

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF  
FROM: JOANIE ROGERS, INTERIM DIRECTOR  
SUBJECT: PERMANENCY AND CONCURRENT PLANNING

DISCUSSION:

The purpose of this memorandum is to inform staff that the Children's Division policy for permanency and concurrent planning have been modified. Child Welfare Manual Section 4, Chapter 2 now goes into further detail on permanency and concurrent planning - providing clarification on the difference, examples of reasonable efforts and ensuring staff have an understanding of how to create a permanency plan with a family. This is being done in order to ensure the Children's Division meets the goal of performance for Timely Permanency in the Performance Improvement Plan.

In addition, the Learning Circle **Permanency Planning 101** (CD000708) is available. The Learning Circle is in response to the Program Improvement Plan (PIP) and must be completed no later than October 29, 2021. The Learning Circle will also be available as a future resource for staff.

A Learning Circle is a facilitated discussion used to ensure transfer of learning occurs around timely permanency and what is required per policy and best practice standards. The Learning Circle provides education on the updated policy, thought provoking scenarios and a knowledge check in the end. Learning circle topics may also be used as resource in the future with other learning opportunities.

Learning Circles were developed using the Signs of Safety framework and tools to assist in the transfer of learning conversations. It is recommended that Learning Circles be facilitated by a Power of Partnership (POP) facilitator or a practice leader from the Practice Leader Development Program (PLDP).

**How to Set Up a Learning Circle**

- A Learning Circle can be facilitated virtually during a circuit meeting or other scheduled event.
- A Learning Circle can be a 30 to 45 minute transfer of learning discussion.
- The PowerPoints for all of the Learning Circles are posted on the Signs of Safety intranet page.
- De-identified case examples are available on the Signs of Safety intranet page to support the Learning Circle PowerPoints. Team members may also use circuit specific case examples.
- There are instructions on how to set-up Learning Circles on the ELC to allow for training credit and does include 210 credit. The instructions are posted on the Signs of Safety intranet page.

All of the Learning Circle supporting documents have been posted on the [Signs of Safety page](#) on the intranet.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b>	<b>MANAGER CONTACT</b>
Jessica Woodruff <a href="mailto:Jessica.Woodruff@dss.mo.gov">Jessica.Woodruff@dss.mo.gov</a>	Kate Watson <a href="mailto:Kate.Watson@dss.mo.gov">Kate.Watson@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b>	
Section 4, Chapter 10 (Case Management Activities), Subsection 1 Section 4, Chapter 7 (Family Support Teams), Subsection 1	
<b>FORMS AND INSTRUCTIONS</b>	
NA	
<b>REFERENCE DOCUMENTS AND RESOURCES</b>	
NA	
<b>RELATED STATUTE</b>	
NA	