

http://dnet.aoc.arkansas.gov



September 2013





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# Welcome to DNet!

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# **DNet Overview**

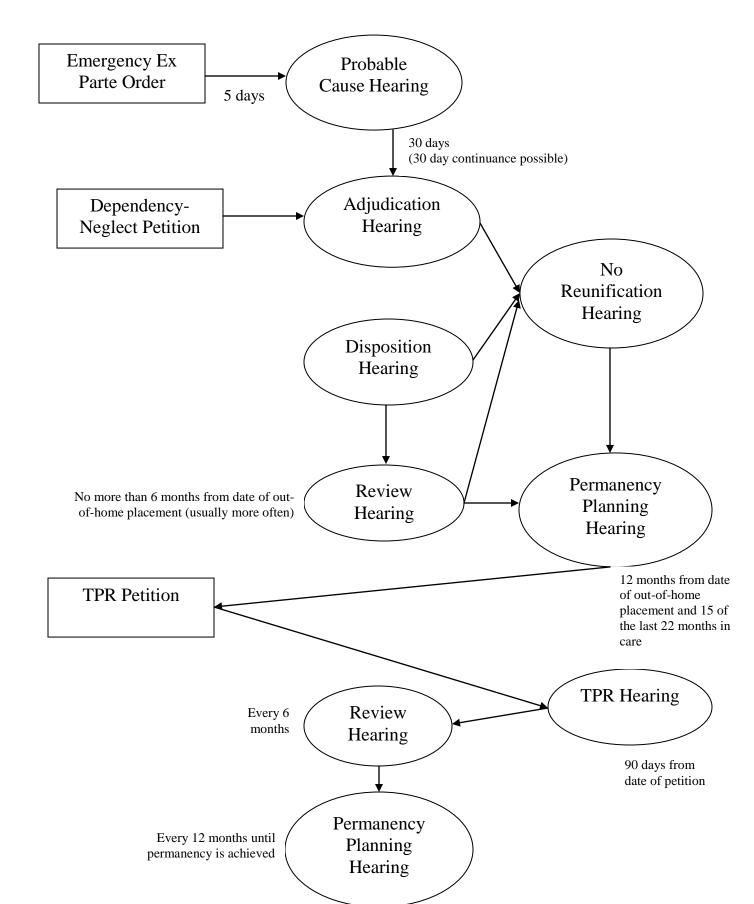
We are all better able to serve the children and families of Arkansas if we have more accurate and timelier information. DNet is a web-based information system that has been created with a Court Improvement Project grant to achieve several purposes:

- 1. To enable information sharing between the courts and the Department of Human Services
- 2. To provide timely permanency outcome data to judges and others working in the juvenile court system
- 3. To enable attorneys and judges to efficiently produce court orders
- 4. To collect management information for the attorney ad litem program, the parent counsel program, the Office of Chief Counsel, and the CASA program
- 5. To collect more accurate data about processes and outcomes in juvenile court and to reduce duplication of data entry.
- 6. Increased protection of confidentiality and privacy as documents no longer need to be emailed or sent in other non-secure methods.

The following basic principles have guided development of this system:

- 1. DNet does not change **what** information a person may access, but only **how** it is accessed.
- 2. Privacy and confidentiality are paramount concerns. For this reason, most users have access only to the cases to which they are assigned.
- 3. Wherever possible, check boxes have been provided to speed data entry. However, text boxes are also available (and in some cases, required) so that court orders may be tailored to the needs of the individuals involved in specific cases.
- 4. Whoever "owns" the information is responsible for maintaining it.
  - 5. DNet is not the official court record, nor is it the official DHS record for information viewable from CHRIS.





### **Dependency-Neglect Hearing Flow Chart**



### Security

Protecting the privacy of individuals and honoring confidentiality are critically important. The security of any system is only as strong as its weakest link, so it is vital that EVERY user of DNet follow the security rules for DNet.

The DNet system does not change what information is available to users, it merely changes how that information is accessed. DNet is not the official court record. It is designed to make information accessible and easy to use for parties. All DNet users are required to sign an agreement prior to using the system.

Users must agree:

- Confidential information may be used only as permitted by applicable state and federal laws, including A.C.A. § 12-18-201-209 (Child Maltreatment: Offenses & Penalties), A.C.A. § 9-27-309 (Juvenile Code: Confidentiality of Records), and A.C.A. § 9-28-407 (Juvenile Code: Licenses Required & Issued) as well as Arkansas Supreme Court Administration Order 19 (Access to Court Records).
- 2. Any disclosure, use, or attempted use of confidential information for any purpose unrelated to the D-N case will be subject to any remedy at law.
- 3. No one with access to DNet may share his or her username or password with anyone for any purpose.
- 4. No one with access to DNet may store his or her username and password together.
- 5. DNet is to be used only:
  - a. to serve or represent a party or a party's clients in connection with official duties,
  - b. to monitor permanency outcome measures for one's court or county/area,
  - c. to make administrative reports as required, and
  - d. to produce court orders.
- 6. Any computer, including laptops, used for DNet must have:
  - a. Password protection
  - b. Updated anti-virus software
  - c. Updated anti-spyware software
- 7. Any documents downloaded from DNet or information collected from DNet shall not be emailed unless encrypted.
- 8. Care must be taken so that others do not see information on the computer screen. Don't leave DNet up on your screen when visitors may be able to see it. When using DNet in court, turn your computer so that unauthorized individuals cannot see what is on the screen. Log off when leaving your computer unattended, even for a short time.
- 9. If you suspect ANY security problem such as unauthorized access or a compromised password, contact your supervisor and the DNet help desk immediately.

A security agreement is at the end of this document and must be signed prior to receiving a password.



### **Main Page**

Go to http://dnet.aoc.arkansas.gov.

You should see a screen that looks like this:

User Name	
Differ is not the Official Court recent it is designed to make intermation accessible and easy to use for parties.	
DNet will be unavailable for routine maintenance at the following times:	
Monday - Friday from 12.30AU to 2AU Seturday from 10PM to Sunday 12PM (Noon)	

Enter your user name, which you have received from the AOC (for earliest users it is first initial, last name. For others it is first initial, middle initial, last name). If you do not have a password, contact Makeisha Davis at makeisha.davis@arkansas.gov.

Next, you should see a screen that looks like this:

Net Case Management	System									DROBINSON
<u>`</u>				We	elcome	To D	Net, Di	ane!!		
Main Page Active Case List _List By Criter Scale _List Sy Criter Scale Closed Case List Logoff Reports	DNet Reference Arkansas Code DCFS Policy Parent Counsel Attorney Ad Litt CASA State Governme	Info em Info	earings )—		(	M	ddress: -Select 1 From: robinsor Subject: essage:	Email Recipient- • .oudekerk@gmail.co	Send	
		Sunday 0	Monday 2	Tuesday 03	Wednesday 04	Thursday 05	Friday 06	Saturday 07		
		08 0		10		12	13	14		
		15 1	6	17	18	19	20	21		

This is the main page. From this page, you will be able to do the following:

- Access your active and closed case list
- See helpful reference documents.
- See a calendar with all scheduled hearings displayed.
- Send emails within the system



## Navigating in DNet

DNet is best viewed using Internet Explorer. In other browsers, such as Firefox and Google Chrome, it will not display properly, though in a future enhancement this will be addressed.

<u>Pop-up blockers</u>: Some pages of DNet require your pop-up blocker to be disabled. To do this in Internet Explorer, look in your toolbar for the "tools" menu, then choose "Pop-up Blocker" and "Pop-up Blocker Settings."

🌈 Main Page		🛅 🔹 🔂 - 🛄 🌐 🗙 Page + Safety + Tools 🛛 🚱 + 🎽
	anagement System	Turn Off Pop-up Blocker  Pop-up Blocker  Pop-up Blocker Settings Manage Add-ons
Main Page     Case List     Logoff	ONet Reference Documents         • Arkansas Code         • DCFS Policy         • Parent Counsel Info         • Attorney Ad Litem Info         • CASA         • State Government Directory	DNet, Diane!!       Work Offline         Compatibility View       Compatibility View         Compatibility View Settings       Full Screen         Full Screen       F11         Toolbars       Explorer Bars         Exubject:       Subject:         Message:       Windows Messenger         Diagnose Connection Problems       Uninstall BtDefender Online Scanner v8         Sun Java Console       Sun Java
	Scheduled Hearings       May 2011       Sunday     Monday       01     02       03     04	ThinkVantage Password Manager  ThinkVantage Password Manager  ThinkVantage Password Manager  ThinkSday Priday Next >  Thursday Friday Saturday 05 06 07

When you click on "Pop-up Blocker Settings," a pop-up box will appear. In the space labeled "Address of website to allow: type in <u>\*.aoc.arkansas.gov</u> and then click "add."



<u>Main Menu</u>: All pages in DNet have a brown column on the left with the main menu. This can take you to the main page (the page seen here), to your case list, or to log off when you are done.

DNet Case Managemen	t System								DROBIN		
		Welcome To DNet, Diane!!									
Adam Zase     Active Case List     Active Closed Adam     Closed Adam     Closed Adam     Closed Adam     Reports	DNet Reference Document Arkansas Code DCFS Policy Parent Counsel Info Attorney Ad Litem Info CASA State Government Directory	5				ddress: -Select i	Email Recipient 🔻	om Send			
	Scheduler July 2012 Sunday	Monday	Tuesday 03	Wednesday 04	Weekly Daily Thursday 05	< Previous	Today Next >				
	08		10	11	12	13	14				
	15 22		24		19 26	20	28				
	29	30 :	31	01	02	03	04				

The hearing pages in DNet have a tab design. When these appear, click on the one that you need.

