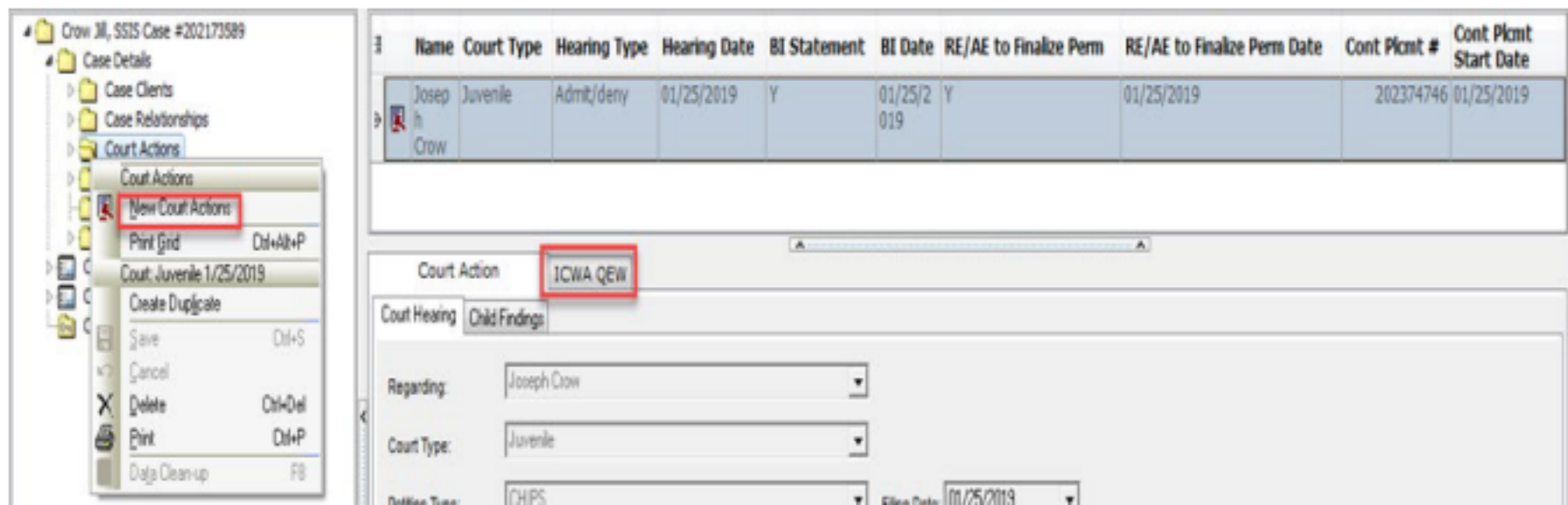


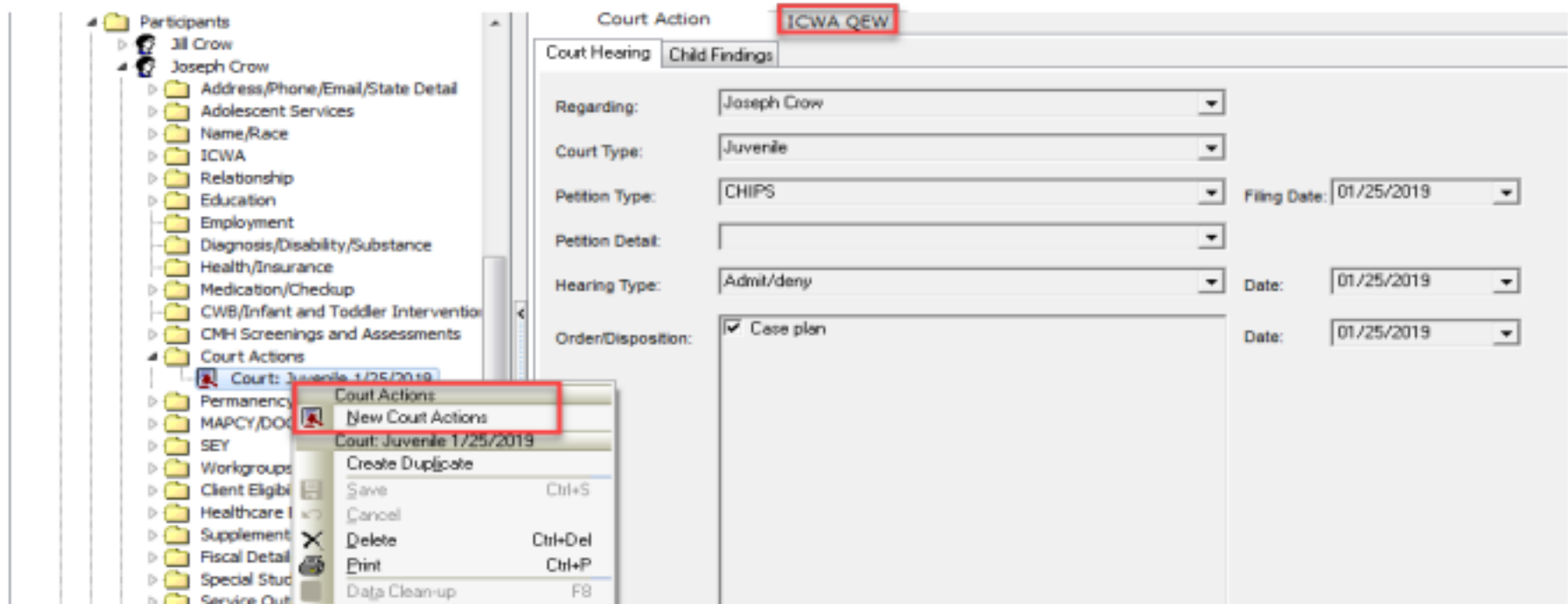
ICWA Qualified Expert Witness in SSIS

Location of ICWA QEW Tab in SSIS

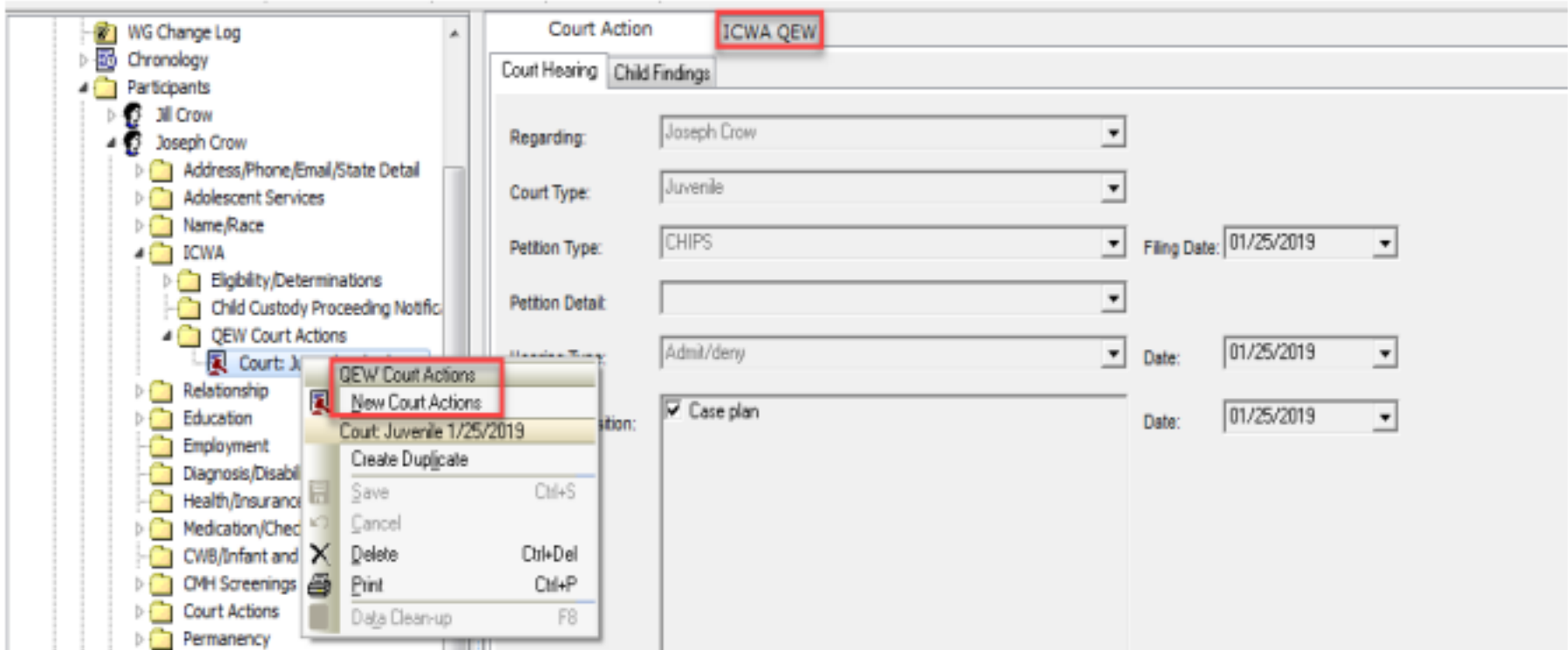
QEW information is paired with Court Actions, and can be located and entered wherever Court Actions are entered in SSIS. When workers isolate a Workgroup by “opening with Case in a new Window” they will find the new **QEW tab** within the **Court Actions Node in Case Details**.



