Development of the Permanency Team

The purpose of a Permanency Team is to have team members assist in identify a minimum of 40 relatives or important adults with the intent to have approximately 12 adults included in the child/youth's team. The development of the Permanency Team for the Family Find and Engagement (FFE) process requires the worker to use investigative skills and engagement techniques to determine the appropriate people to include the team.

1. There are several strategies to determine who could be involved in the child/youth's Permanency Team:
    a. Ask the child/youth if they have anyone they want participating in the Permanency Team
    b. Complete the Connectedness Map activity with the child/youth to identify possible team members
    c. Ask the foster parent if they are aware of any relative or other adult that would be appropriate to include in the Permanency Team
    d. Review the Relative Tab in eWiSACWIS for relatives and their contact information.
    e. Review the case file for any references to relatives or other adults that had been involved with the case in the past.
    f. Determine which professionals would be appropriate to include in the Permanency Team; therapist, teachers, coaches, CLTS coordinator, Foster Care Coordinator, former case worker, etc.

2. Once a list of potential Permanency Team members have been identified it is important to:
    a. Gather contact information for the potential team members
    b. Get the proper consent forms signed for any potential team member that do not meet the statutory definition of relative.
    c. Determine who will contact the different team member; there may be dynamics in the case that could dictate who would be the most appropriate person to connect with the relative; the youth, the worker, the SPC, an office assistant, a family members, etc.
    d. Determine dates and times that will work for both you and the child/youth for the meeting; and consider having the meeting in the home of a family member or foster home instead of at the human services office.

3. After the list is developed, contact the potential team members.
    a. Introduce yourself to the potential team member
    b. Explain the purpose of your call;
        i. As the assigned case worker, it is your responsibility to ensure the child/youth remains connected to important adults in his/her life while in out-of-home care and into the future.
        ii. The permanency team is made up of family members, professionals, and other adults identified by the youth or family.
        iii. The purpose of the permanency team is to identify adults that can assist the county in determining the best permanency option for the child/youth in out of home care.

iv. A meeting is being scheduled to bring the identified adults together with the child/youth to develop a plan to find relatives and other adults that could assist in this process.
v. Answer any questions they may have regarding the meeting and the FFE process.
vi. Ask the potential team member if they would be willing to participate in the meeting, if they are unable to participate in person, a conference call could be set up. If the date doesn't work, ask if they have dates that would work.
    1. It may be necessary to reschedule the meeting if the majority of the potential team members cannot attend the date that was identified.
vii. Provide the potential team member with your contact information.

4. After contacting the potential team members the logistics of the meeting need to be arranged
    a. Is a conference phone needed?
    b. Are potential team members able to attend the meeting? Does it need to be rescheduled to a date that works better for more people?
    c. Has a location for the meeting been found?

5. After the logistics have been finalized, contact the potential team members to confirm the date, time and location of the meeting.

6. Prior to the meeting the child/youth should have the connectedness map completed. The map will then be brought to the meeting so additional connection can be added. If it is not possible to have the map completed by the meeting, it needs to be completed at the meeting.

7. Prior to the meeting determine who will be responsible for facilitating the meeting. You may want to consider asking the SPC.

8. The agenda for the Permanency Team meeting should be developed prior to the meeting and shared with team member is possible.
    a. An agenda template is available at the end of this document

9. At the Permanency Team
    a. Everyone introduces themselves and how they are connected to the child/youth, develop group agreements and set the stage for the purpose of the meeting. It may be helpful to have large post-it paper at the meeting in order to chart ideas, suggestions and additional relatives that are identified.
    b. When writing up action steps regarding who is responsible for what, the post-it paper would be helpful. Write the action steps to include that it is measurable, who is responsible for completing the step, the target date for completion, who is contacted when the step is completed.
        i. It is important for the family members to leave with the majority of the action steps since they have the relationships with the relatives identified during the meeting. The worker should not be assigned many, if any, action steps.

10. At the end of the meeting everyone should know what their next steps are and a follow-up meeting must be scheduled in order to check in on the action steps.