Effective Date: October 20, 2000 **Number: D-0202**
Revised: November 26, 2007
Revised: October 29, 2008

Concurrent Planning

Purpose

To provide information to ensure that children in Children and Family Services (CFS) custody achieve legal permanency at the earliest opportunity.

Approved

This policy was approved by Mike Ryan, Director of CFS, on October 29, 2008. *Signature on file*.

Background

This revision includes information and procedures regarding responsibility of CFS staff to provide prospective adoptive parents and legal guardians with a full disclosure of the rights and responsibilities attached to the permanent plans of Adoption and Legal Guardianship.

Foster care was designed to be a temporary solution for children living in unsafe and dangerous situations, while supportive services were offered to their families to facilitate a goal of family reunification. However, many children have been growing up in foster care, and age out of the system without permanent families or any lifelong connections.

The Adoptions and Safe Families Act passed by the Federal government in 1997 identified permanency as one of the goals for children in the child welfare system.

In 1998, California implemented legislation to expedite legal permanency for children. AB 1544, the “Concurrent Planning Law,” was designed to reduce foster care drift and eliminate barriers to relative adoptions.

Ideally, permanency is the reunification of the child with the birth parent(s). When this is not appropriate, the next most desirable permanent plan is adoption. Legal guardianship will only be considered when the first two options are ruled out. Legal guardianship with a relative, with whom the child is currently residing, is the preferred permanent plan over legal guardianships with a non-relative. Long term foster care is not considered a permanent plan and must only be recommended as a last option.

Legal Mandates

- Adoptions and Safe Families Act (Public Law 105-89) 1997
- Family Law Code Section 8616–8617
- Uniform Parentage Act (2002)
- Welfare and Institutions Code Section 316.2
- Welfare and Institutions Code, Sections 361.3, 361.5(b), 361.5 (g), 366.21(i), 366.22(b), 366.23, 366.29(c), and 366.3
- Welfare and Institutions Code, Section 399(d)
- Welfare and Institutions Code Section 16010.4
- Welfare and Institutions Code Section 16119(d) and 16120-21
- Welfare and Institutions Code Section 16501.1(a) and 16501.1(f)(9)
- Welfare and Institutions Code Section 16522
- California Department of Social Services (CDSS) Regulations, Division 31-410
- All County Information Notice (ACIN) I-04-00, 2/02/2000, Permanency Planning Mediation
- Health and Safety Code Section 1530.6
- Family Code Section 7900
- Family Code Section 8730

Definitions

Concurrent Planning: A process that involves:

- Working toward family reunification while at the same time establishing an alternative permanent plan should reunification efforts fail
- Immediate, simultaneous, and continuous assessment development that provides a continuum of options to achieve early family based permanency for all children removed from their families

Concurrent Planning Family: An approved/licensed home/family with an approved adoption home study that accepts placement of a child as a foster child with the intention of adopting that child, if reunification efforts are unsuccessful.

Legal Permanency: Reunification of child with birth or adoptive parents or with legal guardians. If that does not occur, legal permanency can also be defined as the child's adoption by another family or legal guardianship with another family.

POLICY

Concurrent Planning Requirements

To expedite the establishment of permanency plans for children in foster care, the following activities are required:

- Early determination of paternity
- Emergency relative assessment
- Reunification prognosis assessment
- Full disclosure to parents regarding concurrent planning options
- Reports to the Juvenile Court regarding concurrent planning
- Facilitate kinship adoptions (whenever possible)
- Full disclosure to caregivers of the rights and responsibilities associated with Adoption and Legal Guardianship

Adoptions Social Worker—Concurrent Planning

Social workers in the CFS Adoptions program Concurrent Planning (CP) unit are given secondary assignment on all children brought into protective custody. These "Concurrent Planning" social workers assess the likelihood of family reunification for each child. They also ensure placement of children, for whom family reunification will not be recommended or whose prognosis for reunification is poor, with caregivers who are willing to adopt.

Determination of Parentage

Issues of parentage must be addressed by social workers at the earliest possible time, discussed in initial interviews with the family, and clarified, if necessary, by Court Services and Specialized Family Services (SFS) Investigations social workers and Continuing Family Services social workers throughout the life of the case.

Names of alleged, biological, and presumed parents must be included in reports to the Court, as they become known, along with a request that the Court make legal findings of parentage.

See CFS P&P Parentage (G-0602) for additional information on determining parentage.

Indian Child Welfare Act (ICWA) Issues

Social Workers must ensure that all laws relating to placement and adoption of Indian children are followed. See CFS P&P Indian Child Welfare Act (G-0309) and CFS P&P Indian Child Adoption (C-0705) for information on these special requirements.

Emergency Relative Assessment

To facilitate placement with a relative or a non-relative extended family member (NREFM), assessment of all known relatives and NREFMs for possible emergency placement must begin as soon as possible after it becomes known that a child will be brought into protective custody.

Social workers assigned to the Diversion Unit (or ER social workers outside of Diversion staffs' working hours) will contact relatives and NREFMs who are potential placement resources to determine their willingness to accept the child into their home. If a willing relative or NREFM meets the minimum qualifications for an emergency placement, the child is placed in the home pending further evaluation and final approval of the placement.

Note: Potential relative caregivers who may wish to obtain custody of their relatives are to be advised that they should give full consideration to doing so when the child is first brought into custody as there may not be another opportunity for the child to be placed in their care. See CFS P&Ps Relative NREFM Placement Assessments (K-0105) and Out-of-Home Placement (K-0208) for additional information on emergency relative assessments.

