period

Description:

This report provides a listing of the demographics of child welfare cases closed during a period of time.

Parameters:

The user provides the time frame to be examined, such as monthly, quarterly, or yearly.

The user should be able to specify additional parameters to select and/or sort on including the close reason, placement at case closure, and/or the assigned judge.

Additionally, the user should have the option of sorting by months open and case closure reasons, as well as by age at case closure, gender, and/or race/ethnicity.

Related Reports:

This can be considered a companion report to the *Demographics Summary of Child Welfare Cases (Active, Closed,*

and New Filings) report described previously that provides a demographic summary of child welfare cases as of a specific date, period, and case status.

Distribution:

Depending on the size of the child welfare docket, this demographic listing of closed cases should be distributed monthly or quarterly to the court administrator, court docket manager, judges, and judicial staff. In general, the larger the docket, the more frequently this report should be generated.

Potential Uses:

The report provides a detailed inventory of the demographics of cases closed by the court during a given time period and can serve as a core CQI tool to ensure that all cases have closed and their demographics are posted properly in the database.

Demographics of Child Welfare Cases Closed During Period									
Time Period: 10/1/23 — 12/31/23									
Jurist: All Sort Criteria: Race/Ethnicity									
Child ID	Petition #	Petition Date	Close Date	Age at Closure	Race/Ethnicity	Gender	Close Reason	Placement at Closure	Months Open
42763	21-155	8/2/2021	10/3/2023	6	African-American	Female	Returned Home	Custodial Parent	25
42935	21-201	10/2/2021	11/5/2023	18	African-American	Gender Non-Binary	Aged Out	Indep. Living	23
41275	22-435	6/15/2022	11/14/2023	3	African-American	Male	Guardianship	Relative	19
41503	22-638	7/22/2022	11/21/2023	7	Latino/Hispanic	Male	Cust. - Relative	Relative	16
49632	23-102	3/12/2023	12/12/2023	1	Multi-Racial	Female	Family Stabilized	Biological Parents	9
37625*	20-009	1/24/2020	10/14/2023	6	White	Male	Adoption	Adoptive Parents	35
37626*	20-009	1/24/2020	10/14/2023	8	White	Female	Adoption	Adoptive Parents	35

* Sort criteria result in the listing of siblings sequentially.

Listing of Demographics of Child Welfare Cases Active as of a Specific Date

Description:

This report provides a listing of the demographics of child welfare cases active as of a specific date.

Parameters:

The user provides the 'as of' date used to generate the demographic listing. Often times, the 'as of' date is the run date for the report but the court should be able to generate a retroactive case listing using an earlier 'as of' date, as needed.

The user should be able to specify additional parameters to select and/or sort on, including the months the case has been open, the type of placement, and/or the assigned judge.

Additionally, the user should have the option of sorting by a child's current age, gender, and/or race/ethnicity.

Related Reports:

This can be considered a companion report to the *Demographics Summary of Child Welfare Cases* report described previously that provides a demographic summary of child welfare cases as of a specific date, period, and case status.

Distribution:

This demographic listing of active cases should be distributed on a monthly or quarterly basis to the court administrator, court docket manager, judges, and judicial staff.

Potential Uses:

This is a basic report that provides a detailed inventory of the demographics of cases active on the court's child welfare docket during a given time period and can serve as a core CQI tool to ensure that all demographic information on active cases is accurately maintained in the court's database.

Filtering the report by months open and limiting the display to cases open for 12 months or more can also serve as an excellent way to readily identify cases that have been open for extended periods of time and to further examine options to expedite the handling of these cases.

Demographics of Child Welfare Cases Active as of a Specified Date										
Time Period: Active as of 12/31/23										
Jurist: All Sort Criteria: Petition # and Months Open = >12 Months										
Child ID	Petition #	Petition Date	Months Open	Current age	Gender	Race/Ethnicity	Case Plan Goal	Current Placement	Next Hearing Date	Hearing Type
12345	22-220	5/2/2022	20	2	Male	White	Reunification	Foster Care	1/25/2023	Review
55543*	22-327	6/1/2022	19	10	Female	Multi-Racial	Reunification	Group Home	2/17/2023	Permanency
55544*	22-327	6/1/2022	19	11	Female	Multi-Racial	Reunification	Group Home	2/17/2023	Permanency
66666	22-428	7/3/2022	18	15	Female	Latino/Hispanic	Reunification	AWOL	1/6/2023	Status Hrg
88888	22-502	8/5/2022	17	6	Male	Latino/Hispanic	Reunification	Relative	3/31/2023	Review
45521*	22-583	10/1/2022	15	2	Male	African-American	Reunification	Foster Care	2/15/2023	Permanency
45522*	22-583	10/1/2022	15	9	Female	African-American	Reunification	Shelter	1/8/2023	Status Hrg
* Sort criteria result in the listing of siblings sequentially.										

Cases Processing Summary Report – Child Welfare Cases (Overall Summary)

Description:

This report examines the length of time it takes to complete various child welfare hearing stages during a specified period of time and compares these to statutory or local court time requirements.

The report provides users with the average and median number of days it took for cases to proceed through specific processing stages, as well as the number and percentage of cases that proceeded through this stage within and outside of the prescribed timelines.

Parameters:

The user provides the time frame to be examined, typically quarterly, biannually, or yearly. The user should have the option to request separate reports for individual judges if more than one judge handles cases on the child welfare docket.

Related Reports:

The user should also be able to request a companion case listing of all cases that did not meet the prescribed timeline for each processing stage (*see Listing of Cases Exceeding Child Welfare Case Processing Time Requirements report*).

Distribution:

This case processing summary report should be routinely produced on a quarterly basis and distributed to the judge(s) presiding over child welfare cases, the court docket manager, as well as agency personnel, prosecutors, and, as appropriate, GALs/attorneys.

Potential Uses:

This report provides the court with a good snapshot of how long it is taking for child welfare cases to proceed through critical case processing stages and readily identifies case processing junctures where delays are most frequently occurring.

The user should be able to readily 'drill down' from this summary report to generate a listing of cases that did not meet a specific prescribed timeline, and, by using the *Family Profile*, further 'drill down' to case-specific information to further examine reasons for delay.

Additionally, the court may be able to identify specific characteristics of cases that are experiencing difficulties meeting statutory or local court time requirements and develop strategies for addressing these challenges.

Case Processing Summary Report – Child Welfare Cases

Time Period: 7/1/23 — 12/31/23

Case Processing Stage Completed (Days)	Number	Average	Median	Goal	Within	Goal	Outside	Goal
Removal to Filing of Child Welfare Petition	150	1	1	1	147	98%	3	2%
Removal to Preliminary Protective Hearing (Completed)	125	2	2	2	120	96%	5	4%
Petition Filing to Adjudication	140	45	40	60	115	82%	35	18%
Adjudication to Initial Disposition	120	15	10	30	118	98%	2	2%
Time Between Review Hearings (Completed)	300	98	92	180	285	95%	15	5%
Adjudication/Removal to Permanent Plan Determination*	100	400	375	365/425*	65	65%	35	35%
TPR Petition Filing to First Hearing on TPR Petition	50	25	15	30	40	80%	10	20%
TPR Petition Filing to TPR Determination	40	270	200	180	14	35%	26	65%

* Adoption and Safe Families Act of 1997 (AFSA) requires the court to conduct a permanency hearing within 12 months of the date a child "entered foster care."
"Entering foster care" is defined as the date of the first judicial finding of abuse or neglect (adjudication) or 60 days after a child's removal from the home, whichever is earlier.

Listing of Child Welfare Cases Exceeding Case Processing Time Requirements

Description:

This report displays a listing of all child welfare cases that have exceeded time requirements for completion of various stages of case processing during a specified period of time.

This listing should be used in conjunction with the *Cases Processing Summary Report – Child Welfare Cases (Overall Summary)* which provides summary data on the average and median length of time it took for cases to proceed through specific case processing stages.

Parameters:

The user provides the time frame to be examined (typically quarterly, biannually, or yearly) and also which of the case processing stages to display. The user should have the option of requesting a report displaying cases exceeding all eight of the case processing stages reflected in the summary report by case processing stage. However, this may result in a large, multi-page report divided into sections for each processing stage with similar (but not necessarily) identical fields displayed.

An option to permit the user to only select cases exceeding certain case processing stages might be more manageable and useful (e.g., only those cases exceeding removal to petition filing and PPH timelines as displayed below).

An option to generate report listings by individual jurists

would also be useful if more than one judge is responsible for presiding over child welfare cases.

Related Reports:

This listing should be used in conjunction with the *Cases Processing Summary Report – Child Welfare Cases (Overall Summary)* which provides summary data on the average and median length of time it takes for cases to proceed through specific case processing stages.

Distribution:

This case processing listing should be produced routinely, perhaps more frequently than the companion summary report, so that the court can readily address any systemic issues that may arise.

The report should be distributed to judge(s) presiding over child welfare cases, the court docket manager, as well as agency personnel, prosecutors, and, as appropriate, GALs/attorneys.

Potential Uses:

This report identifies specific cases that have experienced delays at critical case processing junctures and provides some detail in this regard. Used in conjunction with the *Family Profile*, the court can ‘drill down’ further to examine a wider, more historical range of case-specific characteristics.

Listing of Child Welfare Cases Exceeding Case Processing Time Requirements During Period

Time Period: 10/1/23 — 12/31/23

Jurist: All Selection Filter: Removal to Petition Filing > 1 day Sort: Days/Days in Descending Order

Child ID	Petition ID	Removal Date	Petition Date	Days To Petition Filing	Phy Abuse Alleged	Sex Abuse Alleged	ICWA	Prior CW Petition
12345	12345	10/27/23	11/01/23	5	Yes	No	Yes	Yes
99999	99999	11/15/23	11/19/23	4	Yes	Yes	No	Yes
55555	55555	12/26/23	12/29/23	3	No	No	No	No

Jurist: All Selection Filter: Removal to Petition Filing > 2 day Sort: Days/Days in Descending Order

Child ID	Petition ID	Removal Date	Petition Date	Completed PPH Date	Days: Removal to Completed PPH	Continuance	ICWA	Continuance Reason
77777	77777	9/28/23	9/27/23	12/21/23	10	Yes	Yes	Tribe Notification
88888	88888	10/09/23	10/8/23	12/27/23	8	Yes	No	Parent Atty Appointment
44444	44444	09/21/23	9/19/23	12/4/23	6	Yes	No	Agency Summary Needed
66666	66666	10/16/23	10/15/23	12/29/23	6	Yes	No	Caseworker Absent
88111	88111	10/20/23	10/19/23	12/16/23	4	Yes	No	GALs Appointment

Listing of Preliminary Protective Hearings (PPH) Scheduled During Period

Description:

This report provides a listing of the preliminary protective hearings in child welfare cases that, in most instances, occur within a couple of days after a child is removed from the home.

This is the first hearing on removal cases and may also be referred to as the shelter care, initial, detention, emergency removal, or temporary custody hearing. Depending on the jurisdiction, this hearing could occur immediately before removal.

The time frame for conducting the PPH is specified by state law but in many (if not most) states is required to occur within one to three court days from removal.

The *Enhanced Resource Guidelines (ERGs)* also encourage jurisdictions to complete this initial hearing within one to three working days. The court should ensure that proper prior notice has been provided to family members and that counsel for the child (e.g., GALs) and for parents has been appointed prior to the hearing.

Additionally, the agency should have submitted a written report (possibly brief) regarding the circumstances surrounding the child's removal prior to the hearing so that counsel can review the agency report with their clients. Lastly, a petition should be submitted at least immediately prior to the scheduled hearing (unless state statutes preclude this from occurring).

PPH continuances are often commonplace if the above tasks are not completed prior to the scheduled hearing

and with sufficient time for all parties to review these before the hearing.

Parameters:

The user provides the 'begin' and 'end' dates of the period under consideration. The report calculates the time between the date of removal and the *scheduled* PPH date (calendar/court days, whichever is feasible).

This listing displays all preliminary protective hearings *scheduled* during the period and the default sort should be 'days to the *scheduled* PPH' in descending order. The user should also have the option to display *scheduled* preliminary protective hearings during the period by child or hearing result. If more than one judge handles child welfare cases, the user should also have the option of requesting separate reports.

Distribution:

This *Listing of Preliminary Protective Hearings (PPH) Scheduled During Period* report should be routinely produced, probably weekly or bi-weekly, so that the court can quickly identify continuance reasons and whether timely appointment of counsel and presentation of written documentation are contributing to delays or resulting in brief, perfunctory proceedings.

This listing can be used in conjunction with the *Family Profile* to further examine individual cases. The *Family Profile* includes a section on all scheduled hearings and the results of these hearings.

Listing of Preliminary Protective Hearings Scheduled During Period												
Time Period: 1/29/24 — 2/11/24												
Jurist: All Sort: Days to Scheduled Preliminary Protective Hearing in Descending Order												
Child ID	Removal Date	PPH Date	Type of PPH	Days to PPH	PPH Result	Prior PPH	Petition	Agency Report	GALs Present	Parent Atty Present	Proper Notice	
12345	01/27/24	02/06/24	Continued	10	Completed	Yes	Provided	Written	Yes	Yes	Provided	
99999	02/01/24	02/10/24	Continued	9	Continued	Yes	In Prep	Oral Only	Yes	Unavailable	Insufficient	
55555	01/28/24	02/06/24	Continued	9	Rescheduled	Yes	In Prep	None	Awaiting Appt	Awaiting Appt	Provided	
77777	01/22/24	01/30/24	Continued	8	Completed	Yes	Provided	Written	Yes	Yes	Provided	
88888	01/31/24	02/05/24	Initial	6	Completed	No	Provided	Written	Yes	Yes	Provided	
44444	02/04/24	02/10/24	Initial	6	Continued	No	Provided	Oral Only	Yes	Awaiting Appt	Insufficient	
66666	01/26/24	01/31/24	Initial	5	Continued	No	Provided	Oral Only	Yes	Awaiting Appt	Provided	
88111	02/04/24	02/09/24	Continued	5	Completed	Yes	Provided	Written	Yes	Yes	Provided	
22223	02/06/24	02/10/24	Initial	4	Continued	No	Provided	Oral Only	Yes	Yes	Provided	

Report Title:

Cases Adjudicated During Period by Adjudication Result and Days to Adjudication

Description:

This report provides summary statistics on time needed to complete the adjudicatory stage of court proceedings, as well as by adjudication result.

Parameters:

The 'begin' and 'end' dates of the period of time under consideration.

The report identifies all cases with an adjudication result date that falls within the above period.

The report calculates the number of days from petition filing to the adjudication date and collapses these into 15-day or 30-day increments.

Lastly, the report displays these time increments by type of adjudication result (e.g., adjudicated, plea/stipulation, consent agreement, dismissed/withdrawn, etc.).

Related Reports:

The user should also be able to request a companion case listing of adjudicated cases sorted by days to adjudication. The listing should be constructed so that the user has the option to have the listing first sorted by adjudication result and, secondly, by days to adjudication.

Distribution:

The *Cases Adjudicated During Period by Adjudication Result and Days to Adjudication* summary report should be

routinely produced on a quarterly basis and distributed to the judge(s) presiding over child welfare cases, the court docket manager, as well as agency personnel, prosecutors, and, as appropriate, GALs/attorneys.

Potential Uses:

The *Cases Adjudicated During Period by Adjudication Result and Days to Adjudication* summary report displays the degree to which the majority of cases are adjudicated within a 90-day timeframe and, preferably, within 60 days of a child's removal.

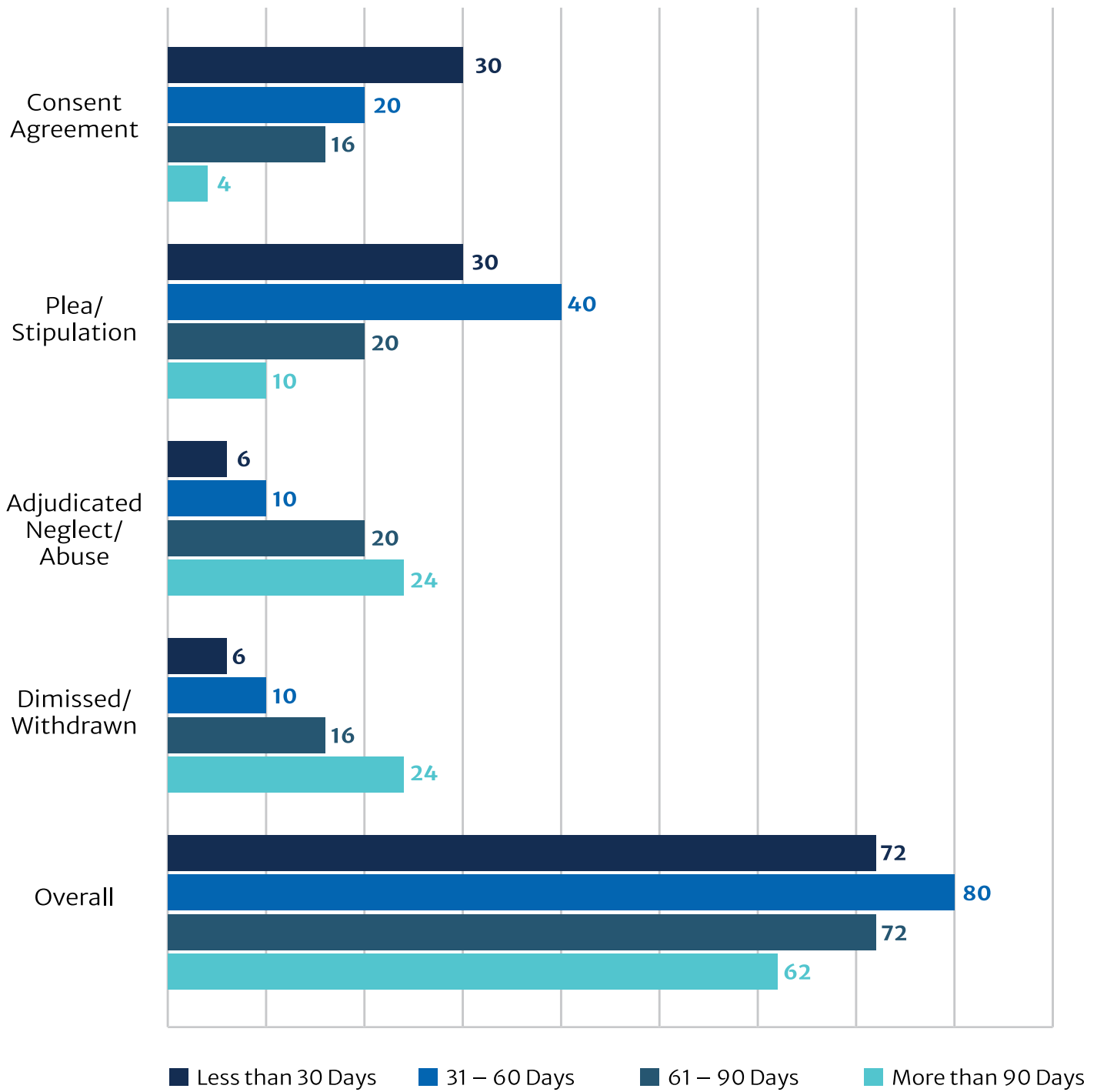
The companion *Listing of Child Welfare Cases Adjudicated During Period* identifies specific cases that fall outside of this 90-day timeline. Used in conjunction with the *Family Profile*, the court can examine which types of cases are most likely to experience delays.

