

# Guide to Shared Planning Meetings

The purpose of the Guide to Shared Planning Meetings is to act as an extension of the Shared Planning Meetings policy available online at; [www.dcyf.wa.gov/1700-case-staffings/1710-shared-planning-meetings](http://www.dcyf.wa.gov/1700-case-staffings/1710-shared-planning-meetings). The Guide provides support to Department of Children, Youth, and Families (DCYF) staff and families by clarifying the focus, purpose, timeframe, participants and documentation needed for each shared planning meeting type.

Shared Planning Meeting is the model DCYF uses that includes the participation of families, youth, natural supports and others who can assist in the case planning process. These meetings provide an opportunity for information to be shared and case plans to be developed. All shared planning meetings include a discussion of safety, permanency, and well-being of children and youth, as well as Family Time/Sibling Visit which form the basis for DCYF case plan recommendations to the court.

## Notes for Caseworkers:

- Provide qualified interpreters as needed per the DCYF Administrative policies:
  - 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) <http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/sites/default/files/Admin-6.02.pdf>
  - 6.03 Access to Services for Individuals with Disabilities. <http://intranet.dcyf.wa.gov:8090/drupal-8.4.0/sites/default/files/Admin-6.03.pdf>
- There are other times shared planning meetings maybe needed In these situations, follow the Permanency Planning Meeting participants and documentation columns in the guide below.

- When inviting participants to Shared Planning Meetings, ask if they need an interpreter.
- Provide all participants the the publication *Public Notice of Nondiscrimination* (HR\_0012) available online at [www.dcyf.wa.gov/sites/default/files/pubs/HR\\_0012.pdf](http://www.dcyf.wa.gov/sites/default/files/pubs/HR_0012.pdf), at a minimum:
  - At their first Shared Planning Meeting.
  - Annually for participants with a disability.
- Document the Public Notice of Nondiscrimination DCYF HR\_0012 publication was provided, per the Shared Planning Meetings policy [www.dcyf.wa.gov/1700-case-staffings/1710-shared-planning-meetings](http://www.dcyf.wa.gov/1700-case-staffings/1710-shared-planning-meetings).

Meeting Type	Purpose	Timeframe	Participants who must be invited	Documentation
<p><b>Adoption Planning Review (APR)</b></p> <p>RCW 13.34.145  <a href="https://apps.leg.wa.gov/RCW/default.aspx?cite=13.34.145">https://apps.leg.wa.gov/RCW/default.aspx?cite=13.34.145</a></p>	<p>Discuss the child's or youth's case plan and identify a permanent placement based on their best interest. The following subjects are discussed, but not limited to:</p> <ul style="list-style-type: none"> <li>• Identifying and assessing the child's or youth's current placement, that includes determining if the placement is the prospective adoptive family.</li> <li>• Initiating social and medical assessments.</li> <li>• Exploring available adoptive relatives or kinship resources.</li> <li>• Determining if an Open Adoption Agreement (OAA) or Letter of Intent is in the child's or youth's best interest, and the terms of the agreement.</li> <li>• Developing a plan to recruit an adoptive family and other post-termination case planning activities, if the child or youth is not in a prospective adoptive home or the prospective adoptive family expresses uncertainty about their commitment to adopt.</li> </ul> <p>For youth 14 years of age or older identify services and activities needed to support the youth towards transition to adulthood.</p> <p>Include the following topics for Transition Planning discussions and goal setting:</p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Employment</li> <li>• Housing</li> <li>• Health Insurance</li> <li>• Mentors and continuing supports</li> <li>• Independent Living goals</li> </ul>	<p><b>Within 30 calendar</b> days of one of the following:</p> <ul style="list-style-type: none"> <li>• Courts changing the permanent plan to adoption</li> <li>• Submitting a TPR referral to the AAG</li> <li>• Accepting a relinquishment of parental rights</li> </ul>	<ul style="list-style-type: none"> <li>• Caseworker</li> <li>• Supervisor</li> <li>• Adoption caseworker or adoption supervisor</li> <li>• Youth (12 and older)</li> <li>• Two participants identified by the youth (14 and older) other than the caseworker or caregiver</li> <li>• Guardian Ad Litem (GAL)</li> <li>• Tribal representative or designee (if applicable)</li> <li>• Caregivers</li> <li>• Service Providers for the child or youth</li> <li>• Attorneys (AAG and the youth's attorney)</li> <li>• Caregiver's attorney, if the caregiver is identified as the prospective adoptive home</li> <li>• If the APR is addressing an Open Adoption Agreement or Letter of Intent, invite:                             <ul style="list-style-type: none"> <li>– Parents</li> <li>– Parents' attorneys</li> <li>– Siblings and their parents, if applicable</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Use the Shared Planning Meeting Form in FamLink and check the Adoption Planning Review box.