

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 PPS 3051 Permanency Plan forms. Review and approval is required for all permanency plans, including those in which the DCF CPS Specialist participated in the case planning conference.

Approval by DCF through this checklist indicates that all required information has been provided. Approval by DCF through this checklist does not represent an assessment or approval of the of the permanency plan's quality or its adherence to policies that speak to expectations of quality.

Review Items

1. Child's permanency goal is identified on PPS 3051 and appropriate per policy given the child's age and circumstances. Yes No N/A
2. The worries preventing the child from safely achieving the permanency plan goal are clearly stated in Section 2 of the PPS 3051. Yes No N/A
3. A minimum of one Family Resource is documented in Section 2 of the PPS 3051. Yes No N/A
4. There is at least one objective intended to address the identified factors preventing the permanency plan goal from being achieved. Yes No N/A
5. The factors preventing the permanency plan goal from being achieved are addressed by at least one activity. Yes No N/A
6. Each parent, guardian, or legal caregiver has at least one activity identified on the PPS 3051. Yes No N/A
7. Each child age four and older has at least three self-sufficiency activities identified. Yes No N/A
8. Progress toward achieving permanency goal and on all activities is clearly documented on the PPS 3051. For initial case plans, documentation of progress on activities clearly describes what has occurred since the initial service plan. For review case plans, documentation of progress on activities clearly describes what has occurred since the previous case plan. Yes No N/A
9. For discontinued tasks, the reason that task is no longer continued is clearly stated and there is an end date. Yes No N/A

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10. Explanation shall be provided for any no answers in Section 4 of the PPS 3051. Yes No N/A
11. Section 5 of the PPS 3051 is completed and includes child well-being information that is both complete and current. Yes No N/A
12. For children in out of home placement, PPS 3053 is completed. Yes No N/A
13. For children of any age, a PPS 3057 is provided. Yes No N/A
14. For children age 14 and older in an out of home placement, there is a minimum of one independent living skill related to helping the young person transition to adulthood. Yes No N/A
15. For children age 14 and older in an out of home placement, a PPS 3059A or PPS 3059B transition plan is initiated, updated and/or completed. If the youth refuses to participate in the transition planning process, the case plan will document efforts to engage the youth in completing the form. Yes No N/A
16. The PPS 3051 includes the printed name, signature, date and participation code of all case planning participants. If signatures have not yet been obtained, documentation shall note when the forms were provided to participants for signature. Digital signatures will be supported by documentation per policy. Yes No N/A

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, 3057, 3059A or B, 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.

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.

