**PERMANENCY REVIEW HEARING REPORT WRITING INSTRUCTIONS**

**CASA KANE COUNTY**

**For Advocate Supervisor Use Only** – GAL Volunteer does not complete this section. Leave blank.

**For GAL to Complete** – GAL Volunteer completes all the information for this section.

**1. Heading**

* Case Number(s)
* Temporary Custody Date (also known as Shelter Care Hearing Date)
* Adjudication Date
* Disposition Date
* Last PRH Date – leave blank if first PRH hearing
* Date of Goal Change – leave blank if no goal change has been made
* Last Child/Family Team Meeting – leave blank if one has not yet occurred
* Hearing Date - date scheduled for the Permanency Review Hearing
* Type of Hearing - Permanency

**2. Child Section**

* Children listed in birth order from oldest to youngest
* Use full name, ex. Robert Price
* Date of birth
* Age of child, as of the date of the hearing, calculated to nearest year
* calculate in months for children under two years of age (listed as 1-24 months)
* Include Mother and Father (if applicable), and if the Father is Legal, Putative or N/A
* If there is no Mother or Father, enter “N/A” in the appropriate box

**3. Interviewed for this Reporting Period**

* For the time period starting with the last court hearing (not including Status) and the writing of this court report
* Include only those whose information you utilized in the Findings for Children and Overview for Parents section of this court report
* List person's name and relationship to child
* use first name and last initial only for Foster Parents
* People interviewed more than once are listed just once
* Do not include the children or your Advocate Supervisor

**4. Reports and Materials Reviewed**

* For the time period starting with the last court hearing (not including Status) and the writing of this court report
* Include only those reports and materials that you used in the findings section
* List date and title of each report
* If for one individual, list the name of the person associated with the report or material
* Do not include court orders, agency reports or previous CASA/GAL reports, emails or text messages

**5. Dates of Child Visits**

* For the time period starting with the last court hearing (not including Status) and the writing of this court report
* List child’s name
* List dates for child visits
* If visit dates are the same for all children involved, you can list all children on one line and only list the visit dates once
* Indicate if the visits were in-person or virtual
* If visits were in-person and virtual, list them grouped together by type per child
* If a child visit is not completed, provide good-cause explanation

**6. ICWA (Indian Child Welfare Act)**

* If there is involvement, detail who identified Native American heritage, when that information was provided, and all known follow-up completed by DCFS/SAO

**7. Case History**

* Typically, does not change once written for the Dispositional Hearing Report
* As brief as possible, includes all facts relating to why the case came into care
* Written in paragraph format and in past tense
* Using documents such as the police report for details, write this section in your own words…do not copy and paste
* Do not include who made the hotline call; this information should be kept anonymous

**8. Foster Placement History**

* For each child, list Name, Placement No., Foster Parent Name, Type, and Dates of Placement
* Types of placements include:
* Relative – include relationship to the child, ex. Relative – Maternal Aunt
* Fictive Kin
* Traditional
* ILO (Independent Living Option)
* TLP (Transitional Living Program)
* Residential Facility
* Hospital
* Group Home
* Shelter
* On Run
* Agency Office
* Other (provide name or description)
* List current placements first
* List when the placement started and ended (or “until present” if the placement is still active)
* If multiple children in the case, list placements from oldest to youngest child

**9. Findings for Children and Overview for Parents – General Instructions**

* For the time period starting with the last court hearing (not including Status) and the writing of this court report
* Describe events, observations, and other information relating to specific topics
* Include specific examples of what happened, what you observed (behaviors and interactions), and what others said on your visits/during phone calls, etc.
* Written in paragraph format
* Include strengths and concerns where necessary
* Use non-judgmental and unbiased language
* For all, cite the source for the information
* example: “Carol H., Maternal Aunt and Foster Mother, stated Ben is in good health.”
* Do not provide full names of foster parents; first name and last initial only
* Do not include names of other children in the foster placement; do include their ages
* When referring to people, include the relationship (e.g., Maternal Aunt, Paternal Grandmother) for the first use, then refer to them as First Name Last Initial for foster parents, and Mr./Ms. Last Name for others throughout the balance.
* example: Anne F., Foster Mother; then Anne F. throughout
* example: Kathy Price, Mother; then Ms. Price throughout
* example: Bob Johnson, Caseworker; then Mr. Johnson throughout

**10. Findings for the Child(ren)**

* Placement/Living Situation
* safety concerns, does the child have their own bed, has the child commented that they like/dislike the home, what is their schedule, are they sleeping/eating well, are they engaged/bonded with the family, etc.
* Daycare/School
* attendance, behaviors, socialization, grades
* Medical and Health
* immunizations, dental check-ups, optometric, chronic medical conditions, medical appointments, current prescriptions, psychiatric diagnosis, etc.
* Services
* referrals made, started, attended or not attended, progress, goals
* Visitation
* with parents – how often are they supposed to occur, how often are they occurring, behaviors during and after visits, what is the child reporting to you, do they enjoy the visits, what types of activities do they do with their parents, are the parents engaging with the child appropriately (this would come from the caseworker, or observed by the volunteer during parent/child observations)
* with siblings – how often are they supposed to occur, how often are they occurring, do they enjoy seeing siblings, what type of activities do they do

**11. Overview for the Parent(s)**

* For the time period starting with the last court hearing (not including Status) and the writing of this court report
* Services or Referrals (if known)
* referrals made, started, attended, not attended, progress, goals
* inquire casually when speaking with caseworker or parent; do not reach out to service provider for this information; report what you know, or document the detail is unknown
* Obstacles to Child Visits
* transportation, employment, etc.
* Additional Information
* relevant details not appropriate for the first two categories
* Parent / child visitation recommendation
* Be Supervised
* Continue to be supervised
* Be changed to unsupervised
* Continue to be unsupervised
* Be suspended
* Have no contact per court order
* Other (multiple children with different visitation recommendations)
* If unsupervised visitation is not being recommended, state why
	+ - Too early in the case
		- Parents still engaged in services
		- Parent not cooperative with services/visitation
		- Status of parent services unknown

**12. Recommendations**

* Minor be made (or remain) a ward of the court.
* Custody and guardianship should be granted to (or remain with) DCFS
* For the minor, the court should consider the permanency goal of\_\_\_\_\_\_\_
	+ Return home within five (5) months
	+ Return home within twelve (12) months
	+ Return home pending status hearing
	+ Substitute care pending determination of termination of parental rights
	+ Adoption
	+ Private guardianship
	+ Substitute care pending independence
	+ Substitute care due to developmental disabilities or mental illness, or because the minor is a danger to self or others
	+ Reserve – used if we do not have enough information to make a recommendation
	+ Other
		- use if there are different goals for multiple children; if so, provide the child’s name and recommendation
* The Client Service Plan and services are (are not) appropriate, or not yet received
	+ if service recommendations are in the Integrated Assessment but not in the Client Service Plan, list them in this section
* Other recommendations to be focused on.
* previous recommendations that have not been addressed, services that have not started, and/or new recommendations being made
* supported by facts provided in the Findings for Children and Overview for Parents section
* do not include services that have started and should continue