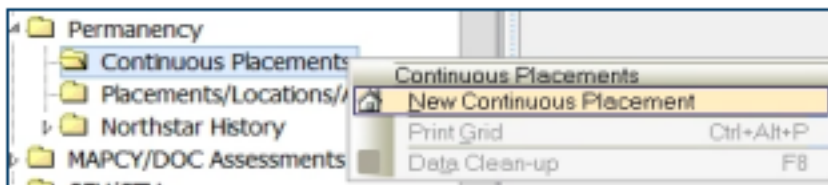


Continuous Placement

A Continuous Placement entry presents an overview of the entire placement episode and begins at the child’s initial entry into care and ends when permanency has been established. Permanency is established when a child is reunified with custodial parent(s), or an alternative permanency arrangement has been finalized. Only one Continuous Placement can be open at a time. If the child’s Continuous Placement ends and the child later returns to care, a new Continuous Placement is opened.

Continuous Placement Action Menu



Continuous Placement Screen

Cont plcmnt | Authority | Removal Conditions | Permanency Plans | Reviews | ICWA Adoptive Placement Preferences | Siblings

Removal Information

Cont Placement #: 203122517 ICWA: [dropdown]

Start Date: [dropdown] Entry Date: 2/3/2026 11:44:08 AM

Target Population: [dropdown]

Supervising Agency: [dropdown] Effective Date: [dropdown]

Tribe: [dropdown]

Reason Discharged: [dropdown]

Discharge Date: [dropdown] Discharge Entry Date: [dropdown]

Transfer Agency Detail: [dropdown]

Hours Out Of Home: Less than 24 hours 24 or more hours

Is the child receiving SSI (Title XVI) or other Social Security, such as RSD? Yes No

Child is receiving financial support from a religious organization, a trust fund, or other uncommon forms of financial support? Yes No

Is the sole reason for this placement the child's disability? Yes No

Caretaker family structure prior to placement

Family Structure: [dropdown]

Caretaker 1: [dropdown]

Caretaker 2: [dropdown]

What was the child's living environment at time of removal? [dropdown]

AFCARS Finalized adoptive/kinship placement information

Child was placed for adoption from: [dropdown]

Child was placed by: [dropdown]

Does the child have siblings in same adoptive/kinship home? [dropdown]

No. of siblings in adoptive/kinship home: [input]

Continuous Placement Tab (Cont Plcmt)

The **Continuous Placement** tab records information about placement Start Date, Supervising Agency, child's disability income, and Family Structure.

1. The **Cont Placement #** is generated by SSIS and the field auto-fills with that number.
2. Click the **ICWA** drop-down. You must select the ICWA record that is applicable to the current placement that you are entering. The most recent **ICWA Elig/Determination** should be completed before selecting in this dropdown.
3. Enter a **Start Date** field to record the date the child entered out of home care.
4. The **Entry Date** field autofills and records the date and time, the placement data is entered into SSIS.
5. The **Target Population** field records the child's primary population category.

Target Population Field on the Continuous Placement Screen

Target Population:	
	Child welfare/protection Chemical dependency Corrections Mental health Medically fragile Developmental disabilities

6. **Supervising Agency** drop-down. Workers may have to select Corrections or Tribal Social Services, as these agencies also must record their child placements in SSIS. If you select Tribal Social Services, then the Tribe field enables you to indicate which tribe is the supervising agency.
7. Select appropriate **date** in the **Effective Date** field.
 - Supervising Agency Effective Date
 - The effective date for the original supervising agency is the Continuous Placement start date.
 - Effective date for subsequent changes to supervising agency
 - To Corrections: The date the court or agencies involved determine that corrections is the primary supervising agency.
 - To Tribal Social Services: The date of the tribal court order accepting jurisdiction.
 - To County Social Services: The date the court or agencies involved determine that social services is the primary supervising agency.
8. Both the **Reason Discharged** and **Discharge Date** fields display in the center of the screen, but you will not make selection until the Continuous Placement is closed. **Be sure to come back to this screen to end your placements as soon as possible when the placement ends.** The Discharge Entry Date auto fills to the date you enter the discharge date.