Reunification Prognosis Assessment

A. **Initial:**

The assigned Court Services or SFS Investigations social worker will make a determination as to whether the family's reunification prognosis is good, fair or poor. The initial reunification prognosis must be provided to the CP social worker as soon as the determination is made.

Note: See *Reunification Prognosis Assessment (F063-25-507)* for assistance in making a reunification prognosis.

B. **Ongoing:**

1. The assigned social worker must make an ongoing reevaluation of the family's progress in completing the court ordered case plan objectives and services and the family's prognosis for successful family reunification throughout the period in which family reunification services are ordered by the Court.

2. If the initial prognosis for reunification was good or fair and changes to poor, the assigned social worker must, immediately upon making that determination, complete a *Permanent Planning Assessment (PPA) (F063-18-242)* in CWS/CMS. The assigned social worker submits the PPA to the Adoptions supervisor responsible for reviewing PPAs for that program, to evaluate the need for the secondary assignment of an Adoptions social worker to the case to facilitate early permanency.

   See the section Permanent Planning Assessment below and CFS P&P Permanent Placement Assessment (post-1988) (G-0313) for additional information.

3. The Structured Decision Making (SDM) Reunification Reassessment Tool must be completed prior to each status review during the time that family reunification is the case plan goal. In addition, the Reunification Reassessment Tool must be completed whenever family circumstances change. This tool assists in determining the ongoing prognosis for reunification.

   See CFS P&P Strategic Decision Making (D-0311) for additional information on SDM.

No Family Reunification Services Offered

When no family reunification services are ordered by the Court at the Jurisdictional/Dispositional hearing, primary assignment of the case will be given to an Adoptions social worker who prepares the Selection and Implementation Hearing report (.26) and provides all of the case management services required to facilitate the child's adoption as quickly as possible.

Concurrent Planning Disclosure to Parents

Parents must be provided with full disclosure regarding the concurrent planning process and permanency options as soon as possible after the Detention Hearing. Parents must be fully informed about permanency planning for their child during the dependency process including:

- Formulation of reunification and permanency plans
- Relinquishment for adoption to a family member, another designated adult or to SSA
- Guardianship
- Post-adoption contact agreements
- Reunification timelines

Parents must be given a copy of *Parent's Guide to Dependency Proceedings (F063-28-290)* and the sections relevant to the concurrent planning process pointed out to the parent during the interviews conducted by the Court Services and SFS social worker prior to the Jurisdictional/Dispositional Hearing.

Parents who come forward for the first time after the case has been assigned to a social worker in Continuing Family Services or Adoptions must be provided with the Concurrent Planning disclosure as soon as the parent becomes known to those social workers.

Documenting Concurrent Planning and Permanency Option Advisement Efforts in Court Reports

A. Social workers must document efforts made in providing concurrent planning services to clients in each status review report. For additional information on documentation, see Attachment 1–Concurrent Planning Documentation in Court Reports.

B. Social workers must document information provided to caregivers regarding permanency options in the relevant sections of the .26 court report. See CFS P&P Legal Guardianship—Dependent (K-0402) and CFS P&P Preliminary Assessment for Permanency Hearing (G-0319) for information on providing this information in court reports.

Documenting Concurrent Planning and Permanency Option Advisement Efforts in CWS/CMS

All contacts, services and materials provided to caregivers related to the concurrent planning and permanency planning advisement processes must be documented in CWS/CMS.

See the Procedure section of this policy for information on documenting these activities.

Documenting Concurrent Planning Efforts in Case Plans

Each child in out-of-home care with a case plan goal of family reunification must have a case plan documenting the services to be provided to:

- Assist in reunification
- Achieve legal permanency

These services will be provided concurrently in order to achieve legal permanency for the child at the earliest opportunity in the event that family reunification efforts fail.

Note: See CFS P&P Case Plan Development/Elements (D-0101) for additional information on creating and updating case plans. For specific information to be included in the concurrent planning portion of the case plan, see Attachment 2–Concurrent Planning Case Plan.

Order of Preference for Permanent Plan

The assigned social worker must follow the order of preference below when recommending a permanent plan for a child who cannot be return home:

- First, adoption and the termination of parental rights
- Second, legal guardianship with a relative with whom the child is currently living
- Third, legal guardianship with a non-relative
- Fourth, long term foster care

Note: A relative caregiver's preference for legal guardianship rather than adoption under circumstances that do not include unwillingness to accept legal or financial responsibility for the child *may not* constitute the sole basis for recommending removal of the child from the relative caregiver for purposes of making an adoptive placement.

Required Information for Caregivers About Choosing a Permanency Option

Caregivers must be given information regarding the long-term benefits and consequences of Adoption, Legal Guardianship and Long Term Foster Care in order to make an informed decision about a permanent plan. Each caregiver must be given copies of:

- *Financial Comparisons—Adoption, Legal Guardianship, and Long Term Foster Care (F0963-25-562)*
- *Rights and Responsibilities—Adoption, Legal Guardianship, and Long Term Foster Care (F0912-25-294)*

Ideally, this information will be distributed to caregivers at a Permanency Options Planning (POP) Meeting. The assigned social worker must provide the caregiver with a copy of *Permanency Options Planning (POP) Meetings Caregiver Information (F063-25-533)* before the permanent plan is recommended to the court. Caregivers must be encouraged to attend a POP meeting. See the Permanency Options Planning (POP) Meetings section of this policy below for additional information.

