February 2008

Annual Program Assessment Report: 2006–2007 CIP Data Collection and Analysis Grant

Child Welfare

NEW YORK STATE

Unified Court System • Division of Court Operations
Office of Alternative Dispute Resolution and Court Improvement Programs

Court Improvement Project

THE NEW YORK STATE CHILD WELFARE COURT IMPROVEMENT PROJECT

ANNUAL PROGRAM ASSESSMENT REPORT: DATA GRANT

February 15, 2008

INTRODUCTION

This report describes activities undertaken towards implementation of the data grant objectives described in the preliminary 5-year strategic plan submitted with the 2006 data grant proposal and refined in the final strategic plan submitted in the 2007 grant proposal. This report describes actives undertaken during the period January 1, 2007 through January 31, 2008. The New York State Unified Court System began expending the first round (2006) data grant funds in May of 2007; however considerable planning and preliminary implementation activities occurred during the first half of calendar year 2007 with remaining 2005 basic grant funds.

New York State has not been idle in perusing the elusive and technically daunting task of sharing data between systems. The New York State Unified Court System has actively engaged with the executive branch Office of Children and Family Services (OCFS) and other government partners in a number of data-related projects described in depth below.

This report will discuss progress that has been made to date, the potential benefits for both the court system and the child welfare system and the opportunities and challenges inherent in moving forward toward a statewide integration of the respective organization's management information systems.

Sharing data between the courts and child welfare system has specific potential benefits:

- **System interoperability**
  Interoperability means direct communication between individual agencies' electronic case management systems in a way that is mutually beneficial to both systems. System interoperability supports enhanced operational efficiency, decreased data entry, faster service delivery, improved communication, standardized practice and improved data validity.

- **Increased capacity for evidence-based evaluation and enhanced decision making**
  Data sharing will benefit both the courts and child welfare agencies in their efforts to evaluate performance and monitor improvement efforts. With combined data, agencies can adopt a common outcome-oriented focus.

- **Reinforced partnerships between the courts and child welfare agencies**
  Through the interagency collaboration necessary to implement a data share, enhanced agency partnerships can emerge. Oftentimes, agencies work at cross-purposes unaware of the other's activities. Through the process of collaborating on data-share projects, agencies will be more likely to align resources and develop a sense of shared

responsibility for the safety, permanency and well-being of New York State's children in foster care.

The complexity of child welfare cases and the reality of limited resources weigh in favor of courts and child welfare agencies use of technology to streamline operations and develop efficiencies that promote the appropriate and timely flow of information. Furthermore, the data collected by the respective systems can inform the improvement activities of the other. The priorities of efficiency and effectiveness can best be achieved when courts and child welfare agencies develop interoperability between systems and share data. These are the principals that have guided the planning and implementation of the CIP data grant.

This report will discuss progress that has been made to date, the potential benefits for both the court system and the child welfare system and the opportunities and challenges inherent in moving forward toward the development of appropriate statewide interoperability of the respective organization's management information systems and expanded sharing of data to support decision making and system improvement efforts.

STAFFING

With the additional data and training grant funding, the CIP has implemented a "braided" budget which uses resources from each of the three grants to support the staffing of the overall project. This holistic approach allows for a dramatic expansion of approaches implemented on a pilot basis prior the funding increase. Data grant activities are implemented through a centrally administered team operating out of offices around the state. With the recent addition of our Central New York Liaison, we now have staff working in 3rd, 5th, 7th, 8th, and 10th Judicial Districts (see chart A).

Duties of the CIP liaisons relevant to the data grant include:

- Assisting Administrative and Supervising Judges to analyze data to guide court reforms;

- Providing staff support to local data collection and analysis efforts;

- Assisting courts to analyze data issues raised by the CFSR review; and

- Coordinating training programs to improve data entry practices and data analysis capacity.

Additionally CIP staff is actively involved in a number of planning groups and committees related to the court system's efforts to improve our capacity to collect and analyze child welfare data.

