

Completing a Reunification Assessment for PPLA Youth within a Semi-Annual Administrative Review



Knowledge Base Article

Completing a Reunification Assessment for PPLA Youth within a Semi-Annual Administrative Review

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Overview

According to rule **5101:2-37-04 PCSA Requirements for Completing the Reunification Assessment**, when a child is placed outside of his/her home for 30 days or more, a **Reunification Assessment** is required to be completed at the time of the **Semi-Annual Review (SAR)** under the following circumstances:

- An out-of-home safety plan has been implemented.
- The case plan goal and services are to support reunification of the child to the removal home.
- A legally authorized out-of-home safety plan has been implemented.
- Parental rights have not been terminated.

Previously, in **Build 2.21**, SACWIS required that a **Reunification Assessment** be completed at the time of the **SAR**, for all children with an agency **Legal Status**, including a legal status of **PPLA**.

Effective in **Build 2.25**, current SACWIS functionality excludes the requirement of completing a **Reunification Assessment** for children with a **Legal Status** of **PPLA** if the following questions on the **SAR** are answered as listed below:

- Does the child's parent have any visitation and/or contact with the child? **No**
- Has it been determined that reunification with the individual from whom the child was removed is not possible? **Yes**

Please use the guidance below to determine if a **Reunification Assessment** is required, and if not, how to record the information in SACWIS to allow the completion of the **SAR**.

Determining if a Reunification Assessment is Required

For children with a **Legal Status** of **PPLA**:

- If the child's parent has any visitation and/or contact with the child, and it has been determined that reunification with the individual from whom the child was removed is possible, then a **Reunification Assessment** is **Required**.
- If the child's parent does **NOT** have any visitation and/or contact with the child, and it has been determined that reunification with the individual from whom the child was removed is **NOT** possible, then a **Reunification Assessment** is **NOT Required**.

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Completing a Reunification Assessment for a Child in PPLA

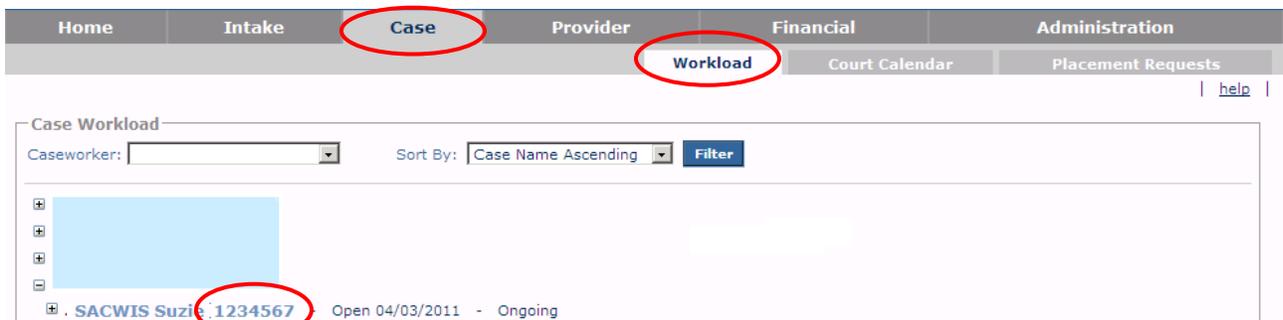
When it has been determined that a **Reunification Assessment** is **Required** for a child in PPLA, please complete the assessment tool in its entirety to accurately assess reunification for the child.

When it has been determined that a **Reunification Assessment** is **NOT Required** for a child in PPLA, please follow the steps outlined below.

Navigating to the Reunification Assessment

1. From the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link.

Note: If you know the **Case ID** number, you can also use the **Search** link at the top of the **Home** screen and navigate to the **Case Overview** screen.



The **Case Overview** screen appears.



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Completing the Identifying Information Tab

1. Click the **Reunification Assessment** link in the **Navigation** menu.

The **Reunification Assessment(s)** screen appears.

The screenshot shows the 'Reunification Assessment(s)' screen. On the left is a navigation menu with items like 'Case Overview', 'Activity Log', and 'Safety Assessment'. The main area displays a table with columns: 'Child Name(s)', 'Created Date', 'Approval Date', 'Status', and 'Agency'. Three rows of data are visible, all with a status of 'Approved' and an agency of 'County Department of Job and Family Services'. At the bottom of the table, there is a blue button labeled 'Add Reunification Assessment' which is circled in red.

