



<http://dnet.aoc.arkansas.gov>





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Welcome to DNet Case Initiation

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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.



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:

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, 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.

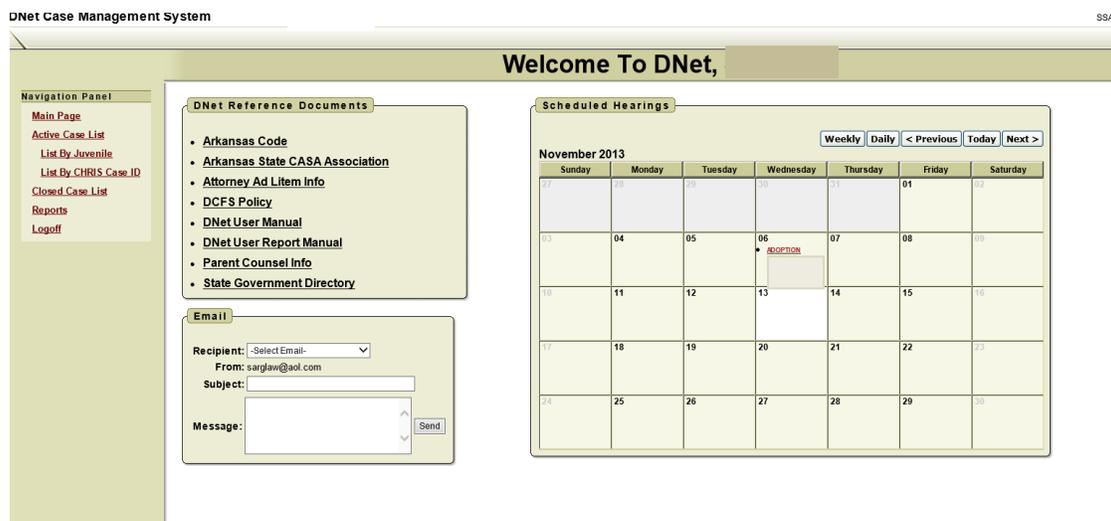
Case Initiation

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

You should see a screen that looks like this:



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, contact Makeisha Davis at makeisha.davis@arkansas.gov.



This is the main page. To access new removals, click on "Active Case List" in the menu on the left side.

This will bring you to a list of cases. On the right side, you will see an area labeled "New Abuse/Neglect Cases from CHRIS." CHRIS is the database used by the Division of Children and Family Services, and when a child's removal is entered in CHRIS the information is shared with DNet. This occurs four times daily. You should only see cases from your county or counties.

- Main Page
- Active Case List_ADMIN
- List By Juvenile
- List By CHRIS Case ID
- List By Closed AAL
- Closed Case List
- Logoff
- Reports

Active DN Cases by AAL Attorney

Docket No.	Case Description	Case Open Date	Attorney
DN16JV-06-333	SANITIZED	08/24/2006	DRANE, JAMES
DN66FJV-12-167	SANITIZED	03/05/2012	HARRIS, DORIS
DN20JV-12-3	SANITIZED	02/13/2012	EASON, WILLIAM
DN63JV-12-85	SANITIZED	02/23/2012	DALSIS, HARLEY
DN72JV-12-295	SANITIZED	03/30/2012	HAGAN, MERRY
DN09JV-09-60	SANITIZED	04/27/2009	MCGOWAN, RONALD
DN15JV-11-67	SANITIZED	06/22/2011	MCCLEOD, PAUL
DN60JV-11-2287	SANITIZED	12/12/2011	MILLS, BETTY
DN73JV-12-84	SANITIZED	03/15/2012	OWENS, COREY
DN35JV-10-689	SANITIZED	06/15/2010	WHITE, MARLA
DN35JV-10-862	SANITIZED	09/27/2010	WHITE, MARLA
DN35JV-11-545	SANITIZED	10/04/2011	WHITE, MARLA
DN33JV-06-43	SANITIZED	06/14/2006	HAMNER, WILLIAM
DN72JV-12-517	SANITIZED	06/20/2012	CARNEY, STOY

Client Info Request

Enter the CHRIS Case ID and the related Juvenile Client ID to request information from DCFS on non-emergency cases.

