
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

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Team Decision Making

Purpose To provide guidelines for implementing Team Decision Making (TDM) meetings.

Approved This policy was approved by Gary Taylor, Director of CFS, on January 29, 2013. *Signature on file.*

Most Recent Revisions This revision of the Policy and Procedure (P&P) includes information regarding:

- When TDM meetings are held on behalf of Non-Minor Dependents (NMDs)
- Additional circumstance in which a TDM meeting is not held (i.e., interstate runaway brought into custody pursuant to the Interstate Compact for Juveniles)
- Clarification of Facilitator's responsibility in submitting meeting information to assigned social workers and Dependency Intake
- Incorporation of safety guidelines into new Attachment 3

Background [California Assembly Bill \(AB\) 636](#) enacted the Child Welfare System Improvement and Accountability Act of 2001 which directed counties to develop system improvement plans (SIPs) that include the promotion of best practices in child welfare service delivery to achieve outcomes measures.

The Annie E. Casey Foundation [Family to Family \(F2F\) Initiative](#) was a nationwide child welfare and foster care reform that provided goals, strategies, and tools to help states and local child welfare agencies achieve better outcomes for children and families.

F2F applied four basic principles:

- A child’s safety is paramount
- Children belong in families
- Families need the support of strong, nurturing communities
- Child welfare agencies need partnerships with the community to achieve strong outcomes for children

One of the implementation strategies to support F2F is TDM which involves social workers, foster parents, birth families, and community members in placement decisions to provide a network of support for children and the adults who care for them. Orange County (OC) Children and Family Services (CFS) adopted F2F and the TDM principles developed by the Annie E. Casey Foundation in 2004.

The goals of TDM include:

- Enhance CFS’s decision-making process regarding child removal, placement, and reunification
- Encourage the participation, input, and support of family, extended family, and community in CFS decisions
- Develop specific, individualized, and appropriate interventions for children and families

Legal Mandates None.

Definitions None.

POLICY

Focus of TDM Meetings TDM meetings are intended to preserve the family while ensuring the child's safety and well being. When possible, family and community strengths are used to form safety plans that enable children to safely remain in or return home with supportive services. When a return home is not possible, plans are made with the goal of:

- Keeping the child safe
- Identifying the least restrictive placement possible for the child
- Preserving and nurturing the child's familial and community connections

Types of TDM Meetings

Pursuant to CFS policy, the following TDM meetings will be offered to families involved with CFS:

A. Imminent Risk:

1. Purpose: Assess immediate safety concerns and determine what interventions may be implemented to prevent a child's removal from home with a network of community and/or CFS support.

If, during the course of an Imminent Risk TDM meeting, it is determined a child cannot remain in the home, the focus of the meeting shifts to determining the least restrictive placement that will keep the child safe and preserve and nurture the child's familial and community connections.

2. When held: Prior to removal of a child from the home.
3. Social worker responsible: The Senior Social Worker (SSW) conducting an investigation of a referral, or the assigned SSW contemplating removal of a child from the parental home, schedules and participates in the TDM.

B. Emergency Removal:

1. Purpose: Determine the least restrictive environment that will keep a child safe and preserve and nurture the child's familial and community connections.

The meeting is not an investigation or a re-examination of the allegations. New information presented during a meeting will be considered as part of the risk and safety assessment process which may result in continuing with removal or the child being returned home.

Note: The Conditional Release Intensive Supervision Program (CRISP) will not be discussed as a service option unless the offer of CRISP has been approved by a

CRISP Senior Social Services Supervisor (SSSS), or designee, and the Intake/Investigations SSW and SSSS have agreed to recommend CRISP to Court prior to a TDM meeting. Refer to CFS P&P [Conditional Release Intensive Supervision Program \(CRISP\) \(M-0103\)](#).

2. When held: Within one business day of a child's removal when submitting an *Application for Petition (F063-28-43)* for a detained or non-detained child.
3. Social worker responsible: The SSW that submitted the *Application for Petition (F063-28-43)* schedules and participates in the TDM. In accordance with best practice, and if time allows, the assigned Dependency Intake SSW may participate in-person or by telephone.

C. **Placement Preservation:**

1. Purpose: Determine whether or not a child's current placement can be preserved safely with additional community and/or CFS support.

