

# Permanency Consultation Guide

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## What is Permanence?

Most simply, legal permanence is defined as reunification, transfer of guardianship, or adoption. However, permanence is also the word used to describe safe and nurturing relationships that can be expected to last for a lifetime. Consequently, for children in out-of-home care to achieve permanence is to develop and sustain connections with important people in their lives, including both extended family members and other caregivers. It is imperative to take prompt action to plan for a child's permanence in order to positively influence the quality of the child's permanent relationships, cultural identity, and sense of self.

## Permanency Consultation

State Permanency Consultants meet with their assigned counties on a regular basis. Each SPC should consult with workers as frequently as necessitated by current county need based on numbers of children in out-of-home care. Although monthly in-person contact with counties is preferred, fluctuations in out-of-home care numbers may necessitate increased or decreased face-to-face contacts. At a minimum, the SPC should schedule to meet in person with their county agencies once per month, unless otherwise agreed upon by the Regional Permanency Supervisor. In person meetings are important to successful permanency consultation as this contact allows SPCs to build positive relationships with caseworkers, to provide guidance regarding implementation and understanding of policies, and to facilitate timely permanence for children in out-of-home care. As stated in the Ongoing Standards (<https://dcf.wisconsin.gov/files/cwportal/policy/pdf/ongoing-services-standards.pdf>) the monthly Permanency Consultation may include any of the following:

- Case consultation
  - SPCs may consult with caseworkers regarding their out-of-home care cases rated as “fair” or below on the Legal Permanency Status Scale.
- Concurrent planning meetings
  - SPCs frequently meet with biological and foster families, county case workers, and other team members to discuss child-specific permanency options and assist in planning for steps toward permanency.
- Family meetings
  - SPCs often participate in or help to facilitate family meetings with caseworkers. In these meetings, SPCs assist with discussions about permanency options and work with the family team to develop goals and specific steps that allow family and other supports to have an active role in planning for the child's permanence.
- Legal consultation and planning
  - SPCs facilitate discussions with county staff regarding the legal permanency options (Reunification, Transfer of Guardianship, and Adoption) to help them determine the best and most likely permanency outcomes for their youth in out-of-home care.

- SPCs **MAY NOT** provide legal advice.
- Permanency Plan reviews
  - SPCs can participate in Permanency Plan reviews if their participation is requested and the county is seeking case specific input. However, regular participation is not required.
- Permanency Roundtables (PRT)
  - SPCs coordinate PRTs as needed at each county and follow-up with workers on a monthly and quarterly basis to monitor action plan completion.
- Tribal review and consultation
  - SPCs also consult with tribal agencies regarding children in out-of-home care and provide services in these consultations as they would with county agencies.

SPC's are **not** required to:

- Consult on every case in out-of-home care.
  - An SPC's efforts are best utilized for cases rated at "**fair**" or below because cases rated as "**good**" or above have a clear path to permanency.
    - *However, consultation can be helpful for cases rated above "fair" on a case-by-case basis if workers are seeking assistance with permanency related issues.*
- Be involved in administrative reviews, Permanency Plan reviews, or court hearings unless subpoenaed by the court.

## Communication with Assigned County Agencies

### Assignment

When a State Permanency Consultant (SPC) is newly assigned to a county or when there is a transition between SPCs, both the former SPC and the newly assigned SPC are required to send written communication to the county to inform the county of the changes occurring. To inform county staff, the SPC must:

- Send the *Introductory Letter* or the *Departure Letter* to:
  - The current supervisors of the county agency
  - The current Director of the county agency
  - The SPC's direct supervisor
- The written communication must be sent within 10 business days of the assignment change
- In order to expedite the relay of information, the written correspondence can be sent via e-mail

## Child-Specific Recruitment

Child-specific Recruitment refers to activities that focus on relatives of the child, important connections that exist, or building new connections for the child when seeking a permanent resource for them.

Child-specific Recruitment may be requested if:

- The child has been living in out-of-home care for 9+ months *or* grounds exist for TPR.
- Reunification no longer appears likely *and* a TPR may be likely,
- The Legal Permanency Status Rating is below “good,”
- The permanency goal is adoption, guardianship, or OPPLA, or
- No Identified Permanent Resource exists for the child or youth.

Recruitment activities utilized by the SPC will be based on previous efforts made by the county agency. In most circumstances, child-specific recruitment follows the order identified in this guide.

