

COMPLETING A COURT REPORT

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This tip sheet provides step-by-step instructions through the process of completing a Court Report in FACES.NET.

How to complete a Court Report in FACES.NET



Pointers to Remember:

1. Court reports require both the Supervisor and Program Manager's approval in FACES..NET.
2. Court Reports are due to Supervisors 20 days before a hearing.
3. Management report CRT006 (Court Report Information for Court Hearings Scheduled in the Next 60 days) lists Court Reports created for upcoming hearings.

Steps include:

Step 1: Hold cursor over Case, and then Court.

Step 2: Click the Court Reports button.

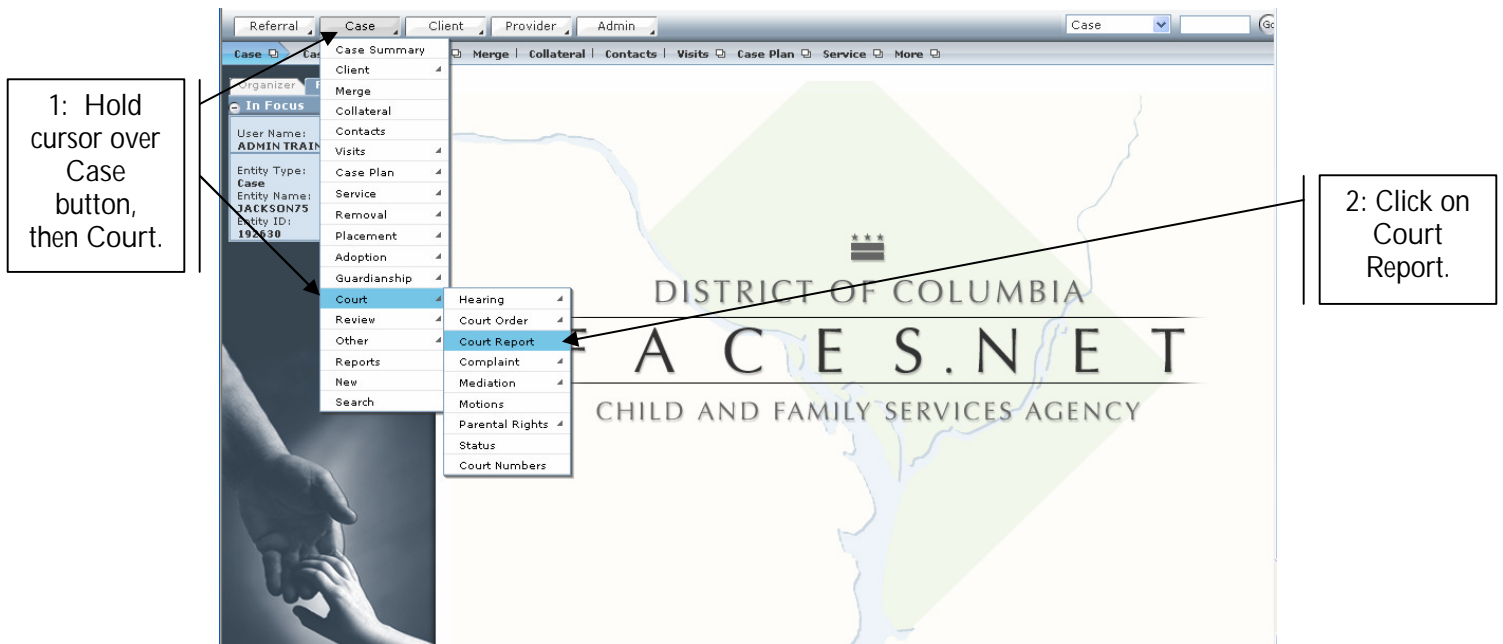


Figure 1

Step 3: Select Hearing Date.

Step 4: Select Judge's Name.

Step 5: Select Hearing/Review Type.

Step 6: Select Respondents.

If you have additional questions, please call the HelpDesk at (202) 434-0009.

Step 7: Select Court Report Type.

Step 8: Click on Save.

The screenshot shows a web application interface for creating a Court Report. The breadcrumb trail at the top includes Case, Court, Hearing, Court Order, Court Report, Complaint, Mediation, Motions, and Parental Rights. The 'Court Report' tab is active. On the left, a sidebar shows 'In Focus' with user information for ADMIN TRAINER. The main form contains several sections: 'Court Reports' with a table showing a single entry for 04/24/2006; 'Hearing Information' with fields for Hearing Date, Hearing Time (00:00), Judge's Name, and a Specify field; 'Hearing/Review Type' and 'Respondents' sections, both with 'Select' buttons; and 'General Information' with fields for Type, Creation Date (04/24/2006), Date Sent to Supervisor, Date Supervisor Approved, Date Due to Court, Date Program Manager Approved, Court Date (Old Format), Staff Name (ADMIN TRAINER), and Unit / Prog. Area. At the bottom, a toolbar contains buttons for Save, New, Approval, Find, Report, Amend, Preview, and Cancel. Numbered callouts point to specific elements: 3: Select Hearing Date (points to the Hearing Date dropdown); 4: Select Judge's Name (points to the Judge's Name dropdown); 5: Select Hearing/Review Type (points to the Hearing/Review Type dropdown); 6: Select Respondents (points to the Respondents dropdown); 7: Select Court Report Type (points to the Type dropdown); 8: Click Save (points to the Save button); and 9: Click on Report button (points to the Report button).

