

# Extension of Foster Care Services

## Annual Permanency Hearing and Court Order Storyboard

Annual Permanency Hearings are recorded for all young adults who receive Extension of Foster Care Services.

- A Permanency Hearing must occur annually. A 'Reasonable Efforts' court order must be obtained annually.

### Step 1: Create the Hearing

The screenshot displays the TFACTS web application interface. At the top, there is a navigation bar with links for home, search, help & training, customer care, switch organization, and log off. Below this is a main navigation bar with tabs for Home, Intake, Case, Resource, Financial, and Administration. The 'Case' tab is selected, and a sub-menu is visible with options for Workload and Placement Referral. On the left side, there is a vertical navigation bar with various links. A callout box with an orange border points to the 'Court' link in this navigation bar. The main content area shows a 'Case Header' section with fields for Case ID, Case Name, Case Status (Open), and Organization. Below this is a 'Case Overview' section with links for Case Actions, Case Address, and Case Summary. There are also sections for Hazards and Assignment History.

Navigate to the Case and select the Court link in the left hand navigation bar

## Step 2

**Case Members Legal History | Case Court Actions**

Case Header  
Case ID: \_\_\_\_\_ Case Name: \_\_\_\_\_

**Court Actions Search Criteria**

Court Action Category: Hearing  
Action Concerning: Doe, Jane  
From: \_\_\_\_\_  
Sort Results By: Mapping Default  Include Marked In Error

**Search** **Clear Form**

**Court Actions History**  
Result(s) 1 - 7 of 7 Page 1 of 1

	Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
<a href="#">select documents</a>	<a href="#">link court action</a>	Hearing	Annual Permanency Hearing			
<a href="#">select documents</a>	<a href="#">link court action</a>	Hearing	Foster Care Review Board			
<a href="#">select documents</a>	<a href="#">link court action</a>	Hearing	Judicial Review			
<a href="#">select documents</a>	<a href="#">link court action</a>	Hearing	Judicial Review			
<a href="#">select documents</a>	<a href="#">link court action</a>	Hearing	Foster Care Review Board			
<a href="#">select documents</a>	<a href="#">link court action</a>	Hearing	Judicial Review			
<a href="#">select documents</a>	<a href="#">link court action</a>	Hearing	Annual Permanency Hearing			

Action Category: Create Hearing **Add Action** **Close**

## Step 3

home | search | help & training | customer care | log off

Case > Workload > Court > Hearing Information

Case Header  
Case ID: \_\_\_\_\_ Case Name: \_\_\_\_\_ Organization: \_\_\_\_\_

**Hearing | Court Information**

Hearing Information  
Court Docket #: 2356754 Created: \_\_\_\_\_ Last Modified: \_\_\_\_\_

Hearing Type: \* Annual Permanency Hearing Date Order Filed With Court Clerk: 10/15/2013

**Add Hearing Segment**

Hearing Concerning Child(ren)

Hearing Begin Date	Hearing End Date	Marked in Error
<b>Add &gt;</b> Doe, Jane <b>&lt; Remove</b>		

**Apply** **Save** **Cancel**

## Step 4

customer care | switch organization | log off

TFACTS

Case Header  
**Case ID:**                      **Case Name:**                      **Organization:**

Hearing Segment Details  
**Court Docket #:** 2356754                      **Last Modified:**

**Hearing Begin Date:** \* 10/15/2013                      **Hearing End Date:** 10/15/2013

Narrative:  
 Hearing narrative.

Spell Check   Clear   5000

**Court Hearing Attendees**  
**DCS Representative:** J. Jones   **Person Search**   **Clear**

**Case Members:**                      Non Attendees                      Attendees

Others in Attendance:

Do, Jane

Spell Check   Clear   200

Hearing Segment has been Marked in Error

OK   Cancel

**Add the Hearing Begin Date and optional Hearing End Date. At least one Attendee must be selected. Add optional narrative and DCS Representative and select OK**

## Step 5

home | search | help & training | customer care | switch organization | log off

TFACTS

Case > Workload > Court > Hearing Information

Case Header  
**Case ID:**                      **Case Name:**                      **Case Status:**                      **Organization:**

Hearing | **Court Information**

Hearing Information  
**Court Docket #:** 2356754                      **Created:** 10/28/2013                      **Last Modified:** 10/28/2013

**Hearing Type:** \* Annual Permanency Hearing                      **Date Order Filed With Court Clerk:** 10/15/2013

**Hearing Segment(s)**

	Hearing Begin Date	Hearing End Date	Marked in Error
select	10/15/2013	10/15/2013	No

**Add Hearing Segment**

**Hearing Concerning Child(ren)**  
**Case Members:**                      **Hearing Concerning Child(ren):** Do, Jane

Marked In Error:                      **Marked By:**                      **Error Date:**

Apply   Save   Cancel

**Select Court Information**

## Step 6

home | search | help & training | customer care | switch organization | log off

Case > Workload > Court

Case Header  
Case ID: \_\_\_\_\_ Case Name: \_\_\_\_\_

Hearing | **Court Information**

Court  
County: \* Davidson  Out Of State  
Court: \* Davidson County Juvenile Court  
Judge Name: Judge Judy  
Court Address: 100 WOODLAND ST  
City: NASHVILLE  
State: Tennessee Zip Code: 37213

