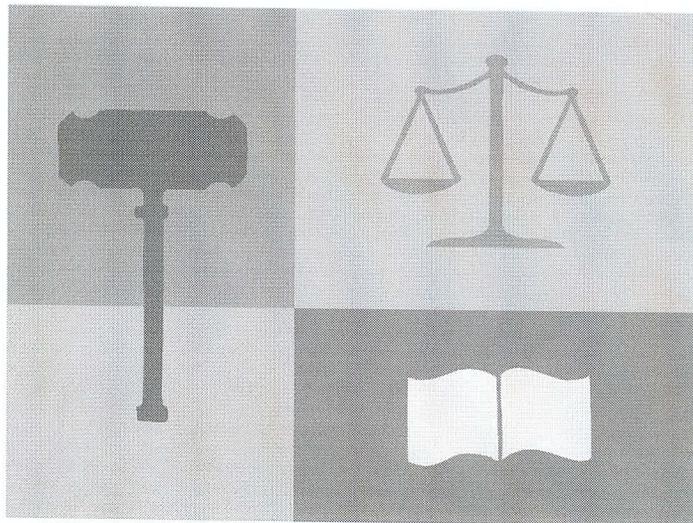


**STATE OF NEW MEXICO
ADMINISTRATIVE OFFICE OF THE
COURTS**

**ADOPTION OF UNIFORM COURT PROCESSES IN
ABUSE AND NEGLECT CASES**



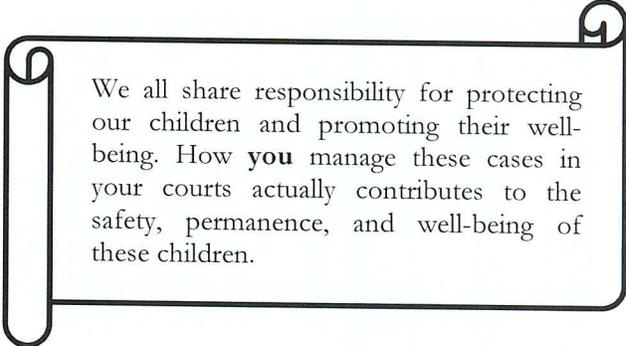
**JUNE 2014- CLERKS' VERSION
A PROJECT OF THE CHILDREN'S COURT IMPROVEMENT COMMISSION**

CHAPTER 1

OVERVIEW OF ABUSE AND NEGLECT CASES

1.1 Introduction

Child abuse and neglect cases are not like other cases handled in New Mexico's District Courts. In the first place, they are sequestered, or closed to the public (Section 32A-4-20 NMSA 1978), and all records are confidential (Section 32A-4-33 NMSA 1978). In the second place, the time requirements in child abuse and neglect cases are rigorous and spelled out both in state law and in federal law.



We all share responsibility for protecting our children and promoting their well-being. How **you** manage these cases in your courts actually contributes to the safety, permanence, and well-being of these children.

State Law: The **New Mexico Children's Code** requirements for key events in abuse/neglect cases are spelled out on the chart on the following page. These include court hearings and reviews as well as other requirements such as mandatory pre-hearing meetings and Citizen Review Board reviews.

Federal Law: The federal **Adoption and Safe Families Act** (ASFA) was enacted to ensure that abused or neglected children do not remain in foster care for very long. The New Mexico Children, Youth and Families Department must make every reasonable effort to avoid removing children from their homes and, if removal is necessary for the safety of the child, the Department must make every reasonable effort to return the children to their homes as soon as possible. If it is not possible for a child to return home safely, the Department must make every reasonable effort to find another permanent home for the child as soon as possible.

1.2 Purpose of These Revisions to Process and Codes

New Mexico courts are required to produce federal and state mandated performance measures in order to assess whether the courts' efforts are in compliance with relevant federal and state laws. These measures are also critical to assessing and improving the courts' efficiency and effectiveness. The performance measures require the courts to focus on permanency, due process, and timeliness as they relate to individual children in legal custody. Child abuse and neglect cases in Odyssey are of course filed and maintained for whole families; individual children are parties within these cases. One or more children can be involved in a case, but not everything that happens in a case will apply equally to every child.

The revisions outlined in this guide will allow us to extract Odyssey data elements about the individual children within these cases and in turn generate the performance measures based on the aggregate of all children involved. These revisions allow us to establish and identify connections between the children and the various respondents in order to measure performance by individual child. They also allow us to tie hearings and events to specific parties.

1.3 Learning Objectives

Over the course of this training, we will accomplish the following objectives:

- 1) Learn how the accuracy of docketing and case management impacts the permanency outcomes for children.

- 2) Better understand the structure of an abuse and neglect case and the participants involved.
- 3) Be able to clearly implement the proper docketing procedures and codes into Odyssey.