Social workers must not attempt to provide legal or financial advice regarding permanency options. Caregivers must be advised to consult their own attorney, tax and financial advisors, and the child's eligibility technician to determine the impact of their choice of a permanent plan on their own specific family circumstances.

Permanency Options Planning (POP) Meetings

POP meetings facilitated by CFS supervisors are offered monthly in English and Spanish.

Each caregiver attending a POP meeting will be given the required information related to the rights, responsibilities, and financial comparisons of adoption, legal guardianship, and long term foster care. They will be asked to sign *Permanency Options Planning Meeting—Attendance Verification and Acknowledgement (F063-25-526)* at the conclusion of the meeting.

The assigned social worker will receive a signed copy of the attendance verification form for all caregivers attending a POP meeting.

Permanency Options Advisement for Caregivers Who Do Not Attend a POP Meeting

The assigned social worker must provide caregivers who are unable to, or will not, attend a POP meeting with the required documents related to the rights, responsibilities, and financial comparisons for each of the permanent plans. The signature of the caregiver must be obtained on the *Permanency Options—Caregiver Advisement Acknowledgement (F063-25-532)* form and placed in the child's Service File.

Permanent Planning Assessments

A review of the permanent plan for the child must be completed as soon as a determination is made to terminate family reunification services.

The assigned social worker and the assigned Adoptions supervisor will jointly assess the adoptability of the child using the *Permanent Planning Assessment (PPA*) completed in CWS/CMS and take steps to identify the appropriate permanent plan for the child.

The assigned social worker must include the results of this assessment in the .26 court report.

See CFS P&P Permanent Placement Assessment (post-1988) (G-0313) for additional information on PPAs.

Concurrent Planning Families

CFS will facilitate early placement in a potential adoptive home by identifying Concurrent Planning Families early in the foster parent application process. These families will be given additional information on adoption during their training to become licensed foster parents.

Concurrent planning families accepting the placement of a dependent child who is not yet freed for adoption must sign a *Concurrent Planning Agreement (F063-25-500).* They agree to cooperate with the reunification process and facilitate visits between the child and the birth parents. They will be informed that there is a possibility that the child might not be freed for adoption, might be removed from their home and placed with relatives, or might be returned to the birth parents. The family must agree to accept these contingencies, which offer the child the most possible stability while preserving the birth parents' right to reunification services, as a condition of the placement.

CFS staff will provide potential adoptive parents with information to assist them in understanding the legal issues they may be facing by accepting placement of a dependent child who is not yet freed for adoption. Case circumstances dictate the level of certainty that the child can be adopted at a later date. See Attachment 3–Levels of Certainty for information on the impact of case circumstances on the probability that the child will be freed for adoption.

Permanency Planning Mediation

The assigned social worker must make a Permanency Planning Mediation (PPM) referral for all cases when family reunification services will not be offered or when the assigned social worker is recommending the termination of family reunification services, unless the:

- Assigned social worker in consultation with the supervisor determines that a compelling reason, such as the safety of the child, exists for not making a PPM referral
- Court orders that no PPM referral is to be made

Note: If any of the parties entitled to request a PPM do so, a referral must be completed unless a bench officer orders otherwise.

For additional information on this process, see CFS P&P Permanency Planning Mediation (C-0603).

Support Services for Caregivers Interested in Adoption

To encourage and facilitate the adoption process, those families expressing an interest in adoption will be provided with a specialized training session in addition to the regular foster parent training.

When appropriate, families will be referred to contracted services through the Bridge Builders Program using the *Bridge Builders Referral (F063-25-256)* for additional training, counseling, and support.

Adoption Focus Units

To facilitate early family based permanency for children whose parents have had their parental rights terminated these cases will be transferred to specialized units of social workers in continuing court programs. These "Adoption Focus" social workers are specially trained in adoption requirements and become the primary assigned social workers when parental rights are terminated.

"Adoption Focus" social workers will also perform some of the activities needed to facilitate the adoption process before parental rights are terminated by consulting with assigned social workers, facilitating early completion of a PPM referral, and arranging for psychological and developmental evaluations of children who are likely to be freed for adoption.

Assessment for Permanency Hearing

A. **Adoption:**
A preliminary assessment of the family, *Preliminary Assessment for Permanency Hearing (.26) (F063-25-50),* must be supplied to the assigned primary social worker by the Adoptions Applicant social worker and is to be included in the court report prepared for the .26 hearing.

Note: This assessment does not replace the Adoption home study that must be completed by a CFS Adoptions social worker or by a contracted private adoption agency through the Private Adoption Agency Reimbursement Program (PAARP). The home study may or may not be completed at the time the preliminary assessment is written.

B. **Legal Guardianship:**
A final assessment of the legal guardian must be provided to the court in the report prepared for the .26 hearing, documenting the guardian's ability and commitment to provide a permanent home for the child. Preparation of this assessment, using the format of *Preliminary Assessment for Permanency Hearing (.26),* is the responsibility of the assigned social worker. See CFS P&P Legal Guardianship—

Dependents (K-0402) for information on preparing the guardianship assessment.

See the Procedure section below for additional information on the process for providing the preliminary assessment of the prospective adoptive family to the Court.