DNet Case Managemer	nt System										DROBINSON
			_ > 🚞								Î
			Status	Findings	Case Goal	Orders E	Evidence	Education/Visitation	Financials	Removal	Return to Case Overview
Main Page Active Case List List By Juvenile List By CHRIS Case ID List By CHRIS Case List Closed Case List Logoff Reports	Hearing I Docket #: DN26JV-09-3	Case Name			H	earing Sta Acti	atus			Save Sta	atus E
	Hearing Da 20-AUG-200		HEARING		Da	ate of Acti	ion: Forma	t:(MM/DD/YYYY)			
	Attendees	)			He	earing No	otice			Add Notice	_
	Check the p any c	participants who were in attendance, thers who were in attendance. Press	Save Attendees and in the textbox type in SAVE ATTENDEES.	Provided Notice: OCC - DYER CECILIA							
	Attended	Participant Type	Name					lect All Parties That App			
		PARENT COUNSEL APPOINTED	WILLIE PERKINS					MOT - MARSHALL SARA FATH - MARSHALL TIM	AH		
		ATTORNEY AD LITEM	MARGARET BEAM		NC	nice Provid		JUV - MARSHALL TIM	IF		-
(											- F



### **Finding an Existing Case**

Click on "Active Case List" from the main menu. All the cases to which you are assigned as a participant should appear.

DNet Case Mana	agement System									
				Walac	ome To	DNot	Diana			
Main Page     Active Case List     Closed Case List     Logoff	DNet Refere	nce Docum	ents			Email				
	<u>Arkansas Co</u>	de					ss: -Select Emai			
	DCFS Policy					Fro Subje		ekerk@gmail.com		=
	Parent Count     Attorney Ad I     CASA					Messag	ge:		Send	
	State Govern	ment Director	L							
	ĺ	Scheduled H	earings						l	
		August 2011					< Previous	Foday Next >		
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
		31	01	02	03	04	05	06		
		07	08	09	10	11	12	13		
		4.4	15	16	47	10	10	20		~

A list of cases for which you are an active participant should appear.

<u>y Juvenile</u> CHRIS Case ID	Active DN Cases by AAL Att	orney	Client Info Request
Closed AAL	2	Rows 15      Actions	Enter the CHRIS Case ID and the related Juvenile Client ID t information from DCFS on non-emergency cases.
	Row text contains 'DN68JV-09-125'	1.25	CHRIS Case ID:
	Docket No. Petition File D		Juvenile Client ID: Submit Request
	DN26JV-09-3000 08/18/2009	Case	Pending Requests: No Pending Requests
	DN68JV-09-125 01/28/2010		New Abuse/Neglect Cases from CHRIS
	DN68JV-09-75 09/04/2009	descriptions	No New Removals Reported
	DN68JV-09-76 09/04/2009	hidden to	No new Removals Reported
	DN68JV-09-85 10/02/2009		
	DN68JV-09-96 11/09/2009	protect	
	DN68JV-10-125 10/13/2010	confidentiality.	
	DN68JV-10-158 11/24/2010	e e maenta antigr	
	DN68JV-10-16 03/05/2010		
	DN68JV-10-172 12/14/2010		
	DN68JV-10-174 02/23/2011		
	DN68JV-10-175 12/16/2010		

From this page, you can:

- See any case to which you are assigned (click the briefcase to the left of the docket number).
- Create a new case.
- Return to the main page.



For active cases, you will see the docket number, the petition file date, and the case description. By clicking on the briefcase in the left-hand column you can enter and/or access detailed case information.

By default, 15 cases will appear on each page. To see all of your cases, you can:

- Tab through the pages using the arrow at the bottom right of the cases shown to find the case you are looking for.
- Click on the arrow next the "Rows" box to increase the number of cases you can see on a single page.

You can also search for a particular case.

- Use the search box (next to the magnifying glass) to search by docket number, petition file date, or case description.
- To clear out previous searches, click on the red X to the right of that search. If you no longer want to use that search, make sure the check box next to it is not checked.

You can also sort cases by clicking on the underlined column headings.

- Docket No. will let you sort by docket number.
- Petition file date will let you choose cases opened in a particular time frame.
- Case description will show you an alphabetical list of cases. Click the up arrow for alphabetical list and the down arrow for a reverse alphabetical list.



### **Case Overview**

From the case overview page you can:

- Add participants to the case.
- Give participants an "end date" when they are off the case.
- Upload documents and see documents that have been uploaded.
- See information specific to each juvenile (by clicking on the child figure). Note: if you do this, you get back to the case overview page by clicking "done".
- See basic hearing information (scroll down).
- Add a hearing.
- Click to add or see more detailed information about any hearing.

DNet Case Management	System						DROBINSON
Maith Page Active Case List List & Juxenie List & Juxenie Closed Case List Change Docket # Logoff Reports	CHRIS C	ocket#: DN2	RLAND H E CIRCUIT 6JV-09-3000		Rese File Date: 08, se Status: OP Case Statu:	18/2009	Court Orders No Court Orders Loaded. Uptoad
		Participa	nto				Admitted Documents
	Case	rarticipa	ints		0	Add Participants	Doc Types: Petitions, Evidence, and Other Admitted Documents
	Clic	k Here To	/iew/Add Case Contacts	<b>i</b>			No Admitted Documents Loaded.
	Link	System ID	Name	Participant Type	Start Date	End Date	
	1	AR84010	MARGARET A R BEAM	ATTORNEY AD LITEM	18-AUG-09	R	Upload
	9	913211337	DEBRA LYNN KENNEMER	CASA SUPERVISOR	30-AUG-09	R	
	9	03816311	DIANE LESLIE ROBINSON	COURT APPT SPECIAL ADVOCATE	18-SEP-09	R	Shared Documents
		@252700	TIM MARSHALL	FATHER	18-AUG-09	R	Doc Types: draft Court Orders and Court Reports/other documents not yet admitted into evidence
		C18ED02	HON. VICKI COOK	JUDGE	18-AUG-09	R	No Shared Documents Loaded.
	20	@252702	SIERRA MARSHALL	JUVENILE	18-AUG-09	R	
	A	@252701	STEVIE MARSHALL	JUVENILE	18-AUG-09	R	Upload
		@252699	SARAH MARSHALL	MOTHER	18-AUG-09	R	
	1	AR91033	CECILIA R DYER	OFFICE OF CHIEF COUNSEL	18-AUG-09	R	Days Since Start of Case
-UNCY	4	AR82125	WILLIE E PERKINS JR	PARENT COUNSEL APPOINTED	18-AUG-09	R	STEVIE 1,065



## **Adding Case Participants**

There are two choices for where to add people important to the case. Those who are party to the case, their attorneys, and CASA volunteers/staff should be listed as case participants. Case contacts are those who are not officially part of the case but whose information you want to keep handy. This might include other relatives, foster parents, or a teacher. Anyone with access to the case will be able to see the case contacts page.

The parents, children, FSW, and DCFS supervisor are brought over from the CHRIS system. You may need to add other individuals. Please note that there must be a judge on the case to be able to add hearings.

Click on "Add participants." When you do, this screen will appear.

DNet Case Manageme	ent System	DROBINSON _
Main Page     Active Case List     List By Juvenile     List By Class Case ID     List By Class Case List     Closed Case List     Logoff     Reports	Docket #: DN26JV-09-3000 Case Name: MARSHALL HINT. Use wildcard character % for times when you are unsure of multiple characters of the field's value, and use a single underscore when you are unsure of a single character. Example: _ERRY or MICH%. Judge Search Attorney Search Participant Search	
	π	,•

<u>Judge</u>: If the judge is an active (not retired) judge in that county, use the judge search. If the judge is a special judge, follow the procedures for finding an attorney, and then select "special judge" for participant type.

<u>Attorneys</u>: If an attorney needs to be added, click on attorney search. You can find the attorney based on name or bar number. The more information you have (including the city, for example), the quicker the search is likely to be. When entering the bar number, include AR in front of the number.



Net Case Managemen		DROBINSON
	n System	DRUBINSON
Main Page Active Case List List By CHRIS Case ID List By CHRIS Case ID List By CHRIS Case ID List By Christe List Christer List Reports	Docket #: DN26JV-09-3000 Case Name: MARSHALL Unint. Use wildcard character % for times when you are unsure of multiple character of the field's value, and use a single undercore, when you are unsure of a single character.Example: _ERY or MiCHS. Judge Search Attorney Search Attorney Search Bar Number: Mark be numerc. First Name: City: SEARCH RESET Participant Search	

Once you've entered the information, click on the search button. When you see the correct attorney, click on the bar number in the ID column. The bar number is the official identifier for attorneys in the DNet system.

#### Please note: multiple addresses may come up. Choose the office address of the attorney.

For attorneys, the participant role must be entered using the dropdown menu. Also enter the start date using the calendar, make sure the address is correct, and click "add."

Add any other attorneys to the case.

<u>Other participants</u>: Adding other participants to the case is also easier the more information you have. For adults, the system is searching drivers' records. The ID number is the Driver's License Number. In this example, we will add the CASA volunteer.



Re Edit View Favorite Tools Hep	- ◎ × ↑★♀
DNet Case Management System	DROBINSON
Main Page     Addive Case List     Just By Advanting     List By Closes data     List By Closes     List By Closes     List By Closes data     Li	

The less information you entered, the more records you'll have to look through. In this example, I entered Robinson as the last name and Dian% as the first name. This is a good strategy if you're not sure how the first name is spelled (could be Diann, Dianne, Diane). The % is a "wild card" character. In this case, it brought up 90 individuals, two of them with all information identical except for address.

If you are searching by name and it is a common name, it will bring up many responses. If this happens, you can page through the records using "next," "previous," or by using the drop down menu. Do NOT guess on the person if you are not sure.

