

QUARTERLY TPR TRACKING TOOL
INSTRUCTION GUIDE FOR EXCEL WORKBOOK

General Instructions

Once you have opened the file on the disk, you will see a sample of those children who entered permanent custody (PC) for the specified quarter. Complete any of the fields in which there are no data.

Many of the fields ask for dates to be entered. Dates should be entered in the following format: mm/dd/yy.

Certain fields require you to enter a numeric value (i.e., those fields with headings which start with “Number of...”). If you enter anything but a whole number, you will receive an error message. If you receive an error message, click Retry and enter a whole number.

Other fields contain dropdown menus. To select your answer from the dropdown menus you must first be in the applicable field or cell. Click on the arrow that appears on the right side of the cell and highlight/select the correct response. If you do not use the dropdown menu where applicable, you will receive an error message. If you receive an error message, click Retry, delete what you have entered and use the dropdown menu to select your response.

Instructions for Entering Data into Each Field in the Tracking Tool

Item	Description
1. Client Number	This field is pre-populated.
2. Child Last Name	This field is pre-populated.
3. Child First Name	This field is pre-populated.
4. Child DOB	This field is pre-populated.
5. Initial Custody Date	This field is pre-populated.
6. Most Recent Permanent Custody Date	This field is pre-populated.
7. Number of Times Adjudication Hearing Continued	Record the number of times the adjudication hearing was continued.
8. Date of First Adjudication Hearing	Record the date of the first adjudication hearing after initial custody as mm/dd/yy.
9. Number of Times Dispositional Hearing Continued	Record the number of times the dispositional hearing was continued.
10. Date of First Dispositional Hearing after Initial Custody	Record the date of the first dispositional hearing after initial custody as mm/dd/yy.

Item	Description
11. Date Initial Case Plan Filed with Court	Record the date that the initial case plan was filed with the Court as mm/dd/yy.
12. What was the initial goal?	Using the dropdown menu provided, select one of the following responses: <ul style="list-style-type: none"> ▪ Maintain in Home ▪ Return to Parent/Guardian ▪ Permanent Placement ▪ Independent Living ▪ Adoption
13. Date of 1st SAR	Record the date of the first Semi-Annual Review as mm/dd/yy.
14. Date 1st SAR Summary Filed With Court	Record the date that the first Semi-Annual Review Summary was filed with the Court as mm/dd/yy.
15. Date of 2nd SAR	Record the date of the second Semi-Annual Review as mm/dd/yy. If there was no second review, leave blank.
16. Date 2nd SAR Summary Filed With Court	Record the date that the second Semi-Annual Review Summary was filed with the Court as mm/dd/yy. If there was no second review, leave blank.
17. Date of 3rd SAR	Record the date of the third Semi-Annual Review as mm/dd/yy. If there was no third review, leave blank.
18. Date 3rd SAR Summary Filed With Court	Record the date that the third Semi-Annual Review Summary was filed with the Court as mm/dd/yy. If there was no third review, leave blank.
19. Date of Agency's 12 of 22 Months Permanency Decision	Record the date that the agency made the 12 of 22 months decision as mm/dd/yy.
20. What was the result of the agency's 12 of 22 months decision?	Using the dropdown menu provided, select one of the following responses: <ul style="list-style-type: none"> ▪ Motion to be Filed ▪ TPR Not Pursued, Compelling Reasons ▪ TPR Not Pursued, Services Not Provided
21. Date of Initial Permanency Hearing	Record the date on which the first permanency hearing was held as mm/dd/yy.

Item	Description
22. Number of Custody Extensions	Record the number of custody extension orders for the child. Enter "0" if there were no extensions.
23. Date of First Custody Extension Order	Record the date on which the first temporary custody extension was ordered. If there were no extensions, leave blank.
24. Date of Most Recent Custody Extension Order	Record the date on which the most recent temporary custody extension was ordered. If this date is the same as custody extension order date in the previous item, leave blank.
25. Date Motion for PC Filed (Mother)	Record the date on which the motion for permanent custody was filed on the mother as mm/dd/yy.
26. Date Motion for PC Filed (Father)	Record the date on which the motion for permanent custody was filed on the father as mm/dd/yy.
27. If a motion for TPR was filed more than 12 months after initial custody, briefly describe the reason for the delay.	Enter a brief explanation as to why the filing for termination of parental rights was delayed beyond 12 months of initial custody.
28. Was there one PC hearing for both parents or did the PC hearings for each parent occur on different dates?	Using the dropdown menu provided, select one of the following responses: <ul style="list-style-type: none"> Same PC hearing for both parents Separate PC hearings for each parent
IMPORTANT: If there was one PC hearing for both parents, answer questions 29-29e and then skip to question 31. If there were separate hearings for each parent, answer 29-29d for the mother and 30-30e for the father.	
29. On what date was the first PC hearing?	Record the date on which the first permanent custody hearing was held as mm/dd/yy. This should be either the date of the mother's hearing or the date of the hearing for both parents.
a. What was the result of the first PC hearing?	Using the dropdown menu provided, select one of the following responses: <ul style="list-style-type: none"> PC Granted Continued PC Denied PC Denied – PPLA PC Denied – Legal Custody to Relative PC Denied – 6-month Extension

