

PERMANENCY PLANNING REVIEW (PPR) INSTRUCTIONS

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GENERAL INSTRUCTIONS

Which Cases

The Permanency Planning Review (PPR) must be completed for:

- All children/youth in the legal custody of a local child welfare agency (CWA).
- Children and youth for whom the local child welfare agency has placement responsibility through a Voluntary Placement Agreement (VPA) and are placed outside the home.
- Families with children/youth who are in a trial visit and the local CWA retains custody.

Purpose

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 Permanency Planning Family Case Plan (PPFCP), and ensures reasonable efforts are being made to achieve permanency by all parties involved in the case.

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.

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

- There are many fields that can be auto populated in PATH NC. To best utilize the meeting time, the agency worker should review the auto-populated fields prior to the meeting to ensure information is correct and update, if needed (i.e. demographics).
- Once the PPR form is completed at the initial PPR meeting, it should be maintained for quarterly reviews and updates. This document is meant to be a living document.

SECTION COMPLETION INSTRUCTIONS:

Select the review type:

- Initial Case Plan
- Case Plan Update
- Permanency Planning Review
- Case Plan Update and Permanency Planning Review

(Note: Both case plan update and permanency planning review types may be selected at the same time if objectives are being updated during the PPR. The PPR should NOT be completed at the same time as the initial case plan.)

Family Information

To best utilize the meeting time, the family information section will be generated by the PATH NC system prior to the meeting. The caseworker should review all fields to make sure they are current and update as needed.

When there are multiple children and or parents/caretakers for children, workers will be able to add additional fields to capture information pertaining to each child, parent and/or caretaker. The “Other Respondent” section is only for removal caretakers other than a named parent.

Child/Youth Permanency Plans

Many items in this section will auto-populate from other areas of PATH NC. Ensure the auto populated items are current and update as needed.

For each child, identify the primary and secondary plan. Complete the prompting questions related to each permanency plan. Complete the Kinship Guardianship Assistance Program (KinGAP) eligibility section.

Note: Reunification and Adoption must be ruled out by the Court for KinGAP consideration.

Timely Permanency

Complete the prompting questions related to 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.

Signatures

The signature page is to be signed by **those** who participated in the development of and any updates to the PPR. Document how the person participated (in person, virtual, or by phone), the date they participated, and if they received a copy. A copy of the PPR should be given to all parties involved in the development or updates of the PPR.

If a parent or caregiver refuses to sign the PPR, the worker should try to address the individual's concerns and stress the need for working together to achieve permanency for the child or youth. The parent or caregiver may verbally agree to the PPR even if they refuse to sign the PPR. In this case, the social worker should select that the parent declined to sign and explain/document the extent of the parent' caretaker's participation.