This hypothetical report below provides summary statistics on the length of time needed to complete the adjudicatory phase of court proceedings by adjudication result.

It reveals that 78% of cases completed the adjudicatory stage of court proceedings within 90 days and 53% completed the adjudicatory phase within 60 days. The most likely result in these instances were either a plea/stipulation or a consent agreement. Adjudications and withdrawals/dismissals were most likely to take longer than 90 days.

Child Welfare Cases Adjudicated During Period by Adjudication Result										
Time Period: Calendar Year 2023										
Adjudication Result	Less Than 30 Days		31- 60 Days		61 - 90 Days		More Than 90 Days		Overall	
	N	Percent	N	Percent	N	Percent	N	Percent	N	Percent
Adjudicated Neglected/Abused	6	10%	10	17%	20	33%	24	40%	60	21%
Plea/Stipulation	30	30%	40	40%	20	20%	10	10%	100	35%
Consent Agreement	30	43%	20	29%	16	23%	4	6%	70	24%
Dismissed/Withdrawn	6	11%	10	18%	16	29%	24	43%	56	20%
Overall	72	25%	80	28%	72	25%	62	22%	286	100%

Child Welfare Cases Adjudicated During Period by Adjudication Result
Time Period: Calendar Year 2023



Note: This graph displays essentially the same information found in the previous table in bar chart format.

Listing of Child Welfare Cases Adjudicated During Period

Description:

This report provides a listing of child welfare cases that completed the adjudicatory phase of court proceedings during a specified period of time.

The *Enhanced Resource Guidelines (ERGs)* encourage jurisdictions to complete the adjudicatory stage within 60 days of removal to remain consistent with the ASFA permanency time clock which begins no later than 60 days from the removal.

Parameters:

The user provides the 'begin' and 'end' dates of the period under consideration. The report calculates the time between the adjudication date and the removal date or the date that the child welfare petition was filed, whichever date your jurisdiction's adjudication time clock begins with.

This listing displays all cases adjudicated during the period but can be filtered to only include cases in which adjudication took longer than 60 days to complete.

This report should be sorted in descending order by days to adjudication so that cases that took longer are listed first.

The user should have the option of requesting separate reports for individual judges if more than one judge handles child welfare cases.

Related Reports:

This listing should be used in conjunction with the *Cases Adjudicated During Period by Adjudication Result and Days to Adjudication* summary report.

Distribution:

The summary report should be produced periodically (quarterly, semi-annually or annually) so that the court can retrospectively examine any changes in the timeliness of adjudicatory proceedings. This report should be distributed to the court docket manager, judges, and judicial staff. As appropriate, this report and the related case listing should be shared with the agency.

Potential Uses:

This report provides the court with a good summary picture of how long cases take to complete the adjudication phase of court proceedings. The listing can be used to identify specific cases in which petition adjudication was delayed and to better understand and address reasons for these delays.

The listing below reflects the number of scheduled hearings and the frequency of continuances, which were commonplace in cases in which adjudication took longer than 60 days. This listing can be used in conjunction with the *Family Profile* to further examine individual cases. The *Family Profile* includes a section on all scheduled hearings and the results of these hearings.

Listing of Child Welfare Cases Adjudicated During Period

Time Period: 12/1/23 — 12/31/23

Jurist: Alexander

Selection Filter: Adjudication > 60 days

Sort: Days to adjudication in descending order

Child ID	Petition ID	Petition Date	Removal Date	Adjudication Date	Days: Removal to Adjudication	Sch'd Hrgs Thru Adjud	Continuances	Hearing Stage: Adjudication	Petition Finding
12345	12345	08/26/23	08/24/23	12/07/23	105	7	4	Trial	Adjudicated
99999	99999	09/09/23	09/08/23	12/15/23	98	5	3	Adjudication	Plea
55555	55555	09/05/23	09/05/23	12/06/23	93	6	3	Adjudication	Adjudicated
77777	77777	09/28/23	09/27/23	12/21/23	82	5	2	Trial	Plea
88888	88888	10/09/23	10/08/23	12/27/23	80	6	3	Pre-Trial	Adjudicated
44444	44444	09/21/23	09/19/23	12/04/23	76	6	2	Pre-Trial	Plea
66666	66666	10/16/23	10/15/23	12/29/23	75	6	2	Adjudication	Consent Decree
88111	88111	10/20/23	10/19/23	12/16/23	69	5	2	Adjudication	Plea
22223	22223	10/03/23	10/01/23	12/02/23	63	4	1	Motion	Consent Decree

Child Welfare Cases Pending Adjudication as of a Specific Date

Description:

This report examines the length of time child welfare cases have been pending without adjudication as of a specific date.

The *Enhanced Resource Guidelines (ERGs)* encourage jurisdictions to complete the adjudicatory stage within 60 days of removal to remain consistent with the ASFA permanency time clock which begins no later than 60 days from the removal.

Parameters:

The user provides the 'as of' date to generate the summary report. In most instances, the 'as of' date is the run date for the report but the court should be able to generate a summary report that is accurate through an earlier date.

The report calculates the time between the specified 'as of' date and the removal date or the date the child welfare petition was filed, whichever date your jurisdiction's adjudication time clock begins with.

This summary report identifies all cases with adjudication pending on the 'as of' date and calculates the number of days pending and collapses these into 15-day increments.

The user should have the option of requesting separate reports for individual judges if more than one judge handles child welfare cases.

Related Reports:

The user should also be able to request a companion case listing report of all cases pending adjudication, particularly those that have exceeded or are in danger of exceeding the 60-day timeline.

Distribution:

The summary report should be produced bi-weekly, monthly, or, at minimum, quarterly, to allow for close proactive monitoring of petition adjudication. This report should be distributed to the court docket manager, judges, and judicial staff. As appropriate, this report and the related case listing should be shared with the agency.

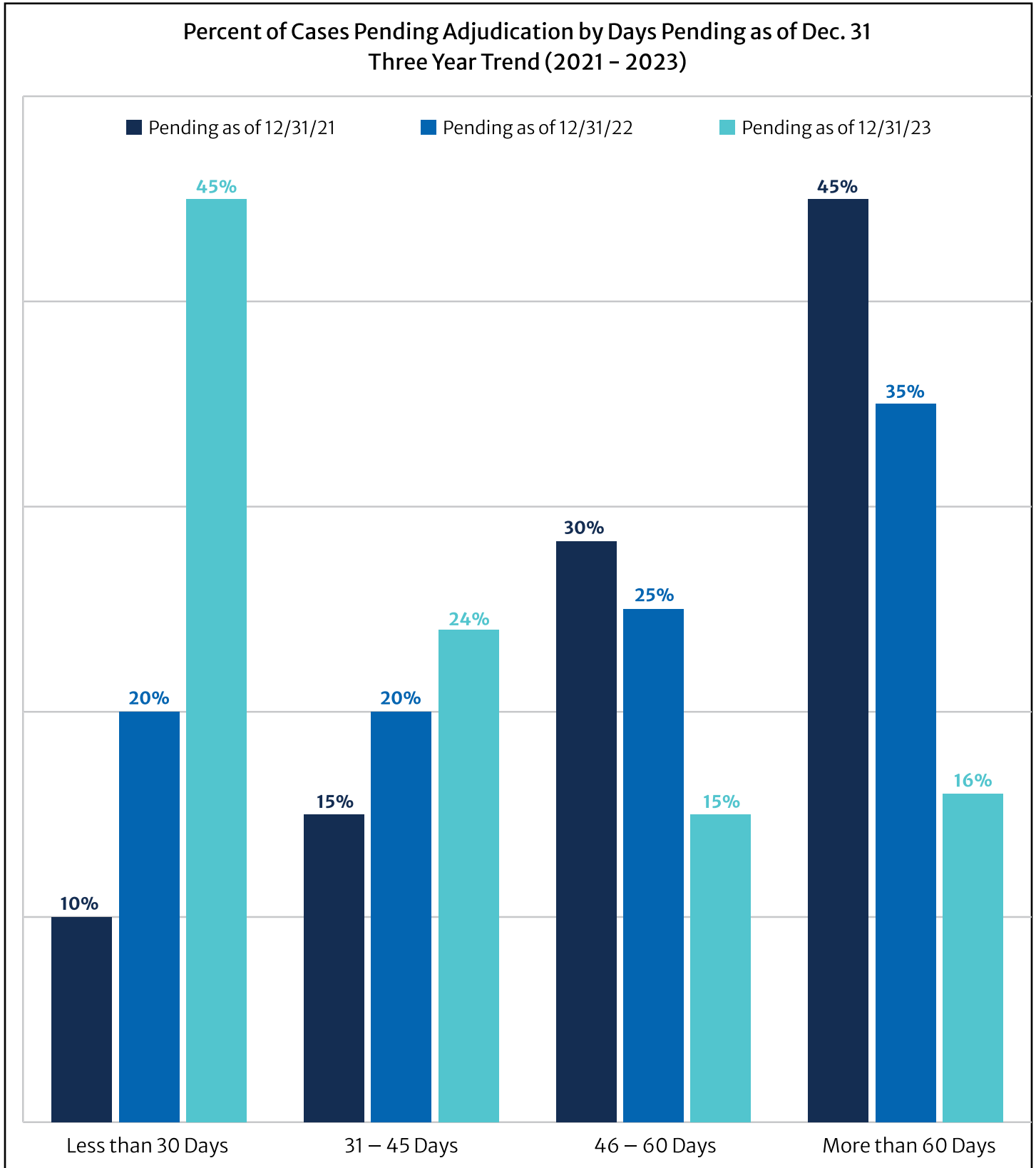
Potential Uses:

This report provides the court with a good summary picture of how long cases have been pending adjudication on the last day of CY23. The hypothetical example below reveals that 16% of child welfare cases have been pending for more than 60 days and an additional 15% of cases have been pending for 45–60 days and are fast approaching the adjudication timeline requirement.

Child Welfare Cases Pending Adjudication				
Days Pending as of 12/31/23				
Adjudication Result	Percent	Number	Cumulative	Totals
Less than 15 Days	25%	(29)	25%	(29)
16 – 30 Days	20%	(23)	45%	(52)
31 – 45 Days	24%	(28)	69%	(80)
46 – 60 Days	15%	(17)	80%	(97)
61 – 90 Days	10%	(12)	92%	(109)
More Than 90 Days	6%	(7)	100%	(116)

Notes: The average number of days pending is 46 days. The median number of days pending is 39 Days.

The *Enhanced Resource Guidelines (ERGs)* encourage jurisdictions to complete the adjudicatory stage within 60 days of removal. The following hypothetical chart reveals that the percent of child welfare cases pending adjudication for more than the recommended 60 days has decreased considerably over the past three years. That is, 45% of cases pending adjudication on 12/31/21 were pending for 60 days or longer as contrasted with 16% of cases pending adjudication for 60 days or longer on 12/31/23.



Listing of Child Welfare Cases Pending Adjudication as of a Specific Date

Description:

This report provides a listing of the length of time child welfare cases have been pending without adjudication.

Parameters:

The user provides the 'as of' date to generate the case listing report. In most instances, the 'as of' date is the run date for the report but the court should be able to generate a case listing that is accurate through an earlier date.

This case listing report calculates the time between the specified 'as of' date and the removal date or the date the child welfare petition was filed – whichever date your jurisdiction's adjudication time clock begins with.

This listing displays all cases with adjudication pending but can be filtered to only include cases that have been pending longer than 60 days and cases approaching this timeline (or cases with adjudicatory hearings scheduled out further than the 60-day timeline).

This report should be sorted in descending order by days pending so that cases pending adjudication the longest are listed first. The user should have the option of requesting separate reports for individual judges if more than one judge handles child welfare cases.

Related Reports:

This listing should be used in conjunction with the *Child Welfare Cases Pending Adjudication* summary report.

Distribution:

The *Listing of Child Welfare Cases Pending Adjudication as of a Specific Date* report should be generated bi-weekly or monthly to allow for pro-active monitoring of petition adjudication. This report should be distributed to the court docket manager, judges, and judicial staff. As appropriate, this report and the related case listing should be shared with the agency.

Potential Uses:

The report is particularly useful for court CQI efforts to pro-actively monitor that the adjudicatory stage of court proceedings is completed in a timely fashion. Also, the listing can be used to identify specific cases in which petition adjudication is delayed and to better understand and address reasons for these delays.

This listing can be used in conjunction with the *Family Profile* to further examine individual cases. The *Family Profile* includes a section on all scheduled hearings and the results of these hearings.

Listing of Child Welfare Cases Pending Adjudication						
Days Pending as of 12/31/23						
Days Pending Adjudication Calculation: Days Between Removal and 12/31/23						
Jurist: Alexander		Adjudication Goal: Within 60 Days of Removal		Sort: Days Pending Adjudication		
Child ID	Petition ID	Removal Date	Petition Date	Days Pending Adjudication	Next Scheduled Adjud. Hrg.	Days Pending to Next Hrg.
12345	23-476	10/24/23	10/25/23	68	01/18/24	86
99999	23-331	10/29/23	11/01/23	63	01/17/24	80
55555	23-300	10/31/23	11/01/23	61	01/21/24	82
77777	23-225	11/04/23	11/05/23	57	01/11/24	68
88888	23-210	11/11/23	11/12/23	50	01/13/24	63
44444	23-175	11/12/23	11/14/23	49	01/11/24	60
66666	23-168	11/13/23	11/14/23	48	01/11/24	59
88111	23-150	11/15/23	11/16/23	46	01/10/24	56
22223	23-145	11/18/23	11/20/23	43	01/05/24	48

Report Title:

Cases Completing Initial Disposition During Period by Disposition Result and Days to Disposition

Description:

This report provides summary statistics on the time needed to complete the disposition stage of court proceedings as well as by disposition result.

Parameters:

The 'begin' and 'end' dates of the period of time under consideration.

The report identifies all cases with a disposition result date that falls within the above period.

The report calculates the number of days to disposition – that is, the date of removal to the disposition date and collapses these into 30-day increments.

Lastly, the report displays these time increments by type of disposition result. There are essentially two ways to examine disposition results – by temporary custody/placement decisions and by the court's review of the agency's 'working' permanency plan and, where appropriate, an alternative concurrent permanency plan. The two are closely related but not necessarily identical and our recommendation is to primarily examine the decisions made as to the child's 'working' permanency plan.

Related Reports:

The user should also be able to request a companion case listing report of disposed cases sorted by days to disposition and filtered by permanency plan decisions made by the court at this hearing.

Distribution:

The *Cases Completing Initial Disposition During Period by Disposition Result and Days to Disposition* summary report should be routinely produced on quarterly basis and distributed to the judge(s) presiding over child welfare cases, the court docket manager, as well as agency personnel, prosecutors, and, as appropriate, GALs/attorneys.

Potential Uses:

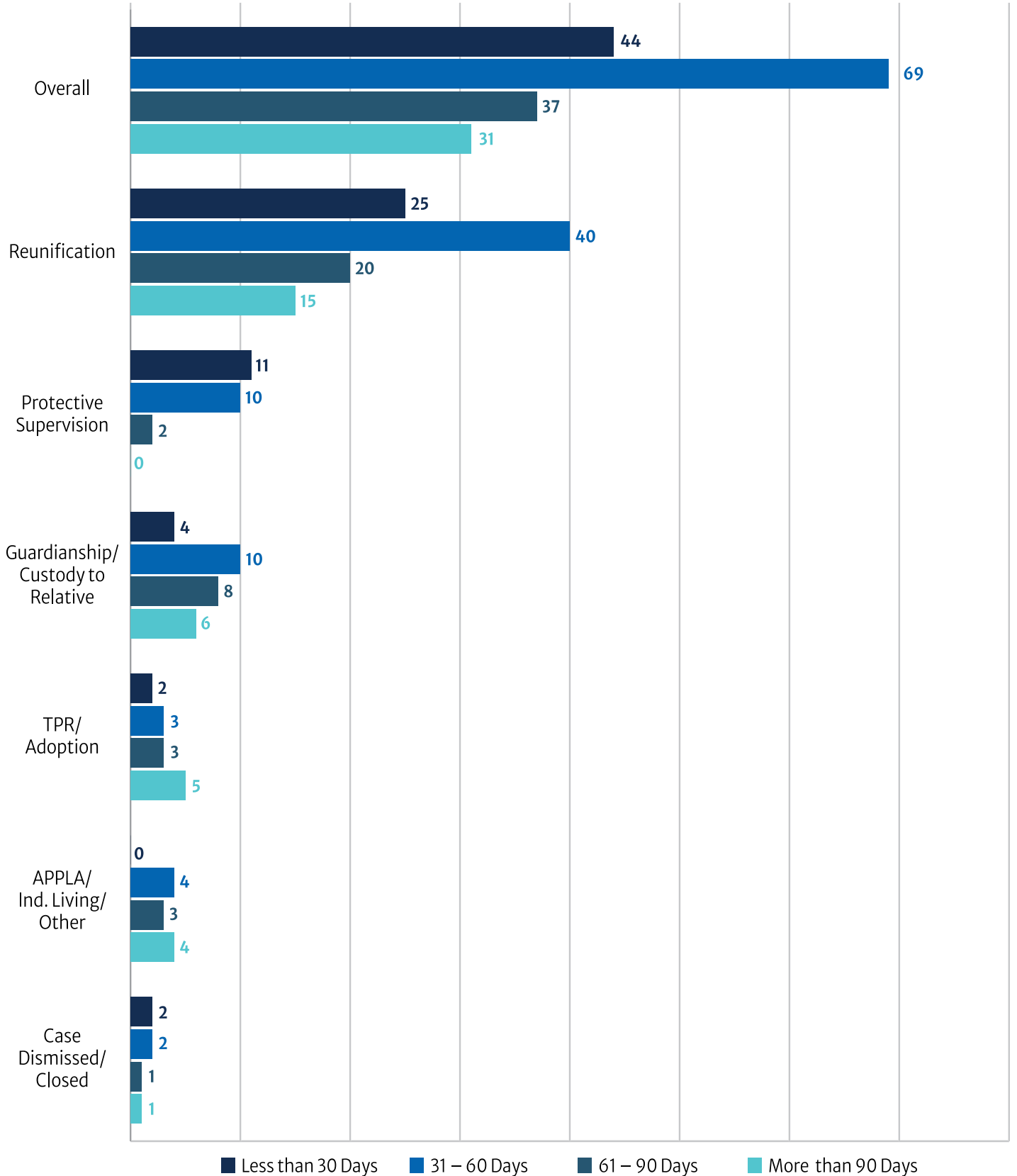
The *Cases Completing Initial Disposition During Period by Disposition Result and Days to Disposition* summary report displays the degree to which the vast majority of cases have completed the disposition phase of court proceedings within 60 days of removal or 30 days from a completed adjudication hearing (whichever is earlier).