File Edit View Favorites Tools		:p/f?p=526:5:1: 🌶	0 - ≙ ⊵ ¢ x	Person	Search	,	1 5 7 5	100	- 1		1	14.0	100	ਰ <mark>- ×</mark> ਜੇ ★ ਲੋ
×														
List By Chris Case ID     List By Closed AAL     Closed Case List     Logoff     Reports	HINT	the field's val	ue, and use a	single unde	erscore _ w	hen								*
	Judge	Search												
	Attorne	y Searc	h 🔳 )											
	Particip	oant Sea	rch 🔳											
	Participar	it Search F	Results										)	
	ID		First Name	MI	SSN	DOB	Address	City	State	Zip	C.H.R.I.S ID	Date Added		E
	60CA03845	ROBINSON										23-OCT-06		
	<u>60C961622</u>		DIANA									17-AUG-00		
	60CA67614	ROBINSON	DIANA				11500 CHICOT RD. LOT 54	LITTLE ROCK	AR	72209		24-AUG-00		
	60CB00709	ROBINSON	DIANA				6111 QUEENSBORO DRIVE #C	LITTLE ROCK	AR	72209		14-NOV-06		
	60CB00712	ROBINSON	DIANA				6111 QUEENSBORO DRIVE #6	LITTLE ROCK	AR	72209		14-NOV-06		
	60CB16463	ROBINSON	DIANA				6111 QUEENBORO DR, #6	LITTLE ROCK	AR	72209		10-APR-09		
	<u>929223203</u>	ROBINSON	DIANCA	OCTAVIA		-MAY-91	5912 TIMBERSIDE RD	LITTLE ROCK	AR	72204		14-JUN-08		
	60CA12996	ROBINSON				-MAY-91	6 MELDIA DR	LITTLE ROCK	AR	72209		26-FEB-08		
	60CB10192	ROBINSON				-MAY-91	9200 WOODFORD	LITTLE ROCK	AR	72209		20-MAY-08		
	<u>916894389</u>		DIANE	DENISE		-DEC-66	709 EAST MARKET	SEARCY	AR	72143		02-JAN-06		
AD MARKET	907910908		DIANE	J		-OCT-49	315 EUBANKS RD	JACKSONVILLE	AR	72076		28-FEB-07		
	903816311	ROBINSON	DIANE	LESLIE		-SEP-67	435 CADRON GAP	CONWAY	AR	72032		02-JAN-06		
	903816311	ROBINSON	DIANE	LESLIE		-SEP-67	1204 WINFIELD STREET	CONWAY	AR	72032		02-JAN-06		
L'AND	<u>906199704</u>		DIANE	N		I-OCT-53	2014 GAINES ST	EL DORADO	AR	71730		02-JAN-06		
	<u>912822383</u>	ROBINSON	DIANE	S	29	-DEC-62	104 VEARL ST	HOT SPRINGS	AR	71913		02-JAN-06		
									Prev	vious row(s	s) 16 - 30 of 66	▼ Next ≥		
	0.03												1	-
4							III							- F



In this case, I know the correct one and can click on the ID number. For people you work with frequently keeping their ID numbers (driver's license) handy might save you some time. In that case, just enter the Driver's License number in the ID box.

When you have identified the person, click on their ID number. You'll then need to add their role using the dropdown box and add the start date, either by typing it in or clicking on the calendar, and click "add."

#### Important points regarding case participants

- When viewing the case participants, you can sort the list by participant type, start date, or end date. Simply click the heading you wish to sort by.
- If there are more than 10 case participants, they will not all display on the first page. Click on the Next button at the bottom of the list of case participants.
- If a minor mother is both a parent and a juvenile in the same case, she should be entered twice: once as a parent and once as a juvenile.
- If a parent's rights have been terminated, it is critical to enter an end date for that parent (and associated parent counsel) when the termination happens.
- You can add interveners, secondary caseworkers, adoption specialists, or ILP coordinators as participants to the case as needed.



### Removing or Changing Case Participants Associating Parties

<u>Ending a participant on a case</u>: It is very important to put an "end date" for anyone no longer involved in a case. Examples might include when an attorney leaves or changes caseload, when a judge steps down, or when a parent's rights are terminated.

Associating participants: Attorneys/clients and parents/children should be associated in DNet.

On the case overview page, click on the edit button to the right of the end date column.

Management Syste	m						DF
te List	_	-					
Juvenile	se Overview	W					Court Orders
CHRIS Case ID Closed AAL				Rese	t Update	Case	No Court Orders Loaded.
se List	County: GA	DI AND	Orinian	File Date: 08	10.0000	1	
ocket#				se Status: OP			
		TH E CIRCUIT 26JV-09-3000		ise status: OP	EN		
CHE	RIS Case ID:	2639-09-3000					
							Uple
Case	e Name: MARSH	HALL		Case Statu	s/Closure		6
							Admitted Documents
Cas	se Particip	ants					Doc Types: Petitions, Evidence, and Other Admitted Docume
				6	Add Participa	nts	
-	Click House To.	Manufacture Caracter	271				No Admitted Documents Loaded.
		View/Add Case Contact					No Admitted Documents Loaded.
C.	nk System ID	Name	Participant Type	Start Date	End Date		No Admitted Documents Loaded.
		Name MARGARET A R BEAM		Start Date 18-AUG-09			No Admitted Documents Loaded.
	nk System ID	Name MARGARET A R BEAM DEBRA LYNN	Participant Type			R	
	nk System ID AR84010 913211337	Name MARGARET A R BEAM DEBRA LYNN KENNEMER	Participant Type A ATTORNEY AD LITEM CASA SUPERVISOR	18-AUG-09 30-AUG-09		R	
	AR84010	Name MARGARET A R BEAM DEBRA LYNN	Participant Type & ATTORNEY AD LITEM	18-AUG-09			Uple Shared Documents
	nk System ID AR84010 913211337	Name MARGARET A R BEAM DEBRA LYNN KENNEMER DIANE LESLIE	Participant Type A ATTORNEY AD LITEM CASA SUPERVISOR COURT APPT SPECIAL	18-AUG-09 30-AUG-09			Uple
	System ID           AR84010           913211337           903816311           @252700	Name MARGARET A R BEAM DEBRA LYNN KENNEMER DANE LESUE ROBINSON TIM MARSHALL	Participant Type A ATTORNEY AD LITEM CASA SUPERVISOR COURT APPT SPECIAL ADVOCATE FATHER	18-AUG-09 30-AUG-09 18-SEP-09 18-AUG-09			Upt Shared Documents Doc Types: And Cout Orders and Cout Reports/other documents not yet admitted into extence
	System ID           AR84010           913211337           903816311           @252700           C18ED02	Name MARGARET A R BEAM DEBRA LYNN KENNEMER DUANE LESUE ROBINSON TIM MARSHALL HON. VICKI COOK	Participant Type A ATTORNEY AD LITEM CASA SUPERVISOR COURT APPT SPECIAL ADVOCATE FATHER JUDGE	18-AUG-09 30-AUG-09 18-SEP-09 18-AUG-09 18-AUG-09			Upto Shared Documents Doc Types: draft Court Orders and Court Reports/other
	System ID           AR84010           913211337           903816311           @252700           C18ED02	Name MARGARET A R BEAM DEBRA LYNN KENNEMER DANE LESUE ROBINSON TIM MARSHALL	Participant Type A ATTORNEY AD LITEM CASA SUPERVISOR COURT APPT SPECIAL ADVOCATE FATHER	18-AUG-09 30-AUG-09 18-SEP-09 18-AUG-09			Upt Shared Documents Doc Types: And Cout Orders and Cout Reports/other documents not yet admitted into extence
	System ID           AR84010           913211337           903816311           @252700           C18ED02           @252702           @252704	Name MARGARET A R BEAM DEBRA LYNN KENNEMER DUANE LESUE ROBINSON TIM MARSHALL HON. VICKI COOK	Participant Type A ATTORNEY AD LITEM CASA SUPERVISOR COURT APPT SPECIAL ADVOCATE FATHER JUDGE	18-AUG-09 30-AUG-09 18-SEP-09 18-AUG-09 18-AUG-09			Upt Shared Documents Doc Types: And Cout Orders and Cout Reports/other documents not yet admitted into extence
Lin	System ID           AR84010           913211337           903816311           @252700           C18ED02           @252702           @252701	Name MARCARET A R BEAM DEBRA LYNN KENNEMER DIANE LESUE ROBINSON TIM MARSHALL HON. VICKI COOK SIERRA MARSHALL STEVIE MARSHALL	Participant Type A ATTORNEY AD LITEM CASA SUPERVISOR COURT APPT SPECIAL ADVOCATE FATHER JUDGE JUVENILE JUVENILE	18-AUG-09 30-AUG-09 18-SEP-09 18-AUG-09 18-AUG-09 18-AUG-09 18-AUG-09			Upter Shared Documents Doc Types: datl Cout Orders and Cout Reports/other documents not yet admitted into endence No Shared Documents Loaded.
	System ID           AR84010           913211337           903816311           @252700           C18ED02           @252702           @252704	Name MARGARET A R BEAM DEBRA LYNN KENNEMER DANE LESUE ROBINSON TIM MARSHALL HON. VICKI COOK SIERRA MARSHALL	Participant Type & ATTORNEY AD LITEM CASA SUPERVISOR COURT APPT SPECIAL ADVOCATE FATHER JUDGE JUVENILE JUVENILE MOTHER	18-AUG-09 30-AUG-09 18-SEP-09 18-AUG-09 18-AUG-09			Upt Shared Documents Dec Types: dat Cout Orders and Cout Reports/other documents not yet admitted into exidence No Shared Documents Loaded. Upt
	System ID           AR84010           913211337           903816311           @252700           C18ED02           @252702           @252701	Name MARCARET A R BEAM DEBRA LYNN KENNEMER DIANE LESUE ROBINSON TIM MARSHALL HON. VICKI COOK SIERRA MARSHALL STEVIE MARSHALL	Participant Type A ATTORNEY AD LITEM CASA SUPERVISOR COURT APPT SPECIAL ADVOCATE FATHER JUDGE JUVENILE JUVENILE	18-AUG-09 30-AUG-09 18-SEP-09 18-AUG-09 18-AUG-09 18-AUG-09 18-AUG-09			Upter Shared Documents Doc Types: datl Cout Orders and Cout Reports/other documents not yet admitted into endence No Shared Documents Loaded.