1.4 Children's Court

The Children's Court has a critical role in ensuring that the NM Children's Code and ASFA requirements are met. Ultimately, the purpose of Children's Court is to keep children safe, to help families create a safe home for their children, and to create permanency in children's lives, either in their own homes or through adoption or another permanency plan. The Children's Court is not designed to punish parents. The Children's Court does not deal with criminal charges. When criminal charges are appropriate they are filed with the Court through a Grand Jury Indictment, a Criminal Complaint, a Criminal Information or a Citation and result in Criminal Category cases usually of the case type Felony Domestic Violence (District Court), Domestic Violence Felony or Domestic Violence Misdemeanor (Magistrate Court).

In New Mexico, we have Children's Courts that are responsible for making critical decisions in child abuse and neglect cases. When these cases are brought to the Children's Court, the Judge decides whether or not child abuse or neglect, in fact, exists and whether the child may safely remain at home. The Children's Court Judge also decides whether custody of the child should be given temporarily to the state child welfare agency, the Children, Youth, and Families Department (CYFD).

If the child is placed in CYFD custody, the Children's Court Judge will monitor the case. The Judge will order the family to get help and to comply with their case plan. The Judge will hold a number of judicial hearings and reviews to make sure the child is safe and to make sure the family is complying with their case plan. At each hearing, the Judge will make a determination about whether or not efforts are being made to return the child home or to some other permanent arrangement, such as adoption, as soon as possible.

1.5 Children and Families

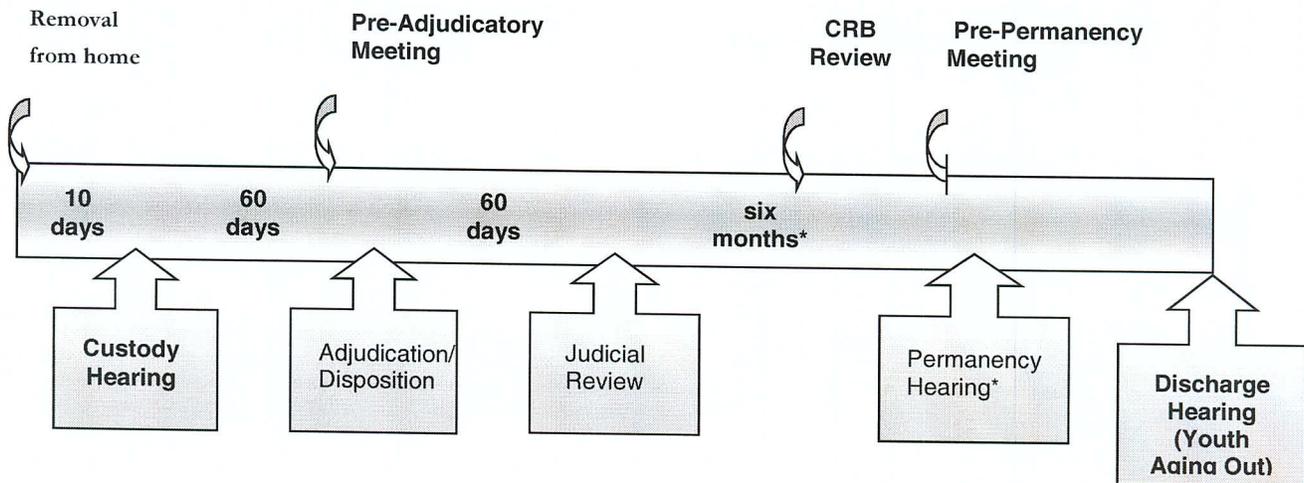
Children who have been abused or neglected may respond in many different ways – there is no standard profile. Typically, an abused or neglected child feels sadness, grief, and loss. The child may also feel responsible and guilty. For some children, it is difficult to trust or find comfort from any adult; other children may be extremely needy. An abused or neglected child is often angry and that anger may be turned outward (in the form of tantrums, violence, aggressiveness) or inward (in the form of depression, self-destructive behaviors, substance abuse, even suicide). Sometimes the child may feel a sense of relief that someone knows what has been happening.

Child abuse or neglect in a family tends to be a secret. When abuse or neglect is reported, the family's secret is exposed and family functioning disrupted. The family's response at first may be denial and blaming. The parents may express anger at the CYFD Worker or look to another adult to blame, perhaps a teacher or someone else they suspect may have reported the abuse or neglect. Even the child victim could be blamed for "causing" the problem. When a child is removed from the family home, the disruption to the family is intensified. For everyone in the family there is a great deal of sadness and loss. It is important to remember that most parents who abuse or neglect their children still love them.

The requirements spelled out in the Children's Code and ASFA are of course critical as both CYFD and the State's District Courts must maintain compliance with these laws. But they also matter in terms of keeping children safe and helping families become better able to ensure the safety and well-being of their children. The time frames were developed with consideration for a child's sense of time. As we get older, the years seem to fly by. Not so for a three-year old – a year is a third of his or her life.

1.6 Hearings in an Abuse/Neglect Case

Most child abuse and neglect cases have at least four Court hearings during the first year. The time lines for these events are spelled out in New Mexico's Children's Code.



**The law requires a Permanency Hearing within six months of the initial judicial review of a child's dispositional order or within twelve months of a child entering foster care.*

1.6.1 Custody Hearing: Within ten working days of when a petition is filed in Children's Court, the Judge will hold a **Custody Hearing**. At that hearing, the Judge will decide if the child should stay in the temporary custody of CYFD until the trial (adjudicatory hearing) is held.

