



## Instructions for Court Improvement Program Timeliness Measures Project Report Form Fiscal Year 2016

### Use of Worksheet

The majority of counties will submit their CIP Timeliness Measures data via the new INCite application. However, for those counties still storing their data in the worksheet prior to submitting it to the application, please see below. Additionally, the below information is useful to understand which cases the project is not tracking for statistical purposes.

### Qualifying Cases for FY 2016

These forms will be filled out only for those Child in Need of Services (CHINS) cases that opened on or after October 1, 2010, and closed (the CHINS wardship was terminated) between October 1, 2015 and September 30, 2016. It is expected that the reports will be turned in quarterly as indicated in the chart below:

Quarter	Petition Filed After	CHINS Wardship Terminated Between	Report Due
1 <sup>st</sup>	October 1, 2010	October 1, 2015 -- December 31, 2015	January 10, 2016
2 <sup>nd</sup>	October 1, 2010	January 1, 2016 – March 31, 2016	April 10, 2016
3 <sup>rd</sup>	October 1, 2010	April 1, 2016 – June 30, 2016	July 10, 2016
4 <sup>th</sup>	October 1, 2010	July 1, 2016 – September 30, 2016	October 10, 2016

Cases should only be included if there was a finding that the child is a CHINS, either through voluntary agreement or through trial. CHINS petitions filed that were dismissed or discharged prior to CHINS adjudication should be excluded. Informal adjustments that did not lead to a CHINS adjudication should also be excluded. Any cases where wardship was terminated without the child achieving “permanency” should not be included in the report. Some examples of non-permanent outcomes: aging out, independent living (collaborative care), emancipation, death of the child, transferred to another agency (e.g. DOC), or runaway status.

### The Spreadsheet

There are three tabs on the bottom left corner of the spreadsheet, corresponding to three forms: 1. The Cover Page; 2. The Timeliness Measures Worksheet; 3. The Subsequent Hearing Worksheet. **Please make sure you access and fill out all three forms, if applicable.**

## Cover Page Instructions:

1. Enter the County Name in the top box
2. From the drop-down menu, select the quarter that you are reporting. The quarters follow the Federal fiscal year.
3. The median numbers from the Timeliness Measures Worksheet and the Subsequent Hearing Worksheet will be automatically entered into the appropriate rows. For example, in the 4A row will appear the median number of days from the 4A column on the worksheet.

*NOTE: For the 4N category, you may have several rows; i.e. "Time to First Subsequent Permanency Hearing" "Time to Second Subsequent Permanency Hearing", and so forth, depending on how many permanency hearings your cases had.*

4. After the form is completed, the judge should certify that he or she has reviewed the information in the form by entering his or her name.
5. The person who prepared the form should enter his or her name, email address and other contact information.

## Timeliness Measures Worksheet Instructions:

This worksheet will automatically calculate the number of days between dates provided, and will automatically calculate the median numbers. . Please fill in the columns listed below according to the following instructions:

1. CHINS case number: Enter the CHINS case number for the child.
2. Name: Enter the first and last name of the child.
3. DOB: Enter the date of birth for the child.
4. CHINS Petition Date: Enter the date the CHINS petition was filed. *All dates should be entered in the format of mm/dd/yyyy.*
5. Out of Home Placement: Choose "yes" from the dropdown if a child was removed at any time, for any period, during the life of this case. Removal includes foster placement, placement in a residential facility, placement with a relative, or placement with the non-custodial parent. If the child remained with the custodial parent, select "no" from the list.
6. 4G First Permanency Hearing: Enter the date the first permanency hearing was held. See *Important Note about Permanency Hearings* below.

***IMPORTANT NOTE ABOUT PERMANENCY HEARINGS:** Only enter dates for permanency hearings that meet the requirements of Indiana Code 31-34-21-7. This means that they are calendared as permanency hearings, a permanency plan is filed, and a permanency order is issued. A review hearing at which permanency is discussed **does not qualify** as a permanency hearing for the purposes of this form.*

7. 4N Subsequent Permanency Hearing: Enter the date the first subsequent permanency hearing was held. If a case has had more than one subsequent permanency hearing, use the spreadsheet on the next page. See *Important Note about Permanency Hearings* above.