### ***Relative Search and Engagement:***

Both Federal and State Law require that agencies identify and notify relatives that children have been placed in out-of-home care.

#### **1. Federal Law**

- a. Fostering Connections Act of 2008
  - i. Requires identification and notice to all relatives within 30 days of removal

#### **2. State Law**

- a. Chapter 48.21(5)(e)2
  - i. Requires identification and notice within 30 days of removal and after any status change in the case
  - ii. Relatives are defined to the 4<sup>th</sup> degree - *through blood, marriage, or adoption*
- b. **Confidentiality** - Chapter 48.78(2)(i)
  - i. An agency may disclose information to a relative of a child placed outside his or her home only to the extent necessary to facilitate the establishment of a relationship between the child and relative or placement of the child with the relative.

### ***Strategies for Search and Engagement***

#### **1. Child-Centered Exploration**

- a. Review of child’s case file to identify possible options
- b. Home Visit with the child and current caregiver.
  - i. Determine what the child knows about permanency:
    1. Start the conversation early and help the child identify what they would want in a family, or if they have any relatives or supports that could be considered for placement.

2. Ask the child about their positive supports:
    - a. These individuals may be able to be permanency options for the child, or support them in permanency with another family.
  3. Identify the child's activities, likes/dislikes:
    - a. This conversation can help focus targeted recruitment to help identify prospective families that fit well with the child's hobbies and interests.
  4. Determine if the child identifies any barriers to permanency:
    - a. Address any issues with the child's team and allow the child to have an active role in planning for permanence.
- ii. Meet with the foster parents to explore their interest in adoption/guardianship.
    1. Determine what barriers exist and brainstorm ways to overcome those barriers to help maintain the child's placement and achieve permanency:
      - a. If they are still not interested, determine if there is anyone in their life that may consider it. Some individuals to consider:
        - i. Their extended family,
        - ii. Their friends,
        - iii. Community Members,
        - iv. School Personnel, or
        - v. Respite Providers.
  - iii. Develop a plan with the caseworker, child and family regarding next steps for moving forward. *Who will reach out to identified individuals? Who can research community resources to find additional supports? Etc.*
    1. Send letters or make phone calls to individuals identified by the child or foster parent to start the permanency discussion with them.
    2. Identify clubs/agencies/community resources that may have connections based on the child's interests and/or heritage. For example, if a child has a connection to their religion, reach out to area religious groups that may be able to help.

## 2. Engagement Strategies

- a. Connectedness Map
  - i. This tool is used to clarify the connections or lack of connections of a child by showing family members and others connected to them. It will help by continuing to expand a child's family tree and develop their support network.
- b. Mobility Map
  - i. The Mobility Map allows the child to put their life to paper - giving them a chance to rediscover important people and places from their past that could be positive supports for them as they continue to grow.

- c. Three Houses
  - i. This activity uses the “House of Worries,” the “House of Good Things,” and the “House of Dreams” to give children a way to show their own protective capacities and identify the individuals they trust to keep them safe.
- d. Genogram
  - i. Developing a genogram with parents, youth, or other relatives can expand knowledge of the family make-up and the relationships within.
- e. Ecomap
  - i. An Ecomap shows the relationships an individual has with the people, places, and things within his or her environment.
- f. Tree of Life
  - i. Child shares perspective, background, strengths, hopes, dreams and wishes. Stimulates exploration of significant relationships.
- g. Permanency Pact
  - i. The Permanency Pact is used with older youth to help them identify the individuals they recognize as positive supports in their life.

*Links to instructions for each engagement strategy are found in **Appendix A***

### **3. Data Mining**

Data mining is an intense review of a child’s file that helps identify significant events and adults in the child’s life that could potentially be adoptive resources or other important long-term permanent resources. The data mining tool organizes the case manager’s file to help us find patterns and clues in recruiting a family for the child.