1.6.2 Adjudication and Disposition: The **Adjudicatory Hearing** is a trial before the Judge on the allegations involved in removing the child from home. It must be held within 60 days of the date that the respondent is served the petition. At this trial the Judge decides whether or not there is reason to find that the child has been abused or neglected. The **Dispositional Hearing** is usually held at the same time as the Adjudication. If not, it must be held within 30 days of the Adjudicatory Hearing. At this hearing, the Judge orders the case plan that the parents must follow in order to have the child returned home.

1.6.3 Initial Judicial Review: Within 60 days of the Disposition, there will be an initial **Judicial Review**. At that time, the Judge will review the case and make sure the case plan is being followed and that the parents and CYFD are all doing what has been ordered. The Judge may order changes in the case plan at that time.

1.6.4 Permanency Hearings: The **Initial Permanency Hearing** is an extremely important event. It is held within six months of the initial Judicial Review or within twelve months of a child entering foster care, whichever occurs first. Before the case goes to the Permanency Hearing, the local **Citizens Review Board** (CRB) meets to review the case and make recommendations to the Judge. At the Initial Permanency Hearing, the Judge hears from CYFD, the GAL or Youth Attorney, the respondent's attorney, the Court Appointed Special Advocate (CASA) if one has been assigned, and others about whether or not the child can be safely returned home.

If the Judge decides the child's permanency plan should be reunification (return home), and the child is not returned home within three months, a **Permanency Hearing** will be held to decide if the permanency plan should be changed to adoption or some other permanent arrangement. **Subsequent Permanency Hearings** are held every 12 months thereafter until the case is dismissed.

1.6.5 Periodic Judicial Reviews: If a child remains in custody after the Permanency Hearing, there will be a **Periodic Judicial Review** in Court six months thereafter, and a Permanency Hearing every twelve months until the case is dismissed. At each review, the Judge will consider the appropriateness of the child's permanency plan and make sure that reasonable efforts are being made to implement the plan. The local Citizen Review Board will also continue to review the case approximately every six months for the life of the case.

1.6.6 Discharge Hearing: The last judicial review or permanency hearing held prior to a youth's eighteenth birthday is the **Discharge Hearing**. The court reviews the youth's transition plan and determines whether CYFD has made reasonable efforts to implement various requirements, including providing the youth with written information about the family as well as official documents like a birth certificate and social security card, arranging for Medicaid, and setting up a guardianship if the youth is incapacitated. If the court determines that reasonable efforts to meet these requirements have not been made, and that termination of jurisdiction would be harmful to the youth, the court may continue jurisdiction for a up to a year from the youths eighteenth birthday if the youth agrees.

1.6.7 Additional Hearings: The Children's Code also requires a mandatory **Pre-Adjudicatory Meeting** and **Pre-Permanency Meeting**. The parents and their attorneys, the GAL or Youth Attorney, and CYFD must be there. At the Pre-Adjudicatory Meeting, the child's placement, the case plan, and the issues to be addressed at the Adjudicatory Hearing will be discussed. At the Pre-Permanency Meeting, participants will discuss what the child's permanency plan (for example, reunification or adoption or other planned permanent arrangement) should be. This plan will then be recommended to the Judge.

1.7 Why These Requirements Matter

The Children, Youth and Families Department and the State's District Courts need to be in compliance with both State and Federal law as a matter of ensuring the safety, permanency, and well-being of the children in care. Being able to measure and demonstrate that compliance is critical for several reasons, not the least of which is to provide opportunities for continuous quality improvement.

In order to assess whether or not judicial performance is in conformance with requirements, we need to be able to access the Court's Odyssey system to generate a number of performance measures. We need to demonstrate that actions and events are happening as required and timeframes for hearings are being met. In addition, this information helps court staff monitor their own performance and the performance of other individuals involved in the judicial processing of child abuse and neglect cases. Information such as that provided by the Odyssey system also helps the State's Court Improvement Project to keep track of issues of concern to the members of the Project's Supreme Court-appointed Children's Court Improvement Commission, such as how long children remain in the court system and at what point they leave the system. Accurate, complete, and up to date automated court records, therefore, are vitally important.

CHAPTER 2

ESSENTIAL ODYSSEY PROCESSES AND CODES

The initiative to implement uniform and improved court processes and data quality standards in abuse and neglect cases arise from vital need for accurate data in these cases. The Odyssey system allows for better accuracy and a more child-centered focus in the courts' case management of abuse and neglect cases. The new court process and codes will help the courts achieve this goal.

This chapter is divided into sections that correspond to work tasks or specific functions in Odyssey. The section may be further divided into specific areas within Odyssey. The section will include a description of the revised processes, accompanying codes, and any notes or tips related to that section. Not every section will apply to the work you perform on a daily basis. If that is the case, the information is merely for your reference.

The project has been designed to accommodate local practice where possible. The Guide will indicate where that is not possible.

What If? A case number may be generated before all the parties are entered into Odyssey. This is fine! Just follow the new processes after the case number has been created.

