# Juvenile Justice
# How Do I Guide

Juvenile Justice

## Services Report

| How Do I…? | Selections | Tips & Guidelines |
|---|---|---|
| Establish services report record | ▪ Click Create > Access Report<br>▪ Select Services Report from the Access Report Type dropdown field.<br>▪ Enter text on the Narrative tab.<br>▪ Add participants to the report on the Participants tab by selecting the Add/Edit button. This will open the Access Inquiry Search page.<br>▪ On the Access Inquiry Search page, complete the last name and first name fields.<br>▪ Click the Search button.<br>  ▪ For a match: Click the select link for the applicable person(s).<br>  ▪ For no match: If displayed, click the Close button on the Validation Errors web page dialog box on the Access Inquiry Search page. Click the Create button to access the Access Participant page. Enter all applicable data/values and click the Continue button. If potential person matches exist, the Potential Person Match page will display a list of participants that are an exact person match. To proceed with creating a new person, click the Close button on the page. To select an existing record, click the appropriate radio-button and then click the Continue button. The participant will be added to the Participants group box on the Access Inquiry Search page.<br>  ▪ Add additional participants by completing the last name and first name fields and repeating the step above.<br>  ▪ After all participants have been added and searched, click Add Participants.<br>  ▪ Click Continue.<br>▪ On the Access Report page, enter the applicable data/values.<br>▪ Enter the applicable data/values on templates, as appropriate. Click Close and Return to eWiSACWIS. | *The Services Report type of Juvenile Justice can be used to for delinquency or JIPS services.*<br><br>*The Female Head of Household typically has the Relationship of Reference Person and Role of Report Name.*<br><br>*You can add several related people to the report at once by expanding the Search Person outliner to the listing of participants under the Related People subject. Click the Select link for each participant that applies to this report.*<br><br>*You can use the Address Copy button on the Participants tab to copy one person's address to another participant's record.*<br><br>*If you save/close a report before completion, reopen it from the Access Reports outliner. If you do not see a pending report, click the Refresh button on the banner.* |
| Screen in/out services report | ▪ On the Decision tab/Worker Recommendation box, click the applicable radio button (Screen in or Screen out).<br>▪ Enter the other applicable data/values. Click Save. | *A services report is assigned to the supervisor to make the final screening decision.*<br><br>*When a Services Report is linked to a new case or to a case where there is no open "Primary" assignment, a "Primary assignment is given to the supervisor making the final screening decision.* |

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# Juvenile Justice How Do I Guide

## Juvenile Justice Templates

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| How Do I…? | Selections | Tips & Guidelines |
|---|---|---|
| Create the Child Welfare/Juvenile Justice Assessment | ▪ Click Create > CaseWork > Assessment > CW/JJ Assessment.<br>▪ Select the appropriate case.<br>▪ Click the Create button.<br>▪ On the Forms page, select the Child Welfare/Juvenile Justice Assessment from the Options list. Click Go.<br>▪ On the selected template, enter the applicable data/values.<br>▪ Click Close and Return to eWiSACWIS.<br>▪ Select Approval from the Options list, if applicable. Click the Go button.<br>▪ Click the Approve radio button. Click Continue. | |
| Create specific Juvenile Justice templates | ▪ Click Create > CaseWork > Administration.<br>▪ Select the appropriate template.<br>▪ Select the appropriate case.<br>▪ Click the Create button.<br>▪ On the Forms page, select the appropriate document from the Options list. Click Go.<br>▪ On the selected template, enter the applicable data/values.<br>▪ Click Close and Return to eWiSACWIS.<br>▪ Select Approval from the Options list, if applicable. Click the Go button.<br>▪ Click the Approve radio button. Click Continue. | *The following Juvenile Justice templates are available:*<br><br>*JJ Case Plan*<br>*JJ Case Review Closing Narrative*<br>*JJ Face Sheet*<br>*JJ Youth and Family Assessment*<br>*JJ Youth Risk Reassessment* |

