

State of Michigan
(Services Worker Support System (SWSS) Deficiencies Project – Part I)
Requirements Specifications Document 4 of 4

General Information

Project ID / Acronym:	SWSS Deficiencies – Part I	Date:	July 16, 2008
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Privacy Information

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved in the Services Worker Support System (SWSS) Deficiencies Project – Part I or who will become involved during the lifecycle.

Change Control

The following information is being used to control and track modifications made to this document.

Revision Date	Author	Section(s)	Summary
7/30/2008	Mary Ann Jensen	Title page, Sections 2, 4	Corrections from Requirements Definition Stage Exit Walkthrough
8/20/2008	Mary Ann Jensen, Kim Chapin		Corrections following Requirements Definition Stage Exit Walkthrough

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1. Project Scope

Documented deficiencies in Services Worker Support System for Foster Care, Adoption, and Juvenile Justice programs (SWSS FAJ), and particularly the Case Management System (CMS) function, will be resolved by the addition of the following functions:

1. The ability to create reports for the court will be added to FAJ for situations where the Service Plan is unacceptable (as a court report) to the court.
2. The ability to add amendments to Service plans will be added to FAJ to support the rare instance(s) when a Service Plan needs to have information added after it has been approved and imaged on the database.
3. The ability to copy narratives between siblings in a Companion Group will be added to the Placement function in FAJ.

Documented deficiencies in SWSS FAJ, and particularly the CMS function, will be resolved by changing the following functions:

1. The current spelling check software will be replaced with the product, Wspell, in the entire SWSS application.
2. The ability to access the Tickler function will be reinstated as a submenu function under the Sections main menu option.

SEM (Systems Engineering Methodology) will be used to plan, monitor, and complete each stage of the project.

Project Scope for this requirements document (4 of 4) is limited to the addition of the function to create reports for the court as listed in Item #1 of Project Scope, above. The remaining Business Requirements are in separate documents.

2. Project Objectives

The following are the objectives of the project:

1. Correct the current program code to resolve the deficiencies that currently exist (within the scope of the charter) which will result in workload reduction, program integrity, and reduction of program errors.
2. Implement process to create Court Reports
3. Implement the ability to amend Service Plans after they have been approved and imaged
4. Implement ability to share placement narrative among siblings in a Companion Group
5. Incorporate the Wspell product into the SWSS FAJ application to check spelling as it is typed and to check spelling at end of a narrative.
6. Make Ticklers available as a sub-menu choice on the menu bar under Sections.
7. **Project Objectives for this requirements document (4 of 4) is limited to the implementation of a process to create Court Reports as listed in Item #2 of Project Objectives, above. The remaining Business Requirements are in separate documents.**

3. Requirements Analysis Technique

Requirements created by Policy Office.

4. System Requirements

INTRODUCTION

The business requirements in this document describe the reporting requirements necessary to produce case specific reports to the local juvenile courts in the state of Michigan for the children under the care of the Department of Human Services (DHS). These children are wards of DHS on either a temporary or permanent basis. For children who are permanent wards of DHS, the parent's legal rights have been terminated.

There are three types of court reports: Initial Court Report, Temporary Ward Court Report, and Permanent Ward Court Report. The Initial Court Report is to be completed within 30 days of a child being placed in foster care. In foster care, there are approximately 10,000 children entering or reentering foster care each year. The Updated Court Report (for both Temporary and Permanent Ward) must be completed by foster care workers within 120 calendar days of removal and at least every 90 days thereafter. In Foster Care, there are approximately 40,000 of these reports each year.

The purpose of the Initial Court Report is to provide the following information to the court:

- The efforts made to prevent the child's removal from his/her home
- Services provided to the child and his/her parents, guardian or custodian.
- Or, the reason why services were not provided.
- Likely harm to the child if s/he is separated from his/her parent, guardian or custodian.
- Likely harm to the child if s/he is returned to his/her parent, guardian or custodian.
- Recommendations regarding the type of out of home placement and the reasons for this recommendation.
- Efforts made by the parent(s) to enable the child to return to his/her home.
- Efforts made by the agency to return the child to his/her home.
- Schedule of services to be provided to the parent(s) and foster parents to facilitate the child's permanent placement.
- A schedule for regular and frequent parenting time.

The purpose of the Court Report for Temporary or Permanent Ward is to provide the following information to the court:

- Review of the current (within the last 90 days) situation of family members,
- Describe progress made on services to date, and
- Address issues that affect the child's placement and promote the permanency goal for the child.

The court report addresses issues for all relevant family members of the child. In the case of more than one sibling in Foster Care (known as a companion group), the report addresses issues for all relevant family members in a companion case. This includes all of the children in the companion group. There must be a mechanism for the worker to select additional members in the case.

Prior (and current) reports to the court have been in the form of Initial, Updated, and Permanent Ward Service Plans. The Initial, Temporary Ward and Permanent Ward Court Reports will continue to obtain the Service Plan information from the existing Service Plan data, but the amount of data has been reduced at the request of the court. The Initial Court Report gathers data created in the Child Information, Child Status, Family Information, Legal, Member Information, and Placement modules in SWSS. The Temporary Ward Court Report gathers data created in the placement, child information, member information, legal, parent-agency treatment plan and service agreement, and family information modules. The Permanent Ward Court

Report gathers data created in the placement, child information, member information, legal, treatment plan and service agreement, and payment modules.

The Court Report will have the ability to add the following Service Plan documents as attachments to the court report:

- Initial Court Report
 - Child Assessment of Needs and Strengths (CANS)
 - Family Assessment of Needs and Strengths (FANS)
- Temporary Ward Court Report
 - Child Assessment of Needs and Strengths (CANS)
 - Family Assessment of Needs and Strengths (FANS)
 - Family Reunification Plan
 - Safety Assessments
 - Social Work Contacts
- Permanent Ward Court Report
 - Child Assessment of Needs and Strengths (CANS)

4.1 Functional Requirements

Note on requirement numbering: to follow both SEM standards and the existing SWSS documentation numbering scheme, each existing SWSS user requirement has its original requirement number preceded by the SEM section number of 4.1. Thus, SWSS original requirement number for Initial Court Reports ICR.1.1 is now requirement 4.1.ICR.1.1 in this document.

Status: A=Approved, R=Rejected, N=New, C=Completed

Priority: R= Required, E=Effectively improves business process, N=Nice to have

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.	There must be the ability to generate a court report from information already present in the SWSS system.				
4.1.ICR.1	There must be the ability to generate an Initial Court Report.	R	Mary Ann Jensen	A	
4.1.ICR.1.1	There must be a way to select the children in the companion group that will be on the court report.	R	Mary Ann Jensen	A	
4.1.ICR.1.1.1	The list should include any children in the companion group with a legal status of 41, 42, 44, 45, 48, 51, 52, 90 through 94.	R	Mary Ann Jensen	A	****Legal status moved from ICR.4.1
4.1.ICR.1.1.2	There must be at least one child selected	R	Mary Ann Jensen	A	
4.1.ICR.1.1.3	If there is only one child in the companion group, that child is to be automatically selected.	R	Mary Ann Jensen	A	
4.1.ICR.1.1.4	If there is more than one child in the companion group, no child is automatically selected	R	Mary Ann Jensen	A	
4.1.ICR.1.2	Date of Report:	R	Mary Ann	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
			Jensen		
4.1.ICR.1.2.1	Pre-fill with current system date.	R	Mary Ann Jensen	A	
4.1.ICR.1.3	Report Period Begin Date	R	Mary Ann Jensen	A	
4.1.ICR.1.3.1	Pre-fill with Acceptance Date found in Child Information.	R	Mary Ann Jensen	A	
4.1.ICR.1.3.2	Do not allow change to pre-filled Begin Date	R	Mary Ann Jensen	A	
4.1.ICR.1.3.3	Do not allow a Court Report to have a begin date prior to the end date of the most recent court report.	R	Mary Ann Jensen	A	
4.1.ICR.1.4	Report Period End Date	R	Mary Ann Jensen	A	
4.1.ICR.1.4.1	Pre-fill with a date.	R	Mary Ann Jensen	A	
4.1.ICR.1.4.1.1	Pre-fill End Date with date calculated from Begin Date plus 30 days if this calculated date is greater than current date.	R	Mary Ann Jensen	A	
4.1.ICR.1.4.1.2	Pre-fill End Date with current date if the current date is less than the date calculated from Begin Date plus 30 days.	R	Mary Ann Jensen	A	
4.1.ICR.1.4.2	Do not allow change to pre-filled End Date	R	Mary Ann Jensen	A	
4.1.ICR.1.5	Non-parental adults	R	Mary Ann Jensen	A	
4.1.ICR.1.5.1	Allow the user to select additional adult members of the household who are 18 years or older and not legal parent or not one of the following relationships: biological parent (BP), step parent (ST), or adoptive parent (AP).	R	Mary Ann Jensen	A	
4.1.ICR.1.6	Number of signature lines	R	Mary Ann Jensen	A	
4.1.ICR.1.7	Provide the ability for the supervisor (or alternate of the supervisor) to approve the court report.	R	Mary Ann Jensen	A	** Wording change
4.1.ICR.1.7.1	Provide the ability for the supervisor (or alternate of the supervisor) of the assigned worker to update the court report until finalized.	R	Mary Ann Jensen	A	** Wording change
4.1.ICR.1.7.2	Provide the ability to save an image of the approved court report	R	Mary Ann Jensen	A	** Added
4.1.ICR.1.8	Provide ability to view a list of	R	Mary Ann	A	**