Despite our attempt to integrate the three CIP grants into a holistic program, we recognize that each grant has specific objectives. Resources (both staff and non-personnel service funds) are preserved in each grant to achieve those objectives. Positions funded in the data grant include 50% of a data analyst position in the Office of Alternative Dispute Resolution and Court Improvement Programs, two positions (one analyst and one programmer) in the OCA Division of Technology, a position in the Office of Trial Court Operations and a position in the Office of Children and Family Services Bureau of Management Information.
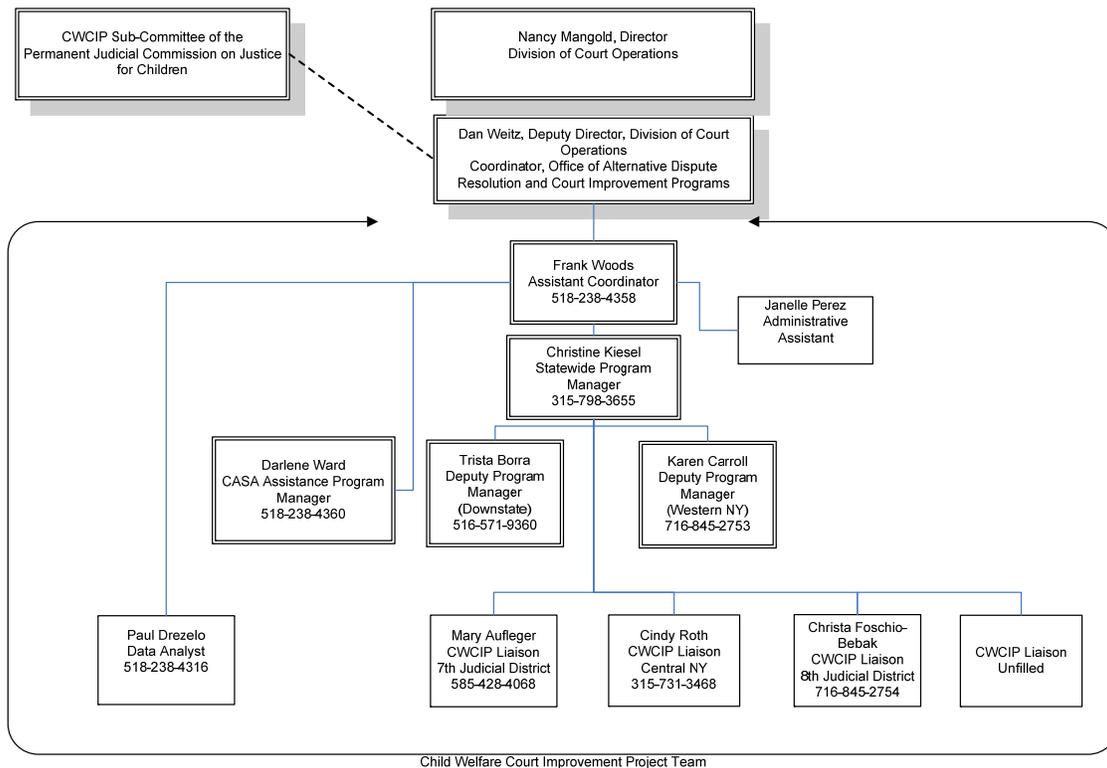
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│ CWCIP Sub-Committee of the  │          │  Nancy Mangold, Director     │
│ Permanent Judicial Commission│◄‒ ‒ ‒   │  Division of Court Operations│
│ on Justice for Children     │      ╲    └─────────────────────────────┘
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                                        ╲  │ Dan Weitz, Deputy Director,     │
                                         ╲ │ Division of Court Operations    │
                                          ╲│ Coordinator, Office of Alternative│
                                           │ Dispute Resolution and Court     │
                                           │ Improvement Programs             │
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Chart A

The CIP has taken a deliberate "slow growth" approach to ensure that the expansion resulting from the increased funding does not exceed our administrative capacity to effectively orient new staff. Over time, in consultation with the PJCJC CIP Working Group, and as resources allow we will seek administrative approval to add additional positions in strategic locations to increase our capacity to implement the goals of the statewide project at the local level.

DATA COLLECTION AND ANALYSIS PROJECTS

New York City "LUC" Initiative

A promising interoperability pilot project has been initiated in New York City. In 2005, with the assistance of a grant from the Pew Charitable Trust, the New York City Family Court and the New York City Administration for Children's Services embarked on an ambitious project to design and implement an interagency process with the goal of streamlining the process of filing child protective petitions, synchronize the legal case information between the court and child welfare agency data systems and to enhance the reliability and validity of the respective data sets.

The NYC Legal Tracking System/Universal Case Management System/Connections (LUC) data share project will use existing data share architecture hosted by New York City's Department of Information Technology and Telecommunications (DoITT) to share data in a dynamic way. This will allow both systems to automate processes such as petition filing and submission of permanency reports to the court and on-line distribution of reports and Orders to

parties. The court will use information submitted by ACS to initiate a case in the UCMS system and send information regarding the docket number and scheduled appearance information to the agency. ACS will use the court information to update their records concerning the outcome of hearings, next hearing dates, and reports due. The DoITT data share architecture will provide a mechanism to allow court data to be shared not only between the court and ACS, but eventually, subject to appropriate safeguards, with other entities as well (such as law guardians or respondent parents' counsel.) When everyone has access to the same information, inefficiencies caused by misinformation and miscommunication will be minimized. In a city with thousands of cases, the benefits will be substantial.

To date, the project workgroup has defined the business requirements and developed a multi-phased project plan to implement the project objectives over four "builds" throughout 2008-2010. The next steps are to continue work on the interagency architecture and to begin system requirements and coding for the phase one build. It is envisioned that the New York City project will provide a model for the development of a statewide system for interoperability (See Appendix A).

A study is currently being conducted by the OCA Office of Trial Court Operations to document the current process of manual petition filing in child welfare matters. This study will establish a baseline that can be used as reference point for comparison purposes in post-LUC implementation studies. The study will allow evaluation of the impact of the LUC project on court operations. The data collected will inform subsequent builds and eventually a statewide version of the interface.

OCFS/UCS Data Sharing Project

An OCA/OCFS Data Share Management Group has been established to explore opportunities to build on the work of the LUC project and ensure that the investment in the NYC project will eventually allow for interoperability between UCMS and the child welfare data system statewide. The management group meets quarterly and will oversee a staff working group that will meet monthly. The initial task of the working group is to: 1) develop a descriptive analysis of the UCS and OCFS data sets; 2) conduct comparative analysis of UCS and OCFS data from several pilot counties; 3) document the challenges that inhibit interoperability and 3) propose solutions to overcome identified challenges.

