

Permanency Process (Long Term Fostering)

In this guide:

| | |
|---|----|
| Introduction | 2 |
| SC Permanency Planning Process – completed by Social Worker | 2 |
| SC Agency Decision Maker Permanence Decision – completed by QAAG Worker | 4 |
| SC Permanence Family Finding Request – completed by Social Worker | 5 |
| SC Permanence Family Finding Meeting / Review – completed by Family Finders | 6 |
| SC Permanence Information Sharing Meeting – completed by Social Worker | 7 |
| SC Permanence Panel and Matching Decision – completed by QAAG Worker | 8 |
| SC Permanence Placement – completed by Social Worker | 10 |

Please note

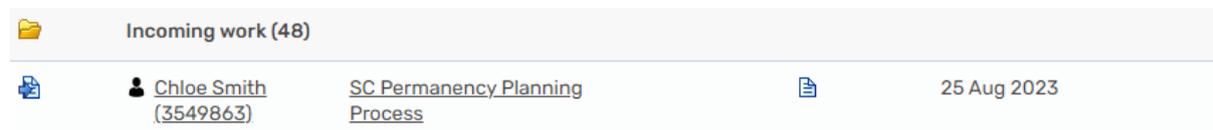
This document is intended to support staff who have attended the Mosaic training course relevant to their role. If you have not attended a relevant course, please contact the [Mosaic Children's Training Team](#). Every effort has been made to ensure that screen shots included are current; there may be some minor differences in look and feel within the system. All data-examples included in this document are fictitious. Any resemblance to real persons, living or dead, is purely coincidental.

Introduction

The **Permanence Planning process** is initiated for a Child in Care at the **Child in Care Review**. Once the plan for permanence has been agreed at the review, the Next action of **SC Permanency Planning Process** must be added and assigned to the **Social Worker**.

SC Permanency Planning Process – completed by Social Worker

The SC Permanency Planning Process is the first step within the permanence workflow. Once generated, **SC Permanency Planning Process** will appear in the **Incoming work** folder within the **Current work** of the Social Worker completing the step.



| Incoming work (48) | | | | |
|---|--|--|--|-------------|
|  |  Chloe Smith (3549863) | SC Permanency Planning Process |  | 25 Aug 2023 |

The workstep can be opened by clicking on the title **SC Permanency Planning Process** hyperlink and selecting **Start** from the menu that appears in the **Workstep summary** screen. The SC Permanency Planning Process step will also be available in the Current work box on the child's Person summary screen.

Once start has been selected, the **SC Child's Permanence Report C0054** form will open. All sections of the Child's Permanence Report (CPR) must be completed by the Social Worker (SW) and sent to their Practice Supervisor/Team Manager (PS/TM) for authorisation prior to the report being sent to QAAG. There are also other forms available in this step which can be found by clicking the  forms and letters icon.

To send the CPR to the PS/TM for authorisation, the Social Worker must click the  requests icon to open the **New request** window.

New request

| Select | Request type | Status (date) | Assigned to |
|-----------------------|---|---------------|-------------|
| <input type="radio"/> | Required CS Manager: Please review and authorise prior to QAAG | | |
| <input type="radio"/> | Required CS QAAG / Adoption Panel to confirm quality of report | | |
| <input type="radio"/> | CS Allocate worker for parallel planning | | |
| <input type="radio"/> | CS Please action | | |
| <input type="radio"/> | CS Request for a panel date | | |

Note

This request will be sent when you next save.

The SW must select the '**Required CS Manager: Please review and authorise prior to QAAG**', click the **Find** button and search for their PS/TM. Once the PS/TM has been selected, click **OK**. The SW must then **Save and Close** the workstep and wait for it to be authorised.

The PS/TM must **Resume** the step from their Incoming requests and review the information recorded. The PS/TM must authorise the CPR by clicking on the request icon and selecting the red highlighted request. They should select **Completed** and **OK** to authorise the report.

Once authorised, the PS/TM must send a request to QAAG. They should click on the request icon , click on **Send Request** and select '**Required CS QAAG/Adoption Panel to confirm quality of report**'. They should use the Pass to Worker to select **CS QAAG – Inbox** and click **OK**.

The PS/TM must then add the following step within **Section 18. Next actions**.

- **SC Agency Decision Maker Permanence Decision**
Pass to Worker – Select **CS QAAG – Inbox**
Click **Add and Close**

QAAG will receive an Incoming request that was sent by the PS/TM. They must Resume the workstep and review the information. They must confirm they approve the quality by clicking on the request icon and marking the Request as **Completed**. The workstep must then be **finished** by clicking the finish icon.

Please Note: If circumstances change and permanence no longer applies, the next action of **SC Permanency Planning No Longer Required (NFA)** should be selected.

