State Court Administrative Office

Michigan Court Application Portal (MCAP)

Application User Manual

Absent Without Legal Permission (AWOLP)

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Introduction

The purpose of this application is to regularly monitor the status of children who are Absent Without Legal Permission (AWOLP) and allow case-specific communication between courts, Department of Human Services (DHS) field personnel, and the State Court Administrative Office (SCAO).

This secure, web-based application allows authorized users from the courts and DHS to access and modify information regarding children who are AWOLP. Several times during the month, SCAO will upload to this application new AWOLP information from DHS. Authorized users from each court should follow the instructions below to report additional AWOLP information. Most importantly, during the first week of every month, authorized users should enter the status of all AWOLP children as of the end of the previous month, even if the child was still missing.

Authorized users can also generate reports containing information about AWOLP children and receive announcements related to AWOLP children from this application. Additional detailed instructions for updating information and using the AWOLP application are provided in this document.

Authorized Users

To become an authorized user of the AWOLP application, contact the circuit court administrator or probate court administrator in your county. These court administrators can grant access to this AWOLP application to court staff and DHS personnel through User Maintenance on MCAP.

SCAO Contact Information

To contact the SCAO regarding the AWOLP application or User Maintenance, either send an e-mail message to SCAO_App_Info@courts.mi.gov or call the MCAP help desk at 517-373-5538.

Logging into MCAP

The Michigan Courts Application Portal (MCAP) is a centralized internet location where authorized users can access secure applications including AWOLP. To log into MCAP, navigate on the internet to: http://courts.mi.gov/MCAP/. You will see the MCAP Login screen (Figure 1). Enter your User Name and Password and click the Login button or press the Enter key on your keyboard.

Figure 1: MCAP Login Screen

How to Change Your E-mail Address and Password

Before logging in to MCAP, you can reset your password by clicking the phrase 'request a new one' under the Reset Password menu item. You can also select Reset Password from the Utilities menu. You will be asked to type in your Username and e-mail address. A new password will be sent to your e-mail address.

After logging in to MCAP, you can change your e-mail address and/or your password. Both of these features are available from the Utilities menu. To change your password, you will need to type in your old password and your new password.

Accessing the AWOLP Application

After you click the Login button, the home page of MCAP will appear, similar to the screen shown in Figure 2. Select AWOLP from the drop-down list and Click Go.

Figure 2: MCAP Home Page Screen

The home page for MCAP contains several features. These features are described on this page and the next page.

- **Change Password:** This link will allow you to change your password.
- **External Links:** This link will open the web page SCAO maintains regarding reporting requirements for the trial courts, reporting materials for the trial courts, and published summary reports.
- **Logout:** This will log you out of AWOLP and MCAP.

AWOLP Menu Bar

The AWOLP application contains a menu bar with hyperlinks that should be available as you navigate throughout the application.

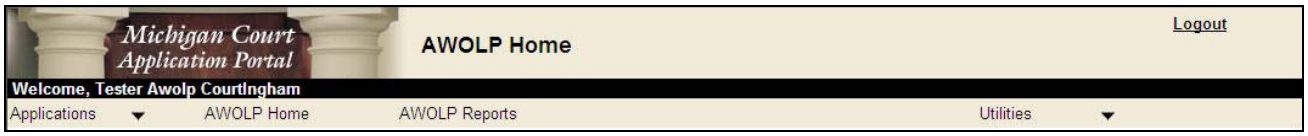

Figure 3: AWOLP Menu Bar

- **Applications:** This link provides a drop-down list of the applications on MCAP that you are authorized to access.
- **AWOLP Home:** This link will return you to the home page of the AWOLP application.
- **AWOLP Reports:** This link will open the reports menu screen.
- **Utilities:** This link provides a drop-down list of additional features on MCAP that may be useful to you.
  - **MCAP Home:** This link will return you to the home page of MCAP.
  - **Change E-mail:** This link will open a new screen where you can change your e-mail address.
  - **Change Password:** This link will open a new screen where you can change your password.
  - **Help Desk:** This menu item provides a submenu of features related to user support.
    - Submit an error report: This link will open a new screen where you can submit an error report.
    - Ask a question: This link will open a new screen where you can submit a question about the AWOLP application, MCAP, or other applications on MCAP.
    - Download user guides: This link will open a new screen where you can obtain instructions, frequently asked questions, and supplemental materials related to the applications on MCAP.
    - View frequently asked questions: This link will open a screen of frequently asked questions related to technical aspects of MCAP.
  - **Phone Look Up:** This link will open a new screen where you can search for the phone number of people within the Michigan Judiciary, including SCAO employees.

AWOLP Home Page

The home page for AWOLP contains three major components.

