
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**.

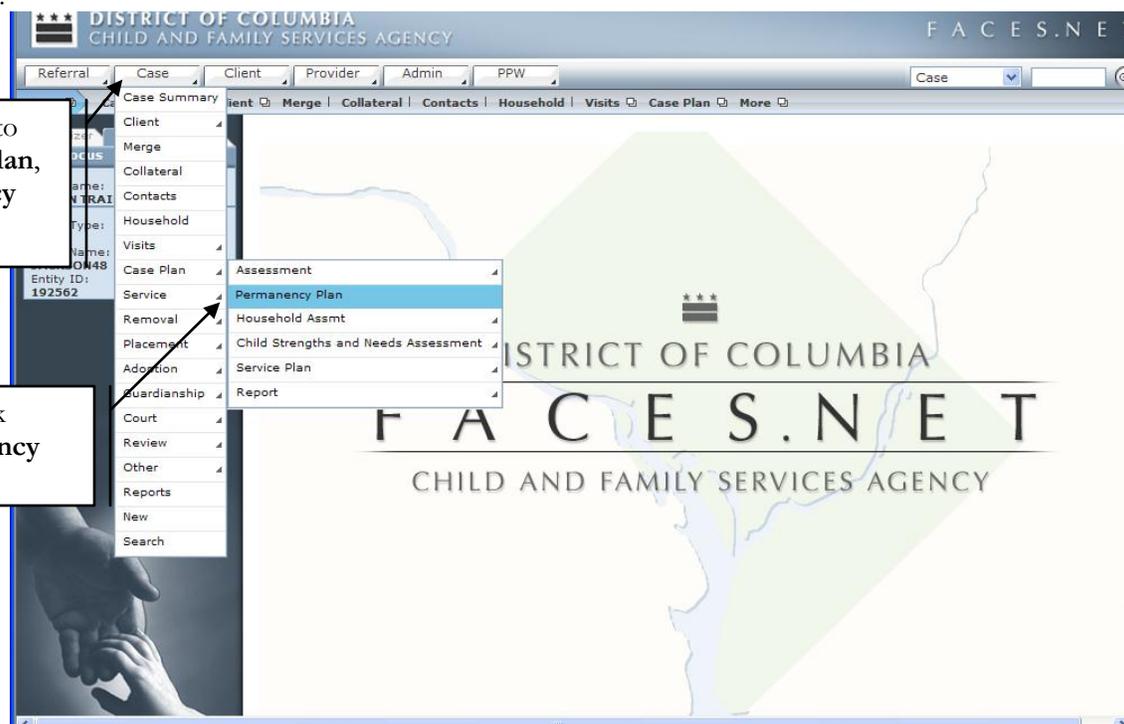


Figure 1

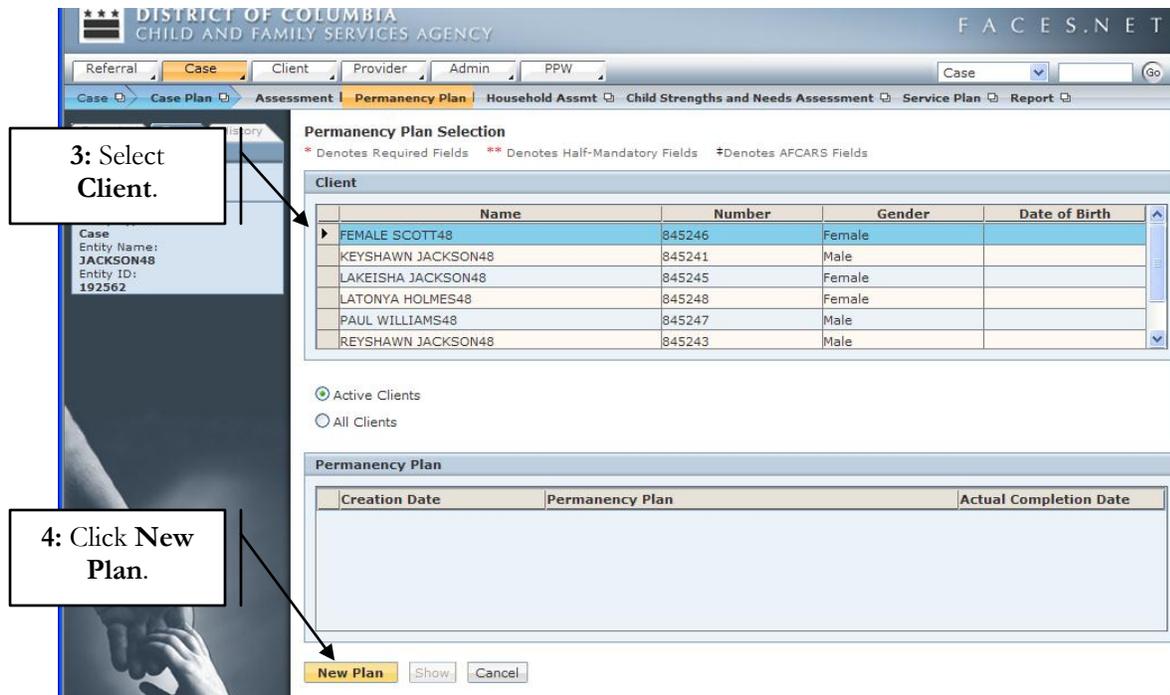


Figure 2

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

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

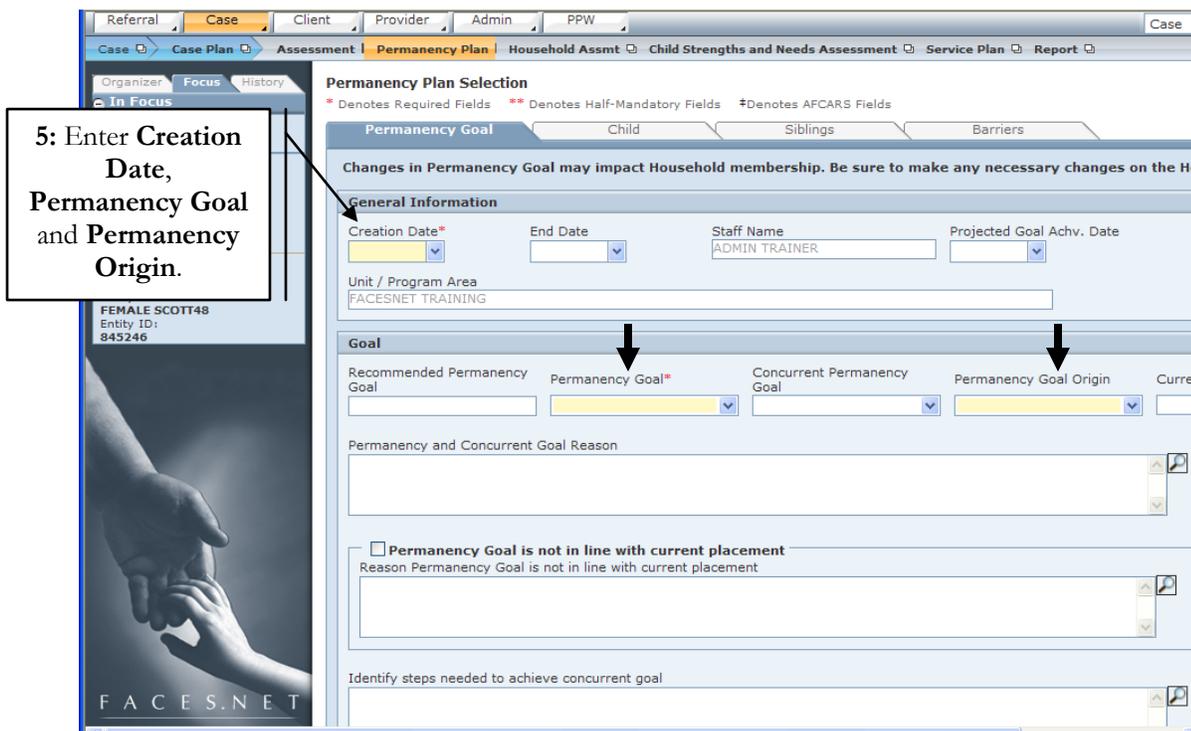


Figure 3

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

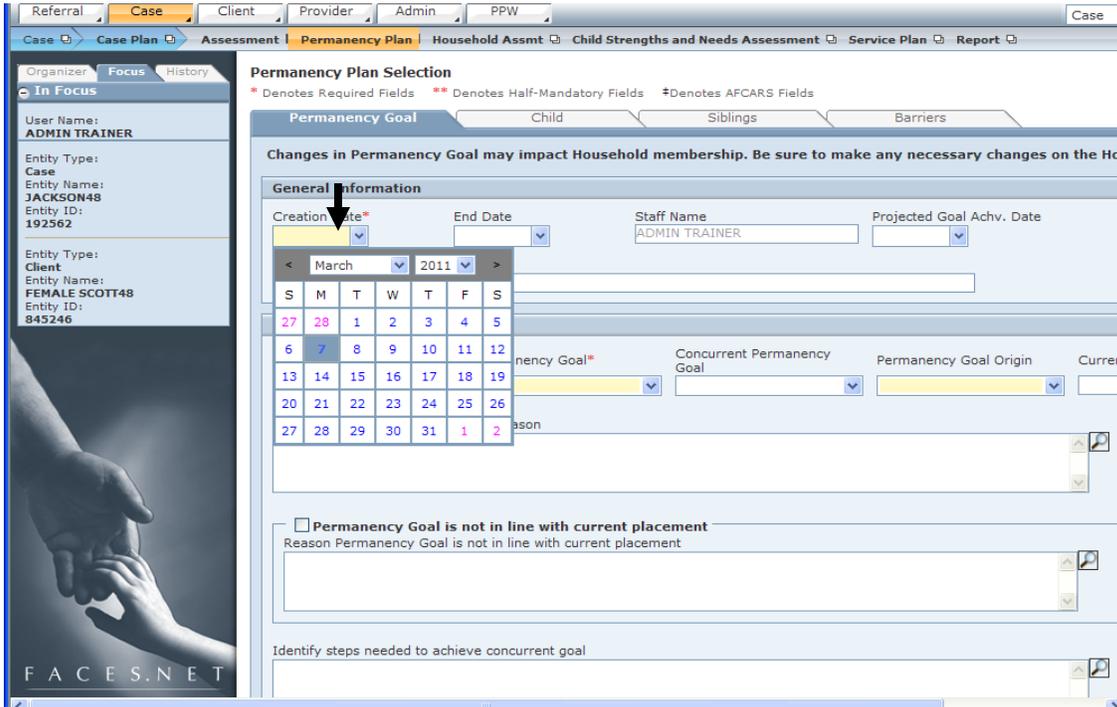


Figure 4