Child Name(s)	Created Date	Approval Date	Status	Agency
[Redacted]	02/27/2014	02/27/2014	Approved	County Department of Job and Family Services
[Redacted]	12/17/2013	12/17/2013	Approved	County Department of Job and Family Services
[Redacted]	07/01/2013	07/01/2013	Approved	County Department of Job and Family Services

2. Click the **Add Reunification Assessment** button.

The **Identifying Information** tab appears.

The screenshot shows the 'Identifying Information' tab selected. It contains fields for 'Agency' (County Department of Job and Family Services) and two tables for 'Children Considered for Reunification' and 'Adult(s) Considered for Reunification'. Both tables have columns for 'Name', 'DOB', 'Age', and 'Gender'. The 'Identifying Information' tab label at the top is circled in red, and the 'Add Child Consideration' button at the bottom left of the children table is also circled in red. At the bottom of the screen are 'Apply', 'Save', and 'Cancel' buttons.

3. Click the **Add Child Consideration** button.

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The **Available Participants** screen appears.

Name	DOB	Age	Gender
<input type="checkbox"/>			MALE
<input type="checkbox"/>			FEMALE
<input type="checkbox"/>			FEMALE

4. From the **Available Reunification Participants** page, click the checkbox(es) beside the child or children to include on the assessment.
5. Click the **OK** button to return to the **Identifying Information** tab.

Note: Do not add an **Adult Consideration** for children who are in **PPLA** status if there is no adult with whom the child can be reunified. If you do add an **Adult** to the **Reunification Assessment**, you will be required to complete the full Reunification Assessment.

6. From the **Identifying Information** tab, click the **Apply** button.
7. Select the **PPLA** link in the **Legal Status** column of the appropriate **Child**.

Name	Legal Status	DOB	Age	Gender
edit	Temporary Custody/Placement and Care			delete
edit	PPLA			delete

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The **PPLA Narrative** screen appears displaying the **PPLA Questions**.

The screenshot shows a web interface for a PPLA Narrative. At the top, it displays 'Case > Workload > Reunification Assessment(s) > PPLA Narrative'. Below this, there are fields for Case ID, Case Name, Case Status (Open), and Case Category (Ongoing). The main content area contains two question blocks. The first block, 'PPLA Question #1', asks 'Does the child's parent have any visitation and/or contact with the child?'. It has a 'Reunification Participant Response' field with a dropdown menu. The second block, 'PPLA Question #2', asks 'Has it been determined that reunification with the individual from whom the child was removed is not possible?'. It also has a 'Reunification Participant Response' field with a dropdown menu. Below each question is a 'Narrative:' text area. At the bottom of the screen, there are 'Apply', 'Save', and 'Cancel' buttons.

8. Under **PPLA Question #1**, ‘**Does the child’s parent have any visitation and/or contact with the child?**’ select the appropriate answer (**Yes** or **No**) from the drop-down list. (Required)
9. Enter a **Narrative** related to your answer in the text box provided. (Required)
10. Under **PPLA Question #2**, ‘**Has it been determined that reunification with the individual from whom the child was removed is not possible?**’ select the appropriate answer (**Yes** or **No**) from the drop-down list. (Required)
11. Enter a **Narrative** related to your answer in the text box provided. (Required)

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Important: The user's answers to **PPLA Question #1** and **PPLA Question #2** determine whether a **Reunification Assessment** is required:

- If the child's parent does NOT have any visitation and/or contact with the child (i.e., **PPLA Question #1 = No**), and it was determined that reunification with the individual from whom the child was removed is NOT possible (i.e., **PPLA Question #2 = Yes**), then a **Reunification Assessment** is **NOT** required.
- Any other combination of answers to the **PPLA Questions** requires the completion of a **Reunification Assessment**.

