ENTER/CHANGE A PERMANENCY GOAL/ORIGIN

CREATION DATE: March 7, 2011



Pointers to Remember:

- 1. Enter Permanency Goal in the Open Placement Case.
- 2. Only Court Ordered Goals are valid for children in care 180 days or longer.
- 3. **Permanency Goal Creation Date** should be the same date as the **Court Order Date** (*if applicable*).

Enter a new Permanency Plan - when no open goal currently exist (Example 1)

Steps Include:

- Step 1: Place cursor over Case, Case Plan, Permanency Plan.
- Step 2: Click **Permanency Plan**.
- Step 3: Select **Client**.
- Step 4: Click New Plan.



Figure 1

Referral Case Case Case Case Case Case Case Case Case Case Case Stepse Case	CHILD AND FAM	COLUMBIA Mily Services Agency		F	A C E S.N	ΕT
Case Dian O Assessment Permanency Plan Household Assmt O Child Strengths and Needs Assessment O. Service Plan O. Report O. 3: Sclect Client. Permanency Plan Selection * Denotes Required Fields * Click New Plan. 4: Click New Plan.	Referral Case C	lient Provider Admin	PPW	Cas	e 💙	Go
3: Select Permanency Plan Selection Client. Denotes Required Fields Case Entity Name: Entity Name: Base Contrast System Name Name: Name: System: Permanency Plan Client: Permanency Plan Client: Permanency Plan Actual Completion Date Permanency Plan Actual Completion Date Permanency Plan		assment Permanency Plan House	hold Assent D. Child Strengths and Need	is Assessment D. Service Pla		
3: Select Client. Denotes Required Fields *Denotes Half-Mandatory Fields ‡Denotes AFCARS Fields Client Image: Client Sector Secto	Case e/ Case Plail e/ Ass	essment remaining Plan rouse		IS ASSESSMENT & Service Fit		
3: Select Client. Client. Name Venotes APCARS Fields Entry Name: Vectors Required Fields Vectors Required Fields State Finale Vectors Required Fields Vectors Required Fields State Fields Vectors Required Fields Vectors Required Fields Vectors Required Fields State Fields Vectors Required Fields Vectors Required Fields Vectors Required Fields Vectors Required Fields State Fields Vectors Required Fields </td <td>listory</td> <td>Permanency Plan Selection</td> <td>01. 10.42200 VIII 10.4421 VI.4000 VI. V</td> <td></td> <td></td> <td></td>	listory	Permanency Plan Selection	01. 10.42200 VIII 10.4421 VI.4000 VI. V			
Client. Client Case Fully Hame: JACKSON48 B45245 Fully JD: JACKSON48 LAKEISHA JACKSON48 B45245 LAKEISHA JACKSON48 B45245 PAUL WILLIAMS48 B45245 PAUL WILLIAMS48 B45245 PAUL WILLIAMS48 B45247 Male REYSHAWN JACKSON48 PAUL WILLIAMS48 B45243 Male ReySHAWN JACKSON48 PAUL WILLIAMS48 B45245 PAUL WILLIAMS48 B45243 Male ReySHAWN JACKSON48 PAUL WILLIAMS48 B45243 Male ReySHAWN JACKSON48 B45243 Male PAUL WILLIAMS48 B45243 Male ReySHAWN JACKSON48 B45243 Male OActive Clients All Clients All Clients All Clients Plan. Creation Date Permanency Plan Actual Completion Date	3: Select	* Denotes Required Fields ** Der	notes Half-Mandatory Fields	AFCARS Fields		
Name Number Gender Date of Birth Case FEMALE SCOTT48 845246 Female Interview of the second	Client.	Client				
Case Exity Name: JACKSON48 Entity TD: 192562 FEMALE SCOTT48 845246 Female ACKSON48 Entity TD: 192562 LAKEISHA JACKSON48 845245 Female ATONYA HOLMES48 845248 Female PAUL WILLIAMS48 PAUL WILLIAMS48 845247 Male Male REYSHAWN JACKSON48 845243 Male Male QAL WILLIAMS48 845243 Male Male Creation Date Permanency Plan Creation Date Permanency Plan Creation Date Permanency Plan Actual Completion Date		Name	Number	Gender	Date of Birth	1
Entity Name: KEYSHAWN JACKSON48 845241 Male Entity ID: 192562 Female 1 Active Clients Active Clients All Clients O Active Clients O All Clients O All Clients O Active Clients O All Clients O Active Clients O All Clients O All Clients	Case	FEMALE SCOTT48	845246	Female		
Entity ID: 192562 I AKEISHA JACKSON48 845245 Female 1 PAUL WILLIAMS48 845247 Male 1 REYSHAWN JACKSON48 845243 Male 1 O Active Clients 1 All Clients 1 Permanency Plan 1 Creation Date Permanency Plan Actual Completion Date 1 Actual Completion Date 1 Output 1	Entity Name: JACKSON48	KEYSHAWN JACKSON48	845241	Male		
4: Click New Plan. Permanency Plan 4: Click New Plan. Permanency Plan	Entity ID:	LAKEISHA JACKSON48	845245	Female		
PAUL WILLIAMS48 845247 Male REYSHAWN JACKSON48 845243 Male Image: Active Clients Image: Active Clients Image: Active Clients Image: Active Clients <td>192502</td> <td>LATONYA HOLMES48</td> <td>845248</td> <td>Female</td> <td></td> <td></td>	192502	LATONYA HOLMES48	845248	Female		
REYSHAWN JACKSON48 845243 Male • Active Clients • All Clients • All Clients • Creation Date • Permanency Plan • Creation Date • Permanency Plan • Actual Completion Date • Actual Completion Date		PAUL WILLIAMS48	845247	Male		
4: Click New Plan.		REYSHAWN JACKSON48	845243	Male		~
4: Click New Plan.		Active Clients All Clients Permanency Plan				
4: Click New Plan.		Creation Date	Permanency Plan	A	ctual Completion Date	a
4: Chick New Plan.		2				
Plan.	4: Click New					
	Plan.					
New Plan Show Cancel		New Plan Show Cancel				