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	approved and unapproved court reports for this workload.		Jensen		Wording change
4.1.ICR.1.9	Provide the ability to generate a new court report.	R	Mary Ann Jensen	A	** Wording change
4.1.ICR.1.9.1	A new court report can be generated for any Active Foster Care case that has a status of registered or open.	R	Mary Ann Jensen	A	** Wording change
4.1.ICR.1.9.2	Allow only one Initial Court Report for a continually active case.	R	Mary Ann Jensen	A	
4.1.ICR.1.9.3	If a Service Plan (ISP, USP or PWSP as appropriate) has not been completed within the past 90 days, do not allow a new Court Report to be generated.	R	Mary Ann Jensen	A	Corrected
4.1.ICR.1.10	Provide ability for updating a court report.	R	Mary Ann Jensen	A	
4.1.ICR.1.10.1	The worker must have the ability to update court report until it has been approved by the supervisor.	R	Mary Ann Jensen	A	** Wording Change
4.1.ICR.1.11	Provide the ability for the supervisor to change the status of a Finalized Court Report from approved to not approved.	R	Mary Ann Jensen	A	**Number change
4.1.ICR.1.11.1	The option to change the finalized Court report status must be available for 14 calendar days after the approval date as long as a new Court Report has not been generated.	R	Mary Ann Jensen	A	** Number change
4.1.ICR.1.12	The Initial Court Report may not contain a future date, except for next hearing date.	R	Mary Ann Jensen	A	*** Changed text & number
4.1.ICR.3	Do not include the following individuals in the Initial Court Report.	R	Mary Ann Jensen	A	Added
4.1.ICR.3.1	Do not allow deceased members to be included in established households.	R	Mary Ann Jensen	A	Number change
4.2.ICR.3.2	Do not allow parents whose parental rights have been terminated to appear on the court report.	R	Mary Ann Jensen	A	Added
4.1.ICR.4	Provide the ability to include information about the family and the children in the Initial Court Report.	R	Mary Ann Jensen	A	
4.1.ICR.4.1	The following information must be included for each child on the court report:	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.ICR.4.1.1	Next Hearing Date	R	Mary Ann Jensen	A	
4.1.ICR.4.1.1.1	Located in the Legal Section	R	Mary Ann Jensen	A	
4.1.ICR.4.1.2	Reasonable efforts (found in the Child Status section)	R	Mary Ann Jensen	A	
4.1.ICR.4.1.2.1	Describe services that were provided to the child(ren) and parent(s) to prevent removal.	R	Mary Ann Jensen	A	
4.1.ICR.4.1.2.1.1	Narrative is located in Child(ren)'s Status ISP Reasonable Efforts Tabs	R	Mary Ann Jensen	A	
4.1.ICR.4.1.2.2	Explanation of why services were not provided, were not required, or why the agency believes providing services for reunification to the family was not reasonable.	R	Mary Ann Jensen	A	
4.1.ICR.4.1.2.2.1	Narrative is located in Child(ren)'s Status ISP Reasonable Efforts Tabs	R	Mary Ann Jensen	A	
4.1.ICR.4.1.2.3	Likely harm to the child(ren) if he/she were separated from, or returned to a parent, guardian or custodian.	R	Mary Ann Jensen	A	
4.1.ICR.4.1.2.3.1	Narrative is located in Child(ren)'s Status ISP Reasonable Efforts Tabs	R	Mary Ann Jensen	A	
4.1.ICR.4.1.3	Recommendations to the court	R	Mary Ann Jensen	A	
4.1.ICR.4.1.3.1	Information is located in the Legal Section	R	Mary Ann Jensen	A	
4.1.ICR.4.1.4	Should child (ren) remain in Out of Home Placement?	R	Mary Ann Jensen	A	
4.1.ICR.4.1.4.1	Narrative is located in Child(ren)'s Status Remain out of Home tab.	R	Mary Ann Jensen	A	
4.1.ICR.4.1.5	Mandatory petition information completed in Legal	R	Mary Ann Jensen	A	
4.1.ICR.4.1.6	Reason Child entered care	R	Mary Ann Jensen	A	
4.1.ICR.4.1.6.1	Narrative is located in Family Information Reason for Care tab.	R	Mary Ann Jensen	A	
4.1.ICR.4.1.7	Child(ren) Information	R	Mary Ann Jensen	A	
4.1.ICR.4.1.7.1	Obtained in Child Information for each child included in the report.	R	Mary Ann Jensen	A	
4.1.ICR.4.1.8	Parent(s) Progress to date	R	Mary Ann Jensen	A	
4.1.ICR.4.1.8.1	Narrative is located in Family Information Progress Updates tab for	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	each parental household.				
4.1.ICR.4.1.9	The following information must be in the current Placement at the end of the reporting period for each of the selected child(ren):	R	Mary Ann Jensen	A	
4.1.ICR.4.1.9.1	Child must have a current placement	R	Mary Ann Jensen	A	
4.1.ICR.4.1.9.2	Information located in Child(ren);s Status section, sibling/relative visit tab.	R	Mary Ann Jensen	A	
4.1.ICR.4.1.9.3	Foster Parent/Relative Caregiver Input	R	Mary Ann Jensen	A	
4.1.ICR.4.1.9.3.1	Information located in Placement Section	R	Mary Ann Jensen	A	
4.1.ICR.4.1.9.3.2	Do not include this narrative information for a child in a companion group if this narrative is a copy of another sibling's narrative.	R	Mary Ann Jensen	A	** New
4.1.ICR.4.1.9.4	Parent Agency Treatment Plan and Service Agreement must have been created prior to the court report.	R	Mary Ann Jensen	A	
4.1.ICR.4.1.9.4.1	The user must have provided narrative for at least the foster parent action steps and the worker action steps.	R	Mary Ann Jensen	A	
4.1.ICR.4.2	Recommendations, for court order content, is required.	R	Mary Ann Jensen	A	
4.1.ICR.4.3	Need the ability to generate a "DRAFT" version of the court report.	R	Mary Ann Jensen	A	
4.1.ICR.4.4	Date of Report is system date when the draft version of the court report initially contains no missing values.	R	Mary Ann Jensen	A	
4.1.ICR.4.5	Approval date is the system date when the court report is approved by the supervisor	R	Mary Ann Jensen	A	
4.1.ICR.4.6	Do not allow the Court Report to be finalized if the legal parents (or the biological father in cases with no legal father) are not associated with a household.	R	Mary Ann Jensen	A	**Moved, number change, wording change
4.1.ICR.4.6.1	Not required on LS 41, 44, 48 and 51.	R	Mary Ann Jensen	A	
4.1.ICR.4.6.2	Not required for deceased parents.	R	Mary Ann Jensen	A	
4.1.ICR.4.6.3	Display a message "All parents must be associated with a household prior to finalizing the Court Report" if any	R	Mary Ann Jensen	A	**Moved, number change,

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	legal parents (or the biological father in cases with no legal father) are not associated with a household or "Not an assessment household" when the Court Report is generate.				wording change
4.1.ICR.4.6.4	Display a message "All parents must have a household role identified prior to finalizing the court report" if any legal parent (or the biological father in cases with no legal father) does not have a household role when the court report is generated.	R	Mary Ann Jensen	A	How is this different from previous?? **Moved, number change, wording change
4.1.ICR.4.6.5	Not required on LS 41, 44, 48 and 51.	R	Mary Ann Jensen	A	Dup?
4.1.ICR.4.6.6	Not required for deceased parents.	R	Mary Ann :Jensen	A	Dup?
4.1.ICR.4.7	The user must have the ability to e-mail his/her supervisor anytime the court report is ready for review.	R	Mary Ann Jensen	A	
4.1.ICR.4.8	The supervisor must have the ability to email his/her staff member if revisions are necessary and when the court report has been finalized.	R	Mary Ann Jensen	A	
4.1.ICR.4.9	Provide the ability to optionally print any or all of the following documents as attachments to the Initial Court Report.	R	Mary Ann Jensen	A	** Moved, number change
4.1.ICR.4.9.1	There must be the ability to print the Child Assessment of Needs and Strengths (CANS)	R	Mary Ann Jensen	A	** Moved, number change
4.1.ICR.4.9.2	There must be the ability to print the Family Assessment of Needs and Strengths (FANS)	R	Mary Ann Jensen	A	** Moved, number change
4.1.ICR.4.9.3	There must be the ability to print the Family Reunification Plan.	R	Mary Ann Jensen	A	** Moved, number change
4.1.ICR.4.9.4	There must be the ability to print the Safety Assessments.	R	Mary Ann Jensen	A	** Moved, number change
4.1.ICR.4.10	Provide the ability to add an addendum to an approved court report.	R	Mary Ann Jensen	A	** New
4.1.ICR.4.10.1	Provide the ability to select an	R	Mary Ann	A	** New

