



Administrative Policies and Procedures: 16.31

Subject:	Permanency Planning for Children/Youth in the Department of Children's Services Custody
Authority:	TCA 37-2-403 and 404; 37-2-408 and 409; 37-5-105 and 106; TCA Section 4-17-02 Amendment; 37-1-166; 36-1-113; 37-1-174; 37-1-801; 37-4-201-207; P.L. 109-239; and P.L. 109-239 section 471 (a) (15)
Standards:	DCS 5-201, 5-202, 5-203, 5-204, 5-401, 5-402, 5-500, 6-507 A
Application:	To All Family Service Workers, Provider Agency Staff, and Supervisory Staff
Policy Statement:	
<p>Permanency planning is the process that guides the efforts of child welfare agencies to ensure that all children in custody attain a permanent living situation as quickly as possible. By Federal Statute, all state child welfare agencies must identify a permanency goal and 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. Statements of responsibility shall specifically include both action steps that each party should take and the desired outcome of those action steps. A written permanency plan must be developed in collaboration with the child and family during a Child and Family Team Meeting (CFTM) for all children/youth adjudicated dependent/neglect or unruly under 18 years old and for all children/youth under 19 who have been adjudicated delinquent that are in the custody of DCS.</p>	
Purpose:	
<p>Children whose lives are disrupted by removal from their families are at increased risk for trauma, developmental delay and other problems. The longer a child is separated from family and remains in a temporary placement, the greater these risks become. Permanency planning requires service providers to consider the negative impact of placement and separation on children and to work diligently to find permanent, safe homes for children in care, in a timely manner. All service providers must recognize that time is of the essence for children, and must maintain a sense of urgency to achieve a permanent living situation for every child as soon as possible.</p>	
Procedures:	
A. Scheduling and Timeframes	<ol style="list-style-type: none"> 1. The Family Permanency Plan must be developed in collaboration with the child and family in the context of the Initial Permanency Planning Child and Family Team Meeting (CFTM).

Original Effective Date: DCS 16.31, 05/01/03

Current Effective Date: 01/07/11

Supersedes: DCS 16.31, 10/15/09

CS-0001

RDA S1615

	<ol style="list-style-type: none">2. Families, resource parents and agency partners should be given adequate notice of meetings, preferably ten (10) calendar days in advance if in writing or seven (7) calendar days if notified by telephone, email or face to face. Method of notification requests and invitees contacted shall be documented in TFACTS.3. The Initial Permanency Planning CFTM shall be held within thirty (30) calendar days of a child/youth's placement in custody. Letters and telephone participation should be encouraged for those parties not able to physically attend.4. Meetings should be scheduled to accommodate the child, family and their support systems whenever possible, even if it requires meeting before or after traditional workday hours.5. The Family Permanency Plan for children in custody must be completed and submitted to the regional legal counsel no later than thirty (30) calendar days of a child/youth entering state custody. It must be submitted by the Department to the court and approved within sixty (60) calendar days of the date that the child/youth first enters state custody.
B. Development of a Permanency Plan	<ol style="list-style-type: none">1. Information gathered from the ongoing assessment process shall guide team participants in the Initial Permanency Planning CFTM in determining an appropriate plan of intervention with the child/youth and his/her family.2. The Family Permanency Plan shall establish realistic goals, outcomes and action steps for the family, the child/youth, and/or the Department necessary to achieve permanency. The outcomes and action steps must address all of the concerns that brought the child into custody as well as those needs identified by the ongoing assessment process. Plans should be designed to utilize the strengths of the family and include designated time frames for the completion of actions that will help the child and family achieve permanency and stability as soon as possible. Refer to Policy 31.1 Family Permanency Plans.3. Time periods for achieving permanency goals shall be specific to the unique circumstances of the child and family and not dictated by the scheduling of administrative or periodic reviews or meetings. Achievement target dates for permanency goal(s) shall not exceed six (6) months.4. While it may be a handwritten draft, the Family Permanency Plan is considered complete at the conclusion of the CFTM. Minor changes that do not affect content, such as grammatical or spelling errors, may be made following the meeting. Significant changes to the goals or action steps on the plan can only be made by convening another CFTM or by court order at the Permanency Hearing.