- **Incidents of AWOLP Children:** This list, on the left-hand side of the screen, contains incidents of AWOLP children. You can select the name of the child to access or modify information about a specific AWOLP incident. There are three checkboxes that you can select to narrow or expand the list of incidents.
  - **New:** Select this button to view incidents that are newly reported by DHS.
  - **Open:** Select this button to view incidents that are currently open.
  - **Disposed:** Select this button to view incidents that have been disposed.
- **Reports:** This link will open the reports menu screen.
- **SCAO AWOLP Web Page:** This link will open the web page SCAO maintains regarding AWOLP information.
- **Announcements:** A list of anouncements are provided in the right-hand side of the home page. You can select a specific anouncement to obtain more information.

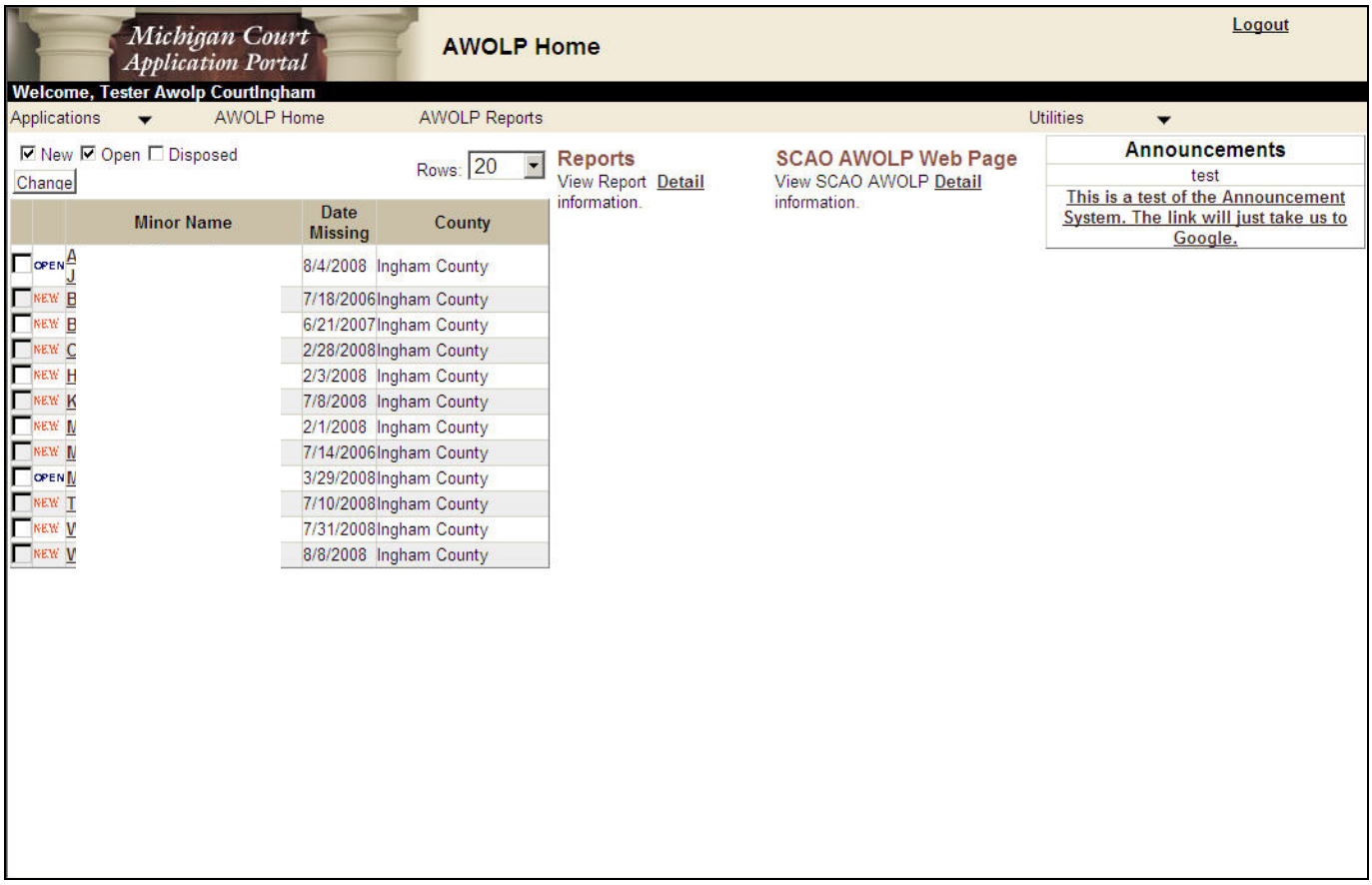

Figure 4: AWOLP Home Page

Incident Screen and Tabs

After selecting a specific AWOLP incident on the home page, the incident screen will open and will provide detailed information about the child and the incident. Buttons to submit, view previous, and view next are provided throughout the incident screen. The top section of the screen displays demographic and case-related information about the child. Some of this information can be modified. There are also four tabs where additional information can be accessed and modified.

Buttons

- **Submit**: After entering or modifying information, click the Submit button to save your changes.
- **Previous Incident**: To view the previous incident on your list, click the Previous button.
- **Next Incident**: To view the next incident on your list, click the Next button.

