

### **The Permanency Roundtable Team Members Role Qualifications and Expectations:**

The Permanency Roundtable process requires seven unique team members participate in the two-hour meeting in order to maintain fidelity of the process. The team members' qualifications and expectations are identified below.

#### **1. Administrator/Policy Expert**

The preference would be for the county to fill this role. County Administrators have the specific knowledge and understanding of the county rules and policies.

- This role can be filled by a:
  - County Director
  - County Deputy Director
  - County Supervisor or Manager
  - Tribal Supervisor, Manager or Director
  - DCF Section Manager or Bureau Director
- The person in this role must:
  - Possess a wealth of child welfare content expertise
  - Have practice experience with public child welfare systems
  - Have strong understanding of internal and external processes, policies, Administrative Rules and State Statutes.

#### **2. County Caseworker**

- This role must be filled by the worker assigned to the case. If the worker is unavailable to participate in the PRT, the case can not be scheduled until the worker is available.
    - This **excludes** cases that are temporarily assigned to another worker due to medical leave, or long-term leave.
  - The person in this role must:
    - Prior to the permanency roundtable prepares for the PRT by:
      - Reviewing the Oral Presentation Tool and preparing answers for each of the relevant questions
      - \*Develop a genogram of all the family members (this is not mandatory)
      - \*Develop a timeline starting with the original removal and include any moves and the types of placements (this is not mandatory)
    - Present the case to the team using the oral presentation tool appropriate for the case type
- \*The genogram and timeline are not mandatory but are strongly encouraged. Workers and supervisors have acknowledged the usefulness of these tools during and after a PRT. Team members have also found them helpful during the different phases of the PRT.

#### **Tribal Worker** (Required team member for a tribal PRT)

- This role is filled by the tribal worker that is assigned to the case or their designee.
- The person in this role must:
  - Prior to the permanency roundtable prepares for the PRT by:

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- Reviewing the Oral Presentation Tool and preparing answers for each of the relevant questions
- \*In collaboration with the county caseworker develop a genogram of all the family members (this is not mandatory)
- \*In collaboration with the county caseworker develop a timeline starting with the original removal and include any moves and the types of placements (this is not mandatory)
- Participate in the action plan development with the case worker
- Represent the tribe's position regarding the permanency options for the child or sibling group involved in the PRT.
- **The Tribal Worker must be present for all PRTs involving a tribal child placed through county circuit court. If the worker is not available, a tribal representative can be designated by the tribe to attend the PRT.**
  - If the tribal worker is unable to attend the PRT, they can give permission for the PRT to occur or ask for it to be rescheduled
  - It may be necessary to schedule a PRT involving a tribal child at least three months in advance.

**3. External Consultant**

- This role **MUST** always be filled by someone outside the county implementing the PRTs and must meet the following criteria:
  - Have attended the Permanency Values training
  - Is a County Worker currently working in either child protective services or juvenile justice with 5 years of experience and is approved by the supervisor to participate in the PRT in this role.
  - Is a professional with a minimum of 5 years of experience working within the child welfare system but currently does not work for a county agency. Examples would be:
    - A retired County Child Welfare or Juvenile Justice Supervisor, Manager, or Director
    - Staff from the Department of Children and Families
    - Staff from the Regional Training Partnerships
    - Tribal Representatives
    - Child Welfare Regional Coordinators
  - This role can also be filled by a professional from another county that meets the criteria of the
    - The Administrator/Policy Expert Role
    - The Supervisor Role
- This role **cannot** be filled by a professional that works within the county implementing the PRTs. However if the professional meets the criteria of an external consultant, they may fill the role in another county. Examples of professionals that cannot fill the role in the county implementing the PRT would be:
  - CASA Workers
  - The tribal worker assigned to the county. The worker would be considered one of the workers on the case
  - A social work intern
- The person in this role must:
  - Possess knowledge and experience regarding child welfare issues and children in out of home care.

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- Bring a new perspective and fresh set of eyes to the case and knowledge of best and promising practices and is from outside the county system
- Ask clarifying questions in order for the team to get a full picture of the case
- Participate in brainstorming and action plan development

**4. Facilitator**

- This role must be filled by a PRT certified facilitator
  - see Certified Facilitator Policy
- The person in this role must:
  - Facilitate the structured process following the six phases
  - Monitor the time and is able to move the consultation forward
  - Chart brainstorming results
  - Ensure the action plan is completed

**5. Permanency Consultant**

- This role is filled by the State Permanency Consultant assigned to the county, or a designee. A designee would be another SPC or Regional Supervisor.
- The person in this role must:
  - Have a strong commitment to permanency for children in care
  - Give solution-focused and strengths-based feedback
  - Provide consultation regarding permanency

**6. Scribe**

- This role can be filled by:
  - Office Assistants
  - Social Work Interns
  - County Workers
  - County Supervisors
  - DCF Staff
- The person in this role must:
  - Have strong knowledge of eWiSACWIS and data entry
  - Have an understanding of child protective service language and acronyms
  - The ability to input information into system during the permanency roundtables
  - Assist the facilitator with time management

**7. County Supervisor and Tribal Supervisor**

- This role is filled by the supervisor of the caseworker presenting the case at the PRT or designee. The supervisor may be substituted by another supervisor or manager in the county or tribe.
- The person in this role must:
  - Provide supplemental information about the case being presented
  - Respond to questions
  - Participate in brainstorming and action plan development
  - Ensure that the caseworker is not overwhelmed with tasks and timelines

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The Permanency Roundtable process can be enhanced by involving other professionals that are a part of the child's team or are participating for training purposes. These professionals are not required to participate in the Permanency Values Training. Optional Team Members could involve:

**1. Placement Agency Social Worker/Program Manager**

- This role is filled by the social worker that provides direct case management to the child placed in a private child-placing agency foster home, a group home, or a Residential Care Center
- The person in this role must:
  - Provide supplemental information about the case being presented
  - Respond to questions
  - Participate in the different phases of the PRT

**2. Adoption Worker or Supervisor**

- This role is filled by the adoption worker assigned to the child or sibling group by the private contract agency partners. The supervisor can fill this role if the adoption worker is unavailable and the supervisor is familiar with the case.
- The person in this role must:
  - Provide supplemental information about the case being presented
  - Respond to questions
  - Participate in the different phases of the PRT
  - Consider completing actions steps, if appropriate

**3. Other County Staff**

- This role can be filled by other county professionals that are involved in the child or siblings case. Examples of county professionals could be:
  - A Foster Care Coordinator
  - A caseworker that was previously assigned to the case
  - A Coordinated Service Team worker
  - A Children's Long-Term Support Waiver, Birth to 3, or Family Support worker
- The person in this role must:
  - Provide supplemental information about the case being presented
  - Respond to questions
  - Participate in the different phases of the PRT
  - Consider completing action steps, if appropriate

**4. Observer:**

- This role is **not** required and should **only** be used for training purposes. It **should not** be filled for any other reason. There should be **no more than two** observers at any PRT. When scheduling a PRT it should be taken into consideration if the professional meets the qualifications for any other team member role, if they do, they should fill the team role. Examples of training purposes:
  - A professional is training to become a certified facilitator. However this person should first be considered for the role of external consultant since they have met all the requirements for the role.
  - A new staff member has been hired and needs to observe the process

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- Supervisors from other counties that have not implemented the PRT process
- A DCF Administrator or Staff Member that has a role in child welfare and needs to monitor the PRT for reporting purposes.
- The person in this role must:
  - Have a purpose for attending the PRT (see examples above)
  - Have experience in child welfare
  - Has been approved to attend the PRT by the PRT Coordinator or Regional Supervisor.