

COMPLETING THE PPS 3051, CHILD'S PERMANENCY PLAN

Prior to the first case plan, each participant shall have an opportunity to read the PPS 3049 An Introduction and Parents Guide to Case Planning Conferences.

The Permanency Plan for Child in Custody, shall be completed, signed, and dated for every case where the court has granted custody of a child to the Secretary of DCF. Also, the Permanency Plan Administrative Requirements (PPS 3052), Parent/Child Interaction Schedule (PPS 3053), and Visitation Schedule (PPS 3054) shall be completed and shared with the family. The Permanency Plan Services and Codes (PPS 3057) is for internal purposes and shall be completed and sent to DCF along with other case planning documents. The Permanency Plan Checklist (PPS 3058) is also an internal document that DCF completes and sends back to the CWCMP as approval of the case plan. The review of progress on the case plan with the family between case planning conferences shall be documented.

Section 1 of the PPS 3051 is for demographic information. Include the names of the mother and father of the child, if applicable. There is also space for the name of another primary caregiver such as grandparent or other relative that was caring for the child.

In section 2 of the Child's Permanency Plan, a narrative of the assessments, protective factors and family strengths and resources shall be included, and updated at each case planning conference. For the initial case plan, the Safety Concerns shall be gathered from the PPS 2030F Family Based Assessment and Summary, and Risk levels shall be based on DCF and Provider assessments related to abuse/neglect.

Risk and safety are defined in PPM 2300. Factors to consider are: 1) What is the severity of harm? 2) How vulnerable are the children due to their age, developmental level, etc., 3) Is there imminent threat of serious harm? 4) Are the family conditions threatening the child's safety? 5) Are the caregiver's protective capacities diminished? Safety concerns can be related to the child's behavior as well as the parents' behavior. If there are no safety concerns, the risk factor shall address why they are so great that there would be safety concerns if the child were to return home.

Subsequent case plans shall address whether there are current safety and risk concerns, and what has been done to assess risk and safety. The child and family shall also be asked for their input. A permanency goal shall be chosen. If the goal is permanent custodianship and a specific relative has not committed to being the custodian, mark the non-relative box.

In section 3, list the Objectives and Activities of mutual agreement between the family and service providing workers. The Objectives and Activities are to be a natural outgrowth from the PPS 2030F, Family Based Assessment Summary, initial and on-going Provider assessments and should reflect positive resolutions of the Safety Concerns. The Objectives and Activities should be stated as the end results of the specific actions taken by individual family members. To address the “Progress Since Last Case Plan” column, a sentence or two about what progress is being made on the activity shall be included. There must be at least one Activity for each Permanency Objective. As each Permanency Objective is developed with the family, a discussion of the behavioral change expected shall occur so that the family clearly understands what will be visibly different. The behavioral change is something that will mitigate the safety concerns. Resolution of Activities shall be noted in the “Achieved Date” column with the date the Activity was achieved or NA if the Activity is no longer needed.

In Section 4, interaction and visitation plans shall be referenced as attached in the PPS 3053 and 3054.

Section 5 includes information about the child’s placement history. A printout from the Child Welfare Case Management Provider’s computer system may be attached rather than listing each item separately. Information regarding how each placement is safe, meets the needs of the child, least restrictive, consistent with the best interest of the child and in close proximity to the parents shall be documented. The proximity to the child’s home school, the appropriateness of the educational setting, coordination with home school staff, the reasons for and reactions to moves, and relative considerations shall also be addressed.

In section 6, the well-being of the child is documented. If this is not the first case plan, a summary of the child’s well-being since the last case plan shall be provided. Information about the child’s opportunities to engage in age and developmentally appropriate normalizing activities shall be noted i.e. playing a sport, extracurricular, school photo purchasing, school sponsored activities, religious activities, drivers education, etc. Needs to be addressed shall have a Response/Service listed to meet the need. Document any ICWA determination needs. Also document that the child received timely treatment for needs identified. This section is also used to provide authorization for sleepovers, self-care, physical restraint, driving, or high risk activities, if applicable.

Section 7 provides spaces for participant signatures. Note that names shall also be printed so that accurate data entry is possible. The date corresponding to the signature should reflect the date the participant was in attendance or date the participant was on the phone the day of the case plan. If the youth is out of the home and age 14 or older,

the signature acknowledges they received and had explained: Appendix 7D, Do you Know Your Rights as a Kansas Foster Youth; their health rights; and to have an annual credit check. The child and parents have a space to provide their Input/Comments about the case plan. If they choose not to make comments, it shall be noted they were given an opportunity to do so. Signatures also provide permission for participants to share information so that the case plan activities and objective can be implemented. Section 7 also provides case planning participants with explanations of the Potential Consequences of not participating in the accomplishment of the Objectives and Activities listed in the case plan.

