



Odyssey CMS Cheat Sheet

Topic: Juvenile CHINS Case Processing for CIP Timeliness Measures
Date: January 10, 2017

Summary: This cheat sheet will instruct the user how to properly update the Juvenile CHINS case with the appropriate case events to provide accurate data for the Court Improvement Program (CIP) CHINS Timeliness Measures Project.

The CIP CHINS Timeliness project requires each county to track the time it takes to reach the following ten benchmarks in a CHINS case: 1) time to disposition; 2) timeliness of disposition; 3) time to adjudication; 4) first permanency hearing; 5) time between all subsequent permanency hearings; 6) time to permanency; 7) time to petition for termination of parental rights; 8) time to termination of parental rights; 9) time from disposition to termination of parental rights; and 10) timeliness of termination of parental rights. Each benchmark is identified by a specific event. These events should be added to the case at the appropriate time.

Note: The permanency benchmark events are recorded on the JC case. The parental rights benchmarks are recorded on the JT case. When the JT Termination of Parental Rights case is filed the JC case must be related on the Detail tab.

It is important to use the same Odyssey party record when creating cases for the same child in different juvenile case types. It is also imperative to update the party record with all current demographical information available even if it is not a required Odyssey field.

1. When the petition alleging CHINS is filed, add the **PCHINS** event to the JC case. Four of the ten benchmarks are measured from the PCHINS event date (not the "File Stamp" date).

A separate case number must be given to each child and only one case number, regardless of how many parents or guardians are named. Relate the sibling cases using the **Add Related Case** feature on the Detail tab.



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- If the child was removed from the home and placed in the care of DCS, add the case flag of **Out of Home Placement** on the Detail Tab. Out of Home placement is any placement that is not in the home where the child lived at the time of the incident.

Add Case Flag

Case Flag: **Out of Home Placement**

Comment: Child removed from home and placed with other family member.

Buttons: **Add Next**, **Continue**, **Exit**

- When the judge orders the appointment of a Guardian ad Litem (GAL) or a Court Appointed Special Advocate (CASA), add the **QCSGAL** event to the case. **This normally happens at the detention or initial hearing.**

Add Event

Type: **GAL/CASA Appointed**

Date: **01/10/2017**

Due: **12** Completed: **12**

Comment:

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Buttons: **Save/Print**, **Save**, **Exit**

Note: In accordance with IC 31-34-10-3, the court shall determine if a GAL/CASA should be appointed to the case before complying with other requirements.

- When the child is adjudicated CHINS, either at the Initial Hearing through an admission, or at a Fact Finding Hearing, add the **CHINSADJ** event to the JC case.

Add Event

Type: **Date of Adjudication (CHINS)**

Date: **12**

Adjudicated: **12**

Judicial Officer:

Due: **12** Completed: **12**

Comment:

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Buttons: **Save/Print**, **Save**, **Exit**

- When scheduling the Disposition Hearing, use the **"Dispositional Hearing"** type. Once the hearing has been held, result the hearing as "commenced and concluded" from the Courtroom Minutes screen. The JC case should be reported as disposed after the hearing has been held.



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Note: There are five methods of disposition that can be used when disposing the JC case: bench disposition, bench trial, dismissed, other and guilty plea/admission.

Statistical Closure		Case Status	
04/21/2015	Bench Disposition	04/21/2015	Decided
Charge Disposition		Judgment	Disposition
1. 31-34-1-1: Child in Need of Services (CHINS)			
02/22/2015 (NC) 31-34-1-1 (313411)			
Judgment	04/21/2015	Adjudicated CHINS	

6. When it is time to schedule the first Permanency Hearing, schedule the hearing by using the ***"Permanency Hearing"*** type. Once the hearing has been held, result the hearing as "commenced and concluded" from the Courtroom Minutes screen. Using the Courtroom Minutes screen will allow the system to record the date the hearing was held and not the date that it was resulted.

Courtroom Minutes for Case # 33C01-1301-JC-000001

In the Matter of Alexis Snedegar, a Child Alleged to be a Child In Need of Services Inactive
Type JC - Juvenile CHINS

Result 01/04/2013 10:45 AM Defendant Info Add Journal

Type **Permanency Hearing** Result **Commenced and concluded** Parties Present **Multiple**

Start End Dur Comment

Resources Hearings Select Warrants

Type Resource

Judge Willis, Mary G

Special Judge Willis, Mary G - SJ

Courtroom Circuit Court 1 Courtroom

Save/Copy Save Exit Forms

Note: The first permanency hearing must be held within 12 months of the child's removal or the Dispositional Decree whichever is earlier; IC 31-34-21-7.

