

Extension of Foster Care Services 'Best Interest' Hearing and Court Order Storyboard

'Best Interest' Hearings and Court Orders are recorded for young adults who receive Extension of Foster Care Services under the following circumstances:

- When a young adult transitions Directly from Custody to Extension of Foster Care Services non IV-E Eligible, and a Voluntary Placement Agreement is obtained
- When a young adult exited custody non IV-E Eligible and returns from a break in service to receive Extension of Foster Care Services, and a Voluntary Placement Agreement is obtained
- When any young adult returns from a Break in Service to receive Extension of Foster Care Services in excess of 6 months from exiting custody, and a Voluntary Placement Agreement is obtained
- The 'Best Interest' order must be issued by the court of jurisdiction within 179 days of the Voluntary Placement Agreement (VPA) date (the VPA date counts as day one). If the order is not obtained within that time frame, the young adult becomes ineligible for IV-E on the 181st day from the Voluntary Placement Agreement (VPA) date, for the rest of the Extension of Foster Care episode
- A Permanency Hearing must also occur annually. See the 'Annual Permanency Hearing and Court Order Storyboard' for more information

The screenshot displays the TFACTS web application interface. At the top, there is a navigation bar with links for home, search, help & training, customer care, switch organization, and log off. Below this is a main navigation menu with tabs for Home, Intake, Case, Resource, Financial, Administration, Workload, and Placement Referral. The 'Case' tab is selected. On the left side, there is a 'Case Overview' navigation bar with various links. A callout box with an orange border points to the 'Court' link in this navigation bar. The main content area shows the 'Case Overview' section with fields for Case ID, Case Name, Case Status (Open), and Organization. Below these are links for Case Actions: View Case Information, View Case Status History, Linked/Associated Cases, Genogram/Ecomap, and Case Summary. There is also a 'Case Address' field. At the bottom, there are tables for 'Hazards' and 'Assignment Role' with columns for Person/Address, Team, and Organization. A 'View Assignment History' link is also present.

Case Members Legal History | Case Court Actions

Case Header
Case ID: _____ **Case Name:** _____

Court Actions Search Criteria
 Court Action Category: **Hearing**
 Action Concerning: **Doe, Jane**
 From: _____ To: _____
 Sort Results By: **Mapping Default** Include Marked In Error

Search **Clear Form**

Court Actions History
 Result(s) 1 - 7 of 7 Page 1 of 1

| | Action Date | Action Category | Action Type | Court Docket # | Action Concerning | Additional Info |
|----------------------------------|-----------------------------------|-----------------|---------------------------|----------------|-------------------|-----------------|
| select documents | link court action | Hearing | Annual Permanency Hearing | | | |
| select documents | link court action | Hearing | Foster Care Review Board | | | |
| select documents | link court action | Hearing | Judicial Review | | | |
| select documents | link court action | Hearing | Judicial Review | | | |
| select documents | link court action | Hearing | Foster Care Review Board | | | |
| select documents | link court action | Hearing | Judicial Review | | | |
| select documents | link court action | Hearing | Annual Permanency Hearing | | | |

Action Category: **Create Hearing** **Add Action** **Close**

Filter using the Action Category and Action Concerning feature and select Search to determine Court activity already recorded for the

Then, select Create Hearing from the drop down box and select Add Action

TFACTS | home | search | help & training | customer care | switch organization | log off

Case > Workload > Court > Hearing Information

Case Header
Case ID: _____ **Case Name:** _____

Hearing | Court Information

Hearing Information
 Court Docket #: **12345** Created: _____
 Hearing Type: * **Judicial Review** Date Order Filed With Court Clerk: **10/15/2013**

Add Hearing Segment

Hearing Segment(s)

| Hearing Begin Date | Hearing End Date | Marked in Error |
|----------------------------|------------------|-----------------|
| Add Hearing Segment | | |

Hearing Concerning Child(ren)

Case Members **Add >** **< Remove** **Doe, Jane** Hearing Concerning Child(ren)

Marked In Error: _____ Marked By: _____ Error Date: _____

Apply **Save** **Cancel**

Select Hearing Type 'Judicial Review,' and add the Court Docket #, Date Order Filed and Hearing Concerning Participant

Then, select Add Hearing Segment

TFACTS | home | search | help & training | customer care | switch organization | log off

Case Header
Case ID: **Case Name:** **Case Status:**

Hearing Segment Details
 Court Docket #: 2356754 Created:

Hearing Begin Date: * **Hearing End Date:**

Narrative:

 Spell Check Clear 5000

Court Hearing Attendees
 DCS Representative: Person Search Clear

Case Members: Non Attendees Attendees

 Add > < Remove

Others in Attendance:

 Spell Check Clear 200

Hearing Segment has been Marked in Error

OK Cancel

Add the Hearing Begin Date and optional Hearing End Date. At least one Attendee must be selected. Add optional narrative and DCS Representative and select OK

TFACTS | home | search | help & training | customer care | switch organization | log off

Case > Workload > Court > Hearing Information | help

Case Header
Case ID: **Case Name:** **Case Status:** Open **Organization:**

Hearing | **Court Information**

Hearing Information
 Court Docket #: 12345 Created: Last Modified:

Hearing Type: * **Date Order Filed With Court Clerk:**

Hearing Segment(s)

| | Hearing Begin Date | Hearing End Date | Marked in Error |
|---------------------------------------|--------------------|------------------|-----------------|
| <input type="button" value="select"/> | 10/15/2013 | 10/15/2013 | No |

Hearing Concerning Child(ren)
 Case Members Hearing Concerning Child(ren)

 Add > < Remove

Marked In Error: Marked By: Error Date:

Apply Save Cancel

Select Court Information

home | search | help & training | customer care | switch organization | log off

Case > Workload > Court

Case Header
Case ID: Case Name:

