

# E-Packet Tricks & Tips



**GETTING THE MOST OUT OF THE  
INFORMATION CONTAINED IN YOUR FCRB  
E-PACKET**

# FILE FORMAT

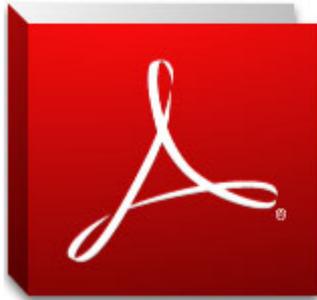


- E-Packet Content is primarily in Adobe PDF format.**
- PDF Files are secure and not modifiable.**
- PDF Files are small and easily transferable.**
- Many applications can read PDF files on various computer systems.**
- PDF files are the primary download format on the FCRB website.**
- PDF files can be easily printed and published to obtain a hard copy.**

# PDF Files Are Primarily Read With



## Adobe Reader



**Adobe Reader 9.4**  
Includes Adobe® AIR®  
(38.41 MB)

**Adobe Reader (Free)**

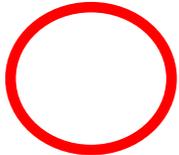
Introducing the all-new

## Acrobat X Pro

Now with custom PDF Portfolios,  
guided Actions, export to Word and  
Excel, SharePoint integration, and more.

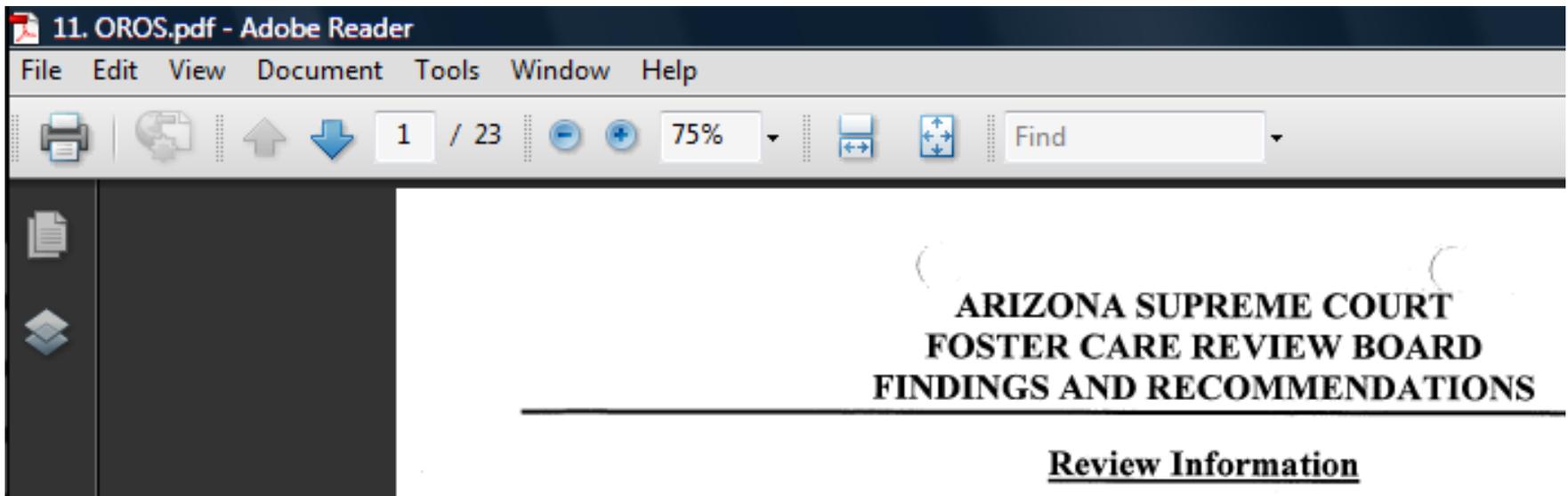
**Adobe Acrobat**

Depending on your operating system and version of Reader / Acrobat your application should look similar to this.



