

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 8: Out-Of-Home Services	Effective Date: July 1, 2012
	Section 47: Permanency Roundtables	Version: 1

POLICY [NEW]

The Indiana Department of Child Services (DCS) is committed to obtaining permanency for all Children In Need Of Services (CHINS) who are in care. DCS will ensure that providing appropriate care and finding permanent homes for these children remains a focus in case planning.

DCS will utilize a [Permanency Roundtable](#) (Roundtable) to review permanency options for children with uncertain permanency, including youth who have been in residential placement for longer than six (6) months. During the Roundtable, the team will develop an action plan to assist the child in attaining permanency.

All participants in Roundtables must have attended a Permanency Roundtable Orientation.

Roundtables will be scheduled quarterly for each region. The dates for Roundtables within each region are determined by Regional Managers (RMs) in conjunction with the [Central Office Permanency Roundtable Support Team](#).

Permanency Roundtable Core Teams must include:

1. Family Case Manager (FCM);
2. FCM Supervisor;
3. [Facilitator](#);
4. [Master Practitioner](#);
5. [Regional Permanency Roundtable Liaison](#);
6. [Permanency Experts](#);
7. [Service Experts](#);
8. [Scribe](#); and
9. [Central Office Liaison](#).

Permanency Roundtable Core Teams may also include:

1. DCS [Clinical Consultant](#);
2. DCS Local Office Attorney;
3. DCS Practice Development Supervising Attorney;
4. DCS [Practice Consultant](#);
5. DCS [Peer Coach](#);
6. DCS [Peer Coach Consultant](#); and
7. Other Staff as needed and identified by the RM or [Regional Permanency Roundtable Liaison](#).

Code References:

1. [IC 31-9-2-88.7 Permanency Roundtable](#)

2. [IC 31-34-21-5.7 Permanency Plan; Requirement; Approval; Reports and Orders not required](#)

PROCEDURE

In Preparation for the Roundtable

In preparation for Roundtables, **all** participants must attend a Roundtable Orientation.

[Regional Permanency Teams](#) will:

1. Identify cases that include children who have not achieved permanency and meet the criteria for participation in a [Permanency Roundtable](#) (See [Permanency Roundtable – Indiana Fidelity Document](#)); and
2. Refer these cases for a Roundtable through the RM and [Regional Permanency Roundtable Liaison](#).

The FCM and FCM Supervisor will:

1. Update the hard copy and electronic case file to ensure all information is correct and current service provider notes are available;
2. Work with the [Regional Permanency Roundtable Liaison](#) to ensure all requested information on the child to be reviewed is provided and the child continues to meet the criteria for a Roundtable; and
3. Prepare an oral presentation of the selected case for the Roundtable (see [Practice Guidance](#)).

The [Regional Permanency Roundtable Liaison](#) will:

1. Obtain the name of the child to be reviewed from the [Regional Permanency Team](#) or RM;
2. Ensure the FCM and FCM Supervisor for the case being reviewed has attended a Roundtable Orientation;
3. Submit the name of the child to the [Central Office Permanency Roundtable Support Team](#) three (3) weeks prior to the Roundtable;
4. Arrange for core team members to attend the Roundtable;
5. Obtain a draft of the documentation and case summary from the [Central Office Permanency Roundtable Support Team](#) to review and finalize two (2) weeks prior to the Roundtable;
6. Work with the FCM and FCM Supervisor to assure all information (including the case summary document) on the child to be reviewed is correct;
7. Forward documentation and the case summary document to Roundtable core team members one (1) week prior to the Roundtable; and
8. Forward documentation and case summary document to the [Central Office Permanency Roundtable Support Team](#) for follow-up.

The [Central Office Permanency Roundtable Support Team](#) will:

1. Provide Orientations for all participants in Roundtables;
2. Provide training for [Scribes](#) and [Facilitators](#);
3. Receive the name of the child to be reviewed from the [Regional Permanency Roundtable Liaison](#);
4. Pull documentation for the child to be reviewed (Child and Adolescent Needs and Strengths Assessment (CANS), Genogram, Child and Family Team (CFT) Meeting Notes, current service provider reports); and

5. Complete a Case Summary/Data Sheet and forward the information to the [Regional Permanency Roundtable Liaison](#) for review.

The [Scribe](#) will enroll in and complete a Scribe Webinar to become familiar with the Roundtable documents.