This will bring up this page, where you can enter the end date. If you are entering an end date for a juvenile on the case, you'll also need to enter a reason (see the section on closing a case).

DNet Case Managemen	nt System	DROBINSO
Main Page     Active Case List     Active Case List     List By Christ Case ID     List By Christ AAL     Closed Case List     Logoft     Reports	Docket#; DN26JV-09-3000 Case Name: MARSHALL  Participant Maintenance  Return to Case SUBMIT UPDATE  Participant Type: ATTORNEY AD LITEM Name: MARGARET A R BEAM	
	Start Date: D0/15/2000 Em End Date: Format(MM0D/YYY)	
	Participant Address	
	Participant Address Address: 1001 W. GRAND AVE., SUITE A	
	Address: 1001 W. GRAID AVE., SUITE A	
	Address: 1001 W. GRAND AVE., SUITE A           City: HOT SPRINGS         State: AR         Zip Code: 71913	
	Address: 1001 W. GRAID AVE., SUITE A           City: HOT SPRINGS         State: AR         Zip Code: 71913           Office Phone:         Other Phone: 501-321-1551         Fac: 501-321-1553           Email Address: MBEAM@HOTSPRINGS NET         Fac: 501-321-1553	
	Address: 1001 W. GRAID AVE, SUITE A           City: HOT SPRINGS         State: AR         Zip Code: 71913           Office Phone:         Other Phone: 501-321-1551         Fax: 501-321-1553	
	Address: 1001 W. GRAID AVE., SUITE A City: HOT SPRINGS State: AR Zip Code: 71913 Office Phone: Other Phone: 501-321-1551 Fac: 501-321-1553 Email Address: MEEAM@HOTSPRINGS NET Associated Parties Sever Party Associations	
	Address: 1001 W. GRALD AVE., SUITE A City: HOT SPRINGS State: AR Zip Code: 71913 Office Phone: Other Phone: 101-321-1551 Email Address: MIELAMQHOTSPRINGS NET Associated Parties Save Party Associations	
	Address: 1001 W. GRAID AVE., SUITE A City: HOT SPRINGS State: AR Zip Code: 71913 Office Phone: Other Phone: 101-021-1551 Fac: 501-321-1553 Email Address: MBEAMQHOTSPRINGS NET  Associated Partice Save Party Associations Assoc Participant Type Name	



Putting an end date does the following:

- The person will no longer be able to access the case in DNet.
- The person will not show up on the list of people attending hearings for any future hearings.
- The person will not appear on any other pages for hearings after the end date, including on the orders pages or on the notice section.

If someone's role in the case changes, you must put an end date to her first role, and then enter her as a "new" participant with their new role in the case.

<u>Adding a new judge to a case</u>: If the judge on a case changes, you must enter a new judge when you put an end date for the previous judge or you will not be able to access hearing pages. When adding a judge, follow the instructions for adding an attorney, but select "judge" for participant role.

The same page allows you to associate parties.

File Edit View Favorites Tools Help					_
X					
Closed Case List				1	
Closed Case List     Logoff     Reports Pa		Return to Case	SUBMIT UPDATE		ŕ
• Reports Pa	articipant Type: ATTORNEY AD LITEM	Name: MARGARET A R BEAM			
	art Date - 08/18/2009	No.			
St	art Date : 08/18/2009	End Date:			
	i office (with bost i i i i)	1011102(00000001111)			
				1	
P	articipant Address			1	
Ar	idress: 1001 W. GRAND AVE., SUITE A				
					Ξ
Ci	ty: HOT SPRINGS	State: AR Zip Code: 71913			
		Phone: 501-321-1551 Fax: 501-321-155	2		
			, 		
	mail Address: MBEAM@HOTSPRINGS.NET				
	ssociated Parties				
	ssociated Parties				
		Save	Party Associations		
A	ssoc Participant Type	Name			
1	PARENT COUNSEL APPOINTED	WILLIE PERKINS JR			
1	CASA SUPERVISOR	DEBRA KENNEMER			
Summer T	COURT APPT SPECIAL ADVOCATE	DIANE ROBINSON			
	MOTHER	SARAH MARSHALL			
Carlot Carlot	FATHER	TIM MARSHALL			
1	JUVENILE	STEVIE MARSHALL			
	JUVENILE	SIERRA MARSHALL			
		1	- 7		
				,	Ť

Simply click on the parties who should be associated. In this case, it is the page for the attorney ad litem, whose name is at the top, so I clicked the juveniles she represents. Then click "Save Party Associations." This should be done to associate attorneys ad litem and parent counsel with clients and also to associate parents with children.



### **Case Contacts**

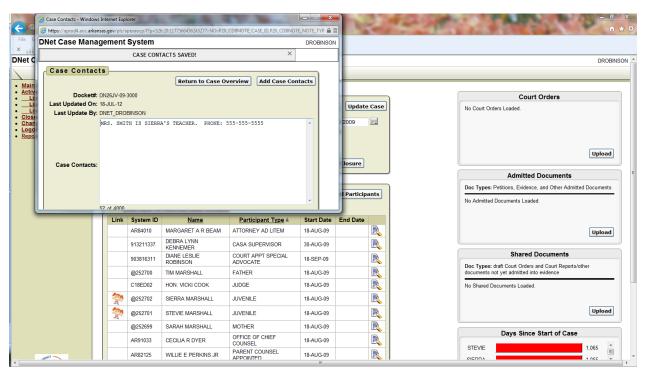
The case contacts is a text field in which you can add names, addresses, email addresses, or phone numbers of anyone else useful to the case. All participants to the case will be able to see this field. Individuals in the case contacts section will not receive any sort of notifications from the system, however, and they will not appear as potential attendees at a hearing. Using this feature is optional.

Click the "Click here to view/add case contacts"

	nt System	1						D
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<u> </u>								
<u>Main Page</u> <u>Active Case List</u> <u>List By Juvenile</u> List By CHRIS Case ID	Case	e Overviev	N		Rese	t Update (		Court Orders
List By Closed AAL					Rese	update c	case	No Court Orders Loaded.
<u>Closed Case List</u> <u>Change Docket #</u>		County: GA	RLAND	Original	File Date: 08/	18/2009		
Logoff     Reports		District: 181	TH E CIRCUIT	Ca	se Status: OPI	EN		
- ropens		Docket#: DN	26JV-09-3000					
	CHRIS	6 Case ID:						Uple
	Case	Name: MARSH	ALL		Case Statu	s/Closure		
								Admitted Documents
	Case	Particip	ants		_			Doc Types: Petitions, Evidence, and Other Admitted Docum
						Add Participa	nts	
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		lick Here To	View/Add Case Contact	ŝ				No Admitted Documents Loaded.
			View/Add Case Contact	Participant Type 🛦	Start Date	End Date		No Admitted Documents Loaded.
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		System ID	Name	Participant Type				Uph
		System ID AR84010	Name MARGARET A R BEAM DEBRA LYNN	ATTORNEY AD LITEM	18-AUG-09		R R	Uple Shared Documents
		System ID           AR84010           913211337	Name MARGARET A R BEAM DEBRA LYNN KENNEMER DIANE LESLIE	ATTORNEY AD LITEM CASA SUPERVISOR COURT APPT SPECIAL	18-AUG-09 30-AUG-09			Uph
		System ID           AR84010           913211337           903816311	Name MARGARET A R BEAM DEBRA LYNN KENNEMER DIANE LESLIE ROBINSON	ATTORNEY AD LITEM CASA SUPERVISOR COURT APPT SPECIAL ADVOCATE	18-AUG-09 30-AUG-09 18-SEP-09		R R	Uph Shared Documents Doc Types: draft Court Orders and Court Reports/other
		System ID           AR84010           913211337           903816311           @252700	Name MARGARET A R BEAM DEBRA LYNN KENNEMER DIANE LESLIE ROBINSON TIM MARSHALL	Participant Type      ATTORNEY AD LITEM     CASA SUPERVISOR     COURT APPT SPECIAL     ADVOCATE     FATHER	18-AUG-09           30-AUG-09           18-SEP-09           18-AUG-09			Uph Shared Documents Doc Types: draft Court Orders and Court Reports/other documents not yet admitted into evidence
		System ID           AR84010           913211337           903816311           @252700           C18ED02	Name MARGARET A R BEAM DEBRA LYNN KENNEMER DIANE LESLIE ROBINSON TIM MARSHALL HON. VICKI COOK	Participant Type A ATTORNEY AD LITEM CASA SUPERVISOR COURT APPT SPECIAL ADVOCATE FATHER JUDGE	18-AUG-09           30-AUG-09           18-SEP-09           18-AUG-09           18-AUG-09           18-AUG-09			Uph Shared Documents Doc Types: draft Court Orders and Court Reports/other documents not yet admitted into evidence
		System ID           AR84010           913211337           903816311           @252700           C18ED02           @252702	Name MARGARET A R BEAM DEBRA LYNN KENNEMER ROBINSON TIM MARSHALL HON. VICKJ COOK SIERRA MARSHALL	Participant Type A     ATTORNEY AD LITEM     CASA SUPERVISOR     COURT APPT SPECIAL     ADVOCATE     FATHER     JUDGE     JUVENILE	18-AUG-09           30-AUG-09           18-SEP-09           18-AUG-09           18-AUG-09           18-AUG-09           18-AUG-09			Uph Shared Documents Doc Types: draft Court Orders and Court Reports/other documents not yet admitted into evidence No Shared Documents Loaded. Uph
		System ID           AR84010           913211337           903816311           @252700           C18ED02           @252702           @252701	Name MARGARET A R BEAM DEBRAL VINN KENNEMER DIANE LESUE ROBINSON TIM MARSHALL HON. VICKI COOK SIERRA MARSHALL STEVIE MARSHALL	Participant Type A ATTORNEY AD LITEM CASA SUPERVISOR COURT APPT SPECIAL ADVOCATE FATHER JUDGE JUVENILE JUVENILE	18-AUG-09           30-AUG-09           18-SEP-09           18-AUG-09           18-AUG-09           18-AUG-09           18-AUG-09           18-AUG-09           18-AUG-09           18-AUG-09			Uph Shared Documents Doc Types: draft Court Orders and Court Reports/other documents not yet admitted into evidence No Shared Documents Loaded.