If it is determined the current placement cannot be maintained, the focus of the meeting shifts to making arrangements for the least restrictive and disruptive new placement available for the child.

2. When held:
 - a. Prior to any change in a child's placement including:
 - Potential and/or requested placement changes, (i.e., immediately after receiving a seven-day notice, signs of potential disruption, etc.)
 - Emergency placement changes, unless the delay places the child at imminent risk of harm
 - Move to a Concurrent Planning (CP) or adoptive home, unless the change had been planned and documented in a prior TDM meeting

–OR–

- b. As soon as possible after:
 - An emergency placement change due to imminent risk of harm
 - An unanticipated court ordered placement change

- A child returns from being away without leave (AWOL)

3. Social worker responsible: The assigned SSW schedules and participates in the TDM.

D. **Permanency**:

Depending on the risk level to a child and the parent's progress on Case Plan activities, one of the following permanency meeting types will be scheduled:

1. Family Reunification (FR) Progress:

- a. Purpose: Identify progress toward and barriers to timely reunification and supports to aid in timely reunification.
- b. When held: At least 30 days prior to any Status Review hearing in which the assigned SSW is recommending continued FR services and there is concern the family needs additional support to successfully reunify.
- c. Social worker responsible: The assigned SSW schedules and participates in the TDM.

2. Trial Visit:

- a. Purpose: Determine services needed to initiate a trial visit and support the permanent return of a child to the home of one or both parents.
- b. When held: Prior to initiation of overnight visits.
- c. Social worker responsible: The assigned SSW schedules and participates in the TDM.

3. Permanent Plan:

- a. Purpose: Determine the most appropriate permanent plan (i.e., adoption, guardianship, long term foster care) for a child and services needed to support the permanent plan chosen.

Note: Pursuant to CFS P&P [Independent Living Program \(ILP\) Services \(D-0504\)](#), youth in out-of-home care aged 17 years and older will attend a Transitional Planning Conference (TPC) facilitated by a Transitional Planning Services Program (TPSP) social worker to discuss permanency needs.

- b. When held: As soon as a recommendation is made to end FR services or court ordered termination of FR services, and whenever a new permanent plan is needed.
- c. Social worker responsible: The assigned SSW schedules and participates in the TDM.

Note: In addition, the assigned SSW will submit a *Permanent Planning Assessment (PPA)* (F063-18-242) to Adoptions. Refer to CFS P&P [Permanent Planning Assessments \(PPAs\) \(G-0313\)](#) for further PPA instruction.

Pursuant to best practice, an Adoption SSW with secondary assignment on a case may be invited to participate in the TDM. If an Adoption SSW is not assigned, the assigned SSW may consult with an Adoption SSSS to determine whether it would be beneficial for an Adoptions SSW to attend.

For a one page reference guide on the types of TDM meetings, refer to [Attachment 1—TDM Meeting Types](#).

TDMs and Non-Minor Dependents (NMDs)

Pursuant to CFS policy, a TDM meeting will be held when group home placement is being considered for a NMD as outlined in “Placement Options” Policy section in CFS P&P [Non-Minor Dependent \(NMD\) Placements \(J-0102\)](#). A CFS Wraparound SSSS Liaison may be invited to this meeting. If the NMD is not willing or able to participate, the meeting will not be held.

TDMs will not be held for NMDs placed in:

- Supervised Independent Living Placements (SILPs)
- Transitional Housing Placement-Plus-Foster Care (THP+FC)

TDM meetings may be utilized at the discretion of the assigned SSW for NMDs in the following placement types:

- Relative
- Non-Related Extended Family Member (NREFM)
- Foster Family Home (FFH)
- Foster Family Agency (FFA)

When a TDM is held on behalf of a NMD, the NMD will be asked to sign *Team Decision Making Consent to Disclose Information (F063-25-445)* which designates approval of meeting attendees and authorization for sharing information.

Exemptions

TDM meetings are not required in the following circumstances:

- A child is detained by an on-call SSW during on-call hours
- Detention of an interstate runaway in Orangewood Children and Family Center (OCFC) pursuant to the ICJ
- A safely surrendered baby placed into protective custody unless the parent or surrendering individual requests to regain custody of the child
- No birth parent is available to participate in person, by phone, or by faxed letter. (**Note:** Assigned SSW will notify TDM scheduler by the morning following removal of decision not to hold TDM meeting due to absence or unavailability of parents)
- A Deputy Director (DD) grants an exemption at the request of the assigned SSW's SSSS or Program Manager (PM)

Special Circumstances

Special case circumstances may dictate variations in the scheduling and/or timing of a TDM meeting.