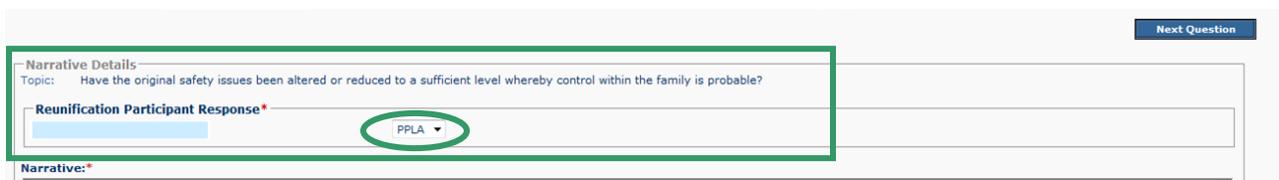
12. Click the **Save** button to save the **Reunification Assessment**.

The **Identifying Information** screen appears.

Important: If the **Legal Status** of **EVERY Child** included in the Reunification Assessment is '**PPLA**', AND this assessment does NOT include any **Adult Considered for Reunification**, then the remainder of the assessment is not required.

The assessment questions on tabs **Past & Present Safety**, **Readiness**, and **Decision** will be pre-populated with **PPLA** as the applicable answer (as shown below for a question from the Past & Present Safety tab).

- If **EVERY Child** on the Reunification Assessment has **PPLA** status and there is **No Adult** in the assessment, the user can skip to the routing/approval of the assessment. Please skip to **Step #4** under "**Completing the Decision Tab**".
- If **one or more Children** included in the Reunification Assessment have a Legal Status other than **PPLA**, the user must complete the remainder of the assessment for **ALL Children** in the assessment. Continue with the steps below.



The screenshot shows a web form interface. At the top right, there is a blue button labeled "Next Question". Below it, a section titled "Narrative Details" contains a topic question: "Have the original safety issues been altered or reduced to a sufficient level whereby control within the family is probable?". Underneath this is a field for "Reunification Participant Response*" which is a dropdown menu. The dropdown menu is open, and "PPLA" is selected and circled in green. Below the dropdown is a "Narrative:" field.

Note: Once completed and saved, the Reunification Assessment will be available for you to select from within the **Semi-Annual Review** to satisfy the SAR requirements. Please refer to the "[Linking a Reunification Assessment from within the SAR](#)" section below for more information.

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Completing the Past & Present Safety Tab

1. Select the **Past & Present Safety** tab to continue.

The screenshot shows the 'Past & Present Safety' tab selected in a navigation bar. Below the navigation bar, there are sections for 'Identifying Information' and 'Children Considered for Reunification'. The 'Children Considered for Reunification' section contains a table with columns for Name, Legal Status, DOB, Age, and Gender. The 'Legal Status' column contains the value 'PPLA'.

The **Assessing Past and Present Safety** screen appears.

The screenshot shows the 'Assessing Past and Present Safety' screen. The 'Past & Present Safety' tab is selected in the navigation bar. Below the navigation bar, there is a section for 'Assessing Past and Present Safety' with a text box for 'What were the original safety issues that resulted in child placement?'. Below this text box are buttons for 'Spell Check', 'Clear', and '2000'. Below the text box is a section for 'Narrative Information' with a table of 'Past/Present Safety Assessment Question/Response'. The first question is 'Have the original safety issues been altered or reduced to a sufficient level whereby control within the family is probable?'. The 'edit' link next to this question is circled in red. Below this question are two more questions: 'Have the safety issues identified in the previous field been resolved or reduced sufficiently whereby control within the family is probable?' and 'Were there other safety issues identified after the child(ren) came into placement that necessitated or contributed to the continuation of placement?'. Below these questions is a question: 'Are parent/guardian/custodian(s) in compliance with court orders?'. At the bottom of the screen are buttons for 'Apply', 'Save', and 'Cancel'.

1. In the '**What were the original safety issues that resulted in child placement?**' narrative text box, enter a **Narrative** supporting the **Reason/Rationale** on how the above determinations were made.
2. Click the **Edit** link next to a question in the **Narrative Information** section.

The **Narrative Details** screen appears.

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Narrative Details

Topic: Have the original safety issues been altered or reduced to a sufficient level whereby control within the family is probable?

Reunification Participant Response*

Narrative*

Spell Check Clear 2000

OK Cancel

3. Answer the **Topic Question** using the **Drop Down Menu** provided for each **Reunification Participant**.
4. Enter a **Narrative** in the text box to support your answer.
5. Click the **OK** button to return to the **Assessing Past and Present Safety** screen.
6. Repeat **Steps 2-5** for the remaining **Narrative Information** questions.