The companion case listing report identifies specific cases that fall outside of these timelines. Used in conjunction with the *Family Profile*, the court can examine which types of cases are most likely to experience delays.

This hypothetical report below provides summary statistics on the length of time needed to complete the disposition phase of court proceedings by disposition result (i.e., 'working' permanency plan decisions). Cases that took the longest to complete initial disposition are cases in which reunification was not considered a feasible option, especially those involving TPR and Adoption.

Child Welfare Cases Completing Initial Disposition by Disposition Result										
Time Period: Calendar Year 2023										
Jurist: All Time Calculation: Days Between Removal and Initial Disposition										
'Working' Permanency Plan Approved at Initial Disposition	Less than 30 Days		31 – 60 Days		61 – 90 Days		More than 90 Days		Overall	
	N	Percent	N	Percent	N	Percent	N	Percent	N	Percent
Child Remains at Home Under Court Supervision	11	48%	10	43%	2	9%	0	0%	23	13%
Reunification	25	25%	40	40%	20	20%	15	15%	100	55%
Custody to Relative/Guardianship	4	14%	10	36%	8	29%	6	21%	28	15%
TPR/Adoption	2	15%	3	23%	3	23%	5	38%	13	7%
APPLA/Ind. Living/Other	0	0%	4	36%	3	27%	4	36%	11	6%
Case Dismissed/Closed	2	33%	2	33%	1	17%	1	17%	6	3%
Overall	44	24%	69	38%	37	20%	31	17%	181	100%

Child Welfare Cases Completing Initial Disposition During Period Calendar Year 2023



Note: This graph displays essentially the same information found in the previous table in bar chart format.

Listing of Cases Completing Initial Disposition During Period

Description:

This report provides a listing of child welfare cases that completed the disposition phase of court proceedings during a specified period of time.

The *Enhanced Resource Guidelines (ERGs)* encourage jurisdictions to complete the disposition stage within 60 days of removal. Days from adjudication to disposition can be utilized for cases in which disposition was not completed in conjunction with adjudication.

Parameters:

The user provides the 'begin' and 'end' dates of the period under consideration. The report calculates the time between the disposition date and the date the child was removed or the alternative 30-day from adjudication timeline if disposition was completed after adjudication.

This listing displays all cases disposed during the period but can be filtered to only include cases in which disposition took longer than target days to complete. This report should be sorted in descending order by days to disposition so that cases that took longer are listed first. The user should have the option of requesting separate reports for individual judges if more than one judge handles child welfare cases.

Related Reports:

This listing should be used in conjunction with the *Cases Completing Initial Disposition During Period by Disposition Result and Days to Disposition* summary report.

Distribution:

This listing should be produced routinely (monthly or, at minimum, quarterly) so that the court can retrospectively examine any changes in the timeliness of dispositional proceedings. This report should be distributed to the court docket manager, judges, and judicial staff. As appropriate, this report and the related case listing should be shared with the agency.

Potential Uses:

This report provides the court with a good summary picture of how long cases take to complete the disposition phase of court proceedings. The listing can be used to identify specific cases in which initial disposition was delayed and to better understand and address reasons for these delays.

The listing below reflects that it took a number of hearings to complete initial disposition and that continuances were commonplace in cases in which disposition took longer than 60 days.

This listing can be used in conjunction with the *Family Profile* to further examine individual cases. The *Family Profile* includes a section on all scheduled hearings and the results of these hearings.

Listing of Child Welfare Cases Completing Initial Disposition During Period									
Time Period: 12/1/23 — 12/31/23									
Jurist: Alexander			Selection Filter: Disposition > 60 days				Sort: Days to Disposition in Descending Order		
Child ID	Petition ID	Petition Date	Removal Date	Disposition Date	Days: Removal to Disposition	Sch'd Hrgs Thru Disp.	Continuances	Hearing Stage: Disposition	Disposition Perm. Plan
12345	12345	08/26/23	08/24/23	12/21/23	119	9	5	Disposition	TPR/Adoption
99999	99999	09/09/23	09/08/23	12/15/23	98	5	3	Adjudication	ICPC
55555	55555	09/05/23	09/05/23	12/06/23	93	6	3	Adjudication	Ind. Living
77777	77777	09/28/23	09/27/23	12/31/23	92	7	3	Disposition	Reunification
88888	88888	10/09/23	10/08/23	12/31/23	84	6	3	Disposition	Cust. To Relative
44444	44444	09/21/23	09/19/23	12/04/23	76	5	2	Adjudication	Reunification
66666	66666	10/16/23	10/15/23	12/29/23	75	6	2	Adjudication	Protective Supervision
88111	88111	10/20/23	10/19/23	12/16/23	69	5	2	Adjudication	Reunification
22223	22223	10/03/23	10/01/23	12/02/23	63	5	1	Adjudication	Reunification

Child Welfare Cases Pending Petition Disposition as of a Specific Date

Description:

This report examines the length of time child welfare cases have been pending without disposition in instances in which petition disposition was not completed immediately after adjudication in a combined (two-stage bifurcated) hearing.

The *Enhanced Resource Guidelines (ERGs)* encourage jurisdictions to complete the dispositional stage within 30 days of adjudication if not occurring immediately after adjudication. *In most jurisdictions, disposition routinely occurs in a bifurcated hearing unless adjudication is contested.*

Adoption and Safe Families Act of 1997 (ASFA) also requires that the child welfare agency develop a case plan within 60 days of a child's removal from the home. A critical task of the court at the disposition hearing is to review the agency's case plan and revisit temporary custody orders made at earlier hearings.

Parameters:

The user provides the 'as of' date to generate the summary report. In most instances, the 'as of' date is the run date for the report but the court should be able to generate a summary report that is accurate through an earlier date. The report calculates the time between the specified 'as of' date and the date of the previously completed adjudication hearing.

This summary report identifies all cases with petition disposition pending (*and adjudication previously completed*) on the 'as of' date and calculates the number of days pending and collapses these into 15-day increments.

The user should have the option of requesting separate reports for individual judges and courtrooms if more than one judge handles child welfare cases.

Related Reports:

The user should also be able to request a companion case listing report of all cases pending petition disposition, particularly those that have exceeded or are in danger of exceeding the 30-day post-adjudication timeline.

Distribution:

The summary report should be produced on a monthly basis to allow for close proactive monitoring of petition disposition. This report should be distributed to the court docket manager, judges, and judicial staff. As appropriate, this summary report and the related case listing should be shared with the agency.

Potential Uses:

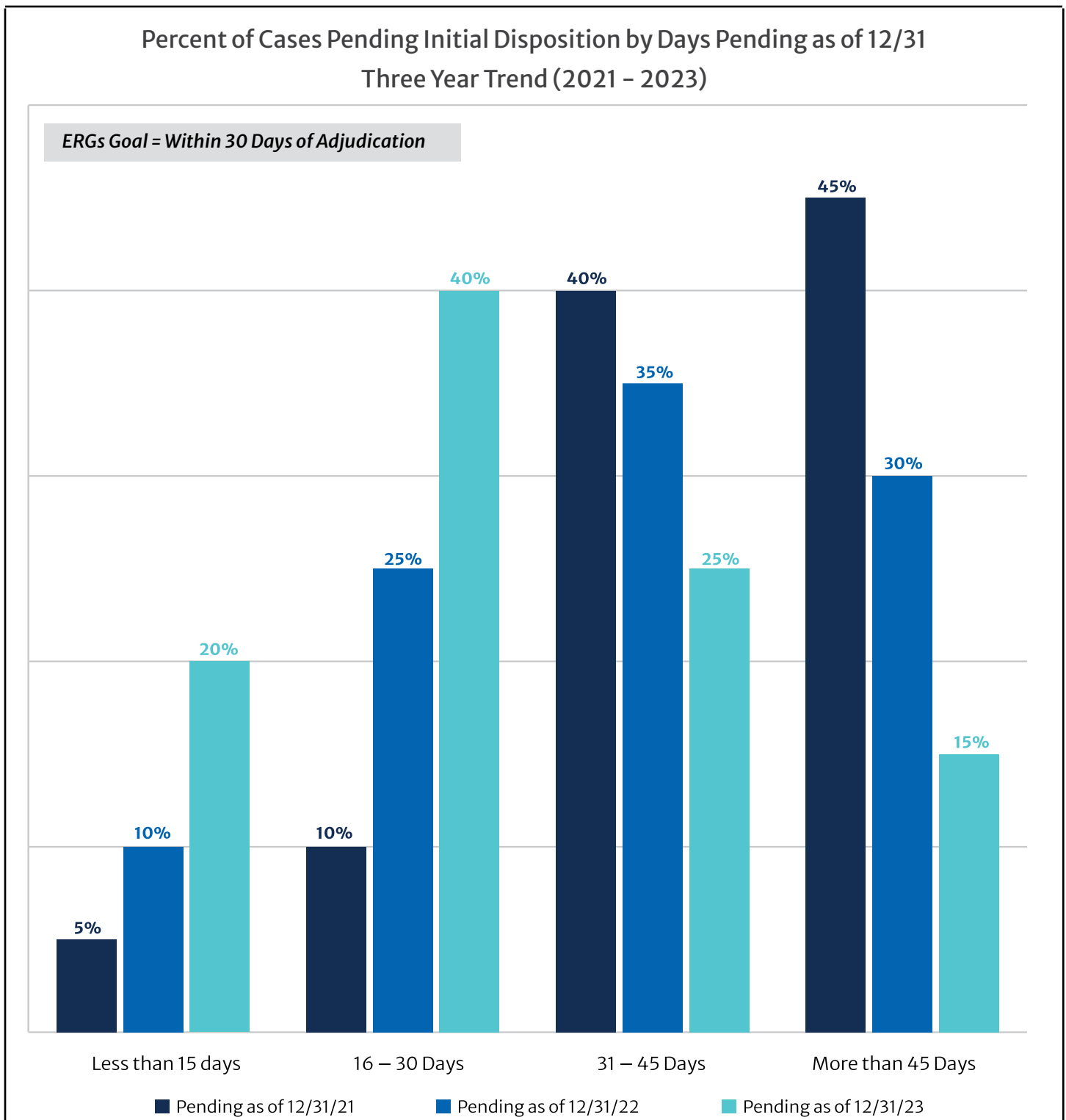
This report provides the court with a good summary picture of how long cases have been pending petition disposition. The hypothetical report below reveals that 25% of child welfare cases in which petition disposition has been pending for 31–45 days from petition adjudication and an additional 15% of cases have been pending for more than 45 days.

Child Welfare Cases Pending Petition Disposition				
Days Pending as of 12/31/23				
Days Pending to Petition Disposition (From Completed Adjudication Hearing)	Percent	Number	Cumulative	Totals
Less than 15 Days	20%	(12)	20%	(12)
16 – 30 Days	40%	(24)	60%	(36)
31 – 45 Days	25%	(15)	85%	(51)
More than 45 Days	15%	(9)	100%	(60)

Notes: The average number of days pending is 39 days. The median number of days pending is 27 days.

The *Enhanced Resource Guidelines (ERGs)* encourage jurisdictions to complete initial disposition of the child welfare petition **within 30 days of petition adjudication** in instances in which disposition does not occur immediately after adjudication in a bifurcated hearing. The following hypothetical chart reveals that the percent of child welfare cases pending initial disposition for more than the recommended 30 days (from the completed adjudication hearing) has decreased considerably over the past three years.

- In CY23, 25% of cases pending initial disposition on 12/31/23 were pending for 31–45 days and 15% had been pending for more than 45 days.
- In CY21, 40% of cases pending initial disposition on 12/31/21 were pending for 31–45 days and an additional 45% had been pending for more than 45 days.



Listing of Child Welfare Cases Pending Petition Disposition as of a Specific Date

Description:

This report provides a listing of the length of time child welfare cases have been pending petition disposition in cases in which petition disposition was not completed in a bifurcated adjudication-disposition hearing.

Parameters:

The user provides the 'as of' date to generate the case listing report. In most instances, the 'as of' date is the run date for the report but the court should be able to generate a case listing that is accurate through an earlier date. The report calculates the time between the specified 'as of' date and the date of the previously completed adjudication hearing. This report should be sorted by days after the completed adjudication hearing.

This listing can be also filtered to only display cases with petition disposition pending for longer than 30 days from a completed adjudication hearing, cases approaching these timelines, as well as cases with future disposition hearings scheduled out further than the 30-day timeline.

This report should be sorted in descending order by days pending so that cases pending petition disposition the longest are listed first. The user should also have the option of requesting separate reports for individual judges and courtrooms if more than one judge handles child welfare cases.

Related Reports:

This listing should be used in conjunction with the *Child Welfare Cases Pending Petition Disposition as of a Specific Date* summary report that examines the length of time child welfare cases have been pending without disposition in which petition disposition was not completed immediately after adjudication.

Distribution:

The *Listing of Child Welfare Cases Pending Disposition as of a Specific Date* report should be generated on a bi-weekly or monthly basis to allow for pro-active monitoring of petition disposition. This report should be distributed to the court docket manager, judges, and judicial staff. As appropriate, this report should be shared with the agency.

Potential Uses:

The report is particularly useful for court CQI efforts to proactively monitor that the disposition stage of court proceedings is completed in a timely fashion. Also, the listing can be used to identify specific cases in which petition disposition is delayed and to better understand and address reasons for these delays.

This listing can be used in conjunction with the *Family Profile* to further examine individual cases. The *Family Profile* includes a section on all scheduled hearings and the results of these hearings.

Listing of Child Welfare Cases Pending Petition Disposition (Post-Adjudication)							
Pending as of 03/31/24							
Days Pending Disposition Calculation: Days Between Completed Adjudication Hearing and 03/31/24							
Jurist: Smith		Disposition Goal: Within 30 Days of Completed Adjudication			Sort: Days Pending Disposition		
Child ID	Removal Date	Petition Date	Petition ID	Adjudication Date	Days Pending Disposition	Next Scheduled Dispo. Hrg.	Days Pending to Next Hrg.
12345	10/24/23	10/25/23	23-476	01/18/24	73	04/18/24	91
99999	10/29/23	11/01/23	23-331	01/19/24	72	04/16/24	87
55555	10/31/23	11/01/23	23-300	01/23/24	68	04/24/24	92
77777	11/08/23	11/10/23	23-225	01/31/24	59	04/11/24	70
88888	12/05/23	12/06/23	23-210	02/15/24	45	04/10/24	55
44444	01/06/24	01/07/24	24-010	02/27/24	33	04/22/24	55
66666	01/22/24	01/22/24	24-086	03/12/24	19	04/21/24	40
88111	02/10/24	02/11/24	24-125	03/14/24	17	04/20/24	37
22223	02/21/24	02/21/24	24-145	03/15/24	16	04/15/24	31

Temporary Custody (Out-of-Home) Cases with Completed Initial Review Hearings During Period

Description:

This report provides summary statistics on the time needed to conduct the completed initial review hearing involving children placed in out-of-home care.

Parameters:

The user provides the 'begin' and 'end' dates of the time period under consideration.

The report identifies all cases of children in placement with a *completed* initial review that occurs within the period specified.

The report calculates the number of days from the date a child has 'entered foster care' to the date of the *completed* initial review hearing. Adoptions and Safe Families Act of 1997 (ASFA) defines 'entered foster care' as the date of the first judicial finding of abuse or neglect (adjudication) or 60 days after a child's removal from the home whichever is earlier.

ASFA requires that a review hearing take place no later than six months after a child has 'entered foster care.' The *Enhanced Resource Guidelines (ERGs)* further recommend that the court establish a goal to routinely set review hearings at three month intervals, particularly at critical stages of a case.

The initial review is often an important time to ensure that the case is progressing towards permanency in timely fashion, that the case plan is complete/appropriate, and that all parties understand their role in minimizing the time a child remains in temporary placement.

The user should have the option of requesting separate reports for individual judges if more than one judge handles child welfare cases.

Related Reports:

The user should also be able to request a companion case listing report of cases with *completed initial reviews* sorted (in descending order) by days to completed review.

Distribution:

The summary report should be routinely produced on a quarterly basis and distributed to the judge(s) presiding over child welfare cases, the court docket manager as well as agency personnel, prosecutors, and (as appropriate) GALs/attorneys.