7. For all subsequent permanency hearing(s) use the ***"Permanency Hearing"*** type and result them as described above.
8. When the court approves the permanency plan, add the appropriate event to the JC case showing the approval of the appropriate permanency plan.

Add Event

Type **Order Approving Permanency Plan of Ado**

Date 01/04/2013

Order Signed 01/04/2013

Judicial Officer Willis, Mary G

Due 01/04/2013 Completed 01/04/2013

Comment

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OPPA	Order Approving Permanency Plan of Adoption;
OPPG	Order Approving Permanency Plan of Guardianship;
OPPR	Order Approving Permanency Plan of Reunification;
OPPRP	Order Approving Permanency Plan of Relative Placement;
OPPLA	Order Approving Permanency Plan of Another Planned Permanent Living Arrangement.

9. When it is time to schedule the Disposition Hearing, schedule the hearing by using the ***“Disposition Hearing”*** type. Once the hearing has been held, result the hearing as “commenced and concluded” from the Courtroom Minutes screen. Using the Courtroom Minutes screen will allow the system to record the date the hearing was held and not the date that it was resulted.
10. If a ***JT*** case results from a JC case, DCS will petition the court to terminate the parental rights of one or both parent(s). Add the appropriate Petition to Terminate Parent-Child Relationship event to the ***JT case***.

PTPRF	<i>Petition to Terminate Parent-Child Relationship of Father</i>
PTPRM	<i>Petition to Terminate Parent-Child Relationship of Mother</i>
PTPRB	<i>Petition to Terminate Parent-Child Relationship of both Parents</i>

Add Event

Type: **Petition to Terminate Parent-Child Relation**

Date: **01/02/2013**

File Stamp: **01/02/2013**

Filed By: **Petitioner**

Due: **12** Completed: **12**

Comment: **ABC**

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Note: In accordance with IC 31-35-2-4(b)(2)iii, DCS is required to petition the court to terminate the parent-child relationship when the child has been in out-of-home placement for 15 of 22 months regardless of their true intentions. Please use the “mandatory petition” event when DCS files the petition to terminate parental right because it is mandatory. DCS will also file a motion to dismiss once the mandatory petition is filed.

MPTPR *Mandatory Petition to Terminate Parent-Child Relationship*

11. When the JT case is opened add the JC case as a related case. Remember to use the same child party record for the JT case that was used for the JC case. If you cannot verify that you have the right party record by checking the cases tab of the party record, contact Court Technology Helpdesk to receive assistance with the party merge process.

Add Related Case

Case Number: **33c01-1301-JC-000001**

Reason: **Other**

Comment: **Termination of Parental Rights**

Continue **Exit**



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12. After the JT case has been created, update the **JC case** with the **TPRCF-Termination of Parental Right Case Filed** event.

Add Event

Type: **Termination of Parental Right Case Filed**

Date: 01/02/2013

Effect Date: 01/02/2013

Due: [] Completed: []

Comment: []

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13. When the parent-child relationship is ordered terminated by the court, add the appropriate event to the **JT case** to show that one or both parent's parental rights have been terminated.

OTPRF	Order Terminating Parental Rights of Father
OTPRM	Order Terminating Parental Rights of Mother
OTPRB	Order Terminating Parental Rights of both Parents

Add Event

Type: **Order Terminating Parental Rights of Fath**

Date: 01/02/2013

Date Signed: 01/02/2013

Judicial Officer: []

Due: [] Completed: []

Comment: []

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When all parent-child relationship(s) have been order terminated and the case is ready to be closed add the below event.

TPRF	Termination of Parental Rights Finalized
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The **TPRF** event should also be entered on the **JC case** to record the effective date for the termination of the parent-child relationship in that CHINS matter.



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11. Once permanency has been reached, the DCS attorney should petition the court to terminate wardship and to close the JC case. Add the appropriate event to the JC case when the judge terminates DCS's wardship over the child.

WTA	Wardship Terminated; Adoption
WTR	Wardship Terminated; Reunification
WTG	Wardship Terminated; Guardianship
WTRP	Wardship Terminated; Relative Placement
WTPPLA	Wardship Terminated; Planned Permanent Living Arrangement.

Add Event

Type: **Wardship Terminated; Adoption**

Date: **01/02/2013**

Effective: **01/02/2013**

Filed By: **Petitioner**

Due: **Completed**

Comment: **ABC**

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