REFERENCES

Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- CFS P&P Adoption Full Assessment (C-0102)
- CFS P&P Permanency Planning Mediation (C-0603)
- CFS P&P Adoption Assistance Program (C-0501)
- CFS P&P Adoptions Matching Procedure (C-0701)
- CFS P&P Adoption Review Hearings (C-0404)
- CFS P&P Case Plan Development/Elements (D-0101)
- CFS P&P Important People In Dependent Children's Lives (D-0410)
- CFS P&P Case Transfers (D-0302)
- CFS P&P Parentage (G-0602)
- CFS P&P Out-Of-Home Placement (K-0208)
- CFS P&P Permanent Placement Assessment (Post-1988) (G-0313)
- CFS P&P Status Review Hearing Reports (Post-1988) (G-0317)
- CFS P&P Structured Decision Making (D-0311)
- CFS P&P Legal Guardianship—Dependents (K-0402)
- PDU Dispatch Preliminary Assessment for Permanency Hearing (G-0319-D)
- CFS P&P Indian Child Welfare Act (G-0309)
- CFS P&P Indian Child Adoption (C-0705)
- Attachment 1–Concurrent Planning Documentation in Court Reports
- Attachment 2–Concurrent Planning Case Plan
- Attachment 3–Levels of Certainty

REQUIRED FORMS

Online Forms

Required forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
Request for Prospective Adoptive Parent Designation, Notice, and Order	JV-321
Reunification Prognosis Assessment	F063-25-507
Child Available	F063-18-79
366.26 Hearing Memo	F063-25-504
Permanency Planning Mediation Referral (Consortium for Children)	F063-25-505
Concurrent Planning Case Termination Summary	F063-25-508
Concurrent Planning Agreement	F063-25-500
Information About the Birth Mother	AD 67
Information About the Birth Father	AD 67A
Supporting Information for Issuance of California Department of Social Services Acknowledgement and Confirmation of Receipt of Child Freeing Documents	AD 90
Preliminary Assessment for Permanency Hearing (.26)	F063-25-509
Adoption Home Study Review (HSR)	F063-18-315

Hard Copy Forms

Required forms listed below must be completed in hard copy (including multi-copy NCR forms), and must be obtained in the CFS forms rooms. ***For reference purposes only,*** links are provided to view these hard copy forms, where available.

Form Name	Form Number
Detention Disposition Sheet	F063-28-18AB
Adoption Concurrent Planning–Acco Insert	F063-25-1124
Bridge Builder's Referral	F063-25-256
Bridge Builder's Extension Request	F063-25-257
Permanency Options Planning (POP) Meetings—Caregiver Information	F063-25-533
Permanency Options—Caregiver Advisement Acknowledgement	F063-25-532
Permanency Options Planning (POP Meeting—Attendance Verification and Acknowledgement	F063-25-526
Rights and Responsibilities—Adoption, Legal Guardianship, and Long Term Foster Care	F0912-25-294

Financial Comparisons—Adoption, Legal Guardianship, and Long Term Foster Care	F063-25-562

CWS/CMS Forms

The following required forms may **only** be obtained in CWS/CMS. ***For reference purposes only,*** links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
Permanent Planning Assessment	F063-18-242
Child Transfer Summary	F063-28-319R

Brochures

Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
Giving A Child A Permanent Home	PUB 344
Giving A Child A Permanent Home (Spanish)	PUB 344SP
Parent's Guide To Dependency Proceedings	F063-28-290
Caregivers and the Courts	F063-28-347
Caregivers and the Courts (Spanish)	F063-28-347Sp
Guardianship Pamphlet	JV-350
A Guide to California Adoptions	PUB 50
A Guide to California Adoptions (Spanish)	PUB 50SP

PROCEDURE

Required Actions—Establishing Parentage

The following actions must be completed to gather information about parentage when a child is detained and remains in out-of-home care.

Staff Responsible	Step	Required Action
Assigned Emergency Response, Investigating, Continuing, and Adoptions Social Workers and Court Officers	**1.**	Follow the procedures outlined in CFS P&P Parentage (G-0602) throughout the life of the case.

Required Actions—Assigning CP Worker	The following actions must be completed to assign a Concurrent Planning (CP) Social Worker to each detained child.	
Staff Responsible	**Step**	**Required Action**
Intake Supervisor	**1.**	Make following telephone calls each business day: • Call assignment cell phone held by Court Services Investigations Supervisor covering assignment log with names of all new out-of-home cases assigned to Court Services • Call designated Specialized Family Services (SFS)–Investigation supervisor with the names of all new out-of-home cases assigned to SFS Investigations and Dependency Drug Court
Court Services Supervisor Covering Assignment Log	**2.**	Assign a Court Services social worker to each child who has been detained and direct staff to post assignments on Manchester Office Building (MOB) Assignment List in the Outlook Public Folder.
Designated Specialized Family Services–Investigations Supervisor	**3.**	Assign a SFS–Investigation social worker to each case and direct Investigations unit clerk to post information on SFS Intake Log on the Outlook Public Folder.
CP Unit Clerk	**4.**	Review MOB Assignment List and SFS Intake Log on the Outlook Public Folder each business day. Prepare a Concurrent Planning folder for each child listed, and include a copy of the Detention Hearing Report (DHR) in each folder.
	5.	Assign a CP social worker to each case using the Concurrent Planning Worker Assignment List, and create a secondary assignment on Assignment page of child's notebook in CWS/CMS for newly-assigned CP social worker.
	6.	Give child's file to assigned CP social worker.