- a. Data Mining Eligibility
  - i. At least ONE of the following must be met for the target child:
    1. Child has been in out-of-home care for 15+ months and does not have a permanent resource,
    2. Child has a Legal Permanency Status rating of “**poor**” and a permanency goal of OPPLA,
    3. Child is post-TPR and efforts to secure a permanent resource have failed, or
    4. Child is pre-TPR and efforts to secure a permanent resource have failed.
- b. Data Mining Tool and Timeline
  - i. An easy-to-read document outlining case history
  - ii. A timeline highlighting significant events in the child’s life
  - iii. Identification of possible connections or resources for permanence
  - iv. Provides information to help with adoption preparation and treatment planning
- c. Data Mining Process
  - i. Initial Pre-Data Mining Consult with the Coalition

1. Conference call with the caseworker, Coalition and SPC
  2. Help to determine if data mining is appropriate
  3. Discuss outlined goals and identify additional goals
  4. Go over expectations and tentative timelines
- ii. Post-Data Mining Consult with the Coalition
    1. Conference call with the caseworker, Coalition and SPC
    2. Review case findings that highlight important details or gaps
    3. Discussion regarding reviewer's recommendations to explore new ideas for increased connections or new recruitment strategies
- d. Referrals can be made to the Coalition for Children, Youth and Families by county caseworkers and SPCs by completing the following information:
- i. Referral Form:
 

[http://wiadopt.org/Portals/wiadopt/WorkerForms/Data%20Mining%20Registration%20Form%20\(Fill%20In%20Only\).docx](http://wiadopt.org/Portals/wiadopt/WorkerForms/Data%20Mining%20Registration%20Form%20(Fill%20In%20Only).docx)
  - ii. Consent or Court Order:
 

<http://wiadopt.org/Portals/wiadopt/WorkerForms/DCF%20Child-Specific%20Recruitment%20Consent.doc?ver=2015-07-27-112336-173>
  - iii. Datamining Release Form:
 

[http://wiadopt.org/Portals/wiadopt/WorkerForms/Data%20Mining%20General%20Release%20of%20Information%20\(Fill%20In%20Only\).docx](http://wiadopt.org/Portals/wiadopt/WorkerForms/Data%20Mining%20General%20Release%20of%20Information%20(Fill%20In%20Only).docx)

#### 4. Seneca Internet Searches

A Seneca Internet Search is an internet based search that provides a customized search report with the most comprehensive information available, including address history for the identified person, possible relatives, possible acquaintances and neighbors with corresponding phone numbers, aliases and birth/death information.

- a. Requesting a Search
  - i. DCF has a contract with Seneca to perform searches for children in Wisconsin at no cost to the local agency
  - ii. County and tribal agencies may request an internet search on a case by completing the necessary referral and submitting it to their SPC.
  - iii. Prior to completing a search, workers should consult with their SPC to discuss engagement strategies that may be successful in locating relatives. Internet searches will be considered only after other outreach efforts have been attempted and few to no relatives have been identified or located.
  - iv. Once a completed referral has been received and all other search and engagement efforts have been exhausted, the SPC and the Regional Supervisor will make the request to Seneca Center.



- v. The SPC will review the information provided by Seneca Center with the worker, assist them in deciphering the document and provide consultation on the next steps to locate additional relatives.
- vi. The SPC and caseworker will then send letters to identified relatives to initiate a conversation about their willingness to support the child.
- vii. As information is received from relatives, the SPC and caseworker will update the Relative/Non-Relative Search page in eWISACWIS. Documentation on that page should include the date of the communication and a brief summary of the information gained through the conversation.
- viii. The SPC and caseworker should also enter a detailed case note that documents the following information:
  - 1. Relative's interest in being a support to the child,
  - 2. Relative's willingness to be involved in case planning, and
  - 3. Relative's interest in being a placement option for the child
    - a. Determinations of the provider's appropriateness as placement provider, and
    - b. Definitive reasons why the agency decided to place or not place with the relative.

## **5. Family Finding and Engagement**

Family Find and Engagement is a process aimed at re-establishing family connections between children in out-of-home care with their relatives or other important adults. Every child deserves to have special connections that only family provides. Every child has family and meaningful connections to family which helps a child develop a sense of belonging. The most important factor contributing to positive outcomes for children in out-of-home care is meaningful connections and lifelong relationships with family and important adults.

The Family Find and Engagement process follows the model which requires caseworkers to make every effort to locate at least 40 relatives per child. Once family members are found, State Permanency Consultants (SPC) and caseworkers work to re-establish relationships, where appropriate, and explore ways to build lifelong connections with family and/or find a permanent home with family.