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## Legal Action

| How Do I…? | Selections | Tips & Guidelines |
|---|---|---|
| Document a legal action for a case participant that does not have an existing Legal Record | ▪ Click Create > Case Work > Legal > Legal Record.<br>▪ Select the appropriate case and case participant.<br>▪ Click the Create button.<br>▪ Answer 'yes' to the question that asks if you want to create a legal action.<br>▪ On the Legal Action page, enter the applicable data/values. | *This is where the timeframes surrounding the initiation of a legal action are documented.*<br><br>*It is very important that the information on this page be complete and accurate since data from it is pulled over into the Legal Documentation and Legal Status pages.* |
| Document a legal action for a case participant that has an existing Legal Record | ▪ Click the Create Legal Action button on the Legal Record page.<br>▪ On the Legal Action page, enter the applicable data/values. | *This is where the timeframes surrounding the initiation of a legal action are documented.*<br><br>*It is very important that the information on this page be complete and accurate since data from it is pulled over into the Legal Documentation and Legal Status pages.* |

## Legal Document

| How Do I…? | Selections | Tips & Guidelines |
|---|---|---|
| Prepare/complete legal document | ▪ Click Create > Case Work > Legal > Legal Document.<br>▪ Select the appropriate case.<br>▪ Click the Create button.<br>▪ On the Legal Documentation page, enter the applicable data/values.<br>▪ To view/print the legal document, click the Text link. To exit the template, click Close and Return to eWiSACWIS.<br>▪ Select Approval from the Options list. Click the Go button.<br>▪ Click the Approve radio button. Click Continue.<br><br>*Note: If no Legal Action has been created for the case, then only a limited number of Legal Documents will be available.* | *The Role in the Document list must be completed since it is critical to ensuring that the correct participants are pulled over into the court document templates. Only select "Child" as the role for the child to whom the document pertains. Select N/A (or other applicable value) for other children in the case.*<br><br>*Click Close and Return to eWiSACWIS to save your document.* |
| Prepare/complete court report | ▪ Click Create > Case Work > Legal > Court Report.<br>▪ Click the appropriate case.<br>▪ Click the Create button.<br>▪ On the Court Report Selection page, click the Create button or Copy link as appropriate.<br>▪ On the Legal Documentation page, enter the applicable data/values.<br>▪ To view/print the legal document, click the Text link. To exit the template, click Close and Return to eWiSACWIS.<br>▪ Select Approval from the Options list. Click the Go button.<br>▪ Click the Approve radio button. Click Continue. | *The Create button on the Court Report Selection page allows you to create a new court report. The Copy link allows you to copy information from an existing court report.* |

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## Legal Status

| How Do I…? | Selections | Tips & Guidelines |
|---|---|---|
| Record status of legal action | ▪ Click the Create Legal Status link next to the associated Legal Action.<br>▪ On the Legal Status page, enter the applicable data/values. | *The Verified? checkboxes cannot be selected unless there is a date in the corresponding date field. The Verified? check boxes drive the creation of associated ticklers. Once a Verified? check box is checked and the work saved, the verified date cannot be changed.*<br><br>*When documenting the new legal status, the Protective Custody check box will default too checked or unchecked based upon the value selected. If the Protective Custody check box is checked at the time case closure is requested, the case closure request will be denied.*<br><br>*When creating a Legal Status for Request for TPR, TPR Petition – Voluntary or TPR Petition – Involuntary, the parents to whom the legal status applies must be searched and selected.* |