Required Actions—Concurrent Planning Advisement for Parents	The assigned **Court Services and Specialized Family Services (SFS)–Investigations social workers** must complete the following activities to ensure and document that all parents with children in out-of-home care receive a Concurrent Planning advisement.

Staff Responsible	Step	Required Action
Assigned Court Services or SFS–Investigations Social Worker	**1.**	Meet with each available parent of child in out-of-home care and provide them with a copy of *Parent's Guide to Dependency Proceedings (F063-28-290)*.
	2.	As soon as each parent becomes available for an interview, discuss the following with each parent: • Parent's right to voluntarily relinquish child for adoption, including information about kinship adoption agreements • Legal guardianship • Simultaneous formulation of reunification and permanency plans, including placement efforts for child that include placement with a caregiver that will provide child with permanency, if reunification efforts fail • Court timelines for reunification
	3.	Document Concurrent Planning Advisement in contact section of child's notebook in CWS/CMS.
	4.	During interviews with parents, discuss, assess, and document information about relatives available for placement. See CFS P&P Out-of-Home Placements (K-0208) and CFS P&P Relative/NREFM Placement Assessments (K-0105) for additional information on this process.
	5.	Determine reunification prognosis for each child and provide prognosis to assigned CP social worker as soon as a determination is made. If needed, *Reunification Prognosis Assessment* (*F063-25-507)* may be used to assist in determining whether reunification prognosis is good, fair, or poor, or whether to offer reunification services at all.

Note: Notify Placement worker as soon as possible if no reunification services will be offered to the parents.

6. Create a Concurrent Planning section in initial case plan, using the information contained in Attachment 2–Concurrent Planning Case Plan as a guide.

7. Document all concurrent planning efforts in Concurrent Planning and Social Worker Planned Activities sections in report prepared for the Jurisdictional/Dispositional hearing.

8. Note name of CP social worker on *Child Transfer Summary (F063-28-319R)* when transferring case to next social worker for all cases with a poor prognosis for reunification.

Required Actions—CP Unit – Reunification Prognosis Good	The following actions must be completed by **Concurrent Planning Social Worker** when prognosis for reunification is good.	
Staff Responsible	**Step**	**Required Action**
Assigned Concurrent Planning Social Worker	**1.**	Obtain prognosis for reunification from assigned Court Services or SFS–Investigations social worker and document prognosis in Contact section of child's notebook in CWS/CMS.
	2.	Create *Permanent Planning Assessment (PPA) (F063-18-242)* in each child's notebook in CWS/CMS. See CFS P&P Permanent Placement Assessment (Post 1988) (G-0313) for additional information.
	3.	Close concurrent planning case on child who has a good prognosis for reunification: • Complete and sign *Concurrent Planning Case Termination Summary (F063-25-508)*, including a brief summary of concurrent planning activities • Put completed *PPA* in file • Give file with completed form to supervisor for review

Concurrent Planning Supervisor	**4.**	Review files submitted for closure. If in doubt about recommendation, consult with assigned CP social worker and make any necessary changes before closing.
	5.	When termination of a concurrent planning case is appropriate, sign the *Concurrent Planning Case Termination Summary* and send files to the CP unit clerk to be processed.
Concurrent Planning Unit Clerk	**6.**	End CP social worker's secondary assignment in CWS/CMS and sign completed *Concurrent Planning Case Termination Summary*. Attach summary to top of Concurrent Planning file and send to primary assigned social worker.
Assigned Social Worker	**7.**	File closed Concurrent Planning file in child's Service File upon receipt.

Required Actions—CP Unit – Reunification Prognosis Fair	The following actions must be completed by **Concurrent Planning Social Worker** when prognosis for reunification is fair.	
Staff Responsible	**Step**	**Required Action**
Assigned Concurrent Planning Social Worker	**1.**	Obtain prognosis for reunification from assigned Court Services or SFS–Investigations social worker and document prognosis in Contact section of child's notebook in CWS/CMS.
	2.	Conduct a face-to-face interview with caregiver and child within 30 days of receiving concurrent planning assignment to: • Verify whether or not caregiver will adopt child if reunification efforts fail • Identify any other possible prospective adoptive placements if caregiver does not wish to adopt • Determine child's wishes about adoption, if appropriate
	3.	Provide caregiver with *Giving a Child a Permanent Home (PUB 344)* and other information related to concurrent planning and adoption.

	4.	Document contact with caregiver and child in the Contact section of child's notebook in CWS/CMS.
	5.	Create *Permanent Planning Assessment (PPA) (F063-18-242)* in child's notebook in CWS/CMS. See CFS P&P Permanent Placement Assessment (Post 1988) (G-0313) for additional information.
	6.	Close concurrent planning case after the Disposition hearing has concluded: • Complete and sign *Concurrent Planning Case Termination Summary (F063-25-508),* including a brief summary of concurrent planning activities and names of Legal and Adoptions Applicant social workers, if applicable • Put completed *PPA* in the file • Give file with completed *Concurrent Planning Case Termination Summary* to supervisor for review
Concurrent Planning Supervisor and Unit Clerk	**7.**	Follow steps 4–6 in Good Prognosis section of this procedure above.
Assigned Social Worker	**8.**	File closed Concurrent Planning file in child's Service File upon receipt.