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	approved court report for the purpose of adding an addendum.		Jensen		
4.1.ICR.4.10.2	Allow the addition of an addendum only if the user is the worker assigned to the case or is a user with the authorization to update the case.	R	Mary Ann Jensen		** New
4.1.ICR.4.10.3	Provide the ability to enter information in the addendum in the format of a Narrative.	R	Mary Ann Jensen	A	** New
4.1.ICR.4.10.4	Allow update to the court report addendum until it is approved/finalized.	R	Mary Ann Jensen	A	** New
4.1.ICR.4.10.5	Require the court report addendum to be approved by the supervisor of the worker.	R	Mary Ann Jensen	A	** New
4.1.ICR.4.10.6	Provide the ability to save an image of the approved addendum to the court report.	R	Mary Ann Jensen		** New
4.1.ICR.4.10.7	If an addendum has been added to the specific court report, it must print with that court report.	R	Mary Ann Jensen	A	** New
4.1.ICR.4.10.8	There is no limit on the number of addendums that can be added to an approved court report.	R	Mary Ann Jensen	A	** New
4.1.ICR.4.11	Provide the ability to print a prior court report.	R	Mary Ann Jensen	A	** New
4.1.ICR.4.11.1	If an addendum has been added to the specific court report, it must print with that court report.	R	Mary Ann Jensen	A	** New
4.1.ICR.4.12	Provide the ability to view a prior court report.	R	Mary Ann Jensen	A	** New
4.1.ICR.4.12.1	If an addendum has been added to the specific court report, it must viewed with that court report.	R	Mary Ann Jensen	A	** New
4.1.ICR.5.1	Initial Court Report must print the following.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.1	Court Report Header	R	Mary Ann Jensen	A	
4.1.ICR.5.1.1.1	Initial Court Report	R	Mary Ann Jensen	A	
4.1.ICR.5.1.1.2	Michigan Department of Human Services	R	Mary Ann Jensen	A	
4.1.ICR.5.1.2	Report Date	R	Mary Ann Jensen	A	
4.1.ICR.5.1.3	Next Hearing Date (from Legal)	R	Mary Ann Jensen	A	
4.1.ICR.5.1.4	Foster Care Worker	R	Mary Ann	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
			Jensen		
4.1.ICR.5.1.4.1	Worker Name	R	Mary Ann Jensen	A	
4.1.ICR.5.1.5	Court of Jurisdiction (from Legal)	R	Mary Ann Jensen	A	
4.1.ICR.5.1.6	Court Docket/File Number (from Legal, if available)	R	Mary Ann Jensen	A	
4.1.ICR.5.1.7	For each child on the Court Report include:	R	Mary Ann Jensen	A	
4.1.ICR.5.1.7.1	SWSS log number	R	Mary Ann Jensen	A	
4.1.ICR.5.1.7.2	Child Name	R	Mary Ann Jensen	A	
4.1.ICR.5.1.7.3	Date of Birth	R	Mary Ann Jensen	A	
4.1.ICR.5.1.7.4	Child Age (at the end of the report period)	R	Mary Ann Jensen	A	
4.1.ICR.5.1.7.5	Native American (yes/no)	R	Mary Ann Jensen	A	
4.1.ICR.5.1.7.5.1	Determine if Native American from Child's Race	R	Mary Ann Jensen	A	
4.1.ICR.5.1.7.5.2	If child is Native American race, list tribe if it has been identified.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.7.5.3	If child is Native American race, print 'pending' if no tribe has been identified.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.7.6	Date Entered Care	R	Mary Ann Jensen	A	
4.1.ICR.5.1.7.6.1	Begin date of the first out of home placement for this log number	R	Mary Ann Jensen	A	
4.1.ICR.5.1.7.7	Current placement type	R	Mary Ann Jensen	A	
4.1.ICR.5.1.7.7.1	Current living arrangement description	R	Mary Ann Jensen	A	
4.1.ICR.5.1.8	Parents (Caretakers):	R	Mary Ann Jensen	A	
4.1.ICR.5.1.8.1	For each person, include all parents (Legal parents and members with the relationship Biological Parent (BP), Putative Parent (PP), Step Parent (ST), Adoptive Parent (AP) as well as any additional adults identified to be included in the court report, print:	R	Mary Ann Jensen	A	
4.1.ICR.5.1.8.1.1	Person's name	R	Mary Ann Jensen	A	
4.1.ICR.5.1.8.1.2	Person's address	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
			Jensen		
4.1.ICR.5.1.8.1.3	Person's phone number	R	Mary Ann Jensen	A	
4.1.ICR.5.1.8.1.4	Relationship and name of child(ren) to whom they have that relationship	R	Mary Ann Jensen	A	
4.1.ICR.5.1.8.1.4.1	Show relationship to each child included in the Court Report.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.9	Reason it is contrary to the welfare of the child(ren) to remain in the home of a parent or relative.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.9.1	Reason child(ren) entered care	R	Mary Ann Jensen	A	
4.1.ICR.5.1.9.1.1	From Family Information Reason for Care Tab.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.10	Efforts to Prevent Removal from the Home:	R	Mary Ann Jensen	A	
4.1.ICR.5.1.10.1	Services that were provided to the child(ren) and parent(s) to prevent removal.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.10.1.1.	Print narrative explanation from Child(ren)'s Status section, ISP Reasonable Efforts tabs.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.11	If services were not provided to the family to prevent removal, briefly describe why.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.11.1	Print narrative explanation from Child (ren)'s Status section, ISP Reasonable Efforts tabs.	R	Mary Ann Jensen	A	
4.1.ICR. 5.1.14	Likely harm to the child(ren) if separated from, or returned to, parents, guardian, or custodian.	R	Mary Ann Jensen	A	
4.1.ICR. 5.1.14.1	Print narrative explanation from Child (ren)'s Status section, ISP Reasonable Efforts tabs.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.13	Placement Information	R	Mary Ann Jensen	A	
4.1.ICR.5.1.13.1	Obtain data for each child included in the report from Placement Information tab in Placement (includes information on foster parent/relative caregiver's willingness and capacity to meet the specified needs of the child, and why the current placement is in the child's best interest)	R	Mary Ann Jensen	A	
4.1.ICR.5.1.14	Sibling Placement and Visitation Plan	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.ICR.5.1.14.1	Obtain data from Placement with Siblings tab in Child(ren)'s Status	R	Mary Ann Jensen	A	
4.1.ICR.5.1.14.1.1	Statement that the children are (or are not) placed together. Include the narrative explanation if they are not placed together.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.14.1.2	If there are no sibling, print the statement "There are no siblings in out-of-home care."	R	Mary Ann Jensen	A	** Added
4.1.ICR.5.1.14.2	And, include the narrative from Sibling/Relative Visits tab in Child(ren)'s Status	R	Mary Ann Jensen	A	
4.1.ICR.5.1.14.2.1	Obtained from Child(ren)'s Status section, Sibling./Relative Visits tab.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.14.3	Foster Parent/Relative Caregiver Input	R	Mary Ann Jensen	A	
4.1.ICR.5.1.14.3.1	Obtained from data in Placement section, Caretaker feedback tab, for each child in the court report.	R	Mary Ann Jensen	A	** Changed
4.1.ICR. 5.1.14.3.2	If siblings are in the same placement, print only once	R	Mary Ann Jensen	A	** Added
4.1.ICR. 5.1.14.3.3	Print for any child in the companion group who is not placed with sibs.	R	Mary Ann Jensen	A	** Added
4.1.ICR.5.1.15	Children(s) Progress to Date	R	Mary Ann Jensen	A	
4.1.ICR.5.1.16	Parent(s) Progress to Date	R	Mary Ann Jensen	A	
4.1.ICR.5.1.16.1.	To be obtained from Family Information module, Progress Updates Tab for each parental household.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.16.2	Display following statement. Please see the attached Parent-Agency Treatment Plan and Service Agreement for specific referrals and services.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.17	Recommendations to Court	R	Mary Ann Jensen	A	
4.1.ICR.5.1.17.1	Should Child (ren) Remain in Out of Home Placement?	R	Mary Ann Jensen	A	
4.1.ICR.5.1.17.1.1	Answer would reflect this reporting period. Obtained from Child (ren)'s Status module, Remain out of home Tab.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.17.2	Mandatory Petition for Termination of Parental Rights	R	Mary Ann Jensen	A	
4.1.ICR.5.1.17.2.1	This recommendation applies to all	R	Mary Ann	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	children (yes/no):Updated Family Self Assessment tabs.		Jensen		
4.1.ICR.5.1.17.2.1.1	Print only the appropriate responses from the following:	R	Mary Ann Jensen	A	
4.1.ICR.5.1.17.2.1.2	'Yes' if all children are answered the same.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.17.2.1.3	If 'no', identify the child and the specific recommendation for that child.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.17.2.1.3.1	A mandatory petition is not required if Mandatory petition question in Legal is answered 'No'.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.17.2.1.3.2	A petition for termination of parental rights has been filed and it is in the child's best interest to proceed. If mandatory petition question is answered yes and if child's best interest question is also answered yes.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.17.2.1.3.3	A petition for termination of parental rights has been filed and it is not in the child's best interest to proceed. If mandatory petition question is answered yes and if child's best interest question is answered no.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.17.2.1.3.4	Compelling reason that it is not in the child's best interest to terminate parental rights. Print all reasons selected in Legal.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.17.3	Recommended Court Orders	R	Mary Ann Jensen	A	
4.1.ICR.5.1.17.3.1	Print recommendations for court order content from legal for each child.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.17.3.1.1	If legal was shared, list the children and print only once.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.18	Print requested number of signature lines.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.18.1	Print Worker's Name and Title	R	Mary Ann Jensen	A	
4.1.ICR.5.1.18.2	Print Supervisor's Name and Title	R	Mary Ann Jensen	A	
4.1.ICR.5.1.19	Print a distribution list as follows:	R	Mary Ann Jensen	A	
4.1.ICR.5.1.19.1	Parent(s) Attorney(s)	R	Mary Ann Jensen	A	
4.1.ICR.5.1.19.1.1	Pre-fill Attorney's name form Legal	R	Mary Ann	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	module, Representation section.		Jensen		
4.1.ICR.5.1.19.2	Child (ren)'s Attorney(s)	R	Mary Ann Jensen	A	
4.1.ICR.5.1.19.2.1	Pre-fill Attorney's name form Legal module, Representation section.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.19.3	Prosecuting Attorney	R	Mary Ann Jensen	A	
4.1.ICR.5.1.19.3.1	Pre-fill Attorney's name form Legal module, Representation section.	R	Mary Ann Jensen	A	
4.1.ICR.5.1.19.4	Legal File	R	Mary Ann Jensen	A	
4.1.ICR.5.1.19.5	Case File	R	Mary Ann Jensen	A	
4.1.ICR.5.2	Provide the ability to print all addendums to an approved court report when the court report is printed.	R	Mary Ann Jensen	A	** Added
4.1.ICR.5.2.1	Format a Heading for the printed addendum to display the following:	R	Mary Ann Jensen	A	** Added
4.1.ICR.5.2.1.1	Children's Foster Care Court Report Addendum.	R	Mary Ann Jensen	A	** Added
4.1.ICR.5.2.1.2	Report Period is pre-filled with the same dates as the court report period	R	Mary Ann Jensen	A	** Added
4.1. ICR.5.2.1.3	Date of Addendum as entered by user	R	Mary Ann Jensen	A	** Added
4.1. ICR.5.2.1.3.1	Addendum date cannot be a future date	R	Mary Ann Jensen	A	** Added
4.1. ICR.5.2.1.3.2	Addendum date cannot be a date prior to the date of supervisor approval of the Service Plan	R	Mary Ann Jensen	A	** Added
4.1. ICR.5.2.1.4	DHS Worker.	R	Mary Ann Jensen	A	** Added
4.1. ICR.5.2.1.4.1	Worker Full Name	R	Mary Ann Jensen	A	** Added
4.1. ICR.5.2.1.4.1	Worker Load Number.	R	Mary Ann Jensen	A	** Added
4.1. ICR.5.2.2	For each child on the Addendum include:	R	Mary Ann Jensen	A	** Added
4.1. ICR.5.2.2.1	SWSS Log Number	R	Mary Ann Jensen	A	** Added
4.1. ICR.5.2.2.2	Full name of child	R	Mary Ann Jensen	A	** Added
4.1. ICR.5.2.2.3	Child's date of birth	R	Mary Ann Jensen	A	** Added
4.1. ICR.5.2.3	Addendum narrative	R	Mary Ann Jensen	A	** Added