	<ol style="list-style-type: none"> 5. Parents will have the opportunity to sign a completed, handwritten Family Permanency Plan at the conclusion of the CFTM. If the typewritten permanency plan is not available for signature, the FSW will ensure that one shall be presented to the parents for discussion and signatures. Where available, completed signature pages may be scanned into TFACTS and attached to the appropriate plan. 6. If parents have signed a handwritten copy at the conclusion of the CFTM and it is later typed, both copies of the Family Permanency Plan must be made available to the court, the family and their attorneys to approve the language in the typed plan and given the opportunity to sign it, if agreed upon. 7. Detailed information regarding plans for parent/child visitation and a schedule of visits should have been developed during the Initial CFTM and recorded on form CS-0747, Child and Family Team Meeting Summary. In addition, details regarding visitation should be documented in TFACTS. 8. Interdependent Living Planning is a component of the Family Permanency Plan for all youth in state custody age fourteen (14) and older. As such, it is the responsibility of the assigned FSW, in conjunction with agency case managers and the youth’s team, to develop this plan along with the Family Permanency Plan, maintaining the same review and update schedule. (Refer to: Interdependent Living Planning Protocol). The Ansell Casey Life Skills Assessment must be completed by the FSW at the seven (7) day meeting with the family present to complete all portions. The ACLSA must be completed no later than 14 days after a youth enters custody in order to fully integrate the results into the youth’s plan. 9. For youth 14 years and older, the results of the Ansel Casey Life Skills Assessment should be entered into the strengths and concerns records using the IL indicators in TFACTS prior to the Initial Permanency Planning CFTM. Those assessment results will be used, along with team members’ input, to develop Interdependent Living outcomes and action steps. 10. The participants in the CFTM shall receive a copy of the Family Permanency Plan immediately following the CFTM. The FSW should be sensitive to whether resource parents want their identifying information shared with everyone in the CFTM and be prepared to delete it, if requested. 11. Whenever a Family Permanency Plan is developed or revised, the FSW will review form CS-0745, Criteria and Procedures for Termination of <u>Parental Rights</u>, with every parent, provide them with a copy, and ask them to sign an acknowledgement that they have received a copy.
<p>C. Participation</p>	<ol style="list-style-type: none"> 1. The Initial Permanency Planning CFTM should include the child and family team - the family, their support systems, resource parents, agency partners, and DCS staff (including DCS specialty staff and YDC Staff/Treatment Team Members). At a minimum this CFTM should include the parents, the DCS Team Leader, and the DCS Family Service Worker. If the child was being

	<p>cared for by someone other than the parents, the primary caretaker(s) should also be included. (Refer to Policy 31.1 Family Permanency Plans and Policy 31.7 Building, Preparing and Maintaining Child and Family Teams.)</p> <p>2. Children and youth who are at least 6 years of age and older should be involved in the planning process to the extent that they are capable. All children 12 and over should be prepared and included in the Initial Permanency Planning CFTM. Younger children may be able to participate. Exceptions to this policy must be clearly documented in TFACTS with an explanation for why the child’s participation would be contrary to his/her best interests.</p> <p>3. The DCS Supervisor assigned to the case shall participate in the Initial Permanency Planning CFTM and any other permanency plan-related CFTM if the FSW has less than one (1) year of experience. In the event that the assigned DCS Supervisor is unavailable, another Supervisor or FSW III can attend the meeting in his/her place. (See the Child and Family Team Meeting Protocol attachment to Policy 31.7 Building, Preparing and Maintaining the Child and Family Team for the expectations of supervisory participation in CFTMs).</p> <p>4. If an identified child or family member does not attend a CFTM, the FSW must document the stated reasons for non-participation and the efforts made to accommodate them. The Department shall conduct diligent searches to locate family members as soon as DCS becomes involved with the child/family, but no later than thirty (30) days after the child enters DCS custody and every three months thereafter (Refer to DCS Policy 16.48 Conducting Diligent Searches and DCS Policy 31.1 Family Permanency Plans).</p> <p>5. The incarceration of a parent will not be a barrier to their participation in the planning process. By law, DCS must create opportunities for all parents to participate in the plan and to meet their parental responsibilities. This may be accomplished by having meetings where they are located, or by arranging for them to participate by telephone.</p>
<p>D. Permanency Goals to consider for the Child/Youth</p>	<p>DCS shall establish a planning process for all children in DCS custody that:</p> <ul style="list-style-type: none"> ◆ Initially will seek to work intensively with the child’s parents and other appropriate family members to allow the child to remain safely at home, if appropriate; ◆ In those instances in which removal from the home is necessary, will work intensively with the child’s parents and other appropriate family members in a collaborative process to return the child home quickly under appropriate circumstances consistent with reasonable professional standards; and

