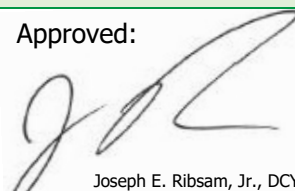
 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	DCYF Standard Operating Procedure 1626.2 PERMANENCY PLANNING TEAM RESPONSIBILITIES	
	Policy Directive: 21-15	Approved: 
	Effective Date: December 2021 Implements Policy: 1626	Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the responsibilities of the Permanency Planning Team (PPT).

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. The PPT is responsible for:
 - A. Promoting permanency planning within the office, including being available for consultation as requested;
 - B. Scheduling and facilitating routine PPT meetings at least once per month;
 - C. Tracking each child in care and ensuring a PPT meeting is held for all children in placement pursuant to the timelines in policy;
 - D. Ensuring all required persons are invited to the PPT meeting;
 - E. Reviewing previous PPT notes (or Roadmap to Reunification notes), including previously assigned tasks, at the onset of the meeting;
 - F. Exploring concerted efforts at achieving permanency as outlined in section II below;
 - G. Providing guidance in identifying barriers to permanency and planning to overcome barriers;
 - H. Setting clear tasks and identifying who will complete each task and by when;
 - I. Documenting the PPT meeting, assigned tasks, and outcomes of the meeting in the DCYF electronic information system PPT screen; and
 - J. Facilitating matching meetings as appropriate, in accordance with policy 1784 Child Matching Process for Adoption and Permanency Placement of Children.

- II. Each PPT meeting explores and documents the following:
 - A. DCYF's attempts to engage the parents/guardians, including efforts to identify, locate, and engage any missing parents, and notice to the court in CPS matters via

NHJB-3031 DCYF'S Affidavit to Identify and/or Locate a Parent, Guardian or Putative Father;

- B. The child's connections and DCYF's efforts to support those connections, including ongoing concerted efforts to identify appropriate relatives (both maternal and paternal) and kinship (child-specific) placements ongoing until permanency is achieved;
 - C. The permanency needs of the individual child, while also taking into account sibling connections;
 - D. Progress on case plan objectives;
 - E. Barriers to achieving permanency and actions (including paid services) to help overcome barriers;
 - F. The permanency and concurrent goals, assessing each goal to ensure the best permanency plan for the child is in place;
 - G. The current placement provider's ability to meet the concurrent goal and how to overcome any barriers to this (as appropriate);
 - H. Any other needs of the child relevant to their permanency and well-being, such as legal considerations and transition planning; and
 - I. The child's best interests.
- III. Each PPT has at least one identified person to:
- A. Systematically track each child entering care to coordinate PPTs in accordance with time frames;
 - B. Facilitate meetings;
 - C. Take notes and provide copies of identified tasks to all meeting participants;
 - D. Complete the PPT screen in the DCYF electronic information system; and
 - E. Follow-up on assigned tasks.
- IV. The Permanency CPSW and Permanency JPPO work together, with the larger PPT, to determine who will be responsible for the tasks above, based on the needs of the team and of the office.
- A. Each PPT determines if CPS and JJS PPT Meetings are held jointly or independently, based on the needs of the office.
 - B. The Permanency CPSW and Permanency JPPO work together to create a system for tracking that fits the needs of the office.

- C. In the case of joint CPS/JJS cases, the Permanency CPSW and Permanency JPPO work together to determine who will facilitate the meeting.
 - D. The Permanency CPSW and Permanency JPPO work with CPSWs/JPPOs to ensure that additional DCYF staff are invited to individual PPTs as appropriate.
 - E. The Permanency JPPO ensures that the SYSC Permanency JPPO is invited to all PPT meetings for a youth at SYSC.
- V. The PPT meeting is documented in the DCYF electronic information system the day of the meeting and copies of assigned tasks are shared with anyone assigned a task (and their Supervisor) within 5 business days.
- VI. The Permanency Supervisor ensures:
- A. Children are being tracked for the purpose of timely PPT meetings;
 - B. Regular and consistent PPT meetings are held and that the appropriate parties are invited to attend;
 - C. PPT tasks are being assigned in a timely manner; and
 - D. All PPT meetings are documented in the DCYF electronic information system.

Applicable Forms

Form	Title
1626	Permanency Planning Team Review

Frequently Asked Questions

Q1. Who sets the initial permanency goals?

- A The initial permanency plan is set by the CPSW/JPPO and their Supervisor, in consultation with the Permanency CPSW/JPPO, and with input from the family.
- A In joint CPS/JJS cases, both CPSWs and JPPOs, along with their Supervisors and respective Permanency CPSW/JPPO, will determine the permanency plan, with input from the family.

Q2. Are PPT meetings held for youth who remain in care from age 18 to age 21?

- A Youth who remain in care will have a PPT meeting every 6 months past the permanency hearing until they are no longer in care.
- A PPT meetings for young adults ages 18 to 21 will focus on their post DCYF needs, including identification of a Primary Caring Adult (PCA) and planning for a transition to adult services as applicable.

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