9. **Transfer Agency Detail** When the reason for discharging a placement is ‘transfer to another agency’ the ‘transfer agency detail’ is required. ‘Transfer agency detail’ is a requirement for the federal Adoption and Foster Care Analysis and Reporting System (AFCARS). The title IV-E agency must indicate the type of agency that received placement and care responsibility for the child from the following options:
- **State title IV-E agency**- This option is chosen when the placement and care responsibility is transferred to another State or Tribal agency administering or supervising the administration of the title IV-B and title IV-E plans. This includes all American Indian Child Welfare Initiative Tribes (White Earth, Red Lake, and Leech Lake) and Mille Lacs Band of Ojibwe.
 - **Indian tribe or tribal agency (non-IV-E)** - This option is chosen when the placement and care responsibility is transferred to a tribal agency with no Title IV-E agreement.
 - **Juvenile justice agency**- This option is chosen when the placement and care responsibility is transferred to a corrections agency, and the county or tribal social services has ended their placement responsibility.
 - **Mental health agency**- This option is chosen when the placement and care responsibility is transferred to a mental health agency. This may be used with, and county or tribal social service agency has ended their placement responsibility, and the youth has been committed under Minnesota Statutes, Chapter 253B.
 - **Private agency**- This option is chosen when the placement and care responsibility is transferred to a private agency. This may be used if a county or tribal social service agency has ended their placement responsibility and transferred it to a child-placing agency.
10. **Hours Out of Home** indicates if a placement is at least 24 hours. This field remains disabled until you close the placement episode.
11. Select the appropriate option for the question **Is the child receiving SSI (Title XVI) or other Social Security, such as RSDI?** Workers need to know if their clients are receiving financial benefits such as SSI or RSDI because their agency needs to know the financial programs that are available to support this child’s placement.
12. **Child is receiving financial support from a religious organization, a trust fund, or other uncommon forms of financial support:** Choose **Yes/No** if child is receiving these less common forms of financial support might include financial support from a religious organization or a trust fund. Do not include SSI or other Social Security, such as RSDI, Medical Assistance, Tribal, Adoption or Kinship Assistance nor Chaffee funds.
13. SSIS records how many children are placed each year solely due to a disability. The question “**Is the sole reason for this placement the child’s disability?**” defaults to **No**, but you should change it, as applicable.
14. Click the **Family Structure** drop-down. SSIS collects information on the family structure of children entering placement. Notice that you have a variety of options, including selections for situations when you do not know the family structure.

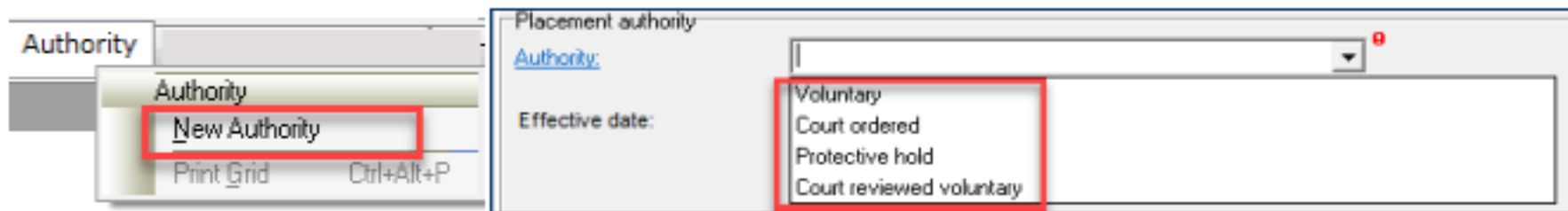
15. Select **Caretakers** from **Caretaker 1 and Caretaker 2** drop-down menu selections. Note: Both of the Caretaker fields have the button with the magnifying glass indicating that a Person Search is available from this field, if the desired Caretaker's name does not display in the drop-down.
16. **What was the child's living environment at time of removal?** Indicate the type of environment (household or facility) the child was living in at the time of removal
- Indicate "parent household" if the child was living in a household that included one or both of the child's parent, weather biological, adoptive or legal.
 - Indicate "relative household" if the child was living with a relative(s), the relative(s) is not the child's legal guardian and neither of the child's parents were living in the household.
 - Indicate "legal guardian household" if the child was living with a legal guardian(s), the guardian(s) is not the child's relative and neither of the child's parents were living in the household.
 - Indicate "relative legal guardian household" if the child was living with a relative(s) who is also the child's legal guardian.
 - Indicate "correctional facility" if the child was living in a facility such as a medical or psychiatric hospital or residential treatment center.
 - Indicate "medical/mental health facility" if the child was living in a facility such as a medical or psychiatric hospital or residential treatment center.
 - Indicate "other" if the child was living in any other situation not listed above (such as living independently or homeless).
- If the agency receive placement and care responsibility while the child is on the run, the agency should indicate the environment from which the child ran away.
Examples:
 - For example, if a child was living with his parent at the time of his removal, the agency should indicate "1" (parent household).
 - For example, if a child was homeless before the first removal, the agency should indicate "7" (other).
 - For example, if the same child had a removal while living with their aunt, the agency should indicate "2" (relative household).
17. **The child was placed for adoption from,** and **Child was placed by** fields are disabled because these are relevant only to children who are adopted. SSIS gathers data to identify who originated the child's placement (*i.e.* MN, another state, another country) and by which entity.