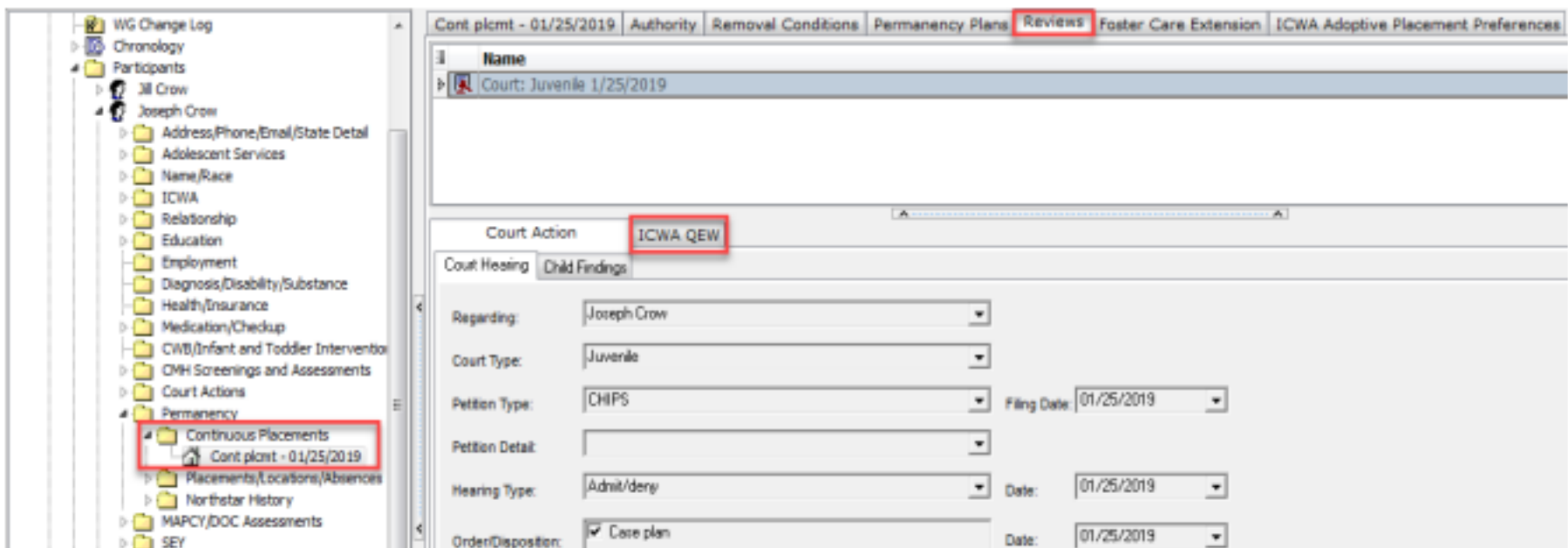
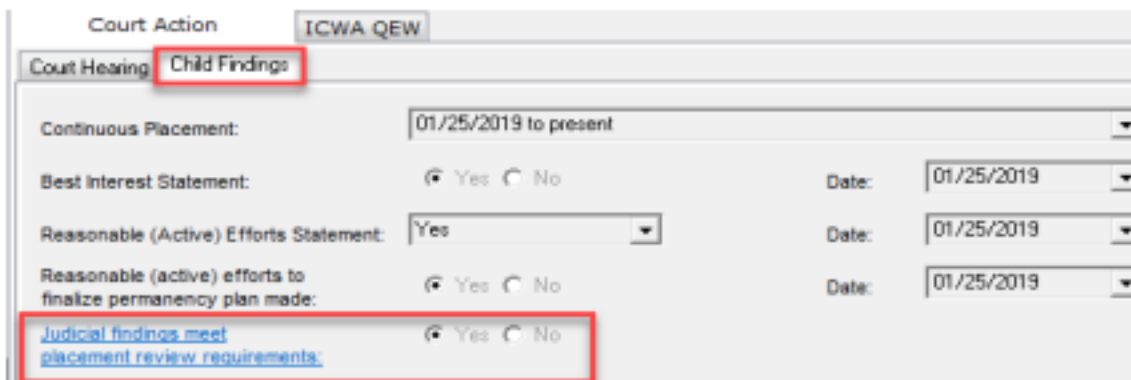
Each Participant within SSIS has their own **Court Actions** folder where QEW data can be accessed or entered when applicable.



