

## INSTRUCTIONS FOR PREPARATION OF STATISTICAL REPORT FORMS:

### SPECIALIZED DOCKETS: CHILD WELFARE MEASURES

#### COMPLETION OF REPORT

This report is to be completed and submitted with the Specialized Docket Report.

**Each judge with a Family Dependency Treatment Court (FDTC)** is required to complete the Specialized Docket: Child Welfare Measures Report. The report shall be completed monthly and submitted **online** to the Specialized Dockets Section of the Supreme Court of Ohio. The form must be received a minimum of once per month, though courts may submit the report as often as they like.

Unlike the other Supreme Court reports, which track the aggregate number of cases in front of a judge, the Specialized Docket report tracks the individuals referred to a docket. This section of the report tracks the children of individuals participating in a specialized docket.

This report collects child welfare outcomes on each child of an individual accepted into a specialized docket listed on the court complaint, in order to obtain a clearer understanding of how docket participation is impacting the family (directly or indirectly), not just the parent.

To this end, each FDTC should record at least one line for **each child of an individual referred to a specialized docket listed on the complaint filed** and the corresponding information, as detailed below. As such, the number of children reported here may not match the number of children entered into column AG (Number of Minor Children) of the Specialize Docket Participant Information Report. As described below, any one child may have multiple lines in this report, depending on their specific situation.

*\*\*Note for recording information about children of individuals that are referred but do not ultimately participate in the docket:* record at least one line of information about the children of the referred individual, if possible. If there are any updates to the child's information (specified below) while the parent goes through the eligibility process, please update them. Dockets are not expected to update information for the children of individuals that are referred but ultimately do not participate once after the eligibility process is concluded.

#### *Correction of Reporting Errors.*

Errors may be corrected by simply correcting the information in the excel spreadsheet and resubmitting online through the Specialized Dockets web application. When submitting corrections, be sure to correct the error in the spreadsheet and re-submit the entire sheet.

#### EXPLANATIONS AND DEFINITIONS

##### *Child Welfare Information – Definitions.*

**Individual Record ID.** This column is used to confidentially identify the individual (parent) referred in to the docket. This should be the same ID number used on the Specialized Docket Report. Each individual docket will be able to connect the identifier to the specific participant, but will work to keep information reported to the Supreme Court unidentified. See the instructions for the Specialized Docket data collection for specific suggestions on naming conventions. This will be used to connect the information on the

individual's children (collected here) with information about the individual and their participation in the docket, as collected on the Specialized Docket Report.

As an individual in the docket may have more than one minor child, there may be multiple rows beginning with the same Individual Record ID.

**Child ID.** This column will be used to confidentially identify the child. It is recommended that this includes the parent identifier and an additional element to differentiate children. For example, if SDC0001 is the parent, SDC0001a and SDC0001b could be the identifiers for the children.

If two parents are both in the docket, the child should be listed both times, associated with each parent. In the example above, if SDC0001 is one parent in the docket and SDC0002 is the other custodial parent, children SDC0001a and SDC0001b should be listed with both parents. In other words, there will be two identical records for each child in this instance, with all of the information except for the Individual Record ID the same, because one record will be associated with each parent.

**Status.** This column records the status of each minor child, as it changes. Therefore, there may be many rows for the same child, as their legal status/placement changes. Select an from the dropdown for the status of the child. If the status of the child changes, enter a new row for the child. The statuses include:

- *At Home:* Select this code if the child resides at home with the individual participating in the docket.
- *Removed from Home:* Select this code if the child has been removed from the docket participant's home.

**The following permanent statuses should only be used once for any given child. Accordingly, this status will be the last entry for that child:**

- *Permanent—adoption:* Select this code if there is a permanent status change for the child because the parental rights of the docket participant were terminated.
- *Permanent—legal guardianship:* Select this code if there is a permanent status change for the child through legal guardianship.
- *Permanent—legal custody:* Select this code the minor becomes permanently in the legal custody of an individual other than the docket participant/parent.
- *Permanent—emancipation:* Select this code if the minor becomes emancipated from the parent(s).
- *Permanent—reunified:* Select this code if the minor child was reunified with parent.
- *Permanent—PPLA:* Select this code if the minor is in a Planned Permanent Living Arrangement (PPLA).
- *Permanent—other:* Select this code if there is a permanent status change for the child for another reason (i.e. death).

**Date Changed.** Enter the date that the status in the preceding column was achieved. For example, a record for a child that was removed from the home multiple times and ultimately reunified with the parents may look like this:

Individual Record ID	Child ID	Status	Date Changed	Child DOB	Legal Status - Abused (Y/N)	Legal Status - Neglected (Y/N)	Legal Status - Dependent (Y/N)
SDC001	SDC001a	At Home	4/1/2019	10/12/2014	N	N	N
SDC001	SDC001a	Removed From Home	8/17/2019	10/12/2014	N	N	Y
SDC001	SDC001a	At Home	1/20/2020	10/12/2014	N	N	Y
SDC001	SDC001a	Removed From Home	3/20/2020	10/12/2014	N	N	Y
SDC001	SDC001a	Permanent - reunification	4/10/2021	10/12/2014	N	N	Y

For the first row of each child, you may use the date of referral of the parent or complaint filed date as the “Date Changed,” if no other date is available.

**Child DOB.** Enter the date of birth for the child (MM/DD/YYYY).

**Legal Status of Child.** Select yes (‘Y’) or no (‘N’) for each of the three columns regarding the child’s legal status (as described below). A child may be adjudicated in one or more categories.

If the case has not yet been adjudicated, select ‘Adjudication has not yet occurred.’

**Legal Status—Abused.** Select yes (‘Y’) if the child was adjudicated as abused. Otherwise, enter no (‘N’). Please see [ORC 2151.031](#) for the definition of abused child.

**Legal Status—Neglected.** Select yes (‘Y’) if the child was adjudicated as neglected. Otherwise, enter no (‘N’). Please see [ORC 2151.03](#) for the definition of neglected child.

**Legal Status—Dependent.** Select yes (‘Y’) if the child was adjudicated as dependent. Otherwise, enter no (‘N’). Please see [ORC 2151.04](#) for the definition of dependent child.