Figure 2

Step 9: Click on Report button.



Note:

- Once you click on Save, the Approval and Report buttons become enabled.
- Information found under the Narratives and Recommendations tabs varies according to the selected Court Report Type.

For the Disposition Report

Step 1: Complete the following Narratives boxes:

1: Complete all Narratives.

Disposition Report

Narratives Recommendations

1. Reason for Agency Involvement.

2. Summary of child(ren) information. Describe child(ren)'s general biographical information, dates of home visits, medical information and any known special needs.

3. Summary of child(ren)'s response to placement. Provide justification for placement; Possible harm child(ren) may suffer as a result of separation from parent/caretaker(s) and plans to minimize the possible harm (e.g. therapy if applicable).

4. Summary of parent/caretaker(s) during review period. Summarize each parent/caretaker separately. Information should include:

- a. General biographical information (name, address, education, employment, income, type of health insurance, physical
- b. Current living situation including conditions of home, household members, appropriateness of home for children to reside;
- c. Clinical assessment including attitude regarding allegations, receptiveness to agency involvement, progress toward reunification, current ability to care for child, compliance with case plan, and why the child cannot be protected in his or her home if the recommendation is to place child outside of home;
- d. Extent of progress made towards alleviating the causes necessitating placement in foster care.

5. Justification for Permanency Goal. Describe each child's identified permanency goal in one of the following three ways:

- a. Efforts made to achieve identified permanency goal. Describe services provided; include all referrals, services offered, relative investigations, etc. by all social workers involved with the case. Attach a case plan/service agreement.
- b. If goal of adoption - identify all efforts to achieve the goal.
- c. If goal of guardianship - identify all efforts to achieve the goal.

6. Compliance with services provided. Describe compliance with services identified on the service log and any other services provided to the client.

7. Summary of Visitation. Briefly describe the quality of the visits and the interaction of the parent/caretaker(s) with the children.

8. Summary of Review Period Assessment. Summarize each child separately.

9. Justification for Case Closure.

Save Cancel Help

Figure 3



Pointer to Remember:

1. Please click on Save frequently while working on narratives and recommendations to prevent losing your work if FACES.NET times you out.

Step 2: Click on Recommendations tab.

Step 3: Click on Save to save Narratives and Recommendations information.

Complete the following Recommendations for the Disposition Report:

Disposition Report

Narratives | **Recommendations**

Clients

KEYSHAWN JACKSON75
REYSHAWN JACKSON75

Copy all Recommendations (if same) to

REYSHAWN JACKSON75

Copy

Recommendations

The following recommendations should be made:

CFSA recommends that this child's case [dropdown] closed in court.

CFSA recommends that the court make a finding that the removal of this child from the parent [dropdown] in the child's best interest.

CFSA recommends that the court make a finding that reasonable efforts [dropdown] made to prevent the removal of this child from the home.

CFSA recommends that a return home is [dropdown] of this child.

Save Cancel Help

2: Click Recommendations tab.

3: Click Save.

Figure 4

For the Permanency/Review Report

Complete the following Narratives boxes: (see figure 5)

Permanency/Review Report

Narratives Recommendations

1. Reason for Agency Involvement.

2. Summary of child(ren) information. Describe child(ren)'s general biographical information, dates of home visits, medical information and any known special needs.

3. Summary of child(ren)'s response to placement. Provide justification for placement; Possible harm child(ren) may suffer as a result of separation from parent/caretaker(s) and plans to minimize the possible harm (e.g. therapy if applicable).

4. Summary of parent/caretaker(s) during review period. Summarize each parent/caretaker separately. Information should include:

- a. General biographical information (name, address, education, employment, income, type of health insurance, physical and mental health history, substance abuse history, criminal background, etc.);
- b. Current living situation including conditions of home, household members, appropriateness of home for children to reside;
- c. Clinical assessment including attitude regarding allegations, receptiveness to agency involvement, progress toward reunification, current ability to care for child, compliance with case plan, and why the child cannot be protected in his or her home if the recommendation is to place child outside of home;
- d. Extent of progress made towards alleviating the causes necessitating placement in foster care.