Workers may also review and/or enter data regarding the ICWA QEW within a child participants ICWA Folder. (Note: Only Court Actions that have an ICWA QEW record created under the ICWA QEW tab will display here.)



Finally, QEW Information can be reviewed or entered under the **Reviews** tab associated with a participant's **Continuous Placement** within the **Permanency Folder**. Court Actions display here only when the Continuous Placement is selected, and judicial findings meet placement review requirements



Anatomy of ICWA QEW Screen

New Court Action>ICWA QEW tab

The screenshot shows the 'ICWA QEW' tab in a software interface. At the top, there are two tabs: 'Court Action' and 'ICWA QEW'. Below the tabs, the title 'Qualified Expert Witness' is displayed. The main form contains several fields: 'QEW Create Date' (01/25/2019 01:42:32 PM), 'Worker' (Kraft, Eric), 'Court Hearing Date' (01/25/2019), and 'Court Proceeding' (OHP). Below these is a radio button group for 'Was Qualified Expert Witness testimony given?' with 'Yes' selected. A section titled 'QEW Details' contains a table with one row of data. Below the table is a text area for 'Describe in detail the worker/agency diligent efforts to follow QEW order of preference:'. At the bottom left, there is an 'Action' dropdown menu.

QEW Name	QEW Type	How was the testimony given?	QEW Tribal Member?	QEW Tribe
Andrew Smith	Tribally designated QEW	In person	Yes	Mille Lacs Band of Ojibwe

1. **QEW Create Date:** This date is set by the system when the record is created and not editable by the user.
2. **Worker:** This field defaults to the worker who created the record. Workers can change this if needed.
3. **Court Hearing Date:** This is a “read only” field and will display the court hearing date from the **Court Hearing** tab.
4. **Court Proceeding:** This field contains a drop down where workers can select **OHP** or **TPR/TPLPC**.
5. **Was Qualified Expert Witness testimony given:** Workers will select from Yes/No options.
6. **QEW Details:** This is a heading for the editable grid, with context help text.
7. **QEW Name:** Workers will enter the name of the QEW in this field.
8. **QEW Type:** This field contains a dropdown menu to select the type of QEW testifying. Selections include:
 - Tribally designated QEW
 - Member of child’s tribe
 - Indian person from an Indian community
 - Expert witness (MN Rules of Evidence 702).
9. **How testimony was given:** This field contains a dropdown menu to select how the testimony was given. Selection includes:

- Telephone
- In Person
- Video conferencing
- Affidavit
- Other

10. **QEW Tribal Member:** Workers will indicate whether the QEW is a Tribal Member by selecting **Yes** or **No**.

11. **QEW Tribe:** This field shows a list of all the Tribes from the Race screen (Tribe/Ethnicity dropdown).