8. TPR Case number: Enter the case number for all Termination of Parental Rights (TPR) cases associated with the child in the CHINS case. Ideally, all parents will be under one case number, but that may not be the case in your jurisdiction. See **Important Note about TPR Petitions** below.

**IMPORTANT NOTE ABOUT TPR PETITIONS:** *If a TPR petition is a mandatory petition filed under Indiana Code 31-35-2-4 and 31-35-2-4.5 and is intended to be dismissed at the time of filing, do not enter its date. However, mandatory petitions that are filed under these provisions and are intended to proceed should be included.*

9. 4H TPR Petition Date: Enter the date the TPR petition is filed. See **Important Note about TPR Petitions** above.

**More than one TPR in a case:** If there are separate TPR case numbers for different parents, but the TPR petition and order dates are the same, only enter one TPR case. However, if the parents have different TPR petition dates and TPR order dates, both TPRs should be entered. Additionally, if there were subsequent TPR petitions filed in a single case, both TPRs should be entered. In these cases, for each TPR petition, make a new line on the spreadsheet. On this line, repeat the CHINS case number and enter the new TPR case number, with the CHINS petition date and the relevant TPR dates. **Do not include the CHINS Wardship Termination date on the line with the additional TPR Petition.**

10. 4I TPR Order Date: Enter the date of the order terminating the parent's parental rights. If there is only one TPR petition for both parents but different TPR order dates, enter only the later of the two TPR order dates. If the TPR was denied, **do not** enter a date in this column.

11. 4A Wardship Terminated: Enter the date that the wardship was terminated in the CHINS case. The wardship has been terminated at the point when there is no longer an open CHINS case, and therefore no longer any DCS involvement. This should be done through a court order. **Use the date when the court order is entered into the CCS.**

12. Permanency Type: Choose from the drop-down menu one of the following descriptions of the type of permanency achieved, with the following abbreviations, as defined in IC 31-34-21-7.5(c)(1):

- a. **Adoption:** The child was adopted.
- b. **Reunification:** The child was placed in the care and custody of either parent, whether originally custodial or non-custodial, or with the legal guardian or custodian from whom the child was originally removed, without further DCS supervision.
- c. **Guardianship:** The child was placed with a non-relative legal guardian (IC 31-9-2-49) in a judicially created relationship, where the legal guardian is responsible for the care, custody, control, and decision making concerning the child. These can take the form of either a guardianship or a third-party custodianship.
- d. **Relative Placement:** The child was placed with a responsible relative. This includes non-custodial parents, guardianships, and third-party custodianships with relatives.
- e. **Another PPLA:** The child was placed in another planned permanent living arrangement (APPLA).

### Subsequent Hearing Worksheet Instructions:

If a case has had more than one subsequent permanency hearing, use this worksheet to enter the dates.

**IMPORTANT NOTE ABOUT PERMANENCY HEARINGS:** *Only enter dates for permanency hearings that meet the requirements of Indiana Code 31-34-21-7. This means that they are calendared as permanency hearings, a permanency plan is filed, and a permanency order is issued. A review hearing at which permanency is discussed **does not qualify** as a permanency hearing for the purposes of this form.*

1. Enter the CHINS and TPR case numbers in the appropriate columns.
2. Under “First Subsequent Permanency”, enter the same date you entered in the 4N column on the first page.
3. Under “Second Subsequent Permanency, “Third”, and so forth, enter the dates of any subsequent permanency hearings.

**Quarterly submissions are due on the dates listed in the table at the top of the first page. Submissions should be made via the INCITE CIP Timeliness Measures Application. If you have questions, please contact CIP Staff Attorney Matt Hagenbush via email at [matthew.hagenbush@courts.in.gov](mailto:matthew.hagenbush@courts.in.gov) or by phone at 317-234-5346.**