Demographic and Case-Related Information

- **Minor's Name**: The name of the minor, as reported by DHS, will be displayed in this field. It is not editable. If there are additional names or nicknames for this minor, enter those in the Comments tab.
- **Date of Birth**: The minor's date of birth, as reported by DHS, will be displayed in this field. It is not editable.
- **Gender**: The minor's gender, as reported by DHS, will be displayed in this field. It is not editable.
- **Race Code**: The minor's race, as reported by DHS, will be displayed in this field. It is not editable.
- **Web Link**: This link will open a new internet window with DHS' website for this child, if available.
- **DHS Case #**: This field will display the DHS case number.
- **SWSS #**: This field will display the SWSS number for this case.
- **Originating County**: The county where the case was originally filed will be displayed in this field. Authorized users may select from the drop-down list a different originating county.
- **Current County**: The county where the case is currently assigned will be displayed in this field. Authorized users may select from the drop-down list a different current county.
- **Court Case #**: Authorized users can enter the court case number, if known, in this field.
- **Assigned Judge**: Authorized users can select from the drop-down list the name of the judge currently assigned to the child protective case. This judge may be different from the judicial officer assigned to the AWOLP incident.

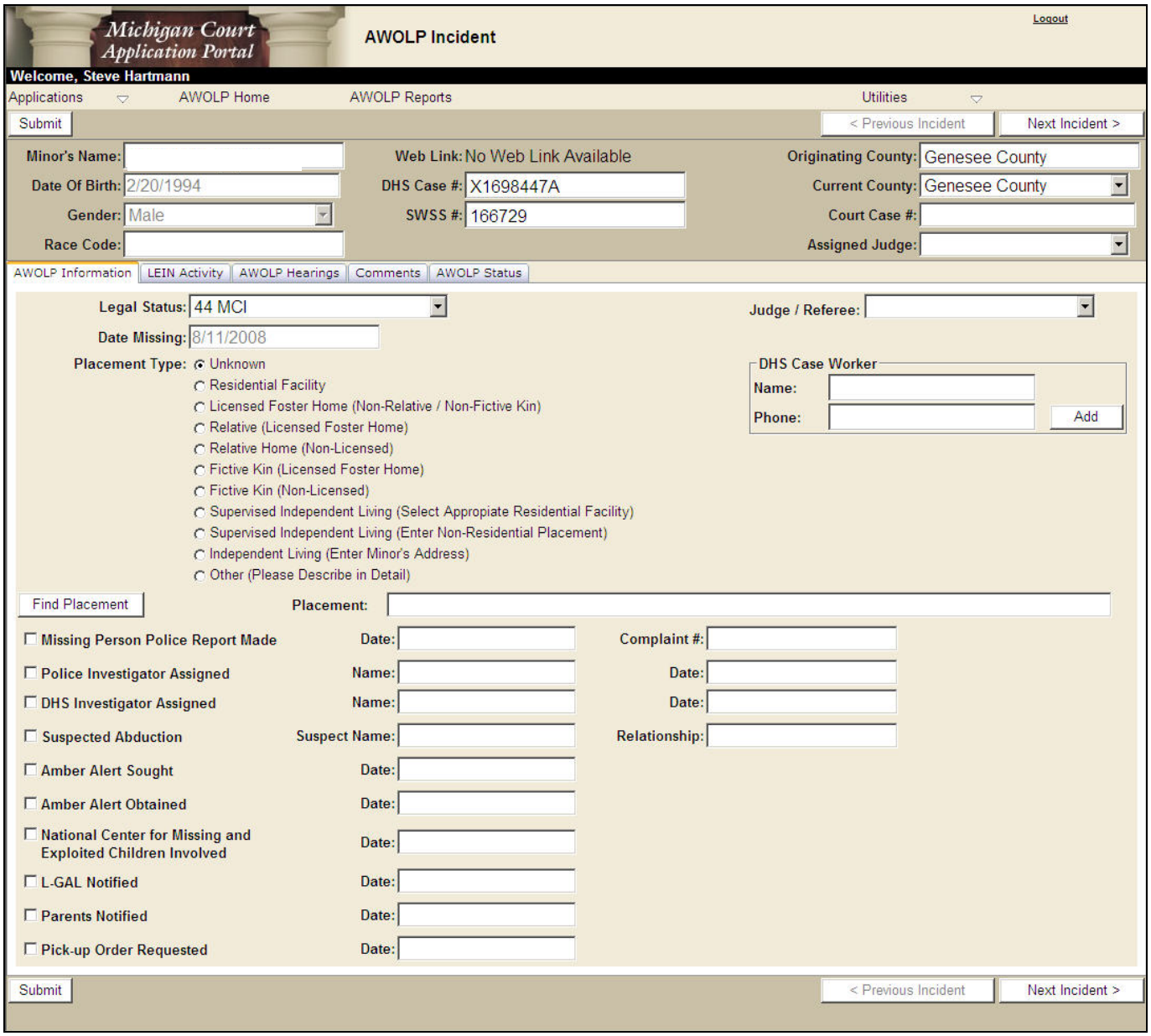

Figure 5: Incident Screen – AWOLP Information Tab

AWOLP Information Tab

The AWOLP Information tab is the first of five tabs related to this incident. Information about the child's legal status, placement type, and efforts taken to locate the child can be entered in this tab.