2.1 Case Initiation- before case number generation

2.1.1 CASE INFORMATION COVERSHEET

When CYFD files the opening Petition and accompanying pleadings, they will now be required to file a new form, a **Case Information Sheet**. The New Mexico Supreme Court has issued an Administrative Order, NO.14-8300-002, approving the use of new or revised Children's Court rules and forms. The Case Information Sheet, Form 10-501A NMRA, contains vital information needed to successfully open an abuse and neglect case. The details on the form will be used to populate the **Party Tab** and the **Placement Tab** at case initiation.

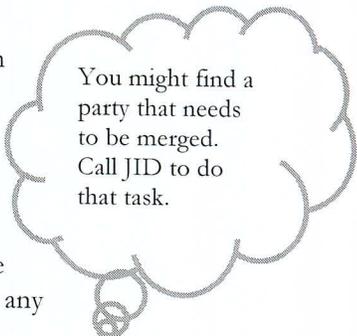
Once all of the information from the coversheet is entered, you will then docket a new event code: **9509 CRT: Abuse and Neglect Case Information Coversheet**. This code is non-docketable and is not included on any appellate records. Which means it does not become part of the official case file. However, it should be scanned in or retained in some manner for use in the Data Quality Program.

- For Every **Child**:
- Full Name
 - Date of Birth
 - Date of Placement
 - Type of First Placement
 - Special Conditions
 - Respondent that is Related to the Minor Child

- For Every **Respondent**:
- Full Name
 - Other Name
 - Address
 - Date of Birth
 - Social Security Number
 - Special Conditions

2.1.2 PARTIES TAB

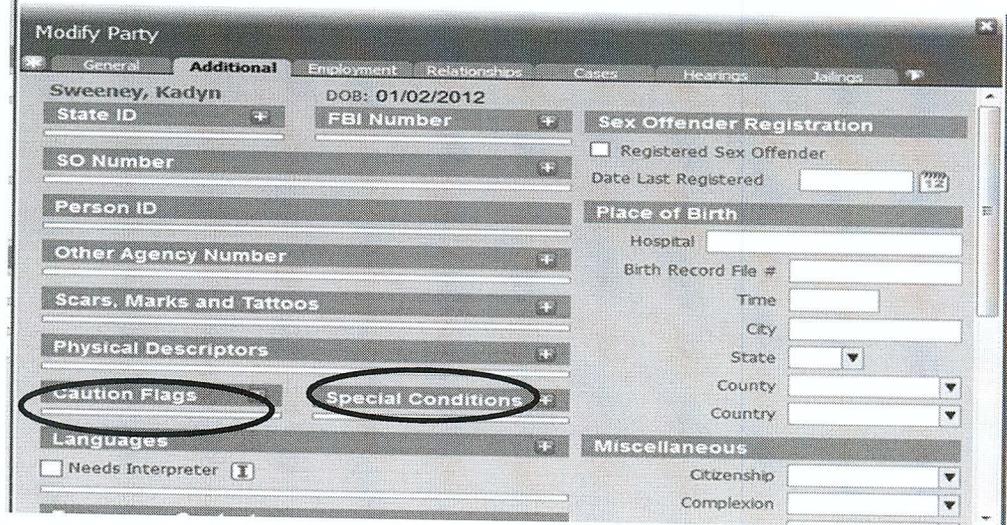
2.1.2.1 Respondents: Enter **respondents** first. You **MUST** search for the party in Odyssey first before creating a new party. This is likely not the current practice, but the coversheet should give you enough information for a useful search. Whether the party is already in Odyssey or you are adding a new party: Add or Edit all contact information available for each respondent.



2.1.2.2 Children: As with respondents, search for **children** in Odyssey first before creating a new party record. Add all identifying contact information. This includes any special conditions.

2.1.2.3 Special Conditions: A Special Condition is information entered on the Global Party record, on the **Additional Tab**. Information you might see is the need for an **Interpreter** or that a child is subject to the **Indian Child Welfare Act**

(ICWA). If CYFD indicates that a child is subject to ICWA, that information is entered under the “Special Conditions” field.



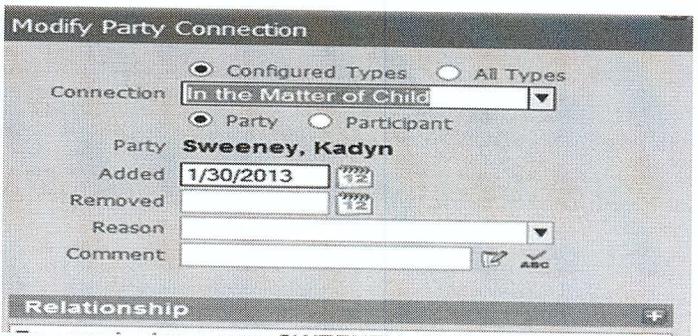
2.1.2.4 *Case Party Relationship*

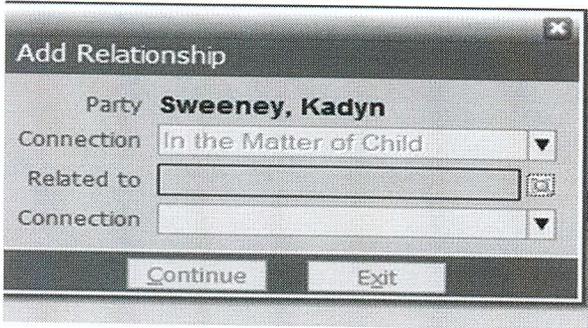
This is a **new** mandatory process of relating respondents to the child’s case party record. The Department will provide the information in the case coversheet.

