

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.37	SUBJECT: Permanency Roundtable
OAC:	EFFECTIVE DATE: 2/17, 7/17
	REVISION DATE: 7/17

PURPOSE: To expedite legal permanency for youth in agency custody, through a youth centered Permanency Roundtable model.

POLICY: In partnership with Case Family Programs and ODJFS, Butler County Children Services has implemented a youth centered Permanency Roundtable model to accelerate permanency, establish permanent and meaningful connections for youth, and identify and address barriers to timely permanency

PROCEDURE:

The Permanency Roundtable Coordinator will be responsible for determining the parties to be Included on the Permanency Roundtable team.

Permanency Roundtable (PRT) teams shall consist of the assigned caseworker, assigned supervisor, a designated Facilitator, Master Practitioner (Internal Permanency Expert), Permanency Consultant (External Permanency Expert) and a designated Scribe.

Youth Permanency Roundtable (YPRT) teams shall consist of the youth, a support person identified by the youth, the assigned caseworker, assigned supervisor, a designated Facilitator, Master Practitioner (Internal Permanency Expert), Permanency Consultant (External Permanency Expert) and a designated Scribe.

The agency's failure to identify resources for a youth will not be used as justification for cancelling the YPRT.

When youth have been identified to have permanency roundtable meetings the following steps will be taken:

1. The Permanency Roundtable Coordinator or their designee will send out an email notifying staff of upcoming Initial PRTs and YPRTs.
2. The assigned caseworker and supervisor will notify the Permanency Roundtable Coordinator of their availability and the youth's availability, taking into consideration the youth's schedule if applicable.

3. The assigned caseworker will complete the Permanency Roundtable Case Summary Forms A, B, and C in SACWIS. The completed forms will be saved in SACWIS, printed and be presented at the Initial PRT to be shared with the team.
4. The assigned caseworker and supervisor will present the child's case and review the Permanency Roundtable Case Summary Forms A, B, and C. A photo of the child will also be provided by the assigned caseworker.
5. The Permanency Action Plan will be developed during the PRT and the team will discuss the current permanency status. The team will plan to meet ninety (90) days for the Youth Permanency Roundtable (YPRT)
6. Within two (2) working days, the facilitator will enter the Initial PRT into SACWIS under the Family Team Meeting (FTM) tab, submit the Initial PRT paperwork to scanning, place on the Shared Drive, and email copies to the PRT team members and then end-date their assignment to the case in SACWIS.
7. The assigned caseworker is responsible to review the Initial PRT Permanency Action Plan with the youth within thirty (30) working days of the completion of the Initial PRT. At this time, the assigned caseworker is to also discuss with the youth that subsequent meetings will be held and the youth will be expected to attend and be present for all future YPRT meetings. The assigned caseworker is to also ask the youth to identify a minimum of one adult support person that they would like present at the YPRT. The assigned caseworker shall inquire about the youth's desire to have the Guardian Ad Litem (GAL) present at the YPRT.
8. Individuals assigned tasks on the Permanency Action Plan will work on those tasks during the time period between the Initial PRT and the YPRT and be prepared to provide updates on the accomplishment of the assigned tasks.
9. The assigned supervisor is to enter a case conference note in SACWIS, a minimum of once every thirty (30) days during supervision reflecting that the permanency action plan has been reviewed and the status of achieving permanency for the youth.
10. Upon identifying the adult support person and the youth's decision on having the Guardian Ad Litem (GAL) present, the assigned caseworker will notify the Permanency Roundtable Coordinator, or their designee within thirty (30) days of the YPRT. The assigned caseworker and supervisor will be notified at least thirty (30) days prior to the YPRT of the date, time and location by the agency Permanency Roundtable Coordinator or their designee. The Permanency Roundtable Coordinator or their designee will assure that notification is mailed to the youth, the adult support person identified by the youth, and the GAL if applicable at least thirty (30) days prior to the YPRT.
11. At the Initial YPRT the Permanency Action Plan previously developed and shared with the youth will be reviewed. The youth and their support person will offer additional input as to what may need to be changed in order to expedite permanency. Individuals assigned tasks at the Initial PRT will also provide an update on the status of those assigned tasks. An

updated Permanency Action Plan will be developed with the input of the youth and their adult support person.

12. Within two (2) working days, the facilitator will enter the YPRT into SACWIS under the Family Team Meeting (FTM) tab, submit the YPRT paperwork to scanning, place on the Shared Drive, and email copies to the PRT team members and end-date their assignment to the case in SACWIS.

13. YPRT meetings will continue to be held every ninety (90) days until the youth achieves permanency. Process from #7 through #15 will be repeated each time that additional YPRT meetings are to be held.

Youth shall be at all of their YPRT meetings, if the assigned caseworker believes that it is not in the best interest of the child to be at a YPRT meeting for any reason (i.e. developmental delays, acute mental health issues, etc.), they must review the matter with their supervisor. The supervisor and assigned caseworker will then review the matter with the agency's Permanency Roundtable Coordinator and/or Administrator to determine the next steps that will be taken with the YPRT.

7-25-17
APPROVAL DATE:


William Morrison, Executive Director