



## Odyssey CMS Cheatsheet

**Topic:** Juvenile CHINS Case Processing for CIP Timeliness Measures

**Date:** 1/26/2015

**Summary:** This cheat sheet will instruct the user how to properly update the Juvenile CHINS case with the appropriate case events to provide accurate data for the Court Improvement Project (CIP) CHINS Timeliness Measures Project.

**Important:** Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

The CIP CHINS Timeliness project requires each county to track the time it takes to reach the following five benchmarks in a CHINS case: 1) time to first permanency hearing; 2) time between all subsequent permanency hearings; 3) time to permanency; 4) time to petition for termination of parental rights and 5) time to termination of parental rights. Each benchmark is identified by a specific event. These events should be added to the case at the appropriate time.

**Note:** The permanency benchmark events are recorded on the JC case. The parental rights benchmarks are recorded on the JT case. When the JT Termination of Parental Rights case is filed the JC case must be related on the Detail tab.

**It is important to use the same Odyssey party record when creating cases for the same child in different juvenile case types. It is also imperative to update the party record with all current demographical information available even if it is not a required Odyssey field.**

1. When the petition alleging CHINS is filed, add the **PCHINS** event to the JC case. Two of the five benchmarks are measured from the PCHINS event date (not the "File Stamp" date).

**Add Event**

Type:

Date:

File Stamp:

Filed By:

Respondent:

Due:  Completed:

Comment:

Charge:

Docketable  Include on Appeal

**quick links**

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

A separate case number must be given to each child and only one case number, regardless of how many parents or guardians are named.

2. If the child was removed from the home and placed in the care of DCS, add the case flag of **Out of Home Placement** on the Detail Tab. Out of Home placement is any placement that is not in the home where the child lived at the time of the incident.

**Add Case Flag**

Case Flag:

Comment:



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- Once the allegation(s) has been substantiated, the JC case should be reported as disposed after the Dispositional Hearing has been held.  
**Note:** There are five methods of disposition that can be used when disposing the JC case: bench disposition, bench trial, dismissed, other and guilty plea/admission.
- When it is time to schedule the first Permanency Hearing, schedule the hearing by using the **“Permanency Hearing”** type. Once the hearing has been held, result the hearing as “commenced and concluded” from the Courtroom Minutes screen. Using the courtroom minutes screen will allow the system to record the date the hearing was held and not the date that it was resulted.

Courtroom Minutes for Case # 33C01-1301-JC-000001

**In the Matter of Alexis Snedegar, a Child Alleged to be a Child In Need of Services** Inactive  
 Type JC - Juvenile CHINS

Result 01/04/2013 10:45 AM Defendant Info Add Journal

Type **Permanency Hearing** Result **Commenced and concluded** Parties Present Multiple

Start End Dur Comment

Resources

| Type          | Resource                  |
|---------------|---------------------------|
| Judge         | Willis, Mary G            |
| Special Judge | Willis, Mary G - SJ       |
| Courtroom     | Circuit Court 1 Courtroom |

Buttons: Save/Copy, Save, Exit, Forms

**Note:** The first permanency hearing must be held within 12 months of the child’s removal or the Dispositional Decree whichever is earlier; IC 31-34-21-7.

- For all subsequent permanency hearing(s) use the **“Permanency Hearing”** type and result them as described above.
- When the court approves the permanency plan, add the appropriate event to the JC case showing the approval of the appropriate permanency plan.

Add Event

Type **Order Approving Permanency Plan of Ado**

Date 01/04/2013

Order Signed 01/04/2013

Judicial Officer Willis, Mary G

Due Completed

Comment

Volume Page # Pages

Docketable  Include on Appeal

Does not affect case aging clock

Buttons: Save, Exit

quick links

- Add Next
- Add Related
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- Add Service

- OPPA** Order Approving Permanency Plan of Adoption;
- OPPG** Order Approving Permanency Plan of Guardianship;
- OPPR** Order Approving Permanency Plan of Reunification;
- OPPRP** Order Approving Permanency Plan of Relative Placement;
- OPPLA** Order Approving Permanency Plan of Another Planned Permanent Living Arrangement.



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- 7. If a **JT** case results from a JC case, DCS will petition the court to terminate the parental rights of one or both parent(s). Add the appropriate Petition to Terminate Parent-Child Relationship event to the **JT case**.

**PTPRF**      *Petition to Terminate Parent-Child Relationship of Father*  
**PTPRM**      *Petition to Terminate Parent-Child Relationship of Mother*  
**PTPRB**      *Petition to Terminate Parent-Child Relationship of both Parents*

**Note:** In accordance with IC 31-35-2-4(b)(2)iii, DCS is required to petition the court to terminate the parent-child relationship when the child has been in out-of-home placement for 15 of 22 months regardless of their true intentions. Please use the “mandatory petition” event when DCS files the petition to terminate parental right because it is mandatory. DCS will also file a motion to dismiss once the mandatory petition is filed.

**MPTPR** *Mandatory Petition to Terminate Parent-Child Relationship*

- 8. When the JT case is opened add the JC case as a related case. Remember to use the same child party record for the JT case that was used for the JC case. If you cannot verify that you have the right party record by checking the cases tab of the party record contact the Court Technology Helpdesk to receive assistance with the party merge process.

- 9. After the JT case has been created, update the **JC case** with the **TPRCF-Termination of Parental Right Case Filed** event.



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10. When the parent-child relationship is ordered terminated by the court, add the appropriate event to the **JT case** to show that one or both parent's parental rights have been terminated.

**OTPRF**      *Order Terminating Parental Rights of Father*  
**OTPRM**      *Order Terminating Parental Rights of Mother*  
**OTPRB**      *Order Terminating Parental Rights of both Parents*

When all parent-child relationship(s) have been order terminated and the case is ready to be closed add the below event.

**TPRF**      *Termination of Parental Rights Finalized*

The **TPRF** event should also be entered on the **JC case** to record the effective date for the termination of the parent-child relationship in that CHINS matter.

11. Once permanency has been reached, the DCS attorney should petition the court to terminate wardship and to close the JC case. Add the appropriate event to the **JC case** when the judge terminates DCS's wardship over the child.

**WTA**      Wardship Terminated; Adoption  
**WTR**      Wardship Terminated; Reunification  
**WTG**      Wardship Terminated; Guardianship  
**WTRP**      Wardship Terminated; Relative Placement  
**WTPPLA**      Wardship Terminated; Planned Permanent Living Arrangement.