Authority Tab

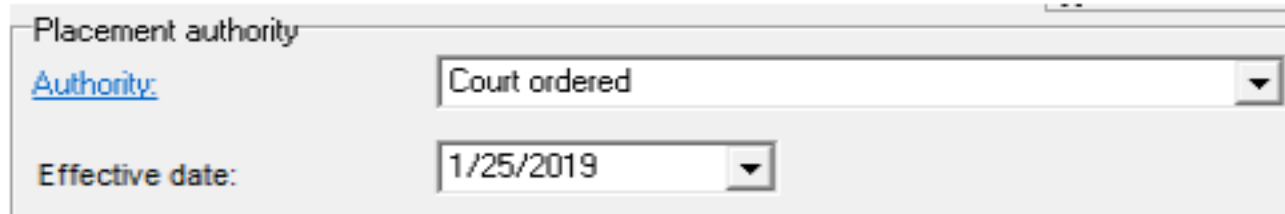
Right-click on the **Authority** tab and select **New Authority**.

In order for a child to enter placement you must obtain legal authority to authorize the placement.

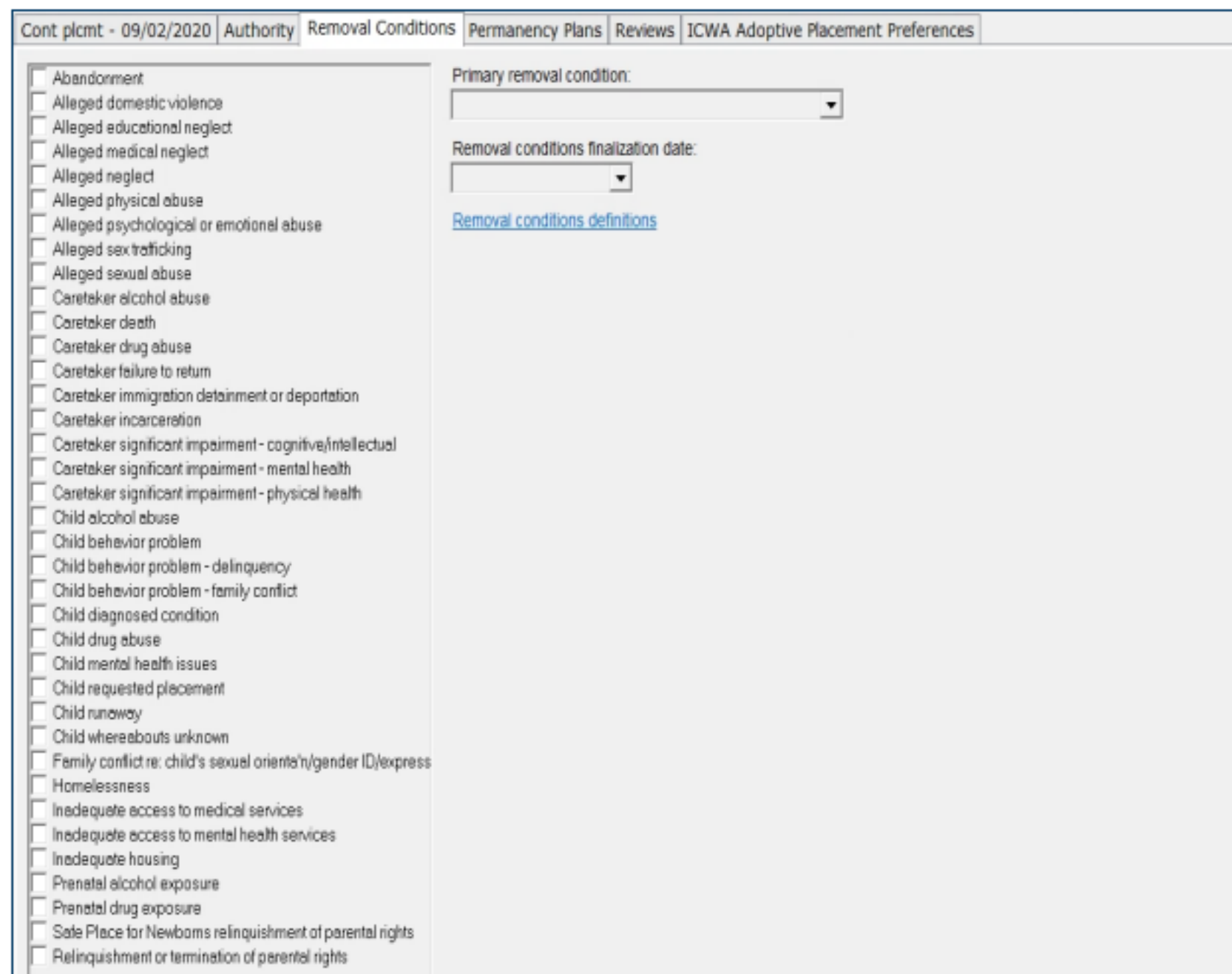
Authority Tab Action Menu and Screen



In this example **Court Ordered** will be selected along with the **Effective Date**.



Removal Conditions Screen

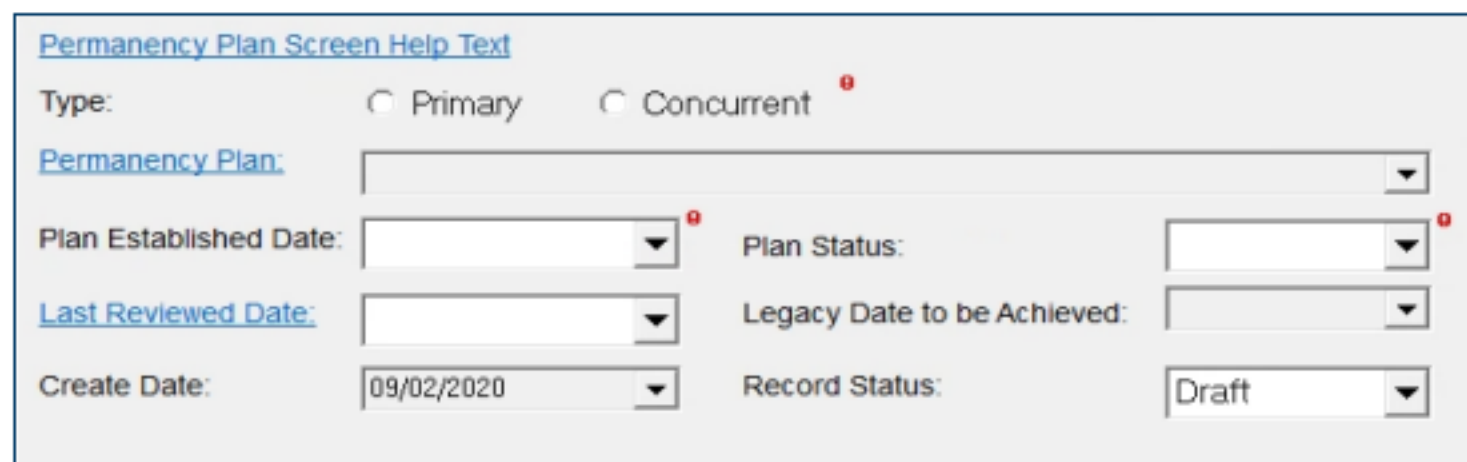


Workers will select all applicable removal conditions on the left side of the screen and select the **Primary removal condition** on the right side of the screen. The **Removal conditions finalization date** field auto-fills with a date that is 30 calendar days from the date this tab was generated. This tab cannot be edited after the finalization date. Workers will need to consult with their SSIS Mentor if changes need to be made to this tab

