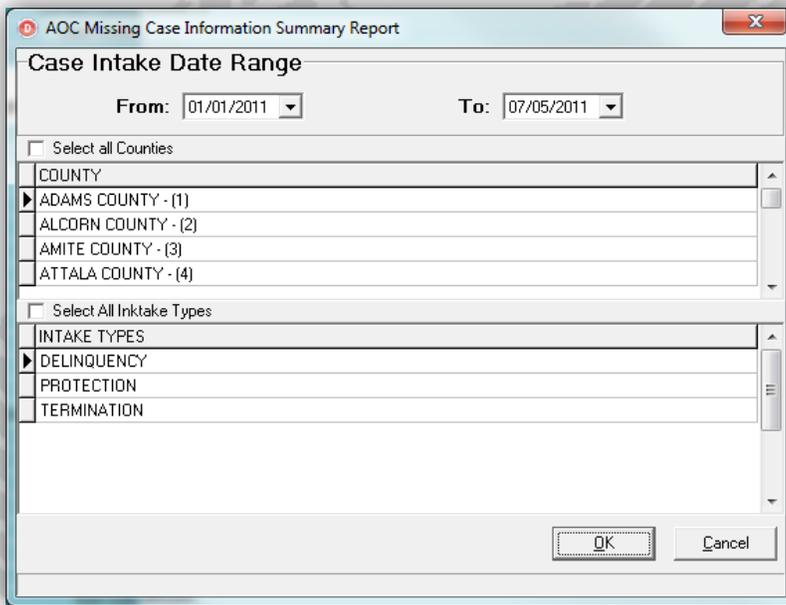


AOC MISSING CASE INFORMATION SUMMARY REPORT

The purpose of this report is to display a summary of cases that are incomplete. This report is broken down into columns that indicate what type of information is missing from the case.

The first two columns are the Court column and Case Type column (shown in figure 2). These columns simply indicate the court and the case type for the displayed row. The court will be the same for each row unless multiple courts are selected. In that case, Case Types will be grouped together for each court.



Most of the information shown in this report reflects case referrals.

The AOC Missing Case Information Summary report can be run for a specific date range (based on the Case Intake Date) and intake type (Figure 1). A Report Total section will be displayed on the last page of the report. This section contains total information for all counties selected in the report. Courts can only see reports for the county or districts in which they have jurisdiction.

FIGURE 1

TOTAL CASES

<u>Court</u>	<u>Case Type</u>	<u>Total Cases</u>
ADAMS COUNTY	DELINQUENCY	152
ADAMS COUNTY	PROTECTION	53
ADAMS COUNTY	TERMINATION	0
TOTALS		205

The Total Cases column displays the total number of cases with an intake date during the selected time period for each cases type. The total number of cases is displayed at the bottom in the Totals row.

FIGURE 2

CASES WITHOUT REFERRALS

<u>Total Cases</u>	<u>Cases Without Referrals</u>	<u>Cases with Incomplete Referrals</u>
152	9	86
53	3	28
0	0	0
205	12	114

The Cases Without Referrals column displays cases that do not have a referral.

Problem: All cases entered in the MYCIDS system should have a referral. Cases listed here are considered problem cases and should be addressed.

Solution: Refer to the AOC Missing Case Information Detail report and look for cases that do not have any referrals entered. Use the Case UCID number to open the case in MYCIDS and address the problem.

FIGURE 3

CASES WITH INCOMPLETE REFERRALS

Cases Without Referrals	Cases with Incomplete Referrals	Total Referrals
9	86	19
3	28	55
0	0	0
12	114	24

FIGURE 4

The Cases with Incomplete Referrals column displays cases that do have referrals entered but the referrals have not been completed. This column is provided to show the court the number of cases that are incomplete regardless of the number of referrals in a case.

Problem: Not only does MYCIDS require a referral for each case—the referrals must also be completed.

Solution: There are numerous possible solutions to this scenario. Please refer to the latter sections of this document for more detailed explanations of solutions to these problem cases.

TOTAL REFERRALS

Cases with Complete Referrals	Total Referrals	Referrals Without Intake Order
190	44	
55	9	
0	0	
4	245	53

FIGURE 5

The Total Referrals column displays the total number of referrals for each case type. These numbers may be higher than the Case Total numbers due to multiple referrals in some cases.

TOTAL # OF INCOMPLETE REFERRALS: 134			
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FIGURE 6

It is helpful to compare the total number of referrals to the total number of incomplete referrals. This comparison gives an idea of how well the court is disposing of referrals. Ideally, the total number of incomplete referrals should be very low to zero.

REFERRALS WITHOUT AN INTAKE ORDER

Referrals Without an Intake Order	Referrals Without an Intake Order
44	41
9	18
0	0
53	59
TOTAL # OF INCOMPLETE REFERRALS	

FIGURE 7

The Referrals Without an Intake Order column displays the number of referrals that do not have Intake Orders.

Problem: Just as all cases entered in the MYCIDS system require a referral of some type, an Order of the Court is also required. The Intake Recommendation and Order of the Court fields have not been entered for the referral. These fields must be entered on all referrals.

Solution: Refer to the AOC Missing Case Information Detail report and look for cases that have an entry in the Intake Ordered column but have not been addressed on the petition. Use the Case UCID number to open the case in MYCIDS and complete the referral.

REFERRALS NOT ADDRESSED ON A PETITION

Referrals Not Addressed on a Petition	Referrals Not Addressed on a Petition
41	1
18	1
0	0
59	2
TOTAL # OF INCOMPLETE REFERRALS	

FIGURE 8

The Referrals not Addressed on a Petition column displays the number of referrals that have not been addressed on a Petition.

Problem: Referrals that have an Order of the Court of Formal Petition Ordered should be addressed on the Petition.

Solution: Refer to the AOC Missing Case Information Detail report and look for cases that have not been addressed on the Petition. Use the Case UCID number to open the case in MYCIDS and, under the Petition node, address the referral on the Petition.

REFERRALS NOT ADJUDICATED

Addressed on	Referrals Not Adjudicated	Referrals With Disposition
	1	20
	1	0
	0	0
	2	20

FIGURE 9

The referrals Not Adjudicated column displays the number of referrals that have been addressed on a Petition but have not been adjudicated. It is possible that some referrals shown here have Adjudications scheduled that have not yet occurred.

Problem: If a referral has been addressed on a Petition it should be addressed at an Adjudication hearing.

Solution: Refer to the AOC Missing Case Information Detail report and look for cases that were addressed on a Petition but have a blank entry in the Adjudication column. Use the Case UCID number to open the case in MYCIDS. If the Adjudication has already occurred, enter the information into MYCIDS under the Hearings node.

REFERRALS WITHOUT A DISPOSITION

Referrals Adjudicated	Referrals Without a Disposition
	20
	0
	0
	20

FIGURE 10

The Referrals Without a Disposition column displays the number of referrals that do not have a disposition. It is possible that some referrals shown here have dispositions scheduled that have not yet occurred.

Problem: Cases that have not been dismissed at the Adjudication hearing should be disposed of at a Disposition hearing.

Solution: Refer to the AOC Missing Case Information Detail report and look for cases that have an Adjudication entered but have “No” listed in the Disposed column. Use the Case UCID number to open the case in MYCIDS and enter the Disposition information.