Figure 2

Step 5: Enter Creation Date, Permanency Goal and Permanency Goal Origin.

Step 6: Complete other **Narrative Information** on each tab.

Referral	Client Provider Admin PPW	Case
Case D Case Plan D	Assessment 🛛 Permanency Plan 🛛 Household Assmt 🖸 Child Strengths and Needs Assessment 🖓 Service Plan 🖓 Report 🖓	
Organizer Focus Histo	Permanency Plan Selection Denotes Required Fields Denotes Half-Mandatory Fields Denotes AFCARS Fields	
5: Enter Creation	Permanency Goal Child Siblings Barriers	
Date,	Changes in Permanency Goal may impact Household membership. Be sure to make any necessary changes on	the Ho
Permanency Goal	General Information	
and Permanency	Creation Date* End Date Staff Name Projected Goal Achv. Date	
Origin.	Unit / Program Area	
FEMALE SCOTT48 Entity ID: 845246	FACESNET TRAINING	
	Recommended Permanency Goal* Concurrent Permanency Goal Origin	Curren
		~ ?
	Permanency Goal is not in line with current placement Reason Permanency Goal is not in line with current placement	
FACES.NE	E T	<u>~</u>

Figure 3

If you have additional questions, please call the HelpDesk at (202) 434-0009.

