

Juvenile Delinquency Permanency Roundtable Protocol January 2017

A child's permanency plan shall be referred to a permanency roundtable before a 12-month jurisdictional review is held. The permanency roundtable shall review a child's permanency plan if the child is placed in a child caring institution, group home, or private secure facility and make recommendations to the court.

A child's permanency plan may be referred to a **Summary Permanency Roundtable** if reunification is the permanency goal and significant progress has been made towards the permanency plan. A child's permanency plan must be referred to a **Juvenile Delinquency Permanency Roundtable** if reunification is not the permanency plan.

SUMMARY PERMANENCY ROUNDTABLE

The Summary Permanency Roundtable shall review a child's permanency plan under IC 31-37-20-3 if the child is placed in a child caring institution, group home, or private secure facility and reunification is the permanency goal, and make recommendations to the court about the permanency plan. The recommendations must be included in the report required under IC 31-37-20-4.

Summary Permanency Roundtable Procedures

The Probation Officer and/or Chief Probation Officer will schedule a summary permanency roundtable meeting with the DCS Probation Service Consultant if a child has been in a child caring institution, group home or private secure facility for nine (9) months. The summary permanency roundtable may be scheduled prior to nine (9) months at the discretion of the probation officer. The summary permanency roundtable must be held prior to the child's twelve (12) month jurisdictional review hearing. If a summary permanency roundtable meeting is held and the child remains in a child caring institution, group home, or private secure facility after the 12-month jurisdictional review hearing, the case must be referred to the Juvenile Delinquency Permanency Roundtable. The Juvenile Delinquency Permanency Roundtable must be held within forty (40) days after the child's twelve (12) month jurisdictional review hearing.

The summary permanency roundtable meeting shall be at such a place and time as is feasible and appropriate. The Probation Officer/Chief Probation Officer and the DCS Probation Service Consultant may meet in person, by web-conferencing or telephonically.

The Probation Officer/Chief Probation Officer will prepare a Case Summary. The case summary and the child's case plan shall be provided to the DCS Probation Service Consultant at least 48 hours before the time and date of the summary permanency roundtable.

The Probation Officer/Chief Probation Officer and the DCS Probation Service Consultant will review the child's case summary, case plan, steps being taken to achieve permanency, and any other pertinent information regarding the child. The Probation Officer/Chief Probation Officer and DCS Probation Service Consultant may make recommendations regarding the child's

permanency plan and any services or programs that may be available or beneficial to the child and family.

The recommendations must be included in the report required under IC 31-37-20-4 and shall indicate the position of the Probation Officer/Chief Probation Officer and the DCS Probation Service Consultant. Any change in placement recommended requires prior court approval before the change in placement occurs.

JUVENILE DELINQUENCY PERMANENCY ROUNDTABLE

The Juvenile Delinquency Permanency Roundtable shall review a child's permanency plan under IC 31-37-20-3 if the child is placed in a child caring institution, group home, or private secure facility and reunification is not the permanency goal. The Permanency Roundtable shall make recommendations to the court about the permanency plan and the recommendations must be included in the report required under IC 31-37-20-4.

Juvenile Delinquency Permanency Roundtable Team Members shall include:

1. Probation Officer
2. Probation Supervisor or Chief Probation Officer
3. Facilitator
4. Scribe
5. Master Practitioner
6. DCS Representative(s)

All Juvenile Delinquency Permanency Roundtable Team Members must first attend Permanency Roundtable Orientation before participating in a Permanency Roundtable. The probation department, at their discretion, may also request the attendance of any party or participant who may be needed or appropriate, including, but not limited to, GAL/CASA, Service Providers, Public Defender, Prosecutor, other DCS staff.

Juvenile Delinquency Permanency Roundtable Procedures

The probation department shall schedule the Permanency Roundtable within forty (40) days of the child's twelve (12) month jurisdictional review hearing. The permanency roundtable must be held prior to the child's twelve (12) month jurisdictional review hearing. At the discretion of the probation department, a Permanency Roundtable may be convened at other times as needed, despite the above timeline.

The Permanency Roundtable shall meet at such place and time as feasible and appropriate given the scheduling and responsibilities of the team members. The Facilitator, Scribe, and Master Practitioner should not be a member of the probation department presenting the case. This will allow for a "fresh set of eyes" to review the case and make suggestions towards permanency.

In Preparation for the Roundtable, the Probation Officer and Supervisor will:

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1. Prepare a case summary.
2. Contact the DCS Permanency and Practice Support Team at permanencyandpracticesupport@dcs.in.gov at least two weeks in advance to schedule the DCS representative's participation at the Roundtable. The email should include the following information:
 - Date, Time and Location of the Permanency Roundtable.
 - Youth's name and the county of jurisdiction.
 - Supporting documentation. This should include the Delinquency Case Summary, the child's case plan, the Predispositional Report, Modification or other Court Report(s), most recent Psychological Evaluation, and progress reports from service providers.