Minor/Child 1#		
Name (F, M, L)#	Missy Beth Mouse#	
Type of current placement#	Non-relative Foster Care#	
Date of placement#	6/19/14#	
Date of Birth#	2/12/12#	
Special Conditions #	ICWA#	
Respondent's Relation to Minor/Child**#	Respondent 1#	Respondent 2#
	Parent#	Parent#

HOW TO ENTER: Select the **Child’s** Party Record.

- From the “Modify Case Party Detail” screen, Underneath the “Connection” Bar- Click into the gray box that lists the Child’s extended connection type (Matter Of Child)
- At the bottom of the “Modify Party Connection” screen, Click the Plus Sign on the “Relationship” Bar





ONE RESPONDENT

When completed, the Child's Case Party Connection record should look like this

Connection	
Type	In the Matter of Child
Added	01/30/2013
Responder	Sweeney, Clarence J.
Responder	SWEENEY, DESTINEE

- From the "Add Relationship" box, Click on the "Search" icon next to the "Related To" field. A "Select Party" pop-up box will appear that lists the case's parties.
- Select the first RESPONDENT that the case information sheet relates to the CHILD. Click "Continue."
- Repeat for every Respondent that the case information sheet relates to the child.
- Repeat for EACH Child on the case **ALL CHILDREN MUST BE RELATED TO AT LEAST**

2.2 Case Initiation- after case number generation

During the Case Initiation, and after the case number is generated, there are many new processes and codes. Follow the instructions below. This section follows the Tab structure in Odyssey, but you do not have to go in that order. Just make sure that you follow every process listed under every tab.

2.2.1 WHAT HAPPENS NEXT?

Once the case number is generated and you click edit case, **you will see something new**. On the Summary Tab and on the Event Tab, Odyssey will have **auto-docketed a series of event codes**. These events codes are the pleadings that CYFD reported they usually file at case initiation. Look under the Event Tab section below to see further instructions.

Local Practice: Event codes will vary from district to district. You should ALWAYS review the initial pleadings to determine if you have any additional pleadings OR any of the auto-docket pleadings have not been filed in this case. Add or delete event codes as necessary.

2.2.2 DETAIL TAB

Uncheck the **Auto Style** checkbox. It is located on the lower left directly underneath the Case Style box. By unchecking this box, the caption created at case initiation remains unchanged throughout the case.

2.2.3 PARTIES TAB

Make certain that all the processes described above, under the 2.1.2 PARTY TAB heading, have been completed. Especially the **Case Party Relationship** process.

2.2.3.1 Attorneys

Every active party to a case must have an attorney. There are **new attorney types** to use for abuse and neglect codes.

Local Practice: You may not enter attorneys until the Judge signs an Order. That is fine! Follow this process at that time.

Party Type	Attorney Type	Possible Event Codes
Petitioner (CYFD)	DEPATTY Department Attorney	8121 MTN: To Appoint Guardian ad Litem
Respondent	RSATTY Respondent Attorney	8123 MTN: To Appoint Attorney
Child- under 14	GAL Guardian ad Litem	6498 NTC: Regarding Appointment of Attorney
Child- 14 or older	YA Youth Attorney	8222 ORD: Appointing Attorney
		8247 ORD: Appointing Guardian ad Litem
		8965 ORD: Appointing Youth Attorney

2.2.4 EVENTS TAB

There are a variety of pleadings that might be filed at case initiation, and they vary greatly from district to district. Below is a list of common event codes that are used at case open or shortly thereafter. The common event codes relating to Attorneys are directly above. The common event codes relating to Service are in the Service section below.

8146	MTN: Ex Parte Custody	8234	ORD: Ex Parte Custody
8608	Affidavit/Ex Parte Custody	6500	NTC: Of Custody Issues
8694	Request for hearing/setting	8295	ORD: Appointing CASA Volunteer
6529	NTC: Hearing (Sequestered)	8264	ORD: Appointing Interpreter
6537	NTC: Request for Setting/Notice of Hearing	8794	Indigency Determination
6566	NTC: Filing (of Petition Alleging Abuse or Neglect of a Child)	6598	NTC: ICWA Notice
6559	NTC: Notice of Mediation	8791	Scheduling Order

2.2.5 PLACEMENT TAB at Case Initiation

Every Child who is a party on a case **must** have an entry on the Placement Tab. The child's first placement will be listed on the Case Information Sheet.

How to enter placements and manage the Placement Tab will be covered below in the Placements section of the Guide.

