



wisconsin department of  
children & families

# WISCONSIN



## Permanency Roundtables

## Manual

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**“Determined people  
working together can  
do anything.”**

*-Jim Casey  
Founder of Casey Family  
Programs*

# **Definitions**

## **Full Disclosure**

The respectful, candid discussion with parents that begins when a child is placed in out-of-home care, and continues through the life of the case that includes parents' rights and responsibilities, the problems that have been identified that led to their child's placement in out-of-home care, and the changes needed/the expectations of the agency and the court, and the responsibilities of the agency and court as specified in ASFA guidelines.

## **Legal Permanency**

For the purposes of the Permanency Roundtables, WI has determined there are only three categories that are considered for legal permanency:

- Reunification
- Adoption
- Transfer of Guardianship

## **Permanency Roundtables**

Permanency roundtables are a process that are structured, professional case consultations designed to expedite permanency for children and youth in care through innovative thinking, the application of best practice, and the "busting" of systemic barriers.

Permanency is about finally knowing that you are wanted, loved and treasured for no reason other than the joy of having you around. It is also about learning how to live among a family, how to make sure that you can both give and take, and learning to be in relationships for a long period of time.- *Sharde, Foster Club*

## INTRODUCTION

During the week of April 12, 2010 the Children's Bureau conducted Wisconsin's Child and Family Services Review with the assistance of the Wisconsin Department of Children and Families (DCF).

DCF decided to address permanency outcomes by stating within the Program Improvement Plan (PIP) that Wisconsin would, with the assistance of Casey Family Programs, explore and implement Permanency Roundtables statewide. Also included in the PIP "Pathways to Permanence" initiative are action steps relating to the continued development, monitoring, and management of Permanency Consultations in the BMCW.

### Goals and Outcomes

The overarching goal of the statewide implementation is to expedite safe, legal, permanency for children in Wisconsin's child welfare system, particularly those children who have spent longer times in care.

The goal specific to the pilot is to assess what it takes to implement Permanency Roundtables and related follow-up in a county and then assess the outcomes, affected by the Permanency Roundtables process. The outcomes to be measured are:

1. the child's progress to legal permanency
2. changes in the level of placement restrictiveness
3. the rate of re-entry
4. the rate of discharge to legal permanency; i.e. reunification, adoption, or guardianship

It is also a goal of the Permanency Roundtables to identify and resolve systemic barriers that are impeding the ability to find permanency for the children of Wisconsin.



## **Permanency Roundtables consist of Three PHASES:**

- Phase I:** Planning
- Phase II:** Permanency Roundtable Sessions
- Phase III:** Action Plan Implementation

### **PHASE I: Planning**

A permanency roundtable design team is created and co-led by County Child Protective Services Supervisors and staff from the Department of Children and Families. The team will determine the types of cases that will be included in the implementation of the permanency roundtables, the plan to sustain the process within the county, and the staff that will have primary roles in its development.

Phase I, includes the coordination and completion of training for staff on the values and skills needed to implement the process.

### **PHASE II: Permanency Roundtable Sessions**

Permanency roundtables are structured, professional case consultations designed to expedite permanency for children and youth in care through innovative thinking, the application of best practice, and the “busting” of systemic barriers. Permanency Roundtable Sessions are not the same as a “staffing, CST meeting or administrative review. These sessions are meant to drive an action plan that will be implemented to assist the worker in finding permanency for the child or youth involved by following a prescribed process that has been proven to expedite permanency.

### **PHASE III: Action Plan Implementation**

The third phase of the permanency roundtables involves supporting the successful implementation of the action plan that was developed for each child or youth at the permanency roundtables. This phase requires multiple staff to be involved in order for the plan to move forward.

Supervisors will be required to meet with workers on a monthly basis to discuss the progress of the action plan. This meeting will provide workers the opportunity to discuss any barriers or issues that may have arisen during the last month. Supervisors will have the ability to assist the worker in remedying these barriers or issues.

The Supervisor and worker will also be tracking these cases in eWiSACWIS in order to monitor progress and plan for additional permanency roundtables when or if necessary.

<p><b>In 2009, 29,471 youth were emancipated from out of home care</b> <b>-The Adoption and Foster Care Reporting and Analysis System (AFCARS)</b></p>
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## Permanency Roundtable Overview

Below is an overview of the design elements involved in planning and implementing permanency roundtables. The steps are presented in chronological order; however, there can be flexibility.

