

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.

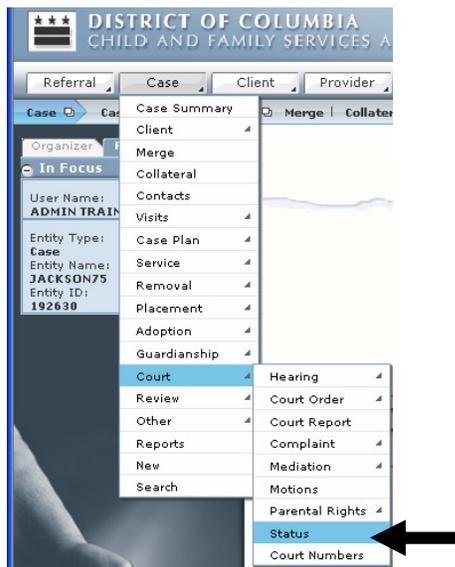


Figure 1

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

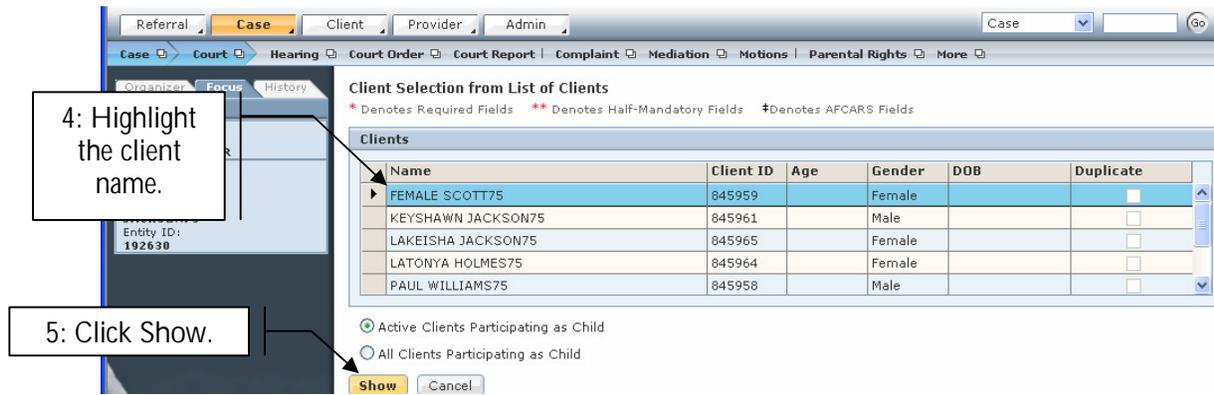


Figure 2

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."

