
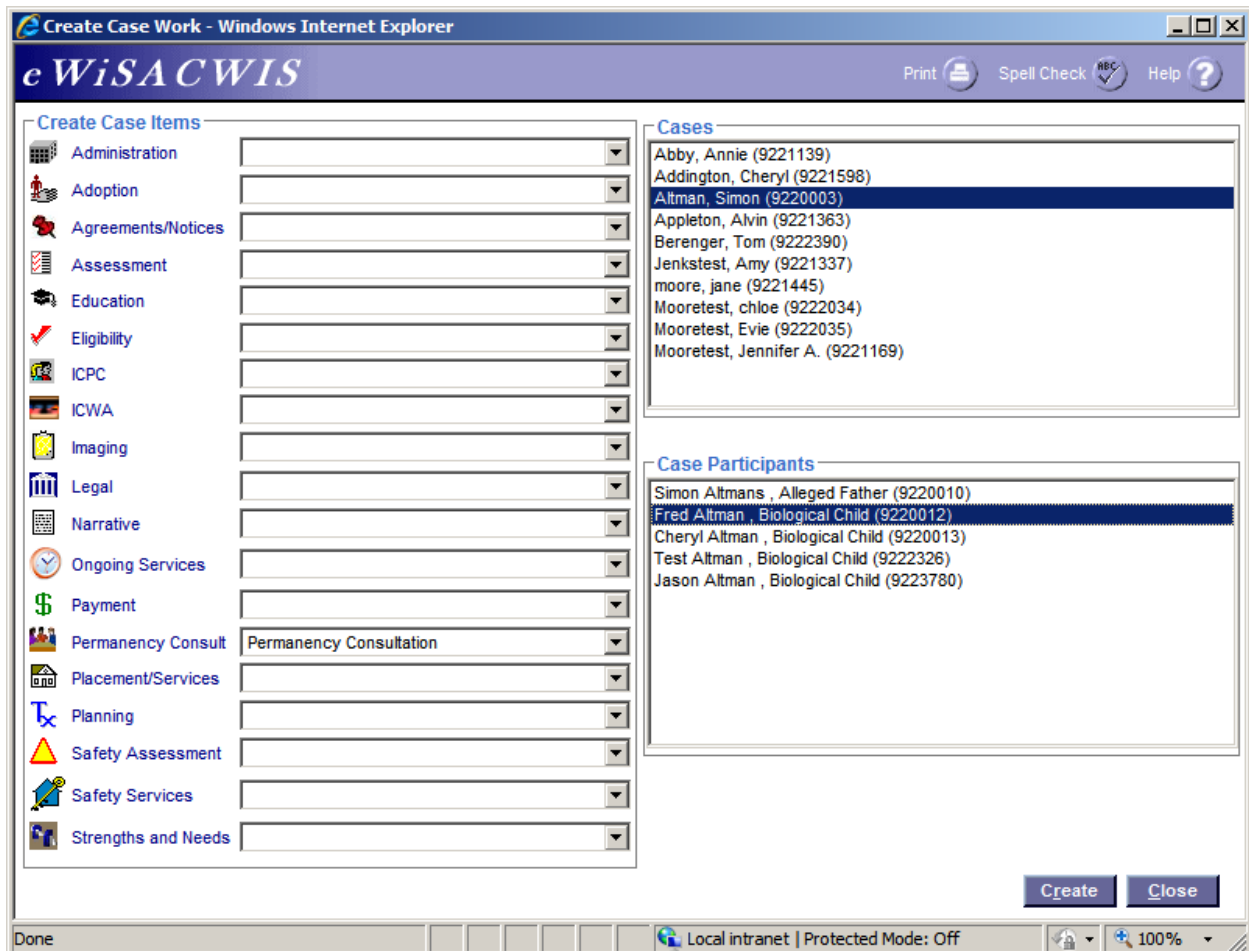


Permanency Consultation

Note: In order to create a Permanency Consultation, an assignment to the case is needed.
Multiple workers can update a Permanency Consultation until it is finalized.

1. From the desktop, go up to Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select Permanency Consultation from the Permanency Consult drop-down. Select the appropriate Case and the Case Participant. Click Create. This will open the Permanency Consultation page.



Note: If a permanency consultation exists for another participant in the case, you will be presented with the Permanency Consultation Copy page. You can click the 'Copy' hyperlink to copy an existing Permanency Consultation or click the 'Create' button to begin with a new one.

