

## Permanency Planning Review Instructions

### Which Cases

The Permanency Planning Review must be completed for:

- All children and youth in the legal custody of a local child welfare agency;
- Children and youth for whom the local child welfare agency has placement responsibility and are placed outside the home;
- Children and youth who are placed with parents, relatives, potential adoptive parents or other court-approved placements, including youth who are living in Another Planned Permanent Living Arrangement, when the local child welfare agency has been given or retains legal custody;
- Families with children/youth who are returned home on a trial visit so long as the local child welfare agency retains custody.

The **purpose** of the Permanency Planning Review (PPR) is to:

- Focus on the safety, permanency, and well-being needs of the child;
- Allow each party involved to have input into service needs of the child and family;
- Facilitate the sharing of information and to ensure the appropriateness of the permanency plan, the child(ren)'s placement, and the parent(s)' progress; and
- Review the effectiveness of agency and community services.

A PPR applies the concepts of a Child and Family Team (CFT) meeting and the Family Services Agreement (FSA), and ensures reasonable efforts are being made to achieve permanency by all parties involved in the case.

### Required Timeframes

- Initial PPR must be completed within 60 days of removal of the child from the home; and
- Ongoing PPRs must be completed every 90 days thereafter, throughout the life of the case.

### Participants

Participants who must be **invited** to the PPR include (but are not limited to) the following:

- The child's parent(s), unless parental rights have been terminated;
- The child, if age and developmentally appropriate;
- The child's placement provider;
- Natural supports identified by the family;
- Community resource persons, at least one of whom is not responsible for the case management or delivery of services to the child or parents; and
- The guardian ad litem.

**NOTE:** If reunification is no longer the primary plan then the potential custodian, guardian or adoptive family should be invited.

### Preparing for the Meeting

To best utilize meeting time, parts of this form can be completed by the county agency worker prior to the meeting. Following are sections of the form that should be reviewed and completed as appropriate prior to the meeting:

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- Section I: Family Demographics; and
- Section II: Child Specific Review (agency workers are encouraged to fill in as much of the child specific information as possible prior to the meeting. Review of the information for accuracy, progress and follow up should occur during the meeting)

Once the form is completed at the initial Permanency Planning Review, it should be maintained for quarterly reviews and updates. This document is meant to be a living document.

### Development and Completion of the Permanency Planning Review

It is important to begin by identifying the reason for child welfare involvement to ensure all participants understand what must be addressed during the review.

#### I. Family Demographics

- Enter the name of the child(ren)/youth, their date of birth, age and date they entered agency custody.
- Enter the name the Mother(s) and Father(s) involved in the case, their age, phone number, address, email address and attorney's name.
- If appropriate, enter the name of any other caretaker involved in the case, their age, address, phone number and email address.
- Enter the name of the child/youth's Guardian ad Litem, their phone number and email address.

One Permanency Planning Review is completed for the family **except** for cases:

- Involving domestic violence that require separate reviews for the parents; or
- When the child welfare agency has identified a safety issue that requires separate reviews for different parties of the case.

#### II. Child Specific Review - this entire section must be completed for each child. Make copies as needed of this section to include in the larger packet.

**(a) Summary of Recommendations from Last Meeting:** Enter the summary of the recommendations developed during the last PPR. If this is the initial PPR, check the box for "NA for 1<sup>st</sup> Permanency Planning Review".