- ◆ If return home is not appropriate or cannot be accomplished safely within a reasonable period of time, will assure the child an alternative, appropriate permanent placement as quickly as possible.
- 1. **Return to Parent** is the preferred goal, if the conditions that led to the child's removal can be remedied and it is safe for the child/youth to return to the home. The Adoption and Safe Families Act of 1997 (ASFA) requires supervisory approval to continue a goal of Return to Parent beyond certain timelines:
 - A. For any child who has a permanency goal of Return to Parent for more than 12 months, the FSW, with written approval from the Team Leader, shall enter in TFACTS an explanation justifying the continuation of the goal, and identifying the additional services necessary or circumstances which must occur in order to achieve the goal. This justification should be presented to the court at the Permanency Hearing.
 - B. No child shall have a permanency goal of Return to Parent for more than 15 months unless there are exceptions to filing TPR and reasons to believe that the child can be returned to the parent(s) within a specified and reasonable time period. These must be documented in TFACTS and approved by the FSW's Team Leader. This documentation should also be presented to the court at the Permanency Hearing. ASFA does permit an exception to this when the child is placed with relatives and in a stable situation.
 - C. DCS must file a Termination of Parental Rights (TPR) if a child is in foster care for 15 of the past 22 months. There are three (3) exceptions to this requirement:
 - ◆ if a child is placed with a fit and willing relative;
 - ◆ DCS has not exercised reasonable efforts;
 - ◆ There is some other compelling reason for determining that filing such a petition would not be in the child's best interests. Some examples of these compelling reasons might be that Adoption is not the appropriate permanency goal for the child; there are no grounds to file a TPR; the child is an unaccompanied refugee minor as defined in **45 CFR 400.111**; or, there are international legal obligations or compelling foreign policy reasons that would preclude TPR as cited in **45 CFR 1356.21**.
 - a) If DCS has a compelling reason for not filing TPR, the reason must be documented in the child welfare information system 30 days prior to the child's 15th month in custody. The documentation must also include an "end date" for when the reason will expire. Typically the end date is six months from

