

Juvenile Filings Guidance

Notes:

- ▶ When choosing "SOCIAL RECORD OTHER" as the EDMS Document Type, enter the name of the report or document as well as the date it was created in the "Additional Text" field when filing the document.
- ▶ Regardless of EDMS Document Type, when filing reports, include the date of the report in the "Additional Text" field when filing the document for the convenience of all case participants.
- ▶ Filers are encouraged to label all reports at the top of the first page of the report. For example, a child abuse assessment report should have a line at the top of the first page reading: "Child Abuse Assessment Report." This will assist clerks of court and case participants in identifying specific types of reports.
- ▶ When filing a document as a proposed exhibit, ensure that the first page of the filing identifies the exhibit number or letter, either with a filled-out exhibit sticker or text specifically identifying the exhibit number or letter of the document.

Document Type	Social Record or Proposed Exhibit*	EDMS Document Type
Behavioral Health Intervention Services (BHIS) Reports	Social Record	BHIS REPORT
Birth Certificates	Proposed Exhibit	PROPOSED EXHIBIT
Case Permanency Plans	Social Record	CASE PERMANENCY PLAN
Child Abuse Assessment Reports (CAAR) and Summaries	Social Record	CHILD ABUSE ASSESSMENT REPORT
Child Custody Reports Under § 232.78(6)	Social Record	CHILD CUSTODY REPORT
Child Protective Center (CPC) Reports	Social Record	CHILD PROTECTIVE CENTER REPORT
Child's Report	Social Record	CHILD'S REPORT
Correspondence From Parents, Foster Parents, and Other Caretakers	Proposed Exhibit	PROPOSED EXHIBIT
Court Appointed Special Advocate (CASA) Reports	Social Record	CASA REPORT
Drug and Alcohol Testing†	N/A	SUBSTANCE/MEDICAL ASSESSMENT/COUNSELING
Family Centered Services (FCS) Reports	Social Record	FAMILY CENTERED SERVICES REPT
Family Interaction Plans	Social Record	FAMILY INTERACTION PLAN
Family Service Plans	Social Record	FAMILY SERVICES PLAN
Family Treatment Court Updates and Progress Notes	Social Record	FAMILY TREATMENT COURT
Foster Care Review Board Reports	Social Record	FOSTER CARE REVIEW BOARD REPORT
Guardian Ad Litem Reports	Social Record	GUARDIAN AD LITEM REPORT
HHS Reports to Court for Child in Need of Assistance (CINA) Adjudication	Social Record	ADJUDICATION HEARING REPORT
HHS Reports to Court for Child in Need of Assistance (CINA) Disposition	Social Record	DISPOSITIONAL REPORT - JV

Document Type	Social Record or Proposed Exhibit*	EDMS Document Type
HHS Reports to Court for Child in Need of Assistance (CINA) Dispositional Review	Social Record	DISPOSITIONAL REVIEW REPORT - JV
HHS Reports to Court for Other Hearings	Social Record	HHS REPORT - OTHER
HHS Reports to Court for Permanency and Permanency Review	Social Record	PERMANENCY REPORT
HHS Reports to Court for Removal	Social Record	REMOVAL HEARING REPORT
HHS Reports to Court for Termination of Parental Rights (TPR) Hearing	Social Record	TERMINATION HEARING REPORT
Home Studies and Adoptive Homes Studies	Social Record	HOME STUDY
Immunization Records	Proposed Exhibit	PROPOSED EXHIBIT
Juvenile Court Records From an Earlier or Separate Case	Proposed Exhibit	PROPOSED EXHIBIT
Medical and Mental Health Records	Proposed Exhibit	PROPOSED EXHIBIT
Parenting Evaluations	Proposed Exhibit	PROPOSED EXHIBIT
Paternity Testing	Proposed Exhibit	PROPOSED EXHIBIT
Photographs of the Child, the Home, Etc.	Proposed Exhibit	PROPOSED EXHIBIT
Police Reports, Arrest Records, and Criminal Court Records	Proposed Exhibit	PROPOSED EXHIBIT
Predisposition Reports	Social Record	PREDISPOSITION REPORT
Qualified Residential Treatment Programs (QRTP) Reports and Updates	Social Record	QRTP REPORT
Safety Plans	Social Record	SAFETY PLAN - DHS
School Counselor Reports	Proposed Exhibit	PROPOSED EXHIBIT
School Records Such as Grades, Report Cards, Attendance Reports, School Disciplinary Reports, IEP/504 Plans, School Correspondences and School-created Documents, and School Transpiration Plans	Proposed Exhibit	PROPOSED EXHIBIT
Social Investigation Reports (Social Report or Social History) Under § 232.97	Social Record	SOCIAL INVESTIGATION REPORT
Social Media Records	Proposed Exhibit	PROPOSED EXHIBIT
Solution-Focused Meeting (SFM) Reports	Social Record	SOLUTION-FOCUSED MEETING REPT
Substance Use Disorder Evaluations and Records†	N/A	SUBSTANCE/MEDICAL ASSESSMENT/COUNSELING
Umbilical Cord Testing Results and Meconium Testing Results	Proposed Exhibit	PROPOSED EXHIBIT

Document Type	Social Record or Proposed Exhibit*	EDMS Document Type
Youth Transition Decisions Making Meeting (YTDM) Reports	Social Record	YTDM REPORT
Any Other Non-Department of Health and Human Services (HHS) Reports Not Identified in This Chart	Proposed Exhibit	PROPOSED EXHIBIT

*Unless otherwise noted, all proposed exhibits will be set at document security level 2 and all social records will be set at document security level 3.

†These documents are protected at a document security level 2.