A. Child Abuse Services Team (CAST) Interviews:

If a CAST interview will occur between the date of child removal and the Detention hearing, time constraints may prevent the scheduling of an Emergency Removal TDM meeting. An Investigation SSW may schedule a TDM meeting after the Detention hearing if a group discussion of placement options and supports would benefit the child.

B. Criminal Prosecution Possible or In Progress:

When possible, consult with the detective/investigator involved in the criminal case. It may be advisable to limit discussion of the allegations or other sensitive information during a TDM meeting which might impact a related criminal matter.

C. **Fatality/Near Fatality of Child/Parent/Caregiver:**
When a fatality, near fatality, or other traumatic event occurs, consult with a PM prior to making a decision not to schedule a TDM meeting within the usual timeframe. In some circumstances, it may be preferable to wait several days before scheduling a TDM meeting.

D. **Domestic Violence/History of Violence:**
When current or historical domestic violence exists in a family, security for meeting participants is a primary concern. Use of actions listed in [Attachment 3—TDM Meetings – Safety and Security Quick Guide](#) may be employed to increase the safety of meeting participants.

When restraining orders are in effect, TDM meetings may still be held. The assigned SSW will attempt to obtain a copy of the restraining order. TDM Facilitators will attempt to ensure restraining orders are enforced.

Note: Individuals restrained from in-person contact may be able to participate using one of the methods described in the “Alternative Methods of Participation” Policy section below, if that form of participation is not also prohibited by the order. In some cases, it may be possible to hold two separate TDM meetings to allow input is received from each party.

E. **Incapacitated/Substance Use:**
A parent that arrives for a meeting incapacitated by drugs, alcohol, or mental health issues may be excluded from the meeting or the meeting may be rescheduled, depending on case circumstances. The Facilitator and assigned SSW will make the decision based on what serves the child’s best interest.

F. **Wraparound Recipients:**
A child who is an active participant in the Wraparound Program will attend:

- An Imminent Risk or Emergency Removal TDM when re-detention is under consideration or has occurred, including invitations to Wraparound staff
- A Permanency TDM or if age-appropriate, a TPC, to address permanency planning issues, including invitations to Wraparound staff

- A Wraparound Emergency Team Meeting (ETM) to address immediate safety issues and placement changes, unless based on case circumstances (e.g., new Wraparound team, unique child needs, etc.) a TDM is preferred

Meeting Participants

Any person who may be a resource and/or support for the child and family may be invited to a TDM. SSWs will encourage parents to invite supportive individuals. In addition to parents and age-appropriate children, consideration will be given to inviting individuals from within CFS (e.g., Adoption SSW, Placement SSW, etc.) as well as individuals outside of CFS (e.g., CalWORKs, caregivers, service providers, etc.). For a listing of potential TDM meeting invitees, refer to [Attachment 2—TDM Social Worker Responsibility—Quick Guide](#).

Due to the non-adversarial nature of TDM meetings, attorneys acting in a professional capacity will not be invited to attend. However, educational attorneys are allowed if they are the holders of educational rights for the child.

When needed, CFS may assist children and parents with transportation to meetings through available resources (e.g., bus pass, taxi service, etc.).

Alternative Methods of Participation

When a parent or person identified by the parent or assigned SSW as an essential meeting participant is unable to attend in-person, alternative methods of participation will be explored such as:

- Tele/videoconferencing (e.g., speaker phone, “Skype,” etc.)
- Written information in a statement signed by the person
- Exchange of documents by facsimile or electronic mail

Meeting Notification and Invitation

The responsibility for meeting notification and invitation is shared between the assigned SSW, parents, child, and TDM staff:

- A. **The assigned SSW** will notify and invite birth parents and other participants requested (after detention) by the parents, as well as the child and any caregiver. Extended family and unrelated people may also be invited to provide support to the parents, child, and/or caregiver.