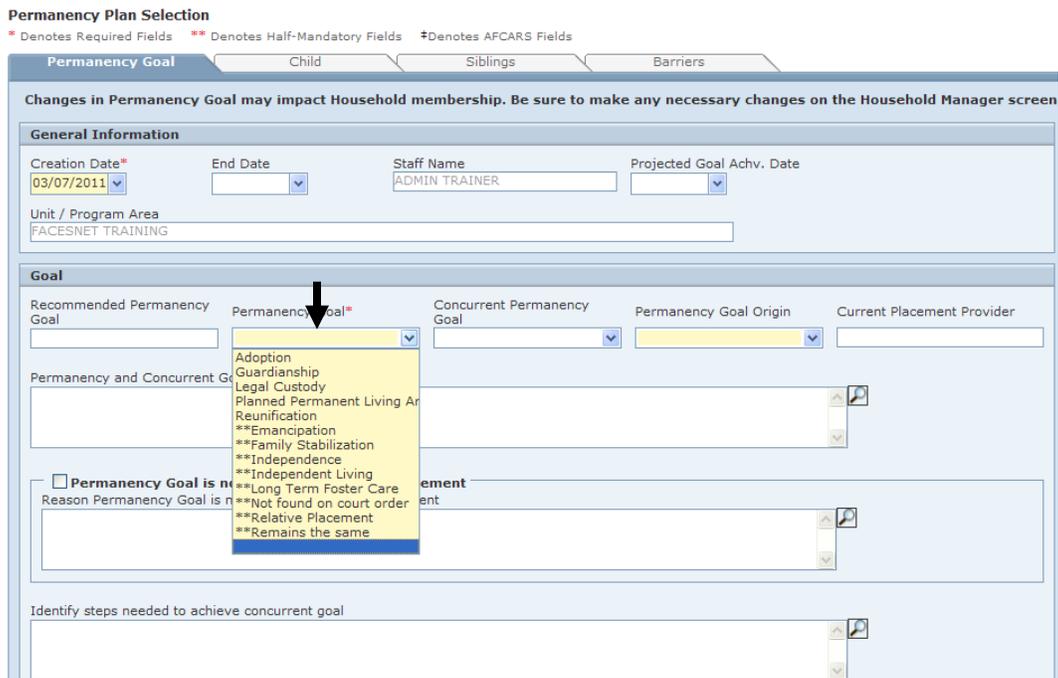


Figure 5

Permanency Plan Selection
 * Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Permanency Goal | Child | 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* 03/07/2011 End Date Staff Name ADMIN TRAINER Projected Goal Achv. Date
 Unit / Program Area FACESNET TRAINING

Goal

Recommended Permanency Goal Permanency Goal* Adoption Concurrent Permanency Goal Permanency Goal Origin Admin. Review