The [Facilitator](#) will:

1. Participate in a Roundtable they are not facilitating;
2. Attend Facilitation Training; and
3. Co-facilitate with an experienced Roundtable [Facilitator](#) prior to facilitating a Roundtable.

During the Permanency Roundtable Meeting

The FCM and FCM Supervisor will:

1. Offer an oral presentation on the child/case that is being reviewed (see [Practice Guidance](#)); and
2. Participate in Roundtable discussion and creation of action steps to achieve permanency.

The [Facilitator](#) will:

1. Guide the Roundtable process;
2. Maintain the Roundtable agenda and time-limits;
3. Maintain the integrity of the [Permanency Roundtable – Indiana Fidelity Document](#);
4. Facilitate discussion and collaboration among Roundtable Core Team members; and
5. Ensure the action plan is completed with a focus on permanency.

The [Scribe](#) will:

1. Record and organize the information generated by the Roundtable process;
2. Assist in composing behaviorally specific Goals and Action Steps developed in the Roundtable; and
3. Send the completed Action Plan within 48 hours to the FCM, FCM Supervisor, Permanency Roundtable Consultant, RM or designee and the [Central Office Permanency Support Team](#).

For Permanency Roundtable Follow-up

The FCM and FCM Supervisor will:

1. Integrate the action plan into the case plan by sharing the action plan at a CFT Meeting; and
2. Communicate monthly with an assigned [Permanency Mentor](#) from another region who will support and guide the FCM and FCM Supervisor in achieving permanency for the child.

Note: Follow-up will continue until permanency is achieved or the case is closed.

The [Regional Permanency Roundtable Liaison](#) will:

1. Ensure follow-up is completed for each case; and
2. Provide an updated follow-up form to the [Central Office Permanency Roundtable Support Team](#).

The [Central Office Permanency Roundtable Support Team](#) will:

1. Assign a staff person/mentor from another region who will provide support to the FCM and FCM Supervisor in achieving permanency for the child;

2. Receive follow-up information from the [Regional Permanency Roundtable Liaison](#) and document that information in a data base; and
3. Provide quarterly reports to the field and Central Office Executive Staff.

The [Permanency Mentor](#) will:

1. Communicate monthly with the FCM and FCM Supervisor to give support in achieving permanency for the child. Monthly follow-up will continue until permanency is achieved or the case is closed; and
2. Provide completed monthly follow-up forms to the [Regional Permanency Roundtable Liaison](#).

PRACTICE GUIDANCE

FCM/Supervisor Oral Presentation

The oral presentation at the Roundtable is no longer than 20 minutes and should include the following:

1. A brief introduction by FCM including educational and work history and length of time assigned to the child being reviewed;
2. A brief description of the family:
 - a. When and why DCS became involved with this child,
 - b. Family strengths, and
 - c. Issues and challenges affecting progress toward permanency.
3. A brief description of the child in DCS care:
 - a. Age,
 - b. Gender,
 - c. Diagnosis,
 - d. Medications,
 - e. IQ Level,
 - f. Placement, and
 - g. Current permanency plan.
4. Description of other significant relationships (youth connections/caring adults) in the child's life;
5. Description of any court processes that may be affecting progress toward permanency in this case;
6. Description of the child's vision of his/her permanency and needs to achieve their permanency goals;
7. Description of the FCM's vision of permanency for this child; and
8. Summary of what it is going to take from the FCM's perspective to achieve Permanency for this child.

Roundtable Schedule

The Permanency Roundtable is approximately two (2) hours in length and includes the following steps in the process:

1. **Welcome and Overview** (5 minutes)
The facilitator welcomes the team and sets the tone for the meeting (strength-based and solution-focused). The facilitator also reviews the purpose of the meeting (focus on doing what it takes to achieve permanency) and process. Team members introduce themselves and develop group agreements.
2. **Present the Case** (20 minutes)

The FCM presents a case summary. The facilitator invites additional comments on the case from the supervisor and others. Team members listen and take notes.

3. **Clarify and Explore** (15 minutes)

Team members ask questions to clarify and expand upon information presented, while exploring all aspects of the case. The child's current permanency status is defined.

4. **Brainstorm** (30 minutes)

Team brainstorming solutions focus around five key questions:

- a. What will it take to achieve permanency?
- b. What can we try that has been tried before?
- c. What can we try that has never been tried?
- d. What things can we do concurrently?
- e. How can we engage the youth in planning for permanence?

