

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>PROBATION SERVICES MANUAL</b>	
	<b>Chapter 2: Placements</b>	<b>Effective Date: 9/30/2016</b>
	<b>Section 14: Hearings</b>	<b>Version: 1</b>

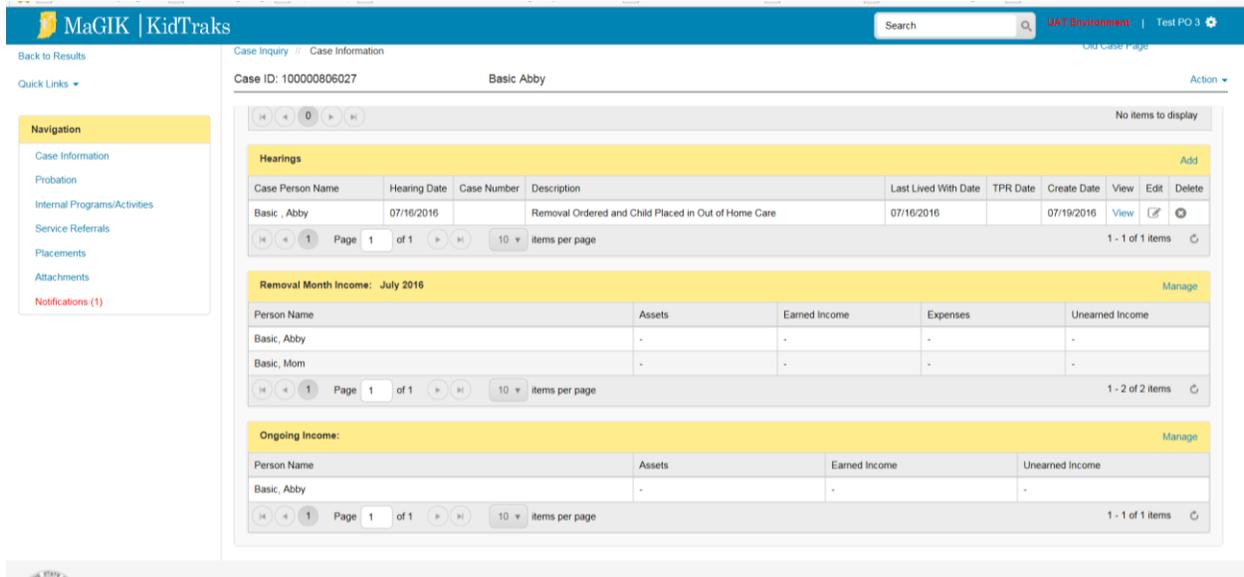
**PROCEDURE**

**IC 31-37-5-8**

**Juvenile court submission of proposed service, program, or placement to department; approval or disapproval by department; emergencies; entry of order by juvenile court; appeal by department**

**Hearings:**

The initial Placement Wizard requires that the hearing to legally remove the child be entered when creating the initial placement. On the Hearings section that hearing will be visible; it can be edited and/or the court order itself can be uploaded if need be. Additional hearings over the life of the case are entered on this page as well.



The screenshot shows the MaGIK | KidTraks interface for Case ID 100000806027. The main content area displays the 'Hearings' section with a table containing one entry:

Case Person Name	Hearing Date	Case Number	Description	Last Lived With Date	TPR Date	Create Date	View	Edit	Delete
Basic, Abby	07/16/2016		Removal Ordered and Child Placed in Out of Home Care	07/16/2016		07/19/2016	View	Edit	Delete

Below the hearings table, there are sections for 'Removal Month Income: July 2016' and 'Ongoing Income:'. Each section contains a table with columns for Person Name, Assets, Earned Income, Expenses, and Unearned Income.

To edit the existing hearing information, click the “Edit” box on the right hand side. When you are done editing click “Save” then “Close”. To delete all information about the existing hearing, click the delete button on the right side of the placement grid.

When adding additional hearings to the case, click on the blue “Add” link and the data entry screen will pop up.

