






# PERMANENCY ROUNDTABLES

## OVERVIEW OF THE SIX PHASES

<p><b>I. Welcome and Overview</b> (5 minutes)</p> <ul style="list-style-type: none"><li>• Facilitator welcomes team</li><li>• Facilitator sets the tone for the consultation as a strength-based, solution-focused process</li><li>• Team members introduce themselves</li><li>• Facilitator reviews purpose (focus on doing what it takes to achieve permanency) and process</li><li>• Team develops group agreements</li></ul>	
<p><b>II. Present the Case</b> (20 minutes)</p> <ul style="list-style-type: none"><li>• Case Manager presents case summary</li><li>• Facilitator invites additional comments on the case from other case-related team members</li><li>• Supervisor and Administrator may provide additional information</li><li>• Former Case Manager may provide information if the case has recently changed hands</li><li>• Team members listen and take notes on the Written Case Summary</li></ul>	
<p><b>III. Clarify and Explore</b> (15 minutes)</p> <ul style="list-style-type: none"><li>• Team members ask questions to clarify and expand upon information presented</li><li>• Team members ask questions to explore other aspects of the case</li><li>• Facilitator may have to curb the team's natural tendencies to jump to solutions at this point</li><li>• Facilitator may have to remind and/or assist team members to phrase questions in appreciatively</li><li>• Team rates child's current permanency status</li></ul>	

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<p><b>IV. Brainstorm</b> (25 minutes)</p> <ul style="list-style-type: none"><li>• Team brainstorms solutions using these five key questions:<ol style="list-style-type: none"><li>1. What will it take to achieve permanency?</li><li>2. What can we try that has been tried before?</li><li>3. What can we try that has never been tried?</li><li>4. How many things can we do concurrently?</li><li>5. How can we engage the youth in planning for permanence?</li></ol></li><li>• Facilitator asks the questions, records ideas on an easel pad, and helps the team stay focused</li></ul>	
<p><b>V. Create Permanency Action Plan</b> (35 minutes)</p> <ul style="list-style-type: none"><li>• Facilitator assists team to review and combine strategies developed during brainstorming phase</li><li>• Facilitator guides team in prioritizing strategies</li><li>• Facilitator leads a discussion of the strengths of each prioritized strategy</li><li>• Team finalizes strategies and timelines</li><li>• Team determines whether a concurrent plan is needed and if so, what that plan is</li><li>• Facilitator leads a discussion of what it will take to successfully implement each strategy in the plan(s)</li><li>• Facilitator assists team in creating specific, concrete action steps to include in the written action plan</li><li>• Team members assign target dates to each action step and discuss potential barriers to implementing it</li><li>• The team then develops plans to overcome each identified potential barrier</li></ul>	
<p><b>VI. Debrief Roundtable</b> (10 minutes)</p> <ul style="list-style-type: none"><li>• Facilitator leads a debrief using these questions:<ul style="list-style-type: none"><li>○ How can the worker best explain the action plan to families &amp; youth?</li></ul></li></ul>	

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- Are there any unanswered questions or concerns?  
If so, how should we address them?
- What did we learn in this discussion that could be applied to other cases?