Representative  
Type: \_\_\_\_\_ Name: \_\_\_\_\_ Person Search Represents: \_\_\_\_\_  
Add

Representative Type	Name	Represents
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Apply Save Cancel

**Add the County, Court and Judge Name information, and optional Representative information. Select Apply and then select the Hearing link (see green arrow)**

## Step 7

home | search | help & training | customer care | switch organization | log off

Case > Workload > Court > Hearing Information

Case Header  
Case ID: \_\_\_\_\_ Case Name: \_\_\_\_\_ Case Status: \_\_\_\_\_ Organization: \_\_\_\_\_

Hearing | **Court Information**

Hearing Information  
Court Docket #: 2356754 Created: 10/28/2013 Last Modified: 10/28/2013

Hearing Type: \* Annual Permanency Hearing Date Order Filed With Court Clerk: 10/15/2013

Hearing Segment(s)

	Hearing Begin Date	Hearing End Date	Marked in Error
<input type="button" value="select"/>	10/15/2013	10/15/2013	No

Add Hearing Segment

Hearing Concerning Child(ren)

Doe, Jane

Marked In Error: \_\_\_\_\_ Marked By: \_\_\_\_\_ Error Date: \_\_\_\_\_

Apply Save Cancel

**Select Save**

## Step 8: Link the Court Order to the Hearing

Case Members | Legal History | Case Court Actions

Case Header  
Case ID: [ ] Case Name: [ ] Case Status: Open Organization: [ ]

Court Actions Search Criteria  
Court Action Category: [ ]  
Action Concerning: Doe, Jane  
From: [ ]  
Sort Results By: Mapping Default  Include Marked In Error

[Search](#) [Clear Form](#)

Court Actions History  
Result(s) 1 - 1 of 1 Page 1 of 1

	Action Date	Action Category	Action Type	Court Docket #	Action Concerning	Additional Info
<a href="#">select</a>	<a href="#">link court action</a>	10/15/2013	Hearing	Annual Permanency Hearing	2356754	Doe, Jane

Action Category: Create Hearing [Add Action](#)

[Close](#)

## Step 9

TFACTS

home | search | help & training | customer care | switch organization | log off

Case > Workload > Court > Hearing Information

Case Header  
Case ID: [ ] Case Name: [ ] Organization: [ ]

Hearing | Court Information

Hearing Information  
Court Docket #: 2356754 Created: [ ] Last Modified: 10/26/2013  
Hearing Type: \* Annual Permanency Hearing Date Order Filed With Court: [ ]

Hearing Segment(s)

	Hearing Begin Date	Hearing End Date	Marked in Error
<a href="#">select</a>	10/15/2013	10/15/2013	

Hearing Concerning Child(ren)  
Case Members: [ ] Hearing Concerning Child(ren): Doe, Jane

Marked In Error: [ ] Marked By: [ ] Error Date: [ ]

Link Court Action: Order [Add Action](#) [View Linked Actions](#)

[Close](#)

## Step 10

Case Header  
 Case ID: Case Name: Case Status: Open Organization:

**Court Order Details | Court / Attorney Info**

Court Order  
 Court Docket #: 2356754  
 Court Order and Other Types: \* Annual Permanency Review

Court Order Concerning\*  
 Case Members: Add > Doe, Jane  
 Person(s):

Date Order Signed: + \* 10/15/2013  
 Date Order Received By DCS: 10/25/2013  
 Certified Copy Received:

Special Court Instructions:  
 Narrative, if applicable.

Spell Check Clear 3975

Child	Adjudication	Adjudication Date	Finding	Finding Date
Add Adjudication / Finding				

Legal Status

Child	Legal Status	Effective Date	End Date
Add Legal Status			

Order has been Marked in Error Marked By: Error Date:

Apply Save Cancel

Add the Court Order and Other Types value of Annual Permanency Review, Add the Court Order Concerning person, the Date Order Signed and optional Date Order Received by DCS, optional Court Docket #, and optional Special Court Instructions narrative. Select Apply.

Next, select Add Adjudication/Finding

## Step 11

Case > Workload > Court | help

Case Header  
 Case ID: Case Name: Case Status: Open Organization:

Adjudication / Court Findings Details  
 Person Concerning: \* Doe, Jane

Adjudication Information  
 Adjudication Type: Adjudication Date:

The Finding is Reasonable Efforts Order. The Finding date is critical to ensuring IV-E eligibility is maintained.

Add Offense

Court Findings  
 Finding: \* Reasonable Efforts Order  
 Finding Date: \* 10/15/2013

Narrative, if applicable.

Spell Check Clear 324

ASFA Court Order Language  
 A. Reasonable Efforts are being made to achieve permanency Yes  
 B. Reasonable Efforts are not being made No  
 C. Reasonable Efforts are NOT required No  
 Reason:

Ok Cancel

Leave Adjudication Type and Adjudication Date Blank

Answer the ASFA Court Order Language questions as appropriate based on the finding. Question A. 'Reasonable Efforts being made to achieve permanency' must be answered Yes in order for IV-E Eligible young adults to remain IV-E eligible.

Once you select 'OK,' check the Court/Attorney information on the preceding screen (it should be correct) and then select 'Save' You are now done!