



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





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Welcome to DNet Reports!

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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.



Opening Reports

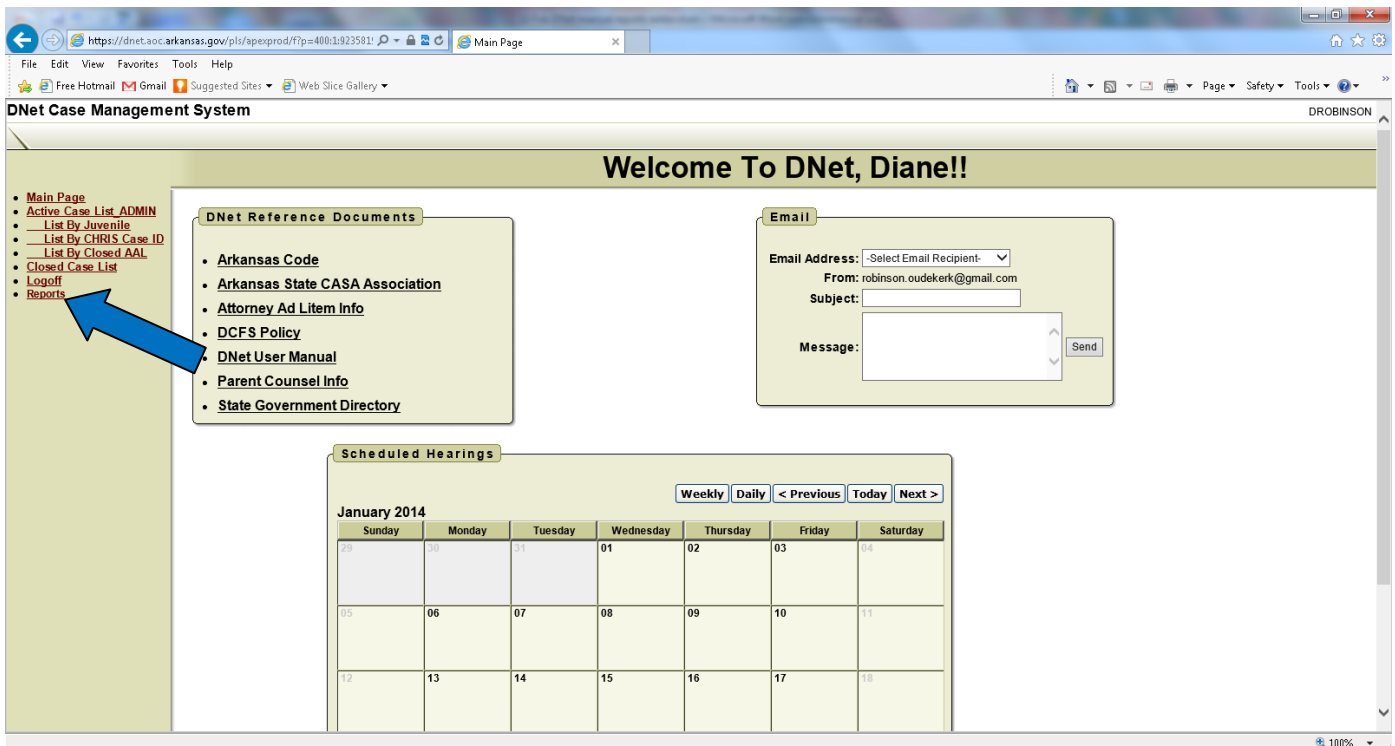
Go to <http://dnet.aoc.arkansas.gov>.

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.