DCS will select the best staff representative(s) to attend the Roundtable based on the circumstances of the case and the information provided by the Probation Department.

3. Arrange for team members to attend the Roundtable.
4. Forward the case summary and case plan to the Roundtable team members one (1) week prior to the Roundtable.
5. Prepare an oral presentation of the case for the Roundtable (See Oral Presentation Outline).

During the Permanency Roundtable Meeting

The Probation Officer and Supervisor will:

1. Offer an oral presentation on the child/case that is being reviewed (see Oral Presentation Outline below);
2. Participate in Roundtable Discussion and creation of action steps to achieve permanency.

The Facilitator will:

1. Guide the Roundtable process;
2. Maintain the Roundtable agenda and time limits;
3. Ensure the action plan is completed with a focus on permanency;

The Scribe will:

1. Record and organize the information generated by the Roundtable process;
2. Assist in composing the Recommendations developed in the Roundtable.

Following the Permanency Roundtable Meeting

1. The Probation Officer will share the recommendations with the parties to the case (i.e. child, family, prosecutor, public defender GAL/CASA);
2. Include the recommendations in the report required under IC 31-37-20-4.

Probation Officer/Supervisor Oral Presentation

The oral presentation at the Roundtable is no longer than 20 minutes and should include the following:

1. A brief introduction by the Probation Officer including educational and work history and length of time assigned to the child being reviewed;
2. A brief description of the child:
 - a. Age
 - b. Gender
 - c. When and why probation became involved with the child
 - d. Diagnosis
 - e. Medications
 - f. IQ Level
 - g. Placement
 - h. Current permanency plan
 - i. Issues and challenges affecting progress towards permanency
3. Description of other significant relationships (youth connections/caring adults) in the child's life;
4. Description of any court processes that may be affecting progress toward permanency in the case;
5. Description of the child's vision of his/her permanency and needs to achieve their permanency goals;
6. Description of the probation officer's vision of permanency for the child; and
7. Summary of what it is going to take from the probation officer's perspective to achieve permanency for the child

Juvenile Delinquency Permanency Roundtable Process

The Permanency Roundtable is approximately two (2) hours in length and includes the following steps in the process:

1. **Welcome and Overview** (5 minutes)
The facilitator welcomes the team and sets the tone for the meeting. The facilitator also reviews the purpose of the meeting and process. Team members introduce themselves and develop group agreements.
2. **Present the Case** (20 minutes)
The Probation Officer presents a case summary. The facilitator invites additional comments on the case from the supervisor and others. Team members listen and take notes.
3. **Clarifying and Explore** (15 minutes)
Team members ask questions to clarify and expand upon information presented, while exploring all aspects of the case.

4. **Brainstorm** (30 minutes)

Team brainstorming solutions focus around five key questions:

- a. What will it take to achieve permanency?
- b. What can we try that has been tried before?
- c. What can we try that has never been tried before?
- d. What things can we do concurrently
- e. How can we engage the child in planning for permanence?

5. **Create Permanency Recommendations and Action Plan** (40 minutes)

The facilitator assists the team in reviewing, combining, and prioritizing strategies developed during the brainstorming phase. The strengths of each strategy are discussed and strategies and timelines are finalized. The team determines whether a concurrent plan is needed and if so, defines the plan. The facilitator leads discussion around what it will take to successfully implement each strategy and assists the team in creating specific action steps with target dates to include in the written action plan. Potential barriers and plans to overcome each identified potential barrier are developed.

6. **Debrief Case Consultation** (10 minutes)

The facilitator leads a debrief using these questions:

- a. How can the probation officer best explain the recommendations and action plan to the family and youth?
- b. Are there any unanswered questions or concerns? If so, how should they be addressed?

Related Information:

Permanency Roundtable

An intervention designed to facilitate the permanency planning process for youth placed out-of-home by identifying solutions for permanency obstacles.

Roundtable Facilitator

A trained person from the region who is responsible for guiding the Roundtable process, maintaining the Roundtable agenda and assuring compliance with the time limits. The facilitator also leads discussion and collaboration among team members.

Master Practitioner

An experienced probation officer who is responsible for providing guidance and consultation to enhance the achievement of permanency based on their extensive experience.

Scribe

A person trained to organize and record the information generated by the Roundtable.

Statutory references

Ind. Code §§ 31-9-2-88.7, 31-25-2-23, 31-37-20-3(d)-(e), 31-37-20-4