



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

DCYF Standard Operating Procedure


1626.4 JPPO RESPONSIBILITIES - PPT

Policy Directive: **21-51**

Approved:

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This SOP defines the responsibilities of JPPOs 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. JPPO is responsible for:
 - A. Notifying the Permanency JPPO of the placement of any child the day of placement or any changes in placement that may affect the PPT schedule before the end of the next business day;
 - B. 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 JPPO) at least 5 business days prior to the PPT meeting;
 - C. Gathering information from parents/guardians, child(ren), and service providers prior to a PPT meeting to ensure the most relevant information is available;
 - D. 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 JPPO'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;
 - E. Working with the Permanency JPPO to ensure PPT meetings are held in accordance with policy for all children assigned to their workload;
 - F. Consulting the Permanency JPPO as appropriate for additional support in permanency planning;
 - G. Advising the Permanency JPPO of any need for a PPT meeting outside the regular PPT schedule;
 - H. Advising the Permanency JPPO 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;
 - I. Completing tasks assigned during the PPT meeting; and
 - J. Updating the PPT when permanency is achieved.
- II. The JPPO may request further support through the JJ Permanency Workgroup in addition to the PPT for particularly challenging permanency cases related to a child/youth's behaviors.
- A. The JPPO coordinates this through the Permanency JPPO; and
 - B. The core PPT for the office is invited to attend.
- III. 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 JPPO is not able to attend; and
 - C. Following up with the JPPO 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 JPPO and their Supervisor, in consultation with the Permanency JPPO and with input from the family.
- A** In joint CPS/JJS cases, both JPPOs and CPSWs, along with their Supervisors and respective Permanency JPPO/CPSW, 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