5. Justification for Permanency Goal. Describe each child's identified permanency goal in one of the following three ways:

- a. Efforts made to achieve identified permanency goal. Describe services provided; include all referrals, services offered, relative investigations, etc. by all social workers involved with the case. Attach a case plan/service agreement.
- b. If goal of adoption - identify all efforts to achieve the goal.
- c. If goal of guardianship - identify all efforts to achieve the goal.

6. Compliance with services provided. Describe compliance with services identified on the service log and any other services provided to the client.

7. Summary of Visitation. Briefly describe the quality of the visits and the interaction of the parent/caretaker(s) with the children.

8. Summary of Review Period Assessment. Summarize each child separately.

9. Plans for the future.

10. Justification for Case Closure.

save Cancel Help

Figure 5

Complete the following Recommendations for the Permanency/Review Report:

The screenshot shows a software interface titled "Permanency/Review Report" with a sub-tab "Recommendations". On the left, under "Clients", a list box contains "KEYSHAWN JACKSON75" and "REYSHAWN JACKSON75", with "KEYSHAWN JACKSON75" selected. On the right, a field labeled "Copy all Recommendations (if same) to" contains "REYSHAWN JACKSON75" and a "Copy" button below it. The "Recommendations" section contains the text "The following recommendations should be made:" followed by four checkboxes, each with a dropdown menu:

- CFSA recommends that this child's case [dropdown] closed in court.
- CFSA recommends that reasonable efforts [dropdown] been made towards achieving permanency for this child.
- CFSA recommends that this child [dropdown] a legal status of [dropdown]
- CFSA recommends that the next permanency review hearing should [dropdown] held in the next six months for this child.

At the bottom are "Save", "Cancel", and "Help" buttons.

Figure 6

For the Interim Report

Complete the following Narrative boxes:

The screenshot shows a software interface titled "Interim Report". It contains three numbered narrative boxes, each with a text area and a "Person" icon:

1. Reason for Report (Indicate reason the report is being submitted to the court, AAG, and the parties (i.e. an Interim Report was court ordered, there is a need to provide information regarding the status of a court ordered service, the name of the new Social Worker, or an important change in the placement or health of the child, etc.))
2. Summary (Indicate the facts that are to be reported to the court.)
3. Recommendations (Provide recommendations if necessary.)

At the bottom are "Save", "Cancel", and "Help" buttons.

Figure 7

To request approval for a Court Report

Steps include:

Step 1: Click on Approval.

The screenshot shows a web application interface for 'Court Reports'. It includes a table with one row: 'No Hearing Scheduled', 'Interim Report', and '04/24/2006'. Below are sections for 'Hearing Information', 'Hearing/Review Type', 'Respondents', and 'General Information'. The 'Approval' button is highlighted with a callout box containing the text '1: Click on Approval.'

Court Hearing Date	Type of Court Report	Creation Date
No Hearing Scheduled	Interim Report	04/24/2006

Hearing Information
Hearing Date*: No Hearing Scheduled | Hearing Time: 00:00 | Judge's Name*: A Howard | Specify:

Hearing/Review Type
No Hearing Scheduled |

Respondents
KEYSHAWN JACKSON75
REYSHAWN JACKSON75 |

General Information
Type*: Interim Report | Creation Date: 04/24/2006 | Date Sent to Supervisor:
Date Supervisor Approved: | Date Due to Court: | Date Program Manager Approved:
Court Date (Old Format): | Staff Name: ADMIN TRAINER | Unit / Prog. Area:

Figure 8

Step 2: Click on Request.

Step 3: Click on OK.

The screenshot shows the 'Approval' form. It includes a table with one row: 'ADMIN TRAINER', 'Monday, April 24, 2006', and an empty 'Approve/Deny Date' field. Below are fields for 'Requesting Worker', 'Requesting Date', 'Approving Worker', and 'Approving Date'. There are radio buttons for 'Request', 'Deny', 'Approve', and 'Send Back'. The 'Request' radio button is checked. There is a 'Reason' field and a 'Comments' text area. The 'OK' button is highlighted with a callout box containing the text '3: Click on OK.'

Requesting Worker	Request Date	Approving/Denying Worker	Approve/Deny Date
ADMIN TRAINER	Monday, April 24, 2006		

Requesting Worker: ADMIN TRAINER | Requesting Date: Monday, April 24, 2006
Approving Worker: TRAINER , ADMIN - Training ADT | Approving Date:
 Request Deny Approve Send Back | Reason:
Comments:

Figure 9

To amend an approved Court Report

Steps include:

Step 1: Click on Amend.