</li> <li>• Create a separate form for each child or youth.</li> <li>• Document all participants who were invited and attended the meeting.</li> <li>• Obtain releases of information from the parents and the youth age 13 and older before the shared planning meeting, if any information regarding their mental health treatment, substance abuse treatment, access to reproductive services, or sexually transmitted diseases/ human immunodeficiency virus is discussed or shared with meeting participants.</li> <li>• Document why adoption rather than guardianship was in the best interest of the child.</li> </ul>

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<p><b>Behavior Rehabilitation Services (BRS)</b></p> <p>RCW 13.34.130  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=13.34.130">http://apps.leg.wa.gov/RCW/default.aspx?cite=13.34.130</a></p> <p>RCW 74.13.031  <a href="http://app.leg.wa.gov/RCW/default.aspx?cite=74.13.031">http://app.leg.wa.gov/RCW/default.aspx?cite=74.13.031</a></p> <p>RCW 74.13.080  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=74.13.080">http://apps.leg.wa.gov/RCW/default.aspx?cite=74.13.080</a></p> <p>WAC 110-50-0630  <a href="https://apps.leg.wa.gov/wac/default.aspx?cite=110-50-0630">https://apps.leg.wa.gov/wac/default.aspx?cite=110-50-0630</a></p>	<p>The initial staffing is to determine if BRS is an appropriate and needed resource for the child or youth.</p> <p>A referral to Wraparound with Intensive Services (WISe) screening must be completed:</p> <ul style="list-style-type: none"> <li>• Prior to entering BRS</li> <li>• Every six months during BRS</li> <li>• At the time of a child's or youth's discharge from BRS</li> </ul> <p>If the youth is accepted into BRS, the caseworker must participate in the contractor's required case staffing to monitor the child's or youth's progress and help identify any additional services needed for the child or youth.</p> <p>For youth 14 years of age and older, identify services and activities needed to support the youth's transition to adulthood.</p> <p>Include the following topics for Transition Planning discussions:</p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Employment</li> <li>• Housing</li> <li>• Health Insurance</li> <li>• Mentors and continuing supports</li> <li>• Independent Living goals</li> </ul>	<p><b>Prior</b> to making a referral for BRS, the caseworker must participate in the BRS provider's quarterly meetings for the child or youth.</p> <p>Participate in the child's or youth's discharge staffing with the BRS contractor.</p>	<ul style="list-style-type: none"> <li>• Caseworker</li> <li>• Parents</li> <li>• Youth (12 and older)</li> <li>• Two participants identified by the youth (14 and older) other than the caseworker or caregiver</li> <li>• Caregivers (if applicable)</li> <li>• Tribal representative or designee (when applicable)</li> <li>• Family members (if appropriate)</li> <li>• Individuals supporting the parent</li> <li>• Mentor (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Use the Shared Planning Meeting Form in FamLink and check the BRS Staffing box.</li> <li>• Create a separate form for each child or youth.</li> <li>• Document all participants who were invited and attended the meeting.</li> <li>• Obtain releases of information from the parents and the youth age 13 and older, before the shared planning meeting, if any information regarding their mental health treatment, substance abuse treatment, access to reproductive services or sexually transmitted diseases/human immunodeficiency virus is discussed, or shared with meeting participants.</li> </ul>