Referral Case Clie	ent	Provi	der _	Ac	lmin	4	PP	W			Case
Case 🛛 Case Plan 🕀 Asses	sment l	Perm	anenc	y Plar	He	ouseh	old A	Assmt 🖻 Child Strength	is and Needs Assessment	🗈 Service Plan 🕀 Report 🖻	
Organizer Focus History In Focus	Perm * Deno	anenc otes Re	y Pla i quired	n Sele Field	ectio	n 'Deno	otes	Half-Mandatory Fields	Denotes AFCARS Fields	Bassien	
User Name: ADMIN TRAINER		Perma	nenc	y Goa				Child	Siblings N	Barriers	
Entity Type: Case	Cha	anges	in Pei	man	ency	Goal	may	y impact Household r	nembership. Be sure to	make any necessary changes o	on the Ho
Entity Name: JACKSON48	Ge	eneral	nfor	matic	on						
Entity ID: 192562	Cn	eation	ate*			End	Date	Stai	f Name MIN TRAINER	Projected Goal Achv. Date	
Entity Type: Client		Ma	rch	~	201	1 💌	>				
FEMALE SCOTT48	5	S M	т	w	т	F	s				
845246	2	7 28	1	2	3	4	5				
	e	5 7	8	9	10	11	12	nency Goal*	Concurrent Permanency Goal	Permanency Goal Origin	Curren
	1	3 14	15	16	17	18	19	· · · · · · · · · · · · · · · · · · ·		v	
	2	0 21	22	23	24	25	26	ason			
	2	7 28	29	30	31	1	2				 ₽
A A	R	Per Reason	rmane Perma	ency anency	Goal y Goa	is no I is no	tin I Itin I	line with current placent	ement		<u>~</u>
											~
FACES.NET	Ide	entify s	teps n	eedec	to ac	hieve	con	current goal			~ 2

Figure 4

Permanency Plan Selection * Denotes Required Fields ** Denotes Half-Mandatory Fields ‡Denotes AFCARS Fields Child Permanency Goal Siblings Barriers Changes in Permanency Goal may impact Household membership. Be sure to make any necessary changes on the Household Manager screen **General Information** Creation Date* End Date Staff Name ADMIN TRAINER Projected Goal Achv. Date ~ 03/07/2011 🗸 ~ Unit / Program Area Goal Recommended Permanency Concurrent Permanency Goal Permanenc Permanency Goal Origin Current Placement Provider Goal ~ * * Adoption Permanency and Concurrent G Legal Custody Planned Permanent Living Ar Reunification ***Emanipation ***Emanipation ***Emanipation ***Independent Living Reason Permanency Goal is n **Not found on court order ***Relative Placement **Relative Placement Adoptio <u>~</u> ment ent ~ **P** *Remains the same Identify steps needed to achieve concurrent goal <u>~</u>

Figure 5

Permanency Plan Selection

Canaral Information							
General Information							
Creation Date* E	ind Date	ADM	IN TRAINER		Projected Goal	Achv. Date	
FACESNET TRAINING						1	
						1	
Goal							
Recommended Permanency	Permanency Goal*		Concurrent Perma	anency	Permanency 6	oal Origin	Current Placement Pro
Goal	Adoption	*	Goal	*		~	
					Admin. Review	1	
Permanency and Concurrent	Goal Reason				Court Ordered Other		
Permanency and Concurrent	Goal Reason				Other Staffing Worker Recon	mended	<u>~</u>
Permanency and Concurrent	Goal Reason				Other Staffing Worker Recon	nmended	
Permanency and Concurrent	Goal Reason				Other Staffing Worker Recon	nmended	
Permanency and Concurrent	Goal Reason	ent plac	ement		Court Ordered Other Staffing Worker Recon	nmended	
Permanency and Concurrent	Goal Reason not in line with curr a not in line with curren	ent placeme	ement		Other Other Staffing Worker Recon	nmended	
Permanency and Concurrent	Goal Reason not in line with curren not in line with curren	ent plac	ement		Court Ordered Other Staffing Worker Recon	nmended	
Permanency and Concurrent	Goal Reason not in line with curren s not in line with curren	ent place	ement		Court Ordered Other Staffing Worker Recon	mended	
Permanency and Concurrent	Goal Reason not in line with curren not in line with curren	ent plac	ement		Court Ordered Other Staffing Worker Recon	imended	
Permanency and Concurrent	Goal Reason not in line with curren s not in line with curren eve concurrent goal	ent plac a	ement		Court Ordered Other Staffing Worker Recon	mended	
Permanency and Concurrent	Goal Reason not in line with curren s not in line with curren eve concurrent goal	ent plac t placeme	ement		Court Orderec Other Staffing Worker Recon	amended	
Permanency and Concurrent	Goal Reason not in line with curre i not in line with curren eve concurrent goal	ent place	ement		Court Orderec Other Staffing Worker Recon	amended	
Permanency and Concurrent	Goal Reason not in line with curre i not in line with curren eve concurrent goal	ent place	ement ent		Court Ordereo Other Staffing Worker Recon	amended	
Permanency and Concurrent Permanency and Concurrent Permanency Goal is Reason Permanency Goal is Identify steps needed to achie Describe why adoption is not p	Goal Reason not in line with curre r not in line with curren eve concurrent goal permanency goal	ent placeme	ement		Court Ordereo Other Staffing Worker Recon	mended	
Permanency and Concurrent Permanency and Concurrent Permanency Goal is Reason Permanency Goal is Identify steps needed to achie Describe why adoption is not p	Goal Reason not in line with curre s not in line with curren eve concurrent goal	ent placeme	ement		Court Orderec Other Staffing Worker Recon	mended	