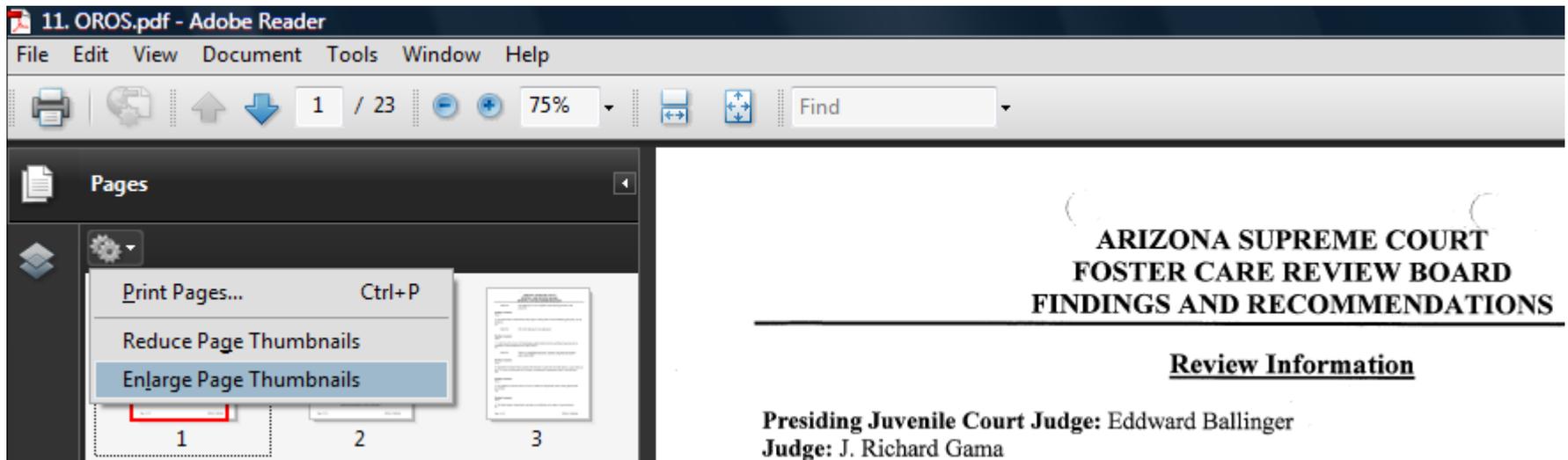
An important feature of the default screen is this icon on the sidebar.

This icon controls the thumbnail views of all the documents in the PDF file and allows to you quickly search through the documents.



Once the Pages Icon is clicked, it opens the Thumbnail View sidebar that shows all the pages in the document.

The size of the thumbnail images can be increased by using the pull down menu located near the top of the Thumbnail View sidebar.



Scrolling through the thumbnail view and clicking on a page will immediately open that page in full view mode on the right.



The screenshot shows the Adobe Reader interface. On the left, a thumbnail view of the document is displayed, with the second page highlighted in red. On the right, the full view of the second page is shown. The document content is as follows:

**ARIZONA SUPREME COURT  
FOSTER CARE REVIEW BOARD  
FINDINGS AND RECOMMENDATIONS**

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**FINDINGS AND RECOMMENDATIONS**

- Reasonable efforts, or active efforts in an ICWA case, were made to prevent the removal of the child(ren) from the home and that continuation therein would be contrary to the welfare of the child(ren).  
Yes

**Finding Comments:**  
None

- The Board makes a determination that continuation of the child(ren) in out-of-home placement is necessary.  
Yes

**Finding Comments:**  
None

- The Board makes a determination that the placement(s) is/are safe, appropriate and least restrictive.  
Yes

**Finding Comments:**  
None

- The Board makes a determination that there is an appropriate case plan(s) which outlines tasks for each participant in the case.  
No

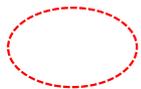
Maravilla	The Board disagrees with the Agency's stated plan/goal.
Maravilla	The permanency plan/goal is unrealistic.

**Finding Comments:**  
None

- The Board makes a determination that each case participant is following the tasks outlined in the case plan.  
No