Additional detailed information regarding the Family Find and Engagement Process can be found on the DCF website: <https://dcf.wisconsin.gov/cwportal/permanency>

- a. The Family Find and Engagement Process
  - i. SPCs can assist county and tribal child welfare agencies with cases that have little to no family involvement by completing the full Family Find and Engagement process.
    - 1. It is important for the county supervisor and caseworker to review the Family Find and Engagement Team Expectations and Responsibilities

(<https://dcf.wisconsin.gov/files/cwportal/permanency/pc/pdf/ffe-team.pdf>) document to ensure the team understands and agrees to participate in all aspects of the process.

- ii. The agency caseworker will need to complete the Family Find and Engagement Referral form DCF-F-5055-E and provide it to the Regional Permanency Supervisor.
  1. DCF-F-5055-E: <https://dcf.wisconsin.gov/files/forms/doc/5055.docx>
- iii. The Regional Permanency Supervisor will review the referral made by the county or tribal agency to determine if it is an appropriate case for the process.
- iv. Acceptable cases will be assigned to SPC's based on their availability.
- v. If the referral is not appropriate the Regional Permanency Supervisor will follow-up with the county or tribal supervisor to discuss the reasons the case was not chosen and provide consultation regarding steps the caseworker may consider to increase the number of adult connections for the child or youth.

b. Goal of the Family Find and Engagement Model

The Family Find and Engagement model offers methods and strategies to locate and engage relatives of children currently living in out-of-home care that are disconnected from family. The goal of Family Finding and Engagement is to connect each child with family, so that every child may benefit from lifelong family.

i. 40-12-3-1

1. Use discovery tools to identify **40** family members or informal supports
2. Develop a Lifetime Support Network of **12** people identified through discovery that will commit to:
  - a. Locate additional relatives or positive supports,
  - b. Participate in the child's life,
  - c. Help identify the child's greatest unmet need,
  - d. Step forward as a permanency option, and
  - e. Support others in permanence.
3. Create a Permanency Support Plan with **3** identified permanency options and specifically identify the child's needs and how the individuals and/or team can support those needs.
4. **1** of the identified permanency options legally commits to the child.

## ***Geographical Placement Resources System (GPRS) Search***

### **1. Geographical Placement Resources System (GPRS) Search**

- a. Use the Geographical Placement Resources System (GPRS) in eWisACWIS to search for a family that may meet the child's needs.

- b. If the “Child and Adolescent Needs and Strengths” (CANS) Tool is up-to-date for the child, use the ‘Child-Specific’ search function to find a family that is comfortable taking placement of a child with the identified action items.
- c. If the child’s CANS is outdated, use the ‘Placement Characteristics’ to search for homes.
- d. Print the ‘Provider Detail Report (PD)’ for all of the homes.
- e. Call the Licensing Agency to discuss the home and child as a possible match.

## ***Public Adoption Recruitment***

### **1. Child Description for Adoption Recruitment**

- a. The Child Description is completed by the caseworker with assistance from their SPC and includes a description of the following:
  - i. Demographic information
  - ii. Basic legal status and removal information
  - iii. Child’s strengths, interests and hobbies
  - iv. Child’s Physical Health strengths and needs
  - v. Child’s Behavioral Health strengths and needs
  - vi. Child’s Educational strengths and needs
  - vii. Child’s feelings about adoption
  - viii. Child characteristics to match with provider characteristics
- b. The Child Description will be reviewed by the Regional Permanency Supervisor for grammar, confidential information, and strengths based voice.
- c. Once the Child Description is approved by the Regional Permanency Supervisor, the assigned SPC will send it to the Public Adoption workers to recruit for a home.
- d. Public Adoption workers will review the Child Description to determine if any of the families they have are appropriate for placement.
- e. The Public Adoption worker will then send the home study of any appropriate family to the SPC and the caseworker to be reviewed.
  - i. The caseworker and SPC will review all home studies that were received to determine if any of the families would be a good fit for the child.
  - ii. The caseworker and SPC will work together to narrow down the home studies to the best match or matches for the child.
- f. Following review with the caseworker, the SPC will follow up with each Public Adoption worker about decisions regarding any home study they submitted on behalf of a family.
- g. Child Description for Adoption Recruitment Template
  - i. Form DCF-F-5156-E

