



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

DCYF Standard Operating Procedure

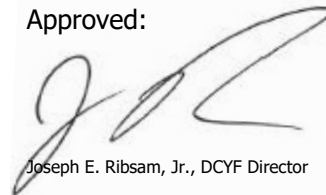
1626.3 CPSW RESPONSIBILITIES - PPT

Policy Directive: **21-51**

Effective Date: **December 2021**

Implements Policy: **1626**

Approved:



Joseph E. Ribsam, Jr., DCYF Director

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

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 CPSW is responsible for:
 - A. Notifying the PPT of the placement of any child the day of placement or any changes in placement before the end of the next business day;
 - B. Notifying the PPT of any court action that impacts permanency planning such as dismissing a TPR petition or granting an extension;
 - C. Completing the first page of the PPT screen in the DCYF electronic information system (or paper Form 1626 Permanency Planning Team Review, which is provided to the Permanency CPSW) at least 5 business days prior to a PPT meeting;
 - D. Gathering information from parents/guardians, children, service providers, and CASA/GALs prior to a PPT meeting to ensure the most relevant information is available;
 - E. Attending PPT meetings prepared to discuss the progress of the case relevant to the permanency and concurrent goals, including:
 1. Completion of previously assigned tasks;
 2. Progress on the case plan related to achieving permanency, as well as any identified barriers to achieving permanency;
 3. The child's connections and the CPSW's efforts to support those connections, including ongoing concerted efforts to identify appropriate relatives and child-specific placements until permanency is achieved;
 4. Barriers to achieving permanency and actions (including paid services) to help overcome barriers;

5. The current placement provider's ability to meet the concurrent goal and any identified barriers to this (as applicable); and
 6. Any other information relevant to the needs of the child, such as legal issues or transition planning;
- F. Working with the Permanency CPSW to ensure PPT meetings are held in accordance with policy for all children assigned to their workload (as applicable);
 - G. Identifying, in consultation with the Supervisor, when it may be appropriate to consider seeking an early permanency hearing as outlined in policy 1625 Permanency Planning and advising the Permanency CPSW of the need for a PPT meeting;
 - H. Consulting with the Permanency CPSW as appropriate for additional support in permanency planning;
 - I. Advising the Permanency CPSW of any need for a PPT meeting outside the regular PPT schedule;
 - J. Advising the Permanency CPSW of factors that warrant inviting additional DCYF staff to the PPT meeting, such as:
 1. The child being a victim of human trafficking;
 2. Domestic violence;
 3. Substance abuse;
 4. Fiscal considerations that could impact permanency; or
 5. Medical needs (of the child, parents, or placement provider) that may impact permanency;
 - K. Completing tasks assigned during the PPT meeting; and
 - L. Updating the PPT when permanency is achieved.
- II. The Supervisor is responsible for:
- A. Ensuring timely notification is made to the PPT and Reunification Specialist (as applicable);
 - B. Participating in the PPT when the CPSW is not able to attend; and
 - C. Following up with the CPSW regularly to ensure PPT tasks are completed.

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 and their Supervisor, in consultation with the Permanency CPSW 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.

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