SC Agency Decision Maker Permanence Decision – completed by QAAG Worker

The **SC Agency Decision Maker Permanence Decision** step allows the **QAAG worker** to record the content of the panel meeting. The step will be available to start from the **CS QAAG – Inbox** virtual worker. Once the step has been started, the **AS QA Recommendation and ADM Decision C0051** form will display.

SC Agency Decision Maker Permanence Decision : Chloe Smith 3549863

AS QA Recommendation and ADM Decision C0051

Sections

- 1. Panel Information
- 2. Agency Decision Maker Section**
- 3. Next actions

indicates completed section

1. Panel Information

*indicates required field

Child's Details

| Name | Gender | DOB | Age |
|-------------|--------|------------|-----|
| Chloe Smith | Female | 04/05/2018 | 5 |

Legal Status

Please select* -- Please Select --

QA Meeting Information

Date of Meeting* |

Time of Meeting

Section 1. Panel Information is completed by the QAAG worker and allows them to record the content of the **QA meeting** and any **recommendations** made. The QAAG worker must then navigate to **Section 3. Next actions** and add the following steps;

- **SC ADM Agrees Permanence Plan, Start Family Finding**
Pass to Worker – Find the **Child's Social Worker**
Click **Add and Close**

Please Note: If the permanence plan is not agreed, the next action that must be added is **SC Agency Decision Maker Disagrees Permanence Plan (NFA)**.

Once Section 1 has been completed and the next actions have been added, the QAAG worker must send the **'Required CS Refer Panel Recommendation to Agency Decision Maker'** request to the Agency Decision Maker (ADM) via the  request icon.

Once the QAAG worker has selected the request, the workstep must be saved and closed. The request will then appear in the **Incoming requests** folder of the ADM's workview.

| Incoming requests (2) | | | | |
|---|---|---|---|-------------|
|  |  Chloe Smith (3549863) | CS Refer Panel Recommendation to Agency Decision Maker:SC Agency Decision Maker Permanence Decision |  | 24 Aug 2023 |

The workstep can be opened by clicking on the title **CS Refer Panel Recommendation to Agency Decision Maker** hyperlink and selecting **Resume** from the menu that appears in the **Workstep summary** screen. Once opened, the ADM will have access to the form so they can review the content of **Section 1 and 3**, and complete **Section 2. Agency Decision Maker Section**.

The ADM must then click the  request icon and complete the request by selecting the **'Completed'** radio button.

Once the form has been reviewed and completed, the ADM must click the  finish icon to **finish** the workstep.

SC Permanence Family Finding Request – completed by Social Worker

The **SC Permanence Family Finding Request** step allows the Social Worker to make a referral to Family Finders.

This step can be found in the Social Workers Incoming work. Once this workstep has been started, the **AS Family Finding Referral Form C0057** will display.

Sections 1 – 4 of this form contain fields in which the Social Worker can record all the information about why the child is being referred. Once these sections have been completed, the SW must navigate to **Section 5. Next actions** and add the following next step;

Permanency Process (Long Term Fostering)

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- **SC Permanence Family Finding Meeting / Review**
Pass to Worker – Select **CS Permanence Family Finders – Inbox**
Click **Add and Close**

Once the Permanence Family Finding Request step has been completed, the SW must send the '**Required CS Manager: Please Review and Acknowledge**

Request' notification to their PS via the  request icon. As this clipboard request is a Notification, the Manager can review this after the step has been finished.

The SW can then **finish** the workstep by clicking the  finish icon.

SC Permanence Family Finding Meeting / Review – completed by Family Finders

The SC Permanence Family Finding Meeting / Review step allows the Family Finders team to record the family finding plan details.

Once this workstep has been started, the **AS Permanence Family Finding Activity C1235** form will display.

Sections 1 – 4 of this form prepopulates from the SC Permanence Family Finding Request step. This allows the Family Finding team to review the content of the request and record the plan details in the same workstep. The plan is recorded in **Section 5. Family Finding Plan.**

Once the form has been completed, the Family Finding worker must navigate to **Section 6. Next actions** and add the following next action;

- **SC Permanence Family Finding Meeting / Review**
Pass to Worker – Select **CS Permanence Family Finders – Inbox**
Click **Add and Close**

This is a **reoccurring step** that will be added as a next action until a match has been found. **Once a match has been identified**, the following next action would be added instead:

- **SC Permanence Information Sharing Meeting**
Pass to Worker – Select **Social Worker**
Click **Add and Close**

The SC Permanence Information Sharing Meeting can be **sent immediately** allowing access to the step prior to the Family Finding Meeting taking place.