1. <https://dcf.wisconsin.gov/files/forms/doc/5156.docx>

## 2. Child Presentation Meeting

- a. The caseworker and SPC will work together to schedule a Child Presentation Meeting with the match or matches identified.
  - i. Participants at the Child Presentation Meeting **must** include:
    1. Referring caseworker
    2. Tribal caseworker, if applicable
    3. State Permanency Consultant
    4. Public Adoption Worker
    5. Prospective Adoptive Parents
  - ii. Additional **optional** participants (*as appropriate*):
    1. Current/Past Caregivers
      - a. Caregivers provide great insight into daily functioning however should not be involved if they have negative views of the child or disagree with the agency's plan for the child
    2. Parent(s)/Guardian(s)
    3. Relatives
    4. Supervisors (County, Tribal, Public Adoption, etc.)
    5. Foster Care Consultant
    6. Other Service Providers (childcare, therapist, school, etc.)
- b. At the end of the meeting, the referring county or tribe and prospective adoptive family should take several days to consider moving forward with a match.
- c. If both parties decide to move forward, the SPC will work with the caseworker to schedule a Transition Planning Meeting.
  - i. At the transition meeting, the county worker needs to provide contact information for all providers that the child(ren) is currently seeing.
    1. It will be determined at this meeting if providers should be changed or maintained through the transition to the pre-adoptive home.
  - ii. The team will also develop a concrete calendar for the transition.
    1. The calendar should include information regarding day visits and overnight visits for the transition period.
    2. It can also include information regarding medical appointments, mental health appointments, curricular/extra-curricular activities, etc. to help the pre-adoptive family become more engaged in the child's life.
- d. A Child Presentation Meeting Template can be found in **Appendix B**.

### 3. Photolisting

Photolisting involves publishing a picture and a written description of a waiting child that outlines his or her strengths and needs. These listings provide prospective adoptive parents the opportunity to search for waiting children in Wisconsin and get insight into a particular child.

#### a. Eligibility

i. Ch. DCF 59.09 Admin. Code requires agencies to photolist children under the following criteria:

1. **PRE-TPR** - if a permanent family has not been identified **and** the proper consents are obtained *or* a court order provides consent.
2. **POST-TPR** - if a permanent family has not been identified within six months after termination of parental rights.

b. Information provided to Coalition for Children, Youth and Families includes:

i. Completed Referral:

1. <http://wiadopt.org/Portals/wiadopt/WorkerForms/Photolist%20Referral%20July2015.docx?ver=2015-07-27-112306-840>
2. Attach the completed child description to this referral

ii. Consent or Court Order:

1. Child Specific Recruitment Consent

a. Form DCF-F-5057-E -

<https://dcf.wisconsin.gov/files/forms/doc/5057.docx>

iii. Photographer Request Form:

1. <http://wiadopt.org/Portals/wiadopt/WorkerForms/Photographer%20Request%20Form.doc?ver=2015-06-09-155039-770>

c. The completed packet of information is sent to the Coalition for Children, Youth and Families. They will post the child's photo and information on the WiAdopt.org website and will send the referral to Children's Hospital of Wisconsin for listing on the Heart Gallery website, if applicable.

i. Listings can be seen at:

1. Coalition for Children, Youth and Families:

a. <http://kidsdb.ccyfstaging.org/>

2. Heart Gallery of Wisconsin

a. <http://www.chw.org/childrens-and-the-community/family-support-services/child-welfare-services/adoption/heart-gallery/children-available/>

#### 4. Video Recruitment

Video Recruitment is a tool offered by The Coalition for Children, Youth and Families that gives older youth the opportunity to create a video about themselves to help potential adoptive families get to know them. The resulting video can be used by the child's team for targeted recruitment purposes, and will also accompany the child's photolisting profile.

##### a. Referral Process

- i. The SPC should work with the ongoing caseworker to ensure the appropriate consent is signed.
  1. The Child Specific Recruitment Consent (DCF-F-5057-E) should be completed
- ii. Ongoing workers interested in submitting a child for possible filming should contact the Coalition for Children, Youth and Families directly with the consent and information about the child.
- iii. Coalition staff will speak with the worker to determine if the identified child is appropriate for video recruitment.
- iv. Once a child is identified as appropriate, they will be added to the filming waitlist and Coalition staff will be in contact with the caseworker once a time and location are identified.
- v. The completed film will be sent to the child's caseworker and SPC via e-mail and Coalition staff will follow up with caseworkers and SPCs to brainstorm strategies for how the video can be used in future recruitment.

