

	INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date:
	Section 4: Initial Hearing	Version: 1

GUIDANCE

Initial Hearing

IC 31-37-6-6

Release; conditions; findings required for detention order

Placement
Hearing
Education
Removal Income
Disability
Permanency Plan

New Hearing

Hearing Date:*   Court Case Number:

Outcome

Removal Ordered and Child Placed in Out of Home Care

Who was the youth legally removed from?:*

What is the date the youth last lived with this person?:* 

Court Orders
Add

No records to display...

Cancel
Previous
Next

Since the youth was legally removed and placed the outcome has already been defaulted. The information regarding the initial hearing needs to be entered. The data fields that appear are:

- **Hearing Date:** Use the calendar to set the date and the clock to set the actual time of the hearing; the time will default to 12 a.m. and it is important to set the actual time.
- **Court Case Number:** This is the cause number(s) that is being heard at this hearing. It is not required.

- **Who was the youth legally removed from:** The drop down will display all case participants listed as household members. The youth's address should be the home from which he/she was legally removed.
- **Date last lived with:** Enter the date that the youth last lived with the person from whom they were legally removed. The date must be on or before the begin date of the initial placement which might be a couple of days earlier than the hearing. A validation message will appear if the date entered is after the begin date of the initial placement.

IN.gov Indiana Department of Child Services

Source: Probation Source ID: 100000231722 Current User: Test 1 PO
 Case County: ALL Description: Basic Abby

Placement Hearing Education Removal Income Disability Permanency Plan

New Hearing

Hearing Date: 4/9/2013 9:00 AM Court Case Number:

Outcome

Removal Ordered and Child Placed in Out of Home Care

Who was the youth legally removed from?: Mother Basic

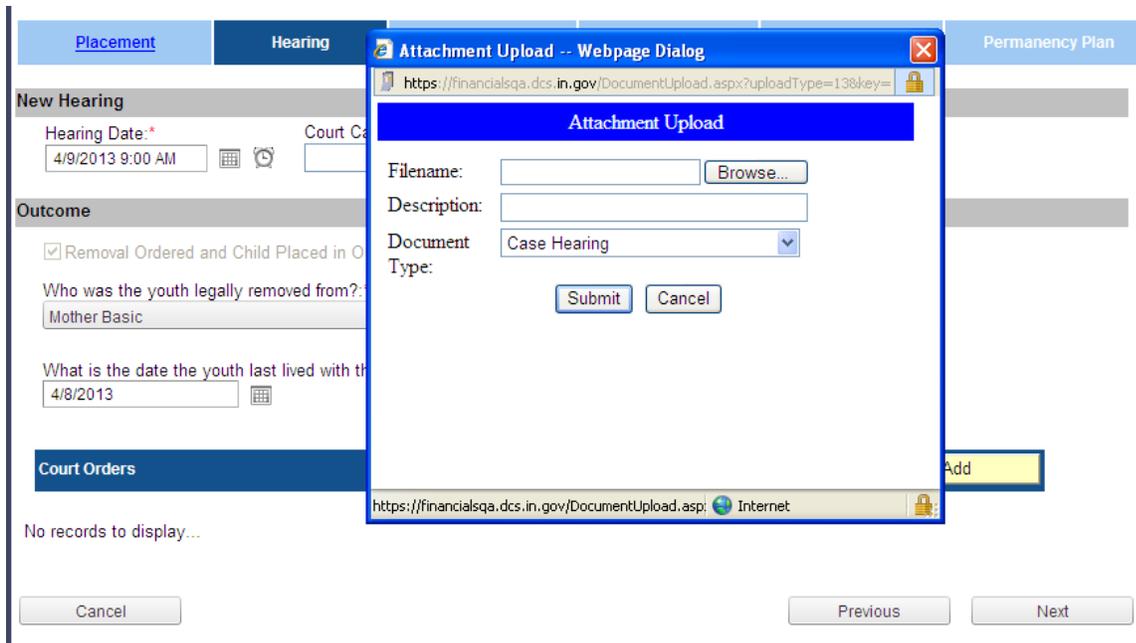
What is the date the youth last lived with this person?: 4/8/2013

Court Orders Add

No records to display...

Cancel Previous Next

At this time, if the PO has an electronic copy of the court order it can be attached now using the “Add” on the blue bar with “Court Orders”. The insert screen will open and the PO will browse their hard drive to find and select the court order to be attached. A brief name can be entered for the order in the “Description” field. Currently, leave the “Document Type” defaulted to *Case Hearing*, which will allow the document to be visible in the display.



If a copy of the court order is not available, click “Next” to continue on in the Placement Wizard. The user may also click the “Cancel” or “Previous”, both of which will take one back to the previous screen regarding the initial placement. It will not allow the user to totally cancel out of the wizard.