after the finalization date. The **Removal conditions definitions** blue underlined help text provides more context and definitions for removal conditions listed on this screen.

Permanency Plans Tab

Permanency Plan Screen



The screenshot shows the 'Permanency Plan Screen' with the following fields and options:

- [Permanency Plan Screen Help Text](#)
- Type: Primary Concurrent ^o
- [Permanency Plan:](#) [Dropdown menu]
- Plan Established Date: [Dropdown menu] ^o Plan Status: [Dropdown menu] ^o
- [Last Reviewed Date:](#) [Dropdown menu] Legacy Date to be Achieved: [Dropdown menu]
- Create Date: [09/02/2020] Record Status: [Draft]

The **Permanency Plan Screen** is designed to keep a history of plans and status of current and previous primary and concurrent plans. Note that all plans will be automatically set to locked status by the system 30 calendar days after the 'create date'.

Throughout the life of a case, there must be **one active primary plan** that case workers are working toward. This indicates the current main plan for permanency while a child is placed out of their home. This plan must be created when a continuous placement is entered.

A **concurrent plan** is established as an alternative permanency plan while making reasonable efforts toward the primary plan. Only one concurrent plan may be active at a time in this screen. A concurrent permanency plan is intended to help achieve early permanency for a child, decrease a child's length of stay in foster care, reducing the number of moves, and supporting timely achievement of reunification on other permanency plan. If during assessment of a case it is determined that the primary plan is no longer appropriate, the concurrent plan may become the primary plan. It is best practice to thoroughly assess and establish a concurrent plan early in case the primary plan may not be achievable within the required time frame. A concurrent plan is a separate.

1. Select **Primary** option button to indicate that this is the primary permanency plan **Type**. Select **Concurrent** to indicate if this is the concurrent permanency plan **Type**.
2. In the **Permanency Plan** field select the appropriate plan from the dropdown list

Permanency Plan Screen with Permanency Plan Options

The screenshot shows a web form titled "Permanency Plan Screen Help Text". It includes a "Type:" field with radio buttons for "Primary" (selected) and "Concurrent". Below this is a "Permanency Plan:" dropdown menu. The dropdown is open, showing a list of options: "Reunify with parent(s) or legal guardian(s)", "Transfer of perm legal & physical custody to non-custodial parent", "Adoption with relative", "Adoption with non-relative", "Transfer of permanent legal and physical custody to a relative", "Live with other relatives", and "Not yet determined". There are also fields for "Plan Established Date:", "Last Reviewed Date:", and "Create Date:".

Reunify with parent(s) or legal guardian(s) is selected if the plan is reunification with child's parent(s) or legal guardian(s). **This selection is not available as a concurrent plan.**

Transfer of permanency legal and physical custody (TPLPC) to non-custodial parent is selected if the plan is a TPLPC to non-custodial parent.

Adoption with relative is selected if the plan is adoption by relatives who are related to child by blood, marriage or adoption; the legal parent, guardian, or custodian of child's siblings; or an individual who is an important friend with whom child has resided or had significant contact. **This selection cannot have a concurrent plan of TPLPC.**

Adoption with non-relative is selected if the plan is adoption with unrelated individuals. **This plan cannot have a concurrent plan of TPLPC.**

Transfer of permanent legal and physical custody to a relative is selected if the plan is to transfer legal and physical custody that includes responsibility for the protection, education, care, and control of the child, and decision making on their behalf. **This selection cannot have a concurrent plan of adoption**

Live with other relatives is selected if the plan is for a child to live permanently with a relative who is related to the child by blood, marriage, or adoption; the legal parent, guardian, or custodian of child's siblings; or an individual who is an important friend with whom child has resided or had significant contact. Not child's parent(s) or legal guardian(s).