### ***Legal Permanency Status (LPS)***

The Legal Permanency Status (LPS) rating allows State Permanency Consultants to determine which cases are eligible for the Permanency Roundtable process and gives SPCs an idea of which cases they should focus on during regular consultation. Ratings range from "Poor" to "Permanency Achieved" and are a reflection of the child's current situation as it relates to achieving legal permanency. Legal permanence is defined as reunification, adoption, or transfer of guardianship. *This is NOT a rating of caseworker or agency competency.*

Caseworkers must enter the LPS in eWiSACWIS within 60 days following the child's placement in out-of-home care if a concurrent plan is required and the "Permanency Goals" are anything other than reunification or guardianship. Each case, regardless of the previous criteria, must be rated every 6 months, generally in conjunction with the Permanency Plan. An error will occur when trying to approve the permanency plan if a LPS has not been entered in the previous 6 months.

- The first LPS rating for the child's current episode in out-of-home care should be entered as "initial"
- Each rating entered by the caseworker thereafter will be entered as "update."
- Following a PRT, the SPC will consult with the assigned worker to re-rate the case. When these ratings are entered into eWiSACWIS, they are entered as a "quarterly" LPS rating.

In addition to regular rating of LPS, the status is updated during the PRT process. The PRT team discusses the LPS ratings following the case presentation, and determines which rating they feel best describes the current status of the case. If team consensus cannot be reached, the team should opt for the lower rating between those being discussed.

The LPS Rating guide can be viewed in **Appendix C**.

*Note: If caseworkers are struggling to rate a case or are new to the LPS rating system, they may request assistance from their SPC. Because the Permanency Plan cannot be approved until the LPS rating is completed, these consultations can be via phone, e-mail, or in-person but are not required.*

## ***Permanency Roundtables (PRT)***

The PRT process is a professional consultation designed to expedite permanency for children and youth in out-of-home care through innovative thinking, the application of best practice, and the “busting” of systemic barriers. The process also includes required follow-up to ensure steps are being taken to expedite the action plan. The outcomes being measured are:

- the child’s progress toward legal permanency (reunification, transfer of guardianship, adoption),
- changes in the level of placement restrictiveness,
- the rate of re-entry into out-of-home care, and
- the rate of discharge to legal permanency.

Additional detailed information regarding Permanency Roundtables can be found on the DCF Website:

<https://dcf.wisconsin.gov/cwportal/permanency/prt>

## **SPC PRT Responsibilities**

### **1. Coordination of PRTs**

- a. Permanency consultation for PRT cases will consist of the following responsibilities:
  - i. Schedule each PRT in coordination with the appointed caseworker.
  - ii. Locate appropriate team members for each PRT.
  - iii. Serve as Permanency Consultant on PRT team.
  - iv. Serve as additional roles on PRT team if necessary:
    1. Facilitator,
    2. External Consultant, or
    3. Scribe.
  - v. Ensure adherence to PRT process structure.
  - vi. Identify systemic barriers preventing permanence.
  - vii. Assist in the formulation of action steps to overcome barriers and expedite permanence.

### **2. Monthly Follow-Up**

- a. Monthly PRT Follow-up with the caseworker will include:
  - i. Contacting the caseworker through email, phone call, or a face-to-face meeting to discuss action steps.

- ii. Reviewing the Legal Permanency Status.
- iii. Reviewing court ordered Permanency Plans.
- iv. Reviewing progress on action steps and assist in developing next reasonable steps.
- v. Determining any systemic barriers impacting the case and provide assistance in working through issues.
- vi. Discussing any issues or concerns regarding process towards permanency.

### 3. Quarterly Follow-Up

- a. Quarterly PRT Follow-up with County Caseworker will include:
  - i. Coordinating a face-to-face meeting with supervisor and caseworker.
  - ii. Reviewing cases that have not had action steps completed.
  - iii. Developing a plan to address any issues.
  - iv. Reviewing system barriers and possible solutions.
  - v. Reviewing additional children that need to be included in PRT schedule.
  - vi. Rating the Legal Permanency Status of each child participating in PRTs to determine if a subsequent PRT needs to be scheduled.
  - vii. Discuss any potential additional action steps not yet implemented or initiated by the caseworker.

## PRT Process

### 1. Case Determination

The purpose of PRTs is to focus on cases that have been in out-of-home care for 15 out of the last 22 months with no significant movement towards a legal permanency option of reunification, guardianship or adoption. Appropriate cases for the PRT process are rated at “*fair*” or below on the legal permanency status scale. Children that have been placed in out-of-home care less than 15 out of the last 22 months or have a rating of “*good*” or above on the legal permanency status scale are not appropriate and shall not be considered for PRTs.