A text box appears. It indicates who last edited the field and when.







### **Uploading documents**

Court orders must be uploaded to the system. Other documents may be uploaded for the convenience of the parties to the case, but are not required.

There are three places to upload documents into DNet. The first is the "Court Orders" section, which is the required one. The second is "Admitted Documents," and the third is "Shared Documents." The judge will be able to see documents only in the "Court Orders" and "Admitted Documents" sections but will not be able to see those in the "Shared Documents" section. All other individuals assigned to the case and who have either DNet or CHRIS access will be able to see any uploaded document.

DNet Case Management	System	ı –						DROBINSON
Main Page     Active Case List     Active Case List     List By Juvenile     List By Juvenile     List By Closed AAL     Closed Case List     Change Docket #     Logoff     Reports	CHRIS Case I		RLAND TH E CIRCUIT 26JV-09-3000 HALL	-	Resc File Date: 08, se Status: OP Case Statu	18/2009 EN		Court Orders No Court Orders Loaded. Upload  Admitted Documents Doc Types: Petitions, Evidence, and Other Admitted Documents
		lick Here To	View/Add Case Contacts	5				No Admitted Documents Loaded.
	Link	System ID	Name	Participant Type	Start Date	End Date		
		AR84010	MARGARET A R BEAM	ATTORNEY AD LITEM	18-AUG-09		R	Upload
		913211337	DEBRA LYNN KENNEMER	CASA SUPERVISOR	30-AUG-09		R	
		903816311	DIANE LESLIE ROBINSON	COURT APPT SPECIAL ADVOCATE	18-SEP-09		R	Shared Documents
		@252700	TIM MARSHALL	FATHER	18-AUG-09		R	Doc Types: draft Court Orders and Court Reports/other documents not yet admitted into evidence
		C18ED02	HON. VICKI COOK	JUDGE	18-AUG-09		R	No Shared Documents Loaded.
	1	@252702	SIERRA MARSHALL	JUVENILE	18-AUG-09		R	
	1	@252701	STEVIE MARSHALL	JUVENILE	18-AUG-09		R	Upload
		@252699	SARAH MARSHALL	MOTHER	18-AUG-09			

All documents should be uploaded as PDF files. See information in the next section about creating PDF files. To upload court orders, click on the "upload" button in the "Court Orders" box. This screen will appear:

DNet Case Managemer	nt System	DROBINSON
Main Page     Active Case List		
List By Juvenie     List By Christ Case ID     List By Closed AAL     Closed Case List     Closed Case List     Closed Case List     Reports	Docket #: DN26JV-09-300 Case Name: MARSHALL	F
	Upload Finish  Click on the Document Name to view an uploaded document. No Documents Loaded For This Case.	



All court orders must be associated to a specific hearing. Click the down arrow next to Hearing Types to select the type of hearing, then click the appropriate related hearing date. The hearing MUST have been entered into DNet prior to associating an order! Once the hearing type and date have been selected, choose the PDF file from your computer using the "browse" button. Include a few words to describe the document, and click upload. Once the document is successfully uploaded, the name will appear in a table on the screen. Click "Finish" to return to the case overview. If you have an agreed order, connect it to the most recent hearing and indicate in the abstract box that it is an agreed order after the hearing.

Admitted documents include any documents admitted as evidence to the case. Click on "Admitted Documents." The following screen will appear:

DNet Case Manageme	nt System	DROBINSON
<u>Main Page</u> <u>Active Case List</u> <u>List By Juvenile</u>	Docket #: DN26JV-09-3000 Case Name: MARSHALL	
List By CHRIS Case ID     List By Closed AAL     Closed Case List     Logoff	DNet Document Upload	
Reports	Document Type: ADMITTED DOCUMENTS Select Document Sub-type Doc Sub Type-  If OTHER is selected, enter the description in the textbox below!	
	Document File Name Browse	
	Abstract A	Ħ
	(Upload) Einish	
	DNet Case Documents	
	Click on the Document Name to view an uploaded document.	

Choose the document sub-type (petition, evidence, other), then enter the date the document was admitted.

Net Case Manageme	nt System									DROBI
Main Page Active Case List List By Juvenile	Docket #: DN26JV-09	-3000	Case	e Nam	e: MAR	RSHA	ALL			
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	Direc case Docume	29	30 31			Ī				
	Click on the Document Na	me to view	an uploade	d docum	ent.					
	File Date	Name			Туре		Category Related Hearing	Description	Owner	

Click browse, find the PDF document on your computer, click upload, and then finish.

The "Shared Documents" section is for documents you may wish to share with others prior to a court hearing. For example, there may be a CASA court report ready prior to the hearing. Click on "upload" in the "Shared Documents section. This screen will appear:



DNet Case Managemer	nt System	DROBINSON
Main Page     Active Case List     List By Juvenie     List By Juvenie     List By CHRIS Case ID     List By Closed AAL     Closed Case List     Logoff     Reports	Docket #: DN26JV-09-3000 Case Name: MARSHALL  DNet Document Upload  Document Type: SHARED DOCUMENTS Select Document Sub-type: -> If OTHER is selected, enter the description in the textbox below! Document File Name  Abstract	
	Upload Finish DNet Case Documents Click on the Document Name to view an uploaded document.	

Choose the document sub-type (court reports or other), use the browse button to locate the document on your computer, and click upload. Once it has uploaded, you will see it appear in the table of documents. Click finish.

DNet Case Managemer	System D	ROBINSON	-
Main Page     Active Case List     List By Juvenile     List By CHRIS Case ID     List By Closed AAL     Closed Case List	Document Sucessfully Loaded! × Docket #: DN26JV-09-3000 Case Name:		
Logoff     Reports	DNet Document Upload		
	Document Type: SHARED DOCUMENTS         Select Document Sub-type:         COURT REPORTS         Inter Date Court Report Submitted:         09/02/2009         Document File Name         Abstract		
	Upload Finish		
	DNet Case Documents Click on the Document Name to view an uploaded document.		
	File Date Name Type Category Related Hearing Description Owner		-
	09/02/2009 Marshall CASA court report.odf SHARED DOCUMENTS COURT REPORT DOBINSON		



#### **Creating PDF Files**

Upload all documents as PDF files. There are at least four ways to create a PDF file

- 1. Use Adobe Acrobat.
- 2. If you have Microsoft Office 2010 or later, first save your document as a Word document. Then choose "save as" and select PDF as the type. This will not be editable, which is why it's so important to first save it as a Word document!
- 3. Scan a document (recommended for documents with original signatures, such as court orders) and save it to your computer.
- 4. Use a program such as "doPDF" available free online. With this program, go to the print menu, and select "doPDF" as the printer and click "OK".

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Rather than printing, it will save the document as a PDF file on your computer.



### **Child Information**

To get to information pertaining to a specific child:

- Click on case list.
- Choose the case.
- Click on the child icon next to the child's name.

	Case M	lame: MARSH	HALL		Case Statu	s/Closure	
	-						Admitted Documents
ſ	Case	Particip	ants			Add Participants	Doc Types: Petitions, Evidence, and Other Admitted Docu
					L.	Add Participante	File Name Date Added V Author
	_		View/Add Case Contacts				MARSHALL AFFIDAVIT.PDF 18-JUL-12 DROBINS
	Link		Name	Participant Type	Start Date		· · · · · · · · · · · · · · · · · · ·
		AR84010	MARGARET A R BEAM	ATTORNEY AD LITEM	18-AUG-09	R	
		913211337	DEBRA LYNN KENNEMER	CASA SUPERVISOR	30-AUG-09	R	
		903816311	DIANE LESLIE ROBINSON	COURT APPT SPECIAL ADVOCATE	18-SEP-09	R	
		@252700	TIM MARSHALL	FATHER	18-AUG-09	R	documents not yet admitted into evidence
		C18ED02	HON. VICKI COOK	JUDGE	18-AUG-09	R	File Name Date Added V Author
		@252702	SIERRA MARSHALL	JUVENILE	18-AUG-09	R	MARSHALL CASA
	2	@252701	STEVIE MARSHALL	JUVENILE	18-AUG-09	R	
		@252699	SARAH MARSHALL	MOTHER	18-AUG-09	R	
		AR91033	CECILIA R DYER	OFFICE OF CHIEF COUNSEL	18-AUG-09	R	Days Since Start of Case
CT		AR82125	WILLIE E PERKINS JR	PARENT COUNSEL APPOINTED	18-AUG-09	R	SIERRA 1,065
						row(s) 1 - 10 of 1	
Danoft Lanoft	Case	Hearing					
						Add Hearing	
		ngs Created.				ridd freding	

The following screen will appear, giving you access to:

- The child's most recent removal (from CHRIS),
- The type of petition,
- The child's date of birth, gender, and race.



DNet Case Managemer	nt System	DROBINSON
Main Page     Active Case List     Active Case List     List By Juvenile     List By Closed AAL     Closed Case List     Logoff     Reports	Docket #; DN28JV-09-3000 Case Name: MARSHALL  Child Case Information  Child Case Information  Child Name: SERRA MARSHALL  CHRIS Client ID:  Petition Type:  Prev DCFS Custody: -  Prev DN Case: -  ICWA: -   Demographics  SSN: DOB: 12/24/2001 Ethnicity: Gender: F Race:  Removals  No Removal Information for Juvenile	

If you believe the information is not correct, please contact Jeff Cotton (jeff.cotton@arkansas.gov).

When you are done viewing the child's information, click "back to case" to return to the case overview for this case, or click on case list in the main menu.



