



Making the Legal System Work for Children and Parents

**FJI Demonstration Site Data Collection Tool
Frequently Asked Questions**

	FJI Data Item	FAQ/Clarification
1.	Number of written motions filed to promote case plan (e.g. to increase or alter visitation with parents or siblings, move children to in-home placements, or placements with relatives, neighbors, or fictive kin/close family friends)	<p><i>Does this include all written motions, including insignificant motions (e.g. motion to produce client from jail)?</i></p> <p>Yes, this includes all affirmative written motions and filings in court, including orders to produce parents from jail, 388 petitions, petitions for restraining orders, notice of intent to file writ or appeal, ex parte motions for specific relief, add to calendar to argue oral motion, pre-trial statements, written objections, written summations, etc. Over-include written motions, rather than under-include. Do not limit counting this item based on perceived significance of written motion because the intent is to capture all written advocacy.</p>
2.	Percentage of hearings where client and attorney spoke at least once prior to day of hearing (collect separately [1] in-person or [2] phone or any other form of contact)	<p><i>Should in-person meetings be tracked separately?</i></p> <p>Yes. Track in-person meetings separately.</p> <p><i>What forms of contact should be included when tracking phone or any other form of contact?</i></p> <p>Sites may choose to group phone and other forms of contact or separate them out, but for FJI reporting purposes all forms of contact outside of -in-person will be grouped. An unanswered text or phone message sent to the client counts as contact prior to date of hearing.</p> <p><i>What about contact on the day of the hearing?</i></p> <p>Contact on day of the hearing is excluded.</p>

		<p><i>Should there be a timeframe for contact prior to hearing for tracking purposes?</i></p> <p>Yes. Track contacts to client within 30 days of the hearing or between hearings, whichever is shorter.</p> <p><i>Does contact with my client’s caretaker count as contact for this data point?</i></p> <p>For children 4 and under, contact with care provider counts as contact with client.</p>
<p>3.</p>	<p><i>Only applies to sites with social work staff</i> Percentage of cases where an in-house <i>social worker</i> was used</p>	<p><i>Does this include ongoing contact as well as one time utilization and case consultations?</i></p> <p>Yes. This is intended to track ongoing contact as well as one-time utilization, including case consultations.</p> <p><i>Does this only include contact/work with MSWs?</i></p> <p>No. Social worker contact includes contact with non-MSWs, social work investigators, case managers, MSW interns, etc.</p>
<p>4.</p>	<p><i>Only applies to sites with relevant staff</i> Percentage of cases where a <i>parent ally, peer parent mentor, youth advocate or youth ambassador</i> was used</p>	<p><i>Does this have to be someone with lived experience with the child welfare system?</i></p> <p>This needs to be someone with lived experience with the child welfare system or other relevant lived experience. For example, relevant lived experience could be a parent who has gone through substance abuse treatment and recovery outside of the child welfare system, or a young adult who was trafficked, but never entered the child welfare system.</p> <p><i>Does this include ongoing contact as well as one time utilization and case consultations?</i></p> <p>Yes. This is intended to track ongoing contact as well as one-time utilization, including case consultations.</p>

	<p>5. Number of referrals to services made by attorney or team member (defined as the attorney or team member made an initial contact to the service provider)</p>	<p><i>Does this include contact with a service provider when the initial referral was made by the county caseworker?</i></p> <p>Yes. Count based on initial contact to service provider, even if initial referral generated by county caseworker (e.g., warm hand-off after cold referral).</p> <p><i>Does this include referrals to drug court, community based service providers, and external legal service providers?</i></p> <p>Yes. This includes referrals to drug court, community based service providers, and external legal service providers.</p> <p><i>Does this include referrals to internal service providers, for those agencies with services in-house (ex. Referral to an in-house education liaison)?</i></p> <p>Yes. This includes referrals to internal service providers, for those agencies with additional services in-house.</p>
	<p>6. Time in days from filing to case closure, defined as court jurisdiction ends</p>	<p><i>What is considered the start and the end of a case for tracking purposes?</i></p> <p>For tracking this data point, a case starts with the date the case is filed initially and terminates when jurisdiction ends. The case is not considered closed until court jurisdiction ends. Termination of parental rights and/or attorney being relieved does not count as the end of the case unless court jurisdiction also has terminated.</p>
	<p>7. Number of out-of-court meetings between client and attorney, per case</p>	<p><i>Does this include in-person meetings on the day of a hearing?</i></p> <p>No. We interpret this to mean client/attorney in-person meetings that happen outside of court hearings.</p> <p><i>Does this include calls and texts?</i></p> <p>No. We are tracking calls and other forms of contact elsewhere.</p> <p><i>Does this include in-person meetings that are required, but take place outside of court (ex. CFT meetings with the agency)?</i></p>

		Yes. Client/attorney in-person meetings that are required fall under this. Ex. CFT, IEP, or similar meeting where attorney attends with client should be counted.
8.	Percentage of hearings at which the client appears (tracked by client category: parent, child under age 5, child age 5-10, child over 10)	<p><i>Does this include telephonic and/or video appearance?</i></p> <p>Yes. This can include telephonic and/or video appearance.</p>