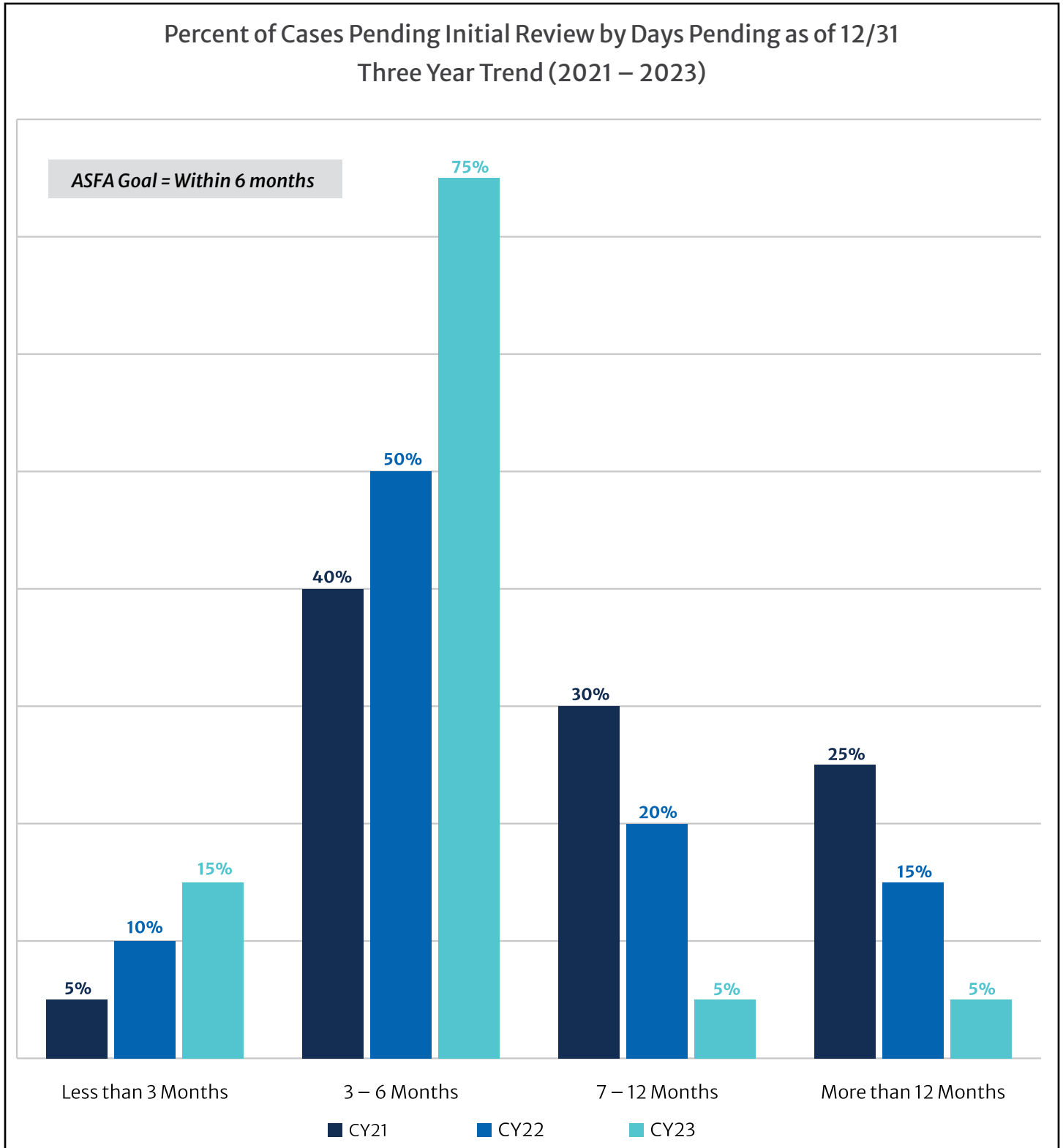
Potential Uses:

This report provides the court with a good summary of how long it takes to complete initial review hearings and the degree to which the vast majority meet the ASFA six-month timeframe and ERGs expedited three-month goal.

Completed Initial Review Hearing During Period				
Time Period: 10/1/23 — 12/31/23				
Months Since Entering Foster Care	Percent	Number	Cumulative	Totals
Less than 3 Months	40%	(48)	40%	(48)
3 – 6 Months	50%	(60)	90%	(108)
7– 12 Months	5%	(6)	95%	(114)
More than 12 Months	5%	(6)	100%	(120)

ASFA requires that the initial review hearing take place no later than six months after a child has entered ‘foster care.’ The following hypothetical chart reveals that the percent of child welfare cases with an initial review hearing completed **within six months of a child entering foster care** has increased substantially over the past three years.

- In CY23, the court has been able to complete the initial review hearing with six months of a child entering foster care 90% of the time (15% within three months and an additional 75% within three to six months).
- In CY21, the court was able meet the ASFA six months timeline 45% of the time (5% within three months and 40% within three to six months).



Report Title:

Listing of Temporary Custody (Out-of-Home) Cases With Completed Initial Review Hearings During Period

Description:

This report provides a listing of out-of-home cases with *completed* initial review hearings.

Parameters:

The user provides the 'begin' and 'end' dates of the time period under consideration.

The report identifies all cases of children in placement that had a *completed* initial review within the time period specified.

The report calculates the number of days from the date a child has 'entered foster care' to the date of the *completed* initial review hearing. ASFA defines 'entered foster care' as the date of the first judicial finding of abuse or neglect (adjudication) or 60 days after a child's removal from the home whichever is earlier.

Generally, this listing should be sorted by days to the completed initial review hearing in descending fashion.

Related Reports:

This can be considered a companion report to the *Completed Initial Review Hearings During Period* summary report described earlier that provides statistics on the

length of time the court needed to complete the initial review hearing on out-of-home cases.

Distribution:

This listing should be distributed on a routine basis (preferably quarterly) to court docket managers, judges, judicial staff as well as to the child welfare agency and attorneys assigned to impacted cases.

Potential Uses:

The report is particularly useful for court CQI efforts to pro-actively monitor 'foster care' cases and ensure that initial reviews are completed in a timely fashion. Also, the listing can be used to identify specific cases in which the 6-month time frame is not met and to better understand and address reasons for these delays.

This listing can be used in conjunction with the *Family Profile* which includes a section on all scheduled hearings and the results of these hearings.

Listing of Out-Of-Home Cases With Initial Reviews Completed During Period

Time Period: 10/1/23 — 12/31/23

Jurist: Alexander

Sort: Days to Completed Initial Review (Descending)

Child ID	Petition ID	Petition Date	Removal Date	Completed Initial Review Date	Days: Removal to Completed Initial Review	Sch'd Hrgs Thru Initial Review	Continuances
33867	23-127	03/26/23	03/25/23	12/06/23	255	8	3
33992	23-142	03/01/23	02/28/23	11/01/23	244	6	3
45521	23-155	04/05/23	04/03/23	11/06/23	211	6	3
45789	23-159	03/08/23	03/06/23	10/01/23	209	5	2
37965	23-160	04/09/23	04/08/23	10/27/24	202	4	1
33258	23-171	04/15/23	04/15/23	10/23/23	191	7	3
39742	23-173	04/16/23	04/15/23	10/19/23	187	6	2
31969	23-192	04/20/23	04/29/23	10/30/23	184	6	2
29995	23-221	05/03/23	05/01/23	10/04/23	156	5	1

Temporary Custody (Out-of-Home) Cases Without a Completed Initial Review Hearing

Description:

This report examines the length of time temporary custody (out-of-home) cases have been open without a *completed* initial review hearing.

Parameters:

The user provides the ‘as of’ date to generate the summary report. In most instances, the ‘as of’ date is the run date for the report but the court should be able to generate a summary report that is accurate through an earlier date. The report calculates the time between the specified ‘as of’ date and the date a child entered foster care as defined in ASFA.

ASFA defines ‘entered foster care’ as the date of the first judicial finding of abuse or neglect (adjudication) or 60 days after a child’s removal from the home whichever is earlier.

ASFA requires that a review hearing take place no later than six months after a child has ‘entered foster care.’ However, the *Enhanced Resource Guidelines (ERGs)* recommend that the court establish a goal to routinely set review hearings at three-month intervals (*post-disposition*), particularly at critical stages of a case.

Often times, the initial review is an important time to ensure that the case is progressing towards permanency in a timely fashion, that the case plan is complete, appropriate, and that all parties understand their role in minimizing the time a child remains in temporary placement.

The user should have the option of requesting separate reports for individual judges if more than one judge handles child welfare cases.

Related Reports:

The user should also be able to request a companion case listing report with *pending initial reviews* sorted (in descending order) by days pending from the date a child entered foster care.

Distribution:

The summary report should be produced routinely (preferably on a monthly basis) and distributed to the judge(s) presiding over child welfare cases, the court docket manager, as well as agency personnel, prosecutors, and, as appropriate, GALs/attorneys.

Potential Uses:

This report provides the court with a good summary picture of how long temporary custody cases have been open without completion of an initial review hearing. A listing of temporary custody cases open for more than six months can be identified by the companion case listing report of cases without *completed initial reviews* and examined in further detail using the *Family Profile*.

Length of Time Temporary Custody Cases Have Been Open Without a Completed Initial Review Hearing				
Active as of 12/31/23				
Months Since Entering Foster Care	Percent	Number	Cumulative	Totals
Less than 6 Months	88%	(46)	88%	(46)
6 – 9 Months	8%	(4)	96%	(48)
More than 9 Months	4%	(2)	100%	(50)

Report Title:

Listing of Temporary Custody (Out-of-Home) Cases Without an Initial Review Hearing Completed within Six Months of Removal

Description:

This report provides a listing of temporary custody (out-of-home) cases that have been open for six months without a *completed* initial review hearing.

Parameters:

The user provides the 'as of' date the report uses to calculate the time between the specified 'as of' date and the date a child 'entered foster care' as defined in ASFA.

This listing should be sorted in descending fashion and the user should have the option to limit the listing to those temporary custody cases that have been pending for longer than six months without a *completed* initial review hearing, and cases in which the date of next review hearing is scheduled past the 6-month timeframe (due to the initial review hearing being continued or otherwise adjourned or rescheduled).

Related Reports:

This can be considered a companion report to the *Temporary Custody (Out-of-Home) Cases Without a*

Completed Initial Review Hearings summary report described earlier.

Distribution:

This listing should be distributed on a routine basis (preferably quarterly) to the court docket manager, judges, judicial staff, as well as to the child welfare agency and attorneys assigned to impacted cases.

Potential Uses:

The report identifies temporary custody cases in which the 6-month initial review timeline has passed as well as open temporary custody matters with a rescheduled or continued initial review hearing set for a date past the 6-month marker.

This listing can be used in conjunction with the *Family Profile* which includes a section on all scheduled hearings and the results of these hearings that often identifies reasons for scheduling delays in these cases.

Listing of Temporary Custody Cases Without a Completed Initial Review Hearing

Active as of 6/30/23

Jurist: Alexander

Child ID	Removal Date	Adjudication Date	Date 'Entered Foster Care'	Days Pending Initial Review	Next Sch'd Review Date	Days to Next Sch'd Review Hearing
12345	8/1/22	10/17/22	10/1/22	273	7/31/23	304
99999	8/31/22	10/15/22	10/15/22	257	8/2/23	290
55555	9/15/22	11/10/22	11/10/22	233	7/25/23	258
77777	10/1/22	12/15/22	12/1/22	212	8/12/23	245
88888	10/16/22	12/9/22	12/9/22	204	7/28/23	232
44444	11/1/22	1/18/23	1/1/23	181	8/5/23	217
66666	11/30/22	1/15/23	1/15/23	167	8/15/23	203
88111	12/15/22	1/31/23	1/31/23	154	8/17/23	201
22223	1/1/23	2/27/23	2/27/23	126	8/15/23	172

Report Title:

Temporary Custody (Out-of-Home) Cases With Completed Permanency Determination During Period by Type of Permanent Plan/Days to Permanency

Description:

This report provides summary statistics on temporary custody (out-of-home) cases with completed permanency determinations by permanent plan and days to permanency.

Parameters:

The 'begin' and 'end' dates of the period under consideration.

The report identifies all cases with a permanent plan determination made within the above period and calculates the number of days to the court's decision. That is, the date of removal to the date of the hearing in which the permanency plan decision was made and collapses these into 3-6 month time intervals. Typically, this occurs at a regularly scheduled permanency hearing but the permanency determination may occur at an earlier hearing (e.g., disposition or review hearing) if a judicial finding of 'no reasonable efforts' is made.

The report displays these time increments by the type of permanent plan determination the court made at the permanency or earlier hearing. The user should have the option of requesting separate reports for individual judges if more than one judge handles child welfare cases.

ASFA requires that a permanency hearing take place no later than 12 months after a child has entered 'foster care' with expedited timeframes in instances in which reasonable efforts to continue reunification efforts are not appropriate. If a state's permanency hearing time requirement varies somewhat from ASFA, the state

requirement should be used to calculate days to the permanency determination for this report.

Related Reports:

The user should also be able to request a companion listing of cases with completed permanency determinations sorted by days to the completed hearing at which the judicial decision was made. The user should also have the option to first sort by type of permanent plan and then sort by days to the permanency determination.

Distribution:

The *Cases with Completed Permanency Determinations During Period* summary report should be routinely produced on a quarterly basis and distributed to the judge(s) presiding over child welfare cases, the court docket manager, as well as agency personnel, prosecutors, and, as appropriate, GALs/attorneys.

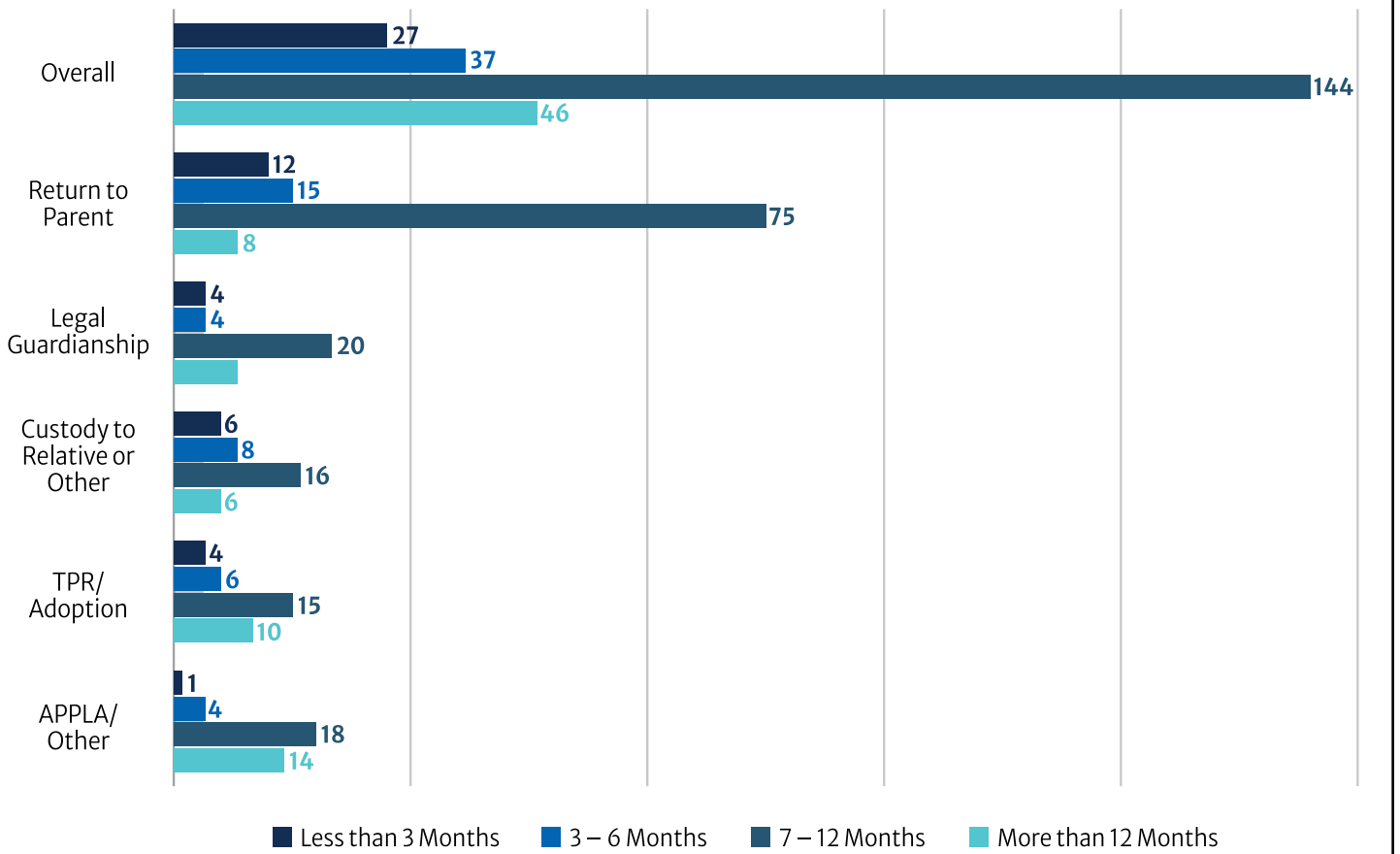
Potential Uses:

The *Cases with Completed Permanency Determinations During Period* summary report examines the degree to which cases have completed the permanent plan determination phase of court proceedings within 12 months of removal.

The companion case listing report identifies specific cases that fall outside of these timelines. Used in conjunction with the *Family Profile*, the court can examine which types of cases are most likely to experience delays.

Permanency Determinations Made During Period by Type of Permanent Plan										
Time Period: Calendar Year 2023										
Type of Permanent Plan Determination	Less than 3 Months		3 – 6 months		7 – 12 months		More than 12 months		Overall	
	N	Percent	N	Percent	N	Percent	N	Percent	N	Percent
Return to Parent	12	44%	15	41%	75	52%	8	17%	110	43%
TPR/Adoption	4	15%	6	16%	15	10%	10	22%	35	14%
Legal Guardianship	4	15%	4	11%	20	14%	8	17%	36	14%
Custody to Relative or Other	6	22%	8	22%	16	11%	6	13%	36	14%
APPLA	1	4%	3	8%	16	11%	12	26%	32	13%
Other	0	0%	1	3%	2	1%	2	4%	5	2%
Overall	27	100%	37	100%	144	100%	46	100%	254	100%

Permanency Determinations Made During Period by Type of Permanent Plan Calendar Year 2023



Note: This graph displays essentially the same information found in the previous table in bar chart format.