The screenshot shows a web browser window with the URL <https://magik.usat.dcs.in.gov/financial/c>. The page title is "Add Hearing". The form is titled "Add Case Hearing" and contains the following fields and options:

- Hearing Date:** A text input field with a calendar icon to its right.
- Court Case Number:** A text input field.
- Selected Outcomes:** A list of checkboxes:
  - Trial Home Visit Extended
  - Trial Home Visit (for child in placement)
  - Reasonable Efforts to Finalize Permanency Plan (REPP)
  - Involuntary TPR Granted
  - Voluntary TPR Granted
- Court Orders:** A text input field with an "Upload" button to its right.

At the bottom of the form are "Save" and "Close" buttons. The footer of the page includes the MaGIK logo and the text "Copyright © 2009-2016 - Indiana Department of Child Services". The browser's taskbar at the bottom shows the system time as 1:37 PM on 7/20/2016.

**Hearing Date** – use the calendar to set the date of the hearing and use the clock to set the approximate time of the hearing.

**Court Case Number** – not required, but the court case/cause number may be entered.

**Selected Outcomes** -displays a list of outcomes from which to choose:

- **Removal Ordered and Child Placed in Out of Home Care** – can only be selected once as a court outcome and is then disabled. It can be edited/unchecked from one hearing and then selected for another hearing, When the outcome is selected, two more questions will appear:
  - Who was the child legally removed from? A dropdown will display only household members from which to select. If the “household” was appropriately set up as the home from which the youth was legally removed, the necessary participant should be in the dropdown.
  - What is the date the youth last lived with this person? Enter date as mm/dd/yyyy. This date cannot be later than the initial placement date. If the time of the initial placement defaulted to 12 a.m., user will not be able to select the same date for the last lived with date - would have to choose the day prior. Best practice would be to edit the begin time on the placement so it

accurately reflects when the youth was first placed and last lived with date is also accurate.

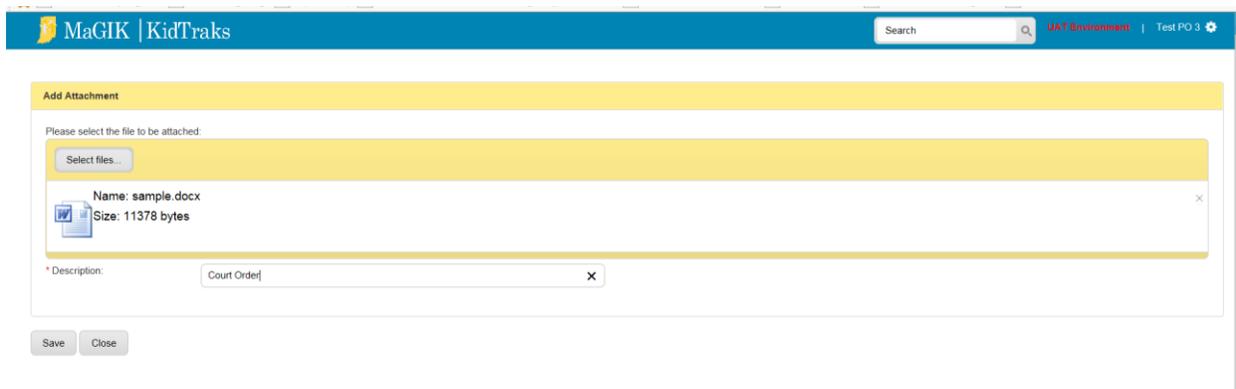
- **Trial Home Visit (for child in placement)** – This selection should be used at the very start of a trial home visit.
- **Trial Home Visit Extended** – Once a youth has been on a THV approaching six months, a new court hearing should be held to extend this arrangement for up to another six months. This outcome should be selected for those hearings.
- **Reasonable Efforts to finalize the Permanency Plan (REPP)** – once the youth has been detained/placed for approximately six months, a hearing should be held in order for the court to make a finding that the probation department is making efforts toward a permanent living arrangement for the youth. This finding indicates that the youth is not languishing in placement unnecessarily. Every six months thereafter, included the time during which the youth is on a Trial Home Visit (THV), another finding of REPP should be made by the court until such time as the child’s case is released from the court’s jurisdiction.