	<p>when the compelling reason is documented.</p> <p>b) If the reason for the exception is the failure of DCS to exercise reasonable efforts, or there are no grounds for termination of parental rights, DCS has an obligation to resolve this condition within six (6) months.</p> <p>2. <u>Exit Custody to Live with Relative or Exit Custody to Live with Kin</u> are to be utilized when the child/youth is unable to return to the parent(s) and he or she can achieve permanency through a legal relationship with a relative or other person with a significant relationship with the child/youth.</p> <p>A. Relatives must be fully informed of all of the permanency options for children/youth in their care as described in DCS Policy <u>16.59, Disclosure of Legal Options and Available Services for Relative Caregivers</u> so that they can make an informed choice.</p> <p>B. Legal custody is can be transferred from DCS to the relative/caregiver. This is when an adult (relative or non-relative), with a significant relationship with the child/youth is willing to take custody. .An order from the court must be obtained in order for this change in legal custody to occur.</p> <p>C. Parents retain their rights and the court order generally outlines explicit guidelines for parental visitation. Child support can also be ordered by the court. Parents can petition the court to have custody returned to them when they can demonstrate that they have reasonably remedied the conditions that let to the child/youth's placement.</p> <p>3. <u>Adoption</u> is to be utilized when a child/youth is unable to return to the parent(s) and permanency through the creation of a new legal parental relationship is in the child/youth's best interest. This option is appropriate when there are no willing and appropriate relative or kin for the child to exit custody to, or adoption is the permanency option preferred by the relative or kin caregiver. The termination or voluntary surrender of parental rights does not preclude the possibility of relative adoption.</p> <p>A. When considering the goal of Adoption, the FSW should engage the Region's Permanency Specialist to become a member of the team so that they can collectively consider the child/youth's best interests and explore his/her thoughts regarding adoption. The FSW shall also consult with the DCS attorney to ensure legal grounds exist to terminate parental rights prior to placing Adoption on the permanency plan and/or to properly attain the voluntary surrender of parental rights. Even if there are sufficient grounds to terminate, state and federal law requires DCS to continue to make reasonable efforts to work with the parents until the termination is granted by the Court.</p> <p>B. Any time that Adoption is utilized in permanency planning (either as a concurrent or sole goal), outcomes and action steps to pursue include preparing the child, biological parents and resource parents for adoption;</p>
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	<p>efforts to reduce trauma related to loss for the child and the biological family; creation of a Life Book; work related to pre-placement and presentation summaries, freeing the child for adoption (i.e. Filing TPR) and entering the child into TFACTS.</p> <p>C. Upon identifying a sole permanency goal of Adoption, efforts must begin to free the child/youth for adoptive placement and to recruit and locate an appropriate adoptive family. This must occur without delay, even if the goal is changed to adoption prior to the filing of the petition to terminate parental rights.</p> <p>D. Once the child has been freed for adoption and a sole goal is identified on the Family Permanency Plan, outcomes and action steps to pursue include preparing the record for closure and discussing how to access closed adoption records; discussing eligibility for Adoption Assistance and Post Adoption Services; recruitment/selection of an adoptive family (Refer to 15.14 Attachment, CFTM Guidelines for Identifying a Permanent Family); maintenance of the child in the adoptive home as it relates to any on-going medical concerns; adoptive parent training related to medical/psychological needs of the child; presentation to the adoptive family; and any needed on-going adoption preparation for the identified family and child.</p> <p>E. Refer to DCS Policy 15.11, Adoption Assistance for the criteria and eligibility for a child to receive adoption assistance.</p> <p>4. Permanent Guardianship is a goal to be utilized only after the goals of Return to Parent or Adoption have been ruled-out. This rule-out includes documentation of the CFTM discussion surrounding the goals of Return to Parent and Adoption. Reasons for not returning the child to Parent and/or Adoption must be documented in CFTM notes and case recordings. Documentation should include a description of the relationship between the youth/child and the prospective permanent guardian.</p> <p>A. Outcomes and action steps to consider for Permanent Guardianship include preparation of the child, biological parents and potential guardian for Permanent Guardianship; what this will mean to the potential guardian and the biological parents, who retain their parental rights; Life Book work; discussion of what to expect from the court order, i.e., visitation can and should be included in the court order for permanent guardianship provided there are no TPR or safety issues; and, child support may be added to the court order according to each juvenile court judge's discretion.</p> <p>B. With the establishment of a goal of Permanent Guardianship, the FSW must document discussions of the ongoing post custodial services available to the child and permanent guardian; an understanding of the significance and permanence associated with becoming a Permanent Guardian; and an explanation to the guardian regarding their rights and what decisions they can make on behalf of the child. Refer to: <i>TN Codes Annotated: 37-1-804.</i></p>
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- C. Some permanent guardians may be eligible for a subsidy. Please refer to DCS Policy [16.39 Subsidized Permanent Guardianship](#) and the [Protocol for Subsidized Permanent Guardianship Case Planning](#) for steps to arrange this for eligible guardians and preparing the paperwork necessary for the court exit.
 - D. Biological parents should participate in the court exit to Permanent Guardianship. While biological parents can petition the courts to regain custody, the standard for regaining custody is more stringent - they must convince the court not only that they have remedied the conditions that led to the placement of the child, but that returning the child to them would be in the child's best interest. Permanent Guardianship can last until the child is an adult.
5. **Planned Permanent Living Arrangement (PPLA)** is only appropriate in very rare circumstances, as this goal generally does not support the child/youth's need for permanency. A sole or concurrent goal of PPLA cannot be added to the Family Permanency Plan without the approval of the Commissioner or his/her designee. Staff shall not take a Family Permanency Plan with a sole or concurrent goal of PPLA (nor a recommendation to change to such a goal) to the Foster Care Review Board or to the court without the Commissioner's approval.
- A. A request can be made by completing the ***Request for Planned Permanent Living Arrangement (CS-0681)*** and submitting it to the Commissioner through the Executive Director for the Office of Child Permanency or his/her designee.
 - B. In order for a PPLA goal to be used, the youth must be at least 16 years of age. DCS must demonstrate that the goals of Return to Parent, Exit Custody with Kin/Relative, Permanent Guardianship and Adoption are not feasible for the youth. PPLA must be in the youth's best interest and the proposed permanent caretaker must be identified and demonstrate a commitment to assuming long-term responsibility for the youth.
 - C. The recommendation of PPLA must be made within the context of a Child and Family Team Meeting. The Child and Family Team must review the appropriateness of PPLA no less often than every six (6) months. After a year with a goal of PPLA, another request for approval is required to continue with the goal.
 - D. For youth with a goal of PPLA, the Family Permanency Plan must include action steps designed to increase supportive adult relationships that can be resources beyond the youth's 18th birthday. This may include family members or other significant adults from the youth's past that may have been unable to be a placement resource. These efforts must be documented in TFACTS. Failure to do so may result in the denial of the request to continue the goal of PPLA.