Children age 10 years and over, as well as children younger than 10 years who are mature enough to participate, will be given the option to attend a TDM meeting unless the assigned SSW assesses attendance may be detrimental to the child.

Consideration will be given to allowing the child to participate in a portion of the meeting, if doing so would be beneficial to the child.

The meeting will be discussed with younger children who are not mature enough to benefit from attending, to obtain their input regarding the issues to be covered, as appropriate.

In addition, the assigned SSW will consider inviting CFS staff, as well as staff from other agencies, to provide support and information regarding needed resources and services for the family. See [Attachment 2—TDM Social Worker Responsibility—Quick Guide](#) for suggested participants.

Note: Parents hold the right to refuse participation by any community partner or representative from a meeting. SSWs will encourage parents to allow participation of any individual whose presence serves the best interests of the child and/or the family; however, the final decision rests with parents.

- B. **Parents** may request other participants attend the meeting and may issue the invitation for a meeting held prior to detention.
- C. **A child** or NMD may request other participants be invited and extend the invitation to a meeting. At the child's/NMD's request, the SSW may extend the invitation, if the SSW is able to contact the suggested participant.
- D. **TDM staff** will invite a CalWORKs representative and other resource providers identified by TDM staff as being essential to the process. Time permitting, TDM staff may invite participants from other agencies, as requested by the assigned SSW. TDM staff will solicit written information from the child's school using *Team Decision Making School Information Form (F063-25-494)*.

Meeting Locations

TDM meetings may be held at the primary meeting site or at off-site locations such as other Social Services Agency (SSA) offices and community facilities that are appropriate and serve the needs of the family (subject to the availability of Facilitators).

Consideration of safety and security will be the primary determinate for meeting location. Other considerations include access to equipment for teleconferencing, faxing, and copying as well as sufficient room to accommodate the meeting, childcare, and a

waiting area. The site must be compliant with the American Disabilities Act, if any participant requires this accommodation, have lighted parking for night meetings, and preferably have reasonable access to bus lines.

Whenever possible, TDM meetings with low risk of safety and security concerns will be held at locations most convenient to the family.

Scheduling TDM meetings are scheduled through the TDM scheduler, who will attempt to accommodate the family’s scheduling needs. Meetings will not be held on weekends or County holidays.

Safety and Security The safety and security of participants during TDM meetings is vital. During scheduling, the TDM scheduler may ask the assigned SSW or SSSS about any known security and safety issues regarding prospective attendees and document information on *Team Decision Making Face Sheet (F063-25-450)*. For further considerations regarding meeting safety, refer to [Attachment 3—TDM Meetings – Safety and Security Quick Guide](#).

Confidentiality In general, information discussed in a TDM meeting is confidential and may be shared only for business needs such as during court proceedings, case planning purposes, or mandated reporting of abuse or neglect.

Before the start of a meeting, Facilitators will request parent’s sign *Team Decision Making Consent to Disclose Information (F063-25-445)* which designates approval of meeting attendees and authorization for sharing information. At the beginning of a meeting, Facilitators will explain the parameters for information disclosure and request participants sign *Team Decision Making (TDM) Confidentiality Agreement (F063-25-513)*. Participants who decline to sign *Team Decision Making (TDM) Confidentiality Agreement (F063-25-513)* may be asked to leave the meeting. (**Note:** The Facilitator, in consultation with the assigned SSW, will make the decision on a case-by-case basis.)

Facilitating Educational Rights TDM meetings may contain, as applicable, a discussion of a child’s or NMD’s educational progress or needs, school of origin issues, and coordination with the Orange County Department of Education (OCDE) Foster Youth Services (FYS). If a FYS liaison was not in attendance at a TDM meeting where educational information was discussed, relevant educational information will be communicated to FYS.