Court Ordered Other Staffing Worker Recommended Current Placement Provider

Permanency and Concurrent Goal Reason

Permanency Goal is not in line with current placement
 Reason Permanency Goal is not in line with current placement

Identify steps needed to achieve concurrent goal

Describe why adoption is not permanency goal

New Save Find Cancel

Figure 6

COLUMBIA COUNTY SERVICES AGENCY FACES.NET

Client Provider Admin PPW Case Go

Permanency Plan Selection

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Permanency Goal | Child | Siblings | Barriers

Describe Efforts to legally free the child

Describe child's placement preferences (Mandatory at age 14)

Foster Parent signed letter of Intent to Adopt Date

New Save Find Cancel

6: Complete Narrative Info for each tab.

Figure 7

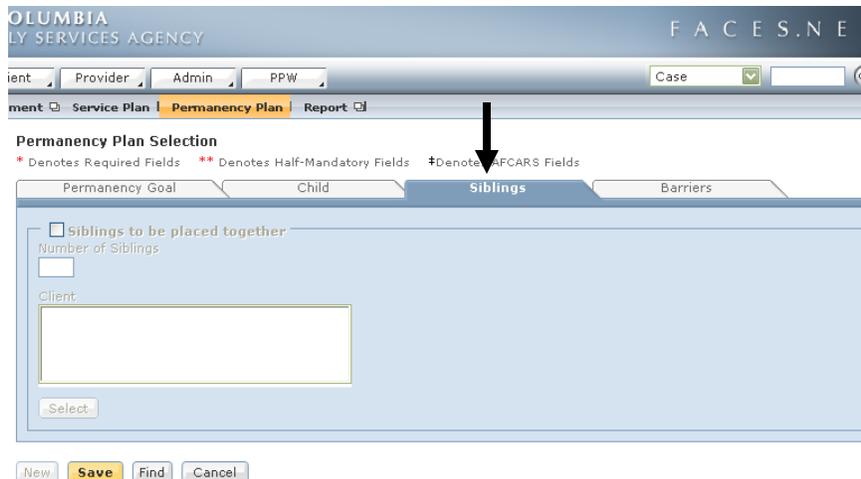


Figure 8

Step 7: Click **Save**.