Since 2003, as part of their Program Improvement Plan, OCFS has annually distributed the Foster Care Profile, a report developed by Chapin Hall Center for Children, to all local DSS agencies statewide with the intent of providing state, regional and county staff with longitudinal data on the rate of placement into foster care and information on the core outcomes of county foster care systems and recurrence of maltreatment"[1]. In 2007, the Court Improvement Project recognized the potential value of this data to the court system and in partnership with OCFS distributed this information to family court managers statewide. Throughout the later part of 2007 and early 2008 CIP staff presented the CFSR composite measure data to court managers and Administrative Judges at various meetings and focus group seminars. The objective of the parallel dissemination effort is to ensure broad availability to both DSS agencies and family courts of a consistent set of child welfare indicators. This provides parameters on which to base

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1 New York State Data Packet Fall 2007. New York State Office of Children and Family Services: 2007

court-child welfare agency discussions and planning efforts to improve the outcomes for children in each given region.

Development of Court Performance Indicators

In addition to the child welfare indicators (both those developed by OCFS and the CFSR indicators) the CIP is working to create an outcome framework for collecting and reporting information about court performance measures. Such an outcome framework would serve both the courts and public child welfare agencies in working towards the shared goal of maximizing promoting positive outcomes for children.

Much of the work to establish an outcome framework has already been done through the above mentioned Foster Care Profile. The Foster Care Profile provides state, regional and county staff with longitudinal data on the rate of placement into foster care and information on the core outcomes of county foster care systems – length of stay, permanency, placement stability and reentry. The Foster Care Profile provides a rich data source to use longitudinal analysis to understand child welfare services and core outcomes.

The CIP shall build on this existing work by entering into a contract with Chapin Hall to assist us in using UCMS data to evaluate the court processes that are embedded in these outcomes. While the UCMS Permanency Planning Module has been used for case management purposes since 2006, it has yet to be used to develop specific child welfare longitudinal court outcome measures that reflect trends over time.

This work will take place in four phases. During Phase 1, Chapin Hall will conduct a data audit of UCMS Permanency Module and related CCRS and Connections data and provide CIP with a detailed, written report. During Phase 2, Chapin Hall staff, in consultation with internal and external experts, will finalize the outcome framework and proposed measures. Phase 1 and Phase 2 will take place simultaneously, although final decisions will depend on the data audit. During Phase 3, Chapin Hall staff will conduct analysis as indicated in data audit report. Phase 4 will consist of the writing and publication of the outcome framework report.

At the end of this project, the CIP will have:

- A set of outcome measures that draws from data available in CCRS, Connections and UCMS data systems.
- A written report that allows Family Courts and Local Social Services Districts to compare county performance over time as well as to other counties.
- Instructions and programs on how to map UCMS data to the outcome measures so that the CIP may continue to generate updates to the report.

We anticipate that this work will take place during the remainder of 2008 and that the final written report will be published in mid-2009.

UCMS Family Application Enhancements

The UCMS Permanency Planning module was implemented in December 2005 to support the 2005 Permanency Planning legislation passed by the NYS legislature. Ongoing enhancements to the module are being implemented to improve the quality of the data collected,

enhance the end-user experience and support changing court operational needs. Meetings are regularly held with representatives of family courts throughout the state to gather information for upgrade requirements (see Appendix B). The Permanency Planning Committee prioritizes the proposed enhancements.

In 2006-2007, new forms were approved by the Administrative Judge for use in Family Court. As of November 2007, approximately twenty new forms or updates to existing forms have been integrated into UCMS. A small technical project will be completed in Early 2008 to upgrade UCMS Family to a higher version of software to ensure compatibility with Windows Vista.

Improved End-User Documentation for UCMS

In 2007 CIP staff presented training for UCMS users in the Albany Family Court. CIP staff developed and piloted a three (3) hour curriculum designed for family court clerk staff. The goal of the training is to provide a basic level of understanding of ASFA and New York State's Permanency Legislation as it applies to a clerk's role in entering child specific data into the statewide database in order to facilitate more accurate reporting. A blended learning method of lecture and actual data entry, using a county's own caseload as examples, promotes interactive discussion of both policy, and procedure. Other counties have expressed interest, and the training will provide a template for replication in other courts around the state.

In addition, we have recognized the need to develop enhanced user documentation that will support employee training to promote improved data consistency, reliability and validity. The CIP is currently interviewing potential consultant technical writers for this task.

Caseworker and Attorney Connectivity in the Courts

To maximize the ability of LDSS caseworkers and attorneys to utilize portable technology [laptop and tablet PCs with wireless cards] in sites away from the office, OCA collaborated with the state OCFS to install wireless access points to reach areas of court facilities most commonly occupied by LDSS workers and attorneys while awaiting court appearances. A total of 17 of 24 demonstration phase court sites have already been wired to enable access to the state network and internet. OCA and OCFS hope to eventually expand access from court facilitates statewide.

Issue to be addressed	Strategy/Activity	Responsibility	Timeline	Interim Benchmark	Outcome	Progress to Date

Improve efficiency of child welfare court case management practices	1. Support NYC Family Court/ACS (Legal Tracking System/UCMS/Connections) data share project to allow:
	
	  a. Real Time data exchange of key fields
	
	  b. Electronic filing and dissemination of petitions, permanency reports and Orders
	
	  c. Development of "portals" and electronic notifications of events
		Division of Technology in collaboration with NYC FC and ACS team with CIP data analyst support	2008-2010	Business plan completed
				
				Prototype developed
				
				Application beta tested
				
				Production version of interface deployed to pilot site
				
				Final deployment citywide
					Reduced delays
					
					Increased compliance with requirement that permanency reports be submitted 14 days in advance of the permanency hearing
					
