File Court Reports for Legal Hearing

In IMPACT 2.0

Contents

Legal Notice – Overview of New Features and Functionality

For the **Legal Status** page, a new field, **Status Subtype,** is added that is conditionally displayed when a particular status is selected.

A new checkbox, **JMC Parent and Rel/Kin**, (Joint Managing Conservators) is added and conditionally displayed when the selection from the **Legal Status** dropdown is **FPS Resp Terminated**.

Enhancements have been made to the **Legal Action and Outcome** page so that a caseworker can provide additional details regarding legal events on a case.

The **Legal Notice List** page is a new page in IMPACT 2.0 where staff can generate legal notices for court hearings and send the notices to recipients via email in IMPACT 2.0, or **save** and **download** the notices.

The **Legal Notice Detail** page is a new page in IMPACT 2.0 where staff can maintain the details of legal notices.

Legal Status Page – Introduction

For the **Legal Status** page, a new field, **Status Subtype,** is added that is conditionally displayed when the selection from the existing **Legal Status** dropdown is one of the following:

- TMC
- PMC/Rts Not Term
- PMC/Rts Term (All)
- PMC/Rts Term (Mother)
- PMC/Rts Term (Father)

The default value displayed in the **Status Subtype** field is N/A.

When TMC (Temporary Managing Conservatorship) is selected as the **Legal Status**, the **Status Subtype** dropdown displays:

- JTMC DPFS and Parent
- JTMC DFPS and Rel/Kin
- N/A

When any of the **PMC** (Permanent Managing Conservatorship) options is selected, the **Status Subtype** dropdown displays:

- JPMC DPFS and Parent
- JPMC DFPS and Kin/Rel
- N/A

A new checkbox, **JMC Parent and Rel/Kin**, (Joint Managing Conservators) is added and conditionally displayed when the selection from the **Legal Status** dropdown is **FPS Resp Terminated**.

Stages Impacted: SUB

Legal Status Page – How to Get There to Access all Legal Tabs

1. From your **Assigned Workload** page within the **My Tasks** tab, select the **Stage Name** hyperlink to the case.

2. You will arrive at the **Case Summary** page.
3. Select the **Legal** tab in the secondary menu.

4. You arrive at the **Legal Actions List** page.

5. Select the **Legal Status** tab in the tertiary menu.

6. You arrive at the **Legal Status List** page.

7. Select the **Add** button.

Legal Status Page – Using the New Status Subtype Field

1. You will arrive at the **Legal Status** page.
2. Select a **Legal Status** that will result in the new **Status Subtypes** field to appear on the **Legal Status** page for PMC options.
3. Verify the **Status Subtypes** are:
   - JPMC DPFS and Parent
   - JPMC DFPS and Kin/Rel
   - N/A

Legal Status Page – Using the New Status Subtype JMC Parent and Rel/Kin Checkbox

1. Select "FPS Resp Terminated" from the **Legal Status** dropdown and notice the **JMC Parent and Rel/Kin** checkbox displays and is enabled.

2. Check the **JMC Parent and Rel/Kin** checkbox.

Legal Action and Outcome Page – Introduction

Enhancements have been made to the **Legal Action and Outcome** page so that a caseworker can provide additional details regarding legal events on a case. New legal action types and subtypes have been added, and some existing ones have been modified. There are also some changes to the outcome types associated with legal actions.

Other additions to the **Legal Action and Outcome** page include:

- A new **Outcome Subtype** field to capture the subtype for the following outcomes:
  o TMC granted
  o PMC to Relative
  o PMC to Other
  o PMC to Fictive Kin
  o PMC to DFPS-Rts Not Terminated
  o PMC to DFPS-Rts Term (Mother)
  o PMC to DFPS-Rts Term (Father)
  o PMC to Parent
  o PMC to DFPS-Rts Term (All)

- A conditional requirement to complete the **Comment** field based on the value in the **Outcome** field. If the value is:
  o Other (indicate in comment field)
  o Transfer Order (indicate in comment field)

- A new **Scheduled Court Time** field to capture the scheduled court time.

- Validation prompts for caseworkers to update the **Legal Status** page if certain changes are made on the **Legal Action and Outcome page**.

- A new **Alert** for staff with a primary assignment to generate a **Legal Notice** for a **Court Hearing**.

Legal Action and Outcome Page – Add a New Legal Action

1. Select the **Legal Actions** tab on the tertiary menu to be directed to the **Legal Actions List** page.

2. Select the **Add** button on the **Legal Actions List** page.

3. The **Legal Action and Outcome** page displays with the new **Subtype** dropdown field.

4. Identify the new and modified **Action** and **Subtypes** dropdown fields.

5. Select "Agreed Orders-No Hearing" from the **Action** dropdown. Select "TMC granted" from the **Outcome** field.

6. Verify the **Outcome Subtype** dropdown field is enabled.

7. Review the new Outcomes and Outcome Subtypes.

8. Select "CVS Hearing" from the **Action** dropdown.

9. Select "Status Hearing" from the **Subtype** dropdown.

10. Select a date from the **Scheduled Court Date** field.

11. Add a time in the **Scheduled Court Time** field.

12. Save the page.

13. Verify the generation of an **Alert** for the status hearing.

Staff To-Do List

Search Criteria

From: 02/25/2019   To: 03/04/2019

Search

Show 10 entries

	Type	Date	Stage Name	Created By	Description
☐	Alert	02/25/2019		SYSTEM	Deliver Notice for Status Hearing scheduled on 04/02/2019 before 03/23/2019
☐	Alert	02/27/2019		SYSTEM	Submit completed Universal Referral Form 2077 by 02/27/2019
☐	Alert	02/27/2019		SYSTEM	Submit completed Universal Referral Form 2077 by 02/27/2019

