
POLICY TRANSMITTAL NO. 10-41	DATE: JULY 16, 2010
CHILDREN AND FAMILY SERVICES DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF INTERGOVERNMENTAL RELATIONS AND POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:75-6-31-31.1.

EXPLANATION: OAC 340:75-6-31.1 ITS are amended to update form numbers and uses related to family team meetings.

Original signed 7-15-10

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WF # 10-M (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

REMOVE

340:75-6-31.1

INSERT

340:75-6-31.1, pages 1-6, revised 6-10-10

340:75-6-31.1. Family team meeting (FTM) Process and Permanency Planning Review (PPR) System ■ 1 through 7

Revised 3-26-10

The family team meeting (FTM) is used for planning and decision-making for children. These meetings to plan, make decisions for children, and strive to involve and engage families. The court may require facilitation of a permanency meeting no later than 30 days prior to a permanency hearing when a child has been in out-of-home care for 12 months or longer, per Section 1-4-810 of Title 10A of the Oklahoma Statutes and a FTM is used for this purpose. FTMs may include parents, caregivers, children, relatives, family friends, Child Welfare (CW) workers, service providers, members of community groups, and other appropriate community partners as appropriate.

INSTRUCTIONS TO STAFF 340:75-6-31.1Revised 6-10-10

1. (a) The family team meeting (FTM) is designed to assist staff in case planning directed at achieving permanency for a child in the shortest time possible and ensure:

(1) a child does not remain in care too long or in a placement that cannot provide a permanent home;

(2) essential elements of the case are communicated when transferred between workers, counties, and when a child is in an out-of-state Interstate Compact on the Placement of Children (ICPC) placement.

(b) The FTM process is initiated for each child in Oklahoma Department of Human Services (OKDHS) custody or supervision and placed outside of the parent(s)', legal guardian(s)', or custodian(s)' home, including ICPC out-of-state placements. The process:

(1) begins after the child has been removed from the home; and

(2) continues as long as the child remains outside of the parent(s)', legal guardian(s)', or custodian(s)' home.

(c) FTMs are held:

- (1) following the assessment of child safety to identify family supports that can be used to keep children in their home safely, or if that cannot occur, as part of the placement process to identify kin who may be able to provide temporary care to the child;
 - (2) within 30 days after a court determination is made that reasonable efforts are not required; and
 - (3) as part of the ongoing assessment process and Individualized Service Plan (ISP) development;
 - (4) when a decision is made to actively implement concurrent planning;
 - (5) when an alternate permanency plan is indicated; and
 - (6) prior to reunification; or
 - (7) a minimum of once every six months.
- (d) When a FTM is held as a permanency meeting to discuss recommendations regarding the child's permanency plan, information gathered from the meeting is included in Form 04KI014E, Individualized Service Plan (ISP) Progress Report. This report includes but is not limited to:
- (1) efforts and progress demonstrated by the child's parent to comply with the ISP, change behaviors or conditions, and development of protective capacities;
 - (2) the status of the child, including the child's behavioral, physical, and emotional health; and
 - (3) a recommendation regarding the child's placement, whether it should be extended, and the reasons for the recommendation.
2. (a) FTM responsibility. The county with court jurisdiction is responsible for coordinating and conducting the FTM. The Child Welfare (CW) county of jurisdiction worker:
- (1) contacts the appropriate persons to participate as members of the FTM for each case, per OAC 340:75-6-31.1 Instructions to Staff (ITS) # 1(c)(1);

(2) when services are provided to the child and family by more than one county, obtains input from each county involved;

(3) informs any FTM member, who is unable to attend the FTM, that any written or verbal input from the FTM member provided to the CW worker at least 24 hours prior to the FTM is presented at the FTM; and

(4) documents the results of each FTM in KIDS Contacts screen no later than 30 days after completion of each FTM. The detailed summary of FTM results included in the KIDS Contacts screen, at a minimum, includes:

(A) a listing of all attendees;

(B) discussions regarding any identified barriers to permanency; and

(C) any action steps identified during the FTM and the name of the person responsible for completing the action with an identified time for completion.