					Increased communication among professionals
						Technology Staff Hired
						
						Business plan completed
						
						Coding commenced

	2. Develop feasibility study regarding statewide interoperability between UCMS and OCFS systems to replicate NYC pilot statewide.	CIP Data Analyst/ OCFS Data Analyst	March 2009	Report Published		Draft Report completed. Final Report will be issued March 2008

Issue to be addressed	Strategy/Activity	Responsibility	Timeline	Interim Benchmark	Outcome	Progress to Date
Increase the capacity of the court system to disseminate data to court managers and judicial decision makers	1. Develop enhanced reporting functionality in UCMS Permanency Module	Division of Technology	Ongoing	Determine requirements Deploy updates	Improved access to reports Improved access to reports	Several new reports promulgated
	2. Conduct a train-the-trainer to inform child welfare (CIP, PJCJC) staff about existing UCMS reports to prepare them to train court managers on accessing and interpreting reports.	DOT/Trial Court Operations	2007	Training Completed		Training of CIP Staff conducted Fall 2007
	3. Train court managers on accessing and interpreting child welfare data.	CIP Liaisons/Trial Court Operations	2007-2008			CIP Staff trained to provide TA to court managers
	4. Develop a data warehouse/data store based on UCMS data to provide court users with ad hoc reporting capability.	DOT	2009		Increase access to data at the local level	Preliminary plans discussed with DOT
	5. Provide county-by-county "Data Snapshots" based on OCFS data to court managers on a regular basis.		2007			OCFS Data Packets disseminated
	6. Establish protocols for data access and authorization for external publication	CIP Data Analyst/OCFS Data Analyst				AD Hoc report request forms promulgated and training of CIP staff completed
	7. Publish period updates to the Child in Child Welfare data book	DOT/Trial Court Operations	2007			Planned for fall 2008
		PJCJC staff/Research and Stats Unit	Ongoing			
Improve consistency, reliability and validity of UCMS data	1. Review and prioritize current permanency module enhancement requests and implement enhancements	DOT/Trial Court Operations	Ongoing			Ongoing
	2. Review and update end-user documentation for UCMS permanency module	DOT/Trial Court Operations	2007-2008			Potential Technical Writers interviewed
	3. Provide training to court end-users	CIP Liaisons/Trial Court Operations	Ongoing			Pilot training completed in Albany County

Issue to be addressed	Strategy/Activity	Responsibility	Timeline	Interim Benchmark	Outcome	Progress to Date

Improve the court system's capacity to analyze performance in promoting safety, and permanency of children who are the subject of child welfare proceedings	1. Establish a working group to study feasibility of implementing child welfare court performance measures.
	
	   a. Review SANCA toolkit measures;
	
	   b. Develop NY-Based "metrics" based on available data;
	
	   c. Propose performance measures; and
	
	   d. Determine proper procedure for formal adoption of performance measures.
		CIP/PJCJC	2009			Group convened. Chapin Hall identified as consultant. Contracting process initiated

	2. Implement "Executive Dashboard" to display key performance measures in an easily digestible format.	Research and Stats Unit	2009			Staff trained to use Crystal Xcelsius.

Appendix A

LUC Data Project

Real Time Exchange of Case Information

Governance Committee Meeting

October 29, 2007

LUC Data Project

- *An overview*
- *Progress to date*
- *Proposed builds*
- *Next steps*
- *Challenges*

Project overview

Guiding Principles

The goal of this project is to:

1. streamline the process of filing child protective cases,

2. synchronize the legal case information between the two systems, and

3. enhance the amount and timeliness of information attached to the electronic file

By facilitating those steps needed to bring a case to court, and by enhancing the availability of case information, some auxiliary qualitative benefits will accrue to the children and families whose cases are heard.

Simply put, improving the systems which support the judicial/legal process, improves the process itself.

"I have to stop and remind myself every so often, that this file I'm holding is really about a child." *- Associate Court Clerk, BRONX*

Project Approach

- Shared commitment by OCA and NYC Family Court and ACS
    - Technology staff investment by the court
    - A Memorandum of Understanding among the agencies
    - A strict governance process

- Management team consisting of delegates from each agency with approval authority to oversee project

- PM/QA contractor for project plan, requirements, design and quality assurance

- Court and ACS staff dedicated to project

- Phased implementation

Phased Implementation

- Phase I – Rollout in set of builds June 2008- Dec 2010

  - Initial interface and data sharing between ACS' LTS and OCA's UCMS systems

  - Limited interoperation between two agencies

  - Road map and plan for Phase II

- Phase II – Integration with OCFS legal module and ACS's long term data management strategy

  - Information exchange and interoperation between ACS, OCA & OCFS

  - Process and workflow streamlining to reduce redundancy

  - Custom report generation tools

Process Improvement Goals

- Reduce data entry – information only gets entered once*

- Improve data accuracy - errors are minimized and information is available almost as soon as the case is over

- Synchronized calendars – the next scheduled appearance on every CP case is sent to LTS.

- Reduce the number of steps it takes to enter and find information on a case, or in other words, streamlined workflows

- Provide link between underlying case and TPR's will reduce adjournments on freed child cases and improve adoption case management

*see fact sheet on how much information gets entered every week.

Process Improvement Goals

- Reduce file handling – enriched electronic files decrease the dependency on physical case files. Record room traffic is reduced.