Describe in detail the worker/agency diligent efforts to follow QEW order of preference: If none of the QEWs entered have a QEW Type of "Tribally designated QEW", the worker must describe the diligent efforts made to locate and present to the court a qualified expert witness designated by the Indian child's tribe, and to follow the QEW order of preference

New Grid Options for Court Actions

Grid Options have been enhanced under **Court Actions** that pertain to the **ICWA QEW Tab** and workers can manually choose to add the new column headers into the **Court Actions** grid when necessary.

Court Actions>Grid>Add additional column headers

Name	Court Type	Hearing Type	Hearing Date	BI Statement	BI Date	RE/AE to Finalize Perm	RE/AE to Finalize Perm Date	Cont Plcmt #	Cont Plcmt Start Date
(All)		Admit/deny	01/25/2019	Y	01/25/2019	Y	01/25/2019	202374746	01/25/2019

Grid Options Menu:

- Cont Plcmt Start Date
- Filing Date
- Meets Plcmt Review Req
- Order / Disp Date
- Petition Detail
- Petition Type
- QEW Court Proceeding
- QEW Testimony Given
- RE/AE Date
- RE/AE Statement

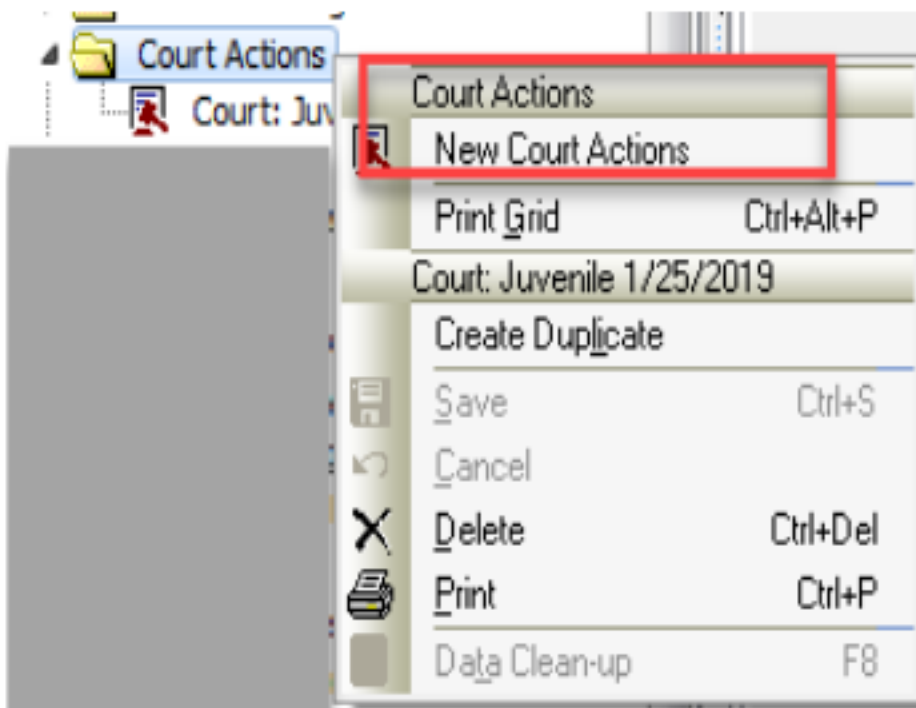
These column headers are automatically part of the grid within the **QEW Court Actions** subfolder under the participant's **ICWA Folder**.

Court Type	Hearing Type	Hearing Date	BI Statement	BI Date	RE/AE to Finalize Perm	RE/AE to Finalize Perm Date	Cont Plcmt #	Cont Plcmt Start Date	QEW Testimony Given	QEW Court Proceeding
Juvenile	Admit/deny	01/25/2019	Y	01/25/2019	Y	01/25/2019	202374746	01/25/2019	Yes	OHP