<p><b>CHET (Child Health and Education Tracking)</b></p> <p>RCW 74.14A.050  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=74.14A.050">http://apps.leg.wa.gov/RCW/default.aspx?cite=74.14A.050</a></p>	<p>To review and discuss the child's or youth's completed CHET Screening Report and identify any services or areas needing follow-up as the case plan is being developed.</p>	<p><b>Within 60 days</b> of placement for children and youth under the agency's legal jurisdiction who are expected to remain in care beyond 30 days.</p> <p>This can be done in conjunction with another regularly scheduled shared planning meeting.</p>	<ul style="list-style-type: none"> <li>• Caseworker</li> <li>• CHET specialist</li> <li>• Parents</li> <li>• Youth (12 and older)</li> <li>• Two participants identified by the youth (14 and older) other than the caseworker or caregiver</li> <li>• Caregivers</li> <li>• Service providers for the child</li> </ul>	<ul style="list-style-type: none"> <li>• Use the Shared Planning Meeting Form in FamLink and check the CHET and EPSDT box.</li> <li>• Create a separate form for each child or youth.</li> <li>• Document all participants who were invited and attended the meeting.</li> <li>• Obtain releases of information from the parents and the youth age 13 and older before the shared planning meeting, if any information regarding their mental health treatment, substance abuse treatment, access to reproductive services, or sexually transmitted diseases/human immunodeficiency virus is discussed or shared with meeting participants.</li> </ul>

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<p><b>Commercially Sexually Exploited Child (CSEC)</b></p> <p>RCW 9.68A.100  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=9.68A.100">http://apps.leg.wa.gov/RCW/default.aspx?cite=9.68A.100</a></p> <p>RCW 9.68A.101  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=9.68A.101">http://apps.leg.wa.gov/RCW/default.aspx?cite=9.68A.101</a></p> <p>RCW 9.68A.102  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=9.68A.102">http://apps.leg.wa.gov/RCW/default.aspx?cite=9.68A.102</a></p> <p>RCW 9.68A.103  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=9.68A.103">http://apps.leg.wa.gov/RCW/default.aspx?cite=9.68A.103</a></p> <p>RCW 26.44.020  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=26.44.020">http://apps.leg.wa.gov/RCW/default.aspx?cite=26.44.020</a></p> <p>RCW 26.44.030  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=26.44.030">http://apps.leg.wa.gov/RCW/default.aspx?cite=26.44.030</a></p>	<p>To develop a plan for safety and stability that addresses the child's or youth's needs including but not limited to:</p> <ul style="list-style-type: none"> <li>• Safety</li> <li>• Placement stability</li> <li>• Permanency plan</li> <li>• Social activities/Prudent Parenting standards</li> <li>• Cultural needs</li> <li>• Education</li> <li>• Medical/Substance abuse/Mental health treatment</li> <li>• Independent Living Skills Program (ILS)</li> </ul> <p>For youth 14 years of age and older, identify services and activities needed to support the youth's transition to adulthood.</p> <p>Include the following topics for Transition Planning discussions:</p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Employment</li> <li>• Housing</li> <li>• Health Insurance</li> <li>• Mentors and continuing supports</li> <li>• Independent Living goals</li> </ul>	<p><b>When a CSEC Screen DCYF 15-476 is completed</b> on a child or youth in the care and custody of DCYF and the results identify new indicators or confirmation of CSEC. This includes initial and any rescreens.</p> <p>This can be done in conjunction with another regularly scheduled shared planning meeting.</p>	<ul style="list-style-type: none"> <li>• Caseworker</li> <li>• Parents, if the child or youth is not legally free</li> <li>• Parents' attorneys, if the child or youth is not legally free</li> <li>• Youth (12 and older)</li> <li>• Two participants identified by the youth (14 and older) other than the caseworker or caregiver</li> <li>• Caregiver (if applicable)</li> <li>• Attorneys (AAG and the youth's attorney)</li> <li>• GAL</li> <li>• Service providers and other professionals who play a significant role with the family</li> <li>• Individuals identified by the parties</li> </ul>	<ul style="list-style-type: none"> <li>• Use the Shared Planning Meeting Form in FamLink and check the Other box and type "CSEC" in the text box.</li> <li>• Create a separate form for each child or youth.</li> <li>• Document all participants who were invited and attended the meeting.</li> <li>• Obtain releases of information from the parents and the youth age 13 and older before the shared planning meeting, if any information regarding their mental health treatment, substance abuse treatment, access to reproductive services, or sexually transmitted diseases/human immunodeficiency virus is discussed or shared with meeting participants.</li> </ul>