Meeting Format	<p>TDM meetings generally follow a format comprised of:</p> <ul style="list-style-type: none"> • Introducing the purpose and goal of the meeting • Identifying the situation (e.g., brief summary of precipitating event which prompted need for meeting) • Assessing the situation through group discussion. Topics of discussion may include current stressors, safety/risk concerns, family strengths, past history, supports, services, etc. • Brainstorming of possible solutions to issues presented • Reaching a decision based on the least restrictive plan that provides safety and protection
Facilitator Responsibilities	<p>Per CFS policy, Facilitators are SSSSs trained in the TDM philosophy and meeting format. Facilitators are “process experts” which guide participants and move groups forward without taking over a meeting or making the decision for a group.</p> <p>Facilitator responsibilities include the transmission of meeting summary information per program protocol to the assigned SSW and assigned SSW’s SSSS for use in case planning and court reports as needed. (Note: Per CFS policy, summary information for Imminent Risk or Emergency Removal meetings will be provided to ER SSW, ER SSW’s SSSS, assigned Intake SSW and Intake SSW’s SSSS, pursuant to program protocol, as soon as possible, yet no later than 10:00 a.m., the day following the TDM meeting.)</p>
Social Worker Responsibilities	<p>Assigned SSWs play a vital role in the TDM process as the “content experts” and may present critical information about the family during the meeting.</p> <p>SSW responsibilities include, as applicable, updating the Case Plan to reflect the TDM action plan, providing court with meeting summary information, completing assigned action plan tasks, and monitoring follow-through in open cases.</p> <p>See Attachment 2—TDM Social Worker Responsibility—Quick Guide for information on preparing for and participating in TDM meetings.</p>
SSSS Responsibilities	<p>SSSS responsibilities include assisting staff in preparing for TDMs, attending when possible, and working with SSWs to make decisions that are in the best interest of the family.</p>

Contingency Plans

Creating a back-up action plan may be appropriate under some circumstances. Per CFS policy, contingency plans may only be created in the following situations:

- The contingency is anticipated, discussed, and documented on *Team Decision Making Meeting Summary (F063-25-447)* during a TDM meeting as the action that will be taken if the initial plan cannot be implemented
- The duration within which a contingency plan may be implemented is no more than 10 calendar days

Funds for TDM Action Plans

If resources are available, Facilitators may request discretionary funds (up to a \$3,000 limit) to support a safety or action plan by submitting *TDM Discretionary Funds Request (F063-25-202)*. Requests for funds are intended to:

- Maintain children in the home
- Return children home
- Stabilize an existing placement or support a new placement

When requesting discretionary funds, Facilitators will include written documentation that demonstrates the family's current need as well as sustainability plan once discretionary funds are exhausted. Assigned SSWs may be required to complete *Team Decision Making Family Budget Worksheet (F063-25-558)* to assist in assessing the family's need and sustainability plan.

Decision Making and Consensus

Per the TDM process model, the goal of TDM meetings is to reach group consensus (i.e., all participants agree to support and implement the decision reached by the group) regarding safety and placement decisions for a child.

When there is no consensus among all meeting participants, decisions will be made in the following order:

1. Agreement among CFS core staff (assigned SSW, assigned SSWs SSSS, and Facilitator) participating in the meeting.
2. Agreement between assigned SSW and assigned SSW's SSSS (if participated in meeting). If SSSS was not a participant, the final decision rests with assigned SSW.

CFS policy allows participants to indicate whether they agree or disagree with the decisions made during a TDM by signing the corresponding section of *Team Decision Summary (TDM) Meeting Summary (F063-25-447)*.

Review Process Core CFS staff in attendance at a meeting may request a review if it is determined a TDM decision is:

- Not safe for a child
- Not the least restrictive placement option which can adequately provide for the safety of a child, or
- Violates SSA/CFS policy, child welfare regulations, or law

A review by the assigned SSW's PM may be requested before a meeting adjourns. During a review, the Facilitator explains the circumstances of the case, the concerns, and the contested decision. (**Note:** Per CFS policy, if the assigned SSW's PM is not available, a PM within a similar program [e.g., front-end, continuing, etc.] will be contacted. Due to potential conflict, a SSSS functioning as "Acting PM" may not conduct a review.)

In keeping with the TDM process model of inclusive decision making, a reviewer will assess in-person or via conference call so participants can hear the discussion. Efforts will be made to conduct a review as soon as possible with the goal of rendering a decision within 30 minutes of the request.

If any of the core CFS staff determines a PM's decision does not keep the child safe, does not represent the least restrictive placement, or is in violation of SSA/CFS policy or law, a further review by the PM's DD may be requested. Efforts will be made to conduct a DD review before a meeting is adjourned. (**Note:** If a PM's DD is not available, the DD on duty [DDOD] will be contacted.)