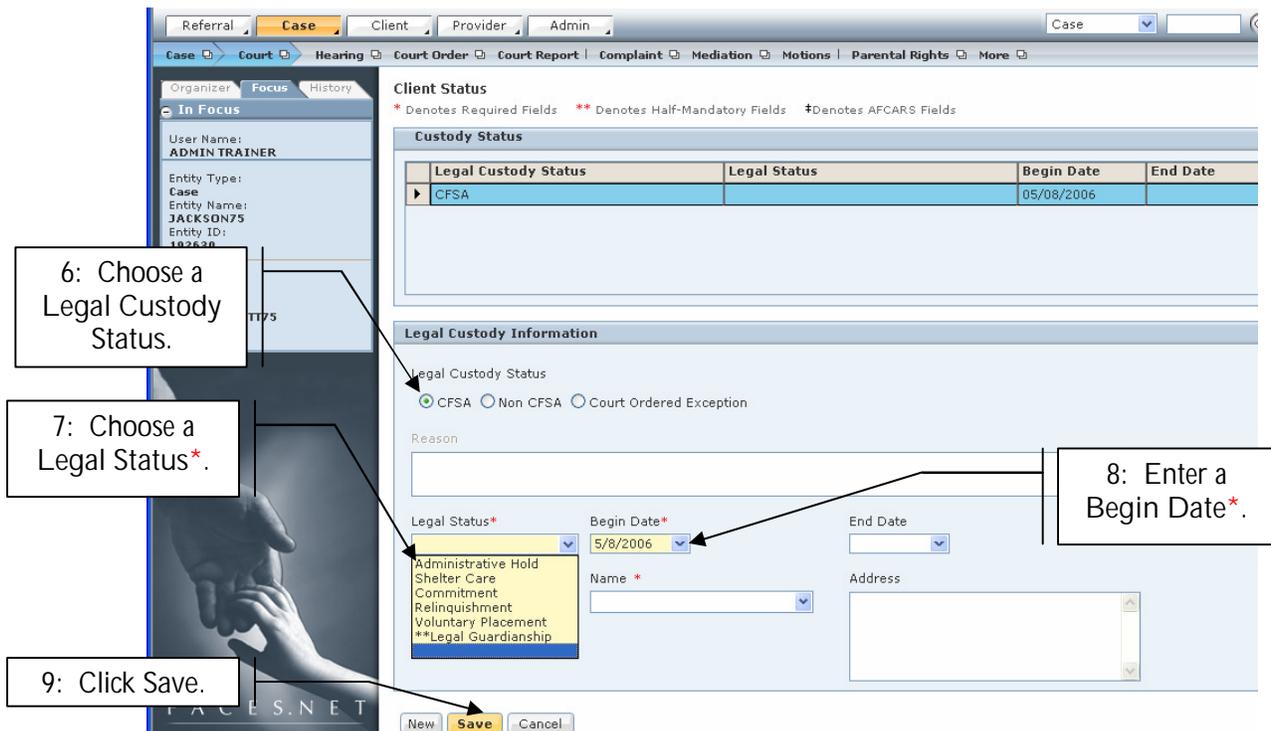


Figure 3



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.

The screenshot shows the 'Client Selection from List of Clients' window. At the top, there are tabs for 'Referral', 'Case', 'Client', 'Provider', and 'Admin'. Below these are navigation tabs: 'Case', 'Court', 'Hearing', 'Court Order', 'Court Report', 'Complaint', 'Mediation', 'Motions', 'Parental Rights', and 'More'. The main content area is divided into two sections: 'Custody Status' and 'Legal Custody Information'. The 'Custody Status' section contains a table with columns 'Legal Custody Status', 'Legal Status', 'Begin Date', and 'End Date'. A row is highlighted with 'Non CFSA' in the first column and 'Non-Ward' in the second. The 'Legal Custody Information' section has radio buttons for 'CFSA', 'Non CFSA', and 'Court Ordered Exception'. Below these are fields for 'Reason', 'Legal Status*', 'Begin Date*', 'End Date', 'Name', and 'Address'. A dropdown menu for 'Legal Status*' is open, showing options like 'Conditional Release - Third Party', 'Conditional Release - Parent', 'Protective Supervision', 'Private/Third Party Placement', 'No Court Involvement', 'Non-Ward', and '**Legal Guardianship'. At the bottom, there are 'New', 'Save', and 'Cancel' buttons. Callout boxes with arrows point to: '6: Choose a Legal Custody Status.' (pointing to the 'Non CFSA' row), '7: Choose a Legal Status*' (pointing to the 'Legal Status*' dropdown), '8: Enter a Begin Date*' (pointing to the 'Begin Date*' field), and '9: Click Save.' (pointing to the 'Save' button).

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.