1. The design team creates a permanency roundtable project plan, which includes the following decisions:
  - Target population to be reviewed
  - Number of cases to be reviewed
  - Permanency roundtable team composition, roles, and responsibilities
  - Number of teams to participate in the permanency roundtables
  - Scheduling of required trainings (orientation, permanency values training, and skill-building training)
  - Scheduling of permanency roundtable case consultations
  - Assigning tasks to staff
  - Determining how permanency roundtable follow-up will be conducted
  - Determining how systemic barriers and training needs will be addressed
2. Identify permanency roundtable team members, at a minimum, this includes, permanency consultants, neutral facilitators, and external consultants.
3. Identify cases that will be reviewed and create a schedule of those cases.
4. Work with caseworkers and supervisors to prepare for participation in the permanency roundtables.
5. Identify process whereby case summaries and other relevant documents are sent to permanency roundtable team members for review at least one week before the permanency roundtables.
6. Make logistical arrangements for permanency roundtables, where will they be held, when the daily debrief will occur, if snacks and lunch are provided for participants, etc.
7. Determine plan for permanency roundtable follow-up activities, including monthly check-in with case workers and supervisors to review progress on permanency action plans; strategize how to complete permanency action plans; and complete an updated Permanency Status form for each child or youth.

### **Scheduling Considerations**

Each permanency roundtable case consultation should be scheduled for two hours for one child, or youth and an additional hour for each of his or her siblings in foster care, if any.

A core permanency roundtable team consists of the following **seven** members:

### **Administrator/Policy Expert**

- Possess a wealth of child welfare content expertise
- Have practice experience with public child welfare systems
- Have strong understanding of internal and external processes, policies, Administrative Rules and State Statutes.

### **Caseworker**

- Prior to the permanency roundtable reviews the case history
- Presents the case to the team
- Responds to questions
- Participates in brainstorming and in the development of the action plan

### **External Consultant**

- Brings a new perspective and fresh set of eyes to the case and knowledge of best and promising practices
- Asks questions in order for the team to get a full picture of the case
- Participates in brainstorming and action plan development

### **Facilitator**

- Facilitates the structured case consultation following the five phases
- Monitors the time and moves the consultation forward
- Charts brainstorming results
- Ensures the action plan is completed

### **Permanency Consultant**

- Have a strong commitment to permanency for children in care
- Can give solution-focused and strengths-based feedback
- Provides consultation regarding permanency

### **Scribe**

- Have strong knowledge of eWISACWIS and data entry
- Understanding of child protective service language and acronyms
- Ability to input information into system during the permanency roundtables
- Assist facilitator with time management

### **Supervisor**

- Provides supplemental information
- Responds to questions
- Participates in brainstorming and action plan development
- Ensures that the caseworker is not overwhelmed with tasks and timelines are doable

The process can be greatly enhanced by including professionals such as: CASA workers, placement agencies staff, and Independent Living Coordinators for cases that could use their expertise. ICWA staff should always be included in the PRT for tribal cases. These professionals can fill the roles of external consultants.



When I was taken from my home and given 10 minutes to pack my belongings, no one told me where I would be going or what the long-term plan was for me. I entered foster care with very little information and even less influence on the decisions being made. At that point in my life, I couldn't understand why people said things like "everything happens for a reason."

At 15, I felt helpless and hopeless and could find little justification for my life taking this drastic detour. Fast-forward six years and nine placements later. At 22 years old, I am beginning to grasp the bigger picture. My story is not unique in Wisconsin or around the country; there are more than 7,000 youths in foster care in Wisconsin and over a half-million around the nation - and many of them are teens. At 18, I still had a lot left to learn, but the number of people willing to teach me drastically decreased. Often those feelings of frustration and lack of support manifest into behavior that does not benefit us.

If you are someone with a listening ear and an open door, we need you. If you're not very emotional but are good with budgeting and planning, we need you.

I am only where I am today because people who weren't obligated to stepped up to the plate. Without these people, I could've ended up in a much different situation.