Hearing | **Court Information**

Court
 County: * Davidson Out Of State
 Court: * Davidson County Juvenile Court
 Judge Name: Judge Judy
 Court Address: 100 WOODLAND ST
 City: NASHVILLE
 State: Tennessee Zip Code: 37213

Representative
 Type: Name: Person Search Represents:

Add

| Representative Type | Name | Represents |
|---------------------|------|------------|
| | | |

Apply Save Cancel

Add the County, Court and Judge Name information, and optional Representative information. Select Apply and then select the Hearing link (see green arrow)

home | search | help & training | customer care | switch organization | log off

Case > Workload > Court > Hearing Information

Case Header
Case ID: Case Name: Case Status: Open Organization:

Hearing | **Court Information**

Hearing Information
 Court Docket #: 12345 Created: 10/31/2013 Last Modified: 10/31/2013

Hearing Type: * Judicial Review Date Order Filed With Court Clerk: 10/15/2013

Hearing Segment(s)

| Hearing Begin Date | Hearing End Date | Marked in Error |
|--------------------|------------------|-----------------|
| select 10/15/2013 | 10/15/2013 | No |

Add Hearing Segment

Hearing Concerning Child(ren)

Select Save

Add > < Remove

Hearing Concerning Child(ren)
Doe, Jane

Marked In Error: Marked By: Error Date:

Apply Save Cancel

Sort Results By: Mapping Default Include Marked In Error

Search **Clear Form**

Court Actions History

Result(s) 1 - 12 of 12 Page 1 of 1

| | Action Date | Action Category | Action Type | Court Docket # | Action Concerning | Additional Info |
|--|-------------|-----------------|---------------------------|----------------|-------------------|-----------------|
| select documents link court action | | Hearing | Foster Care Review Board | | | |
| select documents link court action | | Hearing | Foster Care Review Board | | | |
| select documents link court action | | Hearing | Annual Permanency Hearing | | | |
| select documents link court action | | Hearing | Annual Permanency Hearing | | | |
| select documents link court action | | Hearing | Foster Care Review Board | | | |
| select documents link court action | | Hearing | Foster | | | |
| select documents link court action | | Hearing | Perma | | | |
| select documents link court action | | Hearing | Foster | | | |
| select documents link court action | | Hearing | Foster Care Review Board | | | |
| select documents link court action | | Hearing | Foster Care Review Board | | | |
| select documents link court action | | Hearing | Annual Permanency Hearing | | | |
| select documents link court action | 10/15/2013 | Hearing | Judicial Review | 12345 | Doe, Jane | |

Action Category: Mapping Default **Add Action**

Close

Locate the Hearing you just entered and select link court action

TFACTS

home | search | help & training | customer care | switch organization | log off

Case > Workload > Court > Hearing Information

Case Header

Case ID: Case Name: Organization:

Hearing | Court Information

Hearing Information

Court Docket #: 12345 Created: Last Modified: 10/31/2013

Hearing Type: * Judicial Review Date Order Filed With Co

Hearing Segment(s)

| | Hearing Begin Date | H | Marked in Error |
|-----------------------------------|--------------------|---|-----------------|
| select 10/15/2013 | 10/15/2013 | | |

Hearing Concerning Child(ren)

Case Members: Hearing Concerning Child(ren): Doe, Jane

Marked In Error: Marked By: Error Date:

Link Court Action: Order **Add Action** [View Linked Actions](#)

Close

Select Order from the Link Court Action drop down box, and then select Add Action

Case > Workload > Court

Case Header
 Case ID: Case Name: Case Status: Open Organization:

Court Order Details | Court / Attorney Info

Court Order
 Court Docket #: 2356754
 Court Order and Other Types: * Custody Removal (Initial)

Court Order Concerning*
 Case Members: Add > Doe, Jane Remove <

Date Order Signed: + * 10/15/2013
 Date Order Received By DCS: 10/25/2013
 Special Court Instructions: Narrative, if applicable.

Spell Check Clear 3075

Adjudication / Finding

| Child | Adjudication | Adjudication Date | Finding | Finding Date |
|----------------------------|--------------|-------------------|---------|--------------|
| Add Adjudication / Finding | | | | |

Legal Status

| Child | Legal Status | Effective Date | End Date |
|------------------|--------------|----------------|----------|
| Add Legal Status | | | |

Order has been Marked in Error Marked By: Error Date:

Apply Save Cancel

Add the Court Order and Other Types value of Custody Removal (Initial), Add the Court Order Concerning person, the Date Order Signed and optional Date Order Received by DCS, optional Court Docket #, and optional Special Court Instructions narrative. Select Apply.

Next, select Add Adjudication/Finding

Case > Workload > Court

Case Header
 Case ID: Case Name: Case Status: Open Organization:

Adjudication / Court Findings Details
 Person Concerning: * Doe, Jane

Adjudication Information
 Adjudication Type: Adjudication Date:

Offenses

Court Findings
 Finding: * Custody - SS Finding Date: * 10/15/2013

Best Interest Finding obtained.

Spell Check Clear 300

ASFA Court Order Language

- Reasonable Efforts were made to prevent removal Yes
- Reasonable Efforts could not be made due to emergent circumstances No
- Contrary to welfare of child to remain in home/community Yes

Ok Cancel

Leave Adjudication Type and Adjudication Date Blank

The Finding is Custody - SS. The Finding date is critical to ensuring IV-E eligibility is maintained.

Answer the ASFA Court Order Language questions. Question 3. 'Contrary to welfare of child to remain in home/community;' this must be answered Yes in order for IV-E Eligible young adults to remain IV-E eligible.

Once you select 'OK,' check the Court/Attorney information on the preceding screen (it should be correct) and then select 'Save' You are now done!