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1. ICR.5.2.4	Print Worker's Name and Title.	R	Mary Ann Jensen	A	** Added
4.1. ICR.5.2.5	Print Supervisor's Name and Title.	R	Mary Ann Jensen	A	** Added
4.1. ICR.5.2.6	Print distribution list as in section 4.1.ICR.5.1.19 above.	R	Mary Ann Jensen	A	** Added
4.1. ICR.6	Do not recompile court report information between viewing (print preview) and printing.	R	Mary Ann Jensen	A	** Added
	<i>Temporary Ward Court Report</i>				
4.1.TWCR.1	There must be the ability to generate an Temporary Ward Court Report	R	Mary Ann Jensen	A	
4.1.TWCR.1.1	There must be a way to select the children in the companion group that will be on the court report.	R	Mary Ann Jensen	A	
4.1.TWCR.1.1.1	The list should include any children in the companion group with a legal status of 42, 45, 48, 51, 90, or 92.	R	Mary Ann Jensen	A	Changed-moved from 4.2
4.1.TWCR.1.1.2	There must be at least one child selected	R	Mary Ann Jensen	A	
4.1.TWCR.1.1.2.1	If there is only one child in the companion group, that child is to be automatically selected.	R	Mary Ann Jensen	A	
4.1.TWCR.1.1.2.2	If there is more than one child in the companion group, no child is automatically selected	R	Mary Ann Jensen	A	
4.1.TWCR.1.2	Report period:	R	Mary Ann Jensen	A	
4.1.TWCR.1.2.1	Begin date:	R	Mary Ann Jensen	A	
4.1.TWCR.1.2.1.1	Allow entry of a begin date that is within the dates of the most recently approved service plan.	R	Mary Ann Jensen	A	**Changed
4.1.TWCR.1.2.1.2	Do not allow a Court Report to have a begin date prior to the end date of the most recent (prior) court report.	R	Mary Ann Jensen	A	Moved
4.1.TWCR.1.2.2	End date:	R	Mary Ann Jensen	A	
4.1.TWCR.1.2.2.1	Pre-fill with a date no more than 90 days from the begin date or the current date if less than 90 days.	R	Mary Ann Jensen	A	
4.1.TWCR.1.2.2.2	This date can exceed 90 days but cannot be in the future	R	Mary Ann Jensen	A	
4.1.TWCR.1.2.2.3	Allow user to change the pre-filled end-date.	R	Mary Ann Jensen	A	Moved, wording changed

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.TWCR.1.3	Date of Report	R	Mary Ann Jensen	A	
4.1.TWCR.1.3.1	Display date of report, which is system date initially.	R	Mary Ann Jensen	A	
4.1.TWCR.1.4	Non-parental adults	R	Mary Ann Jensen	A	
4.1.TWCR.1.4.1	Allow the user to select additional adult members of the household who are 18 years or older and not legal parent or not one of the following relationships: biological parent BP, step-parent ST, adoptive parent AP	R	Mary Ann Jensen	A	** Corrected
4.1.TWCR.1.4.2	Pre-fill the selection list with the adults that appeared on the most recent, approved, service plan.	R	Mary Ann Jensen	A	**Changed
4.1.TWCR.1.5	Number of signature lines	R	Mary Ann Jensen	A	
4.1.TWCR.1.6	Provide the ability for supervisor to approve the final court report.	R	Mary Ann Jensen	A	Wording change
4.1.TWCR.1.6.1	Provide the ability of alternate of the supervisor to approve the final court report.	R	Mary Ann Jensen	A	Wording change
4.1.TWCR.1.6.2	Provide the ability for supervisor to update the court report until final approval.	R	Mary Ann Jensen	A	Added
4.1.TWCR.1.6.3	Provide the ability of alternate of the supervisor to update the court report until final approval.	R	Mary Ann Jensen	A	Added
4.1.TWCR.1.7	Provide the ability to view a list of approved and unapproved court reports for this workload.	R	Mary Ann Jensen	A	** Wording change??
4.1.TWCR.1.8	Provide the ability to generate a new court report.	R	Mary Ann Jensen	A	** Wording change
4.1.TWCR.1.8.1	Generating a new court report for any Active Foster Care case can be done if the prior court report is finalized.	R	Mary Ann Jensen	A	** Wording change
4.1.TWCR.1.8.2	Generating a new court report for any Active Foster Care case can be done without an Initial Court Report if the Acceptance date in Child Information is greater than 45 days in the past and there are no previous court reports.	R	Mary Ann Jensen	A	** Wording change
4.1.TWCR.1.8.3	Do not allow a new court report to be generated if there is not a finalized service plan for the	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	period(s) covered by the prior court report.				
4.1.TWCR.1.8.4	If a Service Plan (ISP, USP or PWSP as appropriate) has not been completed within the past 90 days, do not allow a new Court Report to be generated.	R	Mary Ann Jensen	A	
4.1.TWCR.1.9	Provide the ability for update to the court report.	R	Mary Ann Jensen	A	
4.1.TWCR.1.9.1	The worker must have the ability to update court report until it has been approved by the supervisor.	R	Mary Ann Jensen	A	
4.1.TWCR.1.10	Provide the ability for the supervisor to change the status of a Finalized Court Report from approved to not approved.	R	Mary Ann Jensen	A	
4.1.TWCR.1.10.1	The option to change the finalized Court report status must be available for 14 calendar days after the approval date as long as a new Court Report has not been generated.	R	Mary Ann Jensen	A	
4.1.TWCR.2	The Temporary Ward Court Report may not contain a future date, except for next hearing date.	R	Mary Ann Jensen	A	** Changed
4.1.TWCR.3	Do not include the following individuals in the Temporary Ward Court Report.	R	Mary Ann Jensen	A	
4.1.TWCR.3.1	Do not allow deceased members to be included in established households.	R	Mary Ann Jensen	A	
4.2.TWCR.3.2	Do not allow parents whose parental rights have been terminated to appear on the court report.	R	Mary Ann Jensen	A	
4.1.TWCR.4	Provide the ability to include information about the family and the children in the Temporary Ward Court Report.	R	Mary Ann Jensen	A	
4.1.TWCR.4.1	The following information must be available for each child included on the court report:	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.1	Next Hearing Date	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.1.1	Located in the Legal Section	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.2	Reasonable efforts (found in the Child Status section)	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.2.1	Describe services that were provided to the child(ren) and parent(s) to	R	Mary Ann Jensen	A	Number change

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	return the child(ren) home or to finalize another permanency plan.				
4.1.TWCR.4.1.2.1.1	From Children)'s Status USP and Permanency Planning Efforts Tabs	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.2.2	If services were not provided, explain the reasons why the services were not provided.	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.2.2.1	From Child(ren)'s Status USP and/or Reasonable Efforts Tabs.	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.2.3	Likely harm to the child(ren) if he/she were separated from, or returned to a parent, guardian or custodian.	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.2.3.1	From Child(ren)'s Status USP Reasonable Efforts Tab	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.2.4	List the reasons why the agency believes that providing services for reunification are not reasonable.	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.2.4.1	From Child(ren)'s Status USP Reasonable Efforts Tab	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.2.5	Recommendations to the court	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.2.5.1	Information is located in the Legal Section	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.2.5.2	Length of time in out of home care is the same or greater that 15 out of the last 22 months	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.2.5.2.1	Terminate parental rights or compelling reasons recommendations	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.2.5.2.2	Compelling reasons if applicable	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.2.6	Recommendations for court order content	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.3	Child must have a current placement	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.3.1	Information located in Placement Section	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.4	If siblings not placed together, require reason siblings not placed together.	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.4.1	Information located in Child(ren)'s Status section, placement with siblings tab.	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.5	Evaluation of sibling and relative visitation.	R	Mary Ann Jensen	A	Number change

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.TWCR.4.1.5.1	Information located in Child(ren);s Status section, sibling/relative visit tab.	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.6	Foster Parent/Relative Caregiver Input	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.6.1	Information located in Placement Section	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.7	Describe the efforts to place within the kinship network	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.7.1	Information located in Child(ren)'s Status Section, Relative Resources Tab	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.8	Parent Agency Treatment Plan and Service Agreement	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.8.1	A Parent agency Treatment Plan (PATP) must have been updated prior to the court report.	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.8.2	There must be at least one service that was active at some time during the reporting period for each participating household.	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.8.3	If there are no needs for a child, services are not required.	R	Mary Ann Jensen	A	Number change
4.1.TWCR.4.1.9	Recommendations for court order content is required.	R	Mary Ann Jensen	A	Moved, number change
4.1.TWCR.4.2	Need the ability to generate a "DRAFT" version of the court report.	R	Mary Ann Jensen	A	
4.1.TWCR.4.2.1	Date of Report is system date when the draft version of the court report initially contains no missing values.	R	Mary Ann Jensen	A	
4.1.TWCR.4.3	Approval date is the system date when the court report is approved by the supervisor	R	Mary Ann Jensen	A	
4.1.TWCR.4.4	Do not allow the court report to be finalized if any parents do not have a household role.	R	Mary Ann Jensen	A	Moved, number change
4.1.TWCR.4.4.1	Not required on LS 41, 44, 48 and 51.	R	Mary Ann Jensen	A	Moved, Changed
4.1.TWCR.4.4.2	Not required for deceased parents.	R	Mary Ann Jensen	A	Moved
4.1.TWCR.4.4.3	Display a message "All parents must be associated with a household prior to finalizing the court report" if all legal parents (or the biological father in cases with no legal father) are not	R	Mary Ann Jensen	A	Moved, number change Wording change