We can help ensure that youths know there is life after foster care, and it can be a better life than they ever dreamed of. The idea that "it takes a village to raise a child" is still relevant.- *Greta Anderson, Former Wisconsin Foster Child, Current Advocate*

Full article can be found at: <http://www.jsonline.com/news/opinion/99138609.html>



## **Permanency Roundtable Trainings**

Orientation and training for the permanency roundtables consists of three elements:

- **Orientation**
- **Permanency values training**
  - Casey Family Programs staff will be the trainers for the permanency values training.
- **Permanency roundtable skills training**
  - DCF staff will be the trainers for the permanency roundtables skills training.

### **Orientation**

One of the six core elements of a permanency roundtable is an orientation to permanency roundtables. The goal of the orientation is to inform stakeholders that the permanency roundtables will take place, to convey the importance of permanency for all children and youth in the county, and to demonstrate how the permanency roundtables will support the achievement of permanency.

### **Permanency Values Training**

The purpose of the permanency values training is for participants to understand the importance of permanency and how it is possible for all children and youth. Understanding the concepts and values presented in the permanency values training are essential to the success of the permanency roundtables. In the permanency values training, participants will:

- Explore the meaning of permanency from a developmental perspective
- Identify at least three lifelong benefits of permanent family connections for older youth preparing to leave foster care, children and youth with special needs, and sibling groups
- Gain insight into the significant role of siblings in the lives of children and identify at least three casework practices that can enhance the development and maintenance of lifelong sibling bonds for children and youth in foster care
- Gain insight into skills and approaches, including individualized team-based approaches that produce permanency
- Identify at least two new skills or behaviors related to permanency that they will be able to implement immediately in their own practice
- Gain an understanding of the critical link between successful engagement work and successful permanency outcomes
- Compare their own practice with the evidence-based key features of engagement

At a minimum, all participants in the permanency roundtables should attend the permanency values trainings. It is recommended that it be opened up to all workers and administrators involved with Child Protective Services, Out-of-Home Care, and Juvenile Justice Systems. It can also include community partners, tribes, contract agencies, the courts; and other systems (e.g., mental health, domestic violence, substance abuse).

## Permanency Roundtable Skills Training

The purpose of the permanency roundtable skills training is for permanency roundtable team members to understand the case consultation process and their roles and responsibilities at the permanency roundtables. The skills training is experiential and will give participants the opportunity to practice the skills they will use in the permanency roundtable and to view a mock permanency roundtable. The learning objectives for the skills training are that participants will:

- Understand the goals, values, and roles of the permanency roundtable case consultation process.
- Understand the objectives of each of the six phases of the permanency roundtable case consultation process
- Understand how to use the forms related to the permanency roundtables case consultation process, including how to input information into eWiSACWIS
- Build skills for creating a successful permanency roundtable session, including appreciative listening, asking non-blaming questions, and clarifying participant operating agreements.



“Permanency is a feeling that is different for everyone, it is not bound by time nor can it be measured. It has to be discovered and often times it has to be tested, and rejected more than once before permanency can be established. Permanency is so hard to understand because it is a conceptual idea of an emotion and is received on both ends very differently for every person. There is no straight “by the book” definition of permanency because the emotions I feel cannot be felt by anyone else, and that’s the great thing about it.” - *JJ from Michigan, FosterClub All-Star*

## **Permanency Roundtable Forms**

### **Permanency Roundtable Phases**

This document outlines the phases that are completed during the Permanency Roundtable process. The phases must be followed in order for the process to be considered a Permanency Roundtable. The facilitator will review the phases at the beginning of the Permanency Roundtable, during the Welcome and Overview phase.

### **Oral Presentation Tools**

There are three types of tools which provide an outline of the key points to cover in the case manager's oral presentation to the roundtable consultation group, including child background, current permanency and concurrent goals, services and supports being provided, next steps, and permanency expectations. The three types of tools are:

- Initial PRT Oral Presentation Tool
- Subsequent PRT Oral Presentation Tool
- Guardianship PRT Oral Presentation Tool

### **Permanency Consultation Template**

This form included the rating of the child's current permanency status, a brainstorming guide, and permanency and concurrent goals and plans including strategies, actions, anticipated barriers and plan to overcome identified barriers, target completion date, and person responsible.

### **Permanency Roundtable Confidentiality Agreement**

Information concerning children in the custody of County Human Services Department is confidential pursuant to Wisconsin Statutes 48.981(7) and 48.78. Individuals reviewing case materials prior to permanency roundtables (PRT) or participating in PRT discussions in the custody of a County Human Services Department will agree to the confidentiality agreement and sign the form.