	<p>E. If a placement disrupts, the goal of PPLA is no longer valid since it is associated with a specific caregiver with a long-term commitment to this youth. Another PPLA request is required once an alternative caregiver has been identified who has agreed to care and support the youth at least to the age of 18.</p> <p>F. Refer to Planned Permanent Living Arrangement Protocol for a fuller description of the process.</p>
<p>E. Concurrent Planning</p>	<p>Concurrent Planning is the identification and <u>active</u> pursuit of more than one permanency goal at the same time and can help expedite the achievement of permanency. FSW’s must fully disclose all concurrent planning information with parents, resource parents and other child and family team members regarding timeframes, expectations, services and court actions. The FSW must include identification of appropriate in-state and out-of state placement options as part of the concurrent planning process.</p>
<p>F. Reasonable Efforts not Required</p>	<ol style="list-style-type: none"> 1. DCS Legal will be consulted immediately if the FSW believes that reasonable efforts to reunite a child with a parent(s) or former legal guardian may not be required. The consultation with DCS legal is critical before deciding that reasonable efforts are not required. If the department desires not to make reasonable efforts, then a motion must be filed with the juvenile court and an order obtained that reasonable efforts are not required. If the Court determines that reasonable efforts are not required, there must be a permanency hearing within thirty (30) days of the Court’s decision. If the permanency hearing triggers the filing of a petition to terminate, DCS must file the petition immediately. 2. Reasonable efforts are not required when a Court of competent jurisdiction has found that certain defined felonies have been committed by the parent(s) against the child/youth or another child/youth of the parents. <i>TCA 37-1-166 (g) (4)</i> lists those felonies: <ol style="list-style-type: none"> A. murder of any sibling or half-sibling or other children/youth in the home; B. committed voluntary manslaughter of any sibling or half-sibling/s of the child or any other child residing in the home; C. aided or abetted, attempted, conspired, or solicited to commit such a murder such as voluntary manslaughter of the child or any siblings or half-sibling of the child or any other child residing in the home; D. felony assault that resulted in serious bodily injury to the child/youth, siblings, half siblings or other child/youth in the home.