Not yet determined is selected only if there is no current plan. Note that there should always be an active primary plan with reasonable efforts working toward permanency.

****Transition to Adulthood (18-21)** is selected if the plan is for an eligible youth to remain in foster care. This plan becomes available when the youth is 17 years and 6 months old.

3. Enter the date when the plan was established in the **Plan Established Date** field. This date must be on or after the continuous placement start date. The plan established date cannot be a future date.
4. Indicate in the dropdown list of the **Plan Status** field as **Active** or **Inactive**. There cannot be two active primary or concurrent plans at the same time. When changes to plan status are made, or if a new record is being created which would create two active plans of the same type, a warning message will

appear to ask for confirmation that the previous active plan should be set to inactive. If changes are accepted, the old plan will be set to “inactive” by the system.

5. In the **Last Reviewed Date** field enter the date the plan was reviewed. The last review date must be updated to reflect any changes to a plan, or every six months when there is an administrative court review.
6. The **Legacy Date to be Achieved** field is read-only. It displays the date to be achieved entered on permanency plans before the new SSIS changes in late 2019. For newly created records, this date field is greyed out and users cannot enter a date in this field.
7. The **Create Date** field automatically generates when this record is created. This field cannot be modified and is for display purposes only.
8. Newly created records are in draft status in the **Record Status** field. The following fields are only editable when a plan is in draft status: Type, Permanency Plan, Plan Established Date and Record Status. The following fields are always editable: Plan Status and Reviewed Date. If a plan is still in draft status after 30 calendar days, the system will automatically set the status to **locked**. Users with “Reset Errors” in their security role have the ability to change the **Record Status** from locked to draft in order to edit a record or correct error. Workers should make a habit of selecting **Active** when they’ve completed this screen.

Reviews Tab

The Reviews tab records administrative and court reviews regarding this child’s placement. Workers could enter a court hearing under the Reviews tab if judicial findings met placement review requirements. There is blue help text under the **Child Findings Tab** in the **Court Actions** folders that provide insight as to how judicial findings meet placement review requirements.

Reviews Tab of the Continuous Placement

Cont plcmt - 01/25/2019 Authority Removal Conditions Permanency Plans Reviews Foster Care Extension ICWA Adoptive Placement Preferences

Name

> Court: Juvenile 1/25/2019

Court Action ICWA QEW

Court Hearing Child Findings

Regarding: Joseph Crow

Court Type: Juvenile

Petition Type: CHIPS Filing Date: 01/25/2019

Petition Detail:

Hearing Type: Admit/deny Date: 01/25/2019

ICWA Adoptive Placement Preferences Tab

This tab documents:

- Whether you consulted with the child’s tribe(s) about the need for adoption, available and selected adoptive placements;
- The available adoptive placements (type/setting) and the adoptive placement you selected; or to indicate if the placement did not meet ICWA placement preferences by selecting the option.

If the placement did not meet ICWA preferences, then you must also answer whether you had **‘Good cause to depart from the adoptive placement preferences under ICWA’** question.

- If you did not have good cause, then you must provide a summary indicating why you departed from the ICWA placement preferences.
- If you had good cause, then you must answer questions related to the reason(s) for good cause and provide a summary indicating why you departed from ICWA preferences.

It is best practice to fill out the screen when the child is placed in a pre-adoptive home, because that is when you must complete the adoptive placement preferences screen.