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	associated with a household.				
4.1.TWCR.4.4.4	Display a message "All parents must have a household role identified prior to finalizing the court report" if any legal parent (or the biological father in cases with no legal father) does not have a household role when the court report is generated.	R	Mary Ann Jensen	A	?? How is this different from prior 4.4.3
4.1.TWCR.4.4.5	Do not allow the court report to be finalized if legal parents (or the biological father in cases with no legal father) are not associated with a household.	R	Mary Ann Jensen	A	Dup?
4.1.TWCR.4.4.6	Not required on LS 41, 44, 48 and 51.	R	Mary Ann Jensen	A	Dup? Changed
4.1.TWCR.4.4.7	Not required for deceased parents.	R	Mary Ann Jensen	A	Dup?
4.1.TWCR.4.5	Provide the ability to save an image of the approved court report at time of approval.	R	Mary Ann Jensen	A	Added
4.1.TWCR.4.6	The user must have the ability to e-mail his/her supervisor anytime the court report is ready for review.	R	Mary Ann Jensen	A	
4.1.TWCR.4.7	The supervisor must have the ability to email his/her staff member if revisions are necessary and when the court report has been finalized.	R	Mary Ann Jensen	A	
4.1.TWCR.4.8	Provide the ability to add an addendum to an approved court report.	R	Mary Ann Jensen	A	** New
4.1.TWCR.4.8.1	Provide the ability to select an approved court report for the purpose of adding an addendum.	R	Mary Ann Jensen	A	** New
4.1.TWCR.4.8.2	Allow the addition of an addendum only if the user is the worker assigned to the case or is a user with the authorization to update the case.	R	Mary Ann Jensen		** New
4.1.TWCR.4.8.3	Provide the ability to enter information in the addendum in the format of a Narrative.	R	Mary Ann Jensen	A	** New
4.1.TWCR.4.8.4	Allow update to the court report addendum until it is approved/finalized.	R	Mary Ann Jensen	A	** New
4.1.TWCR.4.8.5	Require the court report addendum to be approved by the supervisor of the worker.	R	Mary Ann Jensen	A	** New
4.1.TWCR.4.8.6	Provide the ability to save an image of the approved addendum to the	R	Mary Ann Jensen		** New

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	court report at the time of approval.				
4.1.TWCR.4.8.7	If an addendum has been added to the specific court report, it must print with that court report.	R	Mary Ann Jensen	A	** New
4.1.TWCR.4.8.8	There is no limit on the number of addendums that can be added to an approved court report.	R	Mary Ann Jensen	A	** New
4.1.TWCR.4.9	Provide the ability to print a prior court report.	R	Mary Ann Jensen	A	** New
4.1.TW CR.4.9.1	If an addendum has been added to the specific court report, it must print with that court report.	R	Mary Ann Jensen	A	** New
4.1.TWCR.4.10	Provide the ability to view a prior court report.	R	Mary Ann Jensen	A	** New
4.1.TWCR.4.10.1	If an addendum has been added to the specific court report, it must viewed with that court report.	R	Mary Ann Jensen	A	** New
4.1.TWCR.4.11	Provide the ability to optionally print any or all of the following documents as attachments to the Temporary Ward Court Report.	R	Mary Ann Jensen	A	Moved, number change
4.1.TWCR.4.11.1	There must be the ability to print the Child Assessment of Needs and Strengths (CANS)	R	Mary Ann Jensen	A	Moved
4.1.TWCR.4.11.2	There must be the ability to print the Family Assessment of Needs and Strengths (FANS)	R	Mary Ann Jensen	A	Moved
4.1.TWCR.4.11.3	There must be the ability to print the Family Reunification Plan.	R	Mary Ann Jensen	A	Moved
4.1.TWCR.4.11.4	There must be the ability to print the Safety Assessments.	R	Mary Ann Jensen	A	Moved
4.1.TWCR.5.1	Temporary Ward Court Report must print the following.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.1	Court Report Header	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.1.1	Temporary Ward Court Report	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.1.2	Michigan Department of Human Services	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.2	Report period	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.2.1	Begin Date	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.2.2	End Date	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.3	Report Date	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
			Jensen		
4.1.TWCR.5.1.4	Next Hearing Date (from Legal)	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.5	Foster Care Worker	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.5.1	Worker Name	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.6	Court Jurisdiction	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.7	Court Docket/File Number	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8	For each child on the Court Report include:	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.1	Child Name	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.2	Date of Birth	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.3	Child Age (at the end of the report period)	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.4	SWSS log number	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.5	Current Legal status	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.6	Permanency Plan Goal	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.6.1	Federal Permanency Plan Goal Description	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.7	Michigan Specific Goad	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.7.1	Michigan Specific Goal Description	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.8	Date Entered Care	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.8.1	Begin date of the first out of home placement for this log number	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.9	Current placement type	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.9.1	Current living arrangement description	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.10	Date of Current Placement	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.11	Native American (Yes/No)	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.11.1	Yes if race is "Native American"	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.TWCR.5.1.8.12	Tribal affiliation	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.8.12.1	If Native American is Yes, print "Pending" or the tribe identified.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.9	Parents (Caretakers):	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.9.1	For each person, include all parents (Legal parents and members with the relationship Bp, PP, ST, AP) as well as any additional adults identified to be included in the court report, print:	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.9.1.1	Person's name	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.9.1.2	Relationship and name of child(ren) to whom they have that relationship	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.9.1.2.1	Show relationship to each child included in the Court Report.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.9.1.3	Person's address and phone number	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.9.1.4	Removal Household (Yes/No)	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.9.2	Not required on LS 41, 44, 48 and 51.	R	Mary Ann Jensen	A	Changed
4.1.TWCR.5.1.10	Efforts to Finalize the Permanency Plan	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.10.1	Services provided to or offered to child(ren), parent(s),.....	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.10.1.1.	Print narrative explanation from Child(ren)'s Status section, USP Reasonable Efforts and Permanency Planning Efforts tabs.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.10.2	If services were not provided, explain the reasons why the services were not provided.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.10.2.1	Print narrative explanation from Child (ren)'s Status section.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.10.2.2	Not required on LS 41, 44, 48 and 51.	R	Mary Ann Jensen	A	Changed
4.1.TWCR.5.1.10.3	List the reasons why the agency believes that providing services for reunification are not reasonable.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.10.3.1	Print narrative explanation from Child(ren);s Status section.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.10.3.2	Not required on LS 41, 44, 48 and 51.	R	Mary Ann Jensen	A	Changed
4.1.TWCR.5.1.10.4	Likely harm to the child(ren) if	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	he/she were separated from, or returned to a parent, guardian, or custodian?		Jensen		
4.1.TWCR.5.1.10.4.1	Print narrative explanation from Child(ren)'s Status section.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.10.4.2	Not required on LS 41, 44, 48 and 51.	R	Mary Ann Jensen	A	Changed
4.1.TWCR.5.1.11	Progress Summary	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.1	Sibling Placement	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.1.1	Enter reason siblings not placed together (from Child(ren)'s Status Placement with Sib Tab, second narrative box)	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.1.2	Do not print this section if there are no siblings or if all siblings are placed together.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.2	Sibling and Relative visitation	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.2.1	Obtained from Child(ren)'s Status section, Sibling,/Relative Visits tab.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.3	Relative Resources and Placement	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.3.1	Obtained from Child(ren)'s Status section, Relative Resources tab.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.4	Reason why it is not in the child's best interest to be returned home, place for adoption or within the kinship network.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.4.1.	Obtained from Child(ren)'s Status section, Remain out of home tab.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.5	Foster Parent/Kinship Caregiver Input	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.5.1	Obtained from Placement section, Caretaker feedback tab.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.5.2	If siblings are in the same placement, print only once	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.5.3	Print for any child in the companion group who is not placed with sibs.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.6	Family Progress to Date	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.6.1	Obtained from Family Information section, Progress Updates tab and Updated Family Self Assessment tabs.	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.TWCR.5.1.11.7	Child(ren)'s Progress to Date	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.7.1	Obtained from Child Information section, Description tab narrative, for each child.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.8	Parenting Time Assessment	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.8.1	Print this section only if child(ren) is in out of home placement at the end of the reporting period.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.8.2	If child is at home during the entire reporting period, print "not required, child is at home".	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.8.3	If required, list Parent/Caretaker	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.8.3.1	Progress Evaluation	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.8.3.1.1	Print only one of the following: Substantial, Partial, Poor, Refused	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.11.8.3.2	Print the Parenting Time narrative from the Family Reunification Assessment	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12	Recommendations to the Court	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.1	Recommendation for Reunification	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.1.1	Household name	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.1.2	Child(ren)'s names	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.1.3	Recommendation	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.1.4	Explanation narrative	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.1.4.1	Print below identified household	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.2	Children whose length of time in out of home care is the same or greater than 15 of the last 22 months	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.2.1	List all children whose length of time in out of home care is the same or greater than 15 of the last 22 months.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.2.2	Print question "Should parental rights be terminated" and response to Terminate parental rights or compelling reasons	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	recommendations from legal section.				
4.1.TWCR.5.1.12.2.2.1	List only the selected answer and compelling reasons from legal	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.2.2.1.1	If one of the compelling reasons is Other, print narrative explanation (legal)	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.3	Recommended Court Orders	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.3.1	Print recommendations for court order content from legal for each child	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.3.1.1	If legal was shared, list the children and print only once.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.4	Print Worker's Name and Title	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.4.1.	Print Signature Line and Date	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.5	Print Supervisor's Name and Title	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.12.5.1	Print Signature Line and Date	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.13	Print requested number of additional signature lines.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.14	Print a distribution list as follows:	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.14.1	Parent(s) Attorney(s)	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.14.1.1	Pre-fill Attorney's name from Legal module, Representation section.	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.14.2	Child(ren)'s Attorney(s)	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.14.2.1	Pre-fill Attorney's name from Legal module, Representation section	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.14.3	Prosecuting Attorney	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.14.3.1	Pre-fill Attorney's name from Legal module, Representation section	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.14.4	Legal File	R	Mary Ann Jensen	A	
4.1.TWCR.5.1.14.5	Case File	R	Mary Ann Jensen	A	
4.1.TWCR.5.2	Provide the ability to print all addendums to an approved court report when the court report is printed.	R	Mary Ann Jensen	A	** Added
4.1.TWCR.5.2.1	Format a Heading for the printed	R	Mary Ann	A	** Added

