Introduction
The Family Permanency Plan (FPP) is the method used by the Department of Children’s Services (DCS) to document the strengths and needs of delinquent youth. The FPP documents the provision of treatment and/or services and progress the youth is making toward permanency. The FPP is used to define a starting point of supervision by identifying strengths, needs, concerns and a course of action to address them. A FPP is completed for all youth under supervision or in the custody of DCS.

When a youth is referred to the DCS for services, the goal is to provide services and support to assist the youth in becoming a productive member of society. DCS begins planning toward case closure immediately, identifying supports to reach the ultimate goal of permanency for youth and their families.

The youth and family's involvement in the entire treatment process is critical so that all can clearly understand what is expected. The youth and family are involved in the gathering of information to inform the assessment process and completion of the Child and Adolescent Needs and Strengths (CANS) intervention. Service needs are identified through the development of the CANS. Staff use all available departmental and community resources including the youth’s team when assessing a youth and family. Results of the assessment intervention are indicators that are utilized to identify strengths and concerns to develop desired outcomes and action steps in the FPP. Justification of ratings is included within the CANS to capture critical information and details pertaining to the youth and family to provide a holistic overview.

The FPP has the following goals:

♦ To ensure that the youth and family receive maximum benefits from services provided.
♦ To provide clear, measurable expectations for the child and family team members.
♦ To provide a clear treatment plan and document how assistance is implemented.
The Child and Family Team Meeting
The FPP is developed during a Child and Family Team Meeting (CFTM) with the input of the youth, family and the youth's team, unless extenuating circumstances exist. It is considered a working document. The team invites any supports and agencies providing services to the family.

During the meeting, the FSW explains and documents in the FPP:
- The range of services available to assist the family
- How DCS can support the achievement of desired outcomes
- How progress is monitored
- Any special conditions, including conditions ordered by the court
- Benefits to be gained if the plan is fulfilled
- Possible consequences of noncompliance
- Explain parental/caregiver role

The FPP is based on assessments and includes:
- Strengths and concerns indicated by all assessments, including but not limited to the CANS, community risk assessments, mental health assessments, school records, etc.,.
- Services and supports to be provided to include specific steps for obtaining services, responsible parties and action steps.
- Agreed upon goals and timeframes for achieving them.
- Documentation of any unmet service and support needed and why.
- The level of supervision of the youth, including the number and type of contacts required, per policy 13.1 Supervision of Youth Adjudicated Delinquent for Custodial and Non-Custodial Youth.
- For youth on Aftercare, the FSW coordinates service needs with collaborative partners prior to the youth's return home and throughout the remainder of Aftercare as needed.
- A plan developed by the FSW for any item scored Moderate or High on the community risk assessment tool.
- Needs identified to maintain and strengthen family relationships and community safety.
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- Services and supports sensitive to the youth’s age, developmental level, language, gender, race, ethnicity, religion, sexual orientation and past experiences trauma.
- Review and approval by the FSW’s supervisor.

The FSW:

- Identifies and assists the youth and family in developing sources of pro-social support such as mentors, community members, peers, or other family members;
- Assists the youth in the development of appropriate leisure time activities.
- Connects the youth and family members to resources that help them meet unmet service needs; maintain and strengthen family relationships, prevent, manage and resolve family conflicts and identify strengths that can help them meet future challenges.
- Includes family members in meetings, scheduling decisions and allows participation via teleconferencing, if needed.
- Assists with transportation and childcare to the extent possible.

Aftercare Plans

The FPP for youth on Aftercare:

- Includes all recommendations made at the Release CFTM;
- Addresses on-going and support issues identified in reassessments, treatment summary, permanency plan issues that are targeted for aftercare and the youth’s formal and informal supports;
- Addresses unmet needs while in custody;
- Identifies services needed or desired, specifies steps for obtaining these services and specifies responsibilities of all parties who complete what in obtaining services;
- Includes the re-assessment community risk level (Low, Moderate, High) documented in the Safety section of the FPP.

Developmental Areas

Action steps addressed in the FPP must cover relevant areas of concern. Barriers identified during the CFTM and those that are court ordered are documented in the plan. Each Mission: Safety, Permanency, and Well Being must be addressed along with applicable indicators, as
The following identifies where to document concerns in the plan:

1. **Safety and Security**
   Concerns addressed under safety include: **safety of youth:** stealing, risk to the youth and victim, sanction seeking behavior, self-harm, etc.; **physical/sexual abuse:** victim or perpetrator; domestic violence; **safety of the community:** electronic monitoring, In-home services; curfew and curfew checks, after hour monitoring; **delinquent behavior:** including aggressive, destructive and violent acts; **supervision and reporting level:** including the number and type of contacts required and inform the family that contacts take place at the home, office, school, work, etc.; risk level (low, moderate, high) and justification for supervision level.

2. **Parenting and Family Responsibilities (Indicator)**
   Behavior in the home that cause problems for the youth; parent participation in the youth’s identified treatment needs; the relationship between the youth and the parent (communication, interaction, etc.); the parent’s effort to parent due to work schedule, supervision of the youth, consistent discipline, etc; parents addressing their identified needs and residential stability.