<p><b>Developmental Disabilities Services Planning</b></p> <p>RCW 74.13.341  <a href="https://apps.leg.wa.gov/rcw/default.aspx?cite=74.13.341">https://apps.leg.wa.gov/rcw/default.aspx?cite=74.13.341</a></p>	<p>To assess and discuss Developmental Disabilities Administration (DDA) (<a href="http://www.dshs.wa.gov/dda">www.dshs.wa.gov/dda</a>) services and activities needed to support the <b>youth transition to adulthood</b>.</p> <p>Include the following topics:</p> <ul style="list-style-type: none"> <li>• Eligibility for developmental disability waiver services</li> <li>• Services the youth wants or needs on exit from dependency</li> <li>• Advanced planning for residential services provided DDA</li> <li>• Advanced planning for housing options available from other entities</li> <li>• Action plans to have services in place following the youth's exit from a dependency</li> </ul>	<p><b>For youth 16 through 16.5</b> who may be eligible for DDA services.</p> <p>This can be done in conjunction with another regularly scheduled shared planning meeting.</p>	<ul style="list-style-type: none"> <li>• Caseworker</li> <li>• Youth</li> <li>• Two participants identified by the youth (14 and older) other than the caseworker or caregiver</li> <li>• Attorneys (AAG and the youth's attorney)</li> <li>• Parents</li> <li>• Behavioral Health Administration representative</li> <li>• DDA representative</li> <li>• Division of Vocational Rehabilitation representative</li> <li>• Economic Services Administration representative</li> <li>• Community Services Office representative</li> <li>• Independent Living provider</li> <li>• Transitional Living provider</li> <li>• GAL</li> <li>• Extended family and other family supports</li> <li>• Other community partners</li> <li>• Tribal representative or designee (if applicable)</li> <li>• Child Placing Agency case manager (if applicable)</li> <li>• Mentor (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Use the Shared Planning Meeting Form in FamLink and check the <b>Other</b> box and type "DDA" in the text box.</li> <li>• Document all participants who were invited and attended the meeting.</li> <li>• Obtain releases of information from the parents and the youth age 13 and older before the shared planning meeting, if any information regarding their mental health treatment, substance abuse treatment, access to reproductive services, or sexually transmitted diseases/human immunodeficiency virus is discussed or shared with meeting participants.</li> </ul>

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<p><b>End-of-Life Care</b></p> <p>RCW 74.13.031  <a href="https://apps.leg.wa.gov/rcw/default.aspx?cite=74.13.031">https://apps.leg.wa.gov/rcw/default.aspx?cite=74.13.031</a></p>	<p>To arrive at a resolution regarding the child's or youth's end-of-life care that is in their best interest, when one or more of the parties to the case disagree with the medical provider's recommendations. This includes determining if the medical provider's recommendations should be presented to the court for approval.</p>	<p><b>When any party to the case objects</b> to the medical provider's recommendations regarding the child's or youth's end-of-life care.</p>	<ul style="list-style-type: none"> <li>• Parents, if the child or youth is not legally free</li> <li>• Parents' attorneys, if the child or youth is not legally free</li> <li>• Caregivers</li> <li>• Child or youth, if developmentally appropriate and physically able to participate</li> <li>• Child's or youth's attorney (if assigned)</li> <li>• AAG</li> <li>• GAL</li> <li>• Other parties to the case</li> </ul>	<ul style="list-style-type: none"> <li>• Use the Shared Planning Meeting Form in FamLink and check the Other box.</li> <li>• Document all participants who were invited and attended the meeting.</li> <li>• Parents must sign the consent prior to the beginning of the shared planning meeting in order for their case information to be shared.</li> </ul>
<p><b>Family Team Decision Making (FTDM)</b></p> <p>RCW 13.34.067  <a href="http://www.dcyf.wa.gov/4300-case-planning/43091-court-report">www.dcyf.wa.gov/4300-case-planning/43091-court-report</a></p> <p>RCW 13.34.145  <a href="http://apps.leg.wa.gov/rcw/default.aspx?cite=13.34.145">http://apps.leg.wa.gov/rcw/default.aspx?cite=13.34.145</a></p>	<p>To make critical decisions regarding the removal of children or youth from their home, including:</p> <ul style="list-style-type: none"> <li>• Changes in out-of-home placement</li> <li>• Placement stabilization and prevention of moves</li> <li>• Reunification</li> <li>• Placement into a permanent home</li> <li>• For youth 14 years of age and older, identify services and activities needed to support the youth's transition to adulthood</li> </ul> <p>Include the following topics for Transition Planning discussions:</p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Employment</li> <li>• Housing</li> <li>• Health Insurance</li> <li>• Mentors and continuing supports</li> <li>• Independent Living goals</li> </ul>	<p>FTDM <b>Prior</b> to:</p> <ul style="list-style-type: none"> <li>• Removal of a child or youth from their home.