- Reduced document scanning – with digital orders and reports, scanning volume is reduced dramatically

- Because orders will be electronically stored, enhanced compliance with court orders

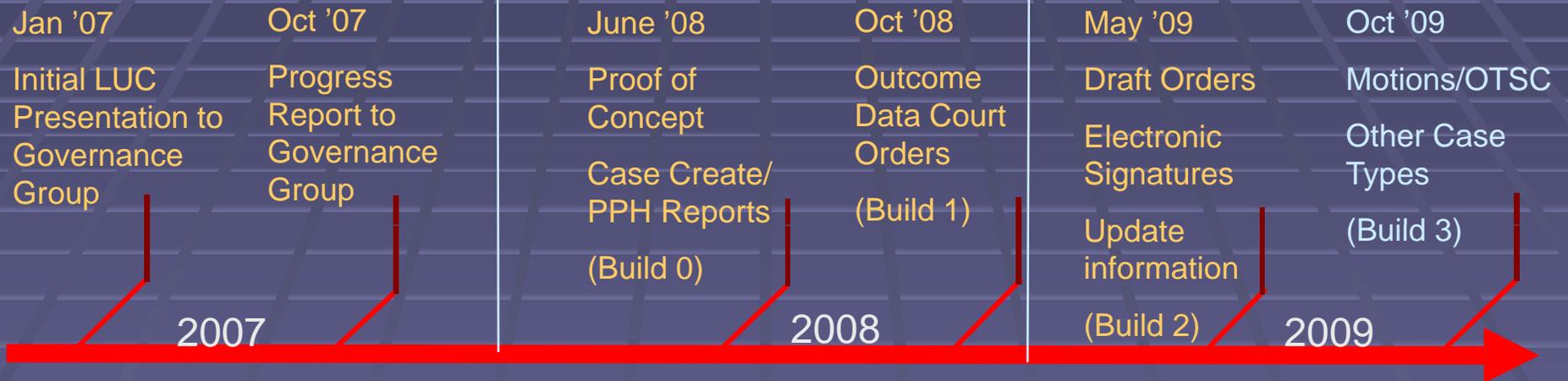- Better IV-E compliance due to better availability of orders

Progress to date

What we did:

- Project Management
  - MOU Drafted & Under Review
  - Project Charter Drafted
  - Project management plan
  - Detailed Phase I implementation plan
  - Regular meetings and reports to management team
- Business Process Analysis
  - Process workflows completed
  - Identification of critical areas of operational and data duplication
- Data Analysis
  - Data flow diagram
  - Data element descriptions and mapping
- Requirements
  - Hi Level Functional spec
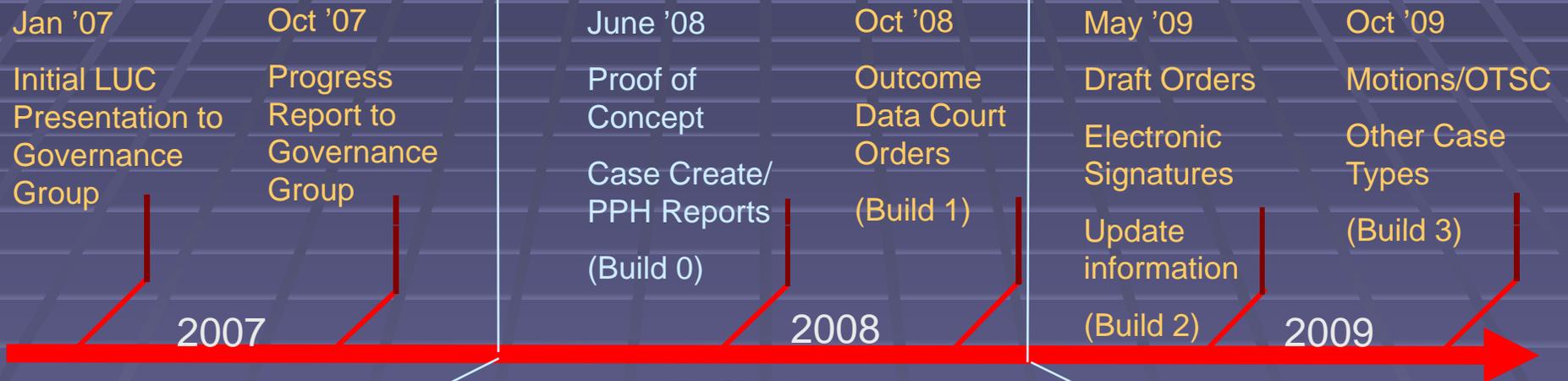 - Hi Level Error Handling process

Proposed Builds

About the
Implementation Timeline

Jan '07	Oct '07	June '08	Oct '08	May '09	Oct '09
Initial LUC Presentation to Governance Group	Progress Report to Governance Group	Proof of Concept Case Create/ PPH Reports (Build 0)	Outcome Data Court Orders (Build 1)	Draft Orders Electronic Signatures Update information (Build 2)	Motions/OTSC Other Case Types (Build 3)

2007   **2008**   **2009**

• The processes included in each build were chosen based on the relatives strengths and resource availability of both systems, and the time needed to prepare each system for the change.