CHRIS Case ID:

Juvenile Client ID:

Pending Requests:
No Pending Requests

New Abuse/Neglect Cases from CHRIS

County	CHRIS Case ID	Case Name	Removal	Received
LONOKE	22490031	SANITIZED	Y	08/03/2012
MADISON	22495995	SANITIZED	Y	08/03/2012
MISSISSIPPI	22485111	SANITIZED	Y	08/03/2012
SEBASTIAN	22525756	SANITIZED	Y	08/03/2012
WASHINGTON	22460404	SANITIZED	Y	08/03/2012
POPE	22525657	SANITIZED	Y	08/02/2012
WASHINGTON	22525671	SANITIZED	Y	08/02/2012
JACKSON	22525533	SANITIZED	Y	08/01/2012
JEFFERSON	22525354	SANITIZED	Y	08/01/2012



In the area with new abuse/neglect cases from CHRIS, you will see the county, CHRIS case number, case name, and the date the case was received by DNet. As with active cases, you can search for a removal by entering a name in the search box.

To open a case, click on the pencil and paper icon to the left of the county name. The case information screen will come up.

DNet Case Management System

» CASE INFO/PARTICIPANTS GROUNDS/REMOVAL PHI PARENT ORDERS CREATE CASE

- Main Page
- Active Case List_ADMIN
- List By Juvenile
- List By CHRIS Case ID
- List By Closed AAL
- Closed Case List
- Logoff
- Reports

Case Info

CHRIS Case ID: 22490031 County: LONOKE

CHRIS Case Type: REMOVAL CHRIS Case Name: SANITIZED

DCFS Clients/Staff

Click on the NAME of the DCFS Client/Staff to view demographics, address, and phone information.

DNet System ID	Participant Type	Name	CHRIS Client ID
DN308	DCFS CASEWORKER	MACOE JACOB CANADA	
DN695	DCFS SUPERVISOR	CYNTHIA D BARDIN	
DN725	JUVENILE	DION KAY REED	2019634
DN727	JUVENILE	JANE PATRICK MCLASLIN	3840658
DN721	JUVENILE	LORENE H VILLARREAL	3841388
429477672	MOTHER	RENNYS MARIE RINCHUSO	925746

row(s) 1 - 6 of 6

Legal Counsel

Select the legal counsel for each category. If the legal counsel has not been assigned, keep the default value Not Yet Assigned.

Judge: Not Yet Assigned OCC: Not Yet Assigned

AAL: Not Yet Assigned

PC: Not Yet Assigned

If a legal counsel was entered in error, select the checkbox beside their name and press the Delete button.

Participant Type Name

No Legal Counsel added.



In the case info box, make sure the county is correct. You can change it at this stage if the case was filed in a different county.

In the DCFS Clients/Staff box you will see the case participants who came over from the CHRIS system.

Adding Parties

If a juvenile is missing:

- if you have Contexte, look up their ID number and add them to the case (see box to the right).
- if you do NOT have Contexte, email dnet@arkansas.gov. AOC staff will need to look up the juvenile's CHRIS ID number and initiate the case.

If a parent is missing:

- please add that person to the case by clicking on "Add Participants" (see box to right).
- if you do not have Contexte, you can still initiate the case, but please email dnet@arkansas.gov to ask AOC staff to add the parent(s).

If a DCFS staff person is missing:

- do nothing. It is likely to come over as an updated record later.

