



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

1626.1 ROADMAPS TO REUNIFICATION

Policy Directive: **21-51**

Effective Date: **December 2021**

Implements Policy: **1626**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines practice around using the Roadmaps to Reunification program to support reunification efforts for children placed with a relative, other child-specific home, or foster home.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. CPSWs/JPOs make referrals to the Roadmap to Reunification program within 24 hours when:
 - A. A child entering care is placed with a relative, other child-specific placement, or foster home; or
 - B. A child steps down from a residential treatment program (including SYSC) to a relative, other child-specific placement, or foster home.
- II. CPSWs/JPOs are expected to:
 - A. Work with the Reunification Specialist to identify who should attend the 10-day "Ice Breaker" meeting within 24 hours of placement;
 1. The Family Meetings- Address List (Form 1521) is updated and provided to the Reunification Specialist as additional family supports are identified;
 - B. Attend the "Ice Breaker" meeting;
 - C. Work with the Reunification Specialist to identify and encourage the participation of supports within and outside the family;
 - D. Discuss the Roadmap to Reunification process and philosophy with the child, parents, and care provider prior to the first meeting;
 - E. Work with the child and parents to identify natural supports and other supportive people to participate in the Roadmap to Reunification process and provide that information to the Reunification Specialist;

- F. Engage with the family to begin identifying and developing objectives and other information that will align with their case plan development;
 - G. Follow-up on assigned tasks and assist the child and parents with overcoming barriers throughout the child’s involvement with the Roadmap to Reunification program;
 - H. Ensure Roadmap to Reunification meetings are documented in the DCYF electronic information system within 5 business days; and
 - I. Ensure the Reunification Specialist is invited to the 6-month PPT/transfer meeting.
- III. CPSWs/JPPOs update the Reunification Specialist on any change in placement within 24 hours. This includes any change in placement or change in the type of placement within a program.
- IV. The most recent Roadmaps to Reunification Action Plan (Form 1533-A) and Roadmaps to Reunification Major Focus Points (Form 1534) are reviewed at the 6-month PPT/transfer meeting.
- V. The Supervisor is responsible for:
- A. Ensuring timely notification is made to the Reunification Specialists; and
 - B. Following up with the CPSW/JPPO regularly to ensure applicable action items are completed and documented.

Applicable Forms	
Form	Title
1521	Family Meetings - Address List
1530	Roadmap to Reunification Invitation
1533-A	Roadmaps to Reunification Action Plan
1534	Reunification Major Focus Points

Frequently Asked Questions

Q1. What if the parents/guardians do not attend the 10-day meeting?

- A** If the parents/guardians are unable to attend the 10-day meeting, the meeting is still held. The CPSW/JPPO and placement provider should still attend for planning purposes around engaging the family and achieving the “Ice Breaker” meeting.

Q2. Does the Reunification Specialist provide the same function as the PPT?

- A** The Roadmaps to Reunification Program is a support to the Permanency Planning Team, but does not replace the Permanency Planning Team Meeting.
- A** Roadmaps to Reunification focuses on relationship building between parents/guardians, placement providers, and DCYF to support reunification efforts.

- A** The Reunification Specialist facilitates the 10-day meeting and all subsequent family reunification meetings and documents the 10-day meeting in the DCYF electronic information system.

Q3. Does the Reunification Specialist set the initial permanency goals?

- A** The initial permanency plan is set by the CPSW/JPPPO and their Supervisor, in consultation with the Permanency CPSW/JPPPO and with input from the family.
- A** The Reunification Specialist supports efforts to achieve the permanency goal of reunification.

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date