	<ol style="list-style-type: none"> 3. Reasonable efforts to reunify are also not required if the parental rights of the parent to a sibling or half-sibling have been involuntarily terminated. 4. Reasonable efforts do not have to be made if the parent has subjected the child/youth who is the subject of the petition or any sibling, half-sibling or other child/youth residing in the home to aggravated circumstances defined in <i>TCA 36-1-102 (9)</i> and the court agrees---abandonment, abandonment of an infant, aggravated assault, aggravated kidnapping, especially aggravated kidnapping, aggravated child/youth abuse and neglect, aggravated sexual exploitation of a minor, especially aggravated sexual exploitation of a minor, aggravated rape, rape, rape of a child/youth, incest or severe child abuse. 5. If there has been abandonment or severe child abuse or any of the above felonies committed, DCS must carefully consider if there are compelling reasons to make reasonable efforts to reunite this child/youth with the offender. 6. Other circumstances may exist when it is reasonable to make no effort to reunify the child/youth and parent. DCS legal should be consulted in connection with this determination, i.e., refer to grounds for termination as set out in <i>TCA § 36-1-113</i>, though cessation of reasonable efforts to reunify does not necessarily have to occur because adoption is a goal or even a sole goal. Either way, termination protocol must begin immediately. 7. In addition to the above statutory exceptions to reasonable efforts, there are some cases where, after an assessment of the facts and the family situation, DCS may take the position that returning the child to the parent will never be appropriate. For instance, in a severe child abuse case, an assessment of the injuries, circumstances and family constellation may result in the determination that the only viable permanency goal is adoption. It may be reasonable to make no effort to reunify the child/youth and family. After DCS has made that decision and established the goal of adoption, the Court must determine (within thirty (30) days of the decision) that the Department’s assessment and decision are accurate and that the actions were appropriate. 8. If the Court agrees with the decision, then the Court would find that the Department’s efforts up to that point were sufficient (not that reasonable efforts were not required in the past). If this were the finding, DCS would then proceed with termination of parental rights.
<p>G. Permanency Plan Ratification</p>	<ol style="list-style-type: none"> 1. The Juvenile Court of Venue shall review and approve all Permanency Plans unless the youth is placed in a Youth Development Center (YDC). Plans developed for children placed at YDCs do not require court approval unless directed by the court. When a youth steps down to a placement from a YDC

	<p>setting, Permanency Plan ratification and court review must begin.</p> <ol style="list-style-type: none"> 2. If the parents, child, or any team member disagree with the plan, they shall have the right to present their concerns about the plan to the Court. 3. Notification of the review must be sent to all members of the Child and Family Team, as well as a copy placed within the child’s record.
<p>H. Role of the DCS attorney in permanency planning</p>	<ol style="list-style-type: none"> 1. DCS attorneys are welcome to participate in any Permanency Planning CFTM’s. In every case it is expected that the FSW and DCS attorney will confer about the contents of the Family Permanency Plan prior to the CFT. 2. The Family Permanency Plan is submitted to the DCS attorney so that it can be reviewed and approved by the court. If the DCS attorney is concerned that the content of a plan is insufficient or the goal inconsistent for early permanency, the attorney shall consult with the FSW and the team leader and may ask that a reconvening of the CFT occur to address the concerns. 3. The FSW is responsible for providing a copy of the Family Permanency Plan to the DCS attorney with either: a) referral/request for a motion to set a hearing; or, b) with the date and place of an already-set hearing.
<p>I. Permanency Plan Reviews and Revisions</p>	<ol style="list-style-type: none"> 1. The Family Permanency Plan shall be reviewed in the context of a CFTM at least every three months. These meetings must be separate and distinct from any court hearings, foster care review board meetings or other judicial or administrative reviews of the Family Permanency Plan. 2. If the Child and Family Team are meeting for another purpose, the progress on the plan can be reviewed at that time. It is not necessary to convene another meeting solely for the purpose of reviewing the plan. 3. Significant revisions of the Permanency Plan are the responsibility of the assigned FSW and should be completed within the context of a CFTM. 4. Family Permanency Plans must be updated before the goal achievement date expires, so in most cases this would be at least every six (6) months. Family Permanency Plans shall be updated <u>no less</u> often than annually. Family Permanency Plans must be reviewed through the quarterly progress review process, so the opportunity to update and refine activities and outcomes will be revisited on a regular basis (see <u>DCS Policy 16.32, Foster Care Review and Quarterly Progress Reports.</u>) 5. As with the original plan, the revised plan must be presented to the court of venue in a hearing and approved by the court in accordance with <u>DCS Policy 16.33, Permanency Hearings.</u> 6. A parent or other legal custodian who did not agree with the revised plan shall have the right to present their concerns about the revised plan to the court of venue during the hearing.

