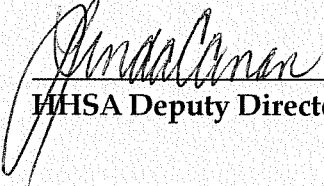





A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY HEALTH AND HUMAN SERVICES AGENCY

<p><u>POLICY AND PROCEDURE:</u> Permanency Case Reviews</p> <p><u>REVIEW FREQUENCY:</u> Bi-Annually</p> <p>POLICY# <u>200040-00004-11</u></p> <p><u>DISTRIBUTION:</u></p> <p><input checked="" type="checkbox"/> Child Welfare Services</p>	<p><u>EFFECTIVE DATE:</u> 6/8/11</p> <p><u>ORIGINAL DATE OF ISSUE:</u> 6/8/11</p> <p><u>REVISED DATE:</u></p> <p>APPROVAL:</p> <p> 6/8/11 HHS Deputy Director, CWS / Date</p> <p>APPROVAL:</p> <p> 6-10-11 HHS Director / Date</p>
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POLICY STATEMENT:

It is the policy of Napa County Child Welfare Services to ensure that all children in out of home care for 24 months or longer have an administrative permanency case review once every six months which includes a review of the child and their family's current circumstances. The goal of the review is to identify a plan of directed activities designed to achieve permanency for a child or youth, such as adoption, guardianship and/or develop lifelong connections to caring adults.

ADMINISTRATION:

The Child Welfare Services Director, or designee, shall be responsible for the implementation and oversight of this policy.

DEFINITIONS:

Out-of-Home Placement

A living arrangement for children/youth who are under the supervision of the Child Welfare Services Division of HHS. This living arrangement includes: county licensed foster care

placement, placement in a certified Foster Family Agency (FFA) home, group home placement, relative placement, and NREFM placement.

Permanency

A safe and stable living environment and a secure parenting relationship with unconditional commitment by a caring adult who offers lifelong support in the context of reunification, adoption, or legal guardianship. Permanency includes the opportunity to maintain contact with important persons, including brothers and sisters.

Permanency Case Review

An administrative meeting to provide consultation and direction to social work staff around permanency related issues for children/youth who have been in out-of-home placement for longer than 24 months. The Permanency Case Review Team includes the CWS Director, Assistant Director, Supervising Staff Services Analyst, line staff representatives, the supervisor of the social worker presenting the case and the assigned line social worker.

END OF POLICY

PROCEDURES:

A. STAFF SERVICES ANALYST will:

1. Create and maintain a Business Objects report for all Child Welfare Services Children who have been in an out of home placement for 24 months or longer. This report should include the child's name, current placement type, placement county, placement episode duration, and upcoming Court date.
2. Refresh the Business Objects report on the 1st of every month for the following month's Permanency Case Review (Example: August 1st the Staff Services Analyst creates a Business Objects report for the cases that have Court hearings in August which will have the review in September).

B. SUPERVISING STAFF SERVICES ANALYST will:

1. Notify the social workers and their supervisors of the children on the roster for Permanency Case Reviews for any given month. (Example: if a child had a Court date in August, their permanency case review would be set for the beginning of September; if a child had a Court date in February, their permanency case review would be set for the beginning of March).
2. Send the social workers the Permanency Case Review Guide with the notification of an upcoming permanency case review.
3. Hang Permanency Case Review sign-up sheet in the on-going unit each month.

C. UNIT SUPERVISOR will:

1. Ensure that the social worker signs up for the permanency case review, or responds via email why a review is not needed.
2. Attend the permanency case review with the social worker.
3. Support and follow up with the social worker regarding next steps.

D. SOCIAL WORKER will:

1. Sign up for a time slot on the Permanency Case Review signup sheet in the On-going unit. If a review is not needed, send email to supervisor stating reason why (e.g.: the child is in an adoptive placement.)
2. Review the Permanency Case Review Guide in preparation for the review. The guide is designed to be utilized as a prompt for the discussion during the case review; however, it is not required to be completed.
3. Attend the review for the child(ren) identified on your caseload.
4. Follow up with tasks identified at the review.

E. PERMANENCY CASE REVIEW TEAM will:

1. Convene on a monthly basis.
2. Provide consultation, resources and direction to social workers presenting the case.
3. Schedule any necessary follow up consultations needed if there is a plan to reconvene sooner than the following six months.
4. Track any follow up items for future discussions.

FORMS:

Permanency Case Review Guide

CONTACT PERSON(S):

Linda Canan, Child Welfare Director

END OF PROCEDURES

REVISION HISTORY

Revision	Date	Description of Changes	Requested By
	6/8/2011	Initial Release	Marjorie Lewis