(b) FTM for assessment of child safety. The assessment of child safety FTM occurs when an in-home or out-of-home safety plan is required and engages families to identify supports or resources that assist in keeping a child safely in the home or if necessary assist in the identification of possible kin caregivers for the child. The CW worker:

(1) utilizes Form 04MP045E, Family Team Meeting Confidentiality Statement, to document that all FTM members understand the confidential nature of the information being shared, and Form 04MP046E, Family Team Meeting Summary, to document the results of the FTM; and

(2) scans and places documents in KIDS file cabinet, files original Form 04MP046E in the case and sends a copy to the CW field liaison, child's attorney, and, if applicable, any other county with case assignment.

(c) FTM for Ongoing Assessment Process and Individualized Service Plan (ISP) Development. The Case Progress FTM is completed when the child is in OKDHS custody and out-of-home care six months. The CW worker begins counting the six months from the earlier of the child's date of adjudication or 60 days after the child's date of removal from the home.

(1) A FTM includes, but is not limited to:

- (A) the child;**
 - (B) the child's:**
 - (i) parents;**
 - (ii) legal guardian, if any;**
 - (iii) extended family;**
 - (iv) caregivers;**
 - (v) court-appointed special advocate (CASA) or guardian ad litem, if applicable;**
 - (vi) tribal representative, if applicable;**
 - (vii) attorney; and**
 - (viii) CW worker and supervisor;**
 - (C) service providers;**
 - (D) Developmental Disabilities Services Division (DDSD) staff, if applicable;**
 - (E) SoonerStart staff, if applicable;**
 - (F) post adjudication review board (PARB) member; and**
 - (G) district attorney.**
- (2) Prior to case discussion, the FTM facilitator:**
- (A) explains the confidential nature of the meeting;**
 - (B) requests all team members sign Form 04MP045E acknowledging confidentiality; and**

- (C) utilizes Form 04MP046E, Family Team Meeting Guide and Summary, as a reference source for discussion by the team. The purpose of the FTM is to:
- (i) identify barriers to permanent placement;
 - (ii) propose and implement solutions to those barriers; and
 - (iii) conduct the meeting utilizing Form 04MP046E.
- (d) FTM for concurrent planning and alternate permanency plan. When a decision is made to pursue concurrent planning or an alternate permanency plan, a FTM is facilitated to ensure the family understands the poor prognosis indicators for reunification per OAC 340:75-6-31 ITS, and the need to identify an alternate permanent caregiver. Forms 04MP040E, Concurrent Planning Determination Tool, and 04MP046E are utilized for this FTM.
- (e) FTM for reunification. A FTM is facilitated when a decision has been made to reunify a family to identify the supports the family needs from the extended family to keep the child safe.
3. Subsequent reviews are completed every six months until the child exits out-of-home care utilizing FTM Forms 04MP045E and 04MP046E. When Form 04AN022E, Child Profile Assessment for Adoption, is available, completion of Form 04MP046E prior to the family team meeting is not required. Form 04AN022E is utilized to complement Form 04MP046E during the family team meeting.
 4. Reporting FTM results to the court. The CW worker attaches Form 04MP046E, or includes a summary of the FTM on Form 04KI009E, Court Report, or Form 04KI014E, Individualized Service Plan (ISP) Progress Report, for the next court hearing following the FTM.
 5. Permanency report. Prior to a permanency hearing, a report is required by statute, per OAC 340:75-1-18.1. Information gathering is combined with the FTM held every six months.
 6. Criteria staffing and FTM. When the kin, paid or non-paid, or foster parent(s) of the child requests adoption of the child, a local adoptive placement criteria staffing is required.

- (1) Criteria staffing may occur concurrently with the FTM if the FTM is scheduled to be held within 30 days of the kin or foster parent's request. The attendance of the adoption specialist is mandatory.
 - (2) Forms 04MP046E and 04AN020E, Adoptive Placement Criteria Staffing, are completed by the CW county of jurisdiction worker. Upon completion of the FTM, the CW worker ensures that a copy of 04AN020E is provided to the adoption specialist in attendance for processing.
7. FTM during trial reunification. A FTM is not required for children placed in trial reunification, except when the court orders extension of trial reunification beyond six months. The CW worker during the FTM:
 - (1) identifies all issues and concerns which have necessitated an extension of Trial Reunification;
 - (2) proposes a plan addressing these issues, that includes but is not limited to:
 - (A) recommendations for services;
 - (B) initiation or modification of safety plans; and
 - (C) as applicable and appropriate, other strategies to meet identified family needs.