



# Concurrent Planning Steps and Timeline



## Adoption

### Concurrent Planning Steps by 6 Month CRB:

- Immediately after child is taken into protective custody, CPS worker makes diligent efforts to identify legal parents and putative fathers to establish legal paternity.
- Conduct an absent parent search if needed.
- During CPS assessment, begin search for relatives or persons with caregiver relationship.
- Within 24 hours of placement, identify children subject to ICWA.
- Within 24 hours of Tribe being identified, contact Tribe.
- Within 30 days of placement, contact relatives.
- Within 30 days of placement, obtain birth certificate for child.
- Within 60 days of placement, obtain genetic and medical history of child.
- Within 60 days of placement, develop concurrent plan.
- Review plan every 90 days.
- Ongoing relative search.
- During development and ongoing review of concurrent plan, involve team knowledgeable about child's needs and any youth, age 14 and older, to discuss appropriateness of plan.
- Upon identification of prospective out-of-state caregiver, request ICPC and home study.
- DHS must involve the substitute caregiver in concurrent planning and determine whether relative caregiver or foster parent is willing to continue as the placement resource.

## Adoption

### 12+ Months After Child Placed in Care:

As the case gets closer to the ASFA deadline and the caseworker is considering a plan of Adoption:

- When considering changing the plan to Adoption, caseworker staffs the case with the AG.
- After TPR approval, Legal Assistance Referral is prepared.
- A permanency committee must be scheduled when a caseworker is considering a separation of siblings, a current caretaker or relative caregiver requests consideration as a potential adoptive resource, or to review the relationship between a general applicant and a child.
- If adoptive resource identified, Home Study started?
- If an ICPC is required, has ICPC been started?
- If an adoptive placement has not been identified, what is the plan to recruit adoptive families?
- If the child is an ICWA child, does the prospective adoptive placement comply with ICWA? If not, what efforts have been made to identify a placement under ICWA?

---

Sandy Berger, CRB Field Manager, Washington County,  
in consultation with Jason Wright, Permanency Consultant, DHS



# Concurrent Planning Steps and Timeline



## Guardianship

### Concurrent Planning Steps by 6 Month CRB:

- Immediately after child is taken into protective custody, CPS worker makes diligent efforts to identify legal parents and putative fathers to establish legal paternity.
- Conduct an absent parent search if needed.
- During CPS assessment, begin search for relatives or persons with caregiver relationship.
- Within 24 hours of placement, identify children subject to ICWA.
- Within 24 hours of Tribe being identified, contact Tribe.
- Within 30 days of placement, contact relatives.
- Within 30 days of placement, obtain birth certificate for child.
- Within 60 days of placement, obtain genetic and medical history of child.
- Within 60 days of placement, develop concurrent plan.
- Review plan every 90 days.
- Ongoing relative search.
- During development and ongoing review of concurrent plan, involve team knowledgeable about child's needs and any youth, age 14 and older, to discuss appropriateness of plan.
- Upon identification of prospective out-of-state caregiver, request ICPC and home study.
- DHS must involve the substitute caregiver in concurrent planning and determine whether relative caregiver or foster parent is willing to continue as the placement resource.

## Guardianship

### 12+ Months After Child Placed in Care:

As the case gets closer to the ASFA deadline and the caseworker is considering a plan of Guardianship:

- The caseworker seeks input from the child, regardless of the child's age; consults with any foster youth, age 14 and older; and assesses parents' acceptance of guardianship and desire for continued contact.
- A permanency committee must be scheduled when caseworker is recommending a change in permanency plan to Guardianship.
- Prior to consideration of a foster parent as a potential guardian resource, caseworker must review diligent efforts to place youth with relatives and to place siblings together.
- In order to be considered as a potential guardian, the substitute caregiver must have an updated home study.
- Within 30 days of decision to implement concurrent plan of Guardianship, caseworker must request a permanency hearing to change the plan.
- At the permanency hearing, DHS must inform the court whether or not the potential guardian is applying for guardianship assistance.