Required Actions—CP and Adoptions Unit – Reunification Prognosis Poor: Caretaker Will Adopt	The following actions must be completed by **Concurrent Planning and Adoption Social Workers** when prognosis for reunification is poor and child is in home of a caregiver who is willing to adopt.	
Staff Responsible	**Step**	**Required Action**
Assigned Concurrent Planning Social Worker	**1.**	Follow Steps 1–5 in Fair Prognosis section of this procedure above.
	2.	Forward *Permanent Planning Assessment (PPA) (F063-18-242)* to assigned CP supervisor.

Concurrent Planning Supervisor

3. Review *PPA*, complete assignment section, and when appropriate:

a. Direct Adoptions unit clerk handling Adoptions Legal Worker Assignment Log to assign a Legal worker to the case and create a secondary assignment on Assignment page in child's notebook in CWS/CMS.

b. Facilitate the secondary assignment of an Adoptions Applicant social worker by either:

- Directing Adoptions unit clerk handling Applicant Social Worker Assignment Log to assign a CFS Adoptions Applicant social worker to case to complete adoption home study

OR…

- Directing Adoption Liaison to assign completion of the home study to a private adoption agency participating in the Private Adoption Agency Reimbursement Program (PAARP)

Adoptions Unit Clerk—Legal Worker Assignment Log

4. Assign an Adoptions Senior Social Worker (Legal Worker) and Social Worker II to case and create a secondary assignment in CWS/CMS for Legal Worker.

5. Create a Legal Worker case file and give file to SWII.

Adoption Liaison

6. Determine whether home study should be assigned to a social worker in a private agency participating in the Private Adoption Agency Reimbursement Program (PAARP) or a CFS Adoptions Applicant social worker, consulting with supervisor as appropriate.

7. Assign home study:

a. If PAARP Agency Home Study social worker assigned:

- Create a PAARP case file
- Create a secondary assignment for Adoption Liaison in the child's case on assignment page in CWS/CMS
- Notify primary social worker by email that

home study has been assigned to a PAARP agency, including name and telephone number of the PAARP social worker

b. If CFS Adoptions Home Study social worker assigned:

- Forward request to the appropriate Adoptions unit clerk to assign an Adoptions Applicant social worker

Adoptions Unit Clerk Handling Applicant Worker Assignment Log

8. Assign an Adoptions Applicant social worker to case to complete home study and create a secondary assignment in CWS/CMS for Adoptions Applicant social worker.

9. Create a case file for Adoptions Applicant social worker and give file to Adoptions Applicant social worker's supervisor.

Adoptions Applicant Social Worker's Supervisor

10. Discuss case with assigned Adoptions Applicant social worker and give worker Applicant case file.

Concurrent Planning Social Worker

11. Close concurrent planning case after Disposition hearing has concluded, child is in a prospective adoptive home, Adoptions Applicant and Legal social workers have been assigned, and a joint home visit with the Continuing Family Services social worker has been completed:

- Complete and sign *Concurrent Planning Case Termination Summary (F063-25-508)*, including a brief summary of concurrent planning activities and names of Legal and Adoptions Applicant social workers, if applicable
- Put completed *PPA* in file
- Give file with completed *Concurrent Planning Case Termination Summary* to CP supervisor for review

Concurrent Planning Supervisor and Unit Clerk

12. Follow Steps 4–6 in Good Prognosis section of this procedure section above.

Assigned Social Worker

13. File closed Concurrent Planning file in child's Service File upon receipt.

Adoption Social Worker II	**14.**	Contact primary assigned social worker to determine if case is an adoption case and either: • Close referral and return file created for Legal Worker to Unit Clerk if adoption is not the current plan **OR…** • Begin collecting all necessary documents and information for file created for Legal Worker if adoption is the current plan
	15.	Identify birth parents.
	16.	Begin completion of required state forms (*AD 90, AD 67, and AD 67A*).
	17.	Close referral and give file to Legal Worker.
Adoption Legal Worker	**18.**	Review legal file to confirm parents' legal status and follow up as required.
	19.	Complete *AD 90.*
	20.	Complete Notice of Hearing worksheet 100 days prior to .26 hearing.
	21.	Review and complete *AD 67* and *AD 67A* after meeting with parents, if available.
Adoptions Liaison	**22.**	Coordinate the flow of information about the case between the primary social worker and the PAARP agency social worker.
	23.	Notify PAARP social worker when hearing pursuant to W&I Code § 366.26 (.26 hearing) will be held and date when Preliminary Assessment is needed by the primary worker for the .26 hearing report clerical date, as well as any continuances and information required for the addendum report and next clerical date.
	24.	Send *Preliminary Assessment for Permanency Hearing (.26) (F063-25-509)* to PAARP social worker.

25. Submit the Preliminary Assessment to the primary social worker prior to the clerical date and information necessary for addendum reports prior to the next clerical date.

26. Notify PAARP social worker of any concerns or new information about the prospective adoptive parents, including criminal records, CAR reports, DMV notices etc., discovered by primary social worker or Adoption Liaison.

27. Contact PAARP social worker to get information for a Confidential Report to the Court if one is needed due to concerns about the prospective adoptive parents or any other adults living in the home or playing a significant role in the life of prospective adoptive parents.

28. Inform primary worker about information to be included in Confidential Report to the Court, if one is being submitted.

29. Notify PAARP social worker when parental rights are terminated.

Adoptions Applicant Social Worker

30. Maintain contact with primary social worker.

31. Meet with the prospective adoptive family and obtain information required for home study.

32. Write and submit *Preliminary Assessment for Permanency Hearing (.26)* to primary social worker prior to the clerical date for the .26 hearing, using *Preliminary Assessment for Permanency Hearing (.26)* template.