Showing 1 to 3 of 3 entries

Select All   Delete   New Using

Reports

Reports: Launch

Note: *Alerts to inform workers to send out legal notices will be generated when a court date is entered for:*

- *Action as "CVS Hearing" AND*

- *Subtype as "Status Hearing," "Permanency Hearing Before Final Order," "Final Merits Hearing," "Permanency Hearing After Final Order" and "Other (indicate in comment field)"*

- *New validations for caseworkers to update the Legal Status page if certain changes are made on the page. The message "A Legal Action that indicates a change in the legal Status has been entered. Click "Ok" to update the Legal Status." will display on the save of the page. This will apply if the user enters any of the following:*

  - *Care Custody and Control*
  - *TMC granted*
  - *PMC to Relative*
  - *PMC to Parent*
  - *PMC to Other*
  - *PMC to Fictive Kin*
  - *PMC to DFPS-Rts Not Terminated*
  - *PMC to DFPS-Rts Term (All)*
  - *PMC to DFPS-Rts Term (Mother)*
  - *PMC to DFPS-Rts Term (Father)*
  - *Adoption Consummation*
  - *Non Suit*

Legal Notice List Page – Introduction

The **Legal Notice List** page is a new page in IMPACT 2.0 where staff can generate legal notices for court hearings and send the notices to recipients via email in IMPACT 2.0, or save and download the notices for printing and USPS mailing.

With this change:

- Staff with primary assignments to a stage will receive an IMPACT generated alert to send a legal notice based on the scheduled court date and the type of hearing. Staff may also generate the notice without receiving an alert.

- Staff will be able to generate a notice for multiple children for whom the hearing is due on the same date and at the same court.

- Staff can select more than one recipient to send the notice to via email. The message will be sent using the blind carbon copy (BCC) address field to protect the privacy of all recipients.

- Authorized staff can save the generated notices in PDF format. These notices can be downloaded, printed and mailed via the post office.

Staff can generate legal notices for the following court hearing types:

- Status Hearing
- Permanency Hearing Before Final Order
- Permanency Hearing After Final Order
- Final Merits Hearing
- Other

Legal Notice Detail Page – Introduction

The Legal Notice Detail page is a new page in IMPACT 2.0 where staff can maintain the details of legal notices for each of the following court hearing types:

- Status Hearing
- Permanency Hearing Before Final Order
- Permanency Hearing After Final Order
- Final Merits Hearing
- Other

Legal notice types will be mapped to the subtypes on the **Legal Action and Outcome** page to retrieve data on scheduled court dates and scheduled court times.

Under the Recipient list, when the **Add** button is selected, the system will display an unduplicated person list for the entire case to select and add recipients.

Legal Notice Detail Page – Using the New Page

1. Select the **Legal Notice** tab on the tertiary menu to be directed to the **Legal Notice List** page.

2. Select the **Add Notice** button on the **Legal Notice List** page.

3. The **Legal Notice Detail** page displays.

4. Enter the required fields on the **Legal Notice Detail** page.

5. Select the **Add** button to add recipients to the Recipients List table.
   - Recipients will be pulled from the **Person List** page.

6. Select the **Save and Complete** button to save and complete the page, and return to the **Legal Notice List** page.

Legal Notice Detail

Stage Name: ⬛⬛⬛⬛⬛⬛   * required field
‡ conditionally required field

Attention:
- More than one cause number exists for this case; please generate separate legal notices for each cause number.

Notice Detail

* Notice Type:	Status Hearing ▾	* Scheduled Court Date:	12/12/2018 📅
Cause #:	⬛⬛⬛	* Scheduled Court Time:	05:15 PM 🕐
Court #:	⬛⬛⬛	* Court Name:	
Legal County:	⬛⬛⬛	* Court Address and Room #:	

Children List

Adams-Mccullou,Franches L

* Recipient List

	Recipient Name	Address	City	State	Zip	Email Address	Additional Message
☐	⬛⬛⬛						

Remove   Add

Cancel   Save   Save and Complete

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*Note: Once the **Save and Complete** button is selected, the system will generate the legal notice in PDF format. The **Legal Notice Detail** page will then be read-only.*

Legal Notice List Page – Download, Print, and Email

1. Select the **Legal Notice** tab on the tertiary menu to be directed to the **Legal Notice List** page.

2. Select the expando next to the **Notice Type** you want to download, print, or email.

3. Select a radio button next to the recipient you want to download, print, or email.
4. Select the **Download** button or the Launch button.
5. Select the **Send Email** button to email the Legal Notice as a PDF file.

    Note: *The PDF file of the Legal Notice can be attached to an email or printed and mailed via the post office.*