

PERMANENCY ROUNDTABLE SKILLS AND TIPS BY PHASE¹

ROUNDTABLE PHASE & TASKS	PHASE OBJECTIVES	KEY FACILITATION/ CONSULTATION SKILLS	TIPS
<p>I. Welcome /Overview (5 minutes)</p> <ul style="list-style-type: none"> Facilitator welcomes team Team members introduce themselves Facilitator provides overview of purpose & process, including the 6 Phases Team sets ground rules 	<p>Case-specific team members feel welcome</p> <p>Establish environment that is safe & supportive</p> <p>Team members feel ownership of the process</p> <p>Set stage for appreciative listening</p>	<p>Explaining the process</p> <p>Clarifying each participant's role</p> <p>Clarifying participant operating agreements</p> <p>Soliciting operating agreements from all participants</p>	<p>Consider using name plates or name tags</p> <p>Have participants facing each other (round or square table)</p> <p>Have facilitator sitting amongst everyone or near flip chart stand</p> <p>Suggested operating agreements:</p> <ul style="list-style-type: none"> One person speaks at a time No ideas are bad ideas Be creative Focus on strengths <p>Emphasize future-focused nature of process (i.e. not fault-finding)</p> <p>Clarify the process (e.g. that the Clarify/ Explore phase does not include brainstorming, but we will get to that)</p>
<p>II. Present the Case (20 minutes)</p> <ul style="list-style-type: none"> Case worker presents the case orally using the oral presentation form Facilitator invites additional comments on the case from supervisor & any other case-specific team members 	<p>Bring the child to life for the team</p> <p>Provide enough history & information about the child to support creative & strategic thinking about permanence</p>	<p>Appreciative listening – without judgment or preconceived ideas</p>	<p>If caseworker appears nervous, provide reassurance & calming (i.e. normalizing feelings, appreciation for efforts to date, acknowledgement of challenges)</p>

¹ Adapted, in part, from the Georgia Master Practitioners Roundtable Handbook. Thanks also to Sue Steib, Carrie Roche, and Sue Hoag Badeau.

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<p>III. Clarify/Explore (20 minutes)</p> <ul style="list-style-type: none"> Team members ask questions to clarify & expand upon information presented & to explore other aspects of the case Team rates the Child's Current Permanency Status 	<p>Ensure that the team has enough information to begin brainstorming permanency strategies</p> <p>Rate the child's current permanency status</p>	<p>Asking non-blaming questions</p> <p>Asking questions which, when answered, will support creative & strategic thinking about permanence</p> <p>Asking questions designed to bring the child to life for the team</p> <p>Accurate rating of child's current permanency status scale</p>	<p>Do not let the team drift in to brainstorming or jump to solutions</p> <p>Use phrases like, "Tell me more...." or "Can you speak more about...." instead of questioning in a way that can come across negatively</p> <p>Ask the case worker what their vision for permanency for the child is & what is the child's vision of permanency</p> <p>Ensure that the case worker knows that the Current Permanency Status rating is not a reflection of their case work</p> <p>Rate the Current Permanency Status based on a group discussion so it does not seem judgmental</p>
<p>IV. Brainstorm (30 minutes)</p> <ul style="list-style-type: none"> Answering the five questions: <ul style="list-style-type: none"> What will it take to achieve permanency? What can we try that has been tried before? What can we try that has never been tried? How many things can we do concurrently? 	<p>Engage entire team in process</p> <p>Develop a broad & wide range of possible options that can be developed into action steps</p>	<p>Facilitation of brainstorming</p> <p>Giving & receiving strength-based feedback</p> <p>Challenging assumptions</p>	<p>Write down every idea on the flipchart</p> <p>Consider posting the five questions around the room so that participants can see them all at the same time</p> <p>Allow for the flexibility of going back & forth between the questions to allow for continued creativity</p>

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<ul style="list-style-type: none"> How can we engage the youth in planning for permanence? 		<p>Critical thinking</p> <p>Building upon one another's ideas – "no idea is a bad idea"</p> <p>Identifying strengths</p>	<p>Think outside the box about who could be the child's permanency resources AND permanent connections (i.e. previous foster parents, siblings connections, previous treatment providers, relatives, coaches, teachers)</p> <p>Focus on improving the child's emotional, physical, & social well being</p>
<p>V. Create Action Plan (35 minutes)</p> <ul style="list-style-type: none"> Review strategies from brainstorming session Prioritize strategies Discuss strengths of each prioritized strategy Finalize strategies & timelines Discuss what it will take to successfully implement each strategy in the plan. 	<p>Translate brainstorming ideas into action steps</p> <p>Document the Permanency Action Plan (and concurrent plan, if applicable) & distribute a copy to all participants</p>	<p>Summarizing</p> <p>Negotiating</p> <p>Gently challenging</p> <p>Motivating & encouraging</p> <p>Translating an idea into an action step</p> <p>Documenting the plan clearly & concisely</p>	<p>Consider who, in addition to the case worker, can take responsibility for carrying out parts of the plan – both others within the child welfare agency AND external to it, including the youth</p> <p>Let the case worker decide what needs to go on the action plan first – encourage him or her to give a lot of input since they have to work the plan</p> <p>Be as specific as possible with dates, responsible parties, and intended outcome of each item (i.e. "conduct a FTM in order to identify maternal relatives" rather than "have a family team meeting")</p> <p>Be sensitive to & respond to verbal & non-verbal feedback from the case worker & supervisor indicating that they</p>

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			<p>don't agree to part of the plan</p> <p>Make sure the plan is something they feel they can do, yet gently challenge them regarding how much can be done concurrently</p> <p>Go from strategy to tasks or from tasks to strategy, depending on how the case worker thinks.</p> <p>Start with broadly defined strategies & then lump brainstorming ideas underneath them as tasks</p> <p>Use colored markers to categorize brainstorming ideas on flipcharts into strategy categories during the action planning stage</p>
<p>VI. Debrief (10 minutes)</p> <ul style="list-style-type: none"> • How best to explain the permanency action plan to the family? • Any unanswered questions? • What did we learn? 	<p>Bring closure to the process</p> <p>Review Roundtable Follow-Up process</p> <p>Think about how what was learned can be applied to other children & cases</p>	<p>Celebrating successes</p> <p>Encourage learning from this session</p>	<p>Make sure the debrief is focused on the current Roundtable consultation, not on the case worker's prior actions or future behavior</p>

Compiled by Linda Jewell Morgan, adapted for Kentucky Roundtables by Barry Salovitz, Casey Family Programs