5. **Create Permanency Action Plan** (40 minutes)

The facilitator assists the team in reviewing, combining, and prioritizing strategies developed during brainstorming phase. The strengths of each strategy are discussed and strategies and timelines are finalized. The team determines whether a concurrent plan is needed and if so, defines the plan. The facilitator leads discussion around what it will take to successfully implement each strategy and assists the team in creating specific action steps with target dates to include in the written action plan. Potential barriers and plans to overcome each identified potential barrier are developed.

6. **Debrief Case Consultation** (10 minutes)

The facilitator leads a debrief using these questions:

- a. How can the worker best explain the action plan to the family and youth?
- b. Are there any unanswered questions or concerns? If so, how should they be addressed?
- c. What did we learn in this discussion that could be applied to other cases?

FORMS AND TOOLS

[Permanency Roundtable – Indiana Fidelity Document](#) - Available in Hard Copy

RELATED INFORMATION

Permanency Roundtable

A Permanency Roundtable is a team of DCS experts that come together in a very structured setting to review permanency options for a child with uncertain permanency. The intervention is designed to facilitate the permanency planning process for these youth placed in out-of-home care by identifying solutions for obstacles to permanency.

Regional Permanency Team

Regional Permanency Teams are designed to ensure that all children live in a permanent, safe, and supportive environment after case closure. Permanency Teams are in place in each region to assist FCMs in achieving permanency for all children on their caseload. These teams are designed to supplement current existing practices. FCMs are expected to utilize all available permanency resources including Special Needs Adoption Program (SNAP).

Regional Permanency Team members can include: FCM, FCM Supervisor, Local Office Director, Regional Licensing Specialist, probation officer, CASA/GAL representative, and IL specialist. Cases reviewed by the team are specifically selected based on length of stay in care,

time of involvement, and severity of needs identified. The team reviews the case and develops plans to help move the child towards permanency. The team must also review and approve changing a child's permanency plan to APPLA.

Permanency Roundtable Roles

Facilitator

A Roundtable Facilitator is a trained staff person from the region who is responsible for guiding the Roundtable process, maintaining the Roundtable agenda and assuring compliance with the time limits. The facilitator also leads discussion and collaboration among team members. This may be the RM or designee.

Master Practitioner

A Roundtable Master Practitioner is an experienced staff person in a position of authority from outside the region where the Roundtable is being facilitated. The master practitioner is responsible for providing guidance and internal consultation to enhance the achievement of permanency based on their extensive experience and demonstrated success in facilitation the achievement of permanency.

Regional Permanency Roundtable Liaison

The Regional Roundtable Liaison coordinates the Roundtable process for the region. Job duties include scheduling Roundtables as directed by the RM, securing locations for Roundtables, inviting core team members, ensuring preparation for the Roundtable is completed and information is distributed to all core team members, and ensuring fidelity to the Roundtable process. Additional job duties include ensuring action plans and monthly follow-ups are completed and distributed as needed until permanency is achieved or the case is closed.

Permanency Mentor

The Permanency Mentor supports the FCM and FCM Supervisor in achieving permanency for the child through monthly follow-up until permanency is reached or the case is closed.

Permanency Experts

Permanency Experts are Central Office Permanency and Practice Support Division staff who are responsible for advising Roundtable members on permanency-related issues.

Service Experts

Service Experts are Central Office staff from the Services and Outcomes Division staff who are responsible for advising Roundtable core team members on service-related issues such as array and availability.

Scribe

The Scribe is a regional staff person trained to organize and record the information generated by the Roundtable.

Central Office Liaison

The Central Office Liaison is a staff person who is available either in person or by email or phone who can provide system-level experience, authority and assistance in achieving permanency.

Clinical Consultant

The DCS Clinical Consultant is a licensed clinician who can provide clinical insight as it applies to permanency.

Practice Consultant

The Practice Consultant may be available for the Roundtable process to ensure fidelity to the DCS Practice Model on a system level.

Peer Coach

The Peer Coach may be available for the Roundtable process to ensure fidelity to the DCS Practice Model by providing direct assistance to field staff.

Peer Coach Consultant

The Peer Coach Consultant may be available for the Roundtable process to ensure fidelity to the DCS Practice Model by providing assistance to Peer Coaches.

Central Office Permanency Roundtable Support Team

The Central Office Permanency Roundtable Support Team includes the Assistant Deputy Director of the Permanency and Practice Support Division, Program Manager for Permanency and Practice Support, Program Manager for Adoption and Youth Connections, and Permanency Roundtable Consultants.

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