Recording Legal Actions Prior to Agency Custody



Knowledge Base Article

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Recording Legal Actions Prior to Agency Custody

Overview

New functionality within SACWIS allows a user to record legal actions (Hearing(s), Motion(s), Ruling(s)) prior to a child being in agency custody.

The overall process for recording a legal action in SACWIS remains basically unchanged with the new system functionality.

If your agency receives a court-involved legal status, you will need to follow the three steps listed below, in the specific order listed, to record a Hearing(s), Motion(s), or Ruling(s) prior to the Case Opening Date. Details of the following three steps are outlined below):

- 1. Navigate to the Legal Actions Ruling screen to record your agency custody.
- 2. Navigate to the **Initial Removal Record** to save it as complete (checking the flag).
- 3. Navigate back to the **Legal Actions** area and record applicable legal actions (Hearing, Motion and Ruling) for the particular child that was removed prior to agency custody.

Important: Failure to follow these steps, *in the listed order*, will prevent you from being able to backdate the Hearing(s), Motion(s), and Ruling(s) Legal Action(s).

Navigating to the Legal Actions Ruling Record

(Details of Step One above)

1. You will still navigate to the **Legal Actions** screen to record the Ruling in order to document your agency custody. The Ruling is only for the purpose of recording the **Custody Episode/Legal Status** of the child and must be dated greater than or equal to the Case opening date.

For specific instructions, refer to the following Knowledge Base Article: <u>Recording a Court Ruling Record with a Legal Status</u>.

Navigating to the Initial Removal Record

(Details of Step Two above)

2. Click, **Initial Removal** in the navigation pane.

Case Overview				
Activity_Loo	CASE NAME / ID:	Adoption Come 07/12/01/81		
Attorney Communication		Open (or ranker a)		
Intake List	ADDRESS	00004		
Formaltiolices	HEORESS.	Sources and Source		
Substance Abuse Screening	۵			
Ongoing Case All	AGENCY:			
Specialized A4 Tool				
Law Enforcement	PRIMARY WORKER:	SUPERVISOR(S)		
Justification///aiver	AND VILCIDING CONTRACTOR			
Case Services				
Legal Actions	Case Actions			
Legal Custody/Status				
Living Arrangement	View Member Details, Access Original Case, Protect Onio Category, Case, Blakus History			
Initial Removal				

The Initial Removal screen appears.

3. Make a selection from the Child Name drop-down window.



4. Click, Add Removal Record.

Case Overview Activity Log	CASE NAME / IO. Assess/Invest
Atterney Communication	upen (uncarcore)
Intaine List	
Safety Assessment	Initial Removal Record Filter Criteria
Substance Abuse Screening	
FormsNotices	Removal Date:
AR.Patheav.Seitch	
Safety Plan	From Date To Date
Eamly Assessment	
Oncoine_Case_All	
Socialized All Tool	Child Name: Status:
Law Enforcement	•
Justification/Waiver	
Case Services	
Legal Actions	Created in Error:
Legal Custody/Status	o include # Exclude
Living Arrangement	Filer Clear Form
Initial Removal	
Placement Request	
Placement	Initial Removal Records
Valiation Plana	
Independent Uving	
AR Family Service Plan	Child Name:
AR Family Service Review	Add Removal Record
Case Plan	

The Removal Information screen appears, defaulted to the Removal Information tab.

- 5. Complete all the Initial Removal Information tab.
- 6. When applicable, place a checkmark in the box beside: **Removed prior to Agency Custody**.
- 7. Record the **Removal Date** the child was physically removed *via a pickup order, warrant, or arrest and placed in a detention facility.*
- 8. If necessary, click, Select Address to provide the Address at Removal.
- 9. Click the **Removal Circumstances** tab.

Removal Information	
CASE NAME / ID	Alternative Response Assessment / Open (12/05/2018)
CHLD NAME	DOB
Removal Information Removal Circumstances	
Removal Information Details	
Initial Removal Legal Status: Telephonic Order of Custody	ICWA Information: No information recorded
Removal policy (Custody	Cwstody Start Date: 1265/2018 AVNOL at Agency Costody
Selecting the checkbox applies to those youth removed via a pickup order, warrant, or arrest and placed in a detention facility.	
Address at Removal:	
Creumstancer.	
Responsible School District:	
The school district is out of state	

The Removal Circumstances screen appears.

- 10. Enter narrative for each request for an explanation.
- 11. Change Status to **Complete**.
- 12. Click, Save.