**Court Orders – UPLOAD** - Court orders need to be attached for each hearing entered. Clicking on “Select files” will open the screen that allows a file to be selected from the user’s hard drive by clicking “Browse”. Enter the document description in the text field, and click “Submit” to save to the application. A message screen will confirm that the document has been successfully uploaded.

The screenshot shows a web application interface for MaGIK | KidTraks. At the top, there is a blue navigation bar with the logo on the left, a search bar in the center, and environment information 'UAT Environment | Test PO 3' on the right. Below the navigation bar is a yellow header for the 'Add Attachment' form. The form contains the following elements:

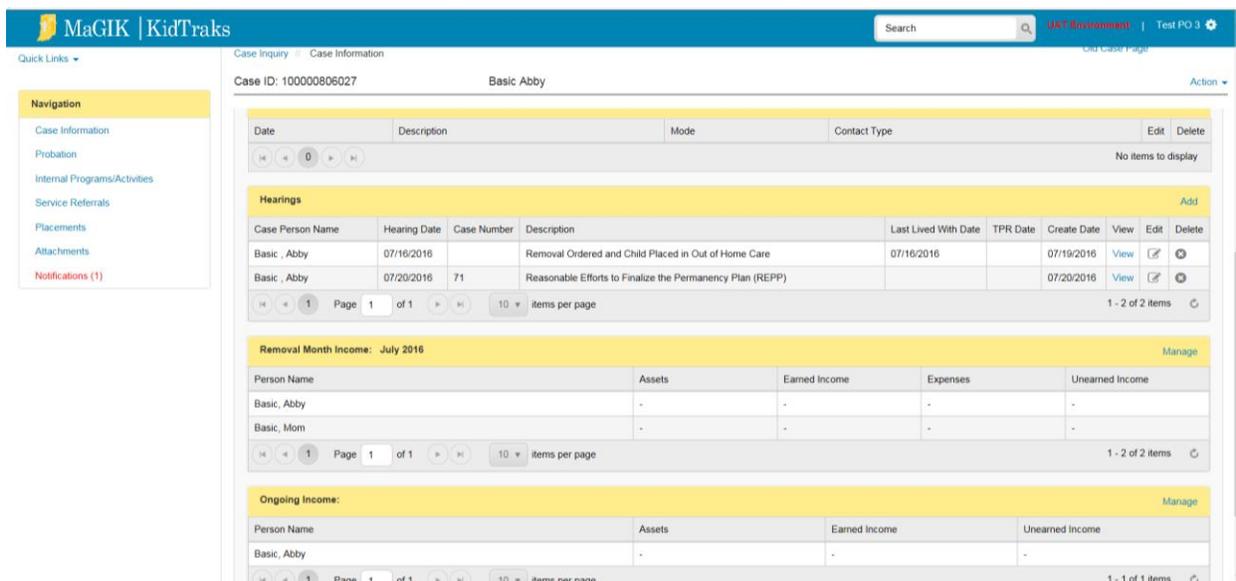
- A yellow header with the text 'Add Attachment'.
- A message: 'Please select the file to be attached:'.
- A button labeled 'Select files'.
- A text input field labeled 'Description:'.
- Two buttons at the bottom: 'Save' and 'Close'.

At the bottom of the page, there is a footer with the Indiana Department of Child Services logo and the text 'Copyright © 2009-2016 - Indiana Department of Child Services'.



The attachment upload screen will close and on the hearing data entry screen, the user will see that the court order is now listed as an attachment to the hearing information. If an incorrect document has been attached, use the black X to delete it from this hearing.

On clicking “Save” the hearing information and the attachment will be saved to the Hearing page. Clicking “Close” and not “Save”, will close the new hearing screen and no data will be saved to the Hearing tab.



At any time, an individual hearing can be edited from this screen by clicking “Edit” on the right hand side. To entirely delete the hearing, click “delete”.