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## Out of Home Placement

| How Do I…? | Selections | Tips & Guidelines |
|---|---|---|
| Document new out of home placement | ▪ Click Create > Case Work > Placement > Out of Home Placement.<br>▪ Select the appropriate case and case participant.<br>▪ Click the Create button.<br>▪ On the Placements and Services page, enter the applicable data/values.<br>▪ Enter appropriate responses in the KIDS Referral box.<br>▪ If appropriate, select applicable options/data/values from the Options list. Click Go.<br>▪ On the Provider tab, click the Search link<br>▪ On the Search Provider Service page, enter the applicable data/values and click the Search button.<br>▪ Select the provider and click Continue.<br>▪ On the Provider tab, enter applicable data/values.<br>▪ On the Service tab, If the checkbox labeled “Child is an American Indian Child as defined by statute” is checked then complete the ICWA Placement Provider Options on the ICWA tab.<br>▪ On the Service tab select Approval from the Options list. Click Go.<br>▪ Click the Approve radio button. Click Continue.<br>▪ Click Save. A message displays that reads, "Would you like the address of the provider to update the child's current primary address?" Click Yes to update the child's primary address to that of the provider. Click No to keep the child's existing primary address.<br><br>*Note: A new placement can only be entered if the previous placement has ended with supervisory approval.* | *If the Date Removed From his/her Home field is completed, the system generates the Title IV-E Eligibility page for this child to be used for eligibility determinations.*<br><br>*A Permanency Plan Review is completed every 6 months. A Permanency Plan Review tickler will appear in the Ticklers expando before the due date. The tickler will be deleted and reset once the Permanency Plan Review is completed and recorded and approved on the Permanency Plan Review Or Hearing Results page.*<br><br>*Remember to select the appropriate target population and school district on the Provider tab.*<br><br>*The Placement page remains editable until supervisory approval is granted.* |
| Send placement notifications | ▪ On the Provider tab of the Out of Home Placement page, click the Options list and select the appropriate notification. Click Go.<br>▪ On the Placement Notifications page, click the Insert button.<br>▪ On the Placement Notifications page, click the Edit link.<br>▪ On the selected template, enter applicable data/values. To exit the template, Close and Return to eWiSACWIS.<br>▪ Click Save and click Close. | *Click Close and Return to eWiSACWIS to save your document.*<br><br>*Placement notifications include: ICWA Notification Letter, 30-Day Notice to Foster Parents, and Notification of a Child Leaving a Licensed Placement.* |

| | | | |
|---|---|---|---|
| | End existing placement | ▪ On the Cases outliner, click the appropriate case icon.<br>▪ Click the Placement/Services icon.<br>▪ Click the applicable Out of Home Placement link.<br>▪ On the Placements and Services page, select Placement Ending from the Options list. Click go.<br>▪ On the Service Ending page, enter the applicable data/values and Select Approval from the Options list. Click Go.<br>▪ Click the Approve radio button. Click Continue.<br><br>*Note: The Ending Reason for the placement will filter based on the Ending Purpose selected.*<br><br>*If a placement has an associated foster care rate, the rate setting will be automatically ended when the placement is ended.* | *The ending date must be the last day that the child was in placement. It cannot be a future date.*<br><br>*In the event, a child moves from one placement to another, the child's Title IV-E Eligibility continues. Once a child has been discharged from all placements, the child is no longer Title IV-E eligible.*<br><br>*When the placement being ended is a discharge from all placements for a child, the "Is the end of this placement a discharge from all placements?" will default to "Yes" based on the End Reason selected. This enables the Discharge Reason field and ends the child's Title IV-E Eligibility Determination.* |