The screenshot shows a web browser window titled "Permanency Consultation Copy - Windows Internet Explorer". The application header is "eWiSACWIS" with navigation links for Print, Spell Check, and Help. The page content includes:

Case
Child Name: Altman, Test(9222326) Case Name: Altman, Simon (9220003)

Permanency Consultations

| PC Date | PC Type | Legal Permanency Status | Child Name | Status | |
|------------|-------------------------|--------------------------------------|---------------|-----------|----------------------|
| 07/01/2011 | 1 Month | Good - No Consultation Required | Altman, Jason | Pending | Copy |
| 07/01/2011 | 1 Month | Fair Permanency Status | Altman, Fred | Pending | Copy |
| 04/20/2011 | 1 Month | Fair Permanency Status | Altman, Fred | Finalized | Copy |
| 01/21/2011 | 1 Month | Very Good - No Consultation Required | Altman, Fred | Finalized | Copy |

Buttons: [Create](#) [Close](#)

Footer: Done | Local intranet | Protected Mode: Off | 100%

- The Permanency Consultation page contains the Plan Information group box. This group box shows the Child's Name, Case Name, PC Date, PC Type, Worker Name, Supervisor Name, Permanency Consultant name (if assigned) and the Permanency Consultation Finalized checkbox.

- The names of the primary worker, his/her supervisor, and the permanency consultant (if assigned to the case) pre-populate when the Permanency Consultation page is first opened in create mode. Using the Search hyperlink, you can search for a different associated worker.
- The PC Type is calculated by eWiSACWIS upon Save. The calculation is done by comparing the PC Date to the child's most recent removal from home. The number of months between the two dates is displayed. If the child is not in an Out of Home Placement as of the PC Date, the PC Type will display a default value of 1 Month.

- The Participants group box is used to document everyone who was present at the Permanency Consultation. The primary worker and the primary worker's supervisor will already appear. If a Permanency Consultant has an assignment to the case, she will also appear in the list. To add additional participants, click the Insert button to open the Person Search. If the participant is not found, he/she can be created. Use the Role drop-down field to assign a role to each participant. Click the Remove link to remove a participant if not needed.

- The Disclosure group box is used to document answers to the following questions:
 - Full disclosure has been made (see additional information under the Details flare)
 - The last time you talked with the child about with whom he / she would like to have permanency

Choose the appropriate response from the corresponding drop-down field.

- The Child's Permanency Goals group box is used to record the Current Goal of Record, Concurrent Goal of Record, Proposed Permanency Goal, Proposed Concurrent Permanency Goal, as well as the Legal Permanency Status. Select the appropriate value in each field. Use the Definitions hyperlink to access a definitions of each Legal Permanency Status.

Note: Choosing the value of Permanency Achieved for the Legal Permanency Status, and saving the page, will set the Status to Achieved for all Action Steps where the Status was left as Pending (explained below). Also, the Next Consultation Date (at the bottom of the page) will not be required once if the Legal Permanency Status of Permanency Achieved is saved.

7. If applicable, complete the Brainstorming group box by adding narrative for each of the five questions:

Brainstorming

What will it take to achieve permanency?

What can we try that HAS been tried before?

What can we try that has NEVER been tried before?

How many things can we do concurrently?

How can we engage the youth in planning for permanence?

8. Click the Insert button in the Action Steps groupbox to add a new Action Step. Continue to insert additional Action Steps as needed.
- The Assigned To field is populated with the names of all the participants shown in the Participants group box above. Select the name of the person assigned to the action step.
 - Enter a Target Date for the step to be completed and choose the Status of the action step from the drop-down list.
 - Enter a Description of the action step.

Action Steps

Assigned To: [dropdown] Target Date: 00/00/0000 Status: [dropdown] [Delete](#)

Description: [text area] Row 1 of 1

[Insert](#)

Note: Action Steps with a Pending Status will continue to have the Status field enabled and editable even after the Permanency Consultation Finalized checkbox is selected.

9. Click the Insert button in the Systemic Barriers Identified group box to insert a new Systemic Barrier. Continue to insert additional systemic barriers as needed.
 - Choose a Barrier Category from the drop-down. Depending on the Barrier Category chosen, the Barrier Type field will be filtered to include the corresponding values. Select a Barrier Type.
 - If applicable, enter narrative in the Description field to further describe the barrier.

10. In the Next Consultation Date field, enter a date for the next consultation. This date field is used for reporting purposes when scheduling upcoming Permanency Consultations and is not related to a tickler.

11. Check the Consultation Rescheduled checkbox if the consultation was rescheduled.

Note: At any point, you can copy the current permanency consultation to another child on the same case by selecting Copy Permanency Consultation from the Options drop-down and clicking Go. You will be presented with a Permanency Consultation Copy page, where you can select the radio button for the associated case participant.

| Select | Case Participant | DOB |
|----------------------------------|--------------------------|------------|
| <input type="radio"/> | Altman, Jason (9223780) | 06/10/2003 |
| <input type="radio"/> | Altman, Test (9222326) | 05/20/2000 |
| <input checked="" type="radio"/> | Altman, Fred (9220012) | 09/05/1997 |
| <input type="radio"/> | Altman, Chervl (9220013) | 08/01/1995 |

12. The Finalized PC tab displays all finalized Permanency Consultations for the child. The information on this page cannot be edited. You can click the PC Type hyperlink to open the other finalized Permanency Consultations in order to view them.



13. You can launch the text template for the permanency consultation at any time by selecting Permanency Consultation from the Options drop-down and clicking Go.
14. Once you have completed all information on the page, select the Permanency Consultation Finalized checkbox. Then click Save. You will receive the following message. Click Yes.