Change of a TDM Decision Once a decision has been documented and meeting concluded, it becomes an official position of CFS. However, in the rare circumstance a change is proposed by a SSW or SSSS to a TDM decision documented on *Team Decision Making Meeting Summary (F063-25-447)*, one of the following actions is required:

- Reconvene another TDM to discuss the proposed change in plan
- Or–**
- Consultation with SSSS/PM and request final approval for change in decision from requesting SSW's DD

A DD-approved change of an original TDM decision will be documented by the requesting SSSS in a CWS/CMS Contact Notebook and include a contact purpose of “Consult with Staff Person,” narrative information to include DD’s program, date of approval, and brief description of TDM decision change.

In addition, the requesting SSSS will email TDM Facilitator and PM of the DD-approved decision change. The notice will identify DD consulted with, date of approval, and brief description of the decision change. Facilitator will file copy of email in the family’s TDM file.

The requesting SSW and/or SSSS will attempt to inform any parent who participated in the meeting of any DD-approved change from an original TDM decision.

Meeting Documentation

Facilitators will complete a *Team Decision Making Meeting Summary (F063-25-447)* and any required data entry forms for each meeting. Facilitators will also prepare a WORD document summarizing the meeting, and enter the meeting summary information into CWS/CMS.

As applicable, SSWs will incorporate TDM meeting information, including a Facilitator’s meeting summary, into court reports.

REFERENCES

Attachments and CWS/CMS Data Entry Standards

Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced.

- [Attachment 1—TDM Meeting Types](#)
- [Attachment 2—TDM Social Worker Responsibility—Quick Guide](#)
- [Attachment 3—TDM Meetings –Safety and Security Quick Guide](#)
- [CWS/CMS Data Entry Standards—Team Decision Making \(TDM\) Instructions](#)

Hyperlinks

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

- CFS P&P [Conditional Release to Intensive Supervision \(M-0103\)](#)
- CFS P&P [Independent Living Program \(ILP\) Services \(D-0504\)](#)

- CFS P&P [Permanent Planning Assessment \(G-0313\)](#)
- CFS P&P [Non-Minor Dependent \(NMD\) Placements \(J-0102\)](#)

Other Sources Other printed references include the following:

None.

FORMS

Online Forms Forms that may be printed out and completed, or completed online, are listed below and may be accessed by clicking on the links provided.

Form Name	Form Number
TDM Discretionary Funds Request	F063-25-202
Team Decision Making Face Sheet	F063-25-450
Team Decision Making School Information Form	F063-25-494
Team Decision Making Family Budget Worksheet	F063-25-558
Team Decision Making Consent to Disclose Information	F063-25-445
Team Decision Making Consent to Disclose Information (Spanish)	F063-25-445Sp
Team Decision Making Consent to Disclose Information (Vietnamese)	F063-25-445VN
Team Decision Making Meeting Form	F063-25-446
Team Decision Making Meeting Summary	F063-25-447
Team Decision Making Meeting Summary (Spanish)	F063-25-447Sp
Team Decision Making Meeting Summary (Vietnamese)	F063-25-447VN
Team Decision Making Child/Youth Form	F063-25-449
Team Decision Making Confidentiality Agreement	F063-25-513
Team Decision Making Confidentiality Agreement (Spanish)	F063-25-513Sp
Team Decision Making Confidentiality Agreement (Vietnamese)	F063-25-513VN
Team Decision Making (TDM) Meeting Survey	F063-25-655
Team Decision Making (TDM) Meeting Survey (Spanish)	F063-25-655Sp

Team Decision Making (TDM) Meeting Survey (Vietnamese)	F063-25-655VN
TDM Facilitator/CalWORKs Integration Information	F063-25-654

Hard Copy Forms

Forms that may be completed in hard copy (including multi-copy NCR forms) are listed below. **For reference purposes only**, links are provided to view these hard copy forms, where available.

	Form Name	Form Number
	TDM Acco	F063-25-1135

CWS/CMS Forms

The following 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
	Permanency Planning Assessment (PPA)	F063-18-242

Brochures

Brochures to distribute in conjunction with this procedure include:

	Brochure Name	Brochure Number
	Team Decision Making Brochure	F063-28-382
	Team Decision Making Brochure (Spanish)	F063-28-382Sp