In the Legal Counsel box, choose the judge, OCC, AAL, and PC. The choices in these boxes are based on the county selected in the case info box. If you don't see the person you need, there are two options:

1. If this is someone who is routinely assigned to cases in your county, please email that information to dnet@arkansas.gov. It is difficult to keep our lists up-to-date and we will appreciate your help with that.
2. If it's an unusual appointment, then click "Add Participants" in the DCFS Clients/Staff box. (You can also do this while you're waiting for a participant to be added to the default lists.)
 - For judges, click the arrow next to "Judge Search." For judge search, the easiest way to find the judge is by putting in the judicial district number followed by a % sign. Then click the ID number in the left column and select the participant role.
 - For attorneys, click the arrow next to "Attorney Search." Enter the bar number if you know it, or the last name and first name if you don't. Click the number in the left column and choose the participant role.
 - For more detailed instructions, see "Adding case participants" in the main DNet user manual.

If you enter someone in error, use the delete box within the legal counsel box.

Adding family participants

(if you have access to Contexte):

1. Click on "add participants"
2. click the arrow next to the type of participant you are adding.
3. Look up the person's ID number in Contexte. Enter that ID number in the ID field and click "search." Leave the rest of the fields blank.

This step is important because individuals sometimes have multiple IDs in Contexte, and it's important to connect to the correct one for this case.

4. Click on the ID number in the left column.
5. Select the participant role.

Once you have finished with the case information/participants tab, click on the "Create Case" tab at the upper right. This page will appear:

Enter the petition type (your choices are emergency custody, emergency less than custody, and 30 day petition) and the file date of the case. To enter the date, you can click on the calendar to the right of the date field and choose the date or type in the date in MM/DD/YYYY format. Click "Save petition info".

In the next box (Official Court Case Info), complete the docket number. The first part of the docket number is generated based on county and is not changeable. The year defaults to the current year, but can be changed if necessary. Fill in the sequence number in the yellow box. Enter the case name, which should be the last name(s) of the juveniles from oldest to youngest.

Select the hearing type of the first hearing (adjudication or probable cause), the date of the hearing (again, click on the calendar or fill it in MM/DD/YYYY format), and the time of the hearing. For now, ignore the location room field. Click on create case/add hearing. This makes the case official in DNet, and this page will appear:

Link	System ID	Name	Participant Type	Start Date	End Date
	AR89024	COREY LEE OWENS	ATTORNEY AD LITEM	25-NOV-13	
	DN308	MICOE JACOB CANADA	DCFS CASEWORKER	25-NOV-13	
	DN695	CYNTHIA D BARDIN	DCFS SUPERVISOR	25-NOV-13	
	C23002	HON. CARLA EVANS	JUDGE	25-NOV-13	
	DN725	DION KAY REED	JUVENILE	25-NOV-13	
	DN727	JANIE PATRICK MCLAULIN	JUVENILE	25-NOV-13	
	DN721	LORENE H VALLAREAL	JUVENILE	25-NOV-13	
	428477672	RENNYS MARIE RINCHUSO	MOTHER	25-NOV-13	
	AR2005214	SYLVIA MARSHALL	OFFICE OF CHIEF PROSECUTOR	25-NOV-13	



This takes you to the active case list section of DNet. This case will now appear on the calendars and the active cases lists of all the legal counsel appointed to the case in DNet. Once orders have been uploaded they will be visible to DCFS caseworkers.

Please note that you cannot create a case if the judge, AAL, and OCC have not been entered!

Splitting a case

Occasionally multiple juveniles will come in one removal record that are actually more than one case. If this occurs, make a note (or print a screen shot) of the juveniles' ID numbers as well as the ID numbers of the parent(s) and the DCFS caseworker and supervisor.

Go ahead and initiate a case for one juvenile (or several juveniles who should be on the same case). You'll then need to create a totally new case for the remaining juvenile(s).



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).
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9. If you suspect ANY security problem such as unauthorized access or a compromised password, contact your supervisor and the DNet help desk immediately.

Signature: _____ Date: _____

First name: _____ Middle Initial: _____ Last name: _____

Preferred name: _____

County/Judicial District: _____

Email address: _____

Role (circle one): Judge AAL PC CASA staff TCA

Other (describe): _____ If TCA or court staff, for which judge? _____