</li> <li>• Anytime out-of-home placement of a child or youth is being considered.</li> <li>• Moving a child or youth from one placement to another.</li> <li>• Trial return home or reunification of a child or youth with parents.</li> <li>• The end of a Voluntary Placement Agreement (VPA).</li> </ul> <p><b>No later than 72 hours</b> after placement if a child or youth is placed:</p> <ul style="list-style-type: none"> <li>• Into protective custody by law enforcement and must be held prior to the shelter care hearing.</li> <li>• With a new caregiver due to an unplanned change in placement.</li> <li>• On a VPA when there is an emergency and the FTDM cannot occur prior to placement.</li> </ul> <p>This can be done in conjunction with another regularly scheduled shared planning meeting.</p>	<ul style="list-style-type: none"> <li>• Caseworker</li> <li>• Parents</li> <li>• Youth (12 and older)</li> <li>• Two participants identified by the youth (14 and older) other than the caseworker or caregiver</li> <li>• Caregivers</li> <li>• Attorneys (AAG, parents' attorney, youth's attorney)</li> <li>• GAL</li> <li>• Tribal representative or designee (if applicable)</li> <li>• Service providers</li> <li>• Extended family and other family supports, including mentors</li> <li>• Individuals supporting the parent, including relatives, kin, friends, other agency representatives or other supports</li> </ul>	<ul style="list-style-type: none"> <li>• Use the Shared Planning Meeting Form in FamLink and check the FTDM box.</li> <li>• Create a separate form for each child or youth.</li> <li>• Document all participants who were invited and attended the meeting.</li> <li>• The initial FTDM must include discussion and development of the family time and sibling and relative visitation plan and must be reviewed at each subsequent meeting.</li> <li>• Obtain releases of information from the parents and the youth age 13 and older before the shared planning meeting, if any information regarding their mental health treatment, substance abuse treatment, access to reproductive services, or sexually transmitted diseases/human immunodeficiency virus is discussed or shared with meeting participants.</li> <li>• Document if not placing with a relative the barriers that prevented the relative from being a placement option.</li> </ul>
<p><b>Foster Care Assessment Program (FCAP)</b></p>	<p>To review the child's or youth's needs and initiate necessary actions to address permanency, and mental and physical health issues.</p> <p>For youth 14 years of age or older, identify services and activities needed to support the youth's transition to adulthood.</p> <p>Include the following topics for Transition Planning discussions:</p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Employment</li> <li>• Housing</li> <li>• Health Insurance</li> <li>• Mentors and continuing supports</li> <li>• Independent Living goals</li> </ul>	<p><b>After the Services and Permanency Assessment Report (SPAR)</b> is received by the caseworker, per contract.</p> <p>This can be done in conjunction with another regularly scheduled shared planning meeting.</p>	<ul style="list-style-type: none"> <li>• Caseworker</li> <li>• Parents</li> <li>• Youth (12 and older)</li> <li>• Two participants identified by the youth (14 and older), other than the caseworker or caregiver</li> <li>• Caregivers</li> <li>• Service providers</li> <li>• Individuals supporting the parents</li> <li>• Extended family and other family supports including mentors</li> </ul>	<ul style="list-style-type: none"> <li>• Use the Shared Planning Meeting Form in FamLink and check the FCAP Key Person Staffing box.</li> <li>• Create a separate form for each child or youth.</li> <li>• Document all participants who were invited and attended the meeting.</li> <li>• Obtain releases of information from the parents and the youth age 13 and older before the shared planning meeting, if any information regarding their mental health treatment, substance abuse treatment, access to reproductive services, or sexually transmitted diseases/human immunodeficiency virus is discussed or shared with meeting participants.</li> </ul>

