



Tennessee Department of Children's Services

Protocol for Juvenile Justice Family Permanency Plan

Supplemental to DCS Policy: 13.9, 13.10, 13.11, 13.12, 16.31, 16.51, 31.1

Introduction

The Family Permanency Plan (FPP) is the method used by the Department of Children's Services (DCS) to document 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. See DCS Policy [31.1 Family Permanency Plans](#) for detailed information on the process of developing a FPP.

When a youth is referred to DCS for services, the goal is to provide services and support to assist youth in becoming a productive member of society. DCS begins planning toward case closure upon receipt of a case identifying supports to reach the ultimate goal of permanency for youth and 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 uses all available departmental and community resources including the youth's team when assessing a youth and family. Results of the assessment 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.

Original Effective Date: 9/10

Revised: 3/20

Supersedes: 01/03/19

Supplemental to: DCS 13.9, 10/30/19, 13.10, 7/26/19, 13.11, 1/17/20, 13.12, 7/1/19, 16.31, 3/29/18, 16.59, 5/1/12, 31.1, 3/29/18
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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 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 Juvenile Service Worker (JSW)/Juvenile Probation Officer (JPO) 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; and
- ☐ The role and responsibilities of the parental/caregiver in the plan.

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 including 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 DCS Policies [13.10, Custody Requirements for Delinquent Youth](#), [13.11, Trial Home Visit and Aftercare Requirements for Delinquent Youth](#) and [13.12, Probation Requirements for Delinquent Youth](#).
- ☐ For youth on Aftercare, the JSW/JPO 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 JSW/JPO for any item scored Moderate or High on the community risk assessment tool.

Original Effective Date: 9/10

Revised: 3/20

Supersedes: 01/3/19

Supplemental to: DCS 13.9, 10/30/19. 13.10, 7/26/19, 13.11, 1/17/20, 13.12, 7/1/19, 16.31, 3/29/18, 16.59, 5/1/12, 31.1, 3/29/18
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- ☐ Needs identified to maintain and strengthen family relationships and community safety.
- ☐ Services and supports sensitive to the youth's age, developmental level, language, gender, race, ethnicity, religion, sexual orientation and past traumatic experiences.
- ☐ Review and approval by the JSWs/JPOs supervisor.

The JSW/JPO:

- ☐ 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 JJ Release to Aftercare CFTM, to include electronic monitoring requirements;
- ☐ Includes the minimum supervision requirement of (3) three face to face visits within the first (30) thirty days, with the remaining visits being in accordance with DCS Policy [13.11, Trial Home Visits and Aftercare Requirements for Delinquent Youth](#);
- ☐ 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 and the plan to meet these needs during aftercare;
- ☐ Identifies services needed or desired, specifies steps for obtaining these services and specifies responsibilities of all parties: and

Original Effective Date: 9/10

Revised: 3/20

Supersedes: 01/3/19

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- Includes the CANS re-assessment community risk level (Low, Moderate, High) documented in the Safety section of the FPP, including electronic monitoring if applicable.

Developmental Areas

Action steps addressed in the FPP 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 are addressed along with applicable indicators, as outlined below. Desired outcomes and action steps include the expected achievement date and responsible person for all assigned tasks.

The following identifies where to document concerns in the plan:

1. Safety (Indicator)

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 (any youth who score Moderate, High or Very High on form **CS-1210, Juvenile Justice Community Risk Tool** are required to wear an electronic monitor), 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.; CANS risk level (low, moderate, high) and justification for supervision level.

2. Permanency (Indicator)

Behaviors in the home that cause problems for the youth; parent participation in the youth's identified treatment needs (supporting the department in providing services to the youth to include providing transportation for the youth to and from appointments and relaying important information about the youth to the department); 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 (to include helping youth on an electronic monitor keep the equipment charged, consistent discipline, etc.); parents addressing their own identified needs (to include treatment for drug and alcohol issues if applicable) and residential stability.

Family issues can also be addressed such as how the JSW/JPO helps the family to: support and supervise the youth; help family with needed services; 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. Social Functioning (Indicator)

Original Effective Date: 9/10

Revised: 3/20

Supersedes: 01/3/19

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

4. Preparation for Adult Living (Youth Age 16 and older) OR Education (Youth Age 15

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](#); and the [Permanency Plan Development Guide](#).

5. Restorative Justice - Optional (Indicator)

Involving youth in restorative activities is 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.

Time Elements:

Initiating a Plan:

□ Probation Cases

The Probation FPP is completed and approved by a supervisor within thirty (30) calendar days. See DCS Policy [13.12, Probation Requirements for Delinquent Youth](#) for further details.

Original Effective Date: 9/10

Revised: 3/20

Supersedes: 01/3/19

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☐ Custody Cases

The FPP is completed and approved by a supervisor within thirty (30) calendar days of custody. See DCS Policies [13.10, Custody Requirements for Delinquent Youth](#) and [16.31, Permanency Planning for Children/Youth in the Department of Children's Services Custody](#) for more detailed information.

☐ Aftercare Cases (Release to Home Placement)

The Aftercare FPP is developed at the Release CFTM and is entered into TFACTS as the CFTM Type - JJ Release to Aftercare. The plan is reviewed and contains signatures of the youth and parent/caretaker. A copy of the plan is given to the youth and parent/caretaker. See DCS Policy [13.10, Custody Requirements for Delinquent Youth](#) for more detailed information.

Interstate Compact for Juveniles (ICJ):

☐ Cases Received from Other States

When a youth on Probation or Aftercare from another state is supervised by the Department of Children's Services, an FPP is developed. A CFTM is held within (30) calendar days of the home verification date.

☐ Cases Supervised Outside the State of 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 ICJ.

Transfer Cases:

See DCS Policy, [13.9, Juvenile Justice Case Transfers Within and Between Regions](#)

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. A new FPP is developed or revised within 180 days from the date of the current plan for youth who need supervision and services beyond this timeframe. 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](#) for more information.

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Revised: 3/20

Supersedes: 01/3/19

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- If youth needs more time, then a new FPP is needed. Revise the plan no new If Recommendation is
- 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:

- Quarterly reviews for ICJ cases are completed in accordance with the guidelines indicated above; however, in addition information is documented on, [Form IX, ICJ Quarterly Progress Report or Violation Report](#) and completed per compact guidelines
(see the [Interstate Compact for Juveniles Overview and Guide for Family Service Workers and Court Staff](#) for additional information). The completed form is sent to the ICJ Deputy Compact Administrator in central office who sends the review to the applicable state via the Juvenile Interstate Data System.

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 JSW/JPO

Original Effective Date: 9/10

Revised: 3/20

Supersedes: 01/3/19

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takes the initiative to explore suitable resources and makes contact with service providers prior to case closure.

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Revised: 3/20

Supersedes: 01/3/19

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