### **Permanency Roundtable End of Day Debrief**

This document provides an outline of the permanency roundtable process; including timeframes and which forms should be used during each step.

### **My Support System**

This document can be used with youth as the action plan is implemented. It can assist case workers and youth in identifying who is important in their lives and the types of support they will need once they are no longer involved with the agency.

## CASE CONSULTATION PHASES

<p><b>I. Welcome and Overview</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>• Facilitator welcomes team</li> <li>• Team members introduce themselves</li> <li>• Facilitator overviews purpose and process</li> <li>• Facilitator overviews ground rules</li> </ul>	
<p><b>II. Present the Case</b> (20 minutes)</p> <ul style="list-style-type: none"> <li>• Case Manager presents case summary</li> <li>• Facilitator invites additional comments on the case from other case-related team members (supervisor, provider, etc.)</li> </ul> <p><i>Oral Case Presentation</i></p>	
<p><b>III. Clarify and Explore</b> (15 minutes)</p> <ul style="list-style-type: none"> <li>• Team members ask questions to clarify and expand upon information presented</li> <li>• Team members ask questions to explore other aspects of the case</li> <li>• Team rates child's current permanency status</li> </ul> <p><i>Case Consultation Guide/Permanency Action Plan</i></p>	
<p><b>IV. Brainstorm</b> (25 minutes)</p> <ul style="list-style-type: none"> <li>• What will it take to achieve permanency?</li> <li>• What can we try that has been tried before?</li> <li>• What can we try that has never been tried?</li> <li>• How many things can we do concurrently?</li> <li>• How can we engage the youth in planning for permanence?</li> </ul>	
<p><b>V. Create Permanency Action Plan</b> (35 minutes)</p> <ul style="list-style-type: none"> <li>• Review and combine strategies developed during brainstorming</li> <li>• Prioritize strategies</li> <li>• Discuss strengths of each prioritized strategy</li> <li>• Finalize strategies and timelines</li> <li>• Discuss what it will take to successfully implement each strategy in the plan.</li> </ul> <p><i>Permanency Action Plan</i></p>	
<p><b>VI. Debrief</b> (10 minutes)</p> <ul style="list-style-type: none"> <li>• How can the worker best explain the action plan to families and youth?</li> <li>• Are there any unanswered questions or concerns?</li> <li>• What did you learn in this discussion that could be applied to other cases?</li> </ul>	

## ORAL CASE PRESENTATION TOOL

### Initial PRT

***Instructions to the Ongoing Case Manager & Supervisor:***

Use the outline below to prepare your **20-minute** oral case presentation for the child's Permanency Roundtable. It is recommended that a genogram and timeline with the removal date and placements dates are developed for the presentation.

1. Briefly describe the child (age, gender), the child's family (including any siblings in or out of custody), and the child's current living situation.
2. When was the child originally removed from his/her home? Has the child been in more than one out of home placement, briefly describe the reasons and placement types.
3. What were the original threats that prompted the removal of the child(ren)?
4. Have any new threats emerged since placement?
5. What is the current status of the impending danger(s)?
6. Do the child and parent/caregiver have any interactions, if so, how often, how consistent, what is the length of the interactions (day, overnight, weekend, etc.)?
7. Have there been any positive changes in the parent/caregiver behavior, attitudes, motivation, and interactions to produce a safe home? Is the parent demonstrative protective behaviors, making use of community resources, etc.?
8. Describe the child's issues, challenges, needs (physical, social, emotional, behavioral and developmental) that may be affecting progress toward permanency.
9. Describe the parent(s)' issues, challenges, needs that may be affecting progress toward permanency.
10. Would the parents/caregivers be willing and capable of supporting reunification and an in-home safety plan?
11. State the current permanency plan for this child; if it is not reunification, please explain.
12. Describe the services and supports being provided for this child and family, indicating what is/is not working and in your opinion why.
13. Describe any court processes that may be affecting progress toward permanency in this case.
14. Describe other significant relationships with caring adults in the child's life.
15. Describe other issues, challenges, needs that may be affecting progress toward permanency.

## ORAL CASE PRESENTATION TOOL Subsequent PRT

### ***Instructions to the Ongoing Case Manager & Supervisor:***

Use the outline below to prepare your **20-minute** oral case presentation for the child's Permanency Roundtable. It is recommended that a genogram and timeline with the removal date and placement dates are developed for the presentation.

