



State of South Carolina

Department of Social Services

Policies and Guidelines: Child Welfare Services Manual

Subject	Family Permanency Plan
Authority	S.C. Code Ann. Sections 63-7-10; 63-7-1640(A), 63-7-1650; 63-71660, 63-7-1670, 63-7-1680, and 63-7-1690; Family First Prevention Services Act (P.L. 115-123)
Standards	Guiding Principles and Standards (GPS) Practice Model
Application	Case Manager and Team Leaders in Investigations, Family Preservation, Foster Care, and Adoption Services; CFTM Facilitators, CFTM Regional Team Leaders, and CFTM Coaches
Purpose	
To outline the South Carolina Department of Social Services (DSS) process for collaboratively developing a family-centered, individualized, and strengths-based family permanency plan that describes the reasons for DSS involvement, actions and services required to change behaviors and assuring the safety, permanency, and well-being for children, youth, and families. To outline how DSS will routinely monitor, update, and assess progress made to reduce safety concerns and risks as outlined in the developed plan.	
Policy Statement	
DSS collaborates with the child and family team (CFT) during a child and family team meeting (CFTM) to discuss the needs and strengths identified by the Family Advocacy and Support Tool (FAST) or Child and Adolescent Needs and Strengths (CANS) tool. This collaboration is intended to collectively identify and document specific interventions and services on the Family Permanency Plan (FPP) that addresses the needs identified by the FAST or CANS and reinforces the child and family strengths. DSS will monitor the FPP for progress each month and update the FPP collaboratively with the CFT during a CFTM. DSS recognizes and utilizes the expertise of the child and family in the development of an FPP along with input from other members of the CFT.	
Policy Administration	
The Child Welfare Services' Office of Operations is the owner of this policy and the Operations Director, or their designee, shall review this policy at least annually from the date published in the Child Welfare Manual or as needed due to changes in law or practice.	
Policy Guidelines	
A. Initiating the FPP During the Investigation Period	1. The case manager utilizes the FAST safety indicators rated actionable (2-3) to identify and recommend intervention services and activities to safely maintain the child in the home during the investigation period. 2. The case manager collaborates with the family during a case manager led CFTM to establish the goals, services, and activities that will address the immediate safety concerns captured

Subject: Name of Policy

	on the Family Permanency Plan to safely maintain the child in the home or with identified caregiver(s). 3. The Family Permanency Plan will detail the goals of the recommended services or activities to include responsible parties and timeframes, be finalized, and a copy will be provided to the family within five (5) business days. Note: Refer to Section C of Policy 301: Child Welfare Services Investigations for additional guidance regarding initial safety services and decisions and the FAST Policy for additional guidance on completing the assessment of safety.
B. Initiating the Family Permanency Plan During Family Preservation	1. The Family Preservation case manager reviews a finalized FPP as part of their reassessment within 14 days of the Family Preservation service line opening to determine if additional services are needed. 2. The Family Preservation case manager meets with the child and family to gather information to complete the reassessment FAST. Note: Refer to Policy 400: Family Preservation Services for FPP planning.
C. Initiating the Family Permanency Plan During Foster Care	1. The Foster Care case manager begins collaborating with the Investigations case manager and/or Family Preservation case manager and family to gather information for all children in foster care within one (1) business day after child enters care. 2. The Foster Care case manager meets with the child and family to gather information to complete the reassessment FAST and CANS. 3. The Foster Care case manager completes a Child and Family Team Meeting Referral. Note: Refer to CFTM Timelines for information on CFTM time frames.
D. Developing the Family Permanency Plan	1. The FPP is fully developed and finalized with the child and family team no later than the 25-Day CFTM in CAPSS. The finalized FPP will: - Detail the child, youth or young adults permanency goal and with whom; - Detail the child and family goals along with the specific qualified services and activities established to accomplish the identified goal; - State correlations between the qualified service and activities with the need(s) identified by the CANS or FAST assessment; - Include timeframes for achieving the goals, as well as timeframe for the services and activities established to accomplish the identified goal; and

Subject: Name of Policy

	e. Create a visitation plan for the child, youth, or young adult and family. 2. For additional information on the process of completing the goals, qualified services, and activities section, please see the FPP Work Aid 1647.1. 3. A copy of the FPP is provided to parents, guardians (if applicable), and the child, youth, or young adult (if developmentally appropriate) within two (2) days of the CFTM.
E. Finalizing the Family Permanency Plan	1. The case manager finalizes the FPP in CAPSS after the following CFTM's: a. 25-Day; b. 90-Day; and c. 6-Month Permanency (recurring). 2. The case manager shall review the printed copy of the FPP and obtain participating parent(s) signatures. 3. The case manager provides a printed copy of the finalized plan to the family five (5) days following any CFTM that finalizes the FPP.
F. Monitoring and Updating the Finalized Family Permanency Plan	1. The case manager monitors progress towards achievement of the FPP goals by the child and family every month, utilizing formal and informal assessments. 2. Updates to the FPP shall not be made outside of CFTM's by the case manager. 3. When updating the FPP during CFTMS, consider the following: a. Progress made by the child, youth, or young adult and family as it relates to the reasons for DSS involvement, including progress towards the child and family's overall goals and the specific services and activities established to accomplish the identified goal; b. Needs and strengths identified through formal and informal assessments; c. Any additional safety or risk concerns identified by the FAST or CANS and goals to address those concerns; d. Child, youth, or young adult's adjustment to DSS involvement; and e. The permanency goal for the child and family. 4. The case manager documents progress towards the FPP goals in CAPSS dictation narrative of contacts and correspondence. 5. The CFT reviews and provides progress updates to the FPP at the 90-Day CFTM and the recurring 6-Month Permanency