Case > Workload > Reunification Assessment(s)

Identifying Information **Past & Present Safety** Readiness Decision

Case ID: Case Name: Case Status: Open (Ongoing) Case Category:

Assessing Past and Present Safety

What were the original safety issues that resulted in child placement?
Narrative entered by user displays here

Spell Check Clear 1900

Narrative Information

Past/Present Safety Assessment Question/Response

Have the original safety issues been altered or reduced to a sufficient level whereby control within the family is probable?
edit

Were there other safety issues identified after the child(ren) came into placement that necessitated or contributed to the continuation of placement?
edit

Have the safety issues identified in the previous field been resolved or reduced sufficiently whereby control within the family is probable?
edit

Are parent/guardian/custodian(s) in compliance with court orders?
edit

Apply Save Cancel

7. Click the **Apply** button.
8. Select the **Readiness** tab to continue.

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Completing the Readiness Tab

The **Readiness** screen appears.

The screenshot shows a web application interface for a Reunification Assessment. The breadcrumb trail is "Case > Workload > Reunification Assessment(s)". The page has four tabs: "Identifying Information", "Past & Present Safety", "Readiness" (which is circled in red), and "Decision". Below the tabs, there are fields for "Case ID:", "Case Name:", "Case Status:", and "Case Category:". The "Case Status" is "Open" and "Case Category" is "Ongoing". The main content area is titled "Assessing Reunification Readiness" and contains a table with the following questions and "edit" links:

Reunification Readiness Question/Response
Does the child(ren) demonstrate an acceptance of the reunification plan? edit
Are there any issues or concerns related to other children or adults in the family which may impact the child(ren)'s return? edit
Does the parent/guardian/custodian demonstrate an acceptance of the reunification plan? edit
Does the parent/guardian/custodian have the capacity to provide for the child(ren)'s basic needs (for example, food, clothing, shelter, medical care)? edit
During visits, has the parent/guardian/custodian demonstrated an ability to meet the child's needs for safety in a manner that suggests safety threats are not expected to emerge by the child(ren) presences within the family? edit
Are the parent/guardian/custodian and/or other household members willing and able to use their protective capacities, resources and strengths to provide sufficient support to the child(ren)? edit

At the bottom of the screen are buttons for "Apply", "Save", and "Cancel".

1. Click the **Edit** link next to a question in the **Assessing Reunification Readiness** section.

The **Narrative Details** screen appears.

The screenshot shows the "Narrative Details" screen. The breadcrumb trail is "Case > Workload > Reunification Assessment(s) > Assessment/Narrative". It includes the same case information as the previous screen. There are "Previous Question" and "Next Question" buttons. The "Narrative Details" section shows the topic "Does the child(ren) demonstrate an acceptance of the reunification plan?" and a "Reunification Participant Response" field. Below this is a large text box labeled "Narrative:" which is highlighted with a red border. At the bottom of the text box are "Spell Check", "Clear", and "2000" characters. Below the text box are "OK" and "Cancel" buttons, with the "OK" button circled in red.

2. Enter a **Narrative** in the text box to support your answer.
3. Click the **OK** button to return to the **Readiness** screen.

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- Repeat **Steps 2-4** for the remaining **Assessing Reunification Readiness** questions.

Case > Workload > Reunification Assessment(s)

Identifying Information	Past & Present Safety	Readiness	Decision
Case ID: Case Name:	Case Status: Case Category:	Open () Ongoing	

Assessing Reunification Readiness

Reunification Readiness Question/Response
Does the child(ren) demonstrate an acceptance of the reunification plan? <small>edit</small>
Are there any issues or concerns related to other children or adults in the family which may impact the child(ren)'s return? <small>edit</small>
Does the parent/guardian/custodian demonstrate an acceptance of the reunification plan? <small>edit</small>
Does the parent/guardian/custodian have the capacity to provide for the child(ren)'s basic needs (for example, food, clothing, shelter, medical care)? <small>edit</small>
During visits, has the parent/guardian/custodian demonstrated an ability to meet the child's needs for safety in a manner that suggests safety threats are not expected to emerge by the child(ren)'s presences within the family? <small>edit</small>
Are the parent/guardian/custodian and/or other household members willing and able to use their protective capacities, resources and strengths to provide sufficient support to the child(ren)? <small>edit</small>

Apply Save Cancel

- Click the **Apply** button.
- Click the **Decision** tab to continue.