16. Briefly describe the child (age, gender), the child's family (including any siblings in or out of custody), and the child's current living situation.
17. When was the child originally removed from his/her home? Has the child been in more than one out of home placement, briefly describe the reasons and placement types.
18. What were the original threats that prompted the removal of the child(ren)?
19. Have any new threats emerged since the initial PRT?
20. What is the current status of the impending danger(s)?
21. Does the child and parent/caregiver have any interactions, if so, how often, how consistent, what is the length of the interactions (day, overnight, weekend, etc.)?
22. Have there been any positive changes in the parent/caregiver behavior, attitudes, motivation, and interactions to produce a safe home? Is the parent demonstrative protective behaviors, making use of community resources, etc.?
23. Describe the child's issues, challenges, needs (physical, social, emotional, behavioral and developmental) that may be affecting progress toward permanency.
24. Describe the child's current educational needs
25. Describe the parent(s)' issues, challenges, needs that may be affecting progress toward permanency.
26. Would the parents/caregivers be willing and capable of supporting reunification and an in-home safety plan?
27. State the current permanency plan for this child; if it is not reunification, please explain.
28. Describe the services and supports being provided for this child and family, indicating what is/is not working and in your opinion why.
29. Describe any court processes that may be affecting progress toward permanency in this case.
30. Describe other significant relationships with caring adults in the child's life.
31. Describe other issues, challenges, needs that may be affecting progress toward permanency.
32. Describe the action steps that were developed at the previous PRT, and the outcome of those steps. Include any additional steps that were completed that may have originated from the previous PRT.

**ORAL CASE PRESENTATION TOOL**  
**Guardianship/Custody Case**

***Instructions to the Ongoing Case Manager & Supervisor:***

Use the outline below to prepare your **20-minute** oral case presentation for the child's Permanency Roundtable. It is recommended that a genogram and timeline with the removal date and placements dates are developed for the presentation.

33. Briefly describe the child (age, gender), the child's family (including any siblings in or out of custody), and the child's current living situation.
34. When was the child originally removed from his/her home? Has the child been in more than one out of home placement? Briefly describe the reasons for the placements, placement types and **if there was a placement disruption, please explain what occurred.**
35. What were the original threats that prompted the removal of the child(ren).
36. Is the child currently in a concurrent home, if not, briefly describe the current living situation?
37. **Have/had** any adoptive resources been identified? **(Explain recruitment efforts) When the case was transferred back to the county, please indicate the reasons the child did not achieve permanency within the time limits.**
38. Describe the child's issues, challenges, needs (physical, social, emotional, behavioral and developmental) that may be affecting progress toward permanency.
39. State the current permanency plan for this child. **Is there a concurrent plan and if so, what is it? Briefly describe the reasons for the current plans?**
40. Describe the services and supports being provided for this child, indicating what is/is not working and in your opinion why.
41. Describe any court processes that may be affecting progress toward permanency in this case.
42. Describe other significant relationships with caring adults in the child's life.
43. Describe other issues, challenges, needs that may be affecting progress toward permanency.