PRTs are time intensive for County and State staff; as a result a PRT should never be considered the first option in lieu of a case consultation. Prior to considering a PRT, the caseworker should work with the SPC and determine if there are other options to expedite permanence. A Permanency Roundtable is one of many different types of consultations that can occur with the SPC and therefore not every case that is rated below “*good*” requires a PRT.

In order to narrow the list of cases that should be prioritized for a PRT, start with the cases that have been in out-of-home care for 15 out of the last 22 months or longer and are rated at “*poor*;” then from this group narrow the list to youth age 14 years or older. Once the group of cases with youth age 14 or older has been established, narrow the list further to children who have had three or more placements. Continue to narrow the group by choosing those cases with children placed in a restrictive setting. With this last group, choose the cases with sibling groups. This is the first group of cases to receive a PRT.



Different counties will have varying amounts of cases that should be considered for a PRT. It is expected that not all counties will have cases that meet the criteria for a PRT, and therefore should not be conducting PRTs if they do not have cases that meet eligibility requirements. SPCs and counties should then focus on completing action steps and rating cases quarterly to determine which cases need to be scheduled for additional PRTs. All cases that received an initial PRT and continue to be rated below “good” are required to receive another PRT within five months of the previous PRT until the rating is at “good” or above.

The Case Determination Pyramid can be found in **Appendix D**.

## **2. Team Members**

The core Permanency Roundtable team consists of the following **seven** members:

- A. Administrator/Policy Expert
- B. County Caseworker
- C. External Consultant
- D. Facilitator
- E. Permanency Consultant
- F. Scribe
- G. County Supervisor
- H. Tribal Worker and Supervisor
  - a. **The Tribal Worker must be present for all PRTs involving a tribal child placed through county circuit court.** If the worker is not available, a tribal representative can be designated by the tribe to attend the PRT
  - b. If the tribal worker is unable to attend, they **can** give permission for the PRT to occur in their absence or ask for it to be rescheduled.
- I. Other Team Members
  - c. The process can be greatly enhanced by including professionals such as:
    - i. CASA workers, Placement agency staff, Independent Living Coordinators, etc.

## **3. Consultation Phases**

The Permanency Roundtable is made up of 6 distinct phases

- 1. Welcome and Overview
- 2. Presentation of Case
- 3. Clarify and Explore
- 4. Brainstorm
- 5. Create Permanency Action Plan
- 6. Debrief

# Appendices

## *Appendix A*

Links to engagement activities:

- a. Connectedness Map
  - i. <https://dcf.wisconsin.gov/files/cwportal/permanency/pc/pdf/ffe-connectmap.pdf>
- b. Mobility Map
  - i. <https://dcf.wisconsin.gov/files/cwportal/permanency/pc/pdf/ffe-mobilemapping.pdf>
- c. Three Houses -
  - i. <http://www.spconsultancy.com.au/partnering-for-safety.html>
- d. Genogram -
  - i. <http://www.genopro.com/genogram/rules/>
- e. Ecomap -
  - i. <http://www.strongbonds.jss.org.au/workers/cultures/ecomaps.html>
- f. Tree of Life -
  - i. <http://dulwichcentre.com.au/the-tree-of-life/>
- g. Permanency Pact -
  - i. [https://www.fosterclub.com/\\_transition/article/permanency-pact](https://www.fosterclub.com/_transition/article/permanency-pact)