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Removal Circumstances	
CASE NAME / ID	Alternative Response Assessment / Open (12/05/2018)
CHLO NAME:	DOB
Removal Information Removal Circumstances	
Removal Circumstances Details	
Initial Removal Legal Status: Talsphonic Order of Custody	
Explanation: Explain why the risk of harm to the child was greater than the emotional trauma and other harm potentially caused by removal of the child: *	√ ABC
	2000
Explanation: State the reasonable efforts which have been made to prevent the removal: *	
	✓ ABC 2000
Explanation: The court has determined that the agency is not required to make reasonable efforts to prevent the removal of the child, eliminate the continued removal or	e child, and return the child to the child's home. Indicate the reasons: "
	2000
Explanation: If the child did not remain in the school heishe was attending at the time of placement, describe all efforts made to maintain child in the same school; or do	ment why remaining in the same school was not in the child's best interest: "
NA - Child not of school age NA - Child nemained in the same school	
	✓ ABC
	2000
Status* Draft •	Apply Save Cancel

The Initial Removal screen appears, displaying the following banner only for the child(ren) where the checkbox: *Removed Prior to Agency Custody* was selected.

Case Overview	O Your data has	is been saved.					
Asthibulas							
Attorney Communication	CASE NAME	1/10:		Alternative Respon	ise Assessment		
Intake List				Open (12/05/2018)			
Safety Assessment							
Substance Abuse Screening	Initial Ren	moval Record Filter Criteria					
FormalNotices							
AR Pathway Switch	Removal D	Date:					
Safety Plan			(init)				
Eamily Assessment							
Onopino Gase All	From Date		To Date				
Specialized A1 Tool							
Law Enforcement	Objid Nam				Status		
Justification/Waiver	Child Nam	ie.			status:		
Case Services				۲			*
Legal Actions							
Legal Custody/Status	Created In	Error					
Living Arrangement	© Include	* Exclude					
Initial Removal		Olara Farm					
Placement Repuest		Clear Form					
Placement							
Visitation Plans	Initial Dam	meyel Records					
Indecendent Living	initial Ren	novar Records					
AR Family Service Plan							
AR Family Service Review		Child Name		Removal Date	Discharge Date	Status	
Case Plan	-9		12/01/2018			Completed	
Case Review/SAR	100		12/01/2010			Completed	
Family Team Meeting		Demound Drins to Agency Custody					
Safety Reassessment		Removed Prior to Agency Custody					
Reunification Assessment	22		11/05/2018			Completed	1
Case Conference Note							
Child Fatality/Near Fatality		Removed Prior to Agency Custody					
ICPOICAMA		rigonoj oudiouj					
Adaption							
Case Closure							
Agency Case Transfer							
	Child Nam	10:					

Navigating Back to the Legal Actions Ruling Record

(Details of Step Three above)

Note: In order to add a Hearing(s), Motion(s), or Ruling(s) for the child(ren) that have been indicated as removed prior to agency custody on their initial removal record, follow the steps below:

1. Click, Legal Actions in the navigation grid.



Recording Legal Actions Prior to Agency Custody

The Legal Actions screen appears.

- 2. Click, **Maintain Legal Action**, to record a Hearing(s), Motion(s) or Ruling(s). For details on how to record those specific legal actions, follow the links below:
- <u>Recording Court Hearing Information</u>
- Entering Complaints and Motions
- Recording a Court Ruling Record with a Legal Status

Case Oveniew Activity Lag Attorney Communication	CASE INJUE / D. Alternative Response Assessment Open (12052078)
State List	Case Legal Actions / Delinquency Participants Filter Criteria
Substance Abuse Screening	All Persons & Persons Under Age 22
FormsNotices	
AR Pathway Switch	File
Safety Plan	
Eamly Assessment	Case Legal Actions / Delinquency Participants
Onoping Case All	Results1102012/Page1of1
Scecialized A/I Tool	Case Participants DOB
Law Enforcement	Northin Land Artice Martine Relevance
Justification/Waiver	
Case Services	Mantain Leval Aston Mantain Delinouency
Legal Actions	
Legal Custody/Status	
Living Arrangement	
Initial Removal	

The Participant Legal Action Information screen appears.

Important: The **Date of Ruling** is the deciding factor on the reference values displayed in the **Ruling(s) Received** selection box. If the Date of Ruling is prior to the agency custody, then the Ruling(s) Received reference values only include values applicable to Delinquency.

Ruling Information		
Date of Ruling:*	11/30/2018 📸 (a)	Court Case Number:
Action Participant:*		Court ID Number:
This legal action is applicable to prior case episode		
Court Name:		Judge/Magistrate:
Court Address:		County:
Ruling Type:*		Last Modified Date:
Journalized Date:		
Ruling(s) Received:		Selected Rulings Received:
٩	Add	Remove Q
Adjudicated Abused		· ·
Adjudicated Delinquent		
Adjudicated Dependent		
Adjudicated Neglected		
Adjudicated Unruly		
Best Interest		
Best Interest received via	a Transcript	

Likewise, **Hearing Types** reference values are dynamic, based on the **Date of Hearing**, and **Available Motion Types** reference values are dynamic, based on the **Date Submitted** (Motion).

If you need additional assistance, please contact the SACWIS Help Desk.