• The approach allows the project to build upon the phase before it

• By allowing the systems to adjust to each build, it will provide for better change management, enabling the team to make better decisions based on that experience.
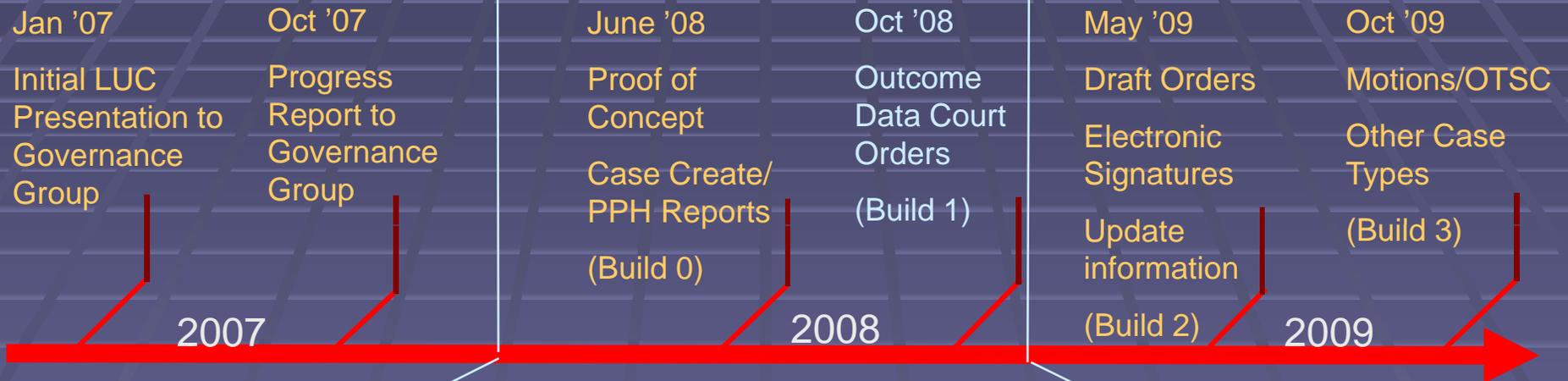
Implementation Timeline

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2007   2008   2009

Build 0

- LTS transmits case identifiers to UCMS
- UCMS does search to determine if family exists in system
- Clerk triggers response to LTS
- LTS sends case create information for electronic filing of petition
- UCMS sends back docket number; Clerk identifies Intake part sends back to LTS
- LTS sends petition electronically which UCMS attaches to case file.
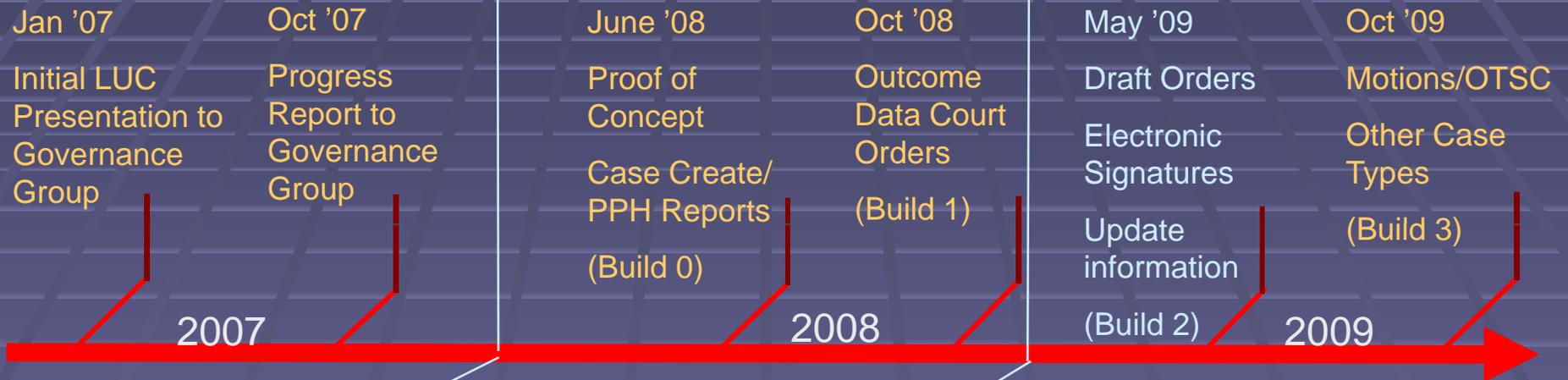- LTS sends Permanency Hearing Reports / UCMS attaches to case

Implementation Timeline

Jan '07	Oct '07	June '08	Oct '08	May '09	Oct '09
Initial LUC Presentation to Governance Group	Progress Report to Governance Group	Proof of Concept Case Create/ PPH Reports (Build 0)	Outcome Data Court Orders (Build 1)	Draft Orders Electronic Signatures Update information (Build 2)	Motions/OTSC Other Case Types (Build 3)