2.3. Service

Persons who have a constitutionally protected liberty interest in their children or who are at risk of being deprived life, liberty, or property by a government action cannot be deprived of their rights without due process of law. At a minimum, due process requires notice and the opportunity to be heard. This may mean something as mundane as establishing the correctness of addresses and telephone numbers; or it may entail a sophisticated search to identify and locate absent parents.

Accurate use of the Service Tab is vital to the success of this program. Even if your court has only used event codes to track service, in abuse and neglect cases, the Service Tab **must** be used. Although numerous parties are entitled to notice, it is only mandatory to track the **respondents** on the Service Tab.

2.3.1 INITIATION OF SERVICE

The petitioner (CYFD) is responsible for effecting service of the summons, petition and related orders and notices by personal service upon the respondent. The summons must clearly state that the proceeding could result in termination of parental rights. §§32A-1-12, 32A-1-13, 32A-4-17; Rule 10-103.

Local Practice: While CYFD is legally responsible for service, how the Department manages service initiation varies from court to court. Therefore how courts respond is completely different.

In some courts, CYFD will only issue notice to specific respondents. In other courts CYFD will assume the court is tracking service for all respondents. Some courts will create and issue the summons, and docket an event code. In other courts, CYFD creates the summonses, so the court will automatically create a record for each respondent on the Service Tab, but will not docket any initiating service event code. The variance in CYFD's practice should only impact the **date** service is initiated, and perhaps **who** should receive service.

Regardless, **HOW service is entered on the Service Tab is the same!**

During this training we will discuss your court's local practice. Jot down some notes in the space below to capture what we discussed.

NOTES ON SERVICE:

2.3.1.1 Process of Service Initiation

These instructions relate to the Service Tab only. Follow your local practice to determine who you enter and if you docket any event codes.

Always add service from the Events Tab/ by right-clicking on either **1510 OPN: Abuse / Neglect Petition** or **8617 Amended Petition** and selecting “Add Related Service”.

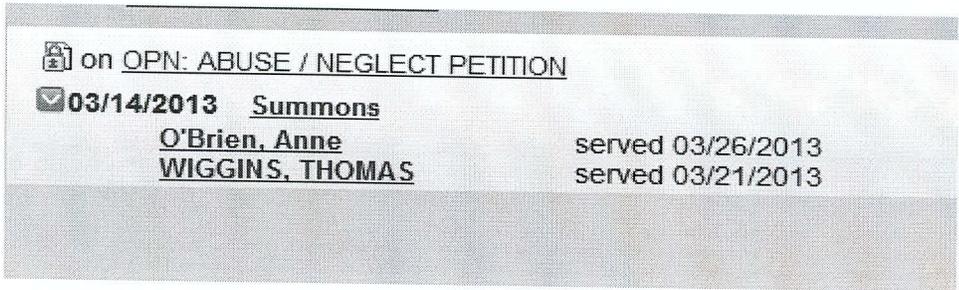
Use Note: Service should relate to **1510** whether it is the case file date or six months later. UNLESS an Amended Petition has been filed

From the “Add Service Detail” screen, in the “Type” field, enter only Summons or Alias Summons (if CYFD has indicated that is the type of summons)

In the “Issue Date” field, follow local practice. Either the case file date or the date the court creates the summons.

In the “Issued To” box, click on the Plus sign and from “Select the Issued To Party” screen; pick **ALL** of the **respondents your court is tracking**. *Again, this following local practice. You will select either all the respondents or only the ones CYFD has indicated they will serve.*

You DO NOT have to repeat the above steps for every respondent individually; Odyssey will create separate records for each party entered in the “Issued To” box automatically.



2.3.1.2 Event Codes

Event Codes that might be used to initiate service: **8727 Summons Issued** or **8610 Alias Summons Issued**

2.3.2 RETURN OF SERVICE

The petitioner (CYFD) is responsible for promptly filing proof of service. However, proof of service can be obtained through numerous means based on the facts of the case. Dependent on the case facts service of process may be accomplished in person, by certified mail, by publication with a court order, through a party’s appearance at a hearing, or through a waiver. §§32A-1-13, 32A-4-17; Rule 10-103.

Unlike service initiation, determining local practice will not ensure consistency for all returns of service. If there is no proof of service filed, determining a return of service date will be difficult but is mandatory and essential.

Why? Because, one of the key elements in evaluating a child’s pace to permanency is the timeliness of the Adjudicatory Hearing. The Children’s Code states that within 60 days of service of the petition

Best Practice: Regardless of the manner served, the Department **should** always file some proof of service. However, in a case where that does not happen, you will have to search out that information.

on the respondent, the court must commence the adjudicatory hearing. §32A-4-19. Thus, accurately capturing the “Service Date” is crucial to ensure the respondent’s due process rights, and to measure the child’s pace to permanency.

2.3.2.1 Process of Return of Service

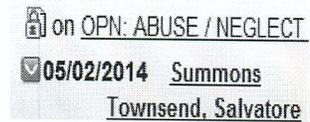
If one of the numerous types of proof of service is filed with the clerk’s office, at any time during a case, that is simple. Follow the process outlined below, and docket the appropriate Event Code.

