

LEGAL STATUS

CREATION DATE: May 12, 2006

The Legal Status for a client is established by court order from the District of Columbia Superior Court. Once a legal status is established for a child, it is imperative that social workers record this information in the appropriate screens in FACES.NET.



Pointers to Remember:

1. A child must have a legal status recorded before a placement entry date can be entered in FACES.NET.
2. Third Party Placement information is recorded on the Status screen. Even if a worker navigates to the Placement screens and chooses Third Party Placement, the system will open the Status screen instead.
3. When a child is in CFSA custody, the placement should be entered on the Placement screen. Thus, the Relationship, Name, and Address fields remain disabled since no placement information should be entered here.
4. Picklist items with a double asterisk indicate that the item is inactive.

How to Enter a Legal Status for a client

Steps Include:

- Step 1: Navigate to the Status screen. Place your mouse over the Case module at the top of the screen.
- Step 2: Place your mouse over the Court menu item.
- Step 3: Click on Status.

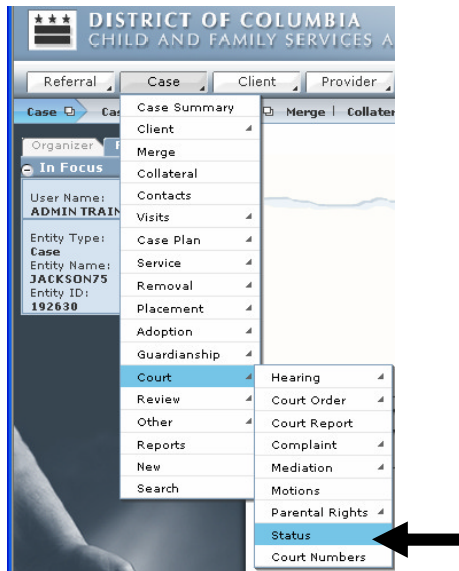


Figure 1

- Step 4: Highlight the client for which the legal status is to be completed.

- Step 5: Click Show.

If you have additional questions, please call the HelpDesk at (202) 434-0009
Last Updated: 05/12/2006

4: Highlight the client name.

5: Click Show.

Name	Client ID	Age	Gender	DOB	Duplicate
FEMALE SCOTT75	845959		Female		<input type="checkbox"/>
KEYSHAWN JACKSON75	845961		Male		<input type="checkbox"/>
LAKEISHA JACKSON75	845965		Female		<input type="checkbox"/>
LATONYA HOLMES75	845964		Female		<input type="checkbox"/>
PAUL WILLIAMS75	845958		Male		<input type="checkbox"/>

Active Clients Participating as Child
 All Clients Participating as Child

Show Cancel

Figure 2

Step 6: Choose one of three options in the Legal Custody Status section. The options listed are as follows: CFSA (Figure 3), Non CFSA (Figure 4), and Court Ordered Exception (Figure 5). Each custody category provides a separate set of specific legal statuses from which to choose.

Step 7: Select the appropriate Legal Status*.

Step 8: Enter a Begin Date* for when the client was assigned the legal status.

Step 9: Click Save.



Note:

- The following legal statuses are available if the Legal Custody Status is CFSA: Administrative Hold, Shelter Care, Commitment, Relinquishment, and Voluntary Placement. See Figure 3.
- When Voluntary Placement is selected as the Legal Status, a user prompt appears stating "Make sure a Home Removal Type of "Voluntary Placement" has been selected on the Home Removal screen for this child."

6: Choose a Legal Custody Status.

7: Choose a Legal Status*.

8: Enter a Begin Date*.

9: Click Save.

Legal Custody Status	Legal Status	Begin Date	End Date
CFSA	Administrative Hold	05/08/2006	

Legal Custody Information

Legal Custody Status
☒ CFSA ☐ Non CFSA ☐ Court Ordered Exception

Reason

Legal Status*
 Administrative Hold
 Shelter Care
 Commitment
 Relinquishment
 Voluntary Placement
 **Legal Guardianship

Begin Date*
 5/8/2006

End Date

Name *

Address

New Save Cancel

Figure 3

If you have additional questions, please call the HelpDesk at (202) 434-0009
 Last Updated: 05/12/2006



Note:

- The following legal statuses are available if the Legal Custody Status is Non CFSA: Conditional Release – Third Party, Conditional Release – Parent, Protective Supervision, Private/Third Party Placement, No Court Involvement, and Non-Ward. See Figure 4.
- When Non-Ward is selected as the Non CFSA Legal Status, then a user prompt appears stating “This Legal Status should only be selected if the client is a child of a teen mother. Do you still want to select Non- Ward?”
- Children in Third Party Placements are not considered to be “removed” from home.

6: Choose a Legal Custody Status.

7: Choose a Legal Status*.

8: Enter a Begin Date*.

9: Click Save.

