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## Memorandum

**To:** Foster Care Providers

**From:** Patricia Bassy, LMSW, Executive Director, Office of Older Youth  
Services - Youth Justice Area 

**CC:** Sabine Chery, LMSW, Assistant Commissioner, Older Youth Services  
Julie Faber, MSW, Deputy Commissioner-Division of Family  
Permanency Services

**Date:** February 12, 2018

**Re:** Person In Need of Supervision (PINS) Status report

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This Memorandum is being issued to address submission of written status report. Please note that the **status report is not a replacement for Permanency Hearing report.**

Status report is current information on the youth, when Provider agencies seek to file an extension of placement petition. Information provided should address the youth's specific progress with each need and services being provided.

### Required information

1. **Adjustment to current placement:** This portion of the report should detail how youth is doing; any multiple placement and adjustment should be shared. Any out of placement concerns should briefly be stated; any behavioral issues should also be mentioned.
2. **Update on youth's permanency planning goal:** What reasonable efforts have been made to achieve youth's permanency planning goal. Has there been a change to the youth's permanency planning goal.
  - State the specific goal for the youth. Example: Return to parent, Return to Fit and Willing relative, Another Planned Permanent Living Arrangement (APPLA).
  - Barriers to achieving the youth's permanency goal. Visit/contacts between youth and Person Legally Responsible. Frequency and quality of contacts.

- 3. Education/Vocational training:** What type of educational support is the youth currently receiving; name of school youth is enrolled /attending. Grade level, how youth is functioning in his or her classes, if struggling, what type of support agency is providing. Also, mention if youth is on track with credit accumulation toward graduation. Share if youth is interested in any Vocational trainings or, youth would rather complete High School equivalence program instead. And what concrete assistance agency is providing to the youth to achieve his or her permanency goal.
- 4. Supportive Services:** In this section, share what types of services youth/discharge resource are engaging in to effectuate the permanency goal. Mental/medical health services- If the youth is diagnosed with any mental health disorder, recommended treatment and management. If there is any medical health condition or concerns, updates should be provided in this section.
- 5. Reason an extension of placement should be granted:**  
Explain in this section, outstanding service needs for the youth and why the Court should grant an extension of placement. Additionally, mention all support that will effectuate the youth's permanency goal.