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	addendum to display the following:		Jensen		
4.1.TWCR.5.2.1.1	Children's Foster Care Court Report Addendum.	R	Mary Ann Jensen	A	** Added
4.1.TWCR.5.2.1.2	Report Period is pre-filled with the same dates as the court report period	R	Mary Ann Jensen	A	** Added
4.1. TWCR.5.2.1.3	Date of Addendum as entered by user	R	Mary Ann Jensen	A	** Added
4.1. TWCR.5.2.1.3.1	Addendum date cannot be a future date	R	Mary Ann Jensen	A	** Added
4.1. TWCR.5.2.1.3.2	Addendum date cannot be a date prior to the date of supervisor approval of the Court report.	R	Mary Ann Jensen	A	** Added
4.1. TWCR.5.2.1.4	DHS Worker.	R	Mary Ann Jensen	A	** Added
4.1. TWCR.5.2.1.4.1	Worker Full Name	R	Mary Ann Jensen	A	** Added
4.1. TWCR.5.2.1.4.1	Worker Load Number.	R	Mary Ann Jensen	A	** Added
4.1. TWCR.5.2.2	For each child on the Addendum include:	R	Mary Ann Jensen	A	** Added
4.1. TWCR.5.2.2.1	SWSS Log Number	R	Mary Ann Jensen	A	** Added
4.1. TWCR.5.2.2.2	Full name of child	R	Mary Ann Jensen	A	** Added
4.1. TWCR.5.2.2.3	Child's date of birth	R	Mary Ann Jensen	A	** Added
4.1. TWCR.5.2.3	Addendum narrative	R	Mary Ann Jensen	A	** Added
4.1. TWCR.5.2.4	Print Worker's Name and Title.	R	Mary Ann Jensen	A	** Added
4.1. TWCR.5.2.5	Print Supervisor's Name and Title.	R	Mary Ann Jensen	A	** Added
4.1. TWCR.5.2.6	Print distribution list as in section 4.1.TWCR.5.1.14 above.	R	Mary Ann Jensen	A	** Added
4.1. TWCR.6	Do not recompile court report information between viewing (print preview) and printing.	R	Mary Ann Jensen	A	** Added
	<i>Permanent Ward Court Report</i>				
4.1.PWCR.1	There must be the ability to generate an Permanent Ward Court Report	R	Mary Ann Jensen	A	
4.1.PWCR.1.1	There must be a way to select the children in the companion group that will be on the court report.	R	Mary Ann Jensen	A	
4.1.PWCR.1.1.1	The list should include any children in the companion group with a legal status of 41, 44, 52, 91, 93, or 94.	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.PWCR.1.1.2	There must be at least one child selected.	R	Mary Ann Jensen	A	
4.1.PWCR.1.1.2.1	If there is only one child in the companion group, that child is to be automatically selected.	R	Mary Ann Jensen	A	
4.1.PWCR.1.1.2.2	If there is more than one child in the companion group, no child is automatically selected	R	Mary Ann Jensen	A	
4.1.PWCR.1.2	Report period:	R	Mary Ann Jensen	A	
4.1.PWCR.1.2.1	Begin date:	R	Mary Ann Jensen	A	
4.1.PWCR.1.2.1.1	Allow entry of a begin date that is within the dates of the most recently approved service plan.	R	Mary Ann Jensen	A	**Changed
4.1.PWCR.1.2.1.2	Do not allow a Court Report to have a begin date prior to the end date of the most recent (prior) court report.	R	Mary Ann Jensen	A	Moved
4.1.PWCR.1.2.2	End date:	R	Mary Ann Jensen	A	
4.1.PWCR.1.2.2.1	Pre-fill with a date no more than 90 days from the begin date or the current date is less than 90 days.	R	Mary Ann Jensen	A	
4.1.PWCR.1.2.2.2	This date can exceed 90 days but cannot be in the future.	R	Mary Ann Jensen	A	
4.1.PWCR.1.2.2.3	Allow user to change the pre-filled end-date.	R	Mary Ann Jensen	A	Moved, wording changed
4.1.PWCR.1.3	Date of Report	R	Mary Ann Jensen	A	
4.1.PWCR.1.3.1	Display date of report, which is system date initially.	R	Mary Ann Jensen	A	
4.1.PWCR.1.4	Non-parental adults	R	Mary Ann Jensen	A	
4.1.PWCR.1.4.1	Allow the user to select additional adult member of the household who are 18 years or older and not legal parent or not one of the following relationships: biological parent (BP) step-parent (ST), adoptive parent (AP).	R	Mary Ann Jensen	A	** Corrected
4.1.PWCR.1.4.2	Pre-fill the selection list with the adults that appeared on the most recent, approved, service plan.	R	Mary Ann Jensen	A	**Changed
4.1.PWCR.1.5	Number of signature lines	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.PWCR.1.6	Provide the ability for supervisor to approve the final court report.	R	Mary Ann Jensen	A	Wording change
4.1.PWCR.1.6.1	Provide the ability of alternate of the supervisor to approve the final court report.	R	Mary Ann Jensen	A	Wording change
4.1.PWCR.1.6.2	Provide the ability for supervisor to update the court report until final approval.	R	Mary Ann Jensen	A	Added
4.1.PWCR.1.6.3	Provide the ability of alternate of the supervisor to update the court report until final approval.	R	Mary Ann Jensen	A	Added
4.1.PWCR.1.7	Provide the ability to view a list of approved and unapproved court reports for this workload.	R	Mary Ann Jensen	A	** Wording change??
4.1.PWCR.1.8	Provide the ability to generate a new court report.	R	Mary Ann Jensen	A	** Wording change
4.1.PWCR.1.8.1	Generating a new court report for any Active Foster Care case can be done if the prior court report is finalized.	R	Mary Ann Jensen	A	** Wording change
4.1.PWCR.1.8.2	Generating a new court report for any Active Foster Care case can be done without an Initial Court Report if the Acceptance date in Child Information is greater than 45 days in the past and there are no previous court reports.	R	Mary Ann Jensen	A	** Wording change
4.1.PWCR.1.8.3	Do not allow a new court report to be generated if there is not a finalized service plan for the period(s) covered by the prior court report.	R	Mary Ann Jensen	A	** Wording/number change
4.1.PWCR.1.8.4	If a Service Plan (ISP, USP or PWSP as appropriate) has not been completed within the past 90 days, do not allow a new Court Report to be generated.	R	Mary Ann Jensen	A	** Wording/number change
4.1.PWCR.1.9	Provide the ability for the worker to update the court report until it has been approved by the supervisor.	R	Mary Ann Jensen	A	** Wording/number change
4.1.PWCR.1.10	Provide the ability for the supervisor to change the status of a Finalized Court Report from approved to not approved.	R	Mary Ann Jensen	A	** Wording/number change
4.1.PWCR.1.10.1	The option to change the finalized Court report status must be available for 14 calendar days after the approval date as long as	R	Mary Ann Jensen	A	** Wording/number change

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	a new Court Report has not been generated.				
4.1.PWCR.2	The Permanent Ward Court Report may not contain a future date, except for next hearing date.	R	Mary Ann Jensen	A	** Changed
4.1.PWCR.3	Do not include the following individuals in the Permanent Ward Court Report.	R	Mary Ann Jensen	A	** Number/wording change
4.1.PWCR.3.1	Do not allow deceased members to be included in established households.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.3.2	Do not allow parents whose parental rights have been terminated to appear on the court report.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4	Provide the ability to include information about the family and the children in the Permanent Ward Court Report.	R	Mary Ann Jensen	A	
4.1.PWCR.4.2	The following information must be available for each child included on the court report:	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.1	Next court date	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.1.1	Located in the Legal Section	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.2	Reasonable efforts (found in the Child Status section)	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.2.1	Describe services that were provided to the child(ren) to finalize the permanency plan.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.2.1.1	From Child(ren)'s Status Permanency Planning Efforts Tabs	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.2.2	If services were not provided, explain the reasons why the services were not provided.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.2.2.1	From Child(ren)'s Status Permanency Planning Efforts Tabs.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.2.3	Recommendations to the court	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.2.3.1	Information is located in the Legal Section.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.2.4	Recommendations for court order content	R	Mary Ann Jensen	A	** Number change

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.PWCR.4.2.3	Child must have a current placement	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.3.1	Information located in Placement Section	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.4	If siblings not placed together, require reason siblings not placed together.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.4.1	Information located in Child(ren)'s Status section, placement with siblings tab.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.5	Evaluation of sibling and relative visitation.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.5.1	Information located in Child(ren)'s Status section, sibling/relative visit tab.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.6	Foster Parent/Relative Caregiver Input	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.6.1	Information located in Placement Section	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.7	Describe the efforts to place within the kinship network.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.7.1	Information located in Child(ren)'s Status Section, Relative Resources Tab.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.8	Treatment Plan and Service Agreement	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.8.1	A Treatment Plan (PATP) must have been updated prior to the court report.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.8.2	There must be at least one service that was active at some time during the reporting period for each child with identified needs.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.2.8.3	If there are no needs for a child, services are not required.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.3	Need the ability to generate a "DRAFT" version of the court report.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.4	Date of Report is system date when the draft version of the court report initially contains no missing values.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.5	Approval date is the system date when the court report is approved by the supervisor.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.6	The user must have the ability to	R	Mary Ann	A	** Number

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	e-mail his/her supervisor anytime the court report is ready for review.		Jensen		change
4.1.PWCR.4.7	The supervisor must have the ability to email his/her staff member if revisions are necessary and when the court report has been finalized.	R	Mary Ann Jensen	A	** Number change
4.1.PWCR.4.8	Provide the ability to save an image of the approved court report at time of approval.	R	Mary Ann Jensen	A	Added
4.1.PWCR.4.9	Provide the ability to add an addendum to an approved court report.	R	Mary Ann Jensen	A	** New
4.1.PWCR.4.9.1	Provide the ability to select an approved court report for the purpose of adding an addendum.	R	Mary Ann Jensen	A	** New
4.1.PWCR.4.9.2	Allow the addition of an addendum only if the user is the worker assigned to the case or is a user with the authorization to update the case.	R	Mary Ann Jensen		** New
4.1.PWCR.4.9.3	Provide the ability to enter information in the addendum in the format of a Narrative.	R	Mary Ann Jensen	A	** New
4.1.PWCR.4.9.4	Allow update to the court report addendum until it is approved/finalized.	R	Mary Ann Jensen	A	** New
4.1.PWCR.4.9.5	Require the court report addendum to be approved by the supervisor of the worker.	R	Mary Ann Jensen	A	** New
4.1.PWCR.4.9.6	Provide the ability to save an image of the approved addendum to the court report at the time of approval.	R	Mary Ann Jensen		** New
4.1.PWCR.4.9.7	If an addendum has been added to the specific court report, it must print with that court report.	R	Mary Ann Jensen	A	** New
4.1.PWCR.4.9.8	There is no limit on the number of addendums that can be added to an approved court report.	R	Mary Ann Jensen	A	** New
4.1.PWCR.4.10	Provide the ability to print a prior court report.	R	Mary Ann Jensen	A	** New
4.1.PWCR.4.10.1	If an addendum has been added to the specific court report, it must print with that court report.	R	Mary Ann Jensen	A	** New
4.1.PWCR.4.11	Provide the ability to view a prior court report.	R	Mary Ann Jensen	A	** New