   Family issues can also be addressed such as how the FSW helps the family to: support and supervise the youth; help family with unmet service needs; help the family to maintain and strengthen family relationships; prevent, manage and resolve family conflicts; and identify strengths that can help them meet future challenges.

3. **Socialization and Attitudes (Indicator)**
   Pro-social or delinquent attitudes and associates; pro-social recreational and leisure time activities; age appropriate activities, sports of hobbies; age appropriate social relationships; problem solving skills; demonstration of social skills in various social settings; positive relationships with peers and family; youth’s adjustment in the home and anger management.

4. **Restorative Justice (Indicator)**
   Involving youth in restorative activities should be addressed in this section such as the following: peer counseling, leadership development, service projects, family living skills, youth as drug educators, cross-age educational tutoring, work experience, service crews, employment, job preparation, career exploration, youth as recreation aids and planners,
conservation projects, community development projects, recycling, community beautification projects, youth developed cultural education projects, conflict resolution training, and youth as school conflict mediators, work with adult mentors on community projects and intergenerational projects with the elderly.

5. **Preparation for Adult Living (Indicator)**

   Education, including if the youth is in school, working on a GED or other educational programs as well as program performance, progress, attendance and participation. Employment, including attendance, participation, performance on the job, responsible use of money earned, job seeking skills, vocational training, housing, money management, consumer awareness, hygiene and nutrition.

   Youth in DCS custody 14 years of age or older must have an Independent Living Plan developed and youth 17 years of age or older must have a Transition Plan developed. This is part of the Family Permanency Plan. See DCS Policy **16.51, Independent Living and Transition Planning; the Independent Living and Transition Planning Guide**, the **Guide for Developing an Independent Living Plan for Youth Ages 14 and Up**, and the **Guide for Developing a Transition Plan for Youth Ages 17 and Up**.

**Time Elements:**

**Probation Cases**

The Probation FPP is completed and approved by a supervisor within thirty (30) calendar days. See DCS Policy **13.26, Probation Referrals** for further details.

**Custody Cases:** See DCS Policy **16.31, Permanency Planning for Children/Youth in the Department of Children’s Services Custody** for time frames.

**Aftercare Cases (Release to Home Placement)**

The Aftercare FPP is developed at the Release CFTM. The plan is reviewed and contains signatures of the youth and parent. A copy of the plan is given to the youth and parent.

**Interstate Compact for Juveniles (ICJ):**

1. **Cases Received from Out of State**

   When a youth on Probation or Aftercare (the term “parole” is used for these cases per the ICJ) from another state is supervised by the Department of Children’s Services, a FPP is developed. A CFTM is held within (30) calendar days of the home verification date.
2. **Cases Leaving Tennessee**  
   If a youth is placed on probation in Tennessee and *immediately leaves the area* to return to their home state, no FPP is required. The youth follows the requirements of the receiving state per the Interstate Compact for Juveniles.

**Transfer Cases**  
If a youth is placed on probation but lives in a different county, the receiving county develops the FPP. The receiving FSW has (30) days from the home verification date to hold the CFTM and develop the plan.

If the family has been living in one county, then moves to another county or state during the supervision period (after the first 30 days) the FPP is already completed and sent with the required transfer documents.

**Quarterly Reviews**  
The FPP is reviewed quarterly via a CFTM to review the youth’s progress toward desired outcomes. Quarterly reviews are completed at the 90, 180 and 270 day point. After one year a new FPP is developed. Quarterly reviews are documented in **TFACTS** in the CFTM module, and a justification for continued supervision is indicated. See **Work Aid: Juvenile Justice Family Permanency Plan Quarterly Review** for more information.

The quarterly review provides an update on each desired outcome and action step to show how much progress the youth has made. Established time frames are addressed and adjusted, if applicable. There is also an update on any services the youth and family are receiving, progress and other pertinent issues such as verification they are engaged and participating. Problems and successes experienced during service delivery are indicated. Any complaints that have been received regarding the service are discussed, including resolution of the problem as well as the youth’s current supervision level and the number of contacts that are made with the youth and family. Documentation reflects that these things have been addressed.

A copy of the quarterly review is given to the youth and parent.

**Interstate Compact for Juveniles**  
Quarterly reviews for ICJ cases are completed by the guidelines indicated above; however, in addition, **Form IX, ICJ Quarterly Progress Report or Violation Report** must also be completed.
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per the ICJ guidelines. After signatures are obtained, a copy is sent to the ICJ Deputy Compact Administrator in central office who sends the review to the applicable state.

Court Ordered (Immediate) Release
If the Juvenile Court releases a youth without prior notice via court order, the FPP is not required if the case is closed. If the youth is supervised on Aftercare, a CFTM is held within three (3) working days of the youth’s return home to develop the FPP.

The FPP and Case Closing (Discharge)
The FPP addresses planning for the youth and family after the case is closed. A closing plan is developed sufficiently in advance of case closing to ensure an orderly transition. The discharge plan identifies services needed or desired and specific steps for obtaining these services. The FSW takes the initiative to explore suitable resources and makes contact with service providers prior to case closure.

Training
Training for the FPP is covered in the Juvenile Justice Specialty Week for new or transfer employees. Team Leaders or DCS Training staff may train staff by utilizing this protocol.