<p>J. Documentation</p>	<ol style="list-style-type: none">1. Major treatment issues for the child/youth and family (safety issues identified in the child protective services investigation, drug treatment, sexual offense victim or sex offender treatment, special education, domestic violence, etc.) that are identified during the assessment process shall be noted in the Family Permanency Plan along with activities necessary to address the issues that brought the child/youth into care.2. The Family Permanency Plan shall 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 permanency plan.3. The Family Permanency Plan shall have clearly defined outcomes and the specific, time-limited action steps that need to be completed to reach each desired outcome. All services documented in the plan as necessary for the achievement of the permanency goal(s) shall be provided within the time period in which they are needed.4. Specific tasks listed on the Family Permanency Plan shall include observable, measurable outcomes, as well as the names of the persons responsible for completion of each task. This is to include responsibilities of the family and of the Department and other community resources, including cross-jurisdiction resources in provision of services and monitoring progress, as well as the child/youth in regard to his/her needs for safety, permanency and well-being.5. Federal Law requires that each of the following be documented in the Permanency Plan:<ol style="list-style-type: none">A. Efforts made by the Department to prevent removal of the child/youth and placement into custody.B. A description of the type of placement, including interstate placements when appropriate, and a plan for assuring that the child/youth receives safe and proper care in the least restrictive, most family like setting appropriate, in close proximity to the parents' home, consistent with the best interest and individual needs of the child/youth.C. A discussion of the safety and appropriateness of the placement.D. To the extent available and accessible, the most recent health and education records of the child/youth, including the EPD&T, IEP and/or psycho-educational when applicable, and the specific steps to be taken to assure health and education progress.E. For a child/youth ages 14 or above, the plan must also include a written description of the services that will help the child/youth prepare for independence.
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	<p>F. For all children/youth, the plan must document the steps the Department is taking to achieve permanency for the child/youth.-</p> <p>6. The Family Permanency Plan information and dates shall be entered into TFACTS within forty-eight (48) hours of the completion of the CFTM where the plan is developed or revised.</p> <p>7. For those families who cannot speak or read English, the Family Permanency Plan will need to be translated into the language the family speaks and reads. The Regional Fiscal Teams can be contacted when translation services are needed.</p>
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Forms:	<p><u>CS-0746, Meeting Notification</u></p> <p><u>CS-0745 Criteria & Procedures For Termination Of Parental Rights</u></p> <p><u>CS- 0681 Request for Goal of Planned Permanent Living Arrangement</u></p> <p><u>CS-0747 Child and Family Team Meeting Summary</u></p> <p><u>CS-0158, Notification of Equal Access to Programs</u></p>
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Collateral Documents:	<p>Functional Assessment, Copy of Notification</p> <p>Attachment 1 Ansell Casey Life Skills Assessment /Protocol</p> <p>Policy 16.51 Interdependent Living Plan</p> <p>31.1 Family Permanency Plans</p> <p>Policy 31.7, Building, Preparing, and Maintaining Child and Family Teams</p> <p>Policy 31.7 Attachment: CFTM Protocol</p> <p>Policy 16.48, Conducting Diligent Searches</p> <p>Policy 16.59, Disclosure of Legal Options and Available Services for Relative Caregivers</p> <p>Policy 15.11, Adoption Assistance</p> <p>Policy 16.39, Subsidized Permanent Guardianship</p> <p>Policy 16.32, Foster Care Review and Quarterly Progress Reports</p> <p>Policy 16.33, Permanency Hearings</p> <p>Protocol for Subsidized Permanent Guardianship Case Planning</p> <p>Interdependent Living Protocol</p> <p>Visitation Protocol</p>
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Glossary:	
Child and Family Team Meeting (CFTM):	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.
Trained Full-Time or Back-up Facilitator:	DCS Employee whose role at the agency includes the facilitation of Child & Family Team Meetings and the coaching and mentoring of staff in their professional development on CFTM. The facilitator has completed the core curriculum on Child & Family Team Meetings, the advanced curriculum on facilitating Child & Family Team Meetings, passed the skills-based competency exam and met the minimum threshold for competency on their structured observations. Some regions have trained additional staff in advanced facilitation skills as back-up facilitators, who can facilitate CFTM's, as well.
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.