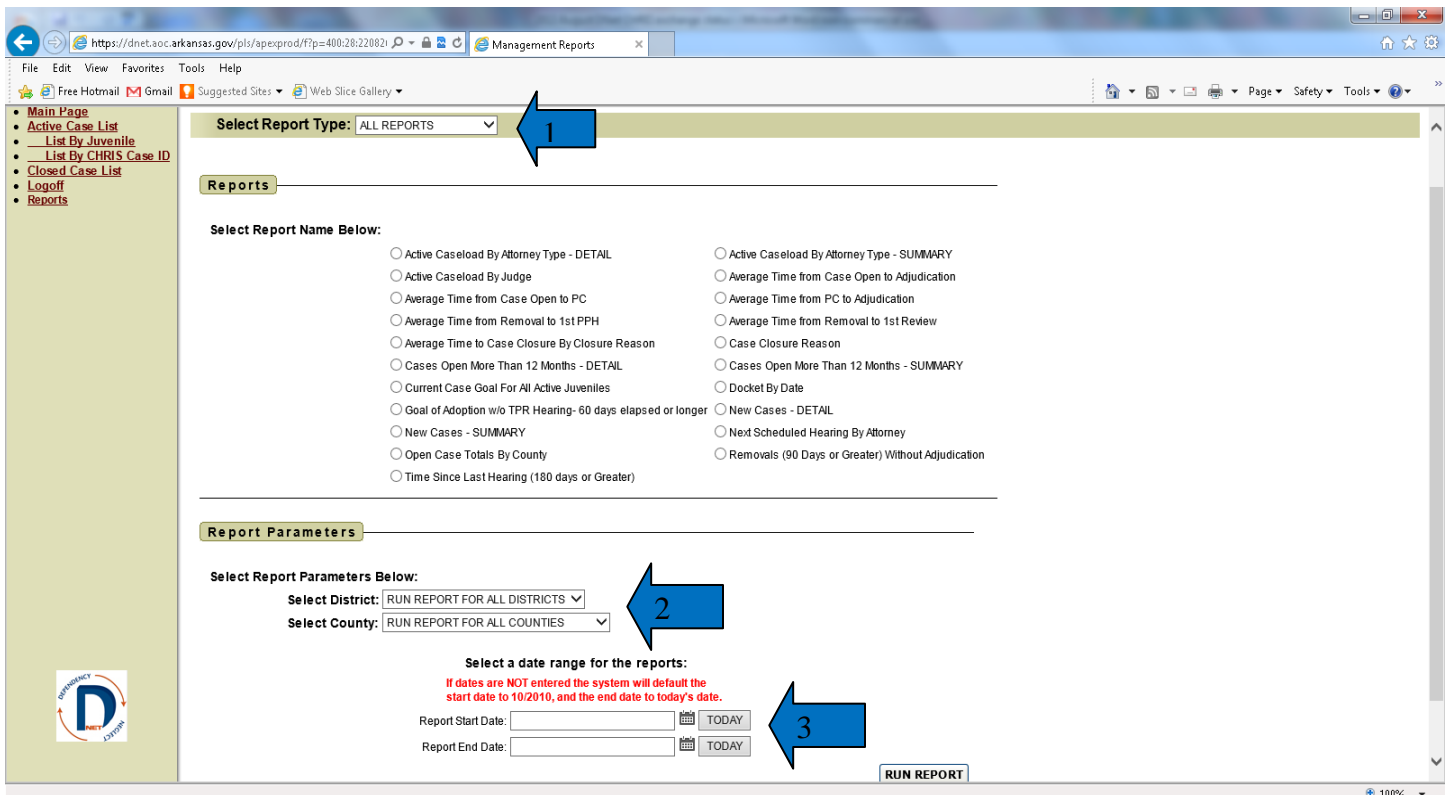
Next, you should see a screen that looks like this:



This is the main page. From this page, you will be able to access reports by clicking on "Reports" in the menu to the left.



This will bring you to the reports screen. The default is to see all reports, but if you prefer to see fewer options click on the arrow next to "ALL REPORTS". This will let you choose from case management, timeliness reports, and attorney management.