### **Adding a Hearing**

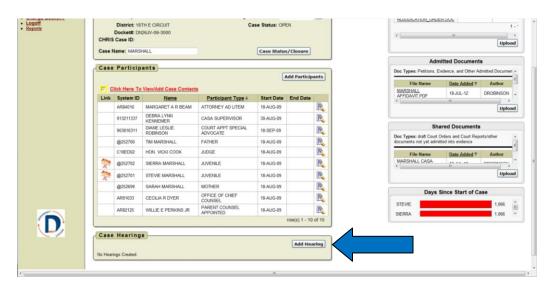
Adding a hearing in DNet does the following things:

- Allows participants to update hearing information.
- Adds the hearing to your calendar on the main page of DNet.
- Sends the hearing date, time, and type to the CHRIS system so that FSWs can see it.

For these reasons, it is important to add a hearing to DNet as soon as it is scheduled.

To add a hearing:

- From your case list, choose the case you want to work on. This brings you to the case overview page.
- From the case overview page, click "add hearing."



If you do not see the "add hearing" button, check to be sure that the judge has been added as a participant on the case!

You will then see this page:



et Case Managemer	tt System	DROBINSC
Aain Page Active Case List List By Juvenile	Docket #: DN26JV-09-3000 Case Name: MARSHALL	
List By CHRIS Case ID List By Closed AAL Closed Case List	Add Hearing Cancel Delete Add Hearing	
ogoff leports	Docket: DN26JV-09-3000	
	Hearing Type: - select Hearing Type: - Hearing Judge: 18TH EAST CIRCUIT DIVISION II Schedule Date:	
	Location Room: DEPENDENCY NEGLECT -	
	Scheduled Hearings	
	No Future Hearings Scheduled	

The docket number and judge will be filled in automatically (though you can change the location if you need to).

Enter the hearing type by selecting a hearing from the drop down box (click the down arrow next to hearing type). If the adjudication and disposition are held as two separate hearings, enter them as separate hearings. Use the disposition hearing type for the second hearing.

Enter the date of the hearing and the start time of the hearing.

Click "add hearing". You will then go back to the case overview page.

**Special note:** if two hearing types are being held simultaneously, enter two hearings with same date but with the time different by 15 minutes. For example, if the PPH and TPR are being held simultaneously at 1 p.m., enter the PPH hearing at 1 p.m. and the TPR hearing at 1:15 p.m.



## **Viewing/Using Hearing Information**

From the case overview page you will see all of the hearings that have occurred or have been scheduled. You can get more information for hearings that have already been created in the system in two ways:

- If you click the date you will be able to look at/edit the scheduled date and time of the hearing.
- For more detailed information, click the pencil next to the hearing you want to view.

						Admitted Documents
Ca	se Particip	ants		C	Add Participants	Doc Types: Petitions, Evidence, and Other Admitted Documer
				e e	Rud Participants	File Name Date Added V Author
		View/Add Case Contacts				MARSHALL AFFIDAVIT.PDF 18-JUL-12 DROBINSON
Li	nk System ID	Name	Participant Type	Start Date	End Date	AFFIDAVIT.PDF
	AR84010	MARGARET A R BEAM	ATTORNEY AD LITEM	18-AUG-09	R	Upla
	913211337	DEBRA LYNN KENNEMER	CASA SUPERVISOR	30-AUG-09	R	
	903816311	DIANE LESLIE ROBINSON	COURT APPT SPECIAL ADVOCATE	18-SEP-09	R	Shared Documents Doc Types: draft Court Orders and Court Reports/other
	@252700	TIM MARSHALL	FATHER	18-AUG-09	R	documents not yet admitted into evidence
	C18ED02	HON. VICKI COOK	JUDGE	18-AUG-09	R	File Name Date Added Author
3	@252702	SIERRA MARSHALL	JUVENILE	18-AUG-09	R	MARSHALL CASA
1	@252701	STEVIE MARSHALL	JUVENILE	18-AUG-09	R	Uplo
	@252699	SARAH MARSHALL	MOTHER	18-AUG-09	R	
	AR91033	CECILIA R DYER	OFFICE OF CHIEF COUNSEL	18-AUG-09	R	Days Since Start of Case
	AR82125	WILLIE E PERKINS JR	PARENT COUNSEL APPOINTED	18-AUG-09	R	STEVIE 1,066 SIERRA 1,066
					row(s) 1 - 10 of 10	
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$\rightarrow \square$	20-AUG-09	01:00 PM PROBA	BLE CAUSE HEARING			
	16-SEP-09	09:15 AM ADJUD	ICATION HEARING			

This is what you can expect to see when you click the pencil next to the probable cause hearing:

Main Page       Active Case List       Hearing Info       Hearing Status         List By Unverile       Docket #:       Case Name::       Save Status         List By Unverile       Main Status       Save Status		nt System		6									SON
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From this page you can:

- See/enter hearing status and who attended the hearing,
- See what upcoming hearings have been scheduled (assuming they've been entered!),
- Click on tabs for status, findings, case goal, orders, evidence, education/visitation, financials, and removal information.
- See/enter notice information, and
- Return to the case overview.

#### The following fields are REQUIRED:

<u>Hearing status</u>: This is where you enter whether the hearing was held, continued, or cancelled. If the hearing is continued, you must enter a reason. Warning: If a hearing is continued, any information entered in the hearing tabs will NOT be carried over to the continued hearing. If a hearing is continued, a new hearing will automatically be created with the same hearing type on the new date.

<u>Attendees</u>: This information can be used to create the court order, so it is very important to enter information accurately. The attendees list comes from the case participants. Check the box next each person's name who is present. There is also a text box available to enter the name of anyone who is at the hearing but is not a



participant in the case. Check the participants AND enter additional persons in the text box BEFORE hitting "save attendees."

If someone is substituting at that hearing, DO NOT check the box of the regularly assigned person, but DO put the name and role of the substitute in the text box.

The following area is OPTIONAL:

Hearing Notice: this allows you to track who provided notice, on what date, and to whom.

Next, you can enter or view details about what happened in a hearing. The hearing information is organized into folders, which you can see across the top.



#### Findings (this tab is REQUIRED)

Clicking on the "findings" folder in the PC hearing brings you to this page:

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Main Page     Active Case List     List By Juvenile     List By CHRIS Case ID     List By CIosed AAL	Docket #: DN26JV-09-3000	Case Name: MARSHALL	Hearing Da		Hearing: PROBABLE	CAUSE HI	EARING	SAVE					
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For each type of hearing, the findings page will look different, depending on what findings are required at that type of hearing. Everything entered on this page will be used to create the court order when that option becomes available. Anything entered in a text box will appear exactly the way it is typed.

If Reasonable Efforts have previously been found, they will appear in a table. This allows attorneys and judges to easily monitor whether reasonable efforts findings are needed (see below).

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	Associate To Juver	RSHALL RSHALL afe for the f	following	children to	return home:				RE TO PREVE REMOVAL - YE		20-AUG-09	The children were removed in an emergency situation in which both children had non- accidental injuries includeing rib fractures, a skull fracture, and bruising.	E
	JUV - SIERRA MAR	RSHALL										row(s) 1 - 1 of	1
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	STEVIE MARSHALL												
	Specifically, the Cou	rt finds th	e juvenil	e(s) were:			×.						



### Case Goal (this tab is REQUIRED starting with Adjudication)

This example is from a later hearing so you can see that the case goal history is displayed for each juvenile. The case goal must be entered separately for each child.

- 1. Choose the juvenile from the drop box at the top of the page.
- 2. Choose the case goal and concurrent goal
- 3. Click "Save Case Goals."
- 4. Choose the next child and repeat the process.

As the case goals are entered, they will display at the bottom of the screen.

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	SIERRA	05-AUG-10	PERMANENCY HEARING	TPR/ADOPTION	GUARDI	ANSH								
	STEVIE	16-SEP-09	ADJUDICATION HEARING	RETURN TO PAR/GUAR/CUSTODIAN	TPR/AD	OPTIC								
•	SIFRRA	16-SEP-09	ADJUDICATION	RETURN TO	TPR/AD									•

**Special note:** if the child is living with the parent/guardian, reunification is the appropriate goal even if the child has already been returned or was never removed.



### **Orders (this tab is OPTIONAL)**

Orders can be entered for the juveniles, parents, and DCFS, though there have to be juveniles, parents, and an FSW entered for the fields to appear. Some of the most common orders, or those spelled out in the law, are available as check boxes. For juveniles, parents, and DCFS there is also a text box to add any additional orders.

Each parent and juvenile is listed on a separate line so orders specific to each individual can be included. If an order applies to more than one person, check the box in each line.

There is also an additional text box for any orders that don't fit anywhere else.

Save each section as you go! After entering the juvenile orders, click save. After entering parent orders, click save. After entering DCFS orders, click save. If you do not do this, orders in other sections will be lost.

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### **Evidence** (this tab is **OPTIONAL**)

The evidence page will also look a little different for each type of hearing. The most common evidence types admitted at each hearing are included as drop down boxes, which have a default of "no". Select yes if those types of evidence are admitted. There's also a text box for other types of evidence and places to enter evidence specific to individuals (such as drug screens, medical records, etc.).

Anything entered on this page will be used to populate the court order when that option is available. What is in the text box will appear exactly as it has been typed.

If a new affidavit is admitted after PC, enter it in the text box.

Click "save" when you are done with the top section (party evidence). When you are done with the general evidence, click "save" for that section.