# Concurrent Planning Steps and Timeline



## APPLA

### Concurrent Planning Steps by 6 Month CRB:

- Immediately after child is taken into protective custody, CPS worker makes diligent efforts to identify legal parents and putative fathers to establish legal paternity.
- Conduct an absent parent search if needed.
- During CPS assessment, begin search for relatives or persons with caregiver relationship.
- Within 24 hours of placement, identify children subject to ICWA.
- Within 24 hours of Tribe being identified, contact Tribe.
- Within 30 days of placement, contact relatives.
- Within 30 days of placement, obtain birth certificate for child.
- Within 60 days of placement, obtain genetic and medical history of child.
- Within 60 days of placement, develop concurrent plan.
- Review plan every 90 days.
- Ongoing relative search.
- During development and ongoing review of concurrent plan, involve team knowledgeable about child's needs and any youth, age 14 and older, to discuss appropriateness of plan.
- Upon identification of prospective out-of-state caregiver, request ICPC and home study.
- DHS must involve the substitute caregiver in concurrent planning and determine whether relative caregiver or foster parent is willing to continue as the placement resource.

## APPLA

### 12+ Months After Child Placed in Care:

As the case gets closer to the ASFA deadline and the caseworker is considering a plan of APPLA, for youth age 16 and older:

- Caseworker needs to determine it is not in youth's best interest to implement one of the preferred permanency plans: placement with a parent; adoptive home; legal guardian; or placement with fit and willing relative.
- A permanency committee must be scheduled when caseworker is recommending a change in permanency plan to APPLA.
- Prior to permanency committee, caseworker meets with the youth and substitute caregiver to assess commitment to APPLA – Permanent Foster Care.
- Prior to consideration of a foster parent as the APPLA resource, caseworker reviews diligent efforts to place youth with relatives and to place siblings together.
- Within 30 days of decision to implement concurrent plan of APPLA, caseworker requests a permanency hearing.
- Every six months after APPLA is implemented, caseworker reviews the APPLA case plan with the youth and members of the youth's team prior to a CRB review or hearing to determine if the current placement continues to be least restrictive and whether a more permanent permanency plan such as adoption or guardianship is more appropriate.
- Every 6 months after APPLA has been approved by the court, a CRB review is held unless the court has relieved the CRB.
- Every 12 months after APPLA has been approved by the court, a permanency hearing must be held.
- Every 12 months after APPLA has been approved by the court, DHS must review the department's diligent efforts to identify, engage and place youth with relatives.



# Concurrent Planning Steps and Timeline



## Placement With Fit and Willing Relative

### Concurrent Planning Steps by 6 Month CRB:

- Immediately after child is taken into protective custody, CPS worker makes diligent efforts to identify legal parents and putative fathers to establish legal paternity.
- Conduct an absent parent search if needed.
- During CPS assessment, begin search for relatives or persons with caregiver relationship.
- Within 24 hours of placement, identify children subject to ICWA.
- Within 24 hours of Tribe being identified, contact Tribe.
- Within 30 days of placement, contact relatives.
- Within 30 days of placement, obtain birth certificate for child.
- Within 60 days of placement, obtain genetic and medical history of child.
- Within 60 days of placement, develop concurrent plan.
- Review plan every 90 days.
- Ongoing relative search.
- During development and ongoing review of concurrent plan, involve team knowledgeable about child's needs and any youth, age 14 and older, to discuss appropriateness of plan.
- Upon identification of prospective out-of-state caregiver, request ICPC and home study.
- DHS must involve the substitute caregiver in concurrent planning and determine whether relative caregiver or foster parent is willing to continue as the placement resource.

## Placement With Fit and Willing Relative

### 12+ Months After Child Placed in Care:

As the case gets closer to the ASFA deadline and the caseworker is considering a plan of Placement with a Fit and Willing Relative:

- Caseworker needs to confirm there are no relatives who have expressed an interest in being an adoptive or guardianship resource.
- A permanency committee must be scheduled when caseworker is recommending a change in permanency plan to Placement with a Fit and Willing Relative.
- Prior to permanency committee, caseworker must determine if resource meets the requirement of fit and willing relative:
  - Meets definition of relative; or
  - Meets definition of person with a caregiver relationship and child is placed in foster care through Office of Developmental Disabilities.
  - Has a Certificate of Approval from DHS, a licensed foster care agency.
- Within 30 days of decision to implement concurrent plan of Placement with a Fit and Willing Relative, caseworker requests a permanency hearing.
- Every 6 months after court changes plan to Placement with a Fit and Willing Relative, caseworker reviews the plan and a CRB review is held unless the court has relieved the CRB.
- Every 12 months after Placement with a Fit and Willing relative has been approved by the court, a permanency hearing is held.
- Ongoing relative search to identify relatives or persons with a caregiver relationship who can assist with case planning, placement and/or support.