

# CIP Data Collection Reporting Requirements for Federal FY 2012-2016

**WHY:** States accepting Court Improvement Program grant funds are required to collect and report on five timeliness measures beginning in Federal Fiscal Year 2013.

**WHERE:** Indiana, each county within the state is required to report on the 5 timeliness measures regardless of their case management system being used.

**WHEN: NOW!** Federal Fiscal Year 2013. This means that we will complete the second quarter of the 2013 federal fiscal year on March 30, 2013. So, we are half way through the required reporting year.

**It is very important that you start to collect data immediately.**

# PROJECT

## GOALS/OUTCOMES

To improve the quality and timeliness of the court's handling of abuse and neglect cases:

The information collected will provide objective, concrete data by which a court can determine its compliance with State/Federal requirements.

To target reforms for court improvement efforts:

*Once data is collected, if a court finds that they are not in compliance it allows them the opportunity to institute reforms to correct the problem*

The ultimately outcome is to improve the lives of abused and neglected children which is and should be every court's goal.

# Dataset Identification

For the first reporting year, all five measures will be based on:

Cases closed between October 1, 2012 and September 30, 2013. (2013 Federal Fiscal Year)

Cases older than 5 years will be excluded from the dataset:

Case opened prior to October 1, 2007 will be excluded.

# MEASURE 4A:

## TIME TO PERMANENT PLACEMENT

**“DEFINITION:** Average (**median**) time from the filing of the original petition to permanency.

**EXPLANATION:** This measure shows how long it takes for children in abuse and neglect cases to achieve legal permanency following the filing of the original petition. **“Legal permanency”** means that there is a permanent and secure legal relationship between the adult caregiver and the child. The purpose is to help courts evaluate their success in eliminating needless delays in achieving legal permanency for children in abuse and neglect cases.”

This measure is limited to children removed from the original parent, guardian or custodian at anytime during the pendency of the case.

# Measure 4A: Time to Permanent Placement

## INSTRUCTIONS

- 1.) The **start date** for this measure is the **date of the filing of the original petition**.
- 2.) The **end date** is the date **wardship is closed**.  
The date of **“legal permanency”** is the date wardship is terminated because key to this measure is the word **“secure”** relationship. A relationship is only secure at the point the court closes a case. Prior to case closure a permanency plan may be modified at any permanency or review hearing.
- 3.) This Measure is limited to children who have been removed from the original parent, guardian, or custodian at anytime during the pendency of the case.  
**EXAMPLE:** If you have 100 closed and only 50 had children removed, you would have 50 cases for this measure.

## **MEASURE 4G: TIME TO FIRST PERMANENCY HEARING**

**“DEFINITION:** Average (median) time from filing of the original petition to the first permanency hearing

**EXPLANATION:** This measure shows how long it takes to complete the first permanency hearing. Under this measure, the time begins to run with the filing of the original petition and ends on the day the first permanency hearing is completed. The purpose of this measure is to comply with minimum times set by Federal and State laws by which States must complete permanency hearings.”

# Measure 4G: Time to First Permanency Hearing

## INSTRUCTIONS

- 1.) The **start date** for this measure is the **date of the filing of the original petition**.
  - 2.) The ending date for this measure is **the date the first permanency hearing is held**.
  - 3.) This measure is the **median time from the filing of the petition to the date of the first permanency hearing** on all cases closed during the reporting period.
- \*\*\*All cases closed in a reporting period will not have a permanency hearing. Those opened for a year or more should have a permanency hearing.**

# MEASURE 4H: TIME TO TERMINATION OF PARENTAL RIGHTS PETITION

**“DEFINITION:** Average (median) time from filing of the original petition to filing the petition for termination of parental rights (TPR).

**EXPLANATION:** This measure shows how long it takes from the date the original child abuse or neglect petition is filed to the date the termination of parental rights petition is filed. TPR means that a parent is permanently deprived of all rights to a child, including custody, visitation, or participation in decision making for the child.”

# Measure 4H: Time to Termination of Parental Rights Petition

## INSTRUCTIONS

- 1.) The start date for this measure is the date of the filing of the original CHINS petition, **(JC-PETITION)**.
- 2.) The ending date is the date of the filing of the Termination of Parental Rights Petition, **(JT-PETITION)**.

It is important to note that you are looking at [two different case types](#) and your case management systems must be able to calculate time between both case types.

**\*\*\*Mandatory Petitions to Terminate Parental Rights that include automatic self dismissal provisions should not be included in this measure.**

## **MEASURE 4I:**

### **TIME TO TERMINATION OF PARENTAL RIGHTS**

**“DEFINITION:** Average ([median](#)) time from filing of the child abuse and neglect petition to the termination of the parental rights.

**EXPLANATION:** This measure shows how long it takes from the date the original child abuse or neglect petition is filed to the date the termination of parental rights proceedings is [completed.](#)”

# Measure 4I: Time to Termination of Parental Rights

## INSTRUCTIONS

- 1.) The **start date** for this measure is **the date of the filing of the original CHINS petition.**
- 2.) The **ending date** for this measure is **the date the TPR order is signed** and issued on the **last parent** in the case. A child is not freed for adoption until the TPR orders are issued on **ALL** parents or the parents have signed off on their rights, thus **completing** the case.
- 3.) This measure is the **median** time from the filing of the original CHINS petition (**JC**) to the date parental rights are **terminated on the last parent.**

# **MEASURE 4N: (No toolkit measure available)**

## **TIME TO ALL SUBSEQUENT PERMANENCY HEARINGS**

**“DEFINITION:** Average (median) time between subsequent permanency hearings. These hearings will occur approximately every twelve months after the first permanency hearing is completed until the case is closed.

**EXPLANATION:** This measure shows how long it takes to complete additional permanency hearings after the first permanency hearing is completed. Under this measure, the days are counted between the first and second permanency hearing, the second and third permanency hearing and continues until the case is closed. The median number of days for all cases having a 2<sup>nd</sup> permanency hearing, a 3<sup>rd</sup> permanency hearing and so on will be reported to the state along with the raw data for this measure.

In other words, you will NOT determine the median time it takes for all subsequent hearings on one case, but the median time it takes to get to each subsequent hearing on all the cases.

# Measure 4N: Time to all Subsequent Permanency Hearings

## INSTRUCTIONS

- 1.) You will count the number of days between the 1<sup>st</sup> and 2<sup>nd</sup>, the 2<sup>nd</sup> and 3<sup>rd</sup>, the 3<sup>rd</sup> and 4<sup>th</sup>, the 4<sup>th</sup> and 5<sup>th</sup> and so on until the case is closed.
- 2.) You will determine the **median number of days** between the first and second permanency hearing for all those cases having a second hearing and the median number of days between the second and third permanency hearing for all those cases having a third permanency hearing and so on.

# CASEMANAGEMENT SYSTEMS SPREADSHEETS

- Different case management systems will record and pull data differently. What is key in the use of different case management systems is that all jurisdictions are capturing the same information. For example, it does not matter if one system pulls data from a CCS entry and another system pulls data from a case status entry. What is important is that the same data is being captured and a report can be generated that provides information on the Measure as defined.
- Spreadsheets can be used to collect data on (the five measures) cases closed during the reporting period.