- **Legal Status**: The minor's legal status, as reported by DHS, will be displayed in this field. It is not editable.
- **Date Missing**: The date the minor was reported missing, as reported by DHS, will be displayed in this field. It is not editable.
- **Judge / Referee**: Authorized users may select from the drop-down list the judge or referee assigned to this AWOLP incident. This judicial officer may be different from the judge assigned to the child abuse/neglect case.

- **DHS Case Worker**: Authorized users may enter or select the DHS Case Worker assigned to this incident. First, click Add. In the pop-up box, either select the name of the case worker from the drop-down list or click add to identify a new case worker. Enter the first and last name of the case worker. Enter their ID number, phone number, and DHS agency. Enter the date the person was assigned to this incident as the Start Date. If the person is no longer assigned to this incident, enter the End Date for their assignment. Click Save to close the pop-up box and return to the AWOLP Information tab.

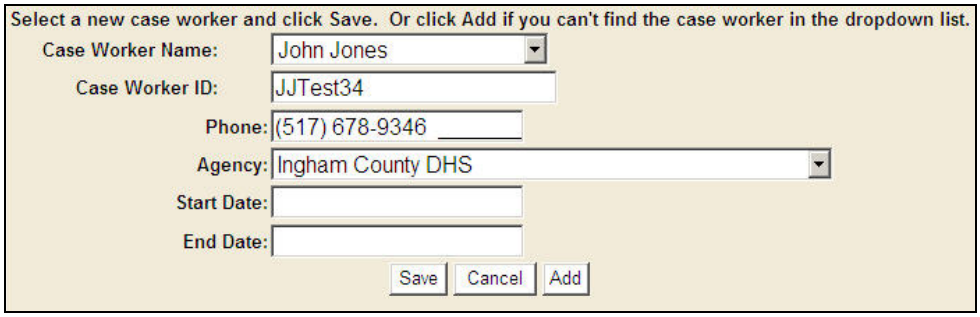

Figure 6: Incident Screen – DHS Case Worker Pop-Up

- **Placement Type**: The types of placements are listed with radio buttons. Authorized users can select one to indicate the type of placement from which the child went missing.
  - **Unknown**: Select this radio button if the child's placement is unknown.
  - **Residential Facility**: Select this radio button if the child was placed in a residential facility. If this radio button is selected, also select the name of the facility from the drop-down list of child placing agencies.
  - **Licensed Foster Home (Non-Relative / Non-Fictive Kin)**: Select this radio button if the child was placed in a licensed foster home that is not the home of the child's relative or fictive kin. If this radio button is selected, also select the name of the foster home from the drop-down list of foster homes.
  - **Relative (Licensed Foster Home)**: Select this radio button if the child was placed in a relative's home who is licensed to operate a foster home. If this radio button is selected, also select the name of the foster home from the drop-down list of foster homes.
  - **Relative Home (Non-Licensed):** Select this radio button if the child was placed in a relative's home who is not licensed to operate a foster home.
  - **Fictive Kin (Licensed)**: Select this radio button if the child was placed in the home of a fictive kin who is licensed to operate a foster home. If this radio button is selected, also select the name of the foster home from the drop-down list of foster homes.
  - **Fictive Kin (Non-Licensed)**: Select this radio button if the child was placed with fictive kin who is not licensed to operate a foster home.
  - **Supervised Independent Living (Select Appropriate Residential Facility)**: Select this radio button if the child is in a supervised independent living situation and living in a residential facility. If this radio button is selected, also select the appropriate residential facility from the drop-down list of child placing agencies.
  - **Supervised Independent Living (Enter Non-Residential Placement)**: Select this radio button if the child is in a supervised independent living situation and not living in a residential facility. If this radio button is selected, a text box will appear where you can enter the minor's address.

- **Independent Living (Enter Minor's Address)**: Select this radio button if the child is living independently. If this radio button is selected, a text box will appear where you can enter the minor's address.
- **Other (Please describe in detail):** Select this radio button if the child was placed somewhere else. Describe in detail where the child was placed.

- **Find Placement**: Select this button to open a pop-up box where you can search for the name of the placement agency. Enter a license number and/or an agency name, then click Search to find placement agencies. Click Select to choose a particular placement agency, then click OK.

