



Administrative Policies and Procedures: 14.2

Subject:	Family Permanency Planning for Child Protective Services Non-Custodial Cases
Authority:	TCA 37-5-105; 37-5-106; 37-2-403 and 404; 37-2-408; 36-1-113; 37-1-166; 37-1-174; 37-1-801; 37-4-201-207; P.L. 109-239 and section 471 (a) (15); Brian A. Settlement Agreement
Standards:	DCS: 5-201, 5-202, 5-203, 5-204, 5-401, 5-402, 5-500, 6-507 B
Application:	To All Department of Children's Services Non-custodial Family Service Workers, CPS Case Managers and Supervisory Staff

Policy Statement:

A Family Permanency Plan for Child Protective Services Non-Custodial Cases (FPPNC) shall be developed in collaboration with DCS and the child and family during a *Family Service Team Meeting (FSTM)*. DCS will partner with families, their support systems, service providers, community partners, informal supports, specific interventions and services to reinforce family strengths to meet the unique needs of the child and family.

Purpose:

Family permanency planning for CPS non-custodial cases requires CPS staff and service providers to identify a permanency goal, develop a plan that specifies what must occur in order to achieve the goal, what services will be provided, and the timelines for achieving the goal to safeguard and enhance the welfare of children and to preserve family life, prevent harm and abuse by strengthening the ability of families to parent their children effectively.

Procedures:

A. Scheduling and timeframes	<ol style="list-style-type: none"> 1. The CPS <i>FPPNC</i> must be developed in the context of the <i>FSTM</i>, in which DCS staff collaborates with the family and other members of the team on the development of a plan that will address the problems that necessitated a concern for the risk and safety of the child or any other concerns that warrants the department's involvement. This plan will specify the changes required to allow the child to remain safely in their current placement or return to the care of their caregivers. 2. In the event that the parents/caretakers cannot be located or refuse to meet with the worker, the Family Service Worker (FSW) will document all efforts made to involve the parents/caretakers. If the participation of the parents/caretakers is critical to the safety and well-being of that child and family, court involvement may be warranted, and a <i>Child and Family Team Meeting (CFTM)</i> will be held to discuss a possible goal change and consider alternative options for permanency. (Refer to DCS policy 31.7 Building, Preparing and Maintaining)
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	<p><u>Child and Family Teams.</u>)</p> <ol style="list-style-type: none"> 3. A CPS <i>FPPNC</i> will be completed during the <i>FSTM</i>, which will be held within thirty (30) calendar days from the date of the referral if services are needed. 4. If the CPS <i>FPPNC</i> goal needs to be revised, an <i>FSTM</i> should be convened to discuss progress. If little or no progress is being made, the team will discuss the need to propose a goal change and consider alternative options for permanency. 5. If the child(ren) is/are being removed from their current placement, a <i>CFTM</i> is required and the <i>FPPNC</i> goal will be to make a change in placement. (Refer to DCS policy <u>31.7 Building, Preparing and Maintaining Child and Family Teams.</u>)
<p>B. Development of a CPS Family Permanency Plan for Non-Custodial Cases</p>	<ol style="list-style-type: none"> 1. DCS staff must engage families in an on-going assessment of how their strengths and needs will impact the safety, permanency and well-being of the child(ren) involved. The information gathered from this on-going assessment process will guide the participants in the <i>FSTM</i> in determining an appropriate plan for the child and his/her family. 2. The CPS <i>FPPNC</i> will include statements of responsibilities that specifically include both action steps that each party should take and the desired outcomes of those steps. To determine compliance with the plan, parents are expected to be able to demonstrate their completion of the action steps as well as their ability to maintain the desired outcomes in the <i>FPPNC</i>. 3. The CPS <i>FPPNC</i> will establish realistic goals for the family, child, and/or the department necessary to achieve safety, permanency, and well-being. It will be built upon the child and family's strengths, address the child and family's needs, and designate timeframes for the completion of actions that will help the child and family to achieve goals as soon as possible. The CPS <i>FPPNC</i> will: <ol style="list-style-type: none"> a) Have clearly defined outcomes and the specific, time-limited action steps that need to be completed to reach each desired outcome; b) Time periods for achieving permanency goals will be specific to the unique circumstances of the child and family and not dictated by the scheduling of administrative or periodic reviews or meetings; and c) All services documented in the plan as necessary for the achievement of the permanency goal(s) will be provided within the time period in which they are needed. 4. Specific tasks listed on the CPS <i>FPPNC</i> will include observable, measurable outcomes, as well as the names of the persons responsible for the completion of each task. This is to include responsibilities of the family, DCS and other community resources including the provision of services and monitoring progress. 5. The CPS <i>FPPNC</i> may be a handwritten draft, but is considered complete at the conclusion of the <i>FSTM</i>. Significant changes or alterations to the goals or tasks on the plan can only be made by convening another <i>FSTM</i>. Minor changes that do not affect the content of the document, such as grammatical or spelling errors, may be made without the reconvening of an <i>FSTM</i>.