Figure 6

	OLUMBIA Ly services agency	FΑ	CES.N	ΕT
	ient Provider Admin PPW	Case		Go
	ment 🛛 Service Plan <mark>- Permanency Plan</mark> - Report 🗹			
6: Complete Narrative Info for each tab.	Permanency Plan Selection * enotes Required Fields ** Denotes Hy Mandatory Fields *Denotes AFCARS Fields Permanency Goal Child Siblings Describe Efforts to legally free the child	Barrier	5	
	Describe child's placement preferences (Mandatory at age 14)			× ~ ×
	Foster Parent signed letter of Intent to Adopt Date New Save Find Cancel			

Figure 7

OLUMBIA Ly services agency	FΑ	CES.N	I E T
ient Provider Admin PPW	Case		6
ment 🖸 Service Plan <mark> Permanency Plan</mark> Report 🗹			
Permanency Plan Selection * Denotes Required Fields ** Denotes Half-Mandatory Fields *Denote AFCARS Fields Permanency Goal Child Siblings	Barriers		
Siblings to be placed together Number of Siblings Client Select			



Step 7: Click **Save**.





Change/Update Permanency Goal Origin - when the creation date is the same as the court order date (*Example 2*)

Steps Include:

- Step 1: Place cursor over Case, Case Plan, Permanency Plan.
- Step 2: Click **Permanency Plan**.
- Step 3: Select **Client**.

If you have additional questions, please call the HelpDesk at (202) 434-0009.

- Step 4: Select **Permanency Plan** to be updated.
- Step 5: Click Show.
- Step 6: Select **Permanency Goal Origin** (If creation date is the same as court order date).
- Step 7: Click Save.



Figure 10



Figure 12

	Creation Date End Date Stall Hamile Projected Goal Activ. Date 03/07/2011 Image: Comparison of the stall st
	Goal
	Recommended Permanency Goal Permanency Goal* Concurrent Permanency Goal Permanency Goal Origin Current Placement Adoption Image: Court Ordered Image: Court Ordered Image: Court Ordered Image: Court Ordered
	Permanency and Concurrent Goal Reason
	Reason Permanency Goal is not in line with current placement
	Identify steps needed to achieve concurrent goal
7: Click Save.	Describe why adoption is not permanency goal
·	New Save Find Cancel

Figure 13



Note: If the creation date is different from the court order date the current permanency plan must be end dated and a new permanency plan must be created.

Change/Update Permanency Goal Origin - when the creation date is different than the court order date (Example 3)

Step 1: **Repeat steps 1-5** in example 2.