Listing of Temporary Custody (Out-of-Home) Cases With Completed Permanency Determination During Period

Description:

This report provides a listing of temporary custody (out-of-home) cases with completed permanency determinations during a specified period of time.

Typically, the permanent plan determination is completed at a regularly scheduled permanency hearing but this court ruling may occur at an earlier hearing (e.g., disposition or review hearing) if a judicial finding of 'no reasonable efforts' is made.

Parameters:

The user provides the 'begin' and 'end' dates of the period under consideration. The report identifies all cases with a permanent plan determination made within the above period and calculates the number of days to the court's decision. That is, the date of removal to the date of the hearing in which the permanency plan decision was made.

This listing displays all cases in which a permanency determination is made during the period but can be filtered to only include cases in which this judicial decision took longer than 12 months.

This report should be sorted in descending order by months to the permanency determination so that cases that took longer are listed first. The user should also have the option to first sort by type of permanent plan and

then sort by months to the permanency determination. The user should have the option of requesting separate reports for individual judges if more than one judge handles child welfare cases.

Related Reports:

This listing should be used in conjunction with the *Cases with Completed Permanency Determinations During Period* summary report.

Distribution:

This listing should be produced routinely (probably on a quarterly basis) so that the court can retrospectively examine any changes in the timeliness of permanent plan determinations. The listing should be distributed to the court docket manager, judges, judicial staff and, as appropriate, shared with the agency.

Potential Uses:

This report provides the court with a good summary picture of how long cases take to complete the permanency phase of court proceedings. The listing can be used to identify specific cases in which the permanency decision was delayed and to better understand and address reasons for these delays.

This listing can be used in conjunction with the *Family Profile* to further examine individual cases. The *Family Profile* includes a section on all scheduled hearings and the results of these hearings.

Listing of Child Welfare Cases With Completed Permanency Determinations

Time Period: 1/01/24 — 3/31/24

Days Between Removal and Date of Permanency Determination

Jurist: All

Permanency Goal: Within 12 Months of Removal

Sort: Months to Completed Permanency Determination

Child ID	Removal Date	Perm. Date	Scheduled Hearings Thru Permanency	Continuances	Hearing Stage: Permanency Determination	Permanent Plan	Months to Permanency Plan
37658	01/18/22	01/22/24	10	5	Permanency Hearing	TPR/Adoption	24
39254	02/28/22	01/19/24	9	3	Permanency Hearing	Guardianship	23
42234	05/08/22	03/30/24	9	3	Permanency Hearing	APPLA	22
42127	06/23/22	01/02/24	7	3	Permanency Hearing	Return to Parent	19
43258	09/15/22	03/01/24	8	4	Review Hearing	Cust. To Relative	18
45333	01/02/23	03/31/24	5	2	Permanency Hearing	Return to Parent	15
48522	01/12/23	03/12/24	6	2	Permanency Hearing	Return to Parent	14
52245	02/10/23	02/08/24	5	2	Review Hearing	Reunification	12
22223	05/08/23	01/07/24	4	1	Disposition Hearing	Reunification	7

Temporary Custody (Out-of-Home) Cases Pending Permanent Plan Determination

Description:

This report examines the length of time temporary custody cases have been pending without a permanent plan determination. Temporary custody is defined as out-of-home cases in which no firm decision has been made on a permanent plan.

Parameters:

The user provides the ‘as of’ date to generate the summary report. In most instances, the ‘as of’ date is the run date for the report but the court should be able to generate a summary report that is accurate through an earlier date. The report calculates the time between the specified ‘as of’ date and the date a child ‘entered foster care’ as defined in ASFA.

Days pending is calculated as the amount of time elapsed between a specified date (usually the date the report is run) and the date a child has ‘entered foster care.’ ASFA defines ‘entered foster care’ as the date of the first judicial finding of abuse or neglect (adjudication) or 60 days after a child’s removal from the home whichever is earlier.

ASFA requires that a permanency hearing take place no later than 12 months after a child has entered ‘foster care’ with expedited timeframes in instances in which reasonable efforts to reunify are not appropriate.

If a state’s permanency hearing time requirement is different from ASFA, the state requirement should be used to calculate days pending for this report. The user should have the option of requesting separate reports

for individual judges if more than one judge handles child welfare cases.

Selection filters could also be provided to only display cases that meet certain criteria – such as selected demographics (age, gender, and race/ethnicity) or selected placement types (foster care, group homes/ congregate care, relative care, etc.).

Related Reports:

The user should also be able to request a companion case listing report of all temporary custody cases that have exceeded, or are in danger of exceeding, the permanency time requirement.

Distribution:

The summary report should be produced monthly (or at least quarterly) to allow for close pro-active monitoring of the permanency plan determination process. This report should be distributed to the court docket manager, judges, and judicial staff. As appropriate, this report and the related case listing should be shared with the agency.

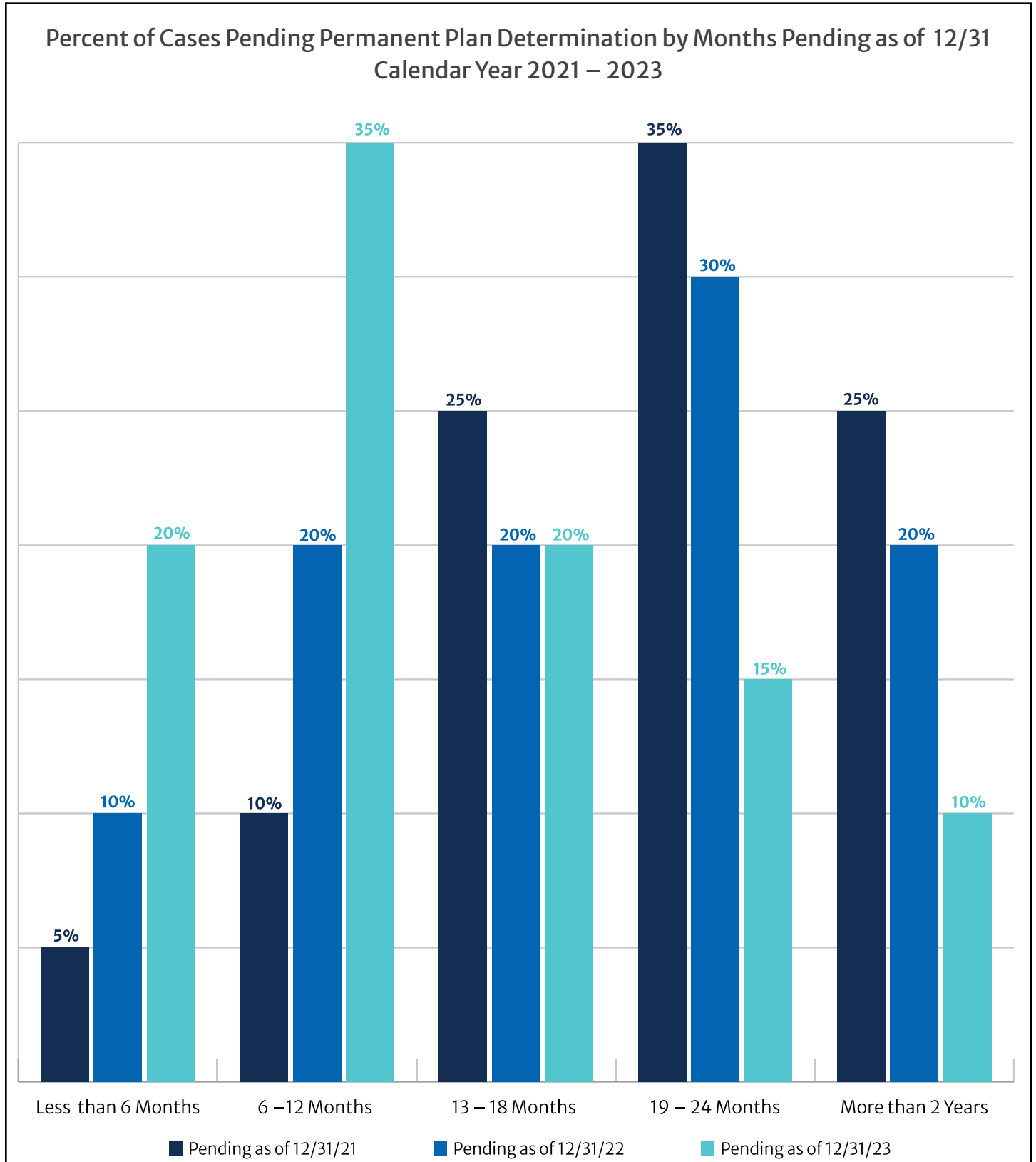
Potential Uses:

This report provides the court with a good summary picture of how long temporary custody cases have been open pending a permanency plan determination. The hypothetical report below reveals that 50% of temporary custody cases have been pending more than 12 months (from the date a child ‘entered foster care’).

Length of Time Temporary Custody Cases Have Been Open Pending a Permanent Plan Determination				
Active as of 12/31/23				
Months/Years Since Entering Foster Care	Percent	Number	Cumulative	Totals
Less than 6 Months	20%	(80)	10%	(80)
6 – 12 Months	30%	(120)	50%	(200)
13 – 18 Months	15%	(60)	65%	(260)
19– 24 Months	25%	(100)	90%	(360)
2 - 5 Years	8%	(32)	98%	(392)
More than 5 Years	2%	(8)	100%	(400)

ASFA requires that a permanency hearing take place no later than 12 months after a child has entered ‘foster care’ with expedited timeframes in instances in which reasonable efforts to reunify are not appropriate.

The following hypothetical chart reveals that, as of 12/31/23, 10% of temporary custody cases have been pending more than 2 years (from the date a child “entered foster care”). This is a considerable improvement from the 20% of cases pending a permanency determination for more than 2 years as of 12/31/22.



Listing of Temporary Custody Cases Pending Permanent Plan Determination

Description:

This report provides a listing of the length of time temporary custody cases have been pending without a permanent plan determination.

Parameters:

The user provides the 'as of' date to calculate to. The report will calculate the time between the specified 'as of' date and the date a child 'entered foster care' as defined in ASFA.

Generally, these listings should be sorted in a descending fashion. That is, the cases that have been pending the longest should be listed first.

The user should also have the option to limit the listing to those cases that have been pending for longer than a specified time (e.g., nine months or longer), those cases that have already exceeded the 12-month time requirement, or cases in which the next permanency hearing date is scheduled past the 12-month timeframe.

Related Reports:

This can be considered a companion report to the *Temporary Custody (Out-Of-Home) Cases Pending Permanent Plan Determination* report described earlier

that provides summary statistics on the length of time temporary custody cases have been pending without a permanent plan determination.

Distribution:

This listing should be distributed on a routine basis (preferably monthly) to the court docket manager, judges, judicial staff, as well as to the child welfare agency and attorneys assigned to impacted cases.

Potential Uses:

The report is particularly useful for court CQI efforts to pro-actively monitor 'foster care' cases and ensure that permanency determinations are completed in a timely fashion. Also, the listing can be used to identify specific cases in which the 12-month timeframe is not met and to better understand and address reasons for these delays.

This listing can be used in conjunction with the *Family Profile* which includes a section on all scheduled hearings and the results of these hearings.

Listing of Temporary Custody Cases Pending Permanent Plan Determination						
Pending as of 12/31/23						
Jurist: Alexander						
Child ID	Removal Date	Adjudication Date	Date 'Entered Foster Care'	Days Pending Perm Decision	Scheduled Perm Hearing Date	Days to Scheduled Perm Hearing
12345	08/01/22	10/17/2022	10/1/2022	456	1/28/2024	484
99999	08/31/22	10/15/2022	10/15/2022	440	1/22/2024	462
55555	09/15/22	11/10/2022	11/10/2022	416	1/18/2024	434
77777	10/01/22	12/15/2022	12/1/2022	395	1/22/2024	417
88888	10/16/22	12/9/2022	12/9/2022	387	1/29/2024	416
44444	11/02/22	1/18/2023	1/1/2023	364	1/20/2024	384
66666	11/30/22	1/15/2023	1/15/2023	350	1/22/2024	357
88111	12/15/22	1/31/2023	1/31/2023	335	2/10/2024	345
22223	01/01/23	2/27/2023	2/27/2023	307	2/15/2024	326

Child Welfare Hearing Results During Period

Description:

This report displays the percentage of hearings on child welfare cases that were completed, continued, rescheduled, or vacated during a specified time period.

Parameters:

The user provides the time frame to be examined, such as monthly, quarterly, biannually, or yearly. The report identifies all cases with a hearing result date that falls within the above time period.

The user should have the option to request separate reports for hearing results by individual judges if more than one judge handles child welfare cases.

Related Reports:

The user should also have the ability to generate a companion listing report of child welfare hearings that have been continued, rescheduled and vacated during a given time period by hearing type and judge.

Distribution:

This summary report should be distributed on a quarterly or semi-annual basis to the court docket manager, judges, and judicial staff. The court may also want to share this summary report with the agency, prosecutors, and, as appropriate, GALs/attorneys.

Potential Uses:

The report is particularly useful for court efforts to monitor their child welfare docket, particularly if the docket is very crowded, if there is a considerable backlog, and/or if child welfare cases are having difficulties meeting key case processing timeline goals.

The court will need to establish specific definitions of hearing results that clearly define what constitutes a completed hearing and that differentiates between various categories of hearings that are not held (e.g., rescheduled or vacated) and hearings that were started but not completed (e.g., continued or adjourned). For illustrative purposes, the categories of continued, rescheduled and vacated are used.

It is recommended that a court not mix definitions in this category that include both actual decisions made at a hearing (e.g., dismissed, adjudication completed, motion dismissed) with determinations of whether a hearing was completed or not. Information on the former should be captured in another section of the database.

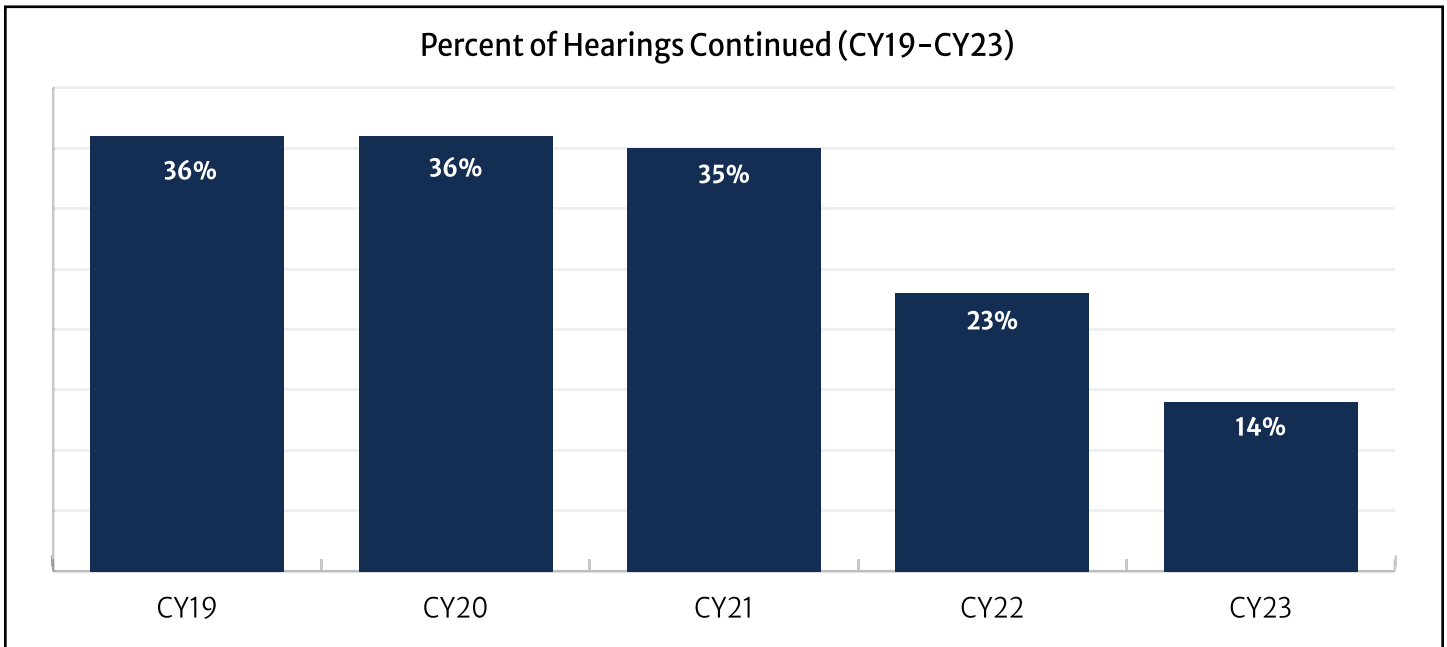
The companion listing report can isolate specific hearing types that are most susceptible to continuances and can also identify reasons for these continuances and, perhaps, the parties most likely to request such delays. That is, if these items are tracked in the court database as is recommended in the *Enhanced Resource Guidelines (ERGs)*.

