

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 8:</b> Out-Of-Home Services	<b>Effective Date:</b> January 1, 2020
	<b>Section 47:</b> Permanency Roundtables	<b>Version:</b> 3

**STATEMENTS OF PURPOSE**

The Indiana Department of Child Services (DCS) is committed to obtaining permanency for each Child in Need of Services (CHINS). DCS will ensure that providing appropriate care and identifying a permanent home for each child remains a focus of case planning.

A Permanency Roundtable (PRT) is a team of DCS experts who meet to review permanency options for a child with a Legal Permanency Status of “Fair” or lower, as determined by the [Regional Permanency Roundtable Liaison](#) or the Regional Permanency Team (RPT) (see Policy 8.51 Regional Permanency Team). This also includes a youth who has been in residential placement for longer than six (6) months.

During the PRT, the team utilizes a structured approach to develop a permanency focused action plan to assist the child in attaining permanency. See [Practice Guidance](#) for information regarding PRT members.

**Note:** All PRT core members must have attended a Permanency Values and PRT Training. When it is not possible for the FCM and/or FCM Supervisor to attend the Permanency Values and PRT Training prior to the PRT, it is best practice for them to complete the [PRT Computer Assisted Training \(CAT\)](#) and observe a PRT to gain an understanding of the PRT process.

PRTs will be scheduled at least quarterly for each region. The dates for PRT within each region are determined by the Regional Manager (RM) in conjunction with the [Central Office Permanency Roundtable Support Team](#).

**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 Permanency Roundtable (PRT)**

The FCM and FCM Supervisor will follow the [Preparations Checklist for KidTraks Process](#) when a case has been selected to go to PRT.

The [Regional PRT Liaison](#) will:

1. Ensure the FCM and FCM Supervisor are following the [Preparations Checklist for KidTraks Process](#); and
2. Assist the FCM and FCM Supervisor with the preparation process, as needed.

### **Permanency Roundtable (PRT)**

The PRT members will follow the [Permanency Roundtable - Indiana Fidelity Document](#) to help guide the PRT process.

## **PRACTICE GUIDANCE**

### **Permanency Roundtable (PRT) Members**

PRT Core Teams include the following:

1. FCM;
2. FCM Supervisor;
3. [Facilitator](#);
4. [Master Practitioner](#);
5. [Regional Permanency Roundtable Liaison](#);
6. [Service and Permanency Experts](#);
7. [Scribe](#);
8. [Central Office Liaison](#);
9. DCS [Clinical Consultant](#); and
10. [DCS Education Liaison](#) (for school aged children).

PRT Core Teams may also include the following:

1. [Follow-up Mentor](#);
2. DCS [Practice Consultant](#);
3. DCS [Peer Coach](#) and/or [Peer Coach Consultant](#);
4. [DCS Staff Attorney](#);
5. [Chief Counsel and/or Deputy Chief Counsel](#); and
6. Other staff as needed and identified by the RM or [Regional Permanency Roundtable Liaison](#).

### **Required Permanency Roundtable (PRT) Case Selection Criteria**

Cases selected for PRT are required to have a Legal Permanency Status of “Fair” or lower as determined by the Regional Permanency Team or the [Regional Permanency Roundtable Liaison](#).

**Note:** The assigned FCM will be involved in the process of PRT case selection. It is recommended this participation be in the form of consultative inclusion to ensure that, while not making the final selection decision, the FCM’s input is included in determining whether the case is likely to benefit from the PRT process.

### **Recommended Permanency Roundtable (PRT) Case Selection Criteria**

The case selection criteria used by each regions must include sufficient flexibility in order to be useful in the field (thereby ensuring the adoption by regional leadership), while also maintaining standards that meet the PRT model fidelity criteria. Regional Permanency Teams should be used as part of the case selection process, as it allows for a review by regional specialists and may provide a more consistent and structured process within each Permanency Team by using the questions and criteria of the PRT.