33. Submit updates for Addendum court reports to primary social worker as necessary for any continuances.

Primary Assigned Social Worker

34. Notify Adoption Liaison and Adoptions Applicant social worker of any continuances of the .26 hearing, including the new court and clerical dates.

35. Notify Adoption Liaison and Adoptions Applicant social worker when the .26 hearing concludes and parental rights are terminated.

Required Actions—CP and Adoptions Units – Reunification Prognosis Poor: Caretaker Will Not Adopt	The following actions must be completed by **Concurrent Planning Social Worker** when prognosis for reunification is poor and child is in the home of a caregiver who is unwilling or unable to adopt.	
Staff Responsible	**Step**	**Required Action**
Assigned Concurrent Planning Social Worker	**1.**	Follow Steps 1–5 in Fair Prognosis section of this procedure above.
	2.	Complete *Child Available (F063-18-79)* form and email along with *PPA* to supervisor
Concurrent Planning Supervisor	**3.**	Review *PPA* and direct Adoptions unit clerk handling Legal Worker Assignment Log to assign an Adoptions Legal social worker to case and create a secondary assignment on Assignment page in child's notebook in CWS/CMS.
	4.	Review *Child Available* form and forward to Adoptions Matching Coordinator.
Matching Coordinator	**5.**	Review available prospective homes and forward names of two potential adoptive families to CP social worker. See CFS P&P Adoption Matching Procedure (C-0701) for additional information on responsibilities associated with completion of matching process.
Concurrent Planning Social Worker	**6.**	Complete placement paperwork if applicant family accepts child, and place child in home.
	7.	To assist in the transition of the case to the new social worker, accompany new continuing court social worker on a home visit to the family after the Disposition hearing has concluded.
	8.	Close concurrent planning case after final home visit and assignment of Adoptions Applicant and Legal workers. • Complete and sign *Concurrent Planning Case Termination Summary (F063-25-508)*, including a

		brief summary of concurrent planning activities and names of Legal and Adoptions Applicant social workers, if applicable • Put completed *PPA* in file • Give file to with completed *Concurrent Planning Case Termination Summary* to supervisor for review
Concurrent Planning Supervisor and Unit Clerk	**9.**	Follow Steps 4–6 in Good Prognosis section of this procedure section above.
Assigned Social Worker	**10.**	File closed Concurrent Planning file in child's Service File upon receipt.
Adoption Social Worker II	**11.**	Complete steps 14–17 in Poor Prognosis—Caregiver Will Adopt section of this procedure above.
Adoption Legal Worker	**12.**	Complete steps 18–21 in Poor Prognosis—Caregiver Will Adopt section of this procedure above.
Adoptions Applicant Worker (If Completing Home Study)	**13.**	Complete steps 30–33 in Poor Prognosis—Caregiver Will Adopt section of this procedure above.
Adoptions Liaison (If CO-OP Case)	**14.**	Follow Steps 22–29 in Poor Prognosis—Caregiver Will Adopt section of this procedure above.
Adoptions Applicant Social Worker	**15.**	Follow Steps 30–33 in Poor Prognosis—Caregiver Will Adopt section of this procedure above.
Primary Assigned Social Worker	**16.**	Follow Steps 34–35 in Poor Prognosis—Caregiver Will Adopt section of this procedure above.

Required Actions—Ongoing Assessment	The following actions must be completed by **assigned social worker** to assess ongoing prognosis for reunification.	
Staff Responsible	**Step**	**Required Action**
Assigned Social Worker	**1.**	Complete Structured Decision Making (SDM), Reunification Reassessment tool on SDM Web site and

submit to supervisor for approval prior to each status review during time that family reunification is case plan goal, as well as whenever family circumstances change.

See CFS P&P Structured Decision Making (D-0311) for additional information on SDM.

2. If it appears that family reunification will not be successful and recommendation at next hearing will be to terminate reunification services, create (or revise) *Permanent Planning Assessment (PPA) (F063-18-242)* in child's notebook in CWS/CMS after completing SDM Reunification Reassessment Tool.

3. Submit *PPA* to appropriate Adoptions Supervisor reviewing PPAs for program.

See CFS P&P Permanent Placement Assessment (Post 1988) (G-0313) for timelines for submitting PPA and additional information on completing form.

Required Actions—Ongoing Concurrent Planning Activities	The following actions must be completed by the **assigned social worker** to facilitate and document concurrent planning process.	
Staff Responsible	**Step**	**Required Action**
Assigned Social Worker	**1.**	Refer caregivers to Permanency Options Planning (POP) meeting as soon as it becomes evident that there is a poor prognosis for reunification.
	2.	Refer caregivers to adoption support services using *Bridge Builders Referral (F063-25-256)* form as needed to facilitate permanency when adoption will be the recommended permanent plan.
	3.	Make a *Permanency Planning Mediation Referral* (*F063-25-505)* to Consortium for Children to facilitate a Post Adoption Contact Agreement whenever adoption will be the recommended permanent plan, following procedure outlined in CFS P&P Permanency Planning Mediation (C-0603).

4. Coordinate adoption activities with Legal and Adoptions Applicant social workers with secondary assignment on case, if any.