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.PWCR.4.11.1	If an addendum has been added to the specific court report, it must viewed with that court report.	R	Mary Ann Jensen	A	** New
4.1.PWCR.4.12	Provide the ability to optionally print the Child Assessment of Needs and Strengths (CANS) document as an attachment to the Permanent Ward Court Report.	R	Mary Ann Jensen	A	** moved/number change
4.1.PWCR.5.1	Permanent Ward Court Report must print the following:	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.1	Court Report Header	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.1.1	Permanent Ward Court Report	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.1.2	Michigan Department of Human Services	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.2	Report Period	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.2.1	Begin Date	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.2.2	End Date	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.3	Report Date	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.4	Next Hearing Date	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.5	Foster Care Worker	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.5.1	Worker name	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.6	Court of Jurisdiction (from Legal)	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.7	Court Docket/File Number	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8	For each child on the Court Report include:	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.1	Child name	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.2	Date of birth	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.3	Child Age (at the end of the report period)	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.4	SWSS log number	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.5	Current Legal Status	R	Mary Ann	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
			Jensen		
4.1.PWCR. 5.1.8.6	Permanency Plan Goal	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.6.1	Federal Permanency Plan Goal Description	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.7	Michigan Specific Goal	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.7.1	Michigan Specific Goal Description	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.8	Date Entered Care	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.8.1	Begin date of the first out of home placement for this log number.	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.9	Current placement type	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.9.1	Current living arrangement description	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.10	Date of Current Placement	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.11	Native American (Yes/No)	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.11.1	Yes if race is "Native American"	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.8.12	Tribal affiliation	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.8.12.1	If Native American is Yes, print "Pending" or the tribe identified.	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.9	Efforts to Finalize the Permanency Plan	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.9.1	Services provided to or offered to finalize the permanency plan	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.9.1.1	Print narrative explanation from Child(ren)'s Status section, Permanency Planning Efforts tabs.	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.9.2	If services were not provided, explain the reasons why the services were not provided.	R	Mary Ann Jensen	A	
4.1.PWCR. 5.1.9.2.1	Print narrative explanation from Child(ren)'s Status section.	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10	Progress Summary	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.1	Sibling Placement	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.1.1	Enter reason siblings not placed	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	together (from Child(ren)'s Status, Placement with Sib Tab, second narrative box)		Jensen		
4.1.PWCR.5.1.10.1.2	Do not print this section of there are no siblings or if all siblings are placed together.	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.2	Sibling and Relative visitation	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.2.1	Obtained from Child(ren)'s Status section, Sibling/Relative Visits tab.	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.3	Relative Resources and Placement	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.3.1	Obtained from Child(ren)'s Status section, Relative Resources tab.	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.4	Reasons why it is not in the child's best interest to be placed for adoption or within the kinship network.	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.4.1	Obtained from Child(ren)'s Status section, Remain out of home tab.	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.5	Foster Parent/Kinship Caregiver Input for each child in the court report.	R	Mary Ann Jensen	A	**Wording change
4.1.PWCR.5.1.10.5.1	Obtained from Placement section, Caretaker feedback tab.	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.5.2	If siblings are in the same placement, print only once.	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.5.3	Print for any child in the companion group who is not placed with sibs.	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.6	Child(ren)'s Progress to Date	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.6.1	Obtained from Child Information section, Description tab narrative, for each child	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10	Recommendations to the Court	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.1	Recommended Court Orders	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.1.1	Print recommendations for court order content from legal for each child.	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.1.1.1	If legal was shared, list the children and print only once.	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.PWCR.5.1.10.2	Print Worker's name and Title	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.2.1	Print Signature Line and Date	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.3	Print Supervisor's name and Title	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.10.3.1	Print Signature Line and Date	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.11	Print requested number of additional signature lines	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.12	Print a distribution list as follows:	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.12.1	Child(ren)'s Attorney(s)	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.12.1.1	Pre-fill Attorney's name from Legal module, Representation section.	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.12.2	Prosecuting Attorney	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.12.2.1	Pre-fill Attorney's name from Legal module, Representation section.	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.12.3	Legal File	R	Mary Ann Jensen	A	
4.1.PWCR.5.1.12.4	Case File	R	Mary Ann Jensen	A	
4.1.PWCR.5.2	Provide the ability to print all addendums to an approved court report when the court report is printed.	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.1	Format a Heading for the printed addendum to display the following:	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.1.1	Children's Foster Care Court Report Addendum.	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.1.2	Report Period is pre-filled with the same dates as the court report period	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.1.3	Date of Addendum as entered by user	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.1.3.1	Addendum date cannot be a future date	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.1.3.2	Addendum date cannot be a date prior to the date of supervisor approval of the court report.	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.1.4	DHS Worker.	R	Mary Ann Jensen	A	** Added

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
			Jensen		
4.1.PWCR.5.2.1.4.1	Worker Full Name	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.1.4.1	Worker Load Number.	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.2	For each child on the Addendum include:	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.2.1	SWSS Log Number	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.2.2	Full name of child	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.2.3	Child's date of birth	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.3	Addendum narrative	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.4	Print Worker's Name and Title.	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.5	Print Supervisor's Name and Title.	R	Mary Ann Jensen	A	** Added
4.1.PWCR.5.2.6	Print distribution list as in section 4.1.PWCR.5.1.12 above.	R	Mary Ann Jensen	A	** Added
4.1.PWCR.6	Do not recompile court report information between viewing (print preview) and printing.	R	Mary Ann Jensen	A	** Added

4.2.ICR Input and Output Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	See attached Appendix A				

4.3 Performance Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.4 User Interface Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.5 System Interface Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.6 Communication Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.7 Computer Security and Access Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.8 Backup and Recovery Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.9 Preliminary Implementation Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

5. System Test Requirements

5.1 Testing Techniques

"Click [HERE](#) and Type"

5.2 Test Phases

"Click [HERE](#) and Type"

5.3 Test Environments Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

5.4 Acceptance Test Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

6. Functional Baseline

"Click [HERE](#) and Type"

Approval Information

The signatures relay an understanding of the purpose and content of the document by those endorsing it.

Approve

Approve with Modifications

Reject

Comments:

"Click [HERE](#) and Type"

	Name / Title	Initial Signoff	Date	Final Signoff	Date
Client Sponsor	Mary Ann Jensen, DHS Services Program Office Lead				
DIT Sponsor	Dan Klodt, Area Manager, DIT Agency Services - DHS				
Project Manager	Steve Redman, Supervisor SWSS Team				

EXAMPLE: UPDATED COURT REPORT FOR PERMANENT WARD

UPDATED COURT REPORT For Permanent Ward Michigan Department of Human Services

Report Period
 Begin **04/01/2005** End **06/30/2005** Report date: **08/26/2005**
 Date: Date:

DHS Worker: [REDACTED]

Court Docket # [REDACTED] Court Jurisdiction 30th Circuit Court, Family Division

Child Name

Child, Ashley	<u>Birth Date</u>	06/28/1992	<u>Child Age</u>	13 years, 4 months	<u>Log Number</u>	189873
	<u>Current Legal Status</u>	MCI Ward	<u>Federal Permanency Plan Goal</u>	Adoption	<u>Michigan Specific Goal</u>	Adoption
	<u>Date of current Placement</u>	06/21/2004	<u>Date Entered Care</u>	06/21/2004	<u>Current placement type</u>	Family Foster Home
	<u>Native American ?</u>	No	<u>Tribe</u>	NA		

Child, Amanda	<u>Birth Date</u>	09/27/1994	<u>Child Age</u>	11 years, 1 month	<u>Log Number</u>	189877
	<u>Current Legal Status</u>	MCI Ward	<u>Federal Permanency Plan Goal</u>	Adoption	<u>Michigan Specific Goal</u>	Adoption
	<u>Date of current Placement</u>	6/21/2004	<u>Date Entered Care</u>	06/21/2004	<u>Current placement type</u>	Family Foster Home
	<u>Native American</u>	No	<u>Tribe</u>	NA		

Efforts to Finalize the Permanency Plan

Services provided, or offered to finalize the permanency plan.

If services were not provided, explain the reasons why the services were not provided.

Not applicable.

Likely harm to the child(ren) if separated from, or returned to, a parent, guardian, or custodian.

The children may suffer neglect if returned to the parents because the parents have not resolved their domestic violence issues.

PROGRESS SUMMARY

Sibling Placement

All siblings are in the same placement

Sibling and Relative Visitation

Ashley and Amanda are in the same foster home. They have visits monthly with an aunt and uncle, John and Mary Vogel, who live in the area. This aunt and uncle were not able to offer a home to the girls.

Relative Resources and Placement

The girls have had an ongoing relationship with John and Mary Child, their paternal uncle and aunt. They view this relationship positively and want to continue it. However, the Childs were unable to offer a home to the girls at this time, because they thought it might cause a major rift with the parents. Should a permanent home ever be needed, they would be willing to be assessed for placement at that time. No other relatives are known to be available for placement.

Reasons why it is not in the child's best interest to be returned home, placed for adoption or within the relative network:

The parents are still working in therapy to develop safe ways to resolve conflict that do not involve the children. The children are clearly bonded to the parents, and desire to go home. Working towards reunification is best for the girls.

Foster Parent/Kinship Caregiver Input

I. Child Ashley Brooke

The foster parents enjoy having Ashley in their home. They are supportive of her relationship with the parents, but want to ensure that the parents have her best interests in mind.

Child Amanda Gene

The foster parents encourage Amanda to be involved in extracurricular activities. Her self-esteem is a little low and they feel activities out of school would help her.

Child(ren)'s Progress to Date

*Please see the attached Treatment Plan and Service Agreement for specific referrals, and services.

RECOMMENDATIONS TO THE COURT

Recommended Court Orders

It is recommended that prior court orders be affirmed.

Prepared and Approved by:

Worker Name and Title:

[Redacted]

Signature:

Date:

Supervisor Name & Title:

Supervisor, Wendy -Foster Care Supervisor

Signature:

Date:

Distribution of Plan:

Child (ren)'s Attorney(s)

ICR -1.1.1.1

[Redacted]

ICR -1.1.1.2

Prosecuting Attorney

ICR -1.1.1.3

[Redacted]

ICR -1.1.1.4

Legal File

ICR -1.1.1.5

Case File

ICR -1.1.1.6

The Michigan Department of Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your county.