Remember: it is possible to have a respondent who has not had a Summons issued.

However, if the case has moved to the pre-adjudicatory stage, a respondent has been issued a summons, and has not been served the case will be verified in the Data Quality Program. Your Court Manager will determine who is participating in that program.

Regardless of how a respondent receives service of process, the information is entered into Odyssey in same manner.

Always begin the Return of Service process from the Service Tab. Click on the respondent’s name. If there are multiple respondents, click on the “downward arrow,” next to the Summons date. Then click on the appropriate respondent. **Note:** you can only complete service for one respondent at a time.



From the “Modify Service Tracking” screen, go down to the “Service Date” field. This is the most important field on this screen. It is the **date that the respondent received service of process.*** Fill out the “Return Date” field; this is the date the court received proof of service. It is NOT a mandatory field, but should be filled out if possible. Local Practice will also dictate what to do with the “Response” button on this screen. Regardless, if you have a document to file you will docket an event code.

*** Remember:** the Service Date could be more than the date on a document.

2.3.2.2 Return of Service Event Codes

Method of Return	Event Code	Method of Return	Event Code
Filings such as:	8678 Return of Service	Service by Publication:	8139 Motion for Publication
	8849 Proof of Service	Use the Affidavit for the Service Date field	8180 Order for Publication
	8850 Summons Return		6517 NTC: of Pendency of Action by Publication
	8404 CERTIFICATE OF SERVICE		8605 Affidavit of Publication
	8601 ACCEPTANCE OF SERVICE		
8607 AFFIDAVIT OF SERVICE			
Waiver of Service:	8707 Waiver		
	Check to make sure this is a Waiver of Service		

2.4 Placement

The primary focus of these cases is the safety, permanency, and well-being of the children. Numerous studies have shown every placement change will have an impact on the child, and unless carefully considered, may cause the child to experience loss or depression. Thus, the court's monitoring of the type of placement and number of placement changes is essential to a child's well-being.

Under §32A-4-14, if CYFD decides to change a placement, it must send notice to the all parties and the court. CYFD is now required to inform the court of a child's initiating placement type on the **Case Information Coversheet**. NMRA 10-102. In addition, new rule 10-317 and forms 10-565, 566 formalize the process for filing a Notice of Change of Placement. Specifically, CYFD is now required to file a notice even if the placement change is announced in open court, or part of a larger order. The form also requires that the Department must inform the court if children in a sibling group have different placement types.

2.4.1 PROCESS FOR INITIATING PLACEMENT

From the Placement Tab, click on the top right plus sign. From the "Add Interim Placement" box, click on the "Search" icon to the right of the "Placement of" field. A "Select Party" picker box will appear.

The information on the case coversheet will determine if you can select all the children or you must enter one child at a time. If all of the children have the **same type** of placement, then select **all the children**. However, if any of the children have a **different type** of placement, then you must select that child individually.

Placement Type
does NOT equal
Location

Even if you select **all the children**, Odyssey will create a separate placement record for each child automatically. There will be **no event codes docketed**.

At case initiation,

the "Order Date" = the date of case open

the "Start Date" = the date the child entered into the State's custody.

Generally found on the coversheet, if missing use the date of case open

the "End Date" = will remain empty

the "Type" field = the type of placement- these are described below.

Generally found on the case coversheet. If missing the clerk's office must get this information from CYFD

The screenshot shows a software window titled "Add Interim Placement". It contains several input fields: "Placement of" with the text "Townsend, Shyanne, Roberts"; "Order Date" with "08/13/2013"; "Start" with "08/10/2013" and "End" which is empty; "Type" with a dropdown menu showing "Relative Foster Care"; "Location" which is empty; and a "Comment" text area with a search icon and "ABC" text. At the bottom of the window are "Save" and "Exit" buttons.

2.4.2 PROCESS FOR INTERIM PLACEMENTS

When a Notice of Change of Placement is filed, you will have to docket the **event code 6554 NTC: Change of Placement**. You will also have to update the Placement Tab.

From the Placement Tab, whether you have one child or multiple children, **you will have to close each current placement separately**.

Click on the **open placement type** under the child’s name, from the “Modify Interim Placement” box, enter a date in the “End” field. You may know this date from the notice, or you can also assume the end date is the same date the new placement begins.

Once the previous placement is closed, you can enter the new placement. The “Order Date” for the new placement is always the filestamp date of the Notice.

If the Notice indicates all the children have the **same type** of placement, then select **all the children**. However, if any of the children have a **different type** of placement, then you must enter that child’s placement individually.

Interim Placements	
Roberts, Brianna	
Non-Relative Foster Care	
Treatment Foster Care	
Roberts, Lillian	
Non-Relative Foster Care	
Relative Foster Care	

This process must be repeated for every Notice of Change of Placement that is filed.

Note: When a child is dismissed from a case, you will close the child’s placement record from the Disposition Tab. Follow the process in the Disposition section below.

