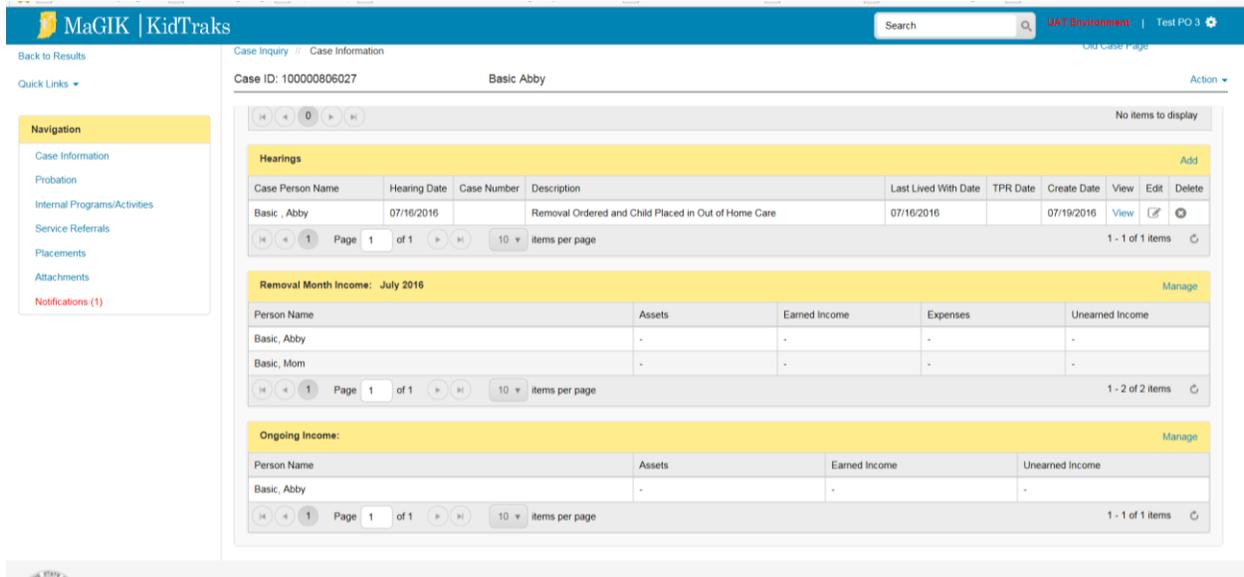|	INDIANA DEPARTMENT OF CHILD SERVICES
	PROBATION SERVICES MANUAL
	Chapter 2: Placements · **Effective Date:** 9/30/2016
	Section 14: Hearings · **Version:** 1

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.

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.

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.
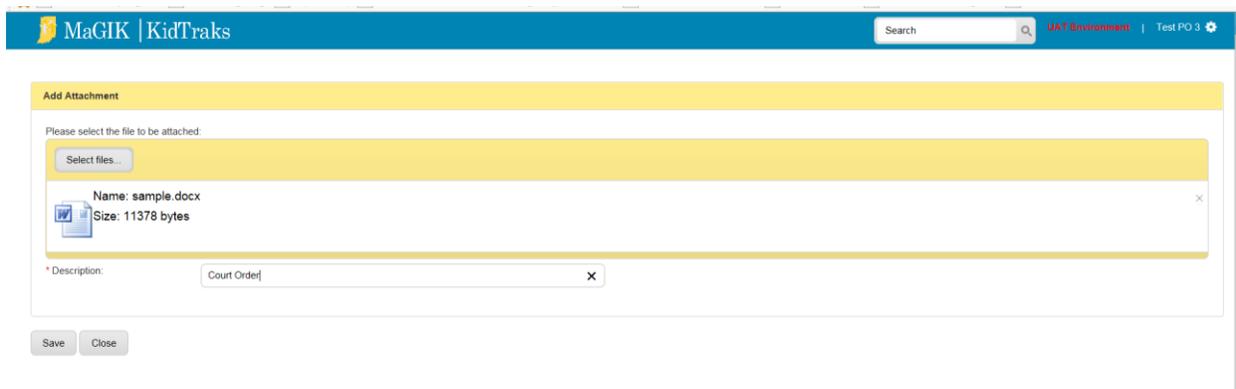
- **Trial Home Visit (for child in placement) –** This selection should be used at the very start of a trial home visit.
- **Trial Home Visit Extended –** Once a youth has been on a THV approaching six months, a new court hearing should be held to extend this arrangement for up to another six months. 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 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.
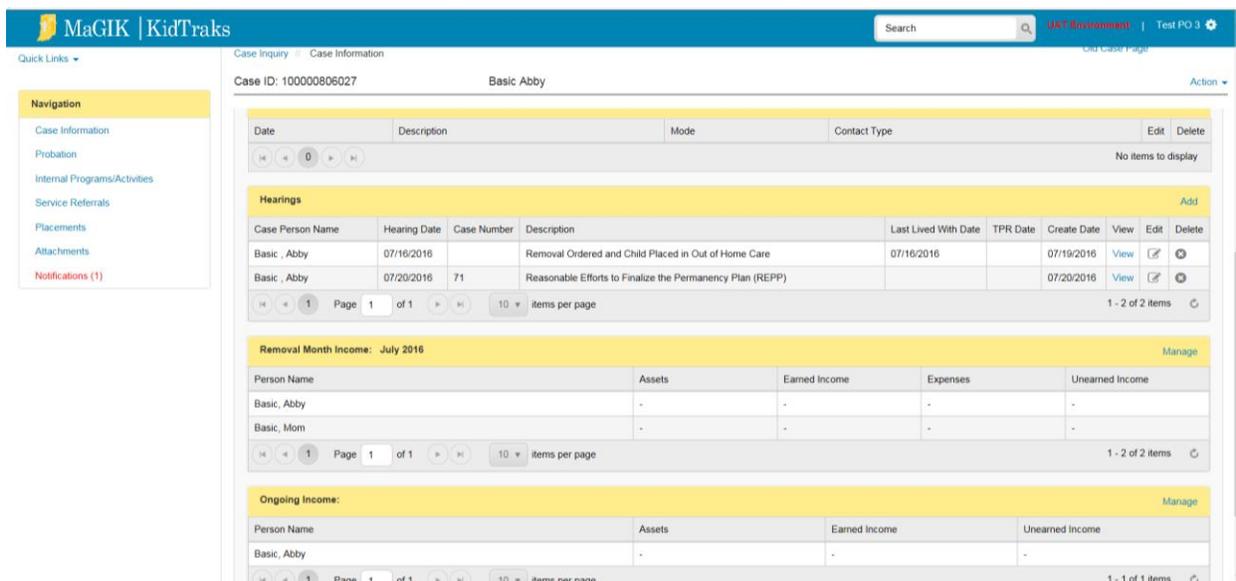
At any time, an individual hearing can be edited from this screen by clicking "Edit" on the right hand side. To entirely delete the hearing, click "delete".