2007   2008   2009

Build 1
- Electronic signing of the petition.
- Automatic identification of existing or new family file by UCMS.
- UCMS will transmit to LTS the adjournment date, time and purpose of every Child Protective case, including all permanency hearings.
- UCMS will also transmit all reasonable effort and contrary to the welfare findings.
- UCMS will also transmit the court approved permanency plan.
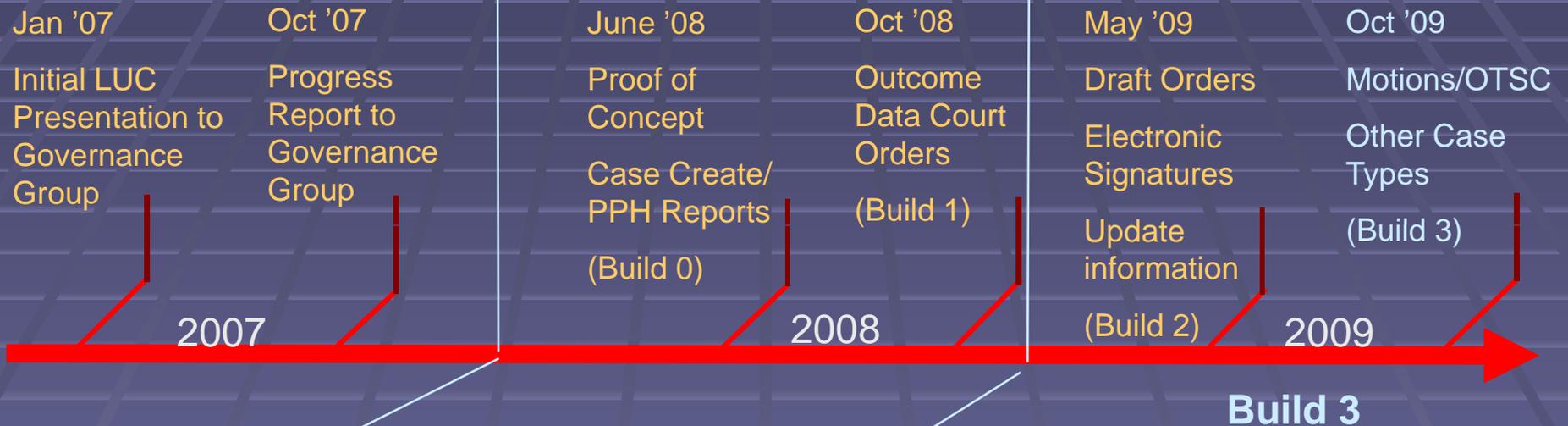- LTS will attach data to the appropriate LTS electronic case file.

Implementation Timeline

Jan '07	Oct '07	June '08	Oct '08	May '09	Oct '09
Initial LUC Presentation to Governance Group	Progress Report to Governance Group	Proof of Concept Case Create/ PPH Reports (Build 0)	Outcome Data Court Orders (Build 1)	Draft Orders Electronic Signatures Update information (Build 2)	Motions/OTSC Other Case Types (Build 3)

2007   2008   2009

Build 2

- electronic signature of orders
- electronic transmission of draft court orders

- transmission of court hearing outcome data to LTS,
- transmission of worker update information to UCMS.
- LTS to transmit draft order to UCMS for editing at hearing.

Implementation Timeline

Jan '07	Oct '07	June '08	Oct '08	May '09	Oct '09
Initial LUC Presentation to Governance Group	Progress Report to Governance Group	Proof of Concept

Case Create/ PPH Reports

(Build 0) | Outcome Data Court Orders

(Build 1) | Draft Orders

Electronic Signatures

Update information

(Build 2) | Motions/OTSC

Other Case Types

(Build 3) |

2007   2008   2009

Build 3

- This build will address electronic filing of motions, orders to show cause and amended petitions, as well as transmission of PINS/JD/EOS and EOP data between UCMS and LTS.

Next Steps

Next Steps Governance Committee

- Approval of build concept & Timeline
- Resources
- Continued support

Next Steps Interagency Workgroup

- Implementation
  - Design
  - Code
  - Test
  - System Integration

- Documentation
  - Requirements
  - Database scripts
  - Testing and training plans
  - System documentation
  - System support and maintenance transition to ACS & OCA

- Phase II Plan & Roadmap for integration with CNNX & ACS' long-term data model
  - Overall strategy
  - Detailed resource plan

Challenges

Challenges

- Transmission of data through DoITT
- Logistics of working as a team during the programming phase – disparate locations
- The ubiquitous issue of resources
- System availability
- Training

Detailed Information

Some stats

- **Court Side**
  - Case Create
    - 235 Neglect/Abuse filings per week or about 112 families
    - 57 discrete pieces of information per family
    - 5700 discrete pieces of information entered per week citywide

- **Agency Side**
  - Court Outcomes
    - 662 families with calendared appearances on child protective per week
    - 40 discrete pieces of calendaring information per case
    - 26,500 discrete pieces of court outcome information entered per week citywide

- **Permanency Hearings**
    - About 560 hearings
    - About 34% received electronically and attached manually

- **Data accuracy – a source of miscommunication**
  Weekly error rate using a conservative 1% error rate
    - 57 errors in case initiation
    - 265 errors in case updates

Project Definition

What it will do – some benefits (continued):

- Reduce document handling with less demand on court record room and case files
    - The more complete the electronic file, the less demand there will be to look at the physical file for all types of inquiry
    - Fewer lost files translates to less confusion in the courtroom,
    - Reduced movement in court files translates to less time (money) wasted trying to track down missing files

- Synchronize calendared appearances and outcomes
    - Agreement between records of court and agency improves court appearance rates
    - May advance time to disposition in some percentage of cases

- Streamline workflows
    - Case create
        - The earlier the filings, the better able courts are to manage the intake calendar, translating to less overtime
        - Less confusion over how many respondent and child attorneys will be required to cover intake
        - Better able to manage other types of intake appearances
    - Case Update
        - The faster an attorney can get good accurate information to the caseworker after a court appearance, the better the probability of compliance with what was ordered
        - Less time spent updating files after court, the more time available for case follow-up

- Provide the missing link for informing the agency when children are freed
    - Receiving case information in those cases where parental rights have been terminated will allow ACS attorneys to know with certainty when the permanency hearings have been scheduled
    - Should assist with better adoption case management on the part of ACS.

Project Definition

What it will do – some benefits (continued):

- Transmit signed petitions directly to UCMS
  - Petitions available for viewing by judge or referee, clerk in court room, family treatment court case managers, any court staff who needs to know about the cases coming in.