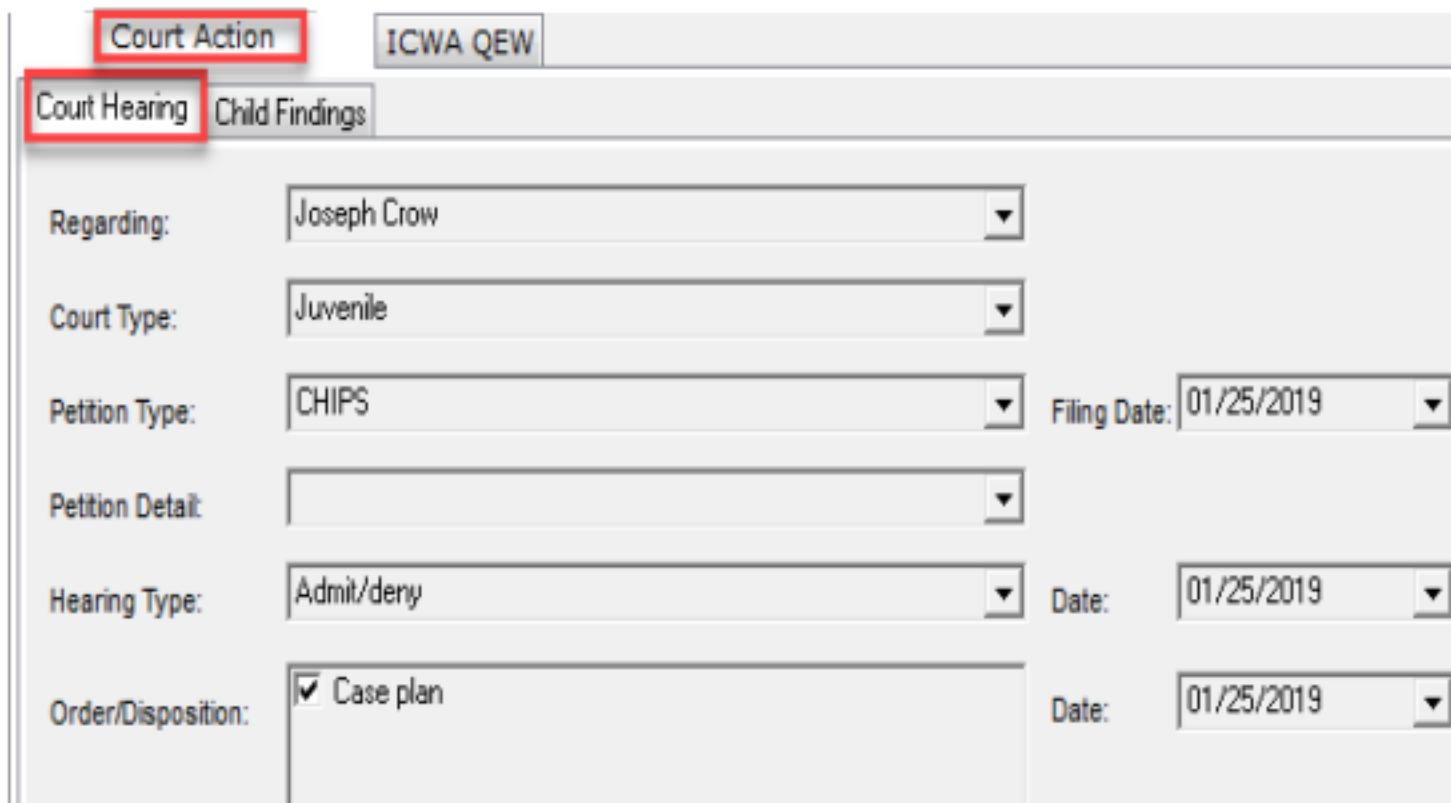
Basic Functionality of QEW Tab

When a court hearing involving an Indian Child requires a QEW, the QEW information will be entered in SSIS in conjunction with a new **Court Action**.

1. Begin by creating a **New Court Action** by selecting Court Actions in the Tree, action menu, **New Court Action**.
 -
 - *Participant*>*New Court Action*



2. Enter pertinent information under the **Court Action** tab, including **Court Hearing** and **Child Findings**.

A screenshot of a software form for 'Court Action' with the 'Court Hearing' tab selected. The form contains the following fields:

- Regarding: Joseph Crow
- Court Type: Juvenile
- Petition Type: CHIPS
- Petition Detail: (empty dropdown)
- Hearing Type: Admit/deny
- Order/Disposition: Case plan
- Filing Date: 01/25/2019
- Date: 01/25/2019
- Date: 01/25/2019