Legal Custody Status	Legal Status	Begin Date	End Date
Non CFSA	Non-Ward	05/08/2006	

Legal Custody Information

Legal Custody Status

☐ CFSA ☒ Non CFSA ☐ Court Ordered Exception

Reason

Legal Status*

Begin Date*

End Date

Name

Address

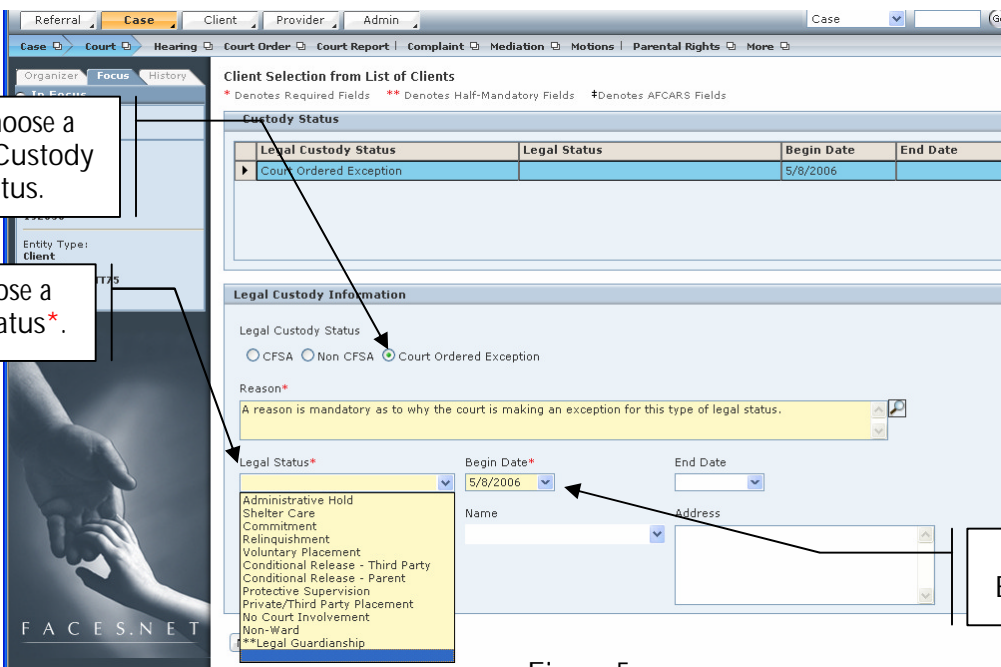
Save

Figure 4



Note:

- If Court Ordered Exception is selected, then all of the CFSA and Non CFSA legal statuses will appear in the Legal Status* picklist and the Reason field becomes enabled and mandatory. See Figure 5.
- Because this situation is a rare exception delivered by the Judge, only supervisors and above can select Court Ordered Exceptions and enter this information.
- If Court Ordered Exception is selected and the User attempts to enter data in the Relationship field, then a warning message will appear stating, “Child placement information entered on this screen will not generate a payment. If a payment needs to be issued to a provider, then the information must be entered on the Paid Placement screen. Do you still wish to enter placement information on this screen?” This serves as a reminder that paid placements should not be entered on the Custody screen.
- While Supervisory security is needed to create Court Ordered Exceptions, Supervisor security is not needed to modify Court Ordered Exception records.



6: Choose a Legal Custody Status.

7: Choose a Legal Status*.

8: Enter a Begin Date*.

Figure 5

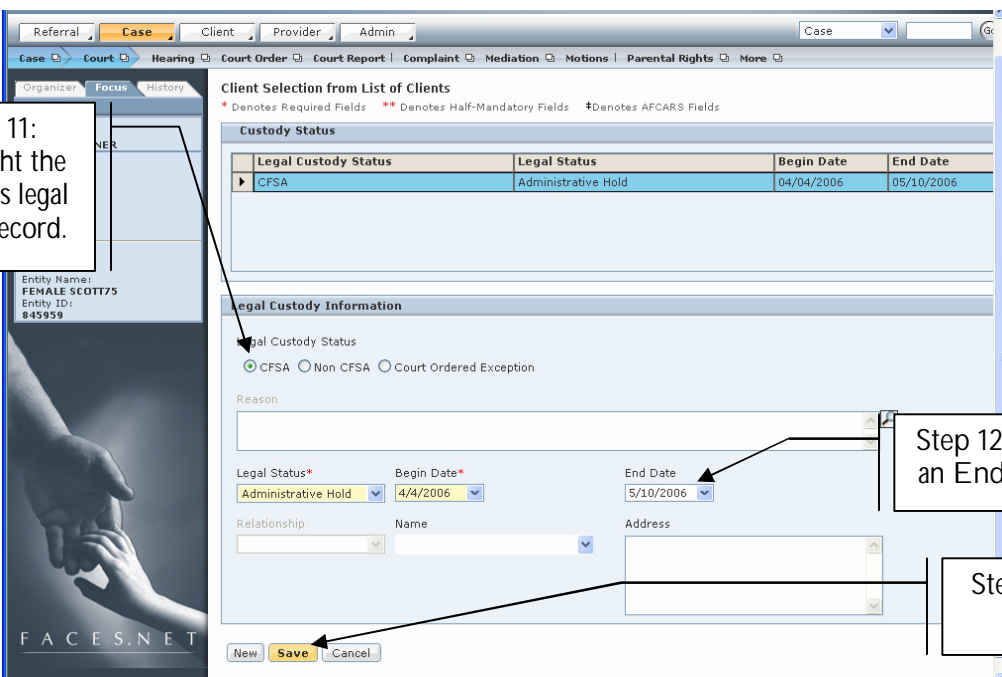
How to Enter a New Legal Status for Client with Pre-existing Legal Status

