

Development of Action Steps

It is the role of the Permanency Roundtable (PRT) Facilitator to ensure the **three or four action steps** are developed and understood by team members prior to the finalization of the PRT. In order to write a well developed an action step there are several steps that must be followed.

The action step must:

1. Be measurable; allowing the person assigned to the step; to determine when it is completed, if a barrier exists, or it's no longer applicable.
2. Identify the specific action the worker wants to achieve, and ensure another step does not need to occur before the identified step
3. Use actionable words to determine what the step is
 - o Examples:
 - Schedule, Invite, Develop, Refer, Contact, Research, etc.
4. Determine the intent of the action step
 - o Examples of the intent:
 - The SPC will discuss with the foster parent **their willingness or barriers to adopting** the child
 - The ongoing worker will contact the maternal grandmother **to gather contact information** for the mother's siblings.
 - The ongoing worker will ask the child to complete a connectedness map to **determine who he/she considers a permanent option**
5. Determine **all** the people involved in the action step.
 - o Examples:
 - Worker, Supervisor, Parent(s), Foster Parent(s), State Permanency Consultant (SPC), therapist, foster home coordinator, medical professionals, child, etc.
6. Be completed within the next 60 - 90 days. If not, the step **should not be** included in the current action plan and a new brainstorming idea can be selected.
7. Be concise. Limit the action to one verb per action step. If there are multiple steps or multiple people to contact, another action step must be created. This will aid in marking the action step completed or specifically identifying a barrier to a portion of the action step being completed. The step should include a **WHO**, **HOW**, and **WHAT**. The **WHO** should be identified with a name and title. The action step should be a complete sentence.
8. Allow the person assigned to the action step to help phrase the action step.
9. After all the action steps have been developed the scribe **must** read back each step, who is assigned, and the target date for completion. The person assigned to each step needs to agree with the final action step prior to finalizing the action plan. This ensures that everyone involved with the step understands the expectation for the step to be completed.

Examples of How to Write an Action Step

Brainstorming Idea	Bad Example	Good Example
Get Mother to WI for face-to-face	Look at mom's ability via time & money. Preparing child for a visit with mom.	Ongoing worker will contact mom to determine if she is interested in visiting her son in WI.
Family Find	Refer case to family find	Supervisor will determine if the county can pay for the Family Find program then follow-up with worker on outcome.
Explore relative in Appleton	Call Uncle to see if he will take the child	Ongoing worker will send a letter to Uncle Bob; explaining that the child is in care and would like to schedule a time to discuss the option of the Uncle becoming a resource for the child.
Request ICPC home study on birth father	Request ICPC home study on birth father	The ongoing worker will send a referral to the DCF ICPC worker requesting a home study for the birth father in California.
Explore type of home child wants	Talk to child about where he wants to live	The ongoing worker will discuss with the child's therapist the option of having the therapist address with the child who he would like to live with.

A well developed action step should be understood by someone that *Did Not* participate in the PRT.