## Foster Care Rate

| How Do I…? | Selections | Tips & Guidelines |
|---|---|---|
| Document Foster Care Rate | ▪ Click Create > Case Work > Placement > Foster Care Rate.<br>▪ Select the appropriate case and case participant.<br>▪ Click the Create button.<br>▪ On the Foster Care Rate page, enter the applicable data/values on each tab.<br>▪ Select Foster Care Rate from the Options list and click Go.<br>▪ On the CFS-834 Foster Care Uniform Rate setting template, review data/values. To exit the template, click Close and Return to eWiSACWIS.<br>▪ Select Approval from the Options list and click Go. | *An approved Out of Home Placement with a Group Home or Foster Home, as well as Out of Home CANS must be documented in eWiSACWIS in order to complete the Foster Care Rate.*<br><br>*Foster Care Rate is required to set Supplemental, Exceptional, Administrative, and Costs > Spending Limit Amounts.* |
| Complete the Foster Parent Rate notification | ▪ On the Cases outliner, click the appropriate case icon.<br>▪ Click the Placement/Services icon.<br>▪ Click the appropriate Foster Care Rate.<br>▪ On the Rate Setting page, click the Results tab.<br>▪ On the Results tab, select Rate Setting Results from the Options list and click Go.<br>▪ On the selected template, enter applicable data/values. To exit the template, click Close and Return to eWiSACWIS.<br>▪ Click Save and click Close. | *The Foster Care Rate must be approved to enable the Rate Setting Results option.*<br><br>*The Foster Parent Rate notification must be completed correctly prior to setting the checkbox to Sent as this template will become frozen and not modifiable.*<br><br>*The pending Foster Care Rate can be accessed and completed from under Provider expando, Placement/Services icon.* |
| Complete the Foster Parent Rate Reevaluation notification | ▪ On the Cases outliner, click the appropriate case icon.<br>▪ Click the Placement/Services icon.<br>▪ Click the appropriate Foster Care Rate.<br>▪ On the Rate Setting page, click the Results tab.<br>▪ On the Results tab, select Reevaluation Results from the Options list and click Go.<br>▪ On the selected template, enter applicable data/values. To exit the template, click Close and Return to eWiSACWIS.<br>▪ Click Save and click Close. | *The Foster Care Rate must be approved to enable the Rate Setting Results option.*<br><br>*The Foster Parent Rate Reevaluation notification must be completed correctly prior to setting the checkbox to Sent as this template will become frozen and not modifiable.* |
| Copy a Foster Care Rate | ▪ On the Cases outliner, click the appropriate case icon.<br>▪ Click the Placement/Services icon.<br>▪ Click the appropriate Foster Care Rate.<br>▪ On the Foster Care Rate page, select Copy Foster Care Rate from the Options list and click Go.<br>▪ A message displays that reads, "This will create a pending copy of the foster care rate. If the current Foster Care Rate is open it will be ended one day prior to the newly entered effective date. Do you wish to continue?" Click Yes to launch a new foster care rate page. Click No to remain on the current foster care rate page.<br>▪ After launching the new copy-over foster care rate, enter the new effective date. | *The effective date on a copy-over foster care rate can be up to 30 days in the future, but must be in the same calendar year.* |

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## IV-E Eligibility

| How Do I…? | Selections | Tips & Guidelines |
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| Refer case to eligibility specialist | ▪ Click Create > Case Work > Placement > Out of Home Placement. Make appropriate case and child selection > Create<br>▪ On the Out of Home Placement page, document child's removal date and removal reasons.<br>▪ Fill out all other appropriate information.<br>▪ Select Approval from Options list and click Go.<br>▪ Select Approve radio button on Approval History page > Save > Close. | *The system generates the Title IV-E Eligibility Determination record from an approved Out of Home Placement constituting a removal from home.*<br><br>*Assignment and automated message to SEU Manager are generated upon approval of the Out of Home Placement by supervisor.* |

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# Juvenile Justice How Do I Guide