Hearings Completed, Continued, Rescheduled, and Vacated

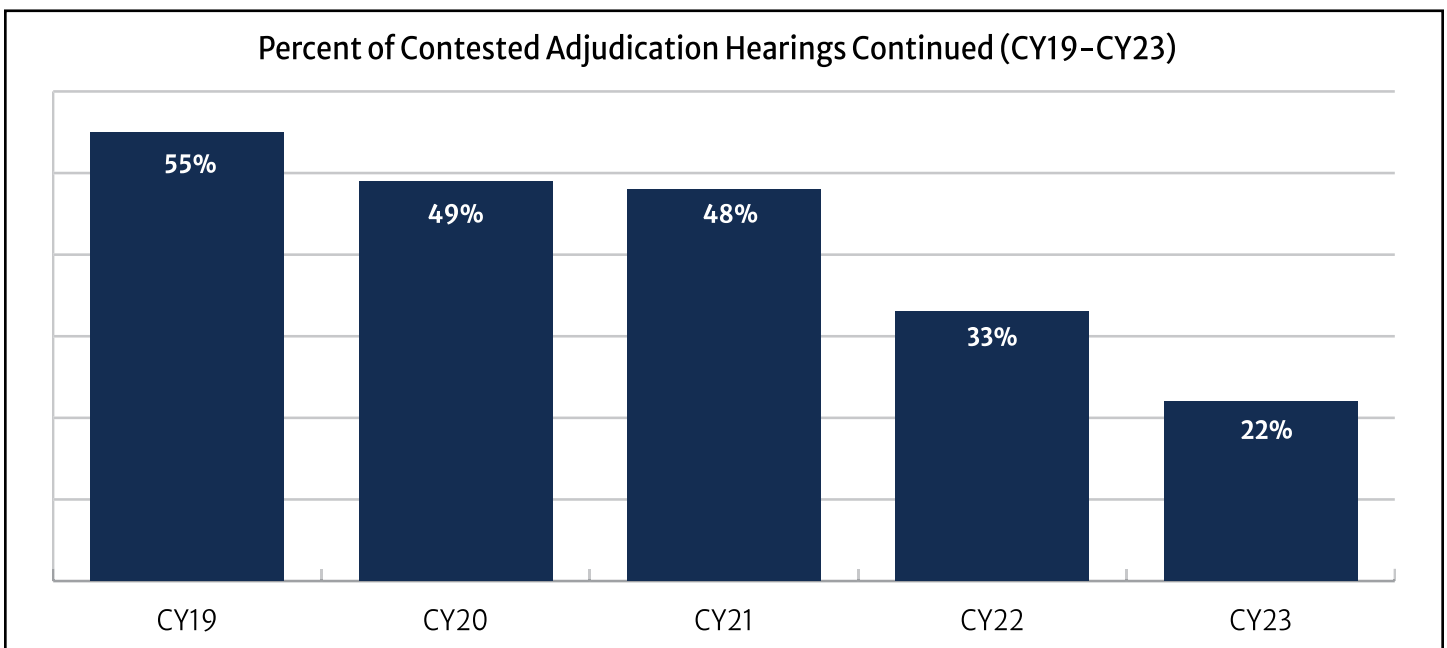
Time Period: 1/1/23 — 6/30/23 (All Jurists)

Type of Hearing	Completed		Continued		Rescheduled		Vacated		Totals	
	N	Percent	N	Percent	N	Percent	N	Percent	N	Percent
Preliminary Protective Hearing	140	70%	30	15%	20	10%	10	5%	200	13%
Pre-Trial Conferences	195	65%	75	25%	24	8%	6	2%	300	20%
Adjudication Hearings	56	45%	38	30%	19	15%	12	10%	125	8%
Disposition Hearings	45	60%	20	27%	8	11%	2	3%	75	5%
Review Hearings	350	70%	100	20%	25	5%	25	5%	500	33%
Permanency Hearings	65	65%	25	25%	8	8%	2	2%	100	7%
TPR Pre-Trials	35	70%	10	20%	3	6%	2	4%	50	3%
TPR Trials	10	33%	10	33%	6	20%	4	13%	30	2%
Other Child Welfare Hearings	100	67%	30	20%	15	10%	5	3%	150	10%
Overall	996	65%	338	22%	128	8%	68	4%	1530	100%

The following hypothetical charts examine the impact of CQI efforts to more closely track child welfare hearing results beginning in CY22. An analysis of hearing data revealed that during the previous three years (CY19 – CY21), the percent of hearings continued (all types) hovered around 35–36%. The chart below reveals that as CQI efforts took hold, and stricter guidelines over the granting of continuances were established, the percent of continuances declined considerably to 23% in CY22 and even further to 14% in CY23.



The analysis of CQI-initiated hearing results data further revealed that contested adjudicatory hearings were among the most likely to be continued – approximately 50% in CY19 – CY21. The percent of continuances granted in contested adjudicatory hearings in CY22 and CY23 declined precipitously to 33% and 22%, respectively.



Listing of Child Welfare Hearing Results During Period

Description:

This report provides a listing of child welfare hearing results with special emphasis on continued and rescheduled hearings during a specified time period.

Parameters:

The user provides the time frame to be examined, typically weekly, monthly, or quarterly.

The user should be able to specify additional parameters including type(s) of hearings and should also have the option to request reports by individual judges if more than one judge handles child welfare cases.

Additionally, the user should have the option to sort by hearing date or hearing result.

Related Reports:

This can be considered a companion report to the *Child Welfare Hearing Results* report described earlier that provides summary statistics of child welfare hearings that were completed, continued, rescheduled or vacated for a specified time period.

Distribution:

This listing should be distributed on a routine basis (weekly, bi-weekly, or monthly) to the court docket manager, judges, and judicial staff.

Potential Uses:

The report is particularly useful for court CQI efforts to identify specific hearing types most susceptible to continuances.

Additional components could also identify reasons for these continuances and parties requesting such delays. That is, if these items are tracked in the court database as is recommended in the *Enhanced Resource Guidelines (ERGs)*.

The information provided in this report is essential to identifying and addressing the most frequent reasons for court delays and backlogs on the Child Welfare Docket.

Listing of Child Welfare Hearing Results During Period						
Time Period: 6/15/23 — 6/30/23						
Jurist: Alexander		Hearing Type: All		Hearing Result: Continued, Rescheduled		Sort: Hearing Date
Child ID	Hearing Date	Hearing Type	Petiton Date	Hearing Result	Reason Hearing Not Completed	Party Requesting Change
12345	6/15/23	Adjudication	5/1/23	Continued	Service Incomplete	Court
99999	6/15/23	PPH	6/12/23	Continued	Awaiting Attorney Appointment	Court
55555	6/16/23	Disposition	2/28/23	Continued	Parent Attorney Unavailable	Parent Atty
77777	6/18/23	Initial Review	12/21/22	Continued	Awaiting Home Study	GAL
88888	6/22/23	Permanency	8/15/22	Rescheduled	Request for Additional Time Granted	Parent Atty
44444	6/22/23	Adjudication	4/27/23	Rescheduled	Witness Unavailable	Prosecutor
66666	6/25/23	Initial Review	11/19/22	Continued	Awaiting Psych Assessment	Agency
88111	6/27/23	PPH	6/26/23	Rescheduled	Court Unavailable	Court
22223	6/30/23	Initial TPR	6/10/23	Continued	Service Incomplete	Court

Quality Assurance Reports Overview

The following reports are various types of quality assurance (QA) listings that identify child welfare cases that are out of compliance with an expected data requirement. These cases typically require special attention to address data entry anomalies and/or to ensure cases are not delayed or potentially falling through the cracks.

Ultimately, an automated information management system is only as good as the accuracy of its outputs including Summary Reports, Case Listings and Information Displays (e.g., *Family Profiles*). A well-designed information management system should have the ability to readily flag potential problem cases before statutory timelines are compromised, as well as identifying case characteristics and case processing practices that put these cases at-risk.

Additionally, the court's automated system needs to have the ability to pro-actively examine a range of child welfare cases and identify those that are out of compliance with an expected data requirement. The types of quality assurance (QA) listings developed will vary somewhat by court, based on case processing protocols, scheduling practices, statutory requirements, and internal resources and priorities. What follows are descriptions and general specifications of five such QA listings that a child welfare court might find useful. These include:

- Active Child Welfare Cases With No Future Hearing Scheduled
- Closed Child Welfare Cases With a Future Hearing Scheduled
- Child Welfare Hearings With No Hearing Results Posted
- Listing of Suspected Duplicate Records of Children Involved in Child Welfare Proceedings
- Unassigned Child Welfare Cases (Judges, Child's Attorneys/GALs, and Parent's Attorneys)

Active Child Welfare Cases With No Future Hearing Scheduled

Description:

This report identifies active child welfare cases without a future hearing scheduled.

The *Enhanced Resource Guidelines (ERGs)* encourage jurisdictions to schedule future hearing dates in 'open court' with all parties present. In essence, this requires the court to 'provide all parties with a written court order specifying the date and time of the next hearing prior to the conclusion of the current hearing.'

While some courts may decide this is not feasible, it seems reasonable to establish a requirement that future hearings should be scheduled as promptly as possible (e.g., within three working days of the previous hearing) and parties notified expeditiously.

Parameters:

This is a relatively straightforward report showing if the next hearing has been scheduled in open court as recommended in the *ERGs* or shortly thereafter.

Even if there is some leeway in the subsequent posting of the future hearing (e.g., within the next three working days), the report can calculate the number of days elapsed between the 'run date' and the previous hearing.

The user should have the option of requesting listings for individual judges if more than one judge handles child welfare cases.

Related Reports:

Other quality assurance (QA) reports may provide some insight as to why there has been a lag in the scheduling of the future hearing. Perhaps, a Guardian ad Litem has not been appointed prior to the initial preliminary protective hearing and another QA report can flag these instances.

Distribution:

This listing should be generated frequently, probably on a weekly or bi-weekly basis, so that any scheduling delays can be quickly addressed. This report should be distributed to the court docket manager, judges, and judicial staff.

Potential Uses:

This listing is a critical calendaring and case flow management tool to ensure that child welfare cases proceed on a timely basis and that data on scheduled hearings is posted accurately.

Active Cases With No Future Hearing Scheduled								
Active Cases as of December 15, 2023								
Jurist: All			Sort Criteria: Days Since Last Hearing (Descending)					
Child ID	Petition #	Petition Date	Assigned Judge	Last Hearing Date	Hearing Type	Hearing Result	Reason Not Completed	Days Since Last Hearing
12345	23-225	5/2/23	Smith	11/15/23	Review	Completed	N/A	30
55543	23-258	2/1/23	Davis	11/18/23	Permanency	Continued	Perm. Plan Incomplete	28
55544	23-487	9/12/23	Davis	11/29/23	Disposition	Continued	Insufficient Notice	16
66666	23-357	6/18/23	Smith	12/3/23	Review	Rescheduled	GAL Motion	12
88888	23-505	10/29/23	Davis	12/6/23	Adjudication	Continued	Home Study Needed	9
45521	22-583	10/1/22	James	12/8/23	Adjudication	Completed	N/A	7
45522	23-615	12/1/23	James	12/12/23	PPH	Continued	Atty Appointment Pending	3

Closed Child Welfare Cases With Future Hearing Scheduled

Description:

This report identifies child welfare cases that are closed but have a future hearing scheduled.

This listing is essentially the reverse of the QA listing that identifies open cases with no future hearings scheduled. There are two to three main scenarios in regards to scheduled future hearings on closed cases. Each of these are likely the result of case processing complexities and/or an inadvertent data entry error.

1. The case identified as closed remains open and the case status needs to be adjusted. In this instance the future hearing is appropriately scheduled.
2. A future hearing is inadvertently scheduled on the closed case and the hearing result needs to be adjusted. This could be due to a future hearing previously scheduled and not vacated (or removed from the docket) when the case was closed.
3. Hearings are routinely scheduled for all children on the same petition. There are siblings with open cases tied to the same petition and they have a future hearing scheduled. The child whose case was closed needs to be 'unlinked' from the future hearing.

Parameters:

The logic for this 'exception' report is straight forward – either the case is open and case status need to be adjusted or the case is closed and the future hearing should be vacated or removed from the docket.

The user should have the option of requesting listings for individual judges if more than one judge handles child welfare cases.

Distribution:

This listing should also be generated frequently for the court docket manager and staff to review. However, there should be few (if any) cases on this listing once any database backlogs and previous data entry errors are addressed.

Potential Uses:

This listing is also a critical calendaring/case flow management tool to ensure that the inventory of child welfare cases as well as data on scheduled hearings are posted accurately.

Closed Cases With a Future Hearing Scheduled

Cases Closed as of December 15, 2023

Jurist: All

Sort Criteria: Date Case Closed (Descending)

Child ID	Petition #	Petition Date	Assigned Judge	Date Case Closed	Future Hearing Type	Future Hearing Date
12345	23-225	5/2/23	Smith	11/15/23	Review	3/15/24
55543	23-258	2/1/23	Davis	11/18/23	Permanency	5/12/24
55544	23-487	9/12/23	Davis	11/29/23	Disposition	2/10/24
66666	23-357	6/18/23	Smith	12/3/23	Review	3/31/24
88888	23-505	10/29/23	Davis	12/6/23	Permanency	1/27/24
45521	22-583	10/1/22	James	12/8/23	Adjudication	1/24/24

Child Welfare Hearings With No Hearing Results Posted

Description:

This report identifies earlier child welfare hearings with no hearing results posted in the database.

This QA listing identifies previously scheduled hearings for which no hearing result has been posted in the database. Likely, there are protocols to update hearing records within a specific amount of time, probably within a few working days.

Parameters:

The logic for this 'exception' report is straightforward – identify hearings scheduled prior to the 'run date' of the report in which no hearing results have been posted. A filter can be built into the report specification to allow a certain amount of time to elapse before the hearing records are included in this listing. In the example below, the leeway is generous – 15 days.

The user should have the option of requesting listings for individual judges if more than one judge handles child welfare cases.

Distribution:

This listing should also be generated relatively frequently for the court docket manager and staff to review. There should be few (if any) hearing records on this listing once any database backlogs and previous data entry errors are addressed.

Potential Uses:

This QA listing is part of a set of calendaring/case flow management tools that are useful in ensuring that the hearing records are up-to-date.

Child Welfare Hearings With No Hearing Results Posted								
No Hearing Results Posted After 15 Days (as of December 15, 2023)								
Jurist: All			Sort Criteria: Days Since Scheduled Hearing (Descending)					
Child ID	Petition #	Petition Date	Assigned Judge	Date of Scheduled Hearing	Hearing Type	Hearing Result	Days Since Scheduled Hearing	Days Since Last Hearing
12345	23-225	5/2/23	Smith	11/10/23	Review	Blank	35	30
55543	23-258	2/1/23	Davis	11/14/23	Permanency	Blank	31	28
55544	23-487	9/12/23	Davis	11/19/23	Disposition	Blank	26	16
66666	23-357	6/18/23	Smith	11/23/23	Review	Blank	22	12
88888	23-505	10/29/23	Davis	11/24/24	Adjudication	Blank	20	9
45521	22-583	10/1/22	James	11/26/23	Adjudication	Blank	19	7

Listing of Suspected Duplicate Records of Children Involved in Child Welfare Proceedings

Description:

This report identifies instances in which there is considerably likelihood that a child has multiple records in the database.

In generating caseload statistics, a court should always be careful to clearly identify whether the data refer to the filing document (i.e., petition) or children. The distinction is critical in that, in many state or local jurisdictions multiple children can be named on a child welfare petition.

As a general rule, an average of slightly less than two children are named on child welfare petitions. Thus, caseload counts using children as the unit of count are typically almost twice as high as caseload counts based on petitions.

For consistency and clarity purposes, NCJFCJ/NCJJ encourage child welfare courts to define a **child welfare case as a child named on a child welfare petition**. A child should only have one demographic record in the database but can have multiple cases tied to that demographic record.

A court’s active caseload count would be defined as the number of children named on child welfare petitions whose cases are actively being supervised by the court. Closed cases would reflect the number of children named on child welfare petitions whose cases have been closed during a specified period of time.

Parameters:

The Suspected Duplicates Listing examines various parameters including basic demographics (DOB, Gender, Race/Ethnicity) in combination with other case identifiers (e.g., Petition ID and Agency ID) and closely related spellings of first and last name to generate the listing.

Distribution:

This suspected duplicates listing should also be generated on a regular basis – perhaps quarterly or semi-annually for the court docket manager and staff to review.

Suspected Duplicate List										
Run Date: January 15, 2024										
Child ID	Agency ID	Last Name	First Name	DOB	Gender	Race/Ethnicity	Petition #	Petition Date	Case Status	Close Date
12345	18365-02	Sample	Julius	09/27/19	Male	White	20-175	4/1/20	Closed	8/27/21
37463	18365-02	Sample	Julius	09/27/19	Male	White	22-327	6/1/22	Active	
55544	21987-03	Gonzalez	Maria	01/18/17	Female	Latino/Hispanic	22-455	6/1/22	Closed	12/1/22
66666	21987-03	Gonzalez	Maria	01/18/17	Female	Latino/Hispanic	23-007	1/9/23	Closed	1/6/24
45521	45521	Test Case	Richard	02/20/20	Male	African-American	22-398	10/1/22	Closed	2/15/23
51227	45522	Test Case	Richard	02/20/20	Male	Multi-Racial	22-607	12/1/23	Active	

Unassigned Child Welfare Cases (Judges, Child's Attorneys/GALs, and Parent's Attorneys)

Description:

This report identifies child welfare cases in which judges, child's attorneys/GALs, and parent's attorneys have not yet been assigned.

It is the position of NCJFCJ that a key to timely permanency planning focuses on the multi-faceted role of judges and that a one family – one judge assignment system encourages judges to take ownership in, and maintain, active oversight of their cases. It also provides much needed consistency across multiple hearings and decisions made over the lifespan of the child welfare case.

Additionally, it is imperative to 'front-load' the court process. Front-loading in child welfare cases refers to setting in place procedures to ensure that all parties to court proceedings begin actively participating at the earliest point possible and doing all they can to minimize the length of time children remain in temporary placement and their families remain involved with the court.

A key component of front-loading is the early appointment of counsel to ensure that all parties to initial proceedings have appropriate legal representation from the onset including appointment of attorneys and/or GALs for children and attorneys representing parents.

Parameters:

In addition to tracking judicial assignments, the court's database should have the capacity to track GALs and attorney assignments. This includes 'begin' and 'end' dates of the assignments.

The *Unassigned Cases* report examines whether judges, GALs, and attorneys are actively assigned to the child welfare case as of the 'run date.' The report lists cases with missing assignments.

The hypothetical report below specifically examines judicial and GALs assignments. The user should have the option of requesting listings for individual judges if more than one judge handles child welfare cases.

Distribution:

This report should be run frequently (preferably weekly or bi-weekly) for the court docket manager and staff to review and to ensure case assignments have been made, are recorded in the database, and are appropriately accounted for in the scheduling of hearings.