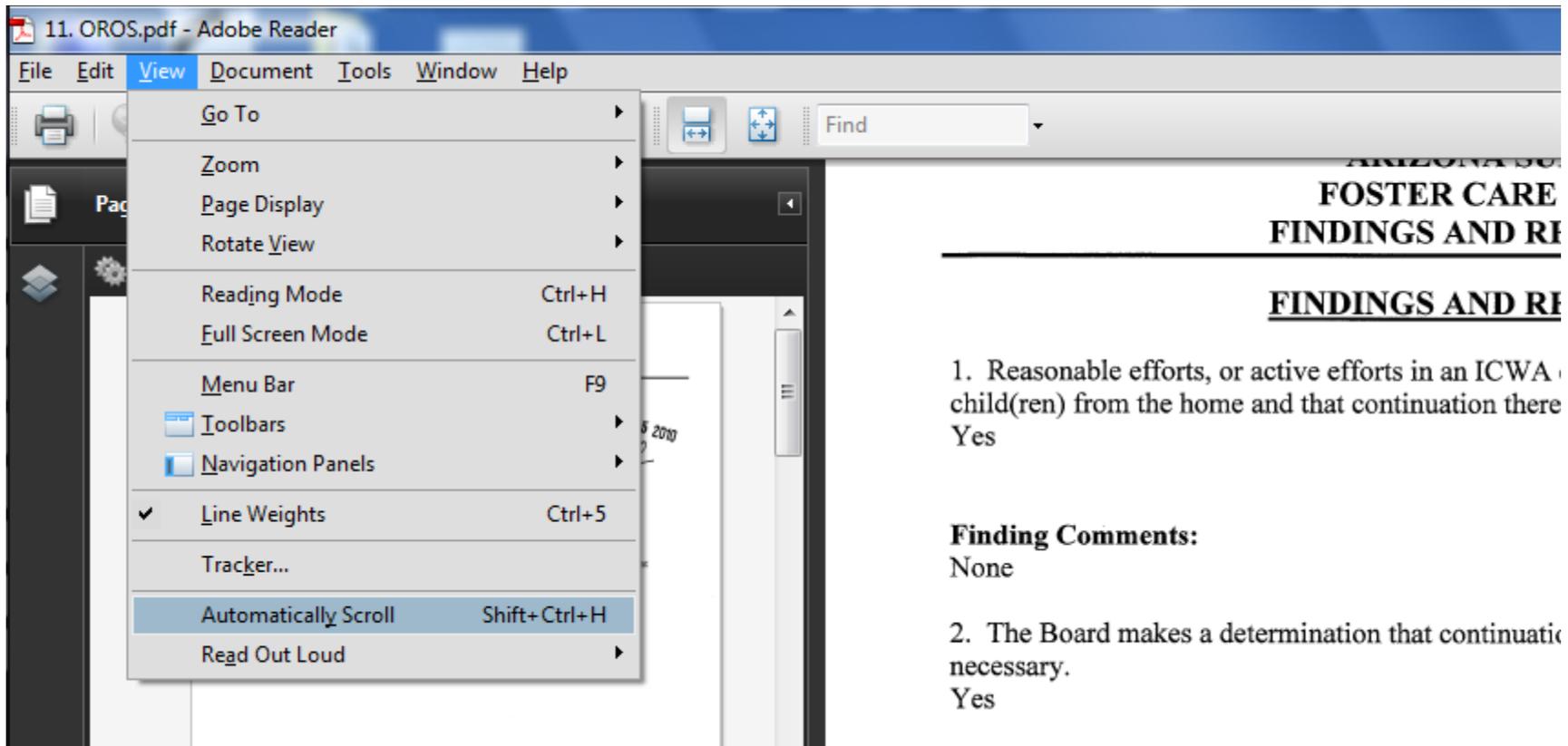
Maravilla	The child(ren) is not in compliance with a requirement of the case plan, that is more fully explained in the "Observation/Concerns & Review Board Recommendations" section of this report.
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The size of the full screen view can be modified by using the zoom control window in the toolbar at the top of the screen.



Adobe Reader / Acrobat can also be set to automatically 'scroll' the document for easier reading.

To scroll the document, simultaneously hit the **Control-Shift-H** keys at the same time, or chose the Automatically Scroll option from the **'View' Pull Down Menu**.



The speed that the document scrolls can be controlled by the Up and Down arrow keys on the keyboard.

The Page-Up and Page-Down keys can also be used to advance the documents forward or backward.

To stop the scroll feature, hit the **Control-Shift-H** keys again.

SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY

JD17615

4/20/2010

All attendees of the hearing are admonished by the Court from disclosing any personally identifiable information mentioned in the proceedings and that doing so shall be deemed in contempt of court.

The Court proceeds with the Publication Hearing in JD18814. (A separate minute entry shall issued in JD18814.)

The Court has read and considered the DES caseworker's report dated 4/15/2010 and the FCRB report dated 11/9/2009.

Discussion is held.

The guardian ad litem lists her concerns regarding services for the minor child/mother in JD18814 and requests that the Court order counseling to begin as soon as possible.

Counsel for the child joins the guardian ad litem's request for counseling and requests better communication between counsel for the child's office and the Department regarding her client.

Counsel for the mother agrees with the guardian ad litem's request and informs the Court that the mother would like visitation with the minor child and believes that family counseling is appropriate.

Counsel for the Department informs the Court that the Department is not in a position to offer family counseling as the case plan is Independent Living and that the mother should contact the group home to pursue visitation without CPS involvement.

The Department will begin visitation between the baby in JD18814 and Maravilla twice a week, beginning tomorrow.

The Department will have the newly assigned case worker contact Southwest Behavioral Health to set up counseling within the next thirty days.