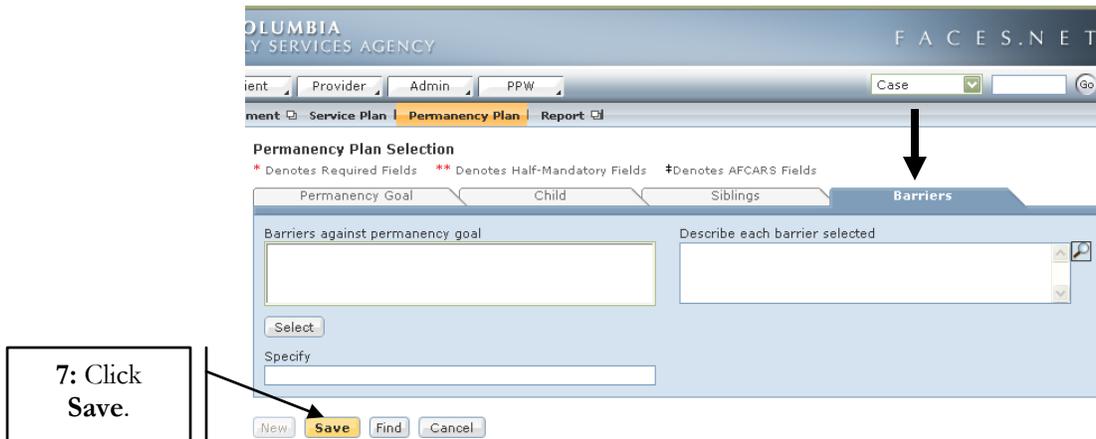


Figure 9

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**.

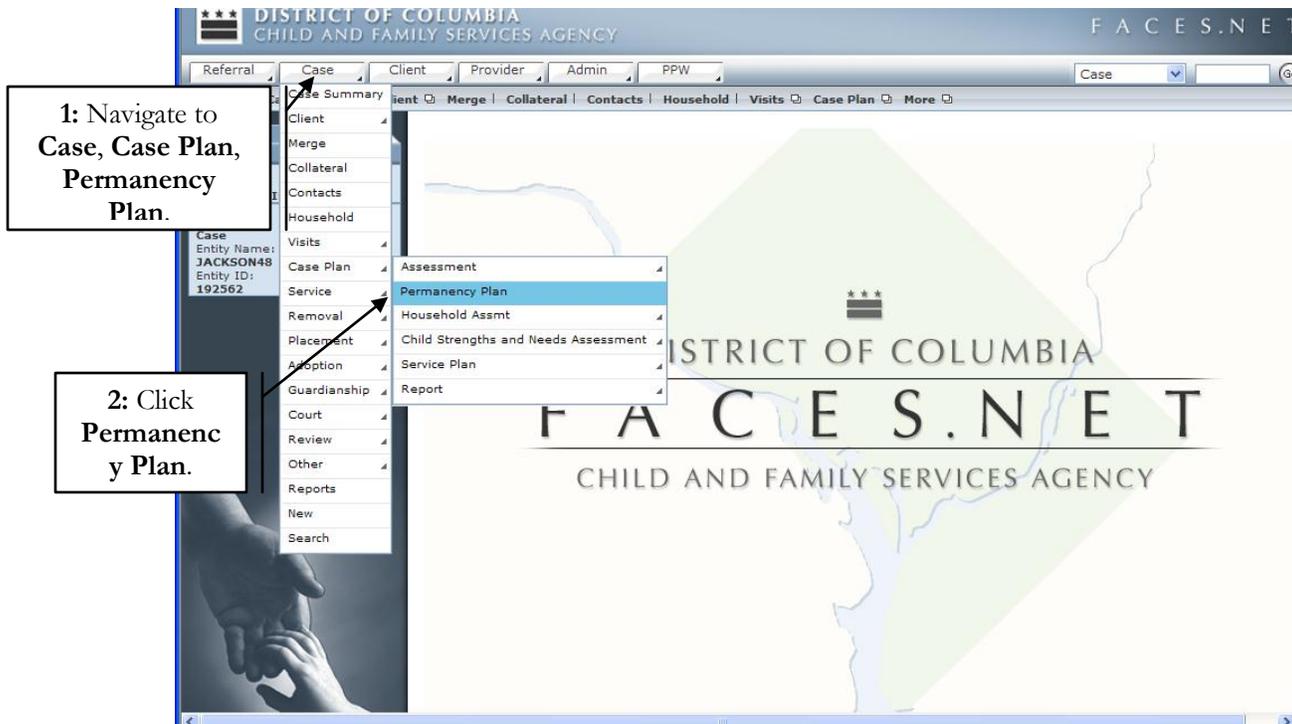


Figure 10

3: Select Client.