Step 10: Follow steps 1 – 5

Step 11: Highlight the previous legal status record. This will put the record in focus.

Step 12: Enter an End Date in the previous status record. This will indicate that the client no longer holds this legal status.

Step 13: Click Save.



Step 11: Highlight the previous legal status record.

Step 12: Enter an End Date.

Step 13: Click Save.

Figure 6

Step 14: Select the New button to create the new legal status for the client.



Note:

- It is very important to select the New button before entering a new legal status for a client. Doing this will maintain the log of past legal statuses for a client and create a blank record for entering a new status. If the worker does not click New, then the past legal status will be overwritten.

Step 15: To enter new custody information, follow steps 6-9.

Referral Case Client Provider Admin

Case Court Hearing Court Order Court Report Complaint Mediation Motions Parental Rights More

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Case
Entity Name: JACKSON75
Entity ID: 192630

Entity Type: Client
Entity Name: FEMALE SCOTT75
Entity ID: 845959

Client Selection from List of Clients

* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Legal Custody Status	Legal Status	Begin Date	End Date
CPSA	Administrative Hold	04/04/2006	05/10/2006
CPSA			

Legal Custody Information

Legal Custody Status
☒ CPSA ☐ Non CPSA ☐ Court Ordered Exception

Reason

Legal Status* Begin Date* End Date

Relationship Name Address

New Save Cancel

Step 14: Click New.

Figure 7

Legal Status Definitions

The following are the CFSA legal statuses and the definitions of each:

Administrative Hold - This legal status is used when a government attorney (AAG) needs more time to investigate and complete a complaint before the initial court hearing is scheduled.

Shelter Care – a child in shelter care has been removed and placed in an agency facility (foster home, therapeutic foster home, licensed kinship home, group home, residential facility etc.) These children are in CFSA custody and CFSA is fully responsible for their health and well being.

Commitment – a child is committed at a disposition hearing following adjudication at a neglect trial or following a stipulation by the parent caretaker. These children are also placed in (foster home, therapeutic foster home, licensed kinship home, group home, residential facility etc.)

Relinquishment – a child is in this legal status if a parent comes to the agency and voluntarily relinquishes their parental rights even when there has been no allegation of neglect.

Voluntary Placement – a child is in this legal status when a parent requests that CFSA places his/her child in care while they, for example, complete short term drug treatment.

The following are the non-CFSA legal statuses:

Conditional Release to Parent - This legal status is used when a case first enters the court system and the neglect case has not gone to trial. It is only used when the child is released to a parent. Once the case goes to disposition Conditional Release to Parent changes to Protective Supervision (if the child remains with the parent)

Conditional Release to Third Party - This legal status is used when a case first enters the court system and the neglect case has not gone to trial. It is only used when the child is released to a relative or non-relative. Once the case goes to disposition Conditional Release – Third Party changes to Third Party Placement (if the child remains with the relative/non relative.

Protective Supervision – This is the post disposition legal status that is used when children are placement with their parent(s).

Private Third Party Placement – This is the post disposition legal status that is used when children are placed with relatives/non relatives who are not foster parents.

No Court Involvement – This legal status should be used for all children who are home with their parent and there is no neglect case in DC Superior Court.

Non ward – This legal status is only used for the babies of the teen mothers who are in foster care

Please note you must enter the demographic and relationship information on the collateral screen in FACES in order to complete the non-CFSA legal status in FACES.

Court Ordered Exception

The third FACES category, court ordered, exception was created in FACES.NET as a combination of all of the above indicated legal statuses. It was created for those situations where the court orders a child in a placement status that is not consistent with CFSA policy. Such as, ordering a committed child into an unlicensed foster home. You must consult a supervisor before using the court ordered exception legal status.

Best Practice Reports Reference Guide

Data input for the above tip sheet will affect statistics recorded for Best Practice # X.3 – RVW001MS — Administrative Review Status for Foster Care Children.

RVW001MS captures the following information:

- The above numbers represent information entered into FACES.NET as of the report run date. The numbers may change as further updates are made in FACES.NET.