2.4.3 PLACEMENT TYPES

CODE	NAME	DESCRIPTION
FINADOP	Adoption Finalized	A child has a permanency outcome of adoption
ADOP	Adoptive Home/Waiting Finalization	A child is placed in an adoptive home waiting for the adoption to be finalized.
AGE	Child Ages Out of System	A child is dismissed from the case due to emancipation, age, or PPLA
GROUP	Group Home	This is a congregate setting.
HOS	Hospital	The child is placed in a hospital
JAIL	Juvenile Justice Facility	This could be county detention or a state run Juvenile Justice Facility
KIN	Kinship Guardianship	A child has a permanency outcome of guardianship, and the Guardian is a relative.
MENTAL	Mental Health Facility/Non RTC	This is typically an inpatient or hospital setting.
NGRD	Non-Kinship Guardianship	A child has a permanency outcome of guardianship and the Guardian is not a relative.
NONRELFC	Non-relative Foster Care	This is a foster home where the family is not related to the child.
RELFC	Relative Foster Care	This is a foster home where the family is related to the child.

CODE	NAME	DESCRIPTION
RTC	Residential Treatment Center (RTC)	This is a specific type of mental health facility.
HOME	Return Home	A child has a permanency outcome of reunification
RUN	Runaway Status	When CYFD has notified the court a child is in a runaway status
SHEL	Shelter	This is a temporary shelter
TFC	Treatment Foster Care	This is a specialized foster home where the family has been given specialized training
MONHOM	Trial Home Placement	A child is at home on a trial basis to determine if reunification can be achieved.

2.5 Events

As in any case type, the number and type of pleadings likely to be filed is limited only by the law and a lawyer's imagination. Odyssey puts some constraints on what event codes may be used based on case type. However, the person who holds the most control over entering the correct event code is YOU!

If you have a pleading and are searching for the correct event code, use your common sense. If the pleading says "Stipulated Custody Order," do not docket "Stipulated Order." Instead, docket, "Custody Order." Of course, you can write Stipulated in the comments. See if you can find an event code that describes the **purpose** of the pleading.

There are numerous new event codes available for abuse and neglect cases. Make sure you **search for them**.

Below is a table of Event Codes that are docketed after case initiation especially in abuse and neglect cases.

CODE	DESCRIPTION	CODE	DESCRIPTION
8244	ORD: Custody Hearing Order	6529	NTC: Hearing (Sequestered)
8316	NCJ: Adjudicatory Judgment & Dispositional Order	6537	NTC: Request for Setting/Notice of Hearing
8388	NCJ: Adjudicatory Judgment	6539	NTC: Pre-Adjudication Meeting
8305	NCJ: Disposition Order	6568	NTC: Judicial Review
8321	NCJ: Judicial Review Order	6538	NTC: Pre-Permanency Meeting
8322	NCJ: Initial Permanency Order	6569	NTC: Initial Permanency Hearing
8320	NCJ: Subsequent Permanency Order	6570	NTC: Subsequent Permanency Hearing
8145	MTN : Terminate Parental Rights	6598	NTC: ICWA Notice
8274	ORD: Termination of Parental Rights	7997	ORD: Appointing Educational Decision Maker
8677	Relinquishment of Parental Rights	7999	CYFD Report
8898	CRB Report	7998	CASA Report
6559	NTC: Notice of Mediation	8791	Scheduling Order
7205	MED: Final Mediation Report	7206	MED: Mediation Order

2.6 Party Dismissal for Children* and Case Closure

Accounting for the permanency outcomes for children is the most important indicator of how the courts are managing the abuse and neglect docket. An abuse and neglect case does not close until **ALL of the children** have achieved permanency. Thus, it is possible that in a case with multiple children one child might be dismissed from the case and the case would remain open.

In Odyssey, Judgments on the Disposition Tab will be used to enter the permanency outcomes for all of the children. The information needed to dismiss a party will come from a new form, **Party Dismissal Sheet**. NMRA 10-323, 567. You will need to docket a new event code: **9500 CRT: Party Dismissal Sheet**. The process to dismiss a child from the case is also used when closing the entire case.

2.6.1 Party Dismissal Process for Children

A party may be dismissed in a variety of ways. Because of this ambiguity, CYFD is now required to file a **Party Dismissal Sheet** anytime they are releasing a party from the case. The sheet will provide the party being dismissed, the date of dismissal, and the permanency outcome (final placement) for the party.

From the Disposition Tab, click on the Judgment link

From the “Add Judgment” box, you will enter a Judgment “Type” that matches the permanency outcome for the child. The following should be the **only** judgment type codes used, with the rare exception.

8ADPT	Adoption
8AEM	Emancipation
8AGED	Aged Out
8AKIN	Kinship Guardianship
8ANGRD	Non-relative Guardianship
8APPL	Planned Permanent Living
8ARP	Reunification

Once you put in a Type, Odyssey will require you to complete the “Val.Name” field. It is looking for the first four letters of the last name of the first child. Try it a few times and you’ll get it 😊

The default judgment components are Placement and Party.

A completed **Placement Component** might look like this:

If the Placement Component is done correctly, there will be two changes on the Placement Tab.

- 1) The open placement will now be closed.
- 2) The final, closing placement will be the one on indicated on the Disposition Tab.