The screenshot shows a web form titled "Court Reports" with several sections: "Court Reports" (a table with one row: "No Hearing Scheduled", "Interim Report", "04/24/2006"), "Hearing Information" (fields for "Hearing Date*", "Hearing Time", "Judge's Name*", and "Specify"), "Hearing/Review Type" (a dropdown menu set to "No Hearing Scheduled"), and "Respondents" (a list with "KEYSHAWN JACKSON75" and "REYSHAWN JACKSON75"). Below these is a "General Information" section with fields for "Type*", "Creation Date", "Date Sent to Supervisor", "Date Supervisor Approved", "Date Due to Court", "Date Program Manager Approved", "Court Date(Old Format)", "Staff Name", and "Unit / Prog.Area". At the bottom are buttons: "Save", "New", "Approval", "Find", "Report", "Amend", "Preview", and "Cancel". An arrow from a callout box labeled "1: Click on Amend." points to the "Amend" button.

Figure 10

Step 2: Enter Narrative.

Step 3: Click on Save.

The screenshot shows a web browser window displaying the "Amend Narrative" dialog box. The dialog box has a "Date" dropdown set to "4/24/2006" and a large text area for "Narrative". At the bottom are "Save" and "Cancel" buttons. Two callout boxes are present: "2: Enter Narrative." with an arrow pointing to the narrative text area, and "3: Click Save." with an arrow pointing to the "Save" button. The background shows the same "Court Reports" form as in Figure 10.

Figure 11

To preview and print a Court Report

Steps include:

Step 1: Click on Preview.

Court Reports

Court Hearing Date	Type of Court Report	Creation Date
No Hearing Scheduled	Interim Report	04/24/2006

Hearing Information

Hearing Date* No Hearing Scheduled
Hearing Time 00:00
Judge's Name* A Howard
Specify

Hearing/Review Type
No Hearing Scheduled
Select

Respondents
KEYSHAWN JACKSON75
REYSHAWN JACKSON75
Select

General Information

Type* Interim Report
Creation Date 04/24/2006
Date Sent to Supervisor 04/24/2006
Date Supervisor Approved 04/24/2006
Date Due to Court
Date Program Manager Approved
Court Date (Old Format)
Staff Name ADMIN TRAINER
Unit / Prog. Area

Save New Approval Find Report Amend Preview Cancel

Figure 12

Step 2: Click on printer icon to print report.

Adobe Reader - [Interim[1].pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select

118%

Adobe Reader 7.0

★ ★ ★

Child and Family Services Agency
400 6th Street, SW
Washington, DC 20024

INTERIM REPORT

Judge's Name: A Howard
Date of Report:

Child(ren)	DOB	Jacket #	Social File #	XREF #	Client ID
KEYSHAWN JACKSON75					845961
REYSHAWN JACKSON75					845962

Reason for Report

w

1 of 2

Figure 13

If you have additional questions, please call the HelpDesk at (202) 434-0009.

MANAGEMENT REPORT: COURT REPORT INFORMATION FOR COURT HEARINGS SCHEDULED IN THE NEXT 60 DAYS (CRT006MS)

BACKGROUND & LOGIC OF REPORT

CRT006MS is a Management report that tracks completion of Court Reports for Court Hearings scheduled within the next 60 days. It lists each child with a scheduled court hearing, and each child listed appears under the worker to whom he or she is assigned in FACES. If a child has more than one hearing within the next 60 days, the client will be listed once for each hearing.

There are six different dates tracked in the report, as follows:

- § Hearing Date: The date of the upcoming hearing, as entered on the Hearing screen in FACES. This information is updated daily through an interface with DC Superior Court and is user entered.
- § Court Report Due Date: The date when a Court Report corresponding to the listed hearing is due to the Supervisor. This date is 20 business days before the Hearing Date.
- § Court Report Creation Date: The date when a Court Report corresponding to the listed hearing was created by the social worker assigned to the client.
- § Worker Submission Date: The date when a Court Report corresponding to the listed hearing was submitted by the social worker to his or her Supervisor.
- § Supervisor Approval Date: The date when a Court Report corresponding to the listed hearing was approved by the appropriate Supervisor.
- § Program Manager Approval Date: The date when a Court Report corresponding to the listed hearing was approved by the appropriate Program Manager. If this field shows a date, a Court Report has been completed for this client and hearing, as of the date shown.

Some additional notes on this report:

1. Court Report information is shown if a Court Report meets the following criteria:
 - § The Court Date on the Court Report screen matches the Court Hearing date on the Court Hearing screen.
 - § The client and case name on the Court Report matches the client and case name on the Court Hearing screen for the specified Court Hearing date.
2. The easiest way to ensure that the above conditions are met is to select the Court Hearing from the Hearing Date pull-down list on the Court Report screen. This field pulls information directly from the list of hearings entered on the Hearing screen.
3. Note that Court Reports cannot be modified after approval by either the Supervisor or Program Manager. Ensure in particular that all client, date, and hearing information is correct before submitting a Court Report for approval.