AUTHORITY: P.A. 280 of 1939.
RESPONSE: Voluntary.
PENALTY: None

EXAMPLE: UPDATED COURT REPORT FOR TEMPORARY WARD

UPDATED COURT REPORT For Temporary Ward Michigan Department of Human Services

Report Period
 Begin **04/01/2005** End **06/30/2005** Report date: **08/26/2005**
 Date: Date:

DHS Worker: [REDACTED]

Court Docket # [REDACTED] Court Jurisdiction 30th Circuit Court, Family Division

Child Name

Child, Ashley	<u>Birth Date</u>	06/28/1992	<u>Child Age</u>	13 years, 4 months	<u>Log Number</u>	189873
	<u>Current Legal Status</u>	Temporary Court Ward - Neglect	<u>Federal Permanency Plan Goal</u>	Reunification	<u>Michigan Specific Goal</u>	Return home
	<u>Date of current Placement</u>	06/21/2004	<u>Date Entered Care</u>	06/21/2004	<u>Current placement type</u>	Family Foster Home
	<u>Native American ?</u>	No	<u>Tribe</u>	NA		

Child, Amanda	<u>Birth Date</u>	09/27/1994	<u>Child Age</u>	11 years, 1 month	<u>Log Number</u>	189877
	<u>Current Legal Status</u>	Temporary Court Ward - Neglect	<u>Federal Permanency Plan Goal</u>	Reunification	<u>Michigan Specific Goal</u>	Return Home
	<u>Date of current Placement</u>	6/21/2004	<u>Date Entered Care</u>	06/21/2004	<u>Current placement type</u>	Family Foster Home
	<u>Native American</u>	No	<u>Tribe</u>	NA		

Parents (Caretakers):

<u>Name</u>	<u>Relationship</u>	<u>Child(ren)</u>	<u>Address</u>	<u>Removal Household</u>
[REDACTED]				

Parent [REDACTED] Lansing, MI No
Biological [REDACTED] 48910
Parent

[REDACTED] Biological [REDACTED] [REDACTED] [REDACTED]
Parent [REDACTED] Lansing, MI [REDACTED]
Biological [REDACTED] 48910 [REDACTED]
Parent [REDACTED]

[REDACTED] Finalize the Permanency Plan

Services provided, or offered, to return the child(ren) home or to finalize another permanency plan.

The mother and father participated in joint counseling to address domestic violence issues. The parents were referred to parenting classes. Parenting time was offered at least weekly to the mother and father. Ashley was given tutoring services to raise her grade level in reading. Amanda was referred to Special Education for an evaluation.

If services were not provided, explain the reasons why the services were not provided.

Not applicable.

List the reasons why the agency believes that providing services for reunification are not "reasonable."

Not applicable.

Likely harm to the child(ren) if separated from, or returned to, a parent, guardian, or custodian.

The children may suffer neglect if returned to the parents because the parents have not resolved their domestic violence issues.

PROGRESS SUMMARY

Sibling Placement

All siblings are in the same placement

Sibling and Relative Visitation

Ashley and Amanda are in the same foster home. They have visits monthly with an aunt and uncle, John and Mary Vogel, who live in the area. This aunt and uncle were not able to offer a home to the girls.

Relative Resources and Placement

The girls have had an ongoing relationship with John and Mary Child, their paternal uncle and aunt. They view this relationship positively and want to continue it. However, the Childs were unable to offer a home to the girls at this time, because they thought it might cause a major rift with the parents. Should a permanent home ever be needed, they would be willing to be assessed for placement at that time. No other relatives are known to be available for placement.

Reasons why it is not in the child's best interest to be returned home, placed for adoption or within the relative network:

The parents are still working in therapy to develop safe ways to resolve conflict that do not involve the children. The children are clearly bonded to the parents, and desire to go home. Working towards reunification is best for the girls.

Foster Parent/Kinship Caregiver Input

II. Child Ashley Brooke

The foster parents enjoy having Ashley in their home. They are supportive of her relationship with the parents, but want to ensure that the parents have her best interests in mind.

Child Amanda Gene

The foster parents encourage Amanda to be involved in extracurricular activities. Her self-esteem is a little low and they feel activities out of school would help her.

Family Progress to Date

The mother and father have been attending joint counseling with a therapist skilled in domestic violence issues. They have attended all sessions offered during this last quarter. The therapist is pleased with their progress, but feels that more work needs to be done before they could live together again or with the children. The mother needs to recognize when the father is drinking since this escalates his propensity toward violence.

The father is out of jail and is staying with some friends until he can find a job. The mother continues to work at Dart Container and recently received a promotion.

The family is pleased with their progress. They are beginning to understand that their relationship was destructive and caused emotional harm to the girls. They want to be a family and are determined to work hard to make this happen.

Child(ren)'s Progress to Date

Parenting Time Assessment

Parent / Caretaker

Child, Peggy AND Child, Michael

Progress Evaluation

Partial

The mother and father visit with the children weekly. Earlier in the quarter, they missed a few visits. They have made all of the visits in the last two months and call the girls weekly to see how they are doing. They recently attended parent/teach conferences to discuss the girls' school progress.

*Please see the attached Parent-Agency Treatment Plan and Service Agreement for specific referrals, services and parenting time plans.

RECOMMENDATIONS TO THE COURT

Child name		Recommendation	Explanation narrative
	<i>Household</i>		
Child, Ashley	<i>Household# 2: Child, Michael</i>	Remain in placement and consider goal change	
Child, Ashley	<i>Household# 1: Child, Peggy</i>	Remain in placement and consider goal change	
Child, Amanda	<i>Household# 2: Child, Michael</i>	Remain in placement and consider goal change	
Child, Amanda	<i>Household# 1: Child, Peggy</i>	Remain in placement and consider goal change	

Children whose length of time in out of home care is the same or greater than 15 of the last 22 months

Not applicable.

Recommendation ALL
for:

A mandatory petition is not required.

Recommended Court Orders

It is recommended that prior court orders be affirmed.

Prepared and Approved by:

**Worker Name and
Title:**

Worker, Jennifer M -FC Worker

Signature:

Date:

**Supervisor Name &
Title:**

**Supervisor, Wendy -Foster Care
Supervisor**

Signature:

Date:

Distribution of Plan:

Parent(s) Attorney(s)	ICR -1.1.1.7 BAHRIE, RONALD M.
	ICR -1.1.1.8 BEVINS, MICHAEL
	ICR -1.1.1.9
Child (ren)'s Attorney(s)	ICR -1.1.1.10 BENNETT, MARY E.
	ICR -1.1.1.11
Prosecuting Attorney	ICR -1.1.1.12 TRIPP, PAMELA R.
	ICR -1.1.1.13
Legal File	ICR -1.1.1.14
Case File	ICR -1.1.1.15

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AUTHORITY: P.A. 280 of 1939.
RESPONSE: Voluntary.
PENALTY: None

EXAMPLE: INITIAL COURT REPORT

INITIAL COURT REPORT Michigan Department of Human Services

Report date: 11/8/05
Court of Jurisdiction:
Ingham

Hearing Date: 11/15/05
Court Docket Number:
[REDACTED]

FC Worker: [REDACTED]

Child(ren): Child Name

Child One	<u>Birth Date</u>	03/19/1995	<u>Child Age</u>	10 years, 8 months	<u>Log Number</u>	204767
	<u>Native American</u>	No	<u>Tribe</u>	Not applicable		
	<u>Date Entered Care</u>	10/5/2005	<u>Current Placement type</u>	Family Foster Home		

Child Name

Child Two	<u>Birth Date</u>	03/31/2004	<u>Child Age</u>	1 year, 7 months	<u>Log</u>	
<u>Number</u>	204777	<u>Native American</u>	No	<u>Tribe</u>	Not Applicable	
		<u>Date Entered Care</u>	10/5/05	<u>Current Placement type</u>	Family Foster Home	

Parents (Caretakers):

Name/ Address	<u>Relationship</u>	<u>Children</u>
HOUSEHOLD #1	Biological Parent	Child One Child Two
Household Address:	Biological Parent	
HOUSEHOLD #2	Non-Relative Biological Parent	Child Two
Household Address:		

Reason it is contrary to the welfare of the child(ren) to remain in the home of a parent or relative:

Reason child(ren) entered care : The mother was homeless and had a substantial PS history. She constantly abdicates responsibility of her children to others and has not developed much of

a bond with them. Dad is the father of Child Two. He has started the process of filing for custody of this child.

Efforts to Prevent Removal from the home:

Services that were provided to the child(ren) and parent(s) to prevent removal.

CPS investigation and assessment. Homemaker program, Families First, various churches, Salvation Army, Red Cross, psychological evaluations, Health Department Infant Support Services have all been provided to the family in the past.

If services were not provided to the family to prevent removal, briefly describe why.

An assessment of the conditions prior to the removal was provided, and no services could be identified that would have been able to protect the children in their home.

Likely harm to child(ren) if separated from, or returned to, parent(s), guardian, or custodian.

There is not a particularly strong bond between the mother and her children. Child Two has not seen her father since she was approximately nine months old. Child One has never met his father and his father's whereabouts are unknown. There will likely be some emotional distress for the children regarding the separation, however, neither child appeared to be distressed by the separation from their home. The likely harm if returned to the mother is neglect and inappropriate housing conditions.

Placement Information

Description of the type of home (foster/relative) or institution in which the child is placed and the reasons for the selected placement (I.e., why the current placement is in the child's best interest.)

Foster Parent/Relative Caregiver Input

Child One

The foster parents are enjoying having the children placed in their home and are willing to continue placement and help facilitate reunification efforts when appropriate.

Child Two

The foster parents are enjoying having the children placed in their home. The children had head lice which the foster parents handled appropriately. The children transitioned into the foster home without incident and seem to be adjusting well.

Progress to Date

Household One

The mother has agreed to participate in services and plans to complete a psychological evaluation on November 9, 2005. She is regularly attending parenting time that is supervised through DHS. The mother is on a waiting list for Section 8 housing.

Household Two

The father has agreed to participate in services and has a scheduled appointment for a psychological evaluation on November 9, 2005. He plans to follow through with this assessment. The father is regularly visiting his daughter and is working towards re-

Distribution of Plan:

Parent(s) Attorney(s)	Joe Smith Marie Taylor
Child (ren)'s Attorney(s)	Stan Baldwin
Prosecuting Attorney	Melody Schramm
Legal File	X
Case File	X

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AUTHORITY: P.A. 280 of 1939.
RESPONSE: Voluntary.
PENALTY: None