

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>PROBATION SERVICES MANUAL</b>	
	<b>Chapter 2: Placements</b>	<b>Effective Date: 9/30/2016</b>
	<b>Section 22: Permanency Roundtable</b>	<b>Version: 1</b>

**IC 31-37-20-3**

***Formal hearing on continued jurisdiction; periodic jurisdiction review; referral to permanency roundtable***

A child’s permanency plan shall be referred to a permanency roundtable before the 12 month jurisdictional review is held. The permanency roundtable will review a child’s permanency plan if the child is placed in a child caring institution, group home, or private secure facility and make recommendations to the Court.

A child’s permanency plan may be referred to a **Summary Permanency Roundtable** if reunification is the permanency goal and significant progress has been made towards the permanency plan. A child’s permanency plan must be referred to a **Juvenile Delinquency Permanency Roundtable** if reunification is not the permanency plan.

**SUMMARY PERMANENCY ROUNDTABLE:**

The Summary Permanency Roundtable shall review a child’s permanency plan under IC 31-37-20-3 if the child is placed in a child caring institution, group home, or private secure facility and reunification is the permanency goal, and make recommendations to the court about the permanency plan. The recommendations must be included in the report required under IC 31-37-20-4. A Summary Permanency Roundtable can be scheduled when the youth has been in placement for 9 months or earlier at the discretion of the Probation Officer. If the child remains in placement after the 12 month Jurisdictional Review, the case must be referred to the Juvenile Delinquency Permanency Roundtable which must be held within 40 days of the child’s 12 month jurisdictional review.

**JUVENILE DELINQUENCY PERMANENCY ROUNDTABLE:**

The Juvenile Delinquency Permanency Roundtable shall review a child’s permanency plan under IC 31-37-20-3 if the child is placed in a child caring institution, group home, or private secure facility and make recommendations to the court about the permanency plan. The recommendations must be included in the report required under IC 31-37-20-4. The Permanency Roundtable must be scheduled within 40 days of the child’s 12 month jurisdictional review.

Below is a PRT checklist; however the full Juvenile Delinquency Permanency Roundtable Protocol is attached at the end of this Manual.

### **Summary Permanency Roundtable Checklist:**

- At 9 months, review the case to determine if a Summary Permanency Roundtable is appropriate.
- It is appropriate if:
  - the youth's permanency goal is reunification and,
  - if significant progress has been made toward permanency.
- If appropriate, schedule with your PSC to meet either in person or via telephone.
- Prepare case summary and send to PSC
- Hold Summary Roundtable where the Probation Officer and/or Chief Probation Officer review the child's permanency plan, case plan and steps to achieve permanency. Recommendations regarding the child's permanency plan may be made.
- Recommendations are included in the report and will indicate the position of the Probation Officer and the PSC.
- If youth is still in placement at the 12 month Jurisdictional Review Hearing, schedule a full Juvenile Delinquency Permanency Roundtable.

### **Juvenile Delinquency Permanency Roundtable checklist:**

- Within 40 days of Review Hearing, Schedule a Permanency Roundtable and schedule necessary Team Members – Facilitator, Scribe, and Master Practitioner (all from a different probation department other than the one presenting the case)
- Prepare Case Summary and send to the team members involved and to [permanencyandpracticesupport@dcs.in.gov](mailto:permanencyandpracticesupport@dcs.in.gov) within 2 weeks prior to the Roundtable. Also include: Date and time of Roundtable, Youth's name, and supporting documentation.
- Prepare an oral presentation
- Attend the Permanency Roundtable, present case and assist in developing an Action Plan.
- Upon completion of the Permanency Roundtable, file the Action Plan with the Court
- Follow the action steps listed in the Action Plan and advise fellow Team Members if you need any assistance.

## **Juvenile Delinquency Permanency Roundtable Process:**

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. The facilitator also reviews the purpose of the meeting and process. Team members introduce themselves and develop group agreements.
2. **Present the Case** (20 minutes)  
The Probation Officer presents a case summary. The facilitator invites additional comments on the case from the supervisor and others. Team members listen and take notes.
3. **Clarifying and Explore** (15 minutes)  
Team members ask questions to clarify and expand upon information presented, while exploring all aspects of the case.
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 before?
  - d. What things can we do concurrently
  - e. How can we engage the child in planning for permanence?
5. **Create Permanency Recommendations and 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 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 probation officer best explain the recommendations and action plan to the family and youth?
- b. Are there any unanswered questions or concerns? If so, how should they be addressed?

**Related Information:**

**Permanency Roundtable**

An intervention designed to facilitate the permanency planning process for youth placed out-of-home by identifying solutions for permanency obstacles.

**Roundtable Facilitator**

A trained 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.

**Master Practitioner**

An experienced probation officer who is responsible for providing guidance and consultation to enhance the achievement of permanency based on their extensive experience.

**Scribe**

A person trained to organize and record the information generated by the Roundtable.

**Statutory references**

**Ind. Code §§ 31-9-2-88.7, 31-25-2-23, 31-37-20-3(d)-(e), 31-37-20-4**