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	<p>6. All aspects of the CPS FPPNC will be entered into TFACTS.</p>
<p>C. Participants</p>	<p>1. Participants involved in the CPS <i>FPPNC FSTM</i> should include:</p> <ul style="list-style-type: none"> a) The child’s parents, their family, family support system and trusted family friends, community partners, and DCS staff (including DCS specialty staff); b) The following persons will be Family Service Team members as appropriate: <ul style="list-style-type: none"> ◆ Guardian ad litem (GAL); and ◆ Court appointed special advocate (CASA) <p>2. Children and youth who are at least six (6) years of age and older should be involved in the planning process to the extent that they are capable of participating. All children twelve (12) and over should be prepared and included in the CPS <i>FPPNC FSTM</i>. Younger children may also be able to participate in the meeting, according to their maturity level and ability to understand. It is acceptable to include the child in the beginning of the meeting to get his/her understanding of the situation, explore the child’s needs and adjustment to placement, etc., and then excuse the child for discussions regarding the treatment needs of parents. Exceptions to this policy must be clearly documented in the case record, with an explanation for why the child’s participation would be contrary to his/her best interests.</p>
<p>D. Non-Custodial family permanency plan goals</p>	<p>1. <u>Child remains with parent/caretaker without services (Non-custody)</u> - This goal will be chosen when the investigation/assessment has determined that the family is not in need of any services from the department however, the continuation of existing services and the identification of next steps would be beneficial to the family. The child(ren) has also been deemed safe, and there is no need for any change in placement.</p> <p>2. <u>Child remains with parent with services (Non-custody)</u> - This goal will be chosen when the investigation/assessment has determined that the family is in need of services, however the child(ren) has been deemed safe and can remain in the home with parent(s). Services may either be recommended or required. If services are required, non-compliance could result in a court order to enforce compliance and/or a change in future goals that may require a placement change.</p> <p>3. <u>Child remains with caretaker/relative with services (Non-custody)</u> - This goal will be chosen when the investigation/assessment has determined that the family is in need of services, however the child(ren) has been deemed safe and can remain in the home with caretaker/relative. Services may either be recommended or required. If services are required, non-compliance could result in a court order to enforce compliance and/or a change in future goals that may require a placement change.</p> <p>4. <u>Child will need change in location (Non-custody)</u> - This goal will be chosen when the investigation/assessment has determined that the child(ren) is not safe or the current living situation is not suitable for the child to remain in the</p>

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	<p>current placement. This change in location may also require services to be rendered. Non-compliance or other problems with the change in location could result in the child being brought into state custody. If temporary removal restricts contact between a child and parent/caretaker, an IPA must be completed to address the harm factors and the temporary placement.</p> <p>5. Each CPS <i>FPPNC</i> goal requires the FSW, Family, and Family Supports to work toward ensuring and maintaining safety, while improving the family situation and self sufficiency.</p>
<p>E. CPS Family Permanency Planning for Non-Custodial Cases reviews and revisions</p>	<p>1. The CPS <i>FPPNC</i> will be reviewed in the context of an <i>FSTM</i> within the guidelines of the policy. These meetings must be separate and distinct from regular scheduled home visits or face to face contacts. However, if the family team is meeting for another purpose, the progress on the plan can be reviewed at that time. It is then, not necessary to convene another meeting solely for the purpose of reviewing the plan. The CPS <i>FPPNC</i> should be updated if necessary any time a review indicates that revisions are needed. All CPS <i>FPPNC</i>'s must be approved by the Team Leader.</p> <p>2. Significant revisions of the CPS <i>FPPNC</i> are the responsibility of the assigned CPS worker and should be completed within the context of an <i>FSTM</i> that includes all significant members of the team. This would include such revisions as a change in goal, adding a relevant party such as a parent, caretaker, or service provider, or addressing a newly disclosed need. A new approval by Team Leader is required on revised plans. Another <i>FSTM</i> is required to reflect significant revisions.</p> <p>3. Significant plan revisions may be made at any time and will be made when new issues hindering the accomplishment of the permanency goal(s) are identified, when there is a change in the permanency goal(s), when there must be a change in the time frame/target dates, or when there is a need for changes in services or treatment for the child or family.</p> <p>4. A decision to remove and place a child(ren) into state custody requires the completion of form CS-0747 Child and Family Team Meeting Summary.</p> <p>a) A <i>CFTM</i> must be held prior to filing a petition for state custody to explore all options, unless it is an emergency.</p> <p>b) The <i>CFTM</i> must be held prior to the seventy-two (72) hour preliminary hearing when an emergency removal has taken place.</p> <p>c) Each region must establish a written local protocol to consult MSW's in the removal process. Team Coordinator (TC) and DCS Regional Legal Counsel must approve decision to petition for custody. Team Leader (TL) must attend <i>CFTM</i>. (Refer to DCS policy 31.7 Building, Preparing and Maintaining Child and Family Teams.)</p>
<p>F. Documentation</p>	<p>1. All CPS <i>FPPNC</i> will contain specific information about:</p> <p>a) Tasks and responsibilities for achieving a child/family's permanency goals or</p>