## Permanency Consultation

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

<b>Child Information</b>		
Name – Child	Child ID	Rescheduled <input type="checkbox"/> Yes <input type="checkbox"/> No
Case Name	Case ID	
Permanency Consultation Date	Permanency Consultation Type	Permanency Consultation Finalized
<b>Contacts</b>		
	<b>Name</b>	
Assigned Worker		
Assigned Supervisor		
Agency Administrator		
Permanency Consultant		
External Consultant		
Policy Expert		
Scribe		
Other		
<b>Full disclosure has been made:</b>		
<input type="checkbox"/> Within past month <input type="checkbox"/> 1 – 3 months ago <input type="checkbox"/> 4 – 6 months ago <input type="checkbox"/> 7 – 9 months ago <input type="checkbox"/> 10 – 12 month ago <input type="checkbox"/> More than a year ago <input type="checkbox"/> Uncertain <input type="checkbox"/> N/A		
<b>Ask Case Manager:</b> When was the last time you talked with the child about with whom he / she would like to have permanency?		
<input type="checkbox"/> Within past month <input type="checkbox"/> 1 – 3 months ago <input type="checkbox"/> 4 – 6 months ago <input type="checkbox"/> 7 – 9 months ago <input type="checkbox"/> 10 – 12 month ago <input type="checkbox"/> More than a year ago <input type="checkbox"/> Uncertain <input type="checkbox"/> N/A		
<b>CURRENT Goal of Record</b>		
<input type="checkbox"/> Adoption	<input type="checkbox"/> Independent Living	<input type="checkbox"/> Long Term Foster Care
<input type="checkbox"/> Reunification	<input type="checkbox"/> Sustaining Care (TPR)	<input type="checkbox"/> Transfer of Guardianship
<input type="checkbox"/> Permanent Placement with fit and willing relative		
<b>CURRENT Concurrent Goal of Record</b>		
<input type="checkbox"/> Adoption	<input type="checkbox"/> Independent Living	<input type="checkbox"/> Permanent Placement with fit and willing relative
<input type="checkbox"/> Sustaining Care (TPR)	<input type="checkbox"/> Transfer of Guardianship	<input type="checkbox"/> Reunification
<input type="checkbox"/> N/A		
<b>Proposed Permanency Goal Recommended by Team</b>		
<input type="checkbox"/> Adoption	<input type="checkbox"/> Independent Living	<input type="checkbox"/> Sustaining Care (TPR)
<input type="checkbox"/> Permanent Placement with fit and willing relative	<input type="checkbox"/> Reunification	<input type="checkbox"/> Transfer of Guardianship
<b>Proposed Concurrent Permanency Goal Recommended by Team</b>		
<input type="checkbox"/> Adoption	<input type="checkbox"/> Independent Living	<input type="checkbox"/> Sustaining Care (TPR)
<input type="checkbox"/> Permanent Placement with fit and willing relative	<input type="checkbox"/> Reunification	<input type="checkbox"/> Transfer of Guardianship



<b>Instructions to Consultation Team</b>	
Please rate the <b>child's current legal permanency status</b> based on the Ongoing Case Manager and Supervisor presentation and clarifying / exploring questions before beginning to discuss any specific strategies or actions to take following the consultation (Brainstorming, Phase IV). This rating scale must be completed by the team. This scale will be used to update the child's permanency status periodically.	
<b>Child's Current Legal Permanency Status</b> [Scale adapted from Human Systems and Outcomes, Inc., scale used in Indiana Quality Service Review Protocol (2007)]. Rate the child's <b>current</b> legal permanency status as described below based on existing evidence.	
Child has legal permanency (reunification with safe case closure expected, adoption, or legal guardianship).	<input type="checkbox"/> Permanency achieved
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 –  Child is in a stable living situation with own parents (not a trial reunification) and identified safety threats have been eliminated.	<input type="checkbox"/> Very good permanency status
Meets criteria of "Very good permanency status" but in accordance with policy a consultation is not required.	<input type="checkbox"/> Very good permanency status – No consultation required
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 / reunification issues, if any, are near resolution.  – OR –  Child is in a stable living situation with own parents (not a trial reunification) and identified safety threats are being controlled through an in-home safety plan.	<input type="checkbox"/> Good permanency status
Meets criteria of "Good permanency status" but in accordance with policy a consultation is not required.	<input type="checkbox"/> Good permanency status – No consultation required
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 are 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 –  Child is in temporary placement but a 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.	<input type="checkbox"/> Fair permanency status
Child is in a family setting that the child, caregivers and casework team feel could endure lifelong, a plan to achieve safety and stability is being developed, and it is uncertain if the relationship will be formalized legally.  – OR –  Child is in temporary placement, and likelihood of reunification or a legally permanent home is uncertain; adoption / guardianship issues are being assessed; and concurrent permanency plans, if any, are uncertain or problematic.	<input type="checkbox"/> Uncertain permanency status
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 –  Child remains in a temporary home without a realistic or achievable legal permanency goal; and concurrent permanency plans, if any, have stalled or failed.	<input type="checkbox"/> Poor permanency status

<b>Brainstorming</b>
Please consider the following questions during Phase IV: 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?

<b>Action Steps</b>				
Action – The Specific Task Planned	Assigned To	Target Completion Date	Completion Date	Status

**Systemic Barriers Identified**

Barrier Category	Barrier Type

**Next Consultation Date:**

## **Permanency Roundtable Confidentiality Agreement**

Information concerning children in the custody of a County Human Services Department is confidential pursuant to Wisconsin Statutes 48.981(7) and 48.78. Individuals reviewing case materials prior to permanency roundtables (PRT) or participating in PRT discussions conducted by the Department of Children and Families or the identified county for children in the custody of a County Human Services Department shall not disclose information obtained from the PRT except as permitted by law.