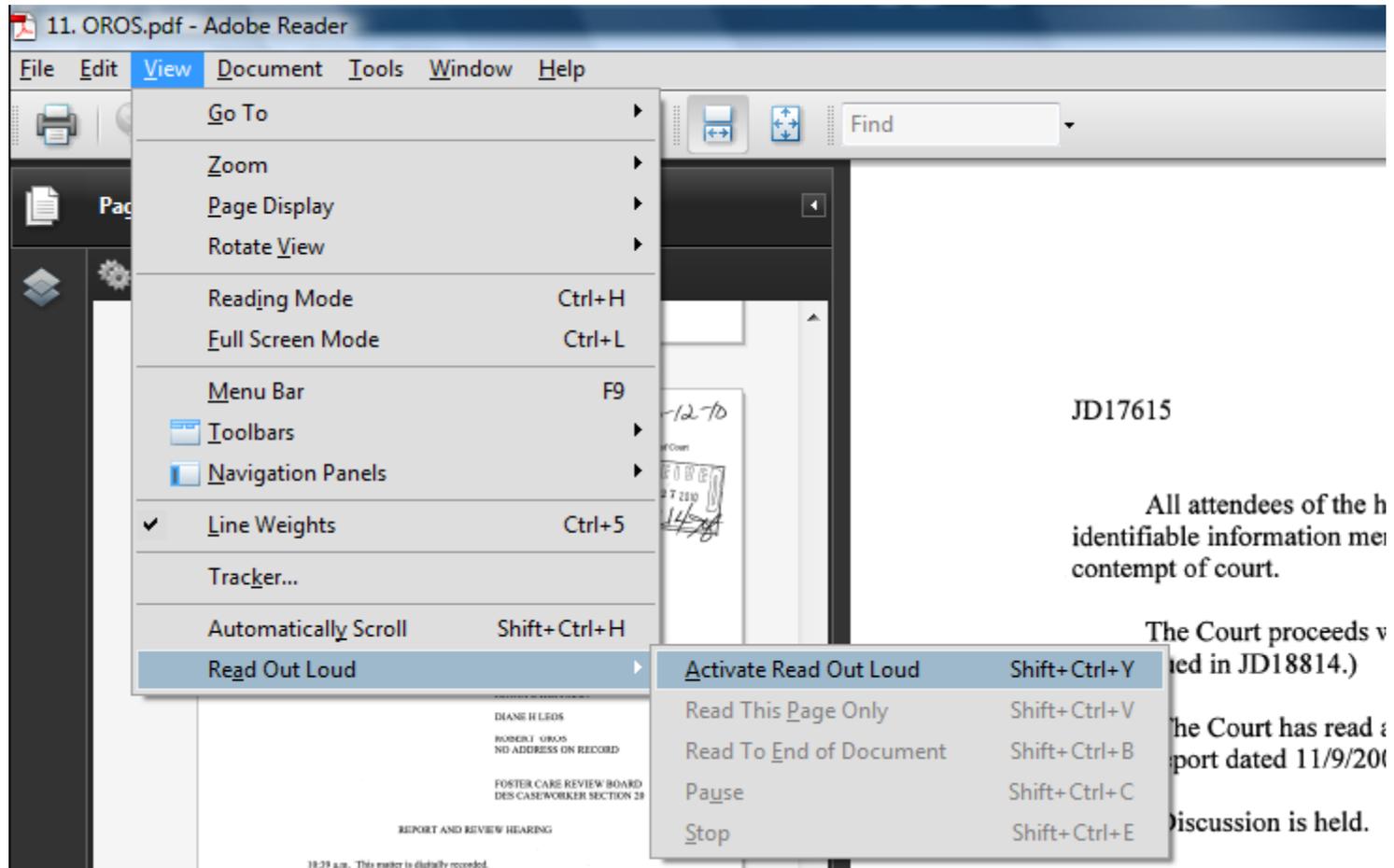
Based on the matters presented,

IT IS ORDERED affirming the case plan of Independent Living.

If you have the full version of Adobe Acrobat, you can have the entire document read out loud to you through your computers speakers / headphones.

This is done by activating the **“Read Out Loud”** function under the ‘View’ pull down menu.

Adobe Acrobat will have to scan the document in order to be able to read the document. This can take several minutes if the document is lengthy.



# The FCRB E-Packet Future



**E-PACKETS ARE CURRENTLY SENT OUT ON RE-WRITABLE  
CD-ROM DISKS**

**FUTURE MEDIA MAY INCLUDE FLASH DRIVES / SD CARDS  
AND WEB ACCESS**

**ADDITIONAL CONTENT SUCH AS TRAINING VIDEOS, FCRB  
ANNOUNCEMENTS AND PUBLICATIONS MAY ALSO BE  
INCLUDED**

# Obtaining Further Information and Content



**THE FREE ADOBE READER AND ADOBE ACROBAT  
SOFTWARE CAN BE OBTAINED ONLINE AT:**

**[ADOBE - ADOBE READER DOWNLOAD](#)**

**[ADOBE - ADOBE ACROBAT](#)**

**STATISTICAL REPORTS AND ADDITIONAL CONTENT CAN BE  
FOUND ON THE FCRB WEBSITE:**

**[FCRB WEBSITE](#)**