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## Permanency Plan

| How Do I…? | Selections | Tips & Guidelines |
|---|---|---|
| Establish permanency plan | ▪ Click Create > Case Work > Planning > Permanency Plan.<br>▪ Click the appropriate case and case participant.<br>▪ Click the Create button.<br>▪ On the Permanency Plan Select page, click the Copy link to copy an existing permanency plan or click the Create button to create a new permanency plan.<br>▪ On the Permanency Plan page, enter the applicable data/values. | *A permanency plan is completed within 60 days of an out of home placement. Subsequent permanency plans are due every 6 months. A Permanency Plan Due tickler will appear on the Ticklers outliner before the due date.* |
| Document TPR recommendation/ adoption referral | ▪ On the TPR / Adoption Status tab, enter the applicable data/values. | |
| Document determination not to TPR | ▪ The ASFA Exceptions tab prefills information from the most recently approved Permanency Plan – ASFA Exceptions page. | *The Permanency Plan – ASFA Exceptions page is created via Create > Case Work > Planning > Permanency Plan – ASFA Exceptions.* |
| Add placement information | ▪ On the Placement tab, enter the applicable data/values.<br>▪ Click the Search link.<br>▪ On the Search page, enter the applicable data/values.<br>▪ Click the Search button.<br>▪ Select the provider and click Continue. | |
| Update/complete permanency plan | ▪ On the Cases outliner, click the appropriate case icon.<br>▪ Click the Planning icon and select the pending Permanency Plan link.<br>▪ On the Permanency Plan page, enter the applicable data/values.<br>▪ On the Basic tab, select Approval from the Options list. Click go. | *The Permanency Plan template may be accessed by selecting Permanency Plan from the Options list and clicking Go.*<br><br>*Click Close and Return to eWiSACWIS to save your document.* |
| Terminate permanency plan | ▪ On the Cases outliner, click the appropriate case icon.<br>▪ Click the Planning icon and select the ongoing permanency plan.<br>▪ On the Basic tab, select Terminate from the Options list. Click Go.<br>▪ On the Terminate Plan page, enter the applicable data/values.<br>▪ Select Approval from the Options list. Click Go. | |

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## Permanency Plan Review Or Hearing Results

| How Do I…? | Selections | Tips & Guidelines |
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| Create the Permanency Plan Review Or Hearing Results page | ▪ Click Create > Case Work > Planning > Permanency Plan Review/Hearing Result.<br>▪ Click the appropriate case and case participant.<br>▪ Click the Create button.<br>▪ On the Permanency Plan Review Or Hearing Results Select page, click the Copy link to copy an existing permanency plan review/hearing or click the Create button to create a new permanency plan review/hearing.<br>▪ On the Permanency Plan Review Or Hearing Results page, enter the applicable data/values. | *A permanency plan review should be completed within 6 months of the Initial Removal from home. Subsequent reviews should be held every 6 months thereafter.*<br><br>*A permanency plan hearing should be completed within 12 months of the Initial Removal from home. Subsequent hearings should be held every 12 months thereafter.*<br><br>*Permanency Plan Review/Permanency Plan Hearing ticklers will appear on the Ticklers outliner before the due date.* |
| Document a Permanency Plan Review | ▪ On the Permanency Plan Review Or Hearing Results page, choose the 'Perm Plan Review (6 months)' value in the Type field.<br>▪ Complete the following tabs: Basic, Placement, Permanency Plan Information, Panel Determinations and Recommendations | *The fields on the Panel Determinations and Recommendations tab are required if the Type of review is 'Perm Plan Review (6 months)'.*<br><br>*The Review of the Permanency Plan template may be accessed selecting Permanency Plan from the Options list and clicking Go.*<br><br>*The Review of the Permanency Plan template contains many fields which pre-fill information from various fields on the Plan Review Or Hearing Results page. A template mapping document is available on the Knowledge Web for detailed template information.* |
| Document a Permanency Plan Hearing | ▪ On the Permanency Plan Review Or Hearing Results page, choose the 'Perm Plan Hearing (12 months)' value in the Type field.<br>▪ Complete the following tabs: Basic, Placement, Permanency Plan Information, Judicial Determination | *The fields on the Judicial Determination tab are required if the Type of review is 'Perm Plan Hearing (12 months)'.* |
| Update/complete Permanency Plan Review Or Hearing | ▪ On the Cases outliner, click the appropriate case icon.<br>▪ Click the Planning icon and select the pending permanency plan review/hearing.<br>▪ On the Permanency Plan Review Or Hearing Results page, enter the applicable data/values.<br>▪ On the Basic tab, select Approval from the Options list. Click Go.<br>▪ Select Approve and Click Continue.<br>▪ Click Save and click Close. | |

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