All child specific materials provided for review prior to the PRT shall be kept confidential, not shared with others and returned to the Facilitator after the round table.

As a condition of participation in the PRT discussions, the participants hereby agree to keep the information discussed in PRT meetings confidential and team members shall not disclose the information discussed to any other person or agency except as permitted by law.

I have read and understand this Confidentiality Agreement. My signature below affirms by agreement with this policy and my intention of adhering to it. I understand that violation of this Confidentiality Agreement could subject me to criminal and/or civil penalties.

### **Case Summaries Provided:**

**Child Name:** \_\_\_\_\_ **PRT Date:** \_\_\_\_\_

**Child Name:** \_\_\_\_\_ **PRT Date:** \_\_\_\_\_

**Child Name:** \_\_\_\_\_ **PRT Date:** \_\_\_\_\_

**Child Name:** \_\_\_\_\_ **PRT Date:** \_\_\_\_\_

**Child Name:** \_\_\_\_\_ **PRT Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Permanency Consultation Debriefing Form**

**Debriefing:** At the end of each day, take 5-10 minutes to share and document feedback about the days' strengths, challenges, and potential changes the group might want to consider as you move forward.

### **Questions or suggestions to start the conversation:**

1. What worked well today?
2. What needs in improvement and suggestions on how to improve?
3. Movement through the schedule?
4. Were the tools helpful?
5. Were the facilities a supportive environment (no interruptions, when support was needed it was accessible, etc.)
6. Were the roles and functions understood by everyone involved?
  - i. Ongoing Case Manager
  - ii. Supervisor
  - iii. Policy Expert
  - iv. Permanency Consultant
  - v. External Consultant
  - vi. Scribe
  - vii. Other

## *My Support System*

### **When I'm an adult, who can I depend on for...**

- A place to celebrate holidays & my birthday?
- An emergency place to stay?
- A sit-down, family-style meal?
- Help with searching for and getting a job?
- Career counseling?
- Help in securing an apartment/housing?
- An invitation for a fun activity (i.e. movies, shopping, family/community events, etc.)?
- Positive advice, a good role model, support?
- Transportation (short & long distances)?
- Help & support in meeting my educational goals?
- Relationship, marriage, & parenting support/advice?
- A chaperone for scary medical appointments?
- A place to store my belongings?
- Motivation and encouragement?
- A phone to use?
- A computer to use?
- Clothing that I can't afford?
- Legal advice and support?
- Help with moving into an apartment/housing?
- Cooking lessons/assistance?
- A regular "check-in" on how I'm doing?
- Help with managing my money/bills?
- Mental health support?
- Co-signing on an apartment, car, and other loan?
- Help with reading complex forms, documents, mail?
- Help with mechanical and/or building projects?
- Help with housekeeping (cleaning, organizing)?
- Help with finding community resources?
- Help with voting?
- An emergency contact (for medical/safety reasons)?
- Emergency cash?
- An employment reference?
- A voice to speak for me, when I need it?



# RESOURCES

## **WI Department of Children and Families (DCF) Program Improvement Plan**

[http://dcf.wisconsin.gov/cwreview/cfsr/pdf/pip\\_round\\_two.pdf](http://dcf.wisconsin.gov/cwreview/cfsr/pdf/pip_round_two.pdf)

## **WI DCF Permanency Roundtable Contact:**

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## **The Adoption and Foster Care Reporting and Analysis System (AFCARS)**

[http://www.acf.hhs.gov/programs/cb/stats\\_research](http://www.acf.hhs.gov/programs/cb/stats_research)

## **Foster Club**

<http://www.fosterclub.com>

## **Permanency Pact Document**

<http://www.fosterclub.com/files/PermPact.pdf>

## **Casey Family Programs**

<http://www.casey.org>

**For more information about Jim Casey; watch [“A Forever Family: The Legacy of Jim Casey.”](#)** a film about the lives, families, and communities transformed by the generous bequest of UPS founder Jim Casey. (23 minutes)

For copies of the Permanency Roundtables Manual please contact Katie Sepnieski



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Version 2012.1**