Court Action		ICWA QEW	
Court Hearing		Child Findings	
Continuous Placement:	01/25/2019 to present		
Best Interest Statement:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date:	01/25/2019
Reasonable (Active) Efforts Statement:	Yes	Date:	01/25/2019
Reasonable (active) efforts to finalize permanency plan made:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date:	01/25/2019
Judicial findings meet placement review requirements:		<input checked="" type="radio"/> Yes <input type="radio"/> No	

- Workers will enter data related to each court hearing that involves an Indian Child where QEW Testimony is given under the **ICWA QEW Tab**. Create a **New ICWA QEW** from the action menu by right clicking the mouse on the **ICWA QEW Tab**. Select **New ICWA QEW**.

Court Action	ICWA QEW
<ul style="list-style-type: none"> Court Actions <u>N</u>ew Court Actions Court: Create Duplicate ICWA QEW New ICWA QEW 	

- When the **New ICWA QEW** screen is created, workers will then select the appropriate **Worker** (if not default worker), which type of **Court Proceeding** (OHP, TPR/TPLPC), and whether **Qualified Expert Witness testimony** was given. See Appendix A for *Qualified Expert Witness Help Text*.

Court Action	ICWA QEW
Qualified Expert Witness	
QEW Create Date:	01/25/2019 01:42:32 PM
Worker:	Kratt, Eric
Court Hearing Date:	01/25/2019
Court Proceeding:	
Was Qualified Expert Witness testimony given?	OHP TPR/TPLPC
Was Qualified Expert Witness testimony given? <input checked="" type="radio"/> Yes <input type="radio"/> No	

5. When “**Was Qualified Expert Witness testimony given?**” is answered “**No**”, the rest of the screen is disabled
6. When “**Was Qualified Expert Witness testimony given?**” is answered “**Yes**”, workers will provide **QEW Details** within the allocated Grid. Workers can add and delete rows to the **QEW Details Grid** with plus and minus keys.
 - a. Worker will manually type **QEW Name**

☰	QEW Name	QEW Type	How was the testimony given?	QEW Tribal Member?	QEW Tribe
*	John Doe				

- a.
- b. Worker will then select **QEW Type** from the column dropdown

☰	QEW Name	QEW Type	How was the testimony given?	QEW Tribal Member?	QEW Tribe
*	John Doe				
		Tribally designated QEW Member of child's tribe Indian person from an Indian community Expert witness (MN Rules of Evidence 702)			

- a.
- b.
- c. Worker will then select how the QEW provided the testimony.

☰	QEW Name	QEW Type	How was the testimony given?	QEW Tribal Member?	QEW Tribe
▶	John Doe	Tribally designated QEW			
			Affidavit In person Telephone Video conferencing Other		

- a.
- b.
- c.
- d. In the next column the worker will select **Yes** or **No** indicating whether or not the QEW is a tribal member.

☰	QEW Name	QEW Type	How was the testimony given?	QEW Tribal Member?	QEW Tribe
I	John Doe	Tribally designated QEW	In person		
				Yes No	

- e. If the answer to **QEW Tribal Member** is **Yes** the **QEW Tribe** dropdown will enable. Workers will select the applicable Tribe from the dropdown. This dropdown contains a list of all federally recognized tribes and includes a “type ahead” feature allowing workers to manually filter the Tribal Name.

QEW Name	QEW Type	How was the testimony given?	QEW Tribal Member?	QEW Tribe
John Doe	Tribally designated QEW	In person	Yes	Mile Lacs Band of Ojibwe

Mile Lacs Band of Ojibwe

- f. Workers then have a 4000 character text field to **Describe in detail the worker/agency efforts to follow QEW order of preference**. This field is enabled when **Was QEW testimony given** indicator is marked **Yes**.

Was Qualified Expert Witness testimony given? Yes No

- This field is **required** if none of the QEWs entered have a QEW Type of “Tribally designated QEW”. Then the worker must describe the diligent efforts made to locate and present to the court a qualified expert witness designated by the Indian child's tribe, and to follow the QEW order of preference.

New ICWA QEW>Diligent efforts to follow QEW order of preference.

Describe in detail the worker/agency diligent efforts to follow QEW order of preference:

Remember to document these efforts in case notes and other designated reports in SSIS