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<p><b>Local Indian Child Welfare Advisory Committee (LICWAC)</b></p> <p>WAC 110-110-0070  <a href="https://apps.leg.wa.gov/wac/default.aspx?cite=110-110-0070">https://apps.leg.wa.gov/wac/default.aspx?cite=110-110-0070</a></p>	<p>To discuss case planning with Tribal LICWAC partners when the child's or youth's tribe is not available under the following conditions:</p> <ul style="list-style-type: none"> <li>• Tribes did not respond within 10 days to a written request for involvement.</li> <li>• Tribes requested LICWAC to act on their behalf.</li> <li>• The child or youth is not eligible for membership with a federally recognized tribe or is affiliated with a non-federally recognized tribe or Canadian First Nations and at least one parent has given consent (if neither parent is involved, the case can also be staffed).</li> </ul> <p>For youth 14 years of age or older, identify services and activities needed to support the youth's transition to adulthood.</p> <p>Include the following topics for Transition Planning discussions:</p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Employment</li> <li>• Housing</li> <li>• Health Insurance</li> <li>• Mentors and continuing supports</li> <li>• Independent Living goals</li> </ul>	<p>As <b>determined by LICWAC, prior</b> to permanency planning reviews and at least every <b>six months</b>.</p>	<ul style="list-style-type: none"> <li>• Caseworker</li> <li>• Parents</li> <li>• Youth (12 and older)</li> <li>• Two participants identified by the youth (14 and older), other than the caseworker or caregiver</li> <li>• Caregivers</li> <li>• LICWAC members identified in each region and a Tribal representative or designee (if available)</li> <li>• Individuals with responsibilities identified in the safety plan</li> <li>• Extended family and other family supports including mentors</li> <li>• Individuals supporting the parent</li> </ul>	<ul style="list-style-type: none"> <li>• Use the Shared Planning Meeting Form in FamLink and check the LICWAC Staffing box.</li> <li>• Create a separate form for each child or youth.</li> <li>• Document all participants who were invited and attended the meeting.</li> </ul>
<p><b>Mental Health(MH)/Substance Abuse Treatment Planning</b></p> <p>RCW 13.34.145  <a href="http://www.dcyf.wa.gov/4517-health-care-services-children-placed-out-home-care/45172-end-life-care">www.dcyf.wa.gov/4517-health-care-services-children-placed-out-home-care/45172-end-life-care</a></p> <p>RCW 71.24  <a href="https://app.leg.wa.gov/rcw/default.aspx?cite=71.24">https://app.leg.wa.gov/rcw/default.aspx?cite=71.24</a></p>	<p>To develop a treatment and assessment plan for children or youth unable to receive services from the Managed Care Organization (MCO).</p>	<p>Immediately after:</p> <ul style="list-style-type: none"> <li>• Notice of Action or Notice of Determination is received from the MCO</li> <li>• A child or youth is denied mental health, substance abuse services, or treatment by any provider</li> </ul> <p>This can be done in conjunction with another regularly scheduled shared planning meeting.</p>	<ul style="list-style-type: none"> <li>• Caseworker</li> <li>• Parents</li> <li>• Youth (12 and older)</li> <li>• Two participants identified by the youth (14 and older), other than the caseworker or caregiver</li> <li>• Caregivers</li> <li>• Tribal representatives or designee (if applicable)</li> <li>• Apple Health Core Connections managed care program representative (if applicable)</li> <li>• Extended family and other family supports including mentors</li> <li>• Individuals supporting the parents</li> </ul>	<ul style="list-style-type: none"> <li>• Use the Shared Planning Meeting Form in FamLink and check the MH/substance abuse box for denial of services (if appropriate).</li> <li>• Create a separate form for each child or youth.</li> <li>• Document all participants who were invited and attended the meeting.</li> <li>• Obtain releases of information from the parents and the youth (13 and older) before the shared planning meeting, if any information regarding their mental health treatment, substance abuse treatment, access to reproductive services, or sexually transmitted diseases/human immunodeficiency virus is discussed or shared with meeting participants.</li> </ul>



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<p><b>Permanency Planning Meeting</b></p> <p>RCW 13.34.136  <a href="https://app.leg.wa.gov/rcw/default.aspx?cite=13.34.136">https://app.leg.wa.gov/rcw/default.aspx?cite=13.34.136</a></p> <p>RCW 13.34.145  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=13.34.145">http://apps.leg.wa.gov/RCW/default.aspx?cite=13.34.145</a></p> <p>Practice and Procedures Manual Policies related to this type of meeting:</p> <p>Permanent and Concurrent Planning  <a href="http://www.dcyf.wa.gov/4300-case-planning/4305-permanent-and-concurrent-planning">www.dcyf.wa.gov/4300-case-planning/4305-permanent-and-concurrent-planning</a></p> <p>Termination of Parents Rights (TPR) - Compelling Reasons  <a href="http://www.dcyf.wa.gov/4306-filing-petition-terminate-parental-rights/43061-termination-parental-rights-tpr-compelling">www.dcyf.wa.gov/4306-filing-petition-terminate-parental-rights/43061-termination-parental-rights-tpr-compelling</a></p> <p>Pregnant and Parenting Youth  <a href="http://www.dcyf.wa.gov/practices-and-procedures/4311-pregnant-and-parenting-youth">www.dcyf.wa.gov/practices-and-procedures/4311-pregnant-and-parenting-youth</a></p> <p>Transitioning Youth for Successful Adulthood  <a href="http://www.dcyf.wa.gov/4300-case-planning/4310-transitioning-youth-successful-adulthood">www.dcyf.wa.gov/4300-case-planning/4310-transitioning-youth-successful-adulthood</a></p> <p>Guardianship  <a href="http://www.dcyf.wa.gov/4300-case-planning/4340-guardianships">www.dcyf.wa.gov/4300-case-planning/4340-guardianships</a></p> <p>Relative Guardianship Assistance Program  <a href="http://www.dcyf.wa.gov/4340-guardianship/43401-relative-guardianship-assistance-program-r-gap">www.dcyf.wa.gov/4340-guardianship/43401-relative-guardianship-assistance-program-r-gap</a></p>	<p>To identify a child and youth's concurrent permanency planning goals and steps needed to achieve a plan of:</p> <ul style="list-style-type: none"> <li>Return home</li> <li>Guardianship (Chapter 13.36 RCW) <a href="https://apps.leg.wa.gov/RCW/default.aspx?cite=13.36">https://apps.leg.wa.gov/RCW/default.aspx?cite=13.36</a></li> <li>Guardianship of a minor (Chapter 11.130 RCW Article 2) <a href="https://app.leg.wa.gov/RCW/default.aspx?cite=11.130">https://app.leg.wa.gov/RCW/default.aspx?cite=11.130</a></li> <li>Adoption</li> </ul> <p>Another permanent planned living arrangement (APPLA) may be considered for youth 16 and older after all other permanent plans have been determined not to be in the best interest of the child.</p> <p>For youth 14 years of age or older identify services and activities needed to support the youth towards transition to adulthood.</p> <p>Include the following topics for Transition Planning discussions:</p> <ul style="list-style-type: none"> <li>Education</li> <li>Employment</li> <li>Housing</li> <li>Health Insurance</li> <li>Mentors and continuing supports</li> <li>Independent Living goals</li> </ul>	<ul style="list-style-type: none"> <li>Within 10 days of the youth's confirmation of pregnancy.</li> <li>Within six months of original placement date (OPD)</li> <li>Prior to the Permanency Planning hearing <b>and</b> within 9-11 months of the child's OPD</li> <li>Every six months until the child's permanent plan is achieved</li> <li>Within 30 days of a TPR referral to the AAG. This can be done in conjunction with the APR meeting</li> <li>Within 30 days after the court orders TPR</li> <li>When requested by the parent or the parent's attorney</li> </ul>	<ul style="list-style-type: none"> <li>Assigned caseworker</li> <li>Parents</li> <li>Youth (12 and older)</li> <li>Two participants identified by youth (14 and older), other than the caseworker or caregiver</li> <li>Caregivers</li> <li>Attorneys (AAG, parent's attorney and/or youth's attorney)</li> <li>GAL/VGAL/CASA</li> <li>Tribal representative or designee (when applicable)</li> <li>Service providers and other professionals who play a significant role with the family</li> <li>Extended family and other family supports including mentors</li> <li>Individuals supporting the parent</li> <li>R-GAP Gatekeeper when guardianship is being discussed</li> </ul>	<ul style="list-style-type: none"> <li>Use the Shared Planning Meeting Form in FamLink and check the <b>Permanency Placement Staffing</b> box.</li> <li>Create a separate form for each child.</li> <li>Document all participants who were invited and attended the meeting.</li> <li>Document the concurrent permanency plans and the reasons why each is best for this specific child. Including: <ul style="list-style-type: none"> <li>Guardianship (Title 11 and Title 13) were considered prior to adoption</li> <li>If there are barriers to the guardianship could the barriers have been mitigated</li> <li>Explain why adoption rather than guardianship was in the best interest of the child.</li> </ul> </li> <li>If applicable, document any recruitment strategies to identify a permanent home for the child.</li> <li>Obtain releases of information from parents and youth (age 13 and older) before the shared planning meeting if any information regarding their mental health treatment, substance abuse treatment, access to reproductive services, or sexually transmitted diseases/human immunodeficiency virus is discussed or shared with meeting participants.</li> </ul>