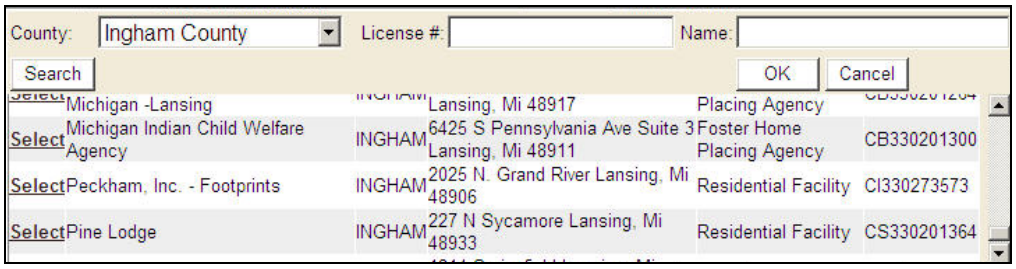

Figure 7: Incident Screen - Placement Pop-Up

- **Missing Person Police Report Made**: Check this box if a missing person report was made with the police.
  - **Date**: Enter the date the missing person report was made. This is required for incidents where a missing person report was made.
  - **Complaint #**: Enter the complaint number.
- **Police Investigator Assigned**: Check this box if a police investigator was assigned to this incident.
  - **Name**: Enter the name of the investigator, if applicable.
  - **Date**: Enter the date the investigator was assigned.
- **DHS Investigator Assigned**: Check this box if an DHS investigator was assigned to this incident.
  - **Name**: Enter the name of the investigator, if applicable.
  - **Date**: Enter the date the investigator was assigned.
- **Suspected Abduction**: Check this box if it is suspected that the child was abducted.
  - **Suspect Name**: Enter the name of the suspected abductor, if known.
  - **Relationship**: Enter the suspected abductor's relationships to the child, such as mother or father.
- **Amber Alert Sought**: Check this box if an Amber Alert was sought for this incident.
  - **Date**: Enter the date the Amber Alert was sought. This is required for incidents where an Amber Alert was sought.
- **Amber Alert Obtained**: Check this box if an Amber Alert was obtained.
  - **Date**: Enter the date the Amber Alert was obtained. This is required for incidents where an Amber Alert was obtained.
- **National Center for Missing and Exploited Children Involved**: Check this box if the National Center is involved in this incident.
- **L-GAL Notified:** Check this box if the child's Legal Guardian Ad Litem was notified that the child is missing.
  - **Date**: Enter the date the L-GAL was notified.

- **Parents Notified**: Check this box if one or more of the child's parents were notified that the child is missing. Use the Comments tab to enter additional information about notifying the parents.
  - **Date**: Enter the date the first parent was notified.
- **Pick-up Order Requested:** Check this box if a pick-up order was requested.
  - **Date**: Enter the date the pick-up order was requested.

LEIN Activity Tab

The LEIN Activity tab is the second of five tabs related to this incident. Information about LEINs ordered for this incident should be entered in this tab.

- **Edit:** Click the Edit button to edit a LEIN entry that was previously entered for this incident.
- **Add:** Click the Add button to add a LEIN entry for this incident.
- **Date Ordered Into LEIN:** Enter the date of the LEIN order.
- **Date Provided to LEIN:** Enter the date the order was provided to a LEIN officer.
- **Date Entered Into LEIN:** Enter the date the order was entered into LEIN.
- **LEIN Expiration Date:** Enter the date this LEIN order expires.
- **Comments:** Enter any comments related to this LEIN order.