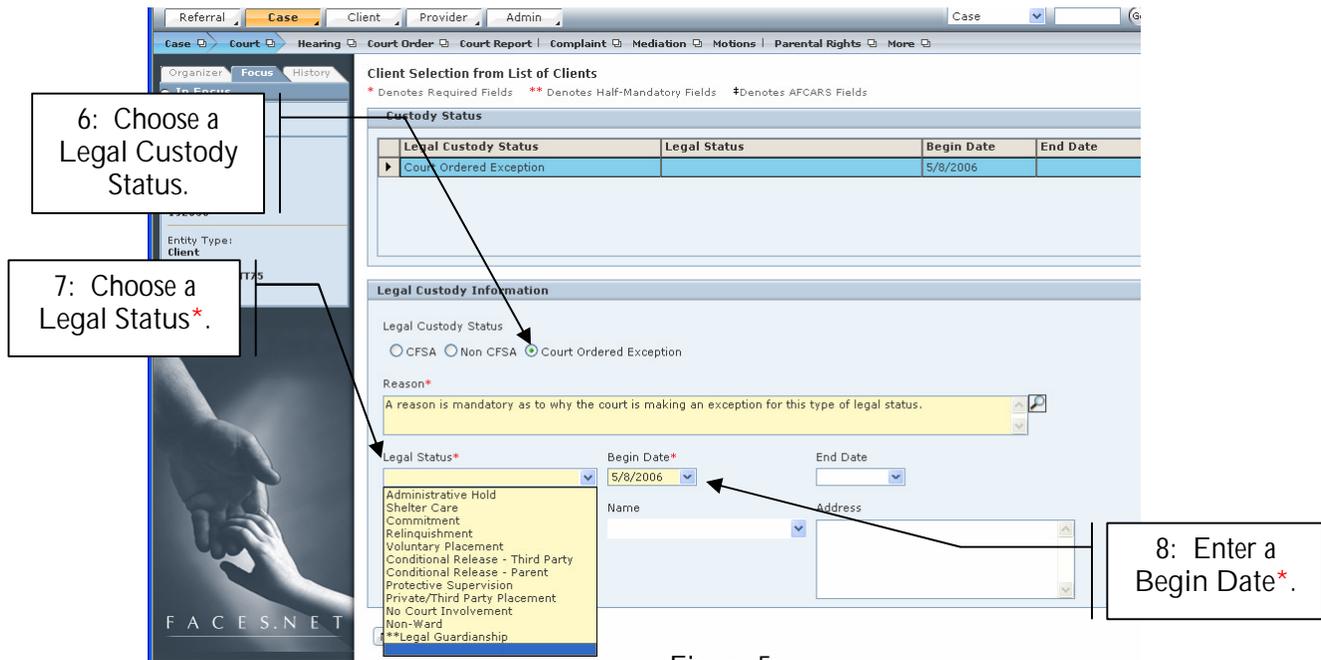


Figure 5

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.

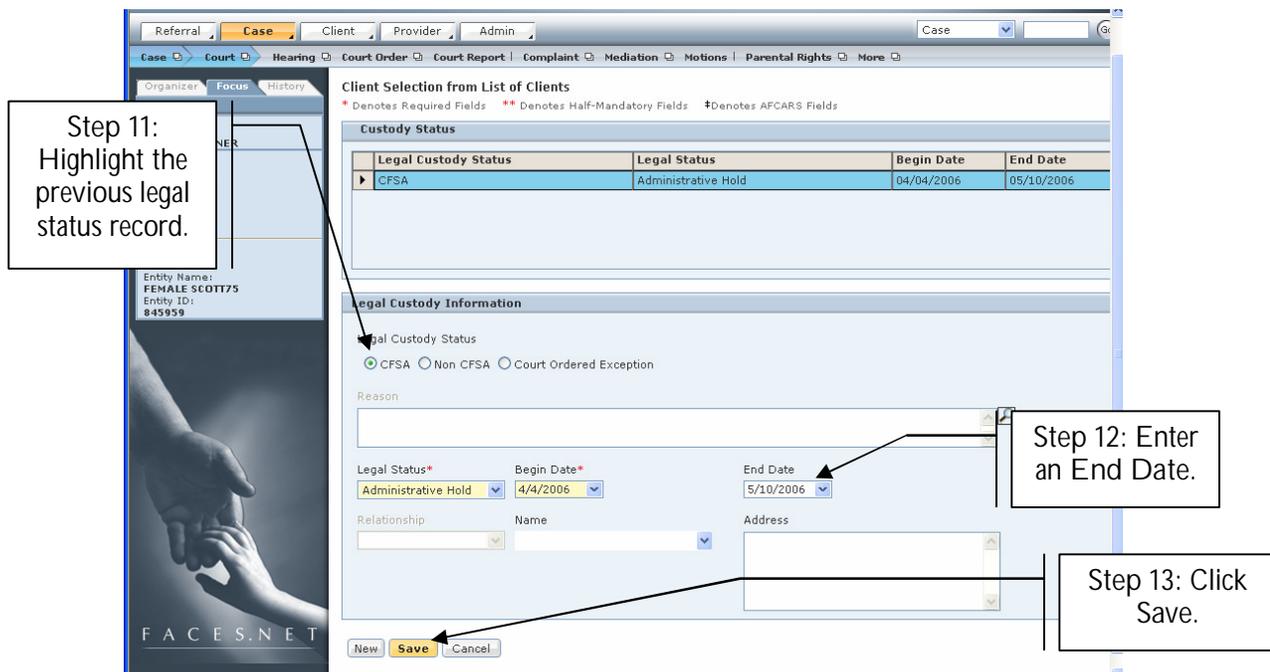


Figure 6

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.

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

Legal Custody Information

Legal Custody Status
 CFSA Non CFSA Court Ordered Exception

Reason
[Text Field]

Legal Status* [Dropdown] Begin Date* [Dropdown] End Date [Dropdown]

Relationship [Dropdown] Name [Dropdown] Address [Text Field]

[New] [Save] [Cancel]

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.