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			Stat	us <u>Findings</u>	Case Goal	Orders	Evidence	Education/Visitation	Financials	Removal	Return to Case Overview	1
Main Page												-
<u>Active Case List</u> <u>List By Juvenile</u>	Docket #: DN26JV-09-3000	Case Name: MARSHALL	Hearing 20-AUG-2		Hearing: PROBABLE							
List By CHRIS Case ID     List By Closed AAL	DN2637-09-3000	WARONALL	20-406-2	.009	PRODADLE	CAUSE HE	ARING					
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		COUNSELING REPORT ADMITTED	DRUG SCREEN ADMITTED	DRUG/ALC ADM	OHOL RPT	MED	DICAL RECORE ADMITTED	DS PACE ADMITTED	PSYCH ADMIT	EVAL TED	SCHOOL RECORDS ADMITTED	E
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### **Education/Visitation (this tab is OPTIONAL)**

The Visitation section looks the same regardless of the hearing type. The education portion appears beginning at the adjudication hearing. Once it is completed, it will not change unless a case participant changes it: the default will be that it is unchanged from the previous hearing.

One warning: once it is changed, it does not keep a history of what was entered previously. You would need to go back and look at the relevant court order to see the history.

Educational permissions are specific to the parent and child and must be completed for each. These include

- Whether the parent can learn the child's placement from school records,
- Whether the parent can make decisions for the child under IDEA,
- Whether the parent may participate in school activities,
- And whether the parent may view school records.

Clicking the boxes indicates that the parent IS PERMITTED.

Click "save" when you are done with each section!

The **visitation** section is specific to the juvenile. Complete the text box, which will go into the court order exactly as it is written, following the sentence: "The Court finds the visitation plan is appropriate for the juvenile(s) and the parent(s) and the siblings, if separated. Specifically, visitation shall be:"

Hint: If you need the same text for more than one child, type it in the first box, then highlight it and press Ctrl c. Then click in the next box and press Ctrl v. If you put "supervised for two hours weekly with mother, unsupervised for two hours weekly with father." in the text box, it would appear in the order as: "The Court finds the visitation plan is appropriate for the juvenile(s) and the parent(s) and the siblings, if separated. Specifically, visitation shall be: supervised for two hours weekly with mother, unsupervised for two hours weekly with father."

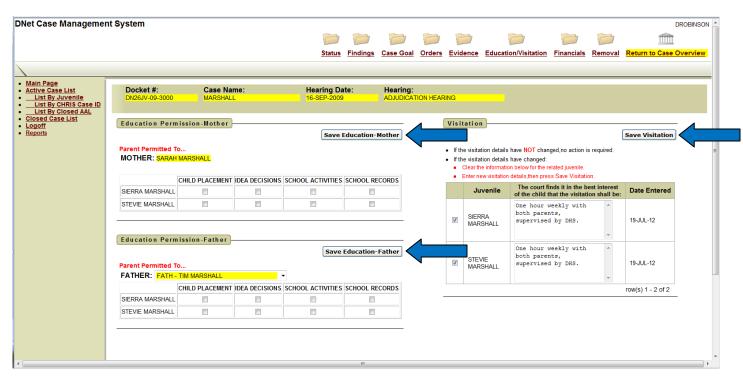
For visitation, the default is that the visitation box is checked. Unchecked means that child does not have visitation with anyone.

If a parent's rights have been terminated and the judge has ordered a goodbye visit, put that in the visitation text box. It might read something like, "The mother shall have a goodbye visit, lasting no more than one hour, in the presence of the children's therapist."

If a parent's rights have been terminated but a relative or relatives have been granted ongoing contact, put the details in the visitation box for the child.

Click "save" when you are done!







### Financials (this tab is OPTIONAL)

This file allows you to enter information about child support, parental income (specific to each parent) and whether the parent has responsibility to pay for services.

Click "save" when done!

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		Status Findings	Case Goal Orders Evide	ence Education/Visitation	Financials Remova	I Return to Case Ove
Page e Case List at By Juvenile at By CHRIS Case ID at By Closed AAL	Docket #: Case Name: DN26JV-09-3000 MARSHALL	Hearing Date: 20-AUG-2009	Hearing: PROBABLE CAUSE HEARING	SAVE		
d Case List If ts	Child Support			esponsibility		
	Child Support Ordered: -Select-			red To Pay For Services:	-Select-	•
	Parent Ordered To Pay: -Select-	•	lf yes, List So	ervices:	*	
	Amount Ordered To Pay: Format:(999.99)				~	
	Effective Date:		Is the parent	required to pay for or reimbu	rse	
	Payment Frequency: -Select-		appointments	nt for failure to keep for drug screens, psychologi	cal -Select	
	Child Support Redirected: -Select-		evaluations o Department?	r other services funded by the	e	
	Redirected From: -Select-					
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D	·					
Date:	*					
	Father Income/Resources:					



### Removal

The removal information is populated from CHRIS, though additional information can be added in DNet.

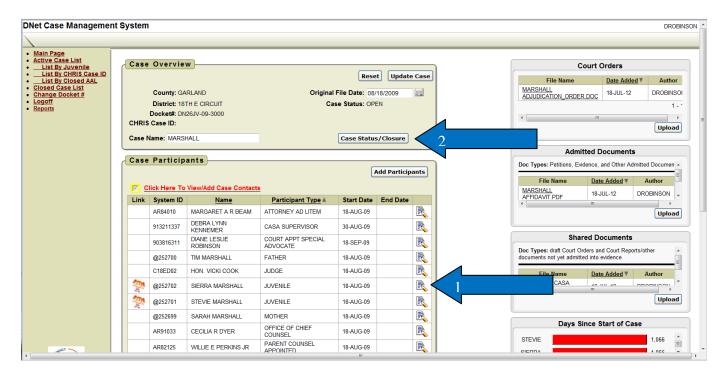
The petition type (30 day, emergency, emergency less-than-custody) can be associated to one or more juveniles. If the juveniles have different removal information (different petition dates or types) then first enter the petition type and file date for one child, save, then enter it for the next. Save the petition information before going on to removal information.

DNet Case Managemen	t System							DROBINSON
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		Status Findings	Case Goal Or	ders Evidence	Education/Visitation	Financials	Removal	Return to Case Overview
Main Page     Active Case List     List By Juvenile     List By CHRIS Case ID     List By Closed AAL		aring Date: AUG-2009	Hearing: PROBABLE CAU	ISE HEARING				
<u>Closed Case List</u> <u>Logoff</u>	Petition Info							
Reports	Save Petitio	on Info						
	Petition Type: File Date: -Select Petition Type-							
	Associate to Juvenile(s):							
	UV - SIERRA MARSHALL							
	Removal Information							
					Reset Save F	temoval Info		
	Who was the child(ren) physically removed from?	MOT - MARSHALL SA FATH - MARSHALL T		ere if OTHER, and a tex	tbox will appear to enter the na	ne.	•	
	Who was the child(ren) legally removed from?	MOT - MARSHALL SA FATH - MARSHALL T	18.4	ere if OTHER, and a tex	tbox will appear to enter the na	ne.		
	Is it contrary to the welfare of the child for the child to return home	? -SELECT Y/N- 🔻				_		
	When child(ren) began living with person from whom removed:			к. 7				
	<ul> <li>Was the first contact of DHS during an emergency?</li> </ul>	-SELECT Y/N						
130	<ul> <li>Person, agency, or institution with, or with a claim to, custody or guardianship of the juvenile(s) (9-27-311(a)(3&amp;4))</li> </ul>			r.				
D	Address of persons with a claim:			<i>h</i>				
	Persons who cannot be found:	NONE MOTHER PUTATIVE/LEGAL FA PERSON W/CLAIM	THER					
		Hold down the ctrl key multiple options.	y, to select				_	
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## **Closing a Case**

To close a case, go the Case Overview page. First click on the edit button next to a child's name (arrow 1 below).



This will bring up the "participant maintenance" screen, which looks like this:

DNet Case Managemer	nt System	DROBINSON
<u>Main Page</u> <u>Active Case List</u> List By Juvenile	Docket#: DN26JV-09-3000 Case Name: MARSHALL	
List By CHRIS Case ID     List By Closed AAL     Closed Case List     Logoff     Reports	Participant Maintenance Return to Case SUBMIT UPDATE Participant Type: JUVENILE Name: SIERRA MARSHALL	
	Start Date : 08/18/2009 End Date: Format:(MM/DD/YYYY)	
	Closed Reason: NONE-	
	Closed Context: -Select Closed Context Participant Address Address: City: State: Zip Code:	
	Home Phone: Cell Phone: Fax:	
	Email Address:	
	Associated Parties	
	Save Party Associations	
	Assoc Participant Type Name	
	PARENT COUNSEL APPOINTED WILLIE PERKINS JR	
	Image: Weight and the second	
Street C	CASA SUPERVISOR DEBRA KENNEMER	



Enter the end date for the child. You will then be required to choose a closed reason (the outcome of the case for the child) and the closed context (hearing or agreed order). This must be done for each child separately.

The options for closed reason are shown below:

Closed Reason:	-NONE-	
Gioseu Reason.		
Closed Context:	-NONE-	
	1 OR MORE PARTIES ON RUN STATUS	
	ADOPTION	
	CASE CONSOLIDATED	
	CHILD DECEASED	
	CHILD REACHED MAJORITY	
Dentiete ent	GUARDIANSHIP-NONRELATIVE	
Participant	GUARDIANSHIP-RELATIVE	
	JUV 18-21 OPTED OUT OF CARE	
	JUVENILE ENTERED IN EROR	
Address:	MAJORITY - TURNS 21	
Address.	NO FINDING OF DN	
	OTHER	
City:	PERMANENT CUSTODY-NONRELATIVE	
ony.	PERMANENT CUSTODY-RELATIVE	
Home Phone:	REUNIFICATION W/NONCUSTODIAL PARENT	
	REUNIFICATION W/PARENT/GUARDIAN FROM WHOM REMOVED	
Email Address:	TRANSFER TO ANOTHER JURISDICTION	

Note the difference between "JUV 18-21 OPTED OUT OF CARE" and "MAJORITY - TURNS 21," and that for both guardianship and permanent custody there are relative and non-relative options. For reunification, there are different options for the noncustodial parent, which means noncustodial before the case began, and the parent/guardian from whom the child was removed. Please do not use the option "OTHER" if you can possibly avoid it. If you are uncertain what reason to use, please contact Jeff Cotton (jeff.cotton@arkansas.gov).