**(b) Child/Youth Status:** This subsection covers the strengths and needs, including well-being needs, for each child to include:

- Educational;
- Physical/Medical/Dental;
- Mental Health/Behavioral Needs/Juvenile Justice Needs;
- Social/Other Needs;
- Identify opportunities for the child or youth to engage in age and/or developmentally-appropriate activities and how these activities connect to the child or youth's development;
- Family Relationships (attach all court-ordered visitation/contact plans for the child or youth which includes frequency, supervision, and the date of the court order authorizing visitation in accordance with N.C.G.S. § 7B-905.1

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[http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter\\_7B/GS\\_7B-905.1.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_7B/GS_7B-905.1.html));

- Case Planning Involvement;
- Requirements regarding Youth over age 12 and those age 14 and older; and
- Native American and International Heritage (ICWA/Mexican Heritage)  
The Indian Child Welfare Act (ICWA) applies only when the child or youth is a member or is eligible to be a member of a federally recognized American Indian tribe and is the biological child of a member of a federally recognized tribe. When considering placement for any Indian child or youth, every effort should be made to involve the tribal community in planning for the child or youth in a setting that reflects his or her American Indian culture. For more information, go to: <https://www.nicwa.org/about-icwa/>.

A Memorandum of Agreement was established on March 30, 2017 between the Consulate General of Mexico and the State of North Carolina. The purpose of this agreement is to ensure that children and their families are afforded the opportunity to receive necessary services that is beneficial to them. This agreement provides specific details for Child Welfare Agencies when considering securing custody of a child who has Mexican heritage. It is imperative that the identification of Mexican heritage is explored throughout the longevity of the case.

**(c) Child/Youth Placement:** Enter the date of the child/youth's current placement. Check "Yes" or "No" for each element listed. If the answer is "No," explain why and what type of placement would be appropriate. Some examples of other factors influencing the placement choice may include:

- Child's functioning and behaviors;
- Child's medical, educational, and developmental needs;
- Child's history and past experience;
- Child's connection with the community, school, or faith community.

**NOTE:** If the child/youth is not placed with siblings, discuss why and what efforts are being made to place the child/youth with siblings. Some examples of reasons for placing siblings separately are:

- Placement with the sibling is not in the child/youth's best interests; (state why)
- Placement is due solely to the child/youth's own behavior; (specify)
- Placement is with a non-custodial parent who is not the parent of all the siblings.

If the child/youth is placed with a relative, check whether or not the relative has been given information about how to become a licensed foster parent.

Indicate whether the current placement is appropriate to meet the child/youth's needs. If the answer is "No", explain why and what efforts are being made to secure an appropriate placement.

**(d) Child/Youth Concurrent Permanency Plans:** Indicate the child/youth's concurrent permanency plans; the anticipated completion date for the concurrent plans; whether

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or not the concurrent plans are appropriate for the child, and if not, explain; and what barriers may prevent the child/youth from achieving the primary and/or secondary plans.

**(e) Timely Permanence:** North Carolina General Statute 7B-907(d) requires that the agency file TPR on children who have been in care at least 12 of the past 22 months or that the reason for not filing for termination is justified. Complete for all Permanency Planning Reviews.

**(f) Court:** Ensure that any court ordered services or activities for the child/youth have been incorporated in each section of the PPR. Identify the next court date. Based on completion of the sections above, develop recommendations for the next court hearing regarding services, placement, and the primary and secondary permanent plans for the child.

Document the date of the next court review.

### III. Placement Provider(s)

Complete one page for each placement provider (residence).

Identify the strengths and needs of this placement in meeting the needs of the child/youth. Describe services to the placement provider that are designed to assure that the child/youth's needs are being met. Describe the frequency and purpose of meetings between the agency and the placement provider and the frequency of meetings and/or other communication between the placement provider and the parent/guardian. Identify and describe training that will be provided to the placement provider that are specific to the needs of the child/youth (including information and support for placement providers in implementing the reasonable and prudent parent standard). Identify opportunities for respite care, referrals to community resources, and other services provided to the placement provider. Describe the placement provider's involvement in shared parenting and what can be implemented to improve/increase the level of shared parenting.

### IV. Signatures:

The signature page is to be signed by persons who **participated** in the meeting indicating their understanding that information obtained and discussed during the PPR must remain **confidential** and not be disclosed, and that they participated in the PPR.

The date of the signature must be documented on the form.