5. Update Concurrent Planning section of the case plan as needed prior to each status review. See Attachment 2–Concurrent Planning Case Plan for additional information about updating case plan.

6. Document the results of *Permanent Planning Assessment (PPA) (F063-18-242)* in Permanency/Adoptability Assessment section of any status review recommending termination of Family Reunification services.

7. Complete Prospective Adoptive Parents/Legal Guardian section of report prepared for .26 hearing when either Adoption or Legal Guardianship is the recommended permanent plan by:

   - Including information on prospective adoptive parents provided by Adoptions Applicant social worker

   OR…

   - Including information gathered on prospective legal guardians by assigned social worker or designee

   See CFS P&P Preliminary Assessment for Permanency Hearing (G-0319) and CFS P&P Legal Guardianship—Dependents (K-0402) for detailed information on completing this section of the report.

8. Insert information received from Adoptions Applicant social worker into Interim Review court report whenever an Adoption Review is calendared.

   See CFS P&P Adoption Review Hearings (C-0404) for additional information.

9. Document all efforts to facilitate concurrent plan in Concurrent Planning and Previous Case Management Activities Completed sections of each status review. See Attachment 1–Concurrent Planning Documentation in Court Reports.

	10.	Document all activities related to concurrent planning on appropriate pages in Contact section of child's notebook in CWS/CMS.
Assigned Information Processing Technician	**11.**	Review Legal File when returned from Court. If a .26 hearing has been ordered, complete the *366.26 Hearing Memo (F063-25-50)* template with the information about the upcoming hearing. Email completed template to: • Adoption Legal worker and supervisor (SSSS) assigned to program • Assigned social worker and SSSS • Adoption social worker with secondary assignment (Check assignment page of child's case in CWS/CMS for adoption social worker, if any)

Required Actions—Permanency Planning Advisement for Caregivers	The following actions by the **assigned social worker** are required to provide information on permanency options to caregivers.	
Staff Responsible	**Step**	**Required Action**
Assigned Social Worker	**1.**	Provide caregiver with *Permanency Options Planning (POP) Meetings—Caregiver Information (F063-25-533)*. Advise caregiver to attend a POP meeting and, if it appears that Family Maintenance will not be possible and prior to making a recommendation to court regarding a permanent plan for child, obtain signature on form.
	2.	Document receipt of signed copy of *Permanency Options Planning (POP) Meeting—Caregiver Information (F063-25-533)* in contact section of child's notebook in CWS/CMS.
	3.	Provide the following to caregivers who do not attend the POP meeting: • *Financial Comparisons—Adoption, Legal Guardianship, and Long Term Foster Care (F063-25-562)* • *Rights and Responsibilities—Adoption, Legal*

Guardianship, and Long Term Foster Care (F0912-25-294)

- *Permanency Options—Caregiver Advisement Acknowledgement (F063-25-532)*. **Note:** This document must be signed and placed in the child's Service File

4. Advise caregiver to consult with appropriate legal and financial advisors about impact of their choice of a permanent plan on their own personal circumstances.

5. Obtain caregiver's signature on *Permanency Options—Caregiver Advisement Acknowledgement:*

- Leave original signed copy with caregiver
- File signed copy in child's Service File on Placement Acco

6. If the recommendation is Long Term Foster Care, document all activities undertaken to assist caregiver in understanding the rights and responsibilities of adoption, legal guardianship, and long term foster care in the court report prepared for the hearing, pursuant to W&I Code § 366.26 in the PROSPECTIVE ADOPTIVE PARENTS/LEGAL GUARDIANS section under the heading Understanding of Responsibilities of Adoption/Legal Guardianship or in the Analysis of the Likelihood of Adoption and Proposed Permanent Plan section of the .26 report.

Required Actions—POP Trainers	The following actions are required to document caregiver's attendance at the Permanency Options Planning (POP) Meeting.	
Staff Responsible	**Step**	**Required Action**
POP Trainers	**1.**	Give each participant copies of: • *Financial Comparisons—Adoption, Legal Guardianship, and Long Term Foster Care (F063-25-562)* • *Rights and Responsibilities—Adoption, Legal Guardianship, and Long Term Foster Care (F0912-25-294)*

2. Present information on permanent plans of Adoption, Legal Guardianship, and Long Term Foster Care, including advisement to seek advice from appropriate legal and financial advisors regarding their own personal circumstances.

3. Provide all caregivers attending POP meeting with *Permanency Options Planning (POP) Meeting—Attendance Verification and Acknowledgement (F063-25-526)* and obtain signed copy at end of the meeting.

4. Send all signed copies of *Permanency Options Planning (POP) Meeting—Attendance Verification and Acknowledgement* to the secretary for CFS Continuing Family Services Deputy Director the next business day.

Secretary – CFS Continuing Family Services Deputy Director

5. Maintain a file of all *Permanency Options Planning (POP) Meeting—Attendance Verification and Acknowledgement* forms.

6. Send copy of attendance verification forms to assigned social worker by pony mail.

Assigned Social Worker

7. File signed copy of *Permanency Options Planning (POP) Meeting—Attendance Verification and Acknowledgement* in child's Service File on Placement Acco when received from Deputy Director's secretary.

8. Document receipt of signed copy of *Permanency Options Planning (POP) Meeting—Attendance Verification and Acknowledgement* in Contact section of child's notebook in CWS/CMS and in PROSPECTIVE LEGAL GUARDIANS section of .26 report under Understanding of Responsibilities of Legal Guardianship heading.