Unassigned Child Welfare Cases (Jurists and Guardian ad Litem)							
Run Date: November 30, 2023							
Selection Filter: No Jurist Assigned				Sort Criteria: Petition Date (Descending)			
Child ID	Petition ID	Removal Date	Petition Date	Physical Abuse Alleged	Sex Abuse Alleged	ICWA	Assigned Jurist
12345	12345	10/27/23	11/01/23	Yes	No	Yes	Unassigned
99999	99999	11/15/23	11/19/23	Yes	Yes	No	Unassigned
55555	55555	11/25/23	11/26/23	No	No	No	Unassigned
Selection Filter: No GALs Assigned				Sort Criteria: Petition Date (Descending)			
Child ID	Petition ID	Removal Date	Petition Date	Physical Abuse Alleged	Sex Abuse Alleged	ICWA	Assigned GAL
77777	77777	11/04/23	11/07/23	Yes	No	Yes	Unassigned
88888	88888	11/15/23	11/17/23	Yes	Yes	No	Unassigned
44444	44444	11/23/23	11/24/23	No	No	No	Unassigned

Family Profile – Summary of Key Information of a Family's Court Case

Description:

Organizes critical information concerning a family's court case including demographics of each child and parents/guardians. The *Family Profile* also organizes key case filing/case processing events (**by child**) including the date of removal, petition filing, adjudication, disposition, and case closure as well as calculating the time elapsed between critical events.

By child, the profile also historically organizes the court's decisions regarding permanent plans and critical steps taken to achieve more complex non-reunification plans (e.g., TPR filing, adoption/guardianship finalizations, etc.) and the dates when these steps occurred. Lastly, a child's placement history should be detailed including the length of time a child has spent in each out-of-home placement episode.

Parameters:

The *Family Profile* is essentially a summary report that the court should be able to display/print from the reports menu or from the Search utility used to retrieve specific cases.

The user can have the option of generating the regular or extended version of the *Family Profile*. The regular version displays key demographic information as well as key case processing decisions and time calculations. The extended version additionally includes hearing and detailed placement history information. Examples of both versions are provided below and on the next page two pages.

Related Reports:

These summary profiles provide the user the ability to efficiently review critical case information prior to (and during) a hearing.

The *Family Profile* also serve as an excellent quality control tool to identify any critical pieces of information that need updating or correction.

Lastly, the profile can be used in conjunction with many of the report listings and summary reports described previously to examine case processing trends and case-specific complexities that contribute to delays.

Distribution:

A current version of the *Family Profile* should be included in a prominent place in the digital and/or hard copy legal file that the jurist can reference before and during a hearing. The profiles should also be readily available to court clerks/judicial staff preparing the case for the scheduled hearing and for those who have responsibility for updating the court's database during/post hearing.

Potential Uses:

The *Family Profile* is a particularly useful reference tool to in the court CQI arsenal to identify specific case-level complexities and case flow trends that contribute to case processing delays.

Family Profile (Regular Version)

Family Profile (Regular Version)													
Family Head: Mary Sample		CYS Family #: Test-1000		Race: Caucasian		Sex: Female		DOB: 7/5/1984 (39)		Assigned Jurist: Smith		Run Date: Jan. 15, 2024	
Child Information													
Name	CYS #	DOB	Age	Case Status	Months	Case Plan Goal	Next Hearing						
Claire Sample	test-1001	12/08/2011	12	Open	15	Guardianship	Permanency 02/15/24						
Tommy Tester	test-1002	9/19/2015	8	Open	15	Guardianship	Permanency 02/15/24						
Petition Information													
Child	Age at Filing	Type	Filing Date	Date	Adjudication Result	Days	Date	Disposition Result	Days	Date	Closure Result	Months	
Claire Sample	11	Abuse/Neglect	6/15/2023	8/29/2023	Adjudicated Neg	75	9/29/2023	CYS Custody	106				
Tommy Tester	7	Abuse/Neglect	6/15/2023	8/29/2023	Adjudicated Neg	75	9/29/2023	CYS Custody	106				
Supplemental Information													
Child	Type	Filed	Result	Date	Days Pending								
Claire Sample	Guardianship	11/4/2023	Pending		72								
Tommy Tester	Guardianship	11/4/2023	Pending		72								
Placement Information													
Child	Type	Provider	Begin Date	Months	Placement	Relatives	ASFA						
Claire Sample	Foster Care - Relative	Alice Jones - Aunt	8/10/2023	5	2	5	7						
Tommy Tester	Foster Care - Relative	Alice Jones - Aunt	6/15/2023	7	0	7	7						

Family Profile (Extended Version)

Family Head: Mary Sample CYS Family #: Test-1000 Race: Caucasian Sex: Female DOB: 7/5/1984 (39) Run Date: Jan. 15, 2024
Assigned Jurist: Smith

CHILD: Claire Sample CASEWORKER: Cochran, Nicole

CYS Juvenile #: test-1001 Race: Caucasian Sex: Female DOB/Age: 12/8/2011 12

Adults Related to Child	Relationship	Paternity Established
Sample, Gregg	Father	Yes
Sample, Mary	Mother	

Abuse/Neglect Case	File Date: 6/15/2023 ICWA: No	Status: Open Physical abuse alleged: No Sexual abuse alleged: No	Months Open: 15 Referred By: CYS
	Placement Status at Filing : Emergency removal		
	Adjud Date: 8/29/2023 Dispo Date: 9/29/2023 Close Date:	Adjudicated Neglect CYS Custody	Days to Adjud: 75 Days to Dispo: 106
	CD Issue Date: CD Expiration Date: CD Extended To:	CD Result: CD Result Date:	

Case Supplemental Filings

Type	Filed	Result	Date	Days Pending:
Guardianship	11/4/2023			72
	Guardianship to current caregiver - aunt			

Case Plan Goal History

Type	Primary Goal	Concurrent Goal	Start Date	End Date	Months Open
Dispositional	Remain at Home	Guardianship	9/29/2023		5
Initial	Remain at Home		6/15/2023	9/29/2023	2

Case Placement History

Type	Provider	Start Date	End Date	Months Open
Foster Care - Relative	Alice Jones - Aunt	8/10/2023		5
Shelter	River View Shelter	6/15/2023	8/10/2023	2

Child ran-away due to incident in the home, found wandering the streets at midnight and taken to shelter by law enforcement. Has done well at the shelter and released and placed with aunt.

Note: Family Profile (Extended Version) is continued on the next page.

Family Profile (Extended Version)

CHILD: Tommy Testor **CASEWORKER:** Cochran, Nicole

CYS Juvenile #: test-1002 **Race:** Caucasian **Sex:** Male **DOB/Age:** 9/19/2015 8

Adults Related to Child	Relationship	Paternity Established
Testor, Albert	Father - Putative	Pending
Sample, Mary	Mother	

Abuse/Neglect Case	File Date: 6/15/2023 SC Filing Date: ICWA: No Placement Status at Filing : Emergency removal	Status: Open Physical abuse alleged: No Sexual abuse alleged: No	Months Open: 9 Referred By: DFS
	Adjud Date: 8/29/2023 Dispo Date: 9/29/2023 Close Date:	Adjudicated Neglect/Abuse DFS Custody	Days to Adjud: 75 Days to Dispo: 106
	CD Issue Date: CD Expiration Date: CD Extended To:	CD Result: CD Result Date:	

Case Supplemental Filings

Type	Filed	Result	Date	Days Pending
Guardianship	11/4/2023			72
Guardianship to current caregiver - Aunt				

Case Plan Goal History

Type	Primary Goal	Concurrent Goal	Start Date	End Date	Months Open
Permanency	Guardianship		11/4/2023		5
Initial	Remain at Home	Guardianship	6/19/2023	11/4/2023	2

Case Placement History

Type	Provider	Start Date	End Date	Months Open
Foster Care	Alice Jones - Aunt	6/15/2023		7

HEARINGS

Date	Child	Type	Jurist	Result	Continuance Reason
06/15/10	Tommy Testor Claire Sample	Permanency	Smith	Completed	
09/29/23	Tommy Testor Claire Sample	Disposition	Smith	Completed	
08/29/23	Tommy Testor Claire Sample	Adjudication	Smith	Completed	
06/19/23	Tommy Testor Claire Sample	Shelter Care	Smith	Completed	
06/15/23	Tommy Testor Claire Sample	Shelter Care	Smith	Continued	Unavailable - parents

Concluding Remarks: Judicial Child Welfare Dashboard

A number of state judicial systems and local jurisdictions have developed child welfare caseload dashboards and/or are in the process of enhancing data metric tools that have previously been in place. Among others, this includes state courts in Oregon, Minnesota, and Washington, which have utilized sophisticated database and data visualization tools.

In some instances, these dashboards include public-facing versions that are published on general access websites. They may also have internal dashboards with restricted access, available only to judges, court personnel, and, in a more limited capacity, other key court-related participants, such as agency personnel, prosecutors, and GALs/attorneys.

Public-facing versions of Oregon and Washington dashboards can be accessed at:

Oregon:

<https://www.courts.oregon.gov/programs/jcip/pages/default.aspx>

Washington:

<https://public.tableau.com/app/profile/wscsr/viz/DependencyDashboard/MonthlyUpdates-CurrentYear>

Although this catalog does not specifically address the development of judicial child welfare dashboards, it offers a range of Summary Reports, Case Listings, Quality Assurance Reports, and Individual Case Summaries (*Family Profiles*) that serve as the foundational elements for building these dashboards.

The report descriptions provided in this catalog do not necessarily require sophisticated information technology and database development tools. Each report in the catalog was originally developed on straightforward, cost-effective platforms – now considered legacy systems – and was typically designed to be used as interim and/or pilot solution beginning in the early 1990s.

While state-of-the-art innovations and data visualization advancements greatly increase the ability of judges, court personnel, and others to more readily consume child welfare caseload and performance metrics, juvenile courts have the opportunity to embrace a data-driven approach regardless of funding and other resource

constraints. By prioritizing efforts to monitor and assess daily performance in child welfare matters, courts can significantly enhance their quality assurance and decision-making capabilities, ultimately benefiting the children and families they serve.

Dashboards effectively display data points and metrics in a user-friendly and less cumbersome manner. In these concluding remarks we provide a hypothetical example of how a select number of reports detailed in this catalog can be organized in a relatively simple dashboard that judges can access as their customized home page when logging onto their court's automated system.

Critical components of this hypothetical judicial dashboard include the ability to “drill down” and display the Family Profile for selected cases on a judge's calendar.

- The first option (*Daily Hearing Calendar*) would provide a snapshot of a judge's daily court calendar that includes detailed case data similar to that provided on pg. 12 of the catalog (*Listing of Child Welfare Cases Active as of a Specific Date*). By clicking on the family head or child, the dashboard would display the *Family Profile*.
- To facilitate the scheduling of future hearings directly from the bench, the second option (*Daily Hearing Scheduling System*) would provide a summary snapshot of available hearing slots reserved for child welfare matters in any selected two-week increments. A judge can further ‘drill down’ to display cases that are already scheduled on the calendar for a specific day and their *Family Profile*.
- The third option (*Active Caseload – Detail*) would provide the judge a detailed listing of specific cases on their active caseload, using user-selected filters. It also allows for a ‘drill-down’ to display the *Family Profile* with a single click.

A conceptual ‘wireframe’ blueprint illustrating an example design of a judicial dashboard and how users might navigate its pages to access hearing calendars and active caseload information is available at:

<https://visual.is/visualizations/new-visualization/f9BjPpqkJdDcXffCC9dY1d3>

Tracking Child Welfare Cases in Juvenile and Family Courts

Since the mid-1990s, juvenile and family courts have improved their ability to count and track cases on their child welfare dockets. However, a surprising number of courts continue to face challenges with some basic tasks including counting the number of child welfare petitions filed in a year, the number of children involved in these filings, and the number of children active at any one time.

Juvenile and family courts often have limited resources at their disposal to take advantage of the substantial advances in information technology and database development to enhance the court's internal capacity to count, analyze and proactively track cases on their child welfare docket.

But this is only part of the picture. For the most part, the information requirements necessary to record and track child welfare case filings are similar to the requirements for delinquency and status offense filings. In most juvenile and family courts, however, there are a number of important differences in how child welfare cases are structured and processed that require special considerations and adaptations.

1. Accounting for Multiple Children Named as Victims on a Single Child Welfare Petition

Perhaps the most overarching of these considerations is the ability of the database to be constructed in a fashion that allows for multiple children to be named as victims on a single child welfare petition. In most juvenile and family courts, separate petitions are filed for each juvenile involved in a delinquent or status offense matter. The same jurist might be assigned to all petitions on codefendants and these related matters may all be addressed at the same hearing. However, each petition is treated as a separate case and tracked individually.

A juvenile court's automated system may struggle to accurately count and track filings because multiple siblings involved in a child welfare case do not always move through the court process at the same pace. To add to the complexity, allegations can vary by child. More importantly, adjudication, disposition, placement, permanency, and closure decisions, as well as the dates these decisions were made, can vary by child. For example, the court may make different permanency decisions on a child welfare petition in which three children are named.

The court may transfer legal custody of one child to a relative, parental rights may have been terminated on a second child, while the third child may be placed in the protective supervision of the non-custodial parent.

In collecting caseload statistics, a court should always be careful to clearly identify whether the data refer to petitions or children. Caseload counts based on petitions can be confusing and possibly misleading in that it is difficult to categorize petitions in which key decisions vary by child. For example, how would a court categorize the permanency result of the child welfare petition example provided in the last paragraph and which permanency decision would be considered the primary one? Using either of the three permanency decisions as the primary one would be misleading.

For consistency and clarity purposes, we encourage juvenile courts and system designers to **define a case as a child named on a child welfare petition. Thus a court's active caseload count would be defined as the number of children named on child welfare petitions whose cases are actively being supervised by the court.** Closed cases would reflect the number of children named on child welfare petitions whose cases were closed during a specified period of time.

2. Linking of Siblings to Each Other and a Family Unit in the System

Child welfare proceedings often involve all siblings in the family unit and for multiple siblings to be named as victims in a single petition filed by the local child welfare agency. Even in situations where child welfare proceeding are initiated in a staggered fashion on multiple siblings, hearings on these matters are typically combined – at least at the post-disposition review phase.

More so than for the processing of delinquency cases, automated tracking of child welfare cases is facilitated by the system linking of family members. By linking siblings, individual case record information can be readily duplicated, thus, reducing the amount of data entry required. Family, petition, hearing, hearing result, and interested party information that is consistent across siblings only needs to be entered once and the potential for data entry error can be reduced considerably.

Linking of family siblings also facilitates the assignment of the same jurist, prosecutor, defense counsel, CASA, etc., to siblings (as appropriate). This encourages consistency in the court's handling of related cases and can result in more timely and efficient case processing if hearings on multiple matters are consolidated.

The creation of the family might be an artifact of an overall case identifier assigned by the court with pre-defined suffixes added for each child and parent. However, the complexities associated with identifying a family unit might be more efficiently addressed through the assignment of a system-generated identifier to the family unit and associating this system-generated identifier with unique identifiers for individual family members, which includes siblings as well as parents.

The definition of the family unit should also be sufficiently flexible to also allow for the linking of multiple fathers to a specific child. It is not that uncommon in child welfare proceedings for multiple fathers to be named and served notice on a case, especially in early court proceedings. A field can be included on the person record to differentiate between father types (e.g., biological, putative, etc.).

3. Tracking Critical Case Processing Events and Legal Status Expiration Dates/Decisions

The juvenile court's automated system should be designed to facilitate the close monitoring and tracking of critical child welfare case processing events by child (including shelter care, adjudication, disposition, post-disposition review, and permanency planning dates) and legal status expiration dates. Without the ability to track the time between key case processing events and the decisions made at these events, a court is unable to assess its overall performance in the handling of child welfare matters.

While not substantively different than system requirements for tracking delinquency case processing, the statutory requirements underlying child welfare case processing can often be more stringent and complicated than on the delinquency side. For example, the Adoptions and Safe Families Act of 1997 (ASFA) requires that a permanency hearing take place no later than 12 months after a child has entered 'foster care' with expedited timeframes in instances in which reasonable efforts to reunify are not appropriate. ASFA defines "entered foster care" as the date of the first judicial finding of abuse or neglect (adjudication) or 60 days after a child's removal from the home whichever is earlier.

4. Linking Supplemental Petitions/Motions Including Those Requesting Termination of Parental Rights

Supplemental filings are common in child welfare proceedings. Depending on the court and the case circumstances, these filings can take the form of supplemental petitions and motions. In most instances, termination of parental rights (TPR) proceedings are initiated through a supplemental filing.

Linkages between the supplemental filings and the original filing should be incorporated into the system design so that accurate tracking of case status and case processing timelines can be accomplished. These linkages should be made by child in that not all children named on the original child welfare petition are necessarily named on any supplemental petition or motion.

5. Historically Tracking Changes in Case Plan (Permanency) Goals

It is critical that a juvenile court's automated system readily identify and historically track each court-approved case plan (permanency) goal and reasons for these changes **by child**. The system should also have the ability to track a child's concurrent goal, if one has been established. Additionally, the system should be able to differentiate whether this case plan goal is a child's initial goal at the time of petition filing, goal at initial petition disposition, permanency goal decided by the court at a formal permanency hearing, or a revised permanency goal made by the court at a post-permanency review hearing.

There may be times when the latter applies, for example, when a permanency goal of custody to a relative is changed to adoption because the relative changes his or her mind and is no longer interested in seeking legal and physical responsibility for the child. Other alternatives, including adoption, may then again become appropriate considerations.

6. Historically Tracking Placement History

Juvenile courts have a responsibility to closely monitor and track the amount of time a child remains in placement. In most instances, both federal and state statutes tie the timing of certain court decisions to the date of a child's first removal, how this initial move to placement was accomplished (e.g., an emergency or voluntary removal), and the overall amount of time a child remains in placement. Key decision points that are impacted by these placement events include:

- Tracking the amount of time available to the child welfare agency for filing a petition with the court,
- Timing of the initial hearing on the case,
- The amount of time available to complete adjudication and disposition of the original petition
- Scheduling and completion of the initial review and permanency determination hearings, and
- Filing of various change in custody motions including temporary custody extensions and motions requesting that the child be placed in the permanent custody of the agency for purposes of adoption.

In designing a court's information management system, special consideration should be given to how time spent in (pre-filing) voluntary placements and (pre-initial disposition) interim placements are to be captured and differentiated from the time a child spends in post-disposition placements. This becomes particularly important as the amount of time a child can remain in post-disposition foster care (temporary custody) is limited by the amount of time the child has previously spent in voluntary and interim care. System design should also consider how this information will be used to calculate critical case time limits and deadlines.

