

FOR YOUR INFORMATION

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Issue 17-28

Date: 08/30/17

New Case Management System for Juvenile Dependency Cases

The Superior Court is implementing a new case management system (Odyssey) for Juvenile Dependency cases on September 5, 2017, pending the implementation of the e-filing of court reports which is projected to begin in December 2017. Upon implementation of the system on September 5, 2017, there will be several changes that will impact DCFS:

- The court has begun implementation of the new case management system for dependency cases, known as the Odyssey Case Management System. During the transition phase, the court is now scanning court documents to build a repository of imaged documents as part of their move into an electronic environment for all case documents on December 4, 2017.
- With the new case management system, the court will transition to **one court case per child. However, for DCFS there is no change in how court reports are prepared. CSWs will continue to prepare court reports per family.**
- Beginning September 5th for all new cases, children within the same family will be assigned the same root case number; however, each child will be given a unique alpha identifier. *For example*, a family with three children would have case numbers as: 17CCJP12345A, 17CCJP12345B, and 17CCJP12345C. Legacy cases (*cases opened prior to September 5th*) will convert to the new case management system with the existing root case number but the designation for each child will convert from a number to an alpha character. *For example*, DK12345-01 will convert to DK12345A.
- Due to current character limits in CWS/CMS, the new 12 digit court numbers will not fit until a proposed code drop in December 2017. As a result, on CWS/CMS **ONLY**, the letters *JP* will be dropped from the court number. The full court number including the letters *JP* will be on the Barcode Tracking System and on each Barcode page printed for court report submission.
- Since each child will have their own unique case number, every document filed with the court that pertains to more than one child must be filed separately for each case and must include the unique case number for the particular child.
- Should a new petition be filed after a Legacy case has been terminated, a new root case number for the family will be issued and any terminated case will be related to the new case for reference purposes.
- Superior Court staff will no longer input data into JADE or JAI for dependency cases. Effective September 1, 2017, JAI will no longer be the official court record for dependency case information and should not be relied upon for any juvenile dependency case information.

- Since the court will no longer use JAI or JADE for dependency cases, a [Justice Partner Portal](#) has been developed where authorized staff can view:

Party information, minute orders, and calendar information by searching the court case number or a party's name. The Justice Partner Portal is scheduled to be available on September 5, 2017 as part of the new case management system implementation.

- SNAP will function the same as it is currently, and the new court numbers will include the full number including the letters *JP*.

Additional instructions regarding e-filing will be disseminated prior to the full implementation of e-filing in December.

The protocol for submission of Court Reports beginning September 5, 2017 is attached.



If you have any questions regarding this release please e-mail your question to:

Policy@dcfs.lacounty.gov

NEW PROCESS/REQUIREMENTS: NON-CRDMS OFFICES

(ALL COURT CASES AS OF SEPTEMBER 5, 2017)

CSW prints Court Report

CSW submits DCFS 203 to CPU identifying the total number of copies needed including:

- *Hearing Officer receives the original and extra copies equivalent to the number of children on the case (e.g. three children on case = original report plus two copies)*
- the number of copies to CSW : one (CSW retains one copy)
- One copy to all parties in Court:
 - o County Counsel
 - o Mother's Attorney
 - o Father's Attorney (one for each father's attorney)
 - o Child's Attorney
 - o Court Officer

❖ *Parents, Children, and Tribes will receive reports by mail as required by law.*

CPU prepares the Court Report copies per the CSW's count above

CPU uses Court Report Barcode Tracking System to generate and print the *Barcode Page* for **each** child in the Court Report **for the Hearing Officer only**.

- Cases with New Court Case Number(s): Barcode page includes the child's name, the Barcode, and the *new Court Case number* (ex: 17CCJP12345A)
- Cases with Legacy Court Number(s): Barcode page includes the child's name, the Barcode, and the converted Legacy Court Case number (ex: CK12345A)
- Barcode page will be the cover page for each child's Court Report and attached to each child's Court Report package **for the Hearing Officer only**.
- A Barcode page for *each* child on the case (e.g., three children on case = three separate barcode sheets)
- The original report(s) for the hearing officer must be *two-hole punched*.

CPU mails the package to Juvenile Court Services (JCS) via DCFS messenger

JCS receives the package

- JCS mailroom scans Barcode
- JCS will file the Hearing Officer's report(s) in the Clerk's office where it will be scanned into the Case Management System for Juvenile Dependency and forwarded to the courtroom
- Court Officer reviews report for submission
- If necessary, Court Officer calls/emails Regional CSW/SCSW for further clarification regarding recommendation
- Court Officer distributes hard copy report to all parties in Courtroom

NEW PROCESS/REQUIREMENTS: CURRENT CRDMS OFFICES

(ALL COURT CASES AS OF SEPTEMBER 5, 2017)

CSW prints the Court Report

CPU logs into CRDMS

- Searches for court case number

CPU uses Court Report Barcode Tracking System to generate and print the *Barcode Page* for **each** child in the Court Report **for the Hearing Officer only**

- Cases with New Court Case Number(s): Barcode page includes the child's name, the Barcode, and the *new Court Case number* (ex: 17CCJP12345A)
- Cases with Legacy Court Number(s): Barcode page includes the child's name, the Barcode, and the converted Legacy Court Case number (ex: CK12345A)
- Barcode page will be the cover page for each child's Court Report **for the Hearing Officer only**
- A Barcode page for *each* child on the case (e.g., three children on case = three separate barcode sheets)
- **CPU** scans the Court Report (with the new court number Barcode page) to CRDMS

JCS staff prepares copies of the Court Report

- Makes appropriate number of copies for parties
- JCS will file the Hearing Officer's report(s) in the Clerk's office where it will be scanned into the Case Management System for Juvenile Dependency and forwarded to the courtroom
- A Barcode page for *each* child on the case (e.g., three children on case = three separate barcode sheets) will be attached to the Hearing officer's report.
- The original report(s) for the hearing officer shall be *two-hole punched*

JCS Court Officer receives the Court report(s)

- Court Officer reviews report for submission
- If necessary, Court Officer calls/emails Regional CSW/SCSW for further clarification regarding recommendation
- Court Officer distributes hard copy reports to all parties