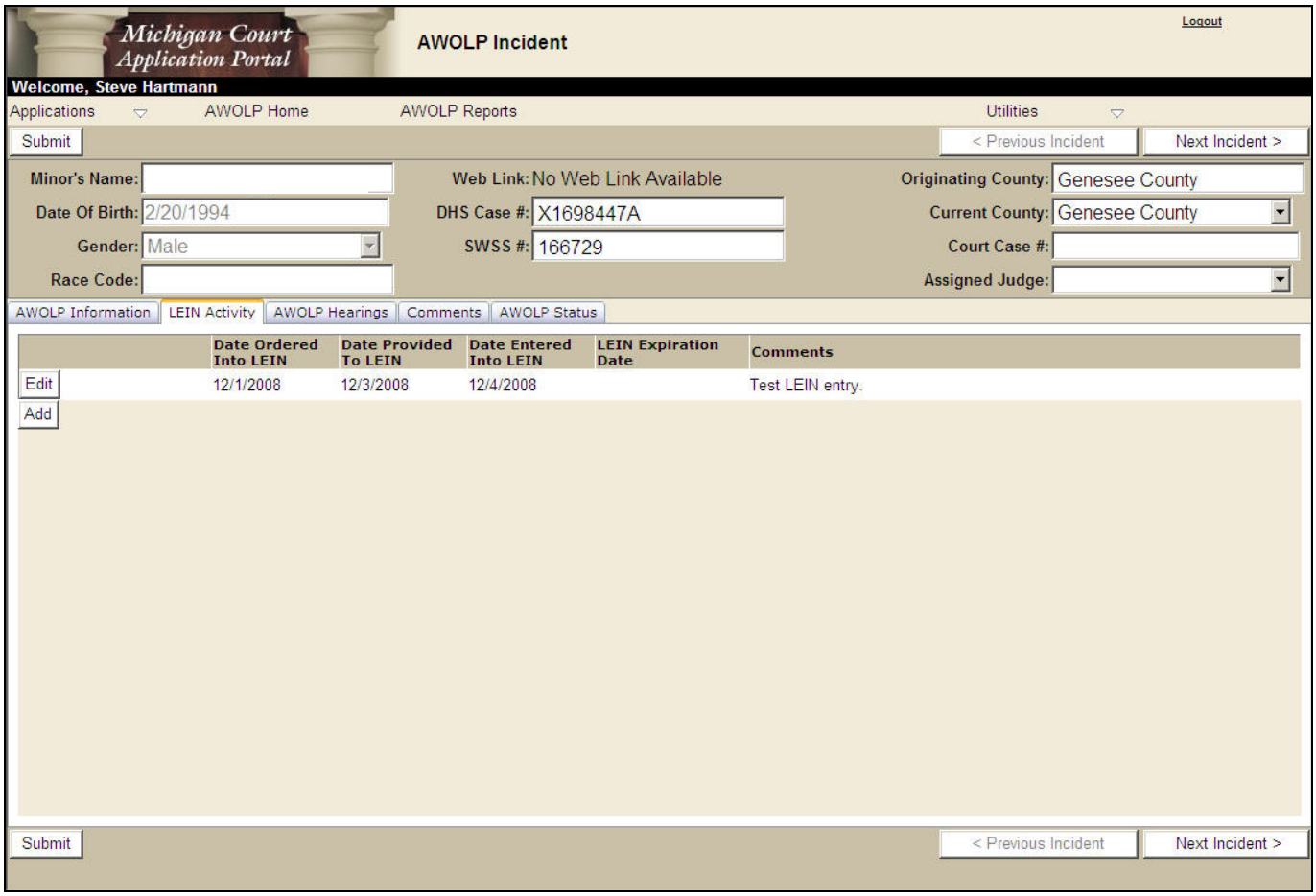

Figure 8: Incident Screen – LEIN Activity Tab

AWOLP Hearings Tab

The AWOLP Hearings tab is the third of five tabs related to this incident. Information about AWOLP hearings for this incident should be entered in this tab.

- **Edit:** Click the Edit button to edit a hearing that was previously entered for this incident.
- **Add:** Click the Add button to add a new hearing for this incident.
- **Hearing Date:** Enter the scheduled hearing date.
- **Canceled and/or Rescheduled:** Check this box if the hearing was cancelled or rescheduled for a later time. If a new hearing was scheduled, click the Add button and enter the new hearing.
- **Occurred:** Check this box if the hearing occurred.
- **Hearing Findings:** Enter the findings of the hearing as succinctly as possible in this box.