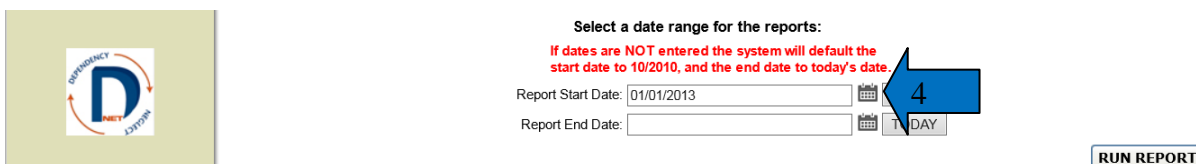


To generate a report:

1. Click on the report name.
2. If you work in more than one district or county, you can select the district or county (arrow #2). The default is that you will see information pertaining to all cases for which you are a participant.
3. If relevant, you can select a date range (arrow #3).

Notes on dates:

If dates aren't entered for a report that requires dates, it will default to providing information from October 2010 to present. The system requires dates in the following format: MM/DD/YYYY. You may find it easier to click on the calendar icon to select the date (arrow #4) or to click on "TODAY" which will insert today's date.





When you request a report, it is run at that moment from the DNet database. You will get up-to-date information, but depending on your internet connection and how much traffic is hitting the database it may take up to two minutes to run. Please be patient.

Report Descriptions

Below is a description of each report.

Name of report	Description	Date required?	Comment
Active Caseload by Attorney Type - DETAIL	By county, shows docket #, open date, case name, current case goal, concurrent case goal.	No	Report is based on current date.
Active Caseload by Attorney Type - SUMMARY	Attorney name, county, total number of cases	No	Report is based on current date.
Active Caseload by Judge	Docket number, open date, case goal, concurrent goal	No	
Average Time from Case Open to Adjudication	By judge, number of cases, average time, and median time.	Yes	Also provides state average and median.
Average Time from Case Open to PC	By judge and county, number of cases, average time, and median time	Yes	Also provides statewide average and median.
Average Time from PC to Adjudication	By judge and county, number of cases, average time between hearings, median time between hearings	Yes	Also provides statewide average and median.
Average Time from Removal to 1st PPH	By judge and county, number of cases, average time, and median time	Yes	Note that the dates are based on case opening, so for a good report the cases have to be old enough to have had a PPH.
Average Time from Removal to 1st Review	By judge and county, number of cases, average time, and median time	Yes	Note that the dates are based on case opening, so for a good report the cases have to be old enough to have had a Review Hearing.
Average Time to Case Closure by Closure Reason	By circuit and county, closure reason, # of cases, average time to closure, median time to closure.	Yes	Default is statewide report. Dates based on case closure. If you select your county or circuit, you will get only that county along with statewide statistics.
Case Closure Reason	By county, # and % of cases closed for each closure reason	Yes	Also includes statewide statistics.
Cases Open More Than 12 Months - DETAIL	By county, docket number, open date, and case name	No	



Cases Open More than 12 Months-SUMMARY	Statewide report by district and county, total numbers only. Statewide total at bottom.	No	
Current case goal for all active juveniles	By county, docket number, juvenile name, age, days case open, and current case goal	No	
Docket by Date	Docket number, case name, days open, type of hearing, hearing time, legal counsel and DCFS assigned to case, parent name(s)	Yes (put date in start)	Must select a judge. Can run this for only one date at a time.
Goal of Adoption w/o TPR Hearing - 60 days elapsed or longer	By county, docket #, date goal first set, days elapsed.	No	Some of these may be old cases where no TPR hearing is entered but has happened.
New Cases Detail	By county, docket #, days opened, # of children on case	Yes	
New Cases Summary	By county, # of cases, # of children	Yes	
Next Scheduled Hearing by Attorney	By county, docket #, hearing type, hearing date	No	
Open Case Totals by County	Statewide report, by district and county, total cases & total children	No	
Removals (90 days or Greater) Without Adjudication	Docket #, juvenile ID, removal date, and days since removal	No	
Time Since Last Hearing (180 days or greater)	Docket #, last hearing type, last hearing date, and time elapsed	No	

If you see errors on the reports, please email dnet@arkansas.gov.



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.
10. DNet is not the official court record. It is designed to make information accessible and easy to use for parties. Information viewable in DNet from the CHRIS system is not the official DHS record.

Signature: _____

Date: _____