Once the reasons and dates have been entered for the child, click "submit update," and repeat with any other children on the case. Only after all of the children have been closed will you be able to close the rest of the case.

Next click on "case closure," (arrow 2). Add the case close date and click "add close date." This will automatically add the end date for all parties to the case. Once a case is closed, you will not be able to edit it.



## **Opening Reports**

Go to http://dnet.aoc.arkansas.gov.

You should see a screen that looks like this:

User Name Password Dele is not the official court record. It is dissipned to make information accessible and mays to use for parties, information would be Differ from the CHRS system is not the official DHS record.	
DNet will be unavailable for routine maintenance at the following times: Monday - Friday from 12:30AM to 2AM Saturday from 10PM to Sunday 12PM (Noon)	

Enter your user name, which you have received from the AOC (for most users it is first initial, middle initial, last name). If you do not have a password, send an email to dnet@arkansas.gov.

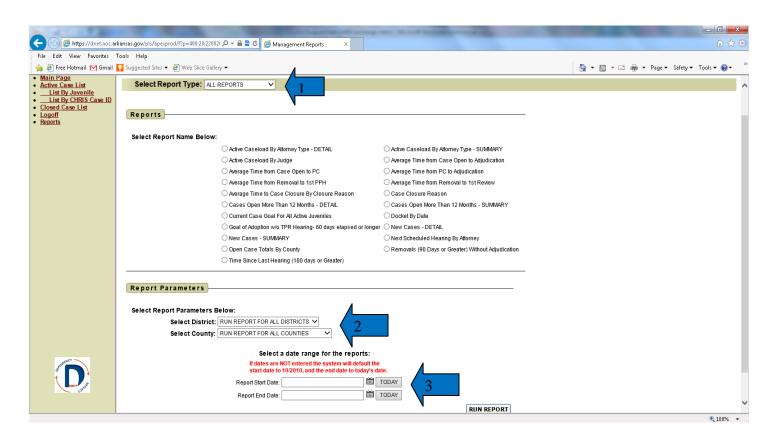
Next, you should see a screen that looks like this:

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This is the main page. From this page, you will be able to access reports by clicking on "Reports" in the menu to the left.



This will bring you to the reports screen. The default is to see all reports, but if you prefer to see fewer options click on the arrow next to "ALL REPORTS". This will let you choose from case management, timeliness reports, and attorney management.



To generate a report:

- 1. Click on the report name.
- 2. If you work in more than one district or county, you can select the district or county (arrow #2). The default is that you will see information pertaining to all cases for which you are a participant.
- 3. If relevant, you can select a date range (arrow #3).

Notes on dates:

If dates aren't entered for a report that requires dates, it will default to providing information from October 2010 to present. The system requires dates in the following format: MM/DD/YYYY. You may find it easier to click on the calendar icon to select the date (arrow #4) or to click on "TODAY" which will insert today's date.





When you request a report, it is run at that moment from the DNet database. You will get up-to-date information, but depending on your internet connection and how much traffic is hitting the database it may take up to two minutes to run. Please be patient.

# **Report Descriptions**

Below is a description of each report.

Name of report	Description	Date required?	Comment
Active Caseload by Attorney Type - DETAIL	By county, shows docket #, open date, case name, current case goal, concurrent case goal.	No	Report is based on current date.
Active Caseload by Attorney Type - SUMMARY	Attorney name, county, total number of cases	No	Report is based on current date.
Active Caseload by Judge	Docket number, open date, case goal, concurrent goal	No	
Average Time from Case Open to Adjudication	By judge, number of cases, average time, and median time.	Yes	Also provides state average and median.
Average Time from Case Open to PC	By judge and county, number of cases, average time, and median time	Yes	Also provides statewide average and median.
Average Time from PC to Adjudication	By judge and county, number of cases, average time between hearings, median time between hearings	Yes	Also provides statewide average and median.
Average Time from Removal to 1st PPH	By judge and county, number of cases, average time, and median time	Yes	Note that the dates are based on case opening, so for a good report the cases have to be old enough to have had a PPH.
Average Time from Removal to 1st Review	By judge and county, number of cases, average time, and median time	Yes	Note that the dates are based on case opening, so for a good report the cases have to be old enough to have had a Review Hearing.
Average Time to Case Closure by Closure Reason	By circuit and county, closure reason, # of cases, average time to closure, median time to closure.	Yes	Default is statewide report. Dates based on case closure. If you select your county or circuit, you will get only that county along with statewide statistics.
Case Closure Reason	By county, # and % of cases closed for each closure reason	Yes	Also includes statewide statistics.
Cases Open More Than 12 Months - DETAIL	By county, docket number, open date, and case name	No	



Cases Open More than 12 Months-SUMMARY	Statewide report by district and county, total numbers only. Statewide total at bottom.	No	
Current case goal for all active juveniles	By county, docket number, juvenile name, age, days case open, and current case goal	No	
Docket by Date	Docket number, case name, days open, type of hearing, hearing time, legal counsel and DCFS assigned to case, parent name(s)	Yes (put date in start)	Must select a judge. Can run this for only one date at a time.
Goal of Adoption w/o TPR Hearing - 60 days elapsed or longer	By county, docket #, date goal first set, days elapsed.	No	Some of these may be old cases where no TPR hearing is entered but has happened.
New Cases Detail	By county, docket #, days opened, # of children on case	Yes	
New Cases Summary	By county, # of cases, # of children	Yes	
Next Scheduled Hearing by Attorney	By county, docket #, hearing type, hearing date	No	
Open Case Totals by County	Statewide report, by district and county, total cases & total children	No	
Removals (90 days or Greater) Without Adjudication	Docket #, juvenile ID, removal date, and days since removal	No	
Time Since Last Hearing (180 days or greater)	Docket #, last hearing type, last hearing date, and time elapsed	No	

If you see errors on the reports, please email **dnet@arkansas.gov**.



# **Special Notes**

### **Required Fields**

Certain fields are required in DNet. These are:

- County, filing date, docket number, case name
- Parties to the case
- Date and type of each hearing and whether it was held.
- Findings of hearings
- Case goals
- Closing reason and date

### Data Exchange

The information exchange will occur at the following times:

9:00 a.m. 12:00 p.m. 3:00 p.m.

11:00 p.m.

This means that any information entered into CHRIS at 8 a.m. would be able to be viewed in DNet after 9 a.m. Any information entered into CHRIS at 9:45 a.m. would be viewable in DNet after noon.

#### **Errors**

If you get an error that starts with "ORA," please contact the help desk. It will be most helpful if you do a screen print of the screen with the error and send the screen print. To do a screen print, look for a key with "PrtSc" or "PrtScn" on your keyboard. It's usually in the upper right section, and you'll need to hold the "Ctrl" key while pushing the "PrtScn" key. Then go to your word processing program, open a new document, and press "Ctrl" and the "V" key to paste the screen shot in

#### Appeals **Appeals**

This system is not yet connected with the Court of Appeals, so this will have to be entered and maintained by one of the case participants.

#### <u>FINS</u>

If a FINS case becomes a dependency-neglect case, then it needs to be initiated as such in CHRIS. If the child is placed in foster care it will come over to DNet as a new removal and we can initiate the case. If the child is not placed in foster care, then you can "call" the case by putting in the CHRIS ID on the case initiation page.



### <u>Tabs</u>

Tabs include the following information. Those marked in bold are required.

- Status: Attendees, hearing status, notice
- <u>Findings</u>: specific to type of hearing, reasonable efforts findings
- <u>Case Goal</u>: case goal for each child, history of goals, adoption information (if relevant)
- Orders: orders for juveniles, parents, DCFS, others (check boxes and text fields)
- Evidence: check boxes for most common types, text box for other
- Education/Visitation: educational rights of the parents, visitation for each child
- <u>Financial</u>: child support, parental income, parental responsibility to pay for services
- <u>Removal</u>: removal date, petition type, petition date, who the child was removed from and on what date



## **DNet Security & Privacy Agreement**

I. \_\_\_\_\_

\_\_\_\_\_, agree to the following:

Printed name

- 1. Confidential information may be used only as permitted by applicable state and federal laws, including A.C.A. § 12-18-201-209 (Child Maltreatment: Offenses & Penalties), A.C.A. § 9-27-309 (Juvenile Code: Confidentiality of Records), and A.C.A. § 9-28-407 (Juvenile Code: Licenses Required & Issued) as well as Arkansas Supreme Court Administration Order 19 (Access to Court Records).
- 2. Any disclosure, use, or attempted use of confidential information for any purpose unrelated to the D-N case will be subject to any remedy at law.
- 3. No one with access to DNet may share his or her username or password with anyone for any purpose.
- 4. No one with access to DNet may store his or her username and password together.
- 5. DNet is to be used only:
  - a. to serve or represent a party or a party's clients in connection with official duties,
  - b. to monitor permanency outcome measures for one's court or county/area,
  - c. to make administrative reports as required, and
  - d. to produce court orders.
- 6. Any computer used for DNet must have:
  - a. Password protection
  - b. Updated anti-virus software
  - c. Updated anti-spyware software
- 7. Any documents downloaded from DNet or information collected from DNet shall not be emailed unless encrypted.
- 8. Care must be taken so that others do not see information on the computer screen. Don't leave DNet up on your screen when visitors may be able to see it. When using DNet in court, turn your computer so that unauthorized individuals cannot see what is on the screen. Log off when leaving your computer unattended, even for a short time.
- 9. If you suspect ANY security problem such as unauthorized access or a compromised password, contact your supervisor and the DNet help desk immediately.
- 10. DNet is not the official court record. It is designed to make information accessible and easy to use for parties. Information viewable in DNet from the CHRIS system is not the official DHS record.

Signature:\_\_\_\_\_

Date:\_\_\_\_\_