Please Note: Every 3 months, two actions of the SC Permanence Family Finding Meeting / Review must be added from the previous meeting step. They must both be assigned to the CS Permanence Family Finders – Inbox. One will be picked up and completed by the review team to record the 3 month review and the other will be picked up by family finders as usual. There is a radio button in Section 5 that can be used to highlight what the step is being used for.

After the Plan has been completed, the Family Finder must use the clipboard request of '**Required CS Manager: Please review and authorise**' to send to their manager for authorisation. They can then save and close out of the workstep.

The PS/TM will receive the request in their Incoming requests in their Current work. The manager can **Resume** the step and review the information. The PS/TM must then authorise the request via the  request icon by marking it as **Completed**.

They can then **finish** the workstep by clicking the  finish icon.

SC Permanence Information Sharing Meeting – completed by Social Worker

The SC Permanence Information Sharing Meeting step allows the Social Worker to record the content of any meetings which take place once a match has been identified.

Once the workstep has been started, the **SC Permanence Information Sharing Meeting C1231** form will display.

The SW can record the details of the meeting in **Section 1. Information Sharing Meeting**. Once they have completed Section 1, the SW must navigate to **Section 2. Next actions** and add the actions that apply to the circumstances of the case.

If the family has been agreed and the case needs to go to **Panel**, the Social Worker must add;

- **SC Permanence Panel and Matching Decision**
Pass to Worker – Select **CS QAAG – Inbox**
Click **Add and Close**

If an **updated plan** is required in relation to permanence, the Social Worker must add;

- **SC Child in Care Planning**
Pass to Worker – Select **Social Worker**
Click **Add and Close**

If the young person is an older teenager and the **IRO has already ratified their current placement**, then they would not need to be formally linked to a family. If this is the case, the Social Worker would add;

- **SC Permanence Placement**
Pass to Worker – Select **Social Worker**
Click **Add and Close**

After the step has been completed, the Social Worker must use the clipboard request of '**Required CS Manager: Please review and authorise**' to send to their manager for authorisation. They can then save and close out of the workstep.

The PS/TM will receive the request in their Incoming requests in their Current work. The manager can Resume the step and review the information. The PS/TM must then authorise the request via the  request icon by marking it as **Completed**.

They can then **finish** the workstep by clicking the  finish icon.

SC Permanence Panel and Matching Decision – completed by QAAG Worker

The **SC Permanence Panel and Matching Decision** step allows the **QAAG worker** to record the content of the panel meeting to approve the match. The step will be available to start from the **CS QAAG – Inbox** virtual worker. Once the step has been started, the **AS Panel Minutes and ADM Decision C0065** form will display.

Section 1. Panel Information is completed by the QAAG worker and allows them to record the content of the **Permanence Panel** and any **recommendations** made. The QAAG worker must then navigate to **Section 3. Next actions** and add the following steps depending on the outcome;

If match is approved

- **SC Permanence Match Agreed**
Pass to Worker – Find the **Social Worker**
Reason – Select **CS Long-term Fostering Agreed**
Click **Add and Close**

If the match is not approved

- **SC Permanence Match Not Agreed (NFA)**
Click **Add**

Also required depending on steps currently available

- **SC Permanence Family Finding Meeting / Review**
Pass to Worker – Find **CS Permanence Family Finders – Inbox**
Click **Add and Close**

OR

- **SC Update Permanence Plan**
Pass to Worker – Find **CS Permanence Family Finders – Inbox**
Reason – Select appropriate
Click **Add and Close**

Once Section 1 has been completed and the next actions have been added, the QAAG worker must send the '**Required CS Refer Panel Recommendation to Agency Decision Maker**' request to the Agency Decision Maker (ADM) via the  request icon.

Once the QAAG worker has selected the request, the workstep must be saved and closed. The request will then appear in the **Incoming requests** folder of the ADM's workview.

The workstep can be opened by clicking on the title **CS Refer Panel Recommendation to Agency Decision Maker** hyperlink and selecting **Resume** from the menu that appears in the **Workstep summary** screen. Once opened, the ADM will have access to the form so they can review the content of **Section 1 and 3**, and complete **Section 2. Agency Decision Maker Section**.

The ADM must then click the  request icon and complete the request by selecting the '**Completed**' radio button.

Once the form has been reviewed and completed, the ADM must click the  finish icon to **finish** the workstep.

SC Permanence Placement – completed by Social Worker

The SC Permanence Placement workstep allows the Social Worker to record the details of the permanent placement and also state where and when the placement was agreed.

Once the workstep has been started, the **AS Childs Permanence Placement Record C1122** form will display.

The Social Worker must complete **Section 1. Permanence Placement Record** and then navigate to **Section 2. Next actions** and add the following next action;

- **SC Permanence Placement Complete – Child Placed (NFA)**
Click **Add and Close**

The Social Worker must click the  finish icon to **finish** the workstep.