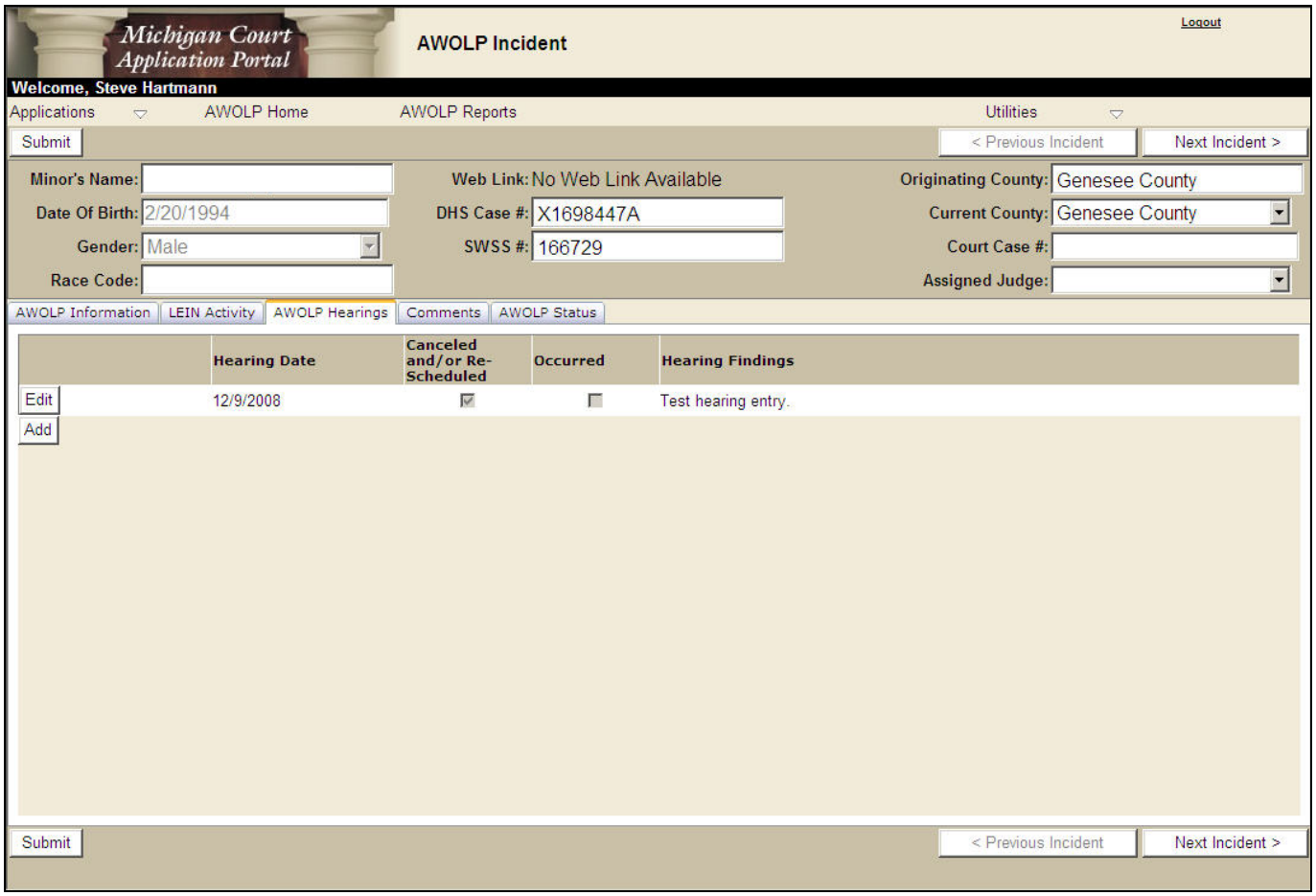

Figure 9: Incident Screen – AWOLP Hearings Tab

Comments Tab

The Comments tab is the fourth of five tabs related to this incident. Comments about this incident should be entered in this tab.

- **Add:** Click the Add button to add a new comment for this incident.
- **Comment:** Enter your comments as succinctly as possible in this box.