## Appendix B

### CHILD PRESENTATION MEETING

**MM/DD/YYYY - 00:00am/pm**

**Location**

**Street Address**

**City, State Zip code**

**Family: Public Adoption Family Name**

#### Presentation Participants:

**Caseworker Name** – Ongoing Social Worker

**SPC Name** – State Permanency Consultant

**Public Adoption Worker Name** – Public Adoption Worker

**Parent Name(s)** – Prospective Family

**Additional Participants** – Foster Parents, Foster Care Coordinator, Other Providers, etc.

#### Presentation Defined:

- Introductions – **SPC**
- Child's History – **CASEWORKER**
  - How did he come to the attention of County Human Services?
  - What is his trauma history?
  - Brief description of other significant events
- Explanation of current legal status – **CASEWORKER**
  - Status of Reunification and TPR
- More Specific Child Information – **CASEWORKER**
  - What is Child's knowledge/understanding of moving/adoption? Do they have concerns?
  - Description of Child's educational strengths and weaknesses
  - Medical/Health status
  - What are Child's strengths/limitations?
  - What are Child's interests/dislikes?
  - What is Child's attachment to their biological family? To their foster family?
  - What does Child want/need from a family?
- More Specific Birth Family Information – **CASEWORKER**
  - What are parents' conditions of return? Have they been following through?
  - What is the family interaction schedule? Who transports? What is the level of supervision?
  - Are there any other individuals Child has a significant relationship with?
  - What are parents' understandings of case progress?
- Out-of-Home Care Provider – **FOSTER PARENT (if in attendance)**
  - What works? What doesn't work?
  - What are some of the child's triggers and de-escalation techniques?
  - Why are you unable to be the permanent resource for the child?
- County Expectations – **CASEWORKER**
  - Birth Family Contact (Pre and Post TPR)
  - Providers - who are they? Have there been issues obtaining consents for services/treatment?
  - County Contact – how often? What type of contact is best?
- Transition – **TEAM**
  - Ideas of what the transition might look like (timing, school, services, etc.)
- Questions for Prospective Family – **CASEWORKER/SPC**
- Questions from Prospective Family – **PARENT(S)/PUBLIC ADOPTION**
- Next Steps/Action Planning - *Who is responsible?* – **SPC**



## Appendix C

### Wisconsin Department of Children and Families Child Current Legal Permanency Status Form

**Instructions to Team:** Please rate the child's current legal permanency status based on the information presented by the Ongoing Case Manager and Supervisor before beginning to discuss any specific strategies or actions to take following the consultation. It is important to note this is a rating of the child's current situation as it relates to achievement of legal permanency. Legal permanence is defined as reunification, adoption or transfer of guardianship. This is not a rating of caseworker or agency competency. **NOTE:** If team consensus cannot be reached on permanency status, the team should opt for the lower rating.

<b>Current Child Legal Permanency Status</b> Rate the child's current permanency status as described below based on existing evidence:		
Child has legal permanency (reunification with safe case closure expected, adoption or legal guardianship).	Permanency achieved	<input type="checkbox"/>
Child is in a family setting that the child, the caregivers and the casework team believe is lifelong, and the caregivers and child are committed to formalizing the relationship through adoption or transfer of guardianship; – OR –	Very good permanency status	<input type="checkbox"/>
Child is in stable living situation with own parents (not a trial reunification) and identified safety threats have been eliminated.		
Child is in a family setting that the child, caregivers and case workers believe is lifelong; a plan is in place to maintain safety and stability; the child, if old enough, and the caregiver(s) are committed to the plan; and adoption/guardianship/ issues, if any, are near resolution. – OR –	Good permanency status	<input type="checkbox"/>
Child is in stable living situation with own parents (not a trial reunification) and identified safety threats are being controlled through an in-home safety plan.		
Child is in a family setting that the child, caregivers and case workers believe could endure lifelong; a plan is in place to ensure safety and stability is achieved, and the child, if old enough, and the caregiver(s) are committed to the plan; and adoption/guardianship/reunification issues, if any, are being addressed; – OR –	Fair permanency status	<input type="checkbox"/>
Child is in temporary placement but transition is planned and child is ready to move to identified safe, appropriate, caregivers who are willing to provide legal permanency; a child and family plan for safety and permanency is being implemented; and the child, if old enough, and caregiver(s) are committed to the plan.		
Child is in a family setting that the child, caregivers and casework team feel could endure lifelong; they are developing a plan to achieve safety and stability, and it is uncertain if the relationship will be formalized legally; – OR –	Uncertain permanency status	<input type="checkbox"/>
Child is in a temporary placement, and likelihood of reunification or a legally permanent home is uncertain; adoption/guardianship issues are being assessed; and concurrent permanency plan(s), if any, are uncertain or problematic.		
Child is living in a home that is not likely to endure or is moving from home-to-home due to safety and stability problems, failure to resolve adoption/guardianship issues, or because the home is unacceptable to the child; – OR –	Poor permanency status	<input type="checkbox"/>
Child remains in temporary home without a realistic or achievable legal permanency goal; and concurrent permanency plan(s), if any, have stalled or failed.		

## Appendix D