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	<p>outcomes,</p> <ul style="list-style-type: none"> b) Services necessary to make the accomplishment of the goal likely, c) Service providers and responsible parties for obtaining and monitoring the services with identified timeframes, and d) Timeframes to achieve the stated outcome. <p>2. The case record should reflect the team’s decisions, interactions with children, youth and families, interactions with collateral resources, and the efforts towards achieving any/all goals.</p> <p>3. Efforts being made to achieve the goal(s) should also be clearly documented in the case reviews.</p> <p>4. Major treatment issues for the child/youth and family (<i>i.e.</i>, safety issues identified in the child protective services investigation, drug treatment, sexual offense victim or sex offender treatment, special education, domestic violence, <i>etc.</i>) that are identified during the assessment process will be noted in the CPS <i>FPPNC</i> along with activities necessary to address the issues that brought the family to the attention of the department.</p> <p>5. The family and participants (specifically those with responsibilities identified on the plan) in the <i>FSTM</i> will receive a copy of the CPS <i>FPPNC</i> immediately following the <i>FSTM</i>.</p>
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Forms:	<u>CS-0747 Child and Family Team Meeting Summary</u>
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Collateral documents:	<i>None</i>
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Glossary:	
Term	Definition
Child and Family Team Meeting (CFTM):	Child and Family Team Meeting (CFTM) is a philosophy that supports making the best possible decision in child-welfare cases. The quality of decision-making is improved because CFTM includes all of the parties involved in a child's case (child, if age-appropriate, birth parents and their support system, resource parents, DCS staff, community partners and other involved parties), respecting the expertise that each party brings to the table. CFTM's should be characterized by respect, honesty, inclusiveness and work towards building consensus in decision-making.
Family Service Team Meeting (FSTM):	A Family Service Team Meeting (FSTM) is a mechanism that supports making the best possible decision in child welfare cases by incorporating input from children and families in case planning. FSTM's are less formal than Child and Family Team Meetings (CFTM) in that it doesn't require all of the formal supports and involvement. The intent of the

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	meeting is to gain insight of the families' situation, and how best to address the needs and provide the appropriate services and resources. FSTM's should be conducted with encouragement, respect, honesty, and inclusiveness towards building a consensus in decision-making.
Family Services Worker:	This is a DCS term used to identify the position previously known as the DCS case manager or home county case manager. This person is principally responsible for the case and has the primary responsibility of building, preparing, supporting and maintaining the Child and Family Team as the child and family move to permanence.
Concurrent Planning:	A method of case planning in which two permanency plan goals are implemented simultaneously in order to ensure the most expeditious permanence for children. Successful concurrent planning requires a clear delineation of roles and responsibilities through the planning process, full-disclosure and support to the Child and Family Team members and is often utilized in cases where the outcome of a sole permanency goal is uncertain.
Family Permanency Planning:	Family Centered Permanency Planning is the process by which families, in conjunction with DCS, community partners, informal supports, specific interventions and services reinforce family strengths and meet the needs of the children/youth and their families involved with the Department of Children's Services. Family Permanency Plans are working documents that address the entire family in addition to addressing the specific needs or behaviors of one or more individuals within the family case. Individuals within the Family Permanency Plan may have different service goals and action steps based on their specific needs. A family permanency plan can include both custodial and non-custodial clients. Family Permanency Plans are developed and monitored through the Child and Family Team process.