

Child and Family Services Policy Manual: Substitute Care for Children Permanency Staffings

Purpose of Permanency Staffings	The purpose of Permanency Staffings is to ensure timely and appropriate permanent placement for children in foster care.
Definition of Permanency	Permanency is defined as a youth's physical, legal and emotional status. Physically the child is connected to a family considered to be permanent. Legally the child may remain connected with a family without interference. Emotionally the child has a reciprocal connection with a caring adult.
Statutory Permanency Options	Hierarchy of permanency options include: reunification with the child's parent; permanent placement with the non-custodial parent superseding any existing custodial order; adoption; guardianship; placement with a fit and willing relative; long term custody if the child is in a planned permanent living arrangement.
Required Team Members	<p>The child's Child Protection Specialist and the Child Protection Specialist's Supervisor, a Family Resource Specialist or the Child Welfare Manager (CWM), Family Engagement Meeting Coordinator and a Permanency Planning Specialist are required participants at Permanency Staffings. The Regional Administrator may also participate in the Permanency Team. Other people may be included in a Permanency Staffing if their participation is agreed to by the required team members.</p> <p>If the child is an Indian child (an ICWA case), a Tribal Social Services representative shall be invited to participate in the Permanency Team.</p>
Permanency Staffing Timelines	Permanency Staffing meetings, as well as follow-up meetings, will be convened at the discretion of the CWM and/or Regional Administrator.
Permanency Staffings and Foster Care Review Committee	Permanency Staffings may be combined with Foster Care Review Committee meetings or other meetings/staffings at which permanent placement of the child is discussed, at which permanency team members are in attendance and in which key elements of permanency is discussed.

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Action and Documentation

The Child Protection Specialist should come to the Permanency Staffing prepared to answer the questions on the Permanency Staffing Prepsheet (CFS-353 on OURS). Utilizing information provided by the Child Protection Specialist, the permanency team will determine the most appropriate plan for the child as well as the steps that need to be taken to implement the plan. The permanency team will also assign responsibility for completion of tasks along with timelines (timelines =one word) to team members.

After the Permanency Staffing, the Permanency Planning Specialist shall enter the information from the Permanency Staffing Prepsheet (CFS-353), assignments, action steps (dropped comma)and timelines (timelines = one word)on ACTL with the activity types being PRS (Permanency Review) and SPR (Supervisory Review). Subsequent reviews should occur as needed, based on the discretion of the CWM or the Regional Administrator.

In CAPS DocGen, the updated Permanency Worksheet, D303, can be obtained as a case plan reference.

Rev. 10/03; Rev. 10/04; Rev. 10/05; Rev. 10/07; Rev. 01/12; Rev. 12/15