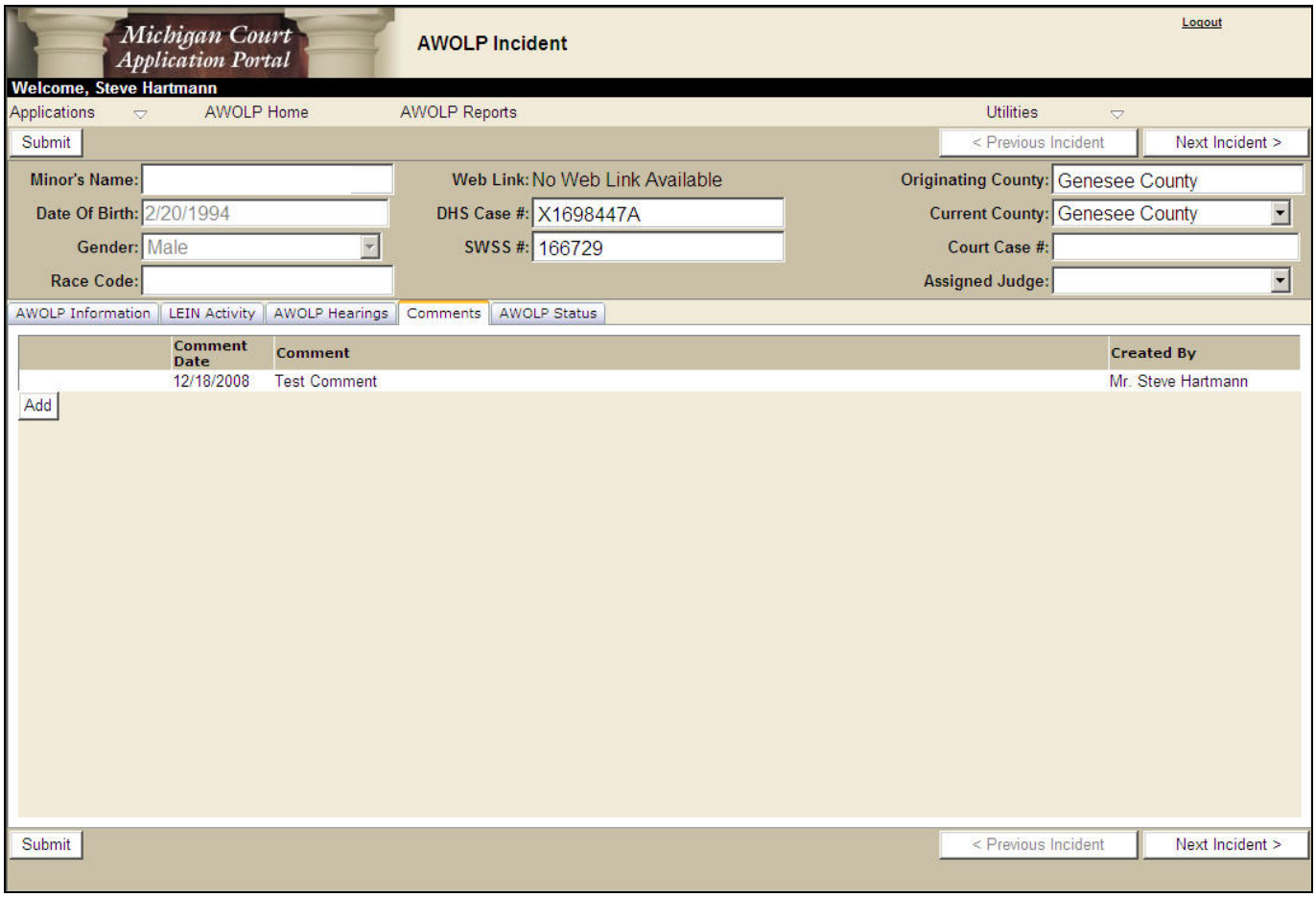

Figure 10: Incident Screen – Comments Tab

AWOLP Status Tab

The AWOLP Status tab is the fifth of five tabs related to this incident. The child's status as of the end of the previous month should be entered in this tab.

- **This Child was Still Missing at the End of the Previous Month and Remains in AWOLP Status:** Check this box if the child was still missing at the end of the previous month and the child remains in AWOLP status with the court. This checkbox will be editable during the first week of each month for the purpose of recording the child's status as of the end of the previous month.
- **The Child was Located:** Check this box if the child was located.
  - **Removed from AWOLP Status:** Check this box if the child was removed from AWOLP Status.
  - **Not Removed from AWOLP Status:** Check this box if the child was located, but was not removed from AWOLP status.
  - **Removed from LEIN:** Check this box if the child was removed from LEIN.
  - **Date Removed:** Enter the date the child was removed from LEIN.
  - **Date Located:** Enter the date the child was located.
  - **Address, City, and/or State Where Located:** Enter the address, city, and/or state where the child was located. Partial information is acceptable.
  - **Located With:** Enter the relationship and name(s) of the person(s) with whom the child was located.
  - **Approved by DHS:** Check this box if the location was approved by DHS at the time the child was located.
  - **Court Ordered:** Check this box if the location was a court-ordered placement. This location may not have been approved by DHS yet.
- **This Child is Still Missing but was Removed from AWOLP Status:** Check this box if the child was still missing at the end of the previous month, but was removed from AWOLP status. Select the reason(s) the child was removed from AWOLP status.
  - **Termination of Court Jurisdiction:** Check this box if the court's jurisdiction over this case was terminated.
  - **Date Jurisdiction Terminated:** Enter the date jurisdiction was terminated.
  - **Maximum Benefits of Service:** Check this box if the child obtained maximum benefits of service.
  - **Maximum Jurisdictional Age:** Check this box if the child reached the maximum jurisdictional age.
  - **Other:** Check this box if jurisdiction was terminated for another reason and enter the reason.
- **Reason(s) Child Was AWOLP (Check all that apply):** Check all the reasons why the child was AWOLP. Provide more details on the reason the child was AWOLP in the text box.

Michigan Court Application Portal

AWOLP Incident

Logout

Welcome, Steve Hartmann

Applications AWOLP Home AWOLP Reports Utilities

Submit < Previous Incident Next Incident >

Minor's Name:
Date Of Birth: 2/20/1994
Gender: Male
Race Code:

Web Link: No Web Link Available
DHS Case #: X1698447A
SWSS #: 166729

Originating County: Genesee County
Current County: Genesee County
Court Case #:
Assigned Judge:

AWOLP Information | LEIN Activity | AWOLP Hearings | Comments | AWOLP Status

☐ This Child was Still Missing at the End of the Previous Month and Remains in AWOLP Status.

☐ This Child was Located

☐ Removed from AWOLP Status ☐ Not Removed from AWOLP Status

☐ Removed from LEIN Date Removed:

Date Located:

Address, City, and/or State Where Located:

Located With: (e.g. Parent, Sibling, Friend - Provide Name)

☐ Approved by DHS ☐ Court Ordered

☐ This Child is Still Missing but was Removed from AWOLP Status

Reason(s):

☐ Termination of Court Jurisdiction Date Jurisdiction Terminated:

☐ Maximum Benefits of Service

☐ Maximum Jurisdictional Age

☐ Other:

Reason(s) Child Was AWOLP (Check All that Apply):

☐ Child Didn't Like the Facility or Foster Home
☐ Child Was Separated from Siblings
☐ Child Was Transferred to a Different Facility or Foster Home
☐ Child Was Removed from Community and/or School
☐ Child Alleges Abuse
☐ Child Wishes to be Independent
☐ Parental Abduction
☐ Child Wishes to Live with Unapproved Family Member
☐ Child is a Chronic Runner
☐ Possible Mental/Emotional Issues

Please Provide More Details on the Reason the Child Was AWOLP:

Submit < Previous Incident Next Incident >

Figure 11: Incident Screen – Status Tab

AWOLP Reports

There are several output reports containing information about the AWOLP children.

AWOLP History for a Child
AWOLP Missing Information
AWOLP Statistics
Children AWOLP by County
Children AWOLP Statewide
Children Not Missing But on DHS List

After selecting the report, you may need to enter more information to obtain a report.