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Completing the Decision Tab

The **Reunification Decision** screen appears.

Case > Workload > Reunification Assessment(s)

Identifying Information Past & Present Safety Readiness **Decision**

Case ID: [redacted] Case Status: Open ([redacted])
Case Name: [redacted] Case Category: Ongoing

Reunification Decision
Describe how the family dynamics may change when the child(ren) returns:

Spell Check Clear 2000

Narrative Information

Reunification Decision Question/Response
Is reunification recommended? edit
Are interventions needed to support the child's reunification? view

[Validate for Approval](#) [Process Approval](#)

Apply Save Cancel

1. Enter a **Reunification Decision Narrative** in the text box.
2. Click the **Edit** link next to each of the questions included in the **Narrative Information** section and enter a **Narrative** in the text box.
3. Click the **Validate for Approval** button to verify that all required fields have been completed.

Note: If there are items to be completed, a red verification message will appear.

4. Click the **Process Approval** button to route the work item to a supervisor for final approval.

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Linking a Reunification Assessment from within the SAR

Complete the following steps to select a Reunification Assessment from within the **Semi-Annual Review**.

1. From the **Case Review Topics** screen within the SAR, click the **Reunification Assessment** link.

Case > Workload > **Case Review/SAR**

Case ID: [redacted] Case Status: Open ([redacted])
Case Name: [redacted] Case Category: Ongoing

Case Review Topics

Case Review Type: Semiannual Administrative Review Review for Case Plan Number: [redacted] Status: In progress

Topic	Status
Identifying Information	Completed
Safety Review	Not Provided
Reunification Assessment	Provided
Service Review	Current Case Plan Services - Progress Provided for 0 of 5 Risk Contributors
Strength and Needs Update	Not Completed
Risk Reassessment	Not Completed
Custody/PSUP/In-Home Supportive Services	Not Provided
Permanency Information	Not Provided
Permanency Goals	Progress Provided for 0 of 2 Children
Candidate For Foster Care	Provided
Signature/Notice Information	6 Signatures(s) Provided
Case Analysis	Not Completed

[Close](#)

The **Reunification Assessment** screen appears.

Case Review Type: Semiannual Administrative Review Review for Case Plan Number: [redacted] Status: In progress

Reunification Assessment

Child Name	Created Date	Approval Date	Agency
view	[redacted]	[redacted]	County Children Services Board unlink

[Link Reunification Assessment](#) [Close](#)

2. Click the **Link Reunification Assessment** button.

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The **Link Reunification Assessment** screen appears.

- The **Approved Reunification Assessment(s)** section displays Reunification Assessments that have been completed and Approved. You may select an **Approved** assessment to add to the current SAR.
- The **Pending Reunification Assessment(s)** section displays Reunification Assessments that have been started but not yet completed. You may select a **Pending** assessment and complete the assessment to add it to the current SAR.
- The **Add Reunification Assessment** button enables you to create a new Reunification Assessment to add to the current SAR.

Case > Workload > Case Review/SAR > Case Review Topics > Link Reunification Assessment

Case ID: [redacted] Case Status: Open ([redacted])
Case Name: [redacted] Case Category: Ongoing

Case Review Type: Semiannual Administrative Review Review for Case Plan Number: [redacted] Status: In progress

Approved Reunification Assessment(s)				
	Child Name	Created Date	Approval Date	Agency
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]

Pending Reunification Assessment(s)				
	Child Name	Created Date	Status	Agency
edit	[redacted]	[redacted]	In Progress	[redacted]

[Save](#) [Add Reunification Assessment](#) [Close](#)

3. Click the checkbox beside one or more **Approved Reunification Assessment(s)** to add to the current SAR.

OR

4. Click the **Edit** link beside a **Pending Reunification Assessment** and complete the assessment.

OR

5. Click the **Add Reunification Assessment** button and add a Reunification Assessment.

Note: After you **Edit** or **Add** an assessment and the assessment has been **Approved**, the approved assessment will display in the **Approved Reunification Assessment(s)** section. You may then select it to add to the current SAR as described in **Step 3** above.

6. When you have selected an **Approved** assessment(s), click the **Save** button.

The **Reunification Assessment** screen appears.