ICWA Adoptive Placement Preferences

Cont plcmt - 09/02/2020	Authority	Removal Conditions	Permanency Plans	Reviews	ICWA Adoptive Placement Preferences
<p>Available ICWA Adoptive Placement Preferences:</p> <p>Did the agency consult with the Tribe regarding:</p> <p>The need for adoption: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Available adoptive placements: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Selected adoptive placement: <input type="radio"/> Yes <input type="radio"/> No</p>					
<p>All Available Adoptive Placement Type / Settings:</p> <p>Select all placement type/settings that Of the available type/settings, indicate the one selected.</p>					
A placement that complies with the order of preference for adoptive placements established by an Indian child’s tribe, in accordance with 25 USC 1915(c):				<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/>
A member of the Indian child’s extended family:				<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/>
Other members of the Indian child’s tribe:				<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/>
Other Indian families:				<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/>
Placement does not meet ICWA placement preferences:					<input type="radio"/>
Good cause to depart from adoptive placement preferences under ICWA:				<input type="radio"/> Yes <input type="radio"/> No	
<p>Basis for Good Cause:</p>					
Request of one or both of the Indian child’s parents:				<input type="radio"/> Yes <input type="radio"/> No	
Request of the Indian child:				<input type="radio"/> Yes <input type="radio"/> No	
Unavailability of suitable placement after a determination by the court that a diligent search was conducted to find suitable placements meeting the placement preferences in ICWA at 25 USC 1915 but none has been				<input type="radio"/> Yes <input type="radio"/> No	
Extraordinary physical, mental or emotional needs of the Indian child, such as specialized treatment services that may be unavailable in the community where families who meet the placement preferences live:				<input type="radio"/> Yes <input type="radio"/> No	
Presence of a sibling attachment that can be maintained only through a particular placement:				<input type="radio"/> Yes <input type="radio"/> No	
Summary of departure from ICWA preferences:					

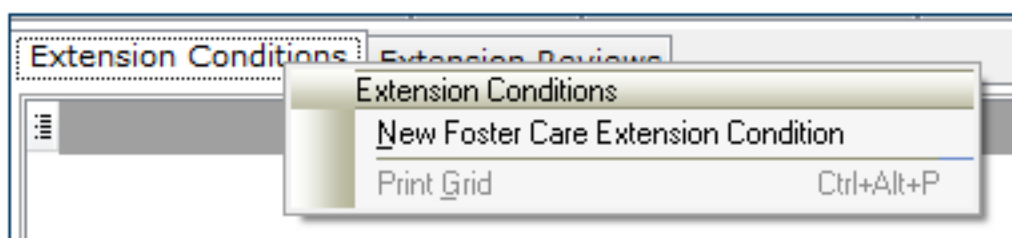
1. Create an **Action Menu** by right clicking the mouse on the **ICWA Adoptive Placement Preferences** tab.
2. Under the **Available ICWA Adoptive Placement Preferences** section click within the **Yes** and **No** option buttons to answer the questions associated with consulting the tribe on placement preferences.
3. Under the **All Available Adoptive Placement Type/Settings** section click within the **Yes** and **No** option buttons to answer the questions associated with consulting the tribe on available adoptive placement types and settings.
4. Workers will then select the adoptive placement preference that is being utilized under **Of the available types/settings indicate the one selected** section of this screen. If an adoptive placement does not follow preferences, workers will select the option button associated with **Placement does not meet ICWA placement preferences**.
5. If deviation has occurred from ICWA Adoptive Placement Preferences workers will use the **Basis for Good Cause** section of this screen and click the **Yes** and **No** option buttons next to each basis for good cause.
6. Workers will summarize the departure from ICWA preferences in the free text field at the bottom of this screen. Note: “good cause” does not alleviate an agency of active efforts and due diligence in finding available adoptive placements.

Foster Care Extension Tab

The Foster Care Extension tab displays when you have a youth age 17 ½ (in SSIS) in placement. This tab records the:

- Extension condition that identifies the reason the youth is either choosing not to remain in placement past age 18, or electing to return to/remain in placement past age 18; and the
- Extension review to document who reviewed the conditions for the extension.

