

Permanency Plan Checklist

Child's Name:		FACTS Client ID #:	
Case Management Provider:		Case Manager:	
DCF Region:		DCF CPS Specialist	
Case Plan Date:	Date DCF Received Case Plan:	Date DCF Returned Case Plan:	

This checklist shall be utilized by the assigned DCF CPS Specialist responsible for review and approval of Permanency plans for custody children/youth served by a Child Welfare Case Management Provider. The review and approval is required for all custody case plans, including those in which the DCF CPS Specialist participated in the case planning conference.

Yes	No	N/A	Review Items
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Child's permanency goal is identified on PPS 3051 and DCF approves of the goal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. The Child Protection Objective is addressed by at least one objective.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. The safety concerns are addressed by at least one activity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. The risk concerns are addressed by at least one activity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Child/youth (for those children old enough to have task assigned) and parent(s) have at least one task assigned on PPS 3051 which will assist in meeting at least one case plan objective(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Progress toward achieving permanency goal and activities is clearly documented on the PPS 3051.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Explanation shall be provided for any no answers in Section 5 of the PPS 3051.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Services to address the child/youth's education/physical/dental/mental health needs are identified on the PPS 3051.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. For child in OOH, PPS 3053 and PPS 3054 are completed accurately for Parent/Child interactions, sibling visitation, worker/parent and worker child contacts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. For child not in OOH, PPS 3054 is completed accurately for worker/parent and worker/child contacts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. For children age 14 and older in an OOH placement, there are Independent Living Services checked on the PPS 3057 and at least one task is identified.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. A PPS 3059 transition plan is initiated, updated and/or completed for youth age 14 and older and in out of home placement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. The PPS 3051 includes the printed name, signature, date and participation code of all case planning participants.

If the answer to any of these review items is "no", the case plan shall not be approved. Only approved case plans shall be submitted to the Court.

The Child Welfare Case Management Provider shall provide the completed case plan documents (PPS 3051, 3052, 3053, 3054, 3057, 3059, if applicable, and invitation letters) to DCF within 3 business days of the case planning conference. The assigned DCF CPS Specialist shall review the case plan and, if all review items are scored "yes", return the approved case plan to the Child Welfare Case Management Provider within 3 business days of receipt of the case plan.

Permanency Plan Checklist

If the DCF CPS Specialist is unable to approve the case plan due to the required information not being included in the case planning documents, the case plan shall be returned to the Child Welfare Case Management Provider along with the unsigned PPS 3058 which shall reflect the information that is missing. Child Welfare Case Management Provider is responsible to take the steps needed to make the needed corrections and provide the corrected case plan to DCF for review within 3 business days. DCF staff shall review the revised case plan and return the approved case plan to the Child Welfare Case Management Provider within 3 business days of receipt of the revised case plan.

Comments:

--

Approved by DCF CPS Specialist:		Date of approval:	
---------------------------------	--	-------------------	--