4: Select Permanency Plan.

5: Click Show.

Client

Name	Number	Gender	Date of Birth
FEMALE SCOTT48	845246	Female	
KEYSHAWN JACKSON48	845241	Male	
LAKEISHA JACKSON48	845245	Female	
LATONYA HOLMES48	845248	Female	
PAUL WILLIAMS48	845247	Male	
REYSHAWN JACKSON48	845243	Male	

Active Clients
 All Clients

Permanency Plan

Creation Date	Permanency Plan	Actual Completion Date
03/07/2011	Adoption	

Figure 11

6: Select Permanency Goal Origin.

Permanency Goal

Creation Date* 03/07/2011
 End Date
 Staff Name ADMIN TRAINER
 Projected Goal Achv. Date

Unit / Program Area
FACESNET TRAINING

Goal

Recommended Permanency Goal: Adoption
 Concurrent Permanency Goal:
 Permanency Goal Origin: Court Ordered (dropdown menu open)

Permanency Goal is not in line with current placement
 Reason Permanency Goal is not in line with current placement

Figure 12

Creation Date: 03/07/2011 | End Date: | Staff Name: ADMIN TRAINER | Projected Goal Activ. Date: |

Unit / Program Area: FACESNET TRAINING

Goal

Recommended Permanency Goal: | Permanency Goal*: Adoption | Concurrent Permanency Goal: | Permanency Goal Origin: Court Ordered | Current Placement: |

Permanency and Concurrent Goal Reason: |

Permanency Goal is not in line with current placement
Reason Permanency Goal is not in line with current placement: |

Identify steps needed to achieve concurrent goal: |

Describe why adoption is not permanency goal: |

Buttons: New, Save, Find, Cancel

7: Click Save.

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 Provider Admin PPW Case

Permanency Plan Household Assmt Child Strengths and Needs Assessment Service Plan Report

Permanency Plan Selection
 * Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Permanency Goal Child Siblings Barriers

Changes in Permanency Goal may impact Household membership. Be sure to make any necessary changes on the Ho

General Information

Creation Date* 03/07/2011 End Date [dropdown] Staff Name ADMIN TRAINER Projected Goal Achv. Date [dropdown]

Unit / Program Area FACESNET TRAINING

Goal

Recommended Permanency Goal [dropdown] Permanency Goal* [dropdown] Concurrent Permanency Goal [dropdown] Permanency Goal Origin Court Ordered Current Placement Pr [dropdown]

Permanency and Concurrent Goal Reason [text area]

Permanency Goal is not in line with current placement
 Reason Permanency Goal is not in line with current placement [text area]

Figure 14

Creation Date* 03/07/2011 End Date 03/07/2011 Staff Name ADMIN TRAINER Projected Goal Achv. Date [dropdown]

Unit / Program Area FACESNET TRAINING

Goal

Recommended Permanency Goal [dropdown] Permanency Goal* Adoption Concurrent Permanency Goal [dropdown] Permanency Goal Origin Court Ordered Current Placement Pr [dropdown]

Permanency and Concurrent Goal Reason [text area]

Permanency Goal is not in line with current placement
 Reason Permanency Goal is not in line with current placement [text area]

Identify steps needed to achieve concurrent goal [text area]

Describe why adoption is not permanency goal [text area]

ew Save Find Cancel

Figure 15

Step 4: Create a new **Permanency Plan** (See example 1).

Step 5: Click **Save**.

4: Create New Permanency Plan.

5: Click Save.

Figure 16