Item	Description
b. If the first PC motion was denied, was a subsequent motion for PC filed?	<p>Using the dropdown menu provided, select one of the following responses:</p> <ul style="list-style-type: none"> ▪ Yes ▪ No <p>Leave blank if the first PC motion was <i>not</i> denied.</p>
c. If the PC hearing was continued, what was the reason?	<p>Using the dropdown menu provided, select one of the following responses:</p> <ul style="list-style-type: none"> ▪ Services Delayed ▪ Parents Making Progress ▪ Court Delays ▪ Other <p>Leave blank if the hearing was not continued.</p>
d. Who requested the continuance?	<p>If there was a continuance of the first PC hearing, use the dropdown menu provided to select one of the following responses:</p> <ul style="list-style-type: none"> ▪ Agency ▪ Court ▪ Parent or Parent's Attorney ▪ GAL ▪ Other <p>Leave blank if the hearing was not continued.</p>
e. How many continuances were there?	<p>Record the number of continuances there were before a decision was made on permanent custody of the child. Leave blank if the hearing was not continued.</p>
NOTE: If there was one PC hearing for both parents, skip to question 31. If hearings were held separately for the mother and father, answer questions 30-30e for the father.	
30. On what date was the first PC hearing?	<p>Record the date on which the first permanent custody hearing was held for the father as mm/dd/yy.</p>
a. What was the result of the first PC hearing?	<p>Using the dropdown menu provided, select one of the following responses:</p> <ul style="list-style-type: none"> ▪ PC Granted ▪ PC Continued ▪ PC Denied ▪ PC Denied – PPLA ▪ PC Denied – Legal Custody to Relative ▪ PC Denied – 6-month Extension

Item	Description
b.If the first PC motion was denied, was a subsequent motion for PC filed?	<p>Using the dropdown menu provided, select one of the following responses:</p> <ul style="list-style-type: none"> ▪ Yes ▪ No <p>Leave blank if the first PC motion was <i>not</i> denied.</p>
c. If the PC hearing was continued, what was the reason?	<p>Using the dropdown menu provided, select one of the following responses:</p> <ul style="list-style-type: none"> ▪ Services Delayed ▪ Parents Making Progress ▪ Court Delays ▪ Other <p>Leave blank if the hearing was not continued.</p>
d. Who requested the continuance?	<p>If there was a continuance of the first PC hearing, use the dropdown menu provided to select one of the following responses:</p> <ul style="list-style-type: none"> ▪ Agency ▪ Court ▪ Parent or Parent's Attorney ▪ GAL ▪ Other <p>Leave blank if the hearing was not continued.</p>
e.How many continuances were there?	<p>Record the number of continuances there were before a decision was made on permanent custody of the child.</p> <p>Leave blank if the hearing was not continued.</p>
31. Date Agency Received Written PC Order	Record the date on which the agency received the written PC order.
32. Was the permanent custody decision appealed?	Using the dropdown menu provided, select "yes" or "no."
a. On what date was the appeal filed with the Court?	Record the date on which the first appeal was filed with the Court as mm/dd/yy. If there was no appeal, leave blank.
b.Date of Final Appeal Determination	Record the date on which the appeal was decided as mm/dd/yy. If there was no appeal, leave blank.
33. Comments:	If there is additional information you would like to provide, enter it here.

Instructions for Returning the TPR Tracking Tool:

Once you have completed all of the information, save the file and close it. The disk with the completed *Tracking Tool* file should be returned to HZA within one month of its receipt. It should be mailed to the following address in the postage-paid envelope provided:

Hornby Zeller Associates, Inc,
100 Commercial Street
Suite 300
Portland, ME 04101