The maintaining of placement data can be a complex task. The personnel resources dedicated to this task can be considerable, especially if court staff manually post information on placement changes into the system based on paper notification by the agency and minute entries. Ideally, this information can be passed electronically between the agency and the court.

However, it is imperative that the court have unfettered access to placement data and have the ability to incorporate this information into the system's reporting capabilities. The court system should be able to generate reports, for example, that examine the number of placement changes, the length of time children remain in shelter care, the amount of time in placement with a case plan goal of reunification, the percentage of children in placement for more than 15 of the last 22 months (ASFA requirement), and the amount of time children remain in placement before their cases are closed.

7. Tracking 'Contrary to the Welfare' and 'Reasonable Efforts' Findings

At various stages of the court process, a judge is required by federal statutes to make critical judicial determinations regarding (1) the necessity of a child's removal (i.e., that continuation in the home would be contrary to the welfare of the child), and (2) 'reasonable efforts' determinations regarding the efforts of the local PSCA to prevent removal from the home, to reunite the families of children already in placement, and to finalize a permanent placement for a child.

A court's information management system should be able to record and track these 'contrary to the welfare' and 'reasonable efforts' findings **by child**. These determinations can have considerable impact on the amount of federal reimbursement provided to the child welfare agency for care of victimized children.

A finding of reasonable efforts should not be considered a one-time event. Reasonable efforts determinations should be made at most child welfare hearings and as such may need to be incorporated into data maintained on hearing results. However, it is critical that these findings are recorded in the system's database in a fashion that they can be linked back to individual children whose cases are being considered in a specific hearing.

8. Developing Quality Assurance, Aging/Case Tracking and Summary Statistical Reports

Ultimately, an automated information management system is only as good as the quality of its outputs (information displays, reports, system-generated forms/orders, etc.). This includes a wide range of case tracking and aging reports that court staff can use to monitor and manage the movement of child welfare cases through the court system as well as to **proactively identify potential problem cases and case processing patterns**.

A system's reporting capabilities should prove invaluable to administrators to describe the volume and characteristics of child welfare cases referred to the juvenile/family court and the manner in which these cases were handled. Court administrators can use report data to compile annual reports, allocate personnel and other resources in both the short-term and long-range, estimate costs, and forecast future filing and case processing trends.

The utility of a well-designed automated information management system is not solely measured by its ability to track a juvenile court's child welfare caseload and the length of time needed for cases to reach critical case processing milestones. Perhaps, more importantly, the system's utility is reflected in its ability to assist the court in **proactively** managing its caseload, flagging potential problem cases before statutory timelines are compromised as well as identifying case characteristics and case processing practices that put these cases at-risk. Crucial in this regard is the development of a sound calendaring system that not only allows a court to readily schedule hearings but to track whether the court calendar is becoming overcrowded and whether these hearings were completed, continued, rescheduled, vacated, etc.

The court's automated system should be able to track the number of hearings scheduled for any given day and their anticipated duration. More importantly, the system should be able to readily compare scheduled to actual hearing start and end times to allow for close monitoring of calendar utilization and, specifically, to ensure that scheduling practices are consistent with actual utilization patterns. Time-certain scheduling of court hearings is considered 'best-practice.' The stacking of multiple hearings in a specific time slot should be discouraged but to the degree that this occurs, the system should be able to readily discern the amount of time parties spend waiting for hearings to start.

Lastly, the automated system should also be able to closely track whether scheduled hearings are actually completed and the reasons for continuances. The latter includes tracking the party requesting the continuance to identify if any patterns are discernable – perhaps caseworker reports are not consistently available or parents' attorneys are consistently plagued by scheduling conflicts. Lastly, individual cases that are at-risk to exceed (or have already exceeded) statutory timeframes for adjudication, disposition, permanency, completion of permanent custody proceedings, etc. could be individually examined to identify if hearing continuances are contributing to their delay.

9. Suggesting a Set of Data Elements to Facilitate Tracking of Child Welfare Cases

What follows is a suggested list of data elements that a juvenile or family court should track to facilitate and

monitor the processing of child welfare cases including data elements that will allow the court to count and differentiate case filings using key case characteristics (e.g., allegations, demographics, permanency determinations, etc.), facilitate case flow management, and provide the court with basic information related to case tracking and performance. Comments are provided in a number of instances that clarify why the element is on the list, how it is used to track child welfare case flow, and any special considerations that should be examined surrounding its specification or use. Lastly, sample data element values are provided in some instances.

These should be considered a starting set of data elements (including those referenced in the accompanying **Catalog of Core Child Welfare Case Management Reports for Courts** document) that need to be accounted for in some fashion in the court's database. Specifics with regards to how this is accomplished is best examined at the state and/or local level. There is some variability in how state court systems are organized and how juvenile and family courts are situated within these systems. There also may be considerable differences with regards to state statutes and court rules that provide guidance in how child welfare cases are processed and court performance is measured.

The data elements in the following tables (organized by category) are critical to a court's ability to catalogue its inventory of child welfare cases, to describe its caseload population, and examine differences among varying sub-populations with respect to case progress and performance. These data points facilitate the generation of Summary Reports and Case Listings to monitor individual case progress, ensure that critical time lines (e.g. regarding adjudication, disposition, permanency planning, etc.) are being met, as well as to identify cases in which key events didn't occur within these prescribed time lines. Reports can also be proactively generated to identify cases in which key events are pending and at-risk of violating established timelines.

Suggested List of Data Elements to Track

CATEGORY	DATA ELEMENT	COMMENTS/ISSUES	SAMPLE VALUES
Case Identifiers	Child Number	<p>Each child should have their own identification number. This could be a core family number with a suffix to identify which sibling (see sample).</p> <p>Pre-designated suffixes could also be used to identify mother, father and other key adults who are part of the family constellation.</p> <p>However, a court may have more flexibility to allow for changes in a family structure if the individual family member IDs are not built around a core family number.</p>	<p>Core family number with individual suffixes for three children (cases filed in 1999):</p> <p>992735-01 992735-02 992735-03</p>
	Parent Number	See Above	
	Family Grouping (Family Head)	The <i>Family Profile</i> described in the Case Management Reports Catalog is organized around the primary parent (typically the mother) who is designated as the <i>family head</i> . In this instance, siblings and adults in the family grouping are tied together via a system-generated ID.	
	Petition Number	Each new petition filing should have an identification number. This will allow tracking of multiple petition filings across individual family members and also across the entire family constellation.	
	Petition Groupings	Depending on court procedures, case tracking often requires the linking of related filings such as the original child welfare petition with the TPR petition and the adoptions petition. The system may also need to link amended and re-filed petitions.	
	Related Legal/Case ID	The system should have the capacity to capture as many other legal/case numbers a child may have (see sample values). The system should also eventually have the capacity to use any of these numbers for searching the court's database for a specific child welfare case and for information on that case.	<p>CPS Identification Number</p> <p>Medicaid Number</p> <p>Service Provider Number</p>
	Related Legal # Type	See Above	
Child/Family Demographics		<p>What follows are data elements that need to be captured for each child named on the child welfare petition.</p> <p>In some systems, information on all participants in the court process (children, parents, judges, attorneys, caseworkers, etc.) is captured in a person file. However, not all fields in this person file are completed on all individuals.</p> <p>Also, a person can have multiple roles (at the same or different time). The most common of these would be a teen-age child named on a child welfare petition who is also a parent of an infant who is considered dependent. However, an attorney could at some point become a judge, a caseworker could become a CASA, etc.</p>	
	Mother's Name	Typically, the mother is the family head to which children named on a petition are tied.	
	Father's Name		
	Type of Father	The data system will need the ability to capture multiple fathers. In some instances in which paternity has not been clearly established, multiple individuals are named as the potential father of a child.	Legal/Punitive/Alleged
	Paternity Established		Yes/No
	Assigned Jurist	If the court uses a one family-one judge case assignment system, the assigned jurist information should be collected and tied to the family grouping/ <i>family head</i> . The system should be designed to capture judicial case assignment data historically because judges may rotate, retire, not get re-elected, etc.	
	Child DOB		
	Child Gender		
	Child Race/Ethnicity		
	Child Tribal Affiliation		

CATEGORY	DATA ELEMENT	COMMENTS/ISSUES	SAMPLE VALUES
Addresses		<p>The court may want to track address information on children, parents and on other parties to child welfare proceedings. Address information is critical, if the court is responsible for service of process on parents and/or other parties.</p> <p>Particularly for parents, the system design may want to accommodate historical information on addresses. Parents tend to be very mobile and it is not uncommon for them to re-cycle back to old addresses with family members and friends.</p>	
Interested Parties	Interested Party Type		Attorney for Child, Parent Attorney, GALs, CASA, CPS Caseworker, etc.
	Date of Appointment/Assignment		
	Name		
	Address/Phone/E-mail/Fax, etc.	This information can also be used to produce service of process and hearing notifications.	
	Currently Active	The court should also consider tracking interested party (IP) information historically. This permits the court to readily identify IP turnover and to identify who the interested parties were during critical case processing stages.	Yes/No
Core Petition Data		<p>This category represents the core information on a petition that is not specifically tied to child(ren) named as victims on the petition.</p> <p>As discussed earlier, a case is defined as a child named on a child welfare petition.</p>	
	Petition ID Number		
	Filing Date		
	Petition Type	<p>The data system needs some way to identify/count different types of petitions.</p> <p>Petition type can be used to group petitions that are related together so that case events and time spans that cross-cut related filings can be tracked.</p>	Original Child Welfare Amended Child Welfare Re-Filed Child Welfare Termination of Parental Rights (TPR)
	Petitioner	Tracking the petitioner is important if state statutes allow parties other than CPS to file a petition.	CPS/Prosecutor (DA, CA or AG) Private Agency GALs assigned by the court Private Citizen (Pro Se)
	Petition Close Date (Overall)	The latest date in which the cases of all children named as victims on the child welfare petition have been closed. In some instances, the cases of siblings may close earlier/later than others.	

CATEGORY	DATA ELEMENT	COMMENTS/ISSUES	SAMPLE VALUES
Case Data <i>Case is defined using two components: the petition and a specific child named on that petition.</i>		The following represent petition information that may vary by child (if multiple children are named as victims on a child welfare petition). If there are three children named on a child welfare petition, there should be three distinct case records that reference the same petition since child-specific data may vary. That is, allegations, placement status at removal, and the dates/ results of key case processing events may vary by child.	
	Petition ID		
	Child ID	Child named as victim on the child welfare petition.	
	Placement Status at Petition Filing	This could include voluntary placements in which the voluntary placement agreement has expired.	Emergency Removal Voluntary Placement With Relative (informal familial arrangement) In-Home Juvenile Detention
	Allegations	Allegations tied specifically to a child named on a petition.	Physical Abuse/Sexual Abuse Neglect/Dependent/Abandonment, etc.
	Allegations as to	This is needed if the court bifurcates the adjudication process and separately adjudicates child as abused/neglected/dependent as to mother, father, and/or legal guardian.	Mother/Father/Guardian
	Allegation Result		Dismissed/Stipulated/No Contest/ Adjudicated (Proven)/Amended
	Allegation Result Date		
	Petition Adjudication Date	This represents the date the petition is considered to have completed the adjudicatory phase of court proceedings, specifically as to each child named on the petition. In most instances, this is the same date as the Allegation Result Date but becomes complicated if not all allegations are handled on the same date. This date is often critical for tracking certain performance timelines (by child, such as time to adjudication, development of initial case plan, timing of the first review hearing, timing of permanency hearing and permanent plan determination, filing of TPR petition, etc.	
	Petition Disposition	The formal decision of the court regarding legal custody, placement and initial case plan (or possibly permanent plan) – tied individually to each child named on the petition.	Protective Supervision (i.e., legal custody – CPS, placement with parent and case plan of reunification) Temporary Custody (i.e., legal custody – CPS, foster care placement and case plan of reunification) Transfer of Legal Custody to Relative
	Petition Disposition Date		
	Aggravated Circumstances (AG)	Aggravated circumstances may be alleged in the original child welfare petition and addressed at adjudication. However, state statutes or court rules may require the filing of a motion or a supplemental petition. A finding of aggravated circumstances is not limited to the adjudicatory hearing. This finding can be made at different hearings depending on the case. Aggravated circumstances findings are also specific to each child named on the child welfare petition.	Yes/No
	Petition Close Date (Child)	The close date is tied individually to each child named on the petition.	
	Petition Close Reason (Child)	The close reason is also tied individually to each child named on the petition.	

CATEGORY	DATA ELEMENT	COMMENTS/ISSUES	SAMPLE VALUES
Indian Child Welfare Act (ICWA)		ICWA case tracking data elements should be included the automated system. These cases tend to linger without timely movement towards permanence. These data elements should also be tied to the child and original petition filing.	
	Date Tribe Notified		
	Name of Tribe Notified		
	Date of Tribal Response		
	Type of Tribal Response		Tribe intervened; Partial intervention; Tribe decline to intervene; other; unable to determine
	Court's Response to Intervention Request		Motion to transfer jurisdiction granted; Exclusive tribal jurisdiction confirmed; Tribe to remain involved as an interested party; Other; Unable to determine
	Tribal Placement Preference		
	Date Tribal Placement Preference Filed		

Motions <i>(typically linked to the petition on which they were filed)</i>		Allows the court to track key motions. For example in Ohio, a permanent custody motion is filed in lieu of a petition to terminate parental rights. The following data elements can also be used to track aggravated circumstances motions; motions to cease reunification efforts; motions to intervene by relatives, etc.	
	Motion Filing Date		
	Filed By		
	Type of Motion		
	Motion Result		
	Motion Result Date		

Appeals <i>(typically linked to the petition on which they were filed)</i>		Allows the court to track appeals of key court decisions including termination of parental rights.	
	Appeal Filing Date		
	Filed By		
	Type of Appeal		
	Appeal Result		
	Appeal Result Date		

CATEGORY	DATA ELEMENT	COMMENTS/ISSUES	SAMPLE VALUES
Court Hearing	Hearing Type		
	Hearing Date		
	Scheduled Hearing Start Time	The <i>Enhanced Resource Guidelines (ERGs)</i> strongly encourages courts to consider scheduling hearings in a time-certain fashion.	
	Petition ID Number	Allows hearing to be linked to specific petition(s).	
	Child ID number	The Child ID is important in that a hearing may be scheduled to only consider matters specific to a subset of children.	
	Scheduled Hearing Duration	The duration of a scheduled hearing is important for tracking the accuracy of time-certain scheduling.	
	Assigned Jurist		
	Actual Hearing Start Time	Actual hearing start and end time data elements allow court to compare scheduling conventions with hearing practices including how long parties are waiting for hearings to start.	
	Actual Hearing End Time		
	Actual Jurist		
	Hearing Result	Designed to capture data on whether a hearing was completed not the actual decisions made by the court at these hearings.	Completed, Continued, Accelerated, Re-Scheduled, Vacated, etc.
	Reason for Continuance	Allows court to identify if there are certain continuance patterns. Establishing a firm policy on continuances requires that the court track continuance reasons to ensure that continuances are granted for specific (legitimate) reasons.	Home study not completed, Scheduling conflict, Inadequate service of process, Witness failed to appear, Parents failed to appear, Attorney failed to appear, caseworker failed to appear, etc.
	Party Requesting Continuance	Allows court to examine any specific patterns regarding who is requesting continuances.	Court, Prosecutor, Child's Attorney, Parents Attorney, CPS, etc.
Reasonable Efforts Finding	In most child welfare hearing, the court is required to make a reasonable efforts (RE) finding as to the efforts to prevent removal, reunify the family, or achieve permanency when reunification is no longer feasible. Reasonable efforts findings should also be tracked individually by child.	RE-Prevent Removal found/not found RE-Reunify found/not found RE-Permanency found/not found	

CATEGORY	DATA ELEMENT	COMMENTS/ISSUES	SAMPLE VALUES
Case/Permanent Plans		Case/permanent plans should be captured by child and kept historically. The system should also capture the initial case plan even if it isn't considered the child permanent plan. In most instances, this will be reunification.	
	Type of Plan		Initial, Updated-Initial, Permanent, Revised-Permanent
	Case/Permanent Plan Decision	The primary plan should be reflected here if there is also a concurrent plan in place.	Reunification; Guardianship, Adoption; Alternative Planned Living Arrangement; Independent Living, etc.
	Concurrent Case Plan	Allows for capturing of concurrent case plan.	
	Begin Date of Plan		
	End Date of Plan		
	Comments/Reason for Change of Plan	This should be tracked even if it is only in a comment area.	

Placement History	Placement Type	All of a child's placements while under court supervision should be captured here including placements with parents and relatives. A court should also decide if it wants to track the actual name and address of placement and if so to what degree it wants the actual name and address of the foster placement. Alternatively, the name of the agency supervising the foster placement can be captured in the database but the name and address of the foster parents are not.	Custodial Parent; Non-Custodial Parent; Foster Care; Kinship Home; Group Home; Medical Hospital; Psychiatric Hospital; Residential Treatment; Juvenile Detention; Juvenile Corrections; AWOL, etc.
	Begin Date of Placement		
	End Date of Placement		
	Comments/Reason for Change of Placement	This should be tracked even if it is only in a comment area.	

Custody Status	Hearing Type	The court may want to consider tracking custody status. Custody status can be considered a construct of three related factors – stage of case processing, type of placement, and permanent plan determination. Custody status options are typically defined in state statutes or court rules. For example, if a child is out-of-home and the court has not entered an initial disposition on the petition, the child can be considered in Interim Custody . If the court has completed initial disposition four types of custody status options might be appropriate if the case remains open: <ol style="list-style-type: none">Protective Supervision – the child is placed with a parent with continuing supervision by the court;Temporary Custody of the Agency – the child is placed in an out-of-home placement with reunification as the case plan goal;Permanent Custody/Commitment – Parental rights have been terminated and the child's permanent case plan is adoption;Alternative Permanent Planned Living Arrangement – the child's permanent case plan until (s)he reaches the age of majority is a stable long-term placement arrangement.	Custodial Parent; Non-Custodial Parent; Foster Care; Kinship Home; Group Home; Medical Hospital; Psychiatric Hospital; Residential Treatment; Juvenile Detention; Juvenile Corrections; AWOL, etc.
	Begin Date of Status		
	End Date of Status		
	Comments/Reason for Change of Custody Status	This should be tracked even if it is only in a comment area.	

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