- Transmit signed Court Orders directly to LTS
  - Improve compliance with court orders
  - Increase compliance with State and Federal IV-E regulations
  - Ultimately enhance the quality of services each agency provides to NYC's children and families

- Transmit Permanency Reports directly to UCMS
  - Currently about 346 permanency hearings per week with about one third being transmitted electronically
  - Can take up to 5 minutes per case to attach to UCMS case file manually or about 10 hours per week. If all the reports were transmitted electronically, this function would require one full time clerk to attach the reports to the court file.

Project Definition continued

What it will do – functionality

- *Transmit packets of information*
    - *At case create and after each appearance*
    - *Maintain and update record information*

- *Transmit documents*
    - *Use electronic signatures*
    - *Transmission of draft documents for courtroom editing*
    - *Automatic identification of appropriate case file*

- *Use "fuzzy" logic to identify discrete cases at case creation*
    - *Functionality which will allow automatic identification of appropriate case file based on several pieces of information*
- *Transmit filings to other attorneys on case such as law guardian, 18b or parent's counsel.*

- *Transmission of TPR and adoption information*
    - *Automatically trigger notation in LTS when child is freed*
    - *Automatically trigger an update in LTS when a permanency plan is achieved and foster care ends.*

Appendix B

UCMS FAMILY TASKS/ENHANCEMENTS
(From March 2007 - December 2007)

ITEM	DESCRIPTION	COMMENT
1. **UCMS FAMILY - UPGRADE to Java 1.6**	This upgrade is required in order for all UCMS Family Courts to use the application going forward when their district distribute new machines running Vista. Implementation Date: 12/1/2007	**CIP Work Completed or in progress:** Trisha assisted the analysts thoroughly test the Permanency Planning Module, Forms, and Reports to make sure they were all working properly.
2. **PERMANENCY PLANNING MODULE**	A large amount of the ongoing CIP work will revolve around this module. This module is heavily relied on by the courts to be as user friendly, accurate, and resourceful as it can be. This module was implemented in time for the December 2005 Legislation. Soon after that UCMS Family provided some court management reports for the courts. We now need to re-evaluate the outcomes and tracking events being used for the child protective cases, and revamp the recording of permanency tracking on our permanency tab in court activity and our tracking module.	**CIP Work Completed or in progress:** 1. Small enhancements were made to the permanency tab in court activity while we work on re-evaluation of the entire module. 2. Two Permanency Planning Committee meetings were held to discuss the next set of priorities for the Permanency Module. 3. A training session for CIP Statewide Staff was held on September 24 2007. 4. Trisha is working very closely with the courts and compiling a list of scenarios that need further attention. 5. A meeting scheduled for 12/13 and 14 will be held to begin the outcome and tracking event review.

3. **PERMANENCY PLANNING REPORTS**	Work remains on the statistical and case management reports. We are working with Court Improvement Project/Research and Stats/Permanency Planning Committee on development of these reports. We held a meeting with the Permanency Planning Committee in May 2007 to review the data collection in UCMS for permanency cases as well as continue work on the reports. Seven reports have been prioritized by the committee.	**CIP Work Completed or in progress**: 1. Small enhancements were made to the Open Permanency Report in court activity 2. A new report has been developed and will be implemented in the December 2007 build. With this report a court can track for a specific date range the number of appearances that were held for a specific court purpose (ie. Permanency Planning Hearing, Fact Finding Hearing)
4. **2006/2007 FORM REVISIONS** .	There were a number of new/revised family court forms signed by Judge Lippman in Dec 2006 and Oct 2007 signed by Judge Pfau that are related to permanency planning Due to the volume of form changes we have now expanded this one committee for analysis and testing into three committees. We have added members to the permanency planning forms committee to assist with analysis and testing.	**CIP Work Completed or in progress**: 1. Trisha has already worked heavily on these forms and with her lead we have completed over 20 of the 2006 changes. She will continue to work with the committee to complete both 2006 and 2007 form revisions.

| 5. **L-U-C DATA SHARE** | This is a datashare project between the Administration for Children's Services Legal Tracking System (LTS) and UCMS Family | **CIP Work Completed or in progress**:
 1. Trisha Johnston has been meeting one day a week(via conference calls) with NYC Family Court and ACS on the Business Requirement Analysis. Trisha also participates in the bi-weekly status conference calls for the working group committee.

 2. Since it has been decided that we will be following the NIEM IEPD Message Processing to accomplish this datashare with the DoITT Communication Bridge, Joe Korkin (our programmer) has spent a few weeks in training and has started to lay out the framework we will use for this process.

 3. The governess committee held their meeting in NYC on **October 29, 2007.**

 4. The technical analysis for Build 0 will start this month. |

6. **INTERFACE WITH OFFICE OF CHILDREN AND FAMILY SERVICES (OCFS)** This interface will pass information between the two agencies, for example placement information on OCFS end and court appearance information on OCA end.	This is a flat file transfer of data from both agencies involving permanency cases. An MOU needs to be completed by Counsel's Office as well as a determination of how this information can be disseminated most easily to the courts. We are currently working with OCFS to determine why there is a large discrepancy between the data files.	**CIP Work Completed or in progress**: 1. A "first step" project of the interface was completed in August 2006. This is a flat file transfer of data from both agencies involving permanency cases. An MOU needs to be completed by Counsel's Office as well as a determination of how this information can be disseminated most easily to the courts. We are currently working with OCFS to determine why there is a large discrepancy between the data files.
* A new position in Court Operations to work on permanency related projects has been filled. Amelia Lepore, started on 10/4/07. She will be working on the all projects relating to the above referenced work and will be included in all future reporting.		