Subject: Name of Policy

	CFTM. The CFT will also review and provide progress updates to the FPP at any Special Call CFTM. 6. An updated copy of the FPP is provided to parents, guardians (if applicable), and the child, youth, or young adult (if age and developmentally appropriate) within five (5) days of any subsequent CFTM.
G. Planning for Transition of Youth 14 or Older in Foster Care	- For youth in foster care ages 14 and older, the FPP will include preparing and planning with the youth for their transition to adulthood. - Annually, case managers plan for transition to adulthood with the youth, utilizing DSS Form 30206 as a guide, to identify strengths and needs in the following categories: - Daily living skills; - Education; - Employment; - Transportation; - Housing; - Finances; - Essential documents; and - Health and well-being. - Progress is monitored and assessed for goal progression and any barriers during the case managers monthly contacts with the youth. When barriers are identified, case managers shall submit timely referrals to services to help foster the youth's transition to adulthood. - Any progress, assessments, questions, and concerns shall be documented in CAPSS dictation. - A copy of DSS Form 30206 shall be uploaded to CAPSS Linked Files and provided to the youth.
H. Team Leader Case Consultation	- Team Leaders must verify the FAST and CANS are completed and approved prior to the CFTM. - Before any CFTM, the team leader works with the case manager to outline DSS safety and risk concerns and identifies the need for services of the child and family. - During monthly case consultations, the team leader reviews the FPP to assess the plan is: - Family-driven; - Strengths-based; - Individualized; - Solution-focused; - Trauma-responsive; - Culturally-responsive; and - Time-specific. - The team leader, in addition to the case manager, will assess the need for a Special Call CFTM.

Subject: Name of Policy

	5. The team leader reviews and monitors the FPP data reports. 6. The team leader conducts qualitative reviews to monitor the FPP. Note: Refer to Policy 1644: Team Leader Case Consultation for additional guidance on supporting the case manager.
--	---

Forms and Related Documents	DSS Form 30206: Youth-Driven Transition Plan FPS Case Timeline Overview CFTM Timelines
Related Management Reports	DSS Practice Profiles - Functional Assessments Case Planning Child and Family Teaming NYTD Documents DSS Form 30258: Chafee Program Guidelines for Services Booklet

Glossary	
Age or Developmentally Appropriate: activities that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally appropriate for a child, based on the development of cognitive, emotional, physical, and behavioral capacities that are typical for an age or age group; and in the case of a specific child, activities or items that are suitable for the child based on the developmental stages attained by the child with respect to the cognitive, emotional, physical, and behavioral capacities of the child Caregiver: a person with whom a child in the care, custody, or guardianship of the agency is placed for temporary or long-term care; is responsible for child's daily care in the placement setting (i.e. kinship caregiver, fictive-kin caregiver, foster parent, or congregate care provider) Child and Adolescent Needs and Strengths (CANS): an assessment tool which best exemplifies strength-based, culturally responsive and family focused casework. The CANS produces the least stigma or label for the children and families served. It provides a communication basis for understanding the treatment needs of youth and making decisions about care and services. The CANS assesses the needs of children ages five and older to assist with matching services appropriately based on the child's identified needs the family, including a parent who is not the primary custodian of the child, youth, or young adult if there is a joint or shared parental relationship Parent: mother or father, whether biological or adoptive, from whom the child, youth, or young adult was removed and with whom the agency is working toward reunification Planning for Transition: a collaborative, youth-driven, strength-based, and goal-focused process that draws on a youth or young adult's support system to generate options and resources that support the youth or young adult's goals and embodies youth voice, positive environment, planning, informed decision making, and collaboration to ensure resources are identified for needed services and accomplishing goals Visitation Plan: a plan detailing the duration and frequency of interaction between a child, youth, or young adult and their parents, guardians, siblings, other family members, and other significant persons in the child, youth, or young adult's life. This plan is	

Subject: Name of Policy

developed with the child, youth, or young adult, parents, and family supports, with input from the caregiver and Guardian ad Litem, designed to promote, maintain, and develop permanency and healthy attachments while reducing the negative effects of separation.