The following are characteristics of cases that should be considered for PRT review:

1. Children experiencing multiple placements (more than four [4]);
2. Children experiencing prolonged residential placements (more than six [6] months);
3. Children experiencing multiple FCMs (more than two [2] permanency FCMs);
4. Children experiencing more than 18 months in care; and
5. Children under the age of five (5) years of age whose circumstances at removal (e.g., special needs, caretaker drug addiction, etc.) may create special hurdles to reunification or legal permanency.

**Note:** See the [Permanency Roundtable - Indiana Fidelity Document](#) for case selection criteria regarding sibling groups.

### **Permanency Roundtable (PRT) Phases**

The PRT is approximately two (2) hours in length and includes the following phases:

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 FCM 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 the brainstorming phase. The strengths of each strategy are discussed and strategies and timelines are finalized. The team determines whether a second permanency plan (concurrent planning) 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

1. [Permanency Roundtable – Indiana Fidelity Document](#)
2. [Preparations Checklist for KidTraks Process](#)
3. [PRT CAT](#) – available on the Permanency and Practice Support SharePoint

## RELATED INFORMATION

### **FCM/FCM Supervisor Oral Presentation**

The oral presentation by the FCM/FCM Supervisor at the PRT is no longer than 20 minutes and should include the following:

1. A brief introduction of the FCM including his or her educational and work history and the 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. Intelligence Quotient (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 his or her identified permanency goal;
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.

### **Permanency Roundtable (PRT) Roles**

#### **Facilitator**

A Facilitator is a trained staff person from the region who is responsible for guiding the PRT process, maintaining the PRT agenda, and ensuring compliance with the time limits. The facilitator also leads discussion and collaboration among team members and keeps the group on-task.

#### **Master Practitioner**

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

### **Regional Permanency Roundtable (PRT) Liaison**

The Regional PRT Liaison coordinates the PRT process for the region. The responsibilities of the Regional PRT Liaison include scheduling PRTs as directed by the RM, securing locations for PRTs, inviting core team members, ensuring preparation for each PRT is completed and information is distributed to all core team members, and ensuring fidelity to the PRT process. Additional responsibilities include ensuring action plans and monthly follow-ups are completed. Follow-up documentation shall be completed quarterly in KidTraks and made available to core team members until permanency is achieved.

### **Follow-up Mentor**

The Follow-up Mentor is a trained staff person from the region who supports the FCM and FCM Supervisor in achieving permanency for the child through monthly follow-up, which is documented quarterly in KidTraks by the Follow-up Mentor, until permanency is achieved or the CHINS case is closed. The FCM or FCM Supervisor on the case may not act as the Follow-up Mentor. This role must be filled by someone who is not the holder of the case being reviewed.

### **Service and Permanency Experts**

Service and Permanency Experts are Central Office Permanency and Practice Support (PPS) Division staff, Child Welfare Services Division staff, and other staff as designated who are responsible for advising PRT team members on service and permanency-related issues.

### **Scribe**

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

### **Central Office Liaison**

The Central Office Liaison is a staff person who is available either in person, by email, or by 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 PRT to ensure fidelity to the DCS Practice Model on a system level.

### **Peer Coach**

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

### **Central Office PRT Support Team**

The Central Office PRT Support Team includes the following:

1. Deputy Director of the PPS Division;
2. Assistant Deputy Director of the PPS Division;
3. Program Manager for PPS;

4. PRT Consultants;
5. Human Services Consultant; and
6. Guardianship Assistance Program (GAP) Consultant.

**DCS Education Liaison**

The DCS Education Liaison is a licensed Indiana educator who may assist in the PRT by ensuring the youth's educational stability. The DCS Education Liaison is required to attend the PRT for any school-aged child.

**DCS Staff Attorney**

The DCS Staff Attorney is responsible for advising the PRT on legal issues, and may attend the PRT or staff the legal issues of the case with the FCM prior to the PRT.

**Chief Counsel and/or Deputy Chief Counsel**

The Chief Counsel and/or the Deputy Chief Counsel may provide advice and legal recommendations to the PRT on legal issues before, during, or after the PRT.

**Permanency and Practice Support (PPS) Mailbox**

Questions regarding the PRT may be sent to [permanencyandpracticesupport@dcs.in.gov](mailto:permanencyandpracticesupport@dcs.in.gov).