Step 2: Enter **End Date**.

Step 3: Click Save.

	nt	t Provider Admin		PPW	7						Case
	im	ment l Permanency Plan H	louseho	old Assi	mt 🖳 Ch	ild Str	ength	s and	Needs Assessment 🖳 Ser	vice Plan 🛛 Report 🗅	
	P *	Permanency Plan Selection * Denotes Required Fields *	n * Deno	tes Hal	f-Mandat	ory Fie	ds	‡Den	otes AFCARS Fields		
	1	Permanency Goal		_	Child	_		_	Siblings	Barriers	
		Changes in Permanency	Goal	may ir	npact Ho	ouseh	old m	emb	ership. Be sure to make	any necessary changes	on the Hoi
ſ		General Information	End	Data			Chaff	New		Preiosted Cool Ashy, Date	
	2: Ente	er 2011		Date	~		ADM	IN TI	RAINER	v	
	End Da	ate. rogram Area	<	Marc	h 🔽	201	L 💌	>			
ı			S	M	T W	Т	F	S			
		Goal Recommended Permanen	2/ cv 6	28 7	8 9	10	4	5 12	current Permanency		
		Goal	13	14	15 16	17	18	19	al	Permanency Goal Origin	Curren
		Permanency and Concurr	20	21	22 23	24	25	26			
			27	28	29 30	31	1	2			<u>~</u>
											~
		Permanency Goal	is not	in line	e with cu	irrent	plac	eme	nt		
		Reason Permanency Go	al is not	t in line	with cur	rent pl	acem	ent			
							Fic))) †	e 14		
							6	541	C 11		
	Creatio 03/07/	ion Date* End Da 7/2011 • b3/07/	ate /2011 🗸	1	S	taff Na	me TRAIN	IER	Projecte	d Goal Achv. Date	
	Unit / I	Program Area									
	FACES	SNET TRAINING									
	Goal										
	Recom Goal	mmended Permanency Per	maneno	cy Goa	*	G	oncur oal	rent	Permanency Perman	ency Goal Origin Curr	ent Placement Pr
		Ad	option			*			Court (Ordered 💌	
	Perma	anency and Concurrent Goal	Reason							~ P	
										~	
	Reas	Permanency Goal is not i son Permanency Goal is not i	n line v n line w	with cu vith cur	irrent p rent place	acem ement	ent –				
										<u>~</u>	
										~	
	Identif	ify steps needed to achieve o	oncurre	nt goal							
										<u>~</u>	
										~	
	Descri	ibe why adoption is not perm	anency	goal							
3: Click											
Save.											
		ave Find Cancel									
	ew S	Cancer									
							Fig	gur	re 15		

- Step 4: Create a new **Permanency Plan** (*See example 1*).
- Step 5: Click Save.

Referral Case	Client Provider Admin PPW
Case 🖸 Case Plan 🛛 Asse	ssment 🖸 Service Plan <mark> Permanency Plan</mark> Report 🗹
Organizer Focus History	Permanency Plan Selection * Denotes Required Fields ** Denotes Half-Mandatory Fields [‡] Denotes AFCARS Fields
User Name: ADMIN TRAINER	Pel nanency Goal Child Siblings Barriers
Entity Type:	General Information
Entity Name: JACKSON74 Entity ID: 192623	Creation Date* End Date Staff Name Projected Goal Achv. Date 11/19/2007 Image: Comparison of the staff Name Projected Goal Achv. Date
4: Create New	Unit / Program Area FACESNET TRAINING
Permanency	Goal 🗸
Plan.	Permanency Goal* Concurrent Permanency Goal Permanency Goal Origin Current Placement Provider Court Ordered
	Permanency and Concurrent Goal Reason
1-	
FACES.NET	Identify steps needed to achieve concurrent goal
5: Click	Describe why adoption is not permanency goal
Save.	New Save Find Cancel

Figure 16