<p><b>Shelter Care Case Conference</b></p> <p>RCW 13.34.067  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=13.34.067">http://apps.leg.wa.gov/RCW/default.aspx?cite=13.34.067</a></p> <p>RCW 74.14A.020  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=74.14A.020">http://apps.leg.wa.gov/RCW/default.aspx?cite=74.14A.020</a></p> <p>RCW 13.34  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=13.34">http://apps.leg.wa.gov/RCW/default.aspx?cite=13.34</a></p>	<p>To develop a written Service Agreement with the parents that correlates with the court findings identified at the Shelter Care Hearing.</p>	<p>Following the Shelter Care Hearing and within 30 days prior to the fact-finding hearing.</p> <p>This can be done in conjunction with another regularly scheduled <b>shared planning meeting</b>.</p>	<ul style="list-style-type: none"> <li>Caseworker</li> <li>Supervisor</li> <li>Parents</li> <li>Participants other than caseworker or caregiver</li> <li>Attorneys (AAG, parents', and child's or youth's attorneys)</li> <li>GAL</li> <li>Other people agreed upon by the parties</li> </ul> <p>Note: When using a shared planning meeting to meet the Shelter Care Case Conference requirement, parents must agree to caregivers attending.</p>	<ul style="list-style-type: none"> <li>Use the Shared Planning Meeting Form in FamLink and check the Case Conference box.</li> <li>Create a separate form for each child and youth.</li> <li>Document all participants who were invited and attended the meeting.</li> <li>Obtain releases of information from the parents and the youth age 13 and older before the shared planning meeting, if any information regarding their mental health treatment, substance abuse treatment, access to reproductive services, or sexually transmitted diseases/human immunodeficiency virus is discussed or shared with meeting participants.</li> </ul>

Meeting Type	Purpose	Timeframe	Participants who must be invited	Documentation
<p><b>Transition Staffing</b></p> <p>Transition Plan for Dependent Youth 17 through 20 Years</p> <p>RCW 74.13.031  <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=74.13.031">http://apps.leg.wa.gov/RCW/default.aspx?cite=74.13.031</a></p> <p>RCW 74.13.540  <a href="http://www.dcyf.wa.gov/4300-case-planning/4340-guardianships">www.dcyf.wa.gov/4300-case-planning/4340-guardianships</a></p> <p>RCW 74.13.341  <a href="http://app.leg.wa.gov/RCW/default.aspx?cite=74.13.341">http://app.leg.wa.gov/RCW/default.aspx?cite=74.13.341</a></p>	<p>To develop a transition plan and identify services for youth exiting care to support their successful transition into adulthood.</p> <p>Federal requirements for the youth's transition plan includes:</p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Employment</li> <li>• Housing</li> <li>• Health care with Apple Health Care</li> <li>• Local opportunities for mentors and continuing support</li> <li>• Work force supports and employment services</li> </ul>	<p>Have an updated and completed plan 90 days before:</p> <ul style="list-style-type: none"> <li>• Youth's 18th birthday</li> <li>• Youth exits Extended Foster Care Program</li> </ul>	<ul style="list-style-type: none"> <li>• Caseworker</li> <li>• Youth</li> <li>• Youth's two identified participants other than caseworker or caregiver</li> <li>• Youth's attorney</li> <li>• Behavioral Health Administration representative</li> <li>• Developmental Disabilities Administration representative</li> <li>• Economic Services Administration representative</li> <li>• Community Services Office representative</li> <li>• Independent Living provider</li> <li>• Transitional Living provider</li> <li>• GAL</li> <li>• Extended family and other family supports</li> <li>• Other community partners</li> <li>• Tribal representative or designee (if applicable)</li> <li>• Child Placing Agency case manager (if applicable)</li> <li>• Mentor (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Use the Shared Planning Meeting Form in FamLink and check the Multi-Disciplinary Staffing box.</li> <li>• Create a separate form for each child.</li> <li>• Document all participants who were invited and attended the meeting.</li> <li>• The youth must sign consent prior to the beginning of the shared planning meeting, if any information regarding their mental health treatment, substance abuse treatment, access to reproductive services, or sexually transmitted diseases/human immunodeficiency virus is discussed or shared with meeting participants.</li> <li>• The completed Transition Plan for Youth Exiting Care DCYF 15-417 must be attached to the court report at every review hearing beginning, when the youth is 17.5 and updated at every court hearing if participating in the Extended Foster Care Program.</li> </ul>