Extension Conditions Action Menu



Extension Conditions Screen

Extension Condition:	<input type="text"/>
Effective Date:	Not eligible-no foster care extension condition applies
End Date:	Completing high school or GED Documented medical condition prevents education/work Employed at least 80 hrs per month Enrolled in post secondary or vocational education Participating in activities to remove employment barriers

Workers complete regular reviews of a youth’s eligibility for extended foster care. Extension Conditions may end and others arise during a review period. If one condition has ended, make sure to enter the End Date on the individual Extension Condition. If a new Extension Condition is applicable, access the Action menu and enter a New Extension Condition. Once the conditions themselves have been reviewed and/or amended, it is important to register the completion of the review on the Extension Reviews tab. The worker is confirming that he/she has reviewed the Extension Conditions tab and made any necessary updates (as indicated on the Extension Reviews tab). Extension Reviews are entered at a minimum of every six months

Siblings Tab

Cont plomt - 03/07/2024 Authority Removal Conditions Permanency Plans Reviews ICWA Adoptive Placement Preferences Siblings

[Sibling Information](#)

[All Siblings:](#)

Name	Relationship (Person 1 - Person 2)	Name (Person 2)	Status	Inactive Date	Inactive Reason
<No data to display>					

[Siblings in Open Continuous Placements:](#)

Person	DOB	Age	Start Date	Primary Permanency Plan	Worker
Barbara Aitkin	1/1/2015	11	03/07/2024	Reunify with parent(s) or legal guardian(s)	Eric Kraft

I verify that all known sibling relationships have been entered, or there are no known siblings as of the Last Reviewed Date.

Last Reviewed Date:

All Siblings

This section displays all of the child’s active and inactive sibling relationships entered in the SSIS **Relationship** screen. Enter all maternal and paternal siblings, including possible siblings where their father is an alleged father, and adult siblings.

Siblings are defined as one of two or more individuals who have one or both parents in common through blood, marriage, or adoption. This includes siblings as defined by the child's tribal code or custom. Sibling also includes an individual who would have been considered a sibling but for a termination of parental rights of one or both parents, suspension of parental rights under tribal code, or other disruption of parental rights, such as death of a parent.

When a child is placed in foster care who has a sibling, they have the right to be placed in a foster home with their siblings, when possible and when in the best interest of each sibling to sustain family relationships. Agencies have a duty to ensure that reasonable efforts are made to include culturally appropriate services in children's best interest, health, safety, and must be of paramount concern.

If relationships are entered correctly, **all siblings** will display on this screen for all active and inactive relationships. Make any needed changes on the Relationship screen. Include all siblings, even those who are the placement responsibility of another agency (county/tribe/state) or not in placement. Agencies must determine how to build and preserve sibling bonds, including siblings they have not developed relationships with, and relationships that may be inactive in the child's best interest. For example, the child may consider children of former stepparent(s) to be siblings.

Explanation of fields:

- Name (Person 1) – the name of the child/youth being viewed.
- Relationship – Child's sibling relationship to the child/youth being viewed.
- Name (Person 2) – the name/s of sibling/s.
- Status – child's status of relationship
 - Active – child's relationship with their sibling(s) is current.
 - Any relationship where a child is related by blood, marriage and adoption. In addition, an agency is to determine and preserve a sibling bond if a child considers the relationship current. This is to be based on a child's relationship with their sibling/s.
 - Inactive – the relationship is not current. For example, if a sibling passed away.
- Inactive Date – the date a relationship became inactive, for example, siblings date of death.
- Inactive Reason – the reason a relationship became inactive.

Siblings in Open Continuous Placements

This section displays information entered into the **Continuous Placement** screen. It only displays siblings that the current agency (county/tribe) has placement responsibility for and are in a current open continuous placement. Once a continuous placement is discharged, it will no longer display. Once all Continuous Placements are closed for all siblings, the grid will be blank. Make any changes needed in the Continuous Placement screen for identified sibling(s)

Explanation of fields:

- Name – displays the name of the child/youth and sibling/s
- DOB – displays the date of birth
- Age – displays current age
- Start Date – displays start date of the current continuous placement episode

- Primary Permanency Plan – displays active primary permanency plan for the continuous placement
- Worker – displays the primary caseworker for workgroup selected on the most recent placement/location/absence that falls within the continuous placement dates.

Last Reviewed Date

This field is required. Caseworkers verify that all known sibling relationships were entered, or there are no known siblings as of the Last Reviewed Date. A new review is required every six months from last date of review while a Continuous Placement remains open.

If there has not been a review within the past six months from the last date of review, a data clean-up error will occur to verify that information on this screen